

Assignments

An alternative to the Digital Dropbox
or emailing attachments

Content Areas

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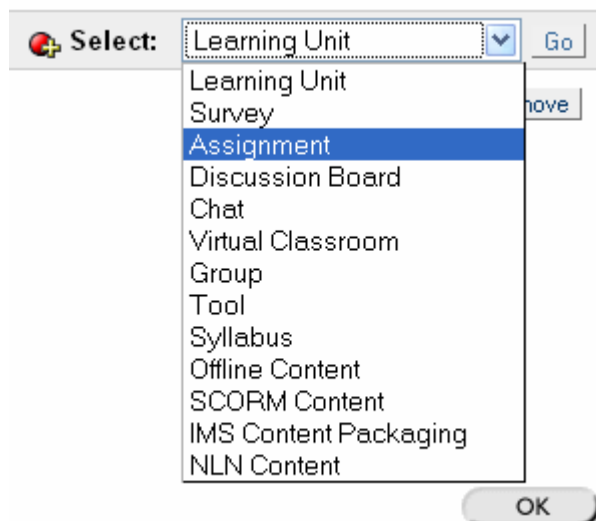
[External Links](#)

Most often, an instructor will add an assignment to one of the Content Areas. There is even a specific section in Blackboard for Assignments.



Begin the same way that you would add content. You can put it directly into the Assignment or other area - or you can create folders to organize your assignments.


Instead of clicking on the Add Item button, this time you'll move over to the right side of the toolbar and select from the dropdown list. Choose Assignment.



Creating an Assignment is very much like creating any other piece of content. The first difference you will see is that you are asked to enter the Points Possible for this assignment.

1 Assignment Information

Name

Choose Color of Name 

Points Possible

Instructions


Please download the attached homework and save it to your computer (desktop, c drive, jump drive, etc.)

Type in your answers and save the document with a new name (File - Save As)

Please name your document in the following way:

lastname_first initial_assignment1


eg. My document would be gregory_j_assignment1

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC  Preview

2 Assignment Files

File To Attach

Name of Link to File

Currently Attached Files:  Assignment 1.doc ([Assignment 1.doc](#))

3 Options

Make the assignment available Yes No



Track number of views Yes No

Choose date restrictions

Display After Display Until


Nov 17 2005 03 50 PM Nov 17 2005 04 05 PM

Enter the assignment information just as you would enter an item information. When you are ready, you can attach the homework / assignment file and make decisions about the availability of your assignment.

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- Tools**
-  Communication
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COURSES > TEST-EIS-100-P:EIS TEST CLASS 16 > ASSIGNMENTS

 **Assignments**

 **Assignment #1**
 Please download the attached homework and save it to your computer (desktop, c drive, jump drive, etc.)

Type in your answers and save the document with a new name (File - Save As)


Please name your document in the following way:

lastname_first initial_assignment1

eg. My document would be gregory_j_assignment1

>> [View/Complete Assignment: Assignment #1](#)


From your student's view, when they click on the Assignments link, they will see your assignment, the instructions and the link to view / complete the assignment.

 Upload Assignment: Assignment #1

1 Assignment Information

Name [Assignment #1](#)

Instructions Please download the attached homework and save it to your computer (desktop, c drive, jump drive, etc.)
Type in your answers and save the document with a new name (File - Save As)
Please name your document in the following way:
lastname_first initial_assignment1
eg. My document would be gregory_j_assignment1

Assignment Files  Assignment 1.doc ([Assignment 1.doc](#))

2 Assignment Materials

Comments

Attach local file

Currently Attached Files:

3 Submit

When your students click on the View / Complete Assignment link they will have the ability to click on your attachment.

You may need to explain to your students what to do with the assignment (as shown in the example)

When they are ready to turn in their assignment, they will come back to the same screen and Browse to upload their file. It is important for your students to click Submit if they are ready to turn in the assignment to you.

When you create an Assignment, Bb automatically puts a column in the gradebook. This is where you will go to access your students' assignment submissions.

