

How to Use the Blackboard Assignment Tool

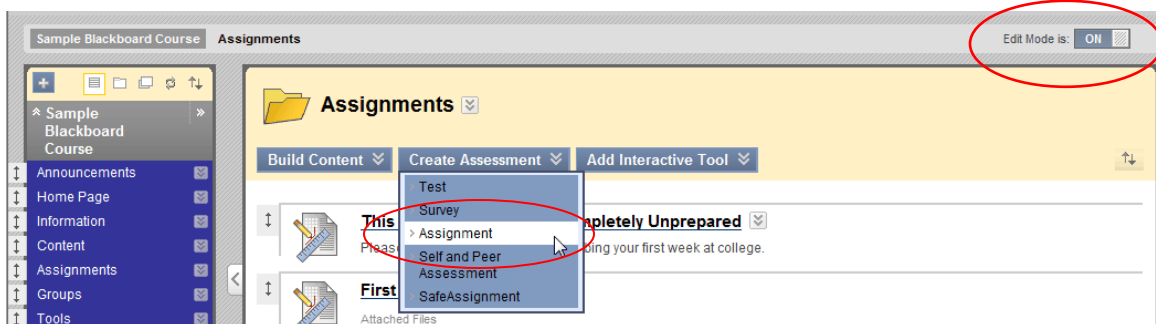
The Assignment Tool in Blackboard is an incredibly handy feature for managing and grading regular written assignments. With the appropriate setup, you can give your students online assignments; your students can submit their written work electronically; you can grade these assignments online or in printed form; you can enter grades and give feedback through the Grade Center; and you will be able to return graded and commented work to your students through Blackboard.

There are just a couple of spots where you need to know how to set up the assignment and how to access the students' work. This document will walk you through the major steps from both the instructor's and student's points of view.

First, create the assignment

An assignment must be set up using the "Assignment" option in the "Create Assessment" menu in order to have all relevant features.

1. Go to the course area in which you wish to set up the assignment (for example, the Assignments area, although any other area will work also).
2. Click the **Edit Mode** link "On" in the upper-right corner to switch to the instructor's view of the page.
3. Hover your mouse over the "Create Assessment" tool button and click on the "Assignment" option (see below).



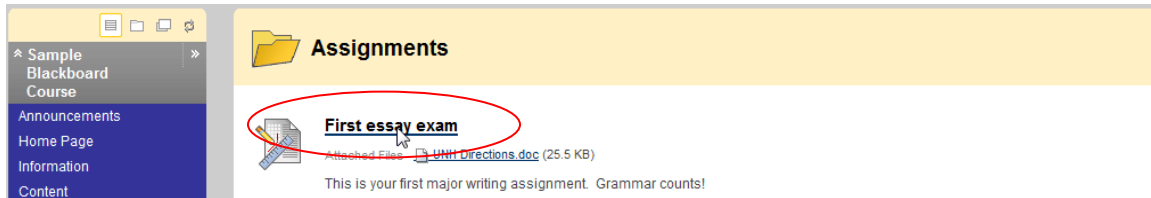
You will next see the Create Assignment template. Enter the title of the assignment (note: do not use the # sign or any other punctuation), any instructions necessary and attach any files which the students will need. The Points Possible field indicates the connection to the Grade Center and can be any number of points you wish.

You can set a date range during which the link to this assignment appears (for example, for take-home exams). You can also allow multiple attempts for the assignment (which would be handy for drafts and rewrites). You can release the assignment to either all students individually or to groups of students (for small group projects). There is also a due-date option. Click "Submit" and then turn Edit Mode to Off to see how the page will look from the students' point of view.

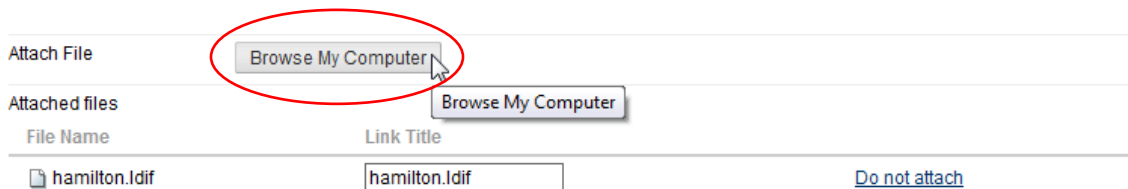
There is no need to create a column in the Grade Center at this point because Blackboard will create a column for Assignments automatically.

How do students complete the assignment?

Students will go to the content area in which you've set up the assignment and click on the title of the assignment (see below). They will see a screen containing the assignment instructions, any files you've attached and areas in which to enter a response or comments.



