

Creating An Assignment

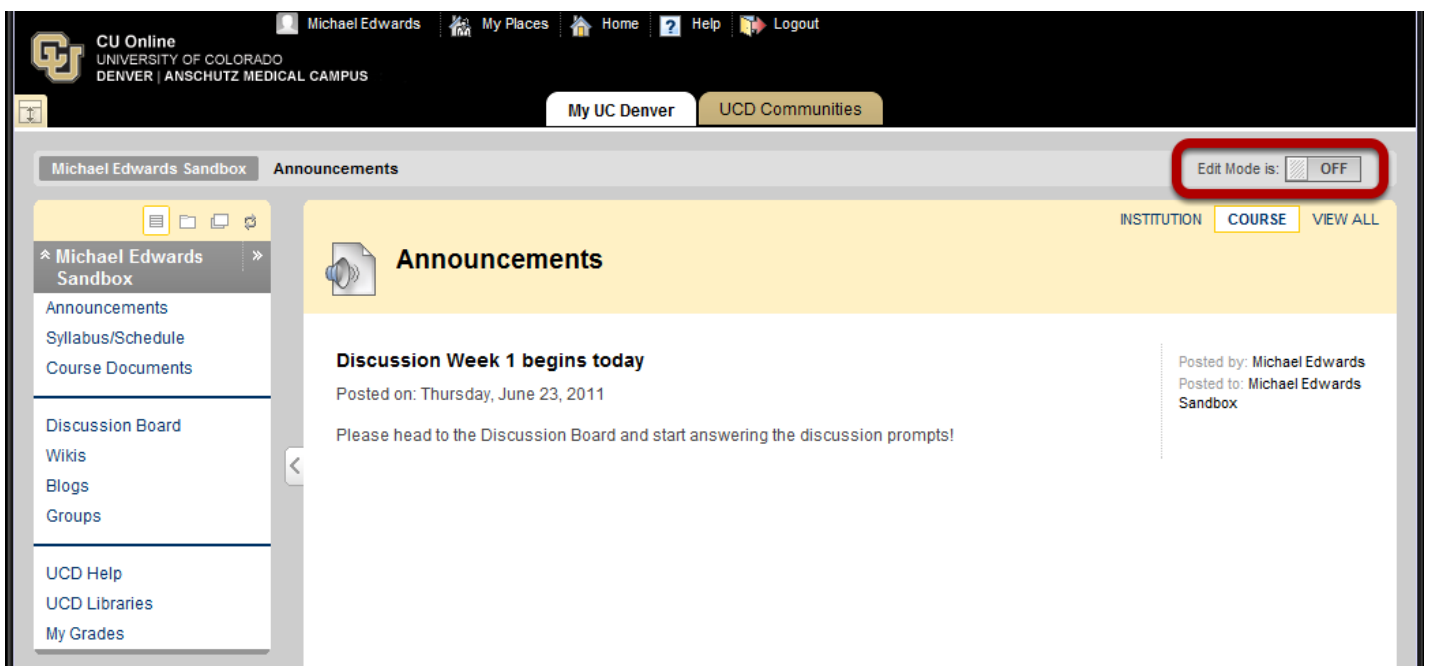
The Assignment tool in Blackboard is a useful way for students to respond or turn in documents and for the instructor to provide feedback and grade the work.

Some notes about Assignments:

- Blackboard automatically creates a Gradebook column when you create an assignment. There's no need for you to make one separately.
- Students can type in or attach files to "complete" an assignment
- Instructors can respond by grading and providing written feedback as text or attached files.

