**Creating an Assignment**

1. Create a PDF for the assignment. Often the PDF is the assignment.
2. On Blackboard go to the appropriate class. Create a column for the assignment in Grade Center.
3. Go to Gradescope and open the class you want to create an assignment for.
4. On the left menu, click on Assignments
5. On the bottom ribbon, click “Create Assignment.” Select the assignment type.
6. On the Settings menu set the following items:
   1. Give the assignment a similar name to the Blackboard item.
   2. Upload the above PDF.
   3. Select who will upload the submissions (usually “Student”).
   4. Under Blackboard Assignment click “Link”. The Grade Center item should appear, but you can scroll to select any item in Grade Center
   5. Set the release date, due dat, late due date and time limit (if any).
   6. Select variable length vs fixed length submission (usually “Variable Length”)
   7. Select individual vs group submission.
   8. Allow students to view the template (unless you do not want them to view the PDF).
7. Create at least one item in the grading Outline. *Otherwise students will get a message to email you. You can edit the outline later.*

*You can edit steps a-h by opening the assignment and clicking the Settings button on the left menu. While the above is a good order to do things in, you can always make changes later.*

**Uploading Grades to Blackboard**

When the grading for the assignment is done, open it in Gradescope.

1. Go to Review Grades- on the bottom ribbon click the “Post to Blackboard” button, it will take a few moments to post. *This puts the scores on Blackboard*
2. Again under Review Grades - - on the bottom ribbon click the “Publish Grades” button.
3. Go to Setting, at the bottom of the page change the Student Viability option to “Show all rubric items” or “Show all applied rubric items”.

*Steps 2 and 3 are not necessary, but in combination allow students to see where they lost points.*