

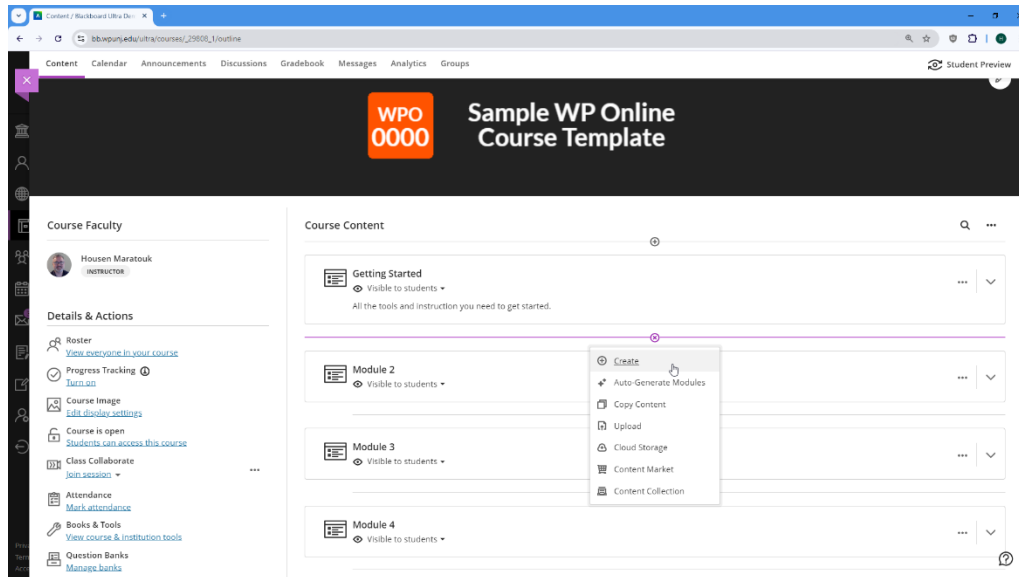


## Center for Teaching with Technology

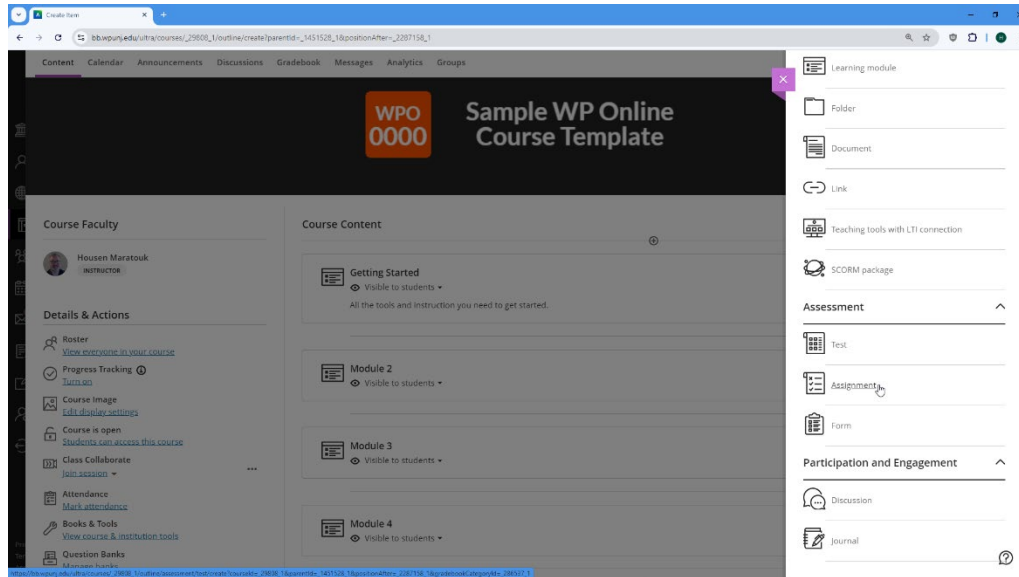
CTT Learning Space: Cheng Library 120k  
Office: Library 120e – Phone: 973-720-2659