They will appear as an item that Needs Grading - as indicated with the red exclamation point.

Click on the exclamation point to access the assignment.

Assignment #1	Running Total
Assignment Pts Possible 100 Weight 0%	Pts Possible 320
!	0
-	9

Modify Grade

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file

Student Name	Item Name	Item Date	Last Submitted/Modified	Grade
TEST ACCOUNT (crstmp01) (crstmp01)	Assignment #1 (Assignment)	November 17, 2005	Monday, November 21, 2005 12:51:14 PM	!

User's Comments Here is my assignment #1. - Your favorite student

Feedback to User

Instructor Notes

Clicking on the exclamation point will give you access to the assignment. You will see the date submitted and any user comments that your students have entered. At this point, Bb requires students to add a comment.

Feedback to User are comments that the instructor will enter - a message to the student about their work.

If you have allowed for multiple attempts by the student you would also see Instructor Notes - comments that you left for yourself.

Grade	Points Possible:	Average Score	Weight:	
!	100	0	0	View


Cancel

Submit


Click on the View button to access the student's submission.

Grade Assignment: Assignment #1

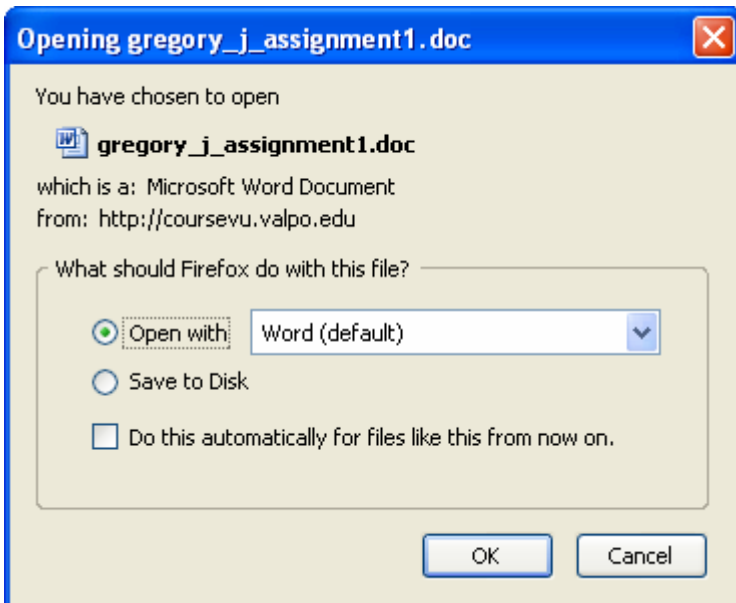
1 Assignment Information

- Name** Assignment #1
- Instructions** Please download the attached homework and save it to your computer (desktop, c drive, jump drive, etc.)
- Type in your answers and save the document with a new name (File - Save As)
- Please name your document in the following way:
- lastname_first initial_assignment1
- eg. My document would be gregory_j_assignment1
- File To Attach**  Assignment 1.doc ([Assignment 1.doc](#))
- Clear Attempt** Click this button to clear this attempt. [Clear Attempt](#)

2 Student's Work

- Student's Comments** Here is my assignment #1.
- Your favorite student
- Student's Files**  [gregory_j_assignment1.doc](#)

Beginning with the Student's Work, you will see the comments sent by the student and the submitted assignment.



By clicking on the link for the student's submitted assignment, you will open a dialog box which will ask you if you would like to open the document or save it to a disk.

Saving the assignment to a disk will allow you to make comments or edit the document.

Opening the document will only allow you to view the assignment.

3 Feedback to Student

Grade out of 100.0

Comments

Attach local file

Currently Attached Files:

[Add Another File](#)

When you've finished reading the student's assignment, you will return to the Grade Assignment screen.

Here you can enter the grade for the student and write your comments about the student's work.

If you have made comments in the document, you can upload the assignment to send back to the student.

You can also make notes for yourself and attach a file.

