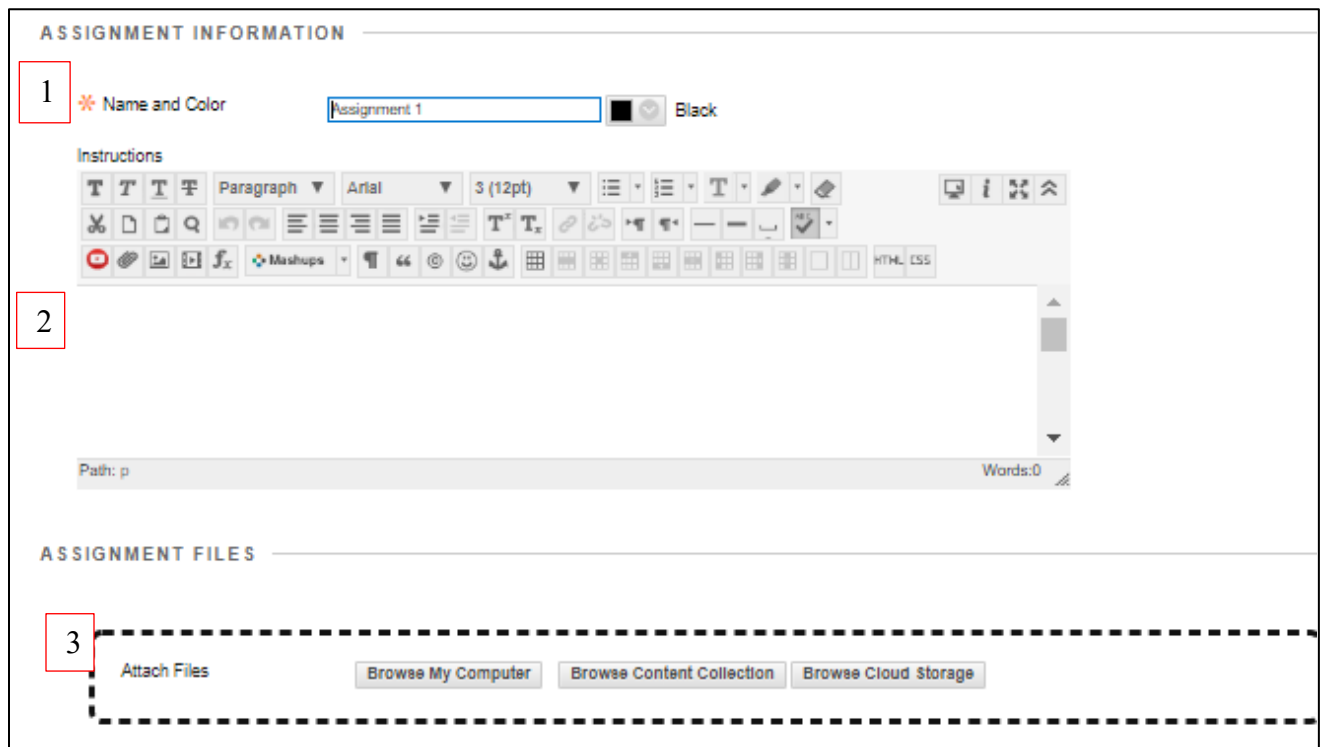# On-Campus Blackboard
Assignments: Edit Settings

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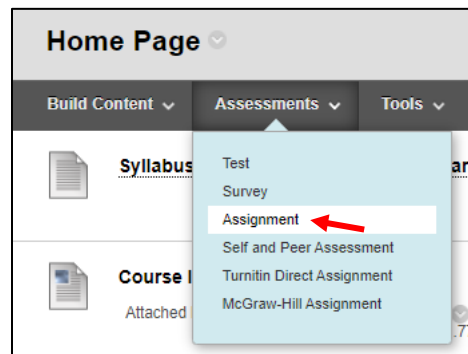
1. Give it a name. 2. Instructions are optional. 3. You can attach files using Browse My Computer.

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.
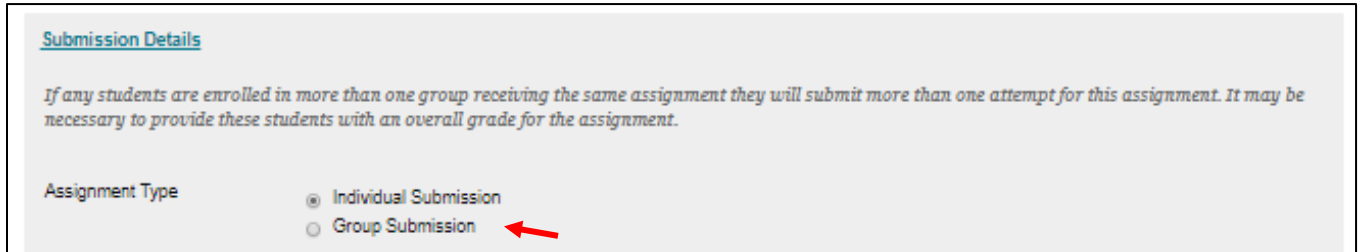

Extra Credit Assignments should have a point value of zero. Add the points to the column to provide extra credit. The column can be added to another column in a Weighted column or Total column.

For more information about grades, email bbhelp@uml.edu or schedule a consultation.

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.
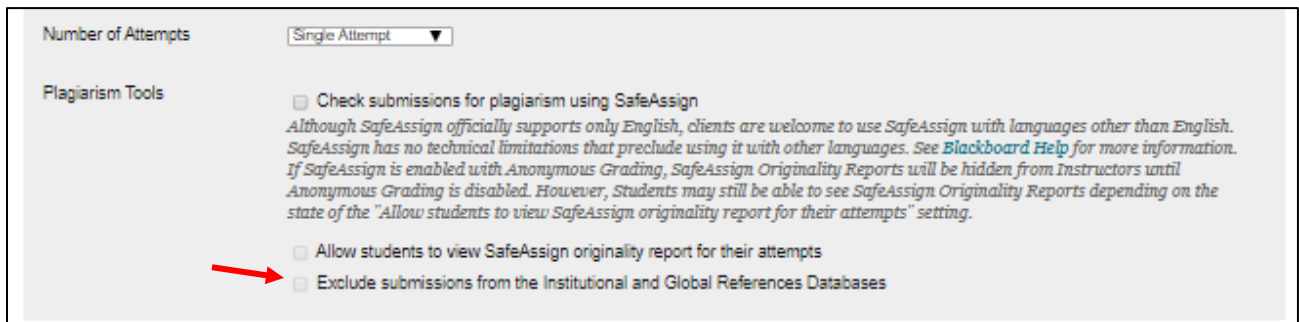

In Submission Details you can also change the Number of Attempts* allowed and use the Plagiarism Tools. If you allow students to submit multiple drafts, check the box to exclude submissions from the institutional and global repository.

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.

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   and   Secondary
Score ▼   None ▼
Score   *(displayed in Grade Center only)*
Letter
Text
☑ Include in Grade Center grad Percentage
                                Complete/Incomplete

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.