Adding an Assignment Using the Bb Assignment Tool

With **Edit Mode on**, Click the Content Area (**Class Folders**) button from the course menu

Mouse over **Create Assessment** to add an assignment directly to the content area, or open a weekly/unit folder then mouse over Create Assessment to display the drop-down menu options and click Assignment

Complete the Create Assignment screen

In the **Name window** add the Assignment title.

In the **Instructions window** add a description, assignment details and instructions. Use editor tools for formatting and adding content to the instructions area of the assignment.

Click Browse My Computer to attach assignment files from your local computer.
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1. **Grading**
   - Points Possible

2. **Availability**
   - Make the Assignment Available
   - 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
     - Display Until
     - Enter dates as myddyyyy. Time may be entered in any increment.
     - Track Number of views

3. **Due Dates**
   - Submissions are accepted after this date, but are marked Late.
   - Due Date
     - Enter dates as myddyyyy. Time may be entered in any increment.

4. **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
     - Groups of Students

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

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**A Grade Center column is automatically added when this tool is used to collect student work. Add points possible to populate the GC column. Grading takes place from the GC column.**

**NEW: the ability to allow students to submit unlimited times or a specific number of times. The default setting is one attempt.**

Click Display After and Display Until then enter dates and times to make the submission link available and unavailable to students.

**Add the assignment due date.**

**NEW: the ability to create assignments for individual students or for student groups. When creating assignments for groups, grading for all group members is done simultaneously.**

Click Submit to create the Assignment.

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**Week 1**

**Assignment Tool Example**

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**Student View of Assignment Link and Submission Screen**