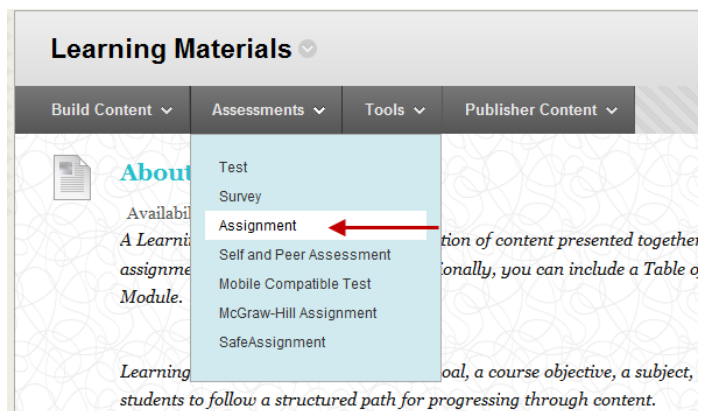


How to Create an Assignment

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 or in a 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. You access submitted assignments in the Grade Center.

1. Change edit mode to ON and access the course area where you want to create the assignment.
2. On the action bar, point to Assessments to access the drop-down list.
3. Select Assignment.
4. On the Create Assignment page, type a Name. Students click this name in the course area to access the assignment.



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](#)

* Indicates a required field.

Cancel Submit

1. Assignment Information

* Name and Color Black

Instructions

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2. Assignment Files

Attach File

5. In the Assignment Information box, type instructions for the assignment. Format the text and include images, links, multimedia, Mashups, and attachments using the functions in the content editor, if needed. Attachments added using the content editor can be launched in a new window and have alternate text added to describe the attachment.
6. Optionally, in the Assignment Files section, attach a file using one of the following options:
 - To upload a file from your computer, click Browse My Computer.
 - To upload a file from the course's storage repository:
 - OR-
 - If the course files are in the course's storage repository, click Browse Course.
 - If your school licenses content management, click Browse Content Collection.
7. Type Points Possible.
8. Optionally, associate a rubric by pointing to Add Rubric to access the drop-down list. Rubrics are a way to create criteria for evaluating student performance on assignments.
9. Select the check box to Make the Assignment Available.
10. Select the appropriate option for Number of Attempts. You can allow students to submit and resubmit work for an assignment more than once, and receive comments and a grade for each submission.
11. For Limit Availability, you can set the assignment to display on a specific date and time and stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times. Display restrictions do not affect availability, only when the assignment appears.
12. Optionally, select a Due Date. Due dates are used to organize and assign gradable items to grading periods in the Grade Center.
13. In the Recipients section, select the All Students Individually option.
14. Click Submit.

For more help on Assignments go to: <http://tinyurl.com/c4ymcg4>

**For more help on using Blackboard 9.1 go to: <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>**