

Essential Student Skills: Assignments guide for students

Introduction

As part of your module/unit/course, your instructor might ask you to submit an assignment to a Brightspace assignment folder.

In this guide, you will find out...

- How to submit an assignment to Brightspace
- How to access feedback in Brightspace



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How to submit an assignment to Brightspace

Brightspace is a versatile tool, and there is more than one way to share an assignment. One option is that your instructor might have included a link to it in a content folder (e.g. 'Loch Ness', Figure 1 below).

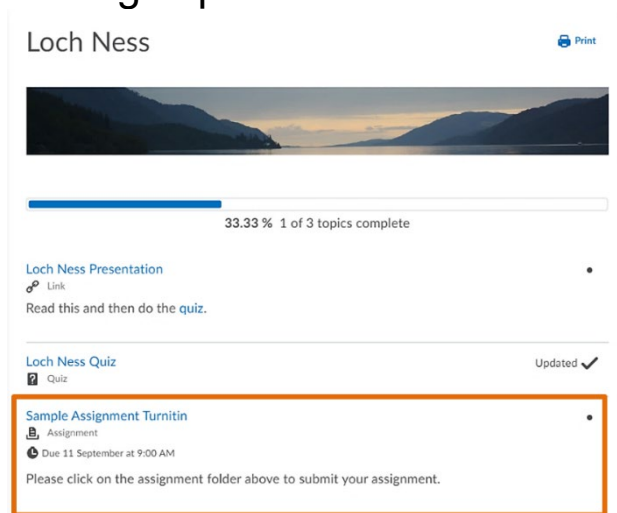


Figure 1: Link to an assignment

Alternatively, you can go directly to a list of all your assignments via the Assignment tool. To do this, navigate to the Course tools drop-down menu and select Assignments from the drop-down menu (Figure 2).

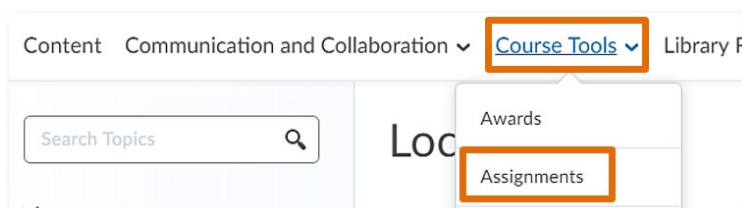


Figure 2: Dropdown menu item

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Once you are in the assignments tool, simply locate and click on the assignment folder you would like to submit to (Figure 3).

Assignment	Completion Status	Score	Evaluation Status	Due Date
Sample Assignments				
Sample Assignment Attached Files Sample Assignment Prompt.docx (13 KB)	Not Submitted			11 September 2019 9:00 AM

Figure 3: Submission information

Below, you will find further information on what submitting an assignment will look like via:

- a link to an assignment link in the content area
- the assignment tool

Submitting an assignment in Brightspace via an assignment link in the content area

If you located a link to an assignment folder in the content area and clicked on the link, you will see the following submission screen.

Read any attachment your instructor might have added by clicking on the document link (1). Once you are ready to submit your assignment, you can either drag and drop your file to the submission box, or you can click on the Upload button within the submission box to select a file from your computer (2). (Figure 4)

Table of Contents > Learning Resources > Loch Ness > Sample Assignment Turnitin

Sample Assignment

Instructions

Please click on the assignment folder ab [Sample Assignment Prompt...](#) (13 KB) it your assignment.

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

You can upload files up to a maximum of 40 MB.

Figure 4: Submission confirmation

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Once you have uploaded your assignment, you will be able to see your file at the bottom of the upload box (1). A comment box will pop up below the upload area where you could leave a note for your instructor (2). When you are ready, click on the blue Submit button on the bottom of the page (3). (Figure 5)

