

## What are the basics of Blackboard assignments?

The Blackboard Assignment tool can be used for assignment submissions. Here are some benefits of the Assignment tool in Blackboard:

- A one-click way to download all submitted assignment files to your computer.
- The option to grade and comment on assignments without even downloading them.
- Convenient grading – assignment items are automatically entered into the Grade Center.

The Assignment Tool offers more than simple file submission. For example, a posted assignment is automatically added as an entry in the Grade center and the instructor can access and view the submitted assignment from the Grade Center. Assignments provide students an option of saving an assignment that is still in progress. A student can open the assignment in a Content Area of the course, work on it, and then use a Save button to save it for later completion and submission. To finish it and hand it in, the student reopens the assignment completes it, and then submits it using the Submit button.

### Overview

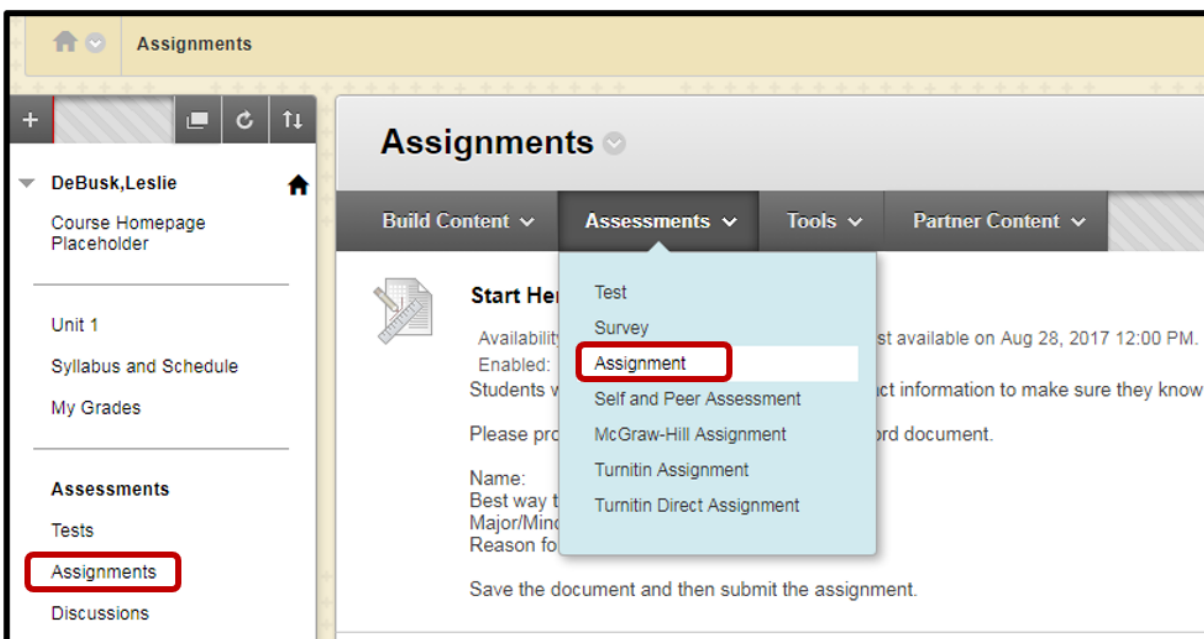
There are two ways you can set up assignments with the Assignment Tool– both are linked to the Grade Center automatically:

**File Submission Only:** Students use a browse button to upload assignment files.

**Attach files and File Submission:** Instructors post an assignment as a file that students download to their own computer, complete, and then re-upload to Blackboard for grading.

An Assignment Tool link will have an icon of a clipboard with a green check on it. Students click on the name of the assignment to hand in their submissions.

## CREATE AN ASSIGNMENT



### To create an Assignment in Blackboard:

1. Create a content area in for the assignment.
2. Click on the content area you want to place the assignment in.
3. Hover over **Assessment**, and click on **Assignment**.
4. You will be given a list of options; including:
  - a. Title of the assignment
  - b. Instructions
  - c. Attach file
  - d. Due date
  - e. Assignment points
  - f. Add Rubric
  - g. Submission Details
  - h. Grading Options
  - i. Display of Grades
  - j. Availability dates

**Assignment Folder (optional):** Use this option if you would like to have a central location where all assignments can be accessed by you and your students.

**Create Assignments:** Assignments can be created and linked in any content folder existing in your course. Use this option to add the assignment link sequentially in the course content (e.g. Module or Unit specific).

**Enable Anonymous Grading:** hide student names from submission attempts during grading.

**Enable Delegated Grading:** delegate grading to multiple graders and instructors have ability to reconcile grades before setting official grade.

