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).

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

6. Click Submit.