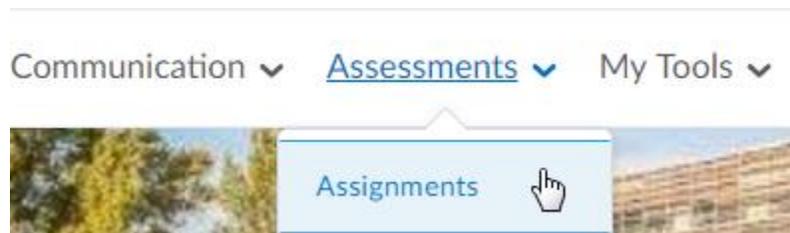# Brightspace Assignments
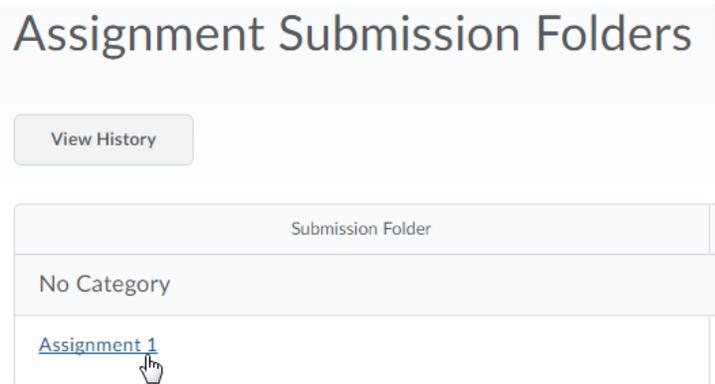
The Brightspace Assignments tool is used for submitting assignments like papers or projects.

The quickest way to access the assignments for a course is from the navigation bar, by clicking on Assignments in the Assessments menu.

From the list of assignment folders, select the one you want.

In an **Assignment** folder, you'll see folder information that explains the assignment. Depending on the assignment, you might be expected to attach files, or record an audio file directly into Brightspace.

In the **HTML editor** (labelled Comments here), there is a toolbar with a number of options. If you can't see everything, click the ellipsis to show the missing options on the next line.
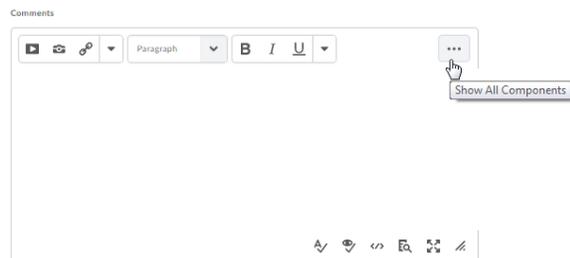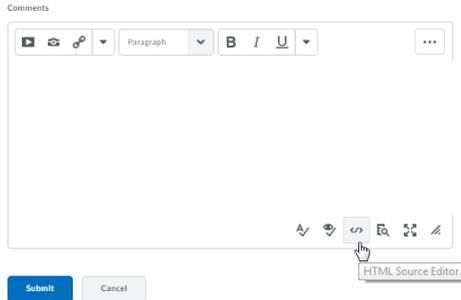

You can insert pictures or media, create links to external websites, format text with bold, italics or underline, use text justification or lists, change font face, size or colour, or insert equations or tables.
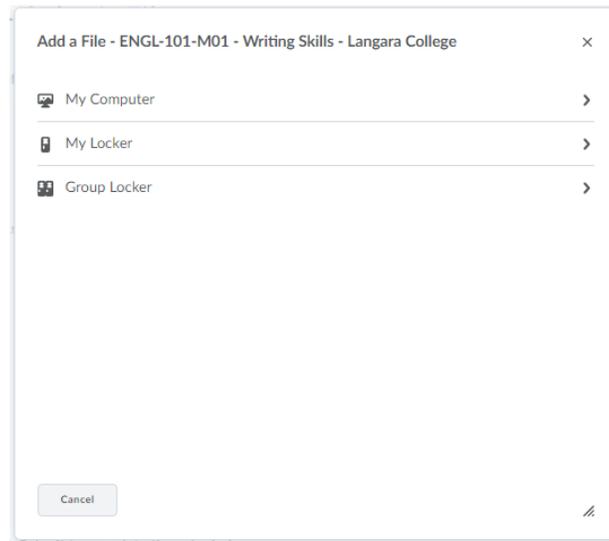
Comments

If you want to enter HTML directly, click this button to bring up the **HTML source editor (left)**.

HTML Source Editor

Submit   Cancel

You can also **Preview (right)** your text as it will appear when posted, or toggle the entry box to full-screen mode.

Comments

Preview

Submit   Cancel
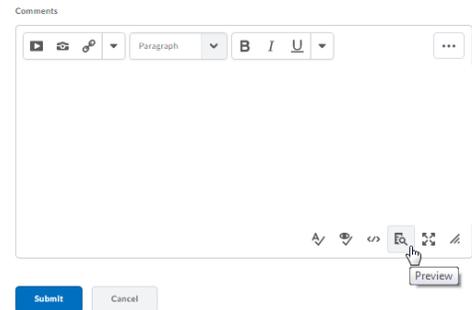
Attaching a file is simple. You just click **Add a File**, and the Add a file window will appear. You can add files from your hard drive, or from your file locker or Group locker, if this is a group assignment.

Add a File - ENGL-101-M01 - Writing Skills - Langara College   ×

🖥 My Computer   ›

📱 My Locker   ›

👥 Group Locker   ›

Cancel

To attach files from your computer, click My Computer, navigate to the file on your hard drive that you want to attach, and click Open. When you're done adding files, click Add to attach it to the Assignment. Once you've completed the assignment, just click **Submit**.

You can see submitted assignments by clicking on the link in the **Submissions** column.

In Assignments, you can see your grade next to the assignment. If there's feedback, there will be a link in the **Feedback** column. By clicking on this you can see your grade as well as any comments your instructor may have made on your submission. Your instructor might also attach files to feedback, also available from Feedback.

And whenever you have unread feedback on an assignment, it will show up as a notification in the **Updates** widget on your **Course Home** page.