

## workingwithassignments

Blackboard Learn 9.1

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# 1.0 Workshop Overview

This workshop provides a hands-on introduction to the Assignments tool.

The Assignments tool enables you to create, manage, and distribute activities that assess students in meaningful ways beyond traditional objective tests. The Grade Center's organization and management functionalities are incorporated into Assignments, allowing you to provide feedback and grades to students efficiently. In this workshop, you will experience the entire assignment process and discover tips for creating successful online assignments.

# Roadmap



## 2.0 Student Experience

### **Explore assignments**

Learn to access, view, and submit assignments.

### **View grades**

Use My Grades to receive feedback and view grades for assignments.

## 3.0 Assignments

### **Create assignments**

Create, edit, and manage assignments.

### **Grade assignments**

Review and grade assignments, or return them ungraded with feedback.

### **Review assignments offline**

Download assignments, review them offline, and add grades to the Grade Center.

### **Best Practice**

Identify key components of successful online assignments.

## 4.0 Rubrics

### **Create Rubrics**

Use these tools to promote reflective learning and create meaningful assignments.

## 2.0 Student Experience

In this section, you will use the Assignments tool as a student to understand how it is displayed to your students. You will submit an assignment and access My Grades.

The student point of view helps you make choices about assignment types and how you will provide assignments and instructions to the Groups.

### Learning Outcomes

After completing this section, you will be able to:

- Access, view, and submit assignments
- View My Grades
- Access a Rubric

# About Assignments

The Assignments tool is used to present a variety of learning activities to students, allowing them to view and submit assignments from one location. Assignments can be submitted as the following:

- Text entered on the Upload Assignment page
- Attached files
- A combination of both text and attached files

The Assignments tool provides several key benefits to students, including:

- Increased time-on-task with an efficient way to view and submit assignments
- Submissions returned with feedback only, allowing students to improve their work before resubmitting for a grade
- Easier implementation of alternative assessment techniques, so instructors can promote active learning



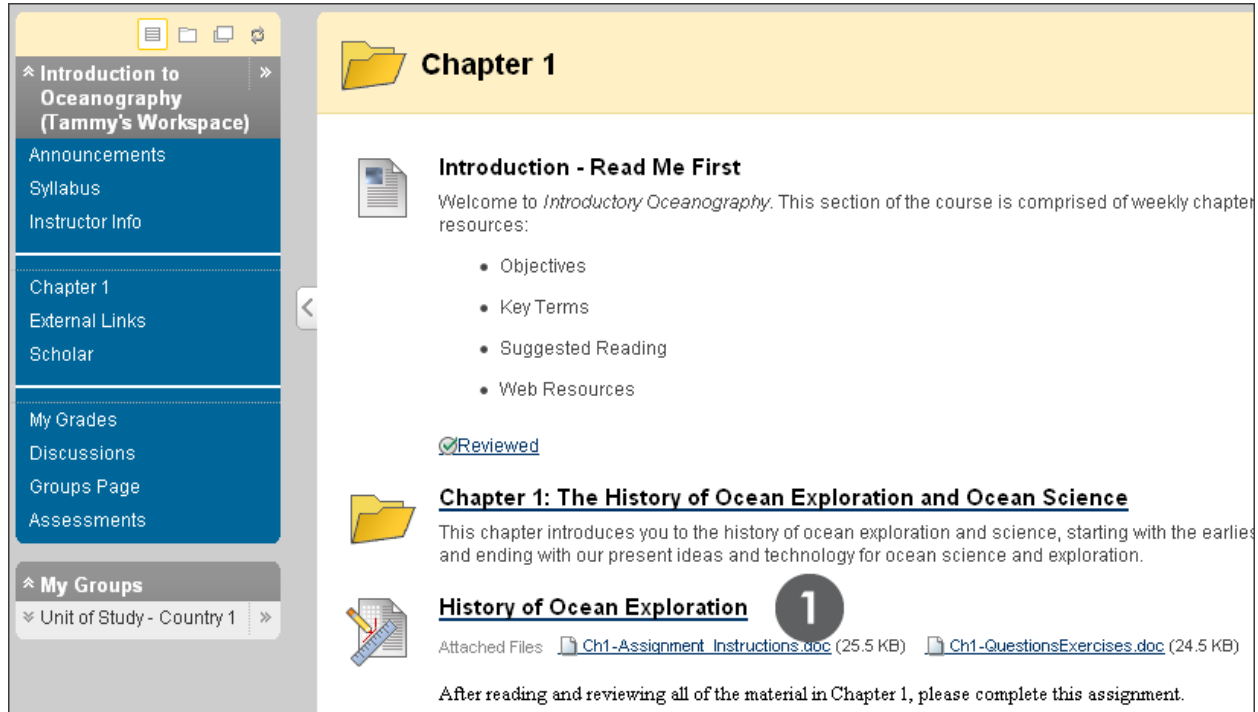
# Viewing and Submitting Assignments

Students access assignments in a Content Area by clicking an assignment title. From the Upload Assignment page, students can:

- View instructions and access files attached by the instructor
- Complete their submissions by entering text or attaching files
- Submit their work for feedback or grading

## ► QUICK STEPS: submitting an assignment

1. From a Content Area, click an assignment's title.
2. On the **Upload Assignment** page, review the **Instructions** and any attached files.
3. If instructed, enter text in the **Submission** text box.
4. If instructed, **Browse** to attach a file.
5. If you want, enter **Comments** for the instructor.
6. Click **Submit**.



**Introduction to Oceanography (Tammy's Workspace)**

- Announcements
- Syllabus
- Instructor Info
- Chapter 1**
- External Links
- Scholar
- My Grades
- Discussions
- Groups Page
- Assessments

**My Groups**

- Unit of Study - Country 1

## Chapter 1

**Introduction - Read Me First**

Welcome to *Introductory Oceanography*. This section of the course is comprised of weekly chapter resources:

- Objectives
- Key Terms
- Suggested Reading
- Web Resources

[Reviewed](#)

**Chapter 1: The History of Ocean Exploration and Ocean Science**

This chapter introduces you to the history of ocean exploration and science, starting with the earliest and ending with our present ideas and technology for ocean science and exploration.

**History of Ocean Exploration** **1**

Attached Files: [Ch1-Assignment Instructions.doc \(25.5 KB\)](#) [Ch1-QuestionsExercises.doc \(24.5 KB\)](#)

After reading and reviewing all of the material in Chapter 1, please complete this assignment.

Figure 1.1

The screenshot shows the 'Upload Assignment' interface for an assignment titled 'History of Ocean Exploration'. The interface is divided into two main sections: '1. Assignment Information' and '2. Assignment Materials'. At the top right, there are buttons for 'Cancel', 'Save as Draft', and 'Submit', along with a large number '6' in a circle. The 'Assignment Information' section includes fields for 'Name' (History of Ocean Exploration), 'Instructions' (After reading and reviewing all of the material in Chapter 1, please complete this assignment.), 'Due Date', 'Points Possible' (30), and 'Assignment Files' (Ch1-Assignment\_Instructions.doc and Ch1-QuestionsExercises.doc). The 'Assignment Materials' section features a 'Submission' area with a rich text editor toolbar and a large text area. Below the text area is an 'Attach File' section with a 'Browse My Computer' button and a 'Comments' section with a text input field. Numbered callouts (1-6) highlight specific elements: 1. Assignment Information header, 2. Instructions text, 3. Text editor area, 4. Attach File button, and 5. Comments input field.

**Upload Assignment: History of Ocean Exploration** 6

**1. Assignment Information**

Name: History of Ocean Exploration

Instructions **2** After reading and reviewing all of the material in Chapter 1, please complete this assignment.

