

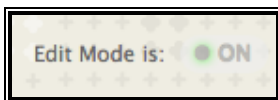
Creating Assignments in Blackboard

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 **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**.

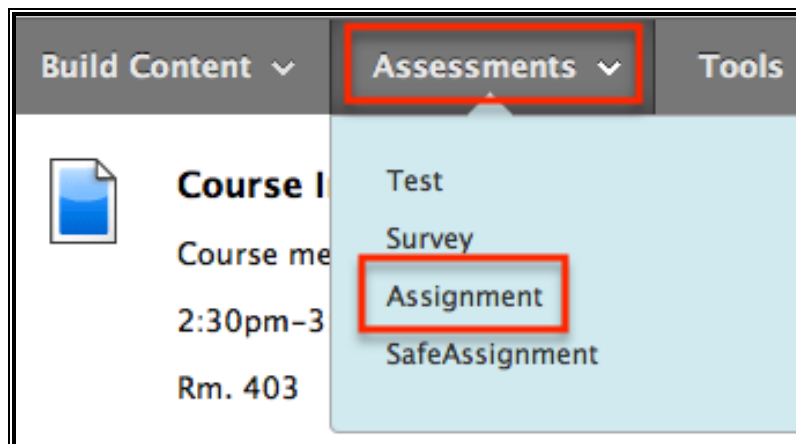
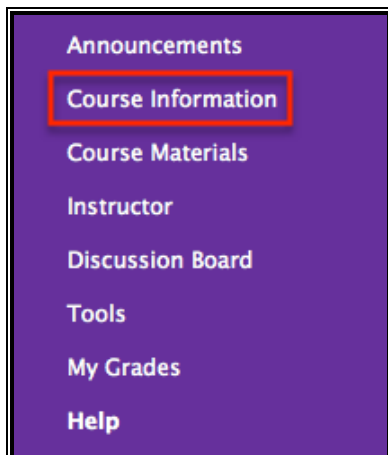
Creating Assignments

Assignments can be created in any **Content Area** in your course site. To create a new assignment:

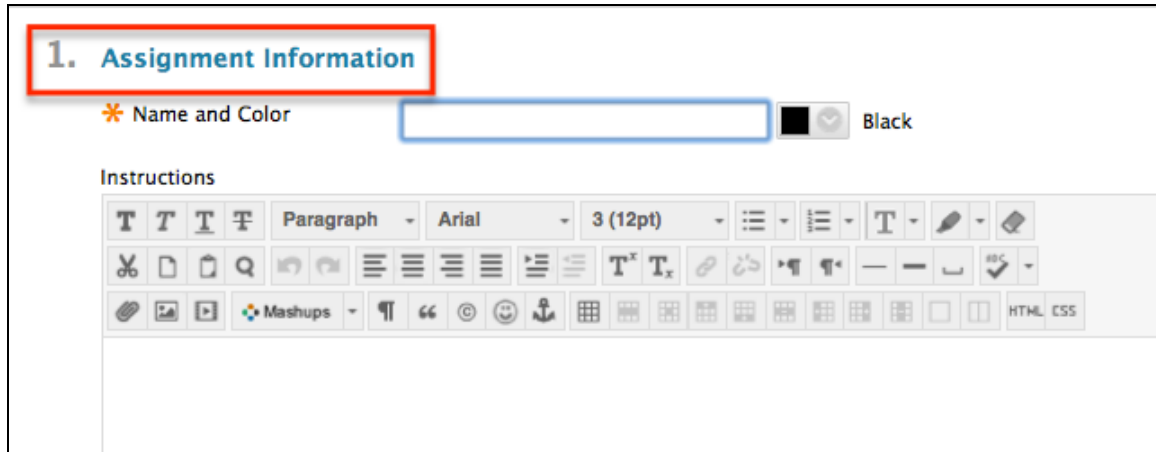
1. Log into your course and ensure **Edit Mode** is **ON**.



2. Select the content area where you want the assignments to be submitted (**Course Information** for example) and put your cursor over the **Assessments** drop-down menu and select **Assignment**.



- 1) **Assignment Information:** Enter a **Name** for your assignment. There can be no special characters (#, ?, * or any other) in an assignment name. Enter directions for students in the **Instructions** text box (This step is optional).



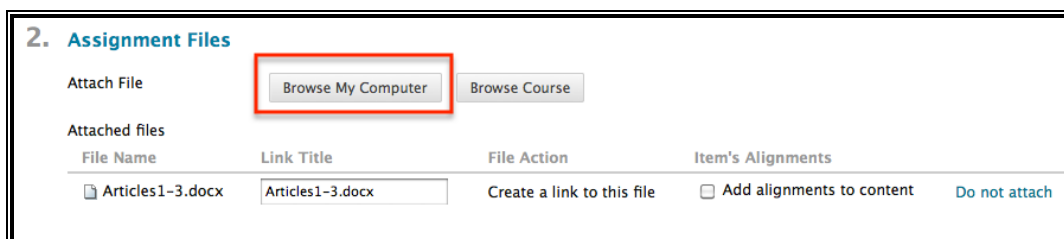
1. Assignment Information

* Name and Color Black

Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Table, Insert Video, Insert Audio, Insert Flash, Insert HTML/CSS, and Mashups.

