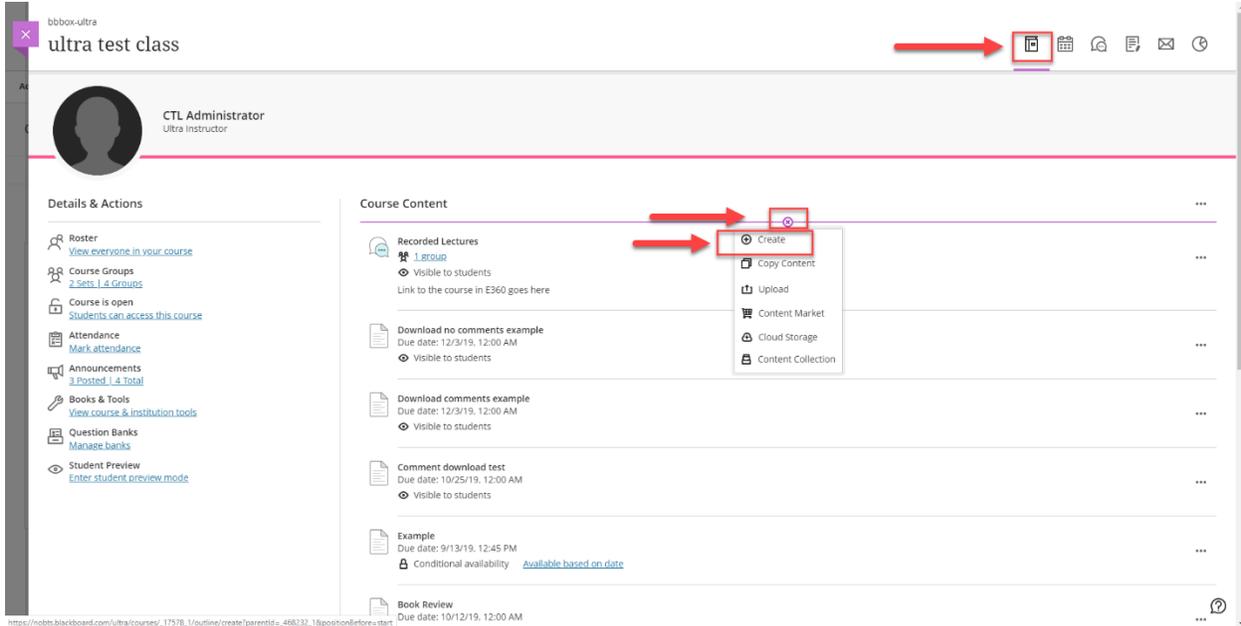
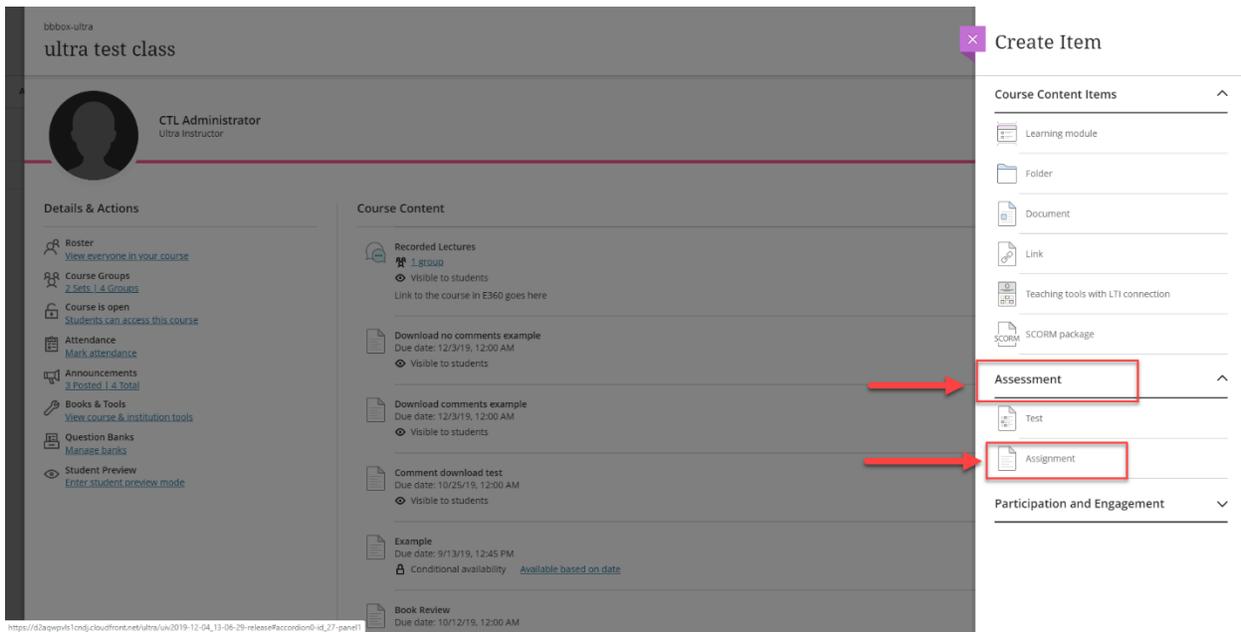


Creating an Assignment in Ultra

1. Click the **Content** icon, then navigate to where you want the assignment. Click the + and then select **Create**



2. Click **Assessment** then click **Assignment**



3. Add a **Name** to the assignment. Make the assignment **available to students**. Click the cogwheel to change **assignment settings** like point values, safe assign, etc. **BE SURE TO CHANGE THE DUE DATE. BLACKBOARD DEFAULTS A DATE VALUE, SO BE SURE TO EITHER CHANGE IT OR REMOVE IT**

The screenshot shows the Blackboard assignment creation interface. At the top left, a text box contains "New Assignment 1/7/20" with a red box and a red arrow pointing to it. To the right, a dropdown menu is set to "Hidden from students" with a red box and a red arrow pointing to it. Below the text box is a "Name your assignment" dialog box. The main content area is titled "Content and Settings" and features a large red text overlay that reads "Settings like point value, safe assign, attempts, etc. BE SURE TO CHANGE THE DUE DATE". On the right side, the "Assignment Settings" panel is highlighted with a red box. It includes the following settings: "Due date" (1/8/20, 12:00 AM (CST)), "Grade category" (Assignment), "Grading" (Points | 100 maximum points), "Attempts allowed" (1 attempt), and "SafeAssign" (Enable Originality Report). A help icon is visible in the bottom right corner.

If you have any questions, please contact ctl@nobts.edu (ext 8166)