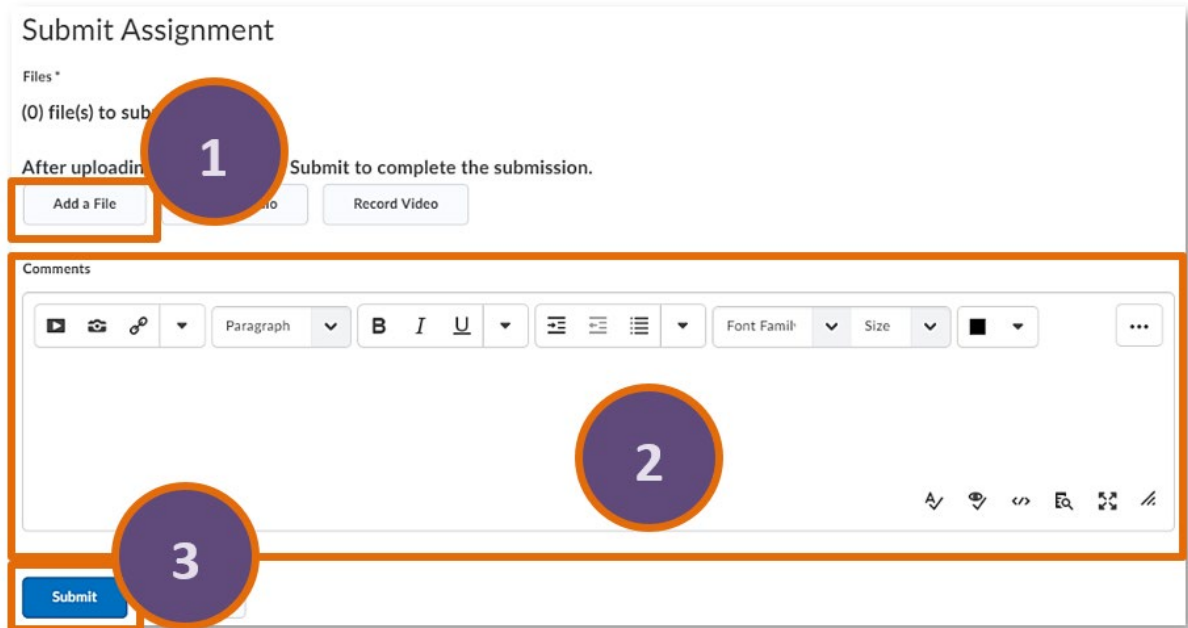


Figure 5: Submission comments area

Once you have submitted the assignment, you will see a submission confirmation on your screen (Figure 6), and you will have also received a submission receipt to your UHI email address (Figure 7). We recommend that you keep the submission receipt email as proof for successfully submitting the assignment.

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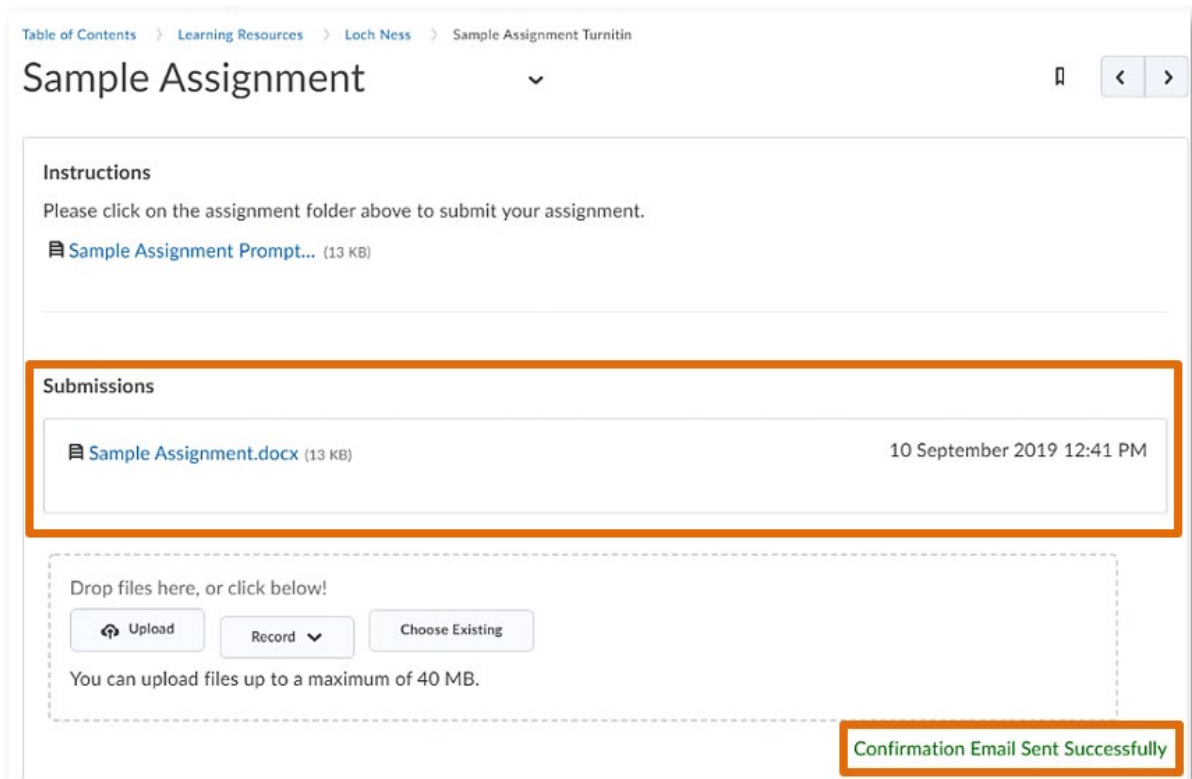


