CREATING AN ASSIGMENT IN BLACKBOARD

1. For this example, navigate to the "**Assignment**" tab on the left.
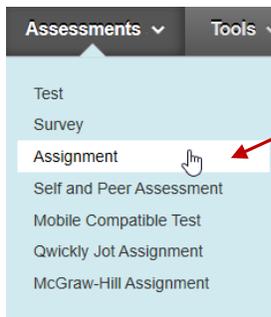
Instructor Contact
Course Outline
Course Content

Evaluations
Assignments
Tests
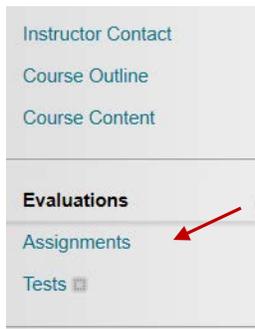
2. Once there, go into the Course Assignment folder.

Course Assignments
Enabled: Statistics Tracking
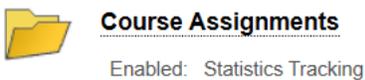
3. Now click on the "***Assessments***" tab. *Reason you are going there rather than the "Build Content" tab is because for this example, you expect to receive information back from the student. Anything you create under the "**Build Content**" tab, (Item, file) is simply you giving information to the student.*

When you want information back from the student, you need to do it under the "***Assessments***" tab. Then click "**Assignmen**t".

Assessments ∨   Tools ∨

Test
Survey
Assignment
Self and Peer Assessment
Mobile Compatible Test
Qwickly Jot Assignment
McGraw-Hill Assignment

Assignment information

4. This is very similar to Building **Content.** You must give it a name. (*And again you can modify the color of the title if you choose*).

ASSIGNMENT INFORMATION

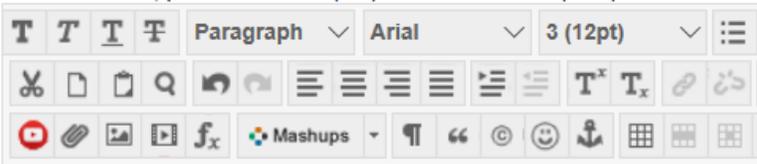✳ Name and Color
Assignment #1   ■ ⌄ Black

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Ma
T T T T̄ Paragraph ∨ Arial   ∨ 3 (12

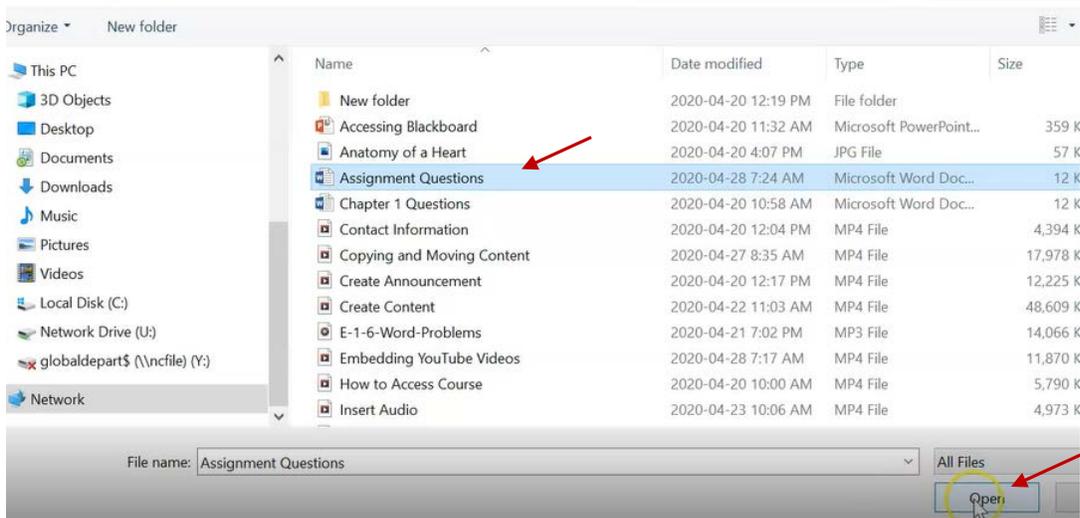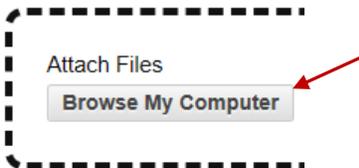5. And you have an area to provide instruction to the student.

