# Flexible Learning - Blackboard
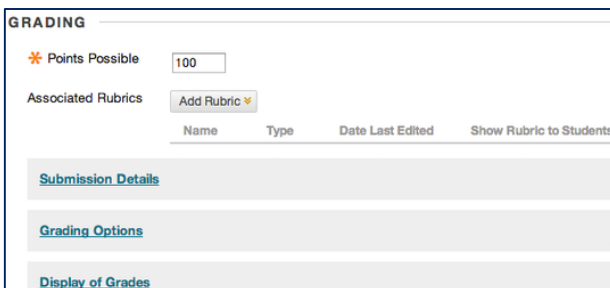
Creating an Assignment

Creating Blackboard Assignments in courses makes the collection and organization of student work easier to manage. When an instructor creates a Blackboard Assignment in a course, a Grade Center column is automatically created and students can submit work using the link. When students submit assignments, the instructor will see the student attempt display in the Grade Center.
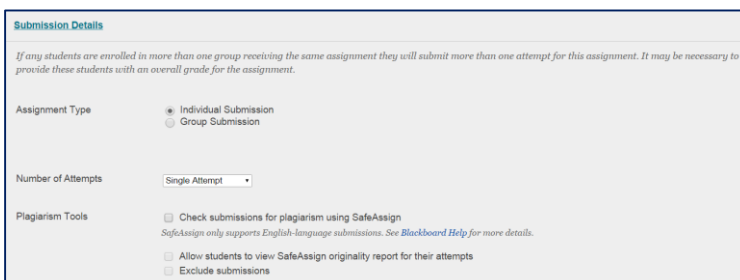
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1. Access the content area of the Blackboard Course (Learning Plans).
2. On the action bar, point to Assessments and click Assignment.
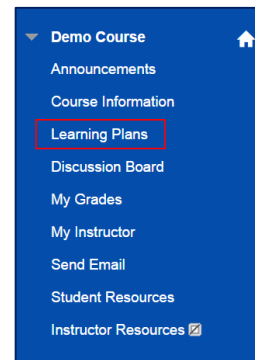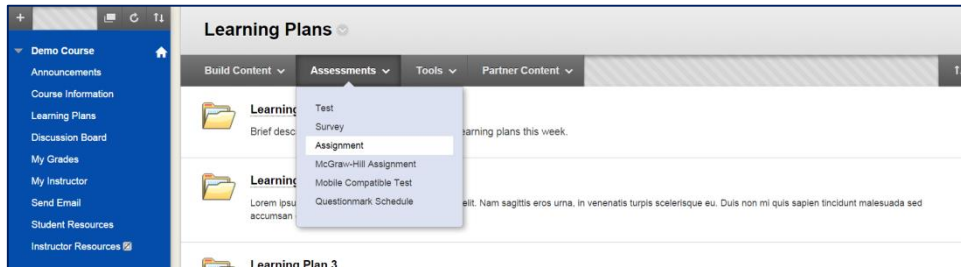
3. On the Create Assignment page, provide the **name**, **instructions**, and any **files** students need.
4. In the **Grading** section, type the **Points Possible** and optionally, associate a rubric (see the *Creating a Rubric* tutorial).

   a. **Submission Details** – Clicking on the blue Submission Details link will reveal a drop down menu of options. Instructors can then choose to make the assignment either an **Individual** or **Group Submission**, select the **number of attempts**, and choose whether or not to have the assignment checked for **plagiarism** using **SafeAssign**.

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b. **Grading Options** – Instructors can choose to hide student names from submission attempts during grading, making them anonymous. In the situation where there are multiple evaluators (Instructors, TAs) of student work in a class, Instructors 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.

c. **Display of Grades** – In this section, instructors can choose how they want the assignment grade to display for students and in the Grade Center. In addition, instructors can select whether to include the grade in Grade Center calculations, show the grade to students in My Grades and Show Statistic to students.

5. In the Availability section, Instructors can choose to Make the Assignment Available and limit the assignment's availability dates.

6. Click **Submit.**