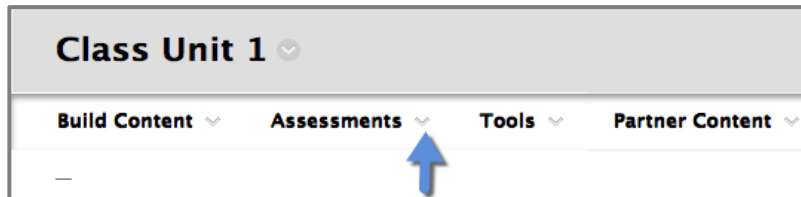


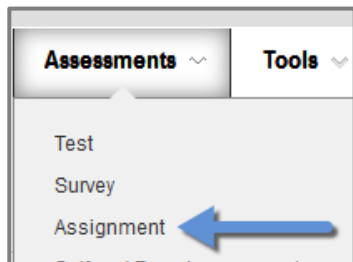
Blackboard Assignments

Creating Assignments

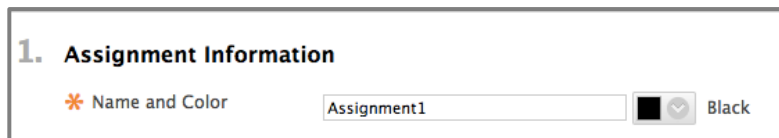
1. Log on to the **Blackboard Course** and select the **Unit** you are adding your assignment to. Click on the **Assessments Arrow** to bring down the menu.



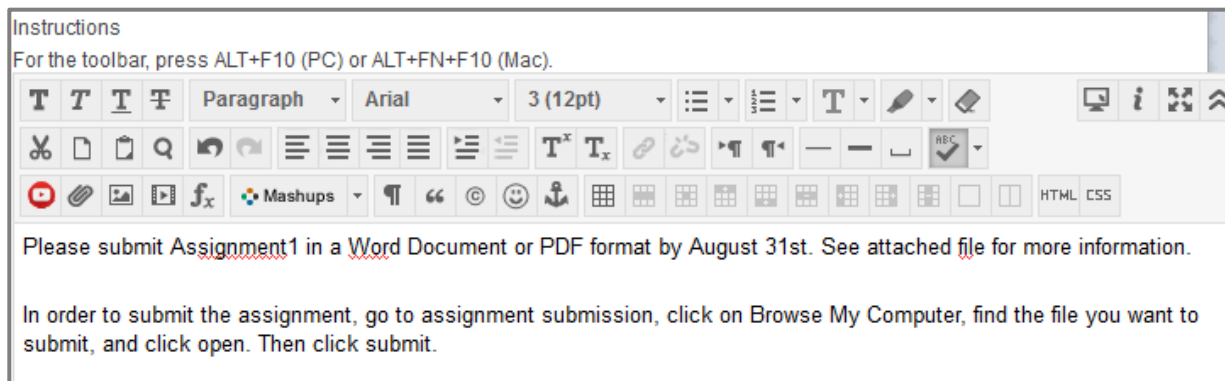
2. Click on **Assignment**.



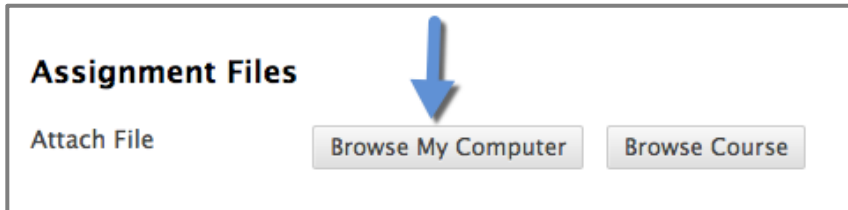
3. Scroll to **Assignment Information** and enter in the name of the assignment. It is good to keep the name short and give it a number so that you can easily find it in the gradebook.



