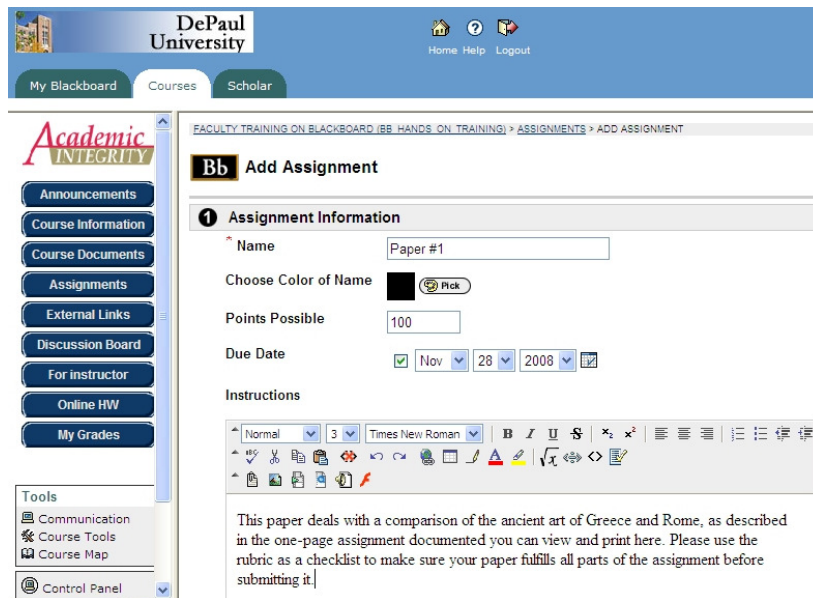
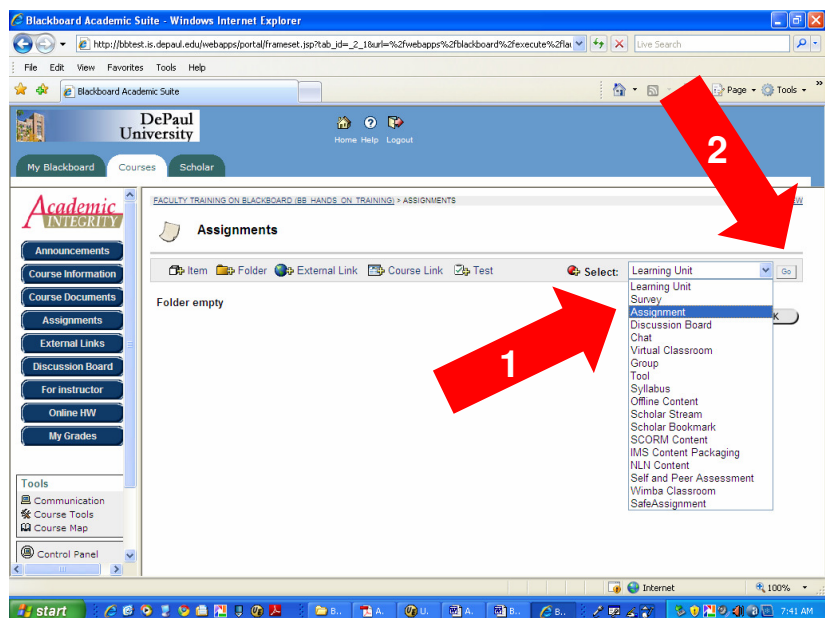


Assignment Function Background

Link together an assignment with its resources and rubrics, student feedback and grade by using Blackboard’s assignment function. You can insert an assignment in any Content Area button that you create or that exists in the default course setup including Course Information, Course Documents, Assignments, and External Links. **Note: Be aware that two “assignments” are referenced by this document: one refers to the course content area signified by the “Assignments” menu button along the left side of the course site, the other is the assignment function itself which has no necessary connection to the Assignments button.** This guide refers to the assignment function, not the menu button of this name, which is just a “content area” folder.

Create the Assignment

Experience indicates that students are most likely to satisfactorily complete an assignment when it is documented in a form they can readily print and use as a checklist and when a rubric is provided for grading. Form your assignment statement as a one-page document and output it as a .pdf file to make it easy for everyone to view and print. If you will be using a rubric form make it the second page of your document. Then to post the assignment go into the menu button where you wish to post it and select Assignment from the drop-down menu as shown by arrow 1, and click the Go button as shown by arrow 2. In response, Blackboard will give you the screen shown below:



On the **Add Assignment** screen at **1**, fill in the name, maximum number of points in your grading scale, the assignment due date, and a brief introduction to the assignment at Instructions. Then scroll down and make these entries:

- at **2**, browse and insert the file name of your assignment .pdf
- at **3**, click “Yes” to make the assignment visible to students and click “display after”
- at **4**, click Submit.

Your students will be able to view and print the assignment and will be able to make one submission of it. See “Grading Blackboard Assignments” for information on retrieving assignments.