

## Steps to Creating an Assignment in Bb Ultra

1. **Navigate to Course Content:**
  - Go to the **Course Content** page in your Blackboard Ultra course.
2. **Add a New Assignment:**
  - Click the **plus sign**  where you want to add the assignment.
  - Select **Create** from the menu, then choose **Assignment**.
3. **Enter Assignment Details:**
  - **Title:** Give your assignment a descriptive title.
  - **Instructions:** Add any instructions or details for the assignment. You can format the text, add links, images, and other media.
4. **Add Content:**
  - You can drag and drop files from your computer or use the **Insert Content** button to add files, links, and other resources.
5. **Set Assignment Settings:**
  - Click on the **Settings** icon (the gear icon) to open the assignment settings panel.
  - **Due Date:** Set a due date and time for the assignment.
  - **Grading:** Specify the points possible and add a rubric if needed.
  - **Visibility:** Choose when the assignment will be visible to students. You can set availability conditions based on date, time, or performance on other items.
6. **Save and Publish:**
  - Once you've configured all the settings, save the assignment.
  - Make sure to set the assignment to be visible to students when you're ready for them to access it.

## Additional Tips

- **Group Assignments:** You can create group assignments by selecting the group option in the settings panel
- **Feedback and Grading:** Use the grading tools to provide feedback and grades directly within Blackboard Ultra