

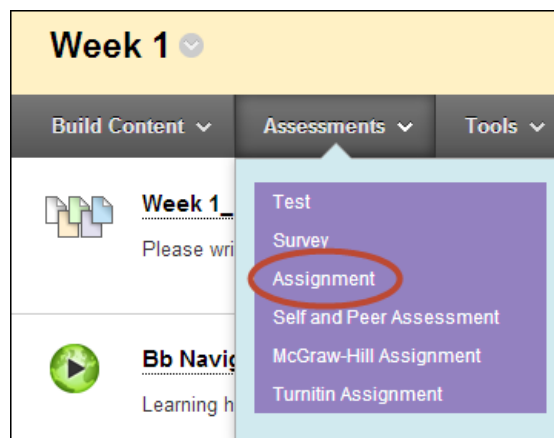
Creating and Managing Assignments in Blackboard

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Creating an Assignment


1. Log into Blackboard.
2. Navigate to your course.
3. Select the lesson or week in where you want your assignment to appear
4. Hover over the <Assessments> and from the drop down menu select **<Assignment>**



5. In the next window, create a name for the assignment and use the <Instructions> area to provide more details about the assignment

1. Assignment Information

 Name and Color



Black

Instructions

T

T

T

Arial

3 (12pt)

T

:

:

:

ABC

✓

Path: p

6. If desired, you can attach a file to your assignment

2. Assignment Files

Attach File

Browse My Computer

Browse Content Collection

7. Choose a date when the assignment will be due

3. 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.

8. Assign points to your assignment. With **<Submission Details>** you can allow for single or multiple attempts when the assignment is turned in. With **<Grading Options>** you can choose to set the students to anonymous to grade them. With **<Display of Grades>** you can select how to display the grade and to make it available in the Grade Center.

4. Grading

✱ Points Possible

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

9. You can choose to make the assignment available or set a specific date and time for the assignment to show up to students

5. 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.

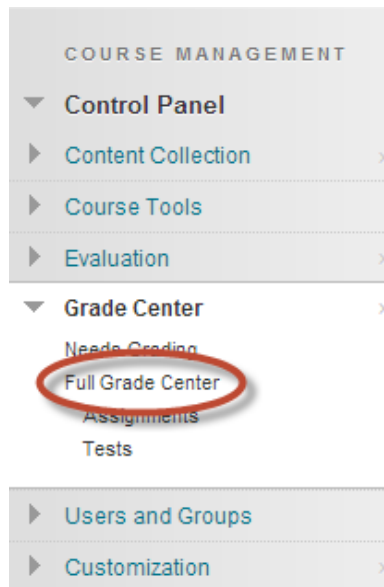
☐ Track Number of Views

10. Select **<Submit>** when finished


Retrieving an Assignment

When a student submits their assignment, it will show up in the Grade Center and from there it can be viewed or downloaded

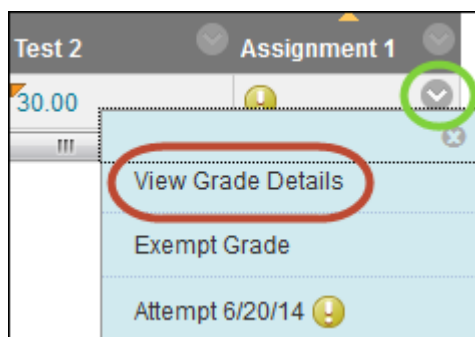
1. Navigate to the <Control Panel> and select <Grade Center>. Then, from the drop down menu, select <Full Grade Center>



2. Assignments that have been submitted will show up with an exclamation point

Grade Information Bar							Last Saved: June 20, 2014 2:41 PM
Last Name	First Name	Weighted Total	Total	Comments	Essay	Test 2	Assignment 1
Mendoza_PreviewU	Claudia	--	80.00	--	50.00	30.00	
Selected Rows: 0							

- To view the assignment, select the **<Chevron>** to the right of the exclamation point and select **<View Grade Details>** from the drop down menu



- To view the student's attached file, select **<View Attempt>**

Current Grade:	Needs Grading ! out of 30 points	Exempt
	Grade based on Last Graded Attempt	
	Due: None	
	Calculated Grade	
	View Attempts	

- This action will bring you to the **<Grade Assignment>** screen where you will be able to view the assignment, provide feedback and give the assignment a grade

Viewing 1 of 1 gradable items

Student 1

Assignment Instructions ^

Write a report on your favorite animal.

Penguins are a group of aquatic, flightless birds living almost exclusively in the Southern Hemisphere, especially in Antarctica. Highly adapted for life in the water, penguins have counter shaded dark and white plumage, and their wings have evolved into flippers. Most penguins feed on krill, fish, squid and other forms of sea life caught while swimming underwater. They spend about half of their lives on land and half in the oceans.

Although all penguin species are native to the Southern Hemisphere, they are not found only in cold climates, such as Antarctica. In fact, only a few species of penguin live so far south. Several species are found in the temperate zone, and one species, the Galápagos penguin, lives near the equator.

