

Creating Assignments



This tutorial will explain how to create an assignment and choose options.

1. Within a content folder or learning module, click on **Assessments** and select **Assignment**.

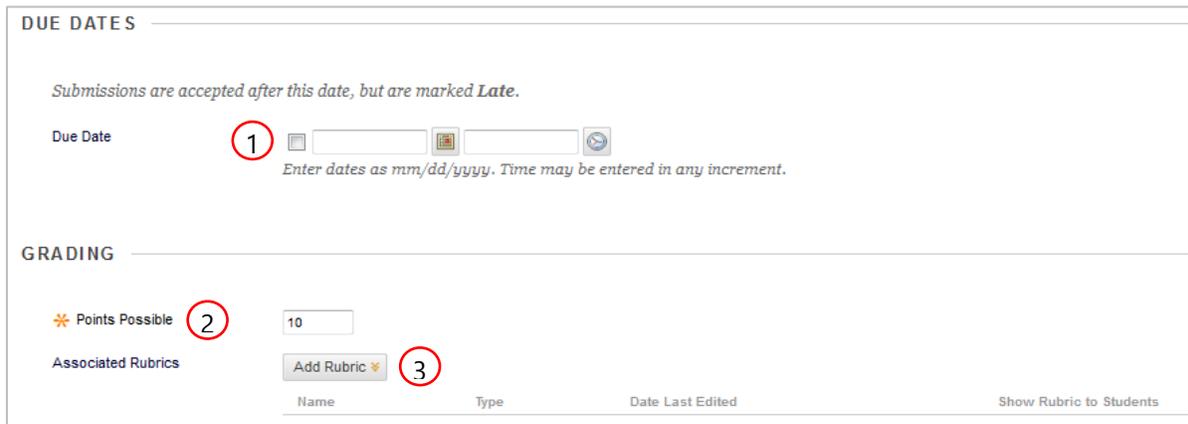
Please note: You can also click on the **Assignments** tool from the **Course Menu** if you have not deleted it or hidden it from student view.

2. **Name** the assignment (1) and provide **Instructions** (2) for the assignment such as questions they need to address. You can also **attach one or more files** (3) that contain this information.

Please note: If applicable, mention that they should attach a file; they should **not** use the Write Submission (a) or Comments (b) editors. The image below is what the students see when they click on the assignment link:

3. Enter the **date** the assignment is due (1); Enter the number of **Points** the assignment is worth (enter a 0 for a non-graded item) (2); Add a **rubric** (3).

Please note: Student assignments submitted after the date inputted will be marked late by Blackboard.



DUE DATES

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

Due Date 1

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

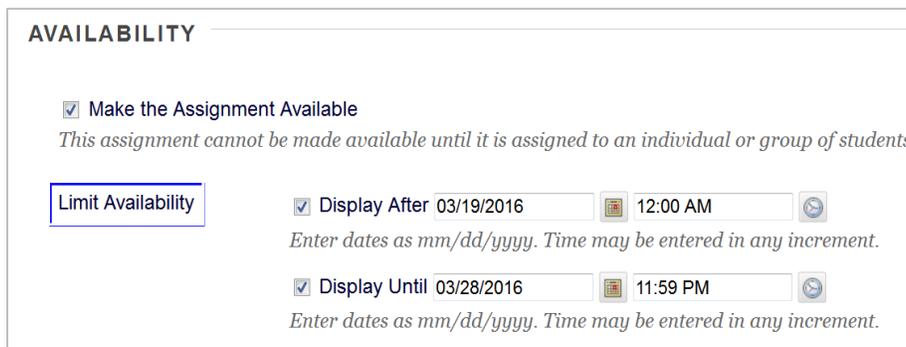
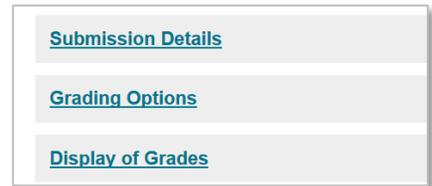
GRADING

✳ Points Possible 2

Associated Rubrics 3

Name	Type	Date Last Edited	Show Rubric to Students
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4. **Submission Details** defaults to individual submissions and one attempt for students to submit their assignments. These parameters can be changed.
5. **Grading Options** enables anonymous grading to ensure impartiality. You can also delegate grading to another instructor.
6. **Display of Grades** allows you to hide the grades, change the way grades are displayed, for example, numerical or letter, and include or exclude the grades from grade center grading calculations.
7. Select a date range when students can access the assignment link to submit their assignments. Next to **Display Until** you can enter the same date and time as the due date. If the date is set to after the due date, then the students will be able to submit the assignments until that date is reached and Blackboard will mark it late.



AVAILABILITY

Make the Assignment Available

This assignment cannot be made available until it is assigned to an individual or group of students.

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.

8. Scroll up or down the screen to click on **Submit**.