

# Creating Assignments

Assignments allow you to collect, grade, or return student submissions. This option can be utilized for paper submissions or any type of file upload.

1. Log in to Blackboard and access your course.
2. Click the **plus sign** where you want to add an assignment and choose **Create**.
3. Under **Assessments**, choose **Assignment**.
4. Enter an assignment **name**.
5. Adjust the visibility and availability settings by selecting the **drop-down menu** in the upper right corner.
6. Click the **plus sign** in the center of the screen to begin building your assignment. Add text to provide details or instructions, or upload files from your computer.

**IDDC Pro Tip:** Blackboard Ultra Assignments allow you to include questions throughout instructional content. Try using the Assignment feature for formative assessment and insert questions before, during, and after content uploaded into the assignment.

7. Click the **settings icon** in the upper right corner to adjust the assignment settings.

## Details & Information


- **Due date** – Set the due date for the assignment.
- **Allow class conversations** – Allow conversations to take place within the assignment with contributions by anyone.
- **Randomize questions** – Randomize the order of questions among students.
- **Randomize answers** – Randomize the order of answer choices among students.
- **Collect submissions offline** – Does not require a student submission upload.

## Grading & Submissions

- **Grade category** – Change the grade category for custom grouping in your gradebook.
- **Attempts allowed** – Let students submit more than one attempt and change the grading options for those attempts.
- **Grade using** – Select a grade schema.
- **Maximum points** – Enter the maximum points.
- **Anonymous grading** – Hide student names during grading for assignments without questions (text/upload submission only).
- **Assessment results** – Show students the correct answers to automatically scored questions after they submit an answer.
- **Evaluation options** – Setup parallel grading and assign graders.

## Additional Tools

- **Time Limit** – Add a time limit for completion.
- **Grading Rubric** – Create a new rubric or associate an existing rubric to the assignment.
- **Goals and Standards** – Align the assignment to one or multiple goals.
- **Group Assignment** – Assign the assignment to a group(s).
- **Enable SafeAssign** – Check for plagiarism in student submissions.

8. Add an optional **description** to appear with the assignment title on the *course content* page.
9. Click **Save** to save settings.
10. Click  to return to the *course content* page.