

Blackboard - How to Create an Assignment Dropbox

The Assignment feature (also called Assignment dropbox) in Blackboard is designed for students to submit their documents /files. The documents/files can be in any format such as MS Office applications (Word, Excel, PowerPoint), image files, or even audio or video files. Instructors usually use Assignments to collect homework or projects. The files sent in Assignments are “private”, only the instructor is able to view them. The plagiarism detection feature can be set in the assignment dropbox so faculty can detect possible plagiarism in student’s work.

Three steps are involved in creating an assignment dropbox. You will need to keep the Edit Mode as On for the operation.

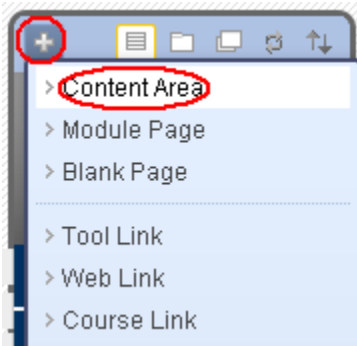
Step 1. Identify or create a page where you would like to put the assignment dropbox.

Step 2. In the page where you would like to add the assignment dropbox, create the dropbox. (Safeassign setting)

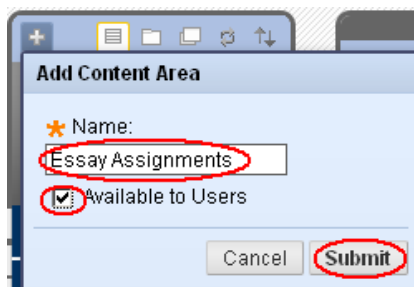
Step 3. Edit the newly created assignment dropbox.

Step 1 – a. Create a page where you would like to put the assignment dropbox.

(1) In Course Menu, click the Add Menu Item icon “+” (upper-left) and select “Content Area”

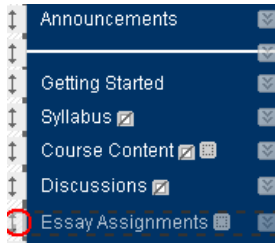


(2) Type the name of the page such as “Essay Assignments”. Check “Available to Users”. Click on “Submit”.



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- (3) The newly added link is placed at the bottom in Course Menu. You may reorder it. Drag the move icon and drop it to a place you wish in Course Menu.

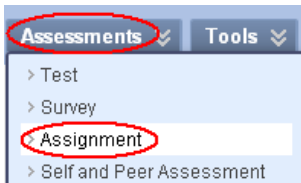


Step 1 – b. Identify a page where you would like to put the assignment dropbox.

If you would like to add an assignment dropbox on an existing page, just navigate to the page.

Step 2 – In the page where you would like to add the assignment dropbox, create the dropbox.

- (1) Navigate to the page where you would like to add an assignment dropbox. In the Step 1-a example, click on “Essay Assignments” link in Course Menu.
- (2) Under “Assessments”, choose “Assignments”.



- (3) In the **Create Assignment** window, enter the following information:

- a. **Name:** Enter the name of the Assignments.
- b. **Instructions:** enter the instruction about the assignment. You may copy and paste the assignment instruction from a MS Word file to this box.

A screenshot of the 'Create Assignment' window. The window title is 'Create Assignment'. Below the title is a description: 'Assignments are a form of assessment that adds a Column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)'. There are 'Cancel' and 'Submit' buttons. Below this is a section titled '1. Assignment Information'. It contains a required field for 'Name and Color' with the text 'Essay 1' and a color selection dropdown set to 'Black'. Below that is a 'Text Editor' area with a toolbar and the text: 'Submit your argument essay in .rtf or .doc format here. Refer to the Course Syllabus for the requirement.'

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- c. Enter a point in "GRADING".



3. Grading

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric
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- d. In "RECEIPIENT", choose due day and time.

