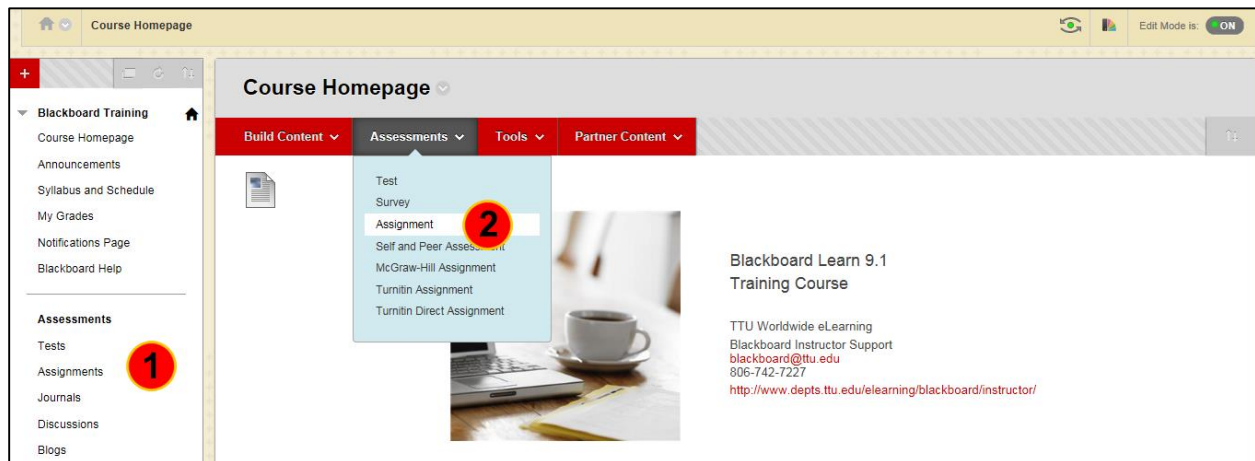


ASSIGNMENT TOOL TRAINING

Blackboard Learn 9.1: Basic Training is the prerequisite for the Assignment Tool Training.

CREATE AN ASSIGNMENT



Assignment Folder (optional): Use this option if you would like to have a central location where all assignments can be accessed by you and your students.

Create Assignment: Assignments can be created and linked in any content folder existing in your course. Use this option to add the assignment link sequentially in the course content (e.g. Module or Unit specific).

Enable Anonymous Grading – hide student names from submission attempts during grading.

Enable Delegated Grading – delegate grading to multiple graders and instructors have ability to reconcile grades before setting official grade.

GRADE AN ASSIGNMENT – NEEDS GRADING

Needs Grading

*Instructors can view attempts ready for grading or review on the Needs Grading page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)*

Filter

Grade All

Category Item User Date Submitted

All Categories Inline Grading Assignment All Users Any Date Go

Enter dates as mm/dd/yyyy

3 of 15 total items match current filter.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Inline Grading Assignment	Demo Two	January 24, 2014 2:47:45 PM	
Assignment	Inline Grading Assignment	Demo Three	January 24, 2014 2:49:29 PM	
Assignment	Inline Grading Assignment	Demo Four	January 24, 2014 2:51:40 PM	

Displaying 1 to 3 of 3 items Show All Edit Paging...

Grade Center: Needs Grading: For courses with many enrolled students and gradable items, the Needs Grading page can help you determine which assignments need grading first. For example, you can sort by the date submitted to provide feedback to the earliest submitters first. Use the Filter drop-down lists to narrow the list of items to grade by Category, Item, User, and Date Submitted.

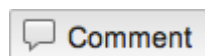
Needs Grading User Attempt: Click on the name of the student to access their submission “attempt” for grading. Once the attempt has been graded, the attempt will no longer appear in the Needs Grading screen.

UNDERSTANDING INLINE ASSIGNMENT GRADING

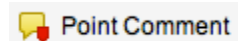
Supported Document types:

Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF. If a student has uploaded a file that isn't in a format supported by the inline viewer, then instead of seeing the viewer, you are prompted to download the file in question.

