Wayland Baptist University   Faculty Support

The Assignments feature in Blackboard has changed slightly with our recent update. SafeAssign is now integrated in the assignment.

Assignments allow Instructors to create coursework and manage the grades and feedback for each student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment, checks for plagiarism; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor will open the assignment via the Grade Center and use the in-line grading system to add comments, mark the paper, highlight or underline text, provide immediate feedback, attach audio files for comments, and attach document files as needed. If Safe Assign is used to check for plagiarism, the report is found on the right column of the in-line grading tool.

Creating Assignments

1. From within a Course Content area (such as Weekly Activities), move your mouse over the Assessments tab.

2. Click Assignment.
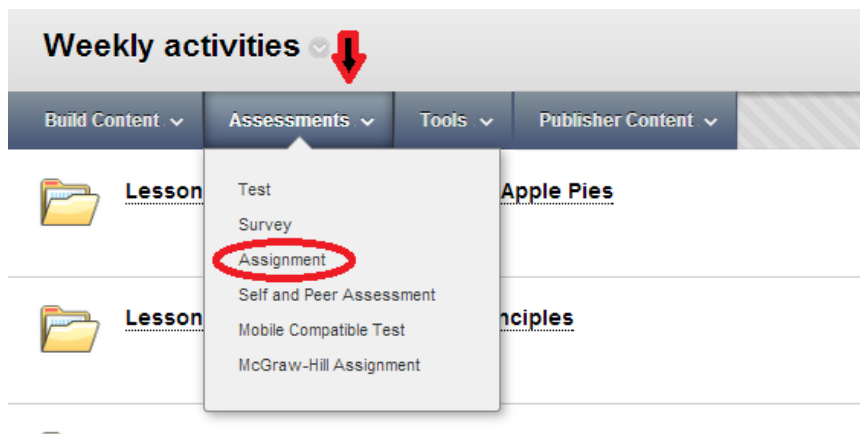
3. Type in a name for the assignment in the textbox provided. Click the double down arrow button to select a color for the assignment name from a color palette.

4. Enter instructions in the Instructions textbox.

5. If you would like to add a file for students to be able to download and view, or fill out and return, attach a file in the Assignment Files section.

6. Enter a due date if desired.
Now you will notice some menu option changes:

7. Enter total possible points in the 'Points Possible' textbox.

8. Add a rubric if you use one of these for grading purposes. It can be from previous classes or you could create a new one to use

9. Click on the expandable menu options to set parameters for assignments.

GRADING

✳ Points Possible	100	
Associated Rubrics	Add Rubric ⌄ ←	
	Name	Type	Date Last Edited	Show Rubric to Students

Submission Details

Grading Options — These are expandable menus for various options

Display of Grades

AVAILABILITY

☑ Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

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

10 - Submission Details. This is where you select the number of attempts and use of SafeAssign.

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   Most assignments are for individuals but if you do have groups
                      ○ Group Submission   working in the classroom this is where you assign to the group

Number of Attempts   [Single Attempt ▾]   single or multiple attempts. You can select a number

Plagiarism Tools   ☑ Check submissions for plagiarism using SafeAssign   Plagiarism tool integrated now
                      SafeAssign only supports English-language submissions. See Blackboard Help for more details.
                      ☐ Allow students to view SafeAssign originality report for their attempts
                      ☐ Exclude submissions   Checking this will keep submissions out of the Global Data base (draft mode)

11. Grading options - this allows you to hide student names when grading to allow for a greater degree of impartiality if needed. It also allows for delegation of grading to TA's or multiple instructors, or instructors assigned to specific groups.

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

☐ Enable Anonymous Grading — **This option allows you to grade without seeing names until all assignments are graded. It afford you some impartiality if you want.**
Student names are hidden during the grading process.

☐ Enable Delegated Grading — **Use this to allow TA or graders to do the grading. Could be used when there are multiple instructors**
Delegate grading responsibilities to one or more additional grader.

12. Display of Grades - This is a familiar component for scores/percentages/letter type grades.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as   Primary [Score ▼]   and   Secondary [Percentage ▼]
(displayed in Grade Center only)

☑ Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

☑ Show to students in My Grades

☐ Show Statistics (average and median) for this item to Students in My Grades

13. Specific Categories you have created (like 'case studies' or 'book reports') that might include several assignments will have to be assigned either in the grade column by editing the column, or *under the Grade Center >manage> column organization (better choice because you can do several at one time)*

