



Creating an Assignment

The Assignment feature in Blackboard allows instructors to accept coursework, manage grades, and provide feedback for each student separately. You can add **Safe Assignments** through the Assignment feature.

1. From within a content area or folder created click on the “+” sign at the boundary line, point to **Assessments** and then click **Assignment**.
2. On the **Create Assignment** page, type a name for the assignment (required) and instructions (optional).
3. Optionally, **Attach File** that students need to complete the assignment and set a **Due Date**.
4. In the **Grading** section, type **Points Possible** (required) and **Add Rubric** (optional).
5. Optionally, expand the **Grading** section (Submission Details, Grading Options, and Display of Grades) to make selections such as number of submission attempts, anonymous grading, how the grade is displayed, and use **SafeAssign**.
6. In the **Availability** section, check the check box to **Make the Assignment Available**, if necessary. **Optionally, Limit Availability and Track Number of Views.**
7. Click **Save**. The assignment will be added to the content area you specified and a column is created in **Grade Center**. To view a completed assignment, go to the **Grade Center**. Click the down arrow next to the ! in the cell to grade an assignment for that individual, add comments, and send a file attachment back to the student if necessary.