



## How to Do Assignment in **Blackboard**



**Follow the steps**

## **How to Do Assignment in Blackboard**

The screenshot shows the Blackboard user interface. At the top, there's a navigation bar with a plus icon on the left and user information 'EN\_01 Training' on the right. Below this is a menu with 'My Institution', 'Courses' (highlighted), 'Community', and 'Services'. The main content area is divided into three sections: 'Course Search' with a search box and 'Go' button; 'Course List' showing 'Courses where you are: Instructor' and a list of courses including 'Training EN Course 1'; and 'Course Catalog' with a 'Browse Course Catalog' button. A blue arrow points from a callout box labeled 'Select the Course' to the 'Training EN Course 1' entry in the Course List.



The screenshot shows the LMS interface for 'Training EN Course 1'. The browser address bar displays 'lms.jazanu.edu.sa'. The top navigation bar includes links for 'My Institution', 'Courses', 'Community', and 'Services'. The user is logged in as 'EN\_01 Training'. The main content area is titled 'Home Page' and includes sections for 'My Announcements' and 'My Tasks'. A sidebar on the left contains a list of content types: 'Content Area', 'Module Page', 'Blank Page', 'Tool Link', 'Web Link', 'Course Link', 'Subheader', 'Divider', 'Tools', 'Help', and 'Announcement'. Two callouts are present: Callout 1 points to a '+' sign in the top left corner of the content area, with the text 'Click on the + sign'. Callout 2 points to the 'Content Area' option in the sidebar, with the text 'Click Content Area'. At the bottom of the page, a URL is provided: 'Open #https://lms.jazanu.edu.sa/webapps/blackboard/execute/modulepage/view?course\_id=\_73152\_1&cmp\_tab\_id=\_74635\_1&editMode=true&mode=cpview# on this page in a new tab'.

1 Click on the + sign

2 Click Content Area

Open #https://lms.jazanu.edu.sa/webapps/blackboard/execute/modulepage/view?course\_id=\_73152\_1&cmp\_tab\_id=\_74635\_1&editMode=true&mode=cpview# on this page in a new tab



The screenshot displays the Blackboard interface for 'Training EN Course 1'. The 'Add Content Area' dialog box is open, showing the 'Name' field set to 'Assignment Blackboard' and the 'Available to Users' checkbox checked. Three numbered instructions are overlaid on the image:

- 3** Type the **title** of the Assignment (points to the 'Name' field)
- 4** Check ☒ the box (points to the 'Available to Users' checkbox)
- 5** Click **Submit** (points to the 'Submit' button)

The background interface includes a top navigation bar with 'My Institution', 'Courses', 'Community', and 'Services'. The 'Courses' tab is active. The main content area shows 'Home Page' and 'Edit Mode is: ON'. The left sidebar lists 'Discussion', 'Groups', 'Tools', 'Help', 'Announcement', and 'Blackboard Exam'. The right sidebar shows 'To Do', 'What's Past Due', and 'What's Due' sections.



The screenshot displays the Blackboard LMS interface. At the top, there is a navigation bar with a user profile icon labeled 'EN\_01 Training' and a power icon. Below this, a secondary navigation bar contains links for 'My Institution', 'Courses', 'Community', and 'Services'. The main content area is titled 'Training EN Course 1' and 'Home Page'. On the left, a sidebar menu lists various course options: 'Home Page', 'Information', 'Virtual Lecture', 'Content', 'Discussions', 'Groups', 'Tools', 'Help', 'Announcements', 'Blackboard Exam', and 'Assignment Blackboard'. The 'Assignment Blackboard' option is highlighted with a red box and a blue arrow pointing to it. A text box with an orange background and black text is overlaid on the main content area, stating: 'Here you will see your Assignment. Click on it.' The main content area itself shows sections for 'My Announcements', 'My Tasks', and 'To Do'. The 'My Tasks' section indicates 'No tasks due.' The 'To Do' section shows 'What's Past Due' and 'What's Due' with a date selector set to '03/21/2020'.



The screenshot displays the Blackboard interface for a course titled "Training EN Course 1". The top navigation bar includes links for "My Institution", "Courses", "Community", and "Services". The "Courses" link is highlighted. Below the navigation bar, the course name "Training EN Course 1" is shown, followed by "Assignment Blackboard". A purple banner at the top of the main content area reads "Item added to course menu". The left sidebar contains a list of course items: "Home Page", "Information", "Virtual Lecture", "Content", "Discussions", "Groups", "Tools", "Help", "Announcement", "Blackboard Exam", and "Assignment Blackboard". The "Assignment Blackboard" item is selected. The main content area shows the "Assignment Blackboard" section with a dropdown menu open for "Assessments". The dropdown menu lists "Test", "Survey", "Assignment", "Self and Peer Assessment", and "McGraw-Hill Assignment". The "Assignment" option is highlighted with a red box. Two orange callout boxes with blue arrows point to the "Assessments" dropdown and the "Assignment" option, both labeled "Click Assessment". A small message in the bottom right corner of the main content area says "It's time to use functions above to add it."

