Assignments

The assignment tool allows instructors to create and manage online assignments. Students submit assignment files electronically to Blackboard, similar to a “drop-box.” Instructors can then download these files, assign grades, and provide feedback to students with attached files, if needed. When an assignment is created, a column in the Grade Center is automatically added to record assignment grades.

Create an Assignment:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’

2. From your course menu on the left, choose the content area where you want to display the assignment. In this example, we’ve created an ‘Assignments’ content area.

3. From the ‘Create Assessment’ dropdown, choose ‘Assignment.’

4. Fill in the assignment settings:
   Step 1: Give the assignment a name and fill in the instructions to students.
Please write a three paragraph summary of the article that was discussed in class this week. Grammar and spelling count!

Step 2: Attach a file if desired.

Step 3: Fill in the points possible.

Step 4: Fill in the availability options, choose the number of attempts allowed, and whether to track the number of views.
4. **Availability**

- Check 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: [ ]

**Limit Availability**
- Display After [ ]
- Enter dates as mmd oyyyy. Time may be entered in any increment.
- Display Until [ ]
- Enter dates as mmd oyyyy. Time may be entered in any increment.

- Track Number of Views

5. **Due Date**

- Submissions are accepted after this date, but are marked Late.
- Due Date: [ ]
- Enter dates as mmd oyyyy. Time may be entered in any increment.

Step 5: (Optional) Fill in a due date and time and select the check box. **Note:** Make sure the check box in front of the date is checked in order for the due date to take effect.

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

7. **Submit**

- Click Submit to finish. Click Cancel to quit without saving changes

5. The new assignment has been created.
Retrieving and Grading an Assignment

When students submit their assignments, they are stored in the Grade Center. Assignments can be viewed/downloaded individually, or downloaded all at once. (See Retrieving and Grading Multiple Assignments to download multiple assignments at once.)

1. From the Grade Center, navigate to the column of the assignment you want to grade. Submitted assignments that are ungraded will be shown with an exclamation point in the cell.

2. Hover over the cell with the assignment to be graded and click the action menu inside the cell. Choose ‘Attempt -/-/-/----’ to directly open the assignment.

3. Locate the submission and any attached files from the student. Enter a grade and any feedback to the student. Use the navigation buttons to view next and previous student assignments. Click ‘Save and Exit’ when finished.
Assignment Information

1. Submission Information
   Attempt #1 (You are reviewing this attempt)

2. Attached Files
   - Article summary.docx
   Submitted file from student

3. Grade and Feedback
   - Grade: 9 out of 10
   - Feedback to User: Good summary - watch your spelling!

4. The assignment grades are now entered in the Grade Center.
Retrieving and Grading Multiple Assignments

1. From the Grade Center, navigate to the column of the assignment you want to grade. Submitted assignments that are ungraded will be shown with an exclamation point in the cell.

2. To download multiple assignments at once, click the action menu [�] at the top of the column and choose ‘Assignment File Download.’
3. Select which assignments to download. Check the box at the very top to select all. Click Submit.

1. 
   - [ ] 
   - Name: student, test01
   - Date: Wednesday, June 9, 2010 2:42:21 PM EDT
   - Grade (Select Ungraded): Needs Grading

   [ ] student, test02
   - Date: Wednesday, June 9, 2010 2:45:08 PM EDT
   - Grade (Select Ungraded): Needs Grading

2. 

4. Click the 'Download assignments now' link.

   ![Download Assignment: Week 1 - Article Summary]

   The assignments have been packaged. Download assignments now (15 KB)
   Wednesday, June 9, 2010 2:51:12 PM EDT

5. You will be prompted to open or save a .zip file to your computer. Save the .zip file somewhere on your computer.

6. Navigate to the saved file and double click on it. Click Extract All Files and follow the Extraction Wizard to extract the assignment files.

   ![Folder Tasks]
   - [ ] Extract all files

**Note:** For each assignment there may be two files. The .txt file contains any comments that the student submitted along with the assignment. The .doc or other file will be the assignment document itself. Note that the student login and assignment name is appended to all documents.
To enter grades for the downloaded assignments, follow steps 1-3 of *Retrieving and Grading an Assignment*. 