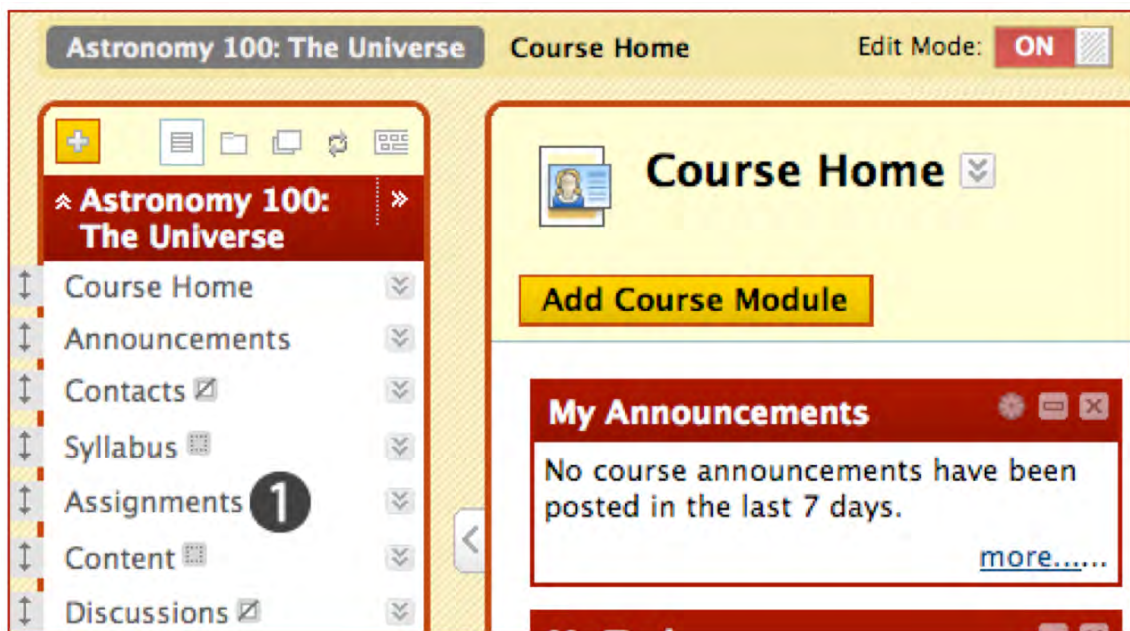


Topic: Creating Assignments

- 1 In **Edit Mode**, access the **Assignments** Area.
- 2 On the Content Area's Action Bar, click **Evaluate**.
- 3 On the drop-down list, select **Create Assignment**.
- 4 On the **Create Assignment** page, enter a **Name**.
- 5 Add **Instructions** for the assignment, if desired. Format the text with the Text Editor, if desired.
- 6 Optionally, **Browse** for a file from your local computer or to link to from the **Content Collection**. Confirm your choice by clicking **Attach File**.
- 7 Enter **Points Possible**.
- 8 Select the checkbox to **Make the Assignment Available**. Select more options for **Availability**, if desired.
- 9 Optionally, select a **Due Date**.
- 10 Select the radio node by the intended **Recipients**.
- 11 Click **Submit**.





Assignments ▾

2

Create Item

Build ▾

Evaluate ▾

Collaborate ▾

More ▾

Folder empty

- > Create Test
- > Create Survey
- > Create Assignment 3
- > Create Self and Peer Assessment
- > Create SafeAssignment



Edit Assignment: Planet Paper

* Indicates a required field.

Cancel

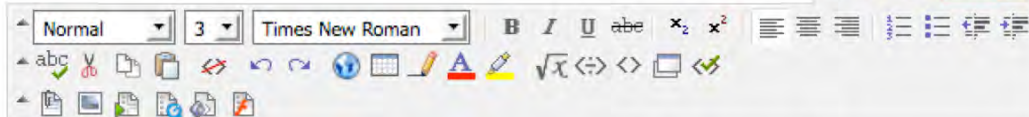
Submit

1. Assignment Information

* Name and Color Planet Paper 4 Black

Instructions

Visual Editor: ON



Please write a 1500 word essay about a planet of your choice. Use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the science of astronomy. 5

Path: [body](#)

2. Assignment Files

Attach File Browse for Local File 6

Selected File

File Name 212.pdf

Name of link to file Planet Paper Rubric

Attach File

Do not attach

Attached files

File Name

Link Title

3. Grading



★ Points Possible **7**



4. Availability

☒ Make the Assignment Available **8**

This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts ☐ Allow single attempt
☒ Allow unlimited attempts
☐ Number of attempts:



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

5. Due Dates

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

Due Date   **9**

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients ☒ All Students Individually **10**
☐ Groups of Students

7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes. **11**

When attaching a file, you can name the link of the uploaded file. The link name entered is displayed in the Content Area. If you do not enter a new link name, the file name is used.

Blackboard 9 @ USC Quick Steps


Under Availability, if you allow more than one attempt, Grade Center uses the most recent attempt. A different attempt can be used for the score by editing the column in the Grade Center.

The interactive calendar interface allows you to select dates easily.

5. Due Dates

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

Due Date ☐



May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today is: Friday, May 1, 2009

If Groups of Students are selected as the recipients, a link to the assignment will automatically appear on the Group Homepage, and in the Content Area where it was created. Only the intended Group members will be able to see it in the Content Area.