Why Use Assignments?

• Assignments allow instructors to create coursework and manage the grades and feedback for each student separately.

• Instructors can create Assignments that lists the name, point value and description of the Assignment; files can also be attached.

Why Use Assignments? continued

• After an Assignment is added to a Content Area, students can access the Assignment, complete it in a separate file, and send it back to the instructor.

• The instructor can respond to each student separately, sending comments about their individual Assignment and attaching files, if necessary.

Important Note!

• The Assignment feature is integrated with the Blackboard Gradebook.

• Once a student completes and submits an Assignment; the Instructor can access the file in the Gradebook.
Slide 5
Text Captions: Select the Assignments link
In the Content Areas of Control Panel, select the area you want the assignment to appear.
Start by logging into Blackboard.
Select your course and access the Control Panel.

Slide 6
Text Captions: Select the Assignment item

Slide 7
Text Captions: Click the Go button

Slide 8
Text Captions: Type the title of your assignment in the Name box.
Slide 9
Text Captions: Optional: Click the Pick button next to the Choose Color of Name box to select a color from the palette.

Slide 10
Text Captions: Enter the number of points for the assignment in the Points Possible box.

Slide 11
Text Captions: Optional: To set a due date, check the Due Date box and select dates from the drop down menus.

Slide 12
Text Captions: Select the pull down menu.
Slide 13
Text Captions: Select the Sep item

Slide 14
Text Captions: Select the pull down menu.

Slide 15
Text Captions: Select the 12 item

Slide 16
Text Captions: Type in or paste Assignment Instructions.
Slide 21
Text Captions: Click the Browse button to locate and select a file to attach.

Slide 22
Text Captions: Select the file.

Slide 23
Text Captions: Click the Open button.

Slide 24
Text Captions: Select the YES radio button if you want to "Track number of views."

Slide 27
Text Captions: After selecting your Options, Click the Submit button.

Slide 28
Text Captions: The newly created assignment now appears within the Assignments Content Area.
Modify or remove the assignment by clicking the buttons on the right.
NOTE: Assignments are immediately added to the Gradebook.

Select the Gradebook link

Newly created assignment.

Select the Assignments link

Students view the assignment from the course's main page.
Text Captions: Select the View/Complete Assignment: Essay Questions Chapters 1-3 link
This concludes this tutorial.
Thank you!