Blackboard Assignments: Create an Assignment

This document describes the process of creating an assignment in Blackboard. To find out more about viewing and grading student submissions, please see separate documentation on the subject.

NOTE: As of the April 2014 release of Blackboard, the SafeAssign plagiarism detection service no longer requires a separate assignment type, and is instead an option to select during the general assignment creation process, as described below.

To Create an Assignment:

1. Login to Blackboard.
2. Open the course to contain the assignment.
3. Navigate to the course content area where the assignment should be by selecting the corresponding link in the Course Menu on the left.
4. Click on the Assessments button in the Action Bar, located under the page title, to reveal a drop-down menu, and then select Assignment:

5. On the Create Assignment page, fill in the assignment’s name and instructions and attach any necessary files with the Browse options provided.
6. Set a due date, if desired, using the calendar and clock icons.
7. Enter a value for the Points Possible field.
8. Associate an existing Rubric or create a new one, if desired.
9. Click the Submission Details link to expand the options:
   a. Choose Individual Submission or Group Submission.
   b. Select the number of attempts to allow.
   c. Choose whether to “Check submissions for plagiarism using SafeAssign.” If SafeAssign is enacted, also decide:
      i. To allow students to see the Originality Reports
      ii. To exclude submissions from the Institutional and Global Reference Databases

NOTE: Exclusion from the Institutional and Global Reference Databases will prevent the comparison of all subsequent student submissions to the papers submitted to this particular assignment. These circumstances may be desirable for assignments serving as “draft” submissions prior to a final submission for a grade.
10. Click the **Grading Options** link to expand the settings:
   a. Choose whether to **Enable Anonymous Grading** and subsequently set a date on which to disable the anonymity of submissions.
   b. Decide if you wish to **Enable Delegated Grading** and subsequently assign submissions to potential graders (users with the Instructor, Teaching Assistant, &/or Grader roles). See separate *Delegated Grading* documentation for details.
11. Click the **Display of Grades** link to expand the options:
   a. Choose the **Primary** and **Secondary** display formats from the drop-down lists
   b. Decide whether the scores for this assignment will be included in Grade Center grading calculations
   c. Decide whether the grades will be shown to students in My Grades
   d. Choose if grade statistics for this item will be shown to students in My Grades

![](image)

12. Next check the box to **Make the Assignment Available**.
13. If the assignment is made available, you can also set the Limit Availability settings for **Display After** and **Display Until** to prevent students from seeing the assignment outside of the dates/times chosen here.

   **NOTE:** To prevent having to return to edit the assignment settings at a later date, it is recommended to go ahead and check the box to make the assignment available, then set the Display After and Display Until dates/times if limiting availability is necessary.

14. Choose to include this assignment in the Statistics Tracking feature by selecting the box for **Track Number of Views** if you wish to use the Course Reports tool at a later time.
15. Click **Submit** to save.

Upon the creation of the assignment, the system will create a corresponding grade column in the Grade Center. This column is tied to the assignment and cannot be deleted so long as the assignment remains. Student submissions will be automatically deposited into the Grade Center column and this is where the attempts are accessed for viewing and grading. More details about viewing and grading assignment attempts are included in the separate documentation on the subject of opening student submissions.