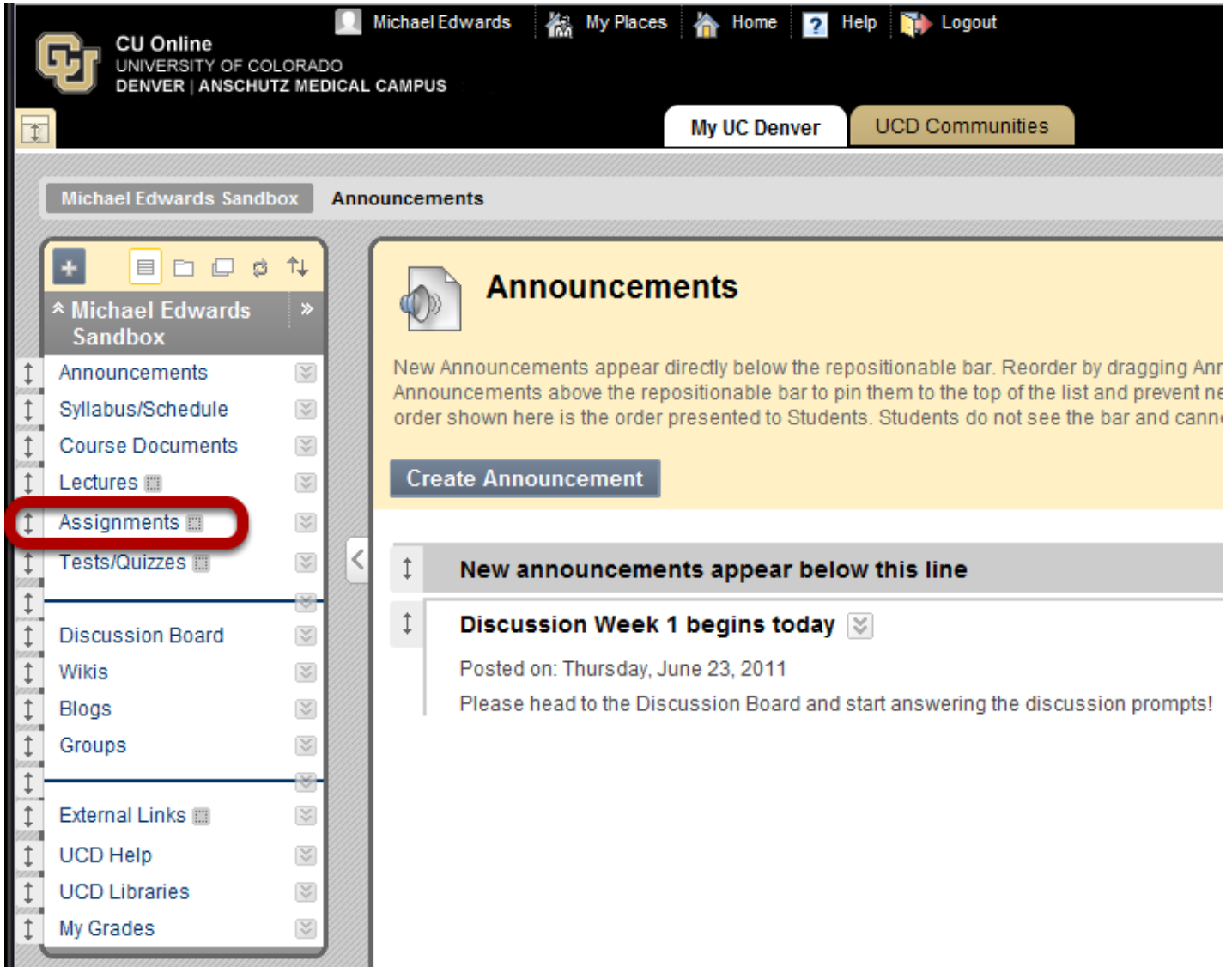
Follow these steps to create an assignment.

First, enable "Edit Mode"



