

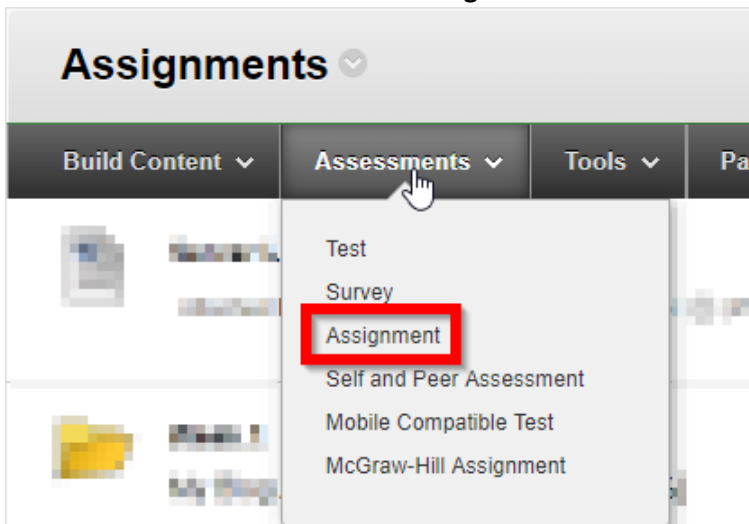


Creating an Assignment in Blackboard

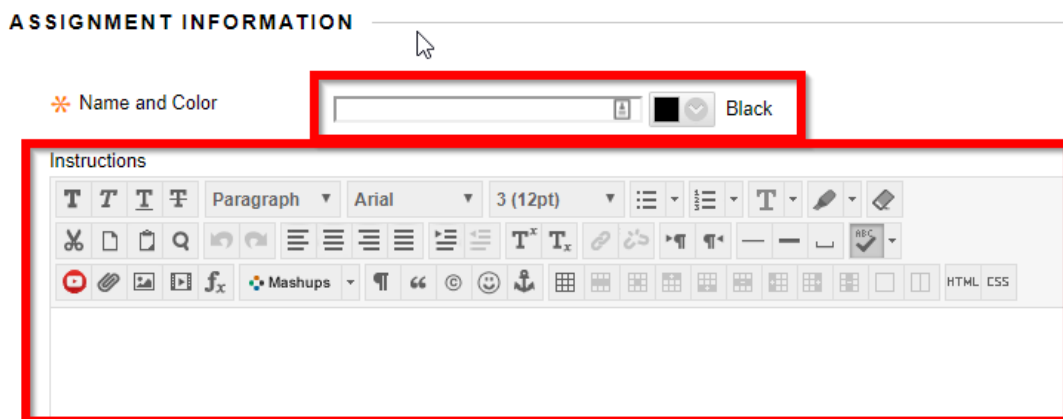
1. Log into blackboard and create 1 group for each section of the course you have. Go to the **Content Area** where you wish to add the assignment.



2. Hover over **Assessments** and click **Assignment**.



3. Add a **Name** and **Instructions**





4. Optionally click **Browse My Computer** to attach files.

ASSIGNMENT FILES

Attach Files **Browse My Computer** Browse Course

5. Add a **Due Date**.

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.

6. Either add **Points Possible** or a **Rubric**. (See the Rubric Guide for creating a Rubric)

GRADING

✱ Points Possible

Associated Rubrics

Add Rubric ▾

7. Click on **Submission Details**

Submission Details
Grading Options
Display of Grades

8. You can select **Individual** or **Group Submission**, this allows you to have an entire Blackboard group submit and grade together.

Submission Details

If any students are enrolled in more than one group receiving the same assignment. It may be necessary to provide these students with an overview of the assignment.

Assignment Type

Individual Submission
 Group Submission



St. Clair College of Applied Arts and Technology

Quick Blackboard Guides

9. I would highly recommend making the submission attempts **Unlimited** in case students submit the wrong file they can try again.

Number of Attempts

Score attempts using

10. Click **Check submissions for plagiarisms using SafeAssign** for any assignment that would fit the category.

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details. 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

11. Click **Display of Grades**

[Grading Options](#)

[Display of Grades](#)

12. I would recommend disabling **Show to students in My Grades** until after you are done marking.

Show to students in My Grades

13. Click **Make this Assignment Available** so students can see it. As well as other availability options.

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 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

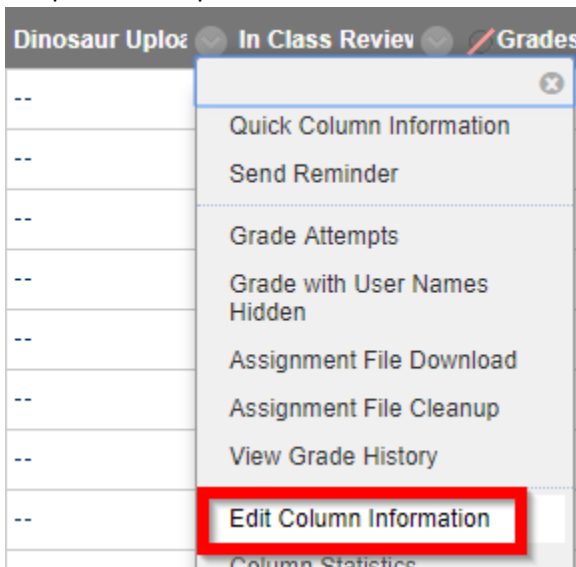


14. Click **Submit**.

15. Go to **Full Grade Center**.



16. Click on the  and click **Edit Column Information** next to the assignment name you assigned in the previous steps.



17. Change your **Category** to the correct category based on your course outline.

Category



18. Click **Submit**.