Creating An Assignment

Purpose of Document

The purpose of this document is to show how to create an assignment in Blackboard.

Total Number of Pages

8

Topics

Creating An Assignment

Creating An Assignment:

Step 1: Navigate to the content area where you want students to access the assignment. For example:
Step 2: Select **Assessments** from the action bar to activate the dropdown menu.

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Step 3: Select **Assignment** from the list.
**Step 4:** On the **Create Assignment** page, provide the name, instructions, and any files students need.

**Name:**

![Name and Color](image)

**Instructions:**

![Instructions](image)

**Files:**

![Assignment Files](image)
**Step 5:** Optionally, select a **Due Date**.

![DUE DATES]

**Step 6:** In the Grading section, type the Points Possible and optionally, associate a rubric. Optionally, expand the sections to make selections such as anonymous grading and how the grade is displayed.

![GRADING]
Step 7: To adjust submission settings, select **Submission Details** to see the additional options available:

i. Assignment type (Individual, Group, or Portfolio submission)

ii. Number of Attempts (Single, Multiple, or Unlimited)

iii. Plagiarism Tools (SafeAssign checker, student originality reports and exclusion from databases)
Step 8: To adjust your grade settings, select **Grading Options** to see the additional options available:

i. Enable Anonymous Grading

ii. Enable Delegated Grading
Step 9: To adjust the grade display settings, select **Display of Grades** to see the additional options available:

i. Display grade options (Score, Letter, Text, Percentage, Complete/Incomplete)

ii. Include in Grade Center grading calculations

iii. Show to Students in My Grades

iv. Show average and median statistics for this column to students in My Grades

Step 10: Make the assignment available.
Step 11: Optionally, select Display After and Display Until check boxes to enable the date and time selections. Display restrictions do not affect availability, only when the assignment appears.

Step 12: Optionally, you may check the box for Track Number of Views to see how many students have clicked your assignment link.

Step 13: Select Submit.