



UNIVERSITY OF HARTFORD

Using Blackboard's Assignment Tool

The Blackboard Assignment tool, like the Digital Dropbox, can be used for assignment submission. However, you may find it offers some improvements over the Digital Dropbox, as it also provides you with:

- A one-click way to download all submitted assignment files to your computer.
- Easy identification of files - downloaded assignments are appended with the student's Blackboard username.
- The option to grade and comment on assignments without even downloading them.
- Convenient grading - assignment items are automatically entered into Grade Center.
- A way to post more sophisticated assignments, such as side-by-side pictures.

Unlike the Digital Dropbox, the Assignment Tool offers more than simple file submission. For example, a posted assignment is automatically added as an entry in the Grade Center and the instructor can access and view the submitted assignment from the Grade Center. Assignments provide students an option of saving an assignment that is still in progress. A student can open the assignment; work on it, and then use a **Save** button to save it for later completion and submission. To finish it and 'hand it in', the student reopens the assignment, completes it, and then submits it using a **Submit** button.

VERY IMPORTANT: Due to the interactive nature of the Assignments tool, your **assignments may not always copy over when copying content into a new course.** You may have to recreate assignments in the new course.

Overview

There are two ways you can set up Assignment tool assignments – both work with the Grade Center:

- File Submission Only: Students use a browse button to upload assignment files.
- Attach files: Instructors post assignment as a file that students download to their own computer, complete, and then re-upload to Blackboard for grading.

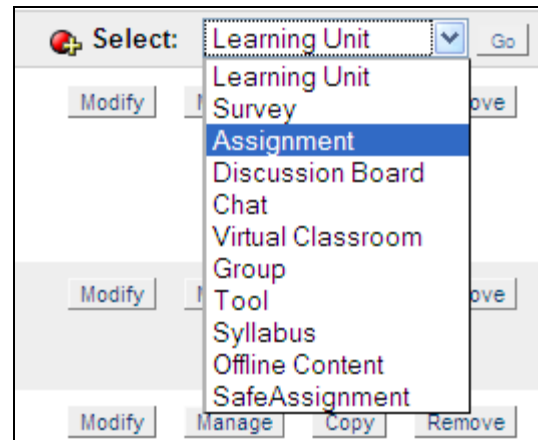
TIP: Marks in front of the assignment link help distinguish a posted assignment from regular posted files, as shown on the next page.

>> [View/Complete Assignment: Thinking, Learning, and Assessment](#)

Assignment Tool Link

Setting up an Assignment

1. From the Control Panel of your course, select a location for your assignment. The location must be one of your content areas (e.g., Assignments, Course Documents, etc.).
2. Find the *Select* menu at the top right of your content area window. This is a dropdown menu with plus sign next to it (see illustration below).
3. Select *Assignment* from the dropdown menu.
4. Click **Go**. The Assignment Tool opens.
5. Type a name for the assignment, designate a point value (for grading), and enter very clear instructions for the students on how to complete and submit it. Be sure to include a reminder to use the Submit button!
6. Optional: In the text box, add a link for student instructions:
<http://uhaweb.hartford.edu/fcld/handoutsstudent.htm>
7. Optional: Use the **Browse** button to upload long assignments as attached file (e.g., Word document, Excel file, etc.).
8. Set availability and visibility options.
9. Click **Submit**.



Setting up an Assignment

Grading and Returning an Assignment: Two Options

When you create an assignment using the *Assignment Tool*, a column is automatically created for it in the Grade Center. Instructors access students' submitted assignments through the Grade Center and have the option of accessing individual assignments for grading, or of downloading all assignments and then grading them.

Submitted assignments will appear in the Grade Center as a green exclamation point. If the student has only saved it, but not used the Submit button, you will see a notebook icon instead.

Grade Details

Column: Thinking, Learning, and Assessment | User: Test Student2 (_student2)

To view the details of another column or user, select the column or user and click Go, or click the next or previous arrows to navigate sequentially. Override a grade by clicking the **override** button. Revert an overridden grade to its previous value by clicking the **revert** button. Modify or clear an attempt grade by clicking the appropriate buttons in the Attempts table.

Current Grade [Override]

User: Test Student2 (_student2)

Student ID

Column: Thinking, Learning, and Assessment (Assignment) [Details]

Grade Type: Score

Description

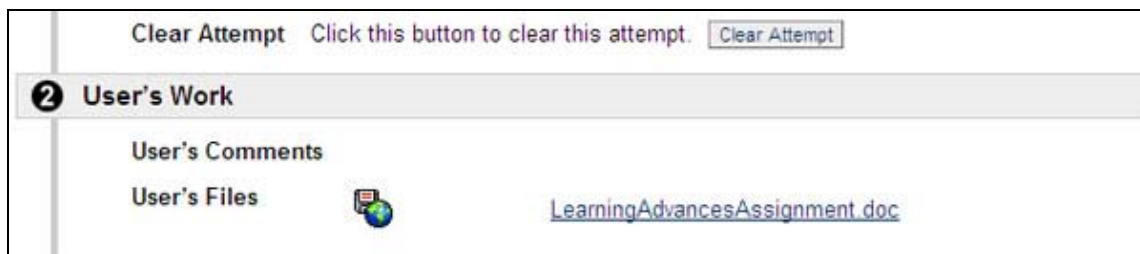
Attempts					
Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Feb 10, 2009 4:00:36 PM (Needs Grading)	Feb 10, 2009 4:00:36 PM	[Green Exclamation Point]			View Attempt Clear Attempt Modify Attempt

Grade History			
Date	Last Modified by	Value	Comments
Feb 10, 2009 4:00:36 PM	Test Student2	Attempt submitted	

Accessing an Individual Assignment from the Grade Center

Grading a Single Student's Assignment

1. Select **Control Panel** → **Grade Center**.
2. For each student who has an assignment that needs grading, you will see a green exclamation mark icon. Click on the chevron icon next to it and select **Grade Details** to access a student's assignment.
3. Click **View Attempt** to open up the assignment and access the link to the student's submitted file.
4. Click on the file link next to **User's Files** to download the file to your computer.



