
Blackboard v9.1 for Employees

Create an Assignment in a Content Area

This document describes, for employees, how to add an assignment to a content area in your Blackboard course for students to access.

Brief Instructions

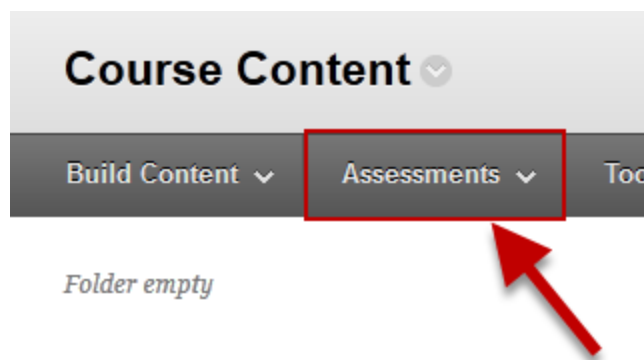
From a content area of your course site within Blackboard:

- Mouse-over the *Assessments* button in the *Action Bar* at the top of the content area page.
- Click the *Assignment* option in the menu.
- Enter display text in the *Name and Color* field (required).
- Enter display text in the *Instructions* field (recommended).
- Attach a file to the *Assignment* in section 2. *Assignment Files* (optional).
- Enter the highest numerical grade achievable in the *Points Possible* field.
- Check the *Make the Assignment Available* option in section 4. *Availability* to make the assignment visible.
- Select the desired option from *Number of Attempts* in section 4. *Availability*.
- Select the desired date/time option from *Limit Availability* in section 4. *Availability* (optional).
- Set a date/time for *Due Date* in section 5. *Due Dates* (optional).
- Select the desired option from *Recipients* in section 6. *Recipients*.
- Click the *Submit* button in section 7. *Submit*.

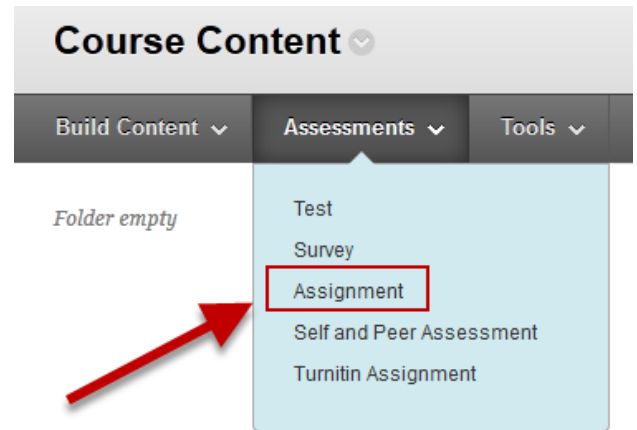
Process complete.

Detailed Instructions

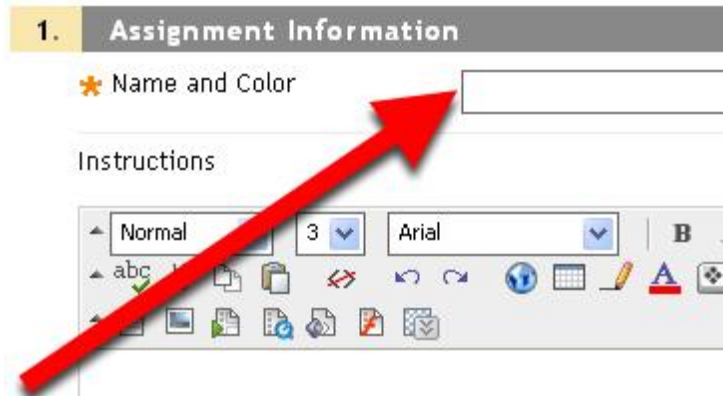
1. From within a content area, mouse-over the *Assessments* button in the *Action Bar* at the top of the content area page.



2. Click the *Assignment* option in the menu.



3. Enter the assignment name in the *Name and Color* field (required).



4. In the text box editor, under *Instructions*, include detailed assignment instructions for the student (recommended).



Attach a file to the *Assignment* in section 2. *Assignment Files* (optional).

To attach a file:

- Click the *Browse My Computer* button and select a file.
- In the *Link Title* field, your file name will automatically appear, if desired change this text to an appropriate title.

2. Assignment Files



5. Under option 3. *Grading* enter the highest numerical grade achievable in the *Points Possible* field.

If a rubric is available, you may add it by clicking on the *Add Rubric* button.

3. Grading

✖ Points Possible

Associated Rubrics

6. In section 4. *Availability*, check the *Make the Assignment Available* option to make the assignment visible for students to view.

4. Availability

Make the Assignment Available
This assignment cannot be made available

7. Select the desired option from *Number of Attempts* in section 4. *Availability*.

- *The Allow Single attempt option* allows the student to make only one submission.
- *The Allow unlimited attempts option* allows the student to make as many submissions as they wish.
- *The Number of attempts option* allows you to specify how many submissions the student may make by entering in the desired number in the box.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

8. Dates can also be set to limit the availability of the assignment for student submission. This allows the assignment to open and close based on these dates.

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.

- *Display After* allows you to keep an *Assignment* hidden until a specific date/time.
- *Display Until* allows you to hide an *Assignment* after a specific date/time. This is the only way you can prevent students from turning an *Assignment* in after the due date.
- *If you are wanting to set an open and close date, make sure you check both boxes and includes specific dates and times.*

9. Set a date/time for Due Date in section 5. Due Dates (optional).

This does not prevent the student from submitting the *Assignment* late. It does flag the submission as having been turned in late, if appropriate.

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.

10. Select the desired option from *Recipients* in section 6. *Recipients*.

- *All Students Individually* will notify each student of the *Assignment* individually.
- *Groups of Students* will notify each group of students of the *Assignment* individually.

6. Recipients

If any students are enrolled in more than one group receiving the

Recipients



- All Students Individually
 Groups of Students

11. Click the *Submit* button in section 7. *Submit*.



Cancel Submit