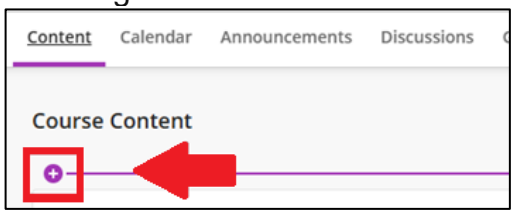
Creating and Editing Assignments in Blackboard Ultra

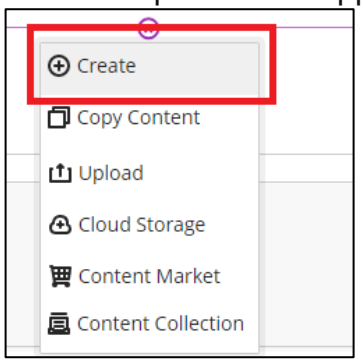
This document is for instructors who wish to learn how to create an Assignment and/or adjust Assignment Settings in Blackboard Ultra.

Creating an Assignment

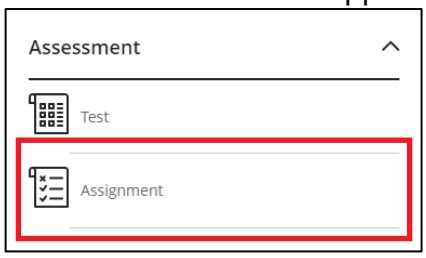
1. Login to Blackboard at blackboard.gwu.edu and navigate to the course to which you would like to add an assignment.
2. Navigate to the Course Content Area and click the plus sign located either at the top of the Course Content Area or directly below the content folder or learning module in which you would like to add the assignment.



3. On the dropdown that appears, click **Create.**

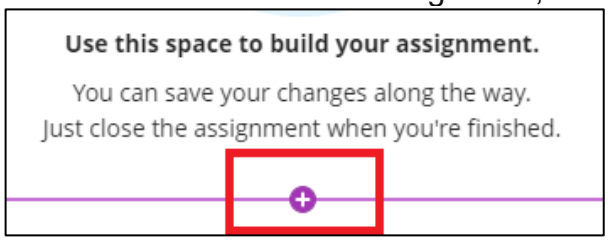


4. On the side menu that appears, click on **Assignment.**

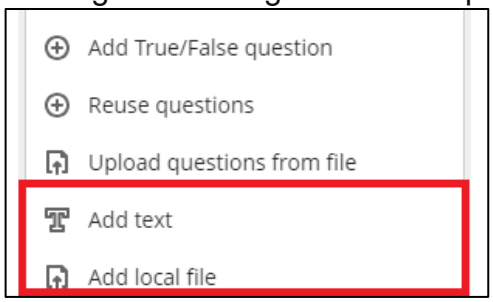


5. By default, the assignment will be named according to its creation date. To adjust the name of the assignment, hover your cursor over the default name given to the assignment in the upper left corner of the screen and click on the edit icon.

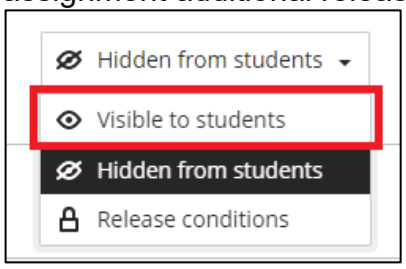
6. To add instructions to the assignment, click on the plus sign at the center of the screen.



7. On the dropdown that appears, you can either add questions to create an online quiz or you can add a general assignment description through adding text or attaching a file.

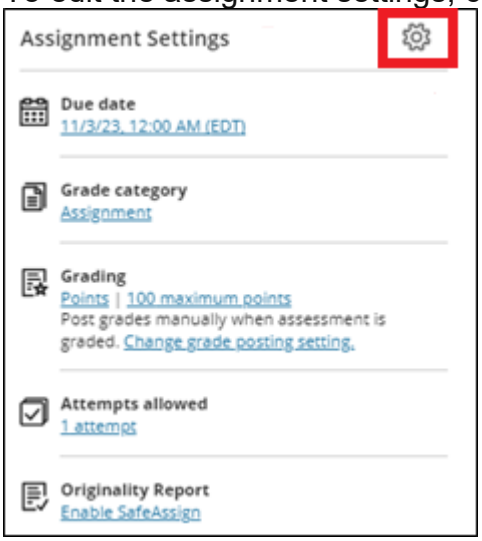


8. When you are finished with adding an assignment description, click on the **Hidden from students** dropdown in the upper right corner to make the assignment visible to students or to give the assignment additional release conditions.

