



# An Introduction to Assessment and Feedback in Brightspace

# Hello from D2L!



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## Agenda

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- How to make a new assignment in Activity Feed and the Assignments tool
- How to create a Rubric
- How to provide rich and descriptive feedback for learners
- Resources



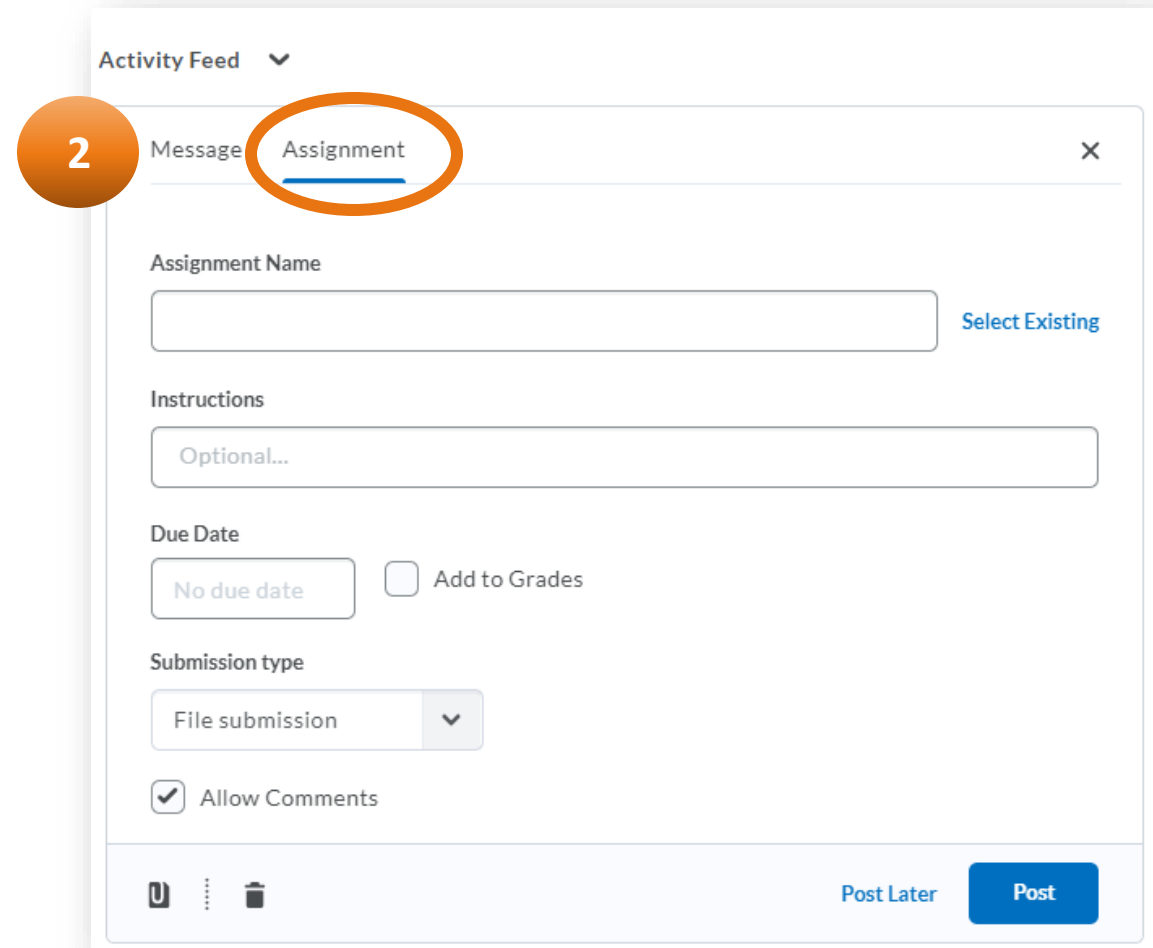
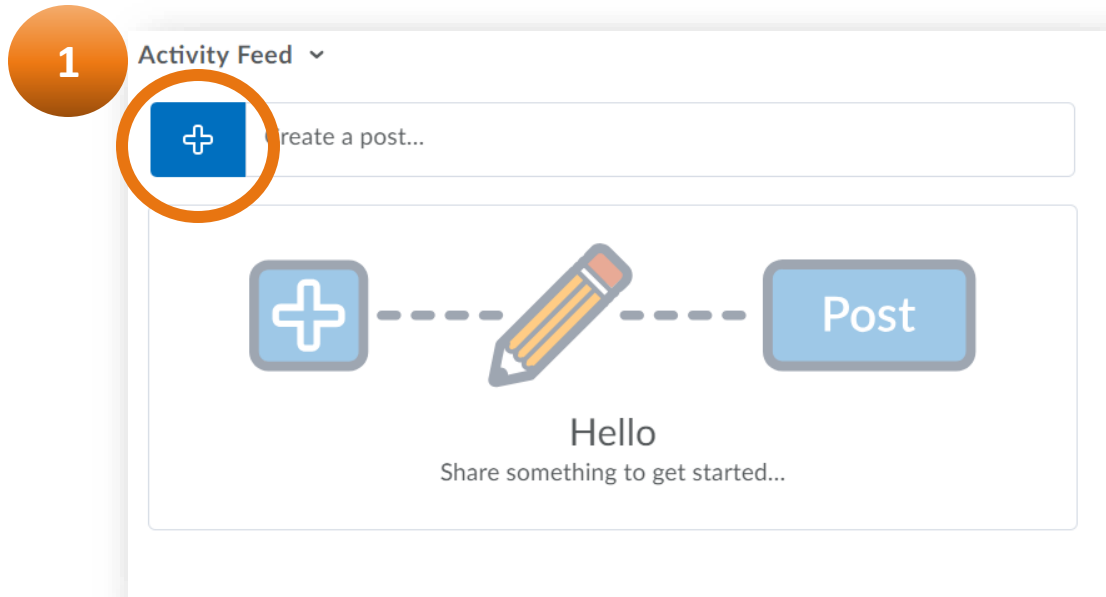
# Assessments Demo

