Blackboard Course – Create Assignments

The following steps show instructions on how you can create Assignments within a Blackboard Learn course.

Steps for creating an assignment:

1. Go to your Blackboard course.
2. Place your mouse right where you want to create the Assignment and click on the cross (+) symbol.

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1. Select “Create”

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1. Click on the “Assignment” option in the right panel.

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1. Give a name to your Assignment.

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1. Click on the gear icon on the right to set the various settings of the assignment.
2. Make sure to set the due date of the assignment as well as its total marks.
3. Click on “save”

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1. On the assignment’s main window, click on the cross (+) symbol

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1. Click on the “Add local file” option if you want to upload a file from your PC

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1. You can also choose to add questions to the assignment yourself or use the “Auto-Generate Questions” to have Blackboard create questions based on the course’s content.

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1. Make the assignment visible to the students (top right corner).

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