

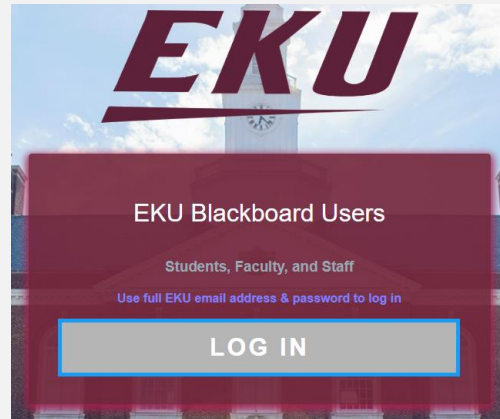
# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

## CREATING AN ASSIGNMENT

A common feature of any course will be the assignments that we create for students. The following steps will walk you through what you need to create a new assignment:

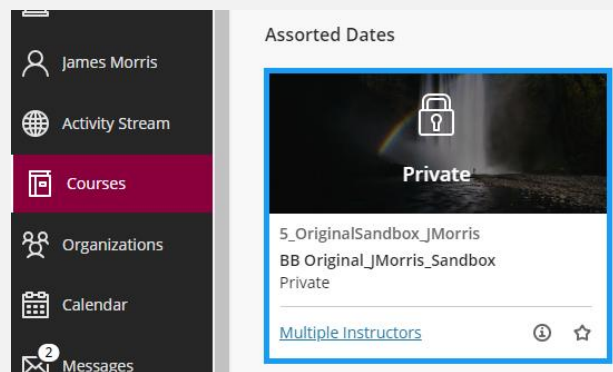
### STEP 1

Log into Blackboard.



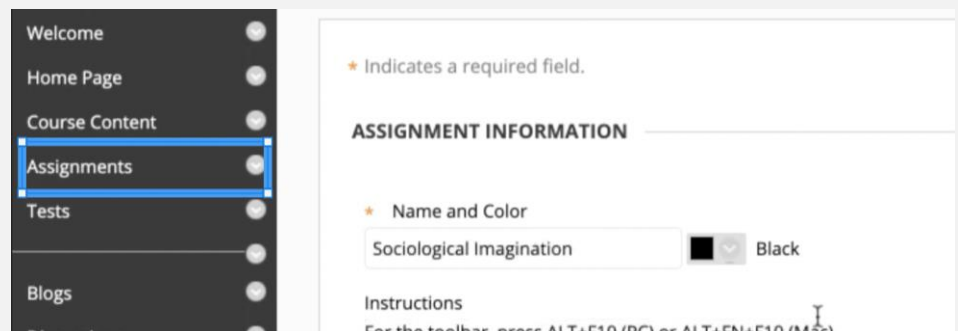
### STEP 2

Select the appropriate course in which needs to be made available.



### STEP 3

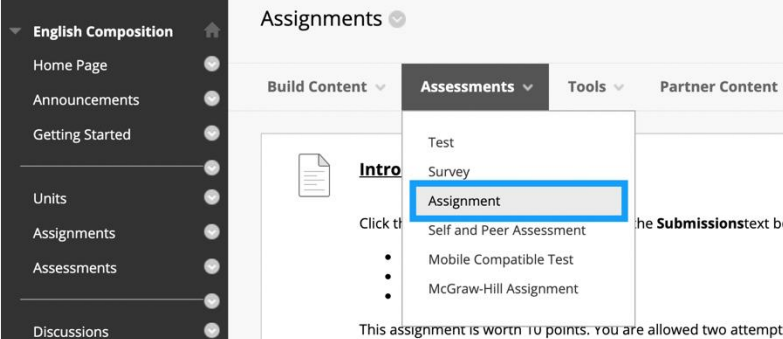
Select the section of the course labeled Assignments



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## STEP 4

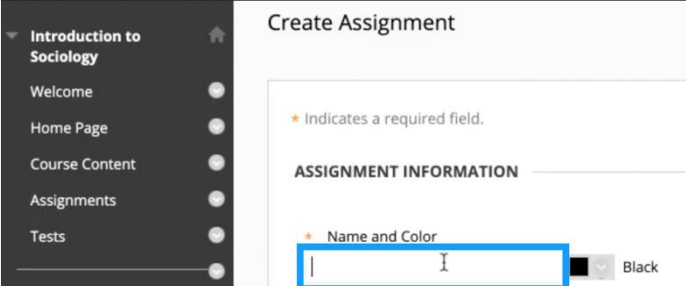
Under the Assessments dropdown, select Assignment.



