

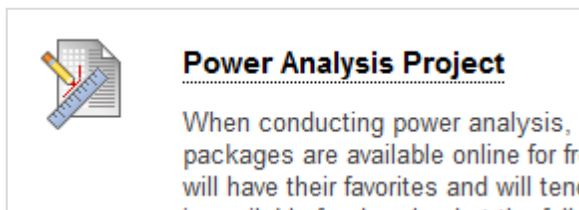
# Creating an Assignment in Blackboard

## Assignment Link

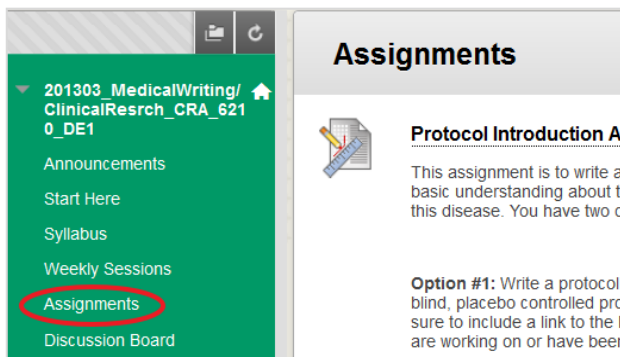
An “Assignment” link in your course creates a place for students to submit their work, regardless of file type. The figure below shows an assignment from the student view.

This is a secure and verifiable way to transfer documents and have graded work returned to students. Student work should not be submitted or returned via email.

Assignment links are indicated to students by the icon with a pencil, ruler, and paper.



You can place Assignments in any part of a course, although creating a menu button for “Assignments” is an easy way for students to find the information and links they need for all submitted assignments.

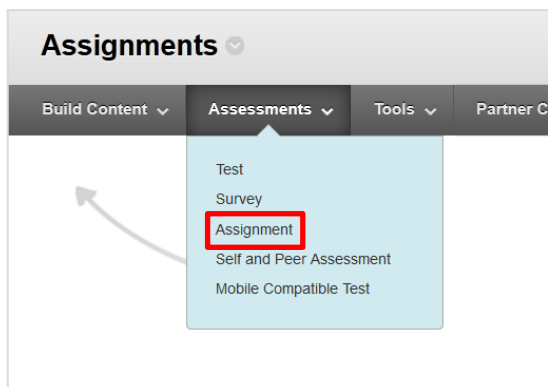


## Creating an Assignment

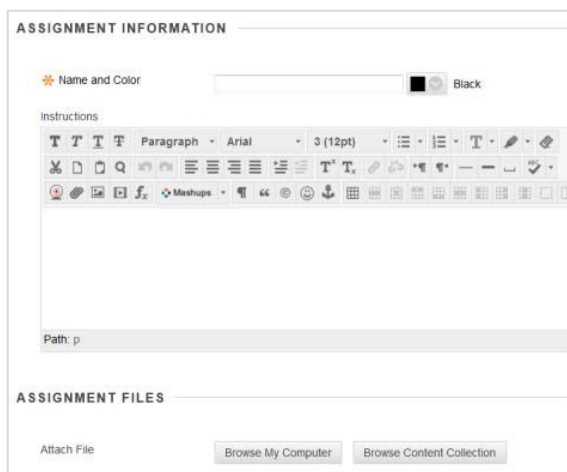
To create an assignment:

- Go to the page where you would like the link to the assignment to appear
- Click on Assessments and select Assignment

*Note: Blackboard will automatically create a Grade Center column for any Assignment you create, so be sure to eliminate any earlier, redundant columns in your Grade Center, and have only one link in the course for each Assignment.*



Name your Assignment, provide or attach instructions or other materials, if desired.

A screenshot of the Blackboard 'Assignment Information' form. The form is titled 'ASSIGNMENT INFORMATION' and contains several sections. The first section is 'Name and Color', with a text input field and a color selection button labeled 'Black'. Below this is the 'Instructions' section, which features a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. The 'Path' field is currently empty. The final section is 'ASSIGNMENT FILES', which includes an 'Attach File' button and two buttons: 'Browse My Computer' and 'Browse Content Collection'.

## Due Dates and Grading

Set due dates, points possible, and attach a rubric that you have created in the course, if desired.

### 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*

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### GRADING

**✦ Points Possible**

Associated Rubrics

Name	Type	Date Last E
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Under “Submission Details,” select desired parameters, including whether you want the Assignment to be reviewed through SafeAssign.

### Submission Details

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt 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. However, Students may still be able to see SafeAssign Originality Reports depending on the "show report for their attempts" setting.*

- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases

You can choose to grade anonymously.

### Grading Options

*You can choose to hide student names from submission attempts during grading. This provides separate grades, feedback and notes to students. Users with the ability to grade anonymously 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.*

You can set up the Grade Center display here as well.

**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 is only displayed in the Grade Center.*

Display grade as      Primary      and      Secondary

Score      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

## Need more assistance?

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