



DESIGN & DEVELOPMENT

OPERATIONS

ASSIGNMENTS

Version 4

LEARNING OBJECTIVES

Upon completion of this training tutorial, Faculty will be able to:

- ✓ Create Assignments in Cyberactive (Blackboard)
- ✓ Attach Files to an Assignment
- ✓ Identify Assignment Due Dates
- ✓ Associate Points and Rubric to an Assignment
- ✓ Set Submission details, Grading options, and Display of Grades options
- ✓ Edit and delete Assignments

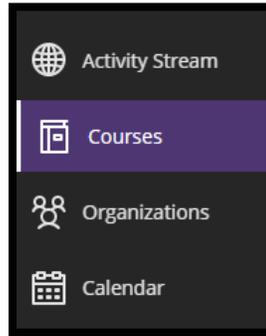
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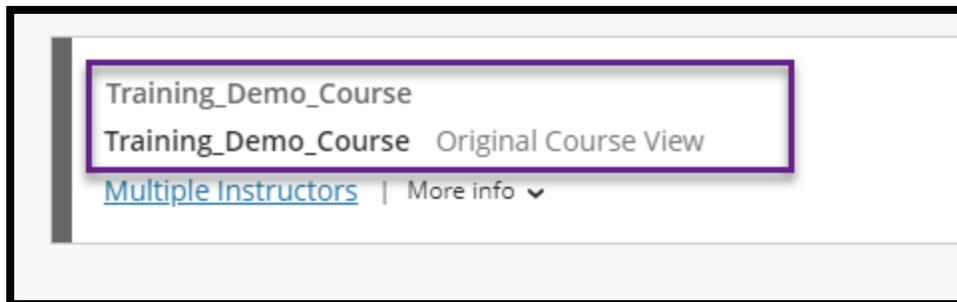
CREATING ASSIGNMENTS

To create an assignment in Cyberactive (Blackboard), follow the outlined steps below:

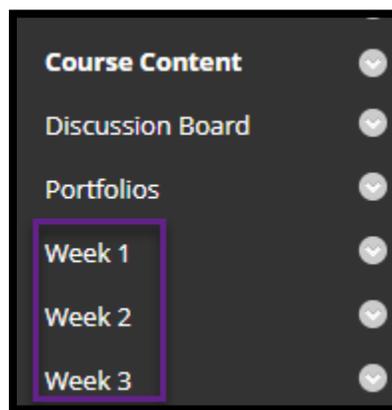
1. Click on **COURSES** on the left side of the screen



2. Locate and click on the **COURSE** you wish to add the assignment

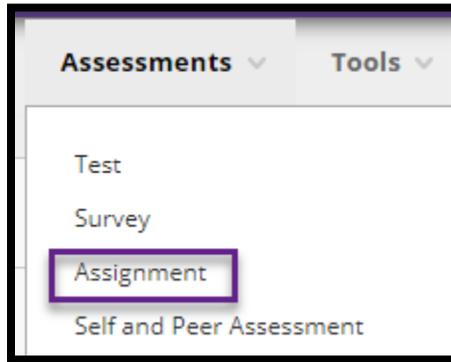


3. Click on the appropriate **CONTENT AREA** in which you wish to add the assignment (i.e., weekly folder, topic folder, etc.)

