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Creating and Editing Assignments in Bb

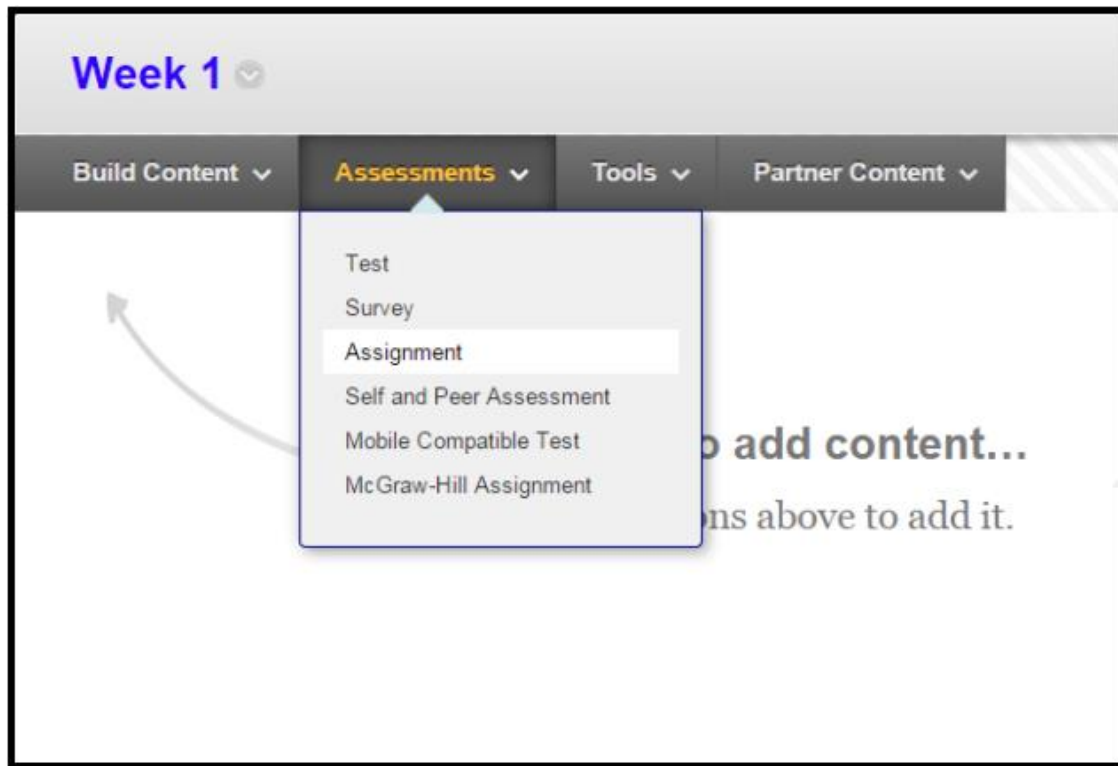
If you are grading student submitted files, the assignments tool saves time. When you create an assignment using the assignments tool, a Grade Center column is created automatically. From the Grade Center or Needs Grading page, you can see who has submitted their work. You can use the inline viewer and grade submissions directly. You can also download submissions for offline viewing.

You can distribute assignments to course groups. To learn more, see [Creating Group Assignments](#).

You grade submitted assignments in the Grade Center. To learn about grading assignments, see [Grading Assignments](#).

How to Create an Assignment

1. Change **Edit Mode** to **ON** and access the course area where you want to create the assignment.
2. On the top bar menu, point to **Assessments** to access the drop-down list.
3. Select **Assignment**.





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4. On the **Create Assignment** page, type a **Name**. Students click this name in the course area to access the assignment.

ASSIGNMENT INFORMATION

Name and Color 4

Instructions

5

Path: p Words:0

ASSIGNMENT FILES

Attach File 6

DUE DATES

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

Due Date 7

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

5. In the **Instructions** box, you can format the text and include images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.

Be sure to remind students to attach any required files to the assignment before clicking **Submit**. Inform students that their assignments are not completed until they are submitted. You might also tell them that they must contact you if they submit the wrong file, forget to attach a file, or have any other problems so that you can reset the assignment attempt.

6. Optionally, in the **Assignment Files** section, attach a file using **Browse My Computer**, Browse Course, or **Browse Content Collection**. Type a **Link Name**. This name appears in the course area. If you do not provide one, the file name is used as the link name.

7. Optionally, select a **Due Date**. Due dates are used to organize and assign gradable items to grading periods in the Grade Center. If a student submits an assignment after the due date, the submission is identified as late.



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The screenshot shows the 'GRADING' tool interface. At the top, there's a 'Points Possible' field (8) and an 'Add Rubric' button (9). Below this is a table with columns for 'Type', 'Date Last Edited', and 'Show Rubric to Students'. The 'Submission Details' tab is selected (10). Below the tabs are 'Grading Options' and 'Display of Grades' sections. The 'AVAILABILITY' section has a checkbox for 'Make the Assignment Available' (11). Below this are 'Limit Availability' options: 'Display After' (12) and 'Display Until' (13). At the bottom, there's a 'Track Number of Views' checkbox and 'Cancel' and 'Submit' buttons.

