Blackboard Assignment: Creating Assignment

1. From a content page click on the “Assessments” tab then select “Assignment” from the menu.

2. In the Create Assignment setting, enter a title for the assignment. Enter the instructions in the Instructions field.
3. **Due Date**: This is an optional setting which allows the instructor to provide a visual cue to the students to make them aware of the due date of the assignment. This notification will appear in the Course Dashboard. Submissions are accepted after this date, but they will be marked Late.

4. **Grading**: Enter the amount of points possible for the assignment. You may additionally add a rubric. An existing rubric can be linked or a new rubric can be created.

5. **Submission Details**: This is where you set if it is an individual, group, or electronic-portfolio submission. You can also set the amount attempt as well as enable SafeAssign on the assignment (SafeAssign, is a plagiarism detection tool, more information is available here)

6. **Grading Options**: Allows you to enable anonymous or delegated grading

7. **Display of Grades**: Controls if and how the assignment’s grades are displayed to students
8. **Availability:** You can control the availability of the assignment. You may also specify the release dates & time as well as the end display date & time.

**AVAILABILITY**

- Make the Assignment Available

Limit Availability

- Display After
- Display Until

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

- Track Number of Views

9. After completing the above steps, click Submit to complete the process. The Assignment will now appear on the content page. Students may click on the link to access the assignment.