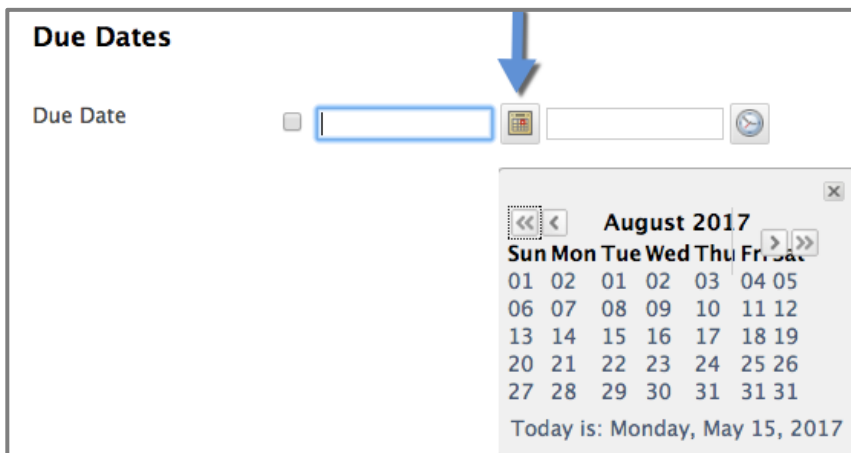
4. In **Instructions**, enter the instructions for the assignment. Make sure to not only include clear instructions but also directions on how to submit the assignment.



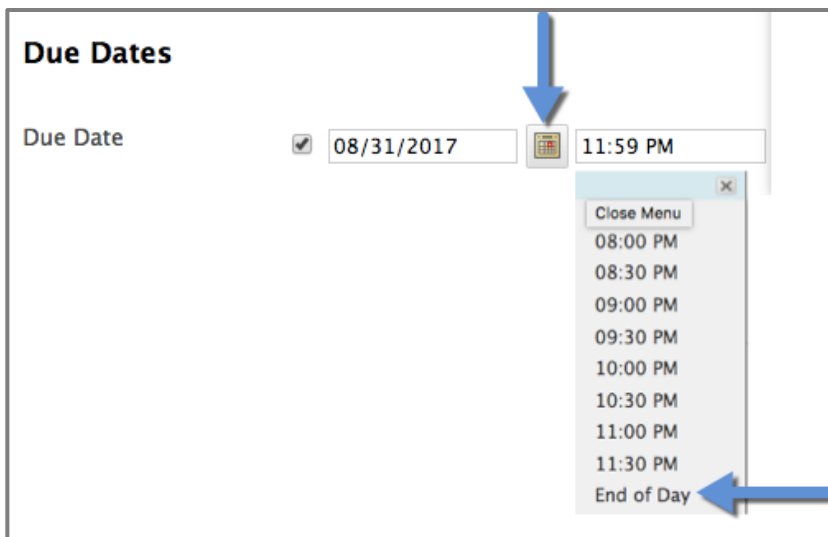
5. In **Assignment Files**, attach any files that includes information students need to complete the assignment.



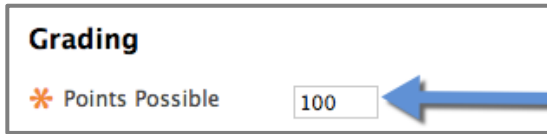
6. Click on the **Calendar** to pick the date the assignment is due.



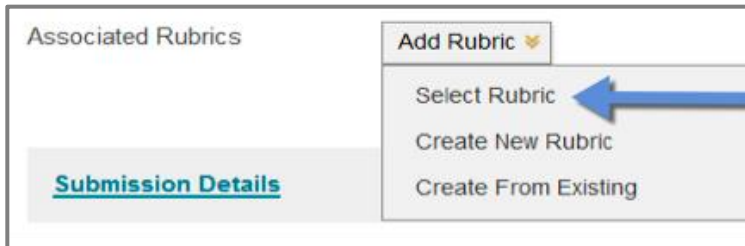
7. If you want to change the time, click on the **Time Icon**.



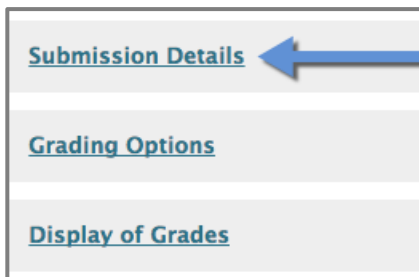
- Next to **Points Possible**, add the **Points** needed for grading. Putting in 100 points for all assignments can help for grading consistency.



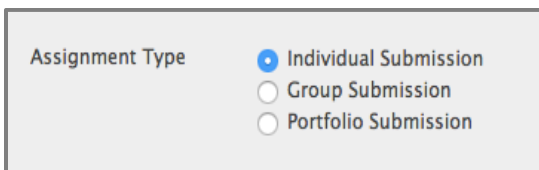
- If you have a rubric that you previously created, you can add it by choosing **Select Rubric**.



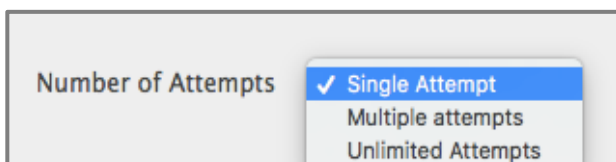
- Click on **Submission Details** to bring up assignment submission options.



