## Creating an Assignment in Ultra

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

ultra test class			→ 🔲 🛱 🖓 🗸
CTL Administrator Ultra Instructor			
Details & Actions	Course Content		
Roster     View evenyone in your course       R     Course Groups       2 Sets 1 4 Groups       Course is open	Recorded Lectures           M         Isroup           Stille to students         Link to the course in E360 goes here	Create Create Copy Content	
Students can access this course  Attendance  Mat. Attendance  Announcements  Announcements	Download no comments example Due date: 12/2/19, 12:00 AM Visible to students	Content Market     Coud Storage     Content Collection	
Books & Tools     View course & institution tools     Question Banks     Manage banks	Download comments example     Due date: 12/3/19, 12:00 AM     Visible to students		
<ul> <li>Student Preview Enter student preview mode</li> </ul>	Comment download test Due date: 10/25/19, 12:00 AM O Visible to students		
	Example Due date: 9/13/19, 12:45 PM Conditional availability Available: based on date		
https://nobits.blackboard.com/luitra/courses/_17578_1/outline/create?parentId=_468232_18iposition	Book Review fore-start Due date: 10/12/19, 12:00 AM		Ø

## 2. Click Assessment then click Assignment

bbbox-ultra ultra test class		Create Item
		Course Content Items
CTL Administrator Ultra instructor		Eearning module
		Folder
Details & Actions	Course Content	Document
Roster <u>View everyone in your course</u>	Recorded Lectures	Link
8 Course Groups 2 Sets   4 Groups	<ul> <li>Visible to students</li> <li>Link to the course in E360 goes here</li> </ul>	Teaching tools with LTI connection
Course is open Students can access this course Attendance Mark attendance	Download no comments example Due date: 12(37):9,12:00 AM	SCORM SCORM package
Announcements <u>3 Posted   4 Total</u>	Wisiole to students	Assessment ^
Books & Tools <u>View course &amp; institution tools</u>	Download comments example Due date: 12/3/19, 12:00 AM	Test
Question Banks Manage banks Student Preview Enter student preview mode	Comment download test Due date: 10/25/19, 12:00 AM	Assignment
	• Visible to students	Participation and Engagement 🗸
	Example Due date: 9/13/19, 12:45 PM Conditional availability Available based on date	
https://d2aqwpv/s1cndj.cloudfront.net/ultra/uiv2019-12-04_13-06-29-release#accordion0	Book Review d 27 georft Due date: 10/12/19, 12:00 AM	

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** 

Name your assignment  Ingging and specific titles help  Students know what to expect.  You can edit the title at any time.	(0) Submissions
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If you have any questions, please contact <u>ctl@nobts.edu</u> (ext 8166)