Due Date

Points Possible 30

Assignment Files Ch1-Assignment\_Instructions.doc ([Ch1-Assignment\\_Instructions.doc](#))  
Ch1-QuestionsExercises.doc ([Ch1-QuestionsExercises.doc](#))

**2. Assignment Materials**

Submission

Visual Editor is: **ON**

Normal 3 Arial **B** *I* U abe  $x_2$   $x^2$  | [List Icons] | [Link/Unlink Icons]

**3**

Path: [body](#)

Attach File **4** Browse My Computer **5**

Comments

Figure 1.2

# Viewing Assignment Grades and Feedback

Students view assignment scores from My Grades, which displays a spreadsheet of their grades for the course.

If the assignment has been submitted and graded, the points will be displayed. Otherwise, a symbol will show in the grade column.

## ► QUICK STEPS: viewing grades and feedback



1. On the Course Menu, click **My Grades**.
2. Click an item's grade to see feedback.
3. Click an item's exclamation mark to see if the submission has been returned, ungraded with comments.

Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible
<b>Running Total</b>	<a href="#">Details</a>			25	130
<b>Oceans in the News</b>	<a href="#">Details</a>			-	25
<b>History of Ocean Exploration</b>	<a href="#">Details</a>		Sep 23, 2008 4:36 PM	25 <b>2</b>	30
<b>Chapter 2 Assignment</b>	<a href="#">Details</a>		Sep 24, 2008 5:03 PM	3 <b>3</b>	10
<b>Chapter 3 Assignment</b>	<a href="#">Details</a>		Sep 24, 2008 4:46 PM		10

Figure 2.1

## Student Experience: Viewing Assignment Grades and Feedback

The following table describes the symbols displayed on the My Grades page.

Symbol	Description
	Submitted; waiting to be reviewed by the instructor OR Submitted; reviewed by the instructor and returned ungraded, with comments
- (dash)	No information
	Not submitted; item is in progress because the student has saved it as a draft

### Submission History

**1 Submission History**

View Attempts

**Submission ( September 24, 2008 5:39:46 PM EDT )**

**Submission Materials**

Submission Field : Please see the attached Word document.  
Student Comments :  
Attached Files : [Ch1-QuestionsExercises\\_akbar\\_submission.doc](#) **A**

**Instructor Feedback**

Grade : 26 out of 30 **B**  
Comments : You clearly put forth extra effort for this assignment. You covered all of the provide more supporting facts for each point.  
Attached Files :

**2 Finish**

Figure 2.2 - Student View of Submitted Assignment Results

► **Take Note**

- A. The student attached a file to fulfill the assignment, which the instructor downloaded to view and grade. In the preceding example, the student added his last name to the file name before uploading.
- B. The instructor added a grade and feedback for the student.

## Hands-on Activity

For this activity, use your Student Course.

### **Submit an assignment**

- Go to the Assignments Content Area and submit the Introductions assignment.

### **View My Grades**

- In My Grades, view your ungraded assignment submission.

## 3.0 Assignments

Now that you have experienced the Assignments tool from the student perspective, we will switch to the instructor functions. The Assignments tool enables instructors to create, distribute, and collect assignment submissions. You can create varied assignments for students, such as:

- Case studies
- Problem-based learning exercises
- Essays and research papers
- Group projects

### Learning Outcomes

After completing this section, you will be able to:

- Create assignments
- Edit and manage assignments
- Explain the options for presenting assignments in Content Areas
- Review and grade assignment submissions
- Download submissions to review offline
- Create successful online assignments

# Creating Assignments

Assignments are created in Content Areas, but can also be added to Learning Modules, Lesson Plans, and folders. Any instructions and file attachments that students need to complete the assignment are added at the time of creation. Assignments can be assigned to each student individually or as collaborative work for groups of students. Group assignments will be discussed in detail later in this manual.

As assignments are created, you will work in **Edit Mode**. Edit Mode allows you to view all of the instructor functions. In this workshop, the phrase “in Edit Mode” refers to Edit Mode being ON.

## ► QUICK STEPS: creating assignments in a Content Area

1. In **Edit Mode**, access the Content Area.
2. On the Content Area’s Action Bar, point to **Create Assessment** to access the drop-down list.
3. Select **Assignment**.
4. On the **Create Assignment** page, type a **Name**. Optionally, select a color for the name.
5. Type optional **Instructions** for the Assignment. Format the text with the Text Editor, if you want.
6. Optionally, attach a file using **Browse My Computer** and type a **Link Name**, if you want. Files cannot be attached from Course Files for Assignments.
7. Type **Points Possible**.
8. Select the check box for **Make the Assignment Available** and select the option for **Number of Attempts**, if you want. If applicable, select the **Display After** and **Display Until** check boxes and type the dates and times or use the interactive **Date Selection Calendar** and the **Time Selection Menu**.
9. Optionally, select the **Due Date** check box and type the date and time.
10. Select the **Recipients** option for **All Students Individually** or **Groups of Students**.
11. Click **Submit**.



# Student Experience: Creating Assignments

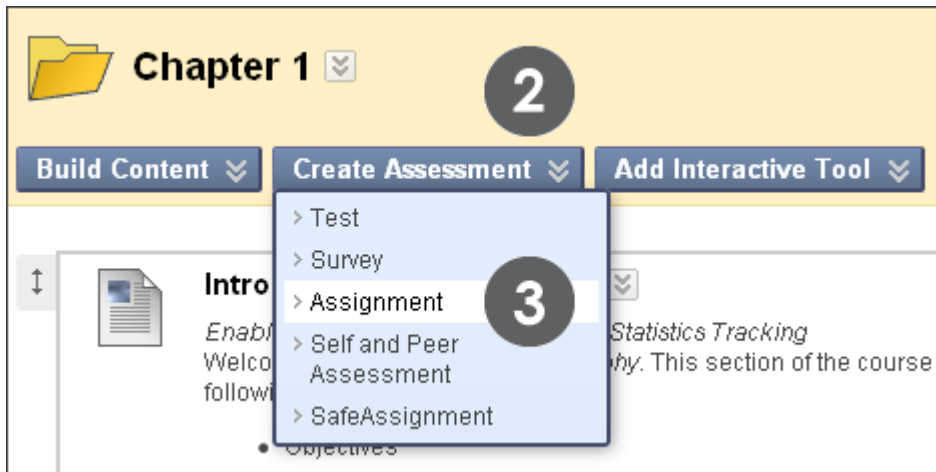


Figure 1.1

\* Indicates a required field.

Cancel Submit

### 1. Assignment Information

\* Name and Color: History of Ocean Exploration 4 Black

Instructions

Visual Editor is: ON

5

After reading and reviewing all of the material in Chapter 1, please complete this assignment.

Path: body

Save as Reusable Object

### 2. Assignment Files

Attach File: 6 Browse My Computer

Attached files

File Name	Link Title	
<a href="#">page_3.htm</a>	Ch1-Assignment_Instr	<a href="#">Mark for removal</a>
<a href="#">page_3b.htm</a>	Ch1-QuestionsExercis	<a href="#">Mark for removal</a>

### 3. Grading

\* Points Possible:  7

### 4. Availability

Make the Assignment Available 8  
This assignment cannot be made available until assigned to an individual or group of students.

