

# **Blackboard Assignment Tool**

How to use e-submission & feedback tools

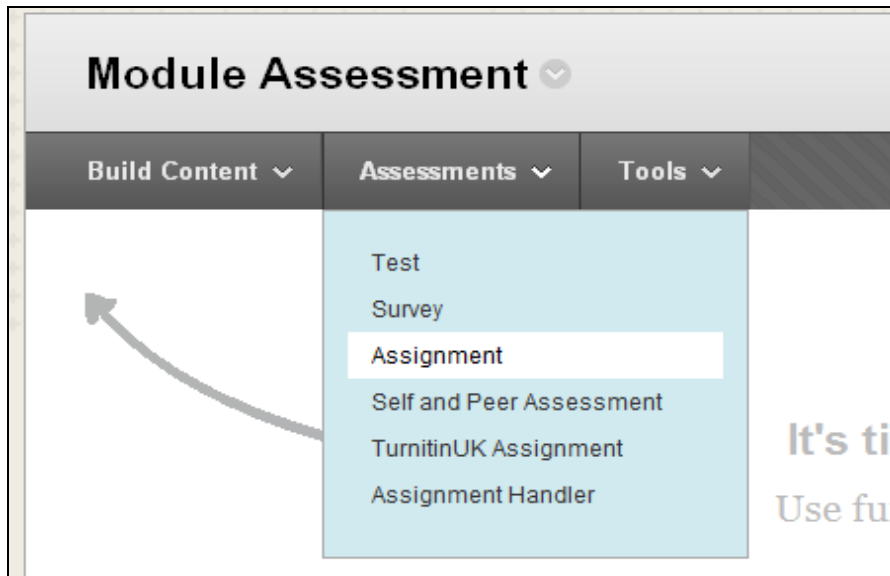
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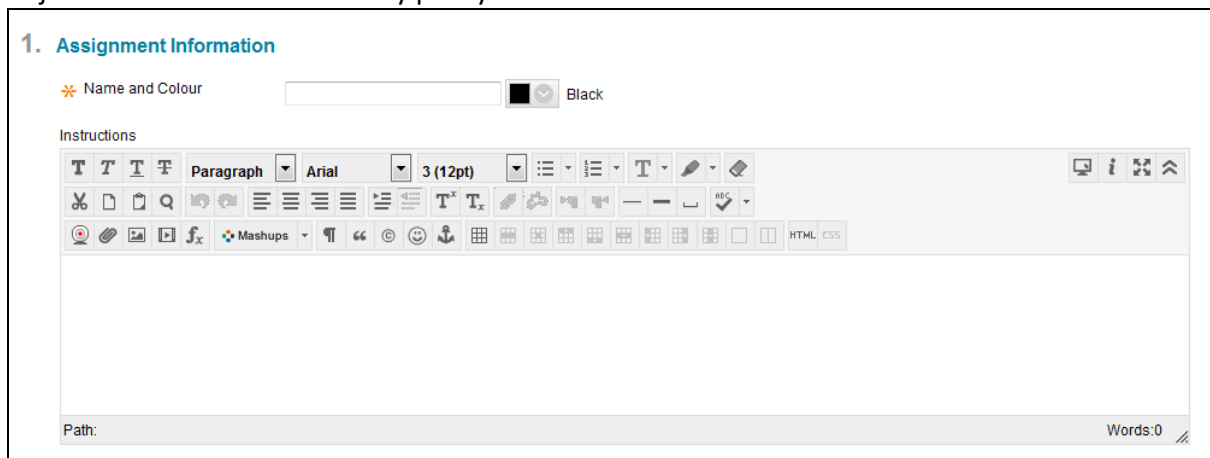
## Creating an Assignment Dropbox

Within a content area in Blackboard 9.1 normally the Module Assessment section:

1. Move your mouse over the **Assessment** button.
2. From the drop-down menu select Assignment. This will take you to the setup page for the Assignment properties.



3. Enter a name for the assignment. This should be unique, concise and reflect the assessment objective. Please refer to faculty policy for further assistance.

A screenshot of the Blackboard 9.1 'Assignment Information' setup page. The page has a white background with a blue header '1. Assignment Information'. Below the header, there is a section for 'Name and Colour' with a text input field and a color selection dropdown set to 'Black'. Underneath is the 'Instructions' section, which features a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, text color, background color, paragraph style, font face (Arial), font size (3 (12pt)), bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert grid, and insert HTML/CSS. Below the toolbar is a large empty text area for entering the assignment instructions. At the bottom of the page, there is a 'Path:' label on the left and a 'Words:0' counter on the right.

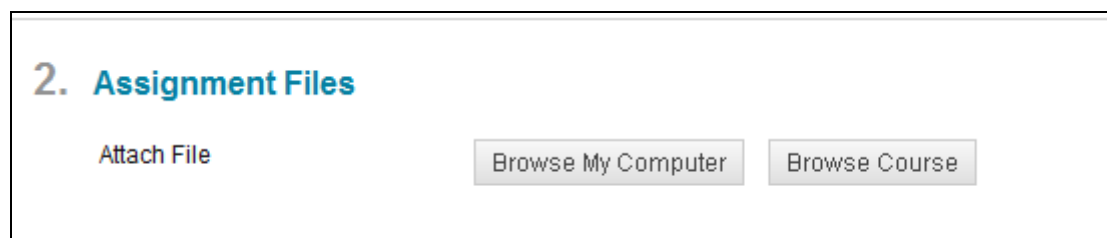
4. The description for the assignment is entered in the **Description** box. Instructions can also be entered here.

## Example Text that can be used for Description


- Description for the assignment.
- Please also consider including the following guidance:
- Relevant information from the module / programme handbook such as:
- The % the paper is worth e.g. 40% for the module / programme / year
- Word count e.g. 1500 words
- Learning outcomes this assignment addresses
- Assignment structure
- ... perhaps refer the student back to the handbook.

## Example text that can be used for Instructions

- Assignment instructions.
- Also consider including the following guidance:
- - Please ensure that the cover sheet(s) supplied (attached) with this assignment is/are the first few pages of your assignment.
- - Please enter your name and student number on the assignment cover sheet.
- - Please ensure that your assignment fulfils the requirements laid out in the module / programme handbook.
- - Please keep a copy of your assignment and the receipt you receive for your records.



5. If you want to provide additional information or files such as a coversheet or assignment template to accompany the assignment, you can do so by clicking the Browse my Computer in the Assignment Files section. Multiple files can be uploaded.

Attached files			
File Name	Link Title	File Action	Item's Alignments
 Assignment Template.doc	Assignment Template	Create a link to this file	<input type="checkbox"/> Add alignments to content <span style="float: right;">Do not attach</span>

6. The **Link Title** is the name that will be given to the uploaded file attachment.

**3. Grading**

✦ Points Possible

Associated Rubrics  ▾

Name	Type	Date Last Edited	Show Rubric to Students

## Grading

1. **Enter points possible** – Enter 100



**4. Availability**



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

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

Track Number of Views

## Make the Assignment Available

1. Select check box to make assignment available to students

### Number of attempts

2.

**Allow single attempts** – Only one attempt allowed

**All unlimited attempts** – Attempts can be made as many times as required

**Number of attempts** – Define the number of attempts allowed

\*If you only allow one attempt you will have to reset that student's submission if they want to re-submit.