For longer assignments, students should compose and save the paper in Word rather than type directly in the "Submission" area. They will upload the paper by clicking the "Browse My Computer" button in the Attach file area. They can enter any general comments in the Comments box below the file attachment area.



Please remind your students to click "Submit" (not "Save as Draft") when they are done! Students will be able to check the "Submission History" to see whether their files were successfully uploaded.

Accessing Student Work and Entering Grades

You will retrieve the students' work and grade it through the Grade Center. When you go to the Grade Center, you will see that Blackboard has already set up a column here for your assignment. The green exclamation point indicates that the item "needs grading" for that student. Hover your mouse in the cell for that student to make the "chevron" (double drop-down arrows) appear:

The screenshot shows the Blackboard Grade Center. A table lists students and their grades. The row for "Student Demo" has a grade of 5.00, a green exclamation point icon, and a chevron icon. The chevron icon is circled in red.

Last Name	First Name	Testing version	Extra Credit Te	Quiz 1	Quiz 2
Student	Average	-	2.00	-	-
Student	Bogus	-	4.00	-	-
Student	Demo		5.00	30	15.00
Student	Non-Hamilton	-	-	-	-
Student	Sample	-	3.50	-	-
User	Demonstration	-	1.00	0.0	6.00

Now click the "chevron" in the grade field to get the drop-down menu and then click the "View Grade Details" option:

		Testing version	Extra Credit Test	Quiz 1	Quiz 2
<input type="checkbox"/>	Last Name	First Name			
<input type="checkbox"/>	Student	Average	-	2.00	-
<input type="checkbox"/>	Student	Bogus	-	4.00	-
<input type="checkbox"/>	Student	Demo	!		15.00
<input type="checkbox"/>	Student	Non-Hamilton	-		-
<input type="checkbox"/>	Student	Sample	-		-
<input type="checkbox"/>	User	Demonstration	-	1.00	0.0
Selected Rows: 0					

To access the student’s work, click the “View Attempt” button in the Edit tab:

Edit Manually Override View Column Details Grade History

Delete Last Attempt Go

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jul 28, 2010 2:26:50 PM (Needs Grading)		!		View Attempt Clear Attempt Edit Grade Allow Additional Attempt

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.

You will see a screen with assignment information, the student’s files and comments, an area for the grade, your returned and corrected copy of the assignment, feedback for the student and notes for the instructor only. You can either download the user’s work and print it for grading or open it up in Word and do all the commenting using Word’s Review and markup tools. Save the file locally before uploading in the Grade Current Attempt area and click one of the “Save” buttons when done.

3. Grade Current Attempt

★ Grade out of 100

Feedback to User

Attach File Browse My Computer Browse Course

Attached files

File Name	Link Title
corrected_hamilton.Idif	corrected_hamilton.Idif Do not attach

When you finish grading the work, you will see that the Attempts area and Grade History have been updated with the grade and comments. If necessary, you can use the “Manually Override” tab to update the grade or the “Edit Grade” button to add additional comments.

[Edit](#) [Manually Override](#) [View Column Details](#) [Grade History](#)

Delete Last Attempt

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jul 28, 2010 2:26:50 PM (Completed)	85.00	Nice job -- please see comments within corrected paper.		<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Edit Grade"/>


This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.

[Edit](#) [Manually Override](#) [View Column Details](#) [Grade History](#)

Date	Last Edited by	Value	Comments
Jul 28, 2010 2:36:58 PM	Deborah Reichler	Attempt Grade 85	Feedback to User Nice job -- please see comments within corrected paper.
Jul 28, 2010 2:26:50 PM	Bogus Student	Attempt submitted (needs grading).	

How do Students Access their Graded Assignments?

Students will be able to see the instructor's feedback and retrieve the corrected copy of their work either by clicking the grade for the assignment in the My Grades screen for the course or by clicking the assignment link again (grade information will appear in the Submission History area):

Testing version 9	Details	Sep 4, 2009	Aug 3, 2009 11:38 AM		10
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1. Submission History

View Attempts

Submission (August 3, 2009 11:38:32 AM EDT)

Submission Materials

Submission Field :

Student Comments :

Attached Files : [UNH Directions.doc](#)

Instructor Feedback

Grade : 8 out of 10

Comments : Nice job -- see comments in returned paper.

