



Blackboard Vista: Editing Assignments

You can edit assignments from either the **Build** tab or the **Teach** tab.

If the assignment has not yet been viewed by students, you can edit all the assignment properties, including title, description, type, and grading.

If the assignment has been viewed, you **cannot**:

- edit the assignment type (text-with-attachments or web site).
- change the students assigned to it.

To edit assignments:

1. In the Assignments screen, locate the assignment that you want to edit and click the linked title. The Edit Assignment screen appears.

A screenshot of the Blackboard Vista 'Edit Assignment' screen. The form includes a title field with the text 'Final Project', a large empty description text area, and item visibility options with 'Hide Item' selected. Below these are instructions and an 'Enable HTML Creator' button.

* Title: Final Project

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until it is assigned to an individual student)

Instructions:

Prepare a class presentation on this planet including visual aids, discussion and overview of all relevant

2. Edit the assignment and click **Save**. The Assignments screen appears and the assignment is saved.