



ASSIGNMENT MANAGER

Notes	Adding an Assignment
<p> Step 3 & 4</p> 	<ol style="list-style-type: none"> 1. Enter the desired course. 2. Go to the Control Panel and choose the content area i.e. Course Documents. -or- Go to the content area and click Edit View. 3. Choose Assignment from the +Select drop down menu. 4. Click Go. 5. Type the Name for your assignment, possible points, and the due date (optional choose name color) 6. Now supply the assignment instructions (and possibly the assignment itself).
<p>Sample Assignment Directions <i>Use these or similar directions for your assignments. Remember to be detailed and clear.</i> *****</p> <p>Assignment #1 This is due by the end of week. After reading and reviewing all of the material in Chapter 1, please complete this assignment. This is your first Assignment – there are a total of 8 in this class. They are 3 points each. To complete this assignment:</p> <ol style="list-style-type: none"> 1. Download the Assignment Word attachment to your desktop 2. In WORD, answer the questions 3. Save and rename the file to include your first initial and last name ex. Reaction-1_ckeohoe ex. Reaction-1_jseigler 4. Back in Blackboard, submit the assignment by clicking Browse for Attach Local File 5. Type a Comment to the instructor when submitting the assignment (i.e. see attached). 6. Click Submit to send it to the gradebook – it will be graded by the instructor by next week. You can see the grade by going to My Grades. 7. Choose the assignment options. <p>*****</p>	
<p>Do you want to make the assignment visible? – Enable this option to give students access to your assignment.</p> <p>Do you want to track the number of views? – Enable this option to track how many times individual users access your assignment.</p> <p>Availability Dates – Enable both the Display After and Display Until options if you want to control when your assignment is visible.</p> <ol style="list-style-type: none"> 8. File To Attach - If the assignment has a document to attach, click Browse and add it here. 9. Name of Link to File – Use this option to name the link to your file. If you leave this blank, the name of the file will be the link your students click on to view your assignment. 10. Click Submit to finish. Click Cancel to quit. 	