

## Create an Assignment

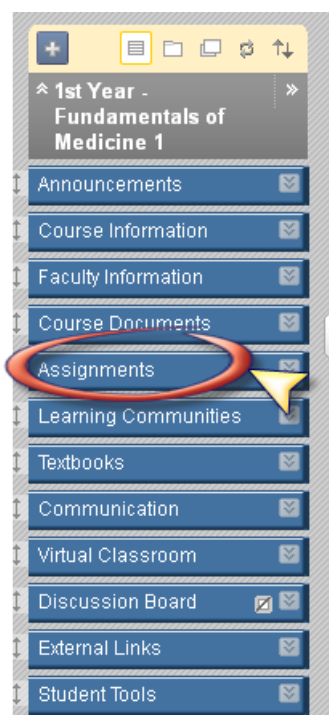
The assignment feature in Blackboard allows instructors to access students' learning by grading students' performance on the designated tasks. An instructor can create an assignment for students and then download and grade students' assignments in the Grade Center. Both instructors and students may provide comments and feedback in Blackboard Learning system. The "Assignment" function can be used for students to turn in projects, research papers. One of the advantages of using Assignment feature in Blackboard is that it saves an instructor's time by automatically adding a student's grade for the assignment to the grade book for the end-of-course grade calculation.

To create an assignment, please follow the steps below.

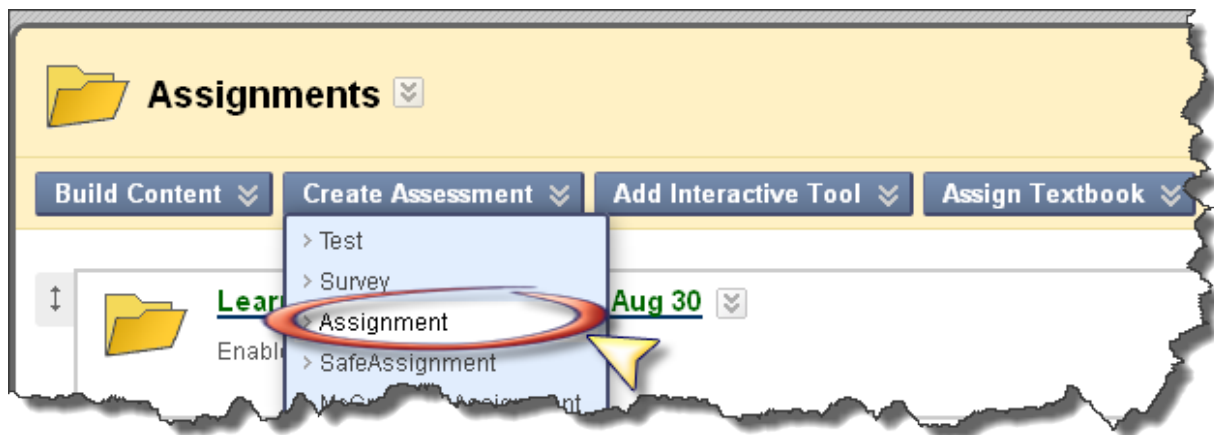
Step 1: Click on the course where you would like to create an assignment. Make sure the **Edit Mode** is **ON**.



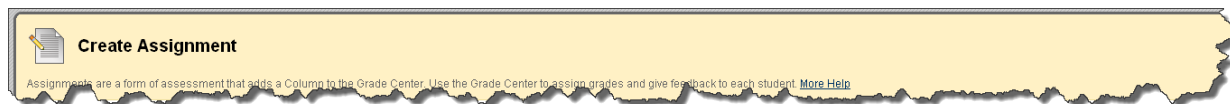
Step 2: On the Course Menu, click on **Assignment**, and the **Assignment** Content Page will appear as a result. (If there is no Assignment item on the Course menu, follow the tutorial **Create a Menu Item** to create one.)



