



## Assignments

The **Assignment** tool in Blackboard allows you to collect and grade student assignments electronically. Assignments can be added in any of the Content Areas and can also be part of a Learning Module or Lesson Plan. Once the Assignment is created, Blackboard automatically adds a column to the Grade Center, where all of the submissions are collected and later graded. Assignments can be individual or group. If it is a Group Assignment, only one grade needs to be entered and it will automatically be assigned to the other members of the group.

### Creating an Assignment

1. With Edit Mode *On*, click **Assessments** in the course menu (or any other *Content Area* where the Assignment will be placed)
2. On the *Action Bar*, click **Create Assessments** and select **Assignment**
3. On the *Create Assignment* page, specify the Assignment **Name** and **Instructions**
4. Attach an additional file, if needed, by clicking the **Browse My Computer** button or dragging a file from your computer to the dashed box
5. Set the Assignment **Due Date** by selecting the check box and specifying the date and time
6. Enter the **Points Possible** or select a **Rubric**
7. Set additional settings such as individual or group submission, number of attempts, plagiarism checking, grading options, and date restrictions
8. Ensure the **Make the Assignment Available** checkbox is selected
9. Click the **Submit** button



### Remember!

- All assignment file submissions by students count towards the available course quota
- If multiple assignment submissions are enabled, students can submit assignments multiple times; if each attempt is graded, Blackboard assigns the grade based on the last attempt, unless you change this in the *Display of Grades* options
- More information on Blackboard Assignments: [niu.edu/blackboard/assess/assignments.shtml](http://niu.edu/blackboard/assess/assignments.shtml)

#### 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

##### Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Table of Contents, Print, and HTML/CSS. Below the toolbar is a text area with "Path: p" and "Words:0".

##### ASSIGNMENT FILES

Attach Files

##### 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.

##### GRADING

\* Points Possible

Associated Rubrics

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
|------|------|------------------|-------------------------|

##### Submission Details

##### Grading Options

##### Display of Grades

##### 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.

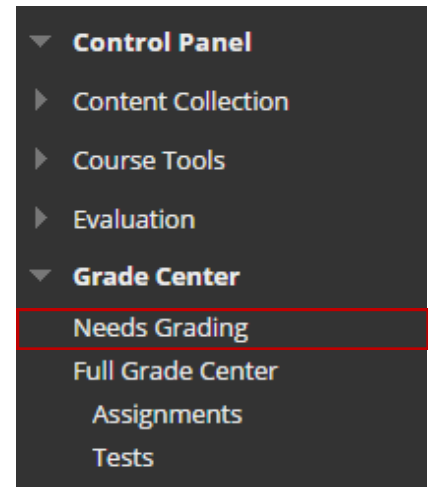
Track Number of Views

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

## Grading All Submissions

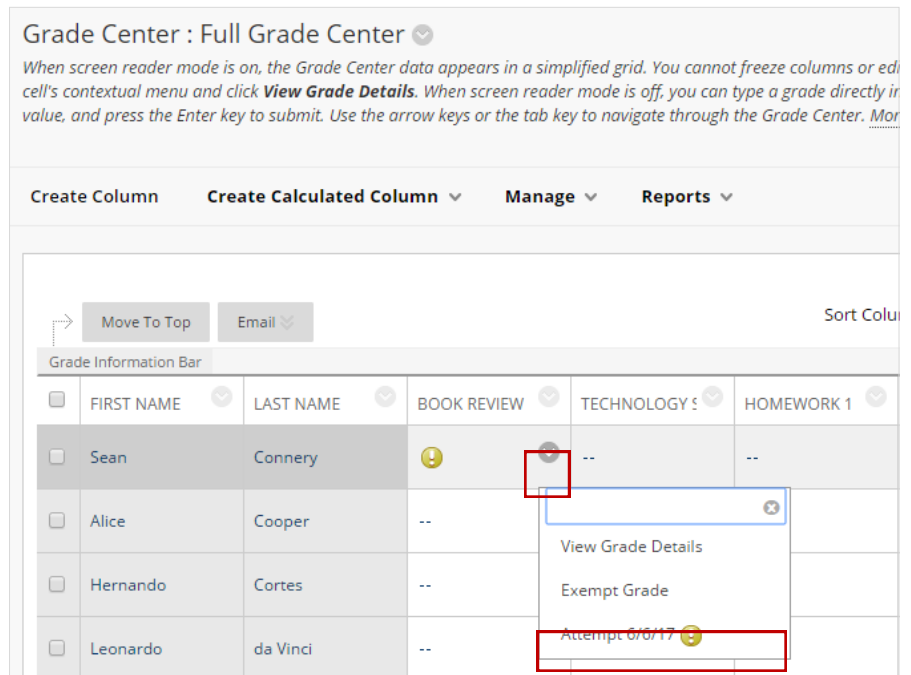
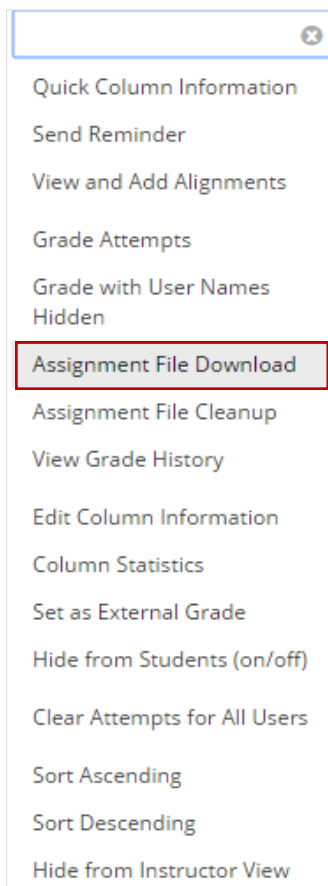
1. From the *Control Panel*, click **Grade Center** then **Needs Grading**
2. On the *Needs Grading* page, hover the mouse cursor over a student submission and click the round drop down arrow. In the drop-down menu, select **Grade All Students**

Refer to the **Inline Grading Quick Guide** for details on using the Inline Grading view to grade submissions ([niu.edu/blackboard/guides/inlinegrading.pdf](http://niu.edu/blackboard/guides/inlinegrading.pdf)) or the **Rubrics Quick Guide** for details on grading with a Rubric ([niu.edu/blackboard/guides/rubrics.pdf](http://niu.edu/blackboard/guides/rubrics.pdf))



## Grading a Single Submission

1. From the *Control Panel*, click **Grade Center**, then **Full Grade Center**
2. In the **Grade Center**, locate the column for the assignment. Exclamation mark icons in the cells indicate that students have already submitted assignments
3. Click the round drop-down arrow next to the exclamation mark for a particular student
4. Select **Attempt**



## Downloading Assignments

1. From the *Control Panel*, click **Grade Center**, then **Full Grade Center**
2. In the **Grade Center**, locate the column for the assignment.
3. Click the round drop-down button at the top of the assignment column and select **Assignment File Download**
4. On the *Download Assignment* page, select student submissions to download
5. Click the **Submit** button
6. On the next page, click the **Download Assignments Now** link

**Note:** The submissions are downloaded as a .zip package. You can extract the .zip package to view individual files. Each student submission will have a text file with the student's comments and submission details including the date and time the submission was made. The other file(s) will be any of the attached documents. All files will be labeled with the Assignment name and student Z-ID.