

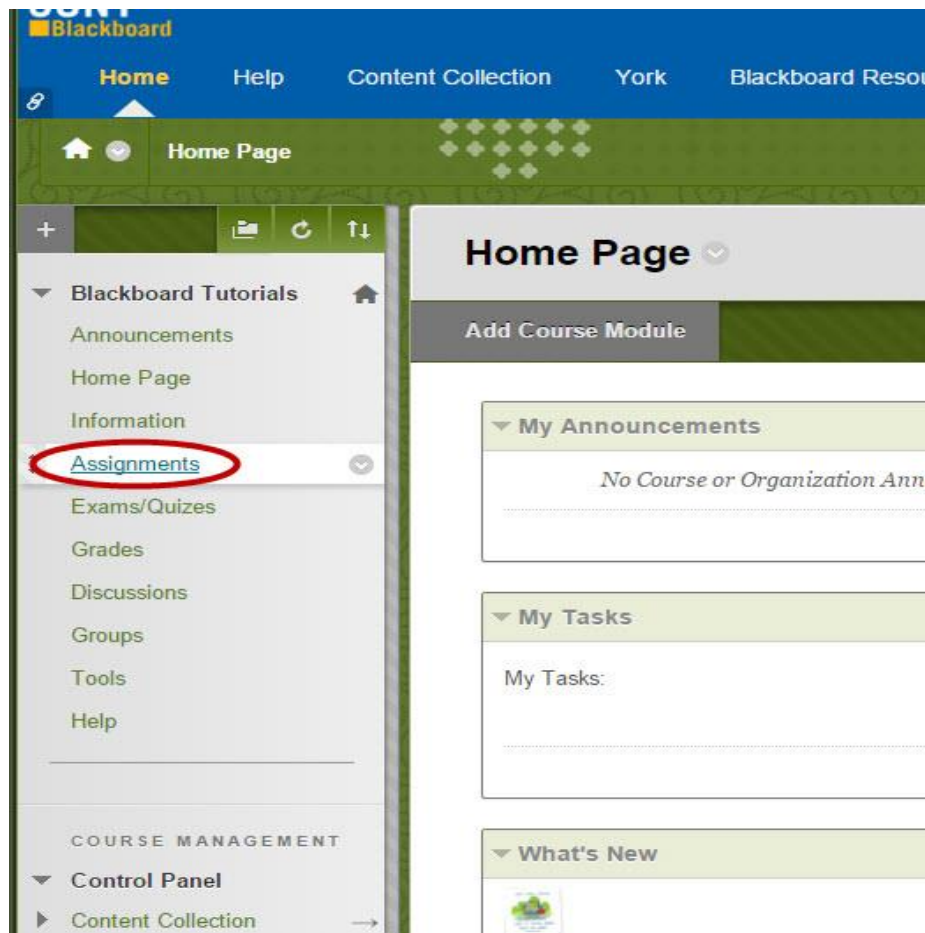
# How to Create an Assignment in Blackboard

Blackboard Assignments tool allows instructors to collect assignments and manage the grades and feedback for each student. You can create assignments in any content areas, such as assignments, course documents; you can also create assignments in a learning module, lesson plan, or a content folder. Students access the assignment, type in a response, or attach files, and submit it. You can respond to each student separately with comments and attached files from the Grade Center.

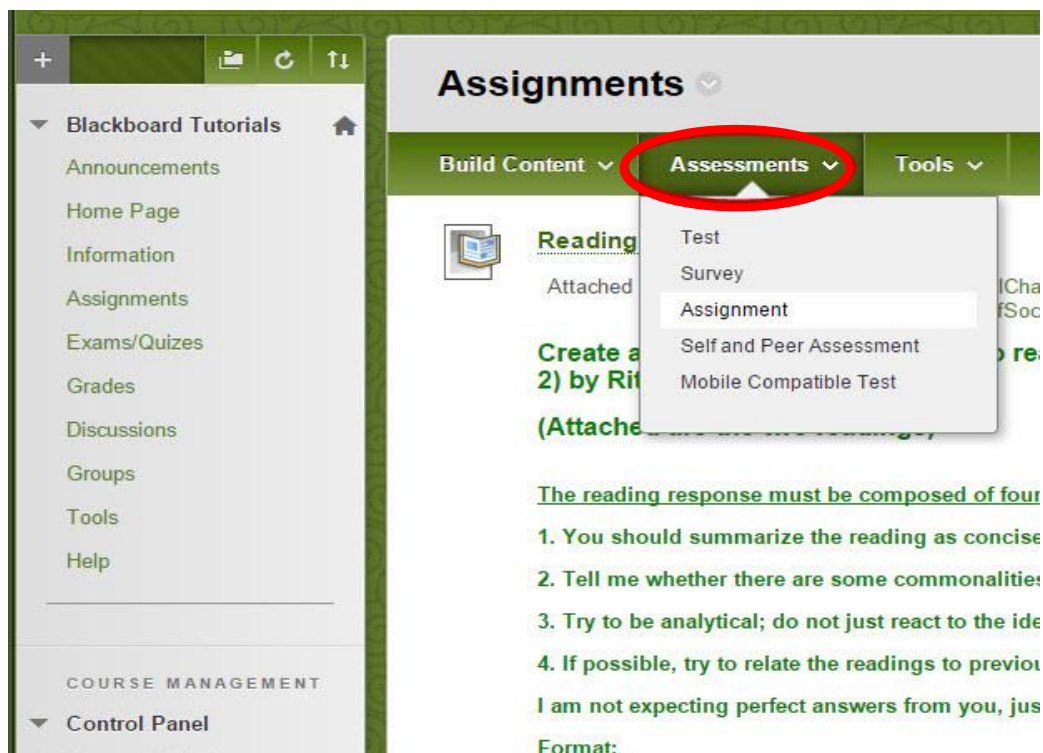
You can also distribute assignments to class groups. To learn more, see [Creating Group Assignments](#).

