

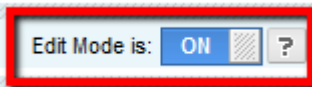
# Creating Assignments in Blackboard

Assignments allow you to create coursework and manage the grades and feedback for each student separately. In an assignment, you can include a description, point value, and file attachments. You can create assignments in several courses areas, such as in a content area, learning module, lesson plan, or folder. Students access the assignment, type a submission, attach files, and submit it. You can respond to each student separately with comments and attached files. When you create a Blackboard assignment, a new column is automatically created in the [Grade Center](#). You can access and download submitted student assignments through the [Grade Center](#).

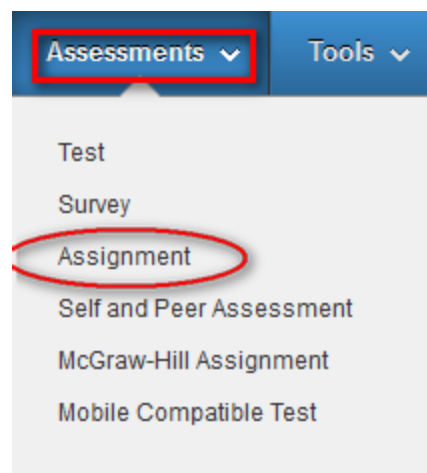
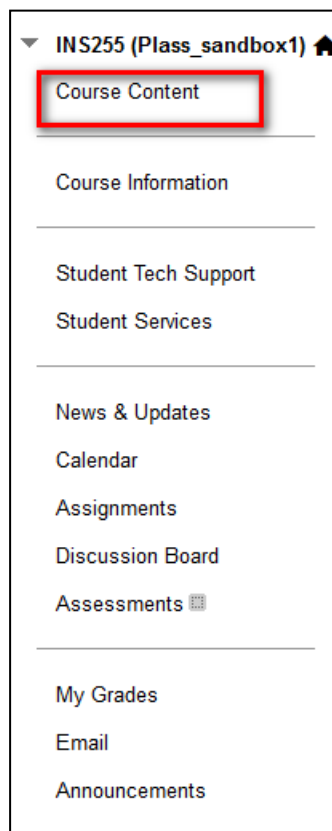
## Creating Assignments

Assignments can be created in any [Content Area](#) in your course site. To create a new assignment:

Log into your course and ensure [Edit Mode](#) is **ON**.

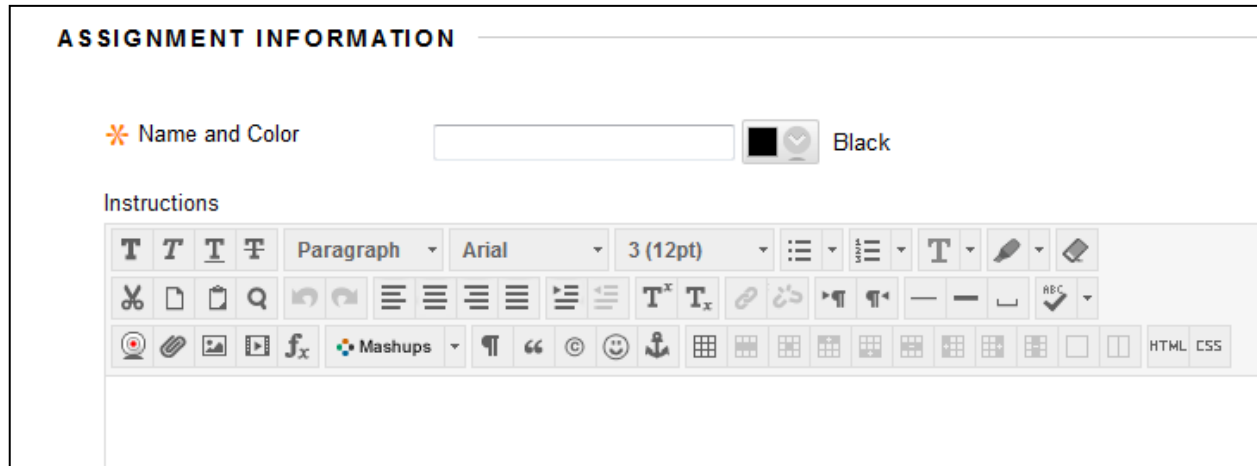


Select the content area where you want the assignments to be submitted ([Course Content](#) for example) and put your cursor over the [Assessment](#) pull-down menu and select [Assignment](#).

