

ASSIGNMENTS

About Assignments

Assignments allow Instructors to create coursework and manage the grades and feedback for each Student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor may respond to each Student separately, sending comments about their individual Assignment and attaching files, if necessary.



NOTE: Once a Student completes and submits an Assignment the Instructor may access this file in the Gradebook.

Add an Assignment

Follow the steps below to add an Assignment to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Assignment** from the Action Bar.
3. Complete the Add Assignment page and click **Submit**.

MODIFY GRADES: ASSIGNMENT

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can modify a single Student grade on the Modify Grades page, make notes and add comments for the Student. Students access their grades and comments from the Instructor through the Course Menu.



NOTE: Assignments are created by selecting Add Assignment in a Course area.

Find this page

Follow the steps below to open the View Grades: *Assignment* page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment grade on the View Spreadsheet page.

Functions

The table below details the functions available on this page.

To...	THEN...
enter or change the grade the Student received on the Assignment	enter the new grade in the Grade field. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
view the Assignment and add comments	click View to open the Grade Assignment: Assignment Name page. This page enables the Instructor to view the Assignment submitted by the Student. Instructors may enter a grade, submit comments for the Student, and upload files.
clear a Grade	Clear Attempt. The Grade for the item will be reset.

GRADE ASSIGNMENT

Overview

When a Student submits an Assignment a link to their work will appear in the Gradebook, where Instructors can review, respond, and grade it. Instructors can review the Student's Assignment on the Grade Assignment page. Students may only submit an Assignment once unless their attempt has been cleared by the Instructor on the Grade Assignment page.

Find this page

Follow the steps below to open the Grade Assignment page.

1. Select **Gradebook** on the Control Panel.
2. Click on the individual user's score of the Assignment that needs to be graded.
3. Click **View** on the Modify Grade page.

Field

The table below details the fields on this page.

FIELD	DESCRIPTION
Assignment Information	
Name	The name of the Assignment.
Instructions	The instructions for this Assignment.
Assignment Files	Files uploaded by the Instructor when the Assignment was created.
Clear Attempt	Click Clear Attempt to delete the Student's Assignment. The Student will be able to re-submit the Assignment once this option is chosen.
Student's Work	
Student's Comments	Comments entered by the Student when the Assignment was submitted.
Student's Files	Files uploaded by the Student when the Assignment was submitted.
Feedback to Students	
Grade	Enter a grade for the Assignment.
Comments	Enter comments for the Student to view when they access the grade for this Assignment.
Attach local file	Click Browse to select a file stored locally. Click Submit or Add Another File to attach.
Copy file from Content Collection	Click Browse and select a file to add as an attachment from the Content Collection

FIELD	DESCRIPTION
Currently Attached Files	Lists the files currently attached to the Instructor Comments. The Student will be able to view these files when they access their grade for the Assignment. If multiple files should be attached, click Add Another File to add additional files.
Remove a file	Once a file has been added, a Remove button appears next to it. Click this button to remove the file.
Instructor Notes	
Notes	Enter notes for this Assignment. These notes are only viewed by the Instructor.
Attach local file	Click Browse to select a file stored locally. Click Submit or Add Another File to attach .
Copy file from Content Collection	Click Browse and select a file from the Content Collection to add as an attachment from the Content Collection
Currently Attached Files	Lists the files currently attached to the Instructor Notes. These files are only viewable by the Instructor. If multiple files should be attached, click Add Another File to add additional files.
Remove a file	Once a file has been added, a Remove button appears next to it. Click this button to remove the file.

Copy files from the Content Collection

Users may select files stored in the Content Collection to add to different course areas, such as Assignments, items, and Assessments. Select **Browse** next to **Copy file from Content Collection**. A new window opens displaying the Content Collection view. Once the file has been selected, choose **Submit** or **Add Another File** to attach the file.

When files are attached, users must select either **Attach Local File** or **Copy File from Content Collection**. If files that are stored both locally and in the Content Collection should be submitted, use one of the options to select a file, click **Add Another File**, then use the other option to select the other files.



NOTE: The Copy File from Content Collection option is only available if the Blackboard Content System is installed and the option has been made available by the System Administrator.

ITEM OPTIONS: ASSIGNMENTS

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Item Options page enables Instructors to access areas where they can grade the Assignment, view Student statistics for the Assignment and delete files associated with Assignments.

Find this page

Follow the steps below to open the Item Options: Assignments page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook.

Functions

The table below details the functions available on this page:

FUNCTION	DESCRIPTION
Item Grade List	View a list of Students and their grades for this Assignment.
Item Detail	View the Assignment statistics.
Item Information	Modify the Gradebook item information, such as item name and description.
Item Download	Download Assignments submitted by Students.
Item File Clean Up	Delete files for specific Students.

DOWNLOAD ASSIGNMENT

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Download Assignments page enables the Instructor to download Student assignments and save them.

Find this page

Follow the steps below to open the Download Assignment page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook. The Item Options page will appear.
3. Click **Item Download**.

Fields

The following table details the fields on this page.

FIELD	DESCRIPTION
Select Students	
Check All	Select this option to download the files for all of the Students on the list who have submitted Assignments.
Check Ungraded	Select this option to select the check boxes and download the files for those Student's whose Assignments have not been graded.
Uncheck All	Select this option to deselect all of the check boxes.

Download Assignments

The Instructor selects the check boxes next to the Student Assignments he or she would like to download. Individual or multiple check boxes may be selected. After **Submit** is selected a Download Assignment page appears. Click the link on this page to save the exported assignments to a location on the hard drive, where they can be accessed. The file name automatically includes the user name of the Student who submitted the file.

For example, a file submitted by Mary Wallace (user name 'mwallace') for Week 1 Assignment:

Week_1_Assignment_mwallace

DELETE ASSIGNMENT FILES

Overview

When a Student submits an Assignment it will appear in the Gradebook where Instructors can access and grade it. The Delete Assignment Files page enables the Instructor to delete files that are attached to an Assignment. This includes:

- files submitted by a Student
- files the Instructor has included in his or her feedback on the Grade Assignment page
- files the Instructor has included in his or her notes on the Grade Assignment page

Find this page

Follow the steps below to open the Delete Assignment Files page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook. The Item Options page will appear.
3. Click **Item File Clean Up**.

Fields

The following table details the fields on this page:

FIELD	DESCRIPTION
Select Students	
Check All	Select this option to select and delete all files associated with an Assignment.
Check All Student Files	Select this option to select and delete all files submitted by a Student for an Assignment.
Check Instructor's Files for Students	All Select this option to select and delete files sent to a Student from an Instructor for an Assignment. These files are attached on the Grade Assignment: Assignment Name page.
Check Instructor's Personal Files	All Select this option to delete files an Instructor attached to an Assignment for personal notes. These files are attached on the Grade Assignment: Assignment Name page.
Check Graded	Select this option to select and delete those files for Assignments that have been graded.
Uncheck All	Select this option to deselect all of the check boxes.



NOTE: Single or multiple files may be selected in the left-side check boxes by clicking **Control**.