Creating an Assignment in Black Board

Instructors in a course are able to create assignments, which will allow students to submit work to the course. This document will detail the steps needed in order to create an assignment for your course.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log into Blackboard.</td>
<td><img src="image1.png" alt="Screenshot 1" /></td>
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<tr>
<td>2. Select the appropriate course in which video needs to be added.</td>
<td><img src="image2.png" alt="Screenshot 2" /></td>
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<tr>
<td>3. Select the appropriate course section for the assignment content.</td>
<td><img src="image3.png" alt="Screenshot 3" /></td>
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</tbody>
</table>
4. Hover the cursor over the Assessments dropdown bar.

5. Select the Assignment option.

6. Enter Assignment Name.

7. Enter any assignment instructions that students will need.
8. Attach any files as necessary.

9. Select the Due Date for this assignment by entering a date or clicking on the calendar.

10. Overwrite the time that is auto-populated in the time field.

   **Note:** To have an assignment due by the end of a day, use the time 11:59pm.

11. Enter the number of points necessary.

12. Click on Submission Details.
13. Select the number of attempts students will get for this assignment, as well as the plagiarism options you would like.

14. Assignment Availability can also be limited, if desired.

15. Click on Submit to complete creation of this assignment.

At this point, the assignment has now been added to the course as shown below: