

ITS Resource Center Home

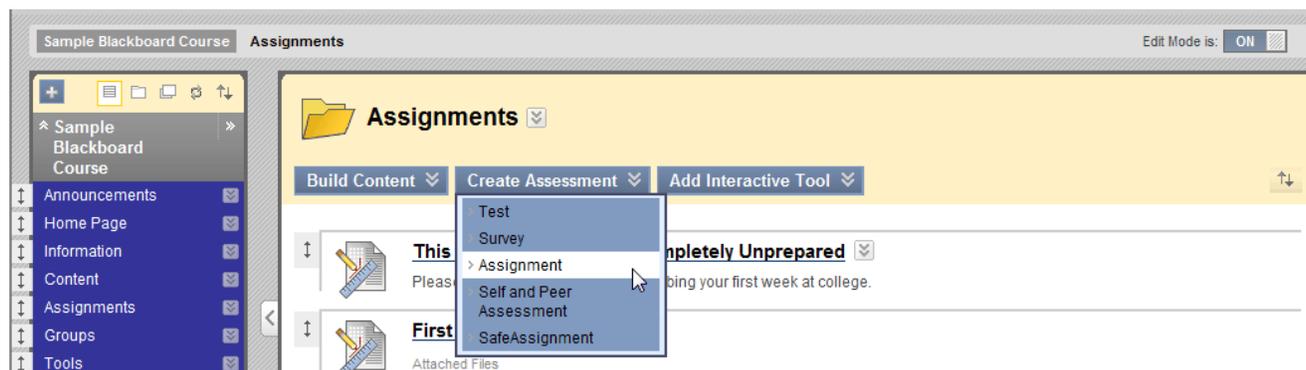
Online Assignments in Blackboard

Contact Information

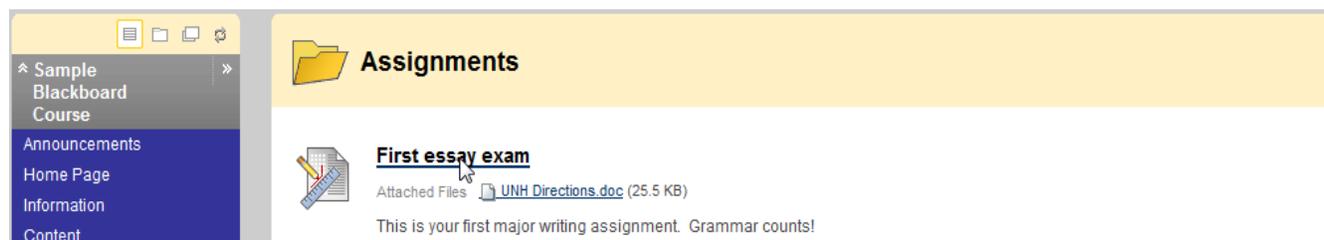
Instructional Technology Support Services
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The Assignment Manager is not a separate tool within Blackboard, but rather a tight linkage between content areas and the Grade Center. This capability will be of special interest to those who give daily or weekly assignments and would like the convenience of assigning, grading and returning material in a completely electronic fashion. In addition, you will always have copies of the original and graded versions of the essays. Here's how it works:

1. The key to this process is to create an item of the type "Assignment." Go to the area in which you would like the assignment to appear (for example, the Assignments area). Click the "Edit Mode" link in the upper-right-hand corner to switch into the Instructor's view of the page. Hover your mouse over the "Assessments" tool button and select the "Assignment" option. You should now see the Create Assignment template. Fill in the fields as desired and click Submit. You do not need to create a column in the Grade Center; one will be created automatically for each item of the Assignment type.



2. Click Display Mode to toggle back to the student's view of the course. When students click on the link for this assignment, they will see a page where they can download any files you have attached, enter comments, upload files of their own, and either Save an interim stage or Submit the completed assignment.



3. When you look in the Grade Center, you will see a column has been automatically entered for your new assignment. To grade this assignment, click the cell for each student, click the drop-down link and select "View Grade Details." To access the student's work, click the "Grade Attempt" button on the right of the Attempts area. Files can be printed or downloaded for grading. Enter the grade and any feedback or notes to yourself, upload the corrected file (to be "handed back") or clear the student's attempt if necessary.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Aug 18, 2011 10:38:09 AM	Aug 18, 2011 10:41:07 AM (Needs Grading)	!			<input type="button" value="Grade Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Ignore Attempt"/> <input type="button" value="Edit Grade"/>

4. Assignment files can be downloaded (either from selected students or all students together) in a zipped file which can then be unzipped to work on them off-line or away from campus. Each file will have the student's user id as part of the name (handy for all those files named Essay 1). Files can then be deleted when necessary. In the Grade Center, click the "action button" next to the title of the assignment in the column header for these features.

Move To Top		Email	Icon Legend	
Last Name	First Name	Testing version	Quiz 1	Quiz 2
<input type="checkbox"/>	Student	Average	-	-
<input type="checkbox"/>	Student	Bogus	-	-
<input type="checkbox"/>	Student	Demo	8.00	15.00
<input type="checkbox"/>	Student	Non-Hamilton	-	-
<input type="checkbox"/>	Student	Sample	-	-
<input type="checkbox"/>	User	Demonstration	-	6.00

Selected Rows: 0

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Last Updated: July 23, 2012