

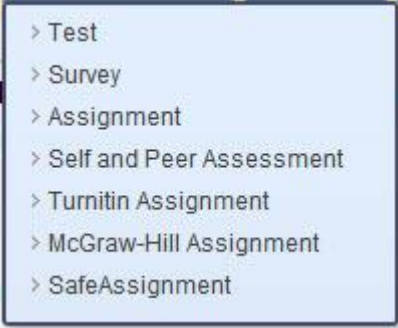
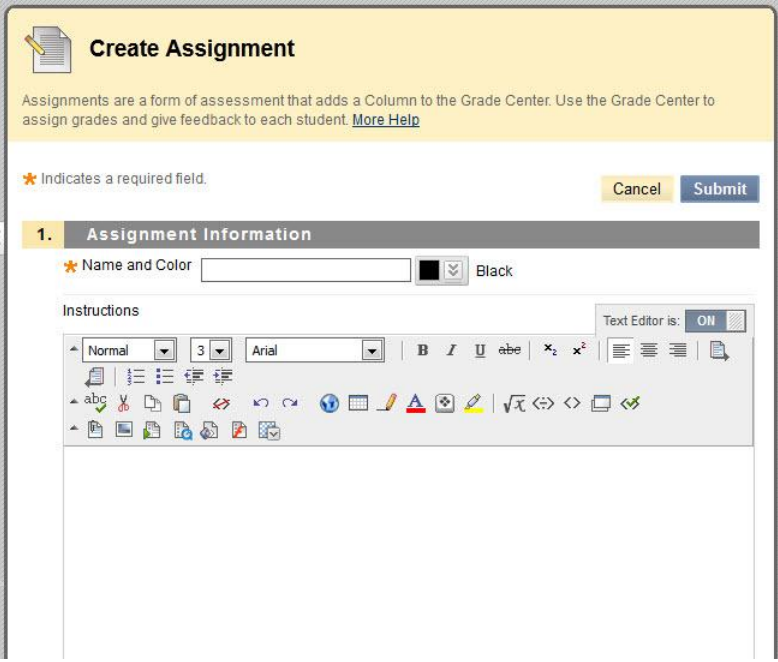


Creating Assignments

This work instruction shows users how to create an assignment in Blackboard. Assignments are used for students to submit written assignments. *This document assumes that the user is logged into Blackboard, inside of a course shell, and in a content area.*

	START PROCEDURE
1.	 Hover the mouse over the Assessments button.
2.	The Assessments menu displays. 
3.	Click the Assignment link.
4.	The Create Assignment screen displays. 
5.	In the Name field, enter a name for the item. <i>This is a required field.</i>
6.	If desired, click the Color drop-down menu to modify the text color of the name.
7.	In the Instructions field, enter the instructions for the item.

2. Assignment Files

Attach File

3. Grading

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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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

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.

Track Number of Views

8. If desired, files can be attached to the assignment by clicking either the **Browse My Computer** or **Browse Course** buttons.
9. In the **Points Possible** field, enter the number of points for the assignment. ***This is a required field.***
10. If desired, modify the **Number of Attempts** by selecting the desired radio button.
11. If desired, modify the **Limit Availability** settings to set **Display After** and **Display Until** dates.
12. If desired, click to select the **Track Number of Views** to see how many times the assignment is accessed by students.

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.

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

7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

13. If desired, add a **Due Date** to the assignment.
14. If applicable, modify the **Recipients** section if the assignment is designed for group submission.
15. Click the **Submit** button. The assignment displays at the bottom of the content area.

 **END PROCEDURE**

