Creating an Assignment

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Assignments allow you to build virtual assessments for students. They are straightforward to use and allow students to submit digital documents easily.

Tests versus Assignments

Tests and assignments are both considered Assessments. They differ in their settings and the submission types.

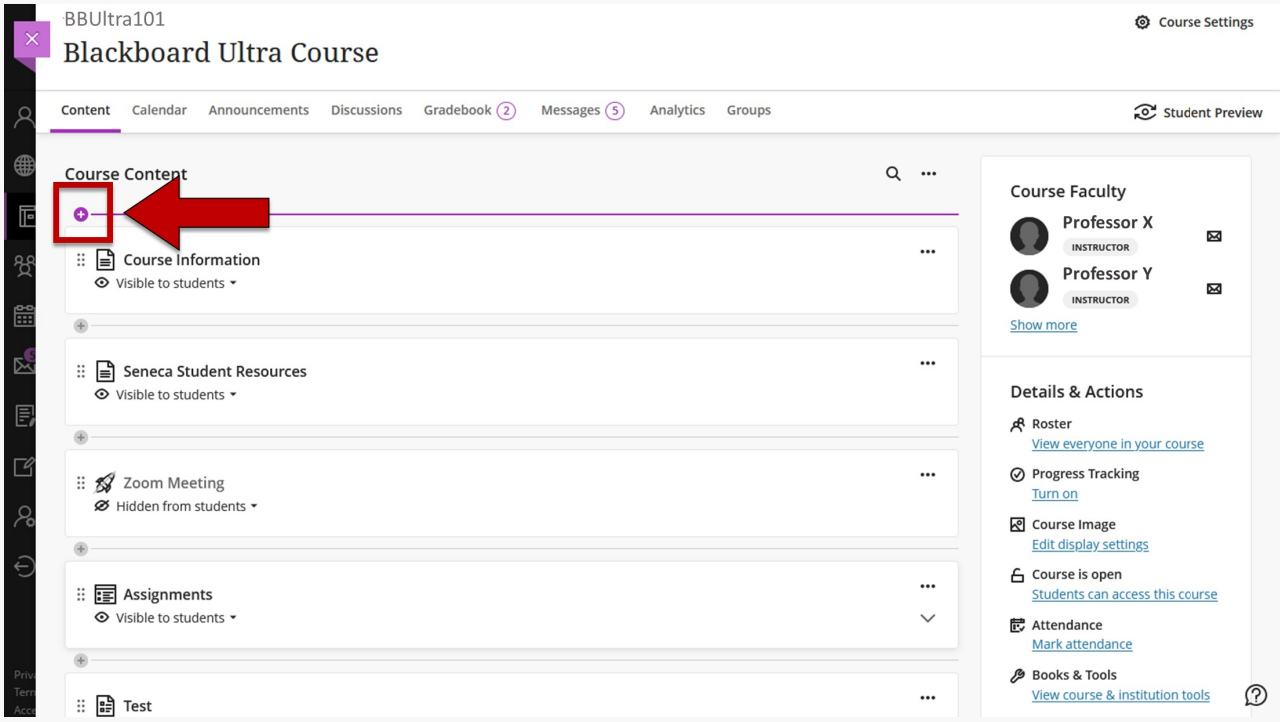
- **Assignments:** Students are only able to submit digital documents. No questions are required.

Make sure you plan the type of assessment you will use when you design the assessments for a course.

