

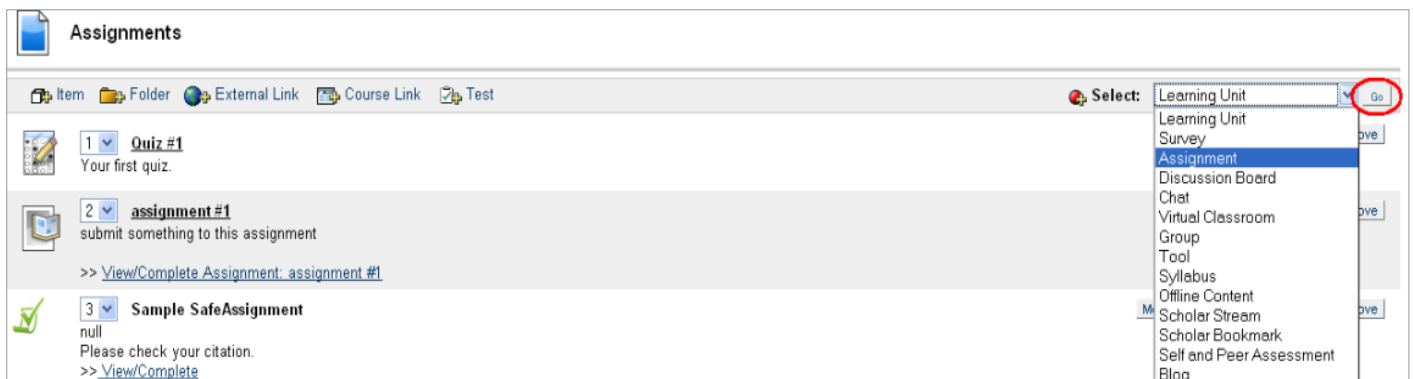
Creating Assignments in Blackboard

Having students submit their assignments online has many advantages: you can set due dates that are different from class meeting dates; you can see the exact time an assignment was submitted; and you can easily retain copies of student work. When you create a Blackboard assignment, a new column is automatically created in the newly redesigned **Grade Center**. You can access and download submitted student assignments through the **Grade Center**. This guide contains step-by-step instructions for creating assignments using the **Assignment Manager**. See our “Retrieving Assignments” guide for instructions on how to retrieve student assignments through the **Grade Center**.

Creating Assignments

Assignments can be created in any **Content Area** in your course site - although there is a **Content Area** called **Assignments**, you can choose to place assignments in a different content area to better fit with the structure of your course. To create a new assignment:

1. Go to the **Control Panel** for your course site and click on the content area in which you would like to post the assignment.
2. Select **Assignment** from the drop-down menu in the upper right, then click the **Go** button.



The screenshot shows the Blackboard interface for creating assignments. At the top, there is a header titled "Assignments" with a document icon. Below the header is a toolbar with icons for "Item", "Folder", "External Link", "Course Link", and "Test". To the right of the toolbar is a "Select:" dropdown menu. The dropdown menu is open, showing a list of content types: "Learning Unit", "Learning Unit", "Survey", "Assignment", "Discussion Board", "Chat", "Virtual Classroom", "Group", "Tool", "Syllabus", "Offline Content", "Scholar Stream", "Scholar Bookmark", "Self and Peer Assessment", and "Blog". The "Assignment" option is highlighted in blue. To the right of the dropdown menu is a "Go" button, which is circled in red. Below the toolbar, there are three assignment items listed: "1 Quiz #1", "2 assignment #1", and "3 Sample SafeAssignment". Each item has a small icon and a description.

You will see a form with four sections:

- 1) **Assignment Information:** Enter a **Name** for your assignment. Enter the number of points the assignment is worth in **Points Possible** (the point value will be reflected in the **Grade Center** entry for the assignment). Enter a due date for the assignment (optional). (Setting a due date allows instructors to set rules in the **Early Warning System**. Specifying a due date does not affect when students can submit assignments or when the link for viewing/submitting assignments appears.) Enter directions for students in the **Instructions** text box.

The screenshot shows the 'Assignment Information' section of a Blackboard form. It contains the following elements:

- Name:** A text input field with an asterisk indicating it is required.
- Choose Color of Name:** A color selection tool with a black swatch and a 'Pick' button.
- Points Possible:** A text input field containing the number '0'.
- Due Date:** A date picker showing 'Nov 11 2008' with a calendar icon.
- Instructions:** A rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color.

- 2) **Assignment Files:** If you have additional material associated with the assignment, you may want to attach files that your students can download when they access the assignment. For example, you could attach articles needed to complete the assignment or detailed instructions for the assignment. To attach a file, click on the **Browse** button, locate the file on your computer, and click the **Open** button (these buttons have different names, depending on your browser and operating system). If you would like the link to have a name other than the file name, type that name in the **Name of Link to File** field.

The screenshot shows the 'Assignment Files' section of a Blackboard form. It contains the following elements:

- Attach local file:** A text input field containing the file path 'Settings\Victoria\Desktop\Homework1.doc' and a 'Browse...' button.
- Name of Link to File:** A text input field containing the text 'This is your first assignment'.
- Currently Attached Files:** A label indicating where a list of attached files would appear.

Note: To attach more than one file, finish creating the assignment with the first file attached, then click on the **Modify** button to the right of the assignment name in the **Control Panel** to attach additional files.

- 3) **Options:** By default, students will be able to access the assignment after you create it. If you do not want students to access the assignment yet, click the **No** radio button next to **Make the assignment available**. You can change this later by going to the **Control Panel** and clicking on the **Modify** button next to the assignment.

If you would like to keep track of the number of times students view the assignment, select the **Yes** radio button next to **Track number of views**.

You may select a specific time frame during which the assignment will be visible by selecting **Display After** and **Display Until** dates to the right of **Choose date restrictions**.

If you select a date for **Display Until**, students will be unable to submit assignments after that date.

3 Options

Make the assignment available Yes No

Track number of views Yes No

Choose date restrictions

Display After Display Until

Nov 11 2008 11 45 AM

Nov 11 2008 11 45 AM

- 4) **Submit:** Click the **Submit** button to post your assignment. You may modify the assignment at any time by returning to the content area where it was posted and selecting **Modify**. Students can access your assignment by navigating to the area in which it was posted and clicking on the **View/Complete Assignment** link. Instructions for submitting assignments are available at <http://www.hunter.cuny.edu/icit/help-docs/blackboard/faculty-docs>.