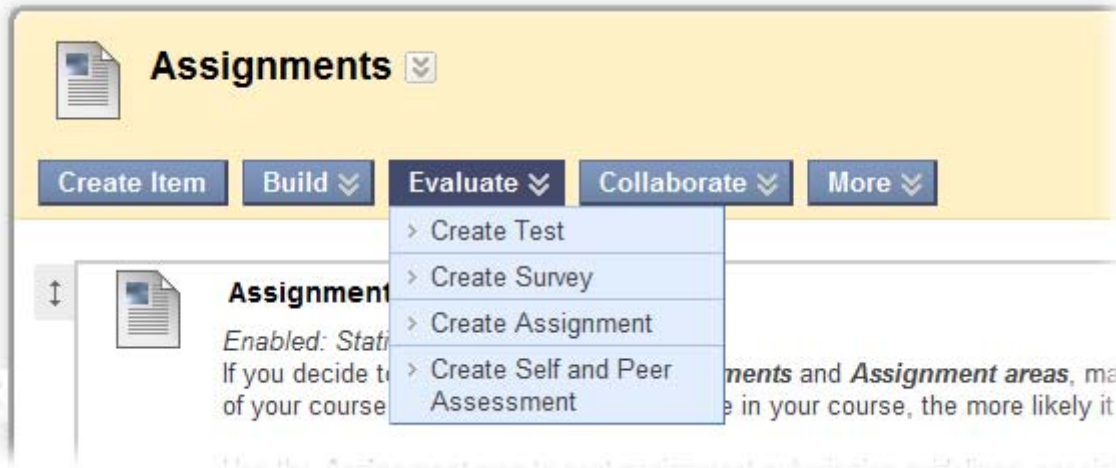


Blackboard Learn (9.0) Assignment and Assessment

Creating and Managing Assignments

Creating the Assignment

1. Select the content area where you want the assignments to be submitted (Assignments for example) and put your cursor over the **Evaluate** pull-down menu and select **Assignment**.



2. Fill in the name of the assignment and use the instructions area to provide more details about the assignment. **Note: The assignment name will automatically create a column in the Grade Center.*

3. If necessary, you can also attach a file associated with the assignment.

4. In the grading area, assign points possible.

5. In the availability area, you now have the option to allow a single attempt, unlimited attempts, or a specific number of attempts.

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 mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

6. You can also check specific due dates and note the ability to receive items late, but marked **Late**.

Due Dates

Submissions are accepted after this date, but are marked **Late**.

Due Date

7. If your assignment is a group assignment, you now have the ability to select which specific group they are a member of.

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

Items to Select

- Group 1
- Work Groups 1
- Work Groups 2
- Work Groups 3
- Work Groups 4

Selected Items


8. Click **submit** when finished. *Note the example of what it looks like from the student view.*

 **Bibliography** ▼

Please submit your working bibliography and be sure to cite at least 4 of your references from online library databases.

Retrieving Submitted Assignments from Grade Center When your students have submitted their assignments, it will show up in Grade Center and you can download them from there. You can choose to download them individually or all at one time. 1. Go to the **Control Panel** and select **Evaluation and Grade Center**

2. Any assignments that have been submitted will show up as an exclamation point in the appropriate assignment column.

 **Grade Center** ▼

In the [screen reader view](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table 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

▼ ▼ ▼

Current View: ▼ Sort Columns By: ▼ Order: ▼

Grade Information Bar

☐	Last Name ▼	First Name ▼	Availability ▼	✔ Total ▼	Weighted Total ▼	Bibliography ▼	V
☐	kenward	kim	Available	0.00	-	-	-
☐	Student	Katie	Available	0.00	-	-	-
☐	Student	John	Available	0.00	-	-	-
☐	Student	Sally	Available	0.00	-	!	▼

Selected Rows: 0

3. To download the assignments individually, put your cursor in the column with the **exclamation point** and select from the drop down arrow, **View Grade Details**

Move To Top		Email							
Last Name	First Name	Availability	Total	Weighted Total	Bibliography	Webquest	Essay 1		
Student	Sally	Available	0.00	-	0.00				<input type="checkbox"/> <ul style="list-style-type: none"> > View Grade Details > Exempt Grade
Student	Katie	Available	0.00	-	-				
kenward	kim	Available	0.00	-	-				

4. To view your student's attached file, click on the exclamation point and select from the drop down arrow, **Open Attempt**.

