

DISTRIBUTED
LEARNING
| 2019



USING BRIGHTSPACE TOOLS

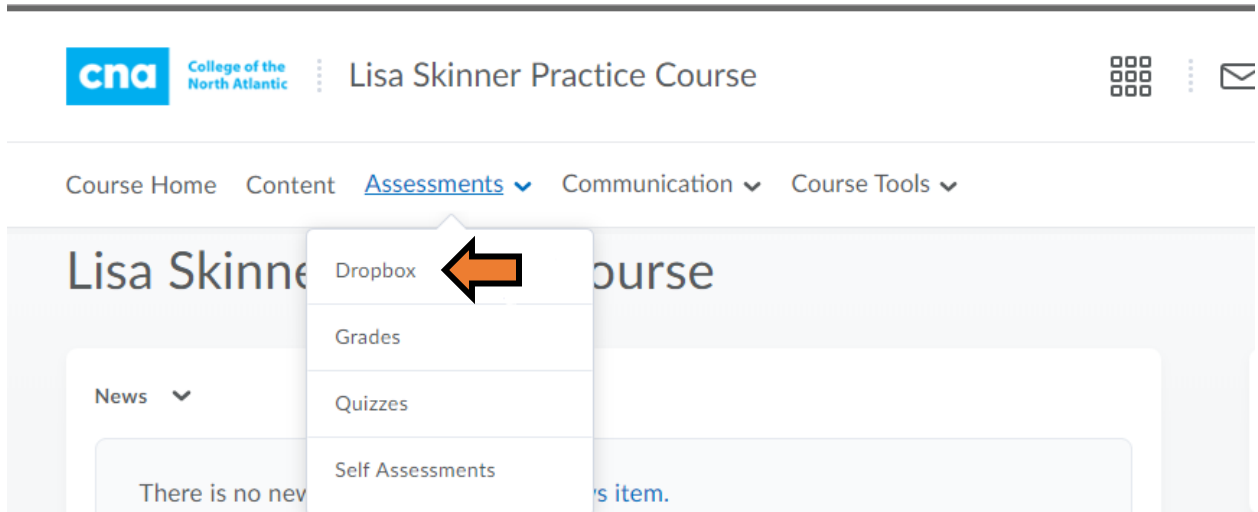
Creating Assignments
Using The Dropbox

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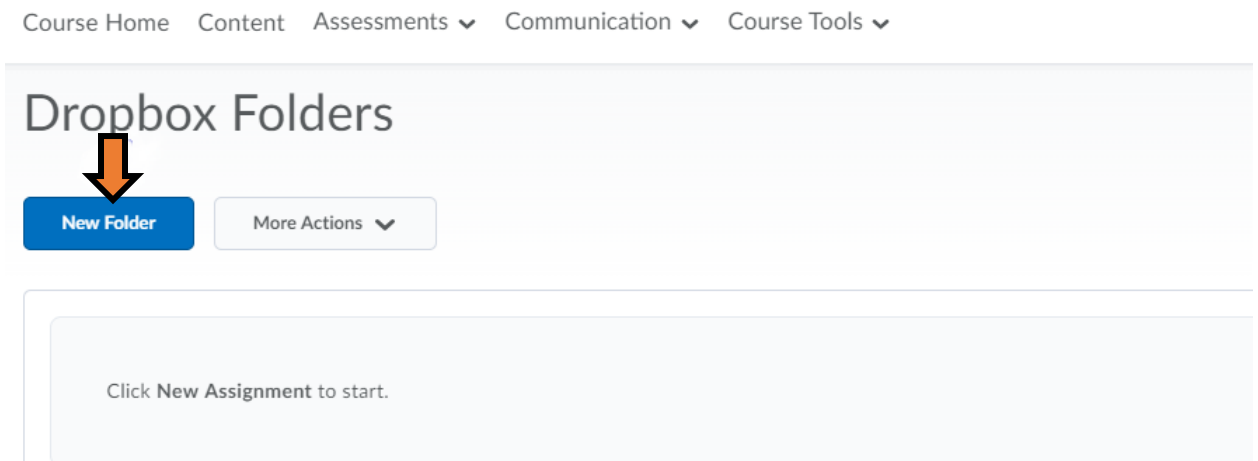
Creating Assignments using the Dropbox

ACCESSING THE DROPBOX

On the navbar, click Assessments, then Dropbox.



Click to create a new folder



PROPERTIES TAB

Enter a name for your assignment and any instructions in the appropriate spaces. Add any attachments required.

Properties Restrictions Objectives

Name*

Instructions

Attachments

Add Attachment

Submission, Completion and Categorization

Assignment Type

Individual assignment ?

Group assignment ?

Group Category MC 1240 Assignment

Save and Close Save and New Save Cancel

Assign submission information.

Submission, Completion and Categorization

Assignment Type

Individual assignment ?

Group assignment ?

Group Category MC 1240 Assignment

Submission type

File submission

Files allowed per submission

Unlimited

One file per submission

Submissions

All submissions are kept

Only the most recent submission is kept

Only one submission allowed

Enter Evaluation and Feedback details. Assign the score, attach the assignment to a grade item in the gradebook or attach a rubric that is built into Brightspace.

