



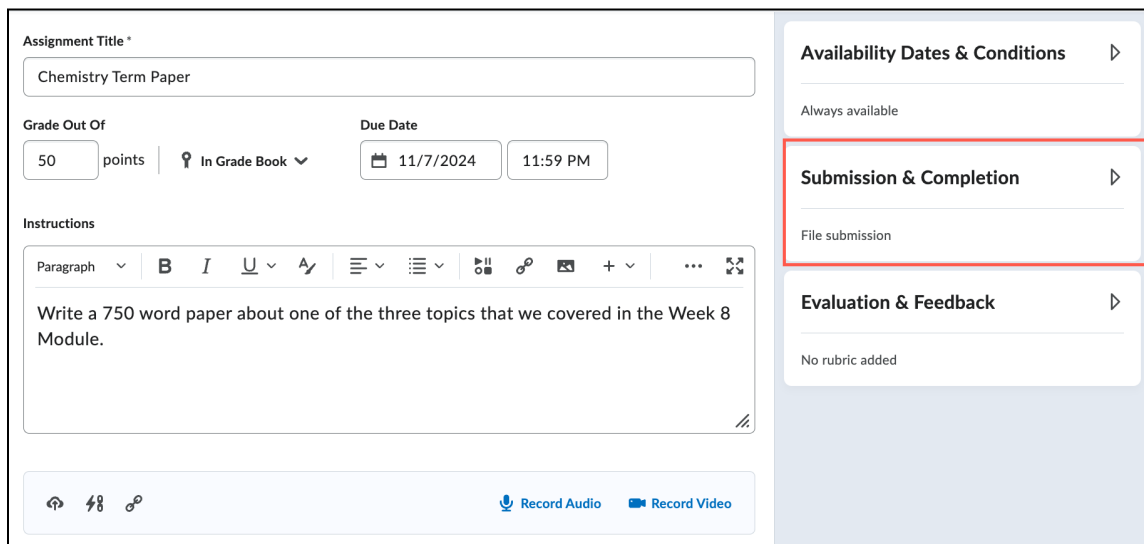
Customize Submission Type & Completion Settings

D2L
BRIGHTSPACE

What will be covered in this guide?

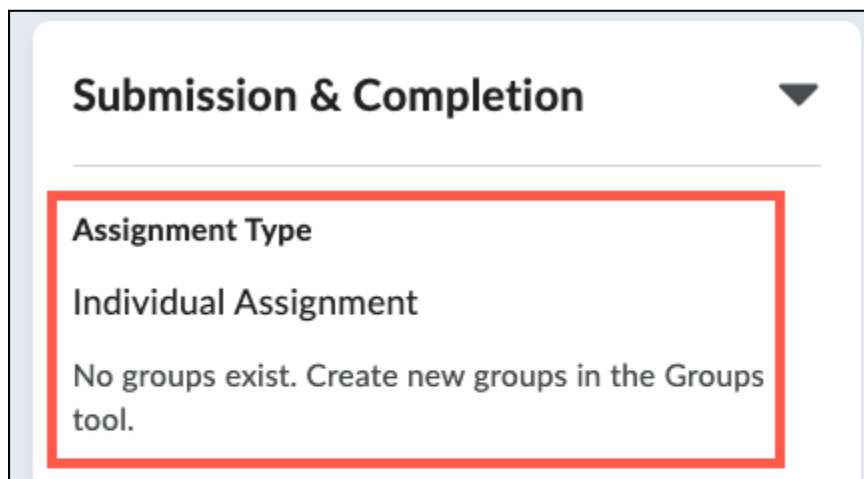
You can also customize what type of assignment you are creating and what file types you will accept from learners submitting their assignments.

1. From the **New Assignment** page, expand **Submission & Completion**.



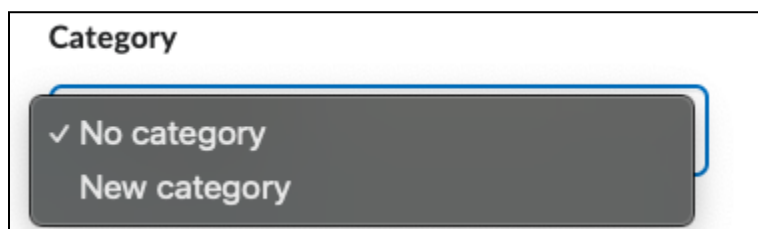
The screenshot shows the 'New Assignment' page. The 'Assignment Title' is 'Chemistry Term Paper'. The 'Grade Out Of' is '50 points' and 'In Grade Book' is checked. The 'Due Date' is '11/7/2024' at '11:59 PM'. The 'Instructions' section contains the text: 'Write a 750 word paper about one of the three topics that we covered in the Week 8 Module.' The right sidebar shows three expandable sections: 'Availability Dates & Conditions' (Always available), 'Submission & Completion' (File submission), and 'Evaluation & Feedback' (No rubric added). The 'Submission & Completion' section is highlighted with a red box.

