Creating an Assignment in Blackboard

Assignment Link
An “Assignment” link in your course creates a place for students to submit their work, regardless of file type. The figure below shows an assignment from the student view.

This is a secure and verifiable way to transfer documents and have graded work returned to students. Student work should not be submitted or returned via email.

Assignment links are indicated to students by the icon with a pencil, ruler, and paper.

You can place Assignments in any part of a course, although creating a menu button for “Assignments” is an easy way for students to find the information and links they need for all submitted assignments.
Creating an Assignment

To create an assignment:

- Go to the page where you would like the link to the assignment to appear
- Click on Assessments and select Assignment

*Note: Blackboard will automatically create a Grade Center column for any Assignment you create, so be sure to eliminate any earlier, redundant columns in your Grade Center, and have only one link in the course for each Assignment.*

Name your Assignment, provide or attach instructions or other materials, if desired.
Due Dates and Grading
Set due dates, points possible, and attach a rubric that you have created in the course, if desired.

Under “Submission Details,” select desired parameters, including whether you want the Assignment to be reviewed through SafeAssign.

You can choose to grade anonymously.
You can set up the Grade Center display here as well.

### 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.

<table>
<thead>
<tr>
<th>Display grade as</th>
<th>Primary</th>
<th>and</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>(displayed in Grade Center only)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] include in Grade Center grading calculations
- [ ] Show to students in My Grades
- [ ] Show Statistics (average and median) for this item to Students in My Grades

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

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**Need more assistance?**

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