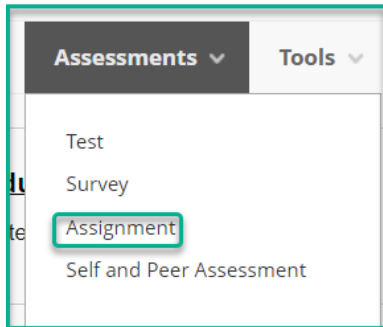


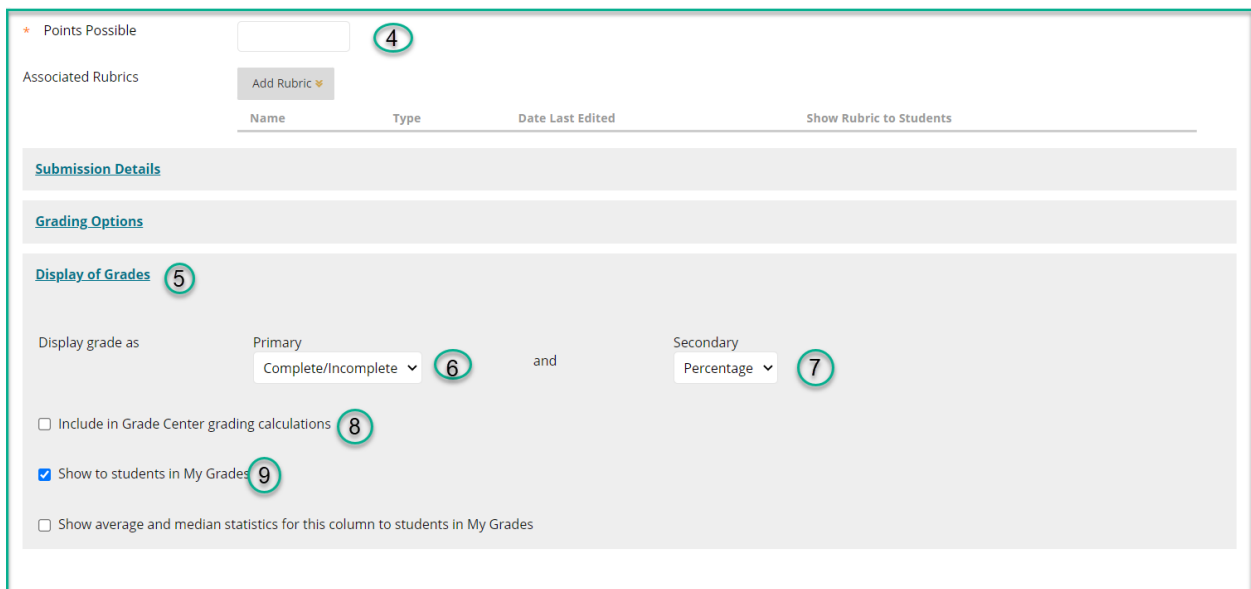
Setting Complete/Incomplete Assignments in Blackboard

Creating Assignment

1. In a content area, select Assessments from the top toolbar. Then select Assignments from the drop-down menu.



2. Give the assignment a title and add the instructions,
3. Add a due date.
4. You will also need to add points, but they will not need to count toward the final grade.
5. Click to open Display of Grades.
6. Under Display Grade As, Complete/Incomplete will be the Primary Setting.
7. Under Secondary Setting, select Percentage. (Setting this to Score would be appropriate if you want to count the points.)
8. Check include in the grade center if you want the points to be calculated in the score. Do not check it if you do not.
9. Leave "Show to students in My Grades" checked so they will see if they missed it.

A screenshot of the Blackboard assignment configuration page. The 'Points Possible' field is circled with a red '4'. The 'Associated Rubrics' section has an 'Add Rubric' button. Below is a table with columns: Name, Type, Date Last Edited, and Show Rubric to Students. The 'Display of Grades' section is circled with a red '5'. It contains: 'Display grade as' with 'Primary' set to 'Complete/Incomplete' (circled with a red '6') and 'Secondary' set to 'Percentage' (circled with a red '7'). There are three checkboxes: 'Include in Grade Center grading calculations' (circled with a red '8'), 'Show to students in My Grades' (checked, circled with a red '9'), and 'Show average and median statistics for this column to students in My Grades'.

Grading a Complete/Incomplete Assignment

1. In the grade center, enter the full points if a student completed this assignment or zero if they did not.
2. For a student who completed it, you will see a checkmark and 100%. (The points will appear if you selected score rather than percentage.)
3. For a student who did not complete it, you will see a checkmark and 0%. (0 points if you selected score.

