

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.

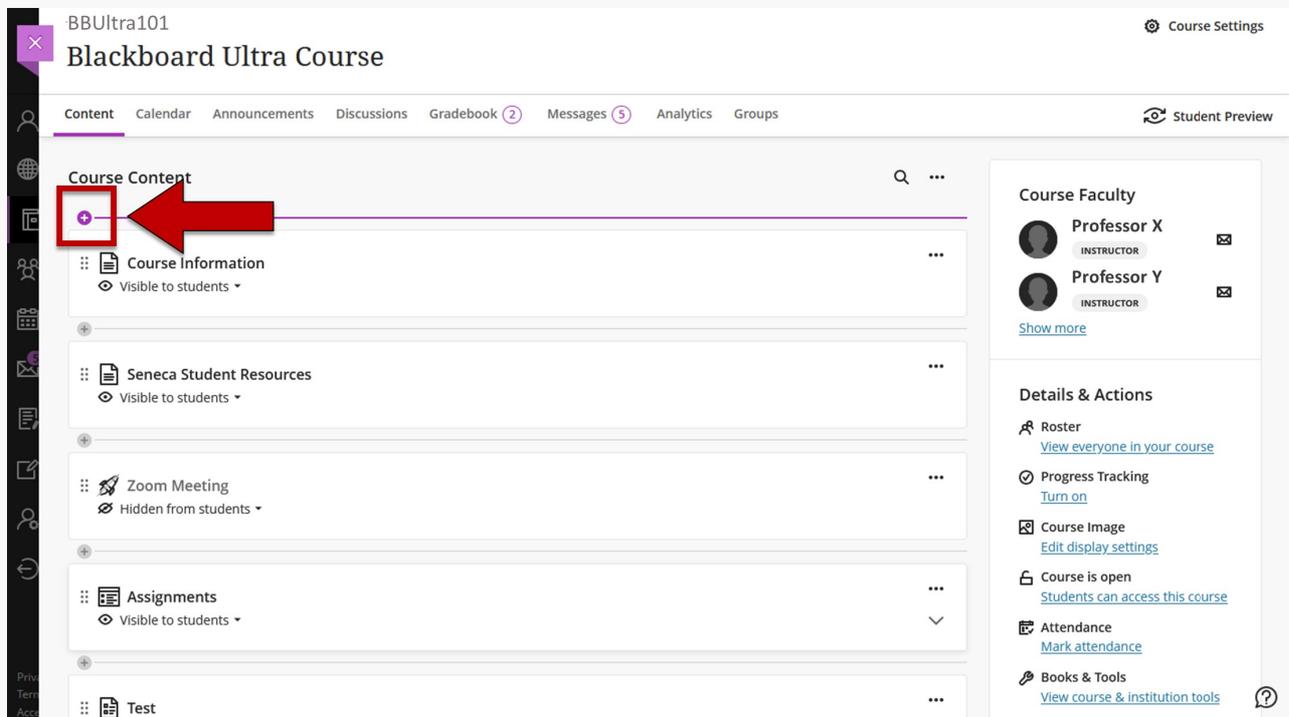
- **Assignments:** Students are only able to submit digital documents. No questions are required.

