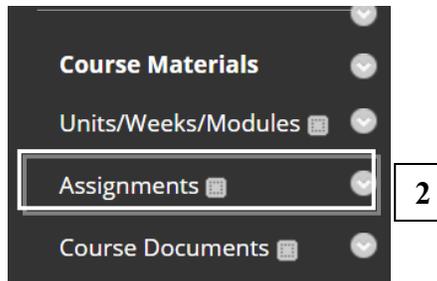
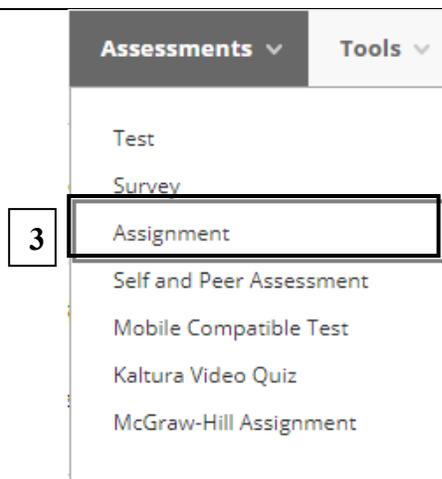


Assignments

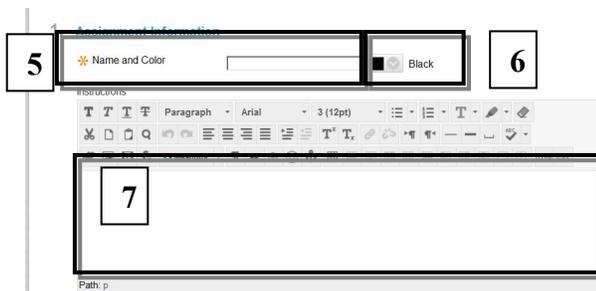
Assignments are created by clicking the Assessment button in any Content Area. The Assignment option simultaneously creates an assignment and a Grade Center column for the assignment.



1. Locate *Course Materials*
2. Click **Assignments**

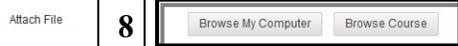


3. From the **Assessments** menu, choose **Assignment**.



4. The **Assignment Information** page opens.
5. Give the content a title in the **Name and Color** field. (*All (*) fields must be filled out*).
6. Choose a **Color of Name** (optional).
7. Type instructions into the **Instructions** field.

2. Assignment Files



8. Under **Assignment Files**, click **Browse My Computer** or **Browse Course** to attach a file.
 - Files attached using the **Browse Course** button include documents already stored in Blackboard
 - 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.

3. **Due Dates**

Submission Items after this date, but are marked Late.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

9. 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.

4. **Grading**

Points Pos

Associated Rubric

Name Type

10. 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.*

11. Click **Add Rubric**, to create or add an existing grading rubric.

12

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

12. Note the three options below the rubric button:

- A. **Submission Details**
- B. **Grading Options**
- C. **Display of Grades**

This tutorial will only address Submission Details

Submission Details

The Submission Details option allows the instructor to create individual or group assignments, set multiple attempts, and/or have the assignment checked for proper citation using SafeAssign.

[Submission Details](#)

Only students are permitted to receive more than one group receiving the same assignment they will submit more than one attempt.

Assignment Type Individual Submission Group Submission **A**

Number of Attempts **B**

Maximum Attempts **C**

Score attempts using **D**

Plagiarism Tools Check submissions for plagiarism using SafeAssign SafeAssign only supports English-language submissions. See Blackboard Help for more details.

Allow students to view SafeAssign originality report for their attempts

Exclude submissions **E**

13. Click the **Submission Details Link**

- A. Choose a **radio dial** to note **Assignment Type**
- B. Choose the **Number of Attempts** – if you will be using *SafeAssign*, and want to use the *Exclude Submissions* option, you must choose **Multiple Attempts**
- C. Type the number of attempts into the space provided
- D. Choose a **scoring option**
- E. Enable **Plagiarism Tools** by clicking the checkboxes.

5. **Availability**

Make the Assignment Available This assignment cannot be made available to an individual or group of students.

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

Availability Options:

14. Click the **Make Assignment Available** checkbox to allow students access to the assignment.
15. Click the **Display After and Display Until** checkboxes, then click the **calendar**  and **clock**  icons to set the date and time when the content will be available to students.
16. Click the **Track Number of Views** checkbox to track how often a student has viewed or accessed content.
17. Click **Submit**.