Figure 6: Email sent confirmation

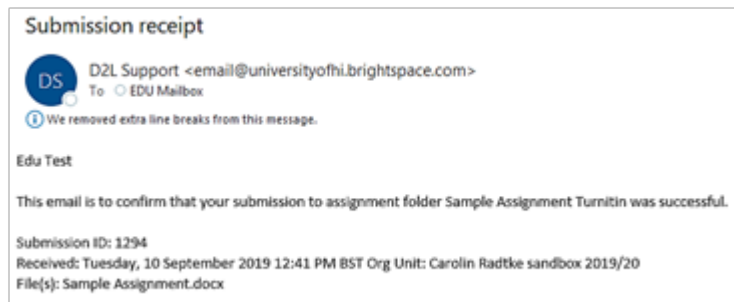


Figure 7: Submission receipt

Submitting an assignment via the Brightspace assignment tool

If you are submitting via the assignments tool, you will go through a similar process. After you have clicked on the assignment folder, you will be able to see assignment information. You will also be able to access any instructions your instructor might have attached as a file. (Figure 8)

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Assignments > Sample Assignment Turnitin

Sample Assignment Turnitin

▼ Hide Assignment Information

Turnitin®

📎 This assignment will be submitted to Turnitin®.

Instructions

Please click on the assignment folder above to submit your assignment.

Due Date

11 September 2019 9:00 AM

Attached Files

📎 [Sample Assignment Prompt.docx](#) (13 KB)

Download All Files

Figure 8: Additional attached instructions

Below, you will find the submission area where you can choose the grey Add a File button to upload your assignment (1), and where you could also leave a note for your instructor using the Comments box (2). When you are ready to submit your assignment, click on the blue Submit button (3). (Figure 9)

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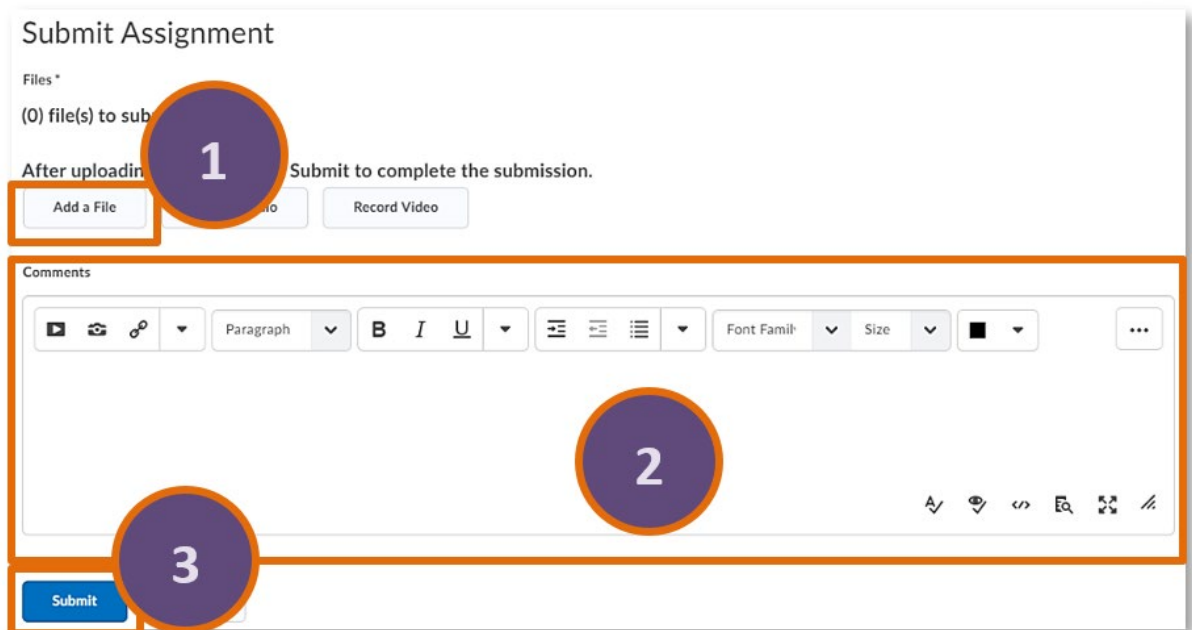