Limit Availability (This means all assignment dropboxes can be set at the start of term)

3. You have the option to Choose date restrictions if you want to control the date and times that the assignment will be visible. You may want to extend the visibility of the assignment past the due date in order to cater for resubmissions and late submissions.

In order to set these values you must click the check box for the respective setting. You may select one or both date restrictions.

The Display After date will restrict visibility of the assignment to students until the specified date and time are reached.

The Display Until date will hide the assignment from students after the specified date and time.

It is recommended that you set the Display until date in order to hide the assignment from students once the assignment is deemed ended.

Note: The Assignment Due Date should not be past the Display until Date.

4. If you would like to **Track Number of Views** for the assignment select **Yes**. By default this option is set to **No**. You can view Reports from Blackboard if option it selected to yes on how many times the assignment dropbox has been accessed.

**5. Due Dates**

*Submissions are not accepted after this date and are marked **Missed**.*

Due Date

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

5. The **Due Date** is the date the assignment must be submitted by. You can select the date using the **Date Selection Calander** (a). Dates may also be entered manually using the date format dd/mm/yyyy. Times can be selected from the **Time Selection Menu** (b). They may also be entered manually in any increment.

Note: The assignment will not be hidden from students once the due date is reached. Please see the Date Restrictions settings for automating visibility of the assignment.

## 6. 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

6. The **Assignment Type** can be setup as an **Individual Assignment** or **Group Assignment** for students to complete. In both instances one submission will be required by each individual or group.

## 7. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel Submit

7. **Submit** – once you have completed the setup of the assignment, please review the options you have selected.



### Assignment Module 1

Attached Files:  Assignment Template (140 KB)

**Module 1 Assignment** - From the identification of barriers to learning, identify and critically evaluate the inclusivity of your short term intervention strengths and limitations of the data that is used to monitor and evaluate its impact (2500 words).

#### Learning Outcomes

- An in-depth knowledge and understanding of relevant legislation, reports and research evidence in order to develop and implement exc
- Critical evaluation of the principles and theoretical approaches underpinning assessment, planning, intervention and review of individual those that are deemed to be 'high incidence' to meet and exceed learning needs
- Critical analysis and evaluation of the application of these principles including evaluation of their effectiveness in cultivating flexible and classroom thereby providing an excellent learner experience.
- Reflection upon issues in including pupils with SEN and/or disabilities, drawing supported conclusions about observed practices and challenge them to inform recommendations for developing outstanding professional practice.

Please ensure that you have used the assignment template provided.

Please ensure that your assignment fulfils the requirements laid out in the module handbook.

The assignment dropbox will have been created.

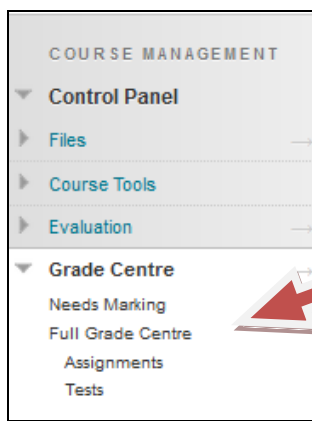
## Grade Centre – Hide Column During the Marking Period

Assignment submission column from the Grade Centre must be hidden to stop students from viewing the grades before the feedback date.

It is suggested you hide the weighted column & the total column from the students and also from the Grade Centre

### Hiding columns from students

1. Open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link

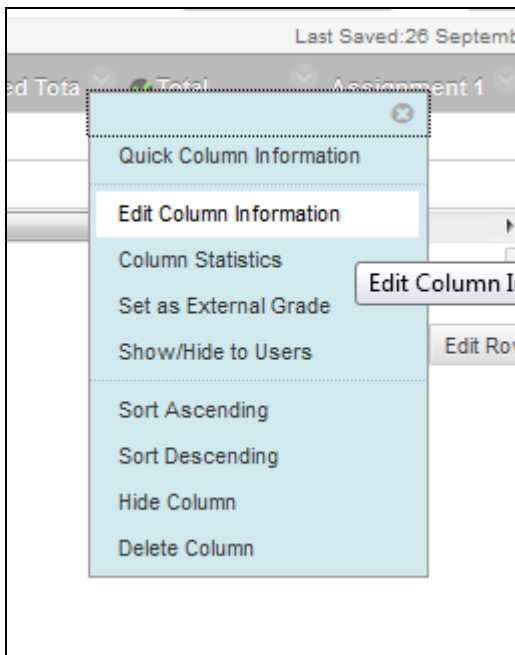


Hide Column from students

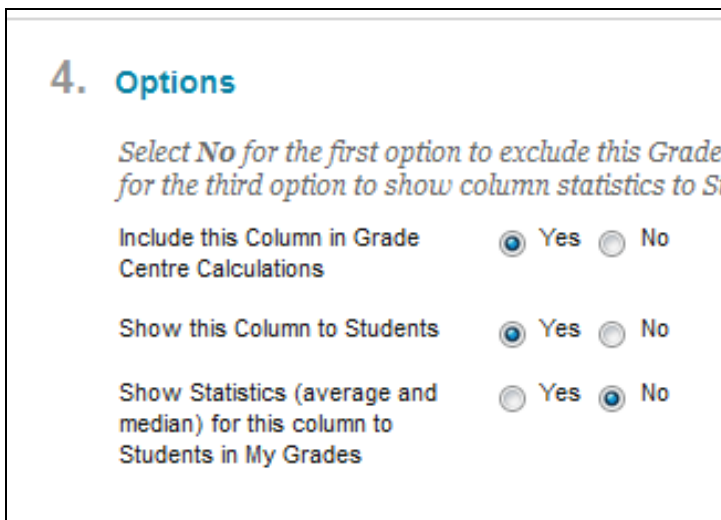
A screenshot of the Grade Centre table. The table has columns: Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, Total, and Assignment 1. A red box highlights the 'Weighted Total' and 'Total' columns. A red arrow points from the text 'Hide Column from students' to this box.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Assignment 1
King	Mark	99000015		26 September 2013	Available	--	--	--



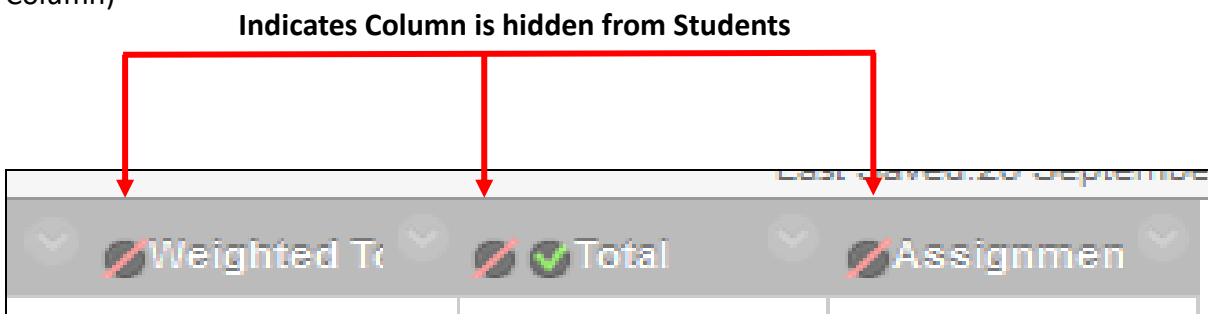


2. Select drop down arrow next to the column you wish to hide from students and select **Edit Column Information**



3. **Show this Column to Students** – Select No

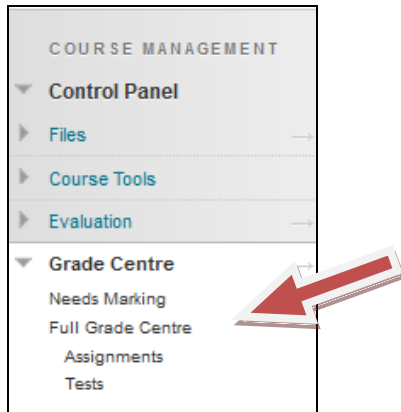
Complete this for the all columns you don't want to show students (Weighted & Total Column)