## GRADE AN ASSIGNMENT – NEEDS GRADING



**Needs Grading**

*Instructors can view attempts ready for grading or review on the Needs Grading page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)*

**Grade All** Filter

Category: All Categories Item: All Items User: All Users Date Submitted: Any Date

Enter dates as mm/dd/yyyy

☐ Show attempts that don't contribute to user's grade

16 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Start Here!	Demo One	February 19, 2013 3:54:36 PM	
Test	Fun Question Type Quiz	Demo One	February 19, 2013 3:58:50 PM	August 24, 2017
Discussion	Graded Forum	Demo One	February 27, 2013 1:00:28 PM	
Test	Fun Question Type Quiz	Demo Two	March 6, 2013 10:25:43 AM	August 24, 2017

**Grade Center – Needs Grading:** For courses with many enrolled students and gradable items, the Needs Grading page can help you determine which assignments need grading first. For example, you can sort by the date submitted to provide feedback to the earliest submitters first. Use the filter drop-down lists to narrow the list of items to grade by Category, Item, User, and Date Submitted.

**Needs Grading User Attempt:** Click on the name of the student to access their submission “attempt” for grading. Once the attempt has been graded, the attempt will no longer appear on the Needs Grading page.

### Understanding Inline Assignment Grading

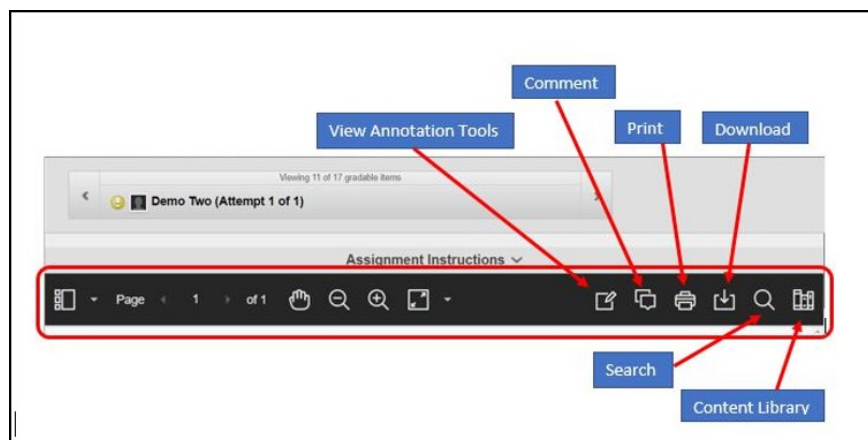
Inline grading in Blackboard allows you to leave specific comments on a submitted assignment. This is done within Blackboard; you will not need to download the assignments.

### Supported Document Types:

Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF. If a student has uploaded a file that isn’t in a format supported by the inline viewer, then instead of seeing the viewer, you are prompted to download the file in question.

### Annotation Tools:

The Inline Grading toolbar (in the Needs Grading area) allows instructors to view and use annotation tools, make comments, print-download-search a document, and access a Content Library in a student assignment when grading. This toolbar displays to the instructor when an assignment is being graded.



**Submission Attempt Grading:** Type a grade for the assignment, or if you associated a gradable rubric, click View Rubric.

**Feedback to Learner:** Return additional Feedback to the student.

**Download Submission:** Download the submission document to your computer.

## GRADE AN ASSIGNMENT IN THE FULL GRADE CENTER

Grading an assignment submission can take place in Needs Grading or Full Grade Center. When an assignment is created, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with the needs grading icon which is an exclamation mark on a yellow background.



**Grade Center : Full Grade Center**

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click View Grade Details. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

[Create Column](#) | [Create Calculated Column](#) | [Manage](#) | [Reports](#) | [Filter](#) | [Work Offline](#)

[Move To Top](#) | [Email](#)

Sort Columns By: [Layout Position](#) Order: [Ascending](#)

Last Saved: October 5, 2017 11:38 AM

	Last Name	First Name	Username	Student ID	Last Access	Availability	Example	Weighted To	Total	Start Here!	Graded Forum
<input type="checkbox"/>	Alleyne Bayne	Gail	galleyne	R10430647	September 19, 2017	Available	33.33%	--	100.00	--	--
<input type="checkbox"/>	DeBusk_PreviewUse	Leslie	ldebusk_previewuse		October 5, 2017	Available	88.75%	--	174.33	--	--
<input type="checkbox"/>	Four	Demo	demo4			Available	33.33%	--	100.00	!	⌵
<input type="checkbox"/>	One	Demo	demo1	demo1		Available	33.33%	--	200.00	!	⌵
<input type="checkbox"/>	Three	Demo	demo3			Available	33.33%	--	100.00	!	⌵
<input type="checkbox"/>	Two	Demo	demo2	demo2		Available	33.33%	--	100.00	!	⌵

Selected Rows: 0

View Grade Details  
Exempt Grade  
Attempt 3/26/13

**Grading in Full Grade Center:** An item that needs to be graded is marked with an exclamation mark in the Grade Center. To manually enter a grade, click on the exclamation mark and enter the grade.

**Grade Attempt:** To view the assignment/test/discussion attempt that needs to be graded, click on the contextual menu icon and select the attempt to be graded. Other options in the Contextual Menu include View Grade Details and setting the grade as Exempt.

Assign a Grade, return Feedback and Attachments for the current assignment attempt. Instructors can use the Grading Notes section to add private notes and attachments for themselves.