Number of Attempts

- Allow single attempt
- Allow unlimited attempts
- Number of attempts:

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

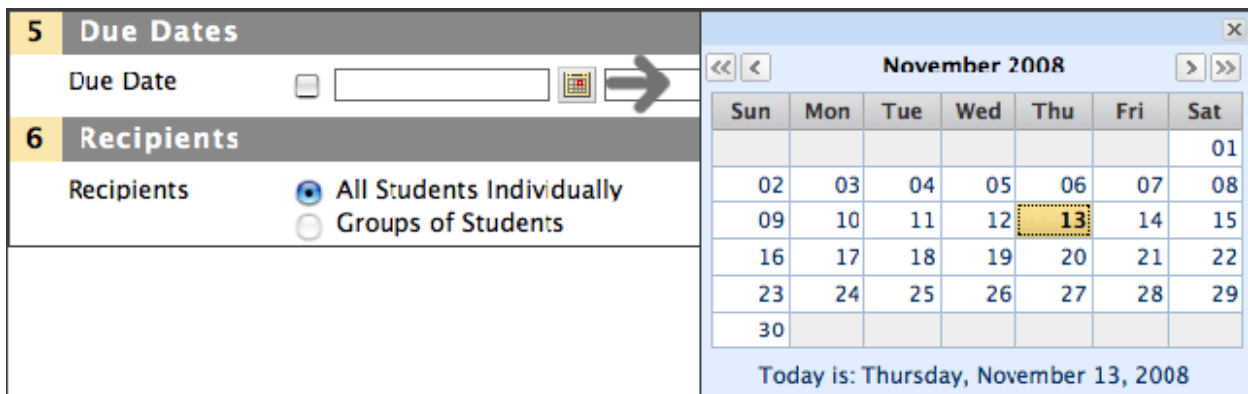
Figure 1.2

## Student Experience: Creating Assignments

When attaching a file, you can name the link of the uploaded file. The link name appears in the Content Area. If you do not type a new link name, the file name is used.

Under **Availability**, if you allow more than one attempt, Grade Center uses the most recent attempt. A different attempt can be used for the score by editing the column in the Grade Center.

The interactive calendar interface allows you to select dates easily.



The screenshot shows a user interface for creating an assignment. It is divided into two main sections: '5 Due Dates' and '6 Recipients'. In the 'Due Dates' section, there is a 'Due Date' field with a calendar icon and a right-pointing arrow. In the 'Recipients' section, there are two radio button options: 'All Students Individually' (which is selected) and 'Groups of Students'. To the right of these sections is an interactive calendar for November 2008. The calendar shows days of the week (Sun to Sat) and dates from 01 to 30. The date '13' (Thursday) is highlighted with a yellow border. Below the calendar, it says 'Today is: Thursday, November 13, 2008'.

Figure 1.3

If **Groups of Students** are selected as the recipients, a link to the assignment will automatically appear on the Group Homepage and in the Content Area where it was created. Only the intended Group members will be able to see it in the Content Area.

## Ask Dr. C



In the following table, our Blackboard Learn expert, Dr. C, offers solutions for helping students understand the assignment process.

▼ Your Question	▼ Dr. C's Reply
<p>My students seem to be confused at times by their online assignments. How can I clarify the assignment process for students?</p>	<p>Provide clear expectations and detailed directions. Consider an ungraded warm-up activity to familiarize them with the tool.</p> <p>Include the following elements for each assignment:</p> <ul style="list-style-type: none"><li>• Submission deadline</li><li>• Grading criteria, rubric, or model</li><li>• Accepted file formats, such as .doc, .rtf, .txt, .ppt, .xls, .jpg, .gif, .pdf</li><li>• Required length or size of submission</li><li>• File naming conventions</li><li>• Suggested resources</li><li>• Preference for source citation, such as MLA, APA, or CBE</li><li>• Relevance to the course goals and objectives</li></ul>

## Ask Dr. C



In the following table, Dr. C discusses the advantages the Assignments tool has over the Discussion Board for work submission.

▼ Your Question	▼ Dr. C's Reply
<p>I have been using the Discussion Board to collect weekly writing samples. What are the advantages of using the Assignments tool instead?</p>	<p>The Discussion Board can be an easy way to share files.</p> <p>However, if the writing samples will be graded, the Assignments tool will save you significant time. When you create an assignment using the Assignments tool, a Grade Center column is automatically created. Submissions can be viewed and graded directly from the Grade Center, so you can quickly check which students have or have not submitted their work. You can download all submissions at once for offline viewing as well.</p> <p>In addition, assignment grades and due dates can be used in the Early Warning System, if you would like students to be notified if they miss a deadline or score below a benchmark.</p>

## Editing and Managing Assignments

After assignments are added to Content Areas, they can be reorganized, edited, and managed as needed. Ensure **Edit Mode** is **ON**.

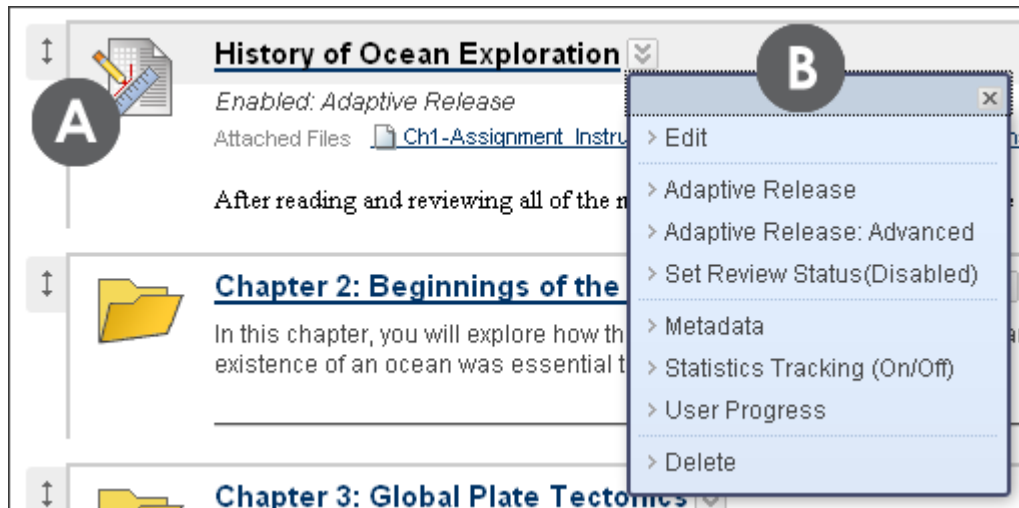


Figure 2

### ► Take Note

- A. Add assignments to a Content Area in any the order and reorder using the drag-and-drop function.
- B. Use an assignment's contextual menu and perform the following actions:
  - Select **Edit** to change its name and instructions, add or delete file attachments, and adjust availability.
  - Apply Adaptive Release, Tracking, Metadata, and Review Status.\*
  - Delete an assignment to permanently erase it and all of its submissions. The assignment's column and grades are not deleted from the Grade Center.

\* Metadata is explained in the *Assessments Part 2: Beyond the Basics* workshop. Adaptive Release, Tracking, and Review Status are explained in the *Keeping Students on Track* workshop.

## Hands-on Activity

For this activity, use your Practice Course.

### Warm up assignment

- Add an assignment to the **Assignments** Content Area to help you get to know your students. Move it into the first position in the Content Area.
- View the assignment from the Content Area with **Edit Mode OFF**, so you can see it from the student perspective.

### Edit an assignment

- Limit the assignment's availability to the first month of class. Allow unlimited attempts so students, who are new to the tool, can resubmit if necessary.

# Focus on Design: Presenting Assignments

You have a number of options for presenting assignments. Review the following options and consider which approach meets your needs, or create a new method to accomplish your goals.

## Option A: Add all assignments to one Content Area

### What it looks like:

All assignments appear in one Content Area.

### How it works:

Add an Assignments Content Area and create all of your assignments there.

### Suggested use:

This option keeps the creation process simple and helps students to quickly access all assignments for the course in a list.

