

## *Creating an Assignment*

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Menu** and click on **Assignments** or the **Content Area** where the **assignment** is located.
3. Move your mouse over the **Create Assessment** button to display the drop-down list and select **Assignment**.
4. On the **Create Assignment** page, type a **Name** and **Instructions**. You may also attach a file using the **Browse My Computer** and **Browse Course** buttons.
5. Type **Points Possible** in the **Grading** section. Please note that this is a *required* field and a value (even if it is 0) must be entered here.
6. Click on the check box to **Make the Assignment Available**.
7. If you are going to allow multiple attempts, click the radio button for **Number of Attempts** and enter a value in the field.
8. Click the **Display After** and **Display Until** check boxes to limit the availability of the assignment. You can use the **Date Selection Calendar** to select the date, and **Time Selection Menu** to select the time.
9. You have the option to assign a **Due Date**. Submissions are accepted after this date, but are marked **Late**.
10. In the **Recipients** section, choose the **All Students Individually** option.
11. Click **Submit**.