4 Instructor Notes

Notes

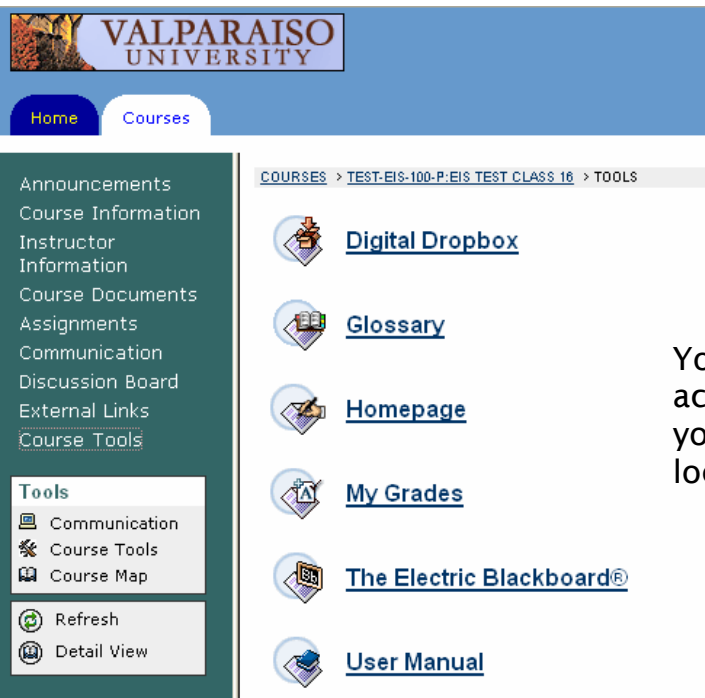
Attach local file

Currently Attached Files:

[Add Another File](#)


3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.



The screenshot shows the Valparaiso University website interface. At the top is the university logo and navigation tabs for 'Home' and 'Courses'. Below this is a breadcrumb trail: 'COURSES > TEST-EIS-100-P-EIS TEST CLASS 16 > TOOLS'. A left-hand navigation menu lists various course-related items like 'Announcements', 'Course Information', and 'Tools'. The 'Tools' section is expanded, showing options like 'Communication', 'Course Tools', and 'Course Map'. The main content area displays a list of links with icons: 'Digital Dropbox', 'Glossary', 'Homepage', 'My Grades', 'The Electric Blackboard®', and 'User Manual'.

Your students will view their grades, access any attachments and view your comments in the My Grades link located inside Course Tools


 **View Grades**

Item Name	Date	Grade
Quiz 1	10/11/05	-
Quiz 2	10/10/05	-
Quiz 3	10/10/05	-
Quiz 4	10/10/05	-
Quiz 5	10/10/05	-
Quiz6	10/10/05	-
Quiz 7	10/10/05	-
Quiz 8	10/10/05	-
Quiz 9	10/10/05	-
Quiz 10	10/10/05	-
Test 101705	10/17/05	-
		!
		<u>0</u>
		-
		-
		-
		<u>100</u>
Total		100
Weighted Total		Not Applicable

Inside of the View Grades, students only have access to see their own scores.

The student will see the Assignment and their score. They can click on their score to see the details.




 **Review Assignments: Assignment #1**

1 Assignment Information


Name [Assignment #1](#)

Instructions Please download the attached homework and save it to your computer (desktop, c drive, jump drive, etc.)
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Please name your document in the following way:
lastname_first initial_assignment1
eg. My document would be gregory_j_assignment1

Assignment Files  [Assignment 1.doc \(Assignment 1.doc\)](#)

2 Assignment Materials

Comments Here is my assignment #1.
- Your favorite student

Student's Files  [gregory_j_assignment1.doc](#)

3 Feedback From Instructor

Grade 100 out of 100.0

Comments Great job. I can tell you put a lot of time and effort into this assignment.
I agree with your answer to number 3... I have always felt that way about chocolate cake, too!

Files From Instructor

The details given to the student are your comments and access to the returned file, if the instructor has returned the graded work to the student.