Assignments in Blackboard

The Blackboard Assignment tool can be used to create assignments for submission. Benefits of the Assignment tool in Blackboard include:

- The option to download all submitted assignment files to your computer with one click.
- Convenient grading—assignments are automatically entered into the Grade Center. You can grade them from **Needs Grading** (refer to page 3 for instructions) or from the **Full Grade Center** (refer to page 5 for instructions).
- The option to grade and comment on assignments without downloading them by using **Inline Assignment Grading** (refer to page 7 for instructions).

The Assignment tool offers more than just file submission. For example:

- A submitted assignment is automatically posted as an entry in the Grade Center, and the instructor can access and view the submitted assignment from the Needs Grading page or the Full Grade Center.
- Students can save an assignment that is still in progress. They open the assignment in a Content Area in the course, work on it, and then click the **Save** button for later completion and submission.
- To finish the assignment and submit it, students reopen the assignment, complete it, and then submit it using the **Submit** button.

Overview

There are three ways to set up assignments with the Assignment tool, all of which are linked to the Grade Center automatically.

- **Text Submission –** Students use the **Write Submission** button and enter their assignment information in the textbox. (This option shows to students after they access the assignment.)
- **File Submission Only –** Students use the **Browse** button to upload assignment files.
- **Attach Files and File Submission –** Instructors post an assignment as an attached file that students download to their computer, complete, and then re-upload to Blackboard for submission and grading.

The Assignment tool link has an icon with a piece of paper and a pencil and ruler on it. Students click the name of the assignment to access and submit it.

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Create an Assignment

Create an **Assignment Folder** if you would like to have a central location where all assignments can be accessed by you and your students. Assignments can be created and linked in any content folder in your course. Use this option to add the assignment link sequentially in the course content (e.g., Module or Unit specific).

1. Go to the content area or folder in the course where you want to place the assignment.
2. Click the **Assessments** pulldown menu and select **Assignment**.
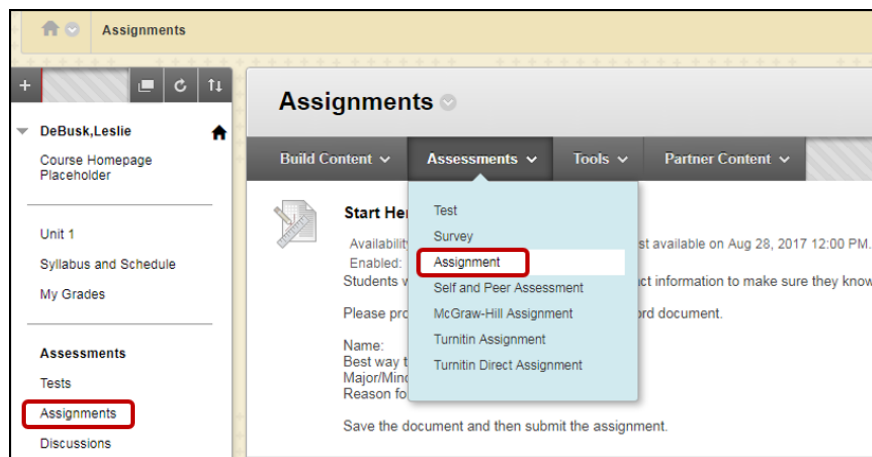
3. On the **Create Assignment** page, enter or update the default settings for the following options:
   a. **Name** of the assignment
   b. **Instructions –** This text will appear below the link to the assignment.
   c. **Attach Files –** To attach a file to the assignment, click the **Browse Local Files**, **Browse Content Collection**, or **Browse Cloud Service** button depending on the location of the file.
   d. **Due Date –** Set a Due Date if you want students to complete the assignment by a specific date/time.
   e. **Points Possible**
   f. **Associated Rubrics**
   - To add a rubric to the assignment, click the **Add Rubric** pulldown menu, select **Select Rubric**, **Create New Rubric**, or **Create From Existing**, enter the information, then click **Submit**.
   - To show the rubric to students, click the down-pointing arrow next to **No** (in the Show Rubric to Students column) and select **Yes (With Rubric Scores)**, **Yes (Without Rubric Scores)**, or **After Grading**.

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g. **Submission Details** link
   - **Assignment Type** – Individual, Group, Portfolio
   - **Number of Attempts** – Single, Multiple, Unlimited
   - **Plagiarism Tools** – For more information, refer to [Blackboard SafeAssign Tool](#).
h. **Grading Options** link
   - **Enable Anonymous Grading** – Select if you want to hide student names from submission attempts during grading.
   - **Enable Delegated Grading** – Select if you want to delegate grading to multiple graders. Instructors can reconcile grades before setting the official grade. If delegated grading is used, the grades must be reconciled.
i. **Display of Grades** link (optional to change the default settings)
j. **Availability**
   - **Make the Assignment Available** – The checkbox must be selected, or students cannot access the assignment regardless of current Display After and Display Until dates.
   - **Limit Availability** – Set these dates/times if you want to control the dates and times the students can access the assignment.
4. Click **Submit**.

Grade an Assignment on the Needs Grading Page

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.