## Learning Objectives:

You will be able to:

- Create a new assignment
- Add information and resources to your assignment
- Create a rubric
- Share assessment information with your students
- Assess an assignment and provide feedback

# Create an Assignment in Activity Feed



1. To get started, click the blue add button to see your posting options
2. Click "Assignment"

# Create an Assignment in Activity Feed

The screenshot shows the 'Activity Feed' interface for creating an assignment. It features a 'Message' tab and an 'Assignment' tab. The form includes the following fields and options:

- Assignment Name:** A text input field containing '"The Paper Bag Princess" Summary' and a 'Select Existing' link.
- Instructions:** A text area containing the text 'Yesterday, we listened to the read aloud story of "The Paper Bag Princess."' followed by a bulleted list of instructions: 'Please create a 1-2 minute video summary of the story.' and 'Remember to use transition words (first, next, then) and that you are not retelling the whole story, you are giving a summary.'
- Due Date:** A date input field set to '6/26/2020'.
- Time:** A time input field set to '11:59 PM'.
- Add to Grades:** An unchecked checkbox.
- Submission type:** A dropdown menu set to 'Text submission'.
- Allow Comments:** A checked checkbox.
- Bottom Bar:** Includes icons for attachments, a trash icon, and buttons for 'Post Later' and 'Post'.





Numbered callouts are placed on the form: 1 points to the Assignment Name field, 2 points to the Instructions text area, 3 points to the Submission type dropdown, 4 points to the attachment icons, and 5 points to the Post button.

**Tip! If you have already created an assignment in the Assignments Tool, select from the "Select Existing" list and all your information will automatically populate in the Activity Feed!**

1. Title your assignment/activity
2. Provide the instructions and due date for your assignment or activity
3. Choose how you would like students to submit their work
4. Attach any resources needed to help students complete the assignment
5. Schedule the post to populate at a future time or post immediately for your students to access

# Create an Assignment in the Assignments Tool

The screenshot shows the Brightspace Classroom interface. At the top, the navigation bar includes a home icon, the text 'Brightspace Classroom', and user information 'KE K12 Educator' with a settings gear. Below the navigation bar is a row of tool icons: Content, Assignments (circled in orange with a '1'), Announcements, Rubrics, Quizzes, Awards, Portfolio, and Brightspace Help. The 'Assignments' tool is selected, leading to the 'Assignments' page. This page has a 'New Assignment' button (circled in orange with a '2'), 'Edit Categories', and 'More Actions' buttons. Below the buttons is a 'Bulk Edit' link and a table of assignments.

