



Learning Management System Blackboard

Assessments Tools



Assignments

- ✓ Create an assignment
- ✓ Grade the assignment

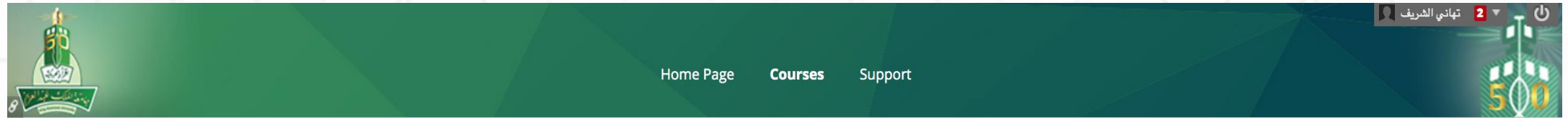


Assessments Tools

✓ Create an assignment



Create Assignment



07779240_Training_Course 07779240_Training_Course Assignments Edit Mode is: ON

Be sure the bottom of Edit Mode is ON

Course menu



@2020

Assignments

Build Content Assessments Tools Partner Content

For Developers

Availability: Item Enabled: Statistics Tracking

Test
Survey
Assignment
Self and Peer Assessment
McGraw-Hill Assignment

Notes About Evaluation

Evaluation of student performance is based on criteria that reflect the learning requirements for the course. Professors evaluate students' work using marking schemes, rubrics or other tools that identify and use criteria for evaluation that are congruent with the learning requirements established for the course. Evaluation results must be formally documented and accessible to the student. Please remember that students must have more than one opportunity to demonstrate their achievement of the required learning in the course. Normally, several evaluation methods will be used and these are spaced at intervals that provide ongoing feedback regarding progress.

Build all graded course assessments into the "Assignments" menu area in Blackboard. All larger course assignments as well as smaller weekly graded assignments should include clear instructions and (preferably) rubrics. All assignments should describe the assignment purpose, associated learning outcomes, and grading criteria (see the sample below). Consider using the Blackboard rubric tool to build rubrics directly into the Blackboard course so that they can communicate directly with the grade center and simplify the grading process.

When due dates are assigned to assignments through Blackboard, they will be auto-populated to the calendar tool. If you are developing a master course to be delivered in multiple sections, please refrain from assigning due dates through the assignments tool. Individual instructors can turn the Blackboard due dates on in their individual sections. Refer to the Professors Resources page to access videos on how to create assignments in Blackboard.

The sample assignment below provides some sample language and prompts to guide the creation of assignments.

Note: Do not delete this item as it is not seen by students.

ABOUT THIS PAGE

Enabled: Statistics Tracking



Create Assignment (cont.)



Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color



Black

Type the assignment's name then provide some instructions to your students

Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, and HTML/CSS.

Path: p

Words:0

ASSIGNMENT FILES

Attach files (if any)

Attach Files

Browse My Computer

Browse Content Collection

Browse Cloud Storage



Create Assignment (cont.)

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.

Set up submission date

GRADING

Points Possible

Associated Rubrics

Add Rubric

Possible grading

Name

Type

Date Last Edited

Show Rubric to Students

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- ☒ Individual Submission
- ☐ Group Submission
- ☐ Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Deliver assignment individually or as collaborative work for groups of students

Number of Attempts

Single Attempt

How many attempts you want the student to try solving this assignment

Plagiarism Tools

☐ Check submissions for plagiarism using SafeAssign

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See [Blackboard Help](#) for more information.

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



Create Assignment (cont.)



Number of Attempts

Maximum Attempts

Score attempts using

If you choose (multiple attempts), write the number of maximum attempt, and indicate which attempt will show up in grade center

Plagiarism Tools

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☐ Allow students to view SafeAssign originality report for their attempts

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Create Assignment (cont.)



AVAILABILITY

☒ Make the Assignment Available

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

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Set up assignment availability to your students

Click submit to save the changes

Cancel


Submit



Create Assignment (cont.)



Assignment 1 ▼

Attached Files:  [Assignment 1.pages](#) ▼ (734.67 KB)

Please submit your solution in a separate word file

This assignment should be submitted individually



Create Assignment (cont.)

