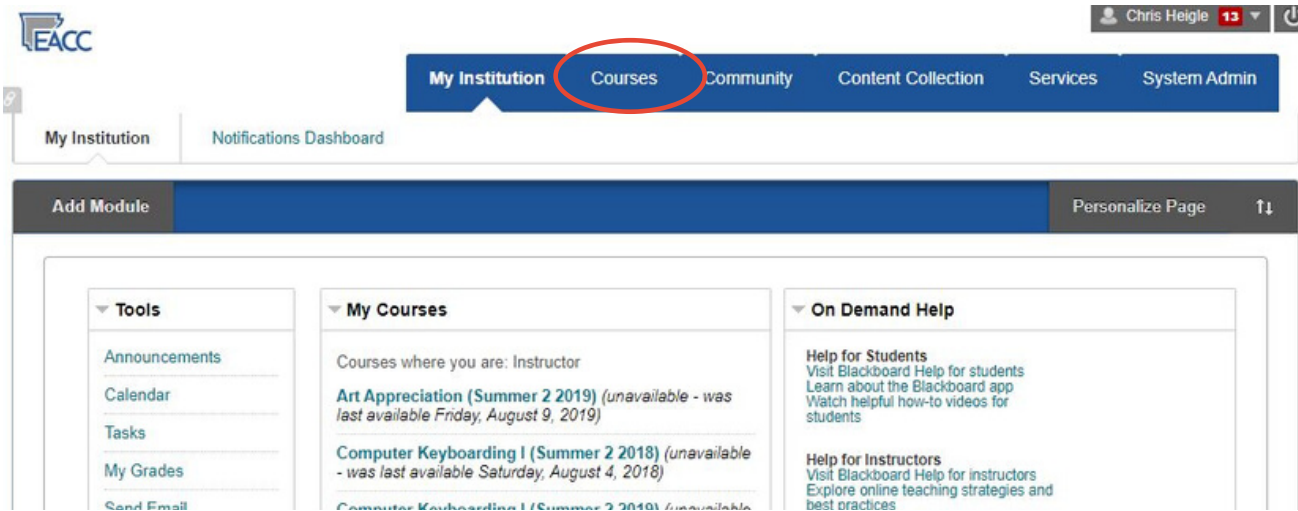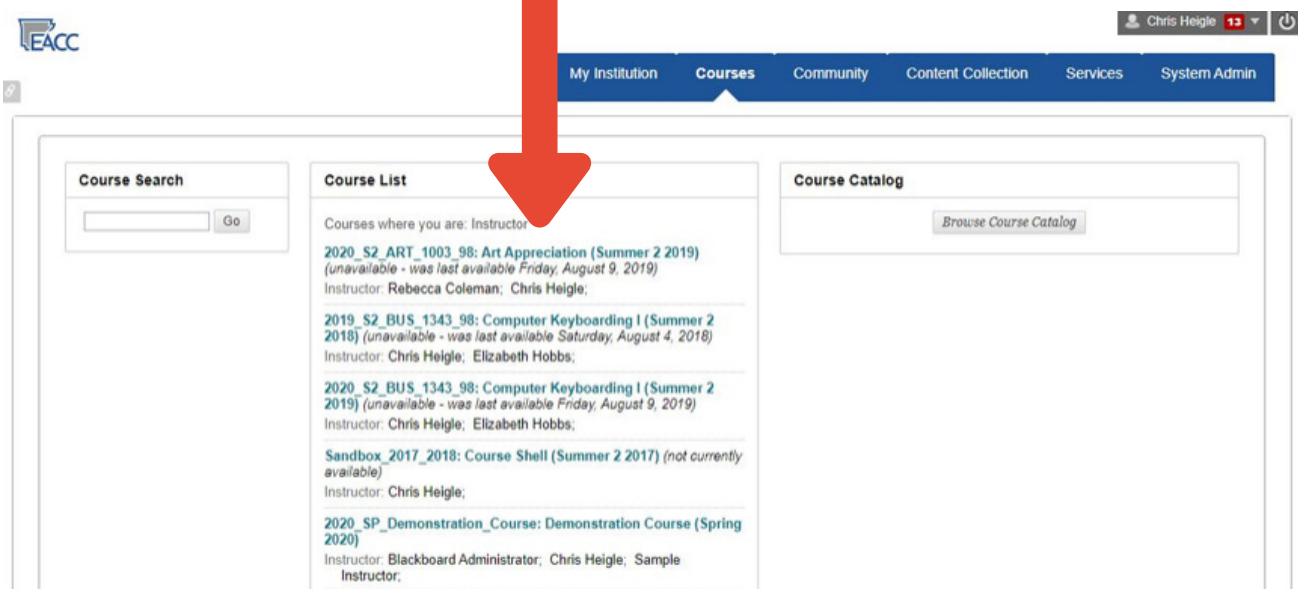# Creating an **Assignment** in Blackboard

STEP 1

Once you're logged in to Blackboard, click the "Courses" tab at the top right of the landing page.

STEP 2

Once on the **Courses** page, click on the course for which you are creating an assignment.

STEP 3

Once in your course, click on the "Grade Center" link in the left navigation bar.

STEP 4

To create a new assignment, click the "Create Column" link at the top left of the Grade Center.

STEP 5

When you add a column, a new page will open that will allow you to set the parameters for a specific assignment.

Step 5.a (Column Name)
Name the assignement.

Step 5.b (Grade Center Name)
Name the assignement.

Step 5.c (Description)
Create the instructions for the assignment with the content editor options.

This can be as simple or complex as you would like for it to be.

Step 5.d (Primary Display)
Set the score type used for your course grading.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable i automatically graded can be measured in the Grade Center by creating a Grade Colu

✻ *Indicates a required field.*

COLUMN INFORMATION

✻ Column Name

Grade Center Name

Description

Path: p

Primary Display

Score
Score
Letter
Text
Percentage
Complete/Incomplete

East Arkansas
COMMUNITY COLLEGE

STEP 6

Complete the assignment by defining the dates, and change the options if needed. Once complete, click "Submit".

DATES

Date Created	Feb 17, 2020
Due Date	

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

OPTIONS

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations ◉ Yes ○ No

Show this Column to Students ◉ Yes ○ No

Show Statistics (average and median) for this column to Students in My Grades ○ Yes ◉ No

*Click **Submit** to proceed.*

Cancel   Submit