



Creating Assignments - An Efficient Way for your Students to Submit their Work to You

Using Assignments is a “formal” Blackboard process: an instructor creates the assignment in Blackboard which automatically creates a Grade Center column for that assignment. Students submit their work in Blackboard and the instructor reviews, provides feedback, and grades student submissions in the Grade Center to each student separately - all with no paper, printing, or emailing required.

In an assignment, you must include an assignment name and points possible (anything marked with an *asterisk in Blackboard is a required field) but there are also several optional choices.

The following are basic Create, Edit, and Delete Assignment instructions. See Options for Assignments for other settings.

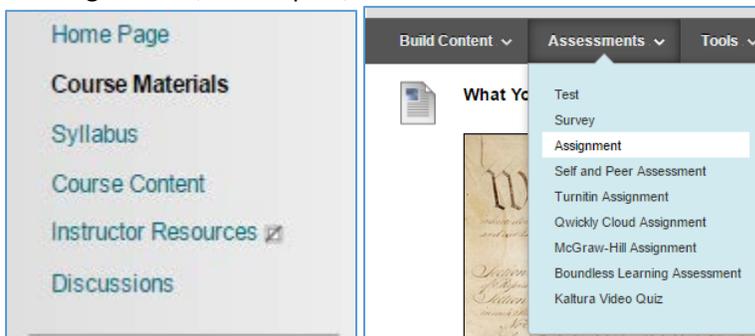
Create an Assignment

After logging into Blackboard, you will land on the My Institution page. From the list under My Courses, click on the course name. You will land on the home page of the course.

Make sure the Edit Mode (upper and far right side of the screen) is ON.

Edit Mode is: ON

1. Click on the course area link on the Course Menu where you want to create the assignment (ex: click on Course Content in the menu). You also can create assignments in other courses areas, such as in a new content area, learning module, lesson plan, or folder.



2. On the action bar, point to Assessments to access the drop-down list.
3. Select Assignment.
4. On the Create Assignment page, type a Name. Students click this name in the course area to access the assignment.
5. In the Instructions box, type your assignment instructions or upload prepared instructions saved on your computer file by using Browse My Computer, Browse Course, or Browse Content Collection. Type a Link Name. This name appears in the course area. If you do not provide one, the file name is used as the link name.
6. In Grading, type the number of Points Possible for the assignment.

GRADING

* Points Possible

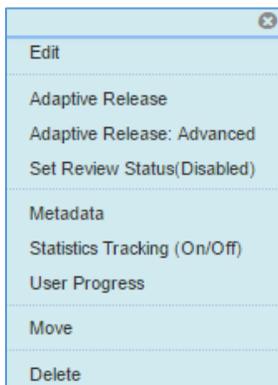
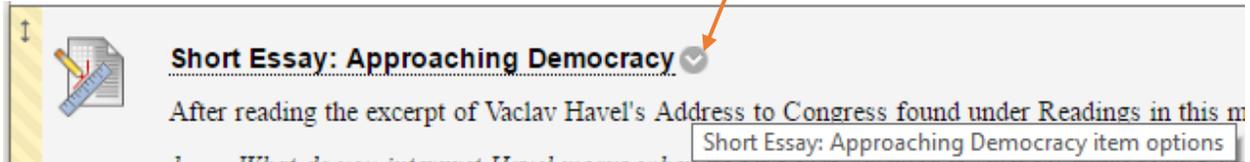
7. In Availability, select the check box to Make the Assignment Available.
8. Click Submit.

It is best practice for students to prepare and save their work outside of Blackboard (i.e., in Word or other programs) and upload that work as their assignment attempt rather than typing their work into the Assignment Submission text box.

Be sure to remind students to attach their assignment file(s) to the assignment before clicking Submit. Inform students that their assignments are not completed until they are submitted. You might also tell them that they must contact you if they submit the wrong file, forget to attach a file, or have any other problems so that you can reset the assignment attempt.

Edit an Assignment

1. Navigate to the course area containing the assignment.
2. Click on the assignment's contextual menu (grey circle with down-pointing arrow) and click Edit.



3. On the Edit Assignment page, make the changes.
4. Click Submit.

Delete an Assignment

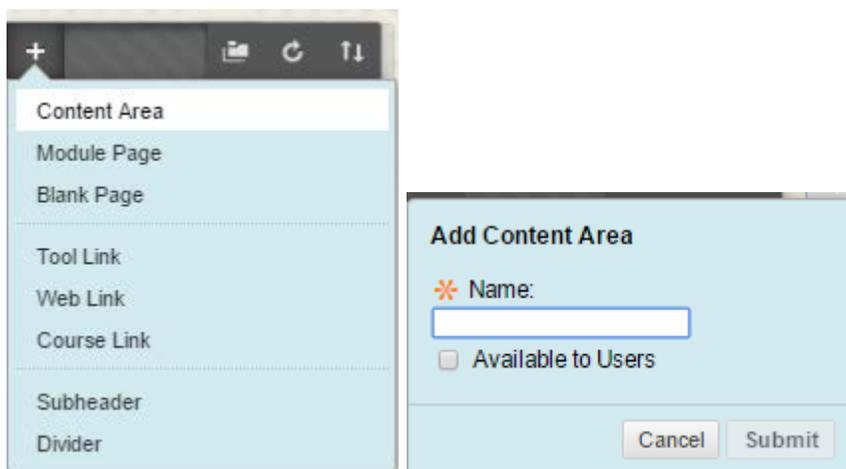
You can delete an assignment at any time. If students have submitted work, deleting the assignment also deletes the submissions. You can choose whether or not to keep the associated grades. Alternatively, retain student submissions by making the assignment unavailable rather than deleting it.

