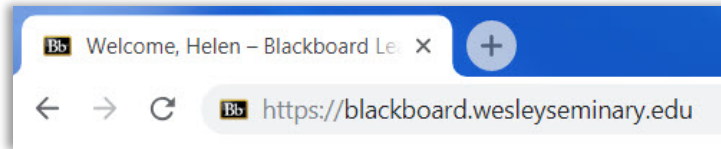


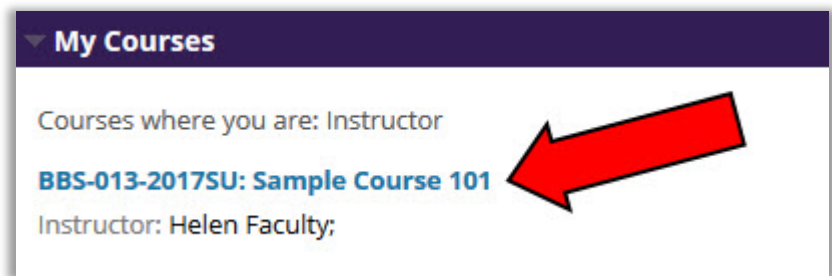
## Creating an Assignment

1. Navigate to Blackboard then enter your wts in front of your username and password as normal.

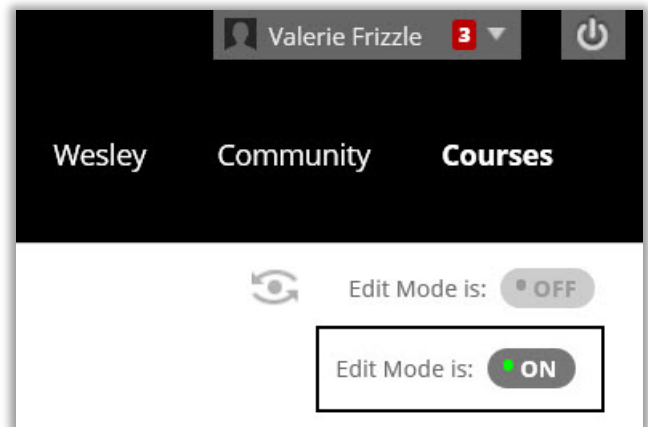
[blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



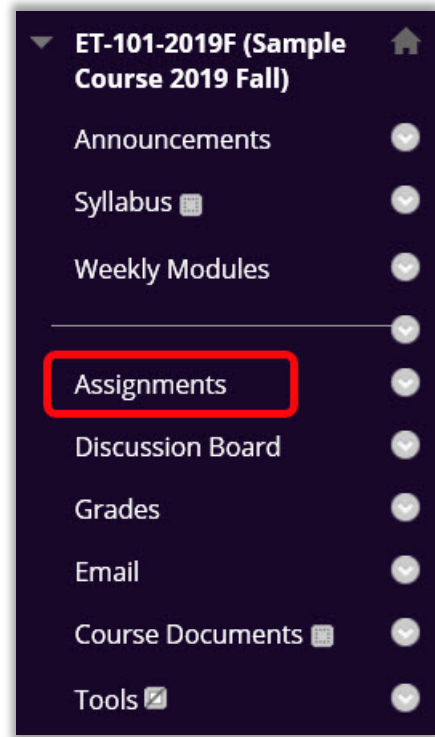
2. Enter your course.



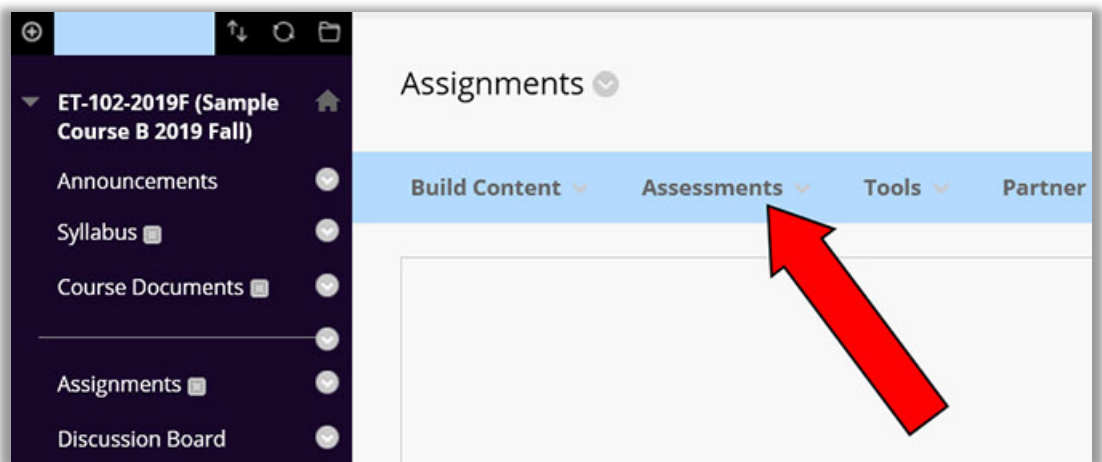
3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. IF the Edit mode shows as Off, click **OFF** once to turn it on.



