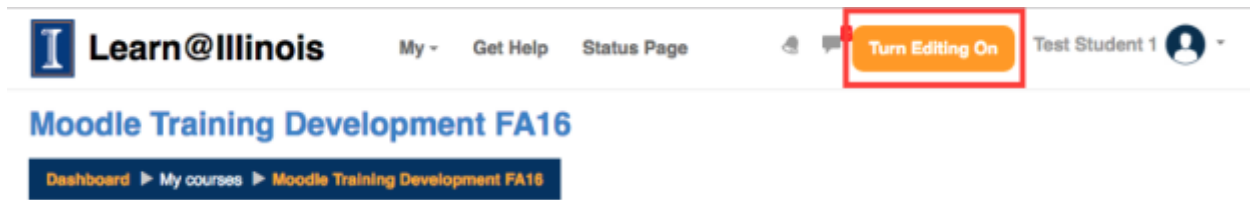
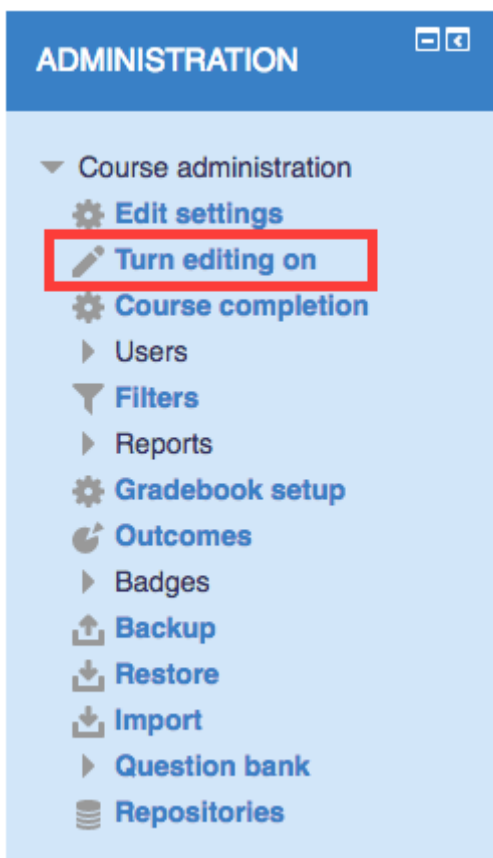


Creating an Assignment

To create an assignment, you first need to turn editing on. One way to do so is by clicking the **Turn Editing On** box located at the top right of the page.









You can also do so by clicking on **Turn editing on** under the administration box located at the left-hand side of the screen.



Then, locate the section you would like to add an assignment to and click **Add an activity or resource**

✦ Week 1 [↗](#)

[Edit](#) ▾

















- ✦  [syllabus](#) [↗](#) [Edit](#) ▾
- ✦  [Week 1 Reading Discussion](#) [↗](#) [Edit](#) ▾ 
- ✦ [This is a label!](#) [↗](#) [Edit](#) ▾
- ✦  [Week 1 Discussion Forum Grades](#) [↗](#) [Edit](#) ▾ 
- ✦  [Tentative Schedule](#) [↗](#) [Edit](#) ▾

[+ Add an activity or resource](#)

Locate **assignments** in the activities list, and then click **Add**.

Add an activity or resource ✕

ACTIVITIES

-  Advanced Forum
-  Assignment
-  Attendance
-  Blackboard Collaborate
-  Blackboard Collaborate Ultra
-  Certificate
-  Certificate (Custom)
-  Chat
-  Choice
-  Database
-  External tool
-  Feedback
-  Forum
-  Glossary
-  Group choice
-  Illinois Media Space Assignment

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

[More help](#)

[Add](#) [Cancel](#)

You will need to give the assignment a name in the **Assignment** name box and if you wish to add a description to the assignment, you may do so in the **description box**. The description should include instructions for the assignment.

▼ **General**

The screenshot shows the 'General' section of an assignment creation form. At the top, there is a text input field labeled 'Assignment name*' which is highlighted with a red rectangular box. Below this is a 'Description' section. It features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, and other editing functions. Below the toolbar is a large, empty text area for the description, which is also highlighted with a red rectangular box.

If you would like the description to display on the main course, click the **Display description on course page** box. If you would like to include any additional files that students need to look at, you can do so in the **Additional Files** section.

This screenshot shows the lower portion of the assignment creation form. The 'Assignment name*' field is at the top. Below it is the 'Description' rich text editor. Underneath the description editor is a checkbox labeled 'Display description on course page', which is highlighted with a red rectangular box. Below the checkbox is the 'Additional files' section, also highlighted with a red rectangular box. This section includes a file manager interface with a 'Files' folder icon and a large dashed rectangular area containing a blue downward-pointing arrow and the text 'You can drag and drop files here to add them.' The text 'Maximum size for new files: 1GB' is visible in the top right corner of this section.

In the **Availability** section, you can choose when students begin submitting assignments by changing the drop downs next to **Allow submissions from**. You can change the due date of the assignment by changing the drop downs next to **Due Date**. If you would like submissions to be open at all times, you may uncheck either **Enable** box next to the “due date” or “allow submissions from” sections.

Availability

Allow submissions from Enable

Due date Enable

Cut-off date Enable

Always show description

There is an option called **Cut-off date**. If this option is enabled, assignments will not be allowed to be submitted past the date/time that you have specified. Assignments submitted past the due date will be marked as “late” so you will know which assignments were submitted on time.

The next section is labeled as **Submission Type**. This is where you will choose what type of submission is needed for this assignment.

Submission types

Submission types Online text File submissions UI Activity Grader

Word limit Enable

Maximum number of uploaded files

Maximum submission size

Accepted file types

File submissions is the default setting for submission types and allows students to upload a file(s) for submission. You can change the maximum # of uploaded files by clicking the drop down next to **Maximum number of uploaded files**.

If the **online text** submission type is selected, students will be given a text box on the submission page to type a submission into. NOTE: You can choose more than one submission type for an assignment to be displayed on the submission page.

The next section covers **Feedback types**. Feedback comes into play when grading an assignment.

▼ Feedback types

Feedback types Feedback comments Feedback files Offline grading worksheet

Comment inline

Feedback comments will give you a field to type comments into that a student can see about their assignment. **Feedback files** will allow you to upload a file that has feedback in it for students to view or listen to (these files may be, but are not limited to: marked up student submissions, documents with comments or spoken audio feedback).

If you decide to select **feedback comments**, you will have the option to enable **comments inline**. This will only apply if you have chosen **online text** as your submission type.

▼ Feedback types

Feedback types Feedback comments Feedback files Offline grading worksheet

Comment inline

If enabled, the submission text will be copied into the feedback comment field during grading. This will make it easier to comment in line with the text (possibly adding a different color, or to edit the original text).

The next section is **Submission settings**. If **Require students click submit button** is enabled to “Yes”, the student will have to click a submit button to submit their assignment as final. This will allow students to keep a saved draft of their work on the system.

▼ Submission settings

Require students click submit button

No

Require that students accept the submission statement

No

Attempts reopened

Never

Maximum attempts

Unlimited

If **Require that students accept the submission statement** is enabled to “Yes”, this will require students to read and accept a statement saying that the work they have submitted is their own work.