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	English Language Arts  					
<input type="checkbox"/>	"The Paper Bag Princess" Summary 	1	1/5	0/5	0/5	Apr 9, 2020 7:00 PM
<input type="checkbox"/>	Creative Writing Prompt 		0/5	0/5	0/5	Apr 16, 2020 3:20 PM

1. Click the "Assignments" tool from your Nav Bar or from your list of tools in "Course Admin"
2. Click "New Assignments"

# Create an Assignment in the Assignments Tool

1. Type your assignment name, instructions, grading and due date information
2. Attach any resources your students need, or add a quick audio or video recording to assist students
3. Use the addition features on the right-hand side to add additional options for your assignment, like adding a rubric, or selecting the submission type. Use the arrow to expand each category to see your options
4. Choose if your assignment will be visible right away for students, or hidden for now, and then click “Save and Close”

The screenshot shows the 'Back to Manage Assignments' interface. It features a form for creating an assignment with the following elements:

- 1**: A text input field for the assignment name, containing 'Poetry Analysis'.
- 2**: A section for grading and due date information, including 'Score Out Of' (set to 'Ungraded') and 'Due Date' (set to 'No due date'). Below this is a rich text editor with a toolbar (bold, italic, underline, list, link, unlink) and the text 'Please provide|'. At the bottom of this section are icons for adding resources and buttons for 'Record Audio' and 'Record Video'.
- 3**: A right-hand sidebar with expandable sections: 'Availability Dates & Conditions' (set to 'Always available'), 'Submission & Completion', and 'Evaluation & Feedback'. The 'Evaluation & Feedback' section is expanded, showing options for 'Rubrics' (with an 'Add rubric' button), 'Annotation Tools' (checked), and 'Anonymous Marking' (unchecked). A 'Turnitin Integration' section is also visible.
- 4**: A bottom bar with a 'Save and Close' button, a 'Cancel' button, a toggle switch, and a 'Hidden' checkbox.



# Create a Rubric

The screenshot shows the Brightspace Classroom interface. At the top, the navigation bar includes a home icon, the text 'Brightspace Classroom', and several utility icons (grid, envelope, speech bubble, bell, user profile 'KE K12 Educator', and settings gear). Below the navigation bar is a horizontal menu of tool icons: Content (book), Assignments (folder with arrow), Announcements (megaphone), Rubrics (grid of colored squares), Quizzes (question mark with checkmark), Awards (trophy), Portfolio (leaf), and Brightspace Help (question mark). The 'Rubrics' icon is circled in orange with a '1' in a brown circle next to it. Below the menu, the 'Rubrics' page title is displayed, followed by a 'Help' link. A 'New Rubric' button is circled in orange with a '2' in a brown circle next to it. Below the button is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a 'Show Search Options' link. At the bottom, a table lists available rubrics.

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	Portfolio Items ▼		Analytic	Text Only	Published

1. Click the “Rubrics” tool from your Nav Bar or from your list of tools in “Course Admin”
2. Click “New Rubric”

# Create a Rubric

1. Title your rubric
2. Provide success criteria and add curriculum expectations
3. Provide descriptors for each level of your rubric-including text or multimedia
4. Provide initial feedback to pop up when you assess using the rubric (you can still personalize this for each student later!)
5. Click “Close” when you are finished making your rubric!

**Edit Rubric** Change to a text-only rubric here ✓ Saved Status: Published

Name\*  
Untitled

Type: Analytic Scoring: Points Reverse Level Order Rubrics auto-save and are published by default. You can change to a draft status here

	Level 4	Level 3	Level 2	Level 1	
Criterion 1	3 pt	2 pt	1 pt	/ 4	
Initial Feedback					
Expectations					
Criterion 2				/ 4	
Initial Feedback					
Expectations					
Criterion 3				/ 4	
Initial Feedback					
Expectations					

+ Add Criterion

Add Criteria Group Total - / 12

Overall Score Close  
mission is assigned a level of achievement based on its overall rubric score.

