


Posting an Assignment Using the Assignment Tool

Assignments are graded items that students submit to you through the Blackboard system. They are automatically added to the Blackboard Grade Center, and they allow for detailed feedback and batch download of student work.

Create the Assignment

1. Click **Control Panel**.
2. Click the content area where you want to post an assignment.
3. Choose **Assignment** from the  **Select:** bar drop-down menu.
4. Click the **Go** button to the right of the drop-down menu.
5. Name the assignment and assign it a point value.

Note: You should only use alphanumeric characters for your Assignment names, and students should do the same for the files they submit. Filenames should be 60 characters or less.

Please note this list of special characters that you should **not use** in your assignment names: ~ ` ! @ # \$ % ^ & * () + = { } [] | \ < > ? : ; ' " / . This list is also posted on the Loyola Blackboard login page. You should also avoid using spaces in assignment names as they can be problematic. Please use the underscore _ instead of a space.

6. Type instructions on how to complete the assignment.

If you require students to submit a file to you through Blackboard, you might want to add a link to the ITS student help document "Submitting an Assignment in Blackboard." The link to use is http://www.luc.edu/its/pdfs/bb_submitassignment.pdf . You can add this link inside the Instructions box, or as a separate item on the page.

7. If you have a longer document students will need in order to complete the assignment, click **Browse** to search for and attach the file.
8. Click **Submit**, then click **OK**.

Each time you create a new assignment using the Assignment Tool, a new item/column is created in your course's grade center.

Students click on the **View/Complete Assignment** link at the bottom of the assignment to first submit their work and later to review the instructor's feedback.

View Student Work

When you access a student assignment through the grade center, you can post a grade, provide more detailed feedback, attach a marked copy of the student's file, and even add private comments to yourself about the student's work.

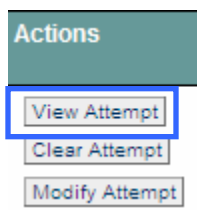
1. Click **Control Panel**.
2. In the "Assessment" box, click **Grade Center**.
3. Find the column for the assignment, click the dropdown arrows beside the student's cell, then click **Grade Details**.

| <input checked="" type="checkbox"/> | Last Name | First Name | Running Weigh | Autism Assigni | Campus Techn |
|-------------------------------------|-----------|------------|---------------|----------------|--------------|
| <input type="checkbox"/> | Adler | Donna | - | - | - |
| <input type="checkbox"/> | Baron | Debra | - | 10.00 | - |
| <input type="checkbox"/> | Barth | Malcolm | - | - | - |
| <input type="checkbox"/> | Belmonte | Frances | - | - | - |
| <input type="checkbox"/> | Brittain | Sarah | - | 0.00 | - |
| <input type="checkbox"/> | Chiarelli | M | - | - | - |
| <input type="checkbox"/> | Cramond | Heather | - | 1 | - |

Selected Rows: 0

Grade Information Bar Grade Type: Grade | Points Possible: 0 | Displayed As: Score | visible to Users: Y


4. On the **Grade Details** screen, click **View Attempt** in the Actions column.



5. On the **Grade Assignment** page, in the **User's Work** section, you will see anything the student typed into the text box beside "User's Comments," and any file he or she attached beside "User's Files." Click on the name of a file to open it; or right-click on the filename and save it on your computer to read and mark the paper.

2 User's Work

User's Comments Here are my comments.

User's Files  [Adding an Item.doc](#)

Student's file

Provide Feedback and Post Grades

1. On the **Grade Assignment** page under **Feedback to User** assign a grade in the Grade box. To offer more feedback, type in the **Comments** box, or browse to attach a revised/marked paper or a document with more extensive feedback.

The screenshot shows the 'Feedback to User' interface. It includes a 'Grade' input field with a placeholder '!' and 'out of 20.0'. Below it is a large 'Comments' text area. At the bottom, there is an 'Attach local file' section with a 'Browse...' button and a 'Currently Attached Files' section with an 'Add Another File' button. Three red callout boxes with white text point to these elements: 'Assign a grade' points to the Grade box, 'Type your comments' points to the Comments box, and 'Attach a marked paper' points to the Attach local file section.

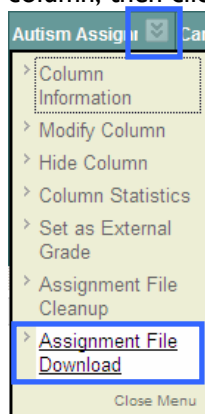
2. In the **Instructor Notes** area, you can record your notes about this particular student's work – this area is only visible to the instructor.
3. When you are finished, click **Submit**.

The student can view feedback by returning to the original assignment location and clicking on the assignment link. The grade and feedback are also viewable in the student's **My Grades** area.

Batch Download

You can save multiple student files to your hard drive simultaneously for revision/review. Each student's paper will be saved with the student's UVID and the name of the assignment automatically added to the student's filename.

1. Click **Control Panel**.
2. In the "Assessment" box, click **Grade Center**.
3. Click on the drop-down arrows beside the title of the assignment at the top of the gradebook column, then click **Assignment File Download**.



Check the box next to all students whose files you wish to review, or click **Select All** at the top of the column.

| 1 Select Students | | | |
|---|---------------|---|---------------|
| Select All Select Ungraded Unselect All | | | |
| | Name | Date | Grade |
| <input type="checkbox"/> | Student, Imma | Friday, February 23, 2007 11:57:39 AM CST | 20 |
| <input type="checkbox"/> | Student, Ura | Tuesday, April 22, 2008 12:47:24 PM CDT | Needs Grading |

4. Click **Submit**. Blackboard creates a .ZIP file of the selected assignments.
5. Click on **Download assignments now** and save the zipped file into a folder named with the course number or other unique identifier.
6. Unzip the file to view individual student papers.
7. When you have completed grading the papers, if you choose to return the marked papers to the students, save the marked copy with a new filename. See directions above to post revised/marked papers and feedback using the assignment tool.

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ITS Academic Technology Services



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