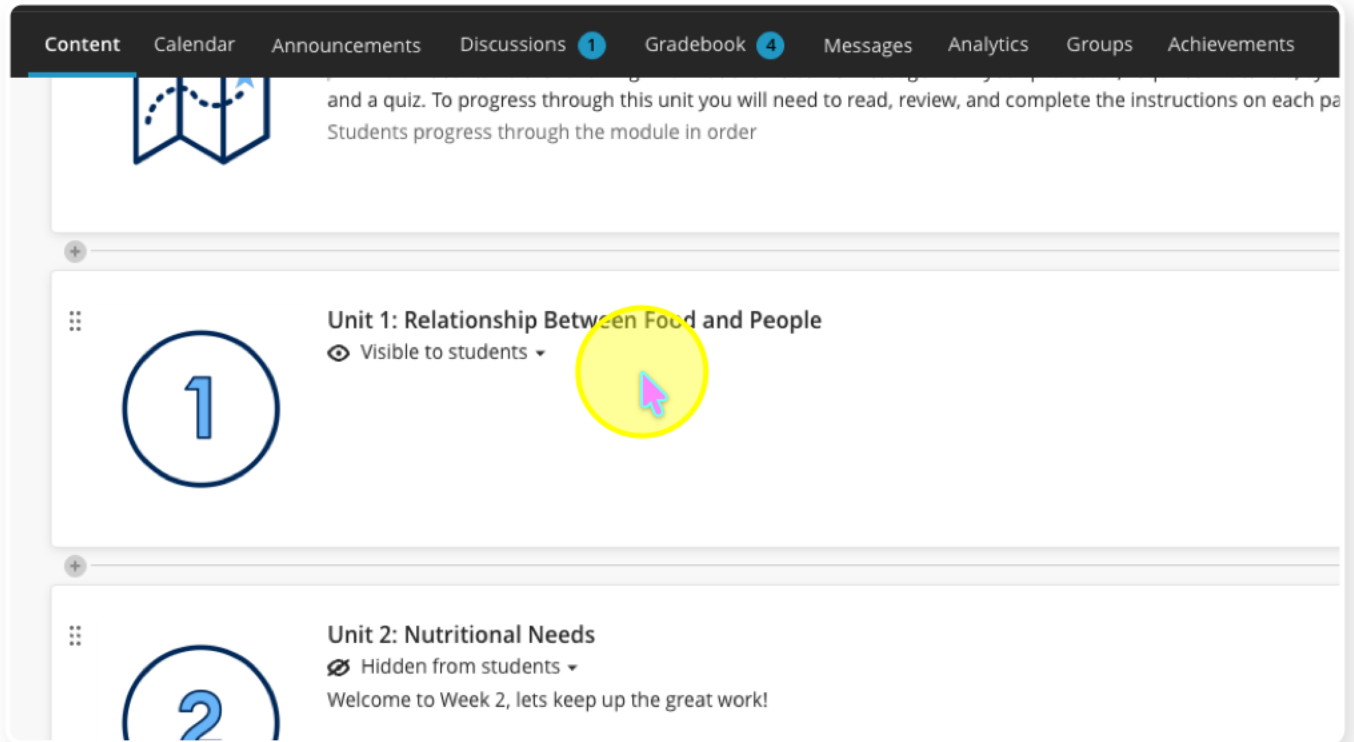
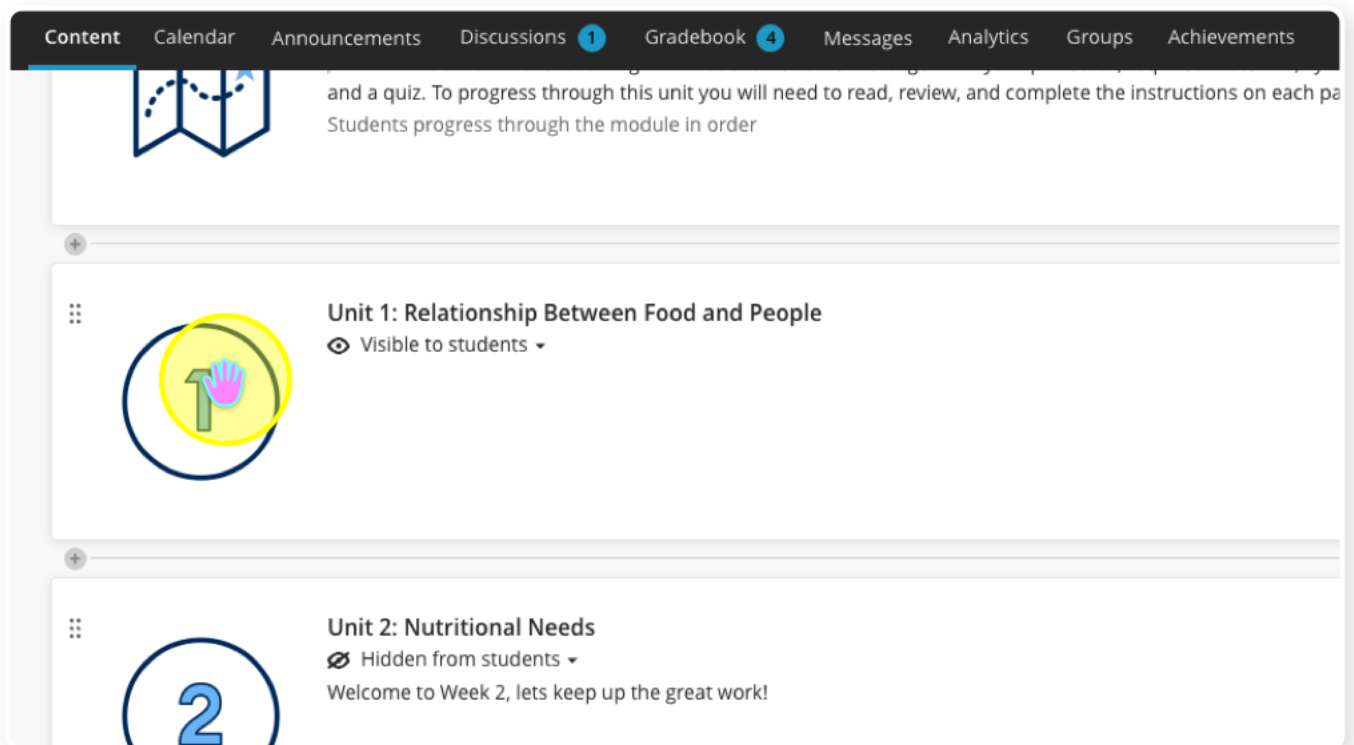


