How to Create an Assignment

Assignments are a form of assessment that adds a Column to the Grade Center. The Grade Center is where you will assign grades and give feedback to each student. SafeAssign, Ivy Tech’s plagiarism detection software, is integrated into the Assignment feature. Instead of creating a separate assignment for SafeAssign, you can create an Assignment and select the SafeAssign options.

*Note: It is a requirement that all assignments must be placed and submitted within Blackboard.

1. Click the Class Sessions button.
2. Select the folder the assignment will be placed in.
3. Move cursor over Assessments, select Assignment.

4. Enter the Name of the assignment and provide Instructions.

5. Enter Due Dates.
   *Note: The due date displays on the Global Navigation calendar and the To Do module for the students.

5. Due Dates
   Submissions are accepted after this date, but are marked Late.
6. Enter Points Possible.

7. Make a selection from the following choices.

8. Under Submission Details, select the Assignment Type, Number of Attempts allowed, and whether you want to use Plagiarism Tools, SafeAssign is Ivy Tech’s plagiarism detection software. *Note: Check Exclude submissions from the Institutional and Global References Database if you want to run the assignment as a draft.

9. The Plagiarism Tools has three options.
   a. Check submissions for plagiarism using SafeAssign – Select this to run the assignment through SafeAssign.
   b. Allow students to view SafeAssign originality report for their attempts – Select this option so students are able to view the report.
   c. Exclude submissions – Select this option to run an assignment as a draft so that the students can make changes before the final submission. *Note: If creating a draft all three options must be selected. For the final submission the first two options (a and b) must be selected.
10. Under **Grading Options** choose whether you want to use **Enable Anonymous Grading** or **Enable Delegated Grading**. Anonymous grading hides the students name from the grader. Delegated Grading allows co-instructors to split the grading responsibilities amongst themselves.

11. Under **Display of Grades** choose how you wish students to see their grades. The **Primary** score shows to students and teachers. The **Secondary** score only shows to teachers.

12. Click **Submit**.