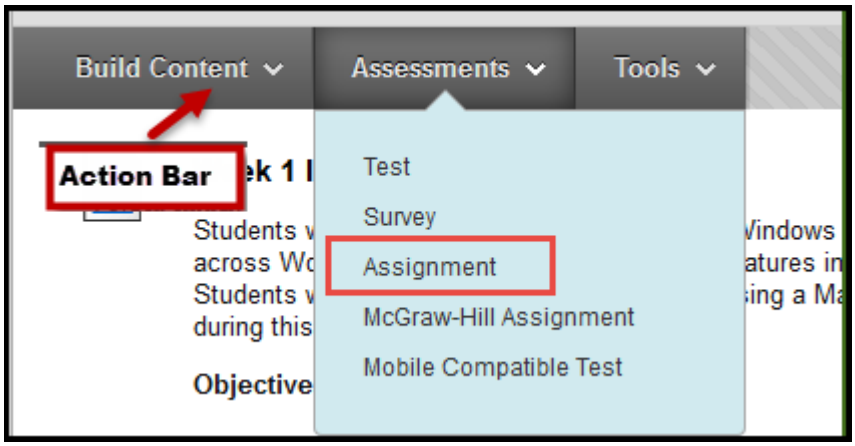
# Creating an Assignment

To create an Assignment it must be added to a content area. Navigate to the appropriate location within that area where the Assignment is to be added. Go to the Action Bar and click on the down arrow of “Assessments”, then click on Assignments




A new window opens and you fill in all the appropriate fields on the Assignment form.

**Section 1: Assignment Information:** Name the assignment. (*required) Optional text color may be chosen from the dropdown menu. In the WYSIWYG text editor box, you may write assignment instructions.

**Section 2: Assignment Files:** Some assignments can be designed with or without an attached file. To attach an assignment file, further instructions or grading rubric, click Browse My Computer to find the file on your local computer.

**Section 3: Due Dates:** The instructor can set a due date. Using these settings, submissions after the due date will be marked late.

**a.** Click the check box to activate due date features.

**b.** Enter a date either manually in mm/dd/yyyy format or via the calendar icon

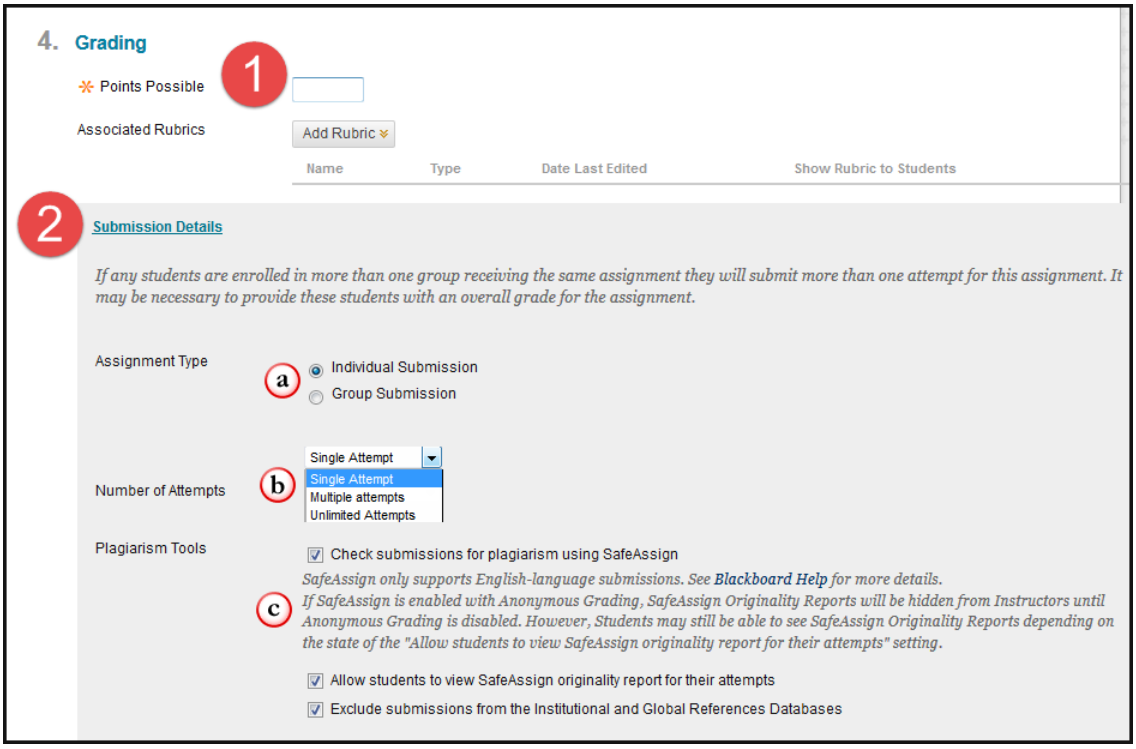
**c.** Enter a time either manually or via the clock icon

