Center for Online and Distance Education
Division of Academic Affairs
Blackboard "How-To" Resource

Create an Assignment

The Assignment content type in Blackboard allows instructors to collect files from students and grade the file submissions via the Grade Center.

1. Turn the **Edit Mode ON** and select a content area.
2. From **Assessments**, click **Assignment**.
3. Type a **Name** for the **Assignment**.
4. Type the instructions in the text box.
5. Click **Browse My Computer** to attach a file.
6. Enter the **Points Possible**.
7. Set any options such as Availability, Due Dates, Recipients and SafeAssign.
8. Click **Submit**.
9. To view submitted assignments, go to the course Grade Center. In the assignment column, click on the menu for the exclamation point icon, then click on Attempt to view an assignment.
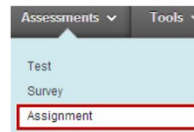
Contact the Center for Online and Distance Education for assistance with Blackboard: ctles@scsu.edu, Monday – Friday (excluding state holidays), 8:30 AM – 5:00 PM