Figure 9: Assignment submission area

Once you have submitted the assignment, you will see the following screen confirming submission (Figure 10), and you will have also received a submission receipt to your UHI email address (see Figure 7 above). We recommend that you

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keep the submission receipt email as proof for successfully submitting the assignment.

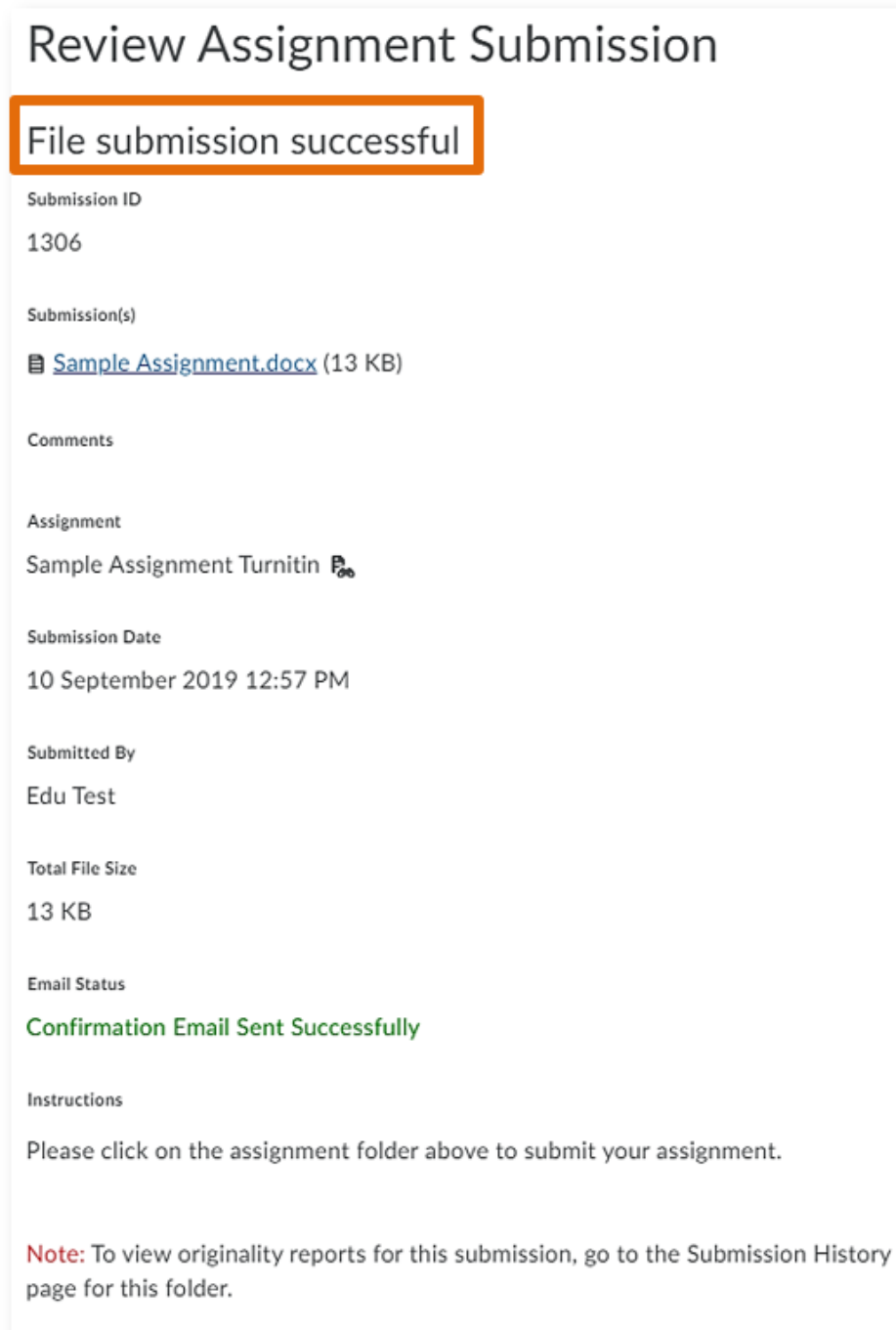


Figure 10: File submission successful

How to access feedback in Brightspace

When your instructor marks your assignment in Brightspace, you can access your assignment feedback via the Brightspace Assignments tool. Navigate to the

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assignment area via Course Tools by selecting Assignments from the drop-down menu. (Figure 11)

If you are in the assignments area already, simply stay there and follow the steps below.

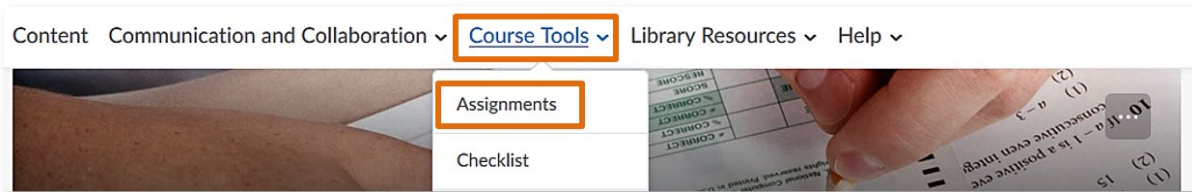


Figure 11: Accessing Assignments from navbar

Once you are in the assignments area, you will be able to see the assignment folder (1) and your submission (2). You will also be able to see further information such as the score once the assignment has been marked, the evaluation status which is also where you will be able to access your feedback from, and the due date. (Figure 12)

Assignment	Completion Status	Score	Evaluation Status	Due Date
Sample Assignment Turnitin				
Sample Assignment	1 Submission, 1 File			11 September 2019 9:00 AM

The table above shows assignment details. Two purple circles with white numbers are overlaid on the table: circle '1' is over the 'Sample Assignment' link in the first row, and circle '2' is over the '1 Submission, 1 File' text in the second row.

Figure 12: Assignment details