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

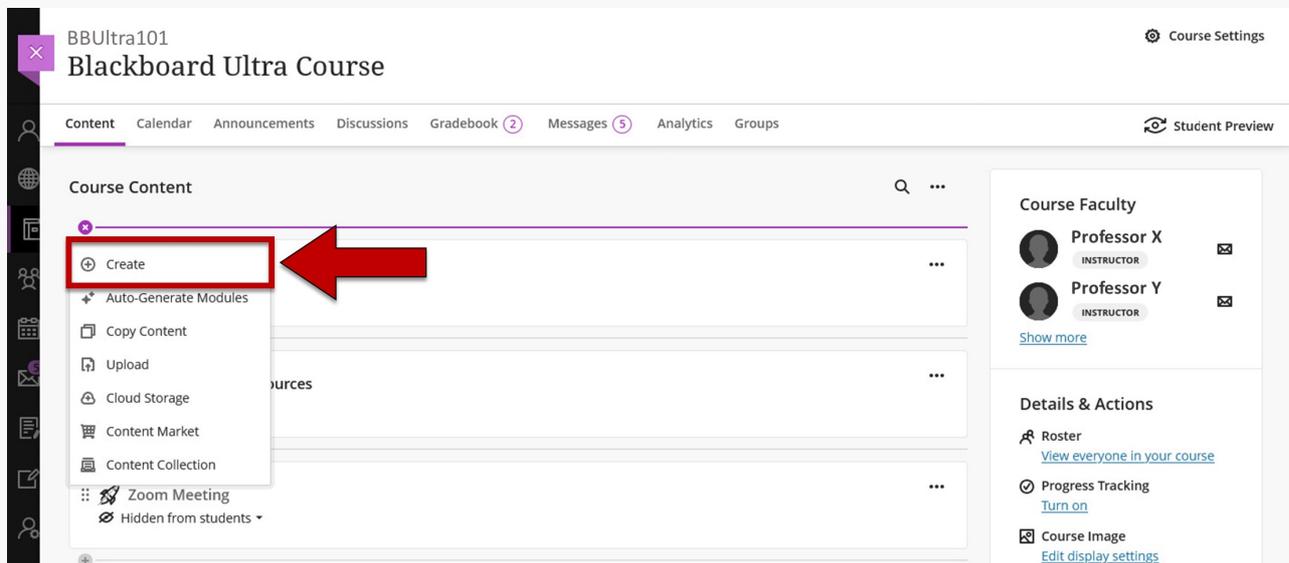
In the following instructions, you will learn how to create Assignments.

Creating an Assignment

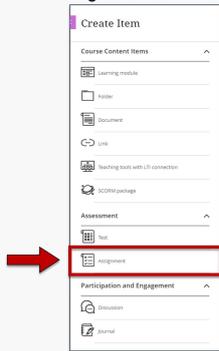
1. Select the **plus icon (+)** on the **Content** page. A drop-down menu is displayed.



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.



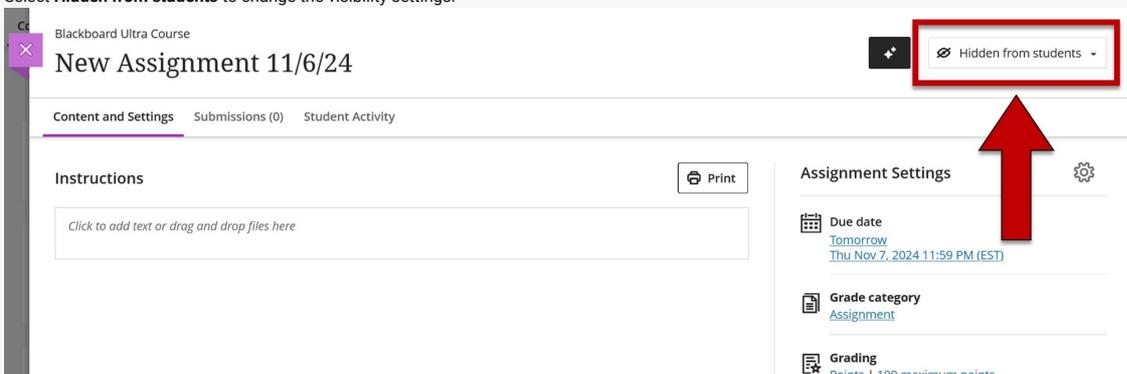
4. Select the **title** to name the assignment.



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.

