

## Adjusting Assignment Settings in Blackboard Ultra

To adjust your assignment settings, please follow these steps:

- 1 Click on **Settings** from the Create Assignment page.

New Assignment 9/29/25

### Assignment Settings

#### Details & Information

**Due date**

9/30/25

11:59 PM

☐ No due date

**Access from**

9/29/25

9:03 AM

☐ Prohibit late submissions  
In progress attempts will be submitted automatically at the due date and time

☐ Prohibit new attempts after due date  
Students can't start new attempts once the due date and time has passed

☐ Allow class conversations

☐ Collect submissions offline

#### Formative Tools

☐ Formative assessment  
This is not automatically excluded from any grade calculations.

☐ Display formative label to students

Cancel Save

### Assignment Settings

**Due date**  
[Tomorrow](#)  
[Tue Sep 30, 2025 11:59 PM \(UTC+3\)](#)

**Grade category**  
[Assignment](#)

**Grading**  
[Points](#) | [100 maximum points](#)  
Post grades manually when assessment is graded. [Change grade posting setting.](#)

**Attempts allowed**  
☒ [1 attempt](#)

**Originality Report**  
[Enable SafeAssign](#)

- 2 A side panel will appear displaying all assignment settings

- 3 From the **Details & Information** section, you can set the assignment due date, prohibit late submissions, prohibit new attempts after due date, allow students to chat and ask questions about the assignment, and grade the assignment offline (e.g., Paper submissions) without using the system.

**Details & Information**

**Due date**

9/30/25 11:59 PM

☐ No due date

**Access from**

9/29/25 9:03 AM

☐ Prohibit late submissions  
In progress attempts will be submitted automatically at the due date and time

☐ Prohibit new attempts after due date  
Students can't start new attempts once the due date and time has passed

☐ Allow class conversations

☐ Collect submissions offline

- 4 From the **Grading & Submissions** section, you can select the grade category, set the number of allowed attempts, set the grading type and maximum score, hide student names, and use the evaluation options to distribute assessment tasks. You can also choose to post assessment grades automatically.