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

T T T Ŧ Paragraph ∨ Arial ∨ 3 (12pt) ∨ ☰

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▶ 📎 🖼 ▷ ƒₓ ✦ Mashups ▾ ¶ " © ☺ ⚓ ⊞ ⊞ ⊞

Please read Chapter 5 and answer the attached questions|

Assignment Files

6. Browse your computer and select the file that was created.

Attach Files

Browse My Computer

Organize ▾   New folder

Name	Date modified	Type	Size
New folder	2020-04-20 12:19 PM	File folder	
Accessing Blackboard	2020-04-20 11:32 AM	Microsoft PowerPoint...	359 K
Anatomy of a Heart	2020-04-20 4:07 PM	JPG File	57 K
Assignment Questions	2020-04-28 7:24 AM	Microsoft Word Doc...	12 K
Chapter 1 Questions	2020-04-20 10:58 AM	Microsoft Word Doc...	12 K
Contact Information	2020-04-20 12:04 PM	MP4 File	4,394 K
Copying and Moving Content	2020-04-27 8:35 AM	MP4 File	17,978 K
Create Announcement	2020-04-20 12:17 PM	MP4 File	12,225 K
Create Content	2020-04-22 11:03 AM	MP4 File	48,609 K
E-1-6-Word-Problems	2020-04-21 7:02 PM	MP3 File	14,066 K
Embedding YouTube Videos	2020-04-28 7:17 AM	MP4 File	11,870 K
How to Access Course	2020-04-20 10:00 AM	MP4 File	5,790 K
Insert Audio	2020-04-23 10:06 AM	MP4 File	4,973 K

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Network Drive (U:)
globaldepart$ (\\ncfile) (Y:)
Network

File name: Assignment Questions   ∨ All Files

Open

7. Then click **Open**.

File is now attached.

Attach Files   Browse My Computer   Browse Course

Attached files

File Name	Link Title
Assignment Questions.docx	Assignment Questions.docx

Due Dates

8. Because this is an assignment, you can choose a due date. For this example, choose a due date of tomorrow with an end time of 4:00pm.

Due Date

☑ 04/29/2020   📅   04:00 AM   ✕   🕐

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

Grading

9. Also because it's an assignment, you must indicate to Blackboard how many points this assignment is out of. For this example, we'll enter 50.

GRADING ⎯⎯⎯⎯

✳ Points Possible

50   ✕

10. If you had a "**Rubric**" you could associate it here. Either with an existing Rubric or creating a new one. For this example, you don't need to attach one.

Associated Rubrics

Add Rubric ✳

Select Rubric

Create New Rubric

Create From Existing
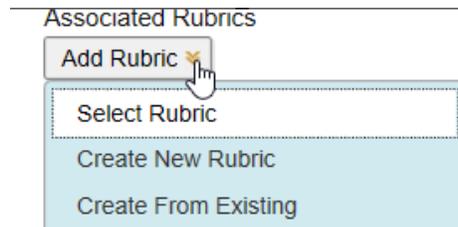
Submission details options

Under **Submission Details**, let's cover a few options.

Submission Details

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

Assignment Type
- ⦿ Individual Submission
- ○ Group Submission

Number of Attempts
[Single Attempt ▽]

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.

A. ASSIGNMENT TYPE

By default, this is set to "***Individual Submission***". If it was a "***Group Submission***" you would change it below.

