

Blackboard Assignment

Creating a Blackboard Assignment Drop-box

Learning Edge Blackboard 9.1, Service Pack 8

Learning Services • Learning Technology Development

Edge Hill University

Introduction

The Blackboard Assignment tool can be set up in Learning Edge. It is one of 3 ways to enable electronic assignment submission within Learning Edge alongside Turnitin (mainly used for plagiarism detection) and Edge Hill Assignment (Assignment Handler).

It is a basic submission tool which can receive multiple files for an assignment in any format (opening of unusual files will depend on programmes installed on the marker's PC).

It currently does not allow online marking, but documents can be downloaded and left comments on (for example, if using the MS Office Suite) and also can be left overall summative feedback online, which can then be released to students through the 'My Grades' tool.

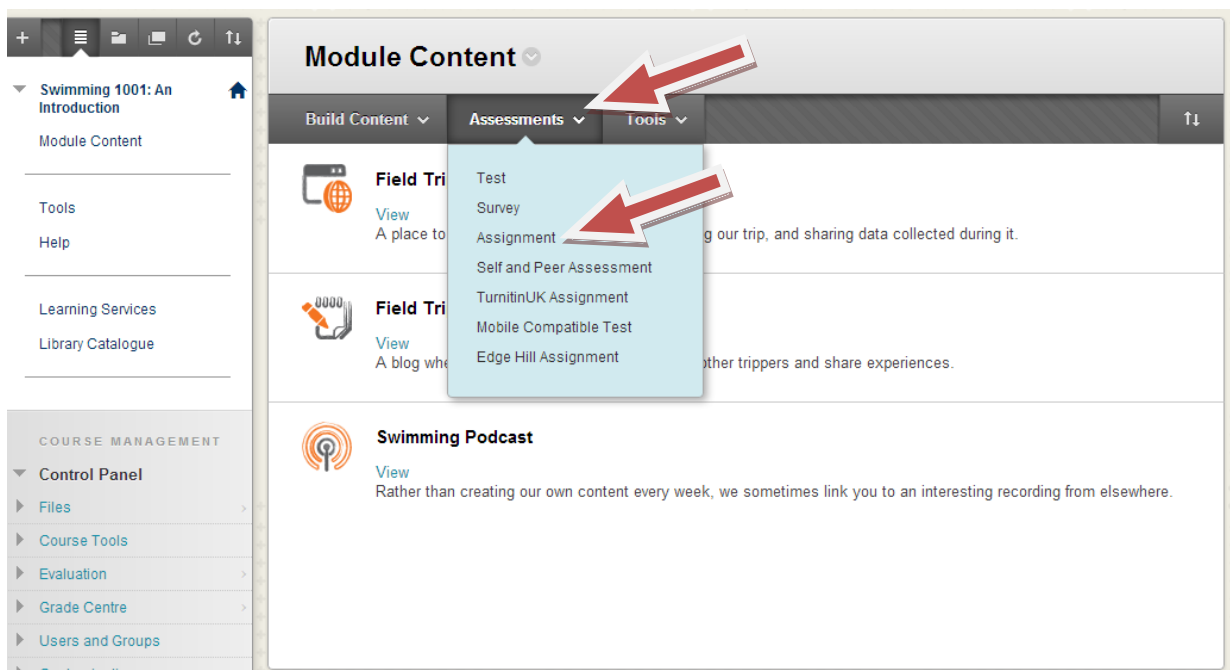
Getting Started

To begin, you will need to access the 'Assignment' tool in Learning Edge. You can do this in any content area you may have created in your course or module.

You need to have a page that has the content options across the top – as below.

Click on '**Assessments**'.

Click on '**Assignment**'.



Creating the Assignment

The next page allows you to start setting up the details of your assignment.

1

Give the assignment a **Name**. As a recommendation, give the assignment a unique as possible title, to help you identify it at a later date, for example:

'2012 ABC1004 Assignment 1: Case Study'

2

Leave some **'Instructions'** for the students to refer to so they know which assignment it is that they are submitting to.

3

'Attach' any files that are useful to the students (you don't have to attach any files).

This may be pro-formas, templates or more detailed instructions.

3. Grading

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students

4. Availability

Make the Assignment Available

Number of Attempts

- Allow single attempt
- Allow unlimited attempts
- Number of attempts:

Limit Availability

- Display After
- Display Until

Track Number of Views

5. Due Dates

Due Date

6. Recipients

Recipients

- All Students Individually
- Groups of Students

7. Submit

4

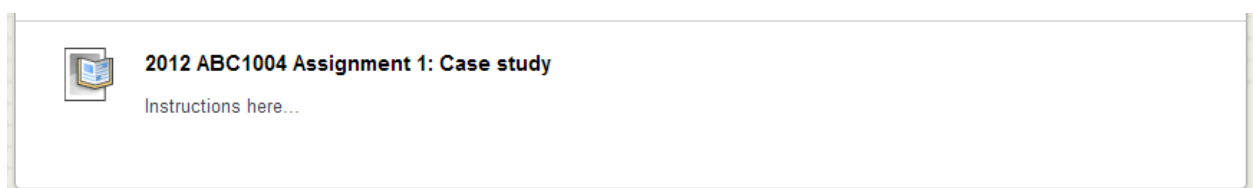
Points possible refers to the grade or mark you wish to give for each assignment. For example, if marking in percentages you would simply enter **'100'**.

5

You can choose to make the assignment temporarily unavailable (hidden to students) by unchecking this box. If you want students to see the assignment, ensure this box is ticked!

- 6 This option allows you to decide if you want students to only have one chance of submitting, or having multiple attempts (take back and resubmit).
- 7 Limiting availability allows you to release and then hide the assignment at certain dates and times. You may wish to release it after a particular workshop or point in the semester or hide it after the submission date. You can choose no time restrictions (leave check boxes unchecked), release date only (first check box), hide date only (second check box) or both release and hide dates (both boxes checked).
- 8 Due date puts a 'stamp' on submissions, so that if they are submitted after this date they are marked as 'Late'.
- 9 You can choose if this is an individual assignment (every student has to submit a piece of work) or whether it is a group assignment (one student submits on behalf of the group). Select which is most appropriate.
- 10 Click '**Submit**' when you have finished.

Your assignment drop-box has now been created.



Students can simply click on this link, follow the instructions and attach their work (much in the same way as email attachments) and then submit it. It will be available for viewing and marking by the tutor immediately.

Other Sources of Help and support for Staff

- **The 'Help' link within the Course Control Panel**

Click the 'Help > Blackboard Help' link within the Course Control Panel at the bottom left of your course to access 'Blackboard Help for Instructors'.

- **Learning Services Wiki**

Visit the Learning Services wiki within the GO Portal to access a range of information including, policies, guides and resources.

Wiki: <https://go.edgehill.ac.uk/wiki/display/ls/Home> > 'How do I...? Develop my Learning Edge'

- **Learning Technology Development**

Contact the Learning Technology Development if you need further assistance or have any further queries.

Email: ltdsupport@edgehill.ac.uk

Telephone: 01695 650754

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If you require this information in an alternative format, please contact Learning Technology Development, on 01695 650754 or email ltdsupport@edgehill.ac.uk