Evaluation and Feedback

Score Out Of

Grade Item

None [\[New Grade Item\]](#)

Student View Preview

- / -

Rubrics

[Add Rubric](#)

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric

No default selected

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

RESTRICTIONS TAB

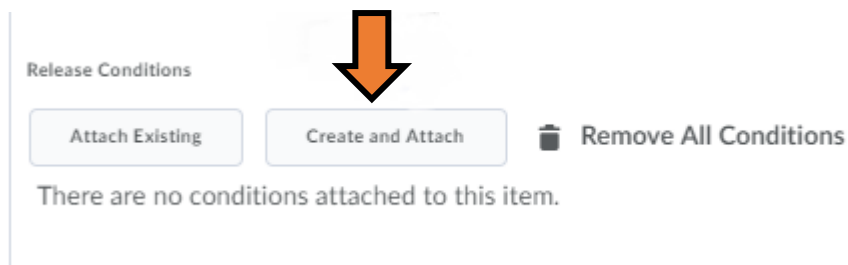
Set due date, start and end dates, release conditions, special access and hide from users.

Properties	Restrictions	Objectives
<input checked="" type="checkbox"/> Hidden from users		
Due Date		
<input type="checkbox"/> Has Due Date		
<input type="text" value="4-22-2019"/> <input type="text" value="1:23 PM"/> <input type="text" value="Now"/>		
<i>Canada - St. John's</i>		
Availability		
<input type="checkbox"/> Has Start Date		
<input type="text" value="4-15-2019"/> <input type="text" value="10:53 AM"/> <input type="text" value="Now"/>		
<i>Canada - St. John's</i>		
<input type="checkbox"/> Has End Date		
<input type="text" value="4-22-2019"/> <input type="text" value="1:23 PM"/> <input type="text" value="Now"/>		
<i>Canada - St. John's</i>		
Release Conditions		
<input type="button" value="Attach Existing"/> <input type="button" value="Create and Attach"/> <input type="button" value="Remove All Conditions"/>		
There are no conditions attached to this item.		
Special Access		
<input checked="" type="radio"/> Allow users with special access to submit outside the normal availability dat		
<input type="radio"/> Allow only users with special access to see this folder		
<input type="button" value="Add Users to Special Access"/>		
<input type="button" value="Save and Close"/> <input type="button" value="Save and New"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>		

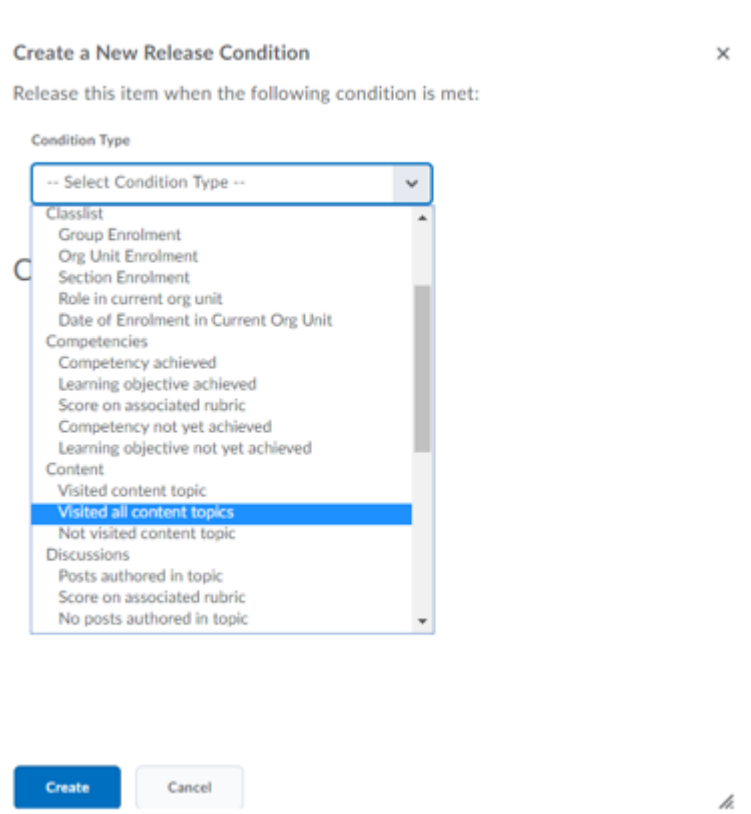
Release Conditions

Create conditions for when the assignment will be released. For example, learners would have to visit all content topics before the assignment will release for them.

Click Create and Attach



Choose the release conditions that you want for the assignment and click Create.



Special Access

Click Add Users to Special Access button under the Restrictions Tab and choose alternate start and end dates and then click the box next to the students who need special access. Click the Save button once complete.

