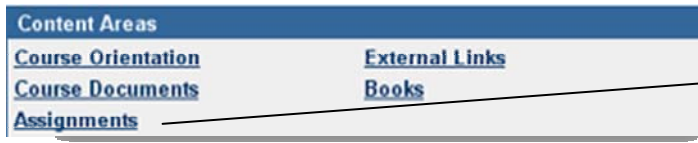


Adding Assignments that are Trackable

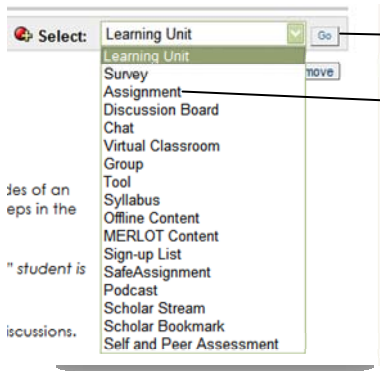
Instructors can create trackable Assignments. Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back to the Instructor through the Assignment you create. To download the assignments, use the grade center (see Downloading and Grading Trackable Assignments Tip Sheet)

Step 1: Click on the Assignments link (or any other content link) in **Content Area** module of Control Panel.



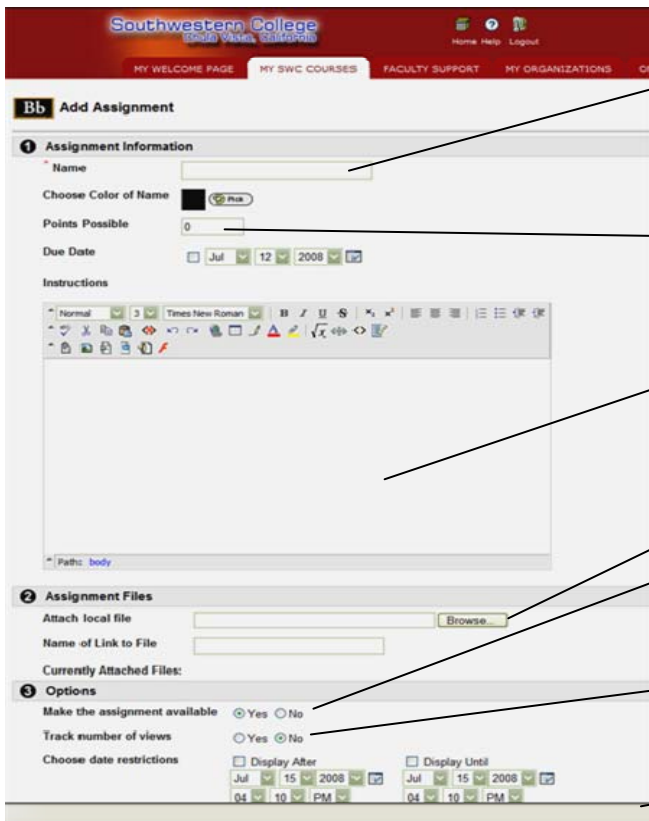
You can add assignments to any Content Area.

Step 2: Choose **Assignment** from the drop down menu on the top right and click **GO**.



GO choice

Assignment choice



Enter the **name** of the Assignment. This name will also appear in the grade center.

Enter the **points** the assignment is worth. This will also appear in the grade center.

Enter the **instructions** for your assignment. If you have an electronic file, you can copy and paste or upload the file (see steps below).

Attach any files students need to complete the assignment

This determines whether students will be able to view the content or not. The Display Until/Display after option will override this option

Selecting yes allows you to track student activity in Blackboard.

Click **SUBMIT**