Assignment Type
- ⦿ Individual Submission
- ○ Group Submission

B. NUMBER OF ATTEMPTS

This is where you set how many number of attempts you want to provide to the students to submit the assignment. You can leave it at the default of **Single Attempt**.
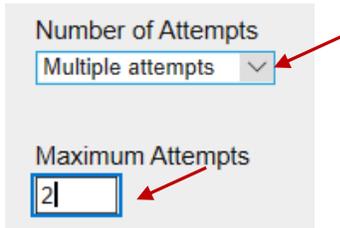
Number of Attempts
- Single Attempt
- Multiple attempts
- Unlimited Attempts

If you change it to **Multiple Attempts**, it will want to know how many attempts the students get. For this example, enter 2.
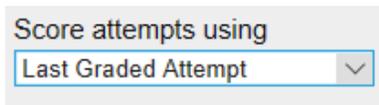
Number of Attempts

Multiple attempts

Maximum Attempts

2

C. SCORE ATTEMPTS USING

Then it wants to know how you would like to score those assignments. It always defaults to **Last Graded Attempt**.

Score attempts using

Last Graded Attempt

You can also choose any of the following below. Often times, you would leave this to default because you will find you won't mark both assignments. You're only going to mark the one that they submitted last.
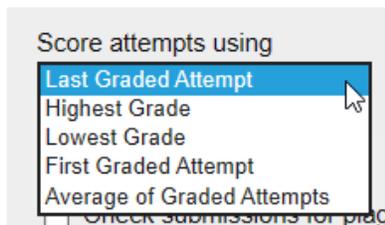
Score attempts using

Last Graded Attempt
Highest Grade
Lowest Grade
First Graded Attempt
Average of Graded Attempts

D. PLAGIARISM TOOLS

You will learn more about this section in a later video.
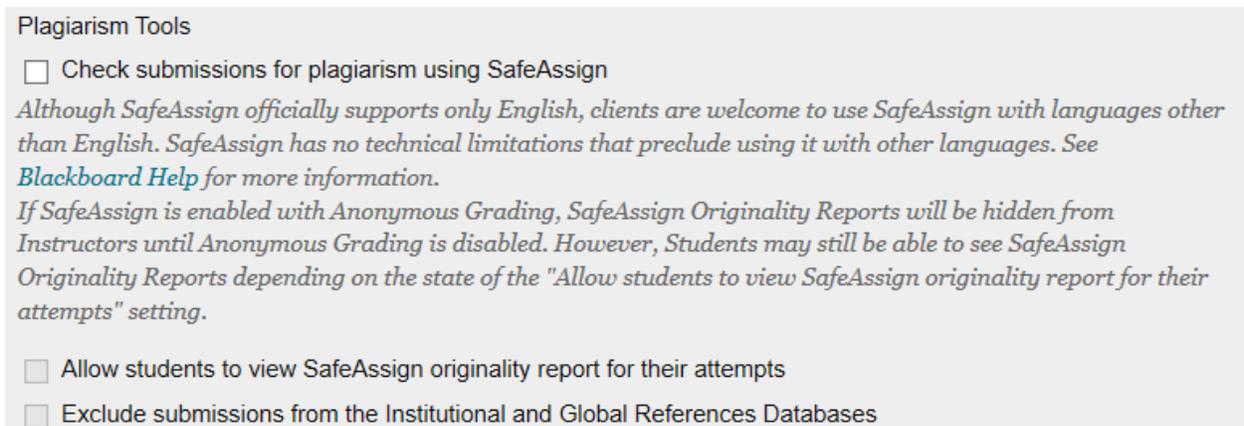
Plagiarism Tools

☐ Check submissions for plagiarism using SafeAssign

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☐ Allow students to view SafeAssign originality report for their attempts

☐ Exclude submissions from the Institutional and Global References Databases

Grading options

Under **Grading Options**, there should be nothing for you to change.

But simply so you are aware, there is;

Enable Anonymous Grading; this is helpful if you'd like to receive the student's assignments but not know who it belongs too when you are grading them.

Enable Delegated Grading: you will not use this option.

