

# Adding an Assignment Using the Bb Assignment Tool

Add an assignment using the Blackboard Assignment Tool to collect student work through a link in your course.

1. Open the course where the assignment will be added, then click control panel
2. Select the **content area**, from the **content areas module**, that will house the assignment

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the Blackboard logo, the URL 'my.northwood.edu', and a 'Password Reset' button. Below this is a course-specific navigation bar with 'MAM\_STUDEMOCR: Student Demo Course - Campus DemoFac (Instructor)'. The main content area is divided into several modules:

- Content Areas** (circled in black):
  - Syllabus
  - Course Information
  - Lessons
  - Assignments (highlighted with a red arrow)
  - Help Tools and Links
- Course Tools**:
  - Announcements
  - Course Calendar
  - Staff Information
  - Tasks
  - Send Email
  - Discussion Board
  - Collaboration
  - Glossary Manager
  - Messages
  - Content Collection
  - Check Collection Links
  - Link Checker
  - TurnIt-In Manual
  - Photo Rosters
  - Survey Results
  - F and I Form
  - Turnitin Assignments
  - Turnitin Assignments by Groups
  - Attendance Summary
  - Course Attendance
  - MidTerm Gradebook Submission
  - Final Gradebook Submission
- Course Options**:
  - Manage Course Menu
  - Course Design
  - Manage Tools
  - Settings
  - Course Copy
  - Import Package
  - Export Course
  - Archive Course
- User Management**:
  - List / Modify Users
  - Manage Groups
- Assessment**:
  - Test Manager
  - Survey Manager
  - Pool Manager
  - Course Statistics
  - Grade Center
  - Performance Dashboard
  - Early Warning System
- Help**:
  - Support
  - Manual
  - Contact System Administrator
  - Quick Tutorials

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3. Move to the right to the **+Select Menu**, (a) click the drop-down menu, (b) click Assignment, (c) click Go

The screenshot shows the Blackboard Assignments tool interface. At the top, there is a navigation bar with the Blackboard logo and the URL [my.northwood.edu](http://my.northwood.edu). Below the navigation bar, there are several tabs: My Campus, My Courses/Orgs, My Files, My Tools, My Library, WebAdvisor, and Web Mail. The main content area is titled "Assignments" and contains a list of assignment items. The first item is "sample online test", the second is "Add assignment name here", and the third is "Example Assignment". A dropdown menu is open over the "Add assignment name here" item, showing a list of options: Learning Unit, Learning Unit, Sunley, Assignment, Discussion Board, Chat, Virtual Classroom, Group, Tool, Syllabus, Offline Content, and Turnitin Assignment. The word "Select:" is circled in red. Three callouts are present: 'a' points to the dropdown arrow, 'b' points to the "Assignment" option, and 'c' points to the "Go" button in the dropdown menu.

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## 4. Complete the add assignment screen

The screenshot shows the Blackboard 'Add Assignment' interface. At the top is the navigation bar with the Northwood University logo and 'my.northwood.edu'. Below this is a 'Password Reset' button and a menu with 'My Campus', 'My Courses/Orgs', 'My Files', 'My Tools', 'My Library', 'WebAdvisor', and 'Web Mail'. The main content area is titled 'Add Assignment' and is divided into two sections: '1 Assignment Information' and '2 Assignment Files'. In the 'Assignment Information' section, there are fields for 'Name' (with callout 'a'), 'Choose Color of Name' (with a 'Pick' button), 'Points Possible' (with callout 'b'), and 'Due Date' (with callout 'c'). Below these is a rich text editor for 'Instructions' (with callout 'd') containing a toolbar and a preview of a document. The 'Assignment Files' section (with callout 'e') includes fields for 'Attach local file' and 'or Copy file from Content Collection', each with a 'Browse...' button, and a 'Name of Link to File' field. A 'Currently Attached Files:' section is at the bottom.

- a. Add assignment name/title
- b. Add points possible (using this tool to create an assignment automatically creates a grade center column)
- c. Select due date, if known – must click in box preceding date tools for the date to be assigned.
- d. Input any instructions – using the text editor to add text, attach files, add images, links, video/audio/flash files, or formatting tools to add emphasis or provide resources the student needs in order to complete the assignment, for example, watch a video, read an article, complete a handout.
- e. Can use Assignment files to also attach files from the local computer or Content Collection— whenever you are incorporating a file much larger than a syllabus text file, it should be housed in the Content Collection of the instructor and linked/attached to the course for student use.

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- f. To finish, scroll down to the remainder of the screen to select availability options and submit.

