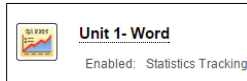
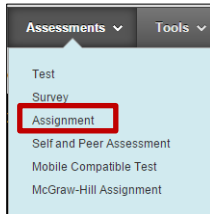


## Creating Blackboard Assignments

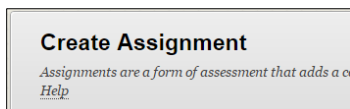
1. Click the link to enter the **Learning Module** where you would like to create the Assignment.



2. On the action bar, point to Assessments and click Assignment.



3. On the Create Assignment page, provide the name, instructions, and any files students need.



4. Optionally, select a Due Date.

## Set up Assignment Grading

 A screenshot of the 'GRADING' section in Blackboard. It features a form with the following elements:
 

- 'Points Possible' field with a red asterisk icon and a text input box containing '100'.
- 'Associated Rubrics' section with an 'Add Rubric' button and a dropdown arrow.
- A table header with columns: 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'.
- Three expandable sections: 'Submission Details', 'Grading Options', and 'Display of Grades', each with a blue link and a grey background.

On the Create Assignment page, the Grading section is logically organized into three groups:

- **Submission Details:** Select general settings, such as who the assignment is for and how many times students can submit it.
- **Grading Options:** Set up anonymous and delegated grading.
- **Display of Grades:** Select Grade Center column settings, such as whether to show the grade to students.

## Submission Details

Select options about the student submissions:

**Submission Details**

Assignment Type

Individual Submission

Group Submission

Portfolio Submission

Number of Attempts

Single Attempt

Multiple attempts

Unlimited Attempts

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

Allow students to view SafeAssign originality report for their attempts

Exclude submissions

**Assignment Type:** Select individual, group, or portfolio if you would like to require a portfolio as the student submission.

**Number of Attempts:** Allow single, multiple, or unlimited attempts. If you select more than one attempt, you can also decide which attempt to use in the Grade Center.

**Plagiarism Tools:** If you want to use Safe Assign to check student submissions for plagiarism, you will find this option here. [View this tutorial for more information about Using Safe Assign.](#)

## Grading Options

**Note:** *You only need to use Grading Options if you want the ability to Grade Assignments anonymously without student names attached to the submission, or if you would like to delegate some of your grading responsibilities to a colleague. Otherwise, you can safely ignore the grading options section, and go directly to the Availability Section of this handout to set up your assignment for student submission.*

You can choose to grade assignments anonymously and to assign other graders to help you with your grading tasks.

If you would like to use this feature, enable Anonymous Grading

**Grading Options**

Enable Anonymous Grading

Disable Anonymous Grading

On specific date  
After all submissions are graded

03/31/2014

Enable Delegated Grading

Enabling anonymous grading during the creation stage allows you to eliminate grading bias for high-stake assignments. You can hide student names from submission attempts during grading, making them anonymous. Without knowing who submitted an assignment, you are not unduly influenced by a student's previous performance, class participation, conflicts, race, gender, or perceived student aptitude. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.

After you select the Enable Anonymous Grading check box, choose when you want to automatically remove students' anonymity:

- **On specific date:** Provide the date you want to disable anonymous grading. The system automatically begins removing anonymity before the end of that date.
- **After all submissions are graded:** Provide a due date. After students submit attempts, the due date passes, **and** you have graded the attempts, student anonymity is disabled.

You can manually disable anonymous grading at any time by clearing the Enable Anonymous Grading check box.

### *Enable Delegated Grading*

You can assign specific users in your course to grade particular sets of student submissions.

After you select the check box for enabling delegated grading, you can view a list of all potential graders. Roles with default grading privileges include instructor, teaching assistant, and grader. Use the drop-down list next to each grader's name to assign submissions to grade:

- All Submissions
- Random Set: Grade a random set of the selected number of students. If you assign multiple graders to grade a random set, students are distributed evenly before any student is included in multiple random sets.
- Groups: Grade all students who are part of the selected course groups.
- None

Grading Options			
<input type="checkbox"/>	Enable Anonymous Grading		
<input checked="" type="checkbox"/>	Enable Delegated Grading		
Show	<input checked="" type="checkbox"/> All Possible Graders <input type="checkbox"/> All Assigned to Grade <input type="checkbox"/> All Unassigned Graders		
Grader	Submissions to Grade	View Settings	Reconcile Grades
Cathy Chu Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
James Strand Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
Monica Gonzales Teaching Assistant	Random Set 8	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	

When all graders have assigned grades, the instructor role views all grades and feedback on the Reconcile Grade page and determines the final grade for each student.

