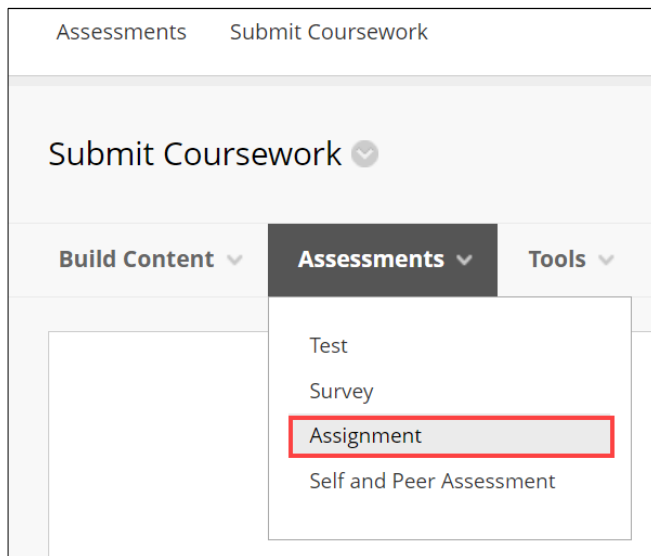


[STAFF] Blackboard Assignments: Setting up a Submission Link for Individual Submissions

1. In a suitable content area, with **Edit Mode ON**, click the **Assessments** tab and select **Assignment**.



2. Give the assignment a **meaningful title** and some **clear instructions** for students.


* Indicates a required field.









ASSIGNMENT INFORMATION











* Name and Colour Assignment B - Individual Submission Black

Instructions

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

B
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Paragraph
Open Sans,sa...
10pt

Instructions here

If required, you can also attach a file(s) to the assignment:

Attach Files

Browse Local Files

Browse Content Collection

Browse Cloud Service

3. Set a **suitable date and time** for the assignment.
4. Specify the **number of points** possible (usually 100).
5. Click **Add Rubric** and either **Select Rubric** or **Create Rubric** as appropriate. (Attaching a rubric is optional.)

DUE DATES

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

Due Date 3 ☒ 30/01/2023

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

MARKING

* Points Possible 4

Associated Rubrics 5

[Add Rubric](#)

[Select Rubric](#)

[Create New Rubric](#)

[Create From Existing](#)

Date Last Edited

Select Rubrics

<input type="checkbox"/>	NAME	DESCRIPTION	DATE LAST EDITED
<input checked="" type="checkbox"/>	Demo Rubric		26/01/23 12:04
<input type="checkbox"/>	Example Rubric		26/01/23 12:05

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

Selected Rubrics 1 ☐

[Cancel](#) [Submit](#)

6. Click **Submit**.
7. **Set the visibility** of the rubric to students (as required).

Name	Type	Date Last Edited	Show Rubric to Students
Demo Rubric	Used for Marking	26-Jan-2023 12:04:37	<input checked="" type="checkbox"/> Yes (Without Rubric Scores) <div> <input type="checkbox"/> Yes (With Rubric Scores) <input type="checkbox"/> After Marking <input type="checkbox"/> No </div>

8. Click **Submission Details** to see all the options and select **Individual Submission**.

Submission Details

If any students are enrolled in more than one group receiving the assignment, you will need to select a group to receive the assignment with an overall mark for the assignment.

Assignment Type

☒ Individual Submission

☐ Group Submission

Number of Attempts

Single Attempt ▼

9. Select the **number of attempts** allowed for this assignment.

Number of Attempts

Single Attempt ▼

Single Attempt

Multiple Attempts

Unlimited Attempts

N.B. The Marking Options (below) will change according to your selection for the Number of Attempts. For **Unlimited and Multiple Attempts**, select your **preferred option** from the **Score attempts using** dropdown list. For **Multiple attempts**, you will **also** need to specify the **maximum number of attempts**.

Number of Attempts

Multiple Attempts ▼

Maximum Attempts

3

Score attempts using

Last Marked Attempt ▼

Last Marked Attempt

Highest Mark

Lowest Mark

First Marked Attempt

Average of Marked Attempts

10. Ignore the Plagiarism Tools option.

11. Click **Marking Options** to see all the options and select to **enable anonymous marking**, unless there are specific circumstances which mean this is not necessary. [Read [more on anonymous marking in this guide](#).]

12. **Select a date** on which anonymity can be lifted.


Marking Options

You can choose to hide student names from submissions, separate marks, feedback and notes to students. Users with instructor roles have reconciling abilities.

☒ **Enable Anonymous Marking**
Student names are hidden during the marking process.

Disable Anonymous Marking

On Specific date ▼

31/01/2023 

Enter dates as dd/mm/yyyy

13. Beneath Anonymous Marking, you will see an option for **Delegated Marking**.
 [Please [read this guide](#) for further information on delegated marking.]

