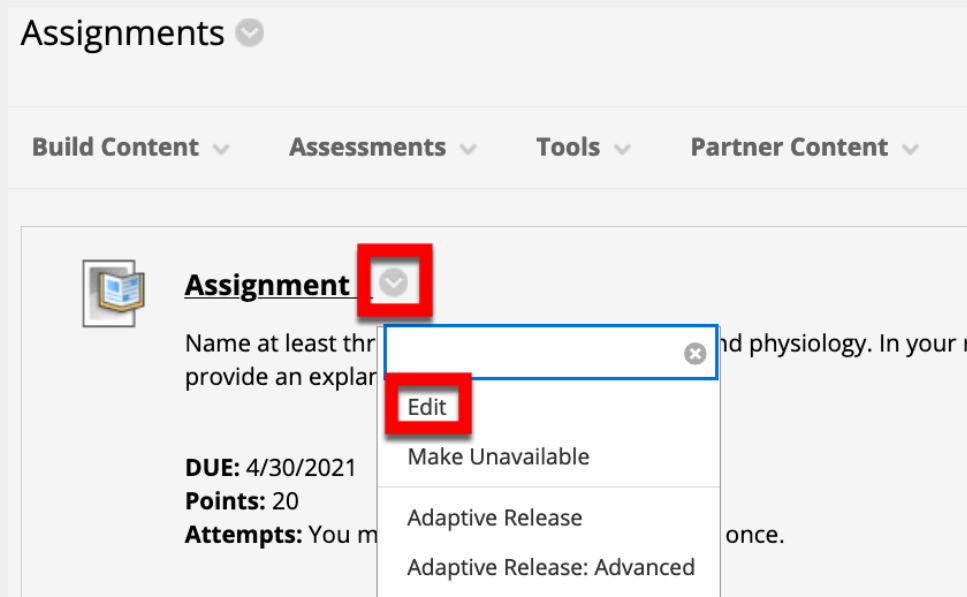## Edit and Manage Assignments

Edit:

Proceed to your Blackboard course where you would like to edit assignments. Hover over the assignment title to make the down arrow appear. Click the down arrow to open the drop down menu. Select **Edit**.

You may edit an assignment to change the name and instructions, add or delete file attachments, number of attempts, and adjust availability dates.

Note: If you change an assignment's Points Possible, this alters the percentage correct for existing submissions. Also, if you change the instructions, students who have already submitted will see the new instructions only on the later attempts.

Edit Assignment: Assignment 1

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help

---
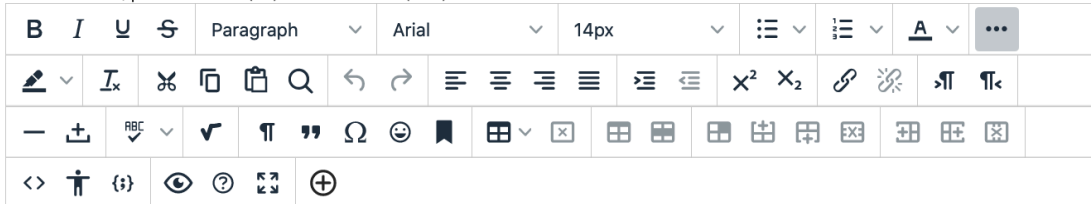
★ Indicates a required field.

ASSIGNMENT INFORMATION

★ Name and Color

Assignment 1   [■ ▼] Black

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

| B | I | U | S | Paragraph | Arial | 14px |

Name at least three reasons to study anatomy and physiology. In your response, please limit to approximately 500 words and provide an explanation of each reason.

DUE: 4/30/2021
Points: 20
Attempts: You may only submit this assignment once.