Special Access - Assignment 1

Properties

Due Date

Has Due Date

4-22-2019 1:31 PM Now

Canada - St. John's

Availability

Has Start Date

4-15-2019 11:01 AM Now

Canada - St. John's

Has End Date

4-22-2019 1:31 PM Now

Canada - St. John's

Users

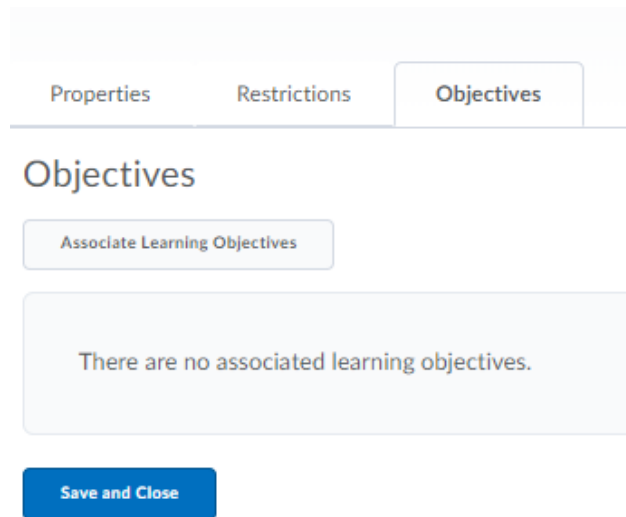
View By: User

Search For...

<input type="checkbox"/>	Last Name ▲, First Name
<input checked="" type="checkbox"/>	Skinner, Lisa

OBJECTIVES TAB


Click the Objectives tab, then click Associate Learning Objectives button to add any Objectives.

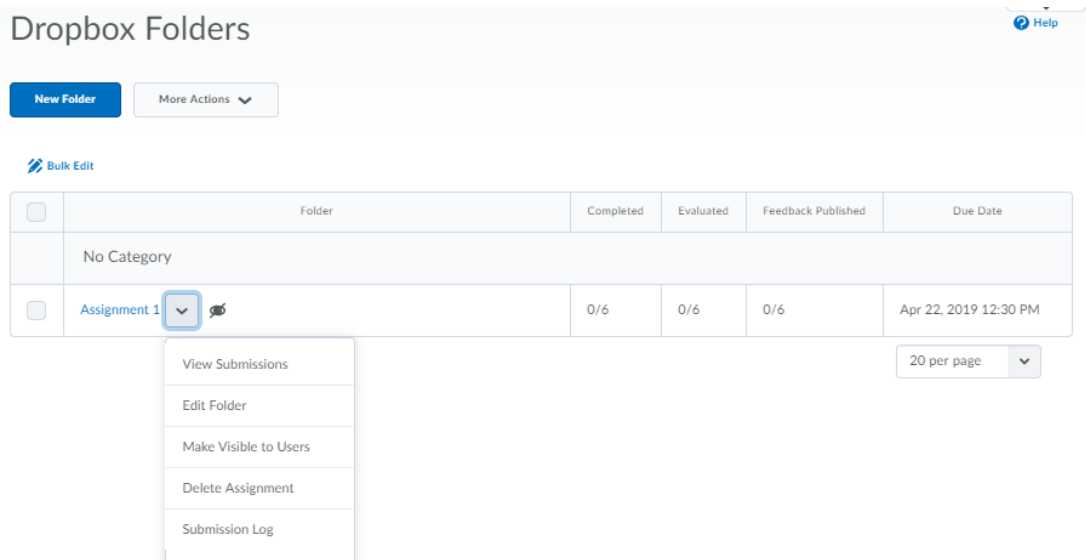


The screenshot shows a user interface with three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'Objectives' tab is selected. Below the tabs, the word 'Objectives' is displayed. A button labeled 'Associate Learning Objectives' is visible. Below this button, a light gray box contains the text 'There are no associated learning objectives.' At the bottom of the interface is a blue button labeled 'Save and Close'.



Once you have created all the settings in the Dropbox folder, click Save and Close.

EDITING YOUR ASSIGNMENT

It is still possible to edit an assignment after creating it. Click the dropdown arrow next to the Assignment name to view submissions, Edit Folder, Make the Assignment visible to users, delete the assignment or look at the Submission Log. This symbol  shows that the assignment is not visible to users.



The screenshot shows the 'Dropbox Folders' interface. At the top, there is a 'New Folder' button and a 'More Actions' dropdown. Below this is a 'Bulk Edit' link. The main content is a table with the following columns: Folder, Completed, Evaluated, Feedback Published, and Due Date. The table has a 'No Category' header row and one data row for 'Assignment 1'. The 'Assignment 1' row shows 0/6 completed, 0/6 evaluated, 0/6 feedback published, and a due date of 'Apr 22, 2019 12:30 PM'. A dropdown arrow next to 'Assignment 1' is open, showing a menu with the following options: View Submissions, Edit Folder, Make Visible to Users, Delete Assignment, and Submission Log. A '20 per page' dropdown is also visible at the bottom right of the table.

<input type="checkbox"/>	Folder	Completed	Evaluated	Feedback Published	Due Date
No Category					
<input type="checkbox"/>	Assignment 1  	0/6	0/6	0/6	Apr 22, 2019 12:30 PM

- View Submissions
- Edit Folder
- Make Visible to Users
- Delete Assignment
- Submission Log

20 per page 