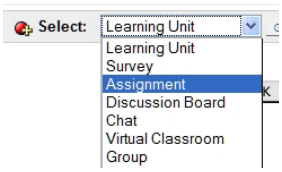
# Assignments in Blackboard

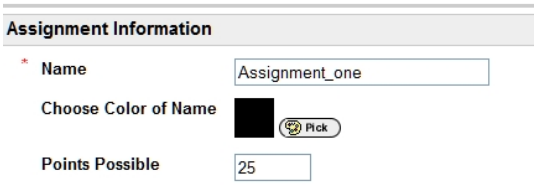
XAVIER UNIVERSITY | DISCOVERY SERVICES

## Creating Assignments in Blackboard

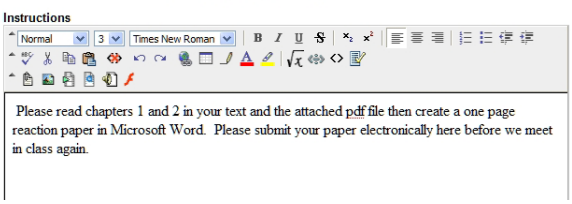
Creating an assignment for a student in Blackboard allows the instructor to give instructions and provide electronic files to the students from one of the Blackboard content areas. Additionally it allows the students to modify the sent file, or create files and submit them along with comments to the instructor who can retrieve and grade them from an automatically-formed assignment column in the Blackboard gradebook.



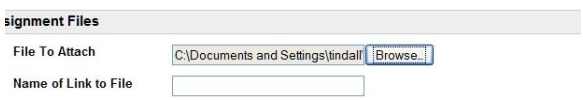

- Begin by opening a content area in the "control panel" view, choosing "assignment in the drop-down box in the upper right corner and clicking the "go" button.
- Enter a name that does not contain diacritical characters or spaces, and point value.



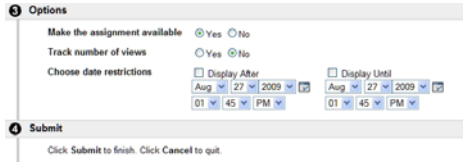

- Enter any instructions or information students should need inside the textbox.




- Browse and attach any files that the students might need to complete their assignment.

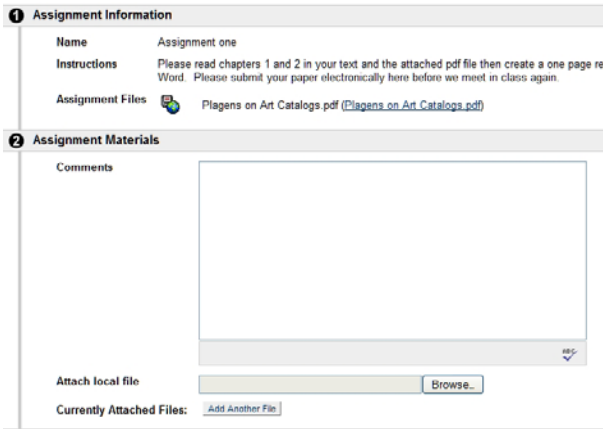



- Configure the availability settings and submit.

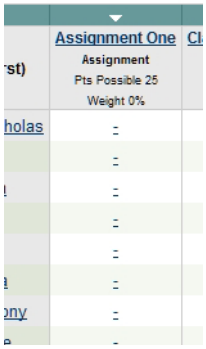


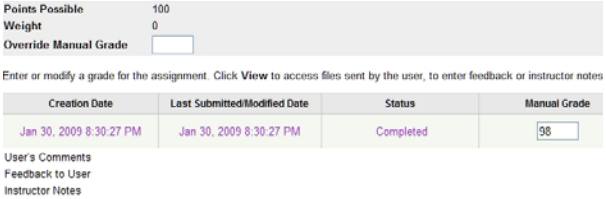

- After submission the assignment will appear like this to students

- When students click on the "view/complete" link, they will have the opportunity to download any attached files, submit files, and add comments to the instructor.




- When they are finished they may click save, to hold the assignment for further revision, or click submit, which will close and complete the assignment and place it in the automatically created gradebook column for instructor review.




- The instructor clicks on the icon by the student's name in the column and receives the page below where they may view the submitted file, set a grade, and provide some comments back to the student, who can read them when reviewing their grades.