How to Activate the Assignment Tool

Unable to add an assignment to a content area, it might be due to the assignment tool being turned off. Follow the instructions below to activate the assignment tool. A picture of this problem would look like the picture below – notice that Assignment is missing from the Create Assessment contextual menu.

1. Login to Blackboard and access the course where you are missing the ability to add assignments to content areas.

2. From the Control Panel area click on Customization -> Tool Availability.

3. Locate the listing for Assignment, and make sure the check box listed under Available in Content Area is checked.

4. Click the Submit button.

NOTE: Carrying out the above instructions only activates the assignment tool in the current class where you are making the activation changes. In other words, this is something you have to do for each course that does not have the assignment tool active.