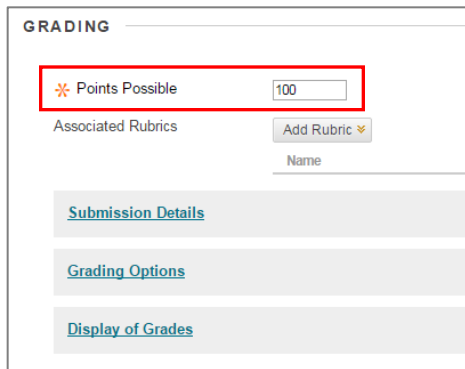
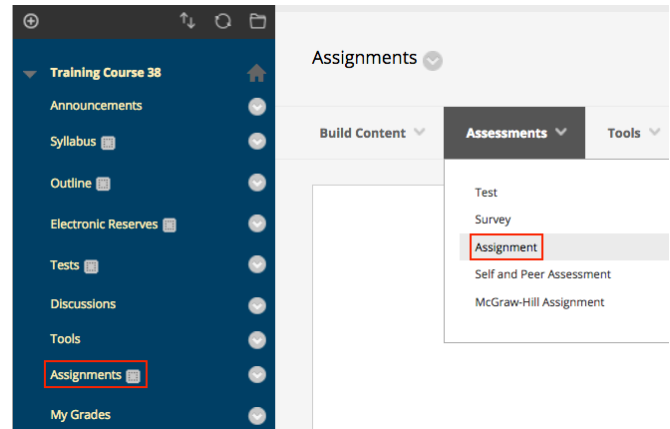


Create an Assignment in Blackboard

Collect files from students via Blackboard using the Assignment tool. Students upload their files through the link created by this process, and you can view, comment on, and grade them right in Blackboard.

1. Click the **Content Area** (e.g., *Assignments*) in which you want to place the assignment.
2. In the *Content Area*, click on **Assessments** and choose **Assignment**.
3. Provide a **Name** for the assignment and optionally add **Instructions**, a **Due Date**, and any **Files** students may need to complete the assignment.
4. In the **Grading** section, enter the **Points Possible**.



5. Click on **Submission Details**, **Grading Options**, and **Display of Grades** to make selections such as the number of attempts, use of plagiarism tools and anonymous grading, or how to display grades to students.

Note: To learn more, read [Assignment Grade Settings](#).

6. **Make the Assignment Available** to students and limit when they can access it using the **Display After** and **Display Until** options if needed.

Note: If you limit availability with these options, leave Make the Assignment Available checked.

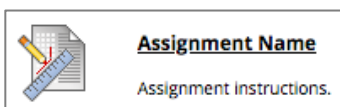
AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability
 Display After [calendar icon] [clock icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 Display Until [calendar icon] [clock icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

7. Click **Submit** to finish.



To submit, students click on the Assignment name and browse their computer to upload files.

8. After students submit, you can view and grade their submissions from the Grade Center's **Needs Grading** page.

