

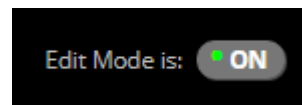
Blackboard "How To's"

Creating an Assignment

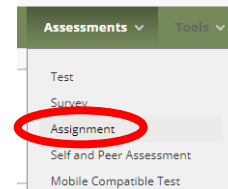
The Assignment feature acts as a digital drop box for each assignment, keeping student submissions separated by assignment, making them easier to find. Once an assignment is created, a column in the Grade Center will automatically be created.

To create an assignment:

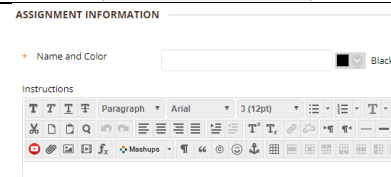
Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.



Select a menu button where you want to add an assignment. Hover over the word **Assessment** at the top tool bar and select **Assignment**.



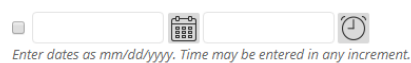
Under **Assignment Information**, enter a **Name and Color** for your assignment. You may add instructions in the **Instructions Box** if desired.



Under **Assignment Files**, you can attach any needed files for the completion of the assignment.



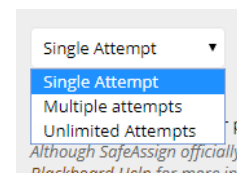
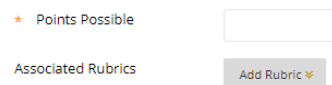
Under **Due Date**, you can set when the assignment is due.



Under **Grading**, you can enter the **Points Possible** and attach a rubric, if needed.

Submission Details:

- **Number of Attempts**, we strongly recommend that you either allow unlimited attempts or allow a certain number of attempts rather than allowing just a single attempt. *Note: If you set **Number of Attempts** to allow single attempt, that student will be locked out of the assignment and you will need to manually clear his or her assignment in your Grade Center*



before the students will be able to submit the correct file.

- **Plagiarism Tool:** See BBHelp handout titled SafeAssign for more information.

Grading Options

- **Enable Anonymous Grading** if you need to add a layer of fairness and impartiality to your grading, you can use the anonymous grading feature.
- **Enable Delegated Grading** if grades and feedback from more than one grader are used to help promote reliability and remove bias. You can assign specific users in your course to grade sets of student submissions. For large classes, you can divide up the grading tasks among other graders.

Display of Grades

- Allows you to choose how grades will appear in the Grade Center and to students in My Grades. Only your Primary Selection appears to students.
- You can also choose to include the assignment score in grading calculations.
- You can choose not to show the grade and statistical information to students in My Grades.

Enable Anonymous Grading
Student names are hidden during t

Enable Delegated Grading
Delegate grading responsibilities to

Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be inc



Show to students in My Grades



Show average and median statistics for this column

Under **Availability**, select the checkbox to **Make the Assignment Available**. This makes the assignment available to students, although you can choose the date and time that students can see this assignment under **Limit Availability**. You can also select to **Track Number of Views** the assignment receives.

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

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

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

Track Number of Views

Click **Submit**. *Note: Blackboard will display a green success box telling you that your assignment has been successfully created. To see what your assignment looks like from a student's point of view, turn **Edit Mode** off.*