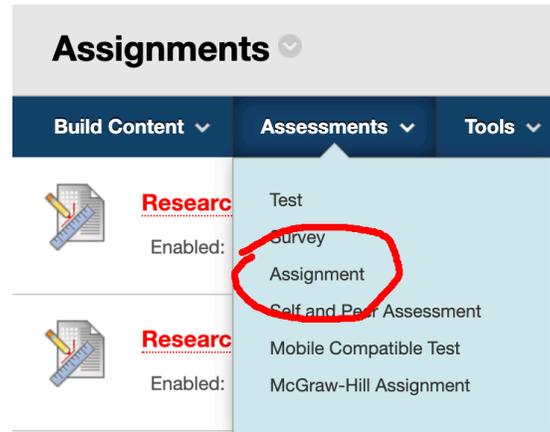


Create Assignments

- Assignments functions like a dropbox. This is where instructors create spaces for students to submit work or upload a file that can be viewed by the instructor only. Assignments are graded and can include file attachments (Word, Excel, PowerPoint, image/audio/video files, etc.).

1. Click the Assignment link in your course menu.
2. Click Assessments, then select Assignment.
3. Type the name of your assignment and provide instructions if desired.
4. If you need to attach a file for students to download to complete the assignment, browse your computer and attach it.



For example, an accounting professor might give students a partially completed Excel spreadsheet to complete and submit. Or a professor might provide students with a Word file containing the format they need to use for a document design project.

5. If desired, set the due date.
6. Enter the number of points possible for the assignment and attach a rubric if desired. (The submission details drop-down area allows you to turn on the SafeAssign feature. You can also allow students multiple attempts to upload their assignment if desired; this helps if they upload it once then spot an error or realize they forgot to attach a Works Cited list, etc.)
7. Set the date restrictions and track views if desired.
8. Click Submit.

HELPFUL HINT:

- If students upload work as a file attachment (rather than using the Write Submission feature), when you're in the Grading Center, Blackboard enables the ability for you to add feedback right in the document itself by inserting comments or drawing/writing notes. If you want this feature, mandate that students attach files (e.g., Word or pdf files).

