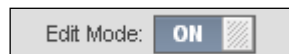


## Blackboard Assignments

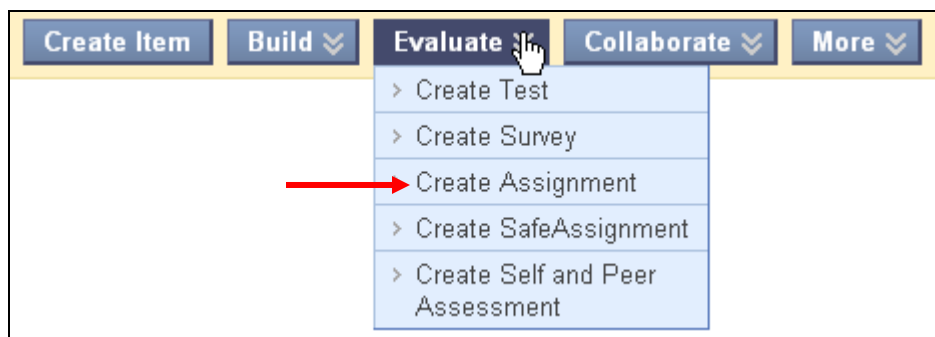
The Assignment feature provides a secure method for creating, submitting and grading online course work. Students complete assignments by uploading a file which instructors can download, view and grade directly from the Grade Center. Both instructors and students may provide comments and/or feedback.

### Creating an Assignment

1. Make sure the **Edit Mode** button is switched to **ON** and select a **Content Area** (Assignments, Course Materials, etc.) where the assignment should appear.



2. Click on **Evaluate** and select **Create Assignment**.



3. On the Create Assignment screen, enter the name of the assignment in the **Name** field.
4. Enter the instructions for completing the Assignment in the **Instructions** field.

A screenshot of the Blackboard "Create Assignment" screen, specifically the "1. Assignment Information" section. It includes a "Name and Color" field with the text "My First Assignment" and a color selection dropdown set to "Black". Below this is the "Instructions" field, which contains a rich text editor toolbar with various formatting options (bold, italic, underline, etc.) and a text area containing the instruction: "Please complete the attached assignment. Begin by downloading the file attachment and reading the instructions. Once you have completed the assignment, click the Assignment link and attach your file." At the bottom, there is a "Path" field showing "body".

5. In the Attach File area, click **Browse** to attach additional instructions and/or the file(s) required to complete the assignment.
6. After selecting, click **Attach File** again to move it to the attached file area.
7. Enter a value in the **Points Possible** field. This can be modified later in the Grade Center

**2. Assignment Files**

Attach File
Browse for Local File

---

Attached files

File Name
Link Title

**3. Grading**

★
Points Possible
0

8. In the Availability area, check the **Make the Assignment Available** checkbox to make the assignment visible to students or leave unchecked to keep the assignment unavailable.
9. Under Number of Attempts, the default setting is **Allow single attempt**, which permits students one attempt to submit the assignment. As an alternative, select whether to **allow unlimited attempts** or limit students to a specific number of attempts (this number is entered in the **Number of Attempts** box.)

**4. Availability**

☒ **Make the Assignment Available**  
This assignment cannot be made available until it is assigned to an individual or group of students.

---

Number of Attempts

☒ Allow single attempt  
☐ Allow unlimited attempts  
☐ Number of attempts:

10. To set date/time restrictions, check the **Display After** and/or **Display Until** checkboxes and enter the desired dates and times. Dates and times can also be selected by clicking on the calendar/clock icons.
11. To track the number of times the assignment is viewed by students, check the **Track Number of Views** checkbox.

Limit Availability

☐ **Display After**

📅

🕒

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ **Display Until**

📅

🕒



Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ **Track Number of Views**

12. To select a **Due Date/Time** for the assignment, click the **Due Date** checkbox and enter the desired date and/or time. Dates/times can also be selected by clicking on the appropriate button.

**5. Due Dates**

Submissions are accepted after this date, but are marked **Late**.

Due Date ☐    

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

13. In the **Recipients** area, choose whether this assignment is assigned to individual students or to groups of students. **NOTE:** Groups must be created to use the group option. The Group option allows one member in a group to submit the assignment on behalf of all group members. It also allows the instructor to enter one grade for the entire group. Refer to the separate “Group Assignments” tutorial for additional information.