The screenshot shows the 'Add Assignment' interface in Blackboard. The top navigation bar includes 'my.northwood.edu', 'Bb Home', 'Bb Help', 'Bb Logout', and a 'Password Reset' button. Below the navigation are tabs for 'My Campus', 'My Courses/Orgs', 'My Files', 'My Tools', 'My Library', 'WebAdvisor', and 'Web Mail'. The main content area is divided into sections: 'Assignment Files' (with 'Attach local file' and 'or Copy file from Content Collection' options), 'Options' (with 'Make the assignment available', 'Track number of views', and 'Choose date restrictions' sub-sections), and 'Submit'. Callouts are placed as follows: 'g' points to the 'Name of Link to File' field; 'h' points to the 'Track number of views' radio buttons; 'i' points to the 'Display Until' date and time fields; and 'j' points to the 'Submit' button. The 'Submit' section contains the text 'Click Submit to finish. Click Cancel to quit.' and a 'Required Field' indicator.

- g. Yes, make assignment available  
h. Track number of views (optional) a report can be generated from using this tool indicating hits by entire class or individual student  
i. Use Date and Time restrictions to open and close the assignment (make the link available and unavailable to students)—must check boxes preceding Display After and Display Until to activate.  
j. Click Submit, Click OK

The screenshot shows the 'Add Assignment' confirmation screen. The top navigation bar is identical to the previous screenshot. Below the navigation are tabs for 'My Campus', 'My Courses/Orgs', 'My Files', 'My Tools', 'My Library', 'WebAdvisor', and 'Web Mail'. The main content area shows a breadcrumb trail: 'STUDENT DEMO COURSE (MAM\_STUDEMOORS) > CONTROL PANEL > ASSIGNMENTS > ADD ASSIGNMENT'. Below this is a message box with the text 'The assignment has been updated.' and a timestamp 'Thursday, December 11, 2008 11:17:18 AM EST'. A callout 'j' points to the 'OK' button.

# Adding an Assignment Using the Bb Assignment Tool

## 5. Completed assignment instructor control panel view

The screenshot shows the Blackboard instructor control panel for assignments. The page title is "STUDENT DEMO COURSE (MAM\_STUDEMOCRS) > CONTROL PANEL > ASSIGNMENTS". The main heading is "Assignments". Below this, there is a navigation bar with "Item", "Folder", "External Link", "Course Link", and "Test". A "Select:" dropdown menu is set to "Learning Unit". The main content area lists four assignments:

1. **sample online test** (Modify | Manage | Remove)
2. **Add assignment name here** (Modify | Manage | Remove)  
Add assignment instructions here, including date due, special instructions-length, formatting, etc., how to submit assignment using this tool, how to review graded assignment.  
>> [View/Complete Assignment: Add assignment name here](#)
3. **Example Assignment** (Modify | Manage | Copy | Remove)  
refer student to original assignment details  
>> [View/Complete](#)
4. **Add the Assignment Name Here** (Modify | Manage | Remove)  
Enabled: Statistics Tracking  
>> [View/Complete Assignment: Add the Assignment Name Here](#)

A blue callout box with the number "5" points to the fourth assignment. Below the fourth assignment, there is a text area for "Add any special instructions or directions here" with a note: "Whatever is written in this instruction area will be visible to the student. Use the Text Editor tools to attach files, add images, video/audio/flash files, tables or links." An "OK" button is located at the bottom right of the page.

## 6. Completed assignment student view

The screenshot shows the Blackboard student view for assignments. The page title is "STUDENT DEMO COURSE (MAM\_STUDEMOCRS) > ASSIGNMENTS". The main heading is "Assignments". Below this, there is a navigation bar with "Item", "Folder", "External Link", "Course Link", and "Test". A "Select:" dropdown menu is set to "Learning Unit". The main content area lists four assignments:

1. **sample online test**
2. **Add assignment name here**
3. **Example Assignment**
4. **Add the Assignment Name Here** (6)  
Enabled: Statistics Tracking  
>> [View/Complete Assignment: Add the Assignment Name Here](#)

A blue callout box with the number "6" points to the fourth assignment. Below the fourth assignment, there is a text area for "Add any special instructions or directions here" with a note: "Whatever is written in this instruction area will be visible to the student. Use the Text Editor tools to attach files, add images, video/audio/flash files, tables or links." On the left side of the page, there is a blue sidebar menu with the following items: Announcements, Syllabus, Instructor, Course Information, Lessons, Discussion Board, Assignments, Help Tools and Links, Tools (Communication, Course Tools, My Portfolios, Course Map), Control Panel, Refresh, and Detail View.

**NOTE: When opening a content area from the course menu versus the control panel the view for both instructor and student are the same except for the control panel button, which only the faculty member sees in the course menu.**