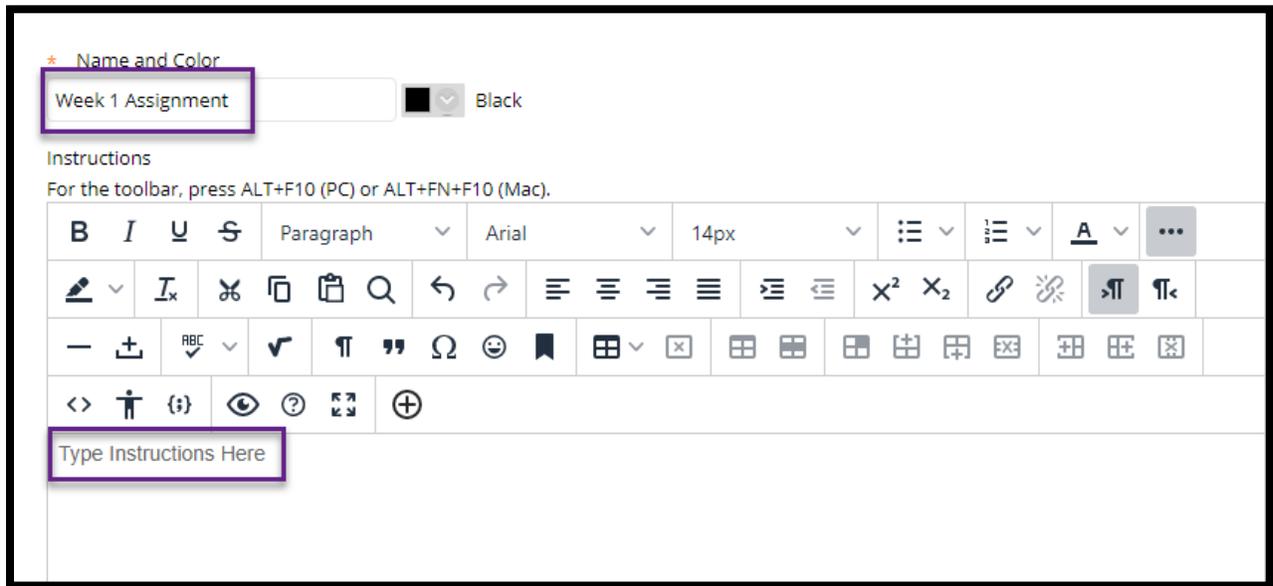


4. Hover over **ASSESSMENTS** to expand the contextual menu

5. Click **ASSIGNMENT** from the drop-down list



6. On the **CREATE ASSIGNMENT** page, type a **NAME** for the assignment
7. Type **INSTRUCTIONS** for the assignment using the **CONTENT EDITOR**



8. **(Optional)** Attach assignment **FILES**
9. **(Optional)** Select **DUE DATES**



NOTES: Due Dates are used to organize and assign gradable items to grading periods in the Grade Center. Due dates auto-populate the Calendar tool. If a Student submits an assignment after the due date, the submission is identified as LATE on the Grade Assignment page. Students will see it marked as late on their Review Submission History page.

ASSIGNMENT FILES

Attach Files

Browse Local Files Browse Content Collection Browse Cloud Service

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.

10. Type **POINTS POSSIBLE**

11. **Optional**) Associate a **RUBRIC**

GRADING

* Points Possible

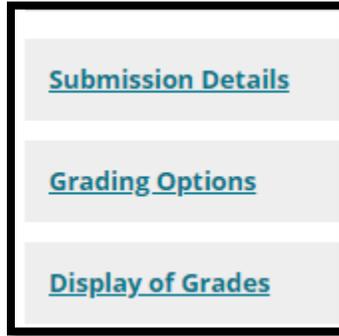
Associated Rubrics

Add Rubric ▾

GRADING SECTION

The Grading section is organized into three expandable groups:

- **Submission Details**
- **Grading Options**
- **Display of Grades**



SUBMISSION DETAILS

This section is divided into three sub-categories: Assignment Type, Number of Attempts, and Plagiarism Tools.

12. Click on **SUBMISSION DETAILS** to expand the section
13. Select **INDIVIDUAL**, **GROUP**, or **PORTFOLIO** as the assignment type submission



Notes: This guide shows an example of an **INDIVIDUAL SUBMISSION** Assignment.

-
14. Select the option for **NUMBER OF ATTEMPTS**
 15. **(Optional)** Select the **PLAGIARISM TOOL** option to use



Notes: SafeAssign is integrated into regular Blackboard Assignments. For more information about SafeAssign, please view the Blackboard Help Page. [Use SafeAssign in Assignments.](#)

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

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

GRADING OPTIONS

In this section, Anonymous and Delegated grading can be enabled.

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

Student names are hidden during the grading process.

- Enable Delegated Grading

Delegate grading responsibilities to one or more additional grader.

- **Anonymous Grading:** Allows Faculty to eliminate grading bias for high stake assignments. Instructions can be added in the assignment instructions for Students not to include information that identifies themselves, such as adding names to files they attach to assignments.