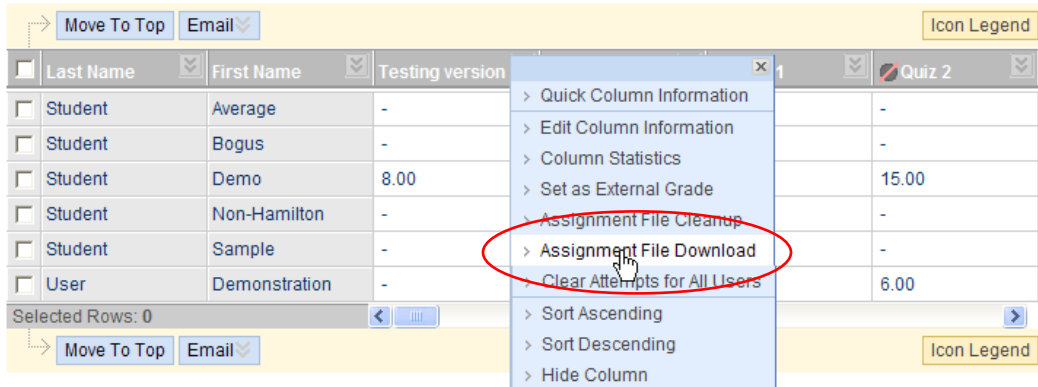
Attached Files : [UNH Directions-corrected.docx](#)

Downloading Files for Mass Grading Off-line

Let's say you give an assignment which is due just before you go out of town. If you could download all the papers to your laptop, you could grade them on that long

plane flight (in fact, you can use this process any time you have a large number of papers to grade all at once). Here's how:

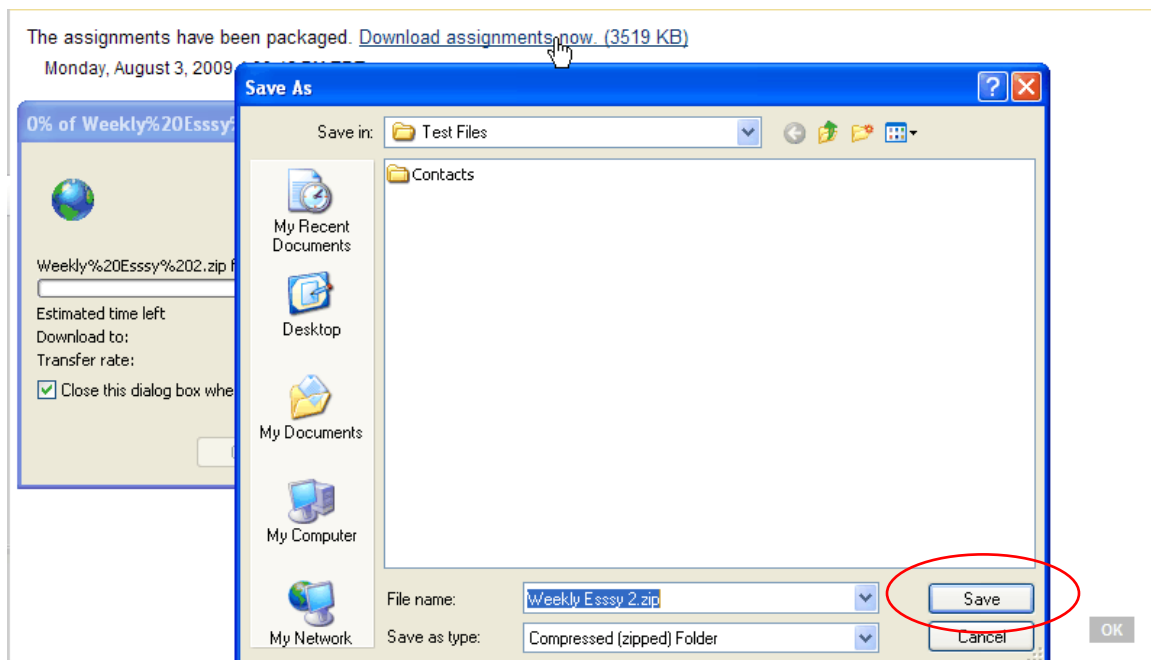
First, go to the Grade Center and click the chevron next to the title of the column. Then select the "Assignment File Download" option of the drop-down menu.



