

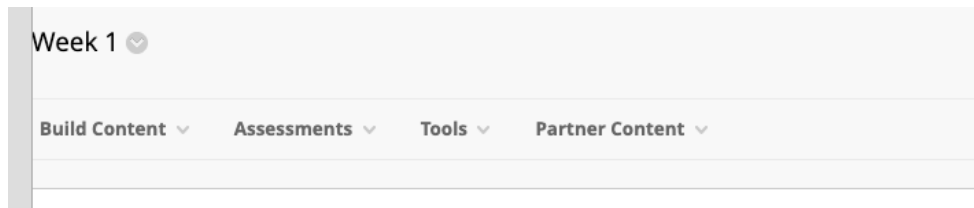


Blackboard – Creating an Assignment

Link to the video tutorial: https://calbaptist.mediaspace.kaltura.com/media/Creating+an+Assignment/1_ht6rpbgx

Directions

1. Start in Week or Module folder where the assignment is going to exist (See Creating a Folder for Each Week of Instruction for info on how to create this)




2. For Ungraded Assignments and other items such as files, videos, etc... choose Build Content Tab
 - a. Choose File, Item, Web Link, or other appropriate option.
 - b. Give item a Name, Type Description
 - c. Choose relevant attachments, if any.
 - d. Choose Whether to Permit Users (students) to view this content
 - e. Choose to track number of views
 - f. Chose date and time item is viewable
 - g. Click Submit
3. For Graded Assignments choose Assessments tab
 - a. Choose Assignment
 - b. Follow above steps 2-6

GRADING

* Points Possible

Associated Rubrics

Add Rubric 

Name	Type	Date Last Edited
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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.

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

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages with other languages. See [Blackboard Help](#) for more information.

If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Inst to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign orig

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

4. Grading

- a. Assign points possible
- b. Submission Details
 - i. Choose Number of Attempts
- c. Display of Grades
 - i. Choose whether to include in Grade Center grading Calculations
 - ii. Choose whether to show assignment to students in My Grades
- d. Click Submit