

# Blackboard at CSD: Add Assignment

## Log on to Course on the 509J Blackboard site

Go directly to the website at “http://webschool.csd509j.net”.

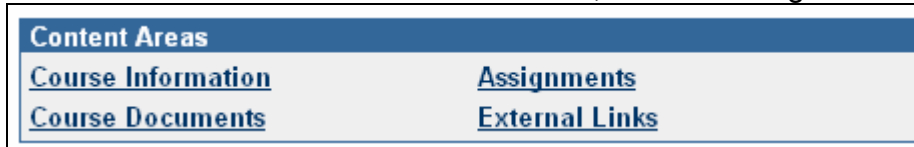
Click on Login button on left. Type in Username (6 last, 1 first) & Password (email & website). Click on Login.

Don't forget to click on the Logout when you are finished.

Once you are logged in, click on the course that you are building.  
Click on the Control Panel link.

## Adding an Assignment

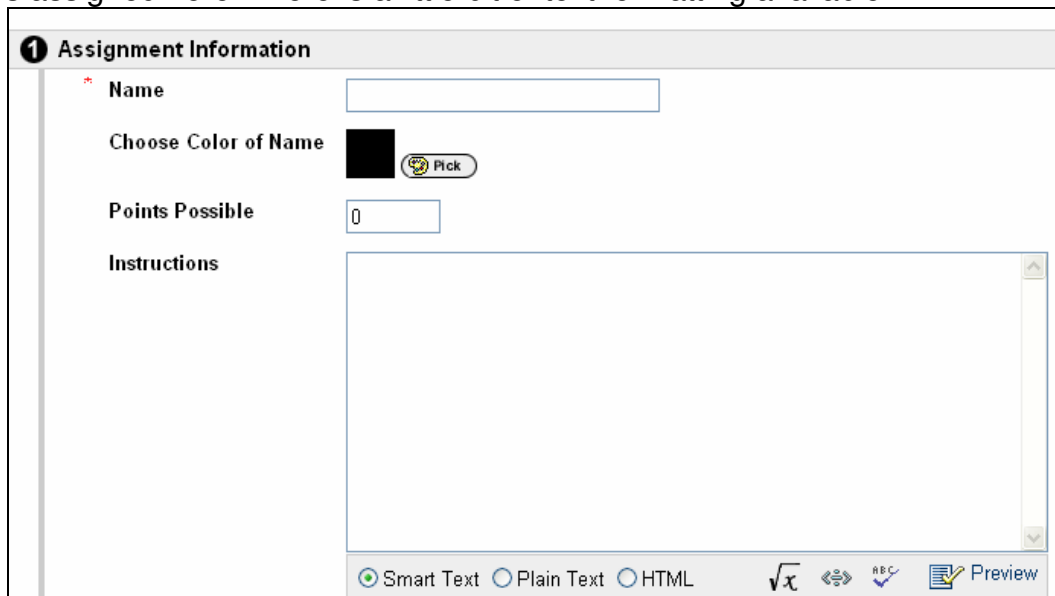
In the Control Panel under Content Areas, click on Assignments.



In the next screen, you can select Assignment. Click Go.

In the next screen, there are 4 sections—Assignment Information, Assignment Files, Options, and Submit.

1. Assignment Information is where the name of the assignment must be included and an assignment instructions can be typed. Also the number of Points Possible is assigned here. There is a little bit of text formatting available.

A screenshot of the 'Assignment Information' form in Blackboard. The form has a title bar with a circled '1' and the text 'Assignment Information'. It contains several fields: 'Name' with a red asterisk and an empty text box; 'Choose Color of Name' with a black color swatch and a 'Pick' button; 'Points Possible' with an empty text box; and 'Instructions' with a large text area. At the bottom, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML', along with icons for mathematical symbols, links, and a 'Preview' button.

- To add the document from your computer, in the Assignment Files section, click on the Browse button.

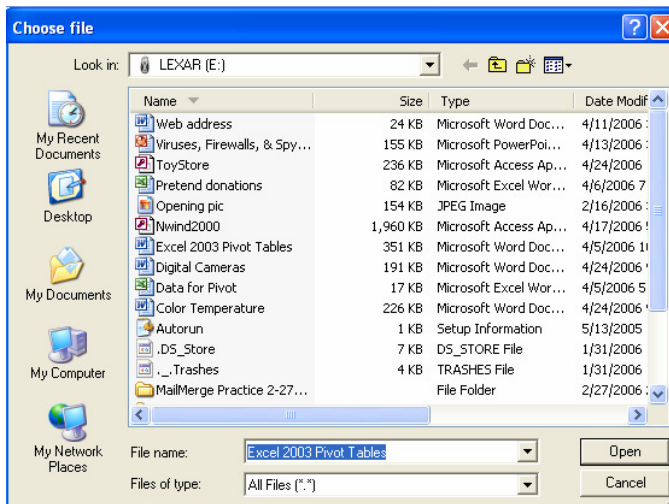
**2 Assignment Files**

**File To Attach**

**Name of Link to File**

**Currently Attached Files:**

- In the Choose file box, click on the file, and click on the Open button. Documents can be Word documents, Excel spreadsheets, PDFs, graphics, or anything that can be read.



- The path to the file should show up on the "Files To Attach" box. It is not necessary to fill in the "Name of Link to File" box.

**2 Assignment Files**

**File To Attach**

**Name of Link to File**

**Currently Attached Files:**

5. In the Availability Options section, set the options and assign the Availability Dates.

**3 Options**

**Make the assignment available**  Yes  No

**Track number of views**  Yes  No

**Choose date restrictions**

Display After  Display Until

May 04 2006 May 04 2006

04 20 PM 04 20 PM

**4 Submit**

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Submit

6. Click on the Submit button in Section 4 to finish adding the document.
7. Click OK when the message appears about the assignment being updated.

**Add Assignment**

The assignment has been updated.

Thursday, May 4, 2006 4:40:37 PM PDT

OK

Once you have finished adding and modifying assignments, click OK. This will take you back to the Control Panel.