Assignment

If you are grading student submitted files, the assignments tool saves time. When you create an assignment using the assignments tool, a Grade Center column is created automatically. From the Grade Center or Needs Grading page, you can see who has submitted their work. You can use the inline viewer and grade submissions directly. You can also download submissions for offline viewing.

Creating Assignments

1. Go to the Content Area where you’d like the assignment link located. For example, “Content.”
2. Select the dark grey box that says “Assessments” and then select Assignment.
3. Enter the assignment name, instructions to students, and attach any assignment files.
4. Due Date
   a. Students will still be able to turn the assignment in after the due date, however, it will show you that the assignment was turned in past due
5. Enter points possible.
6. Submission Details
   a. Usually you’ll be gathering assignments from individual students so do not edit Assignment Type.
   b. Number of attempts – we suggest allowing multiple attempts and grading only the last (as students might inevitably have “issues” right before the due time). Note that any late submission will be tagged by Blackboard.
   c. Select SafeAssign if you plan on using the anti-plagiarism tool.
   d. Grading Option – Here, you'll decide if you’d like to grade anonymously.
   e. Display of Grades – Here, you’ll decide how you’d like students to see their grades.
   f. Availability – By default the item is available to students, however you can edit these options.

---

### Submission Details

### Grading Options

### Display of Grades

---

7. Finally, press submit!

---

**Need More Help?**

**For face to face support**, please visit the Blackboard Support Center in Room 321 in the Library. We are open from 9 AM to 5:30 PM M-F.

**For telephone support** for Blackboard, Collaborate and Panopto, please call (202) 885-3904. This support is now available 24/7. Or email blackboard@american.edu.

**Course Reserves services** in the University Library can be reached at 202-885-3231 and at http://www.american.edu/library/services/reserves_faculty.cfm

**For help with passwords and access:** helpdesk@american.edu

**Other Sources of Help:**

1. **YouTube** provides hundreds of videos about various topics in Blackboard. A selection of more than 70 tutorials from Blackboard is available at http://ondemand.blackboard.com/

   2. **Further Blackboard documentation for faculty and students is at:**
      http://www.american.edu/library/technology/blackboard/index.cfm