

TUTORIAL

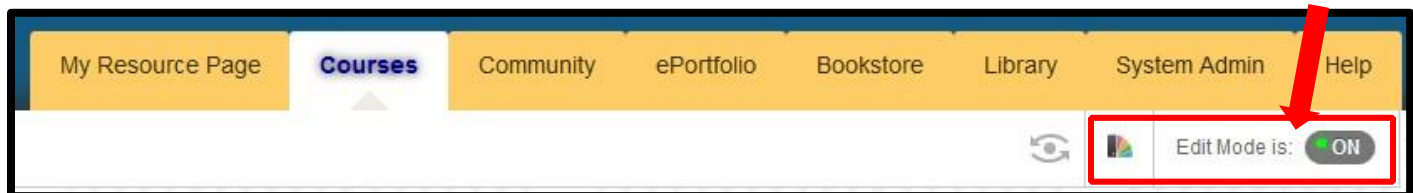
CREATING AND EDITING
ASSIGNMENTS

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”**.

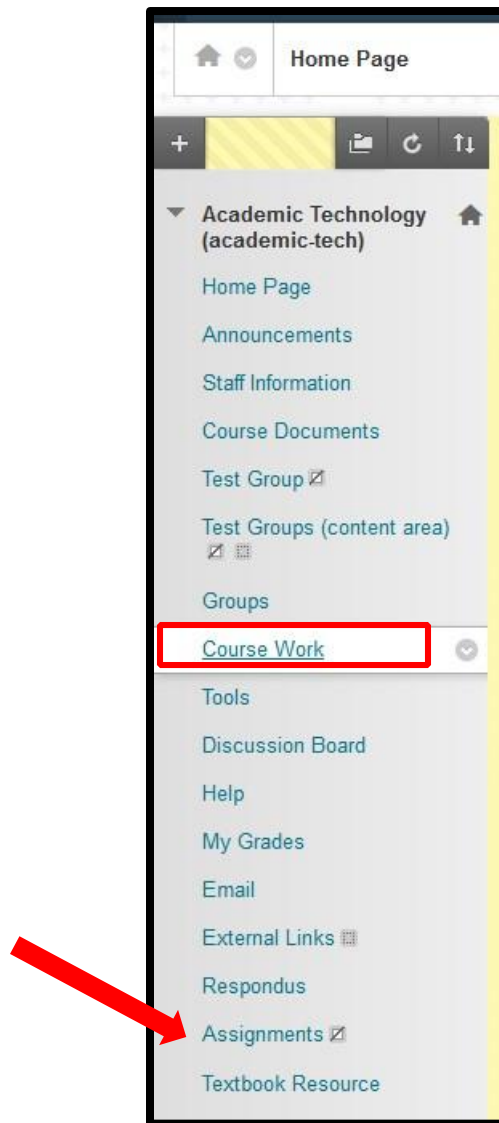
A screenshot of a login form with a light blue background. It contains two input fields: "Username:" and "Password:". Below the fields is a teal button labeled "Login".

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



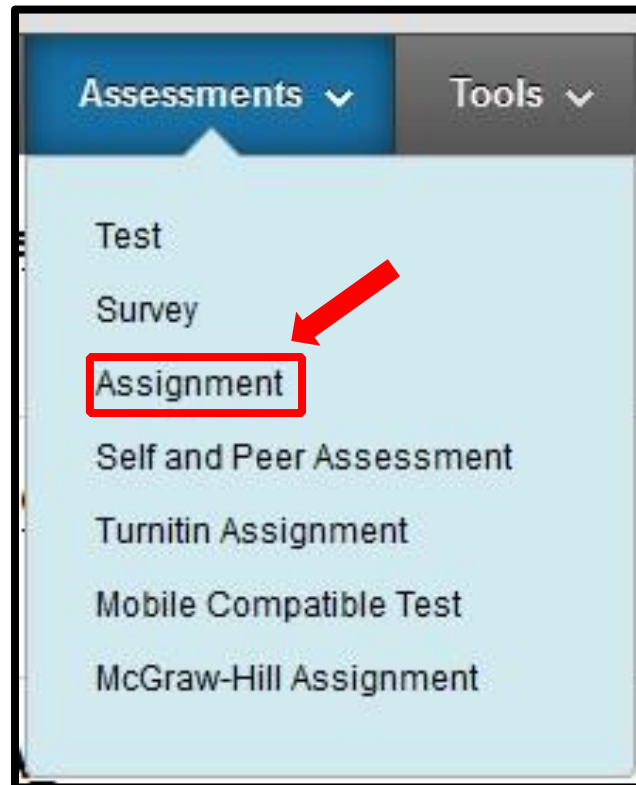
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9. Navigate to and **click on the “Assignments” section** on the left-hand side of your course in Blackboard.



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



11. 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).
12. 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**”.
13. Finally, select how long the students will be able to view the assignment under the “**Availability**” section.
14. Click the “**Submit**” button.