# How to: Build and grade an assignment
Using UB Learns - Original Course View

Creating an assignment

1. Ensure *Edit Mode* is on.
2. Select the content area where the assignment will be built.
3. Click *Assessments* then *Assignment*.
4. Name the assignment and provide instructions.
   Note: You can also include images, videos, hyperlinks, attachments, etc. within the instructions text box.
5. Set the due date and point value for the assignment.
6. Review the additional assignment options such as attaching a rubric, enabling SafeAssign and displaying grades.
7. Click *Submit* when finished.
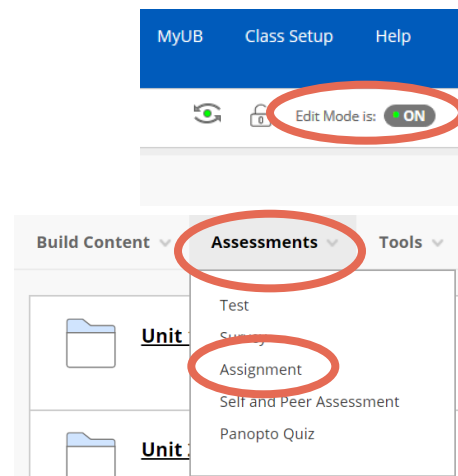
Viewing and grading assignment submissions

1. Locate the *Course Management* section on the navigation bar.
2. Click *Control Panel*, then *Grade Center*.
3. Select *Needs Grading* to view new and ungraded submissions.
4. Click on an item in the submission list. The submission will populate in a preview screen but you can also download the submission.
5. Use the grading panel on the right hand side of the preview screen to provide student feedback and grade the assignment.
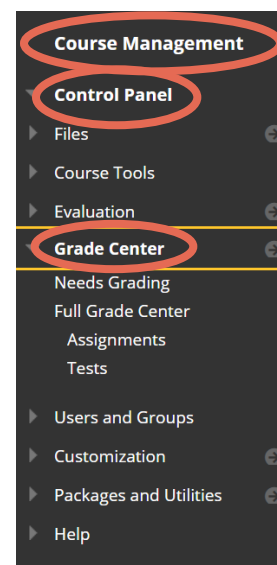
Accessing the grade center

Here you can review scores, see ungraded submissions, enter scores manually and make additional changes to the Grade Center.

1. Locate the *Course Management* section on the navigation bar.
2. Click *Control Panel*, then *Grade Center*, then *Full Grade Center*.

Additional Resources

Creating Assignments – UB Learns for Faculty

Creating Assignments - Blackboard Help

Grade Assignments – Blackboard Help