



Creating an Assignment

Build an Assignment.....	1
Assignment Information.....	2
Assignment Files.....	3
Due Dates.....	3
Grading.....	3
Availability.....	5

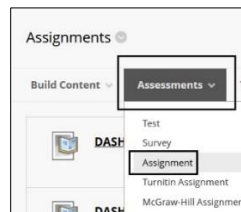
Creating an assignment within Blackboard allows students to submit their work directly into the course. These submissions are housed within the Grade Center and can be graded and assessed by the instructor.

Build an Assignment

1. To create an assignment, select the content area where the assignment will be displayed, for example Assignments.



2. Select **Assessments > Assignments**.



Assignment Information

3. On the Create Assignment page, enter the name of the assignment.



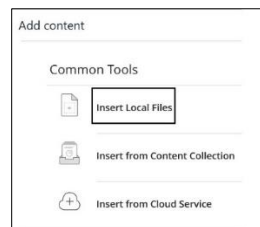
ASSIGNMENT INFORMATION

* Name and Color

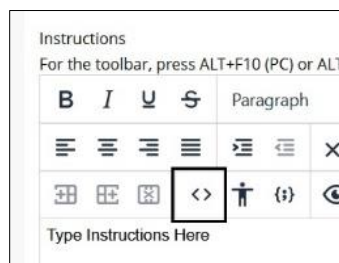
4. In the Content Editor, instructions can be added for the assignments. Additional items can be added such as tables, hyperlinks and formatting options. Images, videos and links to other resources can be found by clicking on the **circle plus symbol**.



5. Add local files from the computer by selecting **Insert Local Files**.



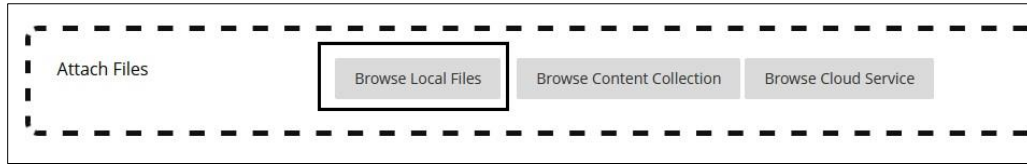
6. To embed videos within the content editor box, select the **Source Code** button. Paste the embed code into the box and select **Save**.



Note: For a more in depth look at the new Content Editor features watch [New Content Editor](#)

Assignment Files

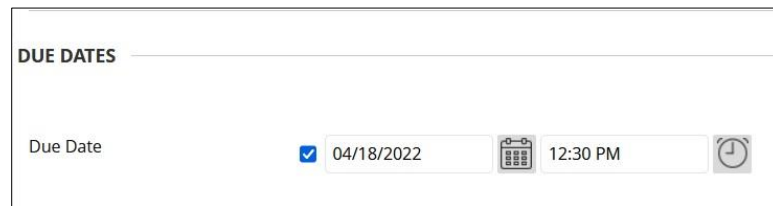
7. Additional files can be dragged and dropped into the dotted line or by choosing **Browse Local Files**.



The screenshot shows a rectangular area with a dashed border. On the left side, there is a vertical dotted line. To the right of the dotted line, the text "Attach Files" is displayed. Further to the right, there are three buttons: "Browse Local Files" (which is highlighted with a solid black border), "Browse Content Collection", and "Browse Cloud Service".

Due Dates

8. Enter a Due Date, this allows for the assignment to appear in the Course Dashboard and the Course Calendar.

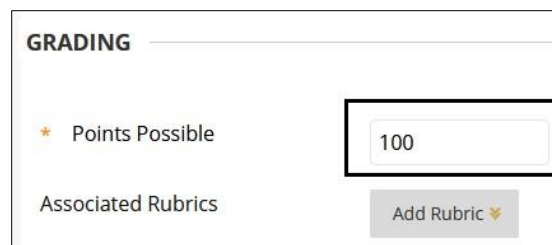


The screenshot shows a section titled "DUE DATES". Below the title, there is a "Due Date" label. To the right of the label is a checked checkbox, a date input field containing "04/18/2022", a time input field containing "12:30 PM", and a clock icon.

Note: A due date does **NOT** restrict students from submitting their work. Access restrictions are set under **Availability**.