*You grade submitted assignments in the Grade Center. To learn about grading assignments, see [Grading Assignments](#).*

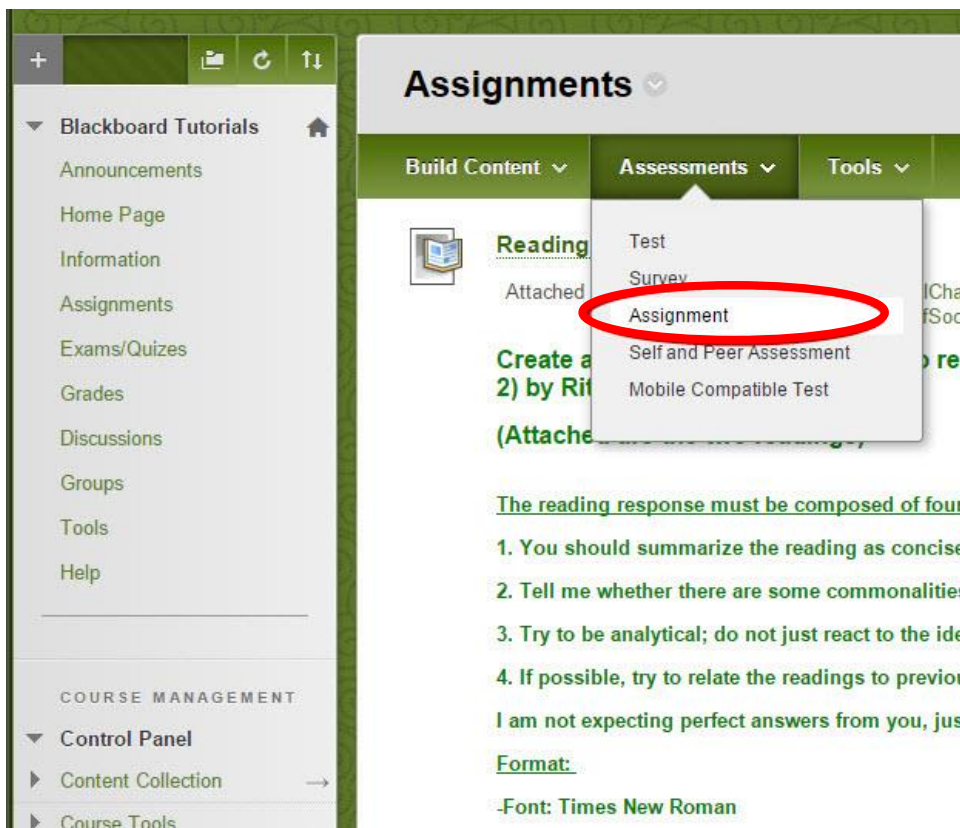
1. Change Edit Mode to ON and access the course area where you want to create the assignment. For example, "Assignments".



