Blackboard: Create an Assignment

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

1. Open your Blackboard course and 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. Optionally, add **Instructions**, a **Due Date**, and attach 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, see Assignment Grade Settings.*

6. **Make the Assignment Available.**

   If needed, also limit when students can access it using the **Display After** and **Display Until** options.

   *Note: If you limit availability leave Make the Assignment Available checked.*

7. Click **Submit** to finish.

   *Note: 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.