This handout contains the exact same information as the corresponding Blackboard Learn Essentials videos which are available at [http://tinyurl.com/essentials-videos](http://tinyurl.com/essentials-videos).

Creating an Assignment

- **Step-by-Step**
  - To add an assignment, go to a content area of a course, such as Course Content. Hover over and click on the Assessments tab, and then click on Assignment.

  ![Course Content with Assessments highlighted](image)

  - On the Create Assignment page click the Name field to provide a name for the assignment. For this tutorial, the name “Reflection 1” will be used.

  ![Assignment Information Example](image)

  - Next, in the Instructions text area provide a set of instructions that further explain the assignment’s purpose.

  - In Assignment Files, click on the Browse My Computer button to find associated assignment files. Alternatively, clicking the Browse Content Collection button will show a popup that allows the files already a part of the course to be used. In the File Upload dialog box that appears, select the file and click Open.
  
  Note: The attachments can replace the need to copy the instructions into the text area, and instead have a document attached that contains these instead.
Optionally, a **Due Date** can be provided that allows the instructor to set a date in which assignments can be turned in without penalty of being late. If they are past the date, the Needs Grading page in Learn will notify the instructor. Items in the student gradebook are ordered by due dates used here. Additionally, adding a Due Date places the date the assignment is due by on the Blackboard Calendar for the course.

Next, in the Grading section, the **Points Possible** for the assignments must be provided. For this tutorial, we will use “100”.

Optionally, an instructor can build a **Rubric** in Learn that explains how the assignment will be graded. **Click Add Rubric** to select a rubric, create a new rubric, or create from existing.

In the **Submission Details** area, you can set the assignment to be an individual or group submission, and control the number of attempts. You may also enable the use of SafeAssign to check student submissions for originality.

**Note:** If you elect to use **SafeAssign** to check for possible plagiarism, please note that if you wish students to submit *draft* submissions to be checked for plagiarism, you will need to select the “Exclude submissions from the Institutional and Global Reference Databases”. Selecting this option allows for the paper to be checked for plagiarism, but the paper will not be saved to SafeAssign for future reference. You will need to create two separate assignments for the draft and final versions of the paper in this case. The final paper version should have the “Exclude submissions...” option **unchecked**.
In the **Grading Options** section, you can enable **Anonymous Grading** where student names are hidden while grading; it’s recommended that if you utilize Anonymous Grading that you instruct students not to add their names within their papers. You may also **delegate grading** to multiple graders in the course.
The **Display of Grades** section allows you to determine how you want the student grade displayed to you and to the student, and provides you with a second alternative grade display. You may also select if the assignment will be included in the Grade Center calculations, and if the grade will display to the students in My Grades.

- **Display of Grades**

  - **Display grade as**
    - Primary: Score
    - Secondary: None

- **Include in Grade Center grading calculations**

- **Show to students in My Grades**

- **Show Statistics (average and median) for this item to Students in My Grades**

In the final section, Availability, you can check or uncheck to make the assignment available to students. Optionally, the ability for students to view the assignment can be limited to a specific date when it will show and a date when it will display until.

- **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 date as mm/dd/yyyy. Time may be entered in any increment.
    - **Display Until**
      - Enter date as mm/dd/yyyy. Time may be entered in any increment.

  - **Track Number of Views**

- **Click** the **Submit** button.

- **The Assignment shows on the Course Content page.**

- **If you did not choose to make the assignment visible above, you will need to go back and edit the assignment to turn on that visibility.** Note that setting visibility off overrides Limited Availability. In other words, anything with Visibility unchecked will not be seen, no matter what the Display After or Display Until dates are set at. However, an assignment with Visibility turned on will only be visible to students within the date range chosen.