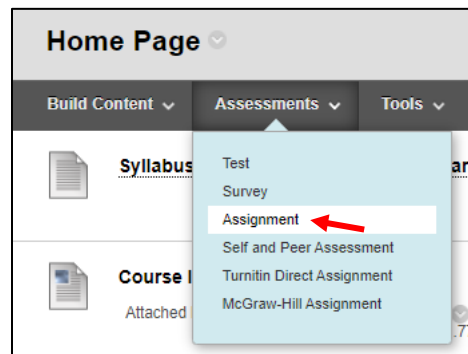


On-Campus Blackboard

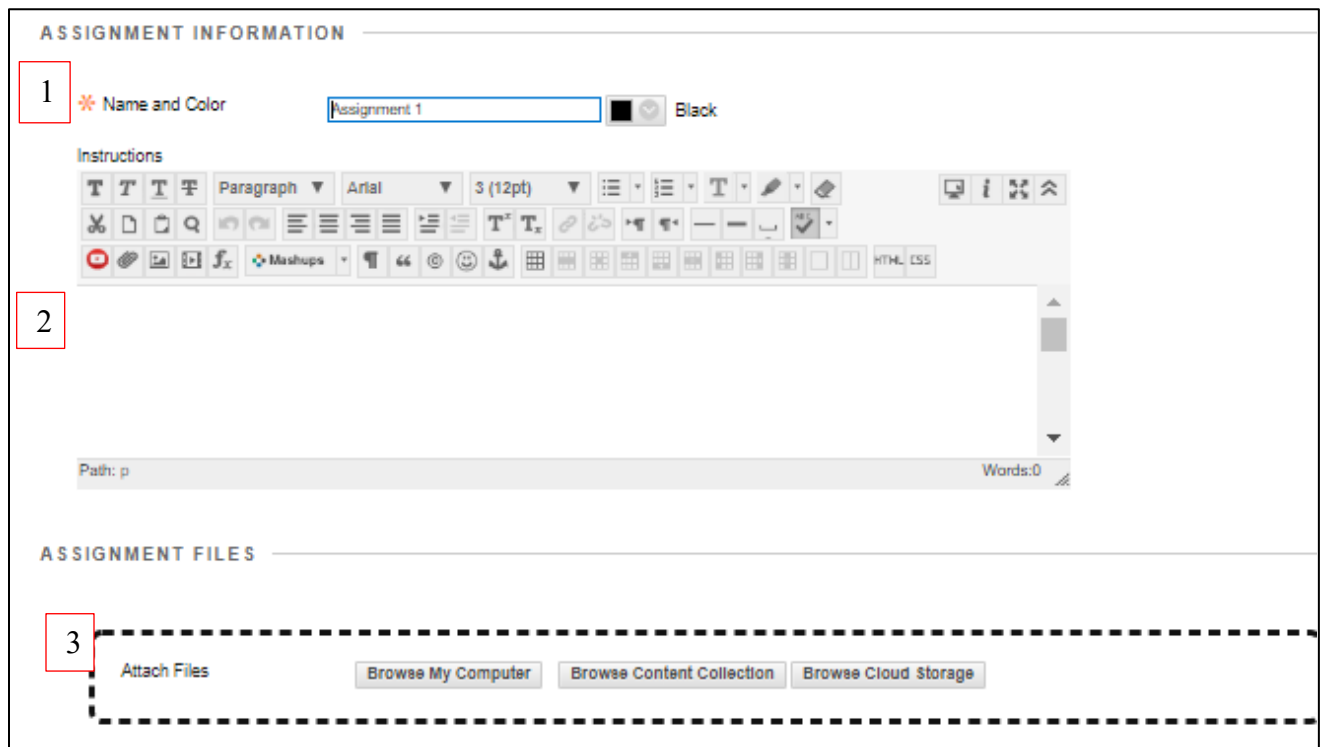
Assignments: Edit Settings

You can create Assignments where students can upload their work and you can use in-line grading to provide them with feedback and grades. You can also make assignments for Individual submission or Group submission.

Go to the content area where the assignment should be found, hover over the Assessments button and select Assignment.



1. Give it a name. 2. Instructions are optional. 3. You can attach files using Browse My Computer.



A screenshot of the Blackboard 'ASSIGNMENT INFORMATION' form. The form is divided into sections: 'Name and Color', 'Instructions', and 'ASSIGNMENT FILES'. The 'Name and Color' section has a text input field containing 'Assignment 1' and a color dropdown set to 'Black'. The 'Instructions' section features a rich text editor with a toolbar and a text area. The 'ASSIGNMENT FILES' section includes an 'Attach Files' button and three buttons: 'Browse My Computer', 'Browse Content Collection', and 'Browse Cloud Storage'. Red boxes with numbers 1, 2, and 3 highlight the name field, the instructions text area, and the file attachment buttons, respectively.

Scroll down to 1. add a due date and time (optional), 2. add a point value (**required**), 3. add a rubric (optional) and 4. set the Assignment to Display After and Display Until a specific date and time. The three links in the middle, Submission Details, Grading Options and Display of Grades are all expandable menus.

Attach Files
Browse My Computer
Browse Content Collection
Browse Cloud Storage

DUE DATES

Submissions are accepted after this date, but are marked Late.

1 **Due Date**

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

2 **Points Possible**

Associated Rubrics 3 **Add Rubric**

Name	Type	Date Last Edited	Show Rubric to Students
<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Submission Details</div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Grading Options</div> <div style="background-color: #f0f0f0; padding: 5px;">Display of Grades</div>			

AVAILABILITY

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

Limit Availability 4 **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.

