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.
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).

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

**Grading Options**

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

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

**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.

<table>
<thead>
<tr>
<th>Display grade as</th>
<th>Primary</th>
<th>and</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Score</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>(displayed in Grade Center only)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.
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.

**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.
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.*

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 strikeout 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.
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](https://help.blackboard.com)