




Creating the Assignment

- My Institution Courses System Admin
- COURSES > [NEW TEST COURSE](#) > [CONTROL PANEL](#) > ASSIGNMENTS
- ## Assignments
- Folder empty
- Add Item Folder URL Course Link Test
- Learning Unit
Learning Unit
Assignments
Test Portfolio

Add Assignment

1 Content Information

Name:

Color:  ☒ Black ☐ Blue ☐ Green ☐ Red ☐ Yellow

Points Possible:

Instructions:

☒ Smart Text
 ☐ Plain Text
 ☐ HTML
 ☐
☐

2 Availability Options

Do you want to make the assignment visible? ☒ Yes ☐ No

Do you want to track the number of views? ☐ Yes ☒ No

Availability Dates:

Display After

☐ Display Until

3 Assignment Attachments

File To Attach:

Name of Link to File:

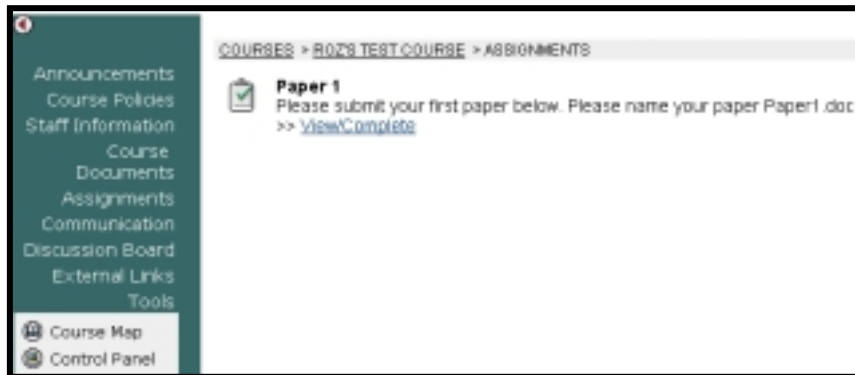
Currently Attached Files:

4 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

How Students Submit Assignments

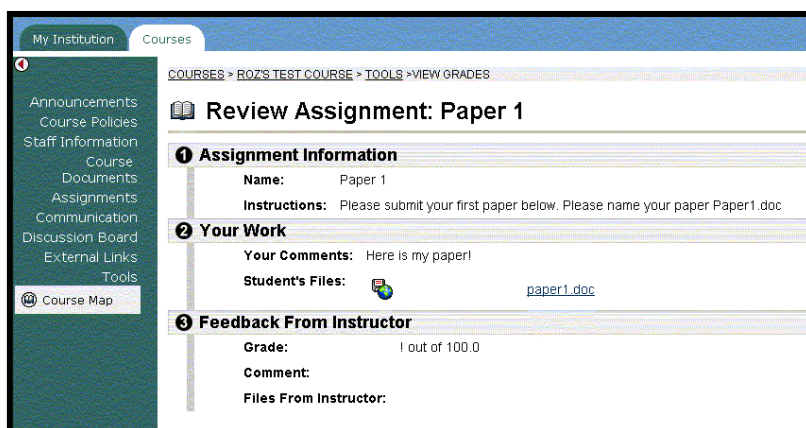
In order to submit assignments, students will navigate to the area of the course where the instructor inserted the assignment and click **>>View/Complete** at the bottom of the assignment description.



They can enter comments to the instructor, and then attach the assignment file(s) using the **Browse** button. Then they click **Submit**. **Note:** The assignments will show up for the instructor in the Gradebook as the assignmentname_username (i.e. paper1_tedforrl.doc)



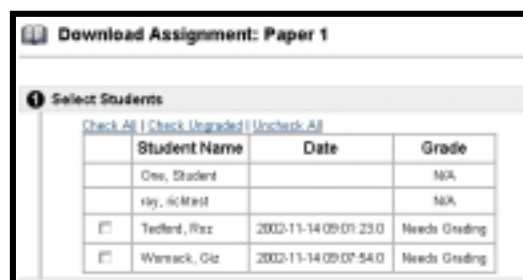
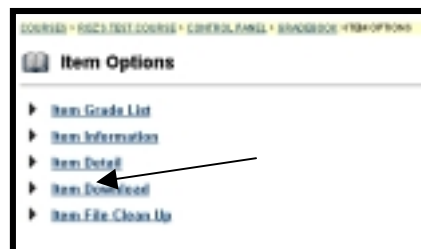
When the student has submitted the assignment, he can go in to the **View Grades** area of tools and see the information about the assignment, including grades and feedback once the instructor has entered these (see instructions below).



