

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.

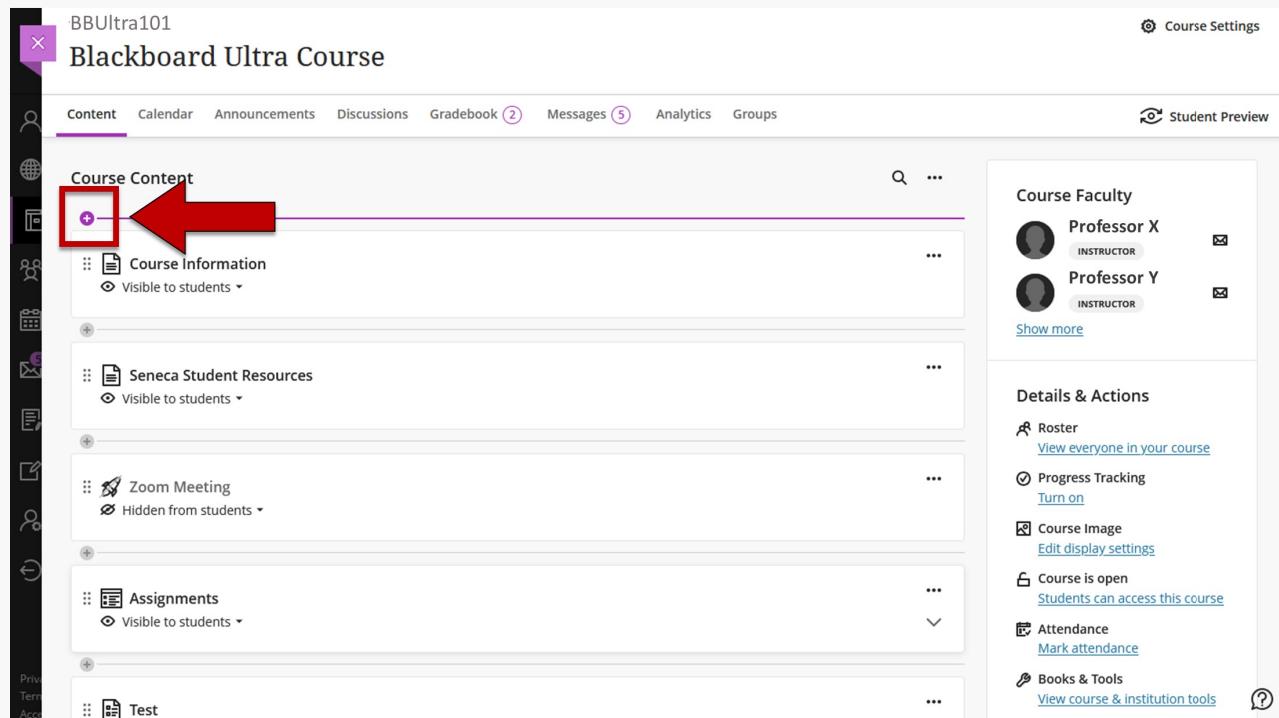
- **Assignments:** Students are only able to submit digital documents. No questions are required.

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.



BBUltra101
Blackboard Ultra Course

Content Calendar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups Course Settings Student Preview

