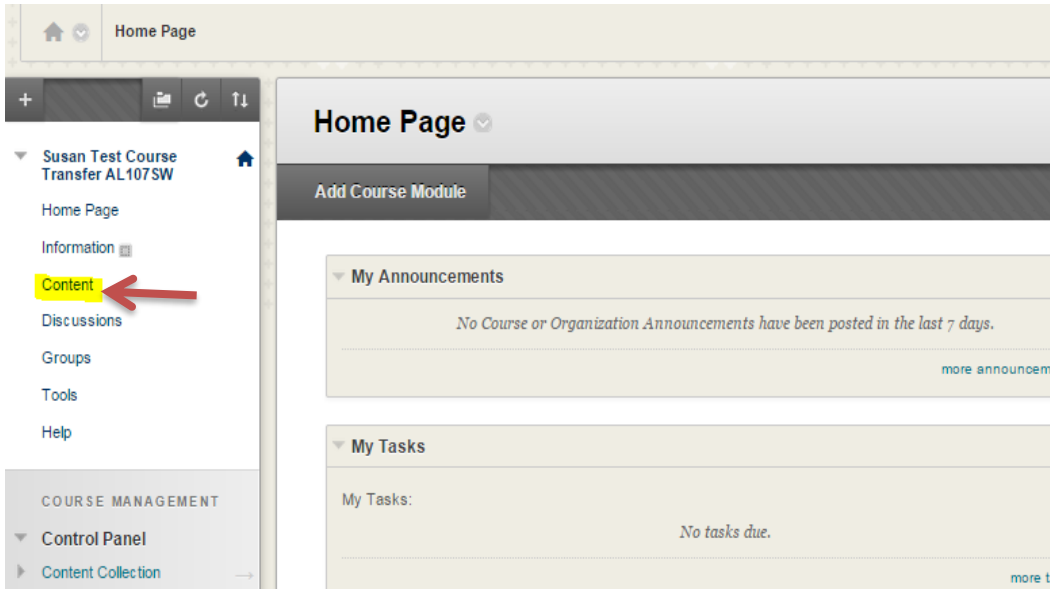
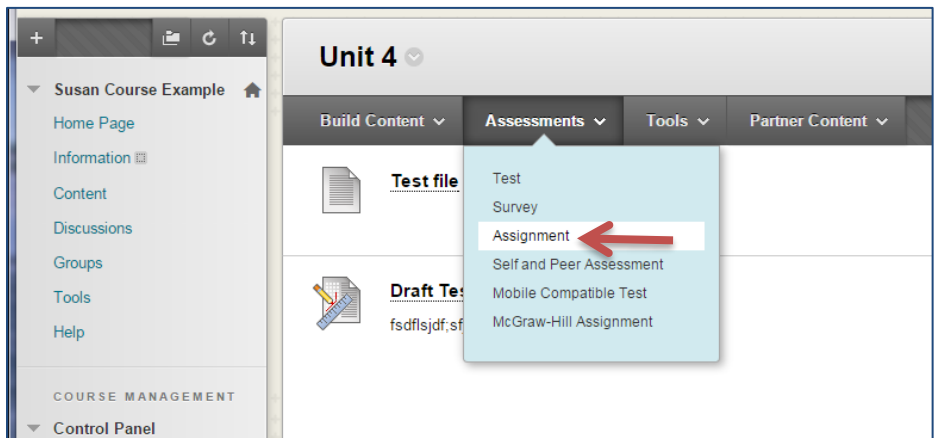


8. Create an Assignment (“Drop Box”)

- 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 Black

Instructions: Here are the instructions.

Path: p 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" option.*

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

- g. Click Display of Grades. Students will see the score displayed in My Grades. If desired, click the drop down menu to change the display students see such as percentage or letter grade. Note: A secondary display may be set but it is visible only to instructors (not students).

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

Display grade as

Primary  ▼ and Secondary  ▼

Include in Grade Center grading calculations

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

- h. 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**

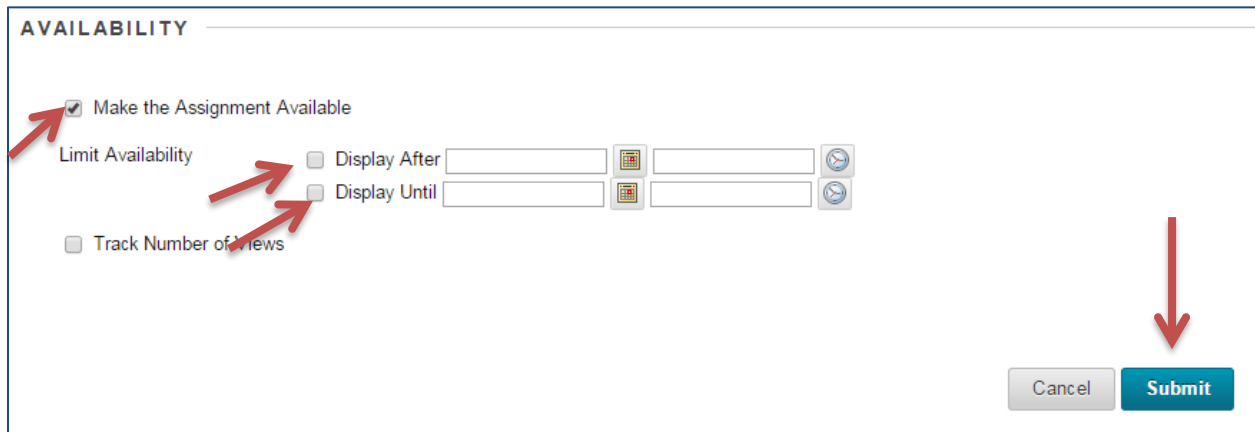
Make the Assignment Available

Limit Availability  Display After


Display Until

Track Number of Views

Cancel **Submit**



- i. You have now added an Assignment.

 **New Assignment**  
Here are the instructions.