14. Be sure the assignment is available (should be defaulted as that)
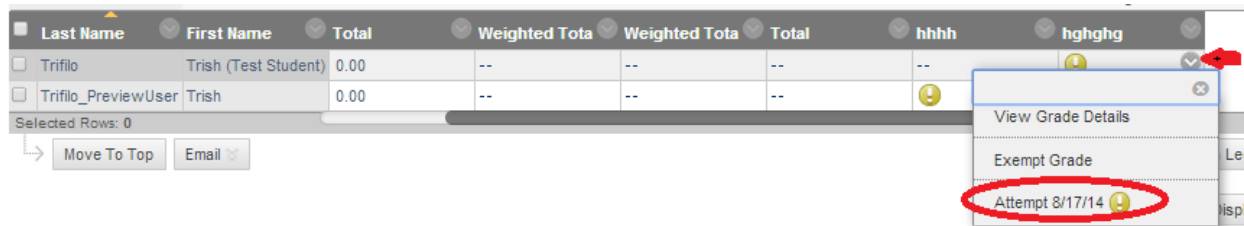
15. Limit availability if you desire.

16. Submit.

Grading the Submitted Assignment

Go to the Grade center and find the column designated for the assignment.

Choose a student submission to grade by finding the appropriate box opposite their name.

Click on the action button to the right of the yellow exclamation point and select the attempt

	Last Name	First Name	Total	Weighted Tota	Weighted Tota	Total	hhhh	hghghg	
☐	Trifilo	Trish (Test Student)	0.00	--	--	--	--	🟡	✓
☐	Trifilo_PreviewUser	Trish	0.00	--	--	--	🟡		⊗

Selected Rows: 0

Move To Top   Email

View Grade Details

Exempt Grade

Attempt 8/17/14 🟡

This will open the in-line grading area. This is the same as in our previous Bb version but enhanced with Safe Assign
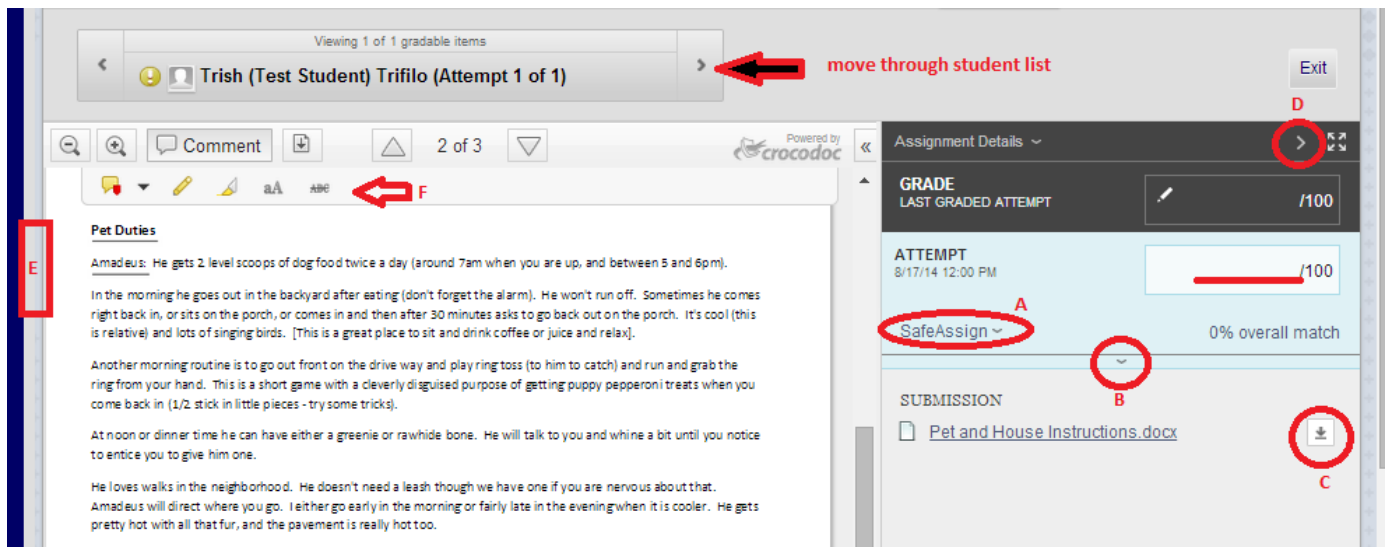
A. The safeassign match is listed but by clicking on safeassign you can expand to view the originality report.

B. Click on this arrow to expand the grade box to access rubrics, feedback, and uploads area.

C. You can download a submission if you want or need to. Click here

D. Click on this arrow to hide the grading column and expand the paper and comment area.

E. Click on this gray bar to hide the menu and expand the paper area (you will need to click on the bar again to get the menu back.

F. Tools to make point comments, highlight, draw on the paper, write comments on the paper, strike through sentences and word, etc.

Type the final score in the score box in the light blue grading area

If you use a rubric you will first save the rubric score

THEN SUBMIT the grade at the bottom right.