### Creating Assignments in Blackboard Ultra

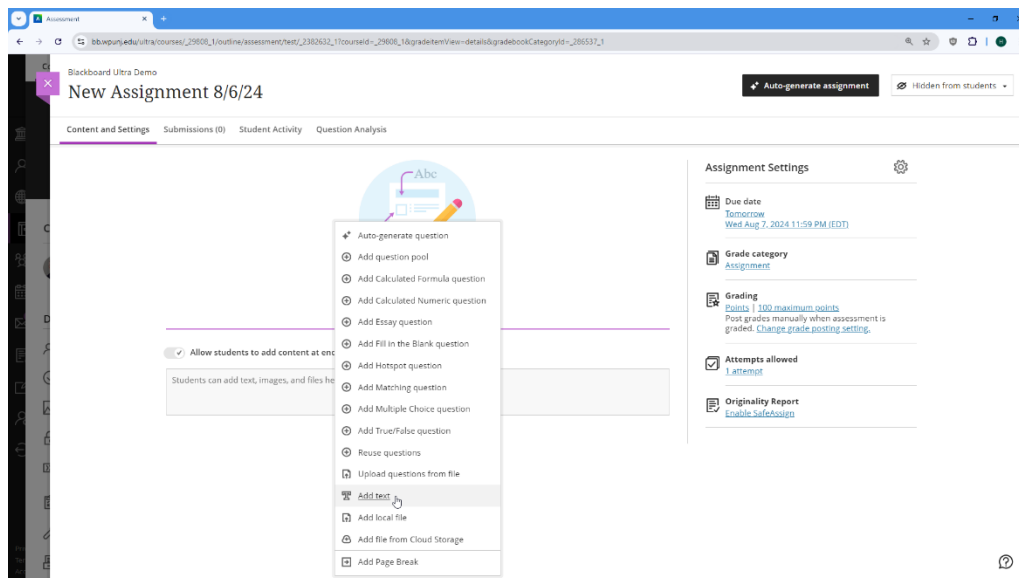
Creating assignments in Blackboard Ultra is a straightforward process that can begin in any content area, whether in or outside of a module or folder. To start the process, go to the content area of any course shell in which you have Instructor privileges, click on one of the icons that looks like a circle with a “plus sign” in it, and then click on “Create” in the resulting menu.



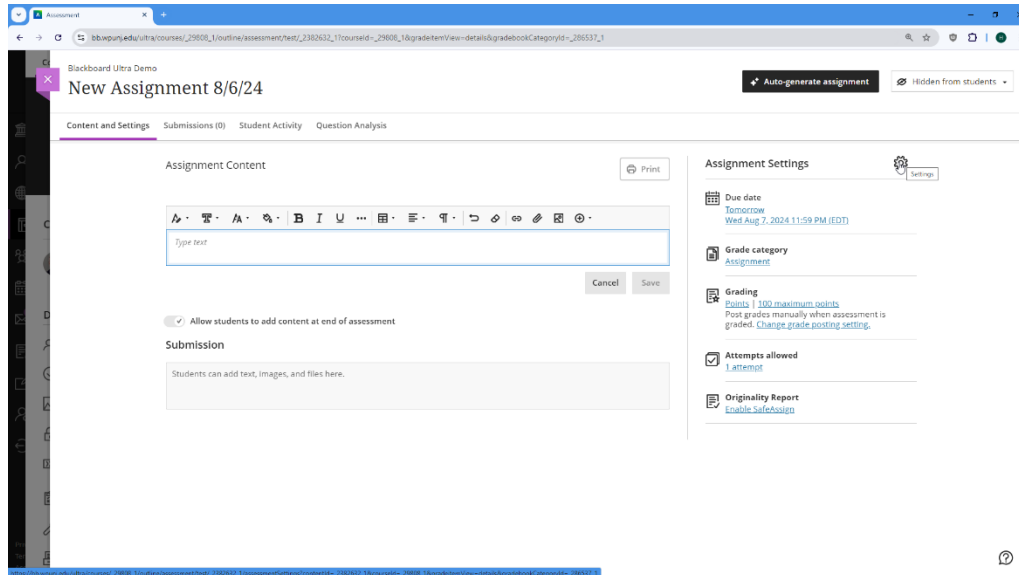
This will open a panel on the right-hand side of the page, which you can use to scroll down to find and click on “Assignment.”



