

CREATING A BLACKBOARD ASSIGNMENT



Blackboard Learn

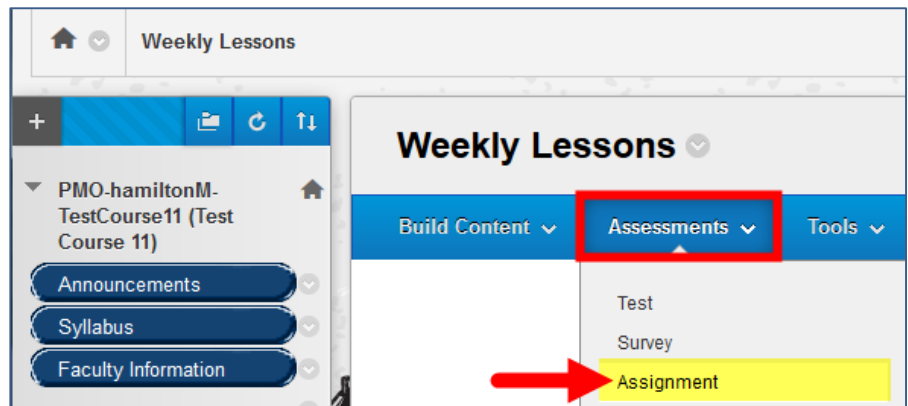
When you have created a [Content Area](#) and have [Edit Mode](#) turned on in your course, you may build a type of content item called a Blackboard Assignment. An Assignment is a file submission link that connects to your course's Grade Center. A student uses the submission link to send a file to your Grade Center for your review. You may then view, download, and grade the submitted assignment.



CREATING AN ASSIGNMENT

1. In your course, please have [EDIT MODE](#) turned on and have a [CONTENT AREA](#) page prepared. This is where you will build your content.
2. In your course, navigate to the Content Area page where you would like to add a Blackboard Assignment.

In the menu at the top of the page, roll your mouse over the **ASSESSMENTS** button and select **ASSIGNMENT** from the drop-down menu.



3. You will be taken to the **CREATE ASSIGNMENT** page. Under **ASSIGNMENT INFORMATION**, give the assignment a **NAME** and list any **INSTRUCTIONS** in the text box provided.

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. Cancel Submit

ASSIGNMENT INFORMATION

* Name and Color

Instructions

After you have read Poe's short stories, "The Tell-Tale Heart" and "The Black Cat," please write a short 3 paragraph essay to reflect upon the themes, motifs, and symbolism present in these works. How were these stories similar? How were they different? Be sure to cite 2 library references and give clear examples to support your viewpoint. Topics for discussion can include:


- Symbolism: Animals, Colors, Body Parts

- If you would like to attach a file for students to refer to when completing the assignment, scroll down to the **ASSIGNMENT FILES** section of the page and use the **BROWSE MY COMPUTER** button to locate and select a file from your computer or storage media. If you attach files, they will appear in the **ATTACHED FILES** list.

ASSIGNMENT FILES

Attach File **Browse My Computer** Browse Content Collection



Attached files

File Name	Link Title	File Action	Item's Alignments
 Essay-One-Instructions-and-Resources.docx	<input type="text" value="Essay-One-Instructions-ar"/>	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

- If you would like to assign a due date for this assignment, scroll down to the **DUE DATE** section and use the date picking tools to set the calendar day and time that the assignment will be due.

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.

- In the **GRADING** section, assign the number of Points Possible in the text box provided.

OPTIONAL: If you have previously created an [interactive Blackboard Rubric](#) in the course, you may use the ADD RUBRIC button to associate it with this assignment for grading.

GRADING

 Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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7. Next, click on the **SUBMISSION DETAILS** menu to review and edit your assignment's settings for assignment type, number of submission attempts you will allow, and plagiarism checking.

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
 Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

Single Attempt ▼

Plagiarism Tools

Check submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

KEY THINGS TO KNOW ABOUT ASSIGNMENT TYPES

- **Individual Submission** – Choose this option to require each student to submit the assignment.
- **Group Submission** – Only choose this option if you have created a [Blackboard Group](#) in the course. This option allows you to give the Assignment to members of a Blackboard Group. One member of the group will submit the completed Assignment for all members. [One grade will be given to the entire group.](#)
- **Portfolio Submission** – Choose this option if you would like your students to create a [Blackboard Portfolio](#) that will be submitted to your course's Grade Center.

NEW FEATURE - PLAGIARISM TOOLS!

- As of January 2015, SafeAssign has been [integrated with the standard Assignment](#) and is no longer a separate type of content. This is to standardize the assignment tools and allow the instructor greater flexibility in their delivery and grading (ie. attaching Blackboard grading rubrics, allowing multiple attempts).

- OPTIONAL: If desired, click the GRADING OPTIONS menu to review and select settings to enable [anonymous](#) or [delegated grading](#). You may also adjust this Assignment's Grade Center column settings through the DISPLAY OF GRADES menu.
- Next, scroll down to the **AVAILABILITY** section to make the assignment available to students. If desired, use the date picking tools under **LIMIT AVAILABILITY** to customize when the assignment is available.

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.

- Click the **SUBMIT** button to add the new Assignment to the course. A confirmation message will appear on the screen to indicate that the Assignment was been created and you will see the Assignment posted to the Content Area.

If the Assignment is available, students will be able to see the Assignment posted in the course.

Poe Short Story - Themes & Motifs Analysis ▼

Attached Files: [Complete-Tales-of-Poe.pdf](#) (2.525 MB)

After you have read Poe's short stories, "The Tell-Tale Heart" and "The Cask of Amontillado," write a short 3 paragraph essay to reflect upon the themes, motifs, and symbolism present in these works. How were these stories similar? How were they different? Be sure to cite 2 library references and give clear examples to support your viewpoint. Topics for discussion can include:

- Symbolism: Animals, Colors, Body Parts
- Themes: Love vs Hate; Self vs. Alter-Ego; Sanity vs. Insanity,
- Motifs: Narrator Confession; Power of the Dead over the Living

An available Assignment

If the Assignment is *not available* based on your settings, students will not see the Assignment. As the **instructor** of the course, when you have **Edit Mode** turned on, you will see the Assignment with a grayed out icon and an availability status message.

Poe Short Story - Themes & Motifs Analysis

Availability: Item is not available. It will be available after Jan 26, 2015 11:59 PM.

Attached Files: [Complete-Tales-of-Poe.pdf](#) (2.525 MB)

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- Themes: Love vs Hate; Self vs. Alter-Ego; Sanity vs. Insanity,
- Motifs: Narrator Confession; Power of the Dead over the Living

An unavailable Assignment