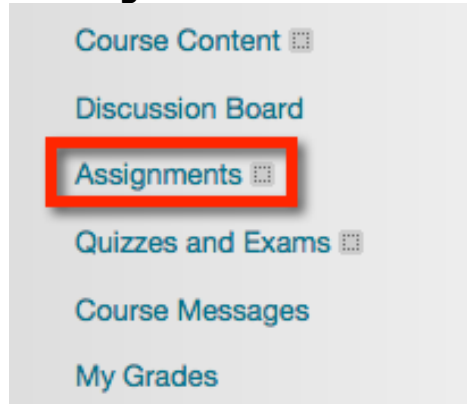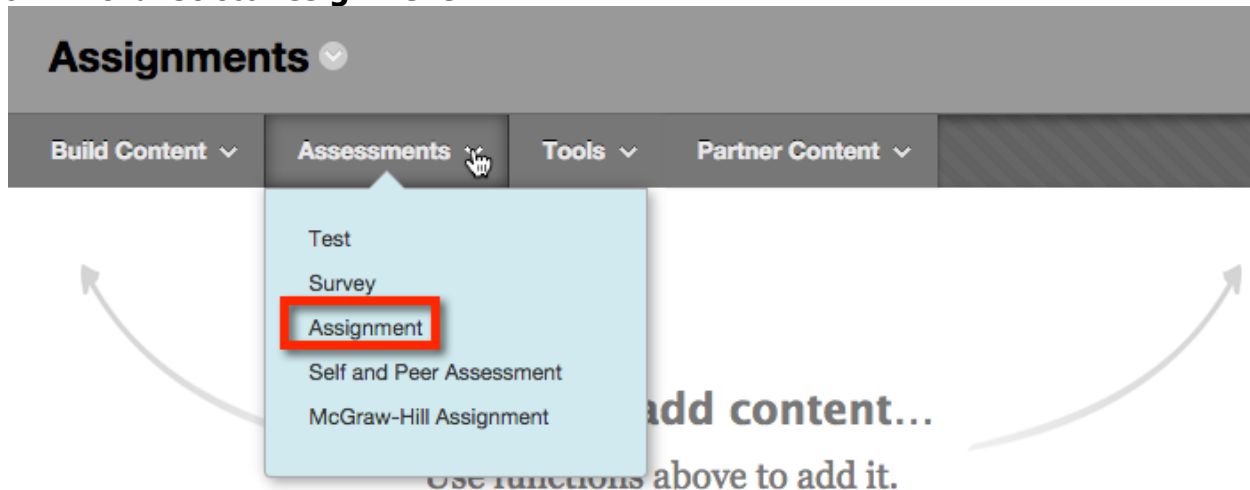# Create Assignments

Enter a Blackboard course and select **Assignments** from the left menu.

From the Assignments content area, use the action bar and hover over **Assessments** to open the drop down menu. Select **Assignment**.

On the **Create Assignments** page, provide the **Name** and **Instructions**.

Assignment Files:
Select either **Browse My Computer** or **Browse Course** for files on your computer or from the course. *Note: You can only find the files from the course if you uploaded any files to the File Manager in the Control Panel.*

ASSIGNMENT FILES

Attach File   Browse My Computer   Browse Course

Due Date:
Select a date and time by using the **Date Selection Calendar** and **Time Selection Menu**. The due date will let you know when students submitted after the due date by marking them **Late**.

DUE DATES

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

Due Date   ☑ 04/11/2015   📅 11:59 PM   🕐

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

Grading:
Input the amount of points the assignment is worth. Also, add an existing rubric or create a new one.

GRADING

✳ Points Possible   10

Associated Rubrics   Add Rubri ⌄

Select Rubric   Edited   Show Rubric to Students
Create New Rubric
Create From Existing

Submission Details:
Assignment Type:
Under Assignment Type, select Individual Submission. From the Number of Attempts drop down menu, select the number of attempts you would like students to be able to submit.

