



Assignments

Blackboard
Version 9.1

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August 2010

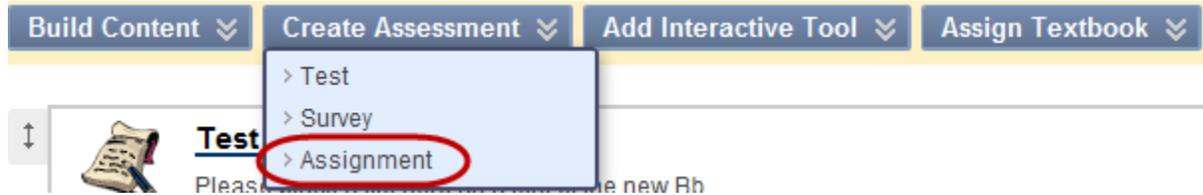
Add an Assignment

1. To add an Assignment to the Content Area of your choice, first make sure you are in

Edit Mode: **ON** 

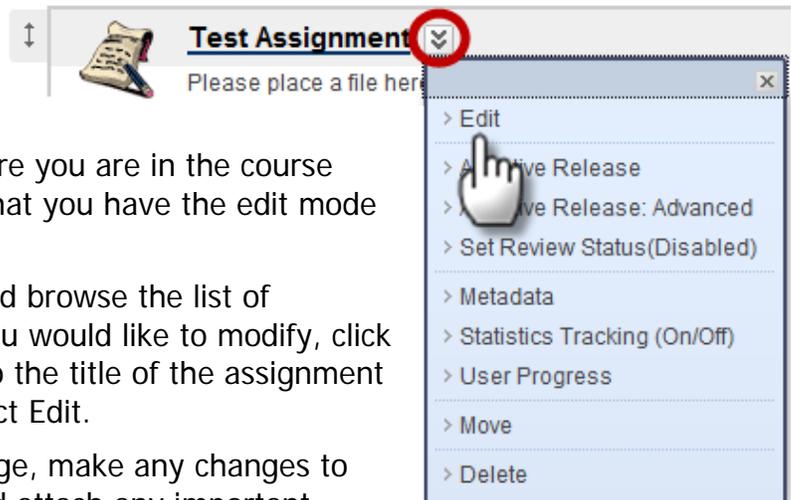
the course you would like to work in and that you have the edit mode set to ON.

2. Open the Content Area to which you would like to add the assignment and mouse over the Create Assessment button in the Action Bar and select Assignment.



3. Enter the Assignment Information and attach any important Assignment Files.
4. Next enter the points possible, make the assignment Available, enter in the Due Dates, and Recipients information.
5. Be sure to avoid using any symbols, such as the pound symbol, in any filename that you or your student(s) may attach.
6. Select Submit to finish.
7. Once the assignment is available to your Student Users, they will see it in the Content Area you have chosen, the Name, Instructions and any Files or links to Files you have selected for them to see. They will be able to make comments and upload their Assignment File(s).

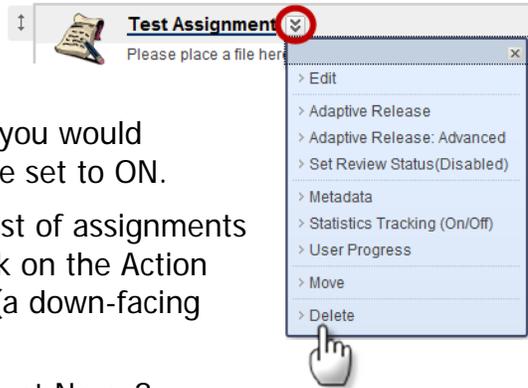
Edit an Assignment



1. To edit an assignment that you have created, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
2. Next, open the Content Area and browse the list of assignments for the one that you would like to modify, click on the Action Link menu next to the title of the assignment (a down-facing arrow) and select Edit.
3. Once in the Edit Assignment page, make any changes to the Assignment Information and attach any important Assignment Files.
4. Next change, if needed, the points-possible, make the assignment Available, enter in the Due Dates, and Recipients information.
5. Select Submit to finish.