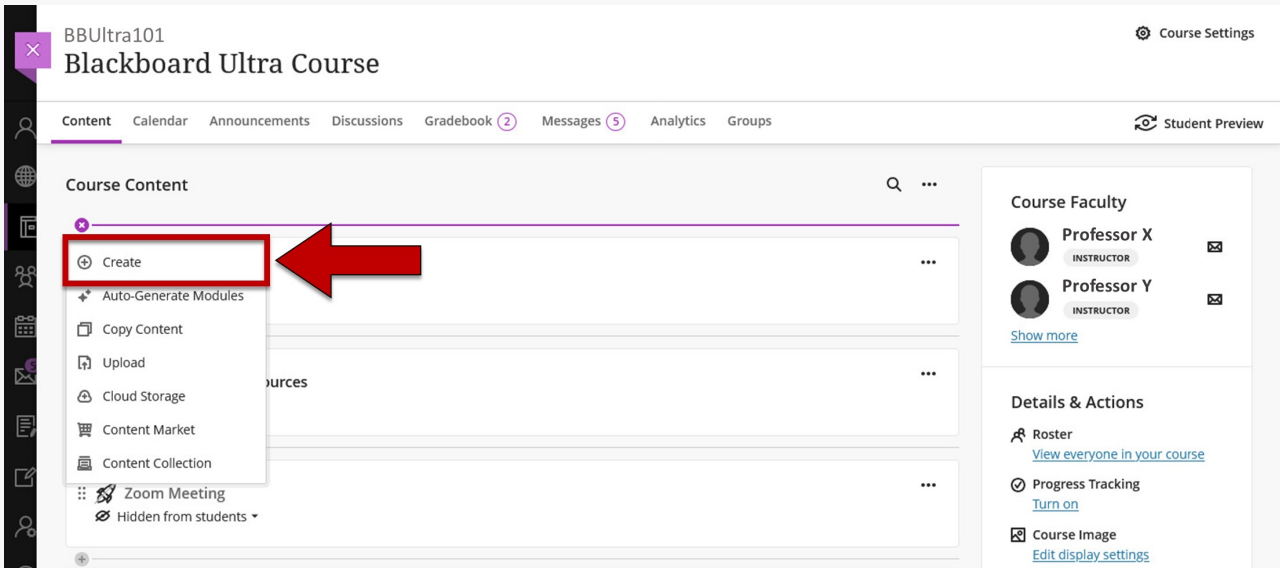
In the following instructions, you will learn how to create Assignments.

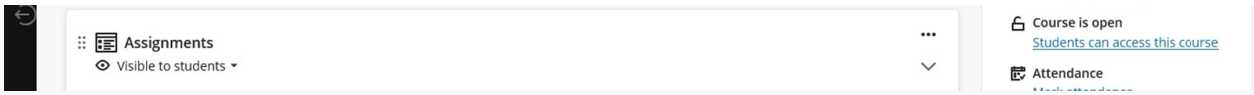
Creating an Assignment

1. Select the **plus icon (+)** on the **Content** page. A drop-down menu is displayed.

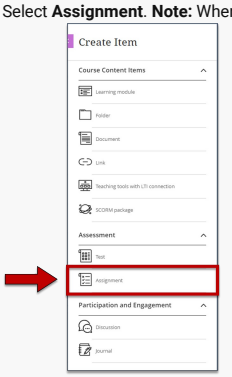


2. Select **Create** from the drop-down menu. The **Create Item** panel is displayed.

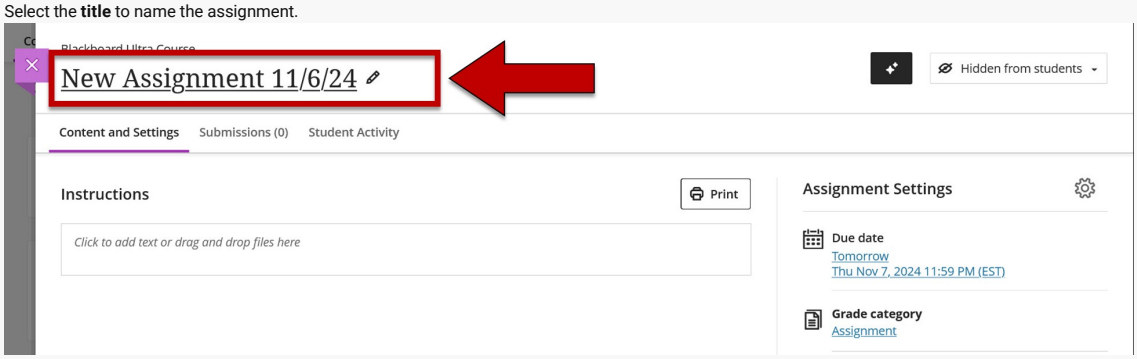




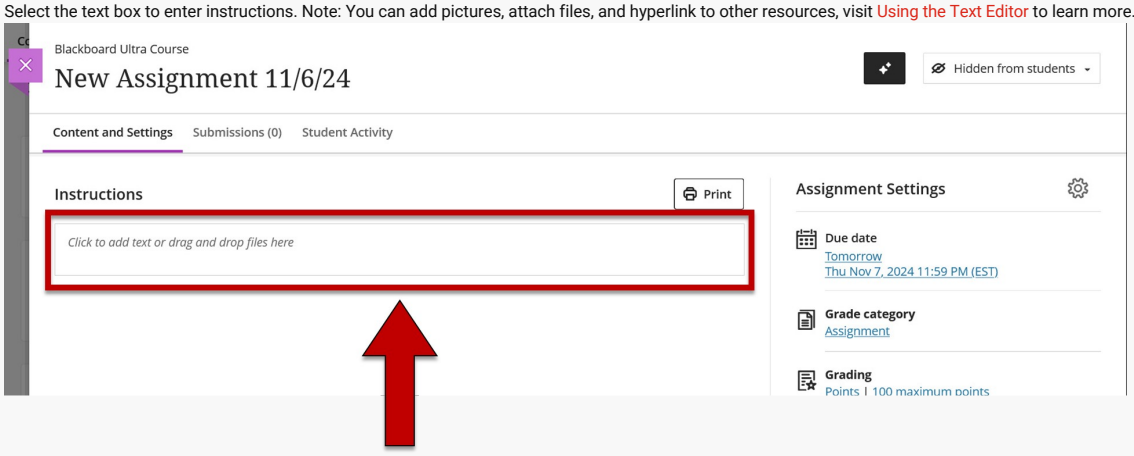
3. Select **Assignment**. **Note:** When you add an Assignment to your course, it is automatically set up in Gradebook.



