

Quick Guide – Ultra Course View: Creating Blackboard Assignments

Quick Guide – Ultra Course View: Creating Blackboard Assignments

This Quick Guide will take you through the process of creating Blackboard assignments within the Ultra Course View of MyAberdeen. It does not deal with TurnitinUK.

List of all Course Assignments

You and your students can quickly access a list of all course assignments by clicking on the Gradebook tab on the Navigation Bar with a course area.



Figure 1 Navigation bar in Ultra Course View

Creating an Assignment

On the course Content page, click on the **'+' sign** and select **Create**. In the **Create Item** panel navigate to the **Assessment** heading and then select **Assignment**.

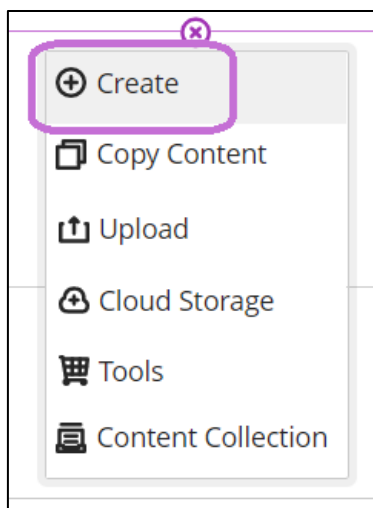


Figure 2 'Create' button seen after clicking '+' sign

Quick Guide – Ultra Course View: Creating Blackboard Assignments



Figure 3 'Assignment' option in the Create Item panel

On the assignment canvas **type in your assignment name** where 'New Assignment [current date]' appears in the upper left-hand corner of the page.

Please note, for an assignment, the **Allow students to add content at end of assessment** option is enabled by default. It cannot and should not be turned off when setting up assignment submission areas. When enabled, this setting allows students, upon opening the assignment, to see an **empty text box** in which they can upload a file or use the text editor to type their answer.

If you wish to include some **assignment instructions**:

- Click on the **'+' sign** in the middle of the screen
- Select **Add text** (DO NOT add a question as these are not required for an assignment and will instead turn the assignment into a test)

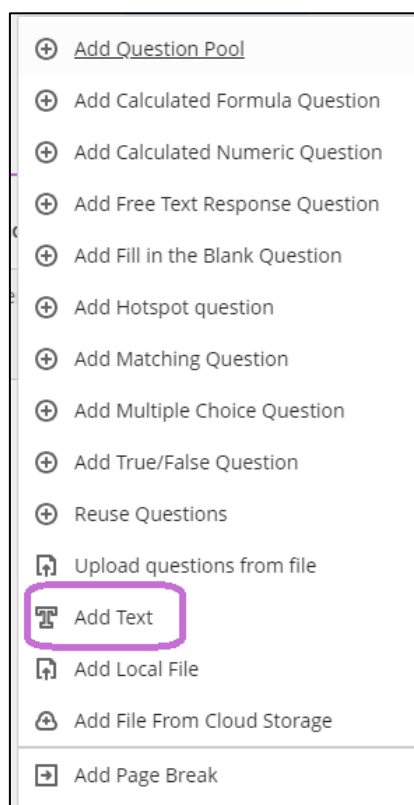
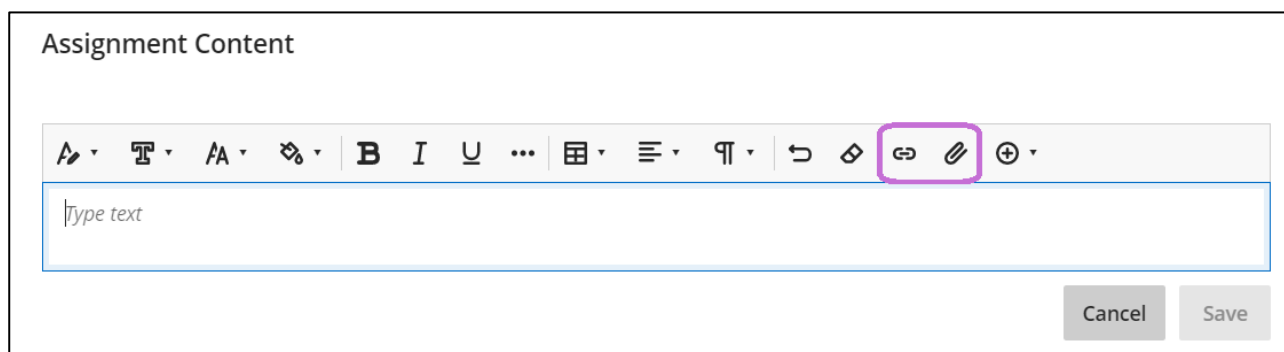


Figure 4 'Add text' option seen after clicking '+' sign

Quick Guide – Ultra Course View: Creating Blackboard Assignments

- In the text box that opens up you can enter text, attach files or add a link to further assignment information.



The screenshot shows the 'Assignment Content' editor in Blackboard. At the top, there's a title bar 'Assignment Content'. Below it is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, etc.) and a purple box highlighting the 'Link' and 'Attach' icons. Below the toolbar is a large text input area with the placeholder text 'Type text'. At the bottom right of the editor are 'Cancel' and 'Save' buttons.

Figure 5 'Link' and 'Attach' options in the text box

- Once you are satisfied with your entry, click **Save**.

