Adding an Assignment to a Content Area

The Assignment Tool in Blackboard 9.1 is an efficient way to deploy, receive, and grade student assignments digitally. The largest improvement to the Assignment Tool is the ability to allow unlimited or multiple set number of submissions, an action that was previously only possible by either creating multiple assignments or clearing attempts. Assignments can now also be deployed either to individual students or to specific groups. No matter which options are desired, the directions for adding an assignment are the same.

To add an Assignment to a Content Area:

1. Click on a **Content Area** in the **Course Menu** to the left of the page.

2. Navigate to the appropriate location within that area where the assignment is to be added.

3. From the **Create Assessment** tab, select **Assignment**.
   
   **Note:** If Assignment is not an option within the dropdown menu, it will be necessary to activate it under **Control Panel > Customization > Tool Availability**. Simply check the box under **Available in Content Area** and click [Submit].

4. In **Option 1 Assignment Information** on the Create Assignment page,
   
   - **a.** Enter a **Name** for the assignment. *(required)*
   - **b.** Use the dropdown menu to select a color other than Black *(optional)*
   - **c.** Type **Instructions** using the text editor provided. *(recommended)*
     
     **Note:** It is now possible to add various media types including YouTube videos, Flicker images, and SlideShare files directly into the assignment using the **Mashups Tool.**
5. In **Option 2 Assignment Files**,

![Assignment Files](image)

- a. Click **[Browse My Computer]** to attach files such as instructions or grading rubrics. *(optional)*

- b. Rename the **Link Title**. *(recommended if the file name is cryptic)*

6. In **Option 3 Grading**, enter **Points Possible**. *(required)*

7. In **Option 4 Availability**,

![Availability](image)

- a. Click **Make the Assignment Available**. *(recommended)*

- b. Select **a Number of Attempts** to allow. *(required)*

  - **Allow single attempt** *(default)* - Gives a student one attempt, but student can submit multiple files.

  - **Allow unlimited attempts** - Allows the student to submit as many attempts as they deem necessary.

  - **Number of attempts** - Allows the instructor to set a limit to the number of submissions the students have for a particular assignment.

**Note:** When selecting **Allow unlimited attempts** or **Number of attempts** it will be necessary to set the **Score attempts using** option.
under Edit Column Information in the Grade Center. (See Edit Assignment Column Information tutorial)

c. Select options to **Limit Availability. (optional)**

  **Note:** If the option to allow unlimited attempts is selected, it is recommended that a Display until date be set as a way to set a deadline for gradable submissions.

8. In **Option 5 Due Dates,**

   ![Due Dates Image]

   a. Click the check box to activate due date features.

   b. Enter a date either manually in mm/dd/yyyy format or via the calendar icon.

   c. Enter a time either manually or via the clock icon.

  **Note:** Setting Due Dates within Blackboard provides visual cues for both the Instructor and Students. Assignments that have come past due or are submitted after the due date are identified as Late in the **To Do module** for students and the **Needs Attention** and **Alerts modules** for Instructors. Due Dates also appear in My Grades for Students and can be used by Instructors to generate various Reports, make grading decisions, etc. (See Course HomePage and Notifications tutorials for additional information.)

9. In **Option 6 Recipients,**

   ![Recipients Image]

   a. Select **All Students Individually** to set a standard course assignment. **(default)**
b. Select **Groups of Students** then select the appropriate Group(s) to the assignment.

*Note:* Only those students within the selected Group(s) will be able to submit to the assignment. Groups must first be created using the Groups Tool before an assignment can be assigned to Groups of Students. (See Creating Groups tutorials for additional information.)

10. Click **[Submit]** to finish creating the assignment.