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
7. Enter a point value in Points Possible
8. Add a rubric (optional)
9. In submission details, select an assignment type and select number of attempts
   
   NOTE: WE RECOMMEND MULTIPLE OR UNLIMITED ATTEMPTS IN CASE A STUDENT MAKES AN ERROR WITH THE SUBMISSION.

10. Click the Make the Assignment Available checkbox

   NOTE: SETTING LIMIT AVAILABILITY DATES AND TIMES WILL SPECIFY WHEN THE ASSIGNMENT APPEARS TO STUDENTS

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

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