

## Creating Assignments with the Assignment Manager

### Why?

Submitting assignment files in is a convenient alternative to having students send assignment files via e-mail. Assignment files are stored in Blackboard instead of in an instructor's or TA's mailbox, are scanned for viruses by the server, and are marked with a timestamp. The Assignment Manager is the tool in Blackboard for managing assignments. Assignments are created within content areas. The tool features batch assignment downloading and Gradebook integration, so it is easy to match submitted files to individual students.

In the Assignment Manager, assignments are created within a content area (such as Course Materials) and the submitted files are downloaded from the Gradebook.

### Creating an Assignment

1. To set up an assignment, go to the *Control Panel* view or the *Edit View* of the content area you want to post the assignment in.
2. In the toolbar, select *Assignment* from the dropdown menu and click *Go*.



The Add Assignment page appears with four sections.

### Section 1: Assignment Information

1. In the *Name* field, enter the name of the assignment.

#### Caution

**Do not** include special characters in your Assignment Name. Spaces, dashes, and underscores are acceptable, but other characters (i.e. #, %, \$, etc.) can cause problems when downloading Assignments.

2. In the *Points Possible* field, enter the maximum number of points students can earn on the assignment. This is the point value that is used for the gradebook column.
3. If you want to specify a due date, click the checkbox in the *Due Date* field and select the date from the dropdown menus.
4. Type any instructions or notes into the *Instructions* box.

**1 Assignment Information**

\* Name

Choose Color of Name

Points Possible

Due Date  Jun 06 2007

**Instructions**

Normal 3 Times New Roman | **B** *I* U ~~S~~  $x_2$   $x^2$  | |

Complete the problems on the attached worksheet.

Path: [body](#)

## Section 2: Assignment Files

If you have an assignment file for students to download, such as a worksheet that needs to be filled in, click *Browse* to locate the file you want to attach and enter a name for the file in the *Name of Link to File* field. If you do not have any files to attach, skip this section.

**2 Assignment Files**

File To Attach

Name of Link to File

Currently Attached Files:

## Section 3: Options

1. To make the assignment available immediately, click *Yes* in the *Make the assignment available* field.
2. If you want to track student access to the assignment, click *Yes* in the *Track number of views* field.

3. If you want the assignment available only for a specific time period, click the checkboxes for *Display After* and *Display Until* and select the appropriate dates from the dropdown menus.

**3 Options**  
**Make the assignment available**  Yes  No  
**Track number of views**  Yes  No  
**Choose date restrictions**  
 Display After  
Jun 01 2007  
09 20 AM  
 Display Until  
Jun 01 2007  
09 20 AM

## Section 4: Submit

Click *Submit* to finish creating the assignment.

### TIP

The Assignment Manager only allows students to submit files once. To make sure your students understand how to submit assignments, post a low-stakes or ungraded assignment for them to "test-run" the feature before using it in a regular assignment.

After posting an assignment, it appears in the content area with a link for students to view and complete the assignment. A gradebook column is added to the Gradebook. You can view and download files, offer feedback to individual students, and post grades via the Gradebook.