How to Create and Grade an Assignment in Blackboard

You can use the assignment tool to let your students submit their work, manage their grades, and give feedback on submissions.

Students can both upload their work and type short answers in the assignment area.

This document presents the following:

- How to create an assignment
- How to edit, move, and delete an assignment
- How to grade an assignment in the Needs Grading area
- How to grade an assignment in the Full Grade Center area

How to Create an Assignment

1. Click Assessments button and click Assignment link.

![Image of Blackboard interface showing Assessments and Assignment options]

1. Click Assessments button and click Assignment link.
2. The Create Assignment page will open. There are several options you need to specify. The first area is Assignment Information.

   ![Assignment Information Image]

   - **Name and Color:** Type a name for the assignment. It is a required field for creating an assignment. You can use the color picker to select a color for the assignment link text.
   - **Instructions:** Write some instruction for the assignment.

3. The second area is Assignment Files. It allows you to attach files about the assignment such as assignment guideline and sample assignments. You can attach files from your computer or files that have already been added to the course.

   ![Assignment Files Image]

4. The third area is Due Dates. Check the box to set a due date. Then use the date and time pickers to set a date and time. If students submit their assignment late, the system accepts the submissions but marks it as late.

   ![Due Dates Image]
5. The fourth area is Grading.

### GRADING

**a. Points Possible:** Type the point value for the assignment. It is a **required field**.

**b. Associated Rubrics:** Add a rubric if needed. There are 3 options here: Select rubric, create new rubric, and create from existing (see How to Create a Rubric document for more information).

**c. Submission Details:** Click submission details to expand the section to see the options about submissions.

**d. Grading Options:** Click this option to enable anonymous grading and delegated grading options.

**e. Display of Grades:** Click this option to select how grades are displayed to students.

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**Submission Details:**

- **Assignment Type:** Individual Submission or Group Submission
- **Number of Attempts:** Single Attempt, Multiple attempts, Unlimited Attempts
- **Maximum Attempts:**
- **Score attempts using:** Last Graded Attempt, Lowest Grade, First Graded Attempt, Average of Graded Attempts
- **Plagiarism Tool:** Check submissions for plagiarism using SafeAssign
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the institutional and Global References Databases
a. **Assignment Type**: Select individual submission or group submission. To create group submission, there should be groups that have been already created. If you select the group submission option, you will see extra options below. Select the groups you wish to give the assignment to from the **Items to Select** column. Click the arrow to move them to the **Selected Items** column.

b. **Number of Attempts**: Select the number of attempts so that your students can submit their files once or multiple times. If you select the Multiple Attempt option, the Maximum Attempt and Score Attempts options will appear.

c. **Maximum Attempt**: If you select multiple attempts, type the maximum number of allowed attempts.

d. **Score Attempts Using**: If you select multiple or unlimited attempts, select an option to report graded attempts to your students. The options are last graded attempt, highest attempt, lowest attempt, first graded attempt, and average of graded attempts.

e. **Plagiarism Tools**: If you want to see the similarities between students’ submissions and databases, check the option named Check Submission for Plagiarism Using SafeAssign.

f. **Allow students to view Safe Assign Originality Report for their attempts**: Check this option to make the safe assign report visible to students.

g. **Exclude Submissions**: Check this option to exclude student papers from SafeAssign’s databases.
Grading Options:

a. **Enable Anonymous Grading**: Check this option to hide students’ names while grading the submissions. After checking the option, two options will be visible: disable grading on a specific date and disable after all items have been graded.

b. **Enable Delegated Grading**: Check this option to assign users such as TAs to grade submissions.

c. **Show**: This dropdown menu has 3 options: All Possible Graders, All Assigned Graders, and All Unassigned Graders to see the graders.

d. **Submissions to Grade**: This dropdown menu allows you to assign grading responsibilities for each user.

e. **View Settings**: Check the option next to each possible grader to allow them to view other graders’ scores, feedback, and notes.

f. **Reconcile Grades**: +/- icon indicates that the user has permission to reconcile items graded by other users. Instructors have this permission, while teaching assistants do not.
Display of Grades:

**Primary**: This option allows you to choose how grades are displayed to students and in the grade center. The dropdown menu includes Score, Letter, Text, Percentage and Complete/Incomplete options.