- 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 My Computer** 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 **Link Title** field.



2. Assignment Files

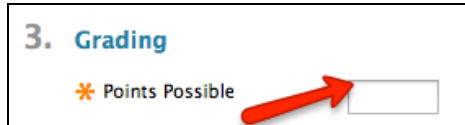
Attach File

Attached files

| File Name | Link Title | File Action | Item's Alignments |
|------------------|---|----------------------------|--|
| Articles1-3.docx | <input type="text" value="Articles1-3.docx"/> | Create a link to this file | <input type="checkbox"/> Add alignments to content Do not attach |

Note: To attach more than one file, simply click on **Browse My Computer** button, and locate the file on your computer. The **Browse Course** option allows you to use files currently in your course.

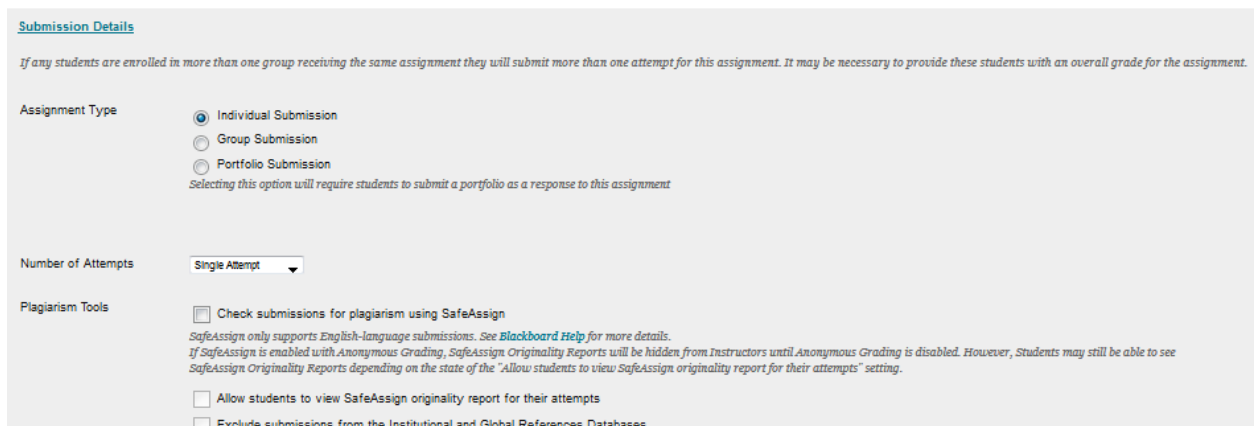
- 3) **Grading:** Enter the number of points the assignment is worth in **Points Possible** (the point value will be reflected in the **Grade Center** entry for the assignment).



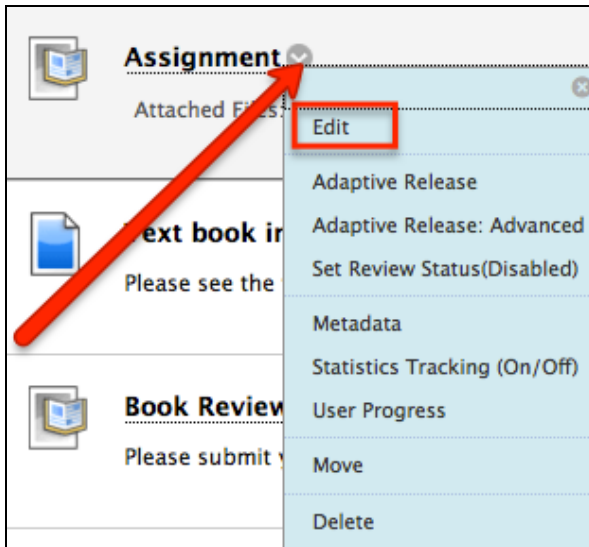
Associated Rubrics This option will allow you to grade with an existing rubric or create a new rubric in your course. A rubric is an assessment tool that lists evaluation criteria for an assignment, and provides a way to evaluate completed assignments.



- 4) **Submission Details:** This option allows you to select the assignment type (Individual Submission, Group Submission or Portfolio Submission), number of attempts, and enable Plagiarism Tools provided by SafeAssign.



- 5) **Availability:** Students will be able to access the assignment after you create it. If you do not want students to access the assignment right away, you can choose to leave the assignment unavailable by removing the checkmark from the checkbox. You may modify availability at any time by returning to the content area where it was posted and selecting the **Edit** option on the dropdown menu.



- Instructors can allow single attempt, unlimited attempts, or certain number of attempts for submitting. Allowing multiple attempts while the assignment is available eliminates the need for instructors to **Clear Attempt** when students submit the wrong assignment or document.
- 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 **Limit Availability**. If you select a date for **Display Until**, students will be unable to submit assignments after that date.
- If you would like to keep track of the number of times students view the assignment, click on the checkbox next to **Track number of views**.

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

6) Due Dates: Enter a **Due Date** for the assignment (optional).

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.

7) By default, the assignment is available to all students in the course. If you wish to make a group assignment (you must first create groups within the course), select that option.

Note: With a group assignment when one member of the group submits an assignment all members of the group will have a recorded submission.

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

8) **Submit:** Click the **Submit** button to post your assignment.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.