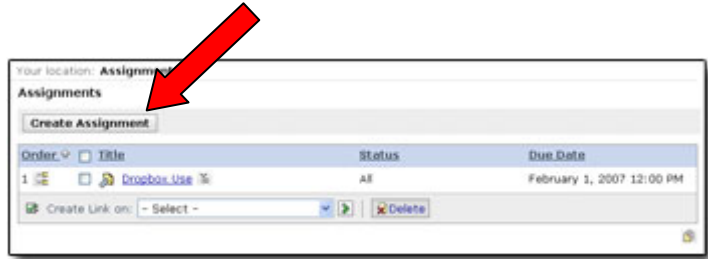


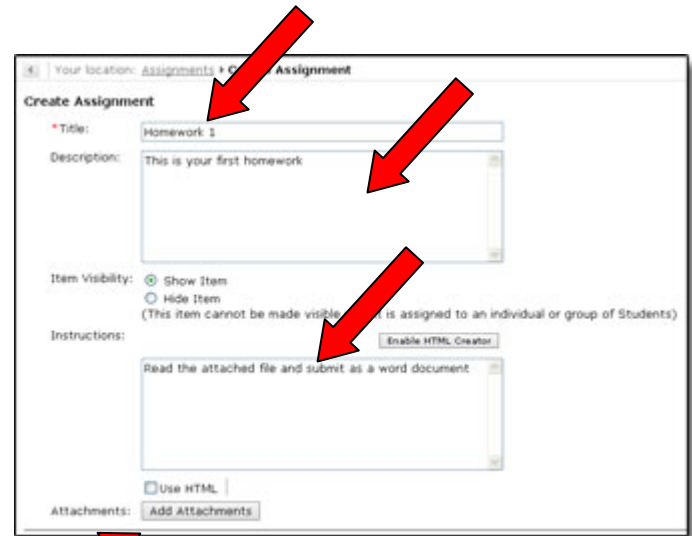
## Assignments Tool – Creation

1. From the **Build** tab access the **Assignments** Tool



2. Click **Create Assignment**

3. Type in a **Title** for the assignment

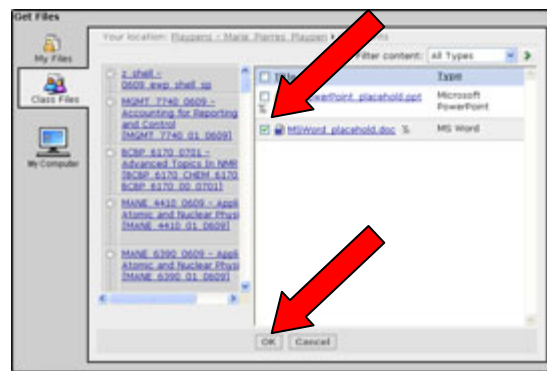


4. Type in a **Description** if desired

5. Type in the **Instructions** for the assignment

6. You may attach any files related to the assignment by clicking **Add Attachments**

7. Navigate to and **Select** the check box next to any files you would like to attach. (For attaching multiple files, you must do so one at a time.) Then click **OK**.



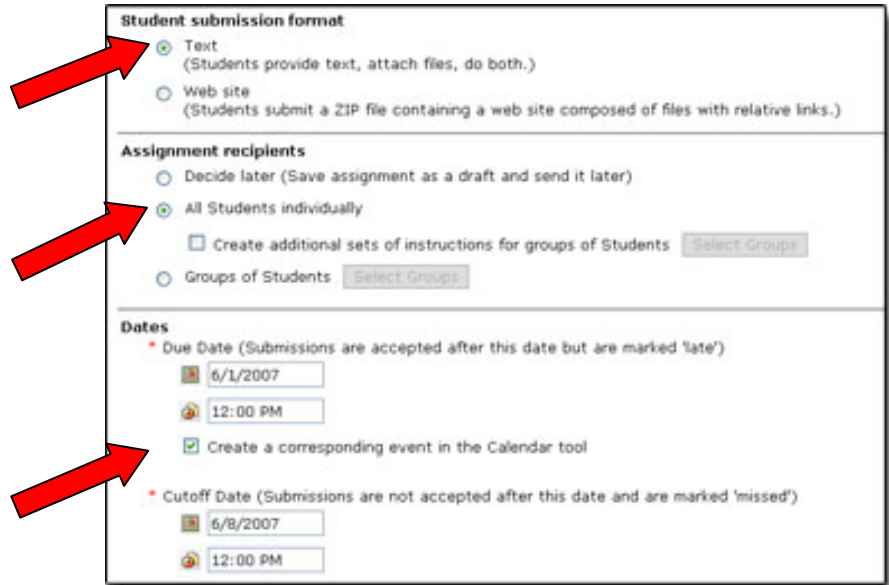
**NOTE:** It is recommended that you upload any files you wish to attach to the file manager before creating the assignment. Refer to steps 1-6 of **Posting a File**

