



Creating Assignments

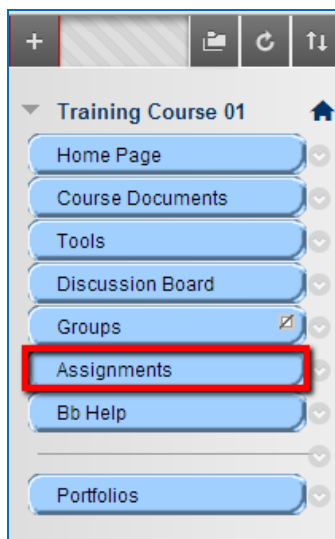
Instructors can use the Assignments tool to create assignments in Content Areas, Learning Modules, or Folders. An Assignment lists the name, point value, due date, and instructions for the assignment. One can also attach files to an assignment and set the time frame during which the assignment is available to students.

You can create an Assignments Content Area and place all Assignments there, or add individual assignments in various Learning Modules or Folders that you create for a course. For the examples in this chapter, we will add Assignments to a Content Area linked directly from the Course Menu.

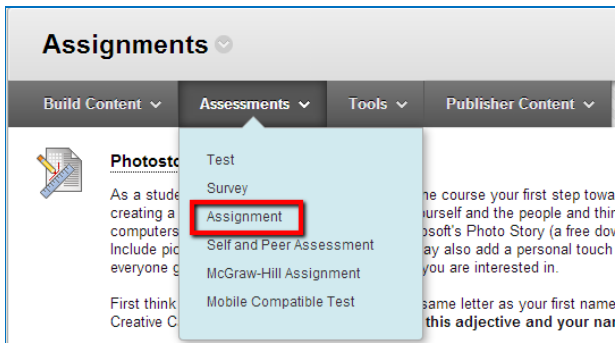
When an Assignment is created, Blackboard adds a corresponding column to the Grade Center. Instructors can grade the Assignment online via Grade Center.

The interface of the Create/Edit Assignment page has changed significantly from recent Blackboard versions and Service Packs. The Grading section contains three expandable subsections to make it easier to determine how many attempts students may submit, the circumstances under which attempts will be graded, and how the grades will be displayed in Grade Center (Instructor View) and My Grades (Student View).

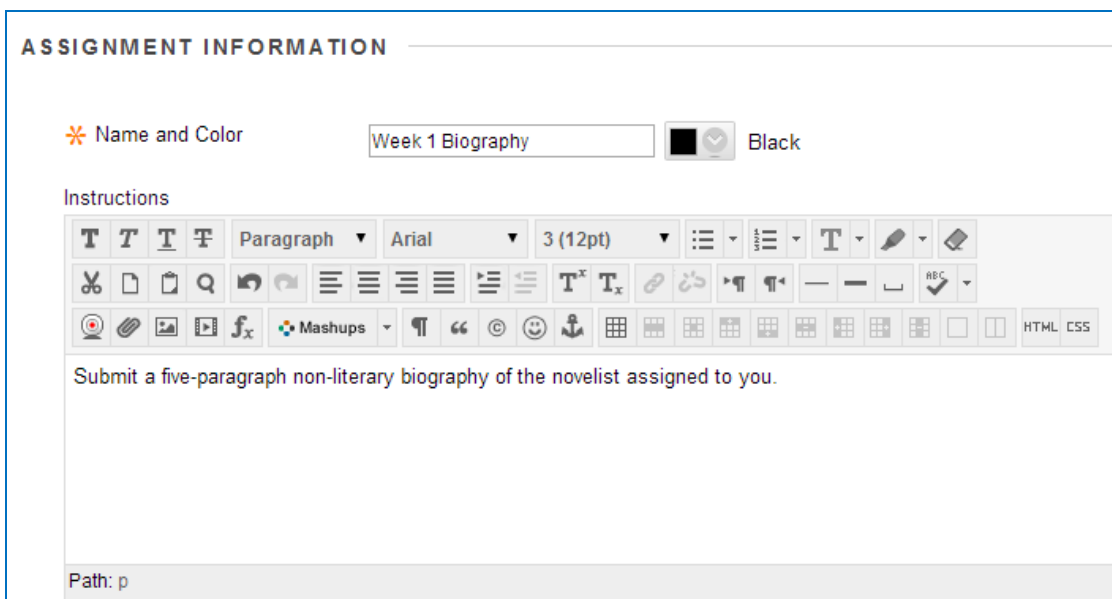
1. Select a Content Area link in which you want to create an assignment.