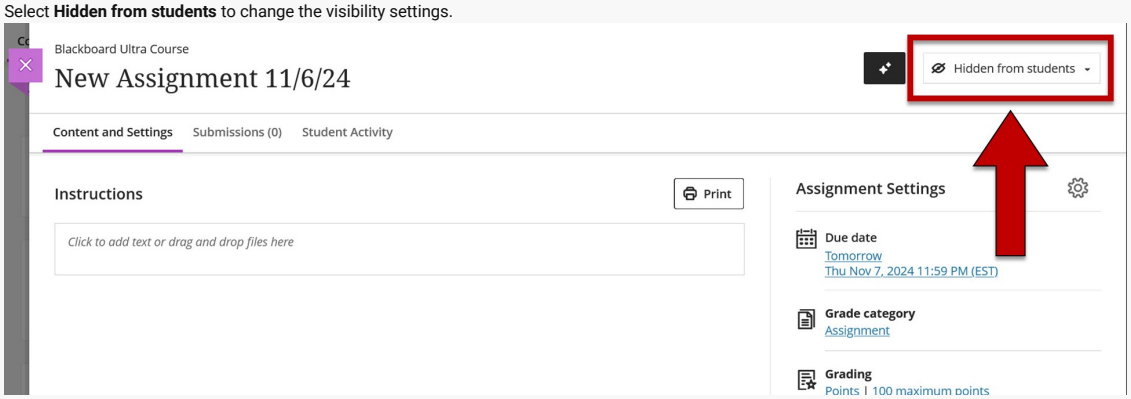
4. Select the **title** to name the assignment.



5. Select the text box to enter instructions. Note: You can add pictures, attach files, and hyperlink to other resources, visit Using the Text Editor to learn more.



6. Select **Hidden from students** to change the visibility settings.

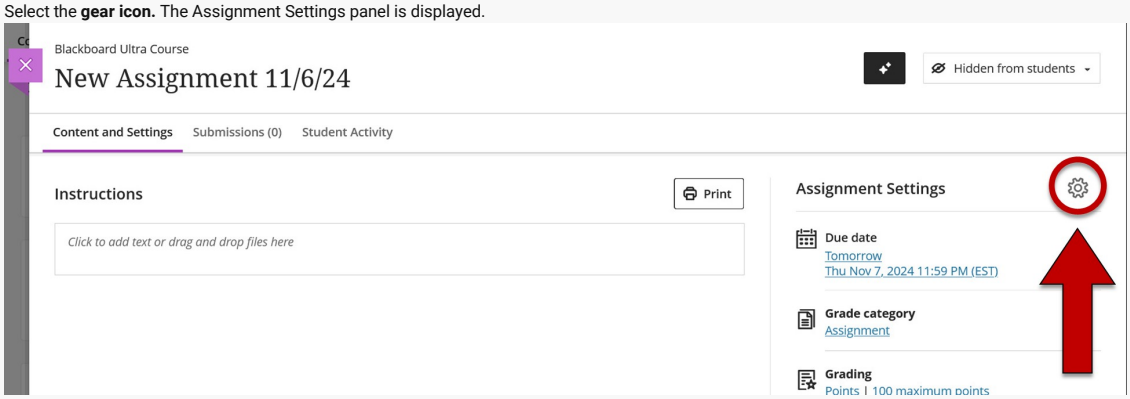


For more information, visit Changing Item Visibility and Setting Release Conditions.

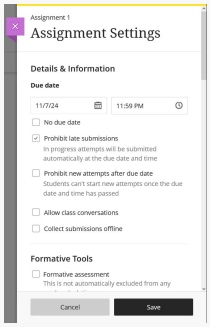
7. Select **Save**. **Note:** Students are able to submit documents, add text, images, files, and more.