To see your similarity score and originality report, you will need to click on the Feedback: Unread link in the Evaluation Status tab. (Figure 13)

Assignment	Completion Status	Score	Evaluation Status	Due Date
Sample Assignment				
Sample Assignment	1 Submission, 1 File	B-	Feedback: Unread	11 September 2019 9:00 AM

The table above shows evaluation feedback status. A red box highlights the 'Feedback: Unread' link in the 'Evaluation Status' column of the second row.

Figure 13: Evaluation feedback status

You will now be able to see and read any feedback your instructor might have provided for you.

This could include: Written or oral Submission Feedback (1; Figure 14), any rubric evaluation and your mark (2; Figures 14 and 15), any attached (feedback) files and your submission (3; Figure 15)

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Feedback for Sample Assignment

[Add to ePortfolio](#)

Submission Feedback 1

Good job, EDU. Please have a look at the rubric for further information.

Rubric Name: Reflective Writing from Jones 2

Criteria	Unacceptable 1 point	Reflective novice 2 points	Aware novice 3 points	Reflective practitioner 4 points	
Clarity	Language is unclear and confusing throughout.	There are frequent lapses in clarity and accuracy	Minor, infrequent lapses in clarity and accuracy.	The language is clear and expressive. The reader can create a mental picture of the situation being	3 / 4

Figure 14: Feedback plus rubric

Overall Score

Unacceptable
0 points minimum

Reflective novice
5 points minimum

Aware practitioner
8 points minimum

Reflective practitioner
11 points minimum

Score 2

80 / 100

Feedback Date
30 April 2020 9:36 AM

Assignment
Sample Assignment

Submission ID	Submission(s)	Date Submitted
87964	Sample Assignment EDU.docx (13.76 KB)	30 April 2020 9:34 AM

3

Figure 15: Completed rubric