

Assignments and Tests

Tests and assignments allow you to collect, grade, or return student submissions. Blackboard Ultra test and assignment tools use the same process to create and deliver assessments. If you know how to create an assignment, you now know how to create a test. If you know how to create a test, you now know how to create an assignment.

Creating an Assignment

1. Select a **learning module**.
2. Select the **plus sign** where you want to add an assignment and choose **Create**.
3. Expand **Assessments** and choose **Assignment**.
4. Enter an assignment **name**.
5. Select the **plus sign** in the center of the screen to begin building your assignment. You can add new or existing questions, text to provide details or instructions, or files from your computer.

IDDC Pro Tip: Blackboard Ultra Assignments allow you to include questions throughout instructional content. Try using the Assignment feature for formative assessment and insert questions before, during, and after content uploaded into the assignment.

6. Select the **settings icon** in the upper right corner to adjust the assignment settings.

Details & Information


- **Due date** – Set the due date for the assignment.
- **Allow class conversations** – Allow conversations to take place within the assignment with contributions by anyone.
- **Randomize questions** – Randomize the order of questions among students.
- **Randomize answers** – Randomize the order of answer choices among students.
- **Collect submissions offline** – Does not require a student submission upload.

Grading & Submissions



- **Grade category** – Change the grade category for custom grouping in your gradebook.
- **Attempts allowed** – Let students submit more than one attempt and change the grading options for those attempts.
- **Grade using** – Select a grade schema.
- **Maximum points** – Enter the maximum points.
- **Anonymous grading** – Hide student names during grading for assignments without questions (text/upload submission only).
- **Assessment results** – Show students the correct answers to automatically scored questions after they submit an answer.
- **Evaluation options** – Setup parallel grading and assign graders.

Additional Tools


- **Time Limit** – Add a time limit for completion.
- **Grading Rubric** – Create a new rubric or associate an existing rubric to the assignment.
- **Goals and Standards** – Align the assignment to one or multiple goals.

- **Group Assignment** – Assign the assignment to a group(s).
 - **Enable SafeAssign** – Check for plagiarism in student submissions.
7. Add an optional **description** to appear with the assignment title on the *course content* page.
 8. Click **Save** to save settings.
 9. Adjust the visibility and availability settings by selecting the **drop-down menu** in the upper right corner.
 10. Click  to return to the *course content* page.

Grading Student Assignments

1. Select the **Gradebook** from the navigation bar.
 
2. Select the **assignment** that needs graded.
The *submissions* page opens.
3. Select a **student**.
The student's submission will open underneath your original assignment.
4. Select the **ellipses** within the student's submission to download the file locally, if applicable.
5. Select the  icon to enter feedback or upload a file to be sent to the student. Select **Save**.
6. Enter a grade in the box provided in the upper right corner.

IDDC Pro Tip: Grades will only be visible to you until you post them to the gradebook. You can post grades individually as you grade each student's work or you can post all grades at once.

7. To post a grade immediately, select the **ellipses** and choose **Post**.
Optionally, click the  to return to the *submissions* page to post individual grades or all grades.
8. Use the right and left pointing arrows to navigate through the students.