عمادة التعليم الإلكتروني والتحول الرقمي

Deanship of E-Learning and Digital Transformation



Instructor Guides

Assignment



What is an assignment:

It is an assessment that added to students to write an essay on a specific topic. Students write the response directly on the system or upload a file containing the written essay, and then the instructor evaluates the work and provides comments and grades.

To add an Course content, log in to Blackboard at Al-Jouf University and navigate to your course.

Then follow these steps

Steps to create an assignment:

 	assignment ⊘ الواجبات
 Home Page الصفحة الرئيسية Home Page وصف المقرر Course وصف المقرر 	Build Content V Assessments V Tools V Partner Content V
Description استلا المتزر Course استلا المتزر Instructor	Test Survey Assignment
Course إ المترر Announcements المحتوى الدراسي Content	Self and Peer Assessment McGraw-Hill Assignment
لوحات التقائل Discussion لوحات التقائل boards لواجبات assignment الإعجبارات Exams	Assignment 2 🛇

1. From the course menu, click on Assignments, from Assessments, click on the Assignment.





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2. Enter *Name* of the assignment and add *instructions* in the area provided.

ASSIGNMENT FILES		3		
Attach Files	Browse Local Files	Browse Course Files	Browse Cloud Service	
ų				

3. Attach assignment files by selecting *Browse Local Files*. When you click on it, a window will appear you can select the assignment file from your computer.

DUE DATES Submissions are accepted	after this date, but are marke	d Late.	4
Due Date	Enter dates as mm/de	d/yyyy. Time may be	entered in any increment.

4. Select a *due date*: This is the last date for submitting the assignment. Any assignment submitted after this date will appear in the grades center as late.



GRADING			
* Points Possible		5	
Associated Rubrics	Add Rubric ¥		

5. Add the assignment grade in *the possible point's* box.

Submission Details		
If any students are enrolled in assignment.	more than one group receiving the s	ame assignment they will submit more than one attempt f
Assignment Type	 Individual Submission Group Submission 	6
Number of Attempts	Single Attempt 🗸 🗸	

6. Click on the *Submission details* and select between the following options:

Assignment type: This determines whether the assignment is an individual assignment or a group assignment.

Number of attempts: choose the number of attempts in which students allowed to submit the assignment.

Plagiarism Tools	Check submissions for plagiarism using SafeAssign
	Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than Engli with other languages. See Blackboard Help for more information. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anor see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for th
7	Allow students to view SafeAssign originality report for their attempts
	Exclude submissions from the Institutional and Global References Databases

7. *Plagiarism Tools (Save Assign):* Tool used to check the submitted files with the database for academic plagiarism.

Check submission for plagiarism using safe Assign: To activate the verification of the submitted files for the assignment.

Allow students to view safe assign originality report for their attempts: displays the examination report for the file sent to the student with the examination result.



AVAILABILITY Make the Assignment	Available	8
Limit Availability	Display After Enter dates as mm/dd/yyyy. Time may be ente Display Lintil	ered in any increment.
	Enter dates as mm/dd/yyyy. Time may be ente	ered in any increment.

8. Click Make the Assignment Available and then select the following options:

Display After: Specifies the time and date when the assignment will be available in the system.

Display Until: Specifies the time and date when the assignment will end in the system for students.

9. Click Submit to add assignment.