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.

BBUltra101 Blackboa	ard Ultra Course	Course Settings
Content Calend	dar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups	Student Preview
Course Conte	nt	Q Course Faculty
Image: Create Image: Creat	ate Modules nt	Professor X INSTRUCTOR Professor Y INSTRUCTOR Show more
Cloud Storage Cloud Storage Weight Content Mai Content Col	ge rket Ilection	Details & Actions A Roster View everyone in your course
Hidden fr	Meeting om students ▼	Progress Tracking <u>Turn on</u> Course Image Edit display settings

(†)	 Image: Second state of the sta	 ~	Course is open Students can access this course Attendance
3. Sele	ect Assignment. Note: When you add an Assignment to your course, it is automatically set up in Grave	debook.	
4. Sele	ect the title to name the assignment.	Assignment Settings	en from students ~
5. Sele	ect the text box to enter instructions. Note: You can add pictures, attach files, and hyperlink to other a Blackboard Ultra Course New Assignment 11/6/24 Content and Settings Submissions (0) Student Activity Instructions © Print Click to add text or drag and drap files here	Assignment Settings Assignment Settings Due date Tomorow Thu Nov 7, 2024 11:59 PM (ES Grade category Assignment Grade category Assignment Grading Points I 100 maximum points	Editor to learn more.
6. Sele	ect Hidden from students to change the visibility settings. Blackboard Ultra Course New Assignment 11/6/24 Content and Settings Submissions (0) Student Activity Instructions Citck to add text or drag and drop files here	Assignment Settings Image: Constraint of the setting of the setti	n from students •

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.

Select the gear icon. The Assignment Settings panel is displayed.	
Blackboard Ultra Course	
New Assignment 11/6/24	 Hidden from students
Content and Settings Submissions (0) Student Activity	
Instructions	Print Assignment Settings
Click to add text or drag and drop files here	Due date Tomorrow Thu Nov 7, 2024 11:59 PM (EST)
	Grade category Assignment
	Final Points I 100 maximum points

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.

Grade category	
Assignment	
Attempts allowed	
1	
Grade using	
Points	
Maximum points	
100	

- 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.

Anonymous grading Hide student names
Evaluation options 2 graders per student Peer review Delegated Grading
Assessment grades automatically Automatically prosis the grade when the assessment is grade. The feature covers automatically and manually graded assignment and tests with auto-graded question types. Tur the setting off if you want to manually control grade publication.

- 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

Add X	litional Tools Time limit Add time limit
188	Use grading rubric Add grading rubric
Ş	Goals & standards Align with goals
쁓	Assigned groups Assign to groups
E	Originality Report Enable SafeAssign

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

Add	litional Tools
X	Time limit Add time limit
1000	Use grading rubric Add grading rubric
ē	Goals & standards Align with goals
쓝	Assigned groups Assign to groups
E	Originality Report Enable SafeAssign

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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tags : additional-assignment-settings, assessing-learning, assignment, assignment-and-test, assignments-vs-test, blackboard-ultra, creating-an-assignment, ultra