**6. Recipients**

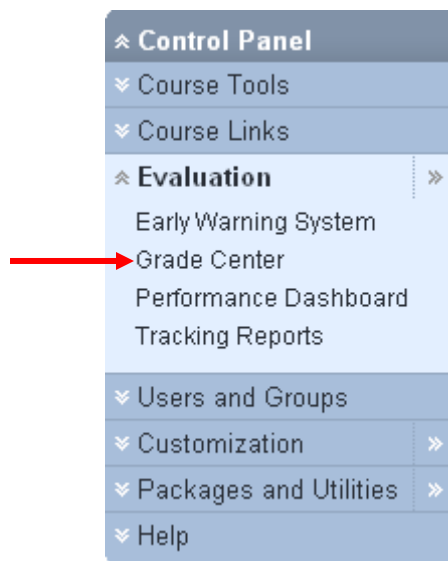
If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients ☒ All Students Individually ☐ Groups of Students

14. To complete the Assignment, click **Submit**.

## Viewing/Grading Assignments

1. Scroll down to the **Control Panel** section. Click the **Evaluation** link and select **Grade Center**.



2. After the Grade Center loads, locate the student's assignment (Note: See the FAQ section at the end of this tutorial for an explanation of Grade Center icons and their meaning.)

2.1. Move the mouse to the right of the **Needs Grading** indicator and click the **Action Link** to display the menu.

2.2. From the drop-down menu that appears, choose **View Grade Details**.

<input type="checkbox"/>	Last Name	First Name	Username	My First Assign
<input type="checkbox"/>	Student	Joe	j-student	-
<input type="checkbox"/>	Student	Sue	sparker	!

Selected Rows: 0

Move To Top Email

Click to see options

> View Grade Details
> Exempt Grade

3. When the Grade Details screen appears, scroll to the **Attempts** area, and click **Open Attempt**.

Attempts				
Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Nov 10, 2009 2:32:48 PM (Needs Grading)	Nov 10, 2009 2:32:58 PM	!		<div>Open Attempt</div> <div>Clear Attempt</div> <div>Edit Grade</div>

4. This will display the Grade Assignment page which contains six areas: Assignment Information, Submission History, Review Current Attempt, Grade Current Attempt, Instructor Notes and Submit. Under the **Review Current Attempt** section, locate and click on the student's attached file link.

**Note:** The file should either open for viewing or prompt to save or print the file, all depending upon the type of file which has been submitted, and the browser and software that is currently installed. You may also right-click on the link and choose "Save As" or "Save Target As" to save the file to your own computer and open it from that location.

5. Once you have determined the grade, locate the **Grade Current Attempt** area, and input a grade for the assignment. To add additional feedback, enter comments directly in the **Comments** box or attach a file containing additional comments by clicking the **Browse for Local File** button.

**4. Grade Current Attempt**

★ Grade  out of 100

Comments

abc ✓

Attach File

- The Instructor Notes section is optional and can be used to make internal notes and/or attach files which are not visible to students. These notes are preserved for later use and are accessible to other users in the course who have gradebook permissions (other Instructors, Teaching Assistants, and/or Graders).

**5. Instructor Notes**

Notes

abc ✓

Attach File

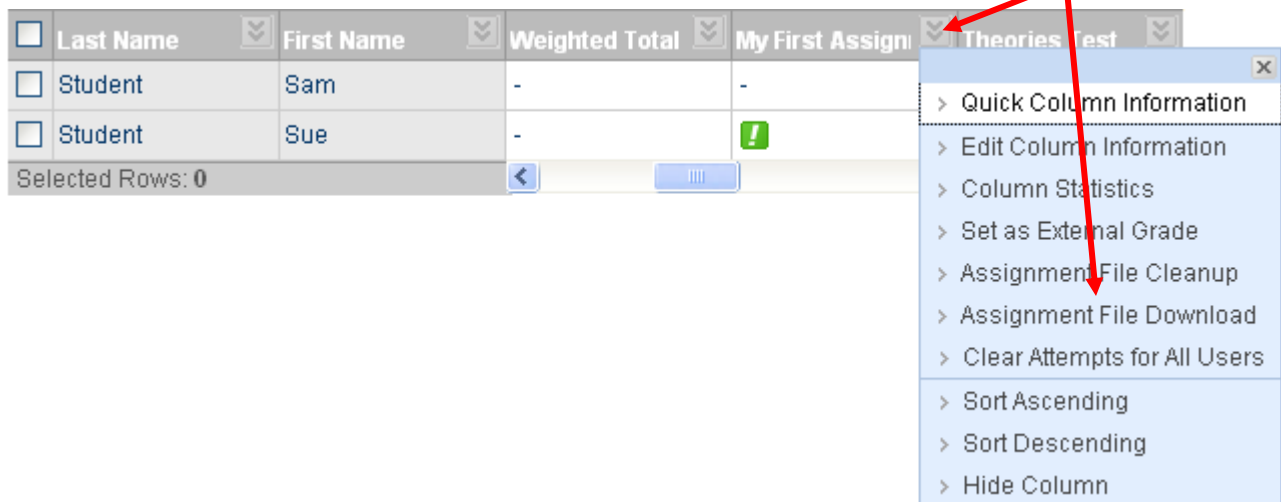
- Finally, be sure to click the **Submit** button at the top or bottom of the page to save the entered grade. If you wish to save changes and continue working later, click the **Save as Draft** button.