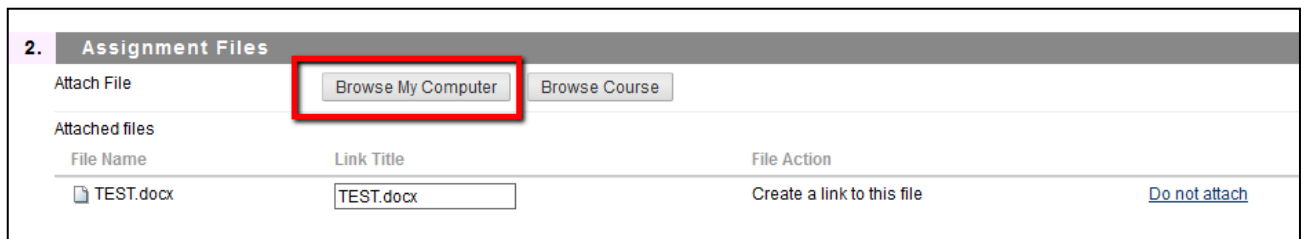


You will see a form with four sections:

**Assignment Information:** Enter a **Name** for your assignment. There can be no special characters (#, ?, \* or any other) in an assignment name. Enter any directions you may have for students in the **Instructions** text box.



**Assignment Files:** If you have additional material associated with the assignment, you may want to attach files that your students can download when they access the assignment. For example, you could attach articles needed to complete the assignment or detailed instructions for the assignment. To attach a file, click on the **Browse My Computer** button, locate the file on your computer, and click the **Open** button (these buttons have different names, depending on your browser and operating system). If you would like the link to have a name other than the file name, type that name in the **Link Title** field.



2. Assignment Files			
Attach File			
		<input type="button" value="Browse My Computer"/>	<input type="button" value="Browse Course"/>
Attached files			
File Name	Link Title	File Action	
TEST.docx	<input type="text" value="TEST.docx"/>	Create a link to this file	<a href="#">Do not attach</a>

**Note:** To attach more than one file, simply click on **Browse My Computer** button, and locate the file on your computer.

Enter a due date for the assignment (optional).



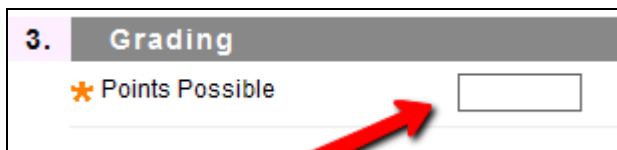
**5. Due Dates**

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.