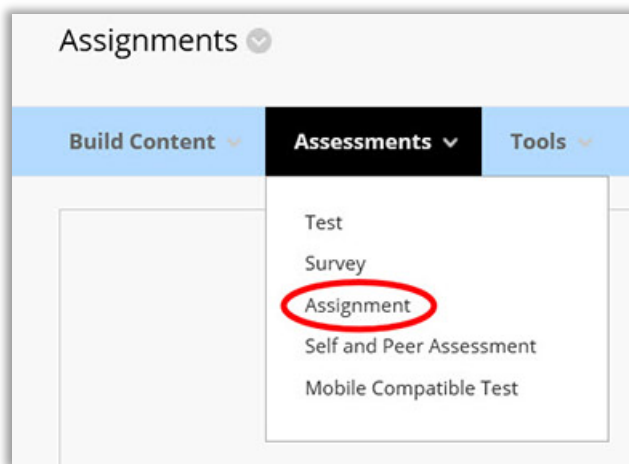
- 
4. Click once on **Assignments** in the Course Menu on the left.



- 
5. Hold your mouse over **Assessments**.

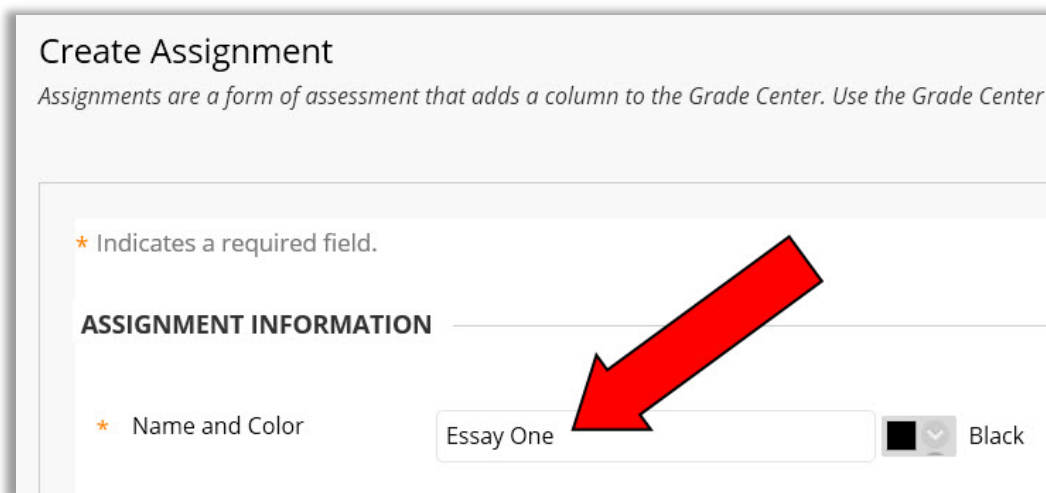


6. Then click **Assignment**.




7. Under Assignment Information, type in the title of the assignment.

This is what students will see, and will be the assignment heading in the grade center.



8. In the box under Instructions, type in your instructions for students. It is advised that you put logistical instructions here. You also have the option to attach files which may contain detailed assignment instructions or questions.

## ASSIGNMENT INFORMATION

Name and Color Essay One  Black

### Instructions

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



Please submit your essay here as a Word document only. All papers must use 12 pt font, New Times Roman or Calibri, and double-spaced. Please see attached PDF for assignment details.

Path: p » span

Words:31

9. Attach any necessary files from your computer or the course files.

You can drag and drop the file, or browse your computer.

## ASSIGNMENT FILES



10. Under Due Dates, you can set a due date for the assignment. The date you set will automatically display on the student Blackboard calendars.