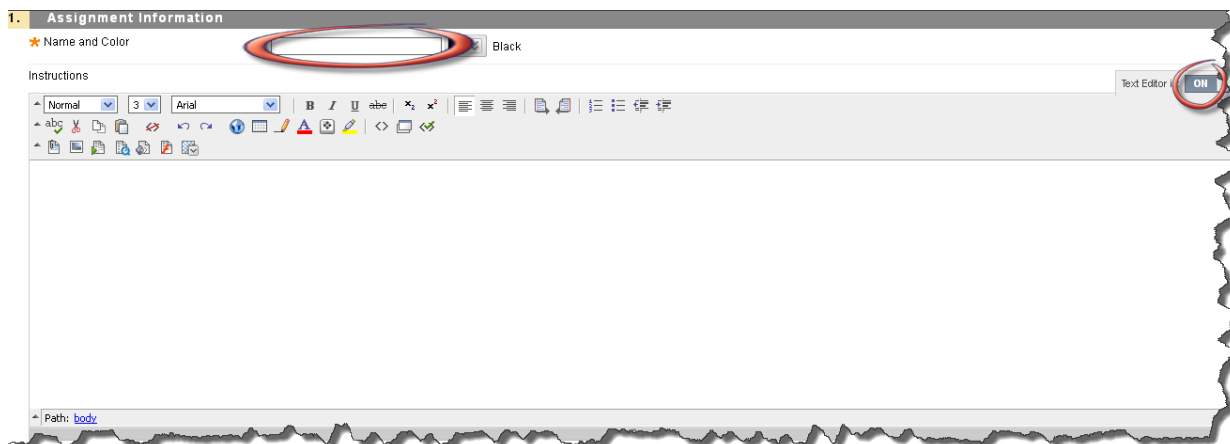
Step 3: On the **Assignment** screen, hover the mouse over **Create Assessment**, and click on the **Assignment** option.



Step 4: On the next **Create Assignment** page (see the screenshot below),



4.1 Under **Assignment Information**, enter name of the assignment, pick a preferred font color (it is black by default), and enter the description of the assignment (Also make sure the Text Editor is ON).



4.2 Under **Assignment Files**, if a file needs to be attached as additional instructional material, click **Browse My Computer**, and select the file in the local drive to upload the file.



4.3 Under **Grading**, enter a point value for this assignment on the text box besides **Points Possible**. This is the maximum score a student can receive for the assignment. Please note that this area is mandatory, entering a “zero” will result in the incapability of adding up students’ scores correctly in Grade Center.



4.4 Under **Availability**, check the **Make the Assignment Available** checkbox to make assignment visible to students or leave unchecked to keep the assignment unavailable.

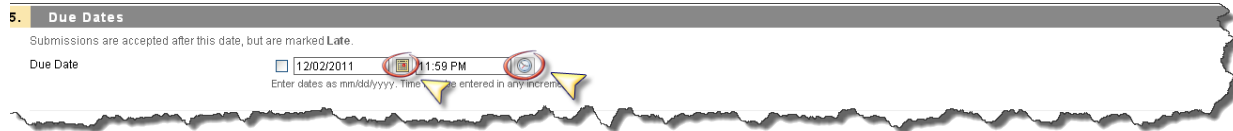
4.5 Under **Number of Attempts**, the default selection is **Allow single attempt** which permits students one attempt to submit the assignment. As an alternative, check **Allow unlimited attempts** to allow multiple submissions of the assignment, or specifying the number of attempts by checking Number of attempts and entering a number.

4.6 To set date/time restrictions, check the **Display After** and/or **Display Until** checkboxes and enter the desired date and time by clicking the calendar icon and clock icon.

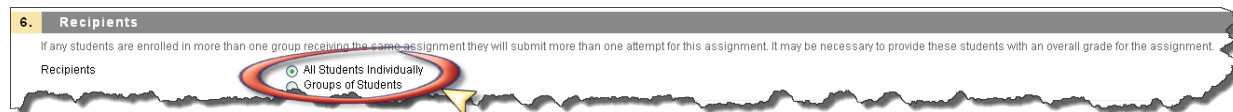
4.7 To track the number of times the assignment is viewed by students, check the **Track Number of Views** checkbox.



4.8 To select a **Due Date/Time** for the assignment, click the **Due Date** check box and select the desired due date and time by clicking the calendar and clock icons. Assignment submitted after the due date are marked “Late” within the Assignment Information section of the Grade Center.



4.9 In the **Recipients** area, choose whether this assignment is assigned to individual students or to groups of students. If the assignment will be assigned to groups, groups must already be created to use the option.



Step 5: Click **Submit** to create the assignment.



## Teaching Value

Using Blackboard learning system for assignments has several advantages over other channels (e.g. emails, Dropbox). It saves an instructor's time of managing assignment files and assignment grades. All submissions to an assignment are kept on Blackboard, which allows a flexible access to students' work from any computer. Furthermore, when a grade is assigned to an assignment in Blackboard, it automatically appears in the Blackboard grade book, saving the effort of manipulating a spreadsheet for grade management. In addition, Blackboard keeps tracking students' submissions of an assignment. A “late” mark on overdue assignments allows an instructor to monitor students' progress in the course. A typical sign of a lagging student in a course is receiving multiple “late” marks on assignment submissions. In this case, it is helpful to contact students through **Early Warning System**.

## Other Closely-related Functions

Journal  
Blog  
Wikis  
Grade Center  
Early Warning System