Creating Assignments in Blackboard

You can create assignments in content areas, learning modules, lesson plans, and folders.

1. From the Assessments menu, select Assignment and provide the name, instructions, and the files students need. You can use the functions in the editor to format text and add files. You can also add files in the Assignment Files section.

2. Select Browse My Computer to upload a file from your computer. The file is saved in the top-level folder in your course's file repository: Course Files or the Content Collection. You can also attach a file from the repository.

   -OR-

   Drag files from your computer to the "hot spot" in the Attach Files area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser doesn't allow you to submit your assignment after you upload a folder, select Do not attach in the folder's row to remove it. You can drag the files individually and submit again.

   You won't be able to drag files to upload if your institution uses an older version of Blackboard Learn.

   You can use the file name or provide another name for the file.

Create Assignment

* Indicates a required field.

ASSIGNMENT INFORMATION

* **Name and Color**

Planet Presentation   ■ Black

Instructions

| T T T T Paragraph ⬍ Arial ⬍ 3 (12pt) ⬍ ☰ ▾ ☷ ▾ T ▾ ✎ ▾ ⬚ 🖵 i ⛶ ⌃ |

Please write a 1500 word essay about a planet of your choice. Use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the science of astronomy.

Path: p   Words:40

ASSIGNMENT FILES

Attach Files   Browse My Computer   Browse Content Collection

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date   ☑ 10/22/2018   🗓 08:00 AM   🕐

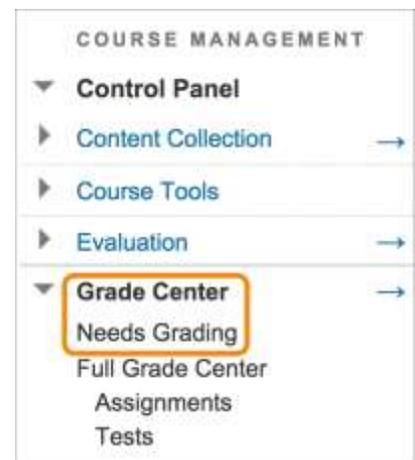*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

3. Optionally, select a Due Date. Assignments with due dates automatically show in the course calendar and in the To Do module. Submissions are accepted after this date but are marked late. If you don't want students to access an assignment after the due date, choose the appropriate display dates.

4. In the Grading section, type the Points Possible.

   If you set the points possible to less than 1, letter grades may not be assigned correctly.

5. Optionally, add a rubric. Expand the sections to make selections such as anonymous grading, how the grade is displayed, and the number of attempts. You can allow more than one attempt on an assignment.

6. Make the assignment available when you're ready for students to access it. Select the appropriate options for availability, tracking, and display dates. Display dates don't affect an assignment's availability, only when it appears.

7. Select Submit.

Grading Assignments in Blackboard

You can start grading on the Needs Grading page or in the Grade Center. On the Grade Assignment page, you can view, comment on, and grade student-submitted assignment files.

COURSE MANAGEMENT

▼ Control Panel
▶ Content Collection →
▶ Course Tools
▶ Evaluation →
▼ Grade Center →
　Needs Grading
　Full Grade Center
　Assignments
　Tests

On the Grade Assignment page, supported file types open in the browser.

Annotation sessions expire after one hour. You'll receive a warning message. After the time limit, annotations may not be saved. Need more time? Select Save Draft to save your work and continue later. Your annotations, feedback, and files are saved on the page. When you return, you can resume working.

