

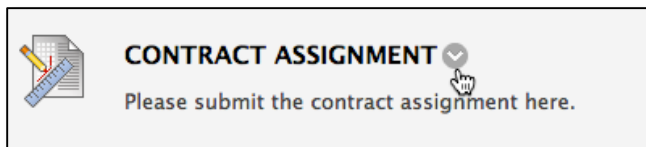


Assignments: Editing

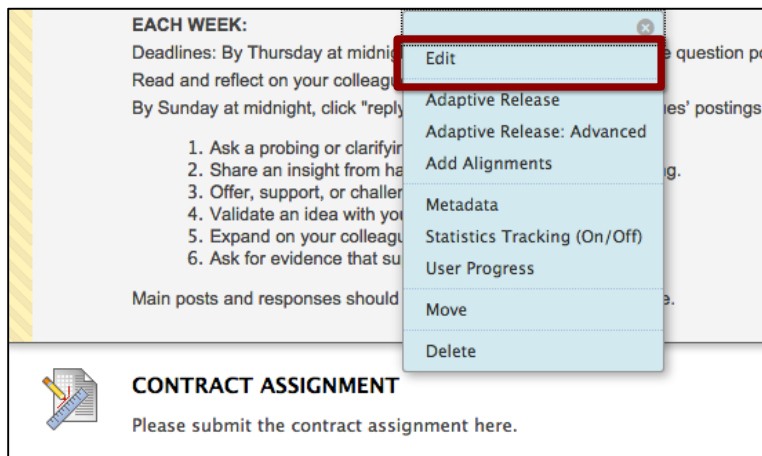
To view this video or to view any of our other Blackboard for Instructor videos, click [here](#). For assistance with Blackboard, please contact your school's Academic Technology Support Specialist (each school's email address can be found [here](#)).

Editing an Assignment

1. From the assignment, click the down arrow to open the menu options.



2. Select **Edit**.



3. Click **Submit** once you have made the necessary edits on the **Edit Assignment** page, as described in the next section.



Navigating the Edit Assignment Page

Assignment Information

The **Assignment Information** section allows you to revise the name of the assignment and the description, if necessary.

Assignment Files

This section allows you to attach detailed assignment instructions or a grading rubric by clicking **Browse My Computer** and locating the PDF file on your computer.

Due Dates

The most common edit you will make to assignments is entering a specific due date. Providing a due date for your assignment improves course organization and student success because notifications are sent to students to notify them when something is due.

Click the **Due Date** checkbox, and then click the calendar icon to select the date. You can also select a specific time the assignment is due.



Grading

The **Grading** section details how the assignment will be graded and includes the points possible for the assignment and the ability to attach a rubric for easy grading.

The rest of the grading section is organized into three groups: **Submission Details**, **Grading Options**, and **Display of Grades**. Click to expand the section for more options.

4. Grading

✱ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Submission Details			
Grading Options			
Display of Grades			

a. Submission Details

- ◆ **Assignment Type** - Select **Individual Assignment** or **Group Submission**. (Unless you are using the groups features in Blackboard, you do not need to worry about making an assignment a Group submission.)
- ◆ **Number of Attempts** - If you would like students to turn in multiple drafts of an assignment to receive feedback before they turn in a final draft, you can increase the number of submission attempts. A single attempt means that they can submit one copy of their assignment. If the student submits the wrong document by mistake, they will not be able to correct that issue until the attempt has been cleared.

[Submission Details](#)

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type Individual Submission Group Submission

Number of Attempts

b. Grading Options

You can choose to grade assignments anonymously and to assign other graders to help you with your grading tasks.

[Grading Options](#)

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

Enable Anonymous Grading
Student names are hidden during the grading process.

Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