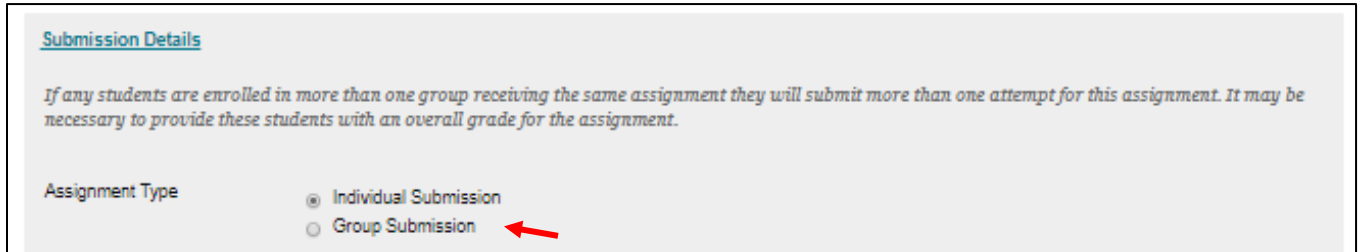
Track Number of Views

Extra Credit Assignments should have a point value of zero. Add the points to the column to provide extra credit. The column can be added to another column in a Weighted column or Total column.

For more information about grades, email bbhelp@uml.edu or schedule a [consultation](#).

Learning with Purpose

Click on the title Submission Details to open the area. Here is where you can set the submission to be from all individual students or a group. For Group Assignments, create the Groups first. You can add members later. Note: If Assignments have been graded, this setting cannot be changed.




Submission Details

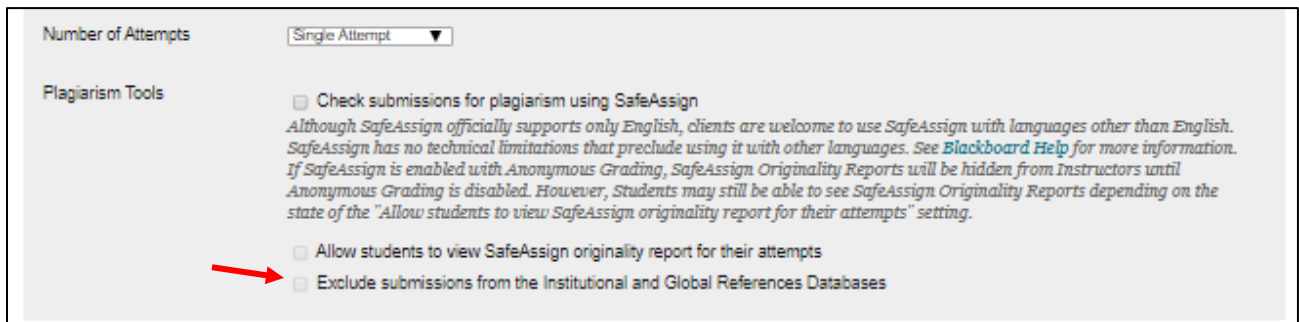
If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

Individual Submission

Group Submission 

In Submission Details you can also change the Number of Attempts* allowed and use the Plagiarism Tools. If you allow students to submit multiple drafts, check the box to exclude submissions from the institutional and global repository.




Number of Attempts

Plagiarism Tools

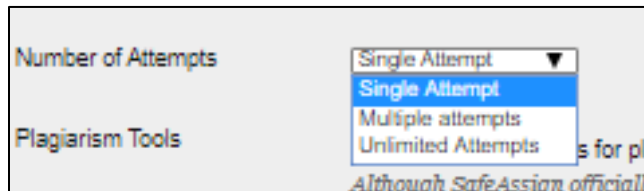
Check submissions for plagiarism using SafeAssign

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See [Blackboard Help](#) for more information. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases 

***Known Issue:** Mac users in the Firefox browser may have trouble when changing the Number of Attempts. The solution is to make your selection twice. The first time you try to change from Single Attempt to Multiple or Unlimited Attempts, it may not stick. Selecting the option a second time usually fixes the problem.



Number of Attempts

Plagiarism Tools

Single Attempt

Single Attempt

Multiple attempts

Unlimited Attempts

Selecting **multiple attempts** will open a new box to allow the user to specify the number of attempts. Both unlimited and Multiple attempts will open a box asking how the attempts should be scored:

- Highest grade
- Lowest grade
- Average of graded attempts
- First attempt
- Last attempt

The Grading Options settings are usually best left unchecked for face to face classes. Enable Anonymous Grading would hide student names from the Assignment in the in-line grading view.

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

Enable Anonymous Grading
Student names are hidden during the grading process.

Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

The Display of Grades allows you to change the Display of the Primary grade from Score to Complete/Incomplete (ungraded), percentage or letter grades. The secondary display is only for instructors. Students will not see it.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as

Primary

Score
Score
Letter
Text
Percentage
Complete/Incomplete

and

Secondary
None
(displayed in Grade Center only)

Include in Grade Center grad

The Display of Grades settings also allows you to hide the grade column from student view. If you do not include in Grade Center grading calculations, you will not be able to add it to a weighted or total column.

Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades

Show average and median statistics for this column to students in My Grades

For more information contact bbhelp@uml.edu or request a [technology consultation](#).