Course Content

Course Information
Visible to students

Seneca Student Resources
Visible to students

Zoom Meeting
Hidden from students

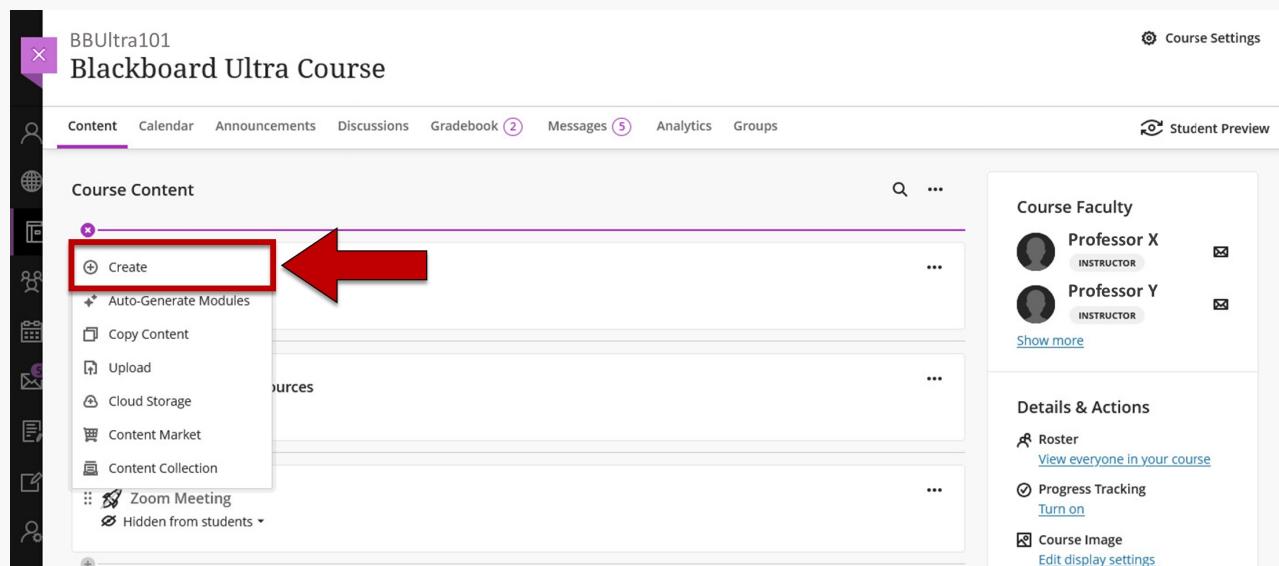
Assignments
Visible to students

Test

Course Faculty
Professor X (INSTRUCTOR)
Professor Y (INSTRUCTOR)
Show more

Details & Actions
Roster (View everyone in your course)
Progress Tracking (Turn on)
Course Image (Edit display settings)
Course is open (Students can access this course)
Attendance (Mark attendance)
Books & Tools (View course & institution tools)

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



BBUltra101
Blackboard Ultra Course

Content Calendar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups Course Settings Student Preview

Course Content

+ Create
Auto-Generate Modules
Copy Content
Upload
Cloud Storage
Content Market
Content Collection

Zoom Meeting
Hidden from students

Course Faculty
Professor X (INSTRUCTOR)
Professor Y (INSTRUCTOR)
Show more

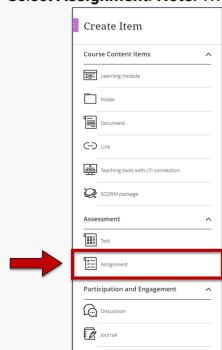
Details & Actions
Roster (View everyone in your course)
Progress Tracking (Turn on)
Course Image (Edit display settings)

Assignments
Visible to students

Course is open
Students can access this course

Attendance

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.

New Assignment 11/6/24

Content and Settings Submissions (0) Student Activity

Instructions

Click to add text or drag and drop files here

Assignment Settings

Due date Tomorrow Thu Nov 7, 2024 11:59 PM (EST)

Grade category 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.

New Assignment 11/6/24

Content and Settings Submissions (0) Student Activity

Instructions

Click to add text or drag and drop files here

Assignment Settings

Due date Tomorrow Thu Nov 7, 2024 11:59 PM (EST)

Grade category Assignment

Grading Points | 100 maximum points

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

New Assignment 11/6/24

Content and Settings Submissions (0) Student Activity

Instructions

Click to add text or drag and drop files here

Assignment Settings

Due date Tomorrow Thu Nov 7, 2024 11:59 PM (EST)

Grade category Assignment

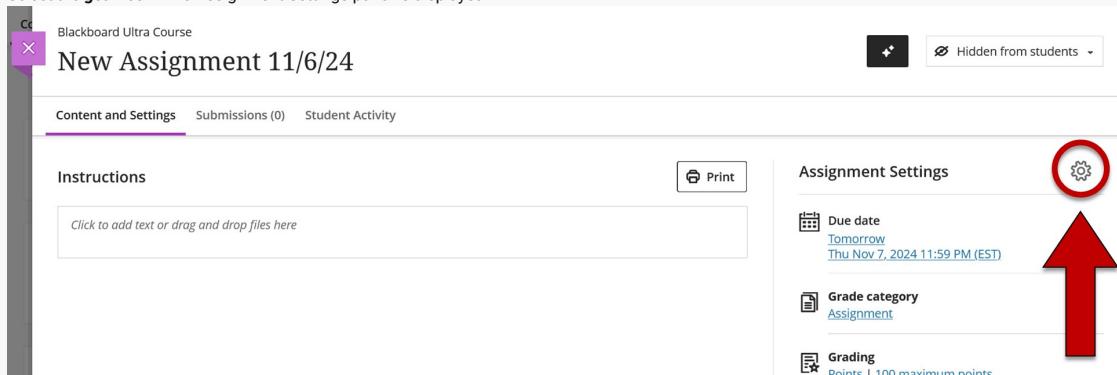
Grading Points | 100 maximum points

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.

