# Creating an Assignment in Blackboard

The easiest way to collect assignments, papers, or files from your students is to create an Assignment in Blackboard. Assignments are created in Content Areas and any instructions and file attachments that students need to complete the assignment are provided at the time of creation.

1. Log into your course and made sure Edit Modie is on.

2. Select the content area where you want the assignments to be submitted (Course Content for example) and put your cursor over the Assessment pull-down menu and select **Assignment**.
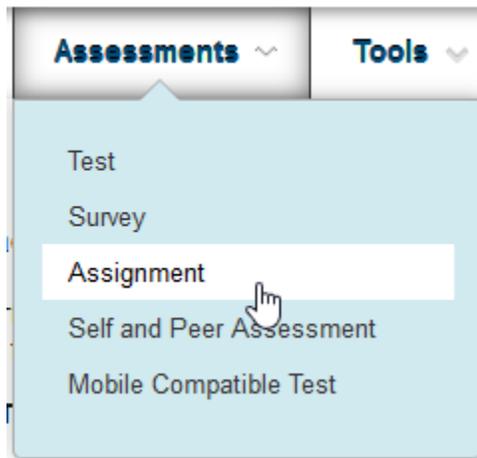
3. On the Create Assignment page provide a Name and Instructions for the Assignment.

4. You can attach any files students will need.

5. Specify the Due Date for the Assignment.

6. Provide Points Possible, you can input 0 if wish but a grade is needed.

7. Under Submission Details, you can choose to have assignment as individual or group assignment. You can provide the number of attempts you want the students to have, Single attempt, unlimited attempts, or a number of attempts.

8. You can choose to check submission for Plagiarism using Safe Assign. (see more information below)

9. You can make the Assignment available or limit its availability.

10. Click Submit.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. *More Help*
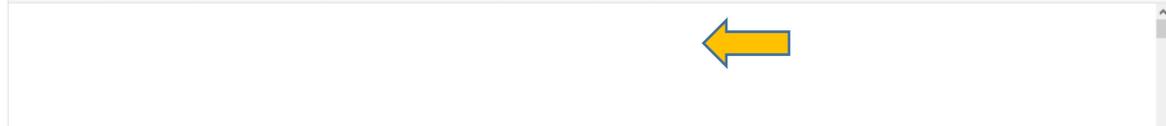
※ *Indicates a required field.*

ASSIGNMENT INFORMATION

※ Name and Color   [   ] [■ ⌄] Black

Instructions

[Text editor toolbar]

Path: p   Words:0

ASSIGNMENT FILES

Attach Files   [Browse My Computer] [Browse Content Collection] [Browse Cloud Storage]

DUE DATES

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

Due Date   ☐ [   ] [📅] [   ] [🕐]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

※ Points Possible   [   ]

Associated Rubrics   [Add Rubric ⌄]

                Name   Type   Date Last Edited   Show Rubric to Students

Submission Details

Grading Options

Display of Grades

AVAILABILITY

☑ Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability   ☐ Display After [   ] [📅] [   ] [🕐]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
                        ☐ Display Until [   ] [📅] [   ] [🕐]
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Track Number of Views

Click **Submit** *to finish. Click* **Cancel** *to quit without saving changes.*   [Cancel] [Submit]
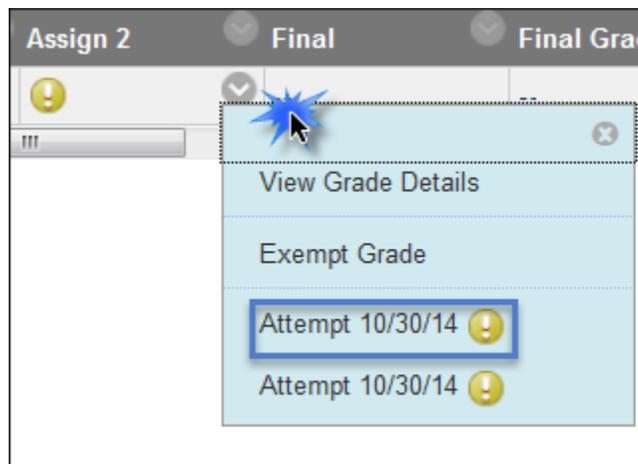
Grading Assignments