**Assignments Tool – Creation**

8. Select **Text** under submission format.

9. Select **All Students Individually** under recipients.

10. It is recommended that you also **check the box** next to *Create a corresponding event in the Calendar*. This way your students can see the due date in their personal Blackboard Calendars.



**Student submission format**

- Text (Students provide text, attach files, do both.)
- Web site (Students submit a ZIP file containing a web site composed of files with relative links.)

**Assignment recipients**

- Decide later (Save assignment as a draft and send it later)
- All Students individually
  - Create additional sets of instructions for groups of Students
- Groups of Students

**Dates**

- \* Due Date (Submissions are accepted after this date but are marked 'late')
  - 
  - 
  - Create a corresponding event in the Calendar tool
- \* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
  - 
  -

11. For setting the Due Date, **Click the Calendar Icon** to the left of the text box to display the calendar pop-up. Then **Select the Date** you want.



**Dates**

- \* Due Date (Submissions are accepted after this date but are marked 'late')
  -

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

12. For setting the time at which the assignment is due, **Click the Clock Icon** to the left of the text box to display a drop-down with time choices. **Select a Time**.



**Dates**

- \* Due Date (Submissions are accepted after this date but are marked 'late')
  - 
  -

- 8:00 AM
- 8:30 AM
- 9:00 AM
- 9:30 AM
- 10:00 AM
- 10:30 AM
- 11:00 AM
- 11:30 AM
- Noon
- 1:00 PM

13. **Repeat Steps 11 and 12** for the Cutoff Date after which no late assignments will be accepted.

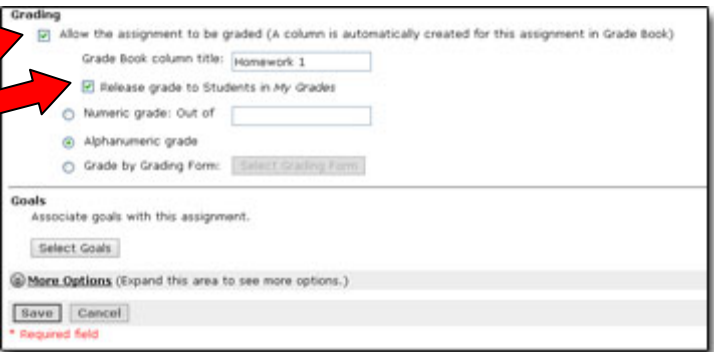
## Assignments Tool – Creation

14. Select the **Check Box** next to **Allow the Assignment to be Graded**.

15. Select the **Check Box** next to **Release grade to Student**

16. Click **Save**

17. You've successfully created the Assignment!



The screenshot shows the 'Grading' settings window in Blackboard. It includes the following elements:

- Grading** section:
  - Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)
  - Grade Book column title: Homework 1
  - Release grade to Students in My Grades
  - Numeric grade: Out of [ ]
  - Alphanumeric grade
  - Grade by Grading Form: [Select Grading Form]
- Goals** section:
  - Associate goals with this assignment.
  - [Select Goals]
- More Options** section (expanded):
  - [Save] [Cancel]
  - \* Required field

**NOTE:** The settings used here are the most common. Under *More Options* there are a few useful settings like allowing students to resubmit their assignment up until the due date which are disabled by default. For more information on these and other settings consult the Blackboard help files accessed by clicking the *Help* link in the upper right corner of the browser window.