Assignment Settings, Anonymous Grading and Parallel Grading

An in-depth explanation of each setting and how they can be used is available on the [Blackboard Support pages](#). You can also find guidance on [anonymous grading](#) and parallel grading (this includes ['two graders per student'](#) and ['peer review'](#)).

Some important things to note in relation to settings, as they relate to assessments carried out at the University of Aberdeen:

- Selecting **Prohibit late submissions** auto-enables **Prohibit new attempts after due date**. However, the **Prohibit new attempts after due date** option can be enabled on its own. This supports a scenario where students should have the full amount of time available for their submission, for example on a timed test. This scenario assumes that the due date is of less importance compared to the timing of the test. The setting also allows a student to resume any attempt that was saved, whether manually or automatically, before the due date has passed. This supports a scenario where the student starts an attempt before the due date has passed, experiences a disruption during the assignment (e.g., loss of internet connection) and returns to submit once the disruption has passed. If they return to submit the saved attempt and the due date has passed, they will have their submission marked as late.
- In the **Grade using** section make sure to select **Points**.
- In the **Maximum points** section ensure the Test adds up to 22 points if it contributes to the overall grade, in line with the [University's Common Grading Scale](#).
- Assessments with the Formative label are still included in the Gradebook calculations by default. You will need to edit the calculations and exclude them.

Quick Guide – Ultra Course View: Creating Blackboard Assignments

- Using the setting **After all grades have been posted** to release assessment results means that the results will be only released after every student in the course has had a grade posted for the assessment. This also includes any Preview Users generated when using the **Student Preview** tools. If you are using this setting, you will need to add and post a grade for each Preview User you have in the course as well as any students who have not attempted the test. Alternatively, use a different feedback release setting such as “after individual grade has been posted” or “on specific date”.
- [Grade categories](#) help you search and filter your Gradebook later, construct an [‘Overall grade’ for the course or combine assessment subcomponent grades in a calculated column](#).

Group Assignments

To create a group assignment, create the assignment as usual and in the **Additional Tools** setting select **Assign to groups**.

Creating Groups and Assigning Students

In the ‘Group students’ drop-down menu there are four options for creating groups and assigning students:

1. **Custom:** is selected by default. Allows you to create custom groups and manually assign students to them.
2. **Randomly Assign:** allows you enter the **number of groups** wanted and students will then be randomly and automatically assigned to a group.
3. **Self-enrolment:** allows students to self-enrol into groups. You can add an enrolment start/end date and also specify the maximum number of students allowed in each group.
4. **Reuse groups:** Allows any previously created groups, either within other assignments, discussions, or course groups, to be re-used.

Group names can be changed by clicking on the pencil icon when hovering the mouse over a group name.

Editing Group Membership and Messaging Groups

- Clicking on the ellipses to the right of the group name allows you to message the group, unassign members or delete the group.
- Clicking on the ellipses to the right of a group member’s name allows you to reassign the member to another group or to unassign them from a group.

More information and advice on Groups can be found on the Blackboard Support pages on [group assignments](#), [creating groups](#) and [managing groups](#).

Quick Guide – Ultra Course View: Creating Blackboard Assignments

Enabling Conversations in Group Assignments

If you enable class conversations within a group assignment, a conversation space and a Collaborate meeting room are automatically created **for each group**, alongside the general class conversation space accessible to everyone.

Student Preview

When you enter Student Preview in your course you can check what the assignment looks like to students. If you want to work through the whole assignment and feedback workflow (i.e., submitting, marking, and finally viewing grades and feedback) by using your Preview User make sure when exiting the preview to select the **Save** option. This will ensure any work submitted with the Preview User will remain in the Gradebook. Please refer to the [Blackboard Support pages](#) for more information.

Where do I start grading?

From within the course area, you can access the Gradebook from the top navigation bar (see Figure 1). This is where you can see all the graded items in your course, and access student submissions in order to start grading and giving feedback. Step-by-step guidance on grading and providing feedback can be found in our guide [Grading and Feedback for Blackboard Assignments and Tests](#) or by visiting the [Blackboard Support pages](#).

Summary Assignment Workflow

Create an assignment. Set availability window and a due date.

Use Student Preview to validate all aspects of your assignment.

Students submit to the assignment.

Grade submissions and provide feedback.

Post grades and feedback.

Quick Guide – Ultra Course View: Creating Blackboard Assignments

Further Resources

Content creation

- [Blackboard Support Pages - Creating content in the Ultra Course View](#)
- [MyAberdeen Ultra Course View - Content and Communication](#)

Creating tests and assignments

- [Blackboard Support Pages - Create a test](#)
- [Blackboard Support Pages - Create an assignment](#)
- [Blackboard Support Pages - Group assignments](#)
- [MyAberdeen Ultra Course View – Creating a Turnitin Assignment](#)

Further settings for tests and assignments

- [Blackboard Support Pages - Conversations](#)
- [Blackboard Support Pages - Accommodations](#)
- [Blackboard Support Pages - Rubrics](#)
- [Blackboard Support Pages - SafeAssign](#)
- [Blackboard Support Pages - Anonymous Grading](#)
- [Blackboard Support Pages - Parallel Grading](#)

Grading

- [University of Aberdeen Common Grading Scale](#)
- [MyAberdeen Ultra Course View - Grading and Feedback for Staff](#)
- [Blackboard Support Pages - Where do I start Grading?](#)

Other

- Further eLearning advice can be found on the [eLearning webpage](#).
- Course design information can be found in our [Course Design Guidelines](#).