8. Type Points Possible. Optionally, associate a rubric by pointing to Add Rubric to access the drop-down list. Rubrics are a way to create criteria for evaluating student performance on assignments. To learn more, see [Rubrics](#).

9. In the Submission Details, you select important settings for this assignment:

***Assignment Type:** Individual Submission or Group Submission

***Number of Attempts:** Single or Multiple or Unlimited Attempts

***Plagiarism Tools:**

Whether to check submissions for plagiarism using SafeAssign or not.

The screenshot shows the 'Submission Details' tool interface. It has a title bar 'Submission Details' and a paragraph: '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.' Below this are three sections: 'Assignment Type' with radio buttons for 'Individual Submission' (selected), 'Group Submission', and 'Portfolio Submission' (with a note: 'Selecting this option will require students to submit a portfolio as a response to this assignment'); 'Number of Attempts' with a dropdown menu set to 'Single Attempt'; and 'Plagiarism Tools' with checkboxes for 'Check submissions for plagiarism using SafeAssign' (selected), 'Allow students to view SafeAssign originality report for their attempts', and 'Exclude submissions from the Institutional and Global References Databases'. There is also a note about SafeAssign supporting English-language submissions and a link to Blackboard Help.

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10. In the Grading Options, you can select choose to hide student names from submission attempt during grading by making their submissions anonymous. You can also choose to delegate grading to multiple graders in your course, like a TA or another instructor. 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.

Disable Anonymous Grading On specific date

Enter dates as mm/dd/yyyy

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

Show All Possible Graders

Grader	Submissions to Grade	View Settings	Reconcile Grades
Ahmed Lachheb Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
Bb Student Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
FirstName LastName Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
MBS Test Instructor Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	

11. In the Display of Grades section, you can select options on how the grades will be displayed for students

Display of Grades

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

Display grade as Primary Score and Secondary None
(displayed in Grade Center only)

☒ **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**

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12. For **Limit Availability**, you can set the assignment to display on a specific date and time and stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect availability, only when the assignment appears. Select the check box to **Make the Assignment Available**.

13. Click **Submit**.

About Multiple Attempts

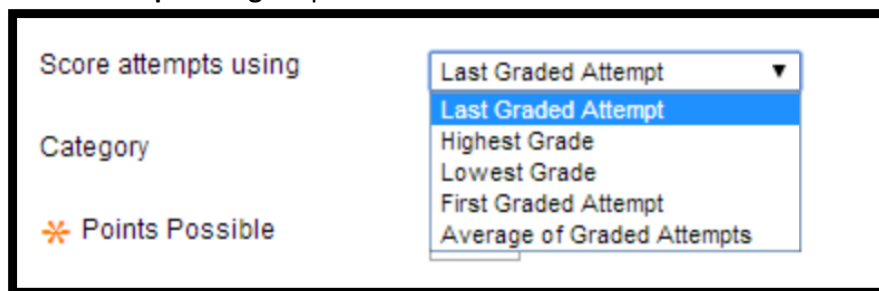
You can allow more than one attempt on an assignment. This is a good way to permit students to send in drafts and earn credit on improvements. You can provide feedback on a large assignment so students can demonstrate mastery. Be sure to inform students which of your assignments allow multiple attempts and what the expectations and grading policies are for each attempt. Providing multiple attempts can help students stay on track, raise the quality of assignments, and ultimately improve student success and retention.

Research Paper Assignments

You can provide feedback throughout the research paper process. In one assignment with four attempts, students can submit their outline as a file attachment for the first, bibliography for the second, rough draft for the third, and final paper as the fourth and last attempt. You can provide feedback at each stage. A grade is not assigned until the final paper as the last attempt is received.

Alternatively, if you want to provide grades for each portion of the research paper process, you can create separate assignments for each. You can then set up a calculated column in the Grade Center to add the points of each assignment to produce a final score for the research paper.

The last graded attempt appears in the Grade Center column. To change the displayed grade to the first graded attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select **Edit Column Information**, and select the attempt to score from the **Score attempts using** drop-down list.



How to Edit an Assignment in a Course Area

1. Navigate to the course area containing the assignment.
2. Access an assignment's drop down arrow and select **Edit**.



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3. On the **Edit Assignment** page, make the changes.

4. Click **Submit**.

How to Delete an Assignment in a Course Area

You can delete an assignment at any time. If students have submitted work, deleting the assignment also deletes the submissions. You can choose whether or not to keep the associated grades. Alternatively, retain student submissions by making the assignment unavailable rather than deleting it.

1. Navigate to the course area containing the assignment.

2. Access an assignment's contextual menu and select **Delete**.

3. Click **OK** to continue.

4. On the **Delete Assignment** page, choose to:

Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.

-OR-

Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

5. Click **Remove** to delete the assignment or **Cancel** to keep it. Remember that even if you keep the scores in the Grade Center, you will not be able to access the assignment submissions again.