



Blackboard Assignment

Blackboard Quick Guide

Please use Blackboard Assignment only where you do **NOT** need similarity report (for example, when student submissions are mostly financial or if they are asked to submit PowerPoint presentations that use a lot of images or animations).

If student submissions are mostly text-based, please create a Turnitin Assignment instead of Blackboard one (please refer to a relevant Quick Guide).

Note: A Grade Centre column is created automatically when you create an assignment.

1. Navigate to the area you want the Assignment to appear e.g. content area, learning module, lesson plan or folder and click on the **Assessments** tab and select **Assignment**.

The screenshot shows the Blackboard Content menu. At the top, there are tabs: 'Build Content', 'Assessments' (which is highlighted with a red circle), 'Tools', and 'Partner Content'. Below the tabs is a dropdown menu with several options: 'Test', 'Survey', 'Assignment' (which is also highlighted with a red circle), 'Self and Peer Assessment', 'Mobile Compatible Test', 'McGraw-Hill Assignment', and 'Turnitin Direct Assignment'. A grey arrow points from the text in step 1 to the 'Assignment' option in the dropdown menu.

2. **Assignment Information**

Give your assignment a title and add any optional text e.g. instructions to the student.

The screenshot shows the 'Create Assignment' form. At the top, it says 'Create Assignment' and 'Assignments are a form of assessment that adds a column to the Grade Centre. Use the Grade Centre to assign grades and give feedback to each student. [More Help](#)'. Below this is a 'Cancel' button and a 'Submit' button. The main area is titled 'ASSIGNMENT INFORMATION'. It has a required field 'Name and Colour' with an input field 'Assignment Name' containing 'Assignment Name' and a color swatch set to 'Black'. Below this is a rich text editor toolbar. The bottom of the form shows 'Path: p' and 'Words: 0'.

3. **Assignment Files**

Attach any assignment



documents by clicking on the **Browse My Computer** or **Browse Content Collection** button.

4. Due Dates

Set a due date and time for the assignment by clicking on the **Calendar** and **Clock** icons.

Note: clicking the check-box will tell the system to automatically set the end of the current day as the due date.

ASSIGNMENT FILES

Attach File

DUE DATES

Submissions are not accepted after this date and are marked Late.

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

5. Grading

In the grading area enter the total number of points (marks) possible and upload associated rubrics.
(Information regarding how to create rubrics is found in the 'Creating Rubrics Tipsheet').

GRADING

* Points Possible

Associated Rubrics

6. To expand the section for additional options click on **Submission Details**, **Grading Options** and **Display of Grades** links.

[Submission Details](#)

[Grading Options](#)

[Display of grades.](#)

7. Submission Details

Assignment Type: Select individual, group, or portfolio.

Number of Attempts: Allow single, multiple, or unlimited attempts.

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
Checking this box will require students to submit a portfolio as a response to this assignment

Number of Attempts



8. Grading Options

Enable Anonymous

Grading: You can enable anonymous grading (hide students names during grading) to eliminate bias.

You can choose to automatically remove students' anonymity on a specific date or after all submissions have been graded.

Enable Delegated Marking:

To promote reliability and reduce potential bias you can assign specific users in your course to grade particular sets of student submissions.

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 markers. 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 Marking

Student names are hidden during the grading process.

Enable Delegated Marking

Delegate grading responsibilities to one or more additional grader.

9. Display of Grades

Set options for how grades will appear in the Grade Centre and to students in My Grades. Only your primary selection appears to students.

You can choose not to show the grade and statistical information to students.

Display of grades.

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Centre and My Grades. The secondary display option is shown in the Grade Centre only.

Display grade as Primary Secondary

Score ▾

and

None ▾

(displayed in Grade Centre only)

Include in Grade Centre 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

10. Availability

Select the appropriate options for availability, tracking and display dates. Once you have finished selecting your options click the **Submit** button.

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 dd/mm/yyyy. Time may be entered in any increment.

Display Until [] [] []

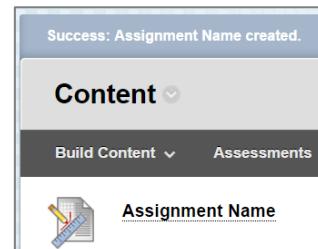
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Track Number of Views

Cancel

Submit

11. The assignment will be created in the selected area.





12. To edit or delete an assignment, click on the drop down icon next to the title and select the appropriate action.
- Note: **Adaptive Release** allows you to control the release of content to students based on rules that you create. e.g. delay revealing content to students until after they have achieved a certain score on a particular assessment or until they have viewed another piece of content.

