Blackboard Help

Instructor Questions About Assignments in Learn

⚠ A special note from Product Management on COVID-19: The team has been taking several pre-emptive infrastructure measures to help prepare for significantly increased traffic as a growing number of schools move to fully online courses. We will continue to monitor closely and take any additional steps required to provide a seamless service.

Want to know what your students need help with?

See Student Questions About Assignments. Then, use your browser's back function to return to this topic.

How do I create assignments?   👍 👎

⊖ Doesn't seem familiar? Jump to the "Ultra" help about creating assignments.

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 options 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

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.

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

5. 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.

6. Select *Submit*.

You can also create a group assignment and release it to one or more groups in your course.

- Each group submits one collaborative assignment and all members receive the same grade.
- You can create a single assignment and assign it to all groups, or create several unique assignments and assign them to individual groups.
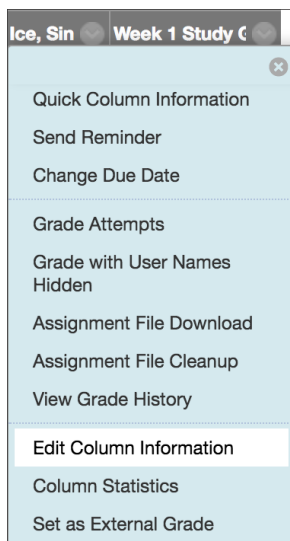
⊕ More on group assignments

Can I control when students see their grades and feedback?

You can hide a column from students' *My Grades* pages while you assign grades and feedback. When you hide a column from your students, you still see it in the Grade Center grid.

1. From the Grade Center, access a column's menu and select *Edit Column Information*.
2. On the *Edit Column* page, navigate to the *Options* section.
3. Select *No* for *Include this column in Grade Center calculations* and *Show this column to students*.
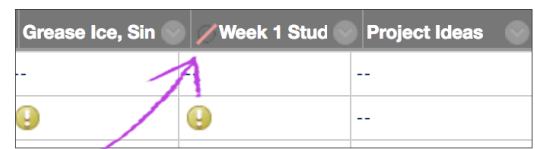4. Select *Submit*.

The graded work won't appear to students on their *My Grades* pages. If a student accesses the graded work from inside a content area, no grade or feedback appears.

In the Grade Center grid, the column appears with the *Column Not Visible to Users* icon next to the column title.

When you're ready to release grades and feedback to students, access the *Edit Column* page and select *Yes* for the two options.

How do students know their assignments were successfully submitted?

When students submit assignments successfully, the *Review Submission History* page appears with

When students submit assignments successfully, the *Review Submission History* page appears with information about their submitted assignments and a success message with a confirmation number. Students can copy and save this number as proof of their submissions and evidence for academic disputes. For assignments with multiple attempts, students receive a different number for each submission. If your institution has enabled email notifications for submission receipts, students will also receive an email with a confirmation number and other details for each submission.

> ⚐ *You and your students won't be able to view confirmation numbers if your institution uses Blackboard Learn 9.1 Q4 2016 or earlier. Student email notifications and student access to receipt history were introduced in Blackboard Learn 9.1 Q2 2017.*

Success! Your submission appears on this page. The submission confirmation number is 3c78-434b-9da8-43325f52. Copy and save this number as proof of your submission. ⊗

Review Submission History: Week 1 Study Guide Questions

Assignment Instructions ∧

Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide.

You're allowed one attempt.

Assignment Details ⌄

GRADE
LAST GRADED ATTEMPT

ATTEMPT
9/14/16 4:52 PM

Submission

📄 **study_guide_pdurand.c**

Administrators and instructors now have a retrievable record in the system even if an attempt, assignment, or student is later deleted from the course. These records are maintained in the course and also retrievable after the archive and restore process.

How do I grade assignments?   👍 👎

⊖ Doesn't seem familiar? Jump to the "Ultra" help about grading assignments.

When you create an assignment, a Grade Center column is created automatically. From the Grade Center or *Needs Grading* page, you can see who has submitted their work and start grading. Students access their grades from their *My Grades* pages or the assignment's *Review Submission History* page.

You can grade assignments inline, with delegated grading or anonymous grading, or through SafeAssign.

⊖ More on grading assignments

Can I edit, delete, or reorder assignments?   👍 👎

Yes, you can! Use the drag-and-drop function or the keyboard accessible reordering tool. For details

Yes, you can! Use the drag-and-drop function or the keyboard accessible reordering tool. For details, visit the in-depth help topic below.

⊖ More on creating and editing assignments

How do I use SafeAssign?

⊖ Doesn't seem familiar? Jump to the "Ultra" help about using SafeAssign.

SafeAssign is a plagiarism detection service you can enable when you create an assignment.

1. In the Grade Center, locate the assignment with SafeAssign enabled. When students have made their submissions, you see the *Needs Grading* icon. Open the cell's menu and select the attempt.
2. On the *Grade Assignment* page, a SafeAssign section appears in the grading sidebar. While the report processes, this statement appears: *Report in progress...*
3. When the report is ready to view, a percentage appears in the grading sidebar. Expand the SafeAssign link and select *View Originality Report* to view the results in a new window.

⊖ More on SafeAssign

ULTRA: How do I create assignments?

⊖ Doesn't seem familiar? Jump to the "Original" help about creating assignments.

You can create assignments alongside other content. Students can access their work next to the content they need, right when they need it. You can also create a group assignment and release it to one or more groups in your course.

Feel free to experiment! Students can't see what you add until you make your assignments visible.

Course Content

On the *Course Content* page, select the plus sign wherever you want to add an assignment. In the menu, select *Create* to open the *Create Item* panel and select *Assignment*. The *New Assignment* page opens.

