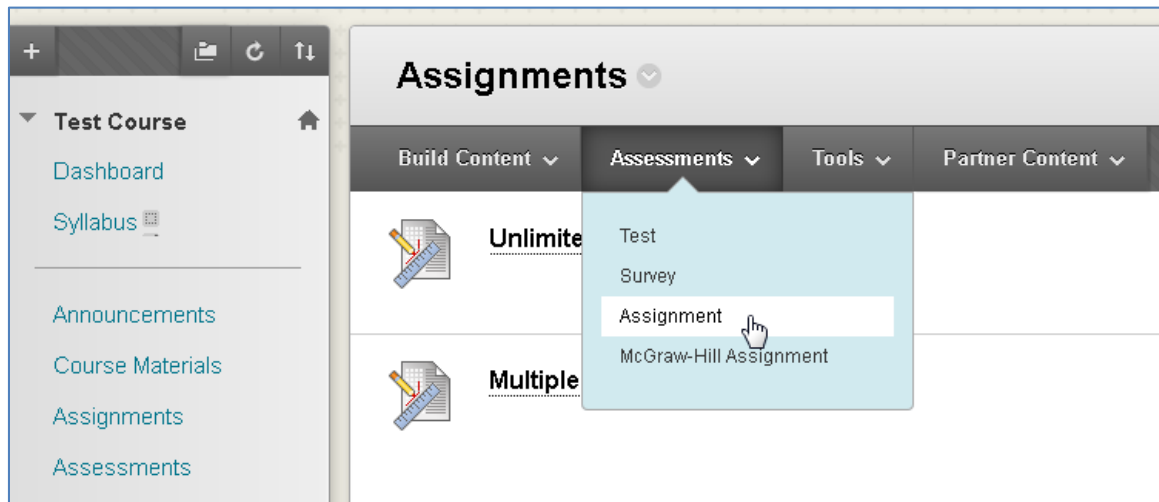



How to Create an Assignment


1. Navigate to the content area in which you would like the assignment to display. This might in the area labeled “Assignments,” or you might simply wish to load the assignment directly in the Course Materials area.
2. Either way hover your cursor over the “Assessments” button and choose “Assignment” from the drop-down menu.



3. On the “Create Assignment” page, fill out the “Assignment Information” area including title and instructions. **If your assignment is already in PDF format**, you can also choose to browse for the file to add as an attachment. Be sure to include the “Points Possible” in the “Grading” area. You can also add a rubric in this area as well. Be sure to specify a due date in the “Due Dates” area so that the due date will appear on the course Dashboard.

ASSIGNMENT INFORMATION





 Name and Color



Black

Instructions



For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).








Paragraph







































Arial








































3 (12pt)











Type instructions here

Path: p

ASSIGNMENT FILES

Attach File


Browse My Computer


Browse Course


DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date








Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

 Points Possible

Associated Rubrics

Add Rubric

4. There are links you can click to open labeled “Submission Details,” “Grading Options,” or “Display of Grades.” The last two areas you usually won’t want to change anything in. However in the “Submission Details” section, you may want to configure things like number of allowable attempts. If you will be distributing the assignment to specific and previously created groups of students, be sure to select the “Group Submission” radio button. Otherwise, you can leave the “Individual Submission” radio button selected. You can select the option to use SafeAssign plagiarism tool if you wish.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

☒ Individual Submission
☐ Group Submission

Number of Attempts

Single Attempt ▼

Plagiarism Tools

☐ Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.*

☐ Allow students to view SafeAssign originality report for their attempts
☐ Exclude submissions from the Institutional and Global References Databases

5. In the “Availability” section, you can choose to only allow the assignment to be available during certain days/times. Don’t forget to leave the checkmark in front of “Make the Assignment Available.” Be sure to click “Submit” to deploy the assignment.

AVAILABILITY

☒ Make the Assignment Available

This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Track Number of Views

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*