First, check the box next to **Due Date**. Next, you can either type in the date, or use the calendar icon to select a date. If you enter a date, you must enter a time. You can type it in, or use the clock icon.

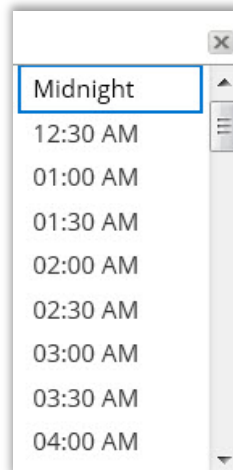
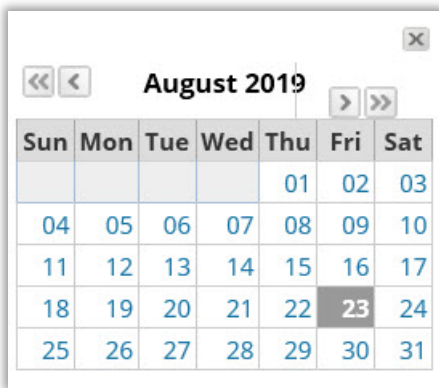
## DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date



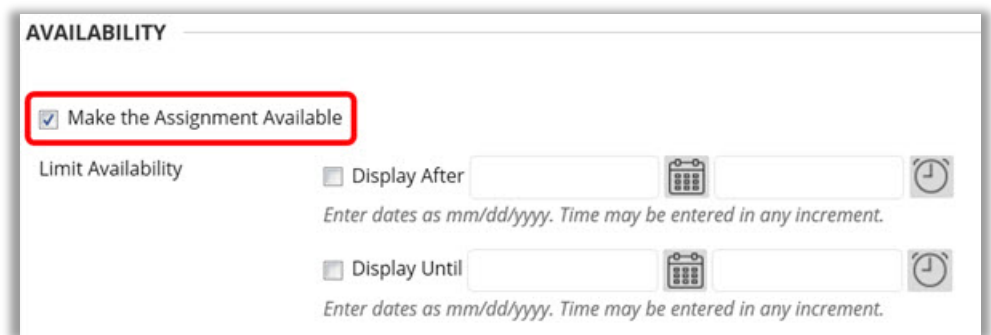
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*



11. Under Grading, type in the maximum points possible for the assignment. This must be a numerical value of what constitutes the best possible grade a student can achieve on this assignment.

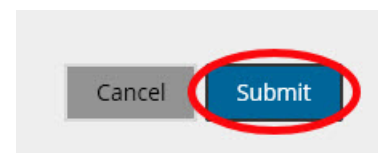


12. Check the box next to **Make the Assignment Available** to allow students to see the assignment. If you are not ready for them to see it, leave this box unchecked.

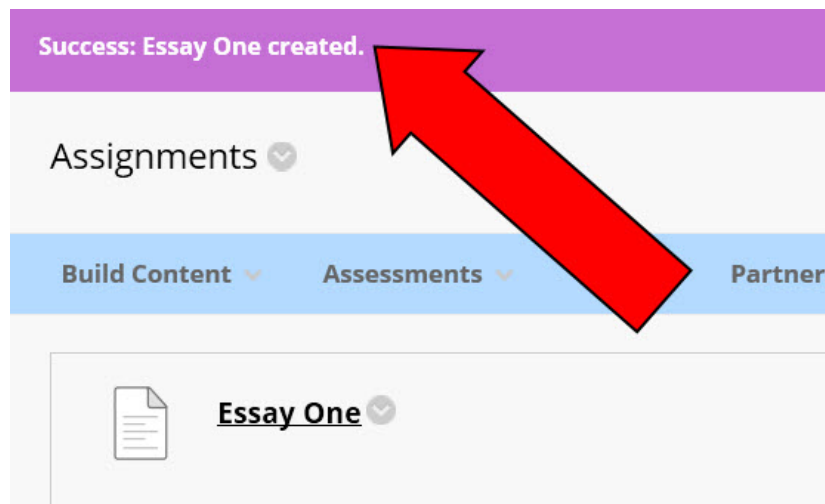


Here you also have the option of adjusting the dates and times that the students can see the assignment.

13. When you are satisfied with the assignment, click **Submit** in the lower right corner.



- 
14. Upon successful completion of the assignment, a fuchsia bar will show at the top of the screen.



---

*If you have any questions or problems, please email us at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)*

---