

Blackboard **Assignments** Quick Guide

Assignments

The **Assignment** tool in Blackboard allows electronic assignment submission, collection and grading. Assignments can be added in any of the Content Areas and can also be part of a Learning Module or a Lesson Plan. Once the Assignment is created, Blackboard automatically adds a column to the Grade Center where all of the submissions are collected and later graded by the faculty member. Assignments can be individual or group. If it is a Group Assignment, only one grade needs to be entered and it will automatically be assigned to the other members of the group.

Creating an Assignment

1. In Edit Mode, click **Assessments** in the course menu (or any other *Content Area* where the Assignment will be placed)
2. On the *Action Bar*, click **Create Assessments** and select **Assignment**
3. On the *Create Assignment* page, specify the Assignment **Name** and **Instructions**
4. Attach an additional file, if needed, to provide instructions by clicking the **Browse My Computer** button
5. Type **Points Possible**
6. Select the check box **Make the Assignment Available**, set the number of attempts, date restrictions, if the Assignment is going to be available only during a certain time frame, and select check box **Track Number of Views** if tracking is needed
7. Set the Assignment **Due Date** by selecting the check box and specifying the date and time
8. Choose Assignment **Recipients: All Students Individually or Groups of Students**
9. Click the **Submit** button





Remember!

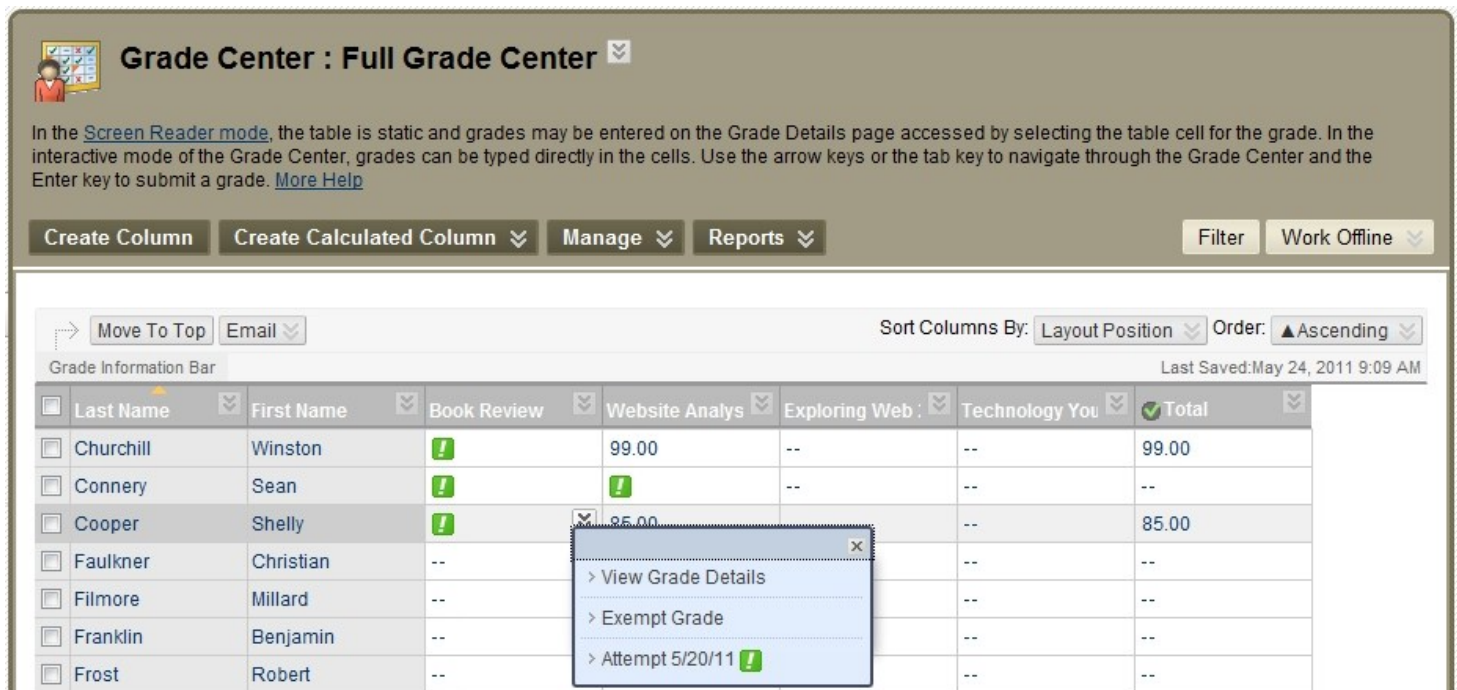
- The Assignment tool replaces the Digital Dropbox which is no longer available in Blackboard
- All assignment file submissions by students count towards the available course quota
- If multiple assignment submissions are enabled, students can submit assignments multiple times; if each attempt is graded, Blackboard assigns the grade based on the last attempt, unless faculty change this in the Grade Center

