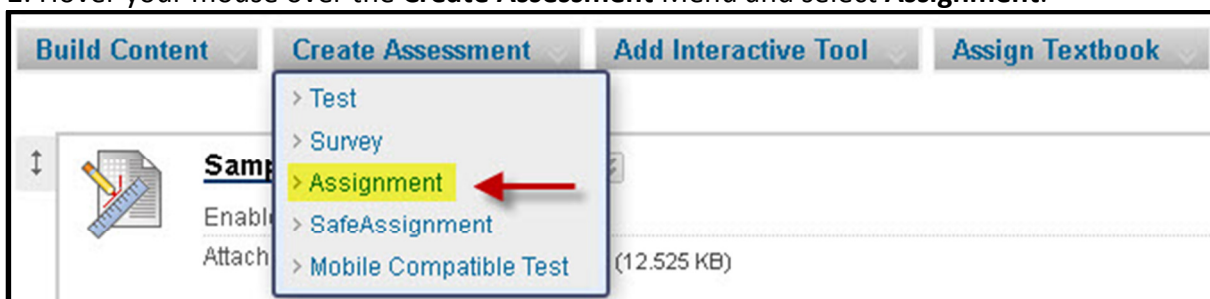


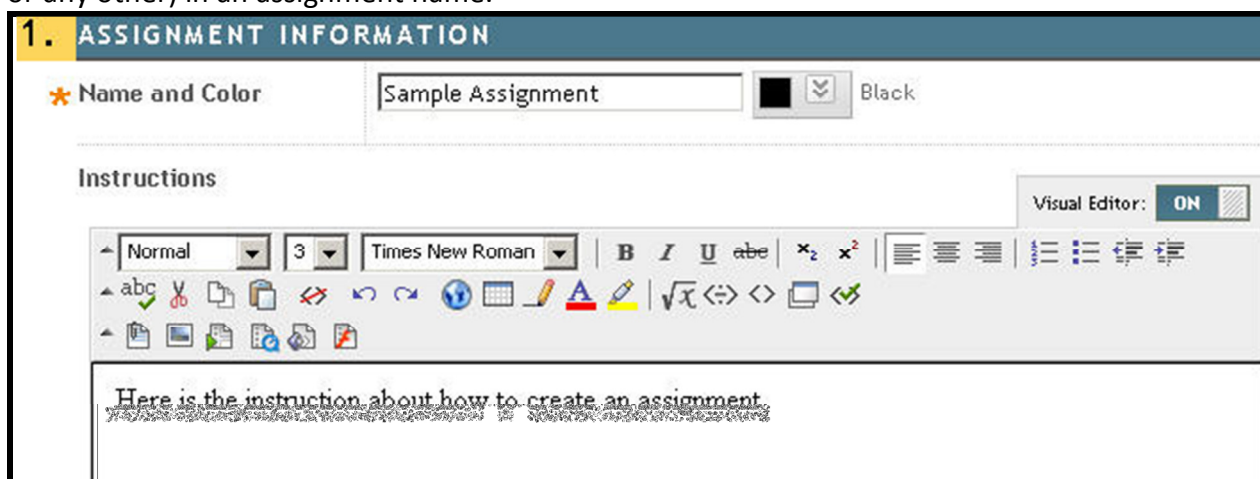
Create a Single or Group Assignment

Instructors can add a single or group assignment within a content area. Assignments give the option to attach a file and assign a point value. When an assignment is created, a corresponding column is automatically added to the Blackboard Grade Center. Students can complete the assignment with the Upload Assignment page or in a separate file and send it back to the instructor through the Grade Center.

1. Log into Blackboard and click on your course. Add the assignment within one of the content areas in the course. Be sure the **Edit Mode** is **On**.
2. Hover your mouse over the **Create Assessment** Menu and select **Assignment**.



3. Add the name and instruction of the assignment. There can be no special characters (#, ?, * or any other) in an assignment name.



4. In option 2, click **Browse My Computer** if you would like students to refer to a separate document such as a rubric and/or instructions. The selected file will be listed. This step can be

repeated for attaching additional files for the same assignment.

2. Assignment Files

Attach File Browse My Computer Browse Content Collection

File Name	Link Title	File Action
WeeklyAssignment.docx	WeeklyAssignment.docx	Create a link to this file Do not attach

5. In option **3. Grading**, enter the points possible for this assignment. You can associate a rubric using the **Add Rubric** button. Use option **4. Availability** to make the assignment available to students and click the **Make the Assignment Available** checkbox. Select the number of attempts you would like to allow for assignment submission. The instructor may choose a single attempt, unlimited attempts, or indicate a specific number of attempts. There can also be a date and time restriction for the availability of the assignment. The instructor can click the **Track Number of Views** checkbox to track the number of times the assignment is viewed.

3. Grading

✱ Points Possible 20

Associated Rubrics Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students

4. Availability

☒ **Make the Assignment Available**

This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

☒ Allow single attempt
☐ Allow unlimited attempts
☐ Number of attempts:

Limit Availability

☐ Display After
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

❑ Track Number of Views

6. The instructor can indicate if the assignment is for **All Students Individually** or **Groups of Students**. **All Students Individually** means that the assignment is released to every user in the course, not just the groups. **Groups of Students** means that the assignment is released to specific groups of users within the course.

6. RECIPIENTS

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.

Recipients

☐ All Students Individually
☒ Groups of Students

Items to Select

Group Two

Invert Selection Select All

Selected Items

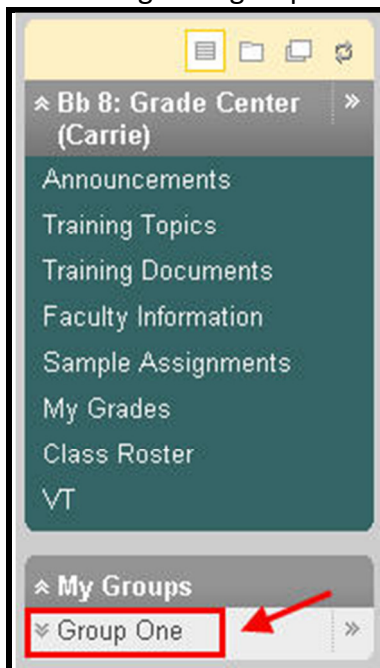
Group One

Invert Selection Select All

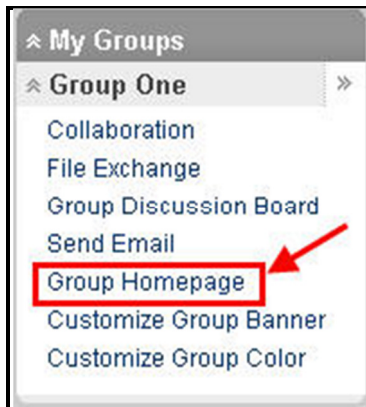
7. Click **Submit** when you ready.

8. Students can access group assignments by:

a. Clicking their group name in **My Groups** under the course menus.



b. Selecting **Group Homepage** and click the assignment name under **Group Assignments**.



Notes for Group Assignments:

- Course groups must exist prior to creating group assignments.
- Multiple Attempts allow users to submit their work for a group assignment more than once and receive comments and a grade for each submission.
- Students enrolled in more than one group receiving the same assignment will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.
- Students that are not enrolled at the time a group assignment has been created and submitted do not have access to that submission; they can see that the submission occurred.
- Students that are un-enrolled from the group cannot see the group assignments. They can access their submissions from My Grades.
- If the group assignment is edited between creation and the Due Date, the entire group may lose any work already in progress.