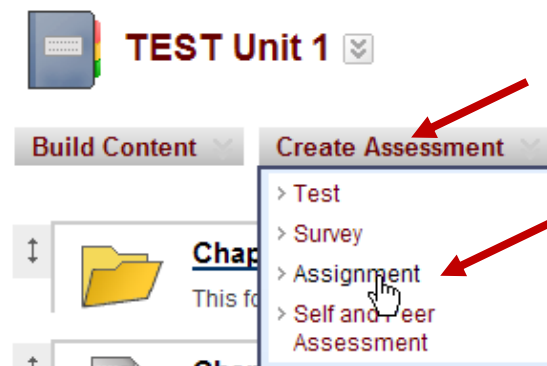
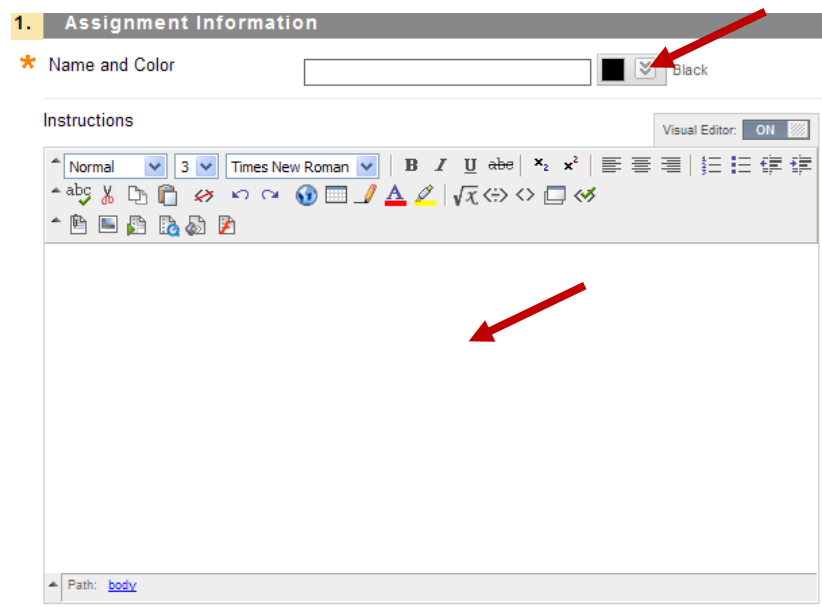


Create a Graded Assignment

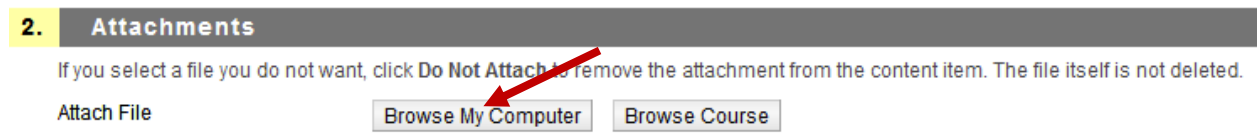
1. Within Content module, cursor over <Create Assessment>, and then click <Assignment> from drop menu.



2. Name the assignment and add instructions to block. Include date due and format in which to submit.

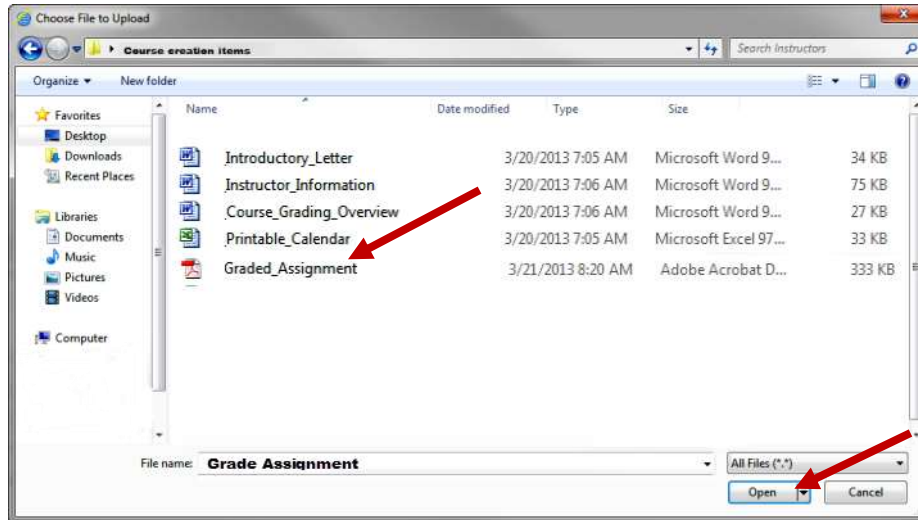


3. Attach file if necessary. This should be PDF if read only; OR defined clearly by instructor if meant to be edited and submitted (MS Word 2003 - 2013, scanned jpeg, and etc.). If file is to be attached, click browse.



Create a Graded Assignment

4. Find file and click Open.



5. Key in due date and total points available for assignment.

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

GRADING

Points Possible

7

6. Make decision on assignment <Submission Details> for Assignment Type, Number of Attempts, and Plagiarism.

GRADING

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than

Assignment Type

- Individual Submission
 Group Submission

Number of Attempts

Single Attempt

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Report
originality report for their attempts" setting.*

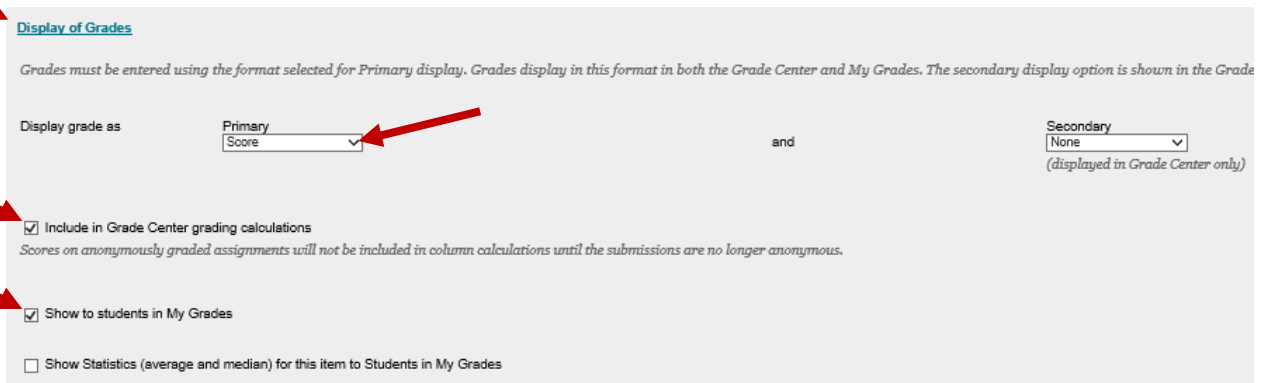
Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases



Create a Graded Assignment

7. Make decision on assignment <Display of Grades>.



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

Display grade as and (displayed in Grade Center only)

Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

8. Make decision on assignment availability and whether or not to track.



AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

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

9. Click on <Submit>.



For more information about Creating Assignments, go to the following:

- **Creating a SafeAssign Assignment:**
http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Creating_SafeAssign_Assignment.pdf
- **See also Instructors Help Documents:**
http://video.wallace.edu/bb/help_tools/instructor_helps.html

