

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 OFF 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

| California State University DOMINGUEZ HILLS | | |
|--|-------------------|--------------------------|
| 8 System Admin Organi | zations* Courses* | MyBb Library Mail Help |
| Content > Assignmen | ts | |
| | Assignmer | its 🛇 |
| Staff (BBTraining_Staff) | Build Content 🗸 | Assessments v |
| Announcements | | |
| Content | | Test |
| Contacts | R | Survey |
| Discussions | | Assignment 2 |
| Groups | | Self and Peer Assessment |
| Tools | | Turnitin Assignment |
| 100/3 | | McGraw-Hill Assignment |
| COURSE MANAGEMENT | | Mobile Compatible Test |





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.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help

| 1. Assignment Information | | | |
|---|-----------|--------|------|
| * Name and Color Assignment 1 - 3 - Black | | | |
| Instructions For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). | | | |
| T T T P aragraph - Arial - 3 (12pt) - $\exists = 1 \equiv -T - 2$ | <u> </u> | 20 | \$ |
| Ϫ D D Q 🕫 🝽 Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ [×] Τ _× ∂ ΰ> •1 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. Conta if you are experiencing problems. | ict me vi | ia err | nail |
| Path: p | Wor | rds:5 | 4 |

5. Attach a file (optional)

| 2. | Assignment Files | | |
|----|------------------|--------------------|---------------|
| | Attach File | Browse My Computer | Browse Course |
| | | | |

6. Set a due date and time (optional)

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

| 3. | Due Dates | |
|----|--------------------------------|--|
| | Submissions are accepted after | r this date, but are marked Late . |
| | Due Date | |
| | | Enter dates as mm/dd/yyyy. Time may be entered in any increment. |
| | | |





DIVISION OF INFORMATION TECHNOLOGY California State University, Dominguez Hills

- 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.

| 4. | Grading | | | | | |
|----|---|---|--|--|---|---|
| | Ӿ Points Possible | 10 | - 7 | | | |
| | Associated Rubrics | Add Rubric 🛛 | | | | |
| | | Name | Туре | Date Last Edited | Show Rubric to Students | _ |
| | Submission Details | | | | | |
| | If any students are enrolled provide these students with | d in more than one g h an overall grade f | group receiving the or the assignment. | e same assignment they will subr | nit more than one attempt for this assignment. It may be necessary to | 2 |
| | Assignment Type | Individual Group Sul Portfolio S Selecting this of | Submission omission Submission ption will require s | 9 tudo ento submit a portfolio as a r | response to this assignment | |
| | Number of Attempts | Unlimited Atte | empts | | | |
| | Score attempts using | Last Graded A | ttempt 📀 | | | |

10. Click the Make the Assignment Available checkbox

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

| 5. | Availability | |
|----|--|---|
| | Make the Assignment This assignment cannot be r | Available nade available until it is assigned to an individual or group of students. |
| | Limit Availability | Display After |
| | | Display Until |

11. Click Submit

| 6. | Submit | | | |
|----|--|--------|--------|--|
| | Click Submit to finish. Click Cancel to quit without saving changes. | | | |
| | | Cancel | Submit | |
| | | | | |





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

| Success | : Assignmen | t 1 created. | | | | | 8 |
|---------|--|---|--|---|--|--|---|
| Ass | ignmei | nts 🖸 | | | | | |
| Build C | Content 🗸 | Assessments 🗸 | Tools 🗸 | Partner Content 🗸 | | | tı |
| | Assignm Write a do Remembe me via em | nent <u>1</u> uble spaced, one page r to attach any require ail if you are experiend | reflection on t d files to the as cing problems. | he use of Blackboard's a: signment before clicking | signment tool. Please sul Submit. Assignments ar | mit this assignment as a .doc, . e not completed until they are | docx or .rtf file. : submitted. Contact |
| n addit | tion, Bla | ckboard will a | utomatic | ally create a sco | ore column for t | he assignment in th | e Grade Center. |
| ~ | | | | | | | |

| Grade Center : Full | Grade Center 🖸 | |
|--|--|--|
| When screen reader mode is on, the (keyboard. To enter a grade, access a the Grade Center page. To enter a gr the Grade Center. <u>More Help</u> | Grade Center data appears in a simplified grid. You cell's contextual menu and click View Grade Deta ade: click the cell, type the grade value, and press t | ı cannot freeze columns or edit inline, making it easier to navigate using the a tls . When screen reader mode is off, you can type a grade directly in a cell on he Enter key to submit. Use the arrow keys or the tab key to navigate through |
| Create Column Create Calcu | lated Column 🗸 🛛 Manage 🗸 Reports 🗸 | Filter Work Offlin |
| → Move To Top Email ⊗ Grade Information Bar | | Sort Columns By: Layout Position 😸 Order: 🔺 Ascending 🚿 |
| Last Name First Name | Username Student ID Last Access | s Availability Weighted Tota Total Assignment 1 |
| Vega_PreviewUser Hugo Selected Rows: 0 | hugo_previewuser July 18, 201 | 17 Available |
| → Move To Top Email ⊗ | Assignment 1 is now a | Icon Legend |

TURN OFF EDIT MODE

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