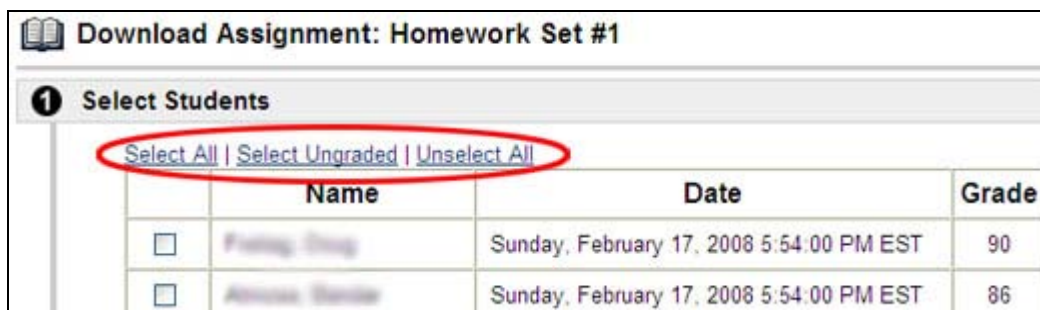
Downloading Submitted Student Assignment (User's Files)

NOTE: If there was a problem with the submission, use **Clear Attempt**. Clearing the attempt allows student to complete the assignment again, but **removes all trace of partially completed work!**

5. Locate the file on your computer and grade it. Afterwards, return to the Blackboard Grade Center and click on the double arrow icon to reopen the assignment.
6. Click on **View Attempt** again.
7. Under *Feedback to User*, insert a grade, and write your comments for the student. If you are returning the student's assignment with markups, click **Browse** to upload the file.
8. *Instructor Notes* – Use this to add private notes and/or attach a file if needed. Students cannot see these notes or files!
9. Click **Submit**. You are returned to Grade Center. Check to be sure that the student's grade has been entered. Click **Submit** again.

Downloading and Grading All Student's Assignments

- In the Grade Center, click on the assignment column heading, and then select **Assignment File Download**.
- Use the checkboxes to select specific students or options (e.g. **Select Ungraded**).



Selecting a download option

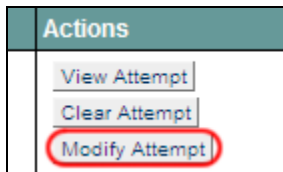
- After selecting, click **Submit** at the bottom of the page.
- Click on the link name to download the zipped file to your computer (MAC users should press control and click). Unzip it (for PC users, double-click the file name). You may now review and grade students' work. MAC users may find that the zipped file automatically unzips during downloading.

Assignment Submission Problems, and Cleaning Up Files

If an error has occurred during submission, you may have to clear the attempt and have the student resubmit the file.

Clearing an Individual Student Attempt

1. Go to **Control Panel → Grade Center**.
2. Click in the Grade Center cell for that assignment next to the student in question.
3. Click on the chevron icon and select **Grade Details** to access a student's assignment.
4. Select **View Attempt** to see the assignment (this may not be possible).
5. Select **Clear Attempt** to remove the assignment so the student can try again.
6. Confirm your selection by clicking **OK**.
7. You will receive confirmation that the assignment was cleared. Click **OK**.
8. You will be returned to Grade Center. Click **OK**.



NOTE: The **Modify Attempt** box allows the instructor to add notes/comments. This is an option for all Grade Center entries. *These comments can be seen by students unless the make public checkbox is deselected!*

Removing Assignment Files (Optional)

Because one assignment can generate as many as three files - the original assignment file, the student's submitted file, the instructor's returning assignment file - assignments can take up a lot of space on Blackboard. After downloading files to your computer, it is possible to remove them. Be aware that removed files cannot be recovered!

To remove old assignment files:

1. Select **Control Panel → Grade Center**.
2. Select the column label for the assignment to be cleaned up.
3. Select **Assignment File Cleanup**.
4. Select files based the options provided
5. Click **Submit**. The selected files are deleted.

Remove Assignment Files: Thinking, Learning, and Assessment					
Select All Select All User Files Select All Instructor's Files for Users Select All Instructor's Personal Files Select Graded Unselect All					
	Name	Grade	File Name	File Size	Type
<input type="checkbox"/>	Student, Sally	90	LearningAdvancesAssignment.doc	26 kb	User File
<input type="checkbox"/>	Student1, Test	10	LearningAdvancesAssignment1.doc	21 kb	User File

Deleting Assignment Files

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: 768-4661

Email: fcld@hartford.edu

Website: <http://uhaweb.hartford.edu/fcld/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, campus facebook, and grades).

Phone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 768-4643 (Main) or 768-4662 (Tech Line)

Website: www.hartford.edu/mts