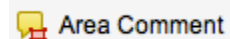
Annotation Tools:



Expand the list of annotation tools, if needed.



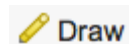
Add a comment to a specific point in the document.



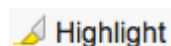
Add a comment to a selected area in the document.



Add a comment to selected text in the document.

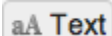


Draw in the document using a pencil tool.





Highlight selected text in the document.



Add text to the document.



Strike out text in the document.



Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.



Move back a page. This button is also available to students when they review their submission.



Move forward a page. This button is also available to students when they review their submission.



View all annotations.



Zoom out. Make the content of the file appear smaller. This button is also available to students when they review their submission.



Zoom in. Make the content of the file appear larger. This button is also available to students when they review their submission.

Submission Attempt Grading: Type a grade for the assignment, or if you associated a gradable rubric, click View Rubric.

Feedback to Learner: Return additional Feedback to the student.

Add Grading Notes: Retain audit log grading notes for archival with student submission. These notes do NOT go back to the student.

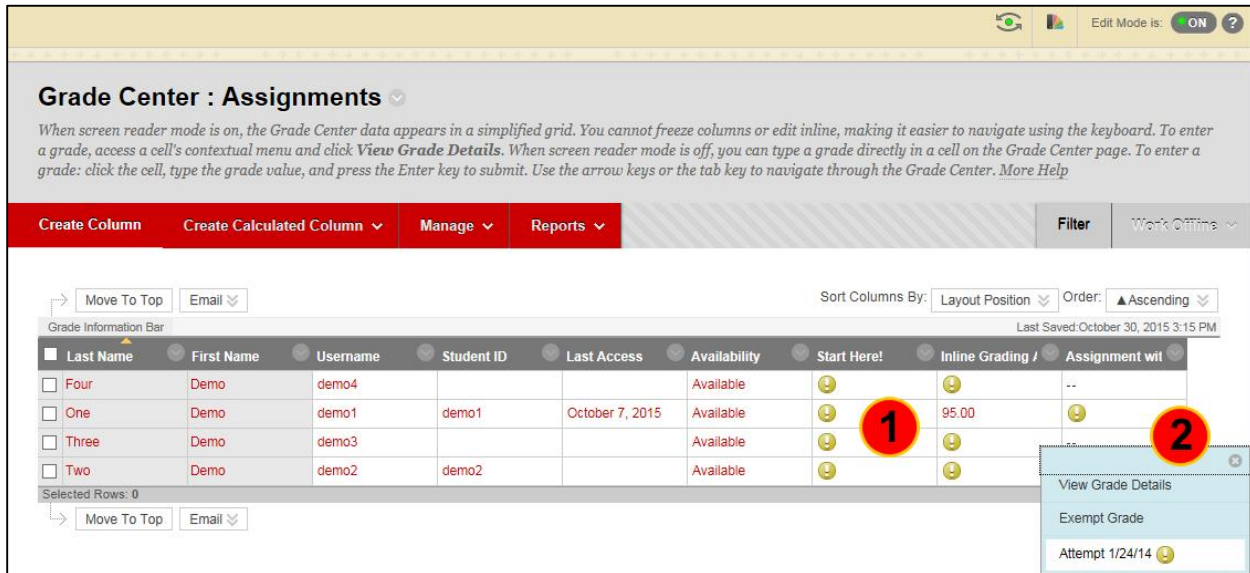
Download Submission: Download the submission document(s) to your computer.

Attach Grader Feedback: Use the paperclip icon in the Feedback to Learner area to attach a document containing feedback to return to the student.

Browser Notes: The viewer is supported on current versions of Firefox, Chrome, Safari, and Internet Explorer. No plug-in or other application is necessary.

GRADE AN ASSIGNMENT IN THE FULL GRADE CENTER

Grading an assessment submission can take place in **Needs Grading** or **Full Grade Center**. When an assignment is created, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with the needs grading icon which is an exclamation mark on a yellow background.

