

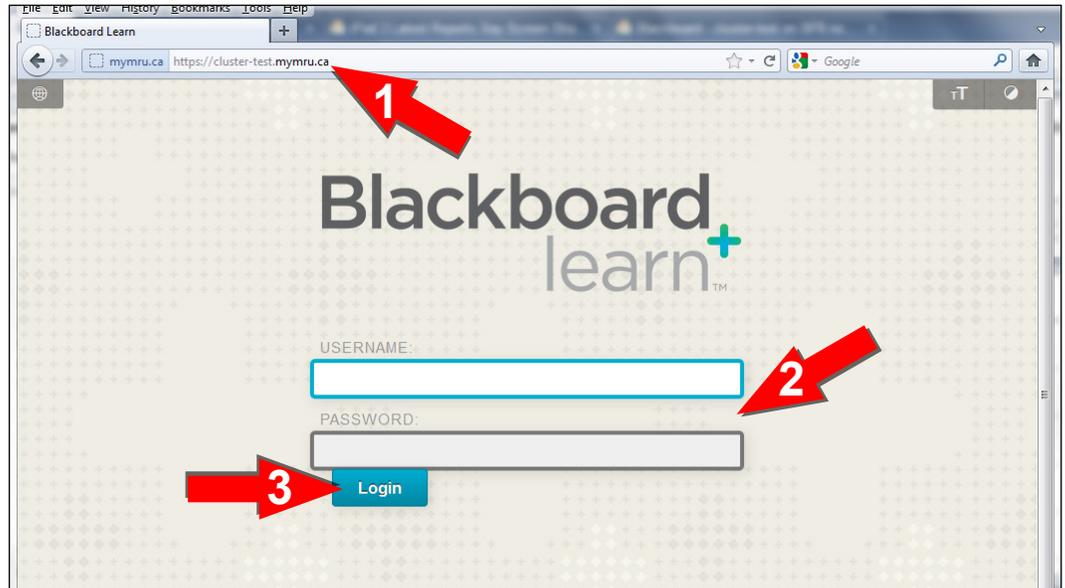
Posting an Assignment Dropbox For Your Students in Blackboard

This tutorial shows a more efficient alternative to the old Blackboard Digital Dropbox (which is no longer available).

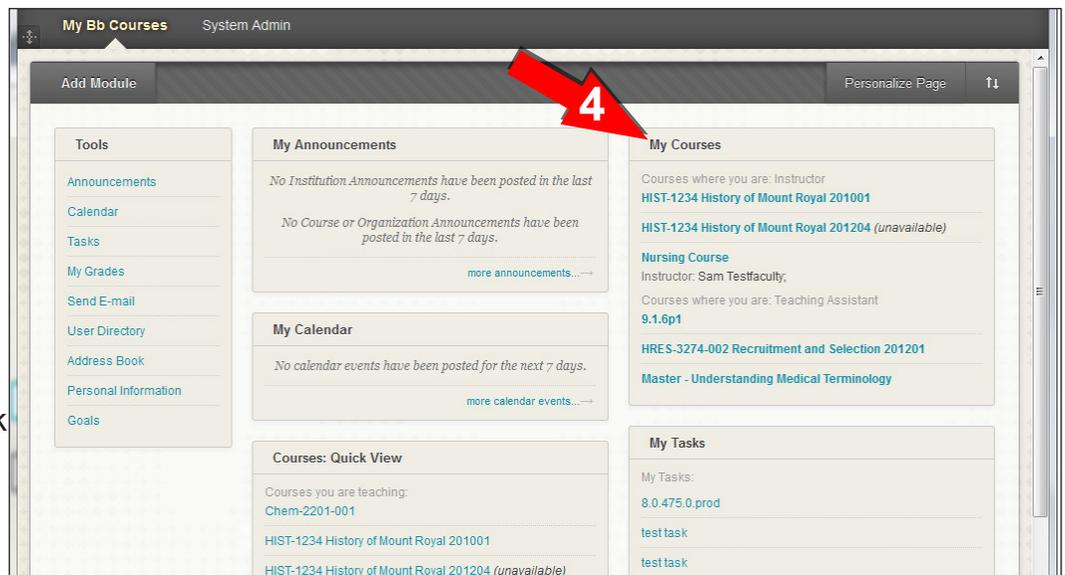
1. Open an Internet browser (such as Firefox  or Internet Explorer ) and type in <http://courseware.mymru.ca> into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the [Help Desk](#).