EN\_01 Training

My Institution Courses Community Services

Training EN Course 1 Assignment Blackboard

Item added to course menu

Assignment Blackboard

Build Content Assessments Tools Partner Content

Test

Survey

Assignment

Self and Peer Assessment

McGraw-Hill Assignment

Click Assessment

Click Assessment

It's time to use functions above to add it.

The screenshot shows the Blackboard 'Assignment Blackboard' interface. On the left is a navigation menu with categories like Groups, Tools, Help, Announcement, Blackboard Exam, and Assignment Blackboard. The main area is titled 'Assignment Blackboard' and contains a 'Name and Color' section with a text box containing 'Assignment Blackboard' and a color dropdown set to 'Black'. Below this is an 'Instructions' section with a rich text editor toolbar. A blue arrow points from the 'Write the name of Assignment' callout to the 'Name and Color' text box. Another blue arrow points from the 'Browse My Computer to attach file' callout to the 'Browse My Computer' button in the 'ASSIGNMENT FILES' section. The 'ASSIGNMENT FILES' section includes an 'Attach Files' label and three buttons: 'Browse My Computer', 'Browse Course', and 'Browse Cloud Storage'. At the bottom, there is a footer with the text 'Click **Submit** to finish. Click **Cancel** to quit without saving changes.' and two buttons: 'Cancel' and 'Submit'.

Groups

Tools

Help

Announcement

Blackboard Exam

Assignment Blackboard

**Course Management**

Control Panel

Files

Course Tools

Evaluation

**Grade Center**

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Customization

Packages and Utilities

Help

★ Name and Color

Assignment Blackboard

Black

Instructions

Write the name of Assignment

Browse My Computer to attach file

ASSIGNMENT FILES

Attach Files

Browse My Computer

Browse Course

Browse Cloud Storage

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel

Submit



### Display of Grades

Grades must be entered using the format selected **1** display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as

Primary

Score

Select **Yes** to show include in Grade Center grading calculating

☒ Include in Grade Center grading calculations

Scores on anonymously graded assignments will not be included in calculations until the submissions are no longer anonymous. **2**

☒ Show to students in My Grades

Select **Yes** to show to students in My grades

☐ Show average and median statistics for this column to students in my Grades

**3**

### AVAILABILITY

☐

Make the Assignment Available

Select **Yes** in **Make available to students**

This assignment cannot be made available until it is assigned to an individual or group of students.

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Click **Submit**

Cancel

Submit





مركز التعليم الإلكتروني  
eLearning Center



جامعة جازان  
Jazan University





The screenshot displays the Blackboard interface for 'Training EN Course 1'. The top navigation bar includes 'My Institution', 'Courses', 'Community', and 'Services'. The 'Courses' tab is active, showing the course name and a dropdown menu. Below the navigation bar, a purple banner indicates 'Success: Assignment Blackboard created.' with a refresh icon and 'Edit Mode is: ON'. The main content area shows the 'Assignment Blackboard' section with tabs for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. A red box highlights the 'Assignment Blackboard' section, which includes an icon of a document with a pencil and the text 'Assignment Blackboard'. Below this, it lists 'Attached Files: Blackboard Assignment.docx (12.893 KB)'. Two orange callout boxes with blue arrows provide instructions: 'Select this eye to go to student's mode' points to the refresh icon, and 'Here you can see the Assignment' points to the assignment details box.

Training EN Course 1 Assignment Blackboard

Success: Assignment Blackboard created.