The screenshot shows the 'Create Assignment' form in Blackboard. It is divided into seven numbered sections:

- 1. Assignment Information:** Includes fields for 'Name and Color' (Book Review, Black) and a rich text editor for 'Instructions'. The instructions text reads: 'For this assignment, briefly summarize the ideas of the book and provide its critical analysis. Make sure to include the title and the author of the book you are reviewing, the target audience of the book, the main arguments as stated by the author and whether you believe those arguments are adequately supported throughout the book. Any quotes from the book must be properly cited.'
- 2. Assignment Files:** Features an 'Attach File' button and a table of attached files. One file is listed: 'Book Review Assignment Guidelines.docx' with a link title of 'Book Review Assignm...' and a 'Do not attach' checkbox.
- 3. Grading:** Includes a 'Points Possible' field set to 100.
- 4. Availability:** Has a 'Make the Assignment Available' checkbox checked. It includes options for 'Number of Attempts' (Allow single attempt, Allow unlimited attempts, Number of attempts: [input]), 'Limit Availability' (Display After, Display Until), and a 'Track Number of Views' checkbox.
- 5. Due Dates:** Includes a 'Due Date' field with a date picker.
- 6. Recipients:** Includes a 'Recipients' section with radio buttons for 'All Students Individually' (selected) and 'Groups of Students'.
- 7. Submit:** Includes a 'Submit' button and a note: 'Click Submit to finish. Click Cancel to quit without saving changes.'

Grading an Assignment

1. From the *Control Panel*, click **Grade Center**
2. In the **Grade Center**, locate the column for the assignment. Exclamation mark icons  in the cells indicate that students have already submitted assignments
3. Click the **Action Link**  next to the exclamation mark for a particular student
4. Select **Attempt**
5. On the *Grade Assignment* page, under **Review Current Attempt**, view submission information from the student and comments. Next to **Attached Files**, click on the file name to view it or download it
6. Under **Grade Current Attempt**, type the **Grade** and enter **Feedback to User**. If desired, you can attach a file with comments by clicking the **Browse my Computer** button
7. Type **Instructor Notes** (those can only be seen by course instructors)
8. Click the **Submit** button
9. To return only comments to the students without assigning a grade, click the **Save as Draft** button







Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)


Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending



Grade Information Bar Last Saved: May 24, 2011 9:09 AM

Last Name	First Name	Book Review	Website Analy	Exploring Web	Technology You	Total
Churchill	Winston		99.00	--	--	99.00
Connery	Sean			--	--	--
Cooper	Shelly		95.00	--	--	85.00
Faulkner	Christian	--	--	--	--	--
Fillmore	Millard	--	--	--	--	--
Franklin	Benjamin	--	--	--	--	--
Frost	Robert	--	--	--	--	--

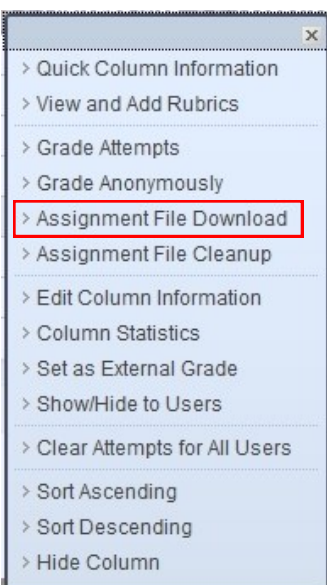
Context Menu:

- > View Grade Details
- > Exempt Grade
- > Attempt 5/20/11 

Downloading Assignments

1. From the *Control Panel*, click **Grade Center**
2. In the **Grade Center**, locate the column for the assignment. Exclamation mark icons  in the cells indicate that students have already submitted assignments
3. Click the Action Link  at the top of the assignment column and select **Assignment File Download**
4. On the *Download Assignment* page, select student submissions to download
5. Click the **Submit** button
6. On the next page, click **Download Assignments Now**

Note: The submissions are downloaded as a .zip package. Faculty can extract the .zip package to view individual files. Each student submission will have a text file with the student's comments and submission details including the date and time the submission was made. The other file(s) will be any of the attached documents. All files will be labeled with the Assignment name and student ID.



- > Quick Column Information
- > View and Add Rubrics
- > Grade Attempts
- > Grade Anonymously
- > **Assignment File Download**
- > Assignment File Cleanup
- > Edit Column Information
- > Column Statistics
- > Set as External Grade
- > Show/Hide to Users
- > Clear Attempts for All Users
- > Sort Ascending
- > Sort Descending
- > Hide Column