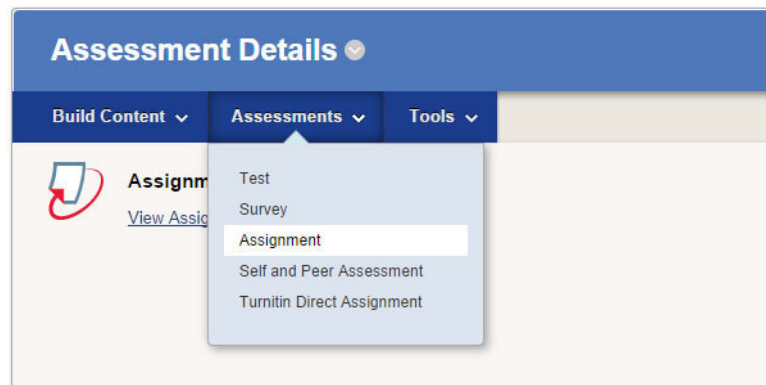


Blackboard assignments

Creating a Blackboard assignment

In order to create a Blackboard Assignment, click on **Assessment Details** in the site menu. Select **Assignment** from the **Assessments** menu at the top of the content area.

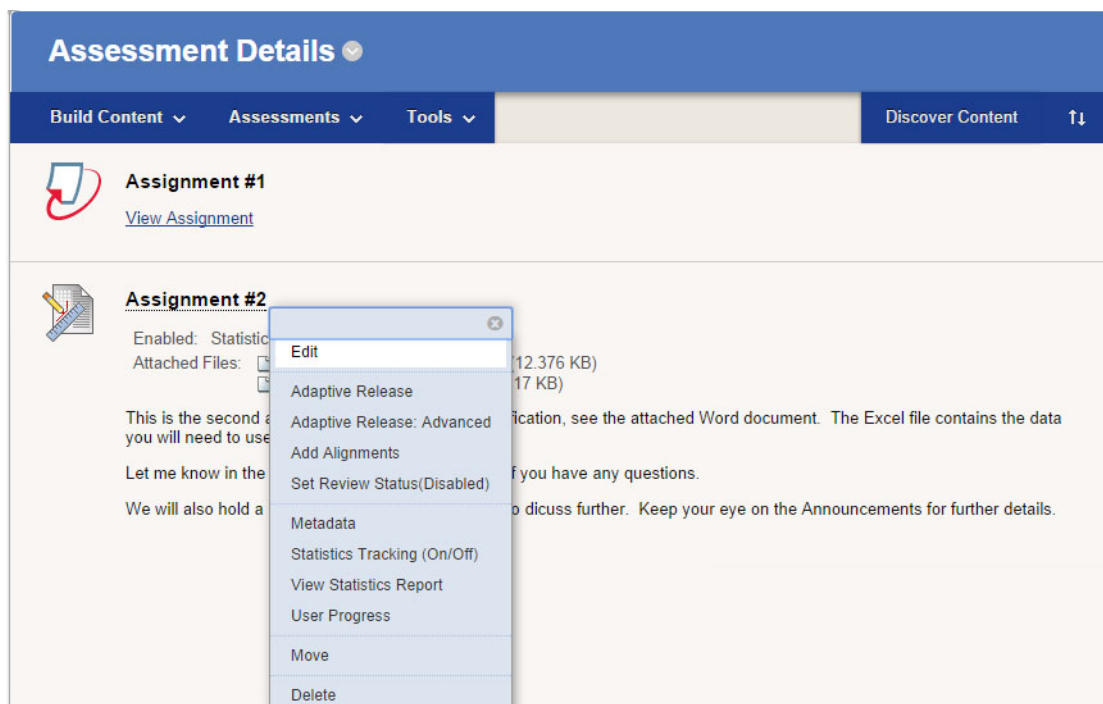


This will open the **Create Assignment** page. The following settings are configurable on this page:

- **Assignment Information:** Here is where the assignment's name and instructions are added.
- **Assignment Files:** Assignment information and supplementary materials can be added here. Multiple files are allowed.
- **Due Dates:** The assignment's due date and time is entered here.
- **Grading:** The maximum marks awarded for the assignment is entered here as well as a marking rubric if being used. A column for the assignment will be created in the Grade Centre.
- **Submission Details:** This section includes settings for whether the assignment is an individual, group or portfolio submission and whether single, multiple or unlimited attempts are allowable. Note that multiple attempts are designed for feedback to be provided on every attempt. Plagiarism Tools allows for submissions to be checked for plagiarism using SafeAssign, set so that students can see the originality report and set so that papers are excluded from the assignment repository.
- **Grading Options:** This section can be used to enable anonymous grading (where the identity of the student is withheld from the marking process) or delegated grading (where marking responsibilities are assigned across multiple markers, either randomly or according to group membership).
- **Display of Grades:** The way that grades display in both the Grade Centre and to the student in My Grades is configured here. Primary grade displays are provided to both the Grade Centre and My Grades, whereas secondary grade displays are stored only in the Grade Centre and not made available to students. Availability of the assignment grade to students in My Grades can be also overridden.