The screenshot shows the course navigation menu on the left with 'Assessments' selected. The 'Assessments' dropdown menu is open, showing options: Test, Survey, Assignment (highlighted with a blue box), Self and Peer Assessment, Mobile Compatible Test, and McGraw-Hill Assignment. The background shows the 'Assignments' page with a document icon and the text 'Intro' and 'Click the Submission text box'.

## Step 5

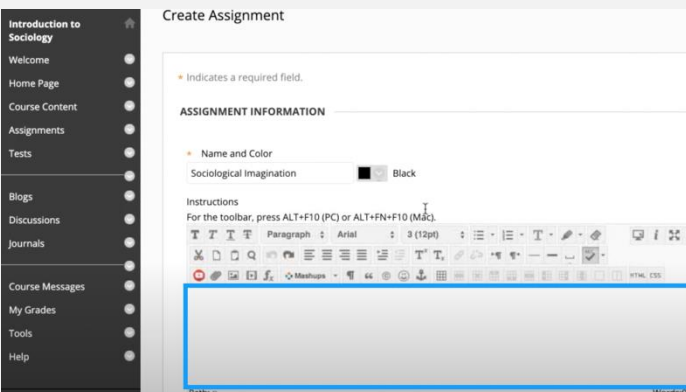
Provide the assignment name.



The screenshot shows the 'Create Assignment' form. The 'ASSIGNMENT INFORMATION' section has a required field 'Name and Color' with a text input box containing a cursor and a color selection dropdown set to 'Black'.

## Step 6

Add the assignment instructions.



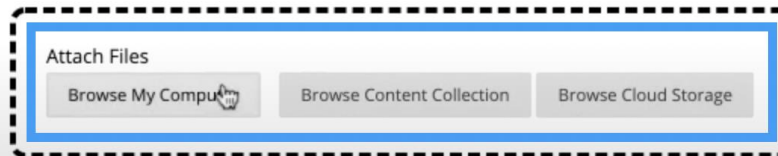
The screenshot shows the 'Create Assignment' form with the 'Name and Color' field filled with 'Sociological Imagination'. The 'Instructions' field is a rich text editor with a toolbar and a large text area containing the text 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)'.

## Step 7

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You can attach any files in the Assignment Files section.

## ASSIGNMENT FILES



Attach Files

Browse My Computer Browse Content Collection Browse Cloud Storage

## Step 8

Select the Due Date from the calendar.

## DUE DATE

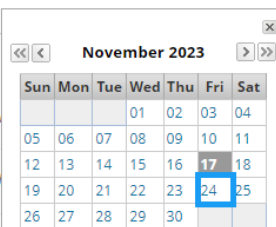
Set the date the assessment is due. Once the assessment is due, you can no longer edit the due date.

Submissions are accepted after this date.

Due Date 11/17/2023

Today is: Monday, November 13, 2023

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Step 9

Click on the clock icon to select the time it is due.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date 11/24/2023



11:59 PM



Enter dates as mm/dd/yyyy. Time may be entered in any increment.

## Step 10

If you don't want students to access an assignment after the due date, choose the appropriate display dates in the Availability section.

## AVAILABILITY

Make the Assignment Available

### Limit Availability

Display After



Display Until



Track Number of Views

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## Step 11

In the Grading section, type the Points Possible, and optionally, add a rubric.

### GRADING

★ Points Possible

Associated Rubrics

## Step 12

Under Submission Details, choose Assignment Type and choose the Number of Attempts allowed.

### Submission Details

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Number of Attempts

Single Attempt

## Step 13

At the bottom right, click on the *Submit* button.

Cancel

Submit