

Assignments

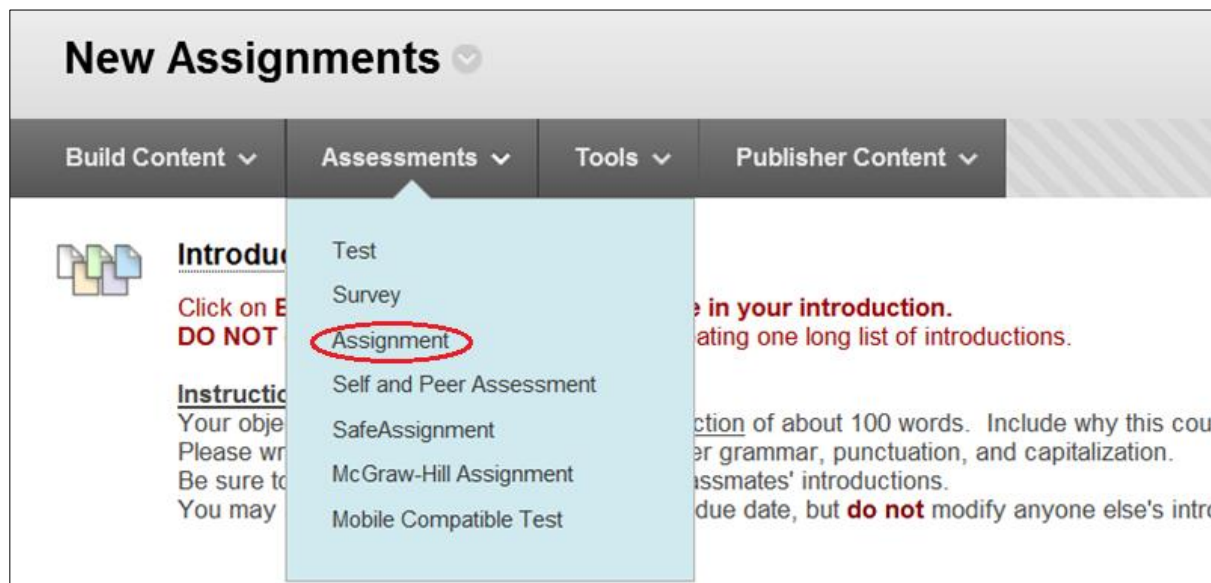
A student submits an Assignment directly in Blackboard, either as an attached document or as typed text. The process is paperless. When you create the assignment, it is automatically added to the Grade Center. These six steps will help you create an **Assignment** in your course.

Note: If you are collecting paper assignments, create an Item [under Build Content] and then manually add the assignment to the Grade Center.

Set Up Assignments

Begin with the edit mode **ON** and navigate to a content area, folder, lesson plan, or learning module.

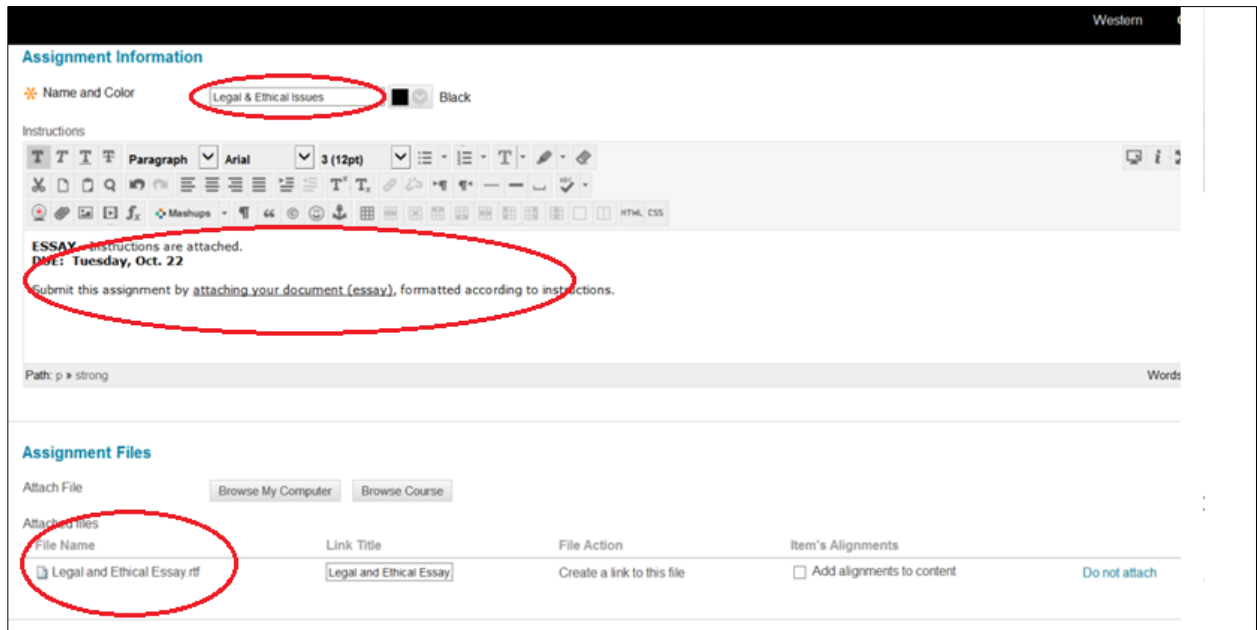
1. Click on **Assessments** from the action bar, scroll down the list, and click on **Assignment**.