**Note:** Setting Due Dates within Blackboard provides visual cues for both the Instructor and Students. Assignments that have come past due or are submitted after the due date are identified as Late in the **To Do Module** for students and **Needs Attention** and **Alerts Modules** for Instructors. Due Dates also appear in “My Grades” for Students and can be used by Instructors to generate various reports, make grading decisions, etc.

**Section 4: Grading:**

1. Enter points possible for the assignment. (Required)

In the Grading section, type the Points Possible and optionally, associate a rubric. Optionally, expand the sections to make selections such as anonymous grading and how the grade is displayed.




2. Submission Details

a) **Assignment Type** – Assignments are either group or individual (individual is the default assignment type, this option means the assignment is meant for all students to complete the same assignment.)
b) **Number of Attempts:** Allow single, multiple, or unlimited attempts. If you select more than one attempt, you can also decide which attempt to use in the Grade Center,
c) **Plagiarism Tools:** The SafeAssign service is available. Keep in mind, not all assignments need plagiarism checking, it is mostly meant for research papers that use APA & referencing. If desired, select the plagiarism tool options you want to use.

- When wanting to use the SafeAssign plagiarism checking services, check the top two boxes:
    i. Select “Check submissions for plagiarism using SafeAssign.”
    ii. When using the SafeAssign tool, **always** allow students to view the SafeAssign originality reports on their submissions.

- The third check box **when checked**, makes this a “**draft**” assignment submission that excludes papers from the institutional database. A draft

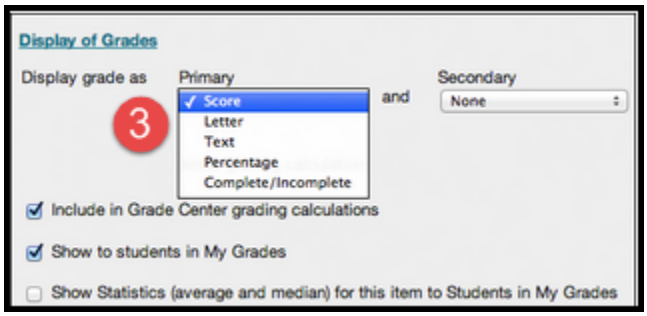
assignment gives students opportunity to check their SafeAssign Originality report and fix references before a final submission.

- When the box is left **unchecked**, the SafeAssign paper processes through all three databases, including the WilmU's Institutional SafeAssign database. Many instructors leave the third box unchecked and share this message:

"Please note that this assignment will be submitted through SafeAssign to detect for plagiarism. Before you submit the assignment to me, you may want to use the Student Success Center Tutoring course within Blackboard to submit your and view an originality report. For more information on what a SafeAssign originality report looks like and how is it interpreted, view a sample report."

3. Display of Grades

- Choose how grades will appear in the Grade Center and to students in My Grades. Only your Primary selection appears to students. It is recommended to keep the default "Score" as the display option.
- You can also choose to include the assignment score in grading calculations.
- Based on the assignment requirements, you can choose not to show the grade and statistical information to students in My Grades.




**Section 5: Availability:** Make the assignment available by clicking in the check box.

- Limit Availability**:** This is an optional selection. If the option to allow unlimited attempts is selected, it is recommended that a Display until date be set as a way to set a deadline for gradable submissions.

- Track Number of Views: Also by checking in the box, the instructor can track the number of views on the assignment.

**Section 6: Submit:** To finish creating the assignment, the instructor clicks submit