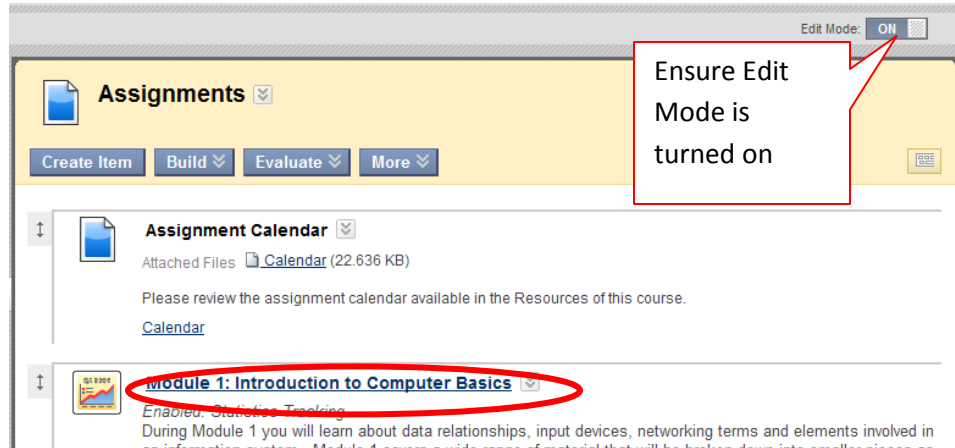


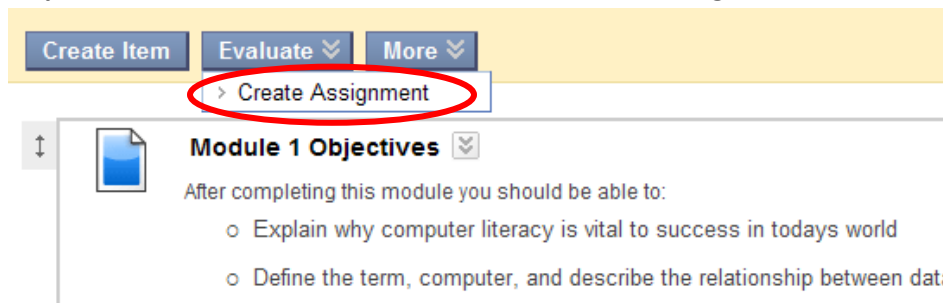
Create Assignment Link in Learning Unit/Module

In this instance we will create an assignment submission link in a learning unit in a blackboard course site.

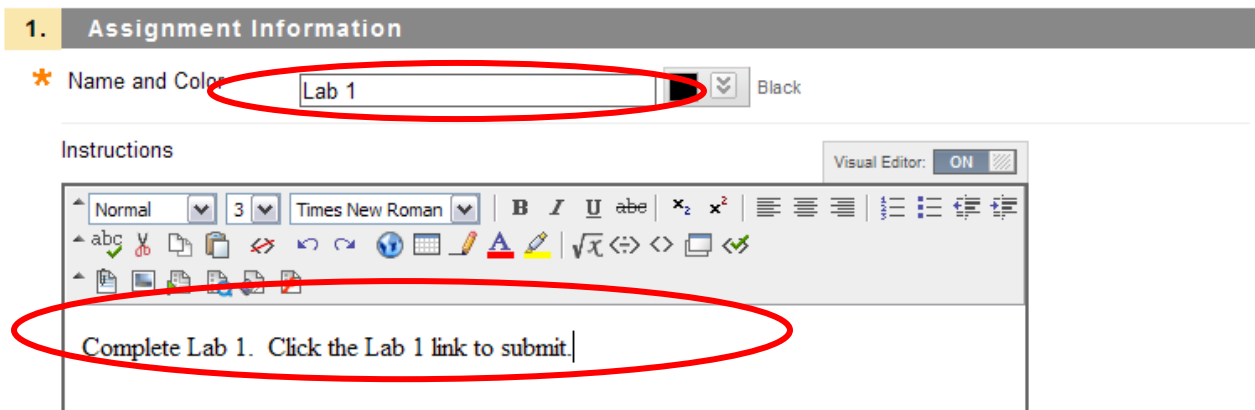
Step 1: Go to the **Assignment** area of your course. While in **Edit Mode** click the link to your learning module to enter inside.



Step 2: Click on the **Evaluate** button and select **Create Assignment**.



Step 3: Complete Area 1. Give the assignment a name and description. Some submission instructions would also be helpful.



Create Assignment Link in Learning Unit/Module

Step 4: Complete Areas 2, 3 and 4 based on your needs.

2. Assignment Files

Attach File

Attached files	File Name	Link Title
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3. Grading

* Points Possible

Notice we made the assignment worth 100 points.

4. Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts Allow single attempt
 Allow unlimited attempts
 Number of attempts:

Limit Availability Display After

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

Step 5: Complete Areas 5, 6 and 7. Submit.

5. Due Dates

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

Due Date

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

If you add due dates the students will see them in the grade book

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

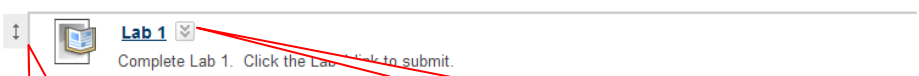
Recipients All Students Individually
 Groups of Students

7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Create Assignment Link in Learning Unit/Module

End Product:



Notice double headed arrow. Allows you to move and organize items in the module area according to your preferred method.

Notice double down arrows. This is where you would go to modify/edit your item.

Grade book link is also created.

The screenshot shows a grade book table. The table has a header row with columns for 'First Name', 'Last Access', and 'Lab 1'. The 'Lab 1' column is circled in red. Below the header, there are two rows of student data: 'Brenda' and 'Torie (Student)'. The 'Last Access' column shows 'February 22, 2010' for Torie, and the 'Lab 1' column shows '-' for both students.

First Name	Last Access	Lab 1
Brenda		-
Torie (Student)	February 22, 2010	-