

Creating an Assignment

An Assignment allows you to create a place to collect and grade an assignment online without having to collect physical copies or go through email.

1. Navigate to <https://blackboard.towson.edu/>.
2. In the left-hand course menu, enter the content area you want the assignment to appear in.
3. In the menu at the top, under **Assessments**, select **Assignment**.
4. Give the assignment a **Name** and **Instructions**.
5. Attach any files necessary.
6. Set up the Assignment with the options below.
7. Click **Submit**

Due Dates: A due date will allow the assignment to continue accepting submissions from students, but will mark the assignments 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 requires 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 being submitted and graded for the entire group. Portfolio Submissions will require the students to 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 set up in Blackboard. For information on how to set up groups, please see the Creating Groups document: <https://www.towson.edu/technology/training/blackboard/documents/groups-create.pdf>

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 students to submit once. Multiple Attempts will allow you to select the maximum number of attempts a student has. Unlimited Attempts allows the student 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.

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 knowing 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, this setting does not remove the name from the document.

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 entered. The primary display is available to both you and the student, but the secondary display is only available to those able to see the Grade Center

Include in Grade Center grading 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 once graded 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 setting allows the students to see the Assignment 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 "date after" time 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)