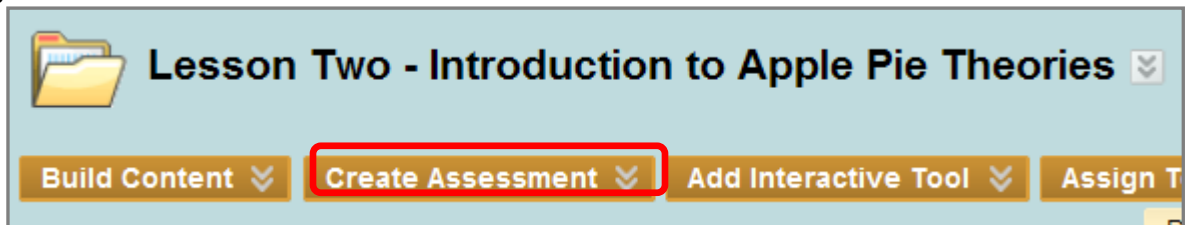


Creating an Assignment

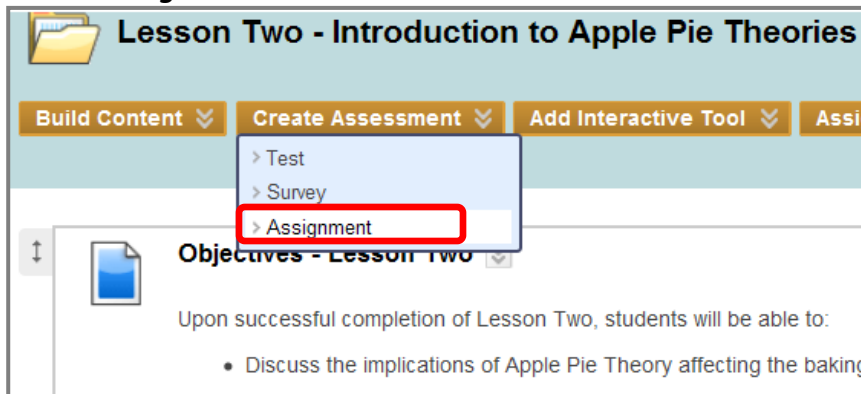
Assignments are a type of course content, which creates a link for students to view instructions and submit assignments in the same location. When an **Assignment** is created, Blackboard automatically creates a column in the Grade Center and instructors can then view and grade the assignments from one central local location. Blackboard **Assignments** streamlines the assignment submission process for both students and instructors.

Follow these step by step instructions to create an **Assignment**:

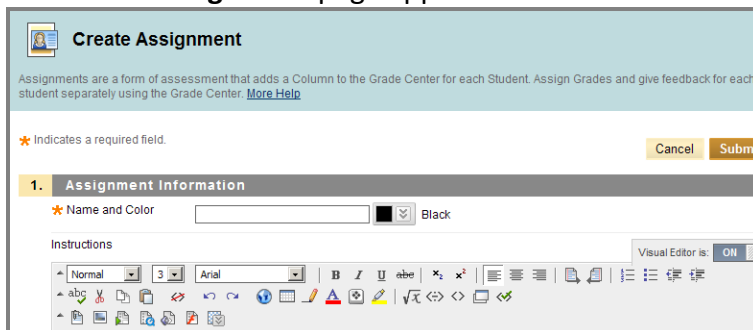
1. Navigate to the desired content area and folder, such as the “Lessons” button > *Lesson Two folder*. Hover over *Create Assessment*.



2. Click on **Assignment**.



3. The Create **Assignment** page appears.



4. Type a name for the **Assignment**.

1. **Assignment Information**

* Name and Color Black

5. Type the assignment instructions and include explanations about any attachments.

Instructions

Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x_2 x^2 | [List Icons]

Write a three to five page essay explaining the differences between the theories discussed in the textbook. Your essay should reflect your understanding of the theories and their application to the current trends.

6. Attach any files the students may need for the **Assignment** by clicking *Browse My Computer*.
*An attachment might include detailed assignment instructions, a detailed grading rubric, or materials students might need to complete an assignment.

2. **Assignment Files**

Attach File

7. Enter the *Points Possible*.

3. **Grading**

* Points Possible

8. To make the assignment visible to your students, check the box.

4. **Availability**

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

9. Specify the **Number of Attempts** your students will have to submit their work. This can allow for students to submit drafts.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

10. Select *Date and Time Restrictions* for the assignment availability if desired.

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.

11. You may choose a *Due Date* for the **Assignment**. Note that the students will be able to submit their work after the Due Date unless you made the Assignment unavailable in the Availability settings or the Date and Time Restriction. However, their work will be marked as late.

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.

12. Select the *Recipients* of this **Assignment**. By default, it will be assigned to every student individually. If you have established groups in your course, you may choose to assign this work to a specific group of students.

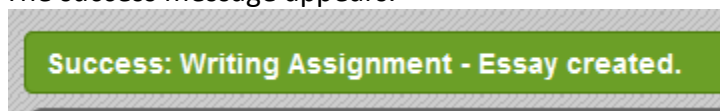
6. Recipients

If any students are enrolled in more than one group 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.


Recipients All Students Individually
 Groups of Students

13. Finally, click the *Submit* button.

14. The success message appears.



15. The **Assignment** now appears in the content area.



Writing Assignment - Essay ▼

Write a three to five page essay explaining the differences between the theories discussed in the textbook. Your essay should reflect your understanding of the theories and their application to the current trends.

16. Creating an assignment also adds a new column to the Grade Center area, where you will be able to grade student's work when it is submitted.

Grade Information Bar					Last Saved: February 24, 2011	
<input type="checkbox"/>	Last Name ▼	First Name ▼	Weekly Internsl ▼	✓ Total ▼	Writing Assignn ▼	
<input type="checkbox"/>	Budzick (s)	Danielle	--	--	--	
<input type="checkbox"/>	Byers	Carissa	--	--	--	
<input type="checkbox"/>	Garza	Ulysses	--	10.00	!	
<input type="checkbox"/>	Merrit	Stanton	--	--	!	