## Downloading All Student Assignments at Once

Although it is possible to view each student's submitted assignment individually using the previous process as shown above, it often is much easier and may save time to wait until all students have submitted the assignment and then download all the papers at once.

- Enter the **Grade Center**. (Control Panel > Evaluation > Grade Center)
- Locate the assignment column containing the students' completed assignments. (If all students have submitted the assignment, all the cells in the column should contain exclamation marks).

2.1. Click the **Action Link** that appears at the right side of the column heading



<input type="checkbox"/>	Last Name	First Name	Weighted Total	My First Assignment	Theories Test
<input type="checkbox"/>	Student	Sam	-	-	
<input type="checkbox"/>	Student	Sue	-	!	

Selected Rows: 0

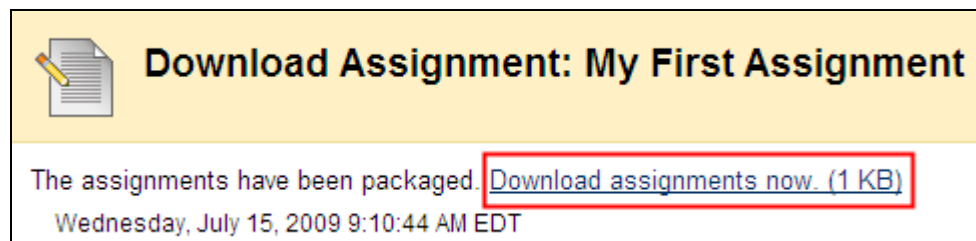
- > Quick Column Information
- > Edit Column Information
- > Column Statistics
- > Set as External Grade
- > Assignment File Cleanup
- > Assignment File Download
- > Clear Attempts for All Users
- > Sort Ascending
- > Sort Descending
- > Hide Column


2.2. From the drop-down menu that appears, choose **Assignment File Download**.

- On the Download Assignment page, choose **Select Ungraded** (or click the checkbox next to each student) then click **Submit**.

1. Select Users			
<input type="checkbox"/>	Name	Date	Grade ( <a href="#">Select Ungraded</a> )
	Student, Sam		Not Available
	Bond, Jeremy		Not Available
	Morkin, Tyler		Not Available
<input type="checkbox"/>	Student, Sue	Tuesday, November 10, 2009 2:32:58 PM EST	Needs Grading

- Within a few moments, the following screen will appear:



 **Download Assignment: My First Assignment**

The assignments have been packaged. [Download assignments now. \(1 KB\)](#)

Wednesday, July 15, 2009 9:10:44 AM EDT

- Click the **Download assignments now** link and when prompted to open or save the file, select **Save**.
- Select a location on your computer for the zip file and click **Save** again to begin the download process. Once complete, click **Close** to exit the File Download screen, then **OK** to exit from the Download Assignment page.

8. Open the saved zip file.

**Note:** Once the downloaded files are saved to your desktop, you can remove the files from the Grade Center by selecting **Assignment File Cleanup** from the column drop-down menu. An option to remove all student files or an individual student's files is available. Assignments that are removed using this method cannot be downloaded again from Blackboard.

## Frequently Asked Questions

**Q.** I've heard there are compatibility problems if students submit assignments using a different program than I use. What do I need to do?

**A.** Microsoft Office (Word/Excel/Powerpoint) 2007 uses a different file format (.docx instead of .doc) which can cause difficulties when sharing documents across multiple versions of Microsoft Office programs. If you do not have Office 2007 installed, one workaround is to download and install the Office Compatibility Pack from Microsoft's [website](#), which will allow users of Office 2003 to open files saved in the 2007 format.

## Best Practices for Students

It is very helpful to include these reminders for students:

- Make files easy to identify by using the following format: (i.e. SueStudent\_MKT219.doc)
- Keep file names short. Use only letters and numbers in the document file name. Avoid using any special characters when naming files: & # % . , ; : \* ^ ! @ \$ ( ) + ? / \ [ ] { } + =
- Provide instructions on what to do in case of technical difficulties. It's always a good idea to include the OIT Help Desk's phone number.