Building and Setting up an Assignment

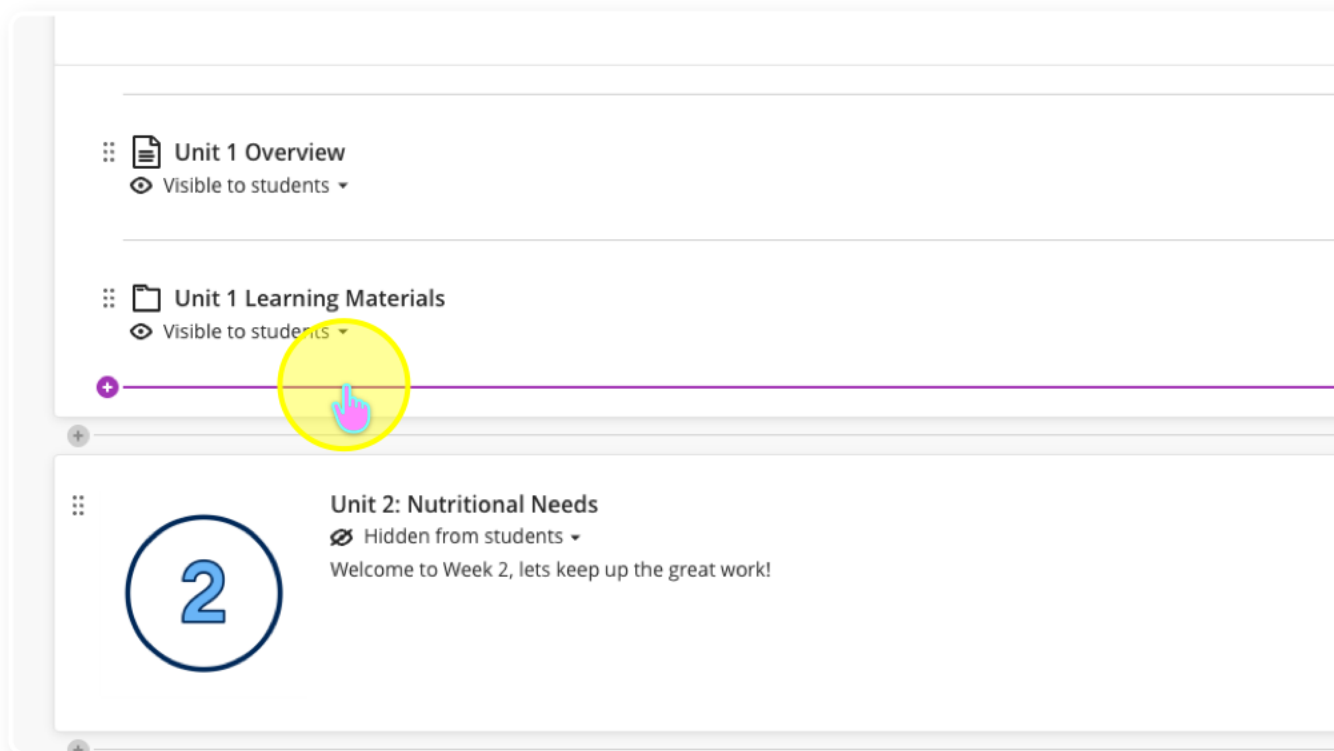
1 Locate the module where you want to place your assignment.



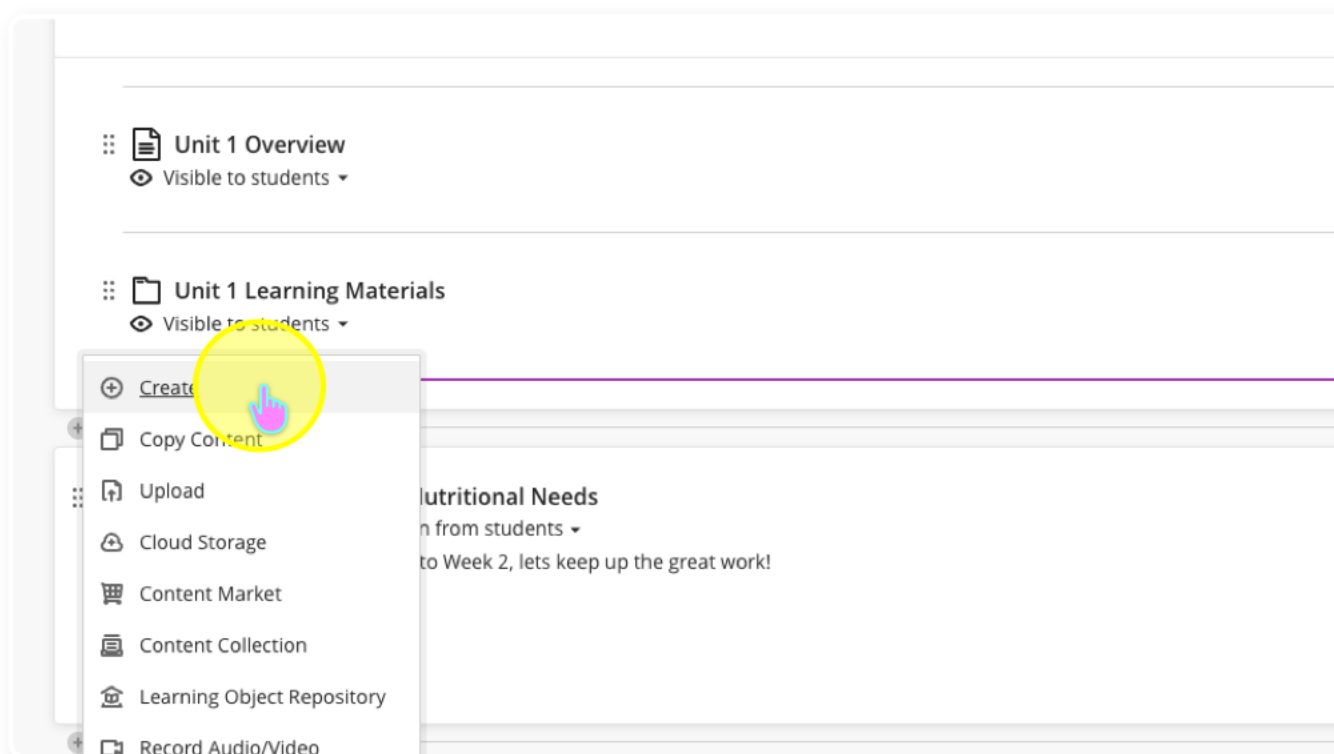
2 Open the module by clicking on the picture.