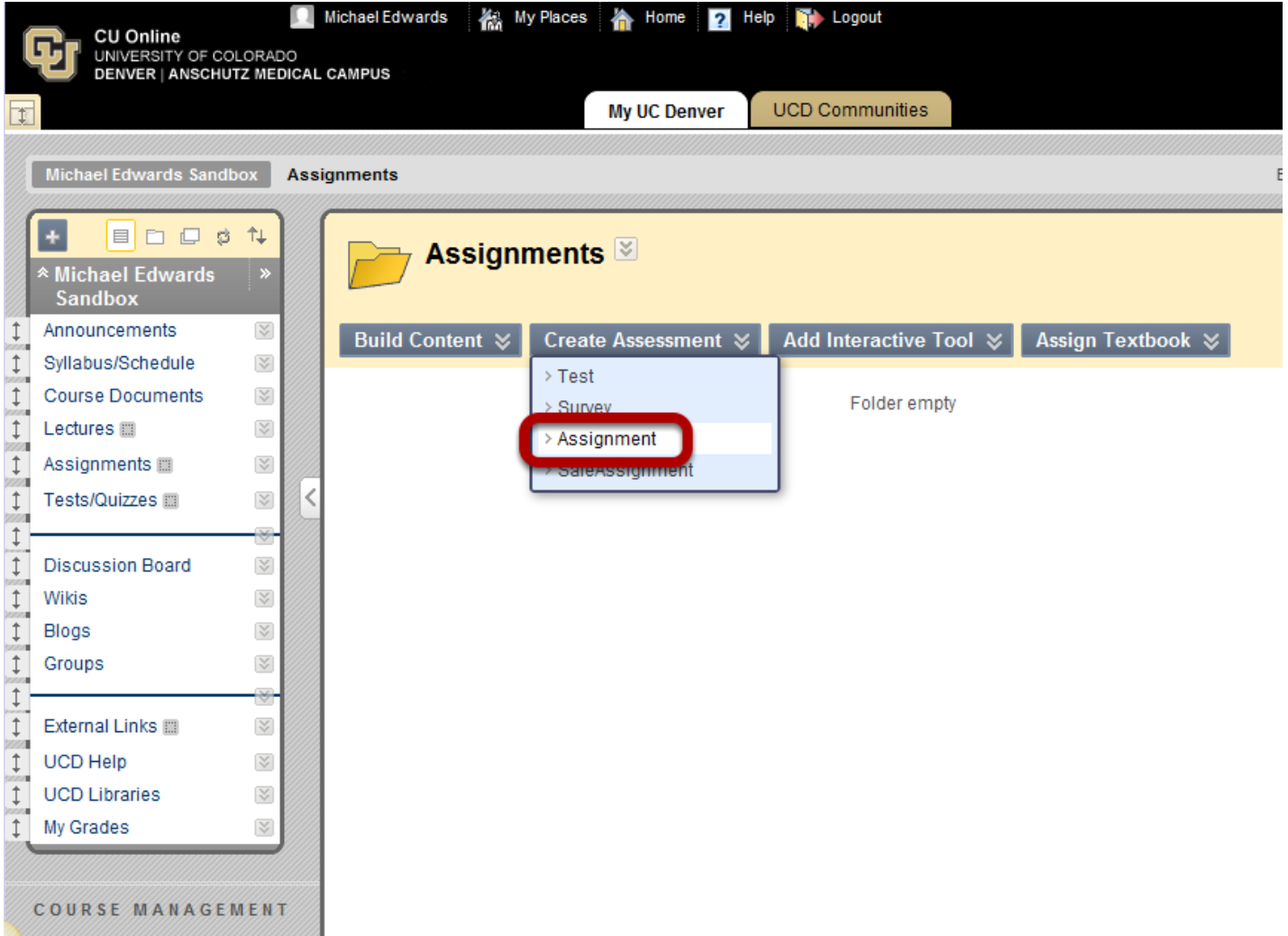
The screenshot shows the Blackboard interface for a course. At the top, the user is logged in as Michael Edwards. The navigation bar includes 'My UC Denver' and 'UCD Communities'. The course title is 'Michael Edwards Sandbox' and the page is titled 'Announcements'. In the top right corner, a red box highlights the 'Edit Mode is: OFF' button. The main content area shows an announcement titled 'Discussion Week 1 begins today' posted on Thursday, June 23, 2011, with the text 'Please head to the Discussion Board and start answering the discussion prompts!'. The announcement is posted by Michael Edwards to the Michael Edwards Sandbox. A left sidebar contains navigation links for 'Announcements', 'Syllabus/Schedule', 'Course Documents', 'Discussion Board', 'Wikis', 'Blogs', 'Groups', 'UCD Help', 'UCD Libraries', and 'My Grades'.

Choose the section of your course you'd like to create the assignment in. By default courses have a content area for "Assignments".



The screenshot displays the CU Online course management interface. At the top, the user is logged in as Michael Edwards. The navigation bar includes 'My UC Denver' and 'UCD Communities'. The course title is 'Michael Edwards Sandbox' and the current view is 'Announcements'. On the left, a sidebar menu lists various content areas: Announcements, Syllabus/Schedule, Course Documents, Lectures, **Assignments** (highlighted with a red circle), Tests/Quizzes, Discussion Board, Wikis, Blogs, Groups, External Links, UCD Help, UCD Libraries, and My Grades. The main content area shows an 'Announcements' section with a 'Create Announcement' button and a list of announcements, including 'New announcements appear below this line' and 'Discussion Week 1 begins today'.