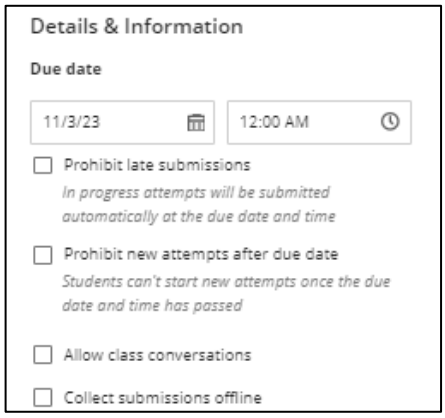


Adjusting Assignment Settings

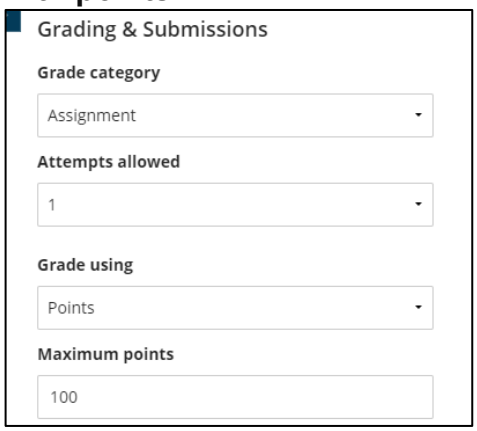
1. To edit the assignment settings, click on the gear icon to the left of **Assignment Settings.**



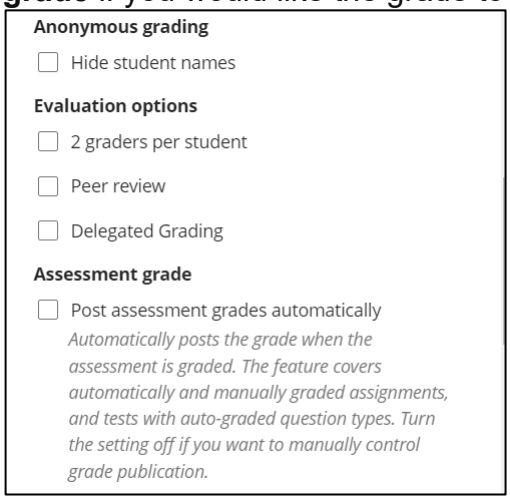
2. Under **Details and Information,** click on the calendar icon or enter the date into the textbox to adjust or remove the due date and click on the clock icon to adjust the time. Check the appropriate boxes to determine if you would like to **prohibit late submissions**, **allow class conversations** and/or **collect submissions offline.**



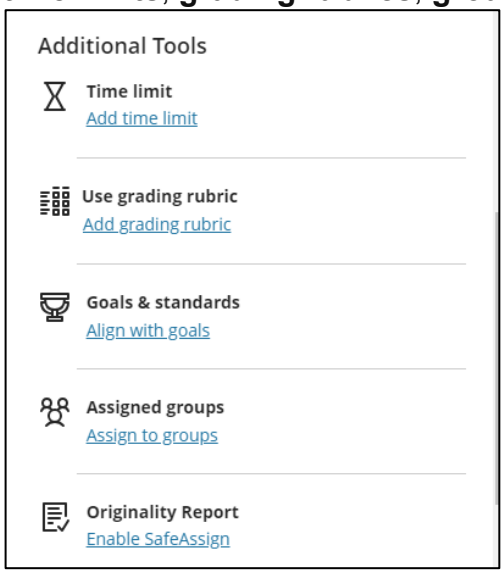
3. Under **Grading and Submissions,** select the grade category for the assignment, the number of attempts allowed and determine whether you would like to grade using points, percentages, or letter grades**. A maximum point value must be determined regardless of whether you are grading with points.**



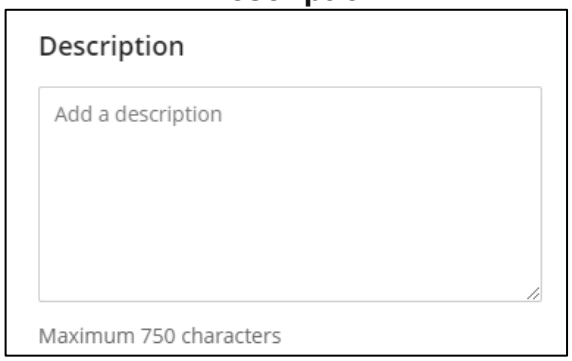
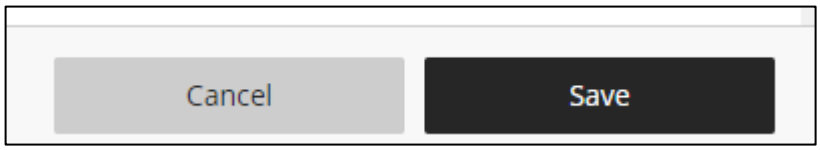
4. For more grading options, check the box under **Anonymous grading** to hide student names, **Evaluation options** to add additional graders or assign graders. Check the box under **Assessment grade** if you would like the grade to be posted automatically.



5. If necessary, click on the options under **Additional Tools** to enable miscellaneous features such as **time limits**, **grading rubrics**, **group assessments** and **SafeAssign** originality reports.



6. To include a description of the assignment to be displayed below the assignment link, write the textbox under **Description.**



7. Click **Save.**