How to Create an Assignment Link on Blackboard
1. Log in to the Course on Blackboard. Go to a content area in your course, like *Course Documents*. 
2. Click **Assessments**, and then click **Assignment** from the drop down menu.
3. Enter a **title** for the assignment link, a **description** of the assignment (perhaps instructions, etc.) in the text box, and **attach** any relevant files. In this example, we are creating an assignment link for Homework #1, with a short description, and no attachments. Scroll down to the next section once ready.
4. **OPTIONAL:** Enter a due date for the assignment. If a student submits their work to an assignment link after the due date it is marked *Late*.

Click the box marked in red below to enable the Due Date option. Then enter a date and time after which all submissions will be marked *Late*. Scroll down once ready.
5. Enter the total **Points Possible** a student can earn for completing this assignment.

Move on to the **Availability** section.
4. Under the **Availability** section select **Make the Assignment Available** if you are ready for students to view and submit to the assignment link in your course.

**OPTIONAL:**
You can configure each **Assignment Link** you create (by following this guide) to schedule the links to appear and disappear from Student’s view of your course progressively throughout the semester, without having to manually intervene or set a due date. Assignment links will appear for students at the set Date / Time under **Display After**, and disappear at the set Date / Time of **Display Until**.

Click the boxes to the left of **Display After** and **Display Until** to activate those features.

In this example, I will configure **Homework #1** to **Display After** on June 8th at 12:55pm, and **Display Until** on June 15th, 2020 at 11:59pm.
5. Click **Submit** on the bottom right to finalize **Assignment Link** creation. Continue on the next page for an example of what the **Assignment Link** will look like for students.
Below is a screenshot of the **Assignment Link** created in this guide. Students would click the **title of the Assignment Link** to submit their work.