Assignment Settings

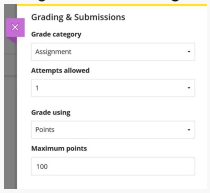
1. Select the assignment from the Content page.
2. Select the **gear icon.** The Assignment Settings panel is displayed.



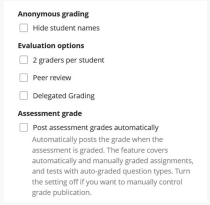
3. Select **Due date** to set the due date and time.



4. Select options that apply for the assignment:
   - **Prohibit late submissions:** Late attempts are not accepted. Attempts in progress will be submitted automatically at due date and time.
   - **Prohibit new attempts after due date:** Students cannot start new attempts once due date and time has passed.
   - **Allow classroom conversations:** Allows students to collaborate with each other. For more information, visit Using Class Conversations
5. Navigate to the **Grading & Submissions** section.



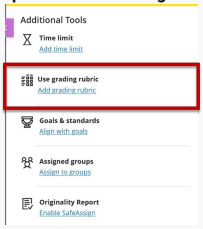
6. Select the appropriate options for **Grade category**, **Attempts allowed**, and **Grade using**, and update the **Maximum points** for the assignment. For more information about grade categories, visit Using Gradebook Categories
7. Select any of the following to set additional grading options.



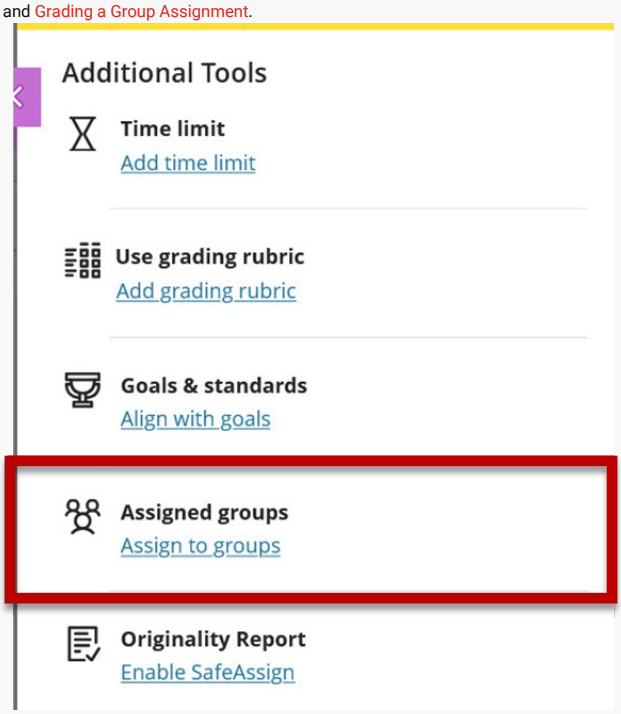
   - **Hide students names:** Submissions will not be attached to student names
   - **2 graders per student:** If your course has non-student graders enrolled, you can assign the graders to mark assignments.
   - **Peer review**: Allow students to evaluate each others' work.

     Note: You cannot use **Peer review** and **Prohibit late submissions** at the same time.
   - **Post assessment grades automatically:** This will post grades as soon as they have been marked. Without this feature turned on, assignments graded are saved in a draft format. You can manually release grades individually or as a whole.
8. Navigate to the **Additional Tools** section.

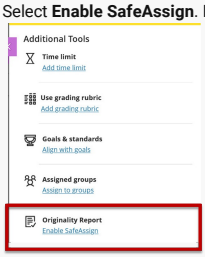
9. **Optional:** Select **Add grading rubric** to either create, or add an existing rubric. For more information, visit Creating a Rubric



10. **Optional:** Select **Assign to Groups** to make a group assignment. For information on group assignments, visit Creating and Assigning Groups, Creating a Group Assignment , and Grading a Group Assignment.



11. Select **Enable SafeAssign**. For more information, read Enabling SafeAssign for Assessments



12. Select **Save**. Assignment Settings are saved.

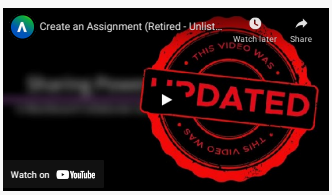
Other Assignment Options

There are a variety of other assignment options. Many will not apply, as they are relevant for tests.

- **Access Code:** Generates a code that is required for students to access the assignment.
- **Time Limit:** A max amount of time students can submit the assessment for.
- **Goals & Standards:** This feature is not supported by Seneca's implementation of Blackboard Ultra.

Video

This short video covers creating an assignment and takes a quick look at assignment settings.



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