

Blackboard Learn: How to create an Assignment ?



The assignment feature allows students to submit an assignment on Blackboard Learn.

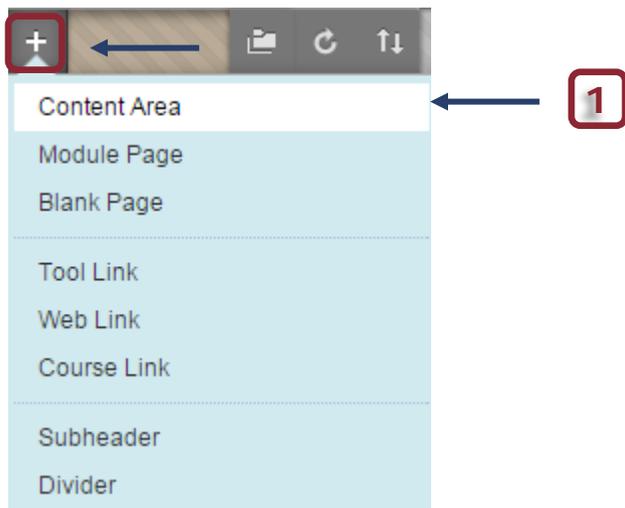
Learning outcomes

After following the steps in this document, you will be able to:

- Create an assignment in Blackboard Learn
- Enable delegated grading
- Create a direct link to an assignment

1) The assignment needs to be created within a Content area page.

Click on the “+” sign to create a **Content area** page from the **left menu**.

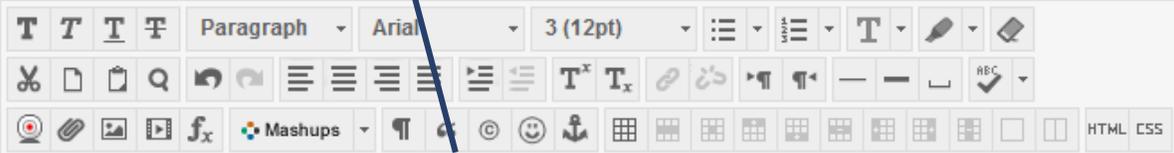


5) Enter a **name** and **instructions**.

1. Assignment Information

Name and Color

Instructions



Instructions here | **5**

6) You may **attach a file** with instructions (in Word or PDF format).

ASSIGNMENT FILES

6

Attach File

7) **Choose** the due date for the assignment. Note that submissions are accepted after the due date, but are marked *Late*.

DUE DATES

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*Submissions are accepted after this date, but are marked **Late**.*

Due Date

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

8) Assign **Points possible** and you may add a **rubric** (see tutorial on rubrics)

GRADING

* Points Possible



Associated Rubrics

Add Rubric ▾

Name

Type

Date Last Edited

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

9) Under **Submission Details**, choose Individual Submission **or** Group Submission.
You can't change this setting after the assignment is already submitted by one or more students.

Under Submission Details you can set the **Number of attempts** and choose which of the graded attempts will be used as the final score.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will provide these students with an overall grade for the assignment.

Assignment Type

Individual Submission
 Group Submission

Number of Attempts

Maximum Attempts

Score attempts using

For group submission, check **Group Submission** (if you have already created groups in the course).

Assignment Type

Individual Submission

Group Submission

Select all the groups or a group individually and move them in the **Selected Items**

Items to Select

Selected Items

Group 1
Group 10
Group 2
Group 3
Group 4
Group 5
Group 6
Group 7
Group 8
Group 9

Invert Selection Select All

Invert Selection Select All

10) Under **Display of grades**, choose how the grades will be displayed (score, percentage etc.) in the Grade Center and to students in “My grades”.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the G option is shown in the Grade Center only.

Display grade as

Primary **10** and Secondary

Score and None
(displayed in Grade Center)

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

11) Under **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.

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.

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Delegating the grading

You can choose to **Enable delegated grading**. Graders can grade particular groupings of students' submissions and you can allow them to see other graders' scores, feedback and notes. After, the delegated graders provide "provisional" grades; one more instructor can determine a final grade or reconcile it.

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

Show

Grader	Submissions to Grade	View Settings
 Abdul H. Kane Instructor	<input type="text" value="All Submissions"/>	<input checked="" type="checkbox"/> Can view other graders' scores, feedback and notes
 Denis Caro Grader	<input type="text" value="Random Set"/> <input type="text" value="25"/>	<input type="checkbox"/> Can view other graders' scores, feedback and notes

12) **Make the assignment available** to the students, you can also **limit the availability** of the assignment and **track Number of views**.

AVAILABILITY

12

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

13) **Submit** to create the assignment. Students will receive a notification.

Build Content ▾

Assessments ▾

Tools ▾



Assignment 1

Instructions here

14) If you click on the assignment title, you can preview the **submission page**.