3. Click the **Login** button.

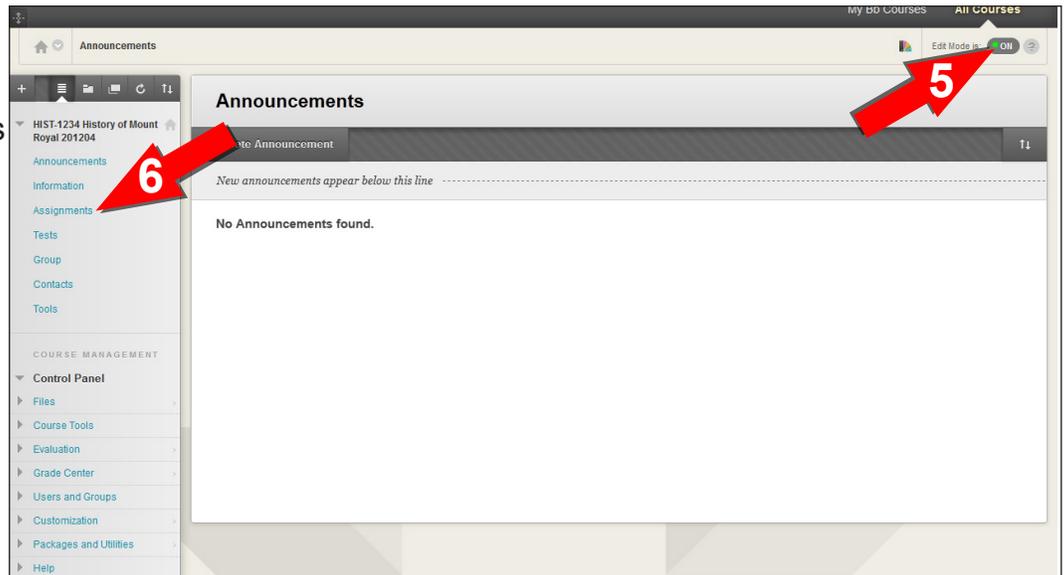


4. To enter a Blackboard course click the course link under **My Courses**.



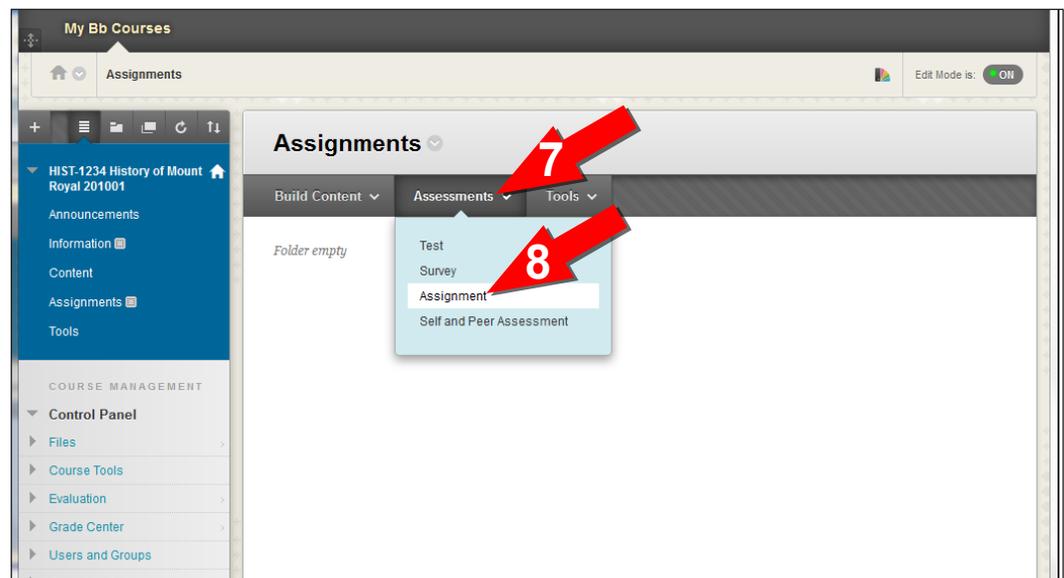
5. Make sure **Edit Mode** is switched to **ON**.

