Step 1. Log into Blackboard Learn:

a. Go to https://msudenver.blackboard.com
b. Enter your username and Password and Click “Login”
c. Click on the course you wish to add an assignment to (under your list of Courses under My Institution)

Step 2. Create your Blackboard Learn Assignment:

***If assignment is already created skip to step 3)***

a. Go to the content area in which the assignment needs to reside (a learning module, assignments, etc)
b. Click on the “Assessments” button and select Assignment
c. Name the assignment
d. Create instructions
e. Attach necessary files for the student to complete the assignment
f. Give points possible
g. Add rubric if necessary
h. Select availability options
i. Select “Number of Attempts” options
j. Set “Limit Availability” options as necessary
k. Create due date if needed
l. Select “Recipients” options
m. Click the Submit button to create the assignment
Step 3. Align the Goal to the Assignment:
   a. Click on the action link item next to the title of the assignment click on “Add Alignments”

   ![Image of Add Alignments option]

   b. In the Search box, type your search criteria (e.g., Training) and click the GO button.

   ![Image of Discover Goals]

   c. All standards related to your search criteria will be displayed. Check the box next to each standard reflected in the rubric. Click “Submit”

   ![Image of criteria summary]

   The selected goal(s) appear in the assignment:

   ![Image of assignment with aligned goals]