Point your mouse to the "Create Assessment menu" and a dropdown will appear. Choose 'Assignment' from this dropdown.



The screenshot displays the CU Online course management interface. At the top, the user is identified as Michael Edwards, with navigation links for My Places, Home, Help, and Logout. The main header includes 'My UC Denver' and 'UCD Communities'. The current page is titled 'Michael Edwards Sandbox' and 'Assignments'. On the left, a sidebar menu lists various course management options such as Announcements, Syllabus/Schedule, Course Documents, Lectures, Assignments, Tests/Quizzes, Discussion Board, Wikis, Blogs, Groups, External Links, UCD Help, UCD Libraries, and My Grades. The main content area shows a folder named 'Assignments' which is currently empty. Below the folder name are four buttons: 'Build Content', 'Create Assessment', 'Add Interactive Tool', and 'Assign Textbook'. The 'Create Assessment' button is active, and its dropdown menu is open, showing options: '> Test', '> Survey', '> Assignment', and '> SelfAssignment'. The 'Assignment' option is highlighted with a red circle. The text 'Folder empty' is visible to the right of the dropdown menu.

Name your assignment and write out or paste in instructions. Set the point value.

1. Assignment Information

Name and Color



Name your assignment

Instructions

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List icons] [Image icons]

Type out the description/instructions for your assignment in this box. The rich editor toolbar also allows you to include images and use other formatting options.

Path: [body](#)

2. Assignment Files

Attach File

Browse My Computer

If desired, attach a relevant file here. (E.g. project sample, grading rubric, etc.)

3. Grading

Points Possible

Set the point value of the assignment



Set up Availability, Attempts, Due dates as desired. When you are done, choose Submit.

4. Availability

Make the Assignment Available

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

Number of Attempts

- Allow single attempt
- Allow unlimited attempts
- Number of attempts:

Set number of attempts allowed, and (optionally) the dates and times the assignment is visible to 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

5. 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.

6. Recipients

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.

Recipients

- All Students Individually
- Groups of Students

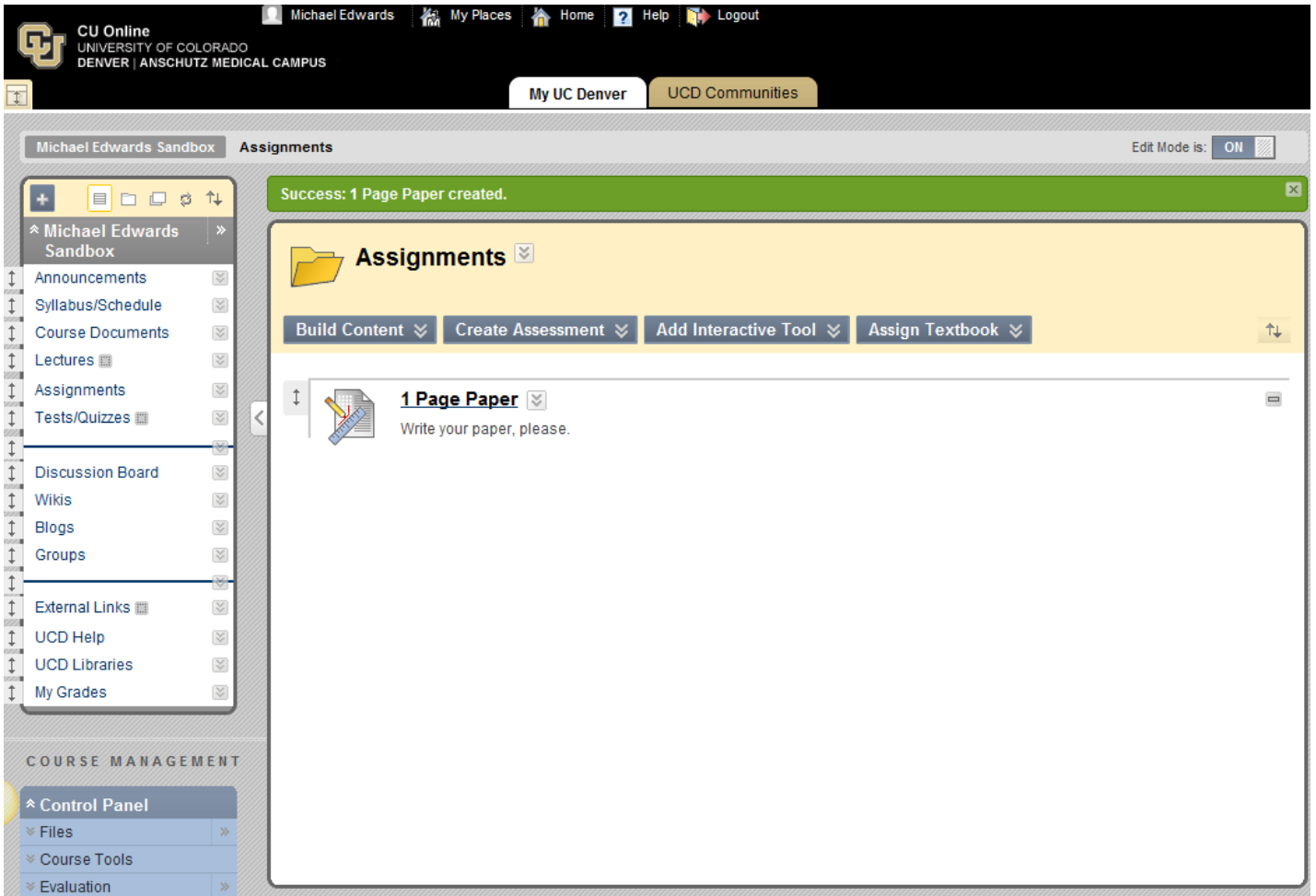
When you are done, click on Submit to confirm.

