


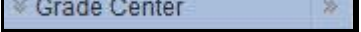

Overview

Using the Assignment Tool in CourseWeb provides an easier and more efficient way of submitting and retrieving assignments, as well as providing grades and feedback to the student. This tool allows students to submit their file(s) and/or typed responses electronically through the View/Complete link associated with the assignment. When the Instructor or Teaching Assistant (TA) sets up the assignment, a column is added to the Grade Center where the students' assignment files and text comments will be stored and retrieved. Instructors and/or TA's can download all, or selected submissions, and provide grades and additional feedback through the

NOTE: Assignments can also be created using the SafeAssign feature in CourseWeb. SafeAssign is a plagiarism service which checks all student assignment submissions against a database of internet resources and previously submitted SafeAssign documents. For more detailed information, please refer to the [SafeAssign](#) tutorial

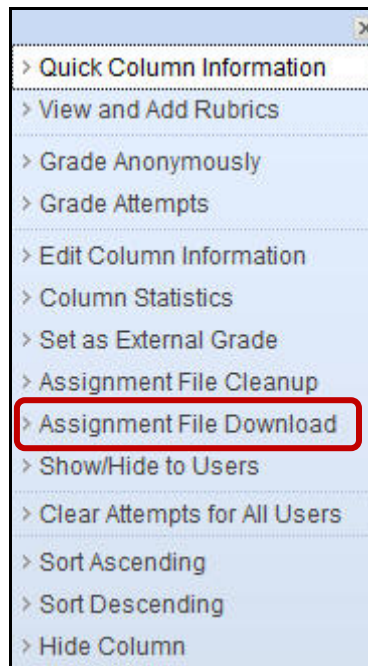
Viewing Submitted Assignments (download all at one time)


In Blackboard 9, the Digital Dropbox feature is no longer available. When a student completes and submits an assignment, it will automatically show up in the Grade Center, and a Needs Grading icon  will appear in the corresponding assignment column. Each assignment can be graded individually, or all student assignment files can be downloaded at one time, which saves time when viewing the submissions. Files are packaged in a zip file format for downloading to your personal storage device. The zipped package includes each file submitted by the student labeled with the name of the assignment, student's username, and file name given by the student. It also includes a .txt file labeled with the student's username, which contains any text that the student provided in the Comments area of the assignment with the student's user name. This file naming convention also makes it easier to identify which files are associated with each student. To download the submitted assignment files all at one time, complete the following steps:

1. Go to the **Grade Center** area  of the Control Panel and click on **Full Grade Center**.
2. Click on the chevron icon  to the right of the column heading for the assignment.

Sample Assignm 

3. Select **Assignment File Download** from the drop-down menu.




4. Click on the checkboxes  for the students whose assignments you want to download. Notice the links labeled “Select All,” “Select Ungraded,” and “Unselect All.” These may simplify this task for you.

1. Select Users			
<input checked="" type="checkbox"/>	Name	Date	Grade (Select Ungraded)
<input checked="" type="checkbox"/>	Harding, Warren	Wednesday, January 5, 2011 12:22:08 PM EST	Needs Grading
	Cleveland, Grover		Not Available
<input checked="" type="checkbox"/>	Jackson, Andrew	Wednesday, January 5, 2011 12:17:00 PM EST	Needs Grading
	Hayes, Rutherford		Not Available
	Four, Student		Not Available

2. Submit

Cancel Submit

5. Click on the **Submit**  button. This creates a zip file with the selected assignments to download.
6. Before you click the **OK** button, click on the “Download assignments now” link to save the file to your computer or personal storage device.