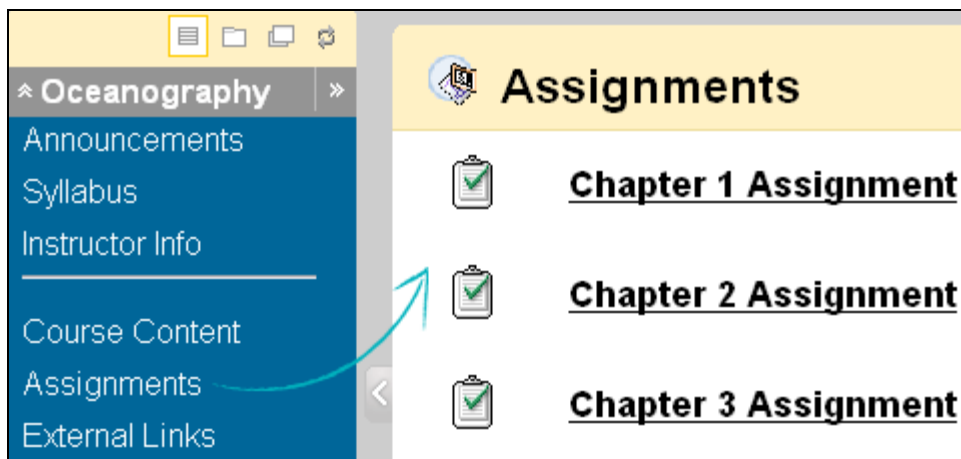


Figure 3.1 – Student view of the Assignments Content Area

### TIPS:

- Use availability dates to control when assignments are visible to students.
- Naming conventions for assignments help students scan the list.
- Reorder assignments as necessary to keep the most current assignments at the top of the list, if you want.

### Option B: Add assignments to different Content Areas

#### What it looks like:

Assignments appear in different Content Areas, in close proximity to related course content.

#### How it works:

After setting up various Content Areas for your course, you can add assignments to them. For example, you can create Content Areas for each week of your course where students see the week's overview, reading materials, lecture, and the assignment.

#### Suggested use:

For a fully online course, this method is an effective way to integrate assignments with course content and provide everything students need for a unit of study on a single page.

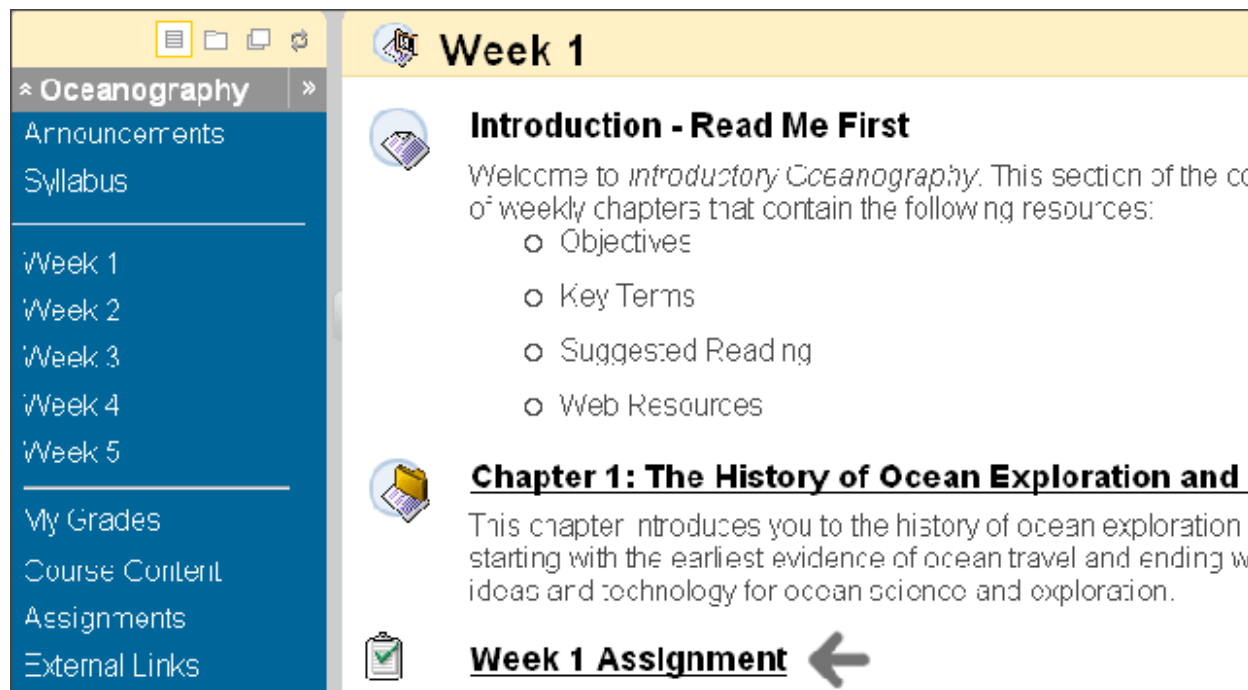


Figure 3.2

#### TIPS:

- You can also add assignments to learning modules and folders.



**Option C: Add all assignments to a single Content Area, and in addition, add links to assignments in other relevant areas**

**What it looks like:**

All assignments are created in one location, such as the Assignments Content Area. Course Links to assignments are also added in other Content Areas, folders, or learning modules.

**How it works:**

The Assignments Content Area provides a single location for instructors to access and update assignments, while the links in the other areas allow assignments to be presented alongside course content.

Although this option does require an extra step, it accommodates different course-usage styles and creates an integrated, cohesive learning experience.

**Suggested use:**

This option is most appropriate for instructors teaching robust, fully online courses. Editing assignments is easy for instructors, and students still have convenient access to assignments.

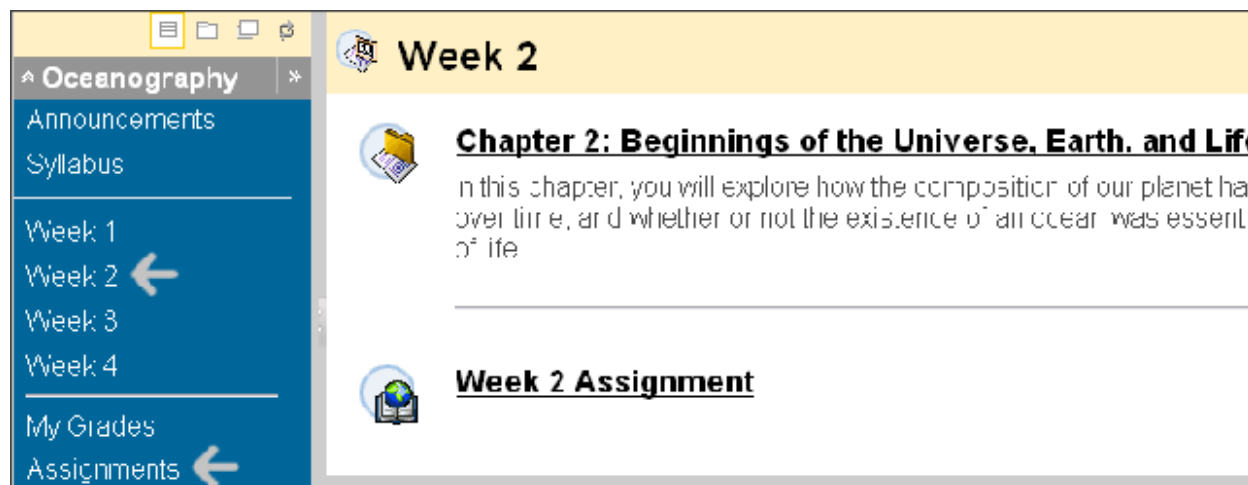


Figure 3.3 – Week 2 assignments appear in two Content Areas: Week 2 and Assignments

# Reviewing and Grading Assignments

Assignment submissions are reviewed and graded in the Grade Center. When an assignment is created, a grade column is automatically created. Assignments that have been submitted, but not graded, are indicated with an exclamation mark in the Grade Center.

When reviewing assignment submissions, you can provide a grade and feedback. You also have the option of returning the submission to the student with comments only, so the assignment can be refined further and then resubmitted for a grade.

