

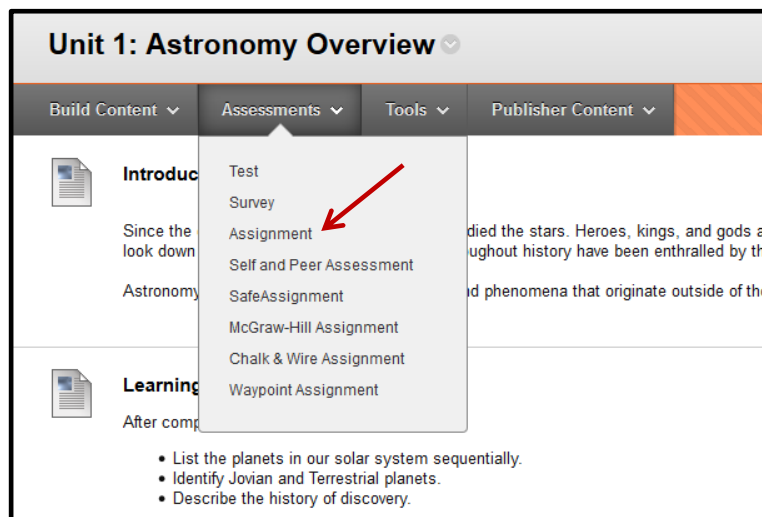
# Blackboard Learn

## Creating Assignments

Assignments allow instructors to provide instructions and a location for turning in work for students. Creating an assignment automatically adds a new column for that item in the Full Grade Center and submissions will be located in the Needs Grading area of the course for ease of access. (For additional information on the Full Grade Center or the Needs Grading area, view their respective tutorials.)

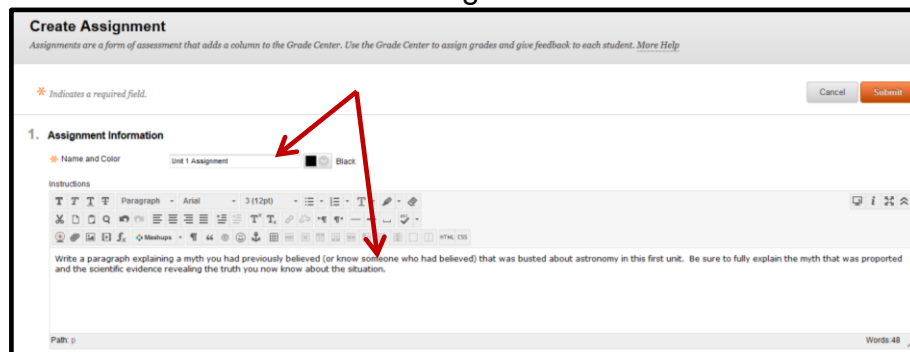
### Step 1 – Creating an Assignment

To create an assignment, first access the content area where the assignment should be located. Next, hover over the Assessments tab and select Assignment from the list.



### Step 2

From the Create Assignment page, first fill in the information about the assignment. Give it a name and add the assignment instructions.



## Step 3

Next, upload any files that students will need for completing the assignment. This could be a document for students to fill in, an article to read, full assignment instructions, etc.

**2. Assignment Files**

Attach File

Attached files

File Name	Link Title	File Action	Item's Alignments
<input type="checkbox"/> Non Profit Conway List.pdf	Non Profit Conway List.pdf	Create a link to this file	<input type="checkbox"/> Add alignments to content <span style="float: right;">Do not attach</span>

**3. Grading**

✱ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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Also required is the grading information. Fill in the points possible for this assignment and attach an associated rubric (optional).

## Step 4

The next set of options to be selected are the Availability and Due Date. Keep a check in the first box if the assignment is to be made available immediately. Select the number of attempts students are allowed and select the availability dates. The availability dates open and close the assignment to the student view. An assignment with no availability date restrictions will show to students throughout the remainder of the course. Finally, select the Due Date for this assignment.

**4. Availability**

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

Number of Attempts

Allow single attempt  
 Allow unlimited attempts  
 Number of attempts:

Limit Availability

Display After 06/04/2014 11:59 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until 06/06/2014 11:59 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Track Number of Views

**5. Due Dates**

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

Due Date  06/06/2014 11:59 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*



Note that the Due Date and Availability Dates are different options. The Due Date is the date that populates the calendar and other notification settings. However, the Due Date does not affect availability nor a student's ability to submit an assignment.

## Step 5

The last step is simply to choose the recipients of this assignment. Most assignments are given to All Students Individually, but group assignments are Groups 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

## Step 6

After you have set up the necessary criteria for this assignment, click the submit button (at the top or bottom of the page) to finish creating the new assignment. Now at the end of the Content Area page, there should be a new assignment listed.

 **Myths Busted**

Availability: Item is not available. It will be available after Jun 4, 2014 11:59 PM.

Attached Files:  Non Profit Conway List.pdf (25.015 KB)

Write a paragraph explaining a myth you had previously believed (or know someone who had believed) that was busted about astronomy during the study of this first unit. Be sure to fully explain the myth that was propogated and the scientific evidence revealing the truth you now know about the situation.

