



## Blackboard Basics—Adding an Assignment

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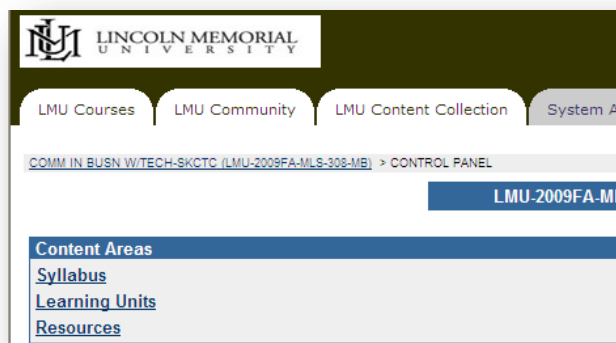


## Blackboard Basics—Assignment

### Assignment Area

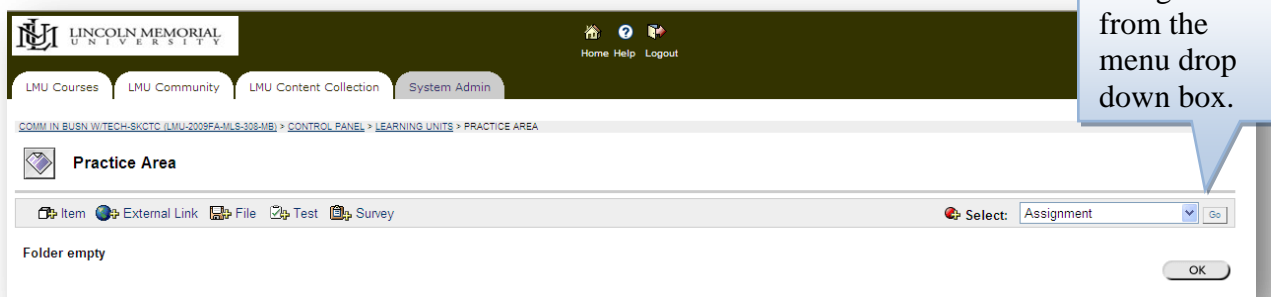
The Assignment Manager allows you to create an assignment that automatically becomes an item in the Grade Center. Students complete this assignment in a separate file and electronically submits through the Course Menu/Learning Unit. The faculty member will have the option to download these files from the Grade Center and review them, before assigning a grade. This Assignment tutorial will provide the step-by-step process for adding an assignment.

**Step 1:** In the **Control Panel** area, on the top left under **Content Areas**, select the Learning Units link.



**Step 2:** Select by clicking on the Learning Unit where the assignment is to be added.

**Step 3:** On the **Add** menu bar, choose **Assignment** from the drop-down menu on the top right, then click the **Go** button.





**Step 4:** In the Assignment Information section, type a **Name** and assign the number of Points Possible in the text boxes provided.

You may also choose to add a **Due Date** by clicking in the box and deciding a date. Once this date has passed, the submission link will no longer be available to students. It will appear “gray” to faculty only. The faculty member may alter this date at any time including after the establishment and passing of the original due date.

**Step 4:** Instructions for the assignment may also be added but is not a required areas.

**Step 5:** Area 2 is where an item, file or

The screenshot shows the Blackboard assignment creation interface. At the top, there is a navigation bar with 'LMU Courses', 'LMU Community', 'LMU Content Collection', and 'System Admin'. The main section is titled '1 Assignment Information'. It contains the following fields:

- Name:** A text input field.
- Choose Color of Name:** A color selection box with a 'Pick' button.
- Points Possible:** A text input field with the value '0'.
- Due Date:** A date picker set to 'May 18, 2009'. A red arrow points to this field from the text on the left.

Below the 'Due Date' field is the 'Instructions' section, which includes a rich text editor with a toolbar. A red arrow points to the text area of the editor from the text on the left.

At the bottom is the '2 Assignment Files' section, which includes:

- Attach local file:** A text input field and a 'Browse...' button.
- or Copy file from Content Collection:** A text input field and a 'Browse...' button.
- Name of Link to File:** A text input field.





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Content Collection item may be added as an assignment resource. In the **Assignment Files** section, use the **Browse** button to attach any files needed for the assignment.





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**Step 6:** The third assignment adding area has the following options:

1. **Availability** ~ Default setting is “Yes” meaning that upon submitting the

**3 Options**

Make the assignment available  Yes  No

Track number of views  Yes  No

Choose date restrictions  Display After  Display Until

Aug 24 2009 10 40 AM Aug 24 2009 10 40 AM

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

assignment **and** as long as the **course** and **Learning Unit** are **available** the assignment area will be available as well.

