

Blackboard - How to Create an Assignment Dropbox

The Assignment feature (also called Assignment dropbox) in Blackboard is designed for students to submit their documents /files. The documents/files can be in any format such as MS Office applications (Word, Excel, PowerPoint), image files, or even audio or video files. Instructors usually use Assignments to collect homework or projects. The files sent in Assignments are “private”, only the instructor is able to view them.

Three steps are involved in creating an assignment dropbox. You will need to keep the Edit Mode as On for the operation.

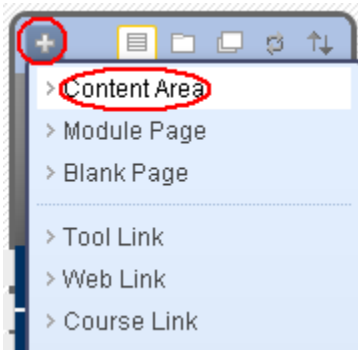
Step 1. Identify or create a page where you would like to put the assignment dropbox.

Step 2. In the page where you would like to add the assignment dropbox, create the dropbox.

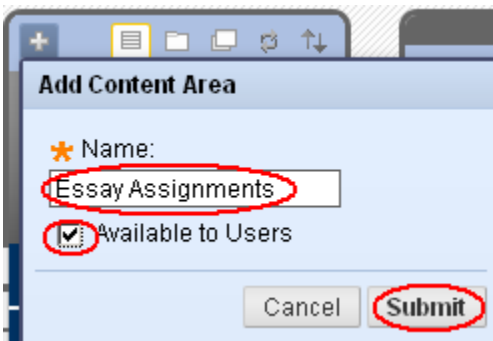
Step 3. Edit the newly created assignment dropbox.

Step 1 – a. Create a page where you would like to put the assignment dropbox.

(1) In Course Menu, click the Add Menu Item icon “+” (upper-left) and select “Content Area”

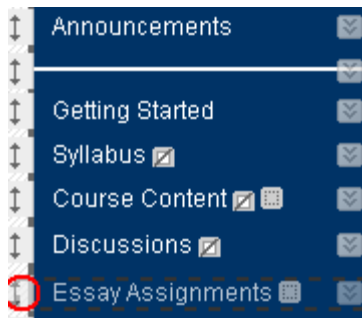


(2) Type the name of the page such as “Essay Assignments”. Check “Available to Users”. Click on “Submit”.



(3) The newly added link is placed at the bottom in Course Menu. You may reorder it. Drag the move icon and drop it to a place you wish in Course Menu.

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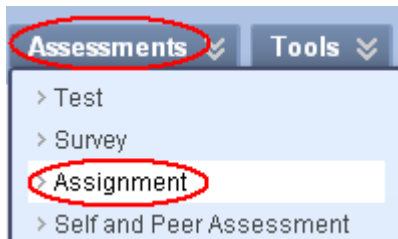


Step 1 – b. Identify a page where you would like to put the assignment dropbox.

If you would like to add an assignment dropbox on an existing page, just navigate to the page.

Step 2 – In the page where you would like to add the assignment dropbox, create the dropbox.

- (1) Navigate to the page where you would like to add an assignment dropbox. In the Step 1-a example, click on “Essay Assignments” link in Course Menu.
- (2) Under “Assessments”, choose “Assignments”.



- (3) In the **Create Assignment** window, enter the following information:

- a. **Name:** Enter the name of the Assignments.
- b. **Instructions:** enter the instruction about the assignment. You may copy and paste the assignment instruction from a MS Word file to this box.

A screenshot of the Blackboard 'Create Assignment' form. The form has a title bar 'Create Assignment' with a document icon. Below the title bar is a description: 'Assignments are a form of assessment that adds a Column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)'. There are 'Cancel' and 'Submit' buttons. Below this is a section '1. Assignment Information'. It contains a required field 'Name and Color' with the text 'Essay 1' and a color selection dropdown set to 'Black'. Below that is the 'Instructions' section, which is a text editor. The text editor has a toolbar with various formatting options and a 'Text Editor is: ON' indicator. The text in the editor reads: 'Submit your argument essay in .rtf or .doc format here. Refer to the Course Syllabus for the requirement.'

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- c. Enter a point in “3. Grading”.

3. Grading

★ Points Possible

Associated Rubrics ▼

Name	Type	Date Last Edited	Show Rubric
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- d. In “4. Availability”, you will decide to either use Due Date or Display Until. “Due Date” means that after a set date, students are still able to see the assignment link and submit their work. However their work is labeled as late. “Display Until” means that after a set, students are unable to see the Assignment link and therefore unable to submit their work in the dropbox.

