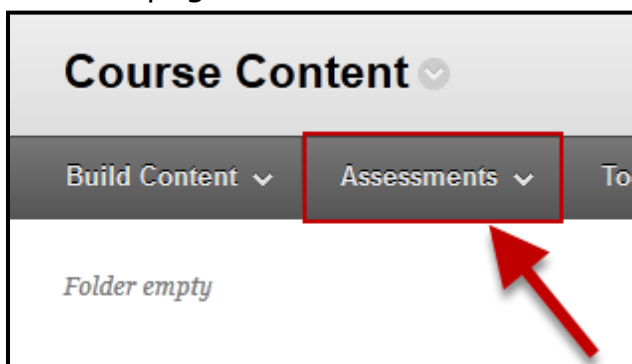

Blackboard for Employees

Creating an Assignment

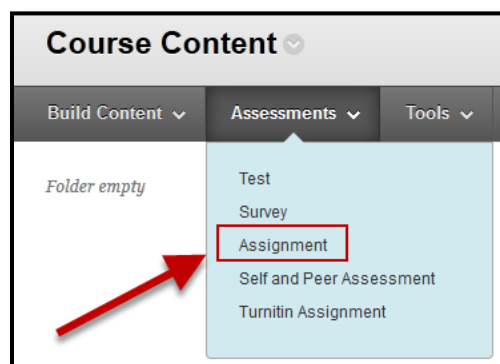
This document describes how to add an assignment to a content area in a Blackboard course for students to access.

Instructions

1. From within a content area, mouse-over the **Assessments** button in the action bar at the top of the content area page.



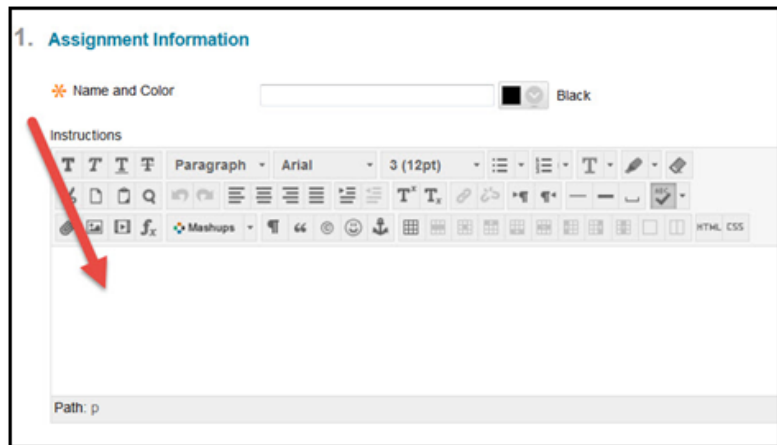
2. Click the **Assignment** option in the menu.



3. Enter the assignment name in the **Name and Color** field (**required**).

A screenshot of the Blackboard 'ASSIGNMENT INFORMATION' form. The 'Name and Color' field is highlighted with a red rectangular box. The field contains a text input box and a color selection dropdown set to 'Black'. Below the field is the 'Instructions' section, which includes a text area and a toolbar with various formatting options like bold, italic, underline, and paragraph.

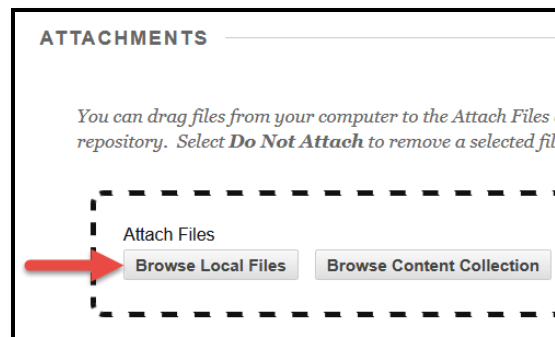
4. In the text box editor, under **Instructions**, include detailed assignment instructions for the student (**recommended**).



5. Attach a file to the **Assignment** in section **Assignment Files** (**optional**).

To attach a file:

- Click the **Browse Local Files** button and select a file.
- In the **Link Title** field, your file name will automatically appear, if desired change this text to an appropriate title.