Grading Options

You can choose to hide student names from submission attempts during g... delegate grading to multiple graders. Each grader provides separate gra... reconcile grades may review all the grades given to a submission and set ... 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.

Display of the grade

Display of Grades

Grades must be entered using the format selected for Primary display. Grades disp... 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 ... no longer anonymous.

☑ Show to students in My Grades

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

A. DISPLAY THE GRADE AS PRIMARY

The first option is to display the grade primarily as a score. So this assignment is out of 50. You see the student received 42.

B. DISPLAY THE GRADE AS SECONDARY

If you would like a secondary display, you can choose percentage. So the students see both, 42/50 as well as what their percentage is.
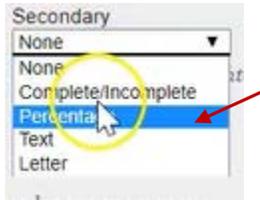
By default, this assignment is included in the Grade Center Calculations. Leave this checked if you want to use it as part of their final mark.

This checkmark allows the students to see this assignment in my grades section to see what their mark is. If you do not want the students to see their mark, remove the checkmark and this grade would be hidden until such time that you decide to show it.

You also have the option to show average and median statistics to the students in the My grades section for this assignment.

Availability

And last, this assignment is set by default to make the assignment available. You can also set time restrictions on when this assignment is available to the student and how long. As well, you can track the number of views.

And now you can click submit on bottom right.

Here you see the finished assignment we just created.
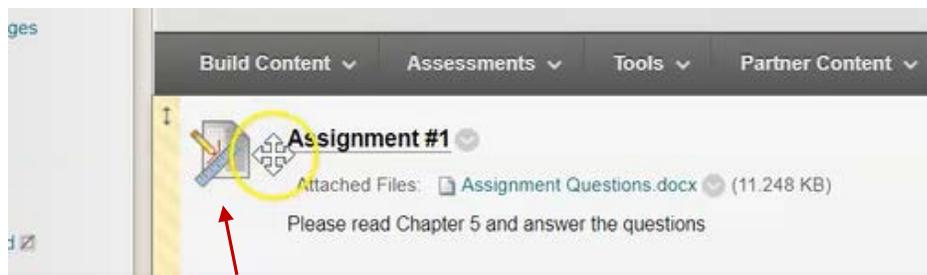
The icon of this assignment is different than that of an item or file. It has a ruler and a pencil indicating that this is an assignment file that you expect to receive information back from. The title of the assignment is clickable. And you can see the attached file that you submitted. As well as the instructions to complete the assignment.

The students would navigate into this assignment by clicking on the title. It takes them to the page you see below. Which gives them all the information about the assignment.

Gives them the due date that you set, how many points possible for this assignment as well as the instructions and the attached document.

Preview Upload Assignment: Assignment #1
You are previewing the assignment - your submission will not be saved.

ASSIGNMENT INFORMATION

Due Date	Points Possible
Wednesday, April 29, 2020 4:00 PM	**50**

Please read Chapter 5 and answer the questions
Assignment Questions.docx

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach Files

Students have two options when submitting their completed work.

1. WRITE SUBMISSION

Not recommended, but available is for the student to click on is Write Submission. They simply write their answers right here within blackboard.

Text Submission
Write Submission

Path: p   Words:0

2. **SUBMIT YOUR ANSWER FILE**

The second option is to **Browse your Computer** and find your assignment file and submit just like you do when you submit a document.
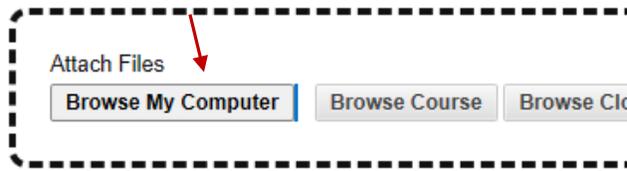
And when they are done, they will click submit on the bottom right. And that student's assignment will now be sitting in your grade center for you to review.