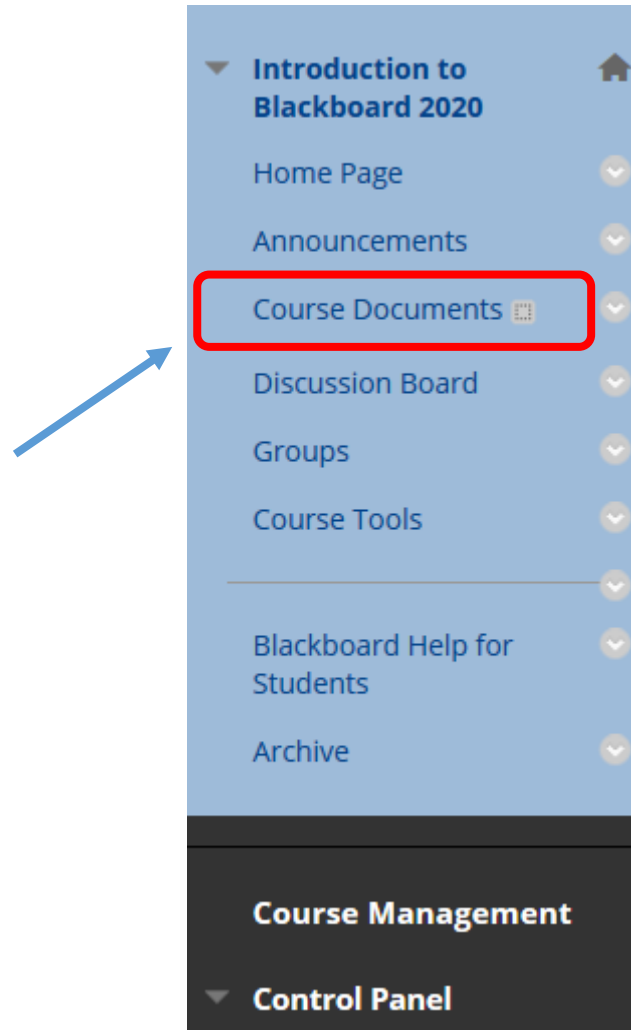


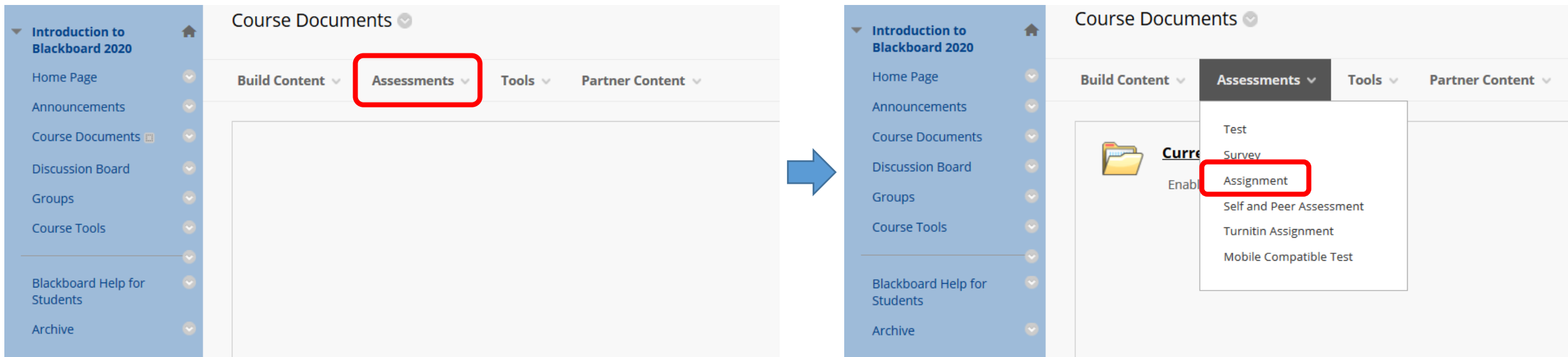


How to Create an Assignment Link on Blackboard

1. Log in to the Course on Blackboard. Go to a content area in your course, like ***Course Documents***.



2. Click **Assessments**, and then click **Assignment** from the drop down menu.



3. Enter a **title** for the assignment link, a **description** of the assignment (perhaps instructions, etc.) in the text box, and **attach** any relevant files. In this example, we are creating an assignment link for Homework #1, with a short description, and no attachments. Scroll down to the next section once ready.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

