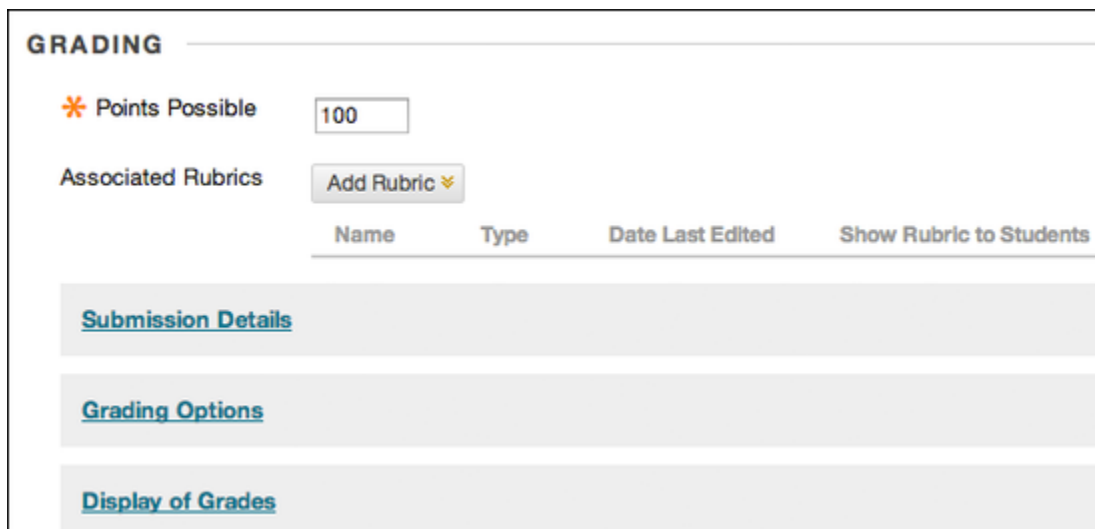**How to Create an Assignment (Dropbox)**

Assignments are the Blackboard equivalent of the Dropbox and are primarily used when you want to collect student work as a file from a student. Students can also submit work created in the available text editor, but this is generally not the preferred method.

Quick Instructions

1. When you are in a folder, point to *Assessments* and click **Assignment**.

2. On the *Create Assignment* page, provide the name and instructions for the assignment.
3. In the *Grading* section, type the **Points Possible** and optionally, associate a *Rubric*.
4. Optionally, expand the sections to make selections such as anonymous grading and how the grade is displayed.

5. Under the *Availability* section, check the box labeled "**Make the Assignment Available.**"
6. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.
7. Click **Submit**.

Advanced Options

There are additional areas on the *Create Assignment* page which can be expanded or used to provide you with more options.

Assignment Files – This section allows you to attach files, such as additional directions or template files to the assignment for students to access. Make sure to mention that these files are available when writing your Instructions.

Due Date – Setting a Due Date will make the assignment appear in the notifications areas on the Course Home page. If you decide to make use of Due Dates, you should plan to use them for all turned in work.

Grading

> **Associated Rubric** – You may attach an existing Rubric to the assignment, or create a new one here.
>
> There are several links which will expand when clicked on.

Submission Details

> **Assignment Type** – This option allows you to determined which this is a standard submission by an individual student, or a submission by a member of a group, in which case the grade and feedback given to one member of the group will be available to all members of that group.
>
> **Number of Attempts** – Allow single, multiple, or unlimited attempts. If you select more than one attempt, you can also decide which attempt to use in the Grade Center.
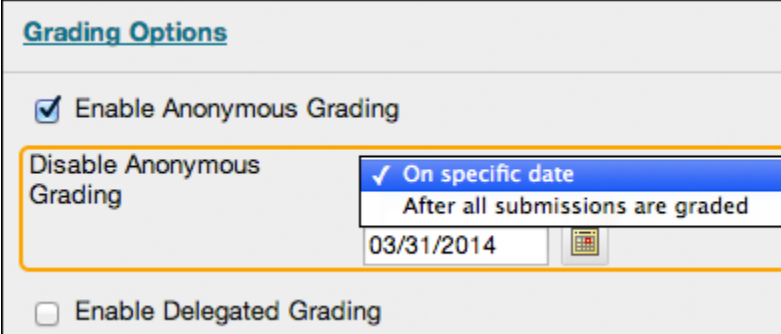
Plagiarism Tools – Blackboard has an integrated Plagiarism detection tool called SafeAssign. Here you can choose to run assignments through the system which will generate a SafeAssign Report when you go to grade the submission.

> **Allow students to view SafeAssign originality report for their attempts** – This provides students with access to the same SafeAssign Report you see when you grade their work. Students will only see the report after they submit their work.
>
> **Exclude submissions from the Institutional and Global References Databases** – Some students may feel uncomfortable about having their work placed on a semi-public database. This allows you to prevent student work from being archived, but will make it more difficult to see if students are copying work from previous years.

Grading Options – Set up anonymous and delegated grading.

Enable Anonymous Grading – Enabling anonymous grading during the creation stage allows you to eliminate grading bias for high-stake assignments. You can hide student names from submission attempts during grading, making them anonymous. Without knowing who submitted an assignment, you are not unduly influenced by a student's previous performance, class participation, conflicts, race, gender, or perceived student aptitude. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.

After you select the Enable Anonymous Grading check box, choose when you want to automatically remove students' anonymity:

On specific date – Provide the date you want to disable anonymous grading. The system automatically begins removing anonymity before the end of that date.

After all submissions are graded – Provide a due date. After students submit attempts, the due date passes, and you have graded the attempts, student anonymity is disabled.

You can manually disable anonymous grading at any time by clearing the Enable Anonymous Grading check box.

Enable Delegated Grading – Using grades and feedback from more than one grader helps to promote reliability and remove bias. You can assign specific users in your course to grade particular sets of student submissions. For large classes, you can divide up the grading tasks among TAs and other graders.

Note: When delegated grading is turned on for an assignment, the option to manually enter a grade is disabled. Students MUST submit the assignment for a grade to be entered, and reconciled.

After you select the check box for enabling delegated grading, you can view a list of all potential graders. Roles with default grading privileges include instructor, teaching assistant, and grader. Use the drop-down list next to each grader's name to assign submissions to grade:

All Submissions

Random Set - Grade a random set of the selected number of students. If you assign multiple graders to grade a random set, students are distributed evenly before any student is included in multiple random sets.

Groups - Grade all students who are part of the selected course groups.

None

When all graders have assigned grades, the instructor role views all grades and feedback on the Reconcile Grade page and determines the final grade for each student.

For additional information on delegated grading:

- From Cornell: http://bbhelp.cit.cornell.edu/delegated-grading/
- From Blackboard: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/050_Grade_Assignments/020_Delegated_Grading

Display of Grades - Choose how grades will appear in the Grade Center and to students in My Grades. Only your Primary selection appears to students. You can also choose to include the assignment score in grading calculations.

Based on the assignment requirements, you can choose not to show the grade and statistical information to students in My Grades.