



FRANCIS MARION UNIVERSITY BLACKBOARD TRAINING ESSENTIALS

Create a Test or Assignment

There are several different types of assignments that can be created within Blackboard. For this tutorial, we are going to focus on the quickest and easiest to use.

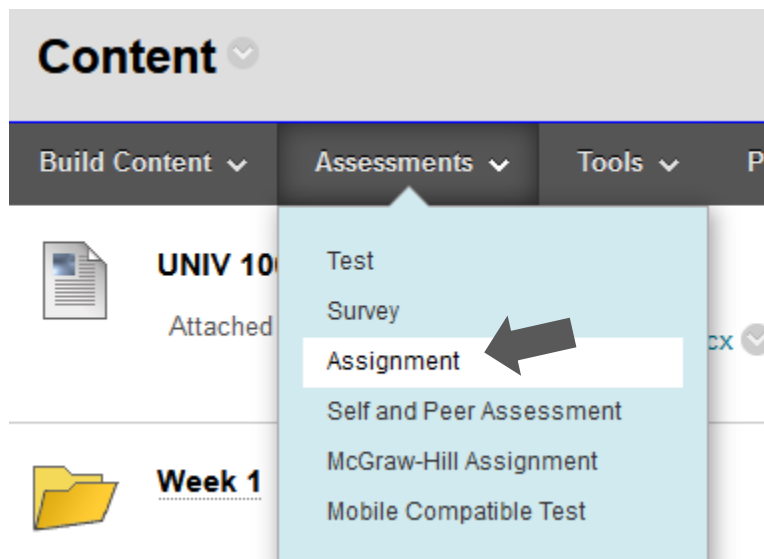
Regardless of the assignment type, make sure that Edit Mode is “On” and that you have selected the “Content” folder.

Paper Assignment

One of the easiest types of assignments to create is one where students simply upload a document for grading. This can be a paper that is assigned or it can be a worksheet the student is able to download and re-upload when completed.

Step 1

Hover over “Assessments” and click on “Assignment” in the dropdown menu.





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



Step 2

Name the test or assignment. Give any instructions, and you can also upload a rubric or assignment information.

ASSIGNMENT INFORMATION

Name and Color  Black

Instructions

T **T** **T** Arial 3 (12pt) **T**     

Path: p

ASSIGNMENT FILES

Attach Files

Step 3

Select a due date and time. Any submissions after that date and time will be marked as *Late* in Blackboard.

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



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Step 4

Enter the number of points that are possible for the assignment. There are several other grading options that are available as well.

GRADING

* Points Possible

Associated Rubrics

| Name | Type |
|------|------|
|------|------|

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

Other Grading Options



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Step 5



The “Availability” section is where you can customize when the assignment becomes viewable to students. Mark “Make the Assignment Available” to make it available for students.



You can also set restrictions such as having it viewable between certain dates and times.

AVAILABILITY _____

Make the Assignment Available

Limit Availability

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views


Step 6

Click the “Submit” button.



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Note

As a reminder, you can check the student view by clicking on the  icon in the upper right corner of the course Home Page. You can navigate to the assignment to make sure it appears the way you want it to. In this example, you can see that the assignment is a paper that the student can upload for grading.

Preview Upload Assignment: Paper 1
You are previewing the assignment - your submission will not be saved.

ASSIGNMENT INFORMATION

Points Possible
50

Upload your paper for grading.

ASSIGNMENT SUBMISSION

Text Submission

Attach Files

ADD COMMENTS

For more tutorials and tips, please visit our [Continuity of Instruction](#) page.