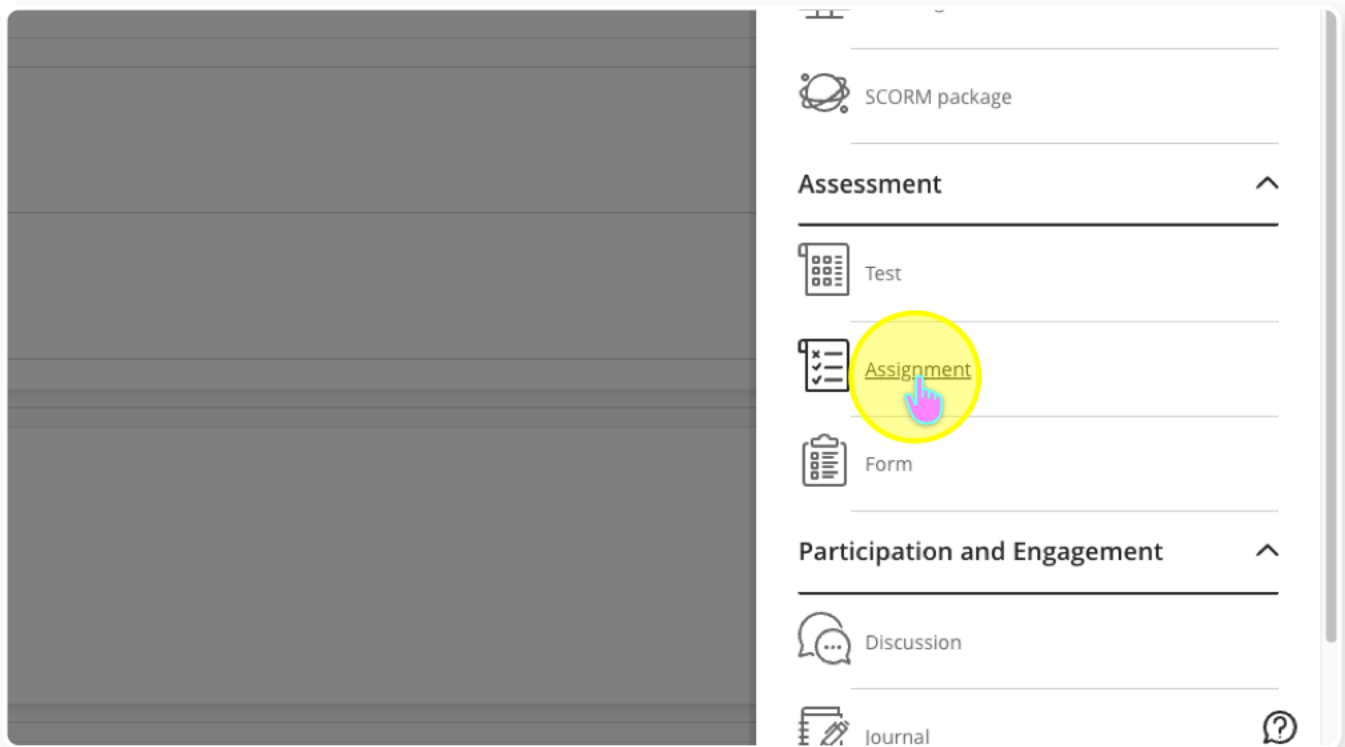
3 However under the Unit Learning Materials Folder and click on the purple line.



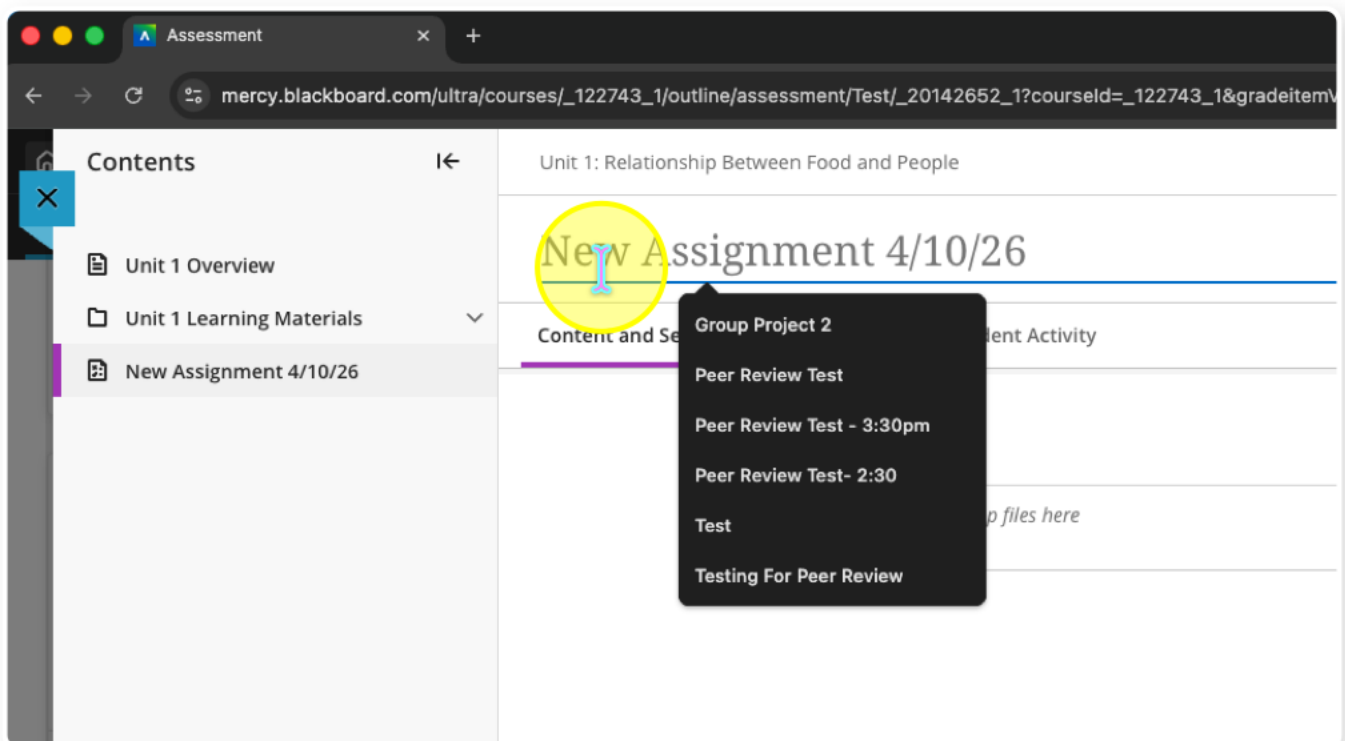
4 On the panel, click “Create”