As the assignment page opens, name your assignment by typing over the default name, which shows “New Assignment,” followed by the current date. Next, locate click on the icon that looks like a circle with a “plus sign” near the middle of the page and then on “Add Text” in the resulting menu.

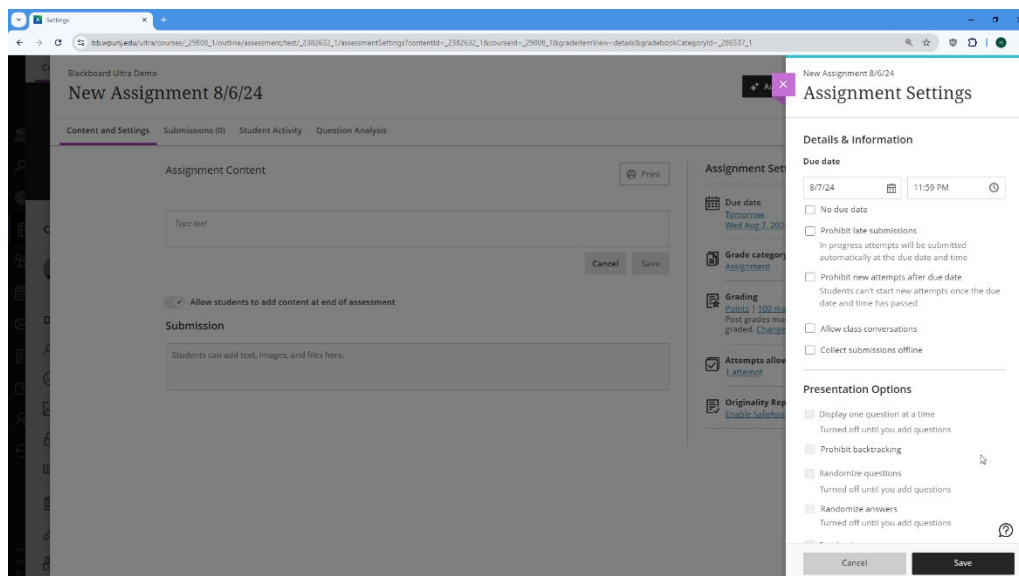


This will open a text editor box that you can use to enter detailed instructions for the assignment, including formatted text, attached files, and even embedded multimedia. Please note, however, that the resulting text box will only be visible to students after they begin an attempt for this assignment. And while there is a separate “Description” area that can be used, in a subsequent step, to share some brief instructions that can be viewed before beginning an attempt, the only way to share detailed, fully formatted instructions that a student can see before beginning an attempt is by creating a separate Course Document.

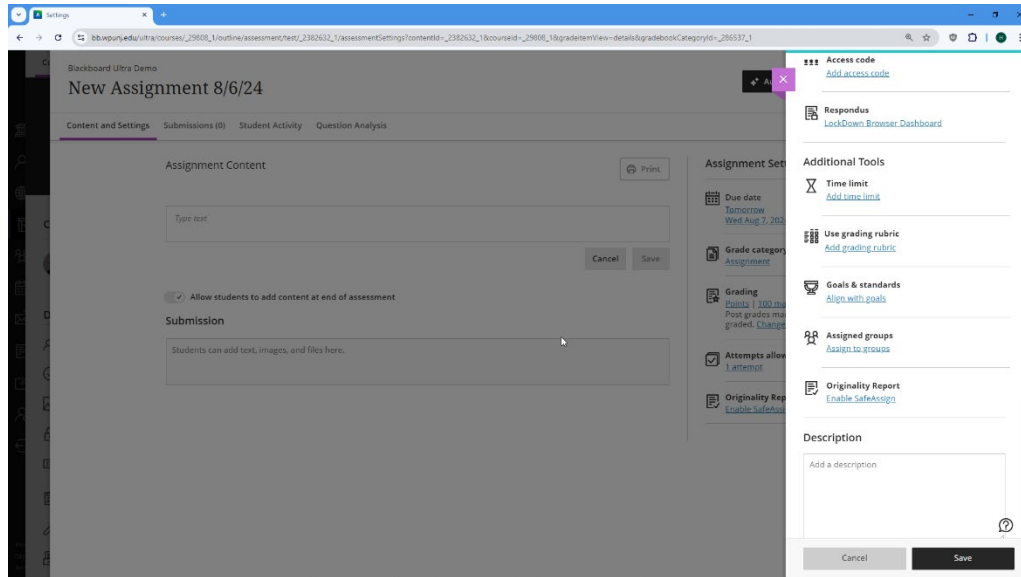


Next, click on the icon that looks like a picture of a gear, near the top-right of the page to enter the “Assignment Settings” area. Here, you will be able to configure the settings for the assignment, including its due date, grading scale, and more.

