Learning Blackboard 9
Creating Assignments
To Create a new assignment:

1. First set the “Edit mode” from off to on.

2. Navigate to the “Content” section of Blackboard.

3. Select “Create Assignment” from the drop down list.
1. Name of Course.
2. Instructions or information about assignment.
3. Attach Handouts or other material needed for assignment.
4. Number of points assignment is worth.
5. Assign date assignment is made visible to students and number of times it can be submitted (NOTE: an assignment with unlimited attempts cannot be graded)
6. Date assignment is Due.
7. Who is to receive the assignment.
8. “Submit” or “Cancel”.

Create Assignment
Assignments are a form of assessment that add a Column to the Grade Center for each Student. Assign Grades and give feedback for each student separately using the Grade Center. More Help

1. Assignment Information
   - Name and Color
   - Instructions

2. Assignment Files
   - Attach File
   - Attached files

3. Grading
   - Points Possible

4. Availability
   - Make the Assignment Available
   - Number of Attempts
   - Allow unlimited attempts
   - Number of attempts

5. Due Dates
   - Due Date

6. Recipients
   - Recipients
   - All Students Individually
   - Groups of Students

7. Submit
   - Click Submit to finish, Click Cancel to quit without saving changes.
Upon clicking submit you will see your Assignment in the content area. Please note that depending on the date given for the assignment it will not be visible in the student view (Edit mode off) until the date and time it has been assigned.