# Creating Ultra Assignments

## Topic Overview

The Assignment tool allows students to submit files to their instructor to grade, provide feedback, and be included in the grade center..

ⓘ When an instructor creates a Blackboard assignment, a column for that assignment is automatically created in the Grade Center.

## Steps

1. On the  Course Content  page, **select the plus sign wherever you want to add an assignment**. In the menu, **select Create to open the Create Item panel and select Assignment** . The  New Assignment  page opens.

   You can also expand or create a folder and add an assignment.

   When you create an assignment, a gradebook item is created automatically.
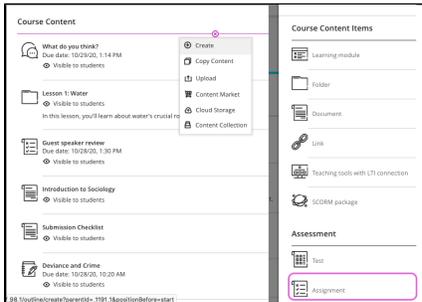
   

2. Provide a descriptive title.
3. Add text, files, and questions . **Select the plus sign to open the menu and make a selection.** You can add files and text, such as instructions for the assignment. You can also add files from cloud storage.
4. **Show or hide the assignment .** You can make the assignment visible or hidden from students. Alternatively, you can set release conditions for the assignment for the whole class, groups, or individuals based on date/time or a student's performance on a previously graded item.

5. Assignment settings.



**Add text, files, and questions**. Select the plus sign to open the menu and make a selection. You can choose a question type, add a question pool, or reuse questions and content from existing assessments. You can add files and text, such as instructions for the assignment. You can also add files from cloud storage, such as OneDrive® and Google Drive™.

**Show or hide the assignment**. Students can't see an assignment until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule. You can also set availability conditions based on date, time, and performance on other items in the course gradebook. On the *Course Content* page, students can see when you set the assignment to show.

**Apply assignment settings**. Select the *Settings* icon to open the panel where you provide the assignment's details and information.

**Provide a due date**. Due dates appear on the calendar and in the activity stream. Late submissions appear with a *Late* label in the course gradebook. Encourage students to review what's due now and what's ahead so they can ask questions as soon as possible.

**View accommodations**. You can set accommodations for students and make them exempt from certain course requirements, such as assignment due dates and time limits. To select accommodations, go to the *Roster* and open a student's menu. The number of accommodations you've made appears on the assignment page in the *Assignment Settings* section.

**Allow class conversations**. What if your students have questions about an assignment? You can allow conversations within an assignment, and anyone can contribute. As the conversation develops, it appears only with the relevant assignment.

**Collect submissions offline**. You may want to grade student work that doesn't require students to upload a submission. For example, you can add grades to your gradebook for oral presentations, science fair projects, acting performances, and artwork delivered in person.

**Randomize questions and answers**. You can randomize questions and their answers to support practice/drilling activities and help students avoid academic dishonesty. You can use one or both settings so assignments appear differently for each student.

Questions appear in order to you but are randomized for students. To prevent confusion, don't add numbers to reference other questions within the assignment.

You can only randomize answers for Matching and Multiple Choice questions. If you want to randomize answers for True/False questions, use the Multiple Choice question type with True and False answer choices. You can't randomize questions in an assignment with text blocks or attachments.

**Change the grade category**. You can change the assignment's grade category to be part of one of the custom gradebook categories you set up in your course. You can create new categories to customize how coursework is grouped in your course. Custom categories can be useful when you set up the overall grade.

**Determine the number of attempts**. You can let your students submit more than one attempt at an assignment. When you allow multiple attempts, you can also choose how the final grade is calculated.

**Select the grading schema**. From the *Grade using* menu, select an existing grading schema such as *Points*. You can change the grading schema at any time and the change will show to students and in your gradebook.

**Enable anonymous grading**. When you create an assignment without questions, you can enable anonymous grading so student names are hidden while you grade. You may only add text and files to anonymously graded assignments.

**Show assessment results**. Select the *Show correct answers* check box to allow students to see the correct answers to automatically scored questions after they submit. If you don't add questions to your assignment, select the check box for *Show correct answers* during creation.

**Enable automated feedback**. Provide feedback to students that's released automatically based on your settings.

**Add an access code**. You can issue an access code to control when students submit an assignment. At this time, access codes are generated randomly by the system. You can't customize the access codes. You can also add an access code to a group assignment.

**Enable parallel grading**. You can enable parallel grading and assign graders when you create an assignment. You can also enable parallel grading even after students make submissions. The system randomly assigns graders you choose so each student has two graders for the assignment. The grading workload is distributed evenly among the graders. Graders can only open the submissions for the students assigned to them. Instructors or reconcilers determine the final grades for students.

**Add a time limit**. A time limit can keep students on track and focused on the assignment because each person has a limited amount of time to submit. The assignment attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit. At this time, you can't add a time limit to group assignments.

**Add a grading rubric**. Rubrics can help you evaluate student submissions based on key criteria that you define. You can create a new rubric or associate an existing rubric. A rubric is a scoring tool that you can use to evaluate graded work. At this time, you can only add a rubric to as assignment without questions.

**Add goals and standards**. You can align an assignment to one or multiple goals. You and your institution can use goals to measure student achievement across programs and curriculums. You can also align individual questions to goals.

**Make a group assignment**. You can create an assignment for one or more groups of students. By default, you assign a grade to each group as a whole, but you can change a group member's individual grade.

**Add an optional description**. The description appears with the assignment title on the *Course Content* page.

# Sources and Relevant Links

[Create and Edit Assignments](#)