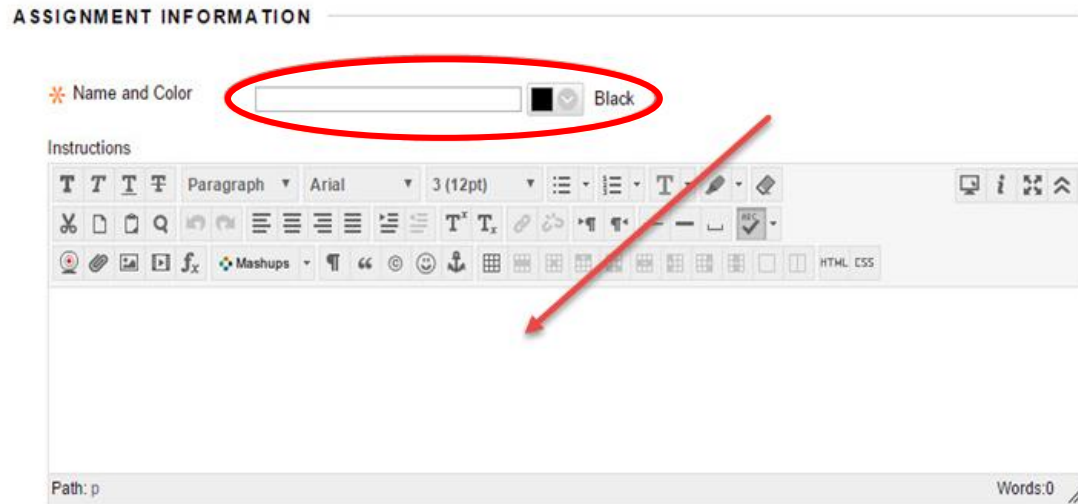
2. On the action bar, point to Assessments to access the drop-down list.



3. Select Assignment.



4. On Create Assignment page, type a Name.



5. In the Instructions box, you can type in your instruction or attach a file with the instruction (step 6).

*Be sure to remind students to attach any required files to the assignment before clicking Submit. Inform students that their assignments are not completed until they are submitted.*

6. Optionally, in the Assignment Files section, you can attach a file with instructions to the assignment using Browse My Computer or Browse Content Collection.



7. Optionally, select a Due Date. Due dates are used to organize and assign gradable items to grading periods in the Grade Center. If a student submits an assignment after the due date, the submission is identified as late in the Grade Center.

## DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

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

You can either enter dates and time or press the icons on the right.

## ASSIGNMENT FILES

Attach File

Browse My Computer

## DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

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

February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Today is: Friday, February 26, 2016

**Setting Date**

## ASSIGNMENT FILES

Attach File

Browse My Computer

Browse Content Collection

## DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

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

02:30 AM  
03:00 AM  
03:30 AM  
04:00 AM  
04:30 AM  
05:00 AM  
05:30 AM  
06:00 AM  
06:30 AM  
07:00 AM

**Setting Time**

8. Type Points Possible.

**GRADING**

\* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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9. Optionally, associate a rubric by pointing to Add Rubric to access the drop-down list. Rubrics are a way to create criteria for evaluating student performance on assignments. To learn more, see [Rubrics](#).

10. Under Grading, optional selections are minimized. Click on each link for more details.

**GRADING**

\* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

11. In Submission Details, select the Assignment Type of Submission: Individual, Group, and Portfolio.  
(Note: Portfolio Submissions cannot use anti-Plagiarism Tools)

**Submission Details**

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type

☒ Individual Submission  
☐ Group Submission  
☐ Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Number of Attempts

Plagiarism Tools

☐ Check submissions for plagiarism using SafeAssign  
*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.  
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



Optionally, you can select the Number of Attempts: Single, Multiple and Unlimited. You can 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 grade by default. But you can select the highest, lowest or average grade by clicking the dropdown box for “Score attempts using”.

Submission Details

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type

- ☒ Individual Submission
- ☐ Group Submission
- ☐ Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Number of Attempts

Maximum Attempts

Score attempts using

Plagiarism Tools

- ☐ Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.*

*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

If you want to use SafeAssign plagiarism tool, check the check box for “Check submissions for plagiarism using SafeAssign”. You can allow students to view SafeAssign originality report for their attempts by checking the corresponding check box. If you ask students to submit their drafts and then submit the final papers after you provide feedback to their drafts, you should check the check box for “Exclude submissions from the Institutional and Global References Databases” for the draft submission. If you do not check this check box, their final papers will be compared with their drafts causing higher percentage matching. The institutional database stores all papers submitted by CUNY students through SafeAssign. The global references database stores all papers submitted by students in all Blackboard clients through SafeAssign.

12. Optionally, select the appropriate option for Grading Options.

### Grading Options

*You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.*

☐ Enable Anonymous Grading

*Student names are hidden during the grading process.*

☐ Enable Delegated Grading

*Delegate grading responsibilities to one or more additional grader.*

13. Optionally, select the appropriate option for Display of Grades such as score, letter, text, percentage, etc. By default score is selected as the primary display of the grades.

### 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 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 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

14. Select the check box to “Make the Assignment Available” so that students can access the assignment.

#### 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.*

☐ Track Number of Views

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel

Submit

15. Optionally, you can set the assignment to display 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.

16. Click Submit.

Now a link to submit the assignment is posted and will be available immediately or later at the time and date you set. At the same time, a column correspond to this assignment is created in the Grade Center. You will be able to access student submitted papers/files from the Grade Center. For steps to retrieve, review students' papers, consult the tutorials on [Inline Grading](#).