
QUICK START GUIDE TO BLACKBOARD ASSIGNMENT

HOW DO I CREATE AN ASSIGNMENT SUBMISSION POINT IN BLACKBOARD ASSIGNMENT?

- Go to module in Blackboard and click **Assessment and Feedback** on the left-hand menu.
- Select **Assessments** and **Assignment**
- In **Name** and **Colour** enter a meaningful title for the assignment
- You can add instructions in **Instructions** box which will be visible to students
- You can also choose to attach a file to the assignment by clicking **Browse My Computer** or **Browse Course**
- Enter the assignments **Due Date** and **Time** – select a due date during the working week and a time during the working day so that support can be provided if required
- Under **Grading**, enter **Points Possible**. This is usually 100.
- Select whether the assignment is an **Individual Submission** or a **Group Submission**
- Select the **Number of Attempts**:
 - **Single Attempt** - students can only submit their assignment once and Instructors have to delete any erroneous assignment submissions
 - **Multiple Attempts** - students can submit an assignment multiple times before the due date but you specify the maximum number of attempts
 - **Unlimited Attempts** - students can submit an assignment an unlimited number of times
- To enable anonymous marking - expand **Grading Options** and tick **Enable Anonymous Marking** and select **On Specific date** or **After all submissions are graded**
- To delegate marking - tick **Enable Delegated Marking** and allocate groups to different markers
- If you would like the assignment to appear for a set period of time, enter information into the **Availability** field
- When you have filled in the information required, press **Submit**

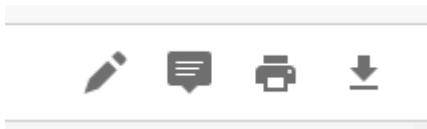
HOW DO I MARK ASSIGNMENTS IN BLACKBOARD ASSIGNMENT?





An entry is automatically added to the Grade Centre when an assignment is created. This is where you can view and download the assignments. When you click **Grade Centre** from the Control Panel, you will see several views, including:

- **Needs Marking** – shows only assignments that have been submitted but not yet marked
- **Full Grade Centre** – shows all Grade Centre columns for all students

When you are ready to mark:

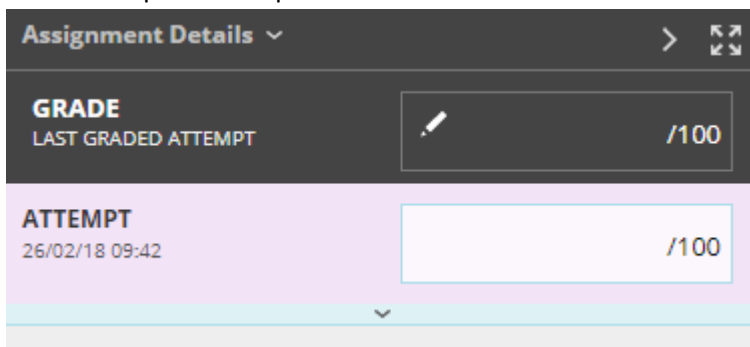
- Go to **Grade Centre**
- Select **Needs Grading**
- Click on the **User Attempt** (the student's name is hyperlinked)
- The assignment will then open. Along the top of the assignment you have the following options:



-  is a pointer tool and allows you to annotate the assignment
-  allows you to add comments to the document
-  allows you to print the document
-  allows you to download the document

To add a mark and general feedback to the learner:

- Click in the pink Attempt Box:



- The box will expand and there will be space for you to provide general feedback to the learner. Enter the mark next to the attempt
- You can save your feedback as draft or submit your feedback

HOW DO STUDENTS SUBMIT THEIR ASSIGNMENT?

Students should go to the relevant module in Blackboard, select Assessment and Feedback, go to the assignment, and click on the submission point.

- Click on the underlined title of the assignment
- You do not need to add anything to **Add Comments** unless specifically asked to by your tutor
- Click on **Browse My Computer** to add a document
- Browse to the location where your assignment is saved and click **Open**
- This will add the assignment to this area ready for submission. If you have 2 or more documents to add click **Browse My Computer** again.

Note – add and upload all of your files **before pressing Submit**. Once you have pressed Submit you will not be able to add any more files. **Do not** use **Save as Draft** – you will have to contact your tutor to ask them to clear the attempt and start again.

- When you have uploaded all your documents, press **Submit**
- You will see a page confirming the assignment has been submitted
- Press **OK** and you will be returned to the main Assignments section

HOW DO STUDENTS SEE THEIR FEEDBACK?

There are two places that students can access their grades and feedback for assignments – either the Original Submission Link or through My Grades.

SUBMISSION LINK

- Go to the original submission link and click on the title
- Here you will be able to view your mark (grade) and assignment feedback
- If your tutor has given your feedback through an attached file, click on the file name to download the attachment

MY GRADES

- Go to the module, click on **Tools** and **My Grades**
- Click on the **Assignment Title**
- This will show you the same view through the document viewer that was described above