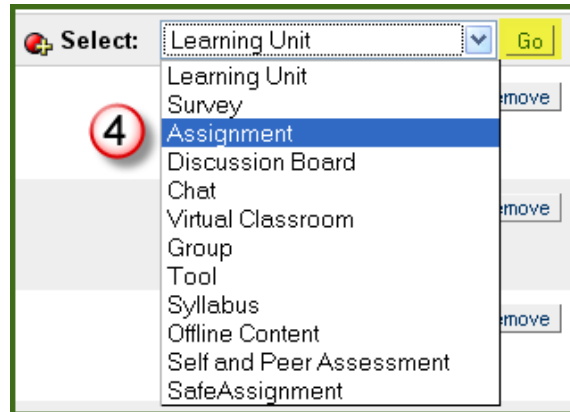
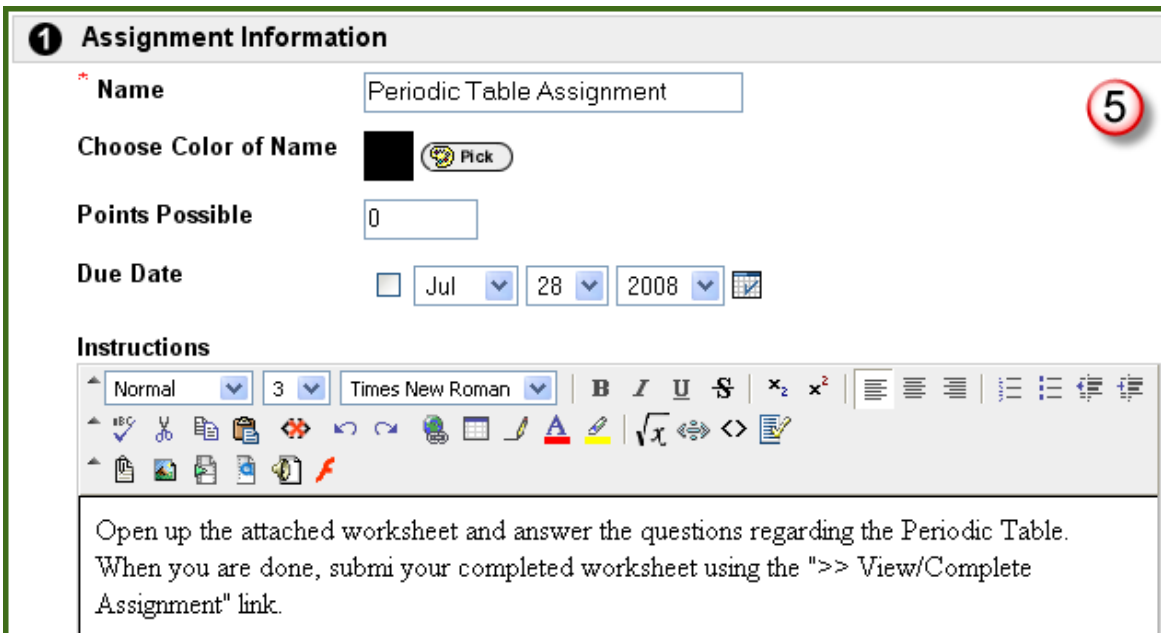


The term 'Assignment' is used in two ways within Blackboard – 'Assignments' is a Content Area where student assessments and activities are stored, and an 'Assignment' is a term used to denote a specific student activity, where students upload their completed work into Blackboard. This tutorial discusses this second type of 'Assignment'.

1. Log into your course using your instructor username and password.
2. Click on **Control Panel**.
3. Click on the **Content Area** (most likely '**Assignments**') where you would like to add the **Assignment**.
4. On the **Select** menu use the drop-down menu to select **Assignment**, then click **Go**.



5. Fill in the requested information for your Assignment. These include the:
 - **Name** for your **Assignment**. Note that this is the only *required* field.
 - **Color** for the **Name Link** (if you want something other than the default black font).
 - The **Points Possible**.
 - The **Due Date** (if applicable) by checking the box and selecting a date.
 - The Assignment **Instructions**.



1 Assignment Information

* **Name** 5

Choose Color of Name

Points Possible

Due Date Jul 28 2008

Instructions

Normal 3 Times New Roman B I U S x₂ x²

Open up the attached worksheet and answer the questions regarding the Periodic Table. When you are done, submit your completed worksheet using the ">> View/Complete Assignment" link.

6. Click the **Browse** button to **Attach local file** (from your computer).

7. Give the **Link a Name**.

2 Assignment Files

Attach local file (6)

Name of Link to File (7)

Currently Attached Files:

8. If you are ready to **Make the assignment available**, select **Yes**.
9. If you would like to **Track the number of views** select **Yes**.
10. If you would like the Assignment available for a restricted time select **Display After & Display Until** dates.
11. Click **Submit**.

3 Options

Make the assignment available Yes No (8)

Track number of views Yes No (9)

Choose date restrictions

Display After (10) Display Until

Jul 29 2008 08:40 PM Jul 29 2008 08:40 PM

For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.