2. For the **Assignment Type**, specify if this is an **Individual Assignment** or **Group Assignment**.



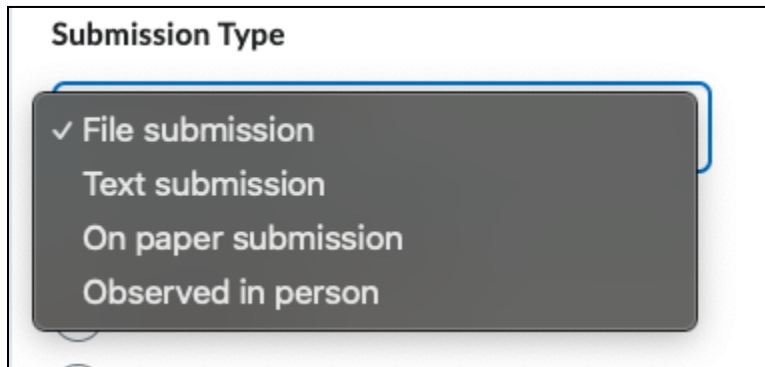
The screenshot shows the 'Submission & Completion' section. The 'Assignment Type' dropdown is expanded, showing 'Individual Assignment' as the selected option. Below the dropdown, it states: 'No groups exist. Create new groups in the Groups tool.'

3. From the **Category** drop-down menu, select an existing category to align your assignment to or click **New category**, enter a **Name** for your category, and click **Create**.



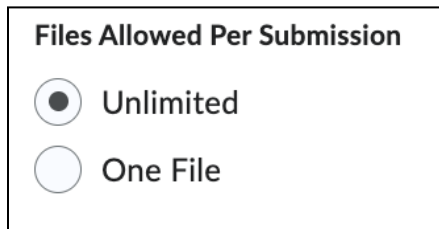
The screenshot shows the 'Category' dropdown menu. The dropdown is open, showing two options: '✓ No category' and 'New category'.

4. Select a **Submission Type** from the drop-down menu.

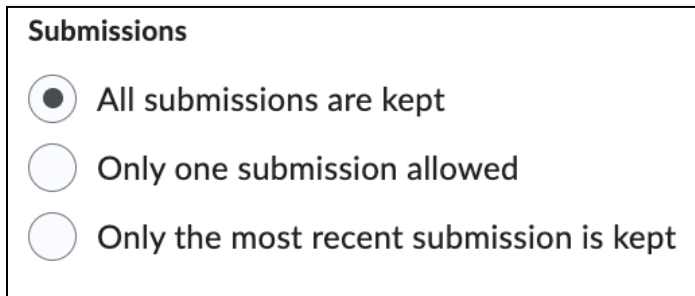


The image shows a dropdown menu titled "Submission Type". The menu is open, displaying four options: "File submission" (which is selected and marked with a checkmark), "Text submission", "On paper submission", and "Observed in person". The dropdown menu has a blue border and a shadow effect.

5. For **File Submissions**, set the number of **Files Allowed Per Submission** and the **Submissions** rules.

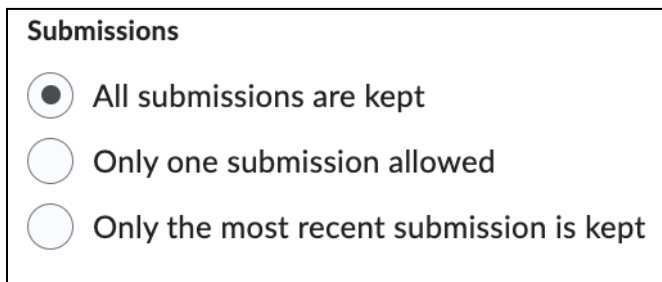


The image shows a section titled "Files Allowed Per Submission". It contains two radio button options: "Unlimited" (which is selected) and "One File".



