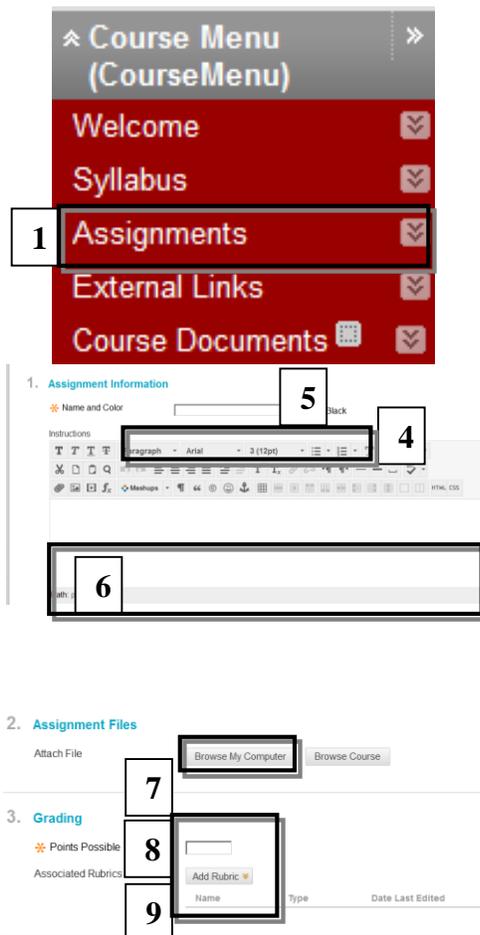


# Assignments

Assignments are created by clicking the Assessment button in any Content Area. The Assignment option simultaneously creates an assignment and a Grade Center column for the assignment.

When a student has completed the tasks outlined by the instructor, they can return the assignment electronically by clicking the “View/Complete Assignment” link in the Content Area. The instructor will access the completed assignment through the Grade Center. Instructors can download all of the assignments at once and grade them, or use Inline Grading to grade results. These two grading options will be covered in the Grade Center module.



1. With the **Edit Mode ON**, choose the **Assignments** Content Area.
2. The **Assignments** page opens, click **Assessments**.
3. From the **Create Assessment menu**, choose **Assignment**.
4. The **Create Assignment** page opens. Give the content a title in the **Name Field**. (*All (\*) fields must be filled out*).
5. Choose a **Color of Name** (optional).
6. Type instructions or other information into the **Text Field**.
7. Under **Assignment Files**, click **Browse My Computer** to attach a file, image or audio content.
  - If you attach a file, an additional option opens to **name the file**.
  - Click **Attach File** to attach the file. Multiple files may be added to assignments by repeating step 7.
8. In the **Grading** section, add **Points Possible**. This is the point value the assignment will have in the Grade Center. *For ease of grading, use a 100 point scale.*
9. Click **Add Rubric**, to create or add an existing grading rubric

4. **Availability**

Make the Assignment Available  
This assignment cannot be made available until [11/11/11] for individual or group of students.

Number of Attempts:

Allow single attempt  
 Allow unlimited attempts  
 Number of attempts:

5. **Due Dates**

Submissions are due on 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 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.

10. Under **Availability Options**, click the **Make Assignment Available Checkbox**  must be checked for students to access the assignment.

- Set **Number of attempts**. This feature will allow student to attempt the assignment more than once, or until a desired grade is obtained.
- **Track Number of Views** Click the checkbox  to track how often a student has viewed or accessed content.
- Select **Availability** to determine when the content will be available to Students. Click the checkbox,  then click the **calendar**  and **clock**  icons to set the date and time.

11. Under **Due Dates**, set a **Due Date** and **Time** by clicking the **calendar**  and **clock**  icons . The **Due Date** will be reflected in the students “To Do List” on the Course and Blackboard Homepages.

12. Select **Recipients**.

- Click **All Students** to send the assignment to all enrolled students.
- Click **Groups** if the assignment is for a group. *You must create a group before using this option.*

13. Click **Submit**. 