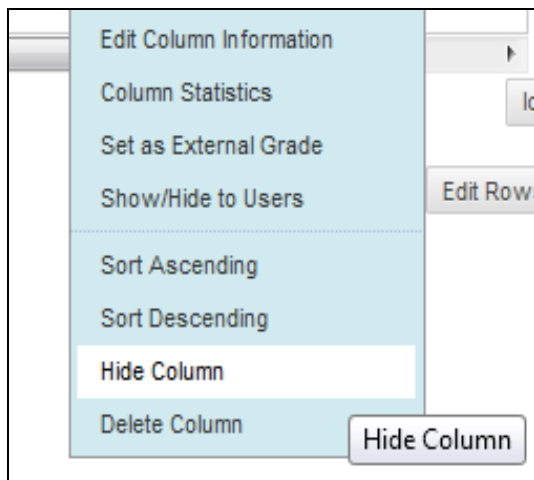
## Hiding columns in grade centre

This is done for the columns you don't want to see in the Grade Centre i.e. (Weighted Column & Total Column)

1. Open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link



2. Select drop down arrow next to the column you wish to hide from students and select **Hide Column**



This will hide the column from the Grade Centre.

**Note:** Hiding a column in grade centre does not hide the column from students. See section hiding columns from students.

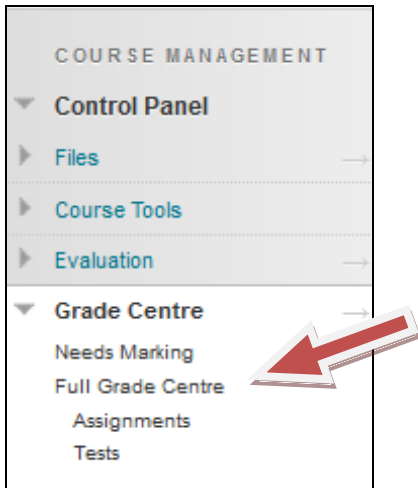
Last Name	First Name	Username	Student ID	Last Access	Availability	Assignmen
King	Mark	99000015		26 September 2013	Available	--

3. The final outcome is the assignment dropbox can be viewed in the Grade Centre but it is hidden from the students until assignments are submitted and marked.

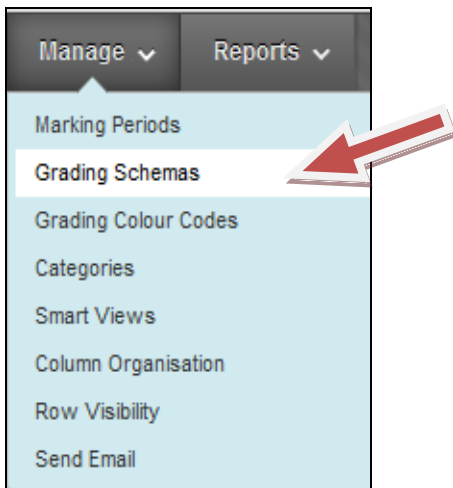
## Creating a Custom Grading Schema in the Grade Centre

If you would like to display assignment grade results to students using a worded result e.g. Pass, Fail, Merit, Distinction. You can do so by implementing a grade centre custom schema.

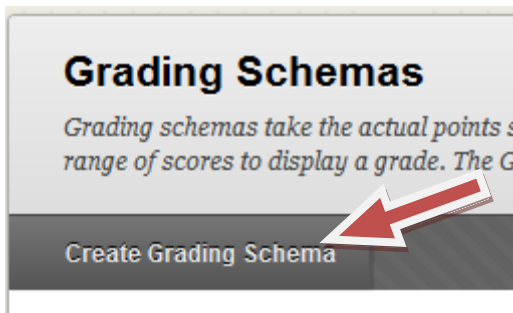
1. Open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link



2. Move your mouse over the **Manage** button to reveal the drop down menu and select Grading Schemas:



3. Next click the **Create Grading Schema** button:



4. You will then be taken to the Create Grading Schema screen.
- Enter a name for the Grading Schema
  - Enter a description of what the Grading Schema does.

The screenshot shows the "Create Grading Schema" screen. It is divided into three sections:

- 1. Schema Information**: Contains a "Name" field with a dropdown menu showing "Fail, Pass, Merit, Distinction" and a "Description" text area.
- 2. Schema Mapping**: Contains a paragraph of instructions and a table for mapping grades. The table has four columns: "Grades Scored Between", "Will Equal", "Grades Manually Entered as", and "Will Calculate as". It also includes "Delete Row" buttons and "Insert Rows" arrows.
- 3. Submit**: Contains a "Submit" button and a "Cancel" button.

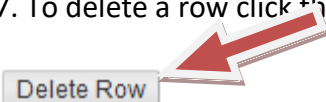
Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
3 % and 100%	Distinction	Distinction	3 %	←
2 % and Less Than 3%	Merit	Merit	2 %	Delete Row ←
1 % and Less Than 2%	Pass	Pass	1 %	Delete Row ←
0 % and Less Than 1%	Fail	Fail	0 %	Delete Row ←

5. Next you need to define the Schema Mapping. This section sets out what grades are converted to a text equivalent. In the example given, set grades are converted to Pass, Fail, Merit or Distinction. Conversely any grades entered manually with their respective text will calculate to the set mark.

6. To insert a row click the left arrow to the right of the grid:

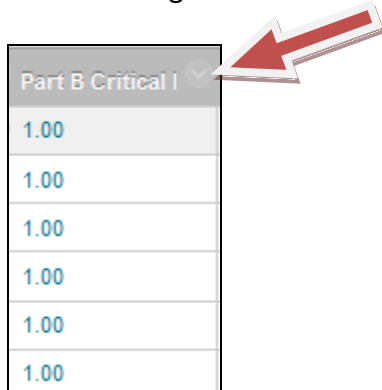


7. To delete a row click the Delete Row button:



8. Once you have defined the schema, click Submit to finish.

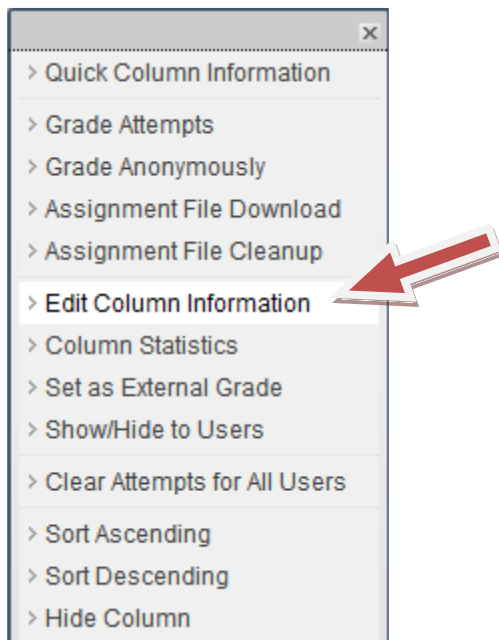
9. After the custom grade schema has been defined, you will want to apply this to an assignment column in the Grade Centre. To do so return to the Full Grade Centre (step 1). Find the assignment column you wish to modify and click on the double down arrows.