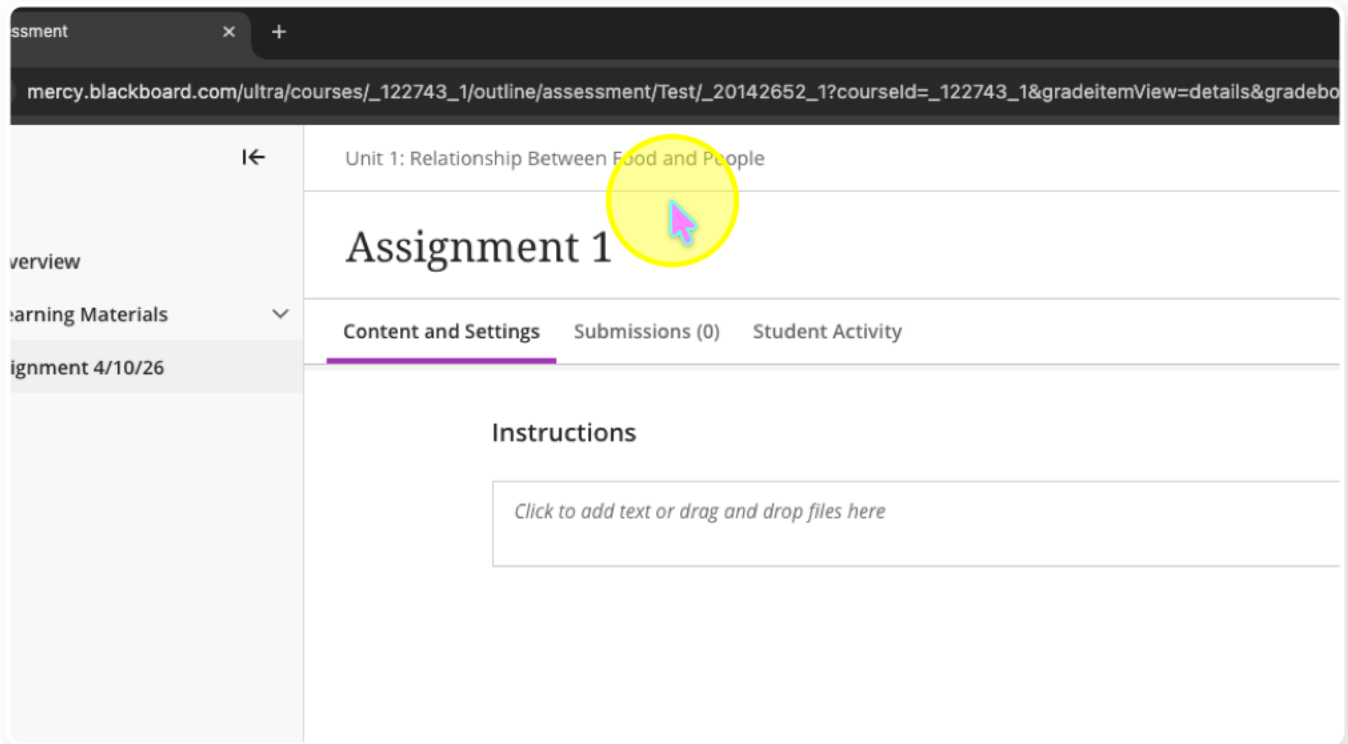
5 Click on "Assignment"



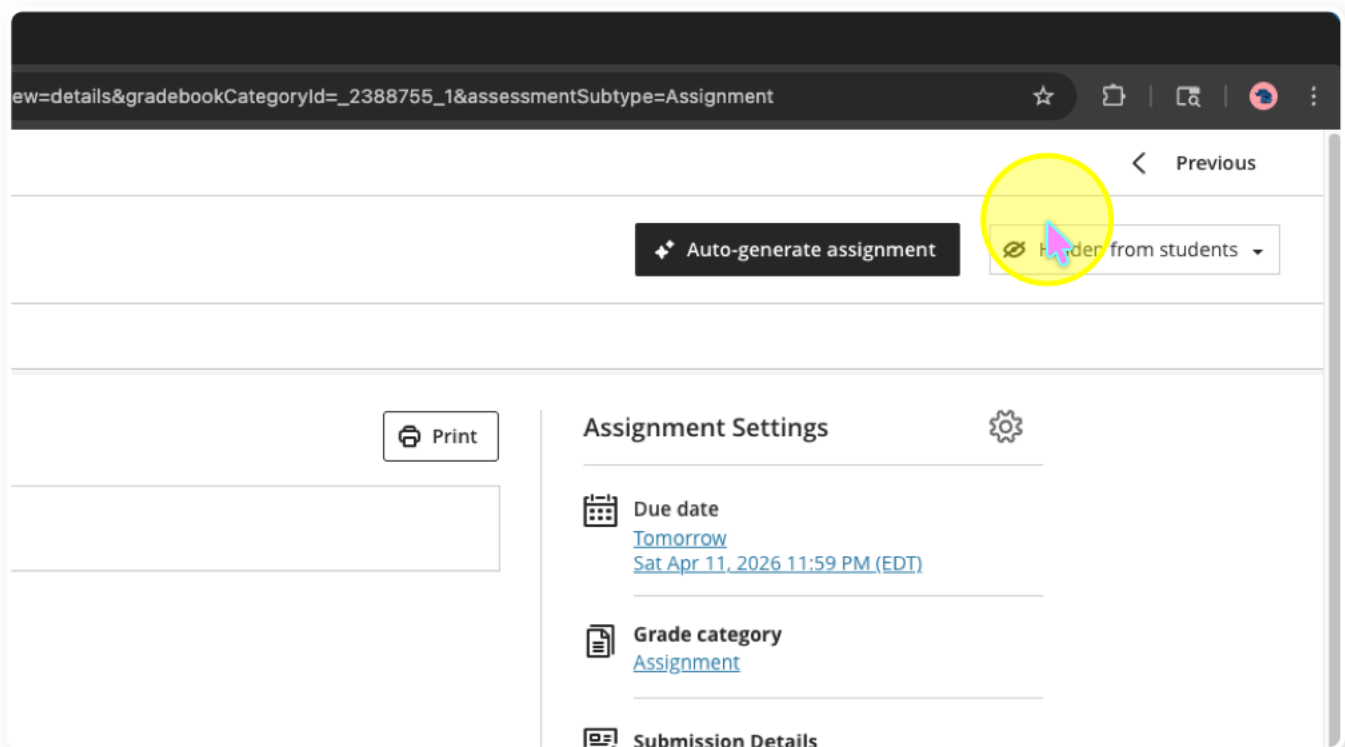
6 Click on "New Assignment" to title your assignment