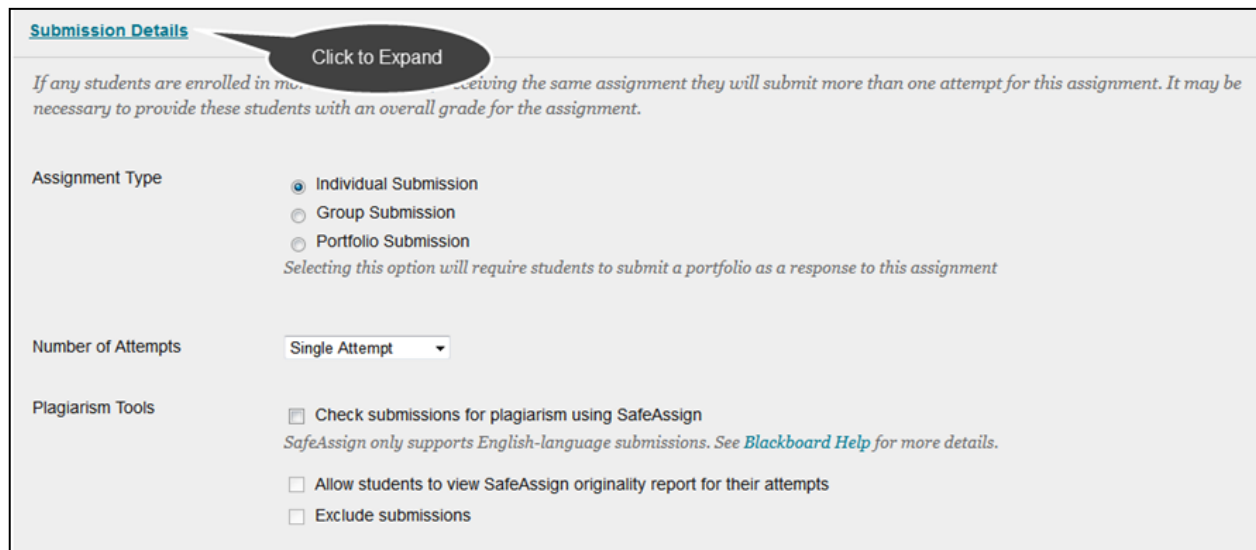
Enter the number of points the assignment is worth in **Points Possible** (the point value will be reflected in the **Grade Center** entry for the assignment).



**3. Grading**

**Points Possible**

**Submission Details:** Click on Submission Details link to expand - Instructors can allow single attempt, unlimited attempts, or certain number of attempts for submitting. Allowing multiple attempts while the assignment is available eliminates the need for instructors to **Clear Attempt** when students submit the wrong assignment or document.



[Submission Details](#) **Click to Expand**

*If any students are enrolled in multiple sections receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

**Assignment Type**

- Individual Submission
- Group Submission
- Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

**Number of Attempts**

**Plagiarism Tools**

- Check submissions for plagiarism using SafeAssign
- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.*

**Options:** By default, students will be able to access the assignment after you create it. If you do not want students to access the assignment right away, you can choose to leave the assignment unavailable by removing the checkmark from the checkbox.

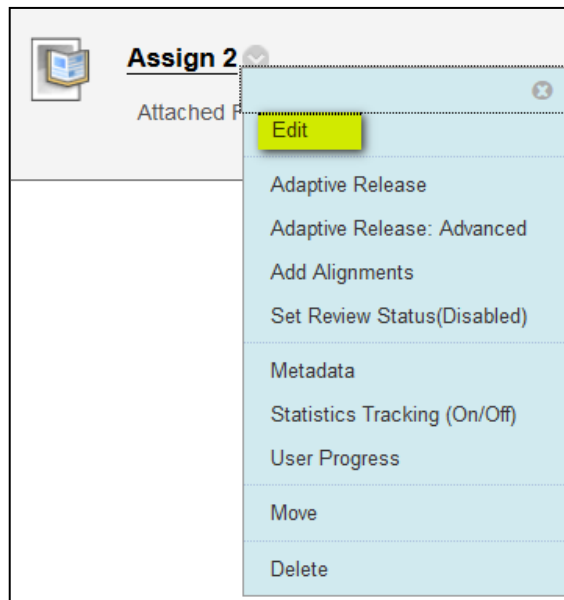
**AVAILABILITY**  
 **Make the Assignment Available**  
*This assignment cannot be made available until it is assigned to an individual or group of students.*

**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.*

You may select a specific time frame during which the assignment will be visible by selecting **Display After** and **Display Until** dates to the right of **Limit Availability**. If you select a date for **Display Until**, students will be unable to submit assignments after that date.

You may modify assignment or assignment availability at any time by returning to the content area where it was posted and selecting the **Edit** option on the Action Link.



**Submit:** Click the **Submit** button to post your assignment.