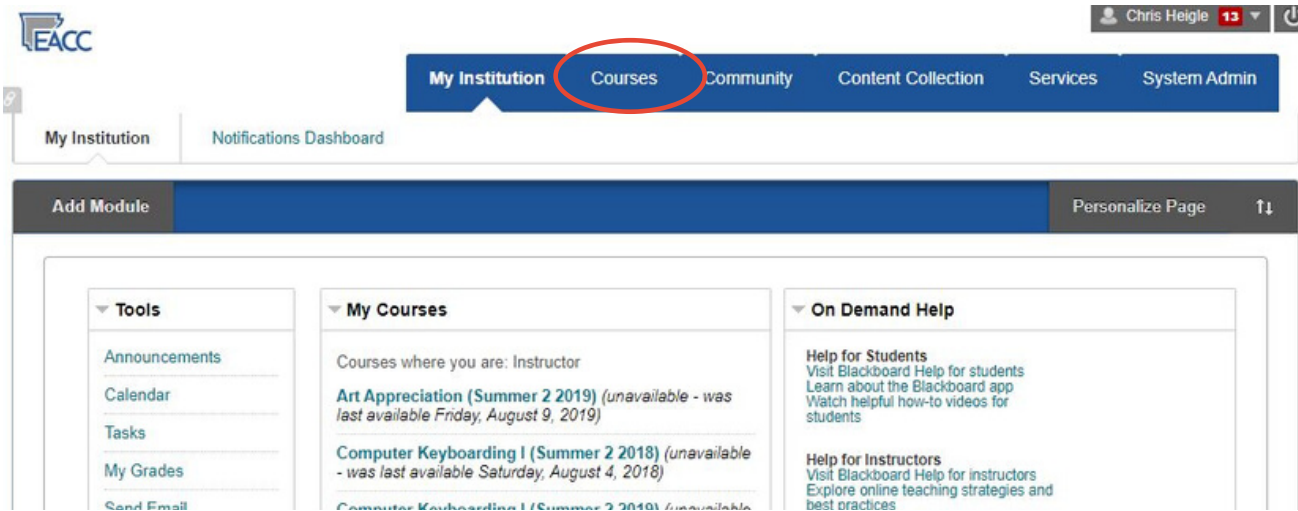


# Creating an Assignment in Blackboard

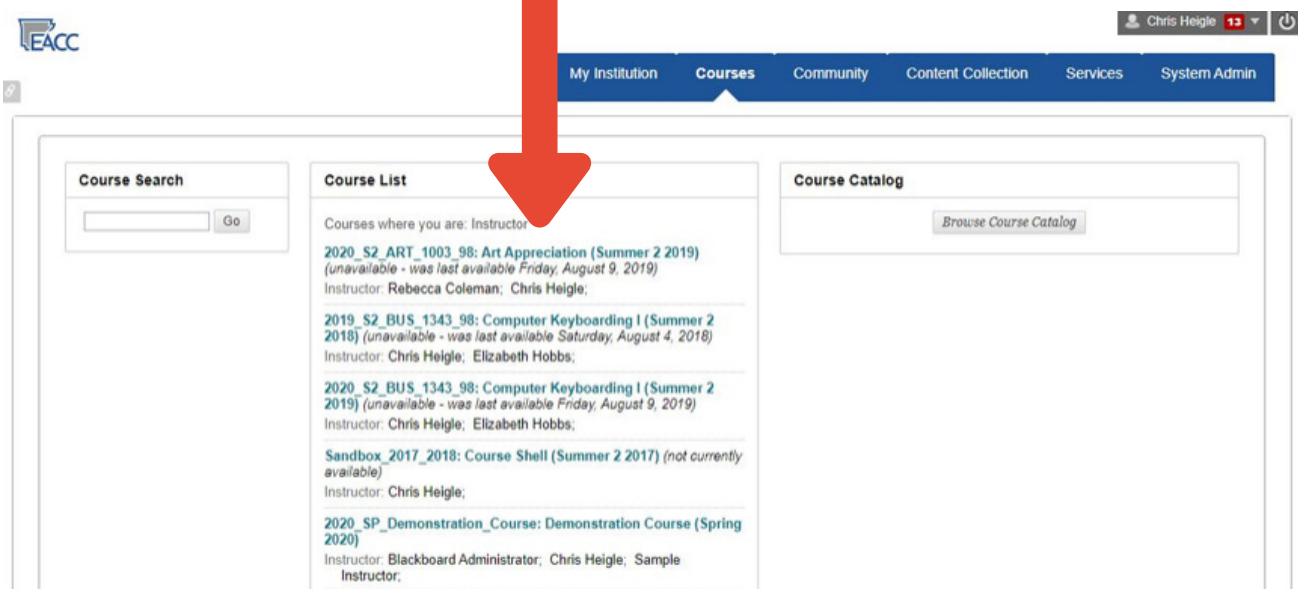
## STEP 1

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.



# Creating an Assignment in Blackboard

## STEP 3

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

The screenshot shows the Blackboard interface for a course titled "Blackboard Training #1". On the left, the "Grade Center" link in the navigation bar is circled in red. The main content area displays course details such as "Course Number and Name: Blackboard Training #1", "Prerequisites and/or Corequisites: None", and "Text and Required Materials".

## STEP 4

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

The screenshot shows the "Grade Center : Assignments" page. The "Create Column" link in the top navigation bar is circled in red. Below the navigation bar, there is a table of student information. The table has columns for Last Name, First Name, Username, Student ID, Last Access, Availability, and Assignment #1. The data rows show students like Brock, Brown, Bumgarner, Campbell, and Cooper.

Last Name	First Name	Username	Student ID	Last Access	Availability	Assignment #1
Brock	Jackson	jbrock			Available	--
Brown	Kevin	kbrown			Available	--
Bumgarner	Mike	mbumgarner			Available	--
Campbell	Lynette	lcampbell			Available	--
Cooper	William	wcooper			Available	--

# Creating an Assignment in Blackboard

## 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 assignment.

**Step 5.b (Grade Center Name)**  
Name the assignment.

**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.

The screenshot shows the 'Create Grade Column' form. At the top, there is a blue header with the title 'Create Grade Column' and a sub-header 'Grade Columns represent any student effort that is measured. Columns for gradable items automatically graded can be measured in the Grade Center by creating a Grade Column'. Below the header, there is a note: '\* Indicates a required field.' The form is divided into sections. The first section is 'COLUMN INFORMATION', which contains two required fields: 'Column Name' and 'Grade Center Name', each with an empty text input box. Below this is the 'Description' section, which features a rich text editor with various formatting options like bold, italic, underline, text color, background color, paragraph, list, link, and image. At the bottom of the form, there is a 'Path' field with the value 'p'.

Primary Display

A dropdown menu showing the 'Primary Display' options. The current selection is 'Score'. The menu is open, showing the following options: 'Score', 'Letter', 'Text', 'Percentage', and 'Complete/Incomplete'.

# Creating an Assignment in Blackboard

## 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