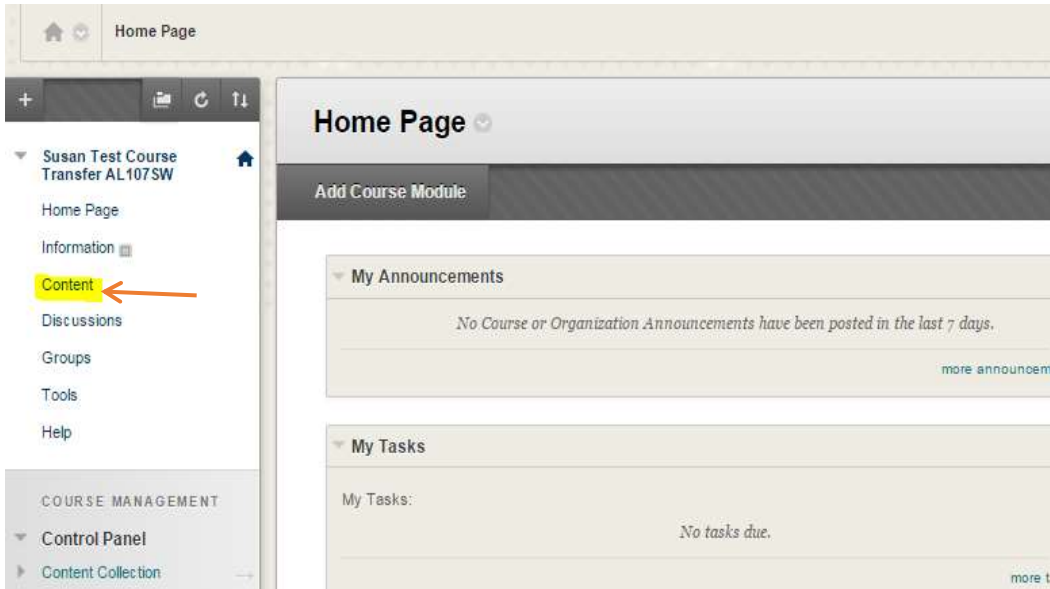
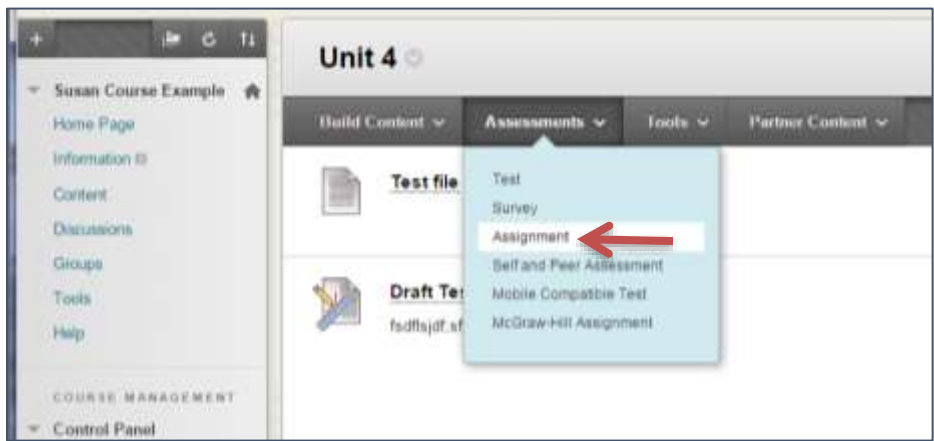


1. Create an Assignment (“Drop Box”)

- a. In your course click on Content.



- b. Under Assessments, click on Assignment.



- c. Enter assignment name, instructions, and attach a file if desired.

Create Assignment
Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Assignment Information

Name and Color: New Assignment Back

Instructions: Here are the instructions.

Path: y Words: 4

2. Assignment Files

Attach File: Browse My Computer Browse Content Collection

- d. Enter due dates so the assignment appears on the student To Do list on the course home page. This is optional.

DUE DATES

Due Date

- e. Enter the number of points. If it's something that is not graded, enter zero.

GRADING

* Points Possible: 100

Associated Rubrics: Add Rubric

- f. Click on Submission Details to expand and display options. Select assignment type, number of attempts, and plagiarism tools (SafeAssign) as desired. Note: If enabling SafeAssign, check the box to exclude submissions from the Institutional and Global References Databases for DRAFT submissions.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for the assignment.

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

Single Attempt ▼

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details.
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from students to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality reports" setting.*

- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases

- g. By default, the Assignment is visible to students. To limit when students can view the Assignment, enter dates in the Display After and Display Until fields. Click Submit.

AVAILABILITY

Make the Assignment Available

Limit Availability

- Display After
- Display Until

Track Number of Views

Cancel Submit

- h. You have now added an Assignment.