The screenshot shows the 'New Assignment 11/6/24' page in Blackboard Ultra Course. The page has a header with 'Blackboard Ultra Course' and 'New Assignment 11/6/24'. Below the header, there are tabs for 'Content and Settings', 'Submissions (0)', and 'Student Activity'. The main content area is titled 'Instructions' and contains a text box with the placeholder 'Click to add text or drag and drop files here'. On the right side, there is an 'Assignment Settings' panel. The gear icon in the top right corner of this panel is circled in red, and a red arrow points to it from below.

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

The screenshot shows the 'Assignment Settings' dialog box. The 'Details & Information' section is expanded, showing the 'Due date' field set to 11/7/24 at 11:59 PM. There are several checkboxes for submission rules: 'No due date' (unchecked), 'Prohibit late submissions' (checked), 'Prohibit new attempts after due date' (unchecked), 'Allow class conversations' (unchecked), and 'Collect submissions offline' (unchecked). There is also a 'Formative Tools' section with a 'Formative assessment' checkbox (unchecked).

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' section of the Assignment Settings dialog box. 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 Options' section of the Assignment Settings dialog box. It includes checkboxes for 'Anonymous grading' (unchecked), 'Hide student names' (unchecked), 'Evaluation options' (unchecked), '2 graders per student' (unchecked), 'Peer review' (unchecked), and 'Delegated Grading' (unchecked). There is also an 'Assessment grade' section with a 'Post assessment grades automatically' checkbox (unchecked).

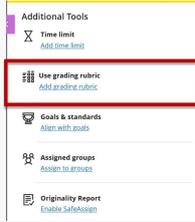
- **Hide students names:** Submissions will not be attached to student names
- **2 graders per student:** If your course has non-student graders enrolled, you can assign the graders to mark assignments.
- **Peer review:** Allow students to evaluate each others' work.

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

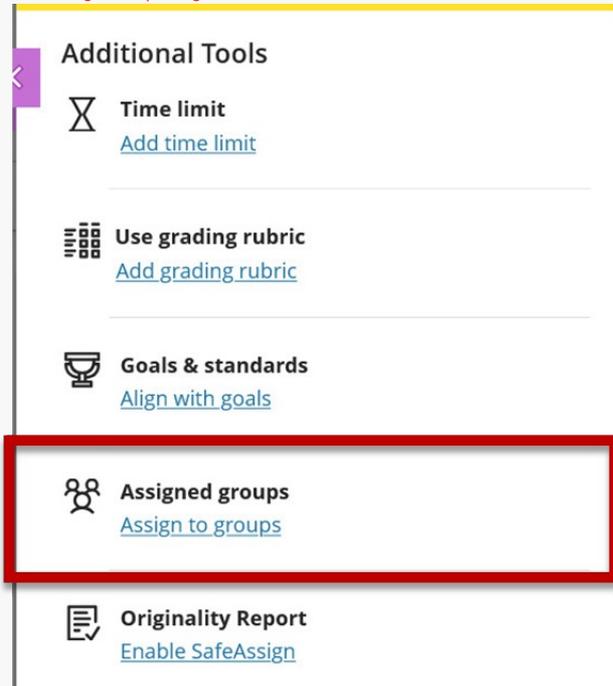
- **Post assessment grades automatically:** This will post grades as soon as they have been marked. Without this feature turned on, assignments graded are saved in a draft format. You can manually release grades individually or as a whole.

8. Navigate to the **Additional Tools** section.

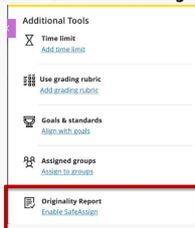
9. **Optional:** Select **Add grading rubric** to either create, or add an existing rubric. For more information, visit [Creating a Rubric](#)



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.

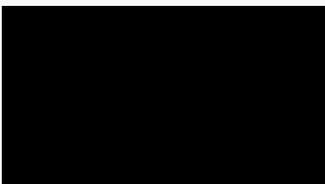
Other Assignment Options

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