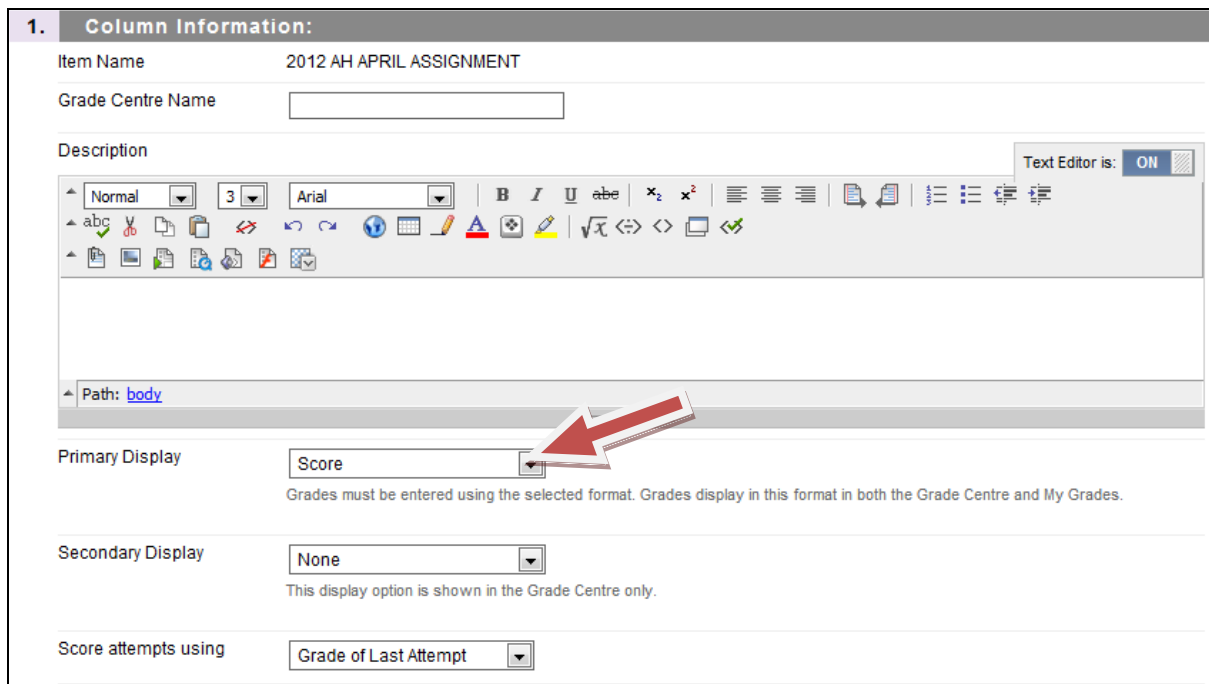
A screenshot of a table with a dropdown menu. The table has a header row and six data rows. The header row contains the text "Part B Critical I" followed by a small downward-pointing arrow. The data rows each contain the value "1.00". A red arrow points to the dropdown arrow in the header row.

Part B Critical I
1.00
1.00
1.00
1.00
1.00
1.00

10. Select **Edit Column Information** from the menu.

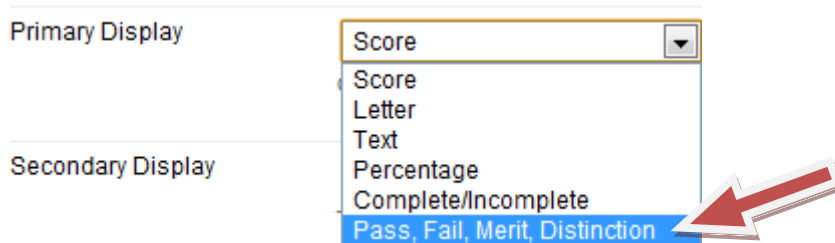


11. Scroll down to the section called Primary Display and click on the drop down menu.



The screenshot shows the 'Column Information' form for an item named '2012 AH APRIL ASSIGNMENT'. The form includes fields for 'Grade Centre Name', a 'Description' text editor, and three dropdown menus: 'Primary Display' (set to 'Score'), 'Secondary Display' (set to 'None'), and 'Score attempts using' (set to 'Grade of Last Attempt'). A red arrow points to the 'Primary Display' dropdown menu.

12. From the drop down list select your custom grade schema – in this example: **Pass, Fail, Merit, Distinction**.



This close-up shows the 'Primary Display' dropdown menu open. The options are: 'Score', 'Letter', 'Text', 'Percentage', 'Complete/Incomplete', and 'Pass, Fail, Merit, Distinction'. The last option is highlighted in blue, and a red arrow points to it.

13. **Submit** your changes to be taken back to the Grade Centre and observe the implemented custom grade schema:



## Grade Centre : Full Grade Centre

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Move To Top

Email

Sort Columns By:

Layout Position

Order:

▲Ascending

Grade Information Bar

Last Saved:01 May 2012 16:55

<input type="checkbox"/>	Last Name	First Name	Last Access	Availability	Total	2012 AH APRIL
<input type="checkbox"/>	Student_1	Test	30 April 2012	Available	81.00	Distinction
<input type="checkbox"/>	Student_2	Test	25 April 2012	Available	67.00	Merit
<input type="checkbox"/>	Student_3	Test	25 April 2012	Available	54.00	Pass
<input type="checkbox"/>	Student_4	Test	25 April 2012	Available	61.00	Merit
<input type="checkbox"/>	Student_5	Test	25 April 2012	Available	45.00	Fail
<input type="checkbox"/>	Student_6	Test	25 April 2012	Available	88.00	Distinction
<input type="checkbox"/>	Student_7	Test	25 April 2012	Available	90.00	Distinction

Selected Rows: 0

Move To Top

Email

Icon Legend

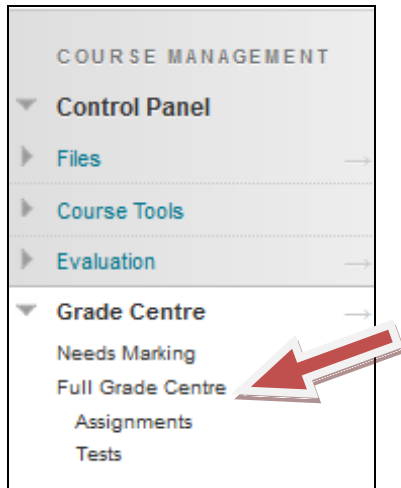
Edit Rows Displayed

## Marking Assignment – Offline Marking

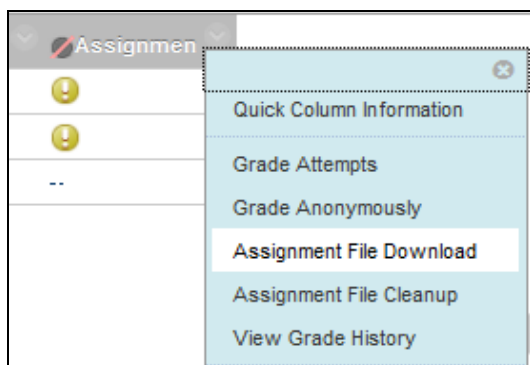
### Downloading Assignments

The first step is to download all the student's submissions via Grade Centre.

