Creating an Assignment

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QG 0003

This Quick Guide will take you through the steps involved in creating an Assignment in your MyAberdeen course. The MyAberdeen Assignment tool enables you to set up an assignment which can be submitted by students electronically to the MyAberdeen course. Fully comprehensive instructions can be found on Blackboard Learn’s help page:
https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments

**Note:** If you want your students to submit their assignments through Turnitin you will need to create a *Turnitin Assignment*; please refer to the *Turnitin Quick Guide* for instructions on how to set this up.

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- Login to MyAberdeen and click on your selected **Course**
- In the course menu at the left hand side of the **Homepage**, select the Course Area e.g. **Assessment**, where the **Assignment** will be located
- In the **Course Area** page which opens, move the cursor over the **Assessments** button to display the create options
- Click **Assignment**
- In the **Create Assignment** page that opens there are a number of sections; work through these as follows:
  - **Assignment Information**
    - Give your assignment a **Name**
    - Using the **Text Editor** box, type any **Instructions** that you want to give for the assignment
    - **Note:** you can attach images, files, video files, and mash-ups to the text using the icons above the text pane in the **Text Editor**. If you attach files to the assignment in this way, the links to the attachments will be displayed embedded within the text. Alternatively, you can attach content using Assignment Files (see below) and links to content will be displayed directly under the assignment name.
  - **Assignment Files**
    - Click on **Browse My Computer** or **Browse Content Collection** to locate any files you want to attach to the assignment
    - To attach files from the content collection, **tick the check-boxes** to the left of the files you want to attach and click **Submit**
    - To attach files from your computer, locate the files in the **Browse** pop-up window and select them by **double-clicking**
  - **Due Dates**
    - Insert the **Date and Time** that the assignment is due by
  - **Grading**
    - Enter the points available for the assignment (we recommend 22 to ensure that the grade can be converted to an alpha numeric grade in the Common Grading Scale
    - Add rubrics if you want. This is not necessary
    - For more about the Assignment Grade Settings see:
      https://help.blackboard.com/Learn/Instructor/Assignments/Assignment_Grade_Settings
  - **Availability**
    - Ensure the **Make Assignment Available** box is ticked *(this is the default setting)*
  - **Submit**
    - Click **Submit** to create the assignment.

*The assignment will be displayed on the **Course Area** page and will be available to students (unless you have restricted **Availability** dates)*