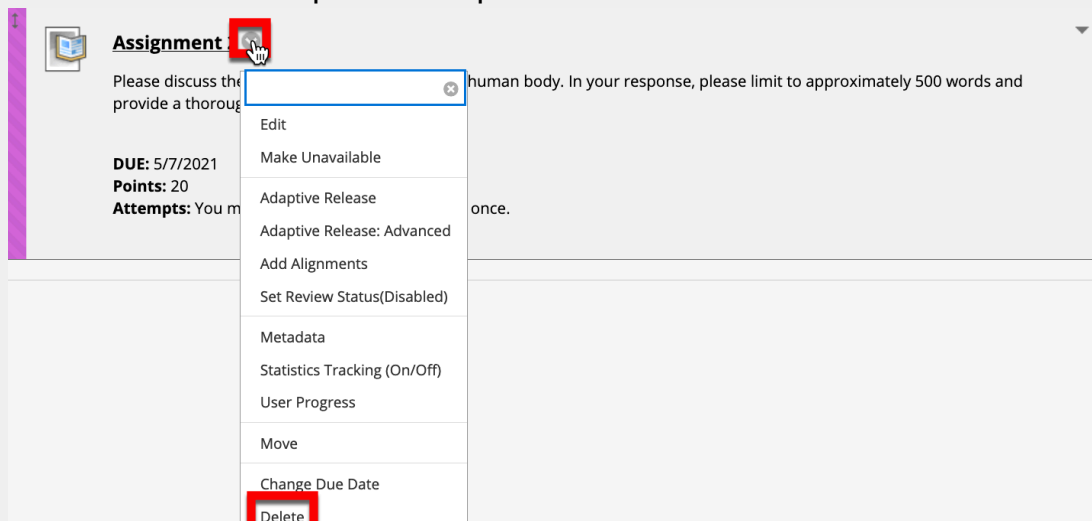P » SPAN   38 WORDS POWERED BY TINY

Delete:

First, determine if you really need to delete an assignment, especially after the semester has started and students have submitted. We highly recommend making the assignment unavailable to students, then hiding the column in the Full Grade Center.

If you would like to move forward with removing an assignment, proceed to your Blackboard course where you would like to delete assignments. Hover over the assignment title to make the down arrow appear. Click the down arrow to open the drop down menu. Click **Delete**.

Assignment

Please discuss the [ ] human body. In your response, please limit to approximately 500 words and provide a thorou[ ]

- Edit
- Make Unavailable
- Adaptive Release
- Adaptive Release: Advanced
- Add Alignments
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Move
- Change Due Date
- Delete

DUE: 5/7/2021
Points: 20
Attempts: You m[ ] once.

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115

You can delete an assignment from a course if no student submissions exist. The Grade Center column will also be deleted.

Delete: Assignment 2?

Cancel   OK
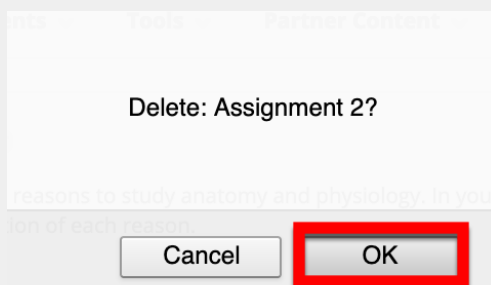
Caution:

The first option will keep the student's assignment scores in the Grade Center, but delete the assignment and all the submissions. The second option will delete the assignment, the Grade Center column, all the grades for the assignment, and all the submissions for this assignment. *Note: Please be careful when deleting assignments from Blackboard. Once they are removed, you will no longer be able to access. When a selection has been made, click **Remove**.*

DELETE ASSIGNMENT

Warning: Deleting this Assignment also delete all its submissions. Retain the Grade Center item and scores for this Assignment by choosing Preserve scores below. These scores will no longer link to the Assignment submissions that produced the scores. This action cannot be undone. To prevent submissions from being deleted, choose Cancel and make this content item unavailable rather than deleting it.

🔘 Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.

⚪ Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

Cancel   Remove

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