14. Click **Display of Marks** and select the options as appropriate to the assignment.

Display of marks.

Marks must be entered using the format selected for Primary display. Centre only.

Display mark as Primary

Score ▼

Score
 Letter
 Text
 Percentage
 Complete/Incomplete

☒ **Include in Grade Centre marking**
Scores on anonymously marked assignments won't be included in column

☒ **Show to students in My Marks**

15. Under **Availability**, click to make the **assignment available and visible** to students or, if you would like to limit availability, set a suitable date and time.
16. You may also want to select **Track Number of Views** so that student engagement with the assignment can be monitored via reports.

AVAILABILITY

☒ Make the Assignment Available **13**

Limit Availability

☐ Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.


☒ Track Number of Views **14**

17. Finally, click **Submit**.
18. The **Assignment link** will be displayed.

Assessments
Submit Coursework

Submit Coursework

Build Content
Assessments
Tools
Partner


Assignment B - Individual Submission

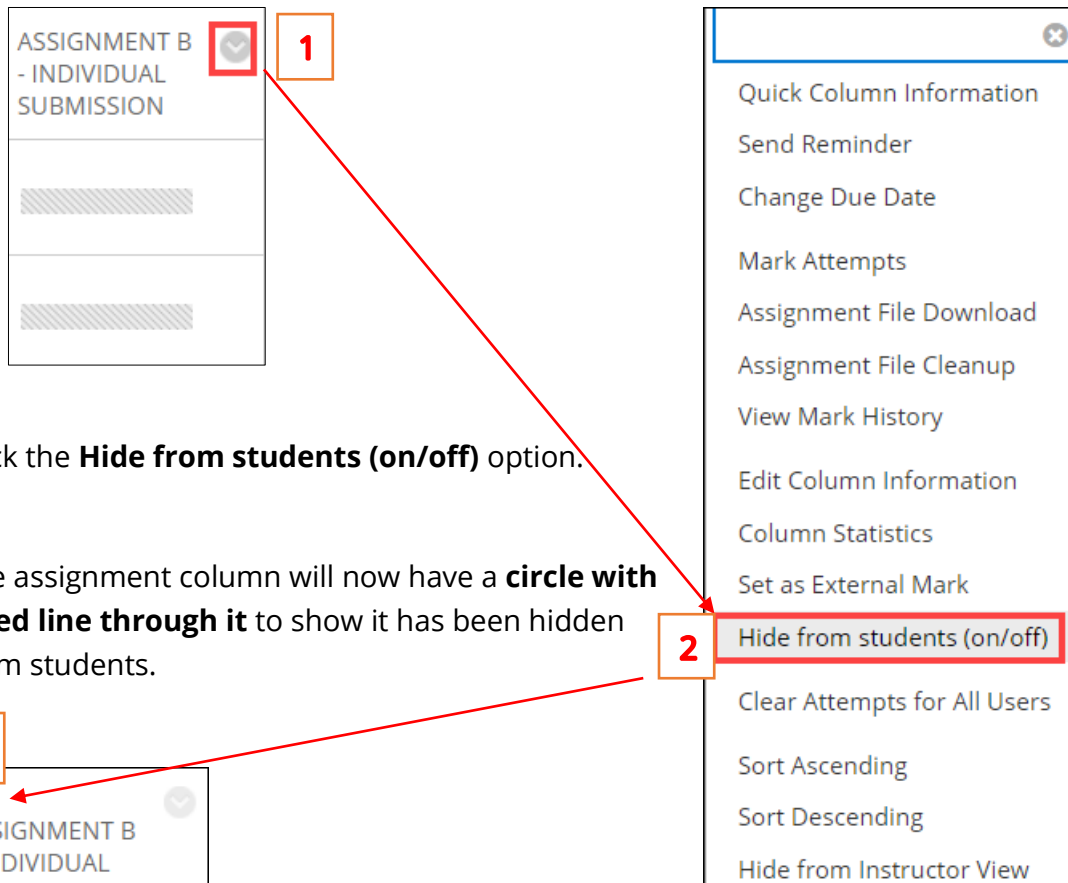
Enabled: Statistics Tracking
Instructions here

Continued on next page ...

Finally: Hide the Grade Centre Column for the Assignment

To make sure that all students see their grade in My Marks at the same time, it is good practice to **hide the assignment column** in the Grade Centre until you want to release the marks. To do this:

1. Go to the assignment column in the Grade Centre and click the grey action link next to the assignment title to see the options.



2. Click the **Hide from students (on/off)** option.
3. The assignment column will now have a **circle with a red line through it** to show it has been hidden from students.

4. When you are ready to **release grades to students**, repeat steps 1 to 3 above to **unhide the column** and make sure the **circle with red line is not there**.