

# Assignments



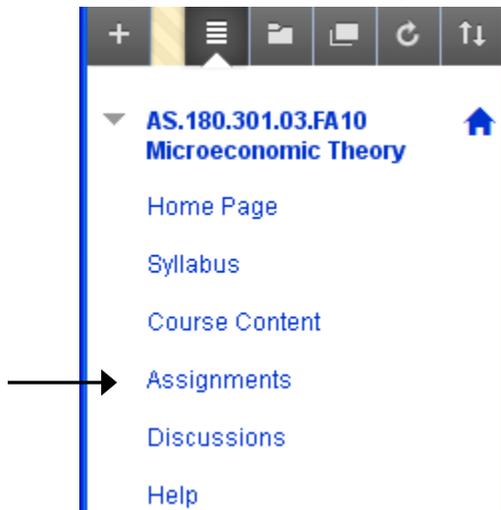
The assignment tool allows instructors to create and manage online assignments. Students submit assignment files electronically to Blackboard, similar to a “drop-box.” Instructors can then mark-up the assignment online with comments, assign grades, and download the assignment files if needed. When an assignment is created, a column in the Grade Center is automatically added to record assignment grades.

## Create an Assignment:

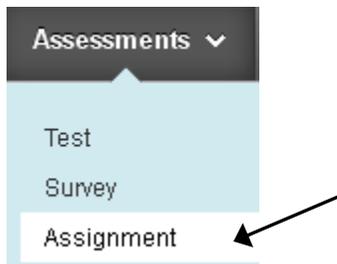
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’



2. From your course menu on the left, choose the content area where you want to display the assignment. In this example, we’ve created an ‘Assignments’ content area.



3. From the ‘Assessments’ dropdown, choose ‘Assignment.’

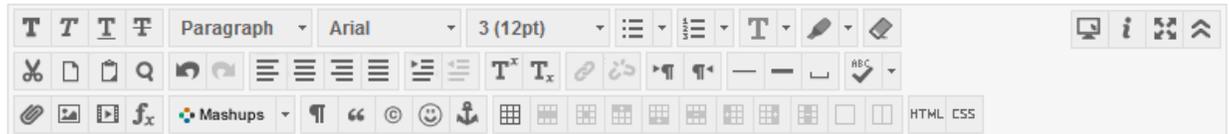


4. Fill in the assignment settings:

Step 1: Give the assignment a name and fill in the instructions to students.

\* Name and Color

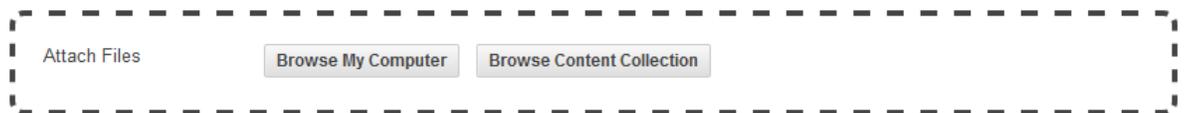
Instructions



Please write a three paragraph summary of the article we discussed in class this week. Spelling and grammar count!

Step 2: Attach a file if desired. Browse for a file using one of the browse buttons, or drag-and-drop a file inside the dotted line.

ASSIGNMENT FILES



Step 3: (Optional) Fill in a due date and time and select the check box.

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

**Note:** To avoid late submissions from students, set the Due Date/Time the same as the Display Until Date/Time (step 8). This will make it impossible for students to submit anything past the due date.

Step 4: Fill in the points possible. Add a Blackboard rubric if desired. (For more information about rubrics, please see the Rubrics tutorial.)

GRADING

\* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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Step 5: (Optional) Expand the Submission Details section and select the type of submission as well as the number of attempts allowed.

Note: With a Group Submission, only one person from the group submits the assignment on behalf of the group. When graded, all members of the group will be able to view the grade and any feedback.

### Submission Details

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Number of Attempts

Single Attempt ▼

Step 6: (Optional) Expand the Grading Options section to enable anonymous grading and/or enable delegated grading, if desired. Click here to learn more about [delegated grading](#).