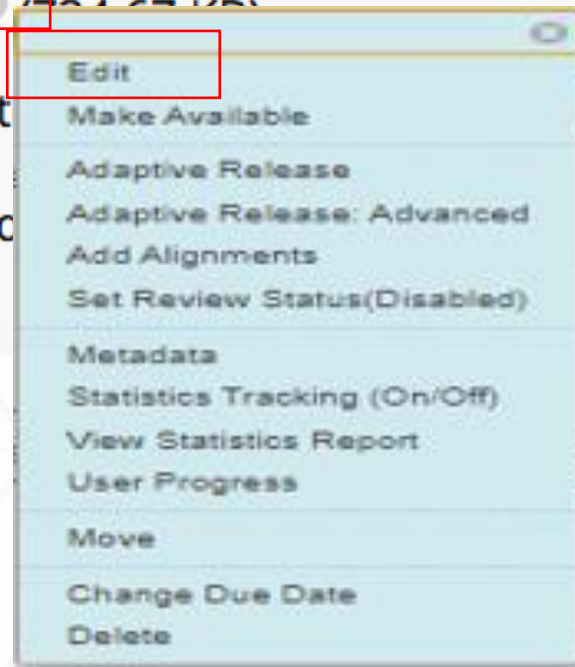


Assignment 1 ▼

Attached Files:  Assignment 1.pages ▼ (731.67 KB)

Please submit your solution in a separate file.

This assignment should be submitted in a separate file.



If you need to make any change on the assignment, choose edit



Grade the Assignment



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Grade Center



The screenshot shows the Blackboard interface. On the left, the 'Student Supports' menu is expanded, and the 'Grade Center' option is highlighted with a red box. The 'Grade Center' menu includes 'Needs Grading', 'Full Grade Center', 'Assignments', and 'Tests'. The main content area shows a 'Creating Announcements' section with a tip: 'When creating or editing an announcement, use a Course Link to direct students to content in other areas of your course. This allows students to easily access the information they need, showcased in the following example.' Below this, a sample announcement is shown: 'SAMPLE: Welcome to Our Course! Posted on: Tuesday, August 8, 2017 12:01:21 AM AST. Example Announcement: Welcome! My name is [professor name here] and I am looking forward to working with you all in this course. [Add other welcome messaging as appropriate.]'

Control panel >> Grade center>> Need grading



Grade Assignment



From the student's name

Grade Information Bar

Last Saved: January 30, 2014 8:17 AM

Sort Columns By: Layout Position Order: ▲ Ascending

<input type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/> Total	test	test1	survey1
<input type="checkbox"/>	Ahmed	Alaa	--	--	--	--
<input type="checkbox"/>	Ali	Mona	--	!	--	--
<input type="checkbox"/>	Mohammed	reem	--	--	--	--

Selected Rows: 0

Move To Top Email

View Grade Details

Exempt Grade

Attempt 1/30/14 !

Icon Legend

Rows Displayed



Grade Assignment



User **Mona Ali (m_a)** < > Column **test (Assignment)** < >

Current Grade:

Needs Grading ! out of 10 points **Exempt**

Grade based on Last Graded Attempt

Due: None

Calculated Grade

View Attempts

To show the answer & grade it & add comments

Attempts

Manual Override

Column Details

Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 30, 2014 8:17:18 AM	Jan 30, 2014 8:17:18 AM (Needs Grading)	!			<div>Delete Last Attempt Go</div> <div>Grade Attempt Clear Attempt Ignore Attempt Edit Grade</div>
This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts).				Allow Additional Attempt	

To edit the grade and the comments

To manage the attempts

Icon Legend



Grade Assignment



Assignment Instructions

1- list the different kinds of computers, explain the features for each one?

minicomputer computers

mainfrain computers

supercomputers

2- what is a central memory unit?

A computer memory unit is the storage where data and instructions go when entered into the computer

Assignment Details

GRADE
Last Graded Attempt /10

Attempt
1/30/14 8:17 AM /10

FEEDBACK - SHOWN TO LEARNER

To write comment to the student's answer

Character count: 0

[Add Notes](#)

[Cancel](#) [Save Draft](#) [Submit](#)

SUBMISSION

[Submission Text](#)

The student's answer

To enter the grade

To show the student's answer and the way of the submission

Grade and send it to the student



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