Notes: A DUE DATE will need to be entered if using the AFTER ALL SUBMISSIONS ARE GRADED option with ANONYMOUS GRADING.

- **DELEGATED GRADING:** Can assign specific users in your course to grade particular sets of Student assignment submissions.

DISPLAY OF GRADES

In this section, choose how grades will appear in the Grade Center and to Students in their My Grades area.

16. Click on **DISPLAY OF GRADES** to expand the section
17. Choose how grades will appear in the **GRADE CENTER** and to Students in the **MY GRADES** area
 - a. **PRIMARY:** Score is the default setting. This selection appears to Student and Faculty.
 - b. **(Optional) SECONDARY:** This selection appears to only the Faculty.
18. Ensure **INCLUDE IN GRADE CENTER GRADING CALCULATIONS** is enabled (default setting)



Notes: Scores on anonymously graded assignments will not be included in column calculations until submissions are no longer anonymous.

19. Ensure **SHOW TO STUDENTS IN MY GRADES** is enabled (default setting)
20. **(Optional)** Select **SHOW STATISTICS**



Notes: Average and Median will show to Students for this item in their MY GRADES area.

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: None
(displayed in Grade Center only)

Include in Grade Center grading calculations
Scores on anonymously graded assignments won't be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades

Show average and median statistics for this column to students in My Grades

- 21. Ensure **MAKE THE ASSIGNMENT AVAILABLE** is enabled (default is set to Available)
- 22. **(Optional)** Select the **DISPLAY AFTER** and **DISPLAY UNTIL** checkboxes to enable the date and time selections



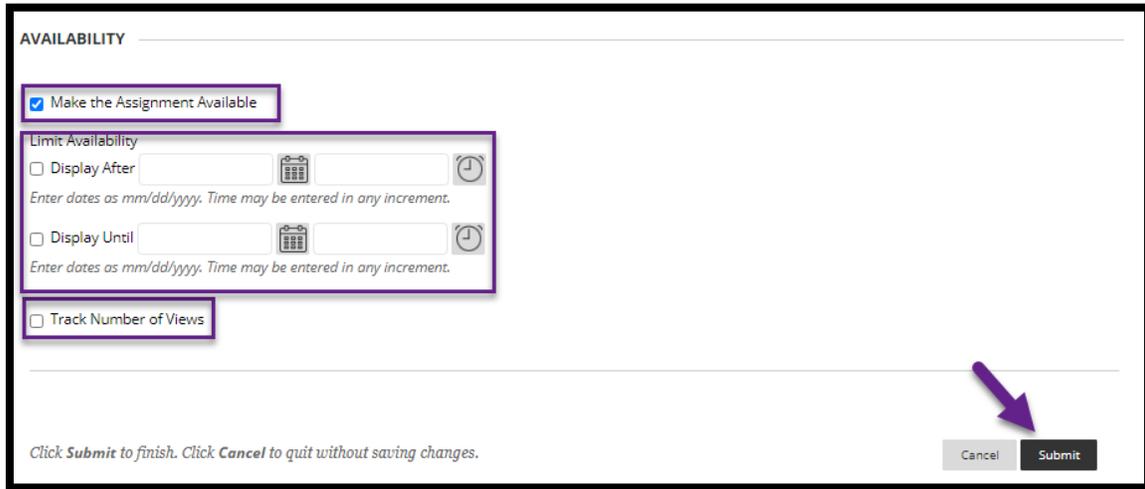
Notes: Display restrictions do not affect availability, only when the assignment appears. This is when the assignment will automatically appear for your Students and when it will automatically be removed.

- 23. **(Optional)** Select **TRACK NUMBER OF VIEWS**



Notes: The system will record the number of times the link is viewed, when it's viewed, and by whom.

