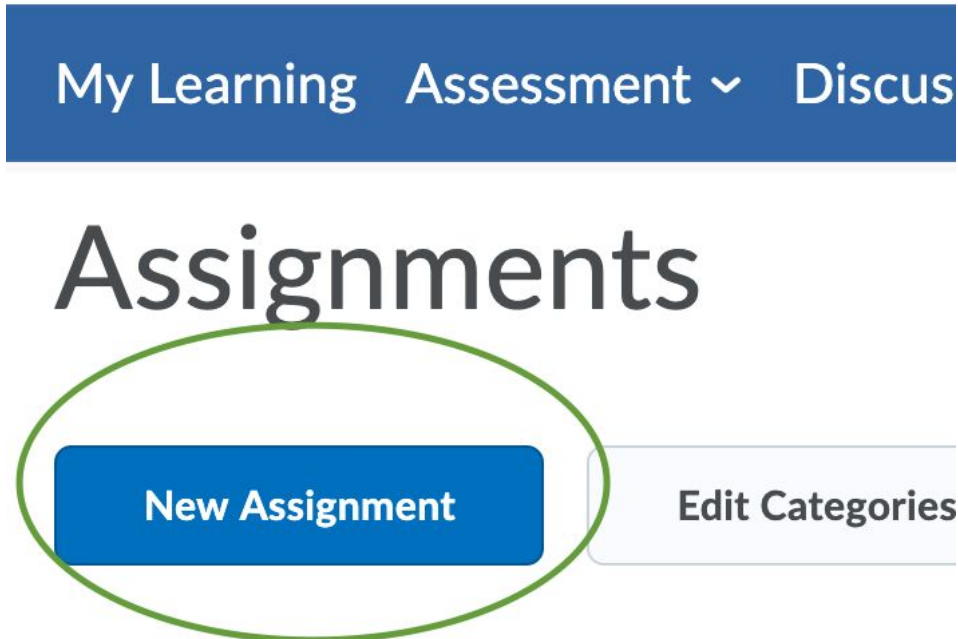


Steps to take to set up an Assignment with a Time Release in Brightspace

Step 1

Open your module and set up an Assignment



Step 2

After Setting the Assignment Properties, go to the second tab i.e. Restrictions

Edit Assignment - test ▾

A screenshot of the 'Edit Assignment - test' form. At the top, there are three tabs: 'Properties', 'Restrictions', and 'Outcomes'. The 'Restrictions' tab is selected and highlighted with a green circle. Below the tabs, the form contains several sections: 'Hide from Users' with a checked checkbox; 'Due Date' with a 'Has Due Date' checkbox, a date input field containing '20/03/2020', a time input field containing '12:08 PM', and a 'Now' button; and 'Availability' with a 'Has Start Date' checkbox. The text 'Ireland - Dublin' is displayed below the date and time fields.

Step 3 Set up Due Date and Availability here

Due Date - is when the assignment is due and students must submit by that date to be “on time”

Start Date - you “open” the submission box to students (students have access to it)

End Date - post that date students will not be able to view and submit the assignment

The screenshot shows a settings panel for an assignment. At the top, there is a checked checkbox labeled "Hide from Users". A green arrow points from a text box to this checkbox. The text box contains the following text: "That function hides the instructions to your assignment (and Rubrics if applicable) and the access to it - you might have this unticked with a due date and availability set up". Below this is the "Due Date" section, which includes an unchecked checkbox labeled "Has Due Date". To its right are three input fields: a date field containing "20/03/2020", a time field containing "12:08 PM", and a "Now" button. Below these fields is the text "Ireland - Dublin". The "Availability" section follows, starting with an unchecked checkbox labeled "Has Start Date". To its right are three input fields: a date field containing "13/03/2020", a time field containing "12:08 PM", and a "Now" button. Below these fields is the text "Ireland - Dublin". The "Availability" section continues with an unchecked checkbox labeled "Has End Date". To its right are three input fields: a date field containing "20/03/2020", a time field containing "12:08 PM", and a "Now" button. Below these fields is the text "Ireland - Dublin".

Step 4

Save your Assignment once happy with the settings