### Grading Options

*You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.*

Enable Anonymous Grading

*Student names are hidden during the grading process.*

Enable Delegated Grading

*Delegate grading responsibilities to one or more additional grader.*

**Note:** Delegated grading is **not necessary** if you have multiple graders. Use this setting cautiously – students will not be able to view their grades until the instructor has ‘reconciled’ all of the submitted grades by the other graders.

Step 7: (Optional) Expand the Display of Grades section to decide how to display the grades in the grade center. Also decide if you want to include this particular grade in any grade center calculations, if you want to show the grade to students, or if you want to show statistics for this item to students.

### Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as  and   
(displayed in Grade Center only)

Include in Grade Center grading calculations

Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

Step 8: Fill in the availability options and whether to track the number of views.

### AVAILABILITY

Make the Assignment Available

*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability

Display After    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Track Number of Views

Step 9: Click Submit.

**Submit**

5. The new assignment has been created.

Success: Week Two - Article Summary created.

## Assignments

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

 **Week One Article Summary**  
 Enabled: Adaptive Release  
 Please type a two page summary of the article read in class this week. Spelling and

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 **Week Two - Article Summary**  
 Please write a three paragraph summary of the article that was discussed in class th  
 grammar count!

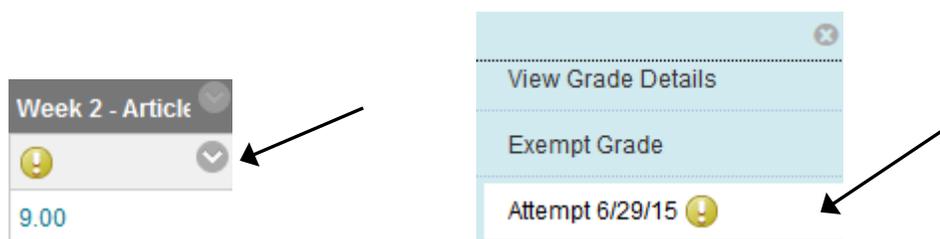
## Retrieving and Grading an Assignment

When students submit their assignments, they are stored in the Grade Center. Assignments can be viewed/downloaded individually, or downloaded all at once. (See *Retrieving and Grading Multiple Assignments* to download multiple assignments at once.)

1. From the Grade Center, navigate to the column of the assignment you want to grade. Submitted assignments that are ungraded will be shown with a yellow exclamation point in the cell.

<input type="checkbox"/>	Last Name	First Name	Week 2 - Article
<input type="checkbox"/>	student	test1	!
<input type="checkbox"/>	student	test2	9.00
<input type="checkbox"/>	student	test3	8.00
<input type="checkbox"/>	student	test4	--

2. Hover over the cell with the assignment to be graded and click the option menu inside the cell. Choose 'Attempt (date)' to open the assignment.



The image shows a close-up of a grade cell from the table above. The cell contains a yellow exclamation point icon and a dropdown arrow. The dropdown menu is open, showing three options: "View Grade Details", "Exempt Grade", and "Attempt 6/29/15" with a yellow exclamation point icon next to it.

Note: If a student has more than one attempt for the assignment, they will all be listed here.

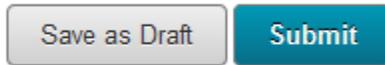
3. The submitted assignment displays in the left hand panel and a grading window displays in the right hand panel. Instructors can add inline comments to the assignment on the left, as well as print and/or download the file. General feedback can be added to the 'Feedback to Learner' box on the right side, as well as the grade for that particular attempt. If a rubric is used for grading, the link to the rubric will also appear in the right hand grading panel. (See the Rubrics tutorial for more information about rubrics.)

The screenshot displays the Canvas LMS interface for grading an assignment. The left panel shows the assignment instructions and the student's submission text. The right panel shows the grading window with various options and feedback sections.