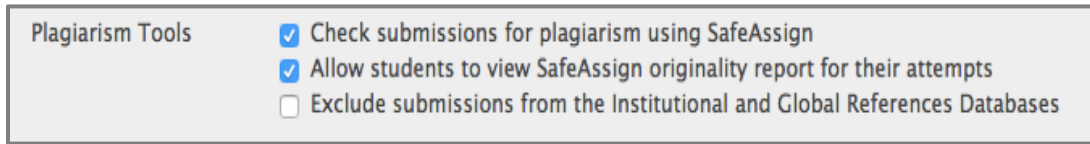
- Under **Submission Details**, select the **Assignment Type**.



- Under **Number of Attempts**, select among **Single Attempt**, **Multiple Attempt**, and **Unlimited Attempt**. This refers to the amount of submissions the student can make.

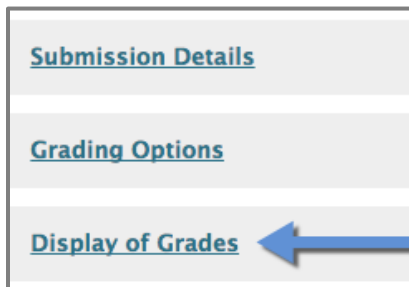


13. Under **Plagiarism Tools**, you can select to have the assignment checked for plagiarism.

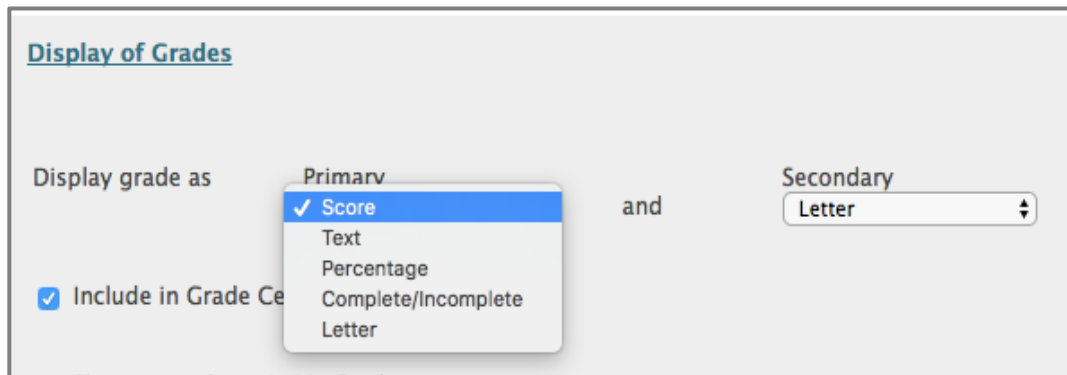


- **Check Submissions for Plagiarism using SafeAssign:** Provides the professor a report on the percentage of text of the student’s paper that matches existing sources.
- **Allowing Student to View SafeAssign Originality Report:** Provides the student a report on the percentage of text in their paper that matches existing sources.
- **Exclude Submissions from the Institutional and Global References Databases:** If this is selected it will create a paper that is not used in any database for future originality reports. This is useful if you are having students complete drafts or multiple versions of the same assignment.

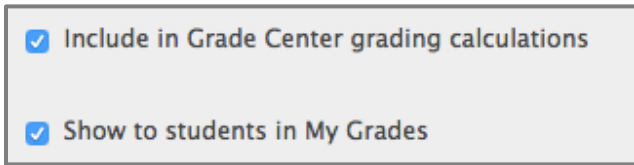
14. Click on **Display of Grades**. This section provides you with options of how you would like the grades to be displayed for yourself and your students.



15. Choose how you want to display the grades. The most commonly used are **Score** and **Letter**.



16. By default, the following options are checked off: **Include in Grade Center Grading Calculations** and **Show to Students in My Grades**.



Include in Grade Center grading calculations

Show to students in My Grades

17. Make the assignment available to the students. You can do this by checking the box next to **Make the Assignment Available**. You also have the option to limit the assignment availability to the students.



Availability

Make the Assignment Available 

Limit Availability

Display After  

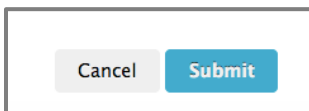
Display Until  

18. Another important box to check is **Track Number of Views**. If you don't check this box, you will be unable to get any data/reports later on.



Track Number of Views 

19. Click **Submit** in order to submit the assignment.



Cancel Submit

Your assignment is now available to your students.