Blackboard: Assignments/Assessments (the basics)

Note: *If your course is small, you can consider simply emailing students assignments and allowing them to submit completed assignments via email. Typically, students will submit assignments as a scanned document or as multiple photos/images taken from their phone.*

First things first! Log into https://learn.uark.edu/

On the first page you encounter, look under 'My Courses' at 'Spring 2020 [1203]' course listings and click on the course where you would like to add an assignment/assessment

1. Click on the 'Content' tab

    a. I would suggest posting assignments into the designated 'Content' area as well, as this is simplest and will make the most intuitive sense to students
    b. Don't know where the content area is? See the 'Uploading Content' handout

2. Move your mouse over 'Assessments'

    There are various options at this point: Tests, Surveys, Kaltura Video Quizzes

    Feel free to explore but we will keep this simple right now.

3. Click on 'Assignment'
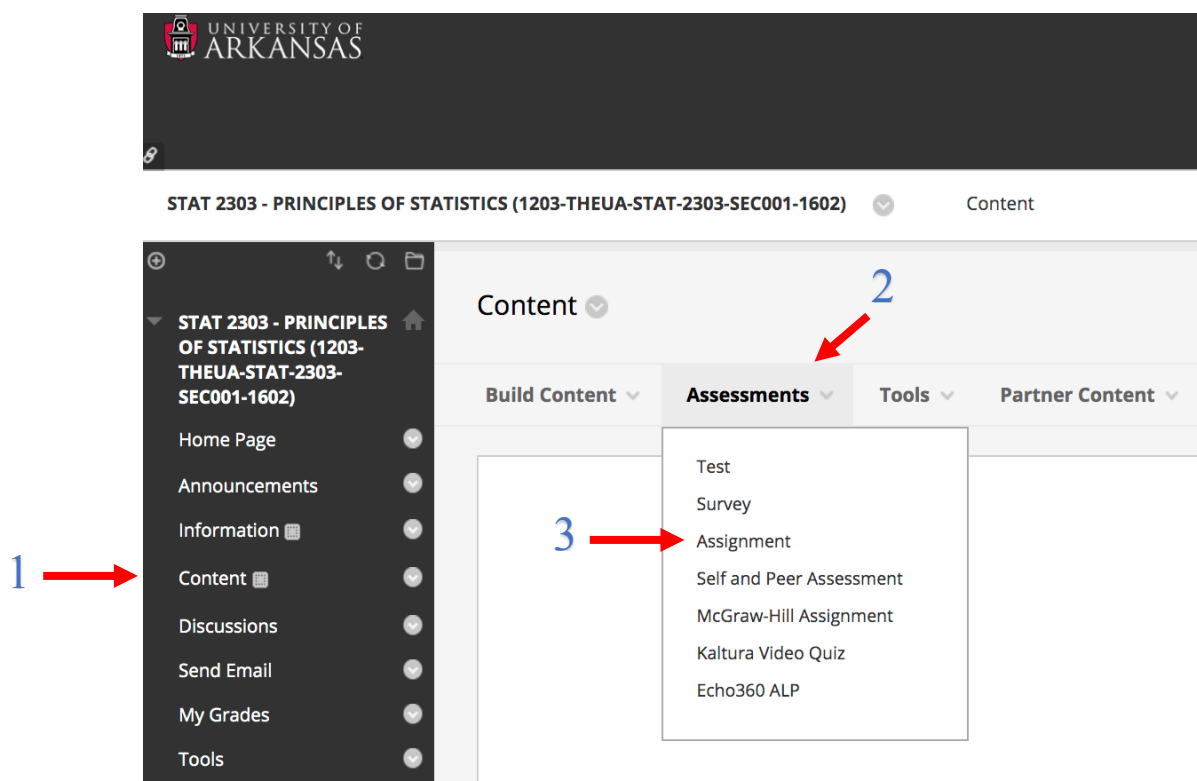
Questions? Email me! sewrob@uark.edu OR Check out https://tips.uark.edu/ for all things!

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Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. *More Help*

★ Indicates a required field.

ASSIGNMENT INFORMATION

★ Name and Color   [   ] ■ Black ◄———— Give the file a name

Instructions

[formatting toolbar]

Tell students what you need from them here!
Any special instructions? Type them.

Path: p   Words:0

ASSIGNMENT FILES

Attach Files   [Browse My Computer] [Browse Content Collection]

Find the file on your computer by clicking 'Browse My Computer'

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

Due Date   □ [   ] 🗓 [   ] 🕐
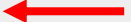   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Include your Due Date here! Blackboard (by default) allows users to upload assignments past the due date but they will be flagged as 'Late' in the Gradebook.

GRADING

4. Keep scrolling down!

GRADING

★ Points Possible   [   ]

Associated Rubrics   [Add Rubric ▾]
                     Name   Type   Date Last

Submission Details   ◄————

Grading Options

Display of Grades

Alter the points possible (100 is easy)

Explore the Submission Details as well as Grading Options and Display of Grades (the defaults are acceptable for most purposes and are shown on the last page of this handout*)

Set the availability of the assignment

AVAILABILITY

☑ Make the Assignment Available

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

When done, click 'Submit'

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

[Cancel] [Submit]

Questions? Email me! sewrob@uark.edu OR Check out https://tips.uark.edu/ for all things!

5. And you are done! Confirm, confirm, confirm!

   You should receive a 'Success' message in a purple bar after submitting.

   You can also enter 'Student Preview' mode to make sure everything worked out the way you would like.

   Example provided below.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student

I am creating 'Assignment 4', providing instructions, and attaching the 'ExampleAssignment' pdf from my computer

I have set a Due Date of March 18, 2020 at high noon

I leave all other defaults and click 'Submit'!

Then success! ☺

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color   Assignment 4   ▓ ⌄   Black

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Please provide solutions to each problem in the attached document.

Show all of your work and label your answers clearly.

Upload your handwritten work as a scan (.pdf format) or as pictures.

Path: p

ASSIGNMENT FILES

Attach Files   [Browse My Computer] [Browse Content Collection]

Attached files

File Name	Link Title	File Action
ExampleAssignment.pdf	ExampleAssignment.pd	Create a link to this file

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date   ☑ 03/18/2020 🗓 12:00 PM 🕐
            Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Success: Assignment 4 created.

Content ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

Assignment 4 ⌄
Attached Files: 📄 ExampleAssignment.pdf ⌄ (89.928 KB)
Please provide solutions to each problem in the attached document.
Show all of your work and label your answers clearly.
Upload your handwritten work as a scan (.pdf format) or as pictures.

Confirmation!

Notice that I can see the content in my Blackboard content

Questions? Email me! sewrob@uark.edu OR Check out https://tips.uark.edu/ for all things!

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*Defaults Below:

Submission Details

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.

Assignment Type

- ⦿ Individual Submission
- ○ Group Submission
- ○ Portfolio Submission
Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts   Single Attempt ▾

Plagiarism Tools

☐ Check submissions for plagiarism using SafeAssign

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See Blackboard Help for more information.
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.

☐ Allow students to view SafeAssign originality report for their attempts
☐ Exclude submissions from the Institutional and Global References Databases

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Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

☐ Enable Anonymous Grading
Student names are hidden during the grading process.

☐ Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as

Primary		Secondary
Score ▾	and	None ▾
		(displayed in Grade Center only)

☑ Include in Grade Center grading calculations
Scores on anonymously graded assignments won't be included in column calculations until the submissions are no longer anonymous.

☑ Show to students in My Grades

☐ Show average and median statistics for this column to students in My Grades