<input type="checkbox"/>	LAST NAME	FIRST NAME	COMPLETE/INC COMPLETE ASSIGNMENT
<input type="checkbox"/>	Doe	Jane	✓(100.00%)
<input type="checkbox"/>	Doe	John	✓(0.00%)

<input type="checkbox"/>	LAST NAME	FIRST NAME	COMPLETE/INC COMPLETE ASSIGNMENT
<input type="checkbox"/>	Doe	Jane	✓(2.00)
<input type="checkbox"/>	Doe	John	✓(0.00)

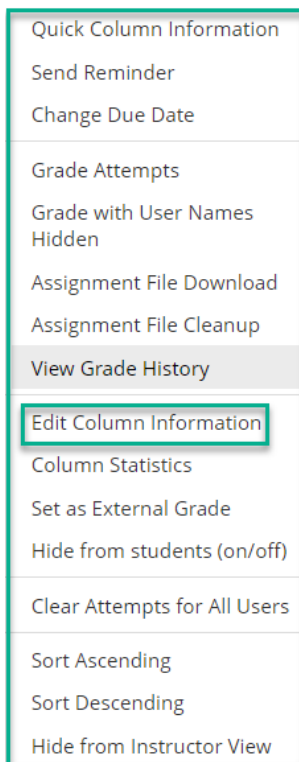
Edits in Grade Center

If this complete/incomplete came in from an automatically graded tool, you can make some adjustments in the grade center as long as you had this assignment worth some points originally.

1. In the grade center, select the drop-down arrow in the grade column by the assignment you wish to adjust.

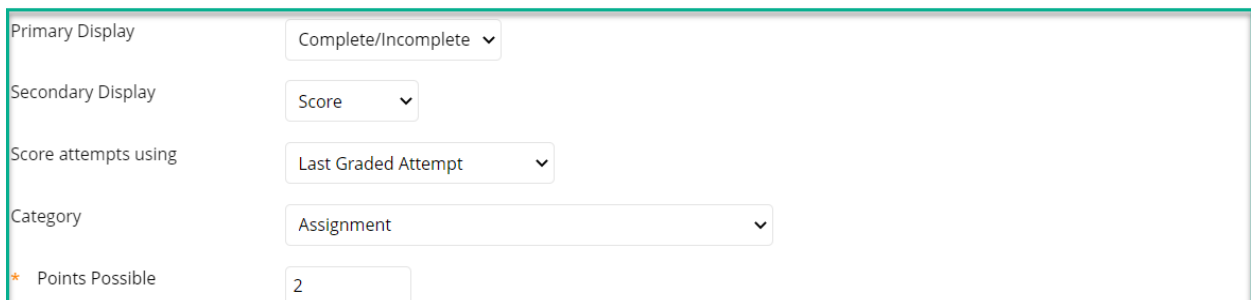


2. Select Edit Column Information from the Drop-Down menu.



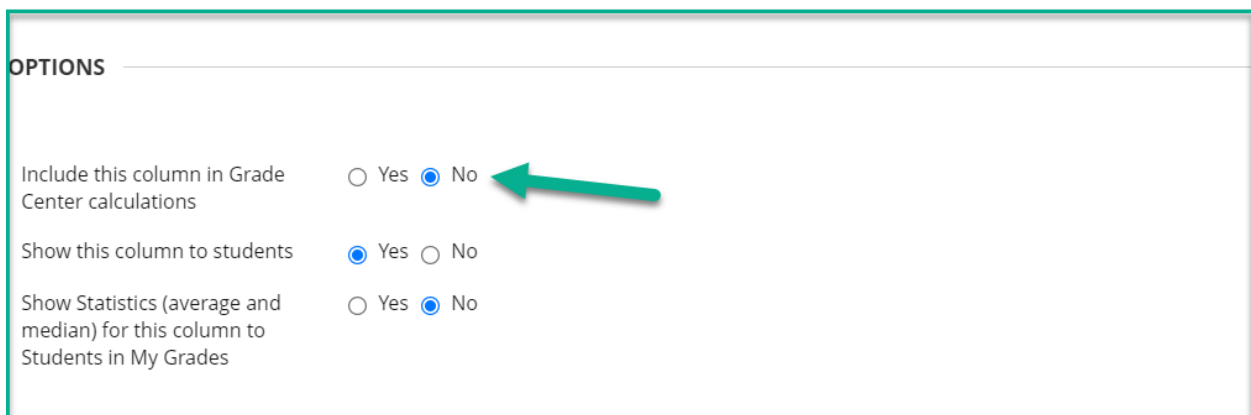
Quick Column Information
Send Reminder
Change Due Date
Grade Attempts
Grade with User Names Hidden
Assignment File Download
Assignment File Cleanup
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Hide from students (on/off)
Clear Attempts for All Users
Sort Ascending
Sort Descending
Hide from Instructor View

3. Here you can set the primary and secondary displays.




Primary Display Complete/Incomplete ▾
Secondary Display Score ▾
Score attempts using Last Graded Attempt ▾
Category Assignment ▾
* Points Possible 2

4. You can also adjust so it will or will not count toward the final grade calculation.



OPTIONS

Include this column in Grade Center calculations Yes No 

Show this column to students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No