All students whose papers need grading are automatically selected; click Submit:

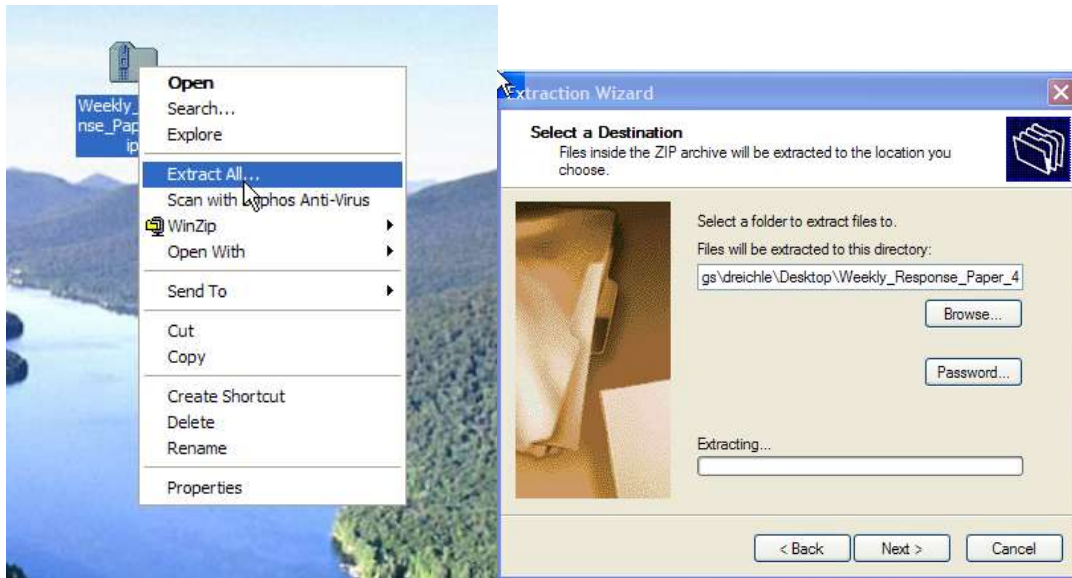
1. Select Users		
<input checked="" type="checkbox"/> Name	Date	Grade
Quatrino, Jason		Not Available
<input checked="" type="checkbox"/> Student, Average	Monday, October 19, 2009 3:27:59 PM EDT	Needs Grading
<input checked="" type="checkbox"/> Student, Bogus	Monday, October 19, 2009 3:29:00 PM EDT	Needs Grading
<input checked="" type="checkbox"/> Student, Demo	Monday, October 19, 2009 3:26:28 PM EDT	Needs Grading
<input checked="" type="checkbox"/> User, Demonstration	Monday, October 19, 2009 3:27:10 PM EDT	Needs Grading

On the next page, click the link that says "Download assignments now" and in the dialog box that pops up, click Save.

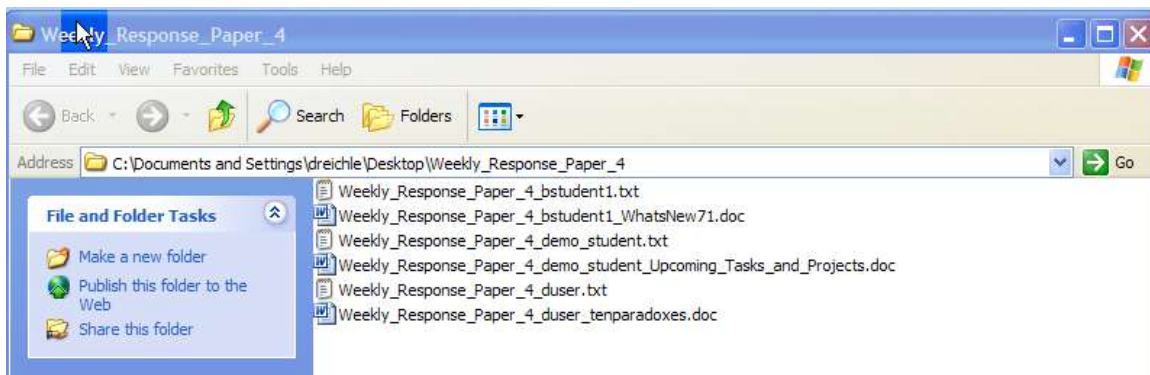


Select the desktop or anywhere else you'd like to save the file. Note that you will have a "zip" file in the compressed format.

Right-click on this zip file to get the pop-up menu and select the Extract All option. The Windows Compressed Folders Wizard will pop up. Click Next and Next again to accept all the defaults. Then click Finish to open the new folder on your desktop with all the student papers in it (in Windows 7, just click "Extract All"):



You will see that even if the students all call their paper the same name, Blackboard inserts their user ids into the file name so that you can tell whose paper is whose (the txt files contain their comments):



One common problem: Let's say a student uploads a file and clicks "Save as Draft" instead of "Submit." You will see an "in progress" icon in the Grade Center and will not be able to access the file. Just contact the student and ask him/her to go back and click "Submit" for this assignment attempt.

Questions? Call x4877 or e-mail blackboard@hamilton.edu