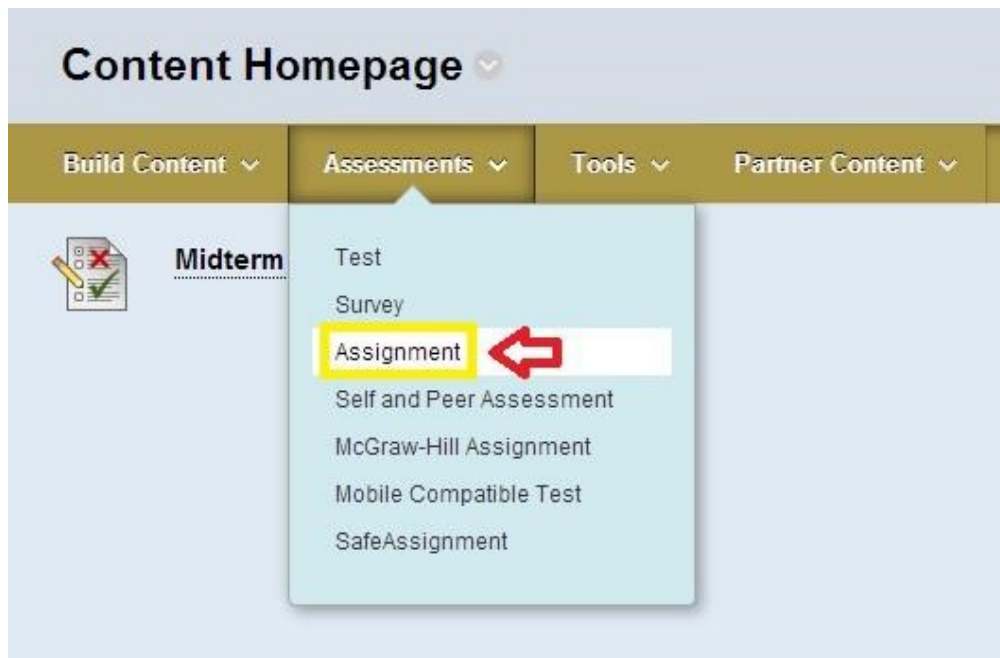


Blackboard Assignment: Creating Assignment

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.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo, and other formatting tools. Includes a "Mashups" dropdown and "HTML CSS" buttons.

Empty text area for entering instructions.

You may optionally attach a file with additional instructions on the assignment.

ASSIGNMENT FILES

Attach Files

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.

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

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

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.

GRADING

* Points Possible

Associated Rubrics

▾

Name	Type	Date Last Edited	Show Rubric to Students
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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

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

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  

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

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.