Attempts					
Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes	
Feb 19, 2009 11:02:25 AM (Needs Grading)	Feb 19, 2009 11:03:07 AM	<input type="checkbox"/> <ul style="list-style-type: none"> > Open Attempt > Edit Grade > Clear Attempt 		Allow Additional Attempt This user has submitted the m... for this assignment. You may allow this student to submit an additional attempt.	

5. A new screen will load where you can click on the attached file to view their attached submission. You can also assign points, insert comments to the student, type instructor notes (only visible to the instructor) and reattach files.

2. Submission History

Attempt #1 (You are reviewing this attempt)

3. Review Current Attempt

Submission

Attached Files [teacher as leader.doc](#)

Comments [see attached.](#)

4. Grade Current Attempt

* Grade out of 10

Comments

Attach File

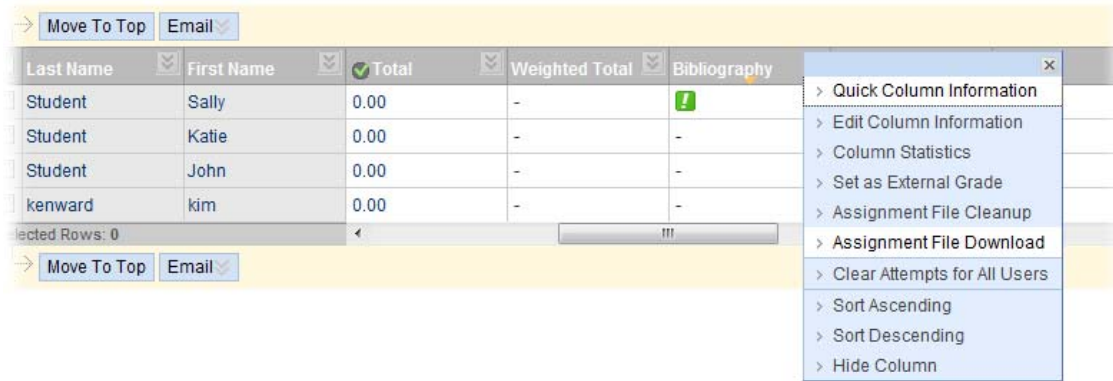
Attached files

5. Instructor Notes

Notes

6. Click **submit** when finished.

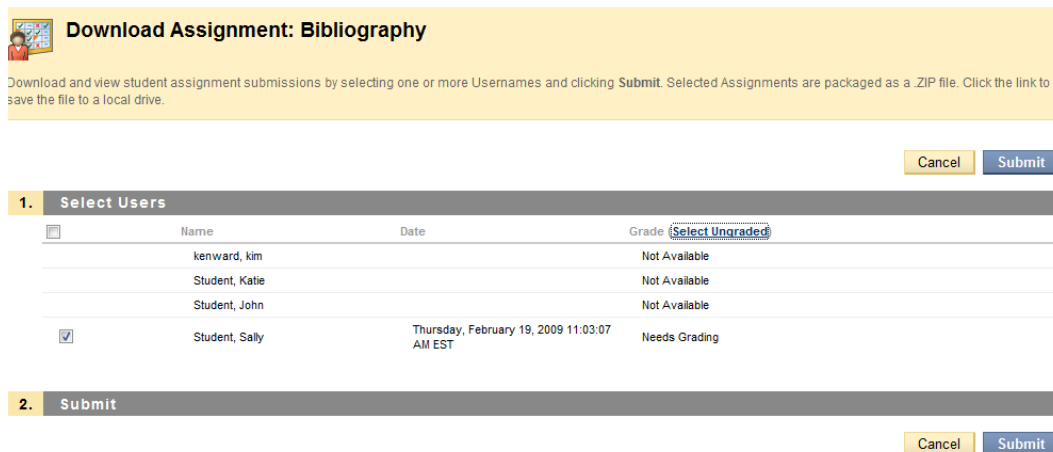
7. To do a mass download of all your student's files, put your cursor on the appropriate assignment column and select from the drop down list **Assignment File Download**.