Grading

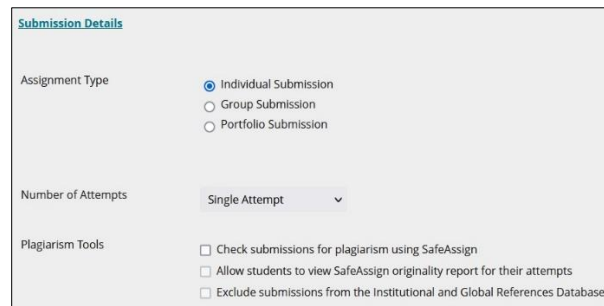
9. Enter a **Points Possible** under Grading. Blackboard created rubrics can be attached to an assignment for further feedback and a breakdown of the grading structure.



The screenshot shows a section titled "GRADING". Below the title, there is a label "Points Possible" with a star icon to its left. To the right of the label is a text input field containing the number "100". Below the input field, there is a label "Associated Rubrics" and a button labeled "Add Rubric" with a downward arrow icon.

Note: For more information on how to create and use Rubrics within Blackboard access [Grading Rubrics](#)

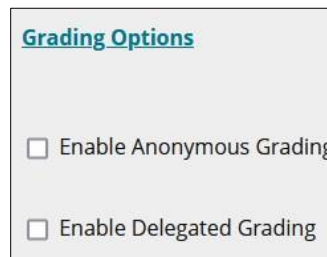
10. Access **Submissions Details** to select **Assignment Type**, set **Number of Attempts** and select the plagiarism tool **SafeAssign**.



The screenshot shows the 'Submission Details' form. It includes three sections: 'Assignment Type' with radio buttons for 'Individual Submission' (selected), 'Group Submission', and 'Portfolio Submission'; 'Number of Attempts' with a dropdown menu set to 'Single Attempt'; and 'Plagiarism Tools' with three checkboxes: 'Check submissions for plagiarism using SafeAssign' (checked), 'Allow students to view SafeAssign originality report for their attempts', and 'Exclude submissions from the Institutional and Global References Databases'.

Note: For more information access [SafeAssign](#)

11. Under **Grading Options**, Enable Anonymous Grading or Delegating Grading can be selected.

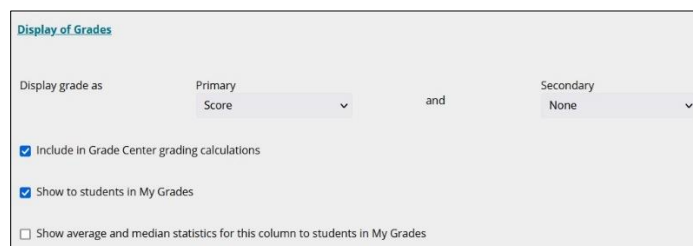


The screenshot shows the 'Grading Options' form. It contains two checkboxes: 'Enable Anonymous Grading' and 'Enable Delegated Grading', both of which are currently unchecked.

Note: Anonymous Grading can be turned on and off until a student submits. After the first submission, it can only be turned off.

Note: Teaching Assistant role automatically has the right to grade, this role does not need to be assigned as Delegated Grader.

12. Under **Display Grades**, selections can be chosen on how the assignment grade is displayed to the student. By default, the assignment is included in the Grade Center calculations and visible to students in My Grades.



The screenshot shows the 'Display of Grades' form. It features a 'Display grade as' section with two dropdown menus: 'Primary' set to 'Score' and 'Secondary' set to 'None', separated by the word 'and'. Below this are three checkboxes: 'Include In Grade Center grading calculations' (checked), 'Show to students in My Grades' (checked), and 'Show average and median statistics for this column to students in My Grades' (unchecked).



Availability

13. Under **Availability**, set the time frame in which the assignment submission link will be available and visible to students. By default, the assignment is available to students. Select the **Display After/Display Until** boxes to set a specific date and time frame. Select the **Track Number of Views** to keep track of how many times students click on the assignment link. **Press Submit** to save all selected changes.

AVAILABILITY

Make the Assignment Available

Limit Availability

<input checked="" type="checkbox"/> Display After	04/19/2022		12:30 PM
<input checked="" type="checkbox"/> Display Until	04/27/2022		11:59 PM

Track Number of Views

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu