**Workflow 4:** Learn assignment, *one single grade*, *single grader*

**Step 1: Create assignment**

Assessments>Assignment



* Add assignment Name and Instructions
* Add Due Date (assignment deadline)
* Points possible – enter 100
* **Submission Details:**
	+ Individual / Group. Select whether this is an individual or group submission. If a group submission, ensure your groups have already been created and contain the correct members. Changing membership of a group at a later date can cause problems.
	+ Number of Attempts: check with the CO but the default is Multiple Attempt with a maximum of 2. Score attempt using Last Graded Attempt.
* **Grading options:**
	+ Enable Anonymous Marking if required.
	+ Do **not** enable Delegated Marking.
* **Display of grades:**
	+ choose **Letter (Common Marking Scheme)** if this is how the CO has asked for grades to be returned. Choose ‘percentage’ if the CO has asked for grades to be returned as a number. Select ‘none’ for secondary option. DO NOT SELECT LETTER – this is a default Blackboard grading scheme which will cause your students to see an incorrect grade.
	+ Don’t include in calculations
	+ Don’t show to students in My Grades
	+ Don’t show statistics.
* Make assignment available.
* Select Submit.