## Step 7 – Accessing an Assignment

When a student is ready to complete an assignment, he or she can simply click on the assignment name to view the full assignment window. From this new screen it is possible to submit an attachment or use the Type Submission option.

**Preview Upload Assignment: Myths Busted**

*You are previewing the assignment - your submission will not be saved.*

Cancel Save as Draft Submit

**1. Assignment Information**

Name Myths Busted

Instructions Write a paragraph explaining a myth you had previously believed (or know someone who had believed) that was busted about astronomy during the study of this first unit. Be sure to fully explain the myth that was propogated and the scientific evidence revealing the truth you now know about the situation.

Due Date Friday, June 6, 2014 11:59:00 PM CDT

Points Possible 15

Assignment Files Non Profit Conway List.pdf (Non Profit Conway List.pdf)

**2. Assignment Submission**

Attach File

[Type Submission](#)

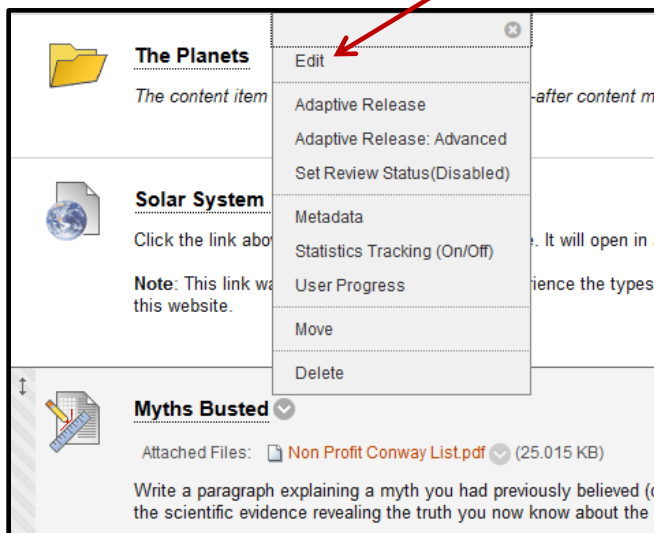
**3. Add Comments**

Comments

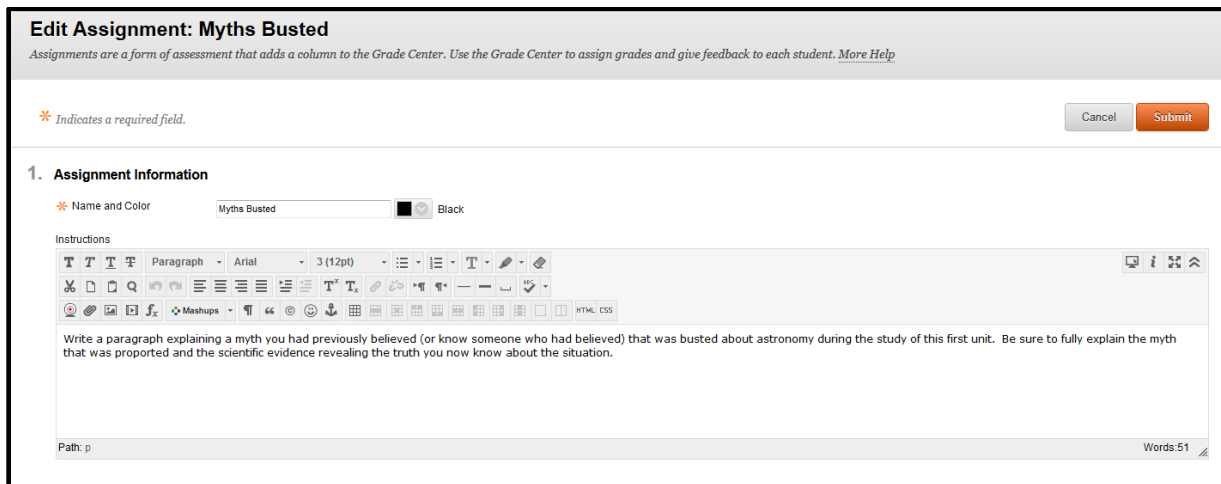
Character count 0

## Step 8 – Editing an Assignment

To edit an assignment, access the contextual menu (down arrow) for the assignment and choose the Edit button from the list.



This brings the instructor to where the assignment was originally created (steps 2-5).

A screenshot of the 'Edit Assignment: Myths Busted' page in Blackboard. The page title is 'Edit Assignment: Myths Busted'. Below the title is a help link: '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'. There are 'Cancel' and 'Submit' buttons. A note says '\* Indicates a required field.' The '1. Assignment Information' section has a 'Name and Color' field with 'Myths Busted' and a color selector set to 'Black'. Below is an 'Instructions' field with a rich text editor. The instructions text is: 'Write a paragraph explaining a myth you had previously believed (or know someone who had believed) that was busted about astronomy during the study of this first unit. Be sure to fully explain the myth that was purported and the scientific evidence revealing the truth you now know about the situation.' At the bottom, it shows 'Path: p' and 'Words: 51'.