Creating an Assignment

The Assignment tool within Blackboard allows instructors to collect files from students. Students will upload their submission in the content area where the assignment was posted. Instructors download student submissions and provide feedback in the Grade Center. To review this portion of the workflow, refer to the documents on downloading and grading assignment submissions.

1. Log into Blackboard and select your course.

2. From within the Course Menu, click on the content area where the assignment should be posted. **Note:** This is where students will upload their submissions.

3. Hover over the Assessments button and click on Assignment in the dropdown menu.
4. The Create Assignment form will open. Begin by entering a name for the assignment, typing necessary instructions, attaching supporting documents, and adding a value for points possible.

**Note:** Blackboard has a built in Rubric tool to facilitate grading student submissions. When used, the rubric is fully interactive and allows clicking levels of achievement, providing comments for each criteria, as well as posting a holistic comment.
5. Complete the Create Assignment form by selecting advanced features.

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**

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.

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

7. **Submit**
   - Click Submit to finish. Click Cancel to quit without saving changes.

Notes on advanced settings
   a. **Number of Attempts**: you may allow students more than one submission. All submissions are saved for review.
   b. **Limit Availability**: settings in these boxes will prevent students from seeing the assignment before/after selected dates and times. This is typically used to prevent early and late submissions.
   c. **Due Date**: toggling a due date will mark any submissions posted after this date and time as late. You will still need to apply your lateness policy.
   d. **Recipients**: besides collecting a submission from each student, it is also possible to collect from groups of students. When grading a group submission all members will, by default, receive the same score (this can be overridden).

6. Click Submit to post the customized assignment in the content area.