7. Submit

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

Cancel

Your assignment has been created and shows up in the content list.



The screenshot displays the CU Online interface for a user named Michael Edwards. The top navigation bar includes the CU Online logo, the user's name, and links for My Places, Home, Help, and Logout. Below this, there are buttons for 'My UC Denver' and 'UCD Communities'. The main content area is titled 'Michael Edwards Sandbox' and 'Assignments'. A green notification banner at the top of the main area reads 'Success: 1 Page Paper created.' Below this, a folder icon labeled 'Assignments' is shown. Underneath the folder, there are four buttons: 'Build Content', 'Create Assessment', 'Add Interactive Tool', and 'Assign Textbook'. The '1 Page Paper' assignment is listed with a document icon and the text 'Write your paper, please.' On the left side, there is a sidebar menu for 'Michael Edwards Sandbox' with various course management options like Announcements, Syllabus/Schedule, Course Documents, Lectures, Assignments, Tests/Quizzes, Discussion Board, Wikis, Blogs, Groups, External Links, UCD Help, UCD Libraries, and My Grades. At the bottom left, there is a 'COURSE MANAGEMENT' section with a 'Control Panel' and sub-items for Files, Course Tools, and Evaluation.



If you need to modify settings for your assignment, click on the dropdown menu by the title and choose 'Edit'

Assignments


Build Content Create Assessment Add Interactive Tool Assign Textbook

1 Page Paper

Write your paper, p

- > Edit
- > Adaptive Release
- > Adaptive Release: Advanced
- > Set Review Status(Disabled)
- > Metadata
- > Statistics Tracking (On/Off)
- > User Progress
- > Move
- > Delete

Make the desired changes and choose "Submit" when done.

 **Edit Assignment: 1 Page Paper**

Assignments are a form of assessment that adds a Column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field. Cancel Submit

1. Assignment Information


* Name and Color Black

Instructions Text Editor is: ON

Normal 3 Arial | **B** *I* U abc x_2 x^2 | [List Icons] [Link Icon] [Image Icon] [Table Icon] [Code Icon]

Write your paper, please.

Your assignment is automatically included in the Grade Center now, where you can view submissions and grade the results. (For more information, view the job aids regarding the Grade Center).

 **Grade Center : Full Grade Center**

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar		Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	1 Page Paper
<input type="checkbox"/>		Doe	John	jdoe		June 23, 2011	Available	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed