# logo1Blackboard Assignments

## Quick Guide for Faculty

## About

The ***Assignment*** tool in Blackboard allows electronic assignment submission, collection and grading. Assignments can be added in any of the Content Areas. Once the Assignment is created, Blackboard automatically adds a column to the Grade Center where all of the submissions are collected and later graded by the faculty member. Assignments can be individual or group. If it is a Group Assignment, only one grade needs to be entered and it will automatically be assigned to the other members of the group.

## Tips

Considering the most important aspects and graded activities within your course, can you break them into smaller chunks and offer those graded activities as assignments? Can you create a worksheet for students, using Word, that includes instructions and questions? Breaking down graded activities into manageable chunks will be helpful for you and your students, and help us in our approach to technology equity. Think of how the student with the least amount of technology would access graded activities and use that approach when creating or asking for online content.

## Instructions:

1. Login to Blackboard and click on the course you would like to work in. Click on the Course Content link on the main course menu.
2. If you do not currently have folders set up in chronological order for the remainder of the semester, please do so now by scrolling over Build Content, clicking on Content Folder, and naming the folder either the week number or name, or by content theme. Continue this in chronological order for the remaining course weeks.
3. Starting in the content area that is associated with the Assignment (put the assignment link in the week or theme folder that you are wanting the students to submit the assignment in), scroll over Assessment and click Assignment.
4. Name the Assignment appropriately. In the text box, type instructions to students on how they should complete the assignment or type in your prompts. If you have a Word document as a worksheet, then click the attachment to find the document on your computer and attach it to the Assignment.
5. Scroll down to add a due date for the assignment (be lenient at this point to accommodate tech considerations), and assign a point value for the assignment.
6. Click Submit to create your Assignment. The link students will click on to upload their assignments should be visible on the screen.

\*Note: a Grade Center column is automatically created for each gradeable activity you create on Bb. To easily grade activities, go to the Grade Center link on the bottom of the Course Management menu (bottom left), click the Grade Center link, and then click Needs Grading to easily grade all activities on one screen. Start by clicking a student’s name.

## Visual of the Assignment Edit screen

