

INTRODUCTION

An “Assignment” is essentially homework that the student accesses, completes, and submits all through a single course item in Blackboard (this function does not use the Digital Drop Box). When you create an assignment, it is automatically entered into Blackboard’s gradebook. It is through the gradebook that you view their response, enter comments, and assign a grade.

Once the assignment is graded, the student can then view their grade and your comments through the same course item they used to complete it.

HELPFUL HINTS

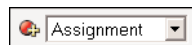
You might want to inform students of an upcoming assignment by posting an announcement. Be sure to indicate the section in which the assignment is posted, as well as any time limits.

ADD AN ASSIGNMENT

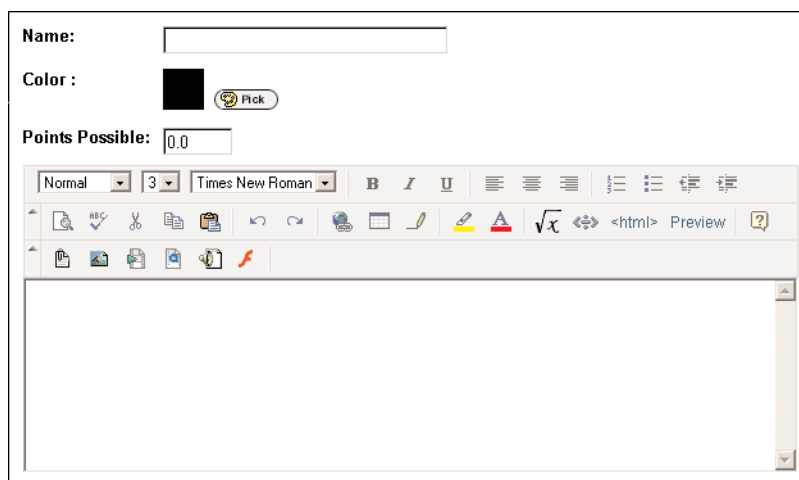
1. In the section of the **Control Panel** titled “*Content Areas*”, click on the name of the area you wish to add an assignment to.



2. Choose **Add Assignment** from the dropdown menu on the right.



3. Enter a name for the assignment. You may also choose a color for the name by using the color swatch under the item name.
4. Enter the point value of the assignment and any instructions for the students.
Note: If you are using Blackboard on a Mac, you will see a less robust version of the text editor you see below. For an explanation of the Mac text editor please see page 14, Course Items.

A screenshot of the assignment creation form in Blackboard. The form includes a 'Name:' field with an empty text box, a 'Color:' field with a black color swatch and a 'Pick' button, and a 'Points Possible:' field with '0.0' entered. Below these fields is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, list, link, unlink, etc.), a 'Preview' button, and a 'Help' button. The text editor area is currently empty.

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5. Select the options you would like to use for this particular assignment:

- Make the assignment available to students.
- Track the number of times the assignment is viewed.
- Choose between which dates and times you want the assignment available to students if the information is time sensitive.

Do you want to make the assignment visible?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you want to track the number of views?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Availability Dates:	Display After
	Nov 18 2002 <input type="checkbox"/>
	10 00 AM
	<input type="checkbox"/> Display Until
	Nov 18 2002 <input type="checkbox"/>
	10 00 AM

6. Click the **Browse** button to attach a file to the assignment, just as you would if you were attaching a file to an email message.

7. Enter the text you wish to be displayed as the link to the attached file.

File To Attach:	<input type="text"/>	<input type="button" value="Browse..."/>
Name of Link to File:	<input type="text"/>	
Currently Attached Files:		

8. Click the **Submit** button to save your changes.