



HOW TO CREATE AN ASSIGNMENT

Use assignments to create course work for students.

To create an assignment, go to your course and select a location where you would want to create the assignment.

TURN ON EDIT MODE

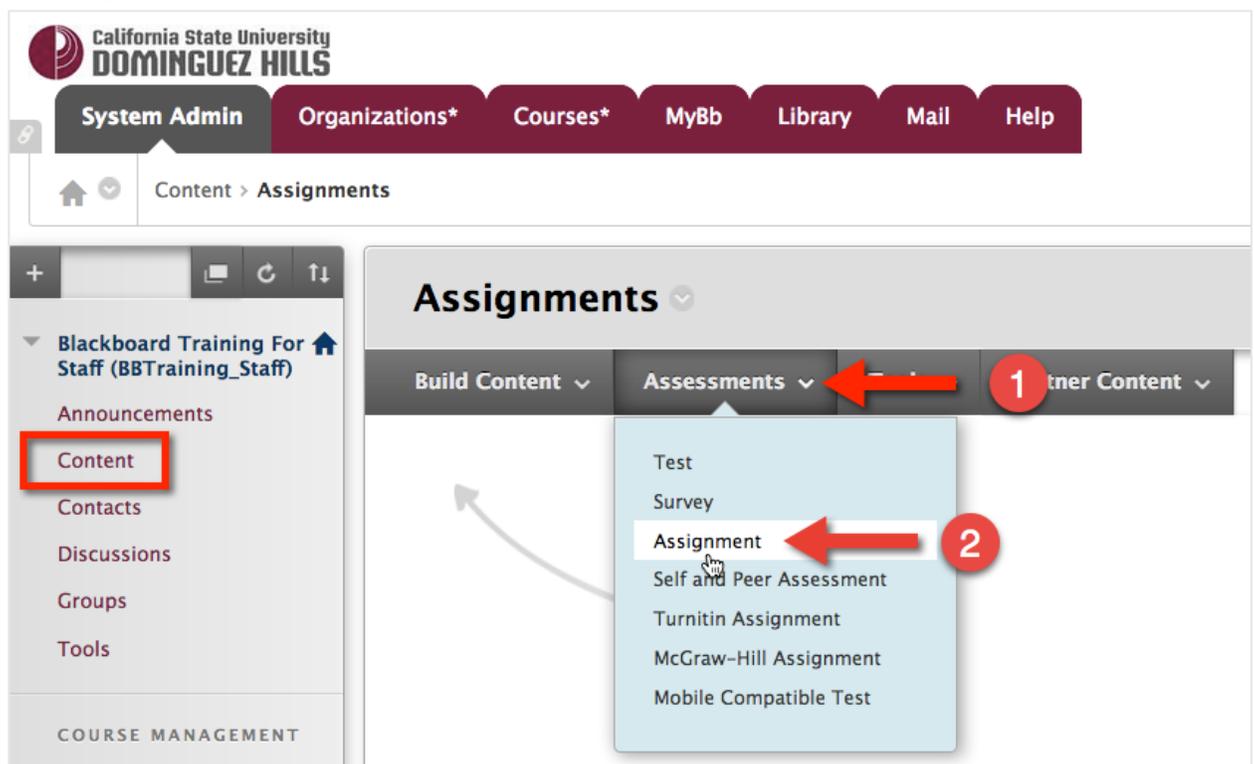
Before creating and editing content, go to the Blackboard course and verify that **Edit Mode** is turned on.

If Edit Mode is off, click  to turn Edit Mode on. Edit mode can be found on the upper-right section of your course.

CREATE ASSIGNMENT

IN THIS DOCUMENT, AN ASSIGNMENT WILL BE CREATED IN THE CONTENT AREA.

1. Select the **Assessments** menu
2. Click **Assignment**





In the Create Assignment page, do the following:

3. Enter a name for the assignment
4. Enter instructions for the assignment

NOTE: IF YOUR TEXT IS COMING FROM WORD, CUT AND PASTE TEXT FROM WORD INTO A TEXT EDITOR, LIKE NOTEPAD OR TEXT EDIT, AND THEN CUT AND PASTE TEXT TO BLACKBOARD.

5. Attach a file (optional)

6. Set a due date and time (optional)

NOTE: CREATING A DUE DATE WILL DISPLAY THE ASSIGNMENT TO THE COURSE CALENDAR



When the assignment is created, Blackboard will return a message to confirm that the message was sent.

Success: Assignment 1 created.

Assignments

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Assignment 1
Write a double spaced, one page reflection on the use of Blackboard's assignment tool. Please submit this assignment as a .doc, .docx or .rtf file.
Remember to attach any required files to the assignment before clicking Submit. **Assignments are not completed until they are submitted.** Contact me via email if you are experiencing problems.

In addition, Blackboard will automatically create a score column for the assignment in the Grade Center.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar								Last Saved: 7/17/2017 10:00 AM
Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Assignment 1
Vega_PreviewUser	Hugo	hugo_previewuser		July 18, 2017	Available	--	--	--

Selected Rows: 0

Assignment 1 is now available in Grade Center

TURN OFF EDIT MODE

When content no longer needs to be created or edited, click **ON** to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.