2. **Track number of views** ~ allows the monitoring of student access to this particular assignment
3. **Choose date of restrictions** ~ provides opportunity to set a specific submission range.

**Step 7:** Final area where the faculty member must choose the **Submit** button for the newly added assignment to created within the Learning Unit.



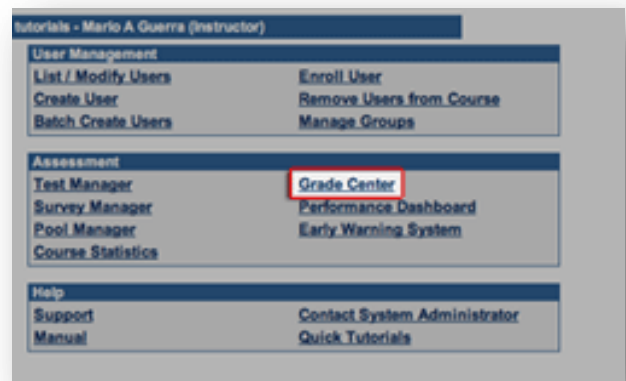


## Downloading and Viewing an Assignment

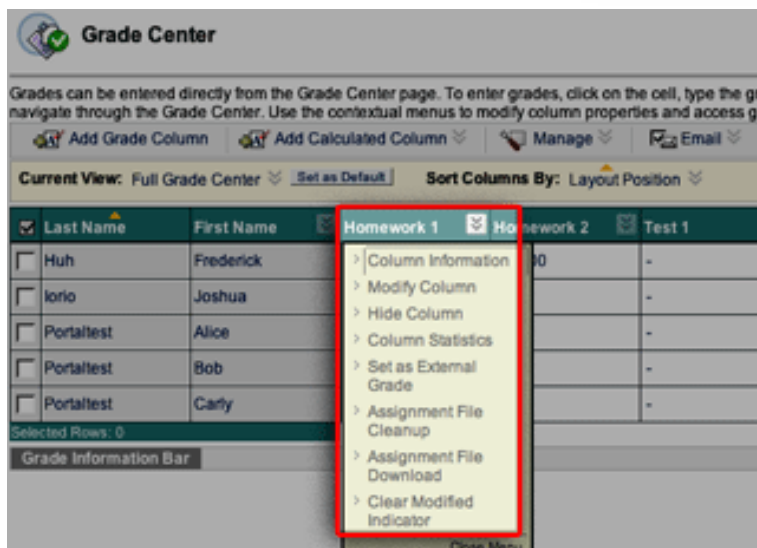
The Assignment Manager allows you to create an assignment that automatically becomes an item in the Grade Center. Students complete this assignment in a separate file and electronically submits through the Course Menu/Learning Unit. The faculty member will have the option to download these files from the Grade Center and review them, before assigning a grade. This Assignment tutorial will provide the step-by-step process for adding an assignment.

This tutorial will provide step-by-step instruction on how to navigate to the Assessment area and access an Assignment from the Grade Center.

**Step 1:** In the **Control Panel** area, on the right under **Assessment**, select the **Grade Center** link.



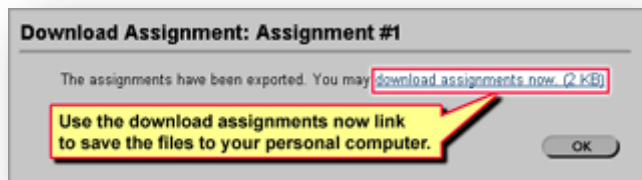
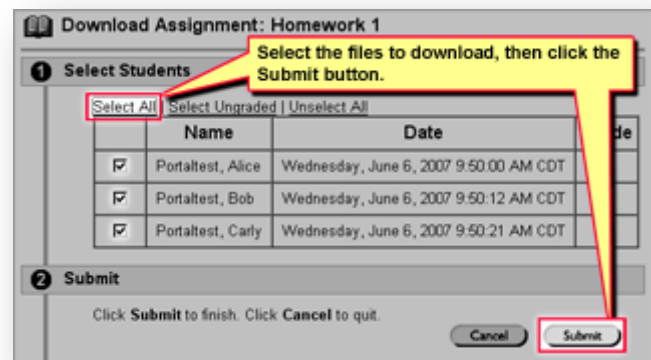
**Step 2:** On the **Grade Center** page, click the **Action Link** (double down arrow) next to the Assignment name, and select **Assignment File Download**.





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**Step 3:** On the **Download Assignments** page, select the files to download by clicking on the selection boxes to the left of the student names or by using the **Select All** or **Select Ungraded** options. Then click the **Submit** button.



**Step 4.** On the **Download Assignments** page, use the **download assignments now** link to save the files to your personal computer. You may unzip the files by using compression software such as WinZip.