## Assignment Availability

The Assignment Availability section is where you will make the assignment available to your students.

1. To make the assignment Available, click the checkbox next to: **Make the Assignment Available**.
2. If you want the assignment to **appear** after a certain date, check **Display After**, and use the Calendar and Clock icons to set a date and time for the assignment to appear.
3. If you would like the assignment to disappear after a certain date, check **Display Until**, and use the Calendar and Clock icons to set a date and time for the assignment to disappear.

**AVAILABILITY**

**Make the Assignment Available** 1.

*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability

Display After   2.

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

Display Until   3.

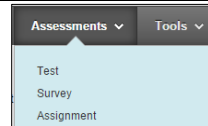
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Track Number of Views

4. After you have selected the assignment availability options, Click the Submit icon located either at the top or the bottom of the page to create your assignment and add it to a Learning Module.


Congratulations, you have created your assignment!

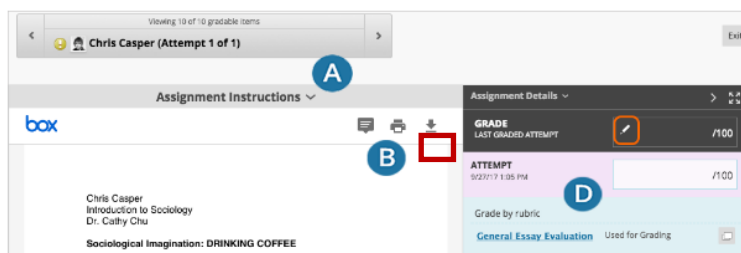
## Grading Assignments Directly in Blackboard (Assignment Inline Grading)




Please note that inline Assignment Grading is only Available for Assignment Files submitted to the Assignment Drop Box. Attachment files submitted to the Discussion Board, or files attached via an Assessment, Blog, or wiki cannot be graded directly in Blackboard.

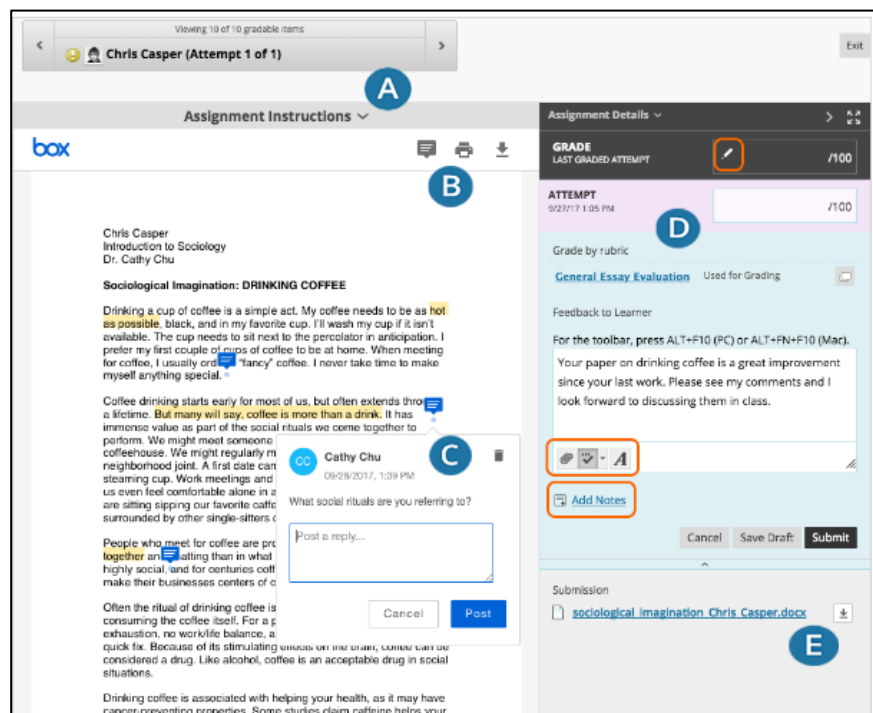
You can view, comment and grade submitted assignment files without downloading the file, or leaving the web browser. **Supported Document types for grading assignments with Inline Grading online are Word, PowerPoint, Excel, and PDF.** Please note that if students complete the assignment by writing in the Text Editor, you will see their submission in the inline grading window, but you will not be able to type comments on their submission. If a student has submitted an Assignment in one of the supported file types, it will automatically appear on the Grade Assignments Page:

