CREATING AN ASSIGMENT IN BLACKBOARD

1. For this example, navigate to the "**Assignment**" tab on the left.

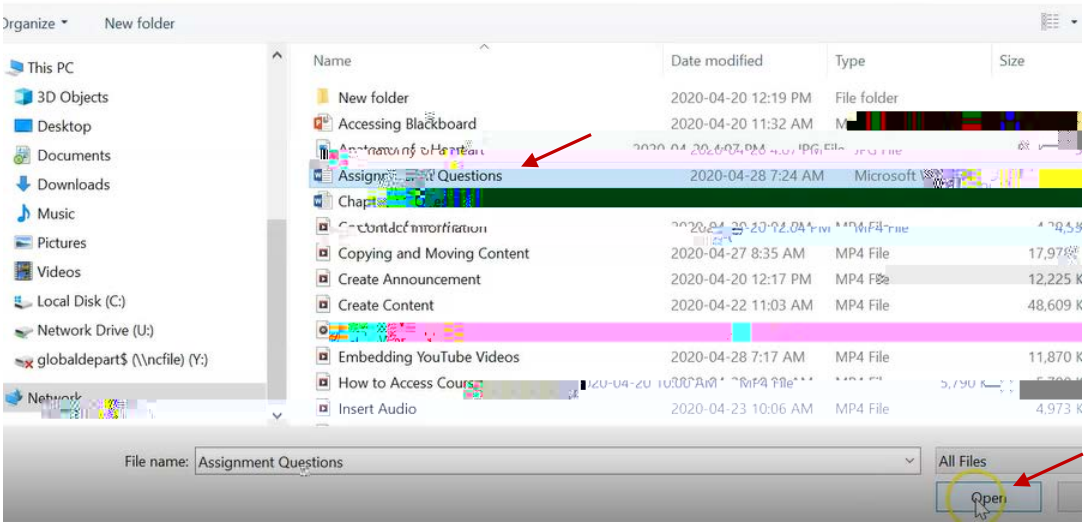
2. Once there, go into the Course Assignment folder.

3. Now click on the "***Assessments***" tab.

5. And you have an area to provide instruction to the student.

Assignment Files

6. Browse your computer and select the file that was created.



7. Then click **Open**.

Submission details options

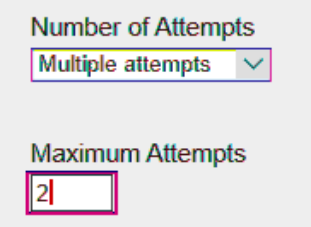
Under **Submission Details**, let's cover a few options.

A. ASSIGNMENT TYPE

By default, this is set to "***Individual Submission***". If it was a "***Group Submission***" you would change it below.

B. NUMBERM1.84 (Rg TJEMC1.80 (Tw (TjTY)T.80 (Td (TJEMC)10 (MCID 1 ≥DC /CS1 cs 0s20 Tc 0Tw 19Td [U]Z)3hEi

If you change it to **Multiple Attempts**, it will want to know how many attempts the students get. For this example, enter 2.



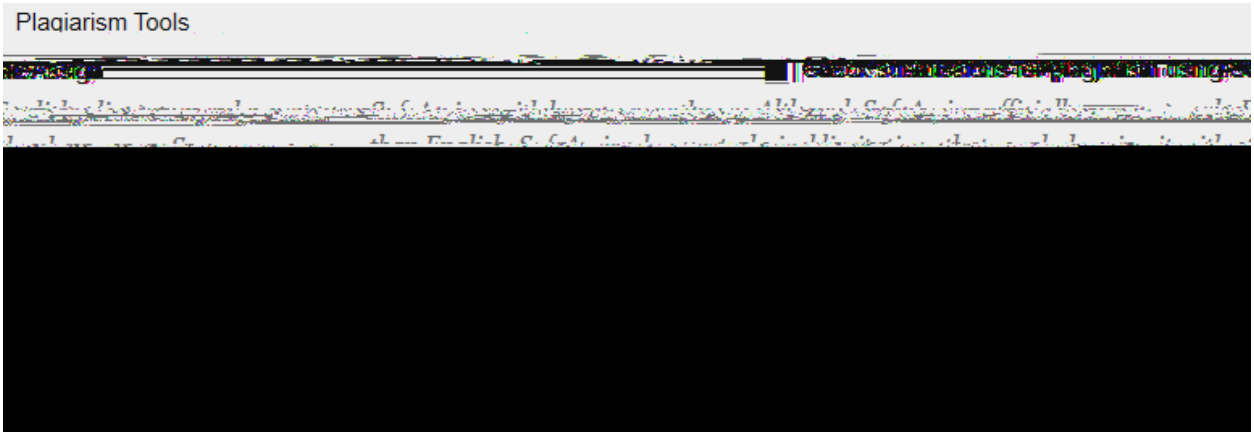
C. SCORE ATTEMPTS USING

Then it wants to know how you would like to score those assignments. It always defaults to **Last Graded Attempt**.

