# Manual Assignments

Certain types of assignments cannot be submitted in the form of an electronic file, especially if they must be built by hand without 3D printing technology. These manual assignments can take the form of an Item deployed in a Content Area or Leaning Module.

If you prefer to create a manual assignment, one that the students will not submit via Blackboard, you will also need to add a Grade Center Column manually to record the grade. All assignments created and submitted using the Assignment tool automatically create a corresponding column in the Grade Center, but manual assignments do not.

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.
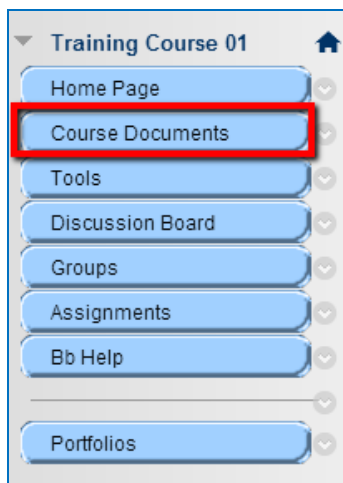
2. Point to **Build Content** on the action bar, and select **Item**.
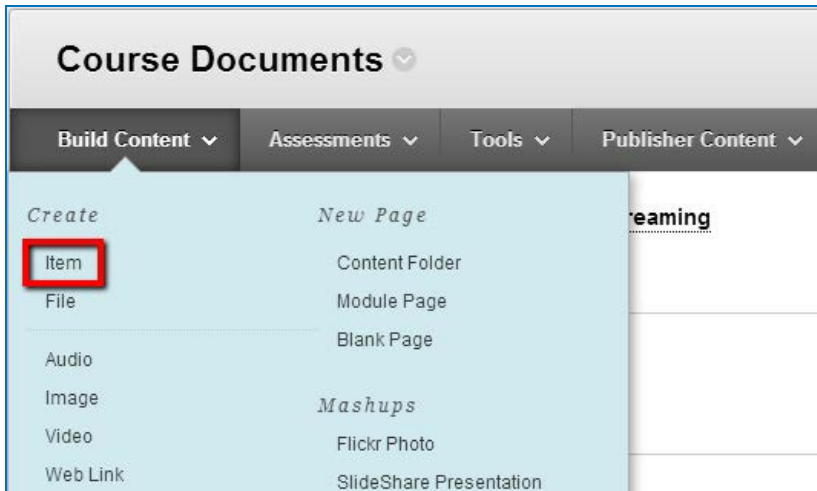
3. Enter the basic assignment information, including a **Name** and **Instructions**. The Name is required.

4. Click **Browse My Computer** or **Browse Course** to attach one or more files for your assignment (e.g., instructions or a presentation).

5. In the Standard Options section you can set Availability and Tracking options. If you set a date range for availability, leave **Permit Users to View this Content** set to **Yes** so it will be visible to students at the **Display After** time.

6. Click **Submit**.

The Item will appear at the bottom of the Content Area. You can use the arrows to drag it to a different location.