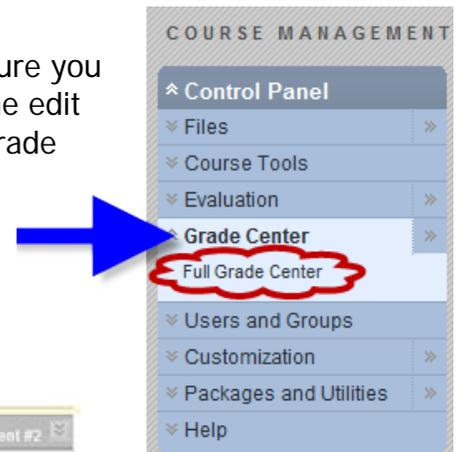
Delete an Assignment

1. To delete an assignment that you have created, first make sure you are in the course you would like to work in and that you have the edit mode set to ON.
2. Next, open the Content Area and browse the list of assignments for the one that you would like to remove, click on the Action Link menu next to the title of the assignment (a down-facing arrow) and select Delete.
3. A window will pop up stating: Delete: Assignment Name?
4. Select OK to remove the assignment.



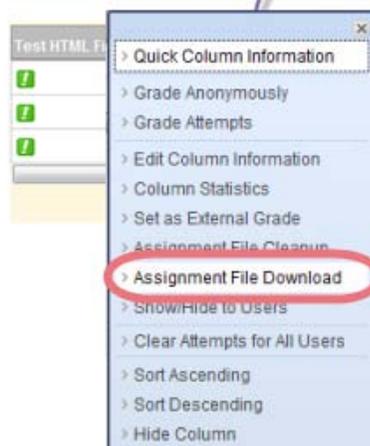
Retrieve Submitted Assignment

1. To grade an Assignment that you have created, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel, select Full Grade Center under Grade Center.
2. Once in the Grade Center, browse to find the Column that is associated with the Assignment that you have created (they will have the same name) and select Assignment File Download from the Action Link (drop-down) menu.



Last Name	First Name	Weighted Total	Total	Test HTML File	Assignment #2
Paige	Samantha	-	-	[?]	-
Student1	Test1	-	-	[?]	-
student3	Test1	-	-	[?]	-

Selected Rows: 0



- In the Download Assignment page, you have the option to individually check the students from which you wish to download assignments, to check the box for all students, or click Select Ungraded in the Grade Column.

Cancel Submit

1. Select Users

<input type="checkbox"/>	Name	Date	Grade (Select Ungraded)
<input type="checkbox"/>	Paige, Samantha	Wednesday, June 17, 2009 2:42:22 PM EDT	Needs Grading
<input type="checkbox"/>	Student1, Test1	Wednesday, June 17, 2009 2:45:47 PM EDT	Needs Grading
<input type="checkbox"/>	student3, Test1	Wednesday, June 17, 2009 2:46:47 PM EDT	Needs Grading

2. Submit

Cancel Submit

- Select Submit to download assignments and then click on Download assignments now (file size).
- Be sure to save the zip file to a location from which it can be easily retrieved. Once saved to your computer, you can open the zip file and grade the assignments.

 **Download Assignment: Test HTML File Assignment**

The assignments have been packaged. [Download assignments now. \(1812 KB\)](#)

Thursday, June 18, 2009 8:46:25 AM EDT

- When you open the zip file, this is what you will see:

New Open Favorites Add Extract Encrypt View CheckOut Wizard

Name	Type
Test_HTML_File_Assignment_paiges.txt	TXT File
Test_HTML_File_Assignment_paiges_Blogs_in_Blackboard.pdf	Adobe Acrobat Document
Test_HTML_File_Assignment_teststudent1.txt	TXT File
Test_HTML_File_Assignment_teststudent1_Using_Discussion_Boar...	Adobe Acrobat Document
Test_HTML_File_Assignment_teststudent2.txt	TXT File
Test_HTML_File_Assignment_teststudent2_Creating_a_Draft_Versi...	Microsoft Office Word Document
Test_HTML_File_Assignment_teststudent2_Wikis_in_Blackboard.pdf	Adobe Acrobat Document

The TXT File is the item the student typed in the submission area. Any other files listed are the documents the student attached.

- To grade the assignment you have downloaded, you may insert comments in each student file, add comments in color or in bold, or use the Track Changes feature in Word, saving the file under a different filename.

Enter Assignment Grade and Return Assignment

1. To enter the grade and return the Student's Work and add comments (if you wish), first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel, choose Full Grade Center under Grade Center.
2. Next, find the column of the Assignment you are grading, and click the Action Link icon () in the User's cell and select Attempt (DATE).
3. You will see the Assignment Information that you have set up, the Submission History, the User's Work that they have uploaded, a section called Grade Current Attempt, and a window to enter Instructor Notes.
4. It is here where you can enter the Grade you have calculated for the User, enter Comments about their work and upload the Graded Document.
5. Select Submit to finish.