Grade Center : Assignments

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: ▲Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Start Here!	Inline Grading /	Assignment with...
Four	Demo	demo4			Available	!	!	--
One	Demo	demo1	demo1	October 7, 2015	Available	!	95.00	!
Three	Demo	demo3			Available	!	!	!
Two	Demo	demo2	demo2		Available	!	!	!

Selected Rows: 0

View Grade Details
Exempt Grade
Attempt 1/24/14

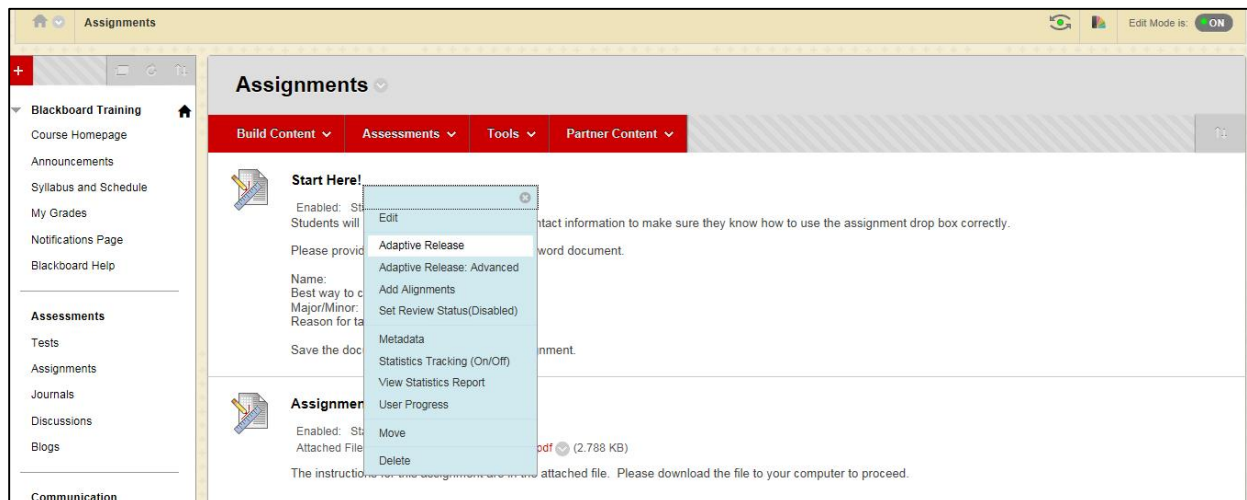
Grading in Full Grade Center: An item that needs to be graded is marked with an exclamation mark in the Grade Center. To manually enter a grade, click on the exclamation mark and enter the grade.

Grade Attempt: To view the assignment/test/discussion attempt that needs to be graded, click on the **contextual menu** icon and select the attempt to be graded. Other options in the Contextual Menu include **View Grade Details** and setting the grade as **Exempt**.

Assign a **Grade**, return **Feedback** and **Attachments** for the current assignment attempt. Instructors can use the **Grading Notes** section to add private notes and attachments for themselves.

If a **Rubric** was associated with the assignment, the instructor can click on the rubric button to grade the assignment using the rubric. Students will be able to view the rubric once the grade has been released to students.

ADAPTIVE RELEASE



Adaptive release controls the release of content to users based on a set of rules you create. The rules may be related to availability, date and time, individual users, group membership, scores or attempts on any Grade Center item, calculated columns in Grade Center, or review status of an item in your course.

- Date and time
- Membership – Individuals or Groups
- Based on a grade
- Review status: When this criteria is used, Review Status will be turned on for an item. Users must mark the item reviewed before the content including this rule is available.

3. Grade

This content item is visible to all users until a Grade criterion is created. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric.

Select a Grade Center column: None

Select Condition:

User has at least one attempt for this item
An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

Score Percent Less than or equal to

Score Percent Between and

Note: **DO NOT** change the criteria in the Adaptive Release **Grade** section unless you wish an assessment to open based on a student's performance in a previous assessment. Select None for the "Select a Grade Center column", or the assessment will not open to students.