2. Type in a name for the assignment and instructions for students. You can type in your instructions or create them in Word and then paste them in.

Optional: Attach any files needed by the student to complete the assignment. Click **Browse My Computer** to upload the document(s). If you upload a file you no longer want, simply click **Do Not Attach**. *Advice: In your instructions, be clear if you want students to type text into the Assignment or attach a document. If instructions are not clear, you could receive both types, and grading could be more difficult.*

See discussion under **Grade Center Student View** about the importance of assignment names in controlling the order in which they appear in the Student Grade Center.



3. Set a **Due Date** if you are using the calendar within Blackboard.



4. Type in the number of **Points Possible** to the Assignment. Optional: You can add an existing rubric or create a new one. **See Grade Center > Grade Rubrics** for more information.

GRADING

✱ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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5. Submission details provides you with the opportunity to designate
 - a. Assignment type as individual or group. Assignment settings default to grading **All Students Individually**. If students work in groups, where students in a group receive the same grade, choose **Groups of Students**. Have the groups already created within Blackboard before you create the assignment.
 - b. Number of attempts allowed. Most of the time you will click on **Allow Single attempt**. For some work, you may want students to have a second or third attempt. If you allow more than one attempt, you will be able to view all of them in the Grade Center.
 - c. Whether you want to use the Safe Assign plagiarism tool ([see Assignments > Safe Assign](#)).

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

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

6. Grading Options allows the instructor to grade student work anonymously or to delegate grading to other users.

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.

7. Make selections for grade display options. Grades must be entered in the selected primary display format and is the only format students will see in their grade center. Secondary display can be seen by the instructor in the grade center only.

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

8. Check the box for **Make the Assignment Available** if you want students to view it immediately. *Note: If you choose No, you will see (Assignment is not available) under the name of the Assignment in the content area.* Optional: You may also **Limit Availability** by setting specific dates and times when the assignment is available to students.

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


9. Click **Submit** to finish. The assignment is automatically included in the Grade Center.

Instructor Information

Once you create an assignment, look for it at the end of the material in the content area, folder, lesson, or module. Assignments can be distinguished by the icon of the document with pencil and ruler. Students click on the underlined name of the assignment (e.g., **Legal & Ethical Issues**) and follow the prompts.



Legal & Ethical Issues ▼

Attached Files:  [Legal and Ethical Essay.rtf](#) ▼ (120.27 KB)

ESSAY - Instructions are attached.
DUE: Tuesday, Oct. 22

Submit this assignment by [attaching your document \(essay\)](#), formatted according to instructions.

Student's View of the Assignment

To paste or type a response, students must click on **Write Submission** or they can attach a document using **Browse My Computer**. **Note:** Explain this to students so that they follow your instructions. If you want to type review comments within a document, for example, the student must attach it. See Giving Specific Feedback below.

ASSIGNMENT INFORMATION

Points Possible
10

Read the instructions for this activity in the document entitled "Incident Reporting" then complete the attached Incident Report and submit as directed.