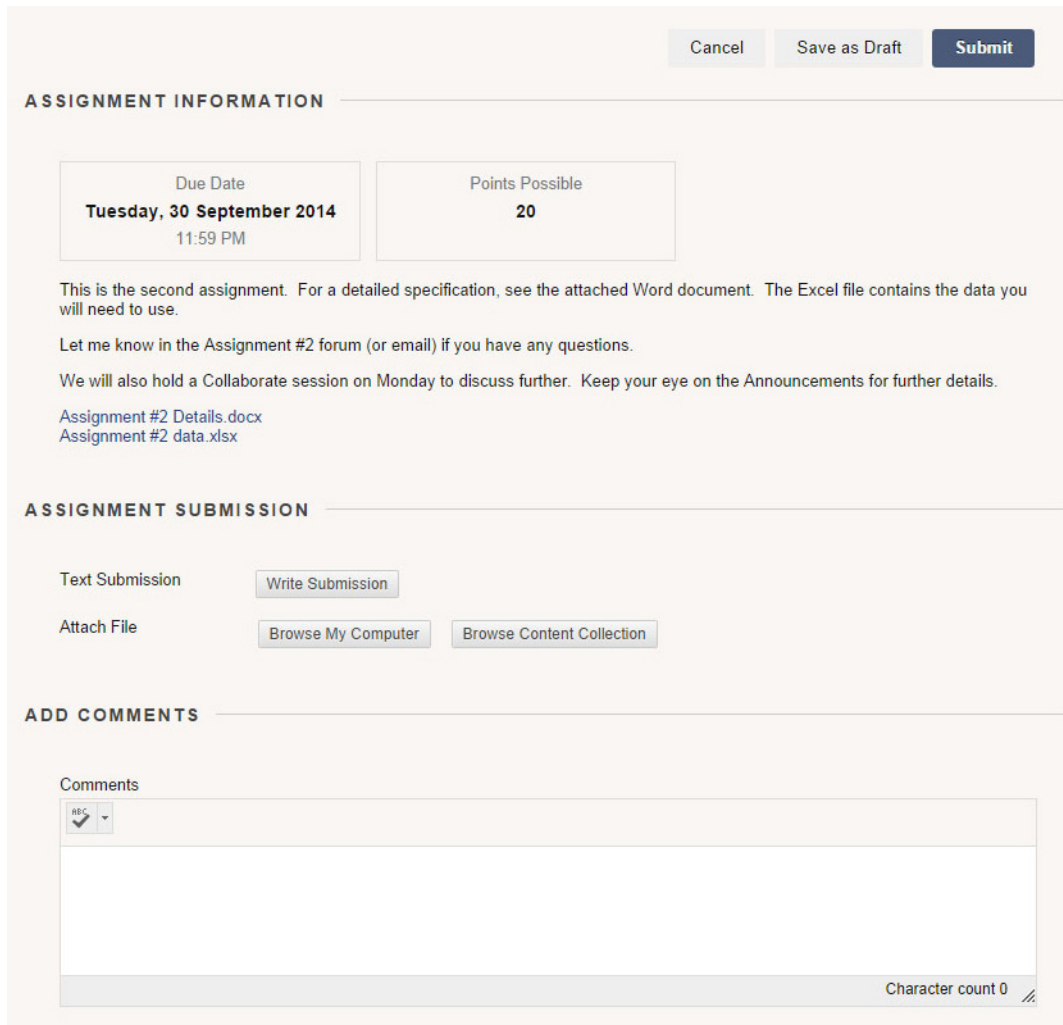
- Availability:** You can control whether the assignment is available to the student and when and for how long the assignment will be available. You can also configure whether to track the number of page views that the assignment has received when available.

When you have provided the appropriate settings for the assignment, select **Submit** and the new Blackboard assignment will appear on the **Assessment Details** page. Assignment settings can be adjusted after creation by selection of the **Modify** option. Blackboard Assignments can also be edited, deleted, and have Adaptive Release applied from the **Assessment Details** page by clicking on the downward arrow that appears when you pass your mouse over the assignment name on the **Assessment Details** page.



Student submission

When a student submits a Blackboard Assignment, they click on the assignment on the **Assessment Details** page which opens the **Upload Assignment** page for the assignment. This page displays the assignment information (including due date, points possible and the assignment instructions).



Cancel Save as Draft **Submit**

ASSIGNMENT INFORMATION

Due Date Tuesday, 30 September 2014 11:59 PM	Points Possible 20
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This is the second assignment. For a detailed specification, see the attached Word document. The Excel file contains the data you will need to use.

Let me know in the Assignment #2 forum (or email) if you have any questions.

We will also hold a Collaborate session on Monday to discuss further. Keep your eye on the Announcements for further details.