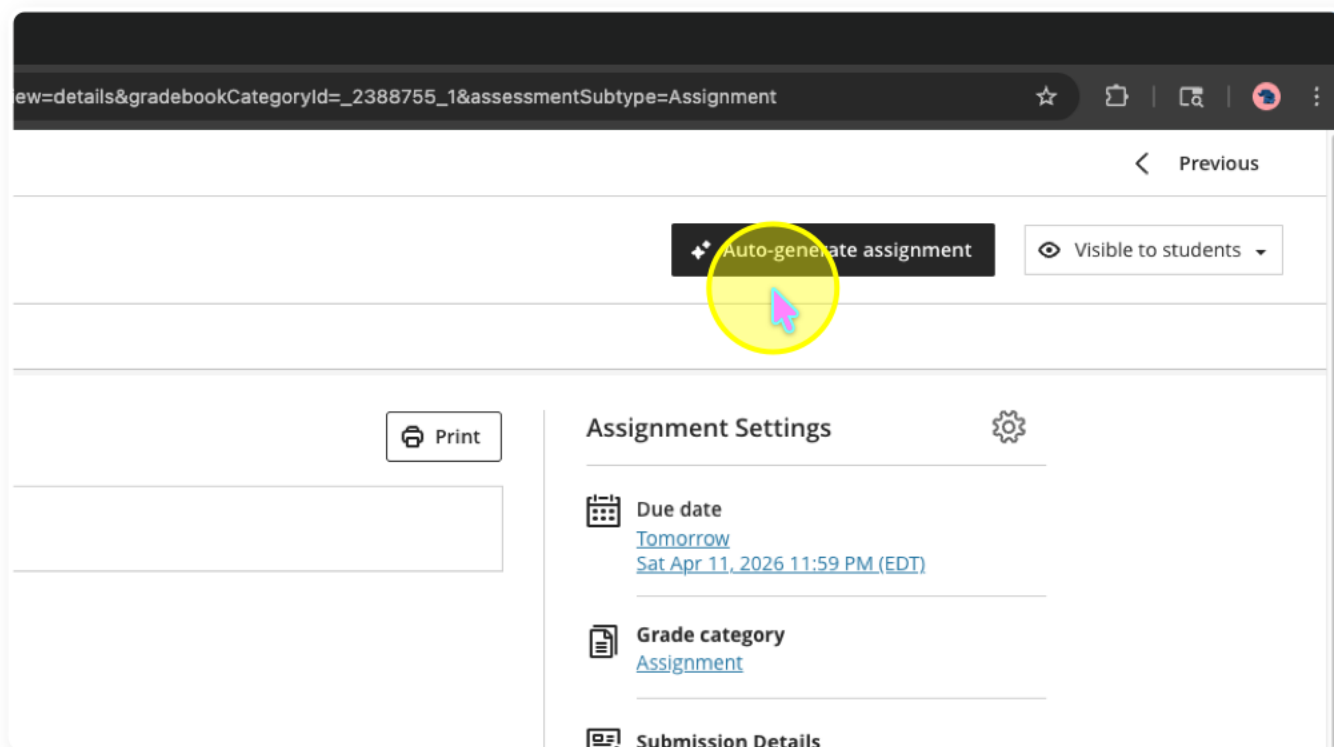
7 Click on any white space to save the titles name