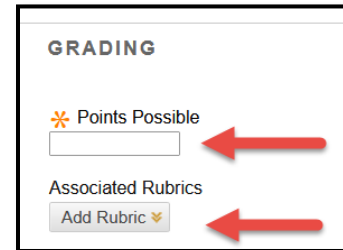


6. Set a date/time for **Due Date** in the **Due Dates** section (**optional**). Setting a due date does not prevent the student from submitting the assignment late. However, it does flag the submission as having been turned in late.



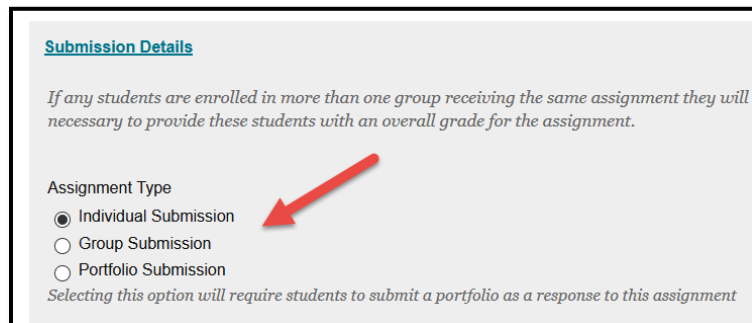
- Under the **Grading** section enter the highest numerical grade achievable in the **Points Possible** field.

If a rubric is available, you may add it by clicking on the **Add Rubric** button.

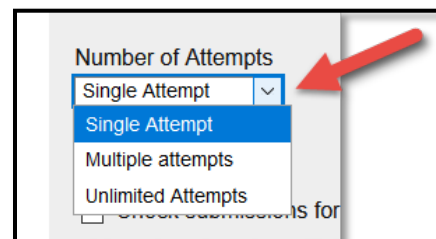


- Click on the **Submissions Details** section to expand the menu for additional assignment options.

Set the Assignment type to **Individual Submission**, **Group Submission** or **Portfolio Submission**.



- Under the **Submission Details** section, select the desired option from **Number of Attempts**
 - The **Single Attempt** option allows the student to make only one submission.
 - The **Multiple Attempts** option allows you to specify how many submissions the student may make by entering in the desired number in the box.
 - The **Unlimited Attempts** option allows the student to make as many submissions as they wish.



10. Under the **Submission Details** section, if you would like to have student submissions checked for plagiarism, select from the SafeAssign plagiarism tool options listed.

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See [Blackboard Help](#) for more information.

If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

11. Under the **Grading Options** section, if you choose, select the box next to **Enable Anonymous Grading** and/or **Enable Delegated Grading**. If you do not wish to utilize these options, leave the box unchecked.

Grading Options

You can choose to hide student names from submission attempts during grading and set all the grades given to a submission and set the official grade for the attempt.

Enable Anonymous Grading

Student names are hidden during the grading process.

Enable Delegated Grading

Delegate grading responsibilities to one or more additional grader.

12. Under the **Display of Grades** section, choose an option under the **Display grade as** heading and select the display type under the **Primary** and/or **Secondary** drop down menus.

If you would like to include the assignment grade in the grade center calculations ensure the Include in **Grade Center grade calculations** box is checked. This box is checked by default.

If you would like to show students their grade, ensure the **Show to students in My Grades** box is checked. This box is checked by default.

If you would like to show students the class average and median statistics for the assignment, ensure the **Show average and median statistics**

for this column to students in My Grades. The box is not checked by default.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as
Primary: Score and Secondary: None (displayed in Grade Center only)

Include in Grade Center grading calculations
Scores on anonymously graded assignments won't be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades

Show average and median statistics for this column to students in My Grades

13. Under the **Availability** section, check the **Make the Assignment Available** option to make the assignment visible for students to view.

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After [Date/Time Picker]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until [Date/Time Picker]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

Dates can also be set to limit the availability of the assignment for student submission. This allows the assignment to open and close based on these dates.

- **Display After** allows you to keep an assignment hidden until a specific date/time.
- **Display Until** allows you to hide an assignment after a specific date/time. This is the only way you can prevent students from turning an assignment in after the due date.
 - *If you want to set an open and close date, make sure you check both boxes and includes specific dates and times.*

Check the checkbox next to **Track Number of Views** if you would like to track this information in your Course Reports.

14. Click the **Submit** button to save and add the assignment to the Blackboard course site.

