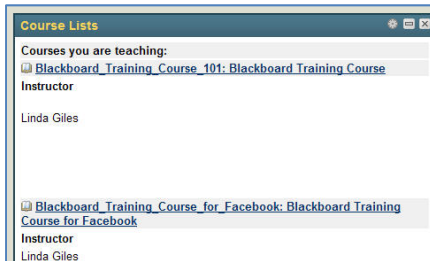


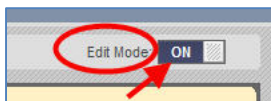
## Blackboard 9 Training – University of St. Thomas

### Create an Assignment

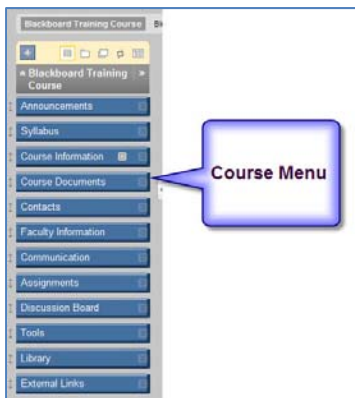
1. Log onto Blackboard and select your course.



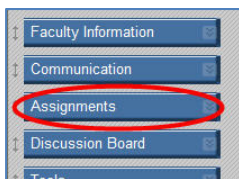
2. Turn the Edit Mode ON.



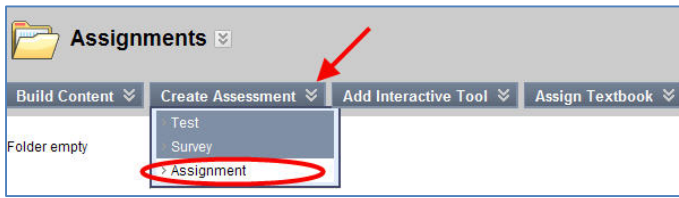
3. Navigate to the Course Menu area on the left of your course.



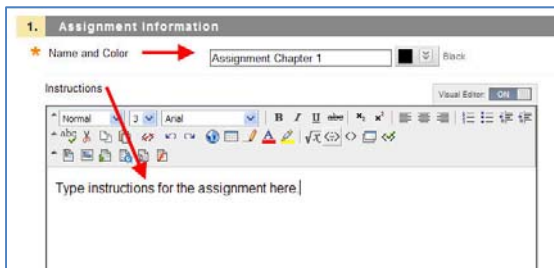
4. Click on the Content Area you would like to add an assignment to.



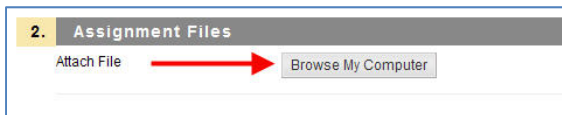
- On the Create Assessment button, click on the Create Assignment link.



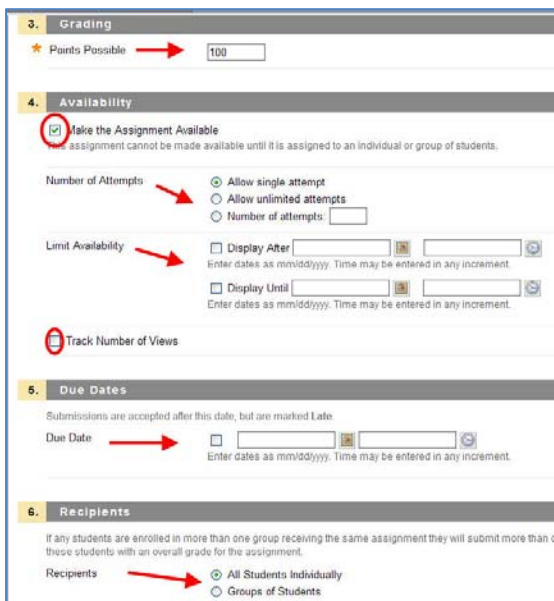
- Enter a Name and Instructions for the Assignment.



- Click Browse for Local File to attach files to the Assignment.



- Insert Grading possible points, Availability, Due Dates, and Recipients.



9. Click Submit to complete.