1. To access the Needs Grading page, go to the **Control Panel**, click **Grade Center**, then select **Needs Grading**.

2. Use the filter pulldown menus if you want to narrow the list of items to grade by **Category**, **Item**, **User**, and/or **Date Submitted**.

3. In the **User Attempt** column, click the name link of the student to access the submission attempt for grading.

> **NOTE** You can use **Inline Assignment Grading** on File Submission assignments (refer to page 7 for instructions).

4. Enter the grade in the **Attempt** textbox, enter **Feedback to Learner** (optional) including attachments (click the **plus sign** in the circle and select **Insert Local Files**), click the **Add Notes** link to add Private Grading notes (optional), then click **Submit**.

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**NOTE** Click the **Download** icon ⬇ if you want to download the submission document to your computer.

Once the attempt has been graded, it will no longer appear on the Needs Grading page.

Grade an Assignment from the Full Grade Center

An assignment submission can be graded from the Full Grade Center. When an assignment is created, a column is added automatically to the Full Grade Center. The **Needs Grading** icon—an exclamation mark on a yellow background—in the student's grade cell indicates an assignment that has been submitted, but not graded.

1. To access the Full Grade Center, go to the **Control Panel**, click **Grade Center**, then select **Full Grade Center**.
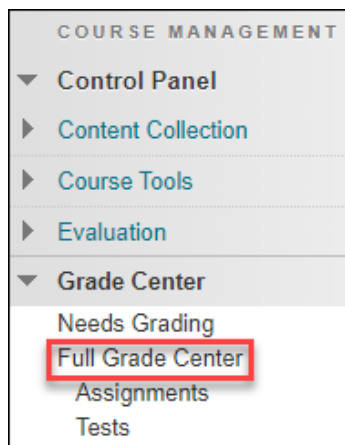
2. To enter a grade manually, click the exclamation mark and enter the grade.

To view the assignment/test/discussion attempt, hover your mouse in the student's Grade Center cell, click the down-pointing arrow and select the attempt to be graded. (The other options are **View Grade Details** and **Exempt Grade**.)

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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*

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

View Grade Details
Exempt Grade
Attempt 3/26/13 😊

NOTE You can use **Inline Assignment Grading** on File Submission assignments (refer to page 7 for instructions).

3. Enter the grade in the **Attempt** textbox, enter **Feedback to Learner** (optional) including attachments (click the **plus sign** in the circle and select **Insert Local Files**), click the **Add Notes** link to add Private Grading notes (optional), then click **Submit**.


NOTE Click the **Download** icon ⬇ if you want to download the submission document to your computer.

Inline Assignment Grading

You can use Inline Assignment Grading to leave specific comments on a File Submission assignment. Inline Grading is used within Blackboard; you do not need to download the assignment document.

Supported Document Types

The supported document types for Inline Assignment Grading are 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, Blackboard attempts to convert the file. If this process times out or won't convert, you need to download the file in question.
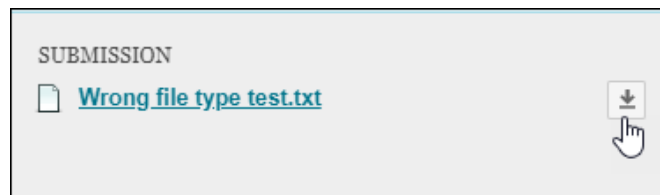
Annotation Tools

Drawing Tool – Use this tool to mark on the assignment. You can choose **Drawing** (pen), **Brush**, and **Eraser**.
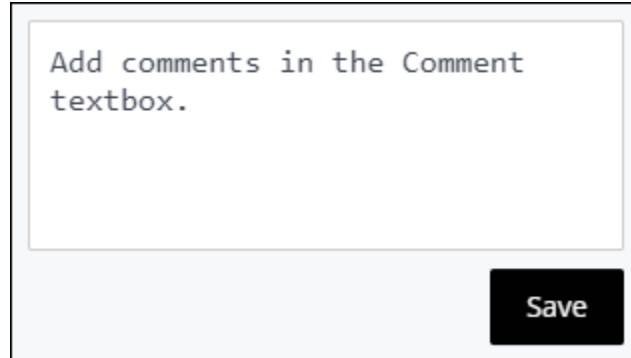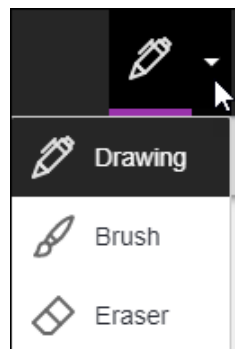

Comment Tool – Use this tool to add annotations to the assignment.

When you click the Comment tool option, you can select a place in the document where you want to add the annotation, and a Comment textbox will open where you enter comments.

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Click **Save** to save your annotations. Students will see the annotation icon in their document when they review it.

Add comments in the Comment textbox.

Save

Text Tool – Use this tool to add text comments in a textbox to the assignment document. After you select the Text tool icon, you can choose the format for the text. When you click this option, you can select a place in the document where you want to add the textbox, then enter your text comments. Click off the textbox to save the annotation.

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