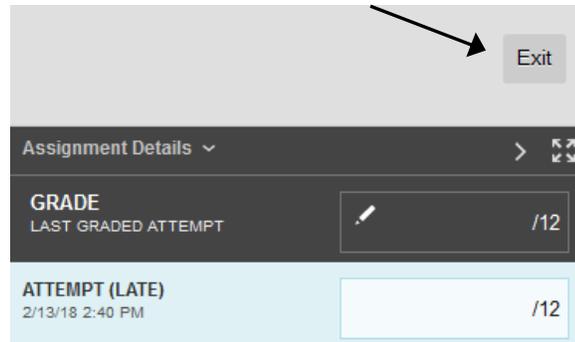
Callout boxes and their corresponding features:

- Print or Download the assignment file:** Points to the print and download icons in the toolbar above the submission text.
- Grade for this attempt:** Points to the grade input field in the 'GRADE' section of the grading window.
- Add an in-line comment:** Points to the comment icon in the toolbar above the submission text.
- In-line comments:** Points to the blue comment icons placed directly on the student's submission text.
- Attach file for students, if desired:** Points to the 'Add Notes' button in the 'FEEDBACK TO LEARNER' section.
- Show/edit grading notes (only visible to instructors and TAs):** Points to the 'Add Notes' button.
- General feedback for students:** Points to the text area in the 'FEEDBACK TO LEARNER' section.
- Download the assignment file:** Points to the download icon next to the submission file name 'sample\_student\_essay.docx'.

- When finished grading, click 'Submit' to enter the grade, or 'Save as Draft' to close and continue working later.



**Note:** There is also an 'Exit' button that appears at the top right of the grading pane. Clicking Exit will save all inline comments that have been added to the assignment, but will **NOT** save any general comments added to the 'Feedback to Learner' box. Clicking 'Save as Draft' will save everything.



- Once saved, the assignment grade is now displayed in the Grade Center:

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Week 2 - Article
<input type="checkbox"/> student	test1	6.00
<input type="checkbox"/> student	test2	9.00
<input type="checkbox"/> student	test3	8.00

**Note:** Students have access to their marked up assignment, feedback, and grades using the 'My Grades' tool. They also have the option to download it.

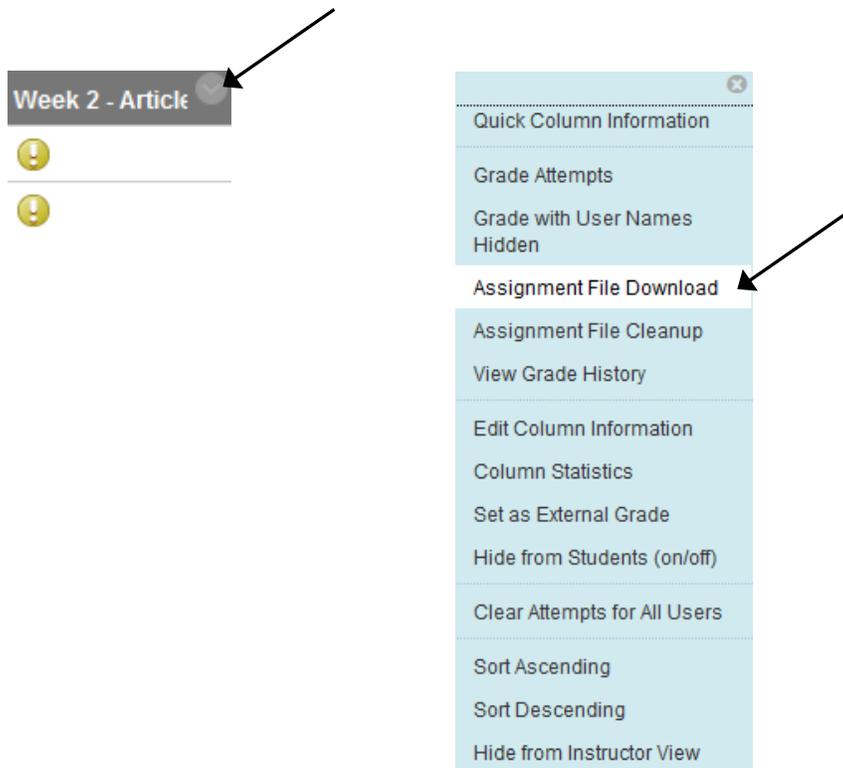
## Retrieving and Grading Multiple Assignments

- From the Grade Center, navigate to the column of the assignment you want to grade. Submitted assignments that are ungraded will be shown with exclamation points in the cell.