6. Click **Assignments**.

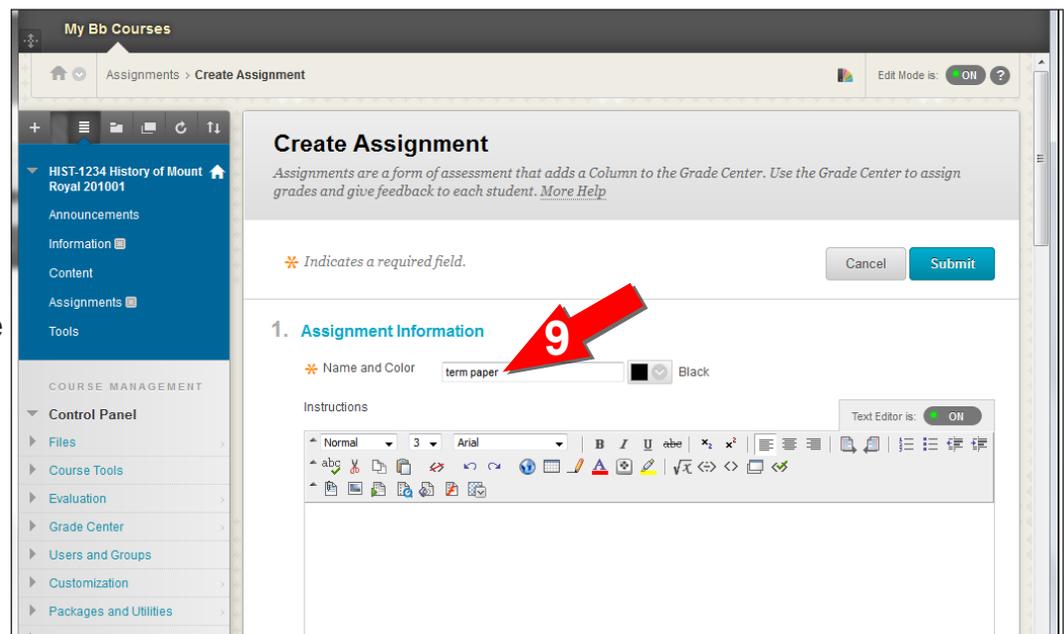


7. Click **Assessments**.

8. Click **Assignment**.



9. Type in the **Name** of the assignment.



10. Scroll down.

11. If you wish, you can add a file to act as a template or have detailed instructions.

12. Assign the **Points Possible**.

13. Decide on the **Number of Attempts** you will allow.

14. If you would like to enforce a due date, check **Display Until** and set the date and time.

2. **Assignment Files**
Attach File

3. **Grading**
Points Possible
Associated Rubrics
Name | Type | Date Last Edited | Show Rubric to Students

4. **Availability**
 Make the Assignment Available
Number of Attempts
 Allow single attempt
 Allow unlimited attempts
 Number of attempts:
Limit Availability
 Display After
 Display Until
 Track Number of Views

5. **Due Dates**
Due Date

6. **Recipients**

10

11

12

13

14

RefGrab-It

15. Scroll down.

16. If you would like to declare the due date, check **Due Date** and set the date and time.

17. Decide if this assignment is an **Individual** or a **Group** assignment. If Group, then click **Groups of Students**. This will allow any group member to submit the assignment.

18. Click **Submit**.

Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 Display Until 03/01/2012 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 Track Number of Views

5. **Due Dates**
Submissions are accepted after this date, but are marked **Late**.
Due Date 03/01/2012 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. **Recipients**
If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.
Recipients All Students Individually
 Groups of Students

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

15

16

17

18

Cancel Submit

Find: multiple answer Next Previous Highlight all Match case