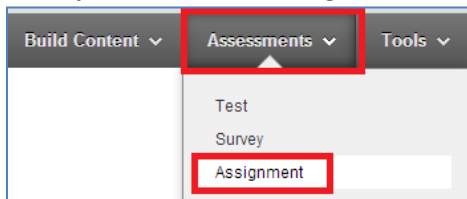UMass Chan
MEDICAL SCHOOL

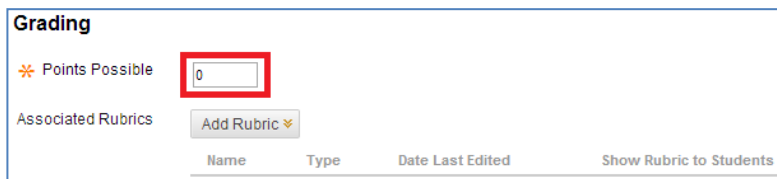# Blackboard Learn

Create an Assignment

Ensure **Edit Mode is ON** (ON). Upload any supporting documentation or readings into the Tests and Assignments folder in the Content Collection prior to creating the assignment. If assignments are based on Groups, course groups must exist prior to creating group assignments for it.

1. In **Required Tests and Assignments**, hover on **Assessments** in the action bar and select **Assignment**.
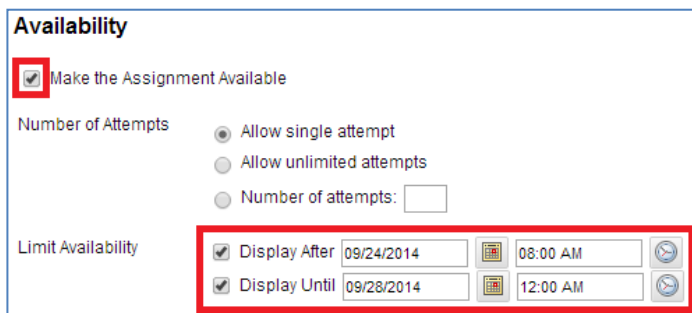

The **Create Assignment** page will appear to allow you to add grading and availability to the assignment.

2. Enter a **Name** for the assignment (required) and add any Instructions for the students. The instructions will show on the Content area

3. **Browse Content Collection** to attach supporting documents or readings.

4. Enter **Points Possible** (required). Zero (0) is allowed. Optionally, rubrics can be added to the assignment.

5. If adding availability dates (**Limit Availability**), select **Make the Assignment Available**. Select the number of attempts. If allowing multiple attempts, the default grading method in the **Grade Center** is **Last Graded Attempt** and should be checked or changed prior to its availability.

6. Optionally, add **Due Dates**. Assignments submitted after the **Due Date** (and time) will be marked **Late**.

7. Select the recipients, **All Students Individually** or **Groups of Students**.

8. Click **Submit** to save changes and create a Grade Center column.