8 Remember, all assignments are automatically hidden from your students! Make it visible when you are ready.

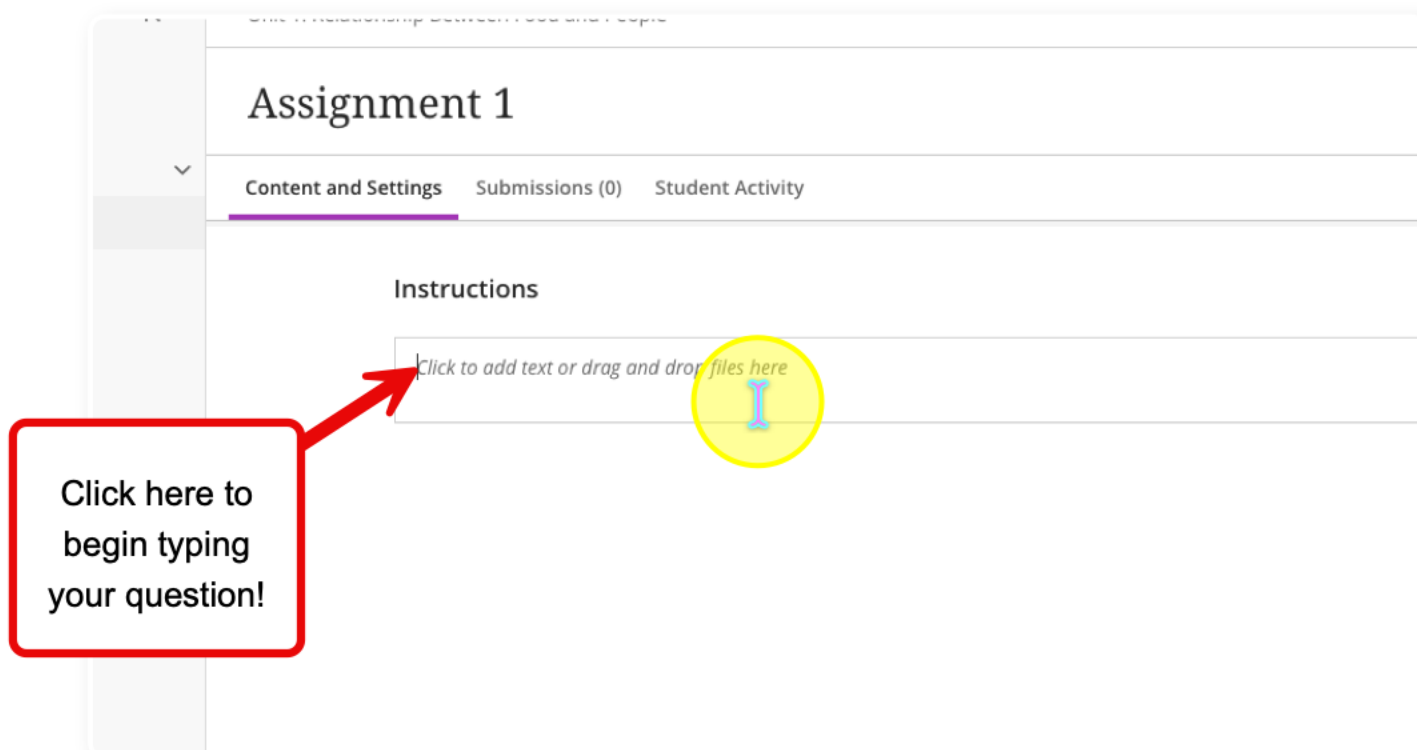


- 9 For the question, option 1 use the “Auto-Generate Assignment”



A screenshot of a web browser showing an assignment details page. The URL in the address bar is `ew=details&gradebookCategoryId=_2388755_1&assessmentSubtype=Assignment`. The page has a dark header with a 'Previous' link. Below the header, there is a section with two buttons: 'Auto-generate assignment' and 'Visible to students'. The 'Auto-generate assignment' button is highlighted with a yellow circle and a mouse cursor. Below this section, there is a 'Print' button and an 'Assignment Settings' section with a gear icon. The 'Assignment Settings' section includes a 'Due date' field with the text 'Tomorrow Sat Apr 11, 2026 11:59 PM (EDT)' and a 'Grade category' field with the text 'Assignment'. At the bottom, there is a 'Submission Details' section.

- 10 For the question, option 2, write the question in the text box under the word instructions



A screenshot of the 'Assignment 1' page. The page has a sidebar on the left with a dropdown menu. The main content area has a title 'Assignment 1' and three tabs: 'Content and Settings', 'Submissions (0)', and 'Student Activity'. The 'Content and Settings' tab is selected. Below the tabs, there is a section titled 'Instructions' with a text box. The text box contains the placeholder text 'Click to add text or drag and drop files here' and a blue cursor icon. A red callout box with a red arrow points to the text box. The callout box contains the text 'Click here to begin typing your question!'.

11 For option 2, begin typing your question

Assignment 1

Content and Settings
Submissions (0)
Student Activity

Instructions

A
B
I
U
...

Create a meal plan for a carb heavy diet

Press **FN + Option + F10** to access toolbar options

Cancel
Save

12 Tip: Use Audio/Video studio to personalize your assignment!

Auto-generate assignment

activity

Audio/Video
nt

U
...

liet.

Press **FN + Option + F10** to access toolbar options

Cancel
Save

Assignment Settings

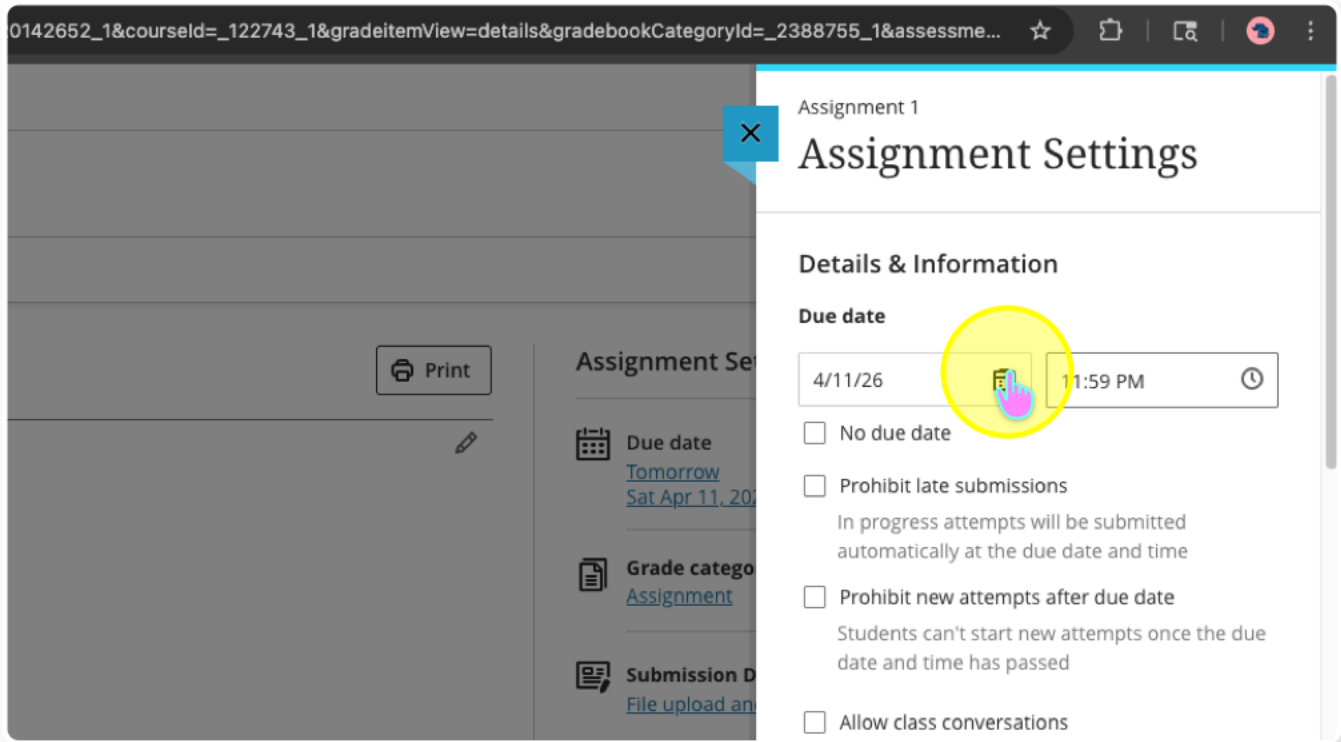
Due date
[Tomorrow](#)
Sat Apr 11, 2026 11:59 PM (EDT)

