



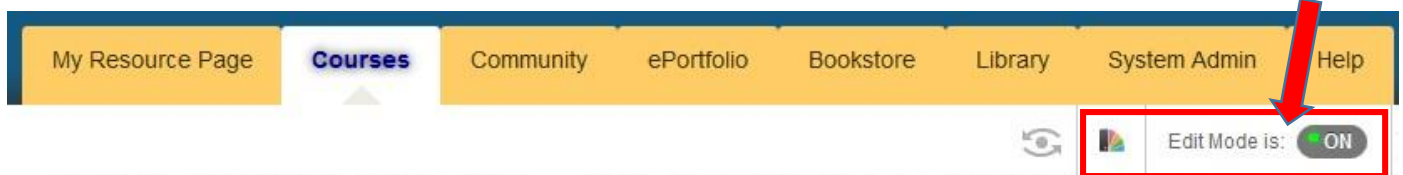
CREATING AND EDITING ASSIGNMENTS

Create an assignment with a due date, enter the points possible, and attach a rubric.

1. Open a browser (e.g., Firefox, Internet Explorer) to <https://blackboard.pace.edu/>.
2. Enter your Pace credentials and click, “Login”.

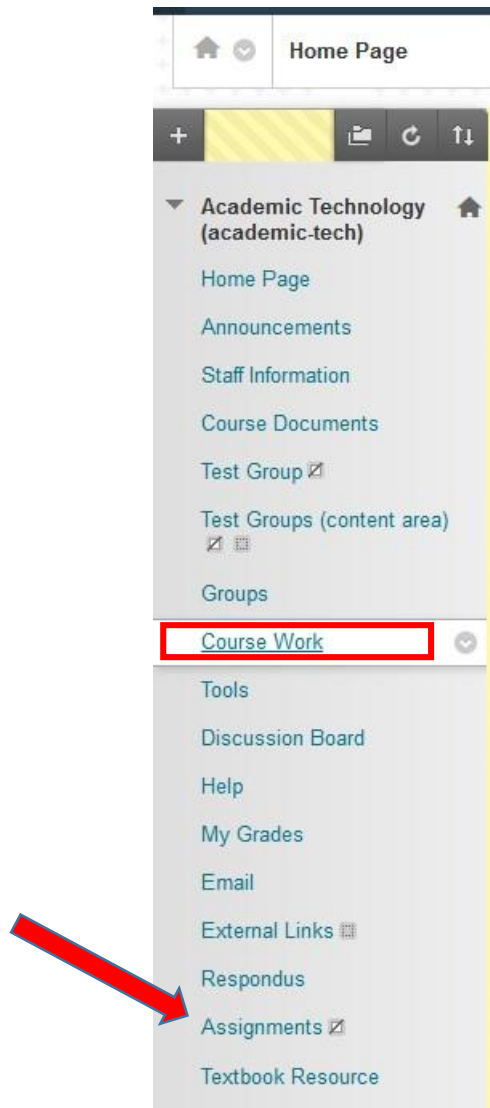


3. Make sure that “Edit Mode” is turned on in the upper right-hand corner of the screen.



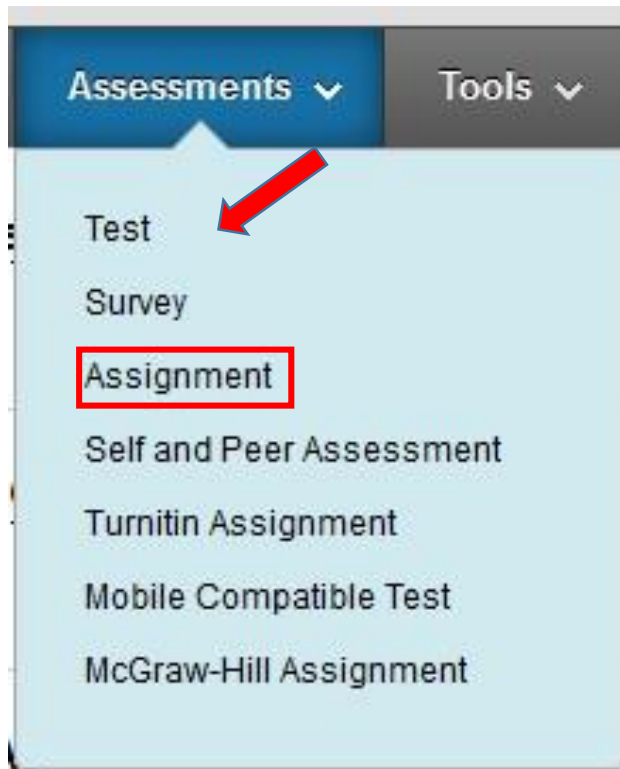


4. Navigate to and **click on the “Assignments”** section on the left-hand side of your course in Blackboard.





5. Scroll over **“Assessments”** and select **“Assignment”**.



6. Enter content into **“Name”** and **“Text Fields”**. Attach any desired files. Input the due date. Enter **“points possible”** under grading. Attach a rubric (if desired).
7. Next, select the type of submission under **“Submission Details”**, how the assignment will be graded under **“Grading Options”**, and how the grade will be displayed under **“Display of Grades”**.



8. Finally, select how long the students will be able to view the assignment under the **“Availability”** section.
9. Click the **“Submit”** button.



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My Notes: