Creating Assignments

1) Navigate to the appropriate content area of the Blackboard Course site.

2) Hover over <Assessments> and click on <Assignment>.

3) Put the name of the assignment in the Name textbox and select a corresponding color in the drop down menu.

4) Type instructions for the assignment in the Instructions textbox (optional).

5) Attach any necessary files from the computer by selecting <Browse My Computer> or from the Blackboard course by selecting <Browse Course>.

6) Put the points possible for the assignment and add a rubric (optional).

7) Select if and when to make the assignment available as well as how many attempts students are allowed to make.
8) Enter the due date for the assignment.

    **Due Date**

    ![Date](10/22/2012)  ![Time](11:59 PM)

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

9) Click `<Submit>`.