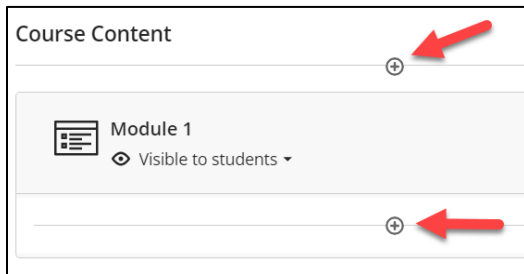


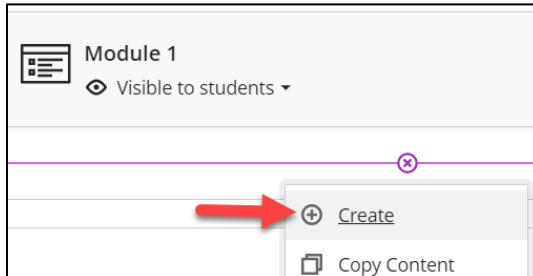
# Creating an Assignment

## Adding an Assignment in the Content Space

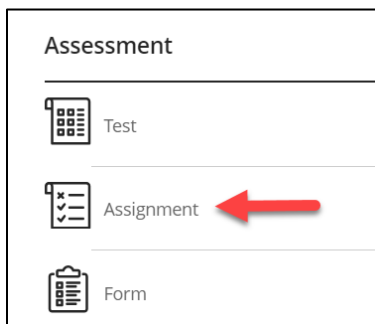
1. Click the plus sign (+) to add an assignment in the location of your choice.



2. Select **Create**.

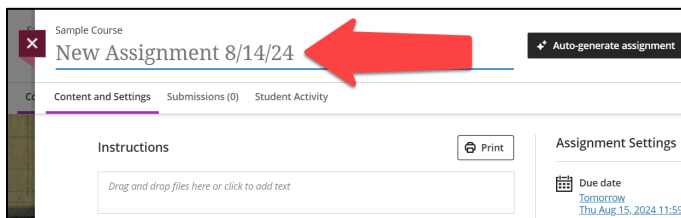


3. Under the Assessment section, select **Assignment**.



## Name Your Assignment

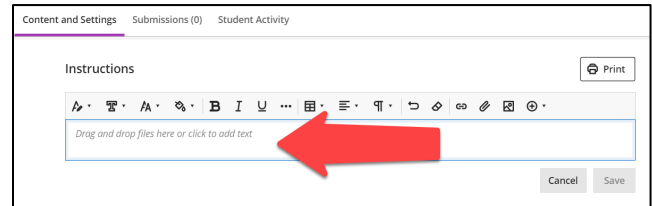
4. Inside the top field on the page, **type a new name** for your assignment.



5. Hit **Enter/Return** or **click outside the field** to save the new name.

## Add Text to the Content Space

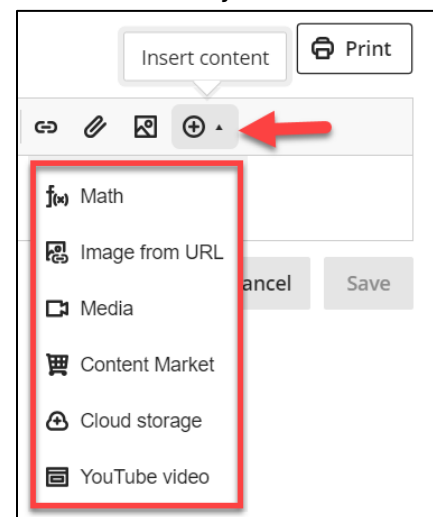
6. Click inside the instructions text box to add text, instructions, or prompts for your assignment.



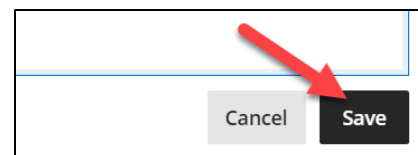
7. To share additional files in the assignment for students to review, drag-and-drop the files into the instructions space or use the **attachment icon** (paper clip) to select and attachment files.



8. If you wish to add formulas, embed media, or integrate a third-party tool (like EchoVideo), click the **Insert Content** icon (plus sign in a circle) to add additional media to your instructions.



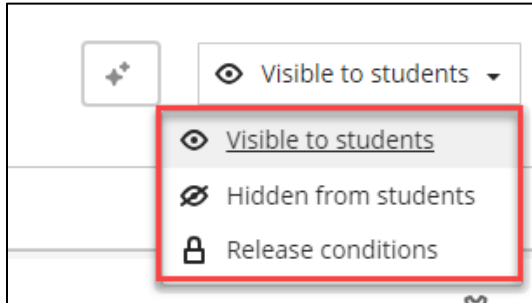
9. Click **Save** when your instructions are complete.



## Make Your Assignment

### Available/Hidden

10. At the top-right of the page, use the drop-down menu to view the options to make your assessment available.



11. If **Visible to Students** is selected, the assessment is immediately available to students.

12. If **Hidden from Students** is selected, the assessment is disabled until you make it available to students.

13. Use the **Release Conditions** option if you wish to make the assessment available based on course membership, start/end dates, or after students achieve a specific grade on another graded item in the course.

#### a. Course Membership

Choose which course members (**all students** or **specific students/groups**) have access to the assessment.