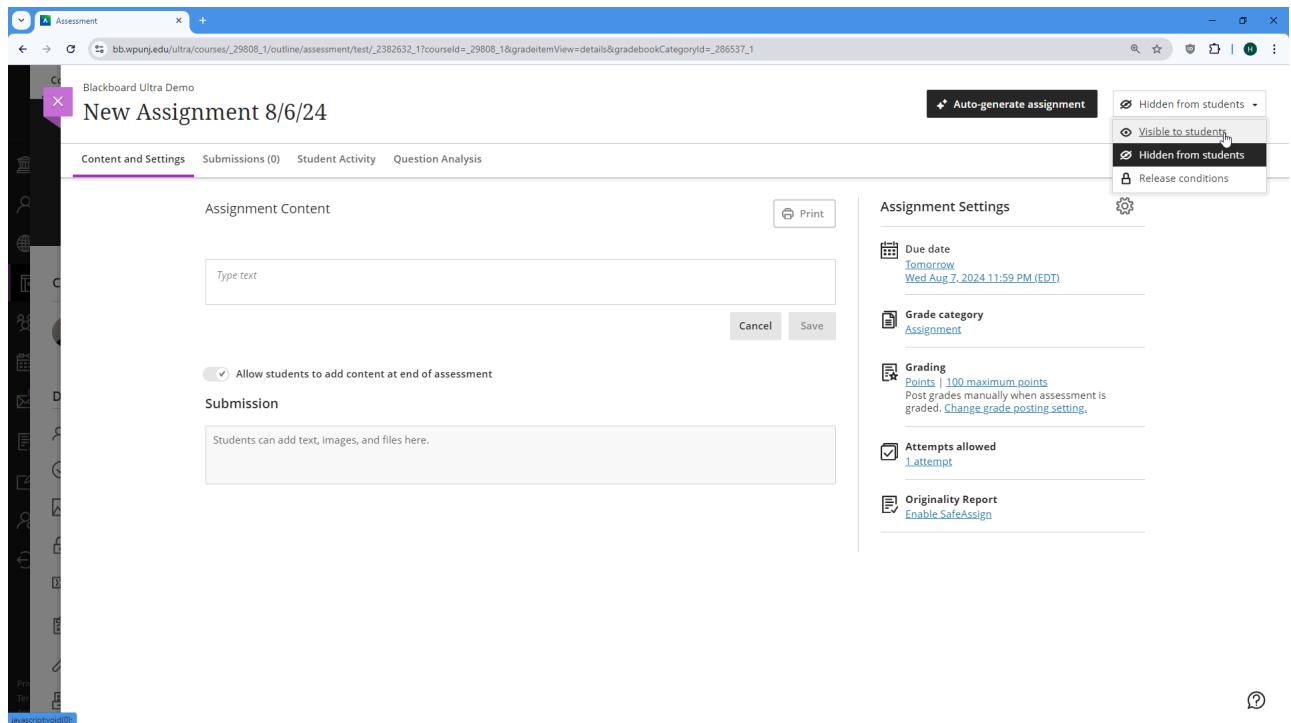
As you make your way through this panel you will notice that some items are grayed out and inaccessible. This is because in Blackboard Ultra, the same interface is used when creating Assignments and Tests, with settings opens becoming available based on what they contain. So you can create an “Assignment” that includes multiple choice questions or a “Test” that includes file based responses, with the presence of each type of question controlling which settings opens are available and which are grayed out.



Scroll down through the panel to find and configure the remaining settings before clicking on the “Save” button, near the bottom-right of the page.



And finally, use the pull-down menu near the top-right corner of the page to set the assignment’s visibility.



For more about creating assignments in Blackboard Ultra, please contact the Center for Teaching with Technology.