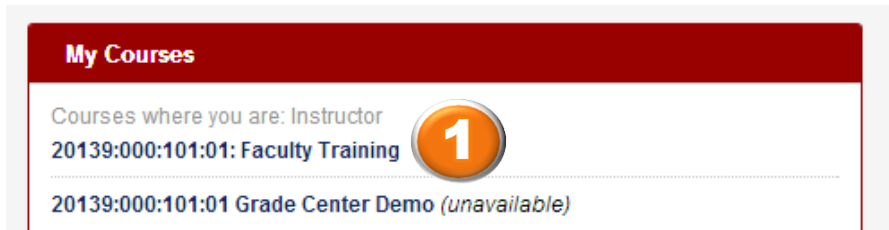


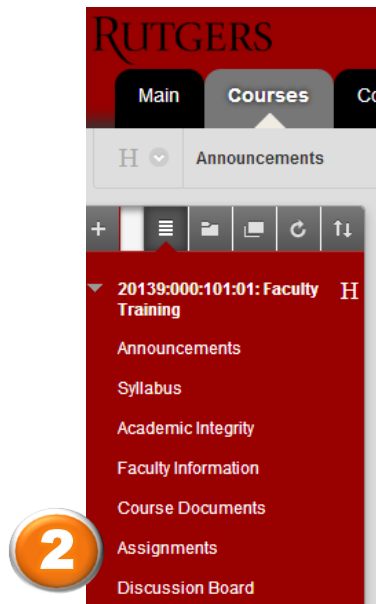
Assignment Manager

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

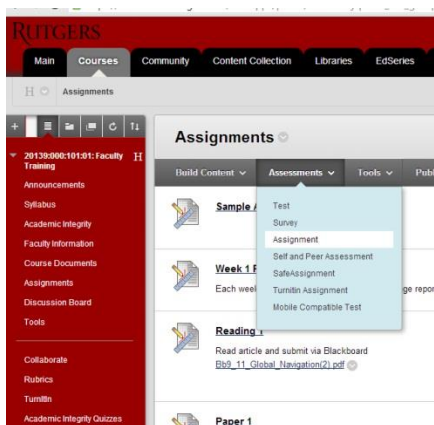
1. Click on your course name in Blackboard.



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.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades [More Help](#)

* Indicates a required field.

1. Assignment Information

* Name and Color

Mid-Term Exam Black

4

Instructions



5

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

3. Grading

* Points Possible

100

6

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

8. In the **Number of Attempts** section, enter the number of time 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.

4. Availability

7

Make the Assignment Available

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

Number of Attempts

- Allow single attempt
 Allow unlimited attempts
 Number of attempts:

8

Limit Availability

Display After

9

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

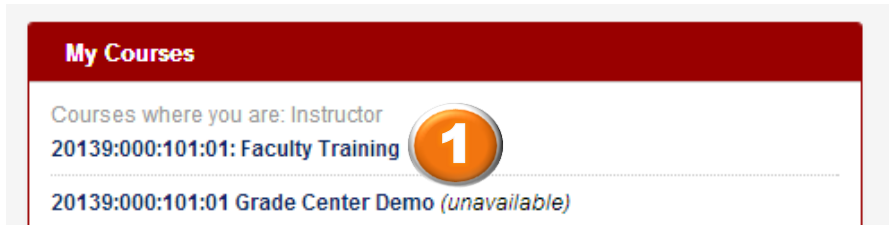
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

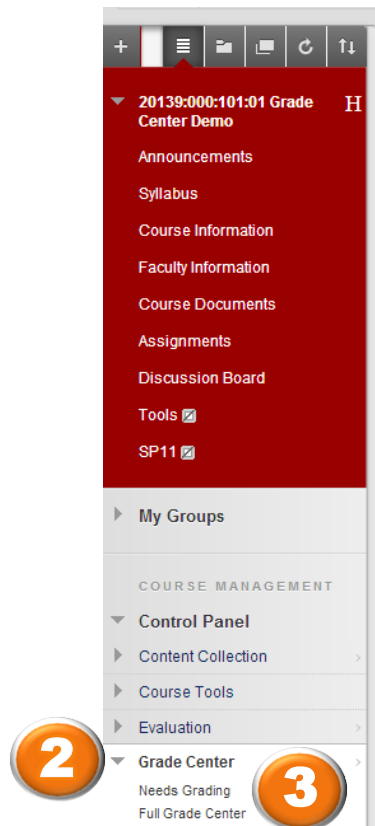
10. Click **Submit**.

Grading Assignments (essay exams, reports, etc.)

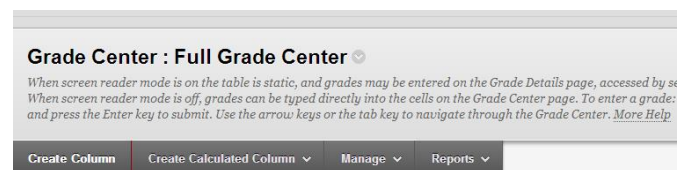
1. Click on your course name in Blackboard



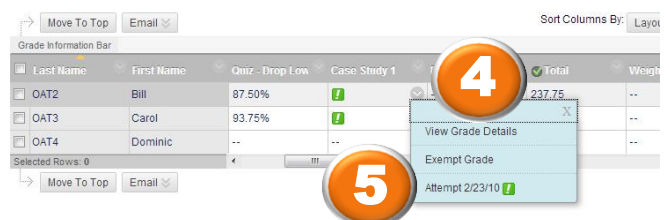
2. Click on the **Grade Center**
3. Click on **Full Grade Center**



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**.

2. Review Current Attempt

Submission

Attached Files

[Mid Term Essay by Dominic.docx](#)

6

Comments

3. Grade Current Attempt

* Grade

95

out of 100

7

Feedback to User

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Print, and other standard editing tools.

8

Very thorough analysis of the topic and clearly written.

Path: p

Attach File

Browse My Computer

Browse Content Collection