

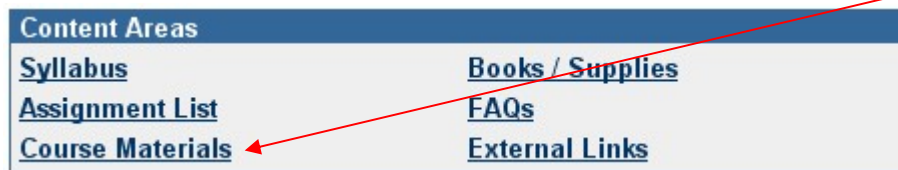
# Blackboard Quick Reference Guide

## Adding Assignments with Assignment Manager

Instructors can now create assignments in any area of their course. Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back (digitally) to the instructor through the same area in which the assignment was originally created. Assignments can be downloaded and graded directly through the Gradebook. This new feature has virtually replaced the Digital Drop Box.

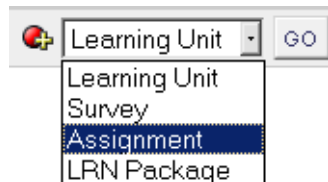
### Adding Assignments

**Step 1:** Click on any *Content Area* of Control Panel in which you want to place an assignment. You will probably want to put the assignments in with the rest of your content under Course Materials.



You can add assignments to any Content Area.

**Step 2:** Choose *Assignment* from the drop down menu on the top right of the window and click **GO**.



**Step 3:** Type the assignment information into the boxes.

**Name:**  Enter the name of the Assignment. This name will also appear in the Gradebook (so keep it short).

**Color:**  **Points Possible:**  Enter the points the assignment is worth. This will also appear in the gradebook.

**Instructions:**

**Step 4:** Choose the options for the assignment.

**2 Availability Options**

Do you want to make the assignment visible?:  Yes  No

Do you want to track the number of views?:  Yes  No

Availability Dates:

Display After  
May 02 2004   
07 25 PM

Display Until  
May 02 2004   
07 25 PM

This determines whether students will be able to view the content or not. The Display After / Display Until option will override this.

Selecting Yes allows you to track student activity in Blackboard.

You can control the display dates of the content.

Click on the **Display After** checkbox to set the day/time the content appears to students

Click on the **Display Until** checkbox to set the day/time the content will disappear for students

You can modify/change this option at any time.

**Step 5:** Attach any files students need to complete the assignment.

File To Attach:

Name of Link to File:

Currently Attached Files:

**Step 6:** Click .