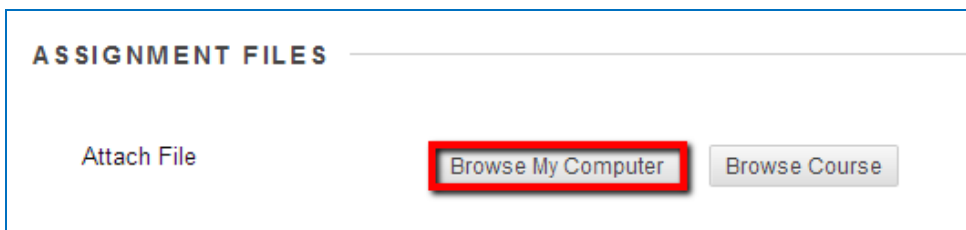
2. Point to **Assessments** on the action bar, and select **Assignment**.



3. Fill in the **Name** and **Instructions** for the assignment. The Name is required.

A screenshot of the 'ASSIGNMENT INFORMATION' form in Blackboard. The form has a title 'ASSIGNMENT INFORMATION' at the top. Below the title, there is a section for 'Name and Color' with a text input field containing 'Week 1 Biography' and a color selection dropdown set to 'Black'. Below this is the 'Instructions' section, which features a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The text area below the toolbar contains the instruction: 'Submit a five-paragraph non-literary biography of the novelist assigned to you.' At the bottom of the form, there is a 'Path' field with the value 'p'.

4. You have the option of attaching a file, such as an external rubric or assignment sheet, by clicking **Browse My Computer** and choosing the file. You can also click **Browse Course** to use files already in your Content Collection.

A screenshot of the 'ASSIGNMENT FILES' section in Blackboard. The section has a title 'ASSIGNMENT FILES' at the top. Below the title, there are three buttons: 'Attach File', 'Browse My Computer' (highlighted with a red box), and 'Browse Course'.

5. Set a **Due Date** and Time for the assignment. Students may upload their assignment files after this time, if the Assignment is still available to them, but Instructors can assess penalties for late work.

DUE DATES

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

Due Date 09/10/2014

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

6. Assign a point value for grading purposes in the Points Possible field.

GRADING

* Points Possible

7. Click the **Submission Details** link to expand the first box. Select the Assignment Type, Number of Attempts, and which attempt determines the grade.

GRADING

* Points Possible

[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.

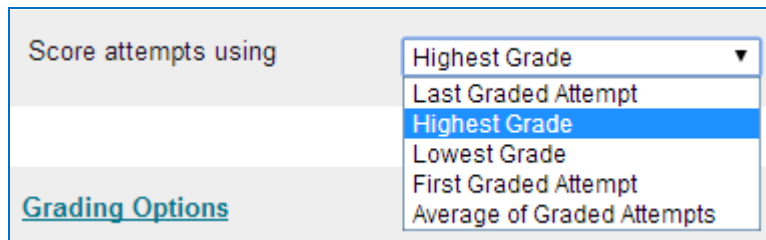
Assignment Type **A** Individual Submission Group Submission Portfolio Submission
Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts **B**