How Instructors Can Retrieve and View Submitted Assignments

When an instructor creates an Assignment in Blackboard, it will appear as a column in the Gradebook. From the Gradebook, the instructor can download the documents students have submitted individually or all at one time.

1. Go to **Control Panel > Gradebook** and you will see the assignment as a column heading and you will see an ! next to each student who has submitted a paper. The ! means the item needs grading.
2. To download the items individually, click the ! and then click **View** at the right of the screen.
3. To bulk download the items to your hard drive click on the item title in the column heading and click **Item Download**.
4. This will bring up a list of all students and will indicate when items were submitted and which ones need grading.
5. Check all the students whose assignments you want to download and click **Submit**. (This will zip the students' documents into a single .zip file).

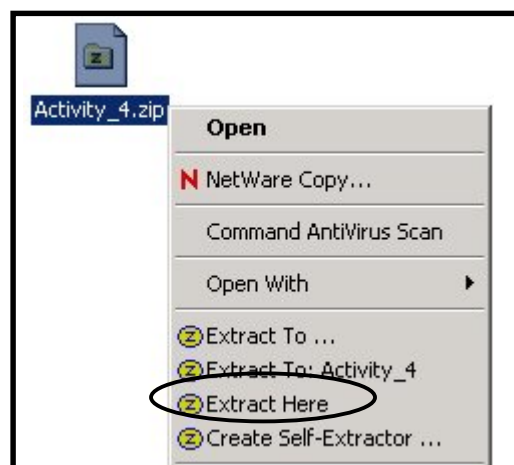


NOTE: You will need an “unzip” utility installed on your computer in order to extract students' documents from the .zip file. See separate handout on “Unzip Utilities and Blackboard Assignments”

6. You will be prompted to download the file by clicking on the link provided. When you click the link, you should be asked whether you want to save or open the file. Choose **SAVE**, and then select a location on your hard drive where you wish to save the .zip file (preferably into a folder that you create to hold all the submissions for a particular assignment).
7. Once the .zip file is downloaded, navigate to the folder where you saved the file and right-click on the icon. On the menu that appears, choose **Extract Here** (or one of the other extract options).

All of the students' documents will appear. The name of each document will consist of the name of the assignment, followed by the student's user name, followed by the name the student gave the document.

Example: Assignment 1_jonesk56_my paper.doc.



NOTE: You may see some files that end in .txt, in addition to the student document files. The .txt files contain any comments that the student submitted along with their paper.

Entering Assignment Grades

Once you have read a student's document and assigned it a grade, you can enter the grades in the Gradebook. Use this first option if you simply want to assign a grade and do NOT wish to re-submit the paper electronically to the student with your comments. Instructions for re-submitting papers appear below.

1. Go to **Control Panel > Online Gradebook**.
2. Click the item title in the column heading to bring up the **Items Options** list.
3. Click **Item Grade List**.
4. Replace the ! in the blanks with the grade assigned.
5. Click **Submit**.

Last Name, First Name	User ID	Student ID	Date	Grade
One, Student	stu1		-	<input type="text"/>
ray, richard	ray1a		-	<input type="text"/>
Tedford, Roz	roz		Nov 14, 2002	85
Womack, Glz	glz		Nov 14, 2002	90

Cancel Submit

Re-Submitting Graded Papers (and/or Comments) to Students

1. Go to **Control Panel > Online Gradebook**.
2. Click on the grade or ! next to each student.
3. Click the **View Button** at the far Right of the screen to open the **Grade Assignment** screen.
4. Use the **Grade Assignment** page to clear a student's attempt, to provide personal feedback (comments field) or to re-upload the graded paper to the student.
5. Click **Submit**.

Student Name	Item Name	Date	Grade	Points Possible	Class Average	Weight
Roz Tedford 000	Paper 1 (Assignment)		85	100.0		20.0

Student's Comments: Here is my first paper.
Feedback to Student:
Instructor Notes:

Cancel Submit

Grade Assignment: Paper 1

Assignment Information
Name: Paper 1
Instructions: Please submit your first paper below. Please name your paper Paper1.doc
Clear Attempt: If you would like to clear this student's attempt, you can do so by clicking this button. [View Attempt](#)

Student's Work
Student's Comments: Here is my first paper.
Student's Files: [paper1.doc](#)

Feedback to Student
Grade: out of 100.0
Comments:
File To Attach: [Browse...](#) [Cancel](#)
Currently Attached Files: