Assignment Manager

Getting Started with Assignments (essay exams, reports, etc.)

1. Click on your course name in Blackboard.

2. Click on the Assignments section of your course.

3. Under Assessments, click on Assignments.
4. In the **Name and Color** box, type the name of the assignment.
5. In the **Instructions** box, enter directions if needed.

6. In the **Points Possible** box, enter the number of points available for the assignment.

7. Click the box next to **Make the Assignment Available**.

8. In the **Number of Attempts** section, enter the number of times students can submit their assignment.

9. Optionally, in the **Display After** box, you may enter the date and time the assignment will be available for students. Optionally, in the **Display Until** box, you may enter the date and time the assignment will no longer be available for students.

10. Click **Submit**.
Grading Assignments (essay exams, reports, etc.)

1. Click on your course name in Blackboard

2. Click on the Grade Center

3. Click on Full Grade Center

4. A green box with an exclamation mark indicates an assignment is available for grading. Hover over the circle with the down arrow to the right of the exclamation mark.

5. Click on Attempt followed by the date.
6. Click on the filename to the right of Attached Files to download the student’s submission.
7. In the Grade box, enter the number of points the student receives for the submission.
8. In the Feedback to User box, type any feedback you would like the student to see.
9. Click Submit.