

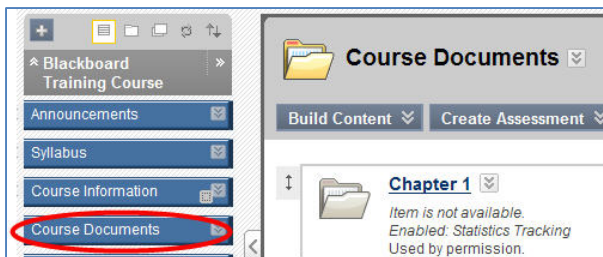
University of St. Thomas – Blackboard 9 Training

Manual Assignments

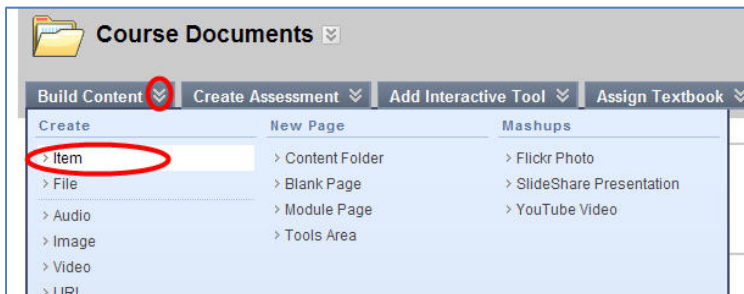
Manual assignments are used for those assignments that are physical items turned in such as a paper that is in written form. If you choose to create a manual assignment you will also need to manually add a Grade Center Column to record the grade. Remember that all Assignments created using the Assignment tool will automatically be populated with a column in the Grade Center but manual assignments are not.

Add a Manual Assignment

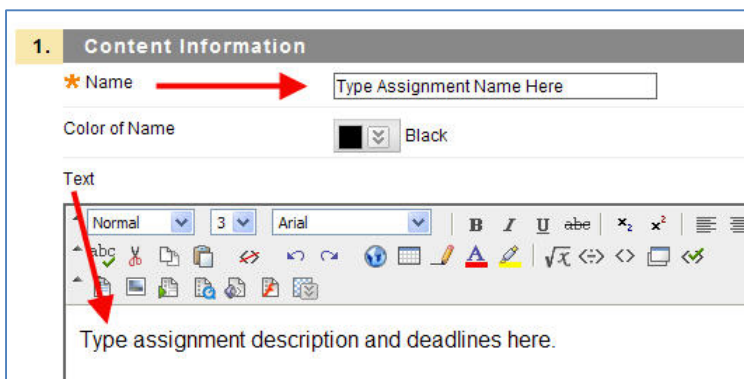
1. Click on a Content Area link in which you want to create the assignment. In this example an item will be added to **Course Documents**.



2. Click **Build Content** on the action bar and select **Item**.




3. Enter the assignment information.




4. In Section 2, you can attach files for your assignment (i.e. – instructions or rubric).

2. Attachments

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself not deleted.

Attach File 

Attached files



File Name	Link Title	File Action
 Welcome_Letter.doc	Welcome_Letter.doc	Create a link to this file Do not attach



5. In the Options section you can set availability options.

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions 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.

6. Click Submit.