Callouts: 1 (Name field), 2 (Criterion 1 row), 3 (Level 4 cell), 4 (Initial Feedback cell), 5 (Close button)

# Assess and Provide Feedback on an Assignment

Virtual Field Trip Reflection- Favourite Scientist  
Due: 6/25/2020 11:59 PM • Brightspace Classroom

Back to Submissions

Back to User Submissions

Favourite Scientist Beata Student June 2020.docx (12.08 KB)  
By: Learner Beta Submitted: Jun 23, 2020 3:28 PM

Page 1 of 1

Download

Annotation Tool

I really enjoyed my trip to the Space and Science Centre. It was a really cool experience, and I really feel like I learned a lot. I think it will help us as we continue to learn more this year. It also helped to make what we're learning in class come alive. Of the scientist we learned about at the museum, my favourite was Roberta Bondar. I learned that she was the first Canadian female astronaut in space and that she was the head of space medicine at NASA for over 10 years.

I also learned that she examined data to better understand what the body needs to better recover from exposure to space. This is an important topic that will help many other astronauts so that they can successfully travel to and from space so that we can continue to learn more.

User 1 of 1

Learner Beta  
Id: LB\_BSS

Show Assignment Information

Show Assignment Dates

Evaluation and Feedback

Rubrics

Field Trip Reflection- Favourite Scientist  
Overall score has not been set

Score

/ 25

Grade Item: Virtual Field Trip Reflection- Favourite Scientist

Student View Preview

Feedback

Publish Save Draft

Rubric

Grading information

Written and multimedia feedback options

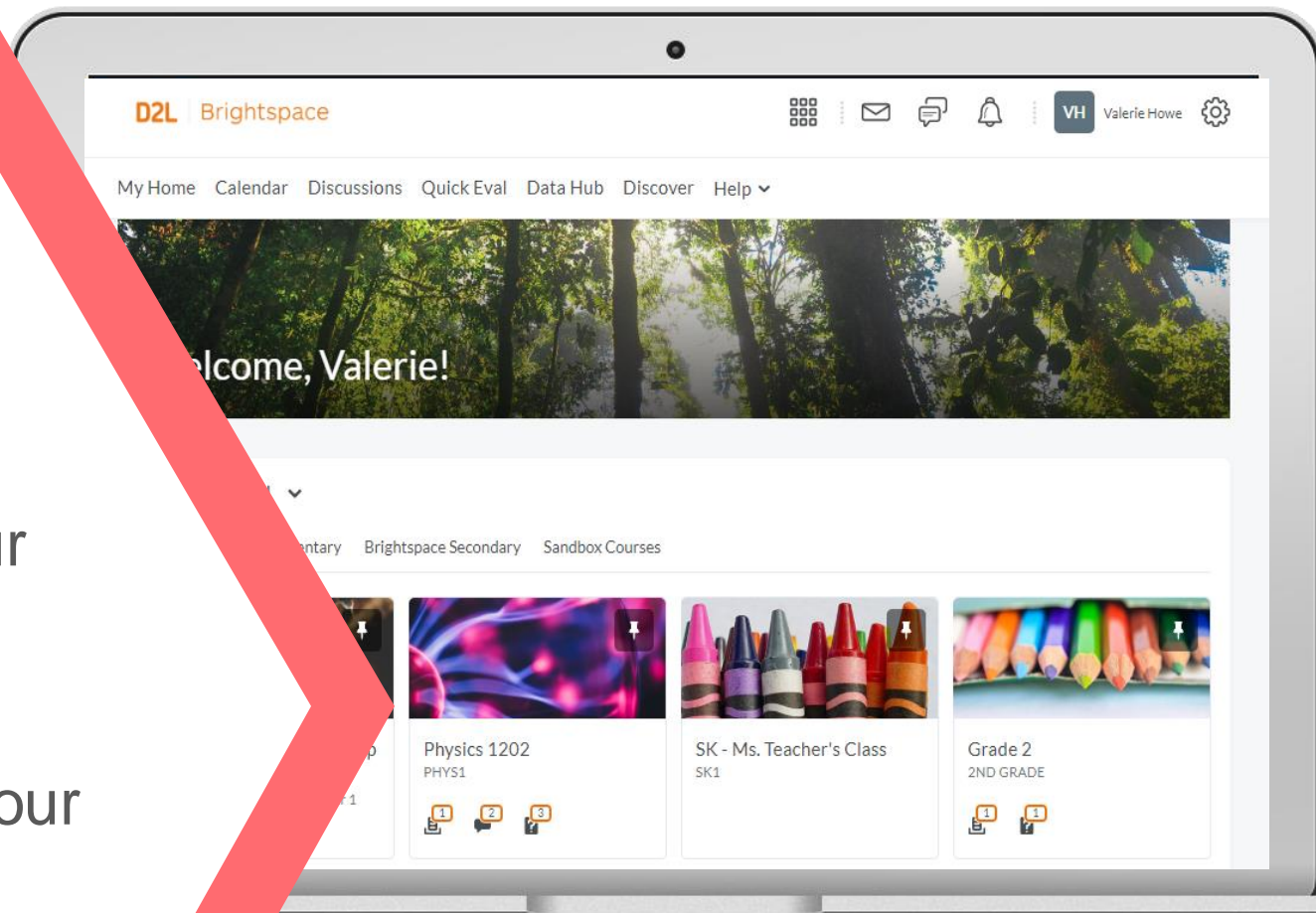
Publish feedback now or save as a draft to publish later



