# Creating Assignments in Blackboard

Having students submit their assignments online has many advantages. You can: set due dates that are different from class meeting dates; you can see the exact time an assignment was submitted; and you can easily retain copies of student work. When you create a Blackboard assignment, a new column is automatically created in the **Grade Center**. You can access and download submitted student assignments through the **Grade Center**. This guide contains step-by-step instructions for creating assignments using the **Assignment Manager**.

Creating Assignments

Assignments can be created in any **Content Area** in your course site. You can choose to place assignments in the content area that fits with the structure of your course. To create a new assignment:

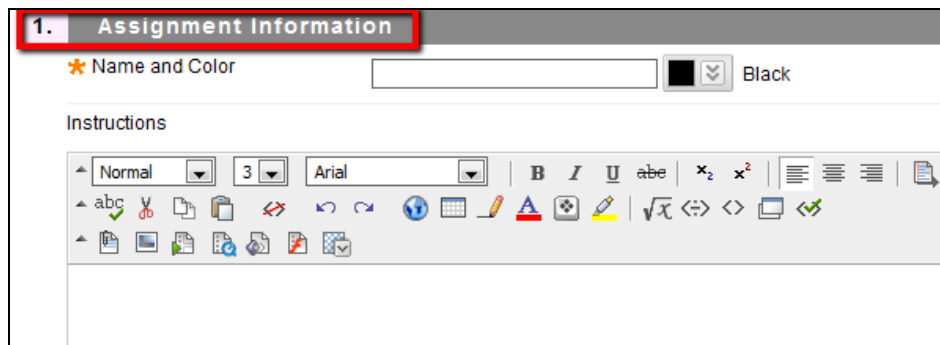1. Log into your course and ensure **Edit Mode** is **ON**.
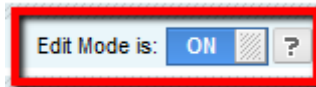
2. Select the content area where you want the assignments to be submitted (**Class Sessions** for example) and put your cursor over the **Create Assessment** pull-down menu and select **Assignment**.
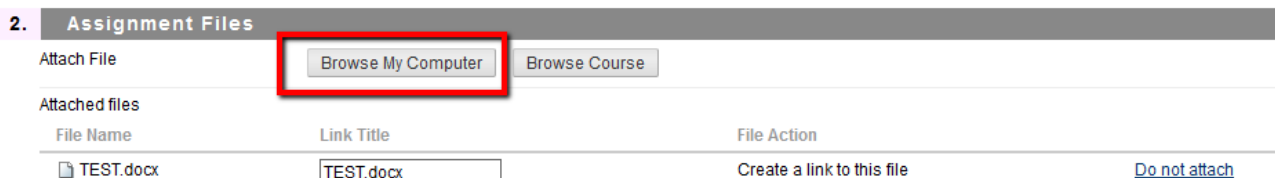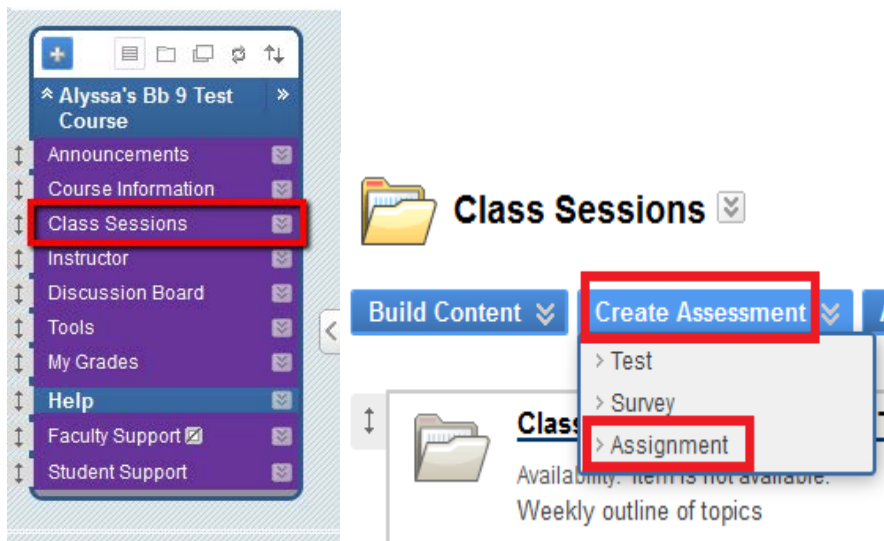
You will see a form with four sections:

1) **Assignment Information**: Enter a **Name** for your assignment. There can be no special characters (#, ?, * or any other) in an assignment name. Enter directions for students in the **Instructions** text box.
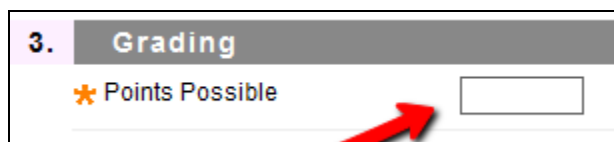

2) **Assignment Files**: If you have additional material associated with the assignment, you may want to attach files that your students can download when they access the assignment. For example, you could attach articles needed to complete the assignment or detailed instructions for the assignment. To attach a file, click on the **Browse My Computer** button, locate the file on your computer, and click the **Open** button (these buttons have different names, depending on your browser and operating system). If you would like the link to have a name other than the file name, type that name in the **Link Title** field.


*Note: To attach more than one file, simply click on **Browse My Computer** button, and locate the file on your computer.*

3) Enter the number of points the assignment is worth in **Points Possible** (the point value will be reflected in the **Grade Center** entry for the assignment).

4) Options: By default, students will be able to access the assignment after you create it. If you do not want students to access the assignment right away, you can choose to leave the assignment unavailable by removing the checkmark from the checkbox. You may modify assignment or assignment availability at any time by returning to the content area where it was posted and selecting the **Edit** option on the dropdown menu.
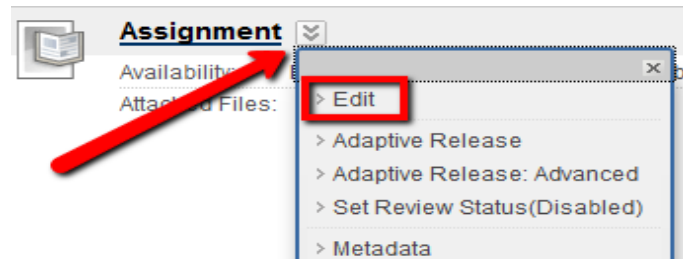
- Instructors can allow single attempt, unlimited attempts, or certain number of attempts for submitting. Allowing multiple attempts while the assignment is available eliminates the need for instructors to **Clear Attempt** when students submit the wrong assignment or document.
- You may select a specific time frame during which the assignment will be visible by selecting **Display After** and **Display Until** dates to the right of **Limit Availability**. If you select a date for **Display Until**, students will be unable to submit assignments after that date.
- If you would like to keep track of the number of times students view the assignment, click on the checkbox next to **Track number of views.**

5) Enter a due date for the assignment (optional).

6) By default, the assignment is available to all students in the course. If you wish to limit the availability of the assignment to groups (you must first create groups within the course), select that option.

7) **Submit**: Click the **Submit** button to post your assignment.

Created by Hunter College – ICIT Department