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Week 2 - Article
<input type="checkbox"/> student	test1	!
<input type="checkbox"/> student	test2	!

An arrow points to the 'Week 2 - Article' column header, which is highlighted with a black box. The cells below the header in this column contain exclamation points, indicating ungraded assignments.

- To download multiple assignments at once, click the option menu at the top of the column and choose 'Assignment File Download.'



3. Select which assignments to download. Check the box at the very top to select all. Choose to download all attempts or just the last attempt. Click Submit.

<input checked="" type="checkbox"/>	Name ▲	Date	Grade
<input checked="" type="checkbox"/>	student, test1	Tuesday, October 9, 2012 3:15:00 PM EDT	Needs Grading
<input checked="" type="checkbox"/>	student, test2	Tuesday, October 9, 2012 3:16:34 PM EDT	Needs Grading

Click here to select all

## 2. Select Files

Select files to download

- Last attempt file  
 All attempt files

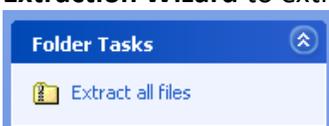
Submit

4. Click the 'Download assignments now' link.

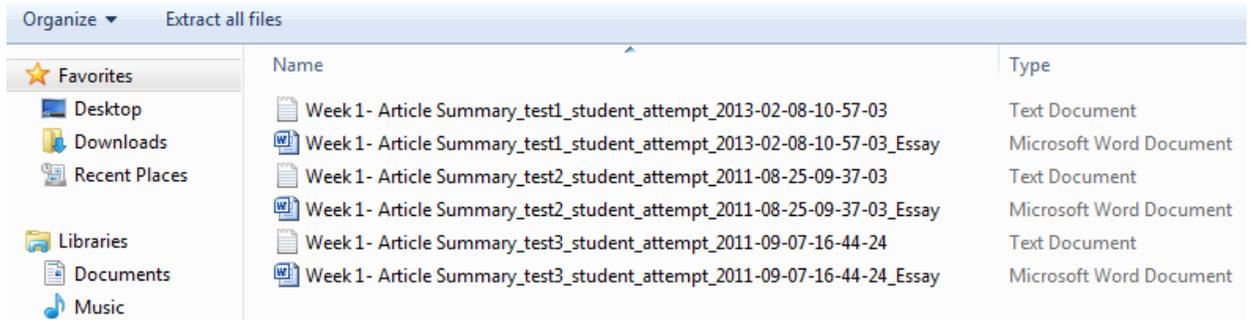
## Download Assignment: Week Two - Article Summary

The assignments have been packaged. [Download assignments now. \(16 KB\)](#)  
 Tuesday, October 9, 2012 4:20:26 PM EDT

5. You will be prompted to open or save a .zip file to your computer. Save the .zip file somewhere on your computer.
6. Navigate to the saved file and double click on it. Click **Extract All Files** and follow the **Extraction Wizard** to extract the assignment files.



**Note:** For each assignment there may be two files. The .txt file contains any comments that the student submitted along with the assignment. The .doc or other file will be the assignment document itself. Note that the student login ID, assignment name, and attempt timestamp is appended to all documents.



Name	Type
Week 1- Article Summary_test1_student_attempt_2013-02-08-10-57-03	Text Document
Week 1- Article Summary_test1_student_attempt_2013-02-08-10-57-03_Essay	Microsoft Word Document
Week 1- Article Summary_test2_student_attempt_2011-08-25-09-37-03	Text Document
Week 1- Article Summary_test2_student_attempt_2011-08-25-09-37-03_Essay	Microsoft Word Document
Week 1- Article Summary_test3_student_attempt_2011-09-07-16-44-24	Text Document
Week 1- Article Summary_test3_student_attempt_2011-09-07-16-44-24_Essay	Microsoft Word Document

To enter grades for the downloaded assignments, follow steps 1-5 of *Retrieving and Grading an Assignment*.