



Blackboard

Assignments

Creating an Assignment

Issues and Answers

Issue: How do I see submitted assignments?

Answer: You will go to the Grade Center and locate the column for the assignment. See the Grading an Assignment job aid for more details.

Issue: I deleted an assignment but the Grade Center still shows it?

Answer: Deleting an assignment doesn't automatically remove its column. Go to the Grade Center and locate the column. Click the chevron for the column header and choose Delete Column to remove the column.

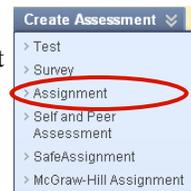
Tips

Tip: Assignments provide an organized and automated process for reviewing work by a student over accepting work through email.

Tip: Within the Grade Center, you can view an individual's submission by opening an attempt from the View Grade Details screen. But you can also download all submissions using the chevron in the column header.

Tip: Students will see the options to submit in the textbox or by attaching files. Be sure to state in your instructions how they should submit if you have a preference.

Assignments can be created within a Content Area, Folder, or Learning Module. Click on Assignment under the Create Assessment menu.



You will first choose the name for the assignment. It is recommended to choose the Blue color since the name is a Web link.

1. Assignment Information

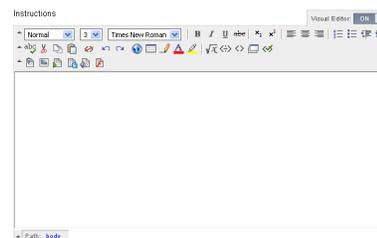
Name and Color

You can either place the assignment instructions in the text box in section 1 or you can use the Attach File option in section 2.

2. Assignment Files

Attach File

Browse My Computer



Choose the number of points the assignment is worth in section 3. This will assign the points to the created column in the Grade Center.

3. Grading

Points Possible

Section 4 provides these options:

- Checkbox for student availability
- Number of attempts allowed
- Dates and times to limit availability to access the assignment
- Tracking of student views

4. Availability

Make the Assignment Available

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

Number of Attempts

- Allow single attempt
- Allow unlimited attempts

Number of attempts:

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

Assignment Due Date is set in section 5. As noted, the due date will not restrict late submissions.

5. 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.

To restrict late submissions, set the Display Until date in section 4.

Section 6 allows you to have students submit the assignment individually or within groups. You must create groups to choose the Groups of Students option.

6. Recipients

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.

Recipients

- All Students Individually
- Groups of Students