**Secondary**: It is only displayed in the grade center. Students cannot see it. The dropdown menu includes Letter, Text, Percentage and Complete/Incomplete options.

**b. Include in Grade Center Grading Calculations**: Check this option to include scores in the grade center calculations.

**c. Show to Students in My Grades**: Check this option to show the results to students. If you want to hide the results, uncheck this option.

**d. Show Statistics (average and median) for this item to Students in My Grades**: Check this option to show the average and median grades to students.

6. The fifth area is The **Availability** section, which allows you to edit the assignment's visibility to students.
a. **Make the Assignment Available:** Check this option to make the assignment visible to students.

b. **Limit Availability:** Check the boxes and use the date and time selection to limit the availability of the assignment.

c. **Track Number of Views:** Check this option to enable statistics tracking on the assignment.

When finished, click **Submit** to create the assignment.

**How to Edit an Assignment**

1. To edit an assignment, click the arrow icon.
2. Click **Edit.** Then you will see the edit assignment page, which includes the same options as the create assignment page.

**How to Move an Assignment to a Different Location in Your Course**

1. To move an assignment to a different location in your course, click the arrow icon.
2. Click **Move.**
3. To select a Destination Folder, click Browse.

4. After clicking Browse, the Select Location window will appear. You can select a new location for the assignment.

5. Then click Submit button at the bottom right side of the screen.

How to Delete an Assignment

1. To delete an assignment, click the arrow icon.
2. Click Delete.

3. After clicking Delete, following screen will appear. Click OK.
How to Grade an Assignment in the Needs Grading Area

There are two ways to see and grade the students’ submissions. The first one is through the Needs Grading area. To access,

1. Click Grade Center on the Control Panel.
2. Click Needs Grading.

3. The Needs Grading screen appears.
   - Click on user names in the User Attempt column to grade them.
   - You can also click Grade All to grade all user attempts one by one in the order they were submitted.
   - If you click the Filter button on the top-right side of the screen, you can see the filter options, which are category (assignment, test, etc.), item (the assessment items that you created such as assignment1, assignment2, etc.), user (the students enrolled in the course), and date submitted.

   ![Needs Grading Screen](image)
After clicking a user’s name or the grade all button, you will see the screen below.

- Student name and attempt number are displayed.
- **Drawing Annotation Mode** allows you to draw lines to point out some important area. After drawing the line, it asks you to save or delete. After finishing, click **Done**.

![Diagram of Panopto interface showing drawing annotation mode](image)
c. **Point Annotation Mode** allows you to type comments. After typing the comment, click **Post**.

![Point Annotation Mode](image)

**Assignment Details:** Click the little arrow to see the details.

![Assignment Details](image)

e. **Grade:** You can type the grade by clicking the pen icon.

![Grade](image)
f. **Attempt:** You can type a grade or feedback for the student.

![Image of Attempt interface]

- **Feedback to Learner**
- **Add Notes**
- **Cancel**, **Save Draft**, **Submit**

![Image of Download Submission]

- **Download Submission:** click the download icon.

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**How to Grade an Assignment in the Full Grade Center Area**

There are two ways to see and grade the students’ submissions. The second one is through the **Full Grade Center** area. To access,

1. Click **Grade Center** on the Control Panel.
2. Click **Full Grade Center**.

![Image of Course Management Panel]
3. The Full Grade Center appears. This icon means there is a submission that needs grading. Click the arrow icon to see the options for the submission.

![Grade Center Interface]

**a. View Grade Details:** In this screen, you can see the grade details such as date created, date and time submitted, score, and actions including grade attempt, clear attempt, ignore attempt, and edit grade.

![Grade Details Screen]

**b. Exempt Grade:** You can exempt a grade from a student’s record. When you exempt a grade, the grade is ignored in all Grade Center calculations.

**c. Attempt:** If you click the attempt, you will be directed to the grade assignment screen (see page11). Then you can grade the submission.