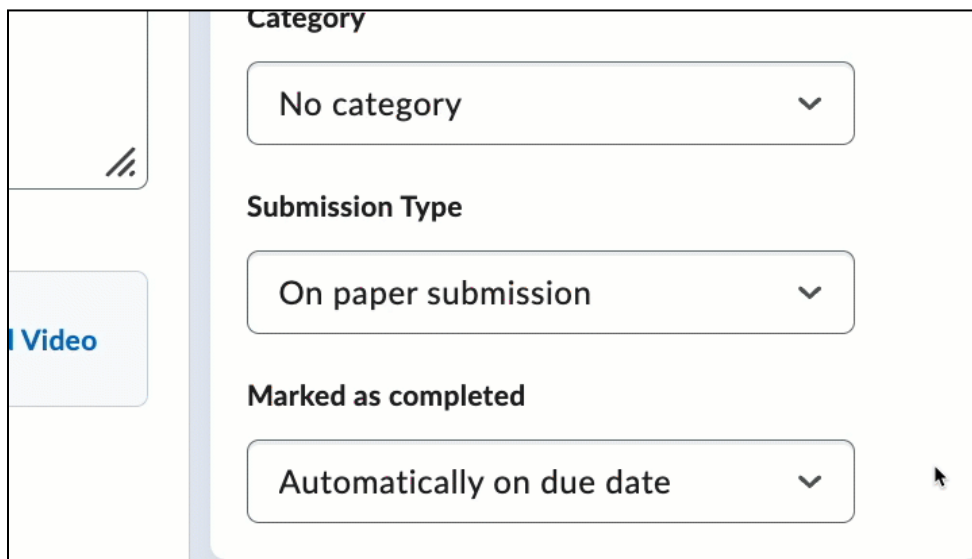
The image shows a section titled "Submissions". It contains three radio button options: "All submissions are kept" (which is selected), "Only one submission allowed", and "Only the most recent submission is kept".

6. For **Text submissions**, set the **Submission** rules.



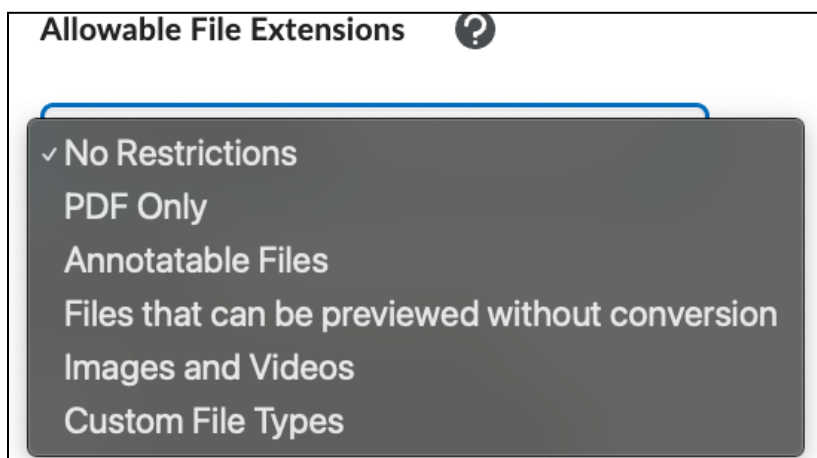
The image shows a section titled "Submissions". It contains three radio button options: "All submissions are kept" (which is selected), "Only one submission allowed", and "Only the most recent submission is kept".

7. For **On paper submissions**, set **Marked as completed** to one of the available options: **Manually by learners**, **Automatically on evaluation**, or **Automatically on due date**.



The screenshot shows a configuration panel with three dropdown menus. The first menu, labeled 'Category', has 'No category' selected. The second menu, labeled 'Submission Type', has 'On paper submission' selected. The third menu, labeled 'Marked as completed', has 'Automatically on due date' selected. A mouse cursor is visible over the third menu. On the left side of the panel, there is a sidebar with a 'Video' button.

8. For **Observed in person** assignments, set **Marked as completed** to one of the available options: **Manually by learners**, **Automatically on evaluation**, or **Automatically on due date**.
9. From the **Allowable File Extensions** drop-down menu, select an option to restrict file extensions on submissions for the assignment.



The screenshot shows the 'Allowable File Extensions' dropdown menu. The menu is open, displaying a list of options: 'No Restrictions' (which is selected and marked with a checkmark), 'PDF Only', 'Annotatable Files', 'Files that can be previewed without conversion', 'Images and Videos', and 'Custom File Types'. A question mark icon is visible next to the title of the dropdown menu.

10. To receive email notifications when an assignment is submitted, under **Notification Email**, enter an email address or multiple email addresses separated by a comma.

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

11. If you do not wish to configure your assignment further, toggle the assignment to **Visible** and click **Save and Close**.

Need Further Assistance?

For further assistance, please contact DLII at dlii@ucmo.edu.