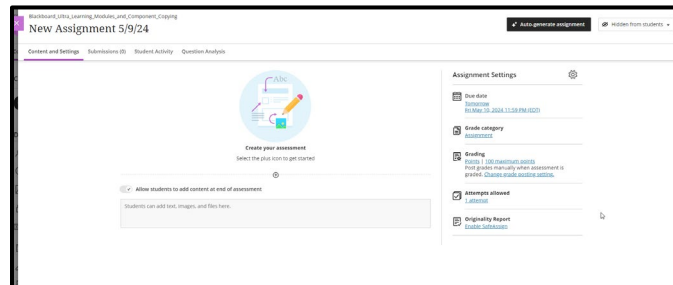




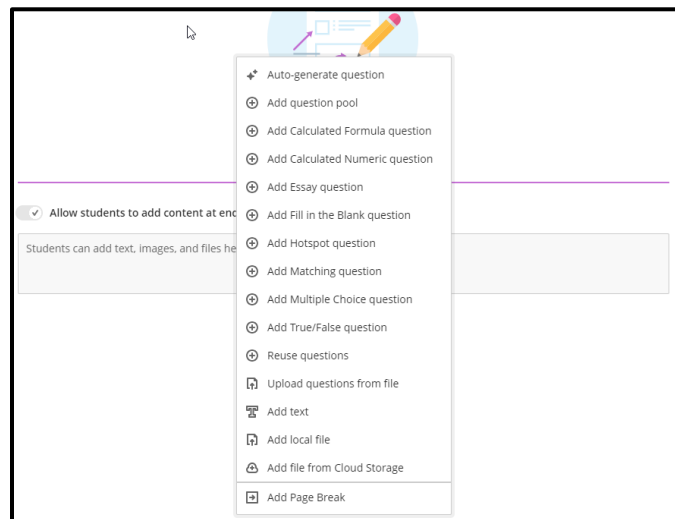
## Creating an Assignment

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.



A screenshot of the "Assignment Settings" dialog box. The title bar says "New Assignment 5/9/24" and "Assignment Settings". The "Details & Information" section includes a "Due date" field with a date picker set to "5/10/24" and a time picker set to "11:59 PM". Below this are several checkboxes: "No due date", "Prohibit late submissions" (with a note: "In progress attempts will be submitted automatically at the due date and time"), "Prohibit new attempts after due date" (with a note: "Students can't start new attempts once the due date and time has passed"), "Allow class conversations", and "Collect submissions offline". The "Presentation Options" section includes checkboxes for "Display one question at a time" (turned off), "Prohibit backtracking", "Randomize questions" (turned off), "Randomize answers" (turned off), and "Randomize pages". At the bottom are "Cancel" and "Save" buttons.

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**.