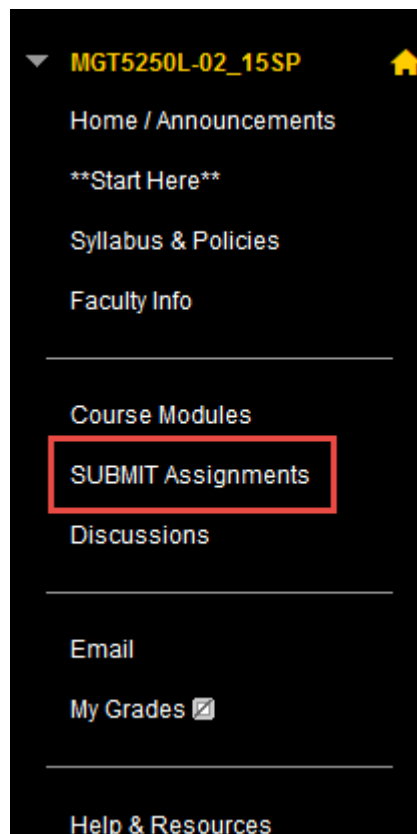


## Creating an Assignment

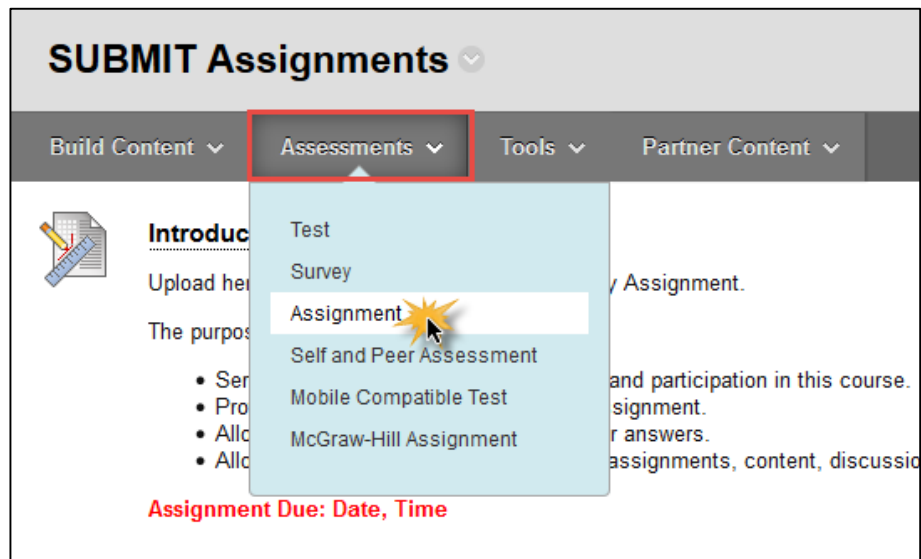
The Assignment tool within Blackboard allows instructors to collect assignment submissions from students. Students will upload their submission in the content area where the assignment was posted. Instructors download student submissions and provide feedback in the Grade Center. This document outlines the steps for creating an assignment in Blackboard. For instructions on downloading and grading submitted assignments, please refer to the corresponding handouts on the myAIC help page.

**Important:** As of January 2015, several new features were added to the Blackboard Assignment tool. Instructors who have used the Assignment tool previously may want to review this document for more information on this update. Further details about the new features of the Assignment tool will be posted on the myAIC help page.

1. Log into Blackboard and select your course.
2. From within the Course Menu, click on the content area where the assignment should be posted. This is where students will upload their submissions.



3. Hover over the Assessments button and click on Assignment in the dropdown menu.

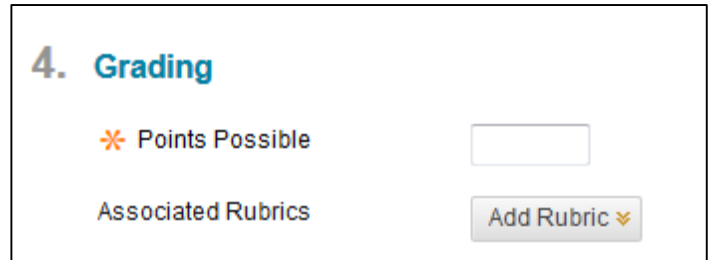


4. The Create Assignment form will open. Enter a name for the assignment and any necessary instructions. You can also attach supporting documents (such as a worksheet or rubric) and set a due date. **Note:** Adding a due date will mark any submissions posted after this date and time as late. You will still need to apply your lateness policy.