1. Open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link



2. Select the drop down arrow and select **Assignment File Download**.



3. You will now have the option to select the user's submission that you wish to download. Select the user by placing a checkbox and then submit.



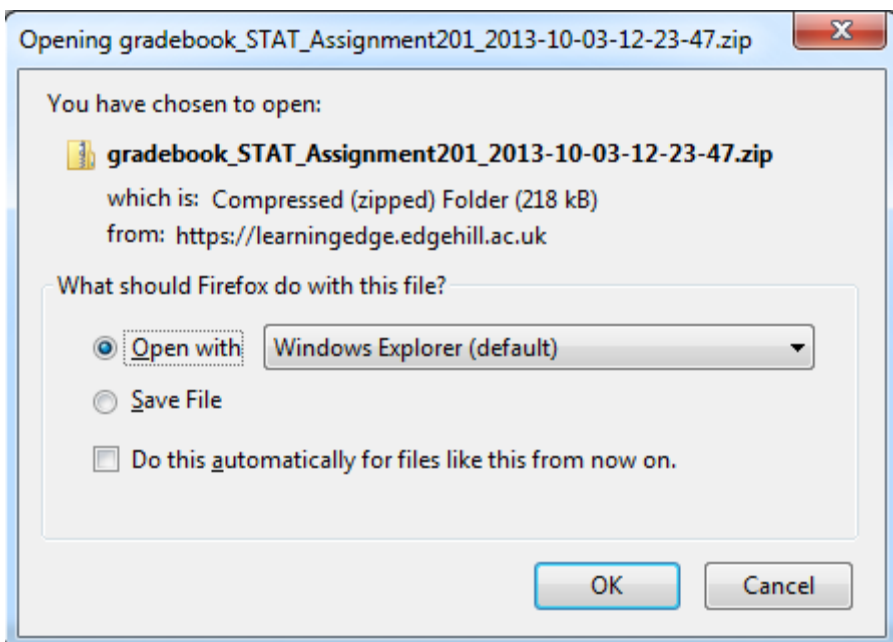
			Cancel	Submit
<b>1. Select Users</b>				
<input type="checkbox"/> Name	Date	Grade		
<input type="checkbox"/> Anderson, Andrew	Thursday, 3 October 2013 12:16:08 o'clock BST	Needs Marking		
<input type="checkbox"/> King, Mark	Thursday, 3 October 2013 12:18:57 o'clock BST	Needs Marking		

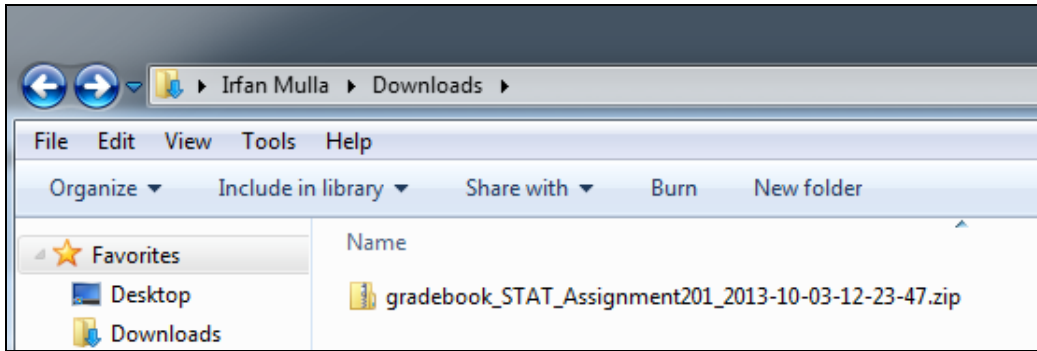
4. This will create a zip package for you to download which will contain the students submission you selected in option 3. Select **Download Assignments now**

## Download Assignment: Assignment 1

The assignments have been packaged. [Download assignments now. \(223 KB\)](#)  
Thursday, 3 October 2013 12:23:47 o'clock BST

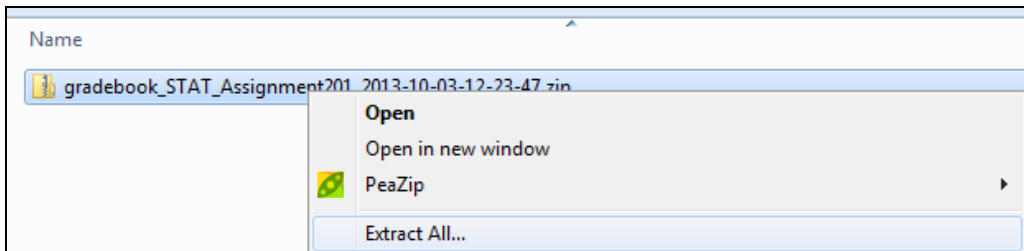
5. To download the zipped assignments please click the highlighted link '**Download assignments now by right-clicking and saving.**



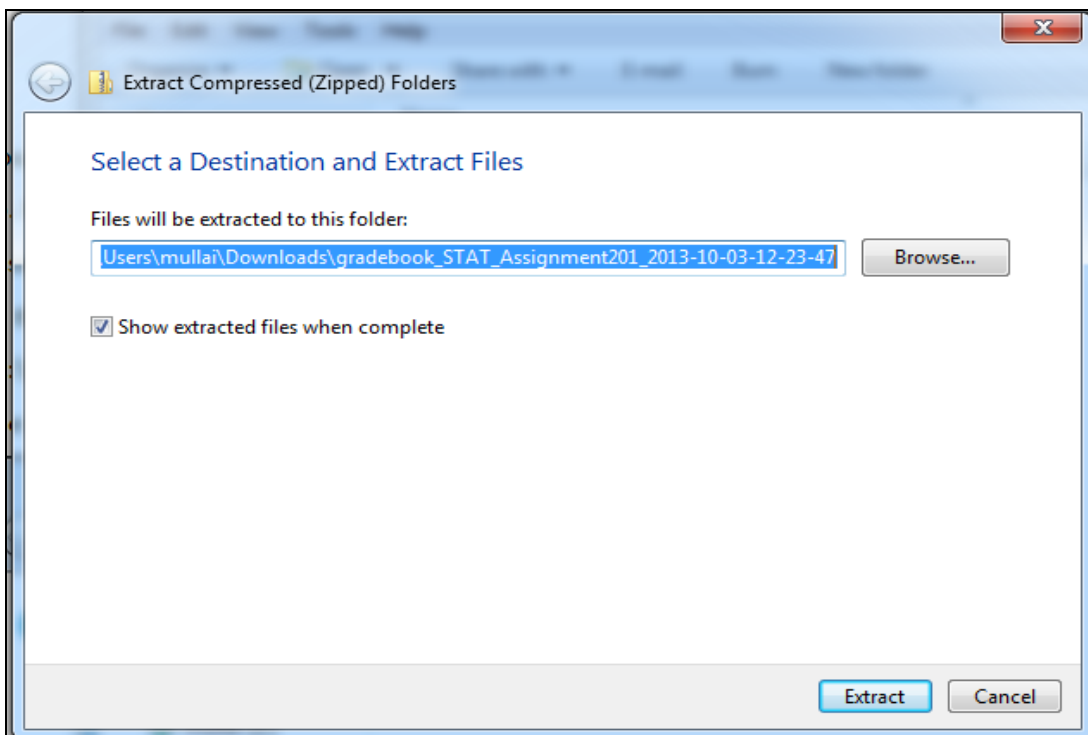


6. In order to work with the contents of the zip file you must first extract all its files. To do so please follow these steps:

7. Right click on the zip file and select Extract All...



8. You will then be prompted with the following screen asking you where to extract the files to. In this example the extraction wizard has suggested the current location of the zip file (C:\Downloads) and the name of the zip file



Once you are happy with the location, make sure the **'Show extracted files when complete'** check box is checked and click on the **Extract** button.