You can also choose any of the following below. Often times, you would leave this to default because you will find you won't mark both assignments. You're only going to mark the one that they submitted last.

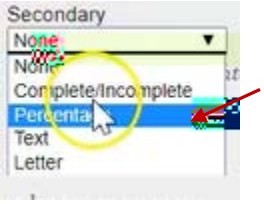
D. PLAGIARISM TOOLS

You will learn more about this section in a later video.



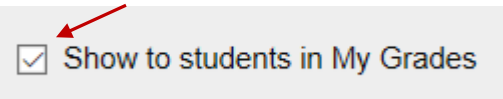
B. DISPLAY THE GRADE AS SECONDARY

If you would like a secondary display, you can choose percentage. So the students see both, 42/50 as well as what their percentage is.



By default, this assignment is included in the Grade Center Calculations. Leave this checked if you want to use it as part of their final mark.

This checkmark allows the students to see this assignment in my grades section to see what their mark is. If you do not want the students to see their mark, remove the checkmark and this grade would be hidden until such time that you decide to show it.



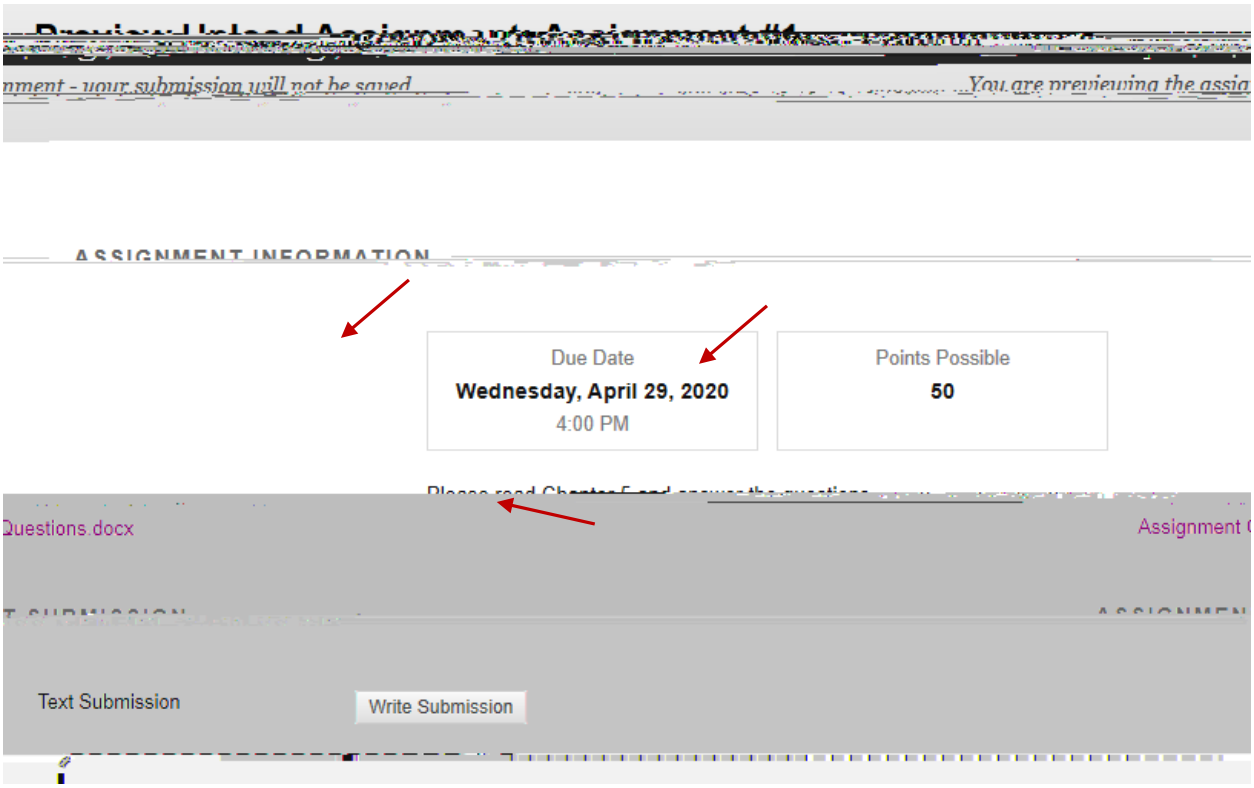
You also have the option to show average and median statistics to the students in the My grades section for this assignment.

Availability

And last, this assignment is set by default

The students would navigate into this assignment by clicking on the title. It takes them to the page you see below. Which gives them all the information about the assignment.

Gives them the due date that you set, how many points possible for this assignment as well as the instructions and the attached document.



Students have two options when submitting their completed work.

1. WRITE SUBMISSION

Not recommended, but available is for the student to click on is Write Submission. They simply write their answers right here within blackboard.

2. **SUBMIT YOUR ANSWER FILE**

The second option is to **Browse your Computer** and find your assignment file and submit just like you do when you submit a document.

And when they are done, they will click submit on the bottom right. And that