Learning Management System Blackboard
Assessments Tools

How to Create and Grade an Assignment

Assignments

- ✓ Create an assignment
- ✓ Grade the assignment

Assessments Tools

✓ Create an assignment

Create an Assignment

Make sure the Edit Mode is **ON**

Course menu

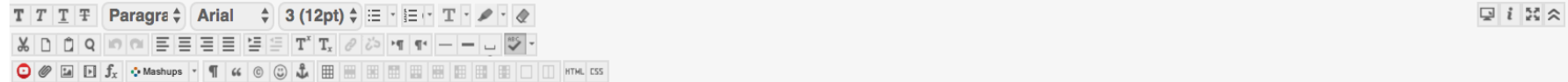# Create Assignment (cont.)

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

| T T T T | Paragra | Arial | 3 (12pt) | ☰ | ☰ | T | ✎ | ❖ |

Path: p   Words:0

ASSIGNMENT FILES

Type in a name for the assignment then provide some instructions to your students

Attach files (if needed)

Attach Files   Browse My Computer   Browse Content Collection   Browse Cloud Storage

@2020

Create an Assignment (cont.)

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.

Set up a submission date

GRADING

* Points Possible

Provide a grade's value

Associated Rubrics   Add Rubric ▾

Name	Type	Date Last Edited	Show Rubric to Students

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type   ○ Individual Submission
○ Group Submission
○ Portfolio Submission
Selecting this option will require students to submit a portfolio as a response to this assignment

Choose the type of the submission by students (individually or as a group work)

Number of Attempts   Single Attempt ▾

Plagiarism Tools   □ Check submissions for plagiarism using SafeAssign
Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See Blackboard Help for more information.
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.

□ Allow students to view SafeAssign originality report for their attempts
□ Exclude submissions from the Institutional and Global References Databases

Select the number of attempts to allow students to make (Single Attempt, Multiple Attempts, Unlimited Attempts).

@2020

Create an Assignment (cont.)

Number of Attempts	Multiple attempts ▼
Maximum Attempts	☐
Score attempts using	Last Graded Attempt ▼

If you selected (multiple attempts), type in the maximum number of allowed attempts, and specify which attempt to report in the grade center

Plagiarism Tools

☐ Check submissions for plagiarism using SafeAssign

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See Blackboard Help for more information.

If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.

☐ Allow students to view SafeAssign originality report for their attempts

☐ Exclude submissions from the Institutional and Global References Databases

Create an Assignment (cont.)

AVAILABILITY

☑ Make the Assignment Available

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.* Cancel **Submit**

Set up the assignment's visibility to students

Click **Submit** to save the changes

Create an Assignment (cont.)

Assignment 1

Attached Files: 📄 Assignment 1.pages (734.67 KB)

Please submit your solution in a separate word file

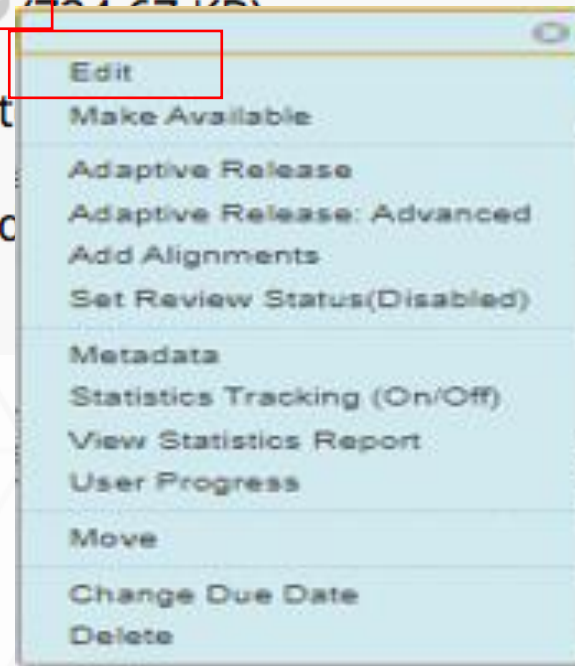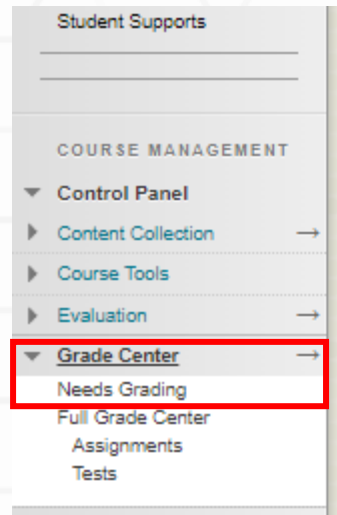This assignment should be submitted individually

Create an Assignment (cont.)

Assignment 1

Attached Files: 📄 Assignment 1.pages

Please submit your solution in a separat

This assignment should be submitted inc

- Edit
- Make Available
- Adaptive Release
- Adaptive Release: Advanced
- Add Alignments
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- View Statistics Report
- User Progress
- Move
- Change Due Date
- Delete

If you need to make any change to the assignment, select **Edit**

10

Grade the Assignment

Grade the Assignment

Control panel >> Grade center>> Needs grading

Grade the Assignment

Select the student you wish to grade

	Last Name	First Name	☑Total	test	test1	survey1
☐	Ahmed	Alaa	--	--	--	--
☐	Ali	Mona	--	⚠	--	--
☐	Mohammed	reem	--	--		

Move To Top   Email

Sort Columns By: Layout Position   Order: ▲Ascending

Grade Information Bar   Last Saved:January 30, 2014 8:17 AM

Selected Rows: 0

Move To Top   Email

View Grade Details

Exempt Grade

Attempt 1/30/14 ⚠

Icon Legend

vs Displayed

A yellow exclamation point indicates that the student's attempt needs grading

In the assignment column click the arrow of the student and select the attempt you wish to view

Grade the Assignment

User **Mona Ali (m_a)** ‹ › Column **test (Assignment)** ‹ ›

Current Grade:

Needs Grading ⚠ out of 10 points [Exempt]
Grade based on Last Graded Attempt
Due: None
Calculated Grade

[View Attempts]

To view an grade the student's answer and
to add comments click on **View Attempts**

Attempts	Manual Override	Column Details	Grade History

Delete [Last Attempt ▾] [Go]

To edit the grade
and the comments

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 30, 2014 8:17:18 AM	Jan 30, 2014 8:17:18 AM (Needs Grading)	⚠			[Grade Attempt] [Clear Attempt] [Ignore Attempt] [Edit Grade]

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts).

[Allow Additional Attempt]

To manage the attempts

[Icon Legend]

14

Grade the Assignment

Assignment Instructions ⌄

Assignment Details ⌄

GRADE
Last Graded Attempt   /10

Attempt
1/30/14 8:17 AM   To enter the grade's value   /10

FEEDBACK - SHOWN TO LEARNER

To write comments for the student

Character count: 0

Add Notes

Cancel   Save Draft   Submit

1- list the different kinds of computers, explaine the features for each one?

minicomputer computers

mainfraim computers

supercomputers

2- what is a central memory unit?

A computer memory unit is the storage where data and instructions go when entered into the computer

The student's answer

SUBMISSION
Submission Text

To save the student's grade

To save the submitted file to your computer.

@2020

15

Thanks for Coming