9. The extracted files will be shown in the folder you specified in the extraction wizard. The contents of the extracted zip file include:

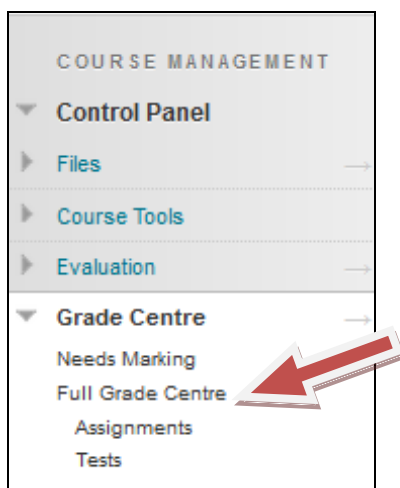
- Text Documents - Contains student name, ID, comments made in submission
- Student Submissions Files

The file will start with the assignemnt submission name and ID to differentiate between different students.

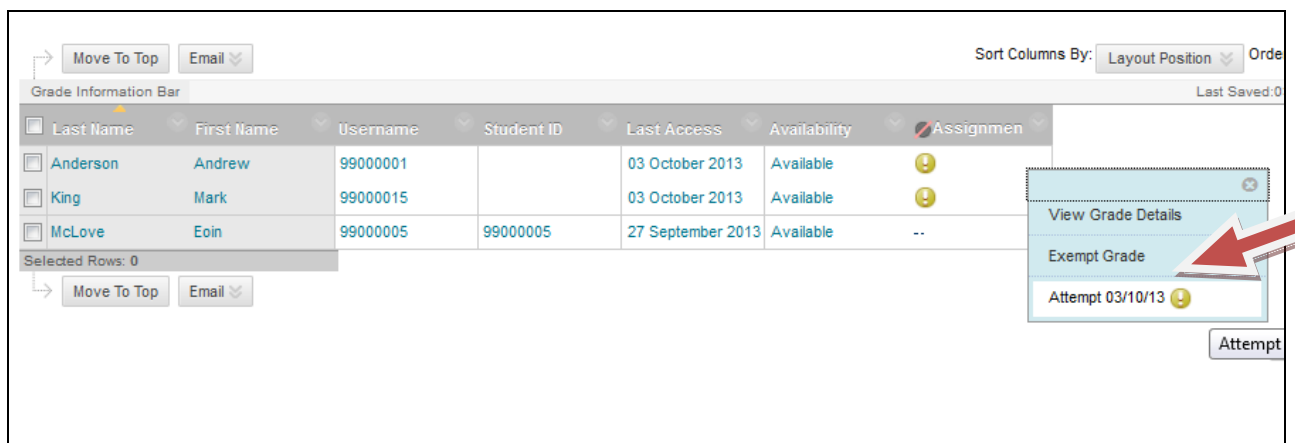
## Uploading Feedback and Entering Grades

Student feedback is entered back into Blackboard one at a time.

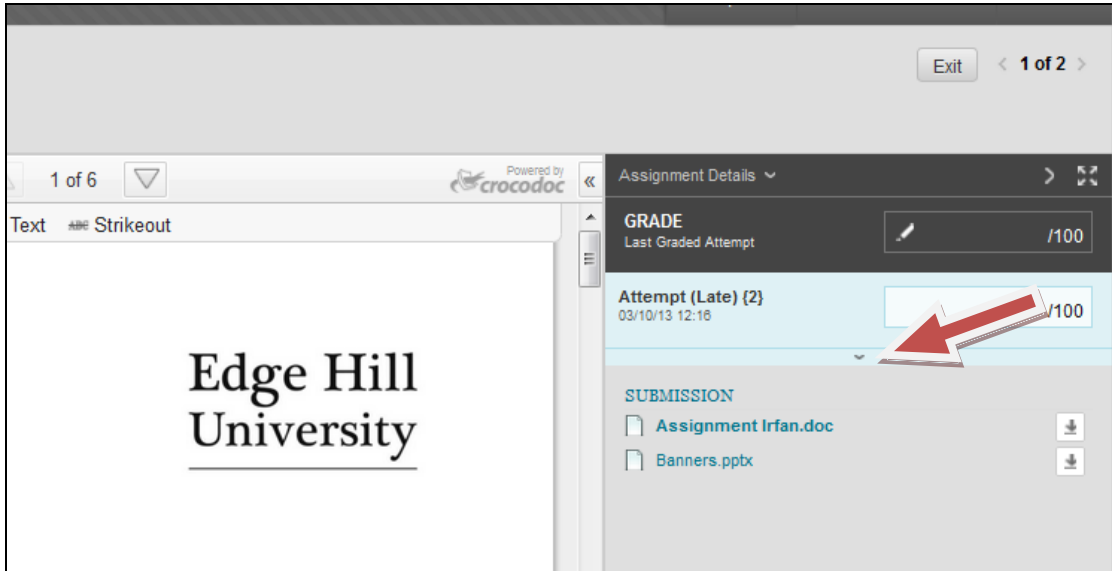
1. To upload your marks and feedback to Blackboard 9.1, open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link



2. Select the student that you would like to enter the feedback and grades by selecting the drop down arrow next to exclamation mark and select the **Attempt** you would like to mark.



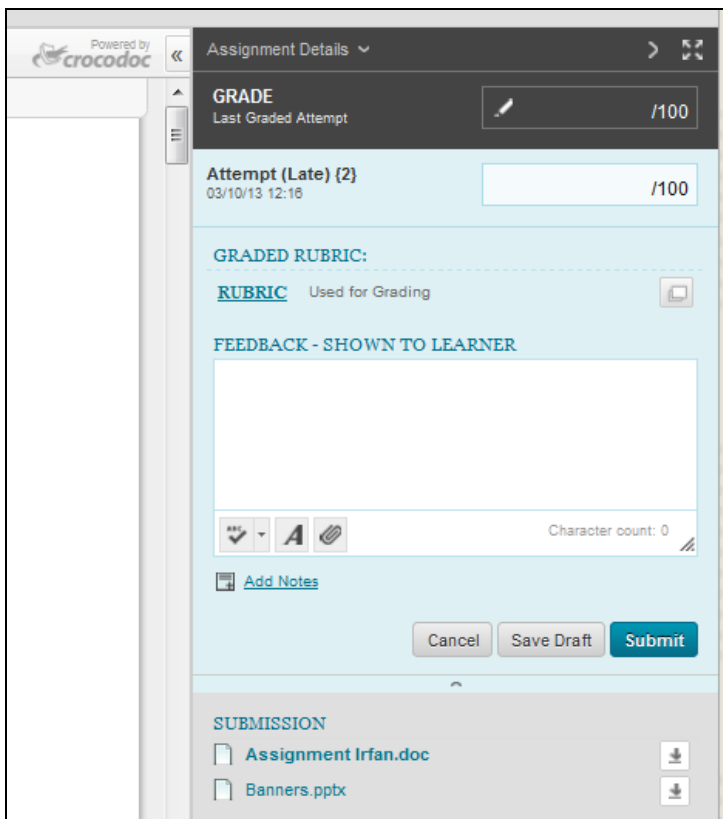
3. Select the drop down arrow to show the grading panel