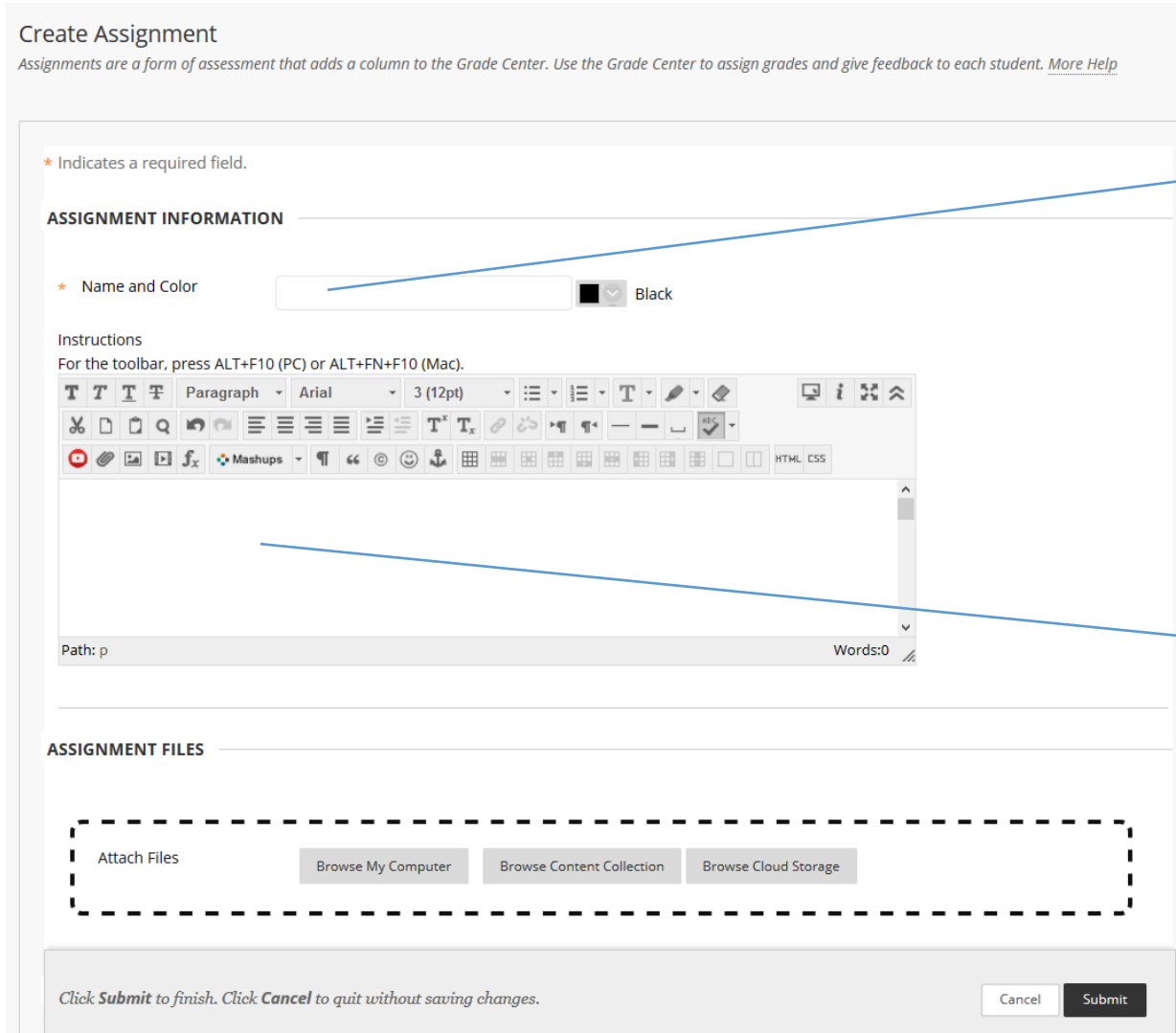
* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p Words:0

ASSIGNMENT FILES

Attach Files

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

ASSIGNMENT INFORMATION

* Name and Color

Black

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please read the excerpt from the text on page 53 (bottom right of the page). Write a response to the question the author poses using Microsoft Word, and upload the file to this assignment link.