When an assignment is created, a column is added automatically to the Grade Center. Assignments that need grading can be accessed from the Needs Grading page the Assignments page or from the Full Grade Center under the Control Panel.
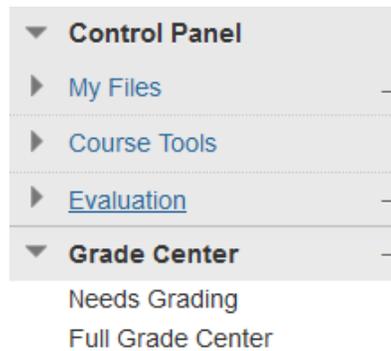

An assignment that has been submitted, but not graded, is indicated with an exclamation mark - the Needs Grading icon.

1. To grade an attempt, locate the cell for a student's assignment containing an exclamation mark. Access the cell's Action Link and select Attempt. The Grade Assignment page appears. (The attempts will be dated)

The Grade Assignment page appears. From here, you can do the following:

- View the student paper
- Enter a grade (column is already creating in the Grade Center)
- View the Safe Assign Originality report
- Download the paper for offline reading
- Navigate to the next student paper

Created by Online Education Office at Westchester Community College
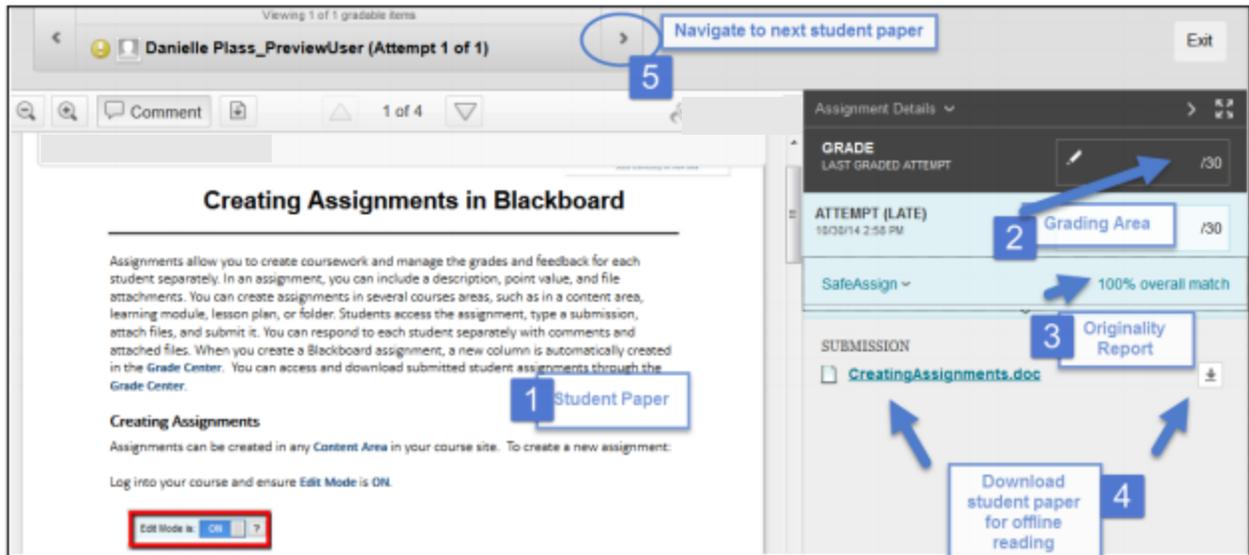
You can view, comment, and grade student-submitted assignment files without leaving the Grade Assignment page. When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). The converted document is displayed in a viewer on the Grade Assignment page. Formatting and embedded images of the original document are preserved in the conversion.

The grade you enter in the Grade Assignment area will automatically populate in the Grade Center.

Created by Online Education Office at Westchester Community College