Grade category
[Assignment](#)

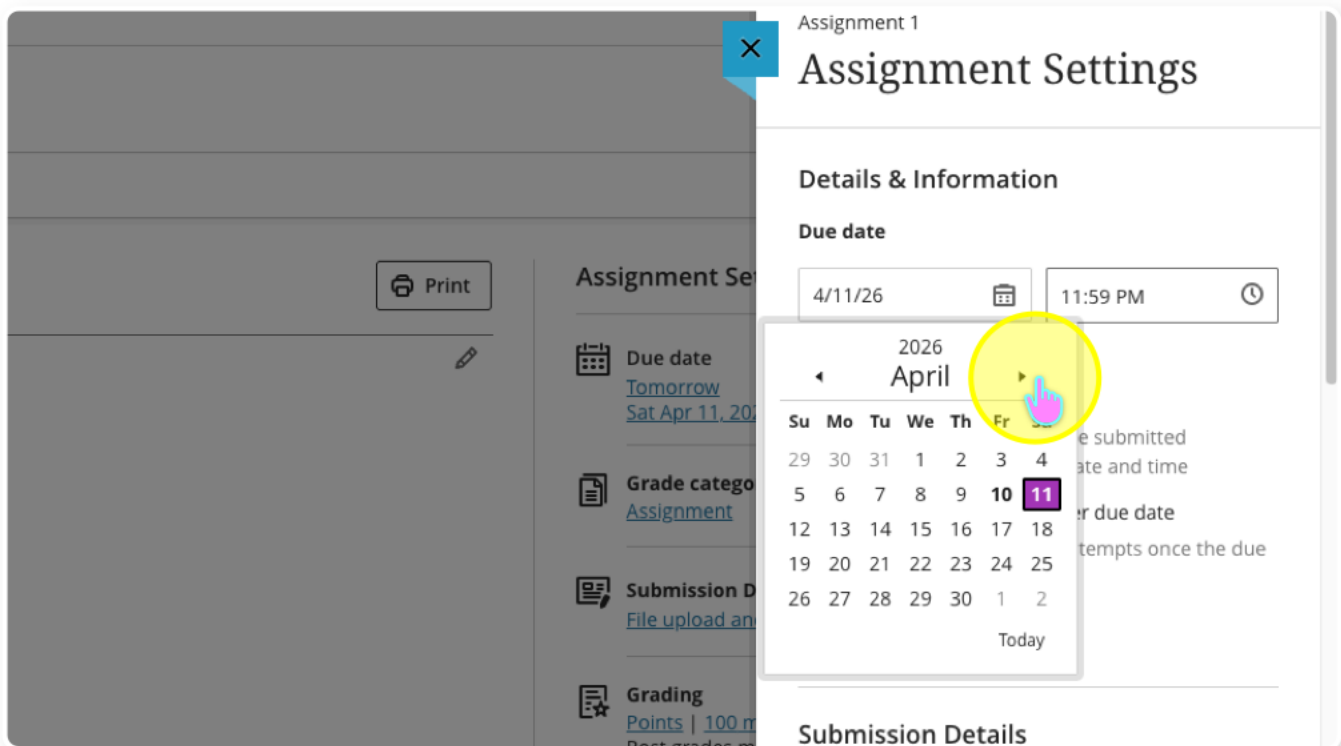
Submission Details
[File upload and Text entry](#)

Grading
[Points](#) | [100 maximum points](#)
Post grades manually when assessment is

15 Change the due date by clicking on the calendar!



16 On the calendar icon, use the arrows to adjust to the correct month.



17 In the correct month, click on the correct date.

Assignment Settings

Details & Information

Due date

4/11/26 11:59 PM

Submission Details

Submission method

Online submissions

Grading

Points | 100 m

Post grades m

graded. [Change](#)