[Assignment #2 Details.docx](#)
[Assignment #2 data.xlsx](#)

ASSIGNMENT SUBMISSION

Text Submission

Attach File

ADD COMMENTS

Comments

Character count 0

The **Upload Assignment** page also has an Assignment Submission area where the student can either enter a text submission using the Content Editor, or attach one or more files. A comments field allows for the student to add comments to the submission, and can save their submission as a draft if they do not wish to submit it yet. When the student is ready, they select the **Submit** option. This submits the attempt, and then displays it on a Review Submission History page where the assignment and comments can be viewed, and the grading status of the attempt is shown.

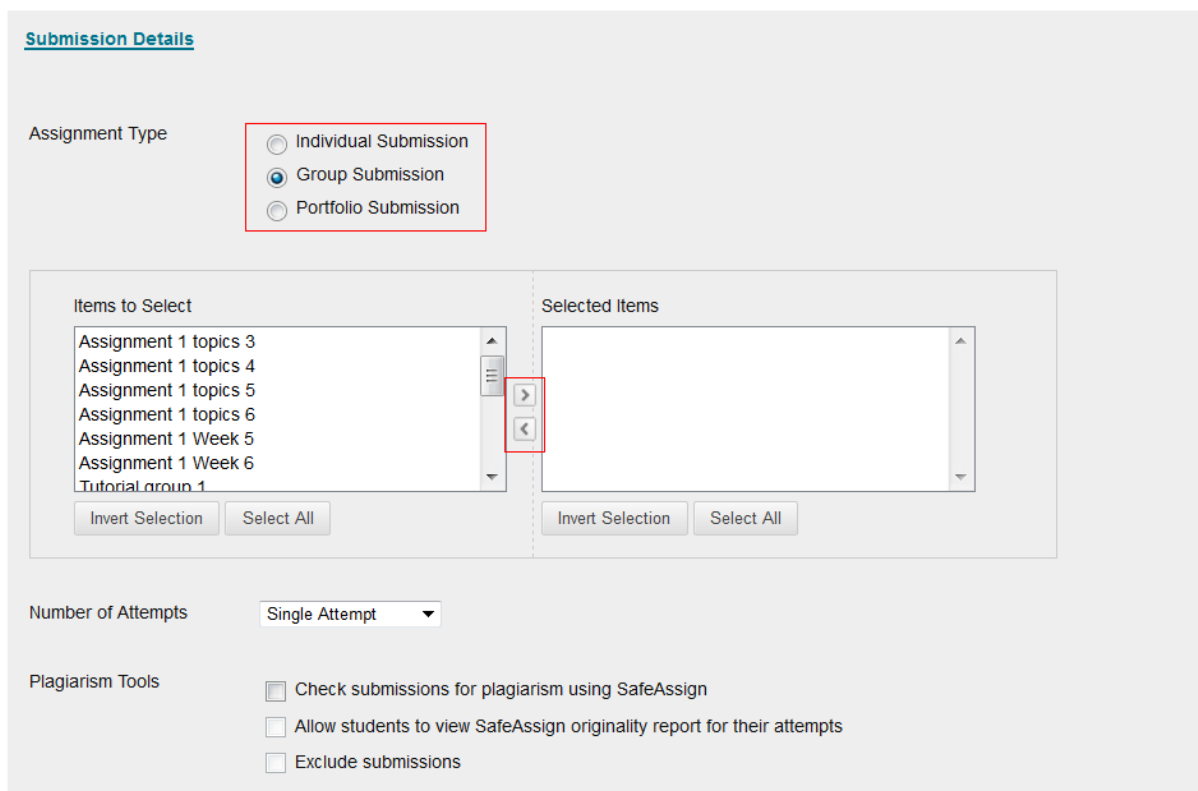
The student's attempt is stored on MySCU and can be accessed by teaching staff for grading using the Grade Centre.

Creating Blackboard group assignments

Teaching staff have the ability to create an assignment and release it to a specific group within a Learning Site. Only teaching staff and members of that group have access to the assignment. In addition, when the group submits the assignment, all group members are associated with the submission in the Grade Centre and a single group mark and feedback can be applied to all group members.

To create a group assignment, the same process as above is followed. On the **Create Assignment** page under the **Submission Details** option, make sure **Group Submission** is selected. This will bring up a **Recipients** selection box where groups can be selected from the **Items to Select** area of the selection box and added to the **Selected Items** area. Only the groups selected will be able to see the assignment, both on their **Assessment Details** page and on their group's homepage.

Note: The groups you wish to use must already exist on your Learning Site before you create the Blackboard Group Assignment.



Submission Details

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Items to Select

- Assignment 1 topics 3
- Assignment 1 topics 4
- Assignment 1 topics 5
- Assignment 1 topics 6
- Assignment 1 Week 5
- Assignment 1 Week 6
- Tutorial group 1

Selected Items

Number of Attempts: Single Attempt

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions

Further information

[Create and Edit Assignments](#) from Blackboard Help.

[Create Group Assignments](#) from Blackboard Help.

[Use SafeAssign in Assignments](#) from Blackboard Help.