Path: p

Words:36

4. **OPTIONAL**: Enter a due date for the assignment. If a student submits their work to an assignment link after the due date it is marked **Late**.

Click the box marked in red below to enable the Due Date option. Then enter a date and time after which all submissions will be marked **Late**. Scroll down once ready.

ASSIGNMENT FILES

Attach Files

DUE DATES

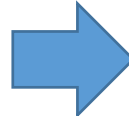
Submissions are accepted after this date, but are marked **Late**.

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

GRADING

* Points Possible

Associated Rubrics



ASSIGNMENT FILES

Attach Files

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

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

GRADING

* Points Possible

Associated Rubrics

5. Enter the total **Points Possible** a student can earn for completing this assignment.

Move on to the **Availability** section.

DUE DATES

Submissions are accepted after this date, but are marked **Late**.


Due Date 06/19/2020

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

GRADING

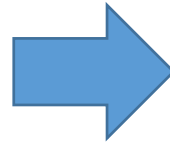
* Points Possible

Associated Rubrics

Add Rubric 

| Name | Type | Date Last Edited |
|------|------|------------------|
|------|------|------------------|

[Submission Details](#)



DUE DATES

Submissions are accepted after this date, but are marked **Late**.


Due Date 06/19/2020

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

GRADING

* Points Possible

Associated Rubrics

Add Rubric 

| Name | Type | Date Last Edited |
|------|------|------------------|
|------|------|------------------|

[Submission Details](#)

4. Under the **Availability** section select **Make the Assignment Available** if you are ready for students to view and submit to the assignment link in your course.

OPTIONAL:

You can configure each **Assignment Link** you create (by following this guide) to schedule the links to appear and disappear from Student's view of your course progressively throughout the semester, without having to manually intervene or set a due date. Assignment links will appear for students at the set Date / Time under **Display After**, and disappear at the set Date / Time of **Display Until**.

Click the boxes to the left of **Display After** and **Display Until** to activate those features.

In this example, I will configure *Homework #1* to **Display After** on June 8th at 12:55pm, and **Display Until** on June 15th, 2020 at 11:59pm.

The image shows two side-by-side screenshots of the 'AVAILABILITY' section in a course management system, connected by a blue arrow pointing from left to right. Both screenshots show the 'Make the Assignment Available' checkbox checked. The 'Limit Availability' section is expanded, showing 'Display After' and 'Display Until' options. In the left screenshot, the 'Display After' and 'Display Until' checkboxes are unchecked. In the right screenshot, both are checked, and the date and time fields are filled with '06/08/2020 12:55 PM' and '06/15/2020 11:59 PM' respectively. Red boxes highlight the checked checkboxes and the filled date/time fields in both screenshots.

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After

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

Display Until

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

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After 06/08/2020 12:55 PM

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

Display Until 06/15/2020 11:59 PM

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

5. Click **Submit** on the bottom right to finalize **Assignment Link** creation. Continue on the next page for an example of what the **Assignment Link** will look like for students.

GRADING

* Points Possible

Associated Rubrics

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
|------|------|------------------|-------------------------|

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After


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

Display Until

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

Track Number of Views

Click **Submit** to finish. Click **Cancel** to quit without saving changes.



Below is a screenshot of the **Assignment Link** created in this guide. Students would click the **title of the Assignment Link** to submit their work.

The screenshot displays the Blackboard user interface. At the top, a purple banner indicates "Success: Homework #1 created." Below this, the "Course Documents" section is visible. A navigation bar includes "Build Content", "Assessments", "Tools", "Partner Content", and "Discover Content". The main content area shows a folder named "Current Events" with "Statistics Tracking" enabled. Below it, an assignment link titled "Homework #1" is highlighted with a red box and a blue arrow. The assignment description reads: "Please read the excerpt from the textbook on page 53 (bottom right of the page). Write a response to the question the author poses using Microsoft Word, and upload the file to this assignment link."