Select this eye to go to student's mode

Assignment Blackboard

Build Content Assessments Tools Partner Content

Assignment Blackboard

Attached Files: Blackboard Assignment.docx (12.893 KB)

Here you can see the Assignment



**Student Preview mode is ON**

SettingsExit Preview

Training EN Course 1Assignment Blackboard

Training EN Course 1

Home Page

Virtual Lecture

Content

Discussions

Groups

Tools


Help


Announcement

Blackboard Exam

Assignment Blackboard

Assignment Blackboard

**Assignment Blackboard**

Attached Files:  [Blackboard Assignment.docx](#) (12.893 KB)



Student Preview mode is ON

Settings Exit Preview

Training EN Course 1

- Home Page
- Virtual Lecture
- Content
- Discussions
- Groups
- Tools
- Help
- Announcement
- Blackboard Exam
- Assignment Blackboard

### Upload Assignment: Assignment Blackboard

#### ASSIGNMENT INFORMATION

Points Possible

**10**

Blackboard Assignment.docx

Points of Assignment here and also click and download it

#### ASSIGNMENT SUBMISSION

Text Submission



Student Preview mode is ON Settings Exit Preview

Blackboard Exam  
Assignment Blackboard

Blackboard Assignment.docx

ASSIGNMENT SUBMISSION

Browse My Computer and attach the file

Text Submission Write Submission

Attach Files Browse My Computer Browse Cloud Storage

Attached files

File Name	Link Title	
Blackboard Assignment.docx	Blackboard Assignment.docx	<span>Do not attach</span>

When finished, make sure to click **Submit**  
optionally, click **Save** to save your work without saving changes.

Cancel Save Draft Submit

Here is your attachment

Click Submit



**Student Preview mode is ON**

SettingsExit Preview

Training EN Course 1Assignment BlackboardReview Submission History: Assignment Blackboard

Success! Your submission appears on this page. The submission confirmation number is 2ff0d5e6-adaf-4870-82fd-dd50dfeced38. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

Review Submission History: Assignment Blackboard

preview your submission

box

**Blackboard Assignment:**

Q 1: Here fills your information:

Name	Student
Class	Level 1
Subject	English
Date of exam	12/4/2020

Assignment Details

**GRADE**  
LAST GRADED ATTEMPT  
/10

**ATTEMPT**  
3/21/20 5:08 PM  
/10

Submission  
[Blackboard Assignment.docx](#)



## Instructor Mode

Click **Grade Center** and  
then **Needs Grading**

Help

Announcement

Blackboard Exam

Assignment Blackboard

### Course Management

#### Control Panel

Files

Course Tools

Evaluation

#### Grade Center

Needs Grading

Full Needs Grading

Assignments

Tests

Users and Groups

Customization

Packages and Utilities



▼ Training EN Course 1

Home Page

Information

Virtual Lecture

Content

Discussions

Groups

Tools

Help

Announcement

Blackboard Exam

Assignment Blackboard

Course Management

▼ Control Panel

► Files

► Course Tools

## Needs Grading

View all items ready for grading or review on the Needs Grading page. Select Grade All to begin grading immediately, or sort columns and apply filters to narrow the list. [More Help](#)

Grade All

Needs Reconciliation

Filter

Category

Item

User

Date Submitted

All Categories

All Items

All Users

Any Date

Go

Enter dates as mm/dd/yyyy

☐ Show attempts that don't contribute to user's grade

1 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Assignment Blackboard	EN_01 Training_PreviewUser	March 21, 2020 5:08:07 PM	

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

Now you can see all submitted assignments. Click to open





Help

Announcement

Blackboard Exam

Assignment Blackboard

Course Management

Control Panel

Files

Course Tools

Evaluation

Grade Center

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Customization

Packages and Utilities

Help

box

**Blackboard Assignment:**

Q 1: Here fills your information:

Name	Student
Class	Level 1
Subject	English
Date of exam	12/4/2020

Assignment Details

GRADE

LAST GRADED ATTEMPT

/10

ATTEMPT

3/21/20 5:08 PM

10 /10

Feedback to Learner

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Very Good! Keep it up!

✓

A

Add Notes

Cancel

Save Draft

Submit

Submission

Blackboard Assignment.docx

Here is the Assignment, check, give points and feed back. Then click submit.



Discussions

Groups

Tools

Help

Announcement

Blackboard Exam

Assignment Blackboard

Course Management

Control Panel

Files

Course Tools

Evaluation

Grade Center

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Move To Top

Email

Sort Columns By: Layout Position

Order: ▲Ascending

Hide Color Coding

Grade Information Bar

Last Saved: March 21, 2020 5:11 PM

	LAST NAME	FIRST NAME	SHORT QUESTION	BB TEST LOAD	BLACKBOARD EXAM	ASSIGNMENT BLACKBOARD
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Student Test	User	--	--	--	--
<input type="checkbox"/>	Training_PreviewUs	EN_01	6.00	--	--	10.00

Selected Rows: 0

Move To Top

Email

Icon Legend

Edit Rows Displayed

Marks will updated  
Automatically in Grade Center!