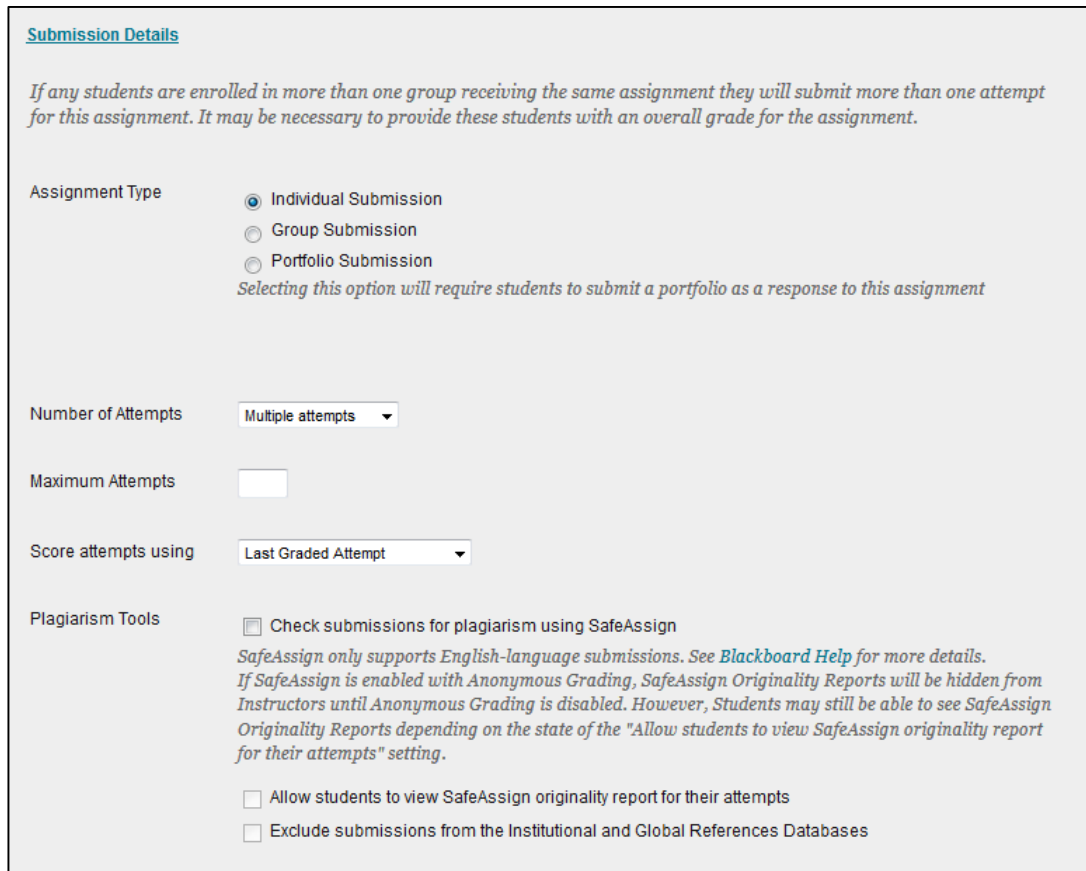
A screenshot of the 'Create Assignment' form in Blackboard. The form is divided into three sections: 1. Assignment Information, 2. Assignment Files, and 3. Due Dates. In the 'Assignment Information' section, there is a text input field for 'Name and Color' (marked with an asterisk as required) and a color selection dropdown set to 'Black'. Below this is a rich text editor for 'Instructions' with a toolbar and a text area containing the text 'Instructions entered in this text box will be viewable within the content area.' and 'Click to attach a file, such as a worksheet or rubric.' In the 'Assignment Files' section, there are two buttons: 'Browse My Computer' and 'Browse Content Collection'. A red arrow points to the 'Browse My Computer' button. In the 'Due Dates' section, there is a text input field for 'Due Date' (marked with an asterisk as required) and a time selection dropdown. Below the input fields, there is a note: 'Submissions are accepted after this date, but are marked Late.' and a footer: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' The form has 'Cancel' and 'Submit' buttons at the top right.

**Note:** Blackboard has a built-in Rubric tool to facilitate grading assignments. When used, the rubric is fully interactive and allows clicking levels of achievement, providing comments for each criteria, as well as posting a holistic comment. The Rubric tool can be found under the Grading section when creating an assignment.

5. Under Grading, enter the total possible points for this assignment. You can also add a rubric using Blackboard’s Rubric tool.



6. After setting the point value, select the Submission Details.
- **Assignment type:** Choose Individual Submission if you want all students to complete and submit the assignment. Choose Group Submission if you want to create different assignments for different groups to submit.
  - **Number of Attempts:** Select Single, Multiple or Unlimited Attempts. If you select Multiple or Unlimited Attempts, you will have the option to select the maximum number of attempts (for Multiple Attempts only) and to choose which grade will be recorded in the Grade Center. Many instructors prefer to select **Highest Grade** for this option.
  - **Plagiarism Tools:** Check this box to have Blackboard generate a SafeAssign originality report for the assignment. Check the boxes that follow if you would like to allow students to view their originality reports (recommended) and/or if you would like to exclude submissions from the database (recommended if you will be having students submit revisions or multiple attempts).



7. Skip the Grading Options section. Under Display of Grades, choose from the following:
- **Display grade as:** Select an option under Primary (Score, Letter, Percentage or Complete/Incomplete).
  - **Include in Grade Center grading calculations:** Check this to have the assignment calculated into the student's final grade.
  - **Show to students in My Grades:** Check this to allow students to view their grades for this assignment.
  - **Show Statistics (average and median) for this item to Students in My Grades:** Students will see the average and median score for all submissions if this box is checked. This will not allow access to other students' grades or assignments, but rather the overall statistics for the assignment.

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

Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

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

8. Set availability dates for the assignment (if needed), then click **Submit** to post the assignment.

**5. 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

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**6. Submit**

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*