## ► QUICK STEPS: grading an assignment

1. On the **Control Panel**, click **Full Grade Center** under **Grade Center**.
2. In **Grade Center**, locate the cell for the student's assignment containing an exclamation mark.
3. Move the mouse pointer over the cell to see the Action Link.
4. Click the Action Link to access the contextual menu.
5. Select **Attempt** at the bottom of the list.
6. On the **Grade Assignment** page:
  - Click the file name under **Review Current Attempt** to view or download attachments.
  - Type a numerical value in the **Grade** box.
  - Optionally, type feedback in the **Feedback to user** area and attach files for the student to review.
  - Optionally, type **Instructor Notes** and attach files that only you will be able to access.
7. Click **Save and Exit** to return to **Grade Center**.
8. To return an assignment attempt without a grade:
  - To return an attempt to a student with comments only, follow the preceding steps , but at step 7, click **Save as Draft**. The attempt remains ungraded and student can access your feedback.

Assignments: Reviewing and Grading Assignments

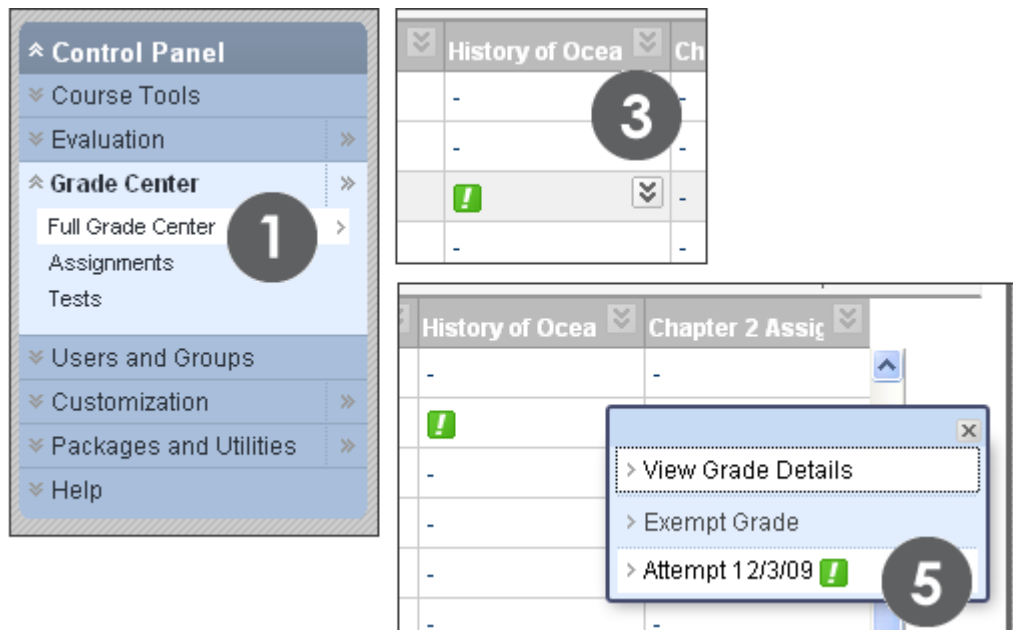


Figure 4.1

The screenshot shows the Blackboard Grade Assignment interface for an assignment titled "Grade Assignment: History of Ocean Exploration". At the top, there are buttons for "Jump to...", "View Rubric", and "Hide User Names". Below this, the interface displays "Attempts: 1 of 3", "View: Full Grade Center", and "User: Bruce Lopez (Attempt 1 of 1)". The column is "History of Ocean Exploration" and the status is "All Statuses".

The main section is titled "Assignment Information" and includes a legend: "\* Indicates a required field." Below this are buttons for "Cancel", "Save as Draft", "Save and Exit", "View Previous", and "Save and Next".

The interface is divided into five numbered steps:

- 1. Submission History**: Shows "Attempt #1 (You are reviewing this attempt)".
- 2. Review Current Attempt**: Displays submission details: "Submission", "Attached Files" (with a link to "The History of Ocean Exploration\_blopez.doc"), and "Comments". A circled number "6" is next to the "Comments" field.
- 3. Grade Current Attempt**: Includes a "Grade" field (set to "10 out of 30"), a "Feedback to User" text area (containing "Needs more detail"), a "Comments" field (containing "abc"), and "Attach File" buttons ("Browse My Computer", "Browse Course Files").
- 4. Instructor Notes**: Includes a "Grading Notes" text area (containing "abc") and "Attach File" buttons ("Browse My Computer", "Browse Course Files"). A circled number "7" is next to the "Attach File" buttons.
- 5. Submit**: Includes buttons for "Cancel", "Save as Draft", "Save and Exit", "View Previous", and "Save and Next".

Figure 4.2

Grading notes and files are for your eyes only.

When you Save as Draft instead of Save and Exit, the assignment remains ungraded and an exclamation mark appears in My Grades and in the Grade Center. Students

## Assignments: Reviewing and Grading Assignments

access your comments through **My Grades** and can resubmit by accessing the assignment. If you type a score, **Save as Draft** will prevent the score from appearing in the Grade Center and **My Grades**.

### Functions on the Grade Details Page

Attempts can also be viewed and graded from the **Grade Details** page.

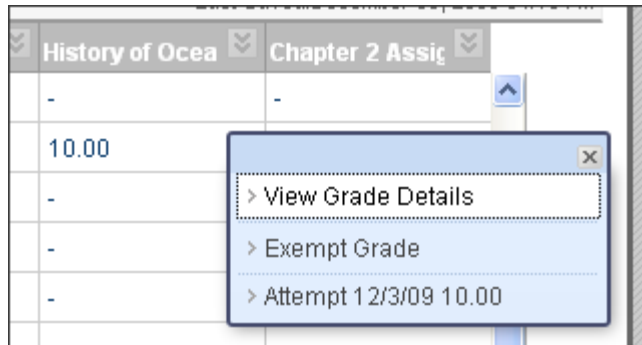


Figure 4.3

In the following example, the grade, feedback, and instructor comments you typed appear on the **Grade Details** page. From this page, other actions can be performed.

**Grade Details**

Jump to... View Rubric

User **Bruce Lopez (blopez)** < > Column **History of Ocean Exploration (Assignment)** < >

**Current Grade:** **10.00** out of 30 points  
 Grade based on Grade of Last Attempt  
 Due: None  
 Calculated Grade 10.00  
 Grade Attempts

**Edit** Manually Override View Column Details Grade History

Delete Last Attempt Go

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 3, 2009 2:51:58 PM (Completed)	10.00	Needs more detail		View Attempt Clear Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.

Allow Additional Attempt

Icon Legend

Return to Grade Center

Figure 4.4

Under **Grade History**, all notes and actions performed on the assignment are listed.

► **Take Note**

- A. Jump to a different user or column to change your view without returning to the Grade Center.
- B. A grade **Override** supersedes all attempts, including attempts students have not yet submitted. When a grade is overridden, future attempts do not appear with exclamation marks (needs grading) in the Grade Center.
- C. The **Edit** tab allows the following:
  - Open Attempt – view the student’s entire submission and have the **Save as Draft** option.

## Assignments: Reviewing and Grading Assignments

- Edit Grade – quickly type a score and feedback without opening the submission. Grades entered here are not override grades. This option does not allow you to use **Save as Draft** and return an assignment without a grade.
  - Clear Attempt – allow the student to resubmit an assignment or use the previous attempt as the grade for the assignment.
- D. Allow Additional Attempts – allow a student to submit another attempt, even if the maximum number of attempts has been reached.

## Hands-on Activity

For this activity, use your Practice Course.

In the Grade Center, locate the **Planet Paper** assignment.

### **Grade an assignment**

- Review one of the **Planet Paper** submissions and assign a grade.
- Type comments for the student.
- Type private instructor notes for yourself.

### **Return an assignment**

- Review another **Planet Paper** submission and return it ungraded with comments.

View the changes to the Grade Center columns.



## Ask Dr. C



In the following table, Dr. C explains how to keep students on track when completing large projects.