# Learning Objectives:

Today you learned how to:

- ✓ Create a new assignment
- ✓ Add information and resources to your assignment
- ✓ Create a rubric
- ✓ Share assessment information with your students
- ✓ Assess an assignment and provide feedback





# Give This a Try!

1. Use Activity Feed to create a quick text-based submission to check in with your students or for students to submit an exit ticket
2. Create a Rubric to use on your next activity or assignment

Activity Feed ▾

Message Assignment ✕




Assignment Name  [Select Existing](#)

Instructions

Due Date   Add to Grades

Submission type  ▾

Allow Comments

   [Post Later](#)

# Educator Resources

Communication and Collaboration	Organizing Course Materials	Documenting Student Learning	Feedback & Assessment
<ul style="list-style-type: none"> <li>• <b><u>Announcements</u></b></li> <li>• <b><u>Activity Feed</u></b> <ul style="list-style-type: none"> <li>-Add Attachments and Links to Posts</li> <li>-Create an Assignment Post in Activity Feed</li> <li>-Customize Notifications for Activity Feed</li> <li>-For posting a message</li> <li>-Optimize Activity Feed</li> </ul> </li> <li>• <b><u>Discussions</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Content/Lessons Tool</u></b> <ul style="list-style-type: none"> <li>-Getting Started with Lessons for Instructors</li> <li>-Lessons: Add a New Unit and Lesson</li> <li>-Lessons: Add New Materials</li> <li>-Lessons: Reorder Units, Lessons, Folders, and Materials</li> <li>-Lessons: Attach a Release Condition</li> </ul> </li> <li>• <b><u>Groups</u></b> <ul style="list-style-type: none"> <li>-Creating Groups</li> <li>-Creating Individual Student Groups</li> <li>-Creating Unique Learner Pathways</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Brightspace Portfolio</u></b> <ul style="list-style-type: none"> <li>-Review and Approve Portfolio Items</li> <li>-Oversee and View Individual Portfolios</li> <li>-Brightspace Portfolio: Bring Your Own Device (for learners)</li> <li>-Portfolio AT HOME</li> </ul> </li> <li>• <b><u>Assignments</u></b></li> <li>• <b><u>Discussions</u></b></li> <li>• <b><u>Quizzes</u></b> <ul style="list-style-type: none"> <li>-Quiz Question Converter</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Rubrics</u></b> <ul style="list-style-type: none"> <li>-Create an Analytic Rubric</li> <li>-Create a Holistic Rubric</li> </ul> </li> <li>• <b><u>Grades</u></b> <ul style="list-style-type: none"> <li>-Entering Grades</li> <li>-Associate an Activity with a Grade Item</li> <li>-Create a Grade Scheme</li> </ul> </li> <li>• <b><u>Standards/Expectations</u></b> <ul style="list-style-type: none"> <li>-Standards: Import Standards from Course Admin</li> </ul> </li> <li>• <b><u>Quick Eval</u></b></li> </ul>



# //CODiE//

2020 SIIA CODiE WINNER

Best K-12 LMS category,  
(Learning Management Solution)  
two years in a row.