The screenshot shows a user interface for an assignment submission page. It is divided into three main sections: 'ASSIGNMENT INFORMATION', 'ASSIGNMENT SUBMISSION', and 'ADD COMMENTS'. In the 'ASSIGNMENT INFORMATION' section, there is a box labeled 'Points Possible' with the value '20'. To the right of this box, the number '14' is circled in red. The 'ASSIGNMENT SUBMISSION' section contains two rows of options. The first row has 'Text Submission' and a 'Write Submission' button. The second row has 'Attach File' and two buttons: 'Browse My Computer' and 'Browse Content Collection'. The 'ADD COMMENTS' section has a 'Comments' label and a large empty text area below it.

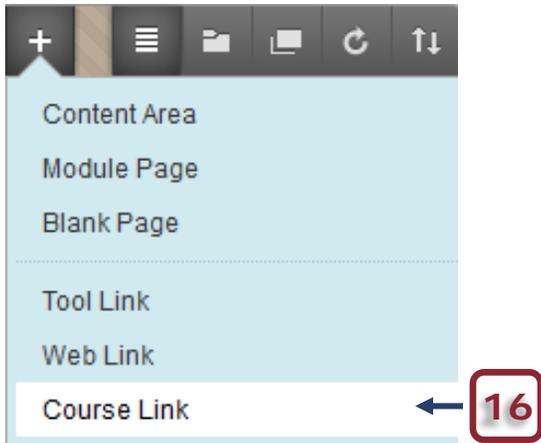
15) All the submitted assignments will be listed and available under the **Needs Grading** section in the **Grade Centre**.

The screenshot shows a vertical navigation menu with several items. The items are: 'Control Panel', 'Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Needs Grading', 'Full Grade Center', 'Assignments', and 'Tests'. The 'Grade Center' item is expanded, showing its sub-items. The 'Needs Grading' sub-item is highlighted with a blue arrow pointing to it from the left. To the right of the 'Needs Grading' text, the number '15' is circled in red.

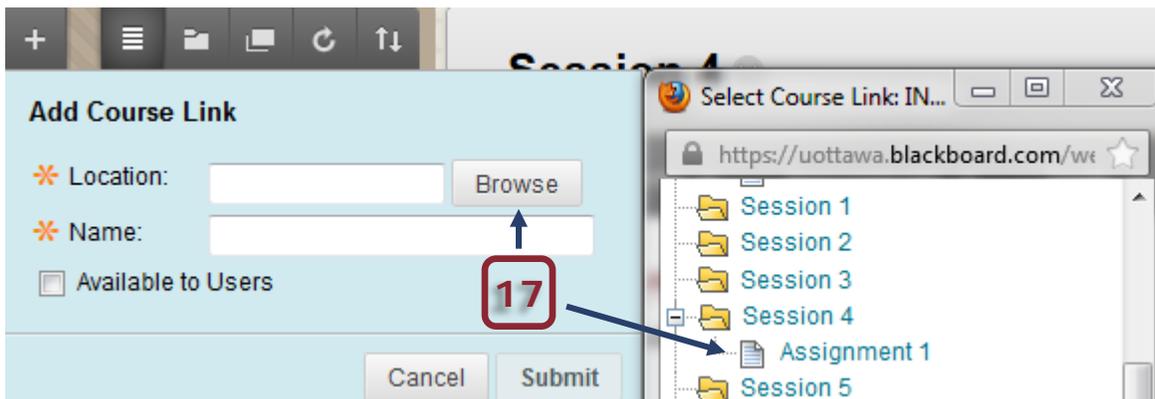
Creating a direct link to the assignment

You may want to create a **direct link** to this assignment from the left menu.

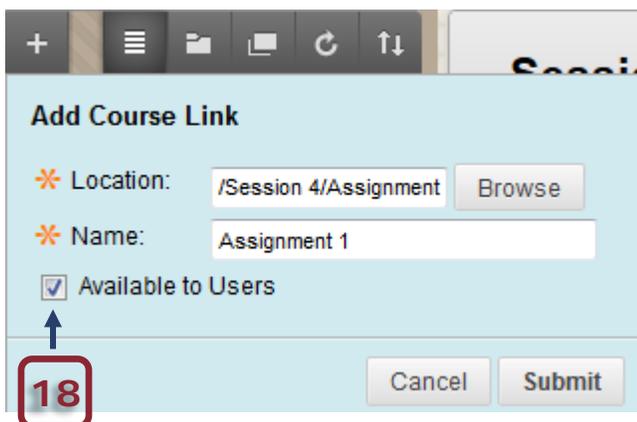
16) From the “+” button select **Course Link**.



17) Click on **Browse** and **click** on the assignment link.



18) Make sure to check the **Available to Users** button and Submit to save it.



19) The assignment link shows up at the bottom of the menu. When placing the cursor on the link, you can move it up and place it at the location of your choice.



Need help?

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[Computer Assistance Request Form](#) (Choose Blackboard/Virtual Campus in the menu)