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.
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:

**Assignment Files**

Attach Files: [Browse My Computer] [Browse Content Collection] [Browse Cloud Storage]

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.
Step 4

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

- Make the Assignment Available
- Limit Availability
  - Display After
  - Display Until
  - Track Number of Views

Step 6

Click the “Submit” button.
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.

For more tutorials and tips, please visit our Continuity of Instruction page.