

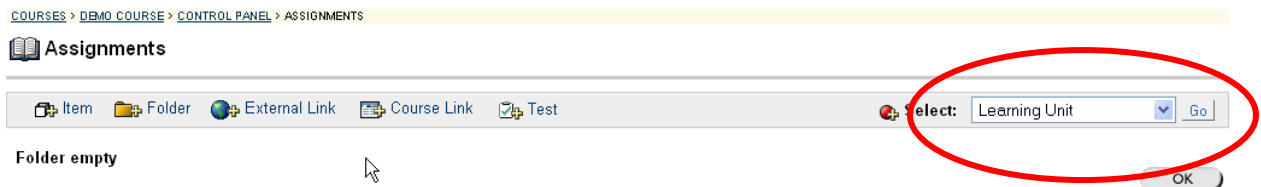
Adding and Deploying Assignments

“Assignments allow Instructors to create coursework and manage the grades and feedback for each Student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor may respond to each Student separately, sending comments about their individual Assignment and attaching files, if necessary.” (Blackboard Instructor Manual, Application Pack 3 (Release 6.3), 2005, courtesy of <https://behind.blackboard.com>)

1. Go to the **Control Panel** of your course

IMPORTANT NOTE! You can create Assignments in *any* Content Area within your course. Alternatively, you can concentrate assignments into one area (Assignments), and then lead students to them via “Course Links” from any Content Area within your course. The choice is yours!

2. Click on **Course Documents** (or whatever content area you desire) to enter that content area
3. Click on the drop down box on the far right side of the page. By default Learning Unit is the selection available.



4. Select “**Assignment**”
5. Click **GO**
6. You will now be brought to the Add Assignments screen (see image below). From this screen you will complete the information fields needed for your students to perform the assignment as well as upload any files necessary to perform the assignment



Add Assignment

1 Assignment Information

* Name

Choose Color of Name

Points Possible

Due Date Oct ▼ 10 ▼ 2009 ▼

Instructions

Normal ▼ 3 ▼ Times New Roman ▼ | **B** *I* U ~~S~~ | x₂ x² | [List Icons] | [Table Icon]

ABC ✓ [Clipboard] [Paste] [Undo] [Redo] [Link] [Image] [Table] [Text] [Color] [Background Color] | √x ↔ <> [Checkmark]

[File] [Image] [PDF] [Word] [PowerPoint] [Flash] [Fire]

Path: [body](#)

2 Assignment Files

Attach local file

Name of Link to File

Currently Attached Files:

7. In the **Name:** field, enter the name of the assignment your students need to complete.
8. Set the Points Possible to **any value you desire**. Note: This will be the Grade Center value for the item once it is posted to the assignment area.
9. Provide instructions to your students on how to complete the assignment.

10. In Section 2 you can upload Assignment Files. Assignment files can be of any type and extension for use in any program. Just remember that not all students have access to programs you may have on your computer. Therefore, it is imperative to detail what program is needed to complete the assignment as well as the location which will facilitate completion of the assignment in the instructions area.
11. Click on the Browse button to navigate to the desired file you wish to use for this Assignment.
12. Once selected and inserted into Blackboard, you will need to provide a name of the link to the file. This is just a text name for the file you uploaded.
13. Section 3 contains Options you can use for this Assignment.

3 Options

Make the assignment available Yes No

Track number of views Yes No

Choose date restrictions

Display After

Oct 14 2009
04 25 PM

Display Until

Oct 14 2009
04 25 PM

4 Submit

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

* Required Field

Cancel

Submit

14. One of your first selections is to make the assignment available to users. To do this, just click on Yes. Note: Yes should be the default radio button selected.
15. You can choose to track the number of views for the assignment as well as set date restrictions if you wish. Display After refers to when the assignment will be listed in the Assignments content area of Blackboard. Display Until refers to when the assignment will last be listed in the Assignments content area. Dates and times are up to you to decide and use. You do not have to set any of these, which will make your Assignment available immediately after you click Submit.
16. Click **Submit**
17. Click **OK** to clear the receipt screen

NOTE: the moment you deployed this assignment a related column was added to the Grade Center and is displayed on the far right!

18. At the bottom of the Course Documents screen click on **View/Complete Assignment** to see what the students will encounter.


COURSES > DEMO COURSE > ASSIGNMENTS > UPLOAD ASSIGNMENT: ABOUT THE ACC

Upload Assignment: About the ACC

1 Assignment Information

Name About the ACC

Instructions About the ACC

Assignment Files  About the ACC ([About the ACC](#))

2 Assignment Materials

Comments

Attach local file

Currently Attached Files:

[Add Another File](#)

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

19. The Assignment is broken into 3 areas. The first area is the Assignment Information which contains the name and instructions you provided as well any file(s) you may have uploaded. Your students can click on the named link located inside the parentheses to the right of the Link Name.
20. Section 2 is labeled Assignment Materials. This is the location the student will use to upload the completed assignment file as well as post their comments for you to read. Note: the student can upload as many files are needed to complete the assignment by clicking on the “**Add Another File**” button.
21. Once your student has uploaded their file and typed in their comments, they will click on Save (to hold the assignment for their review) or Submit (to post the assignment to the grade book for your evaluation). Once the student makes their selection, they will be brought to the Blackboard receipt page. Click OK to get off this page and return to the Assignments area of Blackboard.
22. Once a student assignment is posted to the Grade Center, it will display as an exclamation point (!). This means you will have to view the Grade Center item and grade it.
23. As with any grade book item, you can choose to make the grade available for students to see as well as making it part of their overall grade.