Click Comment icon  in the inline viewer toolbar to expand the annotation tools. Select an annotation tool and comment, edit, highlight and draw in the document.

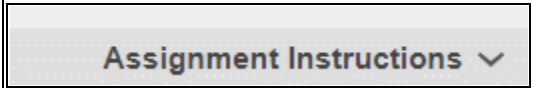
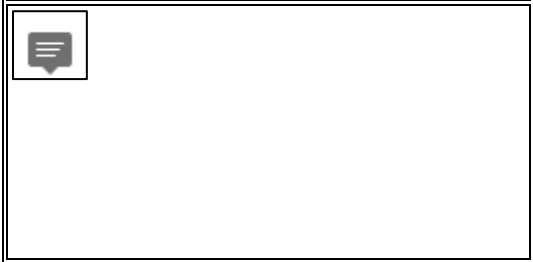

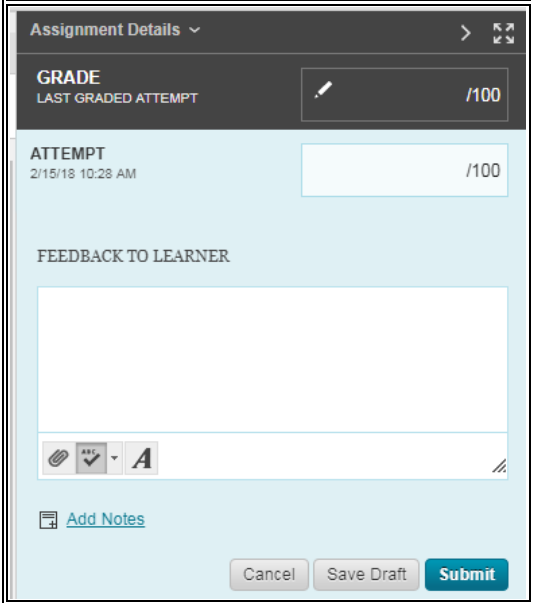



B. Make your comments on the student submission as desired, and then grade the assignment as described in *Grading an Assignment, Discussion Board Post, or Test.*

Click  in the Feedback to Learner column to submit your assignment annotations to the student. For details about the features on the *Inline Assignment Grading Toolbar*, please see the box below and description of features on the next page



## Inline Assignment Grading Tool Bar

Button	Description
	<p><b>View instructions.</b> Expand the assignment instructions.</p>
	<p><b>Add comments and highlight text.</b> At the top of the panel, select <i>Point annotation mode</i> to type comments in any place on the document. Point and drag your cursor to highlight text, then select Highlight text. Select Add comment to highlighted text to add a comment to a highlighted area. To remove a highlighted area, select Highlight text again. You can also zoom in and out, and navigate to other pages in a student's file.</p>
	<p><b>Remove or reply to comments.</b> Select the Delete icon in the right corner of a comment to remove a comment. Select a comment to reply and the Cancel and Post options appear.</p>
	<p><b>Provide a grade and feedback.</b> In the right panel, grade the submission, provide feedback, attach files, and add private notes for yourself. If you associated a rubric, you can access it in this area. Select the Click to open full content editor icon to access the editor. You can also override or revert a grade.</p>
	<p><b>Download the student's file.</b> Save the original file to your computer.</p>