▼ Your Question	▼ Dr. C's Reply
<p>How can I use the Assignments tool to keep students on track when completing larger projects?</p>	<p>Students can submit their assignments for review at any time. To encourage students to do so, add assignment checkups to the Course Calendar or use some of the Notification modules available to add to the course Home Page.</p>
	<p>These additions can help students stay on track, raise the quality of assignments, and ultimately improve student success and retention.</p>
	<p>For example, you can provide feedback throughout the research paper process. In one assignment, students can submit their outline, bibliography, rough draft, and final paper as individual file attachments. You can provide feedback at each stage. A grade is not assigned until the final paper is received.</p>
	<p>Alternatively, if you want to provide grades for each portion of the research paper process, you can create separate assignments for each.</p>

# Reviewing Assignments Offline

Download assignment submissions to your computer to review offline instead of reviewing them online from the Grade Center. You can download all or selected submissions as a single zipped file. Unzip the file to view the contents, where each submission is saved as a separate file.

## ► QUICK STEPS: reviewing assignments offline

1. In **Grade Center**, locate the assignment column containing the assignment files you want to download and click the Action Link to access the contextual menu.
2. Select **Assignment File Download**.
3. On the **Download Assignment** page, select the student submissions to download.
4. Click **Submit**.
5. On the next **Download Assignments** page, click **Download assignments now**.
6. Click **OK** to return to the **Grade Center**.

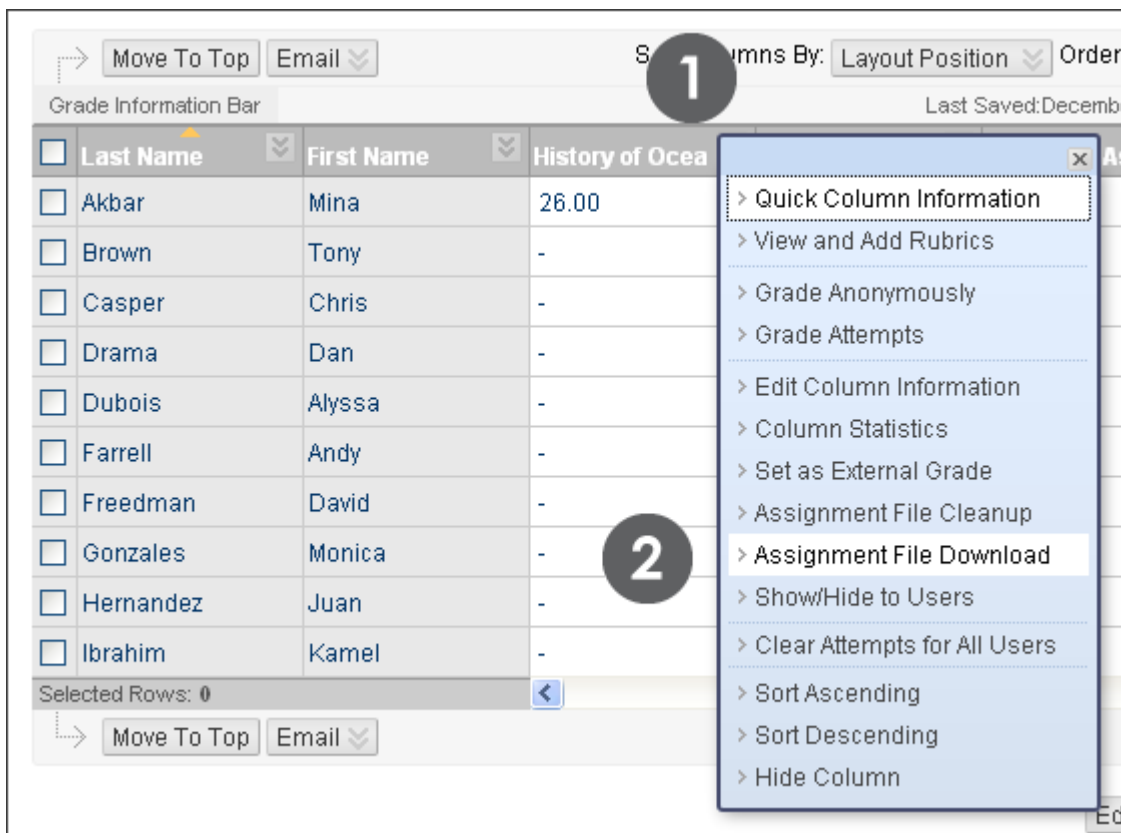


Figure 5.1

**NOTE:** Assignment File Cleanup allows you to select users and delete files associated with their submissions.

The screenshot shows a two-step process for downloading assignment files. Step 4 is the 'Download Assignment: History of Ocean Exploration' screen, which includes a 'Cancel' button and a 'Submit' button. Step 1 is the 'Select Users' screen, which contains a table with the following data:

<input type="checkbox"/>	Name	Date	Grade ( <a href="#">Select Ungraded</a> )
<input type="checkbox"/>	Akbar, Mina	Wednesday, September 24, 2008 5:39:46 PM EDT	26.0
<input checked="" type="checkbox"/>	Farrell, Andy	Thursday, December 3, 2009 3:35:16 PM EST	Needs Grading
	Freedman, David		Not Available

Step 5 is the confirmation screen, which states: 'The assignments have been packaged. [Download assignments now. \(5 KB\)](#) Thursday, December 3, 2009 3:41:53 PM EST'.

Figure 5.2

Within the downloaded zipped file, each submission's file name includes the assignment title, user name, and attachment file name. If students included comments when they uploaded their files, you will also find a related .txt document.

**TIP:** When using the Assignment File Download function, the user names are automatically included in the file names for easy identification. However, if you plan to download files one by one from the Grade Assignment page, specify a root file name for your students to use and ask them to append their last names or user names to it.

## Grading Downloaded Assignments

After reviewing submissions offline and determining grades, you type grades and comments in the Grade Center. Using the contextual menu for a cell, click View Grade Details and then Edit Grade. If you need to attach files, use View Attempt instead.

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 3, 2009 3:35:16 PM (Needs Grading)	!			View Attempt Clear Attempt Edit Grade

Figure 6.1

Alternatively, grades can be typed directly in the Grade Center cells. The grade entered is designated as an Override. Since Override grades supersede all other grades, only use this method if students will not be submitting any other attempts.

Click the assignment's exclamation mark and type the grade in the field. Click Enter to save the grade.

Participation	Ch 1 Wksht
24.00	!
22.00	!
21.00	28.00

Participation	Ch 1 Wksht
24.00	30.00
22.00	!
21.00	28.00

Figure 6.2

## Hands-on Activity

For this activity, use your Practice Course.

### **Download assignment submissions**

- Locate the **Moon Viewing** assignment column.
- Download three submissions to review offline.
- Return to the Grade Center and type grades for those submissions.

# Best Practice: Successful Assignments

Use the following worksheet to determine if your assignment contains the components for effective online learning. These points will help you ensure that students are able to complete your assignments with minimal confusion.

## Clear Objectives

- Did I state what I expect the students to learn from this assignment?
- Did I state which skills the student will gain after completing the assignment?
- Did I specify learning outcomes related to knowledge, skills, competencies, behaviors, or attitudes?

## Rationale

- Did I create an assignment reinforcing the material presented during class time?
- Did I show a relationship between the assignment and the course objectives?

## Detailed Directions

- Did I provide clear and detailed instructions?
- Did I provide a list of required and recommended resources for completing the assignment?
- Did I state what digital format needs to be used and how to submit the assignment?
- Did I provide due dates for completing this assignment?
- Did I allow time for unforeseen technical difficulties and communication response time?

## Clear Grading Criteria

- Did I list the assignment's value and how much it will contribute to their grades?
- Did I supply a rubric?
- Did I provide examples of assignments meeting the criteria for students to review?
- Did I tell the students when to expect feedback?

## 4.0 Rubrics

In this section, you will create rubrics. The new Rubrics tool allows you to specify criteria and performance levels for grading, providing clear guidelines for all instructors and teaching assistants.