New Box View annotations aren't fully supported on Chrome. For the best experience, use Safari or Firefox.
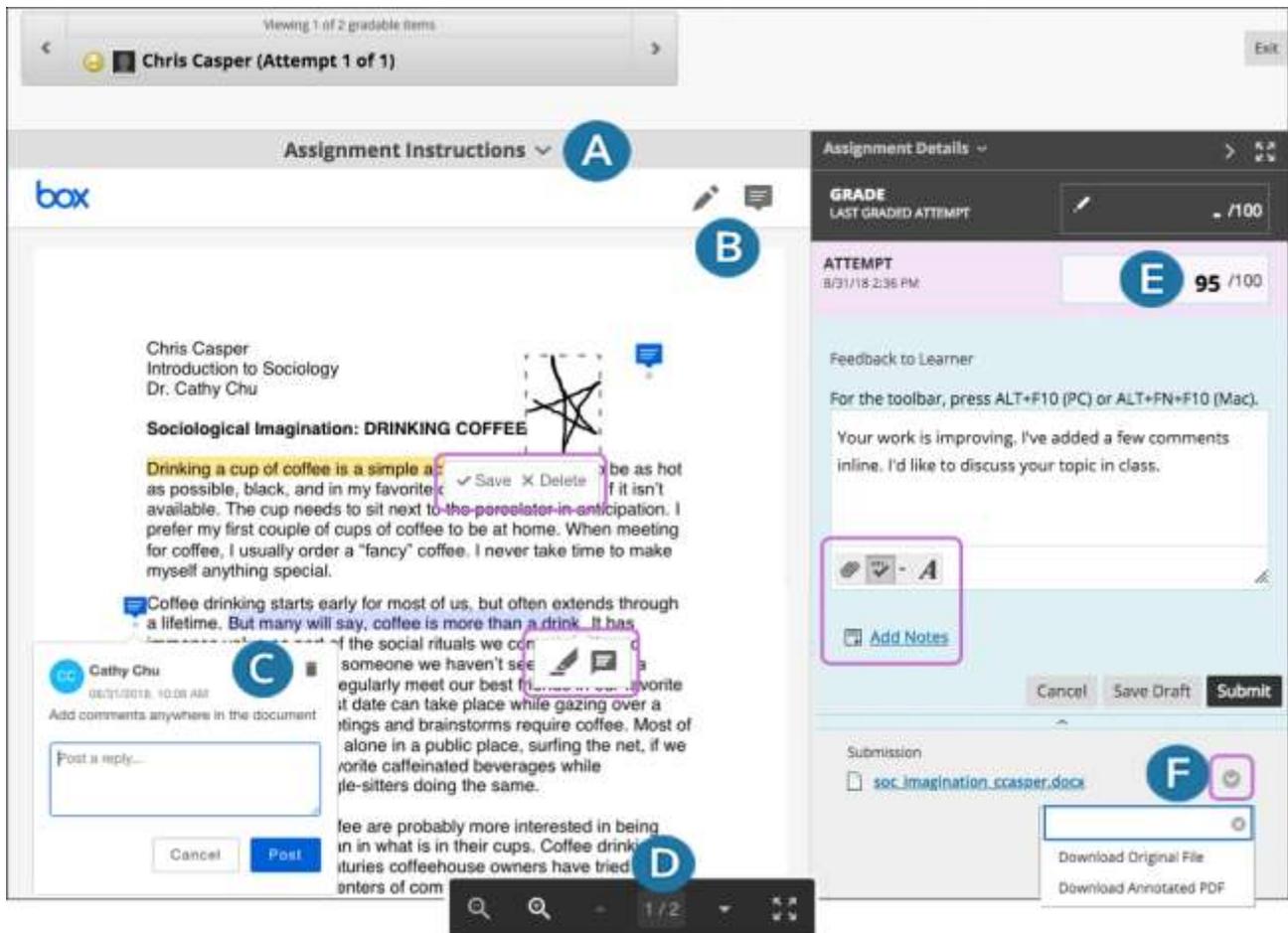
A. **View instructions**. Expand the assignment instructions.

B. **Add comments, highlight text, and draw on the document**.

- ○ **Comments**: Select the Point annotation mode icon and point to wherever you want to add a comment. Select Post. You can continue to add comments in succession.

- ○ **Highlight text**: Point and drag your cursor to highlight text, then select Highlight text. Select Add comment to highlighted text to add a comment to a highlighted area. To remove a highlighted area, select Highlight text again.

- ○ **Draw**: Select the Drawing annotation mode icon. Then, press down and drag the pointer to draw on the document. Save or Delete your drawing. You can continue to add drawings in succession and save or delete all drawings in one action. You can't edit or delete drawings after you save them.

C. **Remove or reply to comments**. Open a comment again and select the Delete icon in the right corner to remove it. You can also reply and add additional information.

D. **Access additional actions**. Point to the bottom of the screen to access functions. You can zoom in and out, and navigate to other pages in a student's file.
E. **Provide a grade and feedback**. In the right panel, grade the submission, provide feedback, attach files, and add private notes for yourself. Students **do not** see your private notes. In the Feedback to Learner box, select the editor icon represented by the letter A to open the pop-up editor window.