#### b. Dates

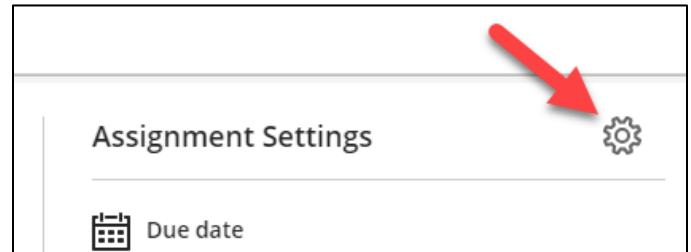
Define the time period in which students can access content with **Show on** and **Hide after** dates/times.

#### c. Performance

Release an item or folder when a student achieves a certain score on an item or gradebook column in your course. Multiple performance criteria may be added.

## Updating the Assignment Settings

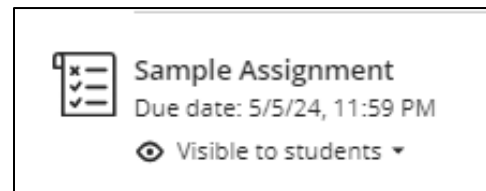
Access the Settings icon (gear icon) to open the assessment's Settings panel.



See *Assignment Settings Details* on the following pages for more information on each setting.

## View Your New Assignment!

Your new assignment has now been added to your course content. *Example screenshot:*



## Assignment Settings Details

Below are details for the main settings you may wish to enable on an assessment:

### Details & Information

#### **Due Date**

Due dates appear in the calendar and activity stream. Work submitted after the due date is marked *Late*.

#### **No due date**

Enable this option if an assessment can be submitted at any time and will not be marked as *Late*.

#### **Prohibit late submissions**

Enforces the due date and prevents late submissions. In-progress and saved attempts **will auto-submit at the due date**. Students will receive a submission receipt email. Specified accommodations are still honored.

#### **Prohibit new attempts after due date**

Prevent students from beginning a new attempt after the due date. Specified accommodations are still honored.

#### **Allow class conversations**

Enable this setting on an assessment to provide a conversation space relevant to the assessment.

#### **Collect submissions offline**

Enable this setting to grade in-person student work. Creating an offline assessment will add a calendar reminder (due date must be specified), add an item in the content space, and create a gradebook item for grading.

### Formative Tools

#### **Formative assessment**

Create a **Formative Assessment** label on your assessment.

#### **Display formative label to students**

Enable to let students see Formative Assessment label.

### Grading & Submissions

#### **Grade category**

Change the assessment's grade category to one of the custom categories set up in the course's gradebook. Categories customize how coursework is grouped and can be useful when you set up the overall grade.

#### **Attempts allowed**

Determine the number of attempts allowed and, if more than one, choose how the final grade is calculated.

#### **Grade using**

Select a grading schema (*Points, Percentage, etc.*). Changes to grading schema will appear in the gradebook.

#### **Maximum Points**

Add a number value between 0 and 99,999 for your assessment. If blank, the maximum points will default to 100.

#### **Anonymous grading**

Reduces the potential for grading bias. Student names are hidden while grading and are revealed after posting.

#### **Evaluation options**

- **2 graders per student.** Specified graders (instructors, TAs, graders) grade the same sets of submissions. Graders can't see other graders' grades, feedback, annotations on student files, and rubrics.
- **Peer review.** Peer review allows students to review their peers' work through criteria-based evaluation. Select to assign the number of reviews per student, assessment due date, and peer review due date.
- **Delegated grading.** Specified graders (instructors, TAs, graders) grade different group sets of submissions.

#### **Assessment grade**

Automatically post a student's grade once grading is completed. Turn this off if you want to manually post grades.

## Assessment Results

### **Submission View**

Decide when students may view their submissions. If “off”, questions are only visible during an attempt.

### **Automated Question Feedback**

Decide when question feedback is released automatically.

### **Question Scores**

Decide when individual question scores are released automatically.

### **Correct Answers**

Decide when the correct answers is released automatically.

## Assessment Security

### **Access code** (For Individual or Group Assessments)

Enable an access code (6 digits) to control when students begin an assessment. These are randomly generated.

### **Respondus** (Respondus LockDown Browser and Respondus Monitor Settings)

A third-party tool used to secure the integrity of a Blackboard test. Select the link to enable RLDB settings.

## Additional Tools

### **Time limit** (Only available on individual assessments)

When enabled, each student has a limited amount of time to submit. The attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit.

### **Use grading rubric** (For Assessments without Questions)

Evaluate student submissions based on key criteria that you define. Create a new rubric or link to an existing rubric.

### **Goals & standards** (Skip. TAMIU does not use this feature.)

### **Assigned groups**

Create an assessment for groups/teams. A grade is given to a group as a whole but may be altered for individuals.

### **Originality Report** (Using SafeAssign)

Check for potential plagiarism in student work. Enable the SafeAssign Originality Report any time, even after students have started their submissions. **However, submissions are only checked when SafeAssign is enabled.**

## Description

Provide a description of the assessment (under 750 characters) to will appear on the Course Content page.



**For more support, contact the eLearning Team:**

**Email:** elearning@tamiu.edu

**Call:** 956-326-2792

**Visit:** KLM 259, Monday to Friday, 8 AM to 6 PM