**Grading & Submissions**

**Grade category**

Assignment

**Attempts allowed**

1

**Grade using**

Points

**\* Maximum points**

100

**Anonymous grading**

☐ Hide student names

**Evaluation options**

☐ 2 graders per student

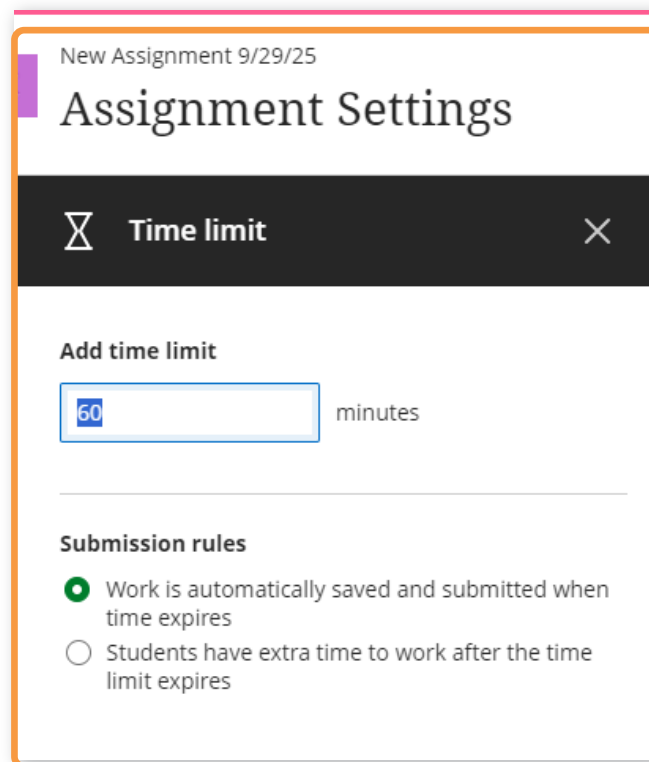
☐ Peer review

☐ Delegated Grading

**Assessment grade**

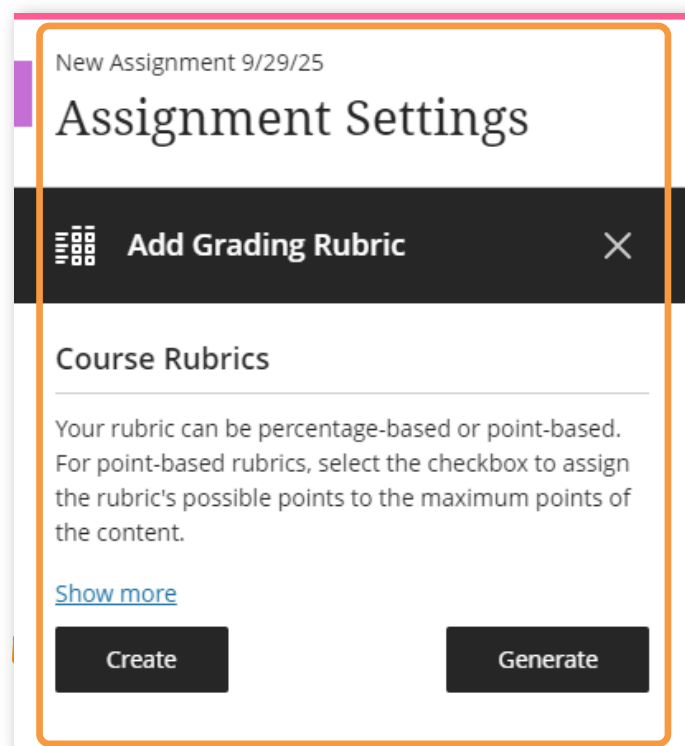
☐ Post assessment grades automatically  
Automatically posts the grade when the assessment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded

- 5 **Additional Tools:** Enable a time limit and set the appropriate duration. Turn on auto-submission so that attempts are submitted automatically when time expires, even if the student does not click Submit. Allow extra time after the due date for exceptional cases, if needed.



The screenshot shows the 'Assignment Settings' dialog box for a 'New Assignment 9/29/25'. The 'Time limit' tab is selected, indicated by a dark header bar with a stopwatch icon and the text 'Time limit'. Below the header, there is a section titled 'Add time limit' with a text input field containing '60' and the unit 'minutes'. Further down, under 'Submission rules', there are two radio button options: 'Work is automatically saved and submitted when time expires' (which is selected) and 'Students have extra time to work after the time limit expires'.

- 6 From the **Use grading rubric**, you can create a rule to aggregate grades and assess evaluations for all assignments.



The screenshot shows the 'Assignment Settings' dialog box for a 'New Assignment 9/29/25'. The 'Add Grading Rubric' tab is selected, indicated by a dark header bar with a grid icon and the text 'Add Grading Rubric'. Below the header, there is a section titled 'Course Rubrics'. The text explains: 'Your rubric can be percentage-based or point-based. For point-based rubrics, select the checkbox to assign the rubric's possible points to the maximum points of the content.' There is a link 'Show more' below this text. At the bottom, there are two buttons: 'Create' and 'Generate'.

- 7 **Goals & Standards:** Link the assignment to learning outcomes or approved standards to support reporting and align assessment with course objectives.

Goals & standards

Discover Goals

Align content items to Goals in order to report goals coverage information for this course. [More Help](#)

Search current results:  Go

Criteria Summary

Source: [System](#) + Goal Set Type: [All Set Types](#) + Goal Set: [All Goal Sets](#) + Category: [All Categories](#) + Goal Type: [All Types](#)

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**Browse Criteria**

View [v](#) Reset to Default

**Source**

- ☒ System

**Goal Set Type**

- ☒ All Set Types
- ☐ Civil Engineering
- ☐ Faculty of Applied Medical Sciences
- ☐ Goals Set 1

**Goal Set**

**Category**

<input type="checkbox"/>	GOAL	GOAL SET
<input type="checkbox"/>	test - Test Goal	Goals Set 1
<input type="checkbox"/>	Unite 1 completion - Test The goal in learning Unite Test the goal in test	Goals Set 1
<input type="checkbox"/>	Develop and conduct engineering surveying experimentation, analyze and interpret data, and use engineering judgment to draw maps.	Faculty of Engineering
<input type="checkbox"/>	Explain chain surveying, bearing, levelling and control surveying.	Faculty of Engineering
<input type="checkbox"/>	Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.	Faculty of Engineering
<input type="checkbox"/>	Identify, formulate, and solve complex levelling, control surveying and area calculation by applying principles of engineering, science, and mathematics.	Faculty of Engineering
<input type="checkbox"/>	1.1 Identify heuristic, perceiving problems, potential problem, and real problems.	Faculty of Engineering
<input type="checkbox"/>	1.2 Outline problem solving strategies.	Faculty of Engineering

Selected Goals ☐

Cancel Submit

- 8 **Description Field:** Provide brief information for students, such as the expected completion time, number of attempts, and total points.

**Description**

Add a description


Maximum 750 characters


?


Cancel Save


- 9 After completing the assignment settings, click [Save](#)


×

 **Time limit**  
[60 minutes](#) | [Automatic submission](#)

 **Use grading rubric**  
[Add grading rubric](#)

 **Goals & standards**  
[Align with goals](#)

 **Assigned groups**  
*You can't create groups for a timed assessment*

 **Originality Report**  
[Enable SafeAssign](#)

**Description**

Add a description

Maximum 750 characters

?

Cancel

→

Save