

Blackboard

Assignments

Creating an Assignment

An Assignment allows you to create a place to collect and grade assignments online without having to collect physical copies or have students email you their documents.

Creating an Assignment

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the left hand course menu, enter the **content area** you want the assignment to appear in
5. On the top menu back, click **Assessments**, then **Assignments**
6. Give the assignment a **Name** and any **Instructions** necessary
7. Attach any needed files
8. Set up the Assignment with the options below
9. Click **Submit**

Due Dates

A due date will allow the assignment to continue accepting submissions from students, but will mark the assignment as “Late” if they submit after the due date.

Grading

A **Points Possible** box is listed and *required* for the Assignment.

Submission Details

Assignment Type: Individual Submission requests each student to submit an assignment on their own. A Group Submission allows one member from each group to submit an assignment, with that assignment then being submitted and graded for the entire group. Portfolio Submissions will require the students use the Portfolio tool to create and submit an assignment.

Please Note: *If you use the Group Submission option, you will first need to have groups setup on Blackboard. For more information on how to set up groups, please see the [Creating Groups](#) document.*

Number of Attempts: You can set the number of attempts (or submissions) a student has for the assignment. A single attempt will only allow the student to submit once. Multiple Attempts will allow you to select the number of attempts a student has. Unlimited Attempts allows the students to upload as many attempts as they wish.

Please Note: *If you use the Single Attempt option, this will be set for the entire class. If one student needs to submit another attempt, you can grant them another attempt through the Grade Center. See the [Allow Additional Attempt](#) document for more details.*

Plagiarism Tools: This is the tool that runs the Assignment submissions through SafeAssign. For more information, please see the document [Create a SafeAssign](#) and [Interpret SafeAssign Reports](#).

Grading Options

Enable Anonymous Grading: Allows you to grade assignments without known which assignment belongs to which student. Until you have finished grading all attempts, you will not be able to see the grades in the Grade Center.

Please Note: If a student puts their name on the submitted document or in the document name, this setting does not remove the name.

Enable Delegated Grading: Allows you to delegate grading to specific people. The only people able to grade are those listed as an Instructor or TA in the course.

Display of Grades

Display Grade as: Allows you to select how the grade will be seen in the Grade Center. The primary display is visible to both you and the student, but the secondary display is only available to Instructors and TAs.

Include in Grade Center Calculations: This Assignment will be included in the Grade Center calculations. If this is unchecked, the Assignment will receive a column in the Grade Center, however it will not be included in the Total column calculations. By default, this option is selected.

Show to Students in My Grades: This setting allows students to see their grade for the Assignment in the My Grades area. If this option is unchecked, the students will not see the final grade for the Assignment. By default, this option is selected.

Show Statistics for this item to Students in My Grades: If this option is selected, the students will be able to see the average and median scores for the Assignment for the whole class.

Availability

Make the Assignment Available: This settings allows the students to see the Assignment on the content page and submit to it.

Please Note: If you are using date restrictions, you must set the Availability to Yes, otherwise the Assignment will not be made available after the "display after" date has passed.

Limit Availability: Allows you to set date and time restrictions of when the Assignment will be available to students.

Track Number of Views: Shows you the number of times all users in your course have clicked on the link. You will receive one overall number, not individual numbers for specific users.