### Learning Outcomes

After completing this section, you will be able to:

- Create rubrics
- Add rubrics to Grade Center columns

# Creating Rubrics

You can create multiple rubrics in a course. Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion.

Create rubrics using the **Rubrics** tool and then you can associate them with assignments and discussion topics.

## ► QUICK STEPS: creating a rubric

1. On the **Control Panel**, under **Course Tools**, select **Rubrics**.
2. On the **Rubrics** page, click **Create Rubric**.
3. Type the **Name** of the rubric.
4. Add rows and columns to the rubric, if you wish.
5. Click the Action Link beside the **Levels of Achievement** and **Criteria** names, and select **Edit**. Type the new name and click **Save**.
6. Select the **Show Points** or **Show Points Range** option associated with each individual cell of the rubric
7. Type the criteria description and point value for each cell in the rubric.
8. Click **Submit**.

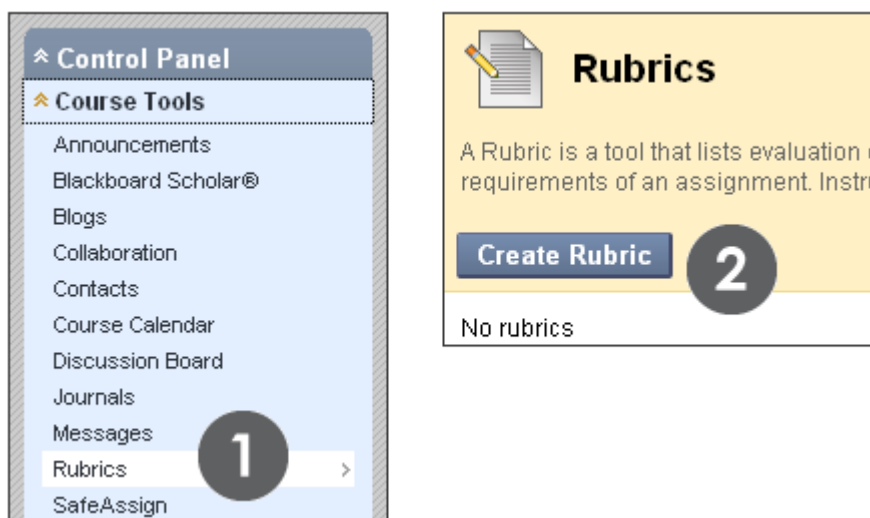


Figure 1.1



Rubrics: Creating Rubrics

\* Indicates a required field.

Cancel Submit

### 1. Rubric Information 8

\* Name  3

Description

abc ✓

### 2. Rubric Detail

The Rubric lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)

4

6

Add Row Add Column  Show Points  Show Point Range

Criteria	Levels of Achievement		
	Novice	Competent	Proficient
State a position	Does not make a <div style="border: 1px solid gray; padding: 2px;">                     Edit                      Delete this row                 </div> abc ✓	Makes a hypothesis but hypothesis is weak and no context. abc ✓	Makes strong hypothesis and defines the context in introductory abc ✓
	Points 15	Points 20	Points 25
Support hypothesis	Does not give arguments in support of the hypothesis. abc ✓	fewer than 3 main arguments and incomplete examples in support of abc ✓	Provides three main arguments in support of the hypothesis. Gives clear and abc ✓
	Points 15	Points 20	Points 25
Organization	No intro abc ✓	Writing has a abc ✓	Writing is well abc ✓
	Points 15	Points 20	Points 25

5

7

Figure 1.2

# Add Rubrics to Grade Center Columns

Associate a rubric to a Grade Center column for quick reference when viewing or grading a student's submission.

## ► QUICK STEPS: add a rubric to a Grade Center Column

1. On the **Control Panel**, under **Grade Center**, select **Full Grade Center**.
2. On the **Grade Center**, click the Action Link beside a column heading to access the contextual menu.
3. Select **View and Add Rubrics**.
4. Click **Add Rubric**.
5. On the **Rubrics** page, preview and select one or more rubrics.
6. Click **Show List** beside **Selected Rubrics** to view the rubrics selected.
7. Click **Submit**.

The screenshot shows the Blackboard interface. On the left is the 'COURSE MANAGEMENT' sidebar with a 'Grade Center' menu item highlighted by a red circle with the number 1. On the right is a 'Grade Information Bar' containing a table of student grades. The table has columns for 'Last Name', 'First Name', 'Essay #1', and 'Running Total'. The 'Essay #1' column header is highlighted by a red circle with the number 2. The table contains the following data:

<input type="checkbox"/>	Last Name	First Name	Essay #1	Running Total
<input type="checkbox"/>	Akbar	Mina	76.00	149.00
<input type="checkbox"/>	Casper	Chris	62.00	62.00
<input type="checkbox"/>	Drama	Dan	-	0.00
<input type="checkbox"/>	Dubois	Alyssa	76.00	76.00
<input type="checkbox"/>	Farrell	Andy	51.00	51.00

Figure 2.1

## Rubrics: Add Rubrics to Grade Center Columns



Figure 2.2

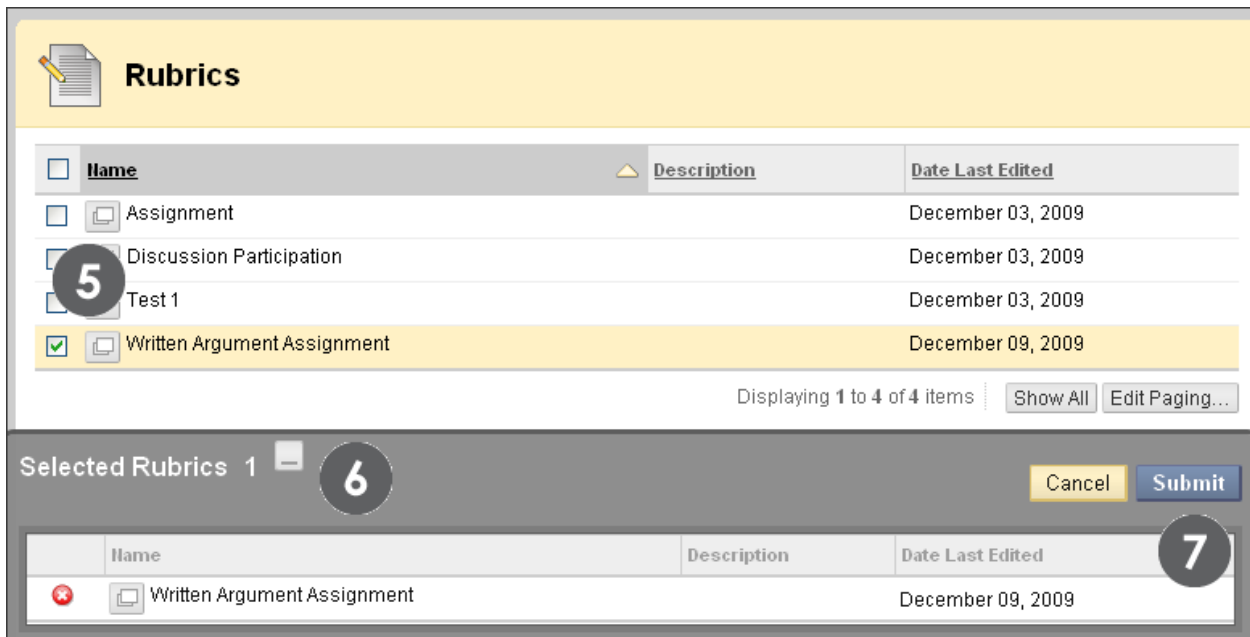


Figure 2.3

When the rubrics have been added they appear on the Column's rubric page and can be previewed and deleted from there.

