Creating Assignments

Blackboard

• Topic Overview
• Steps
• Sources and Relevant Links

Topic Overview

The Assignment tool allows students to submit files to their instructor to be graded.

When an instructor creates a Blackboard assignment, a column for that assignment is automatically created in the Grade Center.

Steps

1. Click on the Content Area or Assignments Area, you want the assignment to be placed within your course.

2. From the Assessments drop-down menu, choose Assignment.

3. Fill out your assignment information
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.

**ASSIGNMENT INFORMATION**

- **Name and Color**
  - Assignment Name (required)
  - Color

- **Instructions**
  - For this toolbar, press ALT+F10 (PC) or ALT+F11 (Mac).
  - ToolTip: Add instructions here.

**PUT ASSIGNMENT INSTRUCTIONS HERE**

4. **Attaching**

- By either dragging your file to this box or selecting the three attachment options, you can attach directions or other support material here for students.
  - **Browse My Computer** - this will allow you to upload from your computer
  - **Browse Content Collection** - if you have already uploaded a document to your Blackboard Class, you may be able to find it here to attach to the Assignment
  - **Browse Cloud Storage** - allows you to attach documents from different cloud accounts you have (Google, Microsoft 365, Box, Dropbox, etc.)

5. **Due Date**

**DUE DATES**

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

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

- Assigning a Due Date is not required, but it is good to assign one so that it will show on students’ calendars in Blackboard.

6. **Grading**

- **Enter Points Possible** for this assignment, you can always enter 0 and change it later (This is required)

- Under Submission Details, you can change how assignments are submitted. To use the Group Submission, you have to create groups first, then you can assign this to specific groups.
- **Number of Attempts** allows you to change how many times students can submit an assignment to be graded. (It is suggested to change this to Multiple and at least 2, that way a student re-upload if they forgot something)
d. Grading Options - In this option, you can hide students' names from the grading menu and also delegate who grades what assignments (Instructors, TAs, etc).

e. Display of Grades allows you to change how students see their grade(s) in their My Grades area.

7. Availability

**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

- By default, the assignment is set to be available for students to see.
- If you would like to hide the assignment until you want to make it available, you can uncheck the Make Assignment Available.
- If you would like it to automatically appear at a date and then disappear, you can keep the Make Assignment Available box checked and then enter the dates you want to have it show and disappear and Blackboard will make it available/unavailable on those dates.
- You can set it to open on a date and stay available or have it available and then close on a specific date.

8. Submit

- Make sure you hit SUBMIT to save!

Sources and Relevant Links

[Getting Started with Assignments](#)