



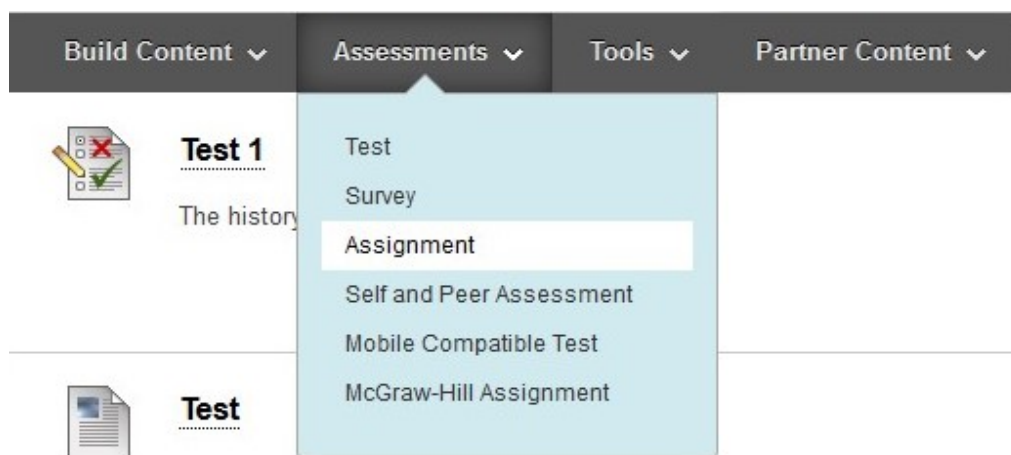
Quick Start Guide to Blackboard Assignments

Creating Assignments in Blackboard

The Assignments tool in Blackboard allows you to create assignments for your students and save you time when you are grading. When you create an assignment using the Assignments tool, a Grade Center column is created automatically. From the Grade Center or Needs Grading page, you can see which students have submitted their work. You can use the inline viewer and grade submissions directly. You can also download submissions for offline viewing.

Creating assignments

1. Go to the Content Area where you'd like the assignment link located. For example, **Content**.
2. Select the dark grey tab that says **Assessments** and then select **Assignment**.



3. Enter the assignment name, instructions to students, and attach any assignment files.
4. Set the due date.
 - Students will still be able to turn the assignment in after the due date, however, it will show you that the assignment was turned in past due
5. Enter points possible.

DUE DATES

4

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

5

* Points Possible

6. Click on **Submission Details** to open the menu.

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

- Usually you'll be gathering assignments from individual students, so do not edit Assignment Type.
- Number of attempts – we suggest allowing multiple attempts and grading only the last (as students might inevitably have “issues” right before the due time). Note that any late submission will be tagged by Blackboard.
- Select SafeAssign if you plan on using the anti-plagiarism tool.

7. Click on **Grading Options** to open the menu. Indicate if you'd like to grade anonymously.

8. Click on **Display of Grades** to open the menu. Decide how you'd like students to see their grades.

9. If desired, edit the **Availability** of the item. By default the item is available to students.

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.

10. Press **Submit**. Your new assignment will appear in the content area.

To learn more about the Assignments Tool

1. Visit the Blackboard Help website: <https://en-us.help.blackboard.com/Collaborate/Ultra>.
2. Attend a workshop offered by the E-Learning Support Services staff. For information about upcoming opportunities or to request a group training session, contact our office or visit our website: <http://www.american.edu/library/technology/blackboard/>.
3. Contact us for immediate live support at (202) 885-3904 or blackboard@american.edu. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.