The largest living species is the emperor penguin, on average adults are about 1.1 m (3 ft. 7 in) tall and weigh 35 kg (77 lb.) or more. The smallest penguin species is the little blue penguin (Eudyptula minor), also known as the fairy penguin, which stands around 40 cm (16 in) tall and weighs 1 kg (2.2 lb.). Among extant penguins, larger penguins inhabit colder regions, while smaller penguins are generally found in temperate or even tropical climates (see also Bergmann's Rule). Some prehistoric species attained enormous sizes, becoming as tall or as heavy as an adult human. These were not restricted to Antarctic regions; on the contrary, sub Antarctic regions harbored high diversity, and at least one giant penguin occurred in a region not quite 2,000 km south of the equator, in a climate decidedly warmer than today.

Assignment Details

GRADE
LAST GRADED ATTEMPT /30

ATTEMPT
6/20/14 2:50 PM /30

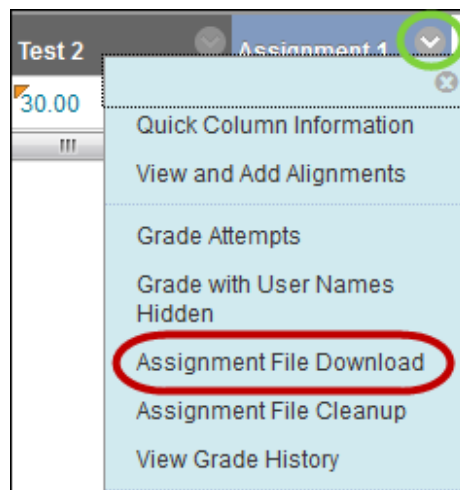
FEEDBACK TO LEARNER

Submission
Submission Text

- Once finished, select **<Exit>** or **<Grade Next Item>** to move to another student's submission


Downloading an Assignment

- To download the student's files, select the **<Chevron>** next to the assignment you wish to download. From the drop down menu, select **<Assignment File Download>**



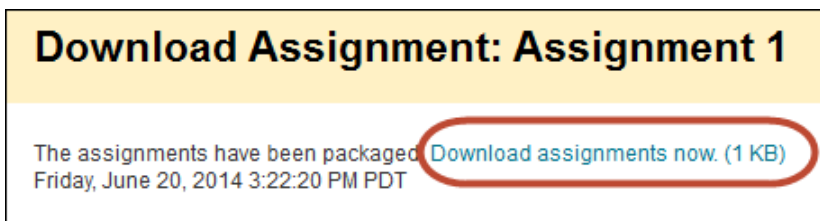
- Select the users that you would like to download the assignment from

1. Select Users

<input checked="" type="checkbox"/>	Name 	Date	Grade
<input checked="" type="checkbox"/>	Student 1	Friday, June 20, 2014 2:50:30 PM PDT	30.0

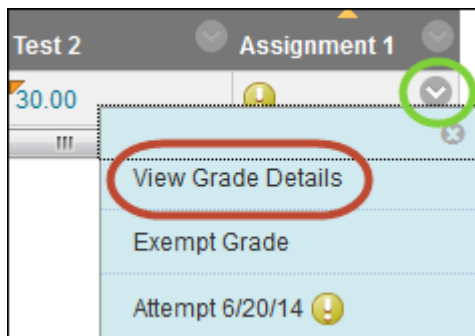
- Select **<Submit>**

- This action will bring you to another window where you will be able to download the assignments to your computer by selecting **<Download Assignments Now>**

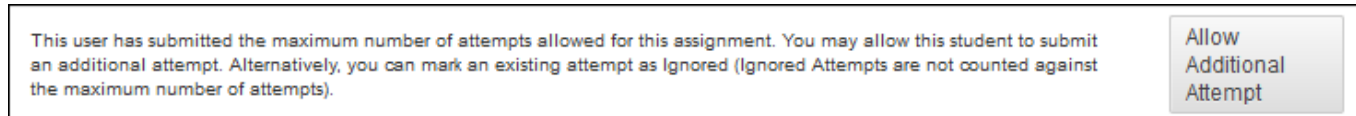


Multiple Submissions

- If the student needs another attempt at submission the instructor can allow that by selecting the **<Chevron>** next to the exclamation point and selecting **<View Grade Details>**



- In the next window, you can allow for an additional attempt by clicking the button labeled as **<Allow Additional Attempt>**



Note: When professors allow for multiple attempts their grade will only be tied to the first attempt the student made. To avoid this repeat step 1, as mentioned above, and select **<Clear Attempt>** to clear the first attempt.

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jun 20, 2014 4:00:04 PM	Jun 20, 2014 4:00:04 PM (Needs Grading)	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade
Jun 20, 2014 3:33:16 PM	Jun 20, 2014 3:33:16 PM (Needs Grading)	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade