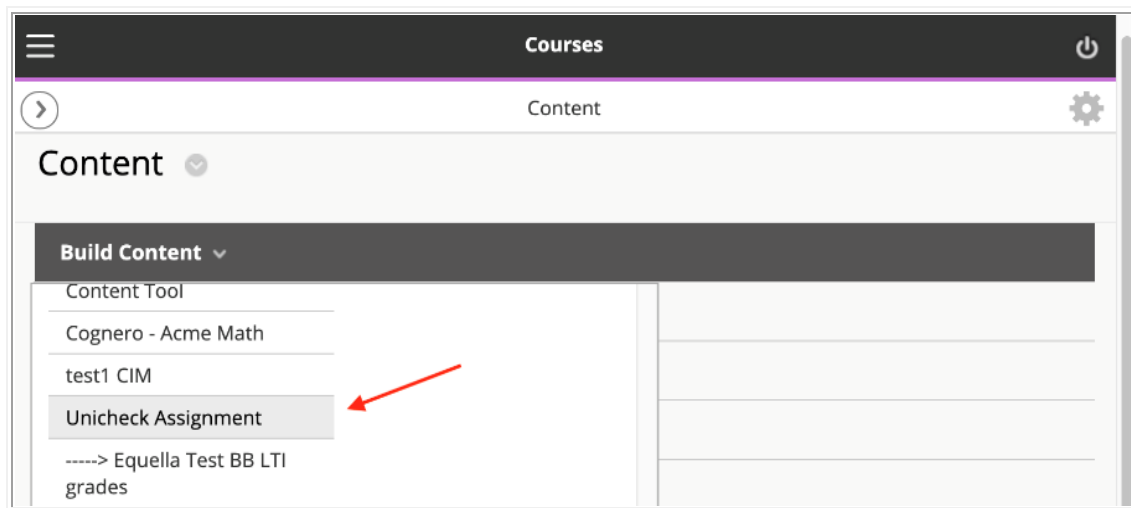


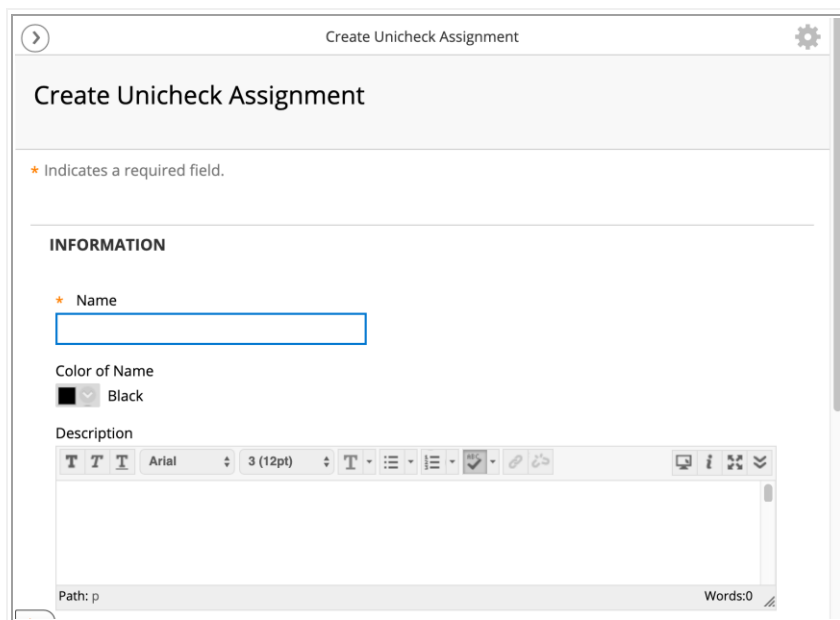
Creating a Unicheck Assignment in Blackboard

STEP 1: Go to a Blackboard course and select Unicheck app from the drop-down menu in **Course** → **Content** → **Build Content**.

Note: The name of the app may differ depending on your institution's LMS settings, but 'Unicheck' is highly likely to be part of the name.



STEP 2: Fill in the **Name** (required) and **Description** (optional).

A screenshot of the 'Create Unicheck Assignment' form. The form has a title 'Create Unicheck Assignment' and a subtitle '* Indicates a required field.' Below this, there is an 'INFORMATION' section. The 'Name' field is required and is currently empty. Below the 'Name' field, there is a 'Color of Name' dropdown menu set to 'Black'. The 'Description' field is optional and contains a rich text editor with a toolbar showing options for text formatting (bold, italic, underline), font color, font size (set to 3 (12pt)), and other tools. At the bottom of the form, there is a 'Path: p' field and a 'Words:0' counter.

STEP 3: Set **Enable Evaluation** to YES to add an option of grading student submissions directly from Unicheck Assignment and Unicheck Report.



GRADING

Enable Evaluation
 Yes No

To set additional evaluation options, use the Column settings in the Grade Center

* Points Possible

Visible to Students
 Yes No

Due Date
  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Note: If you have enabled this option, but grading is unavailable in Unicheck Assignment and Unicheck Report, please contact your LMS administrator.



STEP 4: Fill in other assignment settings (optional) and click **Submit**.

OPTIONS

Permit Users to View this Content
 Yes No

Track Number of Views
 Yes No

Select Date and Time Restrictions
 Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.