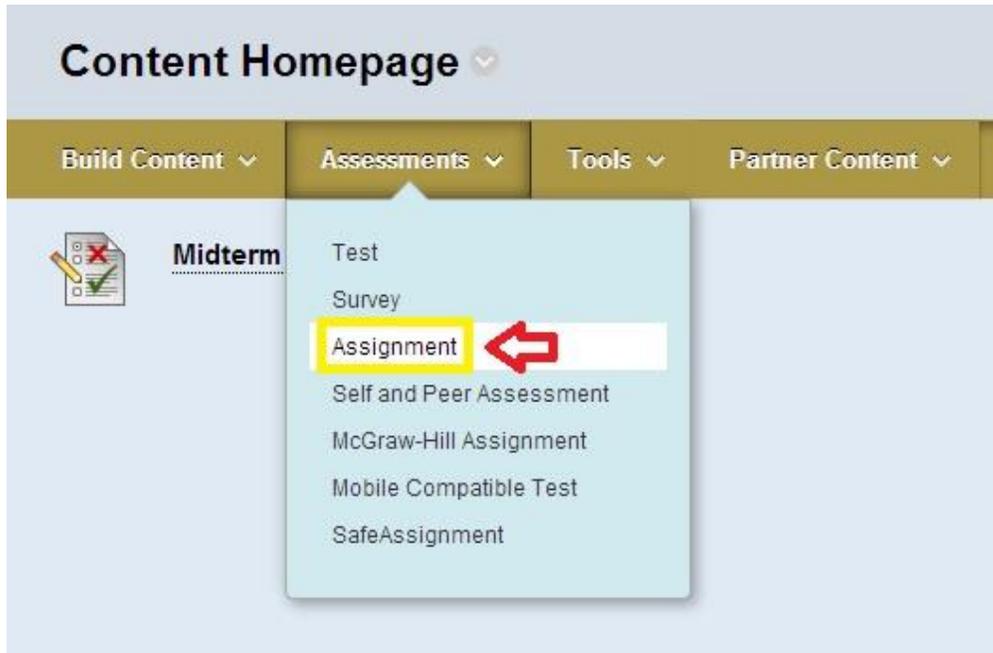
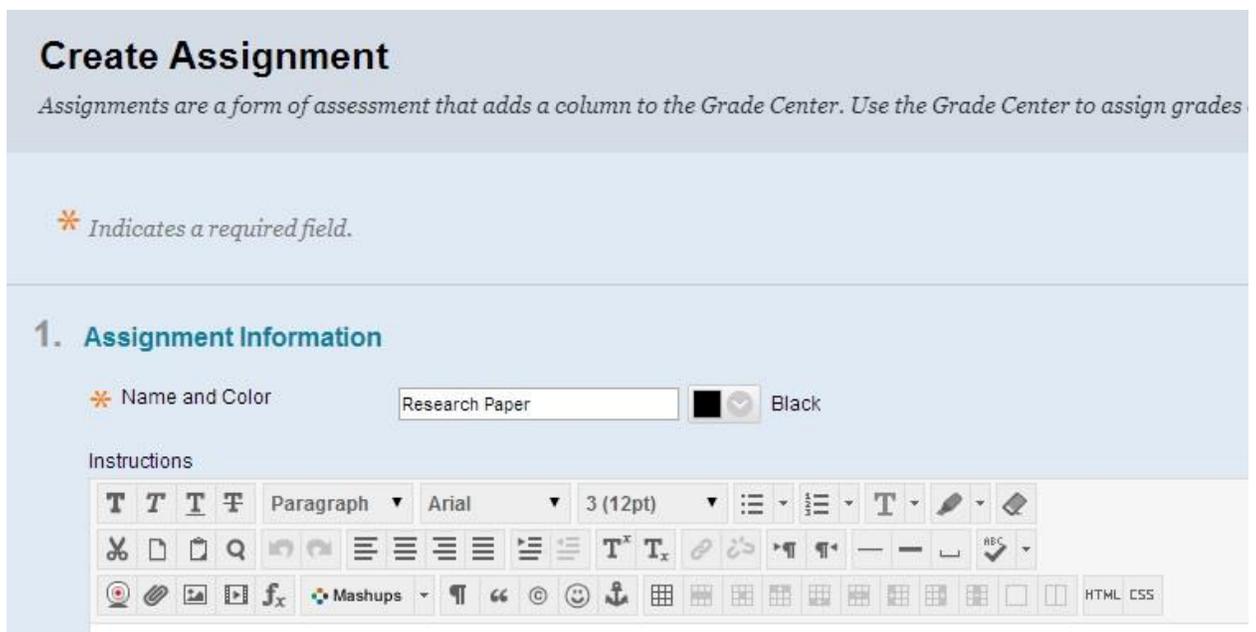


Creating an Assignment in Blackboard

1. From a content page click on the "Assessments" tab then select "Assignment" from the menu.



2. In the Create Assignment setting, for Step # 1, enter a title for the assignment. Enter the instructions in the Instructions field.



3. You may optionally attach a file with additional instructions on the assignment.

2. Assignment Files

Attach File

4. In Step # 3 enter the amount of points possible for the assignment. You may additionally add a rubric. An existing rubric can be linked or a new rubric can be created.

3. Grading

 Points Possible

Associated Rubrics

5. In Step # 4 you can control the availability of the assignment. Additionally the Number of Attempts may be set. The default setting is a single attempt. You may also specify the release dates & time as well as the end display date & time.

4. Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

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

- Step # 5 is an optional setting which allows the instructor to provide a visual cue to the students to make them aware of the due date of the assignment. This notification will appear in the Course Dashboard.

5. 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.

- In Step # 6, specify who to deliver the assignment to. The default setting is to deliver it to all students individually. There is also an option to deliver it to Groups of Students.

6. Recipients

If any students are enrolled in more than one group receiving the same assignment

Recipients All Students Individually Groups of Students

- After completing the above steps, click Submit to complete the process. The Assignment will now appear on the content page. Students may click on the link to access the assignment.

Content Homepage ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **Midterm Exam**

 **Research Paper** 

If plagiarism is a concern, Blackboard Learn contains another assignment type called **SafeAssign**. SafeAssign is a tool used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

SafeAssign compares submitted assignments against a set of sources to identify areas of overlap between the submitted assignment and existing works.

DirectSubmit is a component of SafeAssign which allows instructors to manually perform a plagiarism scan on documents received from other sources such as a regular Blackboard assignment or from an email attachment. For more information, go to the following URL –

https://help.blackboard.com/en-us/Learn/9.1_SP_14/Instructor/100_Assignments/040_SafeAssign