This Quick Guide gives the eLearning team's recommended settings for creating a standard individual or group assignment in Blackboard. It is the first in a series of three quick guides covering the process of grading & providing feedback using Blackboard assignments.
→ **For further support and advice visit www.tcd.ie/CAPSL/resources/ or email the eLearning team at bblearn@tcd.ie**

1. Adding a Blackboard Assignment to Your Module

Access your Blackboard module and go to any folder on the left-hand module menu. We recommend you create a dedicated folder called 'Assessments' so that students can easily locate all assessed activities.

Once in a folder, choose **Assessments** from the menu and select **Assignment**.
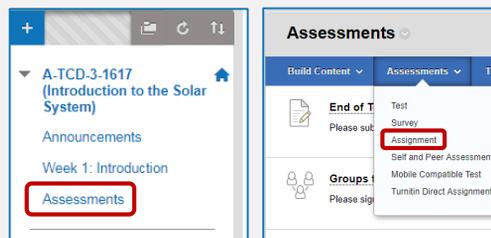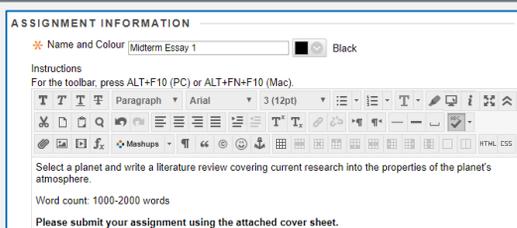
2. Assignment Information, Files & Due Dates

Enter an **Assignment Name** and **Instructions**. You can format the text as required.

Under **Assignment Files** you can attach any files the students might need (for example a cover sheet).

Below this you can also set a **Due Date**. Students can still submit after this date but their submission will be marked as late.

3. Grading

For **Points Possible** enter 100 as this will make it easy to grade the assignment. If, for example, the assignment is only worth 40% of a module, you can use a **Weighted Total Column** in the **Grade Centre** to calculate the final grade (see link on our webpage).

You can optionally associate a rubric with the assignment if needed. Visit our webpage for details on creating a rubric.
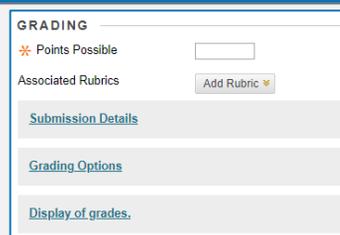
4. Grading (Continued)

Under **Submission Details**:
1. Select whether this will be an **Individual** or **Group Submission**. If this will be a group assignment first create your groups under **Module Management** → **Users & Groups** → **Groups**. Visit our Bb assignments webpage for more details on settings up groups if needed.
2. Allow **Multiple** or **Unlimited Attempts**. If you only allow a single attempt, students will need to contact you to reset their submission if they encounter a problem when submitting their assignment; thus we recommend allowing at least 2 attempts in case of technical issues.
3. Choose whether or not you wish to check papers using SafeAssign (Blackboard's equivalent to Turnitin's similarity report)

Under **Grading Options** you can choose to enable Anonymous Marking & Delegated Marking. As we are creating a standard assignment we will not be using these options but more details on these are available on our website.

Under **Display of Grades**: Leave **Display grade** as **Score**. Untick **Include in Grade Centre grading calculations**, **Show to students in My Grades** and **Show Statistics…** This will hide the grade and feedback from students until you are ready to release them.

5. Availability, Editing and Student Submissions

Under Availability tick **Make the Assignment Available**. Leave **Limit Availability** dates unticked. Choose whether or not you want to **Track [the] Number of Views** (optional). Once you are ready click **Submit**. To make changes to the assignment's settings once it's created, click on the down arrow next to it in the relevant Blackboard folder and click **Edit**.

Students submit their assignment by clicking on the assignment link and then uploading their files as seen at 1min 34 in our introductory video for students (also available via the 'Student Help' tab in Blackboard).
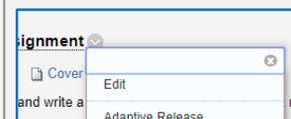
6. The Next Step – Grading Student Submissions

→ **Visit www.tcd.ie/CAPSL/resources/onlineassessment/bb-assignments.php for a Quick Guide on how you can grade student submissions via the Blackboard Grade Centre.**