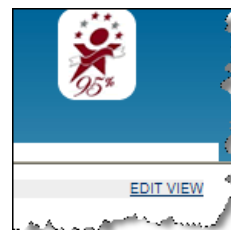


How do I Create an Assignment?

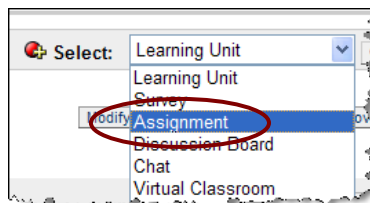
Assignments allow you to create activities online that students can complete by either answering an essay question, or uploading a specific file back to the server. Blackboard adds the assignment into the Gradebook and provides an easy way to evaluate student responses.


New Assignment

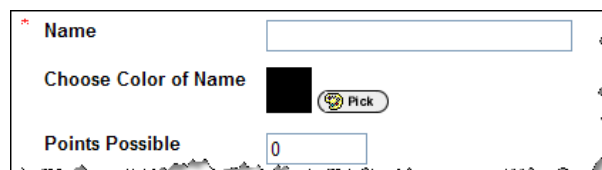
1. While in your Blackboard Course, click on the content area where you would like for the assignment to be housed.
2. Click the View Edit link in the upper right corner.



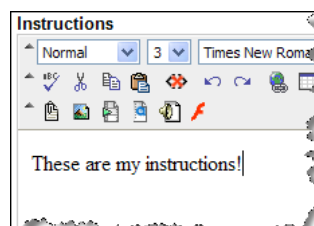
3. Select Assignment from the drop down on the right side of the “add content” screen.



4. Click the  button.
5. Type in the name of the Assignment, select a color for it, and enter the total points possible.

A screenshot of the assignment configuration form. It includes a 'Name' field with an asterisk, a 'Choose Color of Name' section with a black color swatch and a 'Pick' button, and a 'Points Possible' field with the value '0'.

6. Type in your instructions.

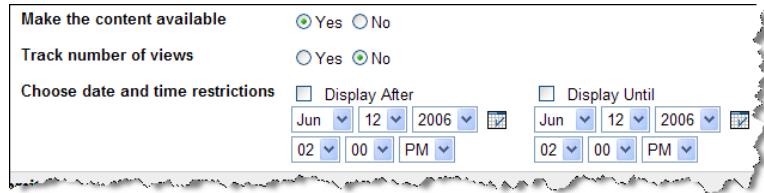
A screenshot of the instructions text area. It shows a rich text editor toolbar with options for font style (Normal), font size (3), and font color (Times New Roman). Below the toolbar, the text 'These are my instructions!' is entered.

Blackboard

Creating an Assignment

7. If you need to attach a file it works the same as attaching files to content items.

8. Select your display options.



The screenshot shows a form with the following sections:

- Make the content available:** Radio buttons for Yes (selected) and No.
- Track number of views:** Radio buttons for Yes and No (selected).
- Choose date and time restrictions:** Two columns of date pickers. The first column is labeled "Display After" and the second is "Display Until". Both columns have a checked checkbox to the right. The date selected in both is June 12, 2006, at 02:00 PM.

9. Click the  button.

10. Click the  button to continue.