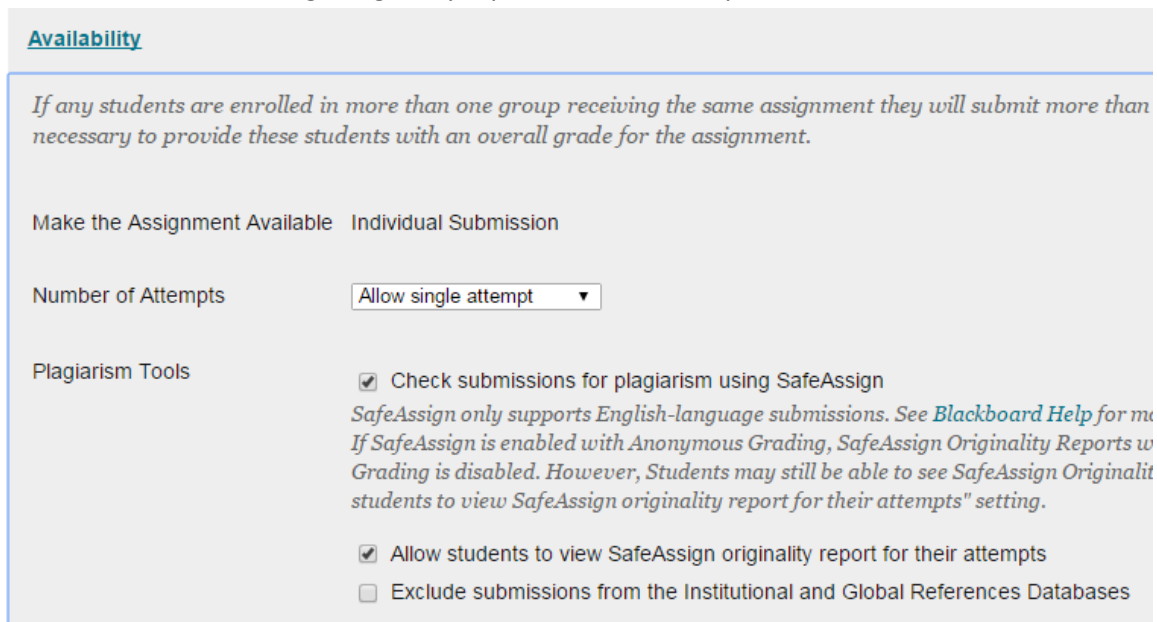
RECIPIENTS

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

Due Date

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

- e. If you would like to connect with the plagiarism detection feature, click on "AVAILABILITY".
Check the two options: "Check submissions for plagiarism using SafeAssign" and "Allow students to view Safeassign originality report for their attempts".



Availability

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

Make the Assignment Available

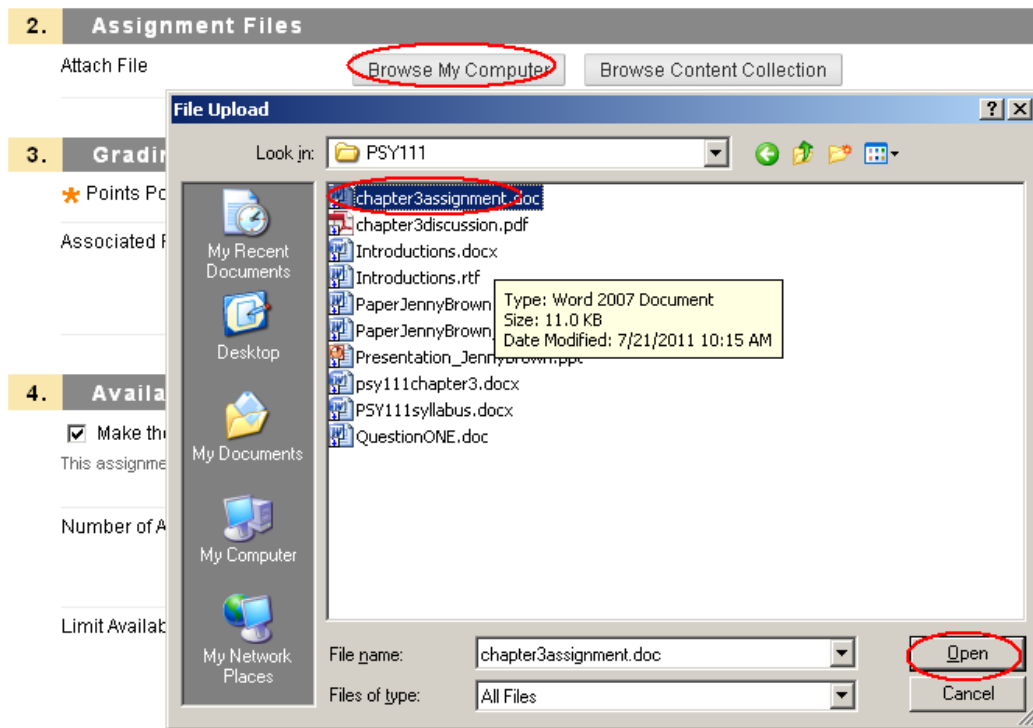
Number of Attempts

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports with Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports if the "Allow students to view SafeAssign originality report for their attempts" setting is enabled.
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases

- f. If you would like to attach an instruction file in the assignment dropbox, in "ASSIGNMENT FILES Files", click on **Browse My Computer**. Locate the file on your computer and double-click on the file to open.

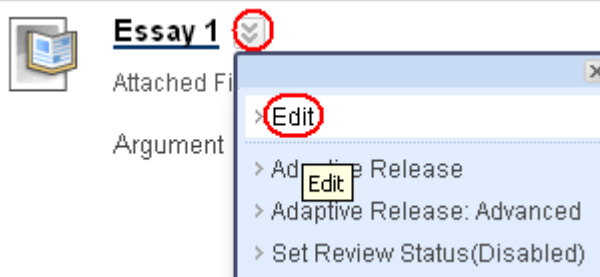
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g. Click on "Submit" either at the top or the bottom of the page.

Step 3 - Edit a newly created assignment.

- (1) If you would like to revise the assignment instruction, change a due date, name of the assignment, or grade points, click on the action icon of the assignment dropbox and select "Edit".



- (2) Make your revision and click on "Submit".