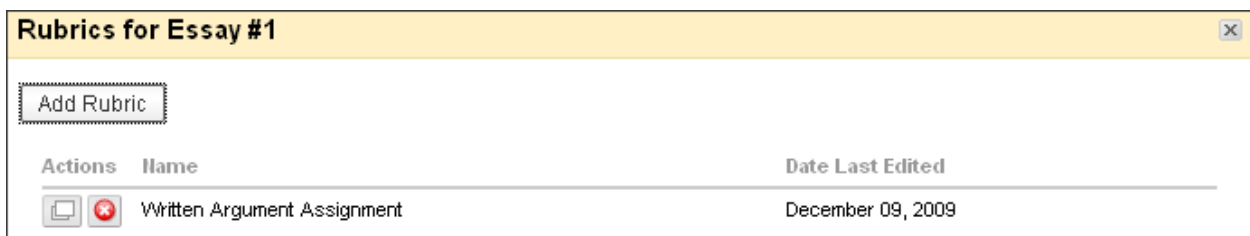



Figure 2.4

### View a Rubric While Grading

For convenient reference, you can view a rubric while grading student submissions. From the **Grade Details** page, click **View Rubric**.



## Grade Details

Grade Details shows the current grade, all the grade column information, a record of all attempts, and the Grade History. [More Help](#)

Jump to...
View Rubric

User **Mina Akbar (makbar)** < > Column **Essay #1 (No Category)** < >

**Current Grade:** **76.00** out of 100 points  
 Grade based on Grade of Last Attempt  
 Due: None

Edit
Manually Override
View Column Details
Grade History

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Oct 21, 2008 12:42:41 PM (Completed)	76.00			<div style="border: 1px solid gray; padding: 2px 5px; display: inline-block; margin-bottom: 2px;">Clear Grade</div> <div style="border: 1px solid gray; padding: 2px 5px; display: inline-block;">Edit Grade</div>

Figure 2.5

## Hands-on Activity

For this activity, use your Practice Course.

### **Create a rubric**

- Create a single rubric for assignments.

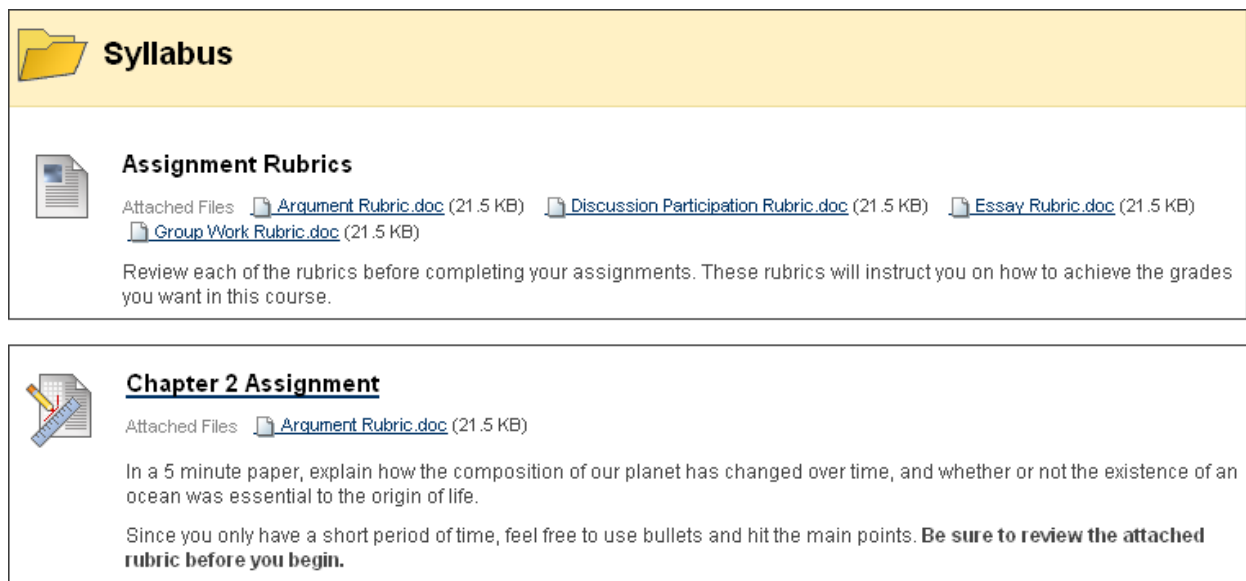
### **Add a rubric to an assignment**

- Add the rubric you created to the **Moon Viewing** assignment in the Grade Center.

# Best Practice: Share Rubrics with Students

Detailed rubrics can help students organize their efforts to meet the requirements of an assignment. Share the content of your rubrics with your students before they complete an assignment or activity. By making this detail available up front, students and instructors are working with the same expectations.

Attach rubrics to a course syllabus and assignment descriptions. Attach them where relevant.



The screenshot shows two sections of a course interface. The top section is titled "Syllabus" and contains a sub-section "Assignment Rubrics". Under "Assignment Rubrics", there are four attached files: "Argument Rubric.doc (21.5 KB)", "Discussion Participation Rubric.doc (21.5 KB)", "Essay Rubric.doc (21.5 KB)", and "Group Work Rubric.doc (21.5 KB)". Below the files, a message reads: "Review each of the rubrics before completing your assignments. These rubrics will instruct you on how to achieve the grades you want in this course." The bottom section is titled "Chapter 2 Assignment" and contains one attached file: "Argument Rubric.doc (21.5 KB)". Below the file, a message reads: "In a 5 minute paper, explain how the composition of our planet has changed over time, and whether or not the existence of an ocean was essential to the origin of life. Since you only have a short period of time, feel free to use bullets and hit the main points. **Be sure to review the attached rubric before you begin.**"

Figure 3.1

Rubrics can also be shared with students for peer evaluation and discussion participation.

Use rubrics to grade discussions. Share the information with students, teaching them what is expected in good discussion participation. Attach the rubrics to the forum information.

<p><b><u>Wave Assignment: Energy from Waves and Tides</u></b> ▼</p>	<p>Explore harnessing energy from waves and tides. Please narrow your topic to a specific aspect such as:</p> <ul style="list-style-type: none"><li>• how could the energy be extracted?</li><li>• how big is this resource?</li><li>• could a reliable "model" be made and relied upon? sustainability?</li><li>• what research is out there?</li><li>• existing, working energy projects</li><li>• and so on....</li></ul> <p>This required assignment is <b>worth 50 points</b>.</p> <p>No approval for the topic necessary, but I will certainly discuss it with you if you choose. Post 500-750 words to this thread and <b>title your post</b> to reflect your chosen topic.</p> <p>See the Syllabus for citation requirements and due dates. Review the <a href="#">Discussion Participation Rubric(1).doc</a> for participation expectations.</p>
---	---

Figure 3.2

## 5.0 Workshop Wrap Up

The Workshop Wrap Up provides the opportunity to reflect on what has been learned by focusing your attention on the key concepts presented in the workshop.

This workshop provided the skills to use the Assignments and Rubrics tools to enhance your students' learning.

In this workshop, you learned how to do the following:

- Submit assignments, view grades, and participate in Groups as a student
- Create, edit, and manage assignments
- Review and grade assignment submissions, or return with feedback only
- Download submissions to review offline
- Create successful online assignments
- Create rubrics
- Add rubrics to Grade Center columns to be reviewed while grading student submissions

As with any new tool or feature, you and your students can learn to use Assignments together. Start with basic tasks and build upon them for more advanced use of the tools.



# Spotlight on YOUR Course

Use these questions when creating your rubrics<sup>1</sup>

1. What is the purpose of the rubric?
  - Will students use it for peer evaluation?
  - Will students use it for peer evaluation?
  - Will students use it for peer evaluation?
2. What learning objectives will the rubric assess?
3. What learning objectives will the rubric assess?
4. What learning objectives will the rubric assess?
5. What learning objectives will the rubric assess?

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<sup>1</sup>Source: Beauchamp, McConaghy, Parsons & Sanford. Teaching From the Outside In. Duval: 1996, 37.