4. Enter student grade (If grading schema has been used enter the correct value for the grade)

5. Enter custom text feedback

6. Attached annotated feedback

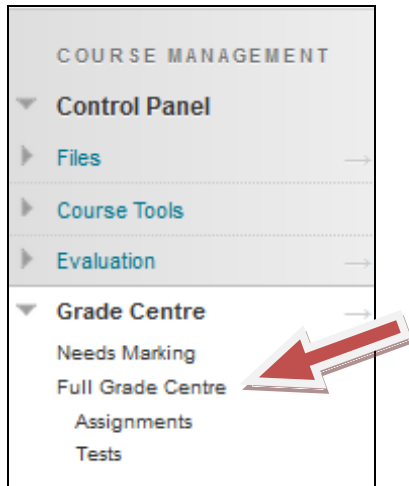


## 7. Submit

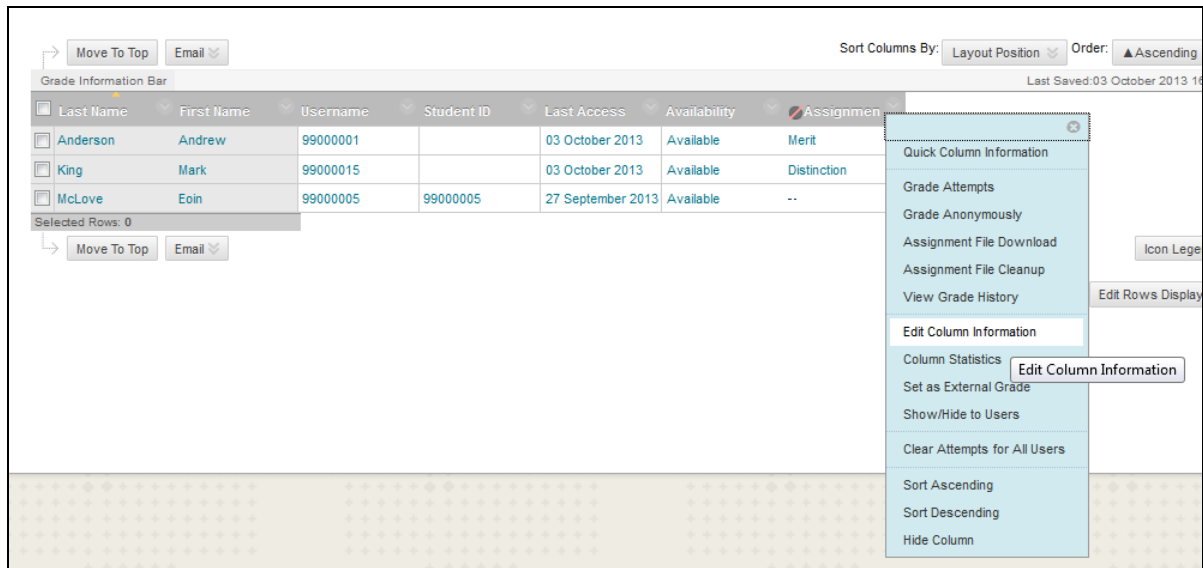
### Releasing Feedback – Grade Centre

Once all the feedback has been marked the feedback can be released on the day you want to release by making the column available in Grade Centre.

1. Open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link



2. Select the drop down arrow next to the submission that you wish to make available. Select **Edit Column Information**



3. Under options select **Yes** show this column to students and submit

**3. Options**

*Select No for the first option to exclude this Grade Centre column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Centre Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

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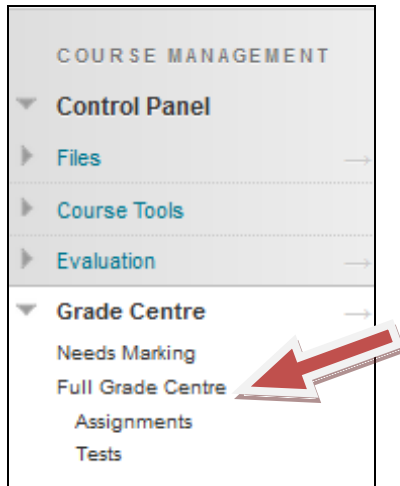
**4. Submit**

*Click Submit to proceed. Click Cancel to quit.*

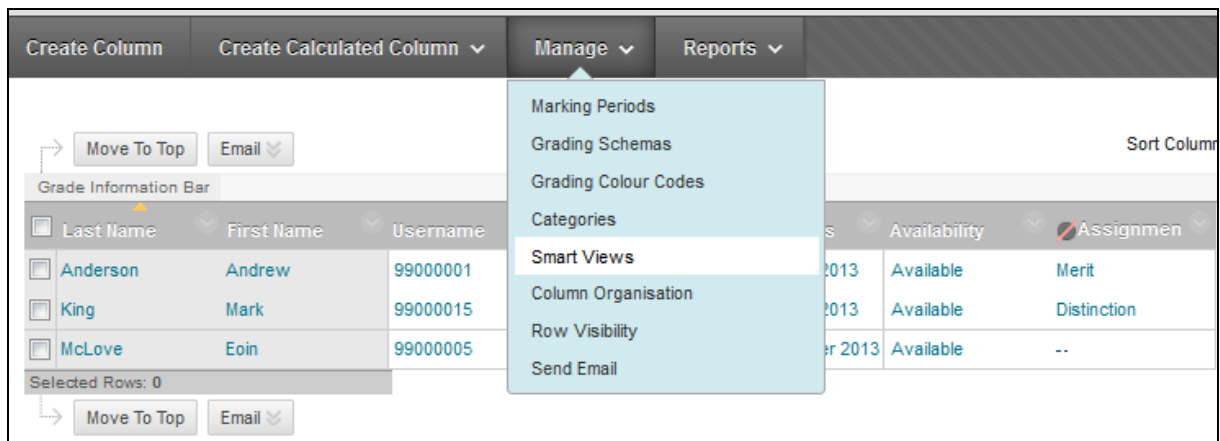
## Smart Views

This feature offers a focus on a number of students or grade centre columns. An example could be 100 students enrolled in a course area where you are marking only 20 students. A smart view can be created to display your 20 students in Grade Centre only and the current assignment which makes it much easier to manage your student submissions.

1. Open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link



2. Select **Manage – Smart Views**



3. Select 'Create Smart View'
4. Enter name and description
5. Four types of views can be selected

**Performance** – You can view specific users based on performance i.e. who has achieved more than a pass.

**Users** – View individual users. This would be used to select users you are marking assignments for.

**Category and Status** – Views can be differentiated by different categories i.e. assignments, surveys, tests etc. and then by specific users or groups.