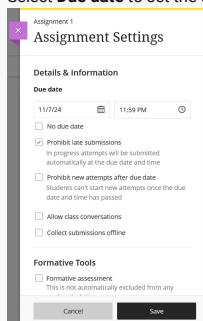
Assignment Settings

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



The screenshot shows the 'Assignment Settings' panel for 'New Assignment 11/6/24'. The 'Assignment Settings' section is highlighted with a red circle around the gear icon. A large red arrow points upwards from the bottom of the page towards this section. The panel includes fields for 'Due date' (set to 'Tomorrow, Thu Nov 7, 2024 11:59 PM (EST)'), 'Grade category' (set to 'Assignment'), and 'Grading' (set to 'Points | 100 maximum points').

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

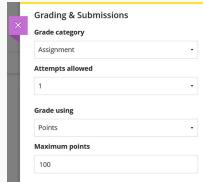


The screenshot shows the 'Assignment Settings' panel with the 'Due date' section highlighted. It shows the date '11/7/24' and time '11:59 PM' selected. Other options include 'No due date', 'Prohibit late submissions' (checked), 'Prohibit new attempts after due date' (unchecked), 'Allow class conversations' (unchecked), and 'Collect submissions offline' (unchecked). Buttons for 'Cancel' and 'Save' are at the bottom.

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](#)

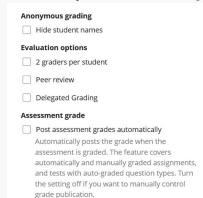
5. Navigate to the **Grading & Submissions** section.



The screenshot shows the 'Grading & Submissions' panel. It includes fields for 'Grade category' (set to 'Assignment'), 'Attempts allowed' (set to '1'), 'Grade using' (set to 'Points'), and 'Maximum points' (set to '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.



The screenshot shows the 'Additional grading' section. It includes options for 'Anonymous grading' (unchecked), 'Evaluation options' (unchecked), 'Assessment grade' (unchecked), and 'Post assessment grades automatically' (unchecked). The 'Post assessment grades automatically' note states: 'Automatically posts the grade when the assignment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.'

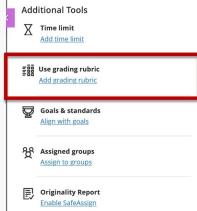
- **Hide students names:** Submissions will not be attached to student names
- **2 graders per student:** If your course has non-student graders enrolled, you can assign the graders to mark assignments.
- **Peer review:** Allow students to evaluate each others' work.

Note: You cannot use **Peer review** and **Prohibit late submissions** at the same time.

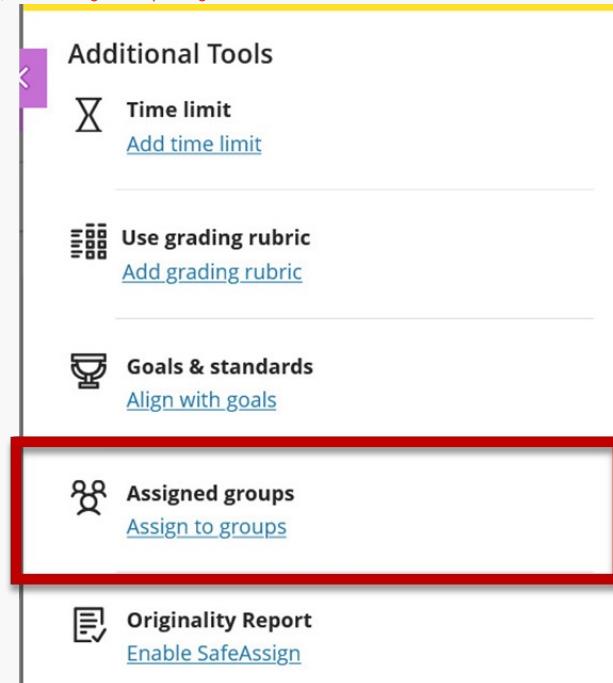
- **Post assessment grades automatically:** This will post grades as soon as they have been marked. Without this feature turned on, assignments graded are saved in a draft format. You can manually release grades individually or as a whole.

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](#)



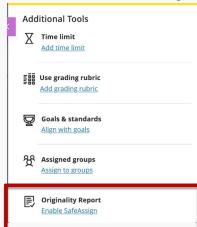
10. **Optional:** Select **Assign to Groups** to make a group assignment. For information on group assignments, visit [Creating and Assigning Groups](#), [Creating a Group Assignment](#), and [Grading a Group Assignment](#).



Additional Tools

- Time limit**
[Add time limit](#)
- Use grading rubric**
[Add grading rubric](#)
- Goals & standards**
[Align with goals](#)
- Assigned groups**
[Assign to groups](#)
- Originality Report**
[Enable SafeAssign](#)

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.



How did you find this article? Use the like button below if you found this article helpful.

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