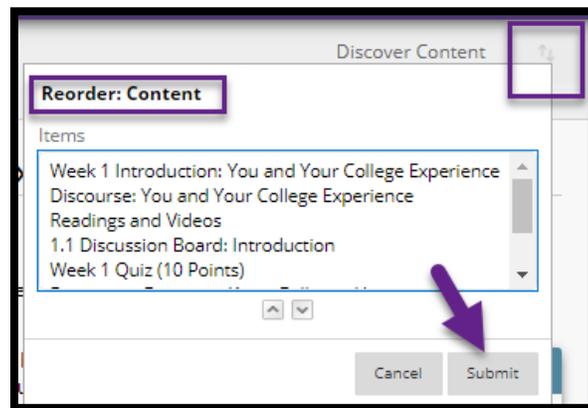
- 24. Click **SUBMIT** when finished



Notes: After clicking **SUBMIT**, you may want to refresh the page to view the content.

EDITING ASSIGNMENTS

After creating assignments, you can edit and organize them. You can change the order of assignments in a content area using the keyboard accessible reordering tool to move an assignment to a new position.

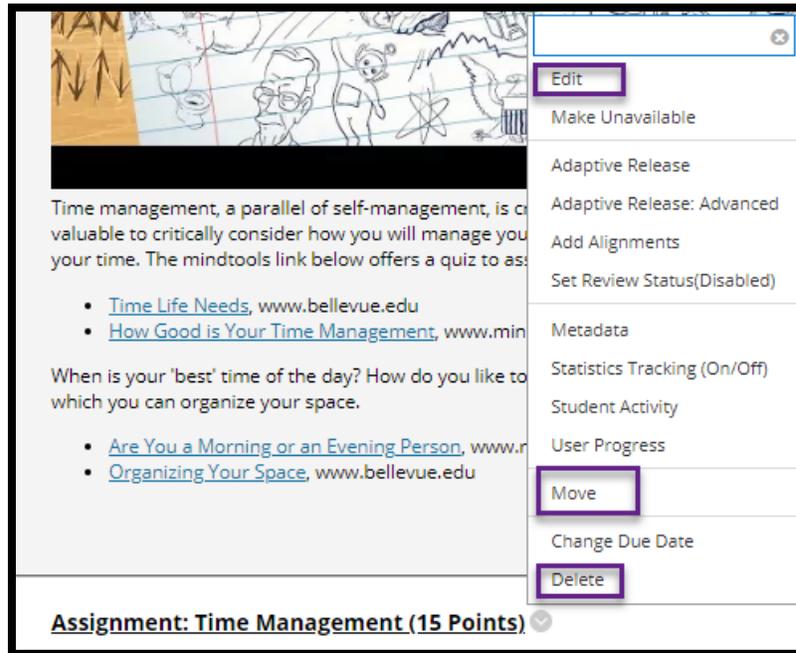


From an assignment's menu, select an option:

- Move an assignment to another location in your course. When you move an assignment, it's removed from its original location. You can **NOT** copy an assignment.

- Edit an assignment. If you change the instructions, Students who have already made submissions will see the new instructions only on subsequent attempts.
- Apply release criteria, tracking, metadata, and review status.

Access an assignment's contextual menu and make a selection, such as **EDIT**, **MOVE**, or **DELETE**.



DELETING ASSIGNMENTS

You can delete an assignment from a course area and if no Student submissions exist, the **GRADE CENTER COLUMN** is also deleted.

When you delete an assignment that has Student submissions, you also delete all the submissions. There are two **IRREVERSIBLE** options:

- Preserve the score in the **GRADE CENTER**, but delete the assignment and all submissions. Though the scores remain in the **GRADE CENTER**, you can **NOT** access the Students' submissions again. The action is **IRREVERSIBLE**.
- Delete the assignment, the **GRADE CENTER COLUMN**, and all assigned grades, and all submissions. The action is **IRREVERSIBLE**.

Alternatively, make the gradable item **UNAVAILABLE** in your course to preserve the submissions and the scores in the **GRADE CENTER**.

VERSIONS

| Version | Date | Developer Name | Description of Changes |
|---------|------------|----------------|-------------------------------|
| 1 | 08.30.2018 | Misty Sidel | New Template |
| 2 | 09.05.2018 | Misty Sidel | Added Tips and Tutorial Links |
| 3 | 01.18.2021 | Misty Sidel | Updated Disclaimer |
| 4 | 01.19.2021 | Misti Shurila | Updated Images and Template |

DISCLAIMER

Process for this training tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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