# Blackboard: Create and Grade an Assignment

The Blackboard Assignment tool allows students to submit documents to the instructor for review and grading. You can deliver assignments to each student individually or groups of students.

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Create an Assignment

1. Open your Blackboard course and click on the **Content Area** *(e.g., Assignments)* where you want to add the assignment.

2. In the *Content Area*, click on **Assessments** and choose **Assignment**.

3. Enter a **Name** for the assignment.

4. Optionally, add **Instructions**, a **Due Date,** and attach any **Files** students may need for the assignment.

5. In the *Grading* section, enter the **Points Possible**.
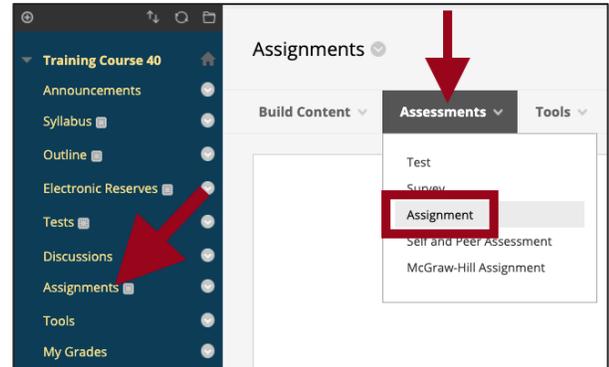
6. Optionally, click on **Submission Details**, **Grading Options**, and **Display of Grades** to make selections such as the number of attempts, group submission, use of plagiarism tools and anonymous grading, or how to display grades to students.
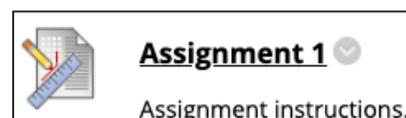
   Note: To learn more, see Assignment Grade Settings.

7. Check the box to **Make the Assignment Available.** Optionally, use the **Display After** and **Display Until** options to limit when students can access it.

8. Click **Submit** to finish. *To submit, students click on the Assignment name and browse their computer to upload files.*

9. After students submit, you can access and grade Assignment submissions from the Grade Center's **Needs Grading** or **Full Grade Center** page**.**

View and Download Student Submissions

After students submit to the Assignment, you can access their submissions from the Grade Center's **Needs Grading** page or from the **Full Grade Center** as outlined below.

Needs Grading View

To access the Needs Grading page, go to the **Control Panel**, click **Grade Center**, and click **Needs Grading**.
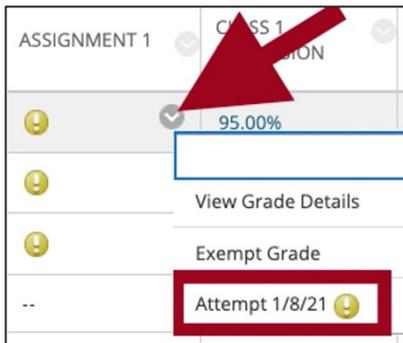
1. On the Needs Grading page, click on a student's name to open their Assignment submission.

2. The student's submission opens in your browser where you can provide comments and assign a grade.

Full Grade Center View

To access the Full Grade center, go to the **Control Panel**, click **Grade Center**, and click **Full Grade Center**.

### *To view and grade Individual student submissions:*

1. Find the Assignment's grade column, click the down-arrow in a student's cell, and select their **Attempt**.


2. The student's submission opens in your browser where you can provide comments and assign a grade.

To download all student submissions to your computer:

1. Go to the Assignment's grade column, click the down-arrow at the top of the column, and select **Assignment File Download** from the menu.
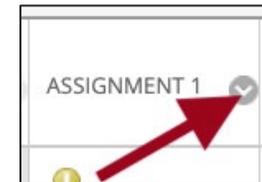
2. Check the box at the top of the list of students to select all submissions for download and click **Submit**.
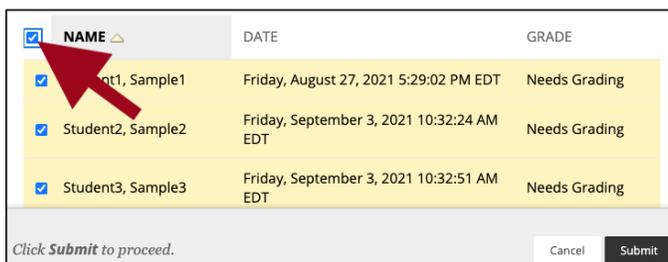
3. On the resulting page, click **Download Assignments Now** to download .zip file of all the submissions.

Inline Grading – Provide Comments and Annotations

Open assignment submissions right in the browser where you can comment on and annotate them using Blackboard's built-in annotation tools.

Drawing, Brush, and Eraser: Draw freehand on the file with various colors, thickness, and opacity. You can erase parts of a freehand drawing with the eraser or select the Delete icon to delete the whole drawing.

Image or Stamp: Choose a preloaded stamp or create your own customized stamp or image to add to the submission.

Comment: Provide feedback in comments. Your comments appear in a panel next to the submission.

Text: Add text directly on the submission. You can move, edit, and change the text and select the font, size, alignment, and color of the text.

Shapes: Choose from Line, Arrow, Rectangle, Ellipse, Polygon, and Polyline. Each shape has its own settings to change the color, width, opacity, and more.

Download the student's submission with comments and annotations.

Comment Library: Create a bank of reusable comments.

Highlighter: Select specific portions of text to highlight, strikethrough, underline, squiggle underline, or comment on the selected text.

Inline Grading – Assign a Grade and Feedback

In the Assignment Grading Panel, you can assign the student a grade, attach a file, and give overall feedback for the current assignment attempt. Review the available grading options:

A. **Attempt**: Enter the student's score for this attempt.

B. **SafeAssign**: If you enabled SafeAssign, you could view the report here.

C. **Grade by Rubric:** If you attached a [Blackboard Rubric](#) to the Assignment, you could grade with it here.

D. **Feedback to Learner:** Provide the student with overall feedback in the textbox.

  ⊕ **Add Content:** Attach files for the student.

  A̲ **Text Editor:** Open the text editor window to format text or record audio and video feedback using the add content icon ⊕ and selecting Insert from Webcam.

E. **Save Draft:** Save your work to continue grading later without submitting a grade to the student.

F. **Submit:** Publish the grade and your comments and feedback to the student.

G. **Submission:** Download the student's original submission file (without annotations).