[incident report form.docx](#)
[Incident Reporting.docx](#)

ASSIGNMENT SUBMISSION

Text Submission

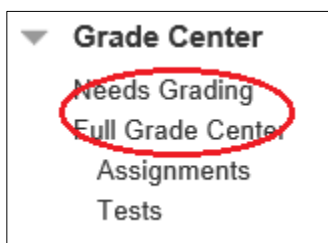
Attach File

ADD COMMENTS

Comments

Reviewing Submitted Assignments

1. From the Control Panel, open Grade Center.
2. Click either **Needs Grading** or **Full Grade Center**
 - a. **Needs Grading** shows a list of student names and their assignments ready for grading. Click on the Student name. *The list defaults to chronological order, but you can click on the heading **Assignment** to arrange them in assignment order or review them by students' last or first names.*
 - b. **Full Grade Center** is a grid of all students and all assignments, whether not submitted, submitted, or graded



Reviewing a Completed Assignment

1. When you view a student's submitted assignment, Assignment Details are displayed on the right of your screen.
 - a. **GRADE** confirms the attempt and shows the points possible.

- b. **ATTEMPT** is where you enter the grade. *If you use a rubric, the grade will calculate automatically.* If you are grading manually, click into the box for **Attempt 1** and enter a score.
2. In the example below the assignment was attached and a rubric is used by the instructor to calculate a grade. Click on the name of the rubric to open it.
3. **Feedback** is optional; here you can type comments for the individual student. Click on the **A** button to expand the box and use editing/format tools. *Hint: If a student does not attach an assignment, you can copy and paste the student's writing into the editing/format box to give specific feedback.*

The screenshot shows the 'Assignment Details' interface. At the top, there is a 'GRADE' section with a 'Last Graded Attempt' box containing a pencil icon and the score '/60'. Below this is the 'Attempt 1' section, which includes a dropdown menu showing '9/6/13 1:43 PM' and a score box with '/60'. The 'GRADE BY RUBRIC' section is highlighted with a red circle and contains a link for 'LEGAL AND ETHICAL ESSAY' with the text 'Used for Grading' and a small icon. Below this is the 'FEEDBACK - SHOWN TO LEARNER' section, which is currently empty. At the bottom of the feedback section, there is a toolbar with a dropdown menu, a bold 'A' button, and a link icon, along with a 'Character count: 0' indicator. Below the feedback section are three buttons: 'Cancel', 'Save Draft', and 'Submit'. The 'SUBMISSION' section at the bottom shows a document icon, the filename 'Jennifer Works Cited.docx', and a download icon circled in red.

4. The Submission is attached. You can open it or save it by clicking on the download icon on the right.
5. Click the **Submit** button when you are done.

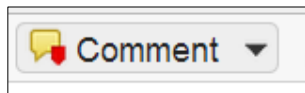
Giving Specific Feedback

Instructors can insert comments, highlight text, and strikethrough information only when a student attaches a document to the assignment.

In the example below, the instructor graded using the rubric, but added comments to the Works Cited of the student's essay by using the review tools.

The screenshot shows a Blackboard assignment interface. On the left, a document is displayed with several paragraphs of text. Two yellow comment boxes are overlaid on the document, each containing a comment from 'Mary McLaughlin'. The first comment asks, 'Are you sure that you were using the paper copy of this report and not the online version?'. The second comment says, 'I am concerned with the dates of articles from 2002, 2003, and 2004. Other, more relevant material may have been published since that time. Did you look for recent articles?'. On the right side of the interface, there is a 'GRADE BY RUBRIC' section for a 'LEGAL AND ETHICAL ESSAY'. The rubric shows scores for 'PURPOSE', 'ORGANIZATION', and 'CONTENT'. At the bottom of the rubric section, there are buttons for 'GRAMMAR', 'Text Editor', 'Cancel', and 'Save Rubric'.

Click on the **Comment** icon and Select **Point Comment** from the pull-down menu. Position your cursor in the assignment. A yellow comment box will open in the right margin. Simply type your comment. If you want to change your comment, simply click on the box and revise.



Additional Resources: Blackboard Help <https://help.blackboard.com>