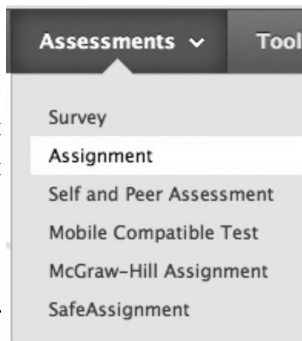


Instructors can add an Assignment within a content area.

Assignments give the option to attach a file and assign a point value. When an Assignment is created a corresponding item is automatically added to the Blackboard Grade Center. Students complete the assignment in a separate file and send it back to the Instructor.

1. Log on to <http://blackboard.olemiss.edu> and click on your course. Be sure you are in **Edit View**.

2. In a course content area, click the down-arrow on the Create Assessment menu and select "Assignment."



3. Add the name of the assignment and enter instructions.

4. Next, click Browse My Computer if you would like students to refer to a separate document:

Assignment Files

Attach File

- select the file from your computer
 - click Open to attach the file
 - These 3 steps can be repeated for attaching additional files for the same assignment.
5. For option 3, Grading: enter the points possible for the column being added to the grade center. Also, you can add/create a Rubric to use for grading the assignment and/or for student guidance.

Grading

* Points Possible

Associated Rubrics

6. Under option 4, Availability: select the relevant choices. The instructor may choose a single attempt, unlimited attempts or indicate a specific number of attempts. There can also be a date and time restriction for the availability of the assignment. It is also possible to track views by viewing a report associated with the assignment.

4. Availability

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:

Limit Availability Display After
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.

Track Number of Views

5. Due Dates

Submissions are accepted after this date, but are marked Late.

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

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one assignment. These students will have an overall grade for the assignment.

Recipients All Students Individually
 Groups of Students

7. If a due date for the assignment is indicated it will show up in the Notifications module. The instructor can indicate if the assignment is for "All Students Individually" or "Groups of Students." Click Submit when your settings are complete.
8. A confirmation message appears. The assignment is ready for students to complete.