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.

☒ Display Until

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

☐ Track Number of Views

5. Due Dates

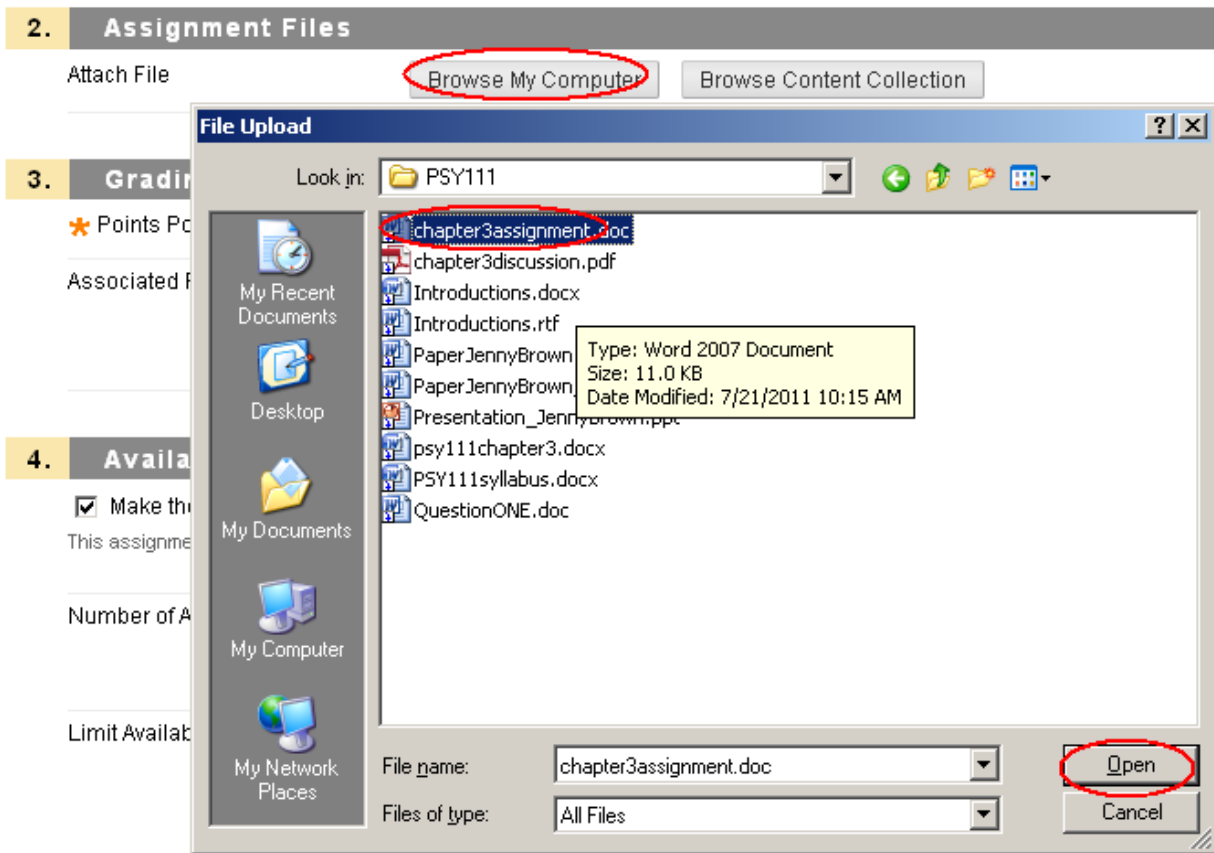
Submissions are accepted after this date, but are marked **Late**.

Due Date ☒

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

- e. If you would like to attach an instruction file in the assignment dropbox, in “2. Assignment Files”, click on **Browse My Computer**. Locate the file on your computer and double-click on the file to open.

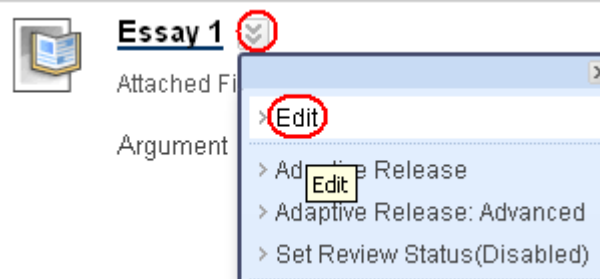
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f. Click on "Submit" either at the top or the bottom of the page.

Step 3 - Edit a newly created assignment.

- (1) If you would like to revise the assignment instruction, change a due date, name of the assignment, or grade points, click on the action icon of the assignment dropbox and select "Edit".



- (2) Make revision and click on "Submit".