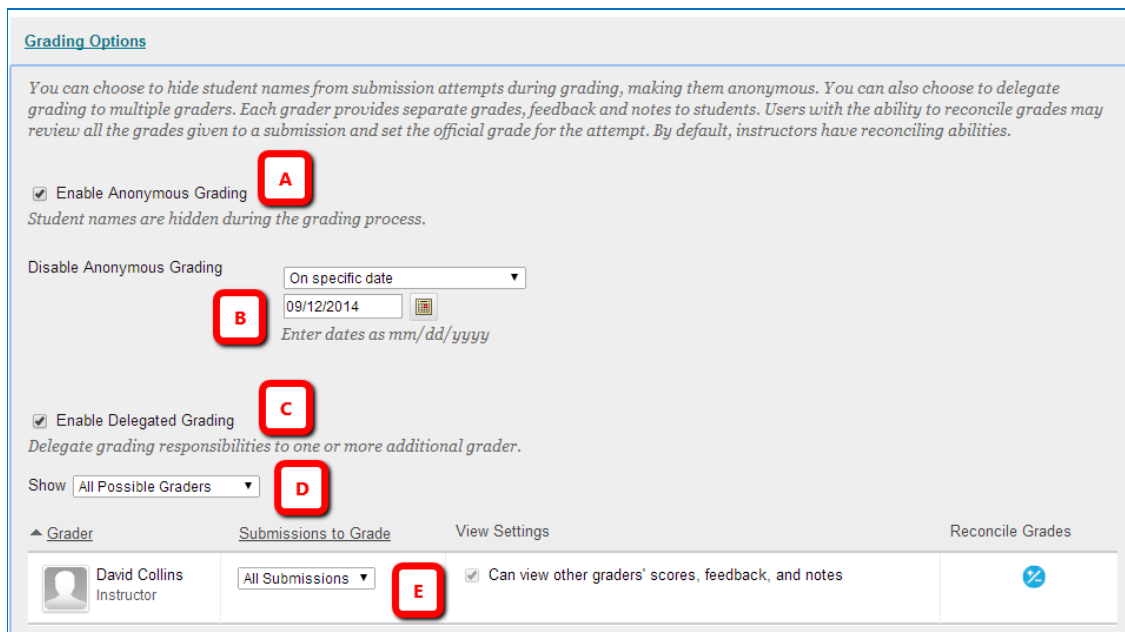
Maximum Attempts **C**

Score attempts using **D**

- A. The default **Assignment Type** is Individual Submission. Choosing Group Submission allows you to select which groups will receive the assignment. Portfolio Submission allows students to add the submission as artifacts for their course portfolios.
- B. The default **Number of Attempts** is Single Attempt. Choosing Multiple Attempts displays the Maximum Attempts textbox, where you can set the number. Unlimited Attempts means exactly that, as long as attempts are submitted by the Due Date.
- C. **Maximum Attempts** allows you to set the number of attempts for the assignment. You may still grant additional attempts on the Grade Details page.
- D. The default for **Score attempts using** is Last Graded Attempt. Other options are High Grade, Lowest Grade, First Graded Attempt, and Average of Graded Attempts.

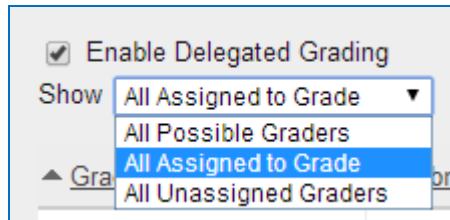


8. Click the **Grading Options** link to expand the second box.

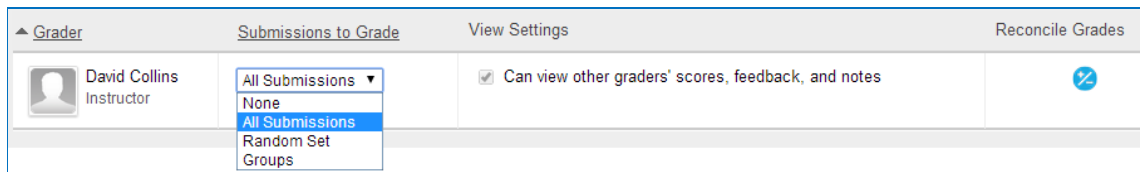


- A. To hide the names of the students on the attempts, check **Enable Anonymous Grading**.
- B. You can disable Anonymous Grading and make the students' names visible again either on a specified date or after all submissions are graded.
- C. To delegate grading to multiple Instructors or Teaching Assistants, check **Enable Delegated Grading**.

- D. Use the **Show** dropdown to view All Possible Graders, All (Graders already) Assigned to Grade, or All Unassigned Graders in the list of Graders below.



- E. For each Grader, select what submissions he or she might grade, whether he or she can view other Graders' markups, and whether he or she may reconcile grades.



NOTE: *Instructors may reconcile grades by default.*

9. Select the Assignment's Availability options.

AVAILABILITY

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

Limit Availability

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

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

Track Number of Views **C**


- A. If you set a date range to display the Assignment, check **Make the Assignment Available**.
- B. The link will remain invisible to students until the **Display After** date and time arrives. It will become invisible after the **Display Until** time.
- C. Check **Track Number of Views** for a tally of all students' views of the Assignment.



10. Click **Submit** to post the assignment.



The assignment will appear at the bottom of the Content Area. You can drag it up to a different location by the handle on the left side. Note that Assignments unavailable to students and with **Track Number of Views** enabled will display that information to the Instructor.

A screenshot of an assignment list interface. It shows two assignment entries. The first entry is "Group Assignment" with a document icon and a pencil, and the text "See Syllabus for assignment information." The second entry is "Week 1 Biography" with a document icon and a pencil, and a dropdown arrow. To the left of the second entry is a yellow vertical bar with a double-headed arrow handle. The text for the second entry includes "Availability: Item is not available. It will be available after Aug 28, 2014 7:00 AM.", "Enabled: Statistics Tracking", and "Submit a five-paragraph non-literary biography of the novelist assigned to you."/>

 **Group Assignment**
See Syllabus for assignment information.

 **Week 1 Biography** 
Availability: Item is not available. It will be available after Aug 28, 2014 7:00 AM.
Enabled: Statistics Tracking
Submit a five-paragraph non-literary biography of the novelist assigned to you.