**Custom** – Allow you to build your own custom view

In this example we will be using the users view as we want to view specific student's submissions.

**2. Selection Criteria**

Type of View

- Performance View specific users based on their performance on a single item.
- User View individual users.
- Category and Status** View items by their category and status.
- Custom Build a query based on user criteria.

Select Criteria

Select category and users to filter by status

Categories: Assignment Users: Selected Users

Anderson, Andrew  
King, Mark  
McLove, Eoin  
Mulla, Irfan

Filter Results

Columns to Display in Results:

All Statuses

**3. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

6. Once the user view is selected specific users can be highlighted which you would like to include in the smart view

7. Specific columns can be selected if you wanted to view all columns in the grade centre or only specific submission columns.

8. Submit.

9. To view your smart view in Grade Centre go back into the Grade Centre by selecting **Filter**

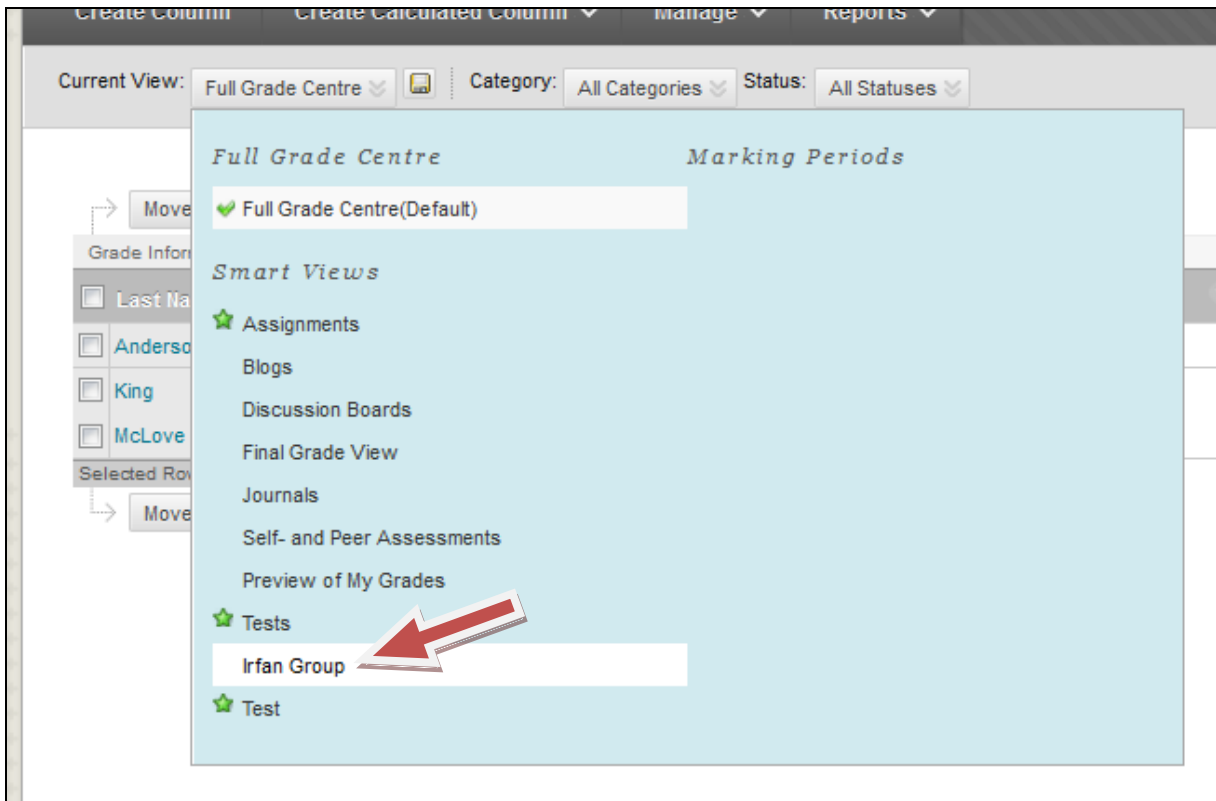
Filter Work Offline

Order: Ascending

Last Saved: 03 October 2013 16:20

10. Select the drop down arrow next to Full Grade Centre and select the smart view created. In this example it was called Irfan Group.





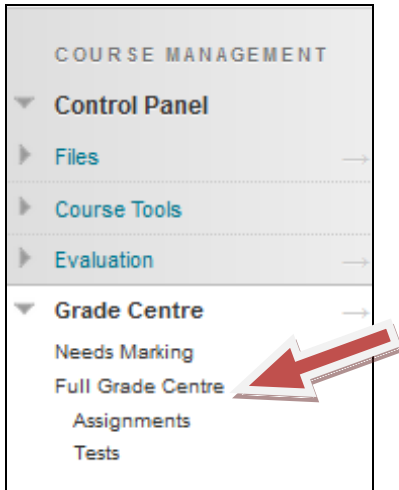
I had one student called Mark King in my Smart View who is displayed in the Grade Centre as shown below.

Last Name	First Name	Username	Student ID	Last Access	Availability	Assignment
King	Mark	99000015		03 October 2013	Available	Distinction

## Downloading Reports

Reports can be generated from the Grade Centre to display student's results.

1. Open the **Full Grade Centre** by expanding the Grade Centre heading and clicking the link



2. Select 'Reports' and then 'Create Report'.

3. Enter the name and select the checkbox of the information that you would like to include in the report. Enter custom text if required.

A screenshot of a form titled '1. Header Information'. The form has a heading 'Select what to include in the header of each report.' Below this are several rows, each with a checkbox and a text input field. The first row has a checked checkbox for 'Report Name' and the text 'Module 1 Sept Submi'. The second row has a checked checkbox for 'Date' and the text '27 Septembe'. The third row has an unchecked checkbox for 'Institution Name' and the text 'Learning Edge Home'. The fourth row has a checked checkbox for 'Course Information' and the text 'Assignment Test Cour'. The fifth row has an unchecked checkbox for 'Names of Users by Role' and a dropdown menu showing 'Instructor'. The sixth row has an unchecked checkbox for 'Custom Text' and a text area containing 'This is the grades for the Module 1 Submission'. There is also a small 'ABC' dropdown menu above the text area.

4. You can select specific users to include in the report or all users. Select the required checkbox.

5. Select the user information you wish to include in the report

## 2. Users

*Create reports for the selected Users.*

- All Users
- Selected Users
- Include Hidden Users in Reports

## 3. User Information

*Select what User information to include in the reports.*

- First Name
- Last Name
- Username
- Student ID
- Last Access

6. Specific columns can be selected to be included in the report i.e. if you wanted to display one submission or multiple submissions. Select the required option.

7. Additional column information can be displayed in the report if required.

#### 4. Columns

Select the columns to include in the reports.

- Columns currently displayed in the grid (in display order)
- All Columns
- All Columns in Category
- Selected Columns

Assignment Module 1

#### 5. Column Information:

Select the column information to include in the reports. Name and Grade are included by default.

- Description
- Due Date
- Statistics Median

8. Custom footer information can be added to the report if required

9. Submit to create the report

#### 6. Footer Information

Select what to include in the footer of each report.

Custom Text

ABC

Character count: 0

Signature Line

Date 07 October 21

Course Information Assignment Test Cour

#### 7. Submit

Click Submit to proceed. Click Cancel to quit. Click Preview to preview.

CancelPreviewSubmit