Attempts all

18 Click the box to the left of "Prohibit late submissions" if you would like to prevent late work.

Assignment Settings

Details & Information

Due date

6/7/26 11:59 PM

☐ No due date

☒ Prohibit late submissions

In progress attempts will be submitted automatically at the due date and time

☐ Prohibit new attempts after due date

Students can't start new attempts once the due date and time has passed

☐ Allow class conversations

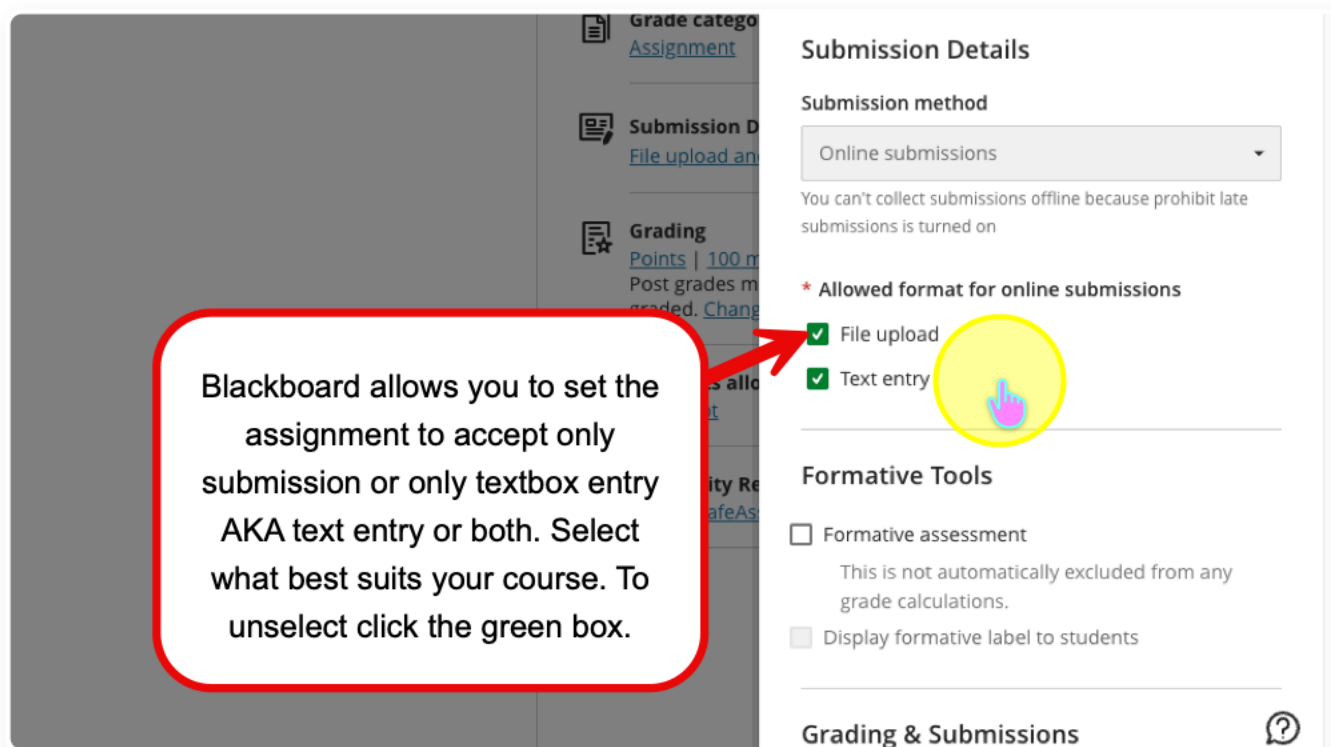
Submission Details

Grading

Points | 100 m

Post grades m

19 Optional: Decide a submission type!



Blackboard allows you to set the assignment to accept only submission or only textbox entry AKA text entry or both. Select what best suits your course. To unselect click the green box.

Submission Details

Submission method

Online submissions

You can't collect submissions offline because prohibit late submissions is turned on

*** Allowed format for online submissions**

☒ File upload

☒ Text entry

Formative Tools

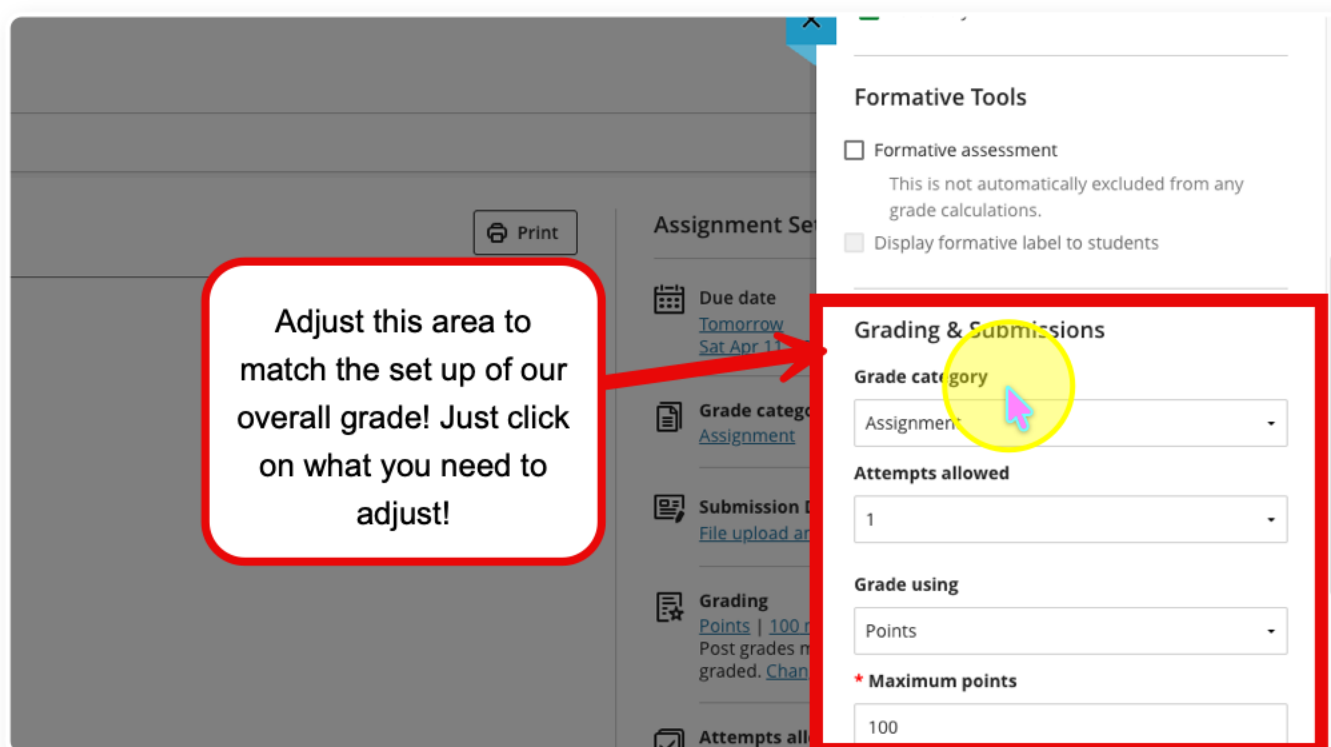
☐ Formative assessment

This is not automatically excluded from any grade calculations.

☐ Display formative label to students

Grading & Submissions

20 Adjust points, category etc next



Adjust this area to match the set up of our overall grade! Just click on what you need to adjust!

Formative Tools

☐ Formative assessment

This is not automatically excluded from any grade calculations.

☐ Display formative label to students

Grading & Submissions

Grade category

Assignment

Attempts allowed

1

Grade using

Points

*** Maximum points**

100

21 Click on "Save" when done

The screenshot shows a configuration interface for a quiz or assignment. On the left, a sidebar contains several settings: 'Submission D' with a link 'File upload an', 'Grading' with 'Points | 100.m' and 'Post grades m' followed by 'graded. Chang', 'Attempts allo' with '1 attempt', and 'Originality Re' with 'Enable SafeAs'. The main panel on the right includes sections for 'Goals & standards' (with a link 'Align with goals'), 'Assigned groups' (with a message 'You can't create groups because prohibit late submissions is enabled'), and 'Originality Report' (with a link 'Enable SafeAssign'). Below these is a 'Description' section with a text area containing 'Add a description' and a help icon. At the bottom, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a yellow circle and a hand cursor icon.