Submission Details

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.
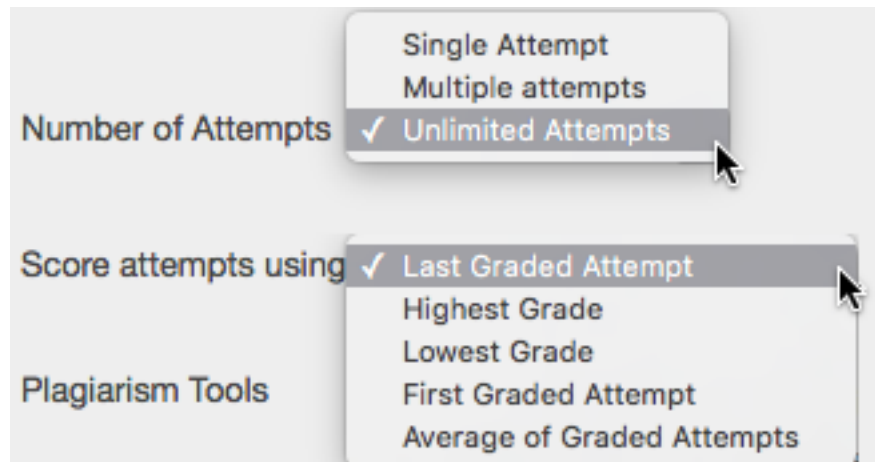
Assignment Type   ⦿ Individual Submission
                         ○ Group Submission

Number of Attempts:

If you select **Multiple attempts**, you will be able to input a maximum attempt value. For **Multiple attempts** and **Unlimited Attempts**, you will be able to score the attempts by using: **Last Graded Attempt**, **Highest Grade**, **Lowest Grade**, **First Graded Attempt**, **Average of Graded Attempts**.

Grading Options:

You have the option to **Enable Anonymous Grading** so student's names are hidden during the grading process. You also have the option to **Enable Delegated Grading**, which you can ask one of your, **GSU FERPA approved**, teaching assistants to grade.

Display of Grades:

Select which format you would like for both primary and secondary. If you would like to only show a primary, leave secondary set to **None**.

Note: Secondary display is only visible to instructors in the Grade Center. Students will not be able to view secondary display in My Grades.

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
- Letter
- Text
- Percentage
- Complete/Incomplete

and

Secondary
- ✓ None
- Letter   only)
- Text
- Percentage
- Complete/Incomplete

If you would like the grade to calculate in the Grade Center, leave **Include in Grade Center grading calculations** check marked. If you would like for students to view their grades in the My Grades section, leave **Show to student in My Grades** check marked. The **Show Statistics (average and median) for this item to Students in My Grades** is left unchecked by default.

☑ 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

As you can see below, if you select the **Show Statistics (average and median) for this item to Students in My Grades** the students will be able to view the average score and median score. We recommend leaving this option unchecked.

| Assignment 1
Assignment | Apr 28, 2015 10:54 AM
GRADED | 💬 **15.00**
/20
15
AVERAGE
15
MEDIAN |

Availability:

By default, the **Make the Assignment Available** should be checked. If not, please make sure this is checked so the assignment is available to students.

☑ Make the Assignment Available

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

You may select a date and time by using the **Date Selection Calendar** and **Time Selection Menu**.

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.

If you would like to **Track Number of Views**, checkmark this option. Otherwise, leave it unchecked.

☐ Track Number of Views

When you are finished, click **Submit**.

Submit

You have successfully created an Assignment. Students may enter the Assignment by clicking on the title and submitting their assignments using this tool.

Assignment 1

Please complete this assignment by 4/11/15 at 11:59PM.

Student View:
Once students click the title of the Assignment (this example Assignment 1), a Preview Upload Assignment: Assignment 1 page appears. Students will be able to type a submission or browse computer to attach a file.

Preview Upload Assignment: Assignment 1
You are previewing the assignment - your submission will not be saved.

Cancel   Save Draft   **Submit**

ASSIGNMENT INFORMATION

Due Date	Points Possible
Saturday, April 11, 2015	**10**
11:59 PM	

Please submit this assignment by 4/11/15 at 11:59PM.

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach File   Browse My Computer   Browse Course