



Learning Blackboard 9

Creating Assignments

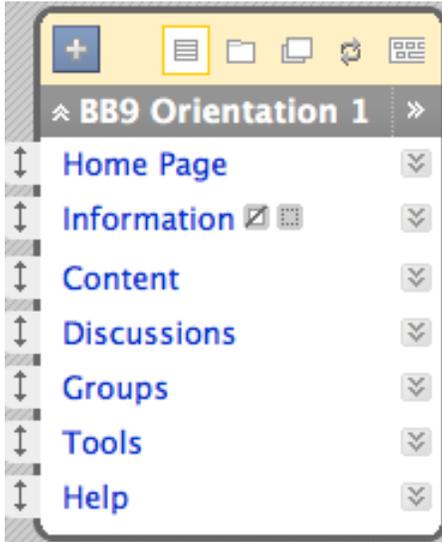
Learning Blackboard 9: *Building a Test*

To Create a new assignment:

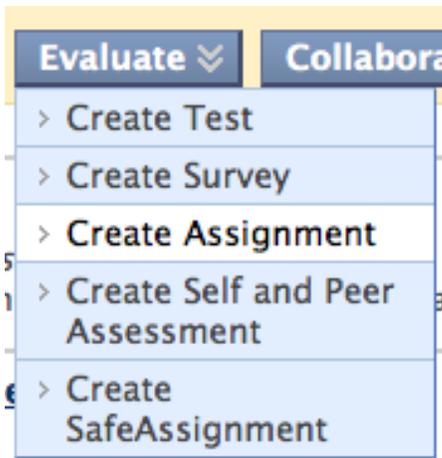
1 First Set the “**Edit mode**” from **off** to **on**.



2 Navigate to the “**Content**” section of black board.



3 Select “**Create Assignment**” from the drop down list.



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Create Assignment

Assignments are a form of assessment that adds a Column to the Grade Center for each Student. Assign Grades and give feedback for each student separately using the Grade Center. [More Help](#)

* Indicates a required field. Cancel Submit

1. Assignment Information

* Name and Color Black **1**

Instructions

Visual Editor: ON

Normal 3 Times New Roman B I U abc x x

abg [icons]

[icons]

Path: body **2**

2. Assignment Files

Attach File Browse for Local File **3**

Attached files

File Name	Link Title
<input type="text"/>	<input type="text"/>

3. Grading

* Points Possible **4**

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:

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**

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 **7**

- All Students Individually
- Groups of Students

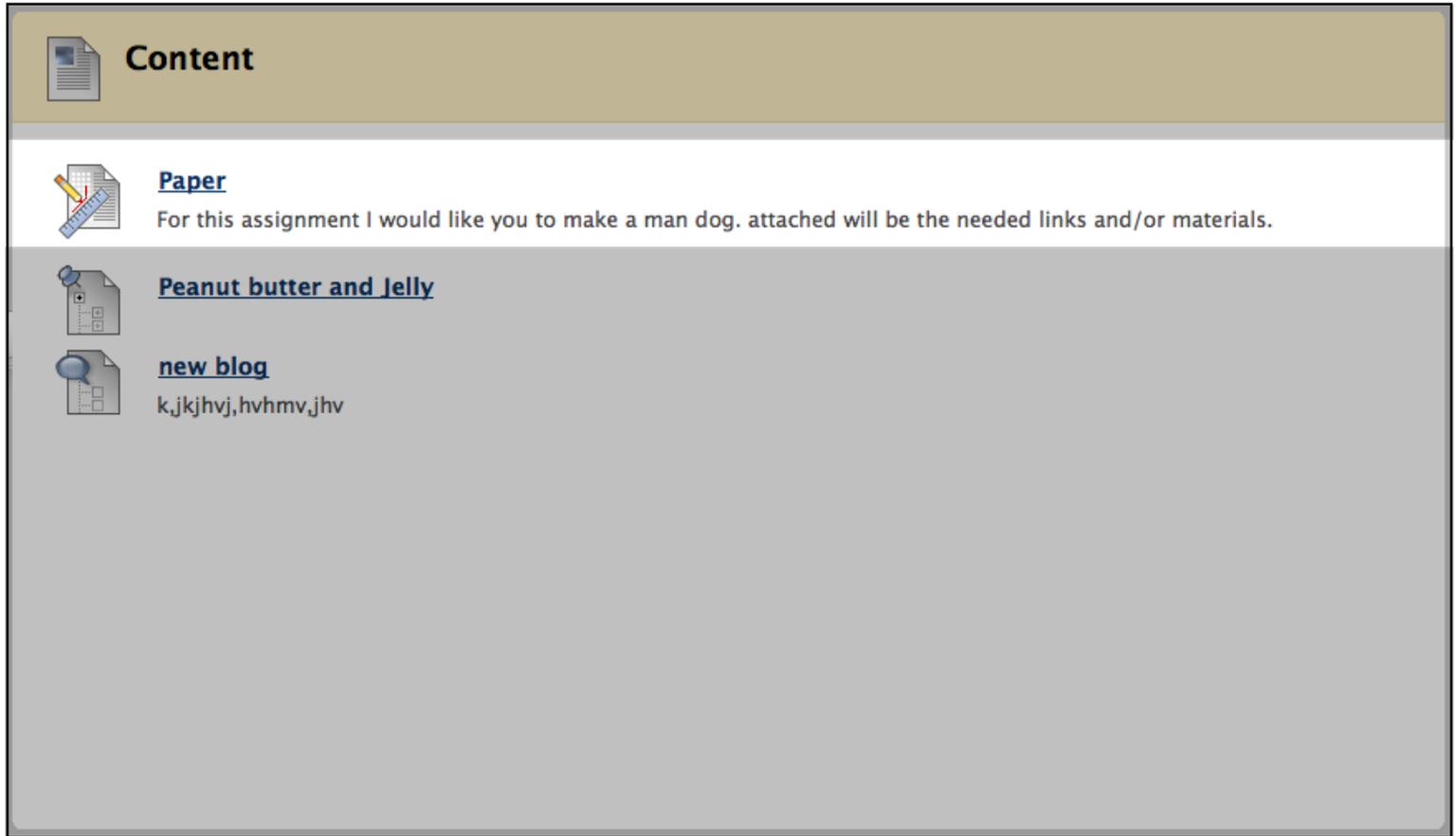
7. Submit

Click Submit to finish. Click Cancel to quit without saving changes. **8**

Cancel Submit

- 1** Name of Course.
- 2** Instructions or information about assignment.
- 3** Attach Handouts or other material needed for assignment.
- 4** Number of points assignment is worth.
- 5** Assign date assignment is made visible to students and number of times it can be submitted (NOTE: an assignment with unlimited attempts cannot be graded)
- 6** Date assignment is Due.
- 7** Who is to receive the assignment.
- 8** "Submit" or "Cancel".

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The screenshot shows a Blackboard Content area with a header bar labeled "Content". Below the header, there are three content items listed:

- Paper**: For this assignment I would like you to make a man dog. attached will be the needed links and/or materials.
- Peanut butter and Jelly**
- new blog**: k,jkjhvj,hvhmv,jhv

Upon clicking submit you will see your Assignment in the content area. Please note that depending on the date given for the assignment it will not be visible in the student view (Edit mode off) until the date and time it has been assigned.