1. Click on the course area containing the assignment.
2. Access the assignment's contextual menu and select Delete.
3. Click OK to continue.
4. On the Delete Assignment page, choose to:
Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.
-OR-
Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.
5. Click Remove to delete the assignment or Cancel to keep it.

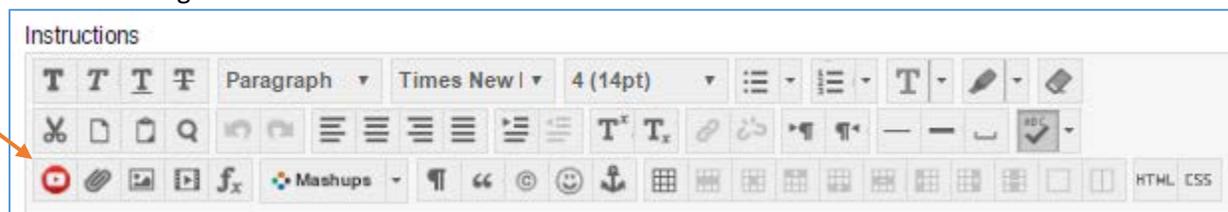
Remember that even if you keep the scores in the Grade Center, you will not be able to access the assignment submissions again.

Options for Assignments:

One easy way for students to find all course assignments is to create a new course menu link then add the assignments to that link. Click on the white plus sign on the Course Menu header and then choose Content Area from the dropdown list. Name your new content area link something appropriate, like Assignments, select the **Available to Users** box to so that students can access the content, and then click Submit.



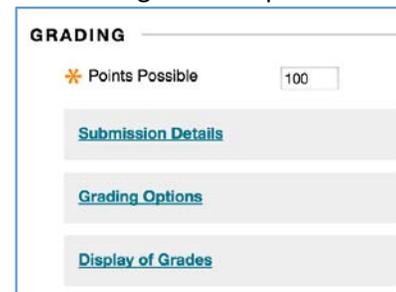
Include YouTube video, attachments, images, media, web links, formulas, mashups and using the functions on the 3rd line of the assignment content editor.



Select a Due Date. Due Dates automatically show in the course calendar. Due Dates do not affect assignment availability.



The Grading section options are organized into three groups:



Under Submission Details, you can choose Assignment Type and Number of Attempts.

In Assignment Type, you can distribute assignments to individuals or course groups. To learn more, see [Creating Group Assignments](#).

In Number of Attempts, you can set multiple or unlimited attempts to allow students to submit an assignment more than once, and receive comments and a grade for each submission. If you allow more than one attempt, the Grade Center uses the most recent attempt. You can select a different attempt for the score by editing the column in the Grade Center. Multiple Attempts are often used to permit students to send in drafts and earn credit on improvements. You can provide feedback on a large assignment so students can demonstrate mastery. Be sure to inform students which of your assignments allow multiple attempts and what the expectations and grading policies are for each attempt. Providing multiple attempts can help students stay on track, raise the quality of assignments, and ultimately improve student success and retention.

Submission Details

If any students are enrolled in more than one group receiving this assignment

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require...

Number of Attempts

Unlimited Attempts ▼
Single Attempt
Multiple attempts

Score attempts using

Unlimited Attempts attempts ▼

Hints for Research Paper Process: You can provide feedback throughout the research paper process. In one assignment with four attempts, students can submit their outline as a file attachment for the first, bibliography for the second, rough draft for the third, and final paper as the fourth and last attempt. You can provide feedback at each stage. A grade is not assigned until the final paper as the last attempt is received.

Alternatively, if you want to provide grades for each portion of the research paper process, you can create separate assignments for each. You can then set up a calculated column in the Grade Center to add the points of each assignment to produce a final score for the research paper.

Under Grading Options, you can set up anonymous and delegated grading.

Grading Options

You can choose to hide student names from submission attempts during the grading process and set the official grade for the submission

Enable Anonymous Grading
Student names are hidden during the grading process.

Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

Under Display of Grades, you can choose how you want the assignment grade to display (select score, letter, etc. under Primary) to students in their My Grades area. The Secondary display of grades shows *only to you in the Grade Center in parenthesis* next to the primary display – that way you can see the grade equivalent in another format (ex: primary in Letter and secondary in Score). You can also choose change the default setting that includes the assignment grade in

Grade Center calculations and change the default setting that shows the assignment grade to students in My Grades. Lastly, you can choose to show students the average and median score for the assignment in their My Grades area.

Display of Grades

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

Display grade as and

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

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

Add a Rubric

In the Grading sections, you can associate a rubric by clicking Add Rubric in the Grading section to access the drop-down list or create a new rubric. Rubrics are a way to create criteria for evaluating student performance on assignments. To learn more, see [Rubrics](#). To learn about downloading and grading assignments, see [Downloading Assignments](#) and [Grading Assignments](#).

The last graded attempt appears in the Grade Center column. To change the displayed grade to the first graded attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select Edit Column Information, and select the attempt to score from the Score attempts using drop-down list. To learn more about Grade Center column options go to [Menu options for columns](#).

GRADING

* Points Possible

Associated Rubrics

Under [Availability](#), you can set the Limit Availability options to display the assignment on a specific date and time and stop displaying on a specific date and time.

Select the Display After and Display Until check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times.

AVAILABILITY

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.

Remember to click Submit after making changes.

Updated August 14, 2017