You can also expand or create a folder and add an assignment.

When you create an assignment, a gradebook item is created automatically.

After you post assignment grades, students can view their scores on their grades pages or in the activity stream. They can also access an assignment, their submissions, your feedback, and their grades from the assignment link on the *Course Content* page.
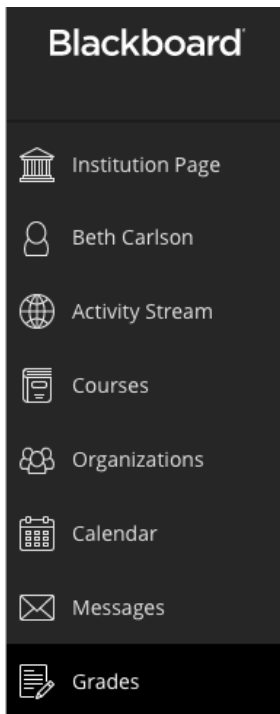
⊖ More on Ultra assignments

⊖ More on Ultra group assignments

ULTRA: How do I grade assignments?

⊖ Doesn't seem familiar? Jump to the "Original" help about grading assignments.

You can choose where you want to start grading!

Want to see how many assignments are ready to grade in all your courses? In the list where your name appears, you have immediate access to all your courses' grading tasks on the global *Grades* page. All your grading tasks are organized by course. You can quickly scan your progress, set priorities across the board, and even begin grading. No need to navigate to each course to see what's ready for grading.

The page only displays information if you need to take action. You see assignments that are ready to grade or which assignments are overdue for how many students.

Want to narrow your focus? In a course, you can access the course gradebook on the navigation bar. You can see who has made submissions and start grading.
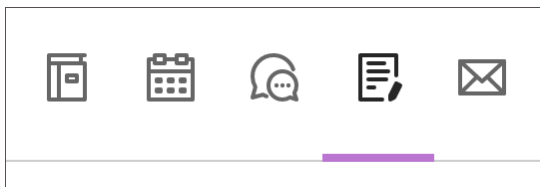

From the activity stream, you're alerted when student submissions are ready for grading. Or, select an assignment on the *Course Content* page to see how many students have made submissions.

ULTRA: Watch a video about grading assignments
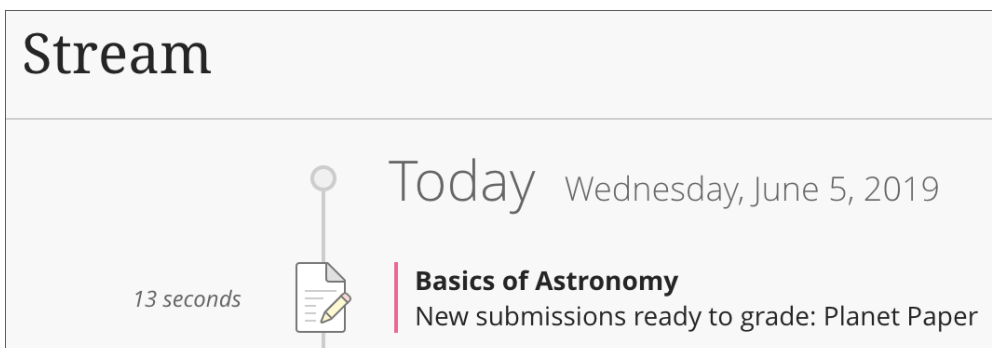
ULTRA: Watch a video about grading assignments

→ Doesn't seem familiar? Watch a video about assignments and grading in an "Original" course.

Video: Grade assignments in the Ultra course view explains how to grade assignments.

Grading Assignm...

▶
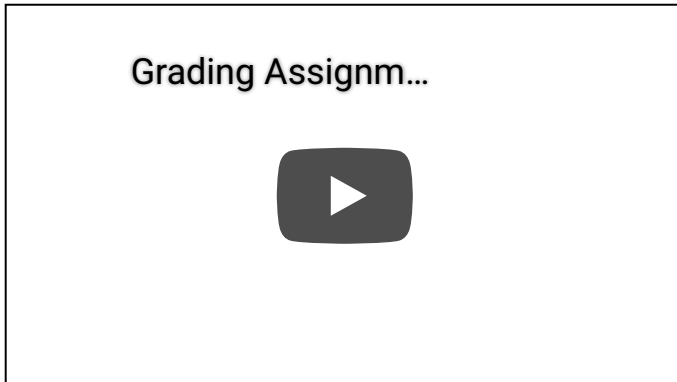
ULTRA: Can I edit, reorder, or delete assignments?   👍 👎

Yes!

→ More on editing assignments in the Ultra Course View

ULTRA: How do I use SafeAssign?   👍 👎

→ Doesn't seem familiar? Jump to the "Original" help about using SafeAssign.

SafeAssign is a plagiarism detection service you can enable within an assignment.

💡 *In the Ultra Course View, you can also use SafeAssign with tests.*

1. Open the assignment where you want to use SafeAssign. In *Assignment Settings*, select *Enable Originality Report*. Choose whether to allow students to view the Originality Report for each of their attempts.

2. When students begin their submissions, SafeAssign starts to analyzes the attempt and attachments automatically. While the Originality Report processes, this statement appears: *Report in progress...* You can view the Originality Report from the *Submissions* list after it's finished processing. Select an attempt to view the Originality Report in the context of the submission content.

3. Percentages appear in the *SafeAssign Originality Report* panel. SafeAssign analyzes each part of the attempt, including text responses and attachments. Select an entry in the *Originality Report* list to view the detailed results in a new window.

→ More on SafeAssign