Creating an Assignment
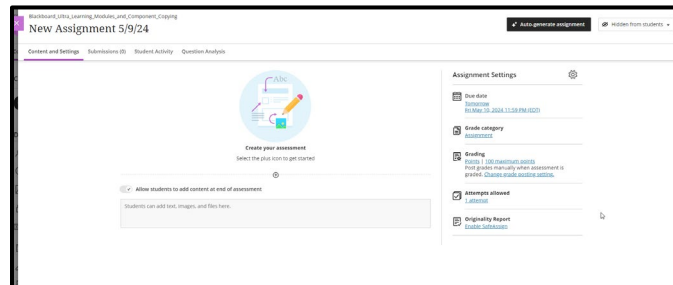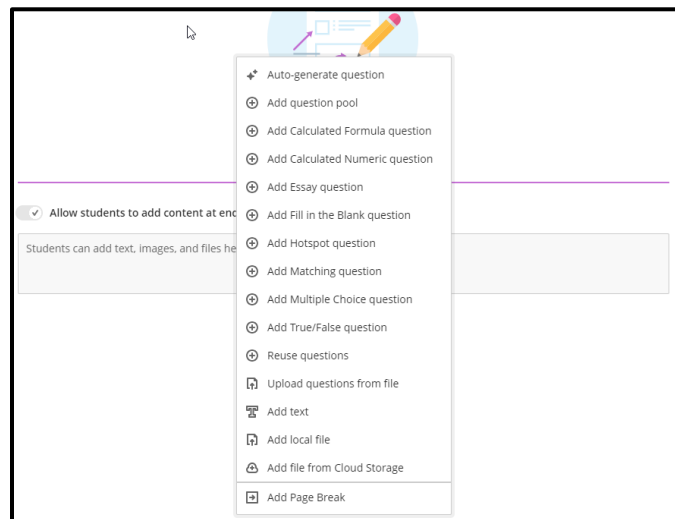
The **Assignment** feature in Blackboard allows instructors to accept coursework, manage grades, and provide feedback for each student separately.

From within a content area or folder created click on the "+" sign at the light purple boundary line, point to the **Assessments** section, and then click **Assignment**.

On the **Create Assignment** page, type a name for the assignment (required) and instructions (optional) needed to complete the assignment. You will need to click on the + sign to display the menu of options available to place in the assignment window. This can range from simple text to downloadable content and video links as an example.

In the **Grading** section, type **Points Possible** (required) and **Add Rubric** (optional).

Optionally, you can expand the **Grading** section by clicking the cog wheel located next to the **Assignment Settings** (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**.

In the **Availability** section, check the check box to **Make the Assignment Available**, if necessary. **Optionally, Limit Availability and Track Number of Views**.

Click **Save**. The assignment will be added to the content area you specified and a column is created in **Grade Center**.