The screenshot shows a table with columns: Last Name, First Name, Total, Weighted Total, and Bibliography. The Bibliography column has a green exclamation mark icon. A dropdown menu is open over the Bibliography column, showing options: Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade, Assignment File Cleanup, Assignment File Download, Clear Attempts for All Users, Sort Ascending, Sort Descending, and Hide Column.

Last Name	First Name	Total	Weighted Total	Bibliography
Student	Sally	0.00	-	!
Student	Katie	0.00	-	-
Student	John	0.00	-	-
kenward	kim	0.00	-	-

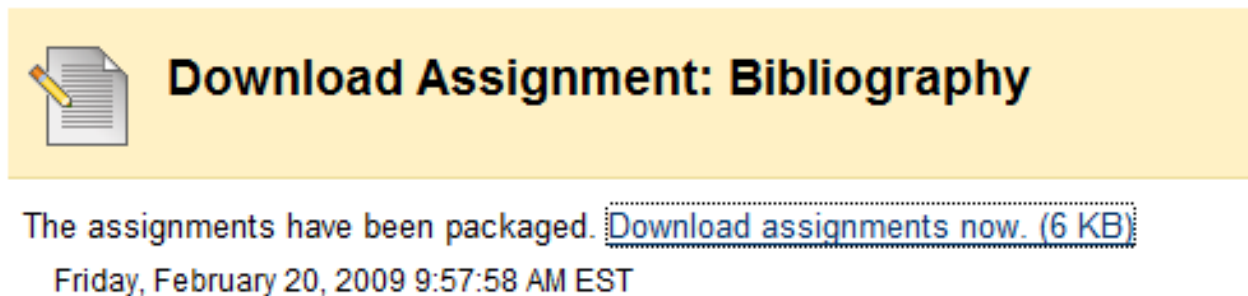
8. Place a check in the boxes of the assignments that you wish to download, you can also click on **Select Ungraded** and then click **submit**.



The screenshot shows the 'Download Assignment: Bibliography' screen. It includes a table with columns: Name, Date, and Grade. The Grade column has a dropdown menu with 'Select Ungraded' selected. Below the table is a 'Submit' button.

Name	Date	Grade
<input type="checkbox"/> kenward, kim		Not Available
<input type="checkbox"/> Student, Katie		Not Available
<input type="checkbox"/> Student, John		Not Available
<input checked="" type="checkbox"/> Student, Sally	Thursday, February 19, 2009 11:03:07 AM EST	Needs Grading

9. A new screen will load. Click on the hyperlink **Download assignments now**.



The screenshot shows the 'Download Assignment: Bibliography' screen. It includes a message: 'The assignments have been packaged. [Download assignments now. \(6 KB\)](#)' and a timestamp: 'Friday, February 20, 2009 9:57:58 AM EST'.

10. You will then be prompted to save them to your local machine or to view them in your browser. Your student's files will be zipped into a single .zip file. 11. Once the file is downloaded, navigate to the folder where you saved the file and double click on the zipped file. WinZip will launch and you will see a list of files in the zip file. Click **Extract** and then navigate to the folder that you created for your student's work.

Note: For each paper there will be 2 files. The .txt file will any comments that the student submitted along with the paper. The .doc or other file will be the document itself. Note that the Student login and assignment name is appended to all documents.