Blackboard Assignment Manager

How to create an assignment in Blackboard

Inline Editing
**Manage Assignments in Blackboard Learn**

You can use the Assignment tool to create and manage an assignment in Webcampus. Students may then submit assignments in two ways: by writing in the visual text box editor or uploading a document as an attachment. Another benefit to using the Assignment Manager is that submissions can be managed from the content area they were created in. Points can be associated with the assignment and the assignment can be integrated with your Gradebook. Submission can then be edited directly from the content area by using the new inline editing menu.

Note: If Plagiarism is a concern, we suggested that you create a Safe Assignment rather than an assignment. The benefit of using Safe Assignment is that the student’s submission will be checked against the Safe Assign plagiarism database and can also be added to our institutional database.
How to create an assignment in Webcampus

Begin in any area where you can create content in Webcampus. Place your cursor over the Assessments button in the action bar. Next, click the “Assignment” link in the expanded menu (See figure 1).

![Figure 1: Mouse over the Assessments icon, then click Assignment](image)

In the Assignment Information group click in the “Name and Color” group and enter a description for the assignment. Then click in the “Instructions” text box and enter a description for the assignment (See figure 2).

![Figure 2: Enter a Name and Instructions](image)

If the instructions for the assignment are in a Word document, you may upload the instructions to the assignment as an attachment. Do so by clicking the “Browse My Computer” icon in the Assignment Files group (See figure 3).
*Note: It is important that you have not previously created a column for the assignment in your Webcampus gradebook. When you create an assignment, a grade column for the assignment will automatically be added to the course’s gradebook.

The Point Possible field in the Grading group is mandatory. If this assignment does not have a point value associated with it, enter the number “0” (See Figure 4).

By default, all assignments are made available at the time of their creation. Change this by unclicking the radio button next to the “Make the Assignment Available” (See figure 5).

The three options for allowing attempts at the assignment include: single attempts, unlimited attempts, or a set number of attempts. By default, all assignments are set to single attempt. To allow multiple attempts, click the appropriate radio button in the “Number of Attempts” group (See figure 6).
You can control an assignment’s availability. To release an assignment after a certain date, click the “Display After” check box, and then click in the mm/dd/yyyy field. Next, click in the time field and enter in the time after which you want the assignment to be available (See figure 7).

If you want to restrict the period during which students can submit their assignment, repeat the previous steps for the Display Until field.

The benefit to having a due date associated with an assignment is that students will know when their assignment is due. To associate a due date with an assignment navigate to the Due Dates group then check the radio button for the due date field. Click in the “MM/DD/YYYY” field and enter the due date for the assignment. Then click the time field and enter the deadline time (See figure 8).

After you have reviewed all the options for the assignment, click the “Submit” button located in lower right hand corner of the Assignment menu.
Inline Editing

View Submissions

To view a submission for an assignment, navigate to the Control Panel in the course the assignment was created in. Next click to expand the Grade Center menu, then click the “Needs Grading” link.

Click the Drop down icon to the right of the Assignment’s title and click the “Grade All Users” option from the expanded menu.

You will be taken to the Review Submission History menu. Webcampus now allows you edit an online assignment submitted using the Visual Text Box editor through the assignment manager. After clicking the link to open a submission you will see the text of the submitted assignment.

Submissions that are entered in the Visual Text Box editor can be edited directly in the Grade Assignment menu. It is possible to add comments, highlight text, drag and type text to in the student’s submission text. It is also possible to Grade the student’s submission and download the original document from the Review Submission History window (See figure 9).

Figure 9: Review the Assignment Details menu
**Associate Comments with a Submission**

To associate a comment with the Submission text, click and expand the Comment icon located below the submission’s title (See figure 10).

![Figure 10: Click to expand the comment menu](image)

There are three types of comments that can be associated: Point Comment, Area Comment, and Text Comment. To view these options, click the “Comment” icon and the menu will expand (See figure 11).

![Figure 11: The expanded comment menu](image)

Point Comments allow faculty to place their comments at a certain point in the text. Examples of Point Comments include a misspelled or misused word. Area comments are used to point to specific areas in the submission. Example: a paragraph that needs to be reworked. The Text Comment option allows faculty to leave notes for the student regarding their submission or grade.
Highlight Text

To highlight excerpts of your student’s submission text, make sure you have clicked on and expanded the comment group. Next, click the highlighter icon. You may then select a color for highlighting the document’s text (See figure 12).

![Figure 12: Click the Highlight text option](image)

Assign Points

To the right of the document text is the Assignment Details panel. This is the area where you assign a grade to the document. Click the Grade Menu and enter the points for the assignment. The total number of points associated with an assignment will be listed to the right of the Grade group (See figure 13).

![Figure 13: Click then assign points to a submission](image)
Assignment Attempts

The ATTEMPT group displays the date and time which the assignment was submitted. The number of attempts will also be listed in this group if your assignment allows multiple submissions (See figure 14).

Figure 14: View the number of attempts for a submission

Download an Assignment

To download the submission, click the download button located in the Assignment Details group (See figure 15).

Figure 15: Click the download button

After reviewing and associating points with the assignment, click the “Submit” button in the lower right hand corner of the Grade Assignment menu.