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## Focus on Feature: Assignment Tool

### What is the Assignment Tool?

The Assignment feature is an assignment management tool for instructors and students. When an assignment is created it automatically generates an item in the Online Gradebook. From the Online Gradebook instructors can review, grade, download, and delete student assignments. It also simplifies assignments for students giving them one location to review and turn-in their assignment.

### Creating an Assignment

When creating an Assignment you need to first select the location within your Blackboard course that is the appropriate location for assignments, and one in which will make sense to the students.

Follow these steps to add assignment:

1. Navigate to the course content area where you want the assignment to be listed.
2. Mouse-over the "Create Assessment" button and choose "Assignment"
3. On the next screen enter the Assignment name and instructions. *NOTE: whatever name you type in the "Name" field will be the column name in the Grade Center.*
4. If there are files associated with the assignment, click the "Browse My Computer" button and locate the files on your computer.
5. Enter the points possible.
6. Select "Make the Assignment Available" if you want it available immediately.
7. Select the number of attempts that the student has to submit their assignment.
8. Select Date Availability Limitations, if any.
9. Select "Track number of views" if you want Blackboard to keep track of statistics regarding this assignment.
10. Enter any Due Date restrictions if you want to specify a due date.
11. Select the desired recipients of this assignment.
12. Click the "Submit" button.

### Submitting Assignment from Student Perspective

As mentioned earlier, the Assignment tool simplifies the process of submitting assignments for students. With the Assignment tool, students go to one location to review, turn-in, and view grade and instructor feedback. Your students will follow the steps below to submit assignments.

Follow these steps to complete the assignment:

1. Locate assignment in course
2. Click on the Assignment name to open assignment
3. The Upload Assignment page appears. The first section details assignment information. This includes the assignment name, instructions, due date (if specified), points possible, and any assignment files that might be provided by instructor. Read and complete the assignment as stated in the instructions.
4. If the assignment requires you to submit a file, then click the "Browse My Computer" button to attach your completed file. *NOTE: you may attach multiple files.*
5. Type any comments you want in the "Comments" box.
6. To save your work for later, click the "Save As Draft" button. To submit your assignment to your instructor, click the "Submit" button.

## Grading Student Assignments

After students submit their assignment, their associated assignment files are accessed through the Grade Center. The Grade Center organizes them by item and student.

Follow these steps to grade assignments:

1. On your Course page, click the “Grade Center” menu item on the left.
2. Now choose either “Needs Grading” (to see a list of only those Grade Center items that need grading) or “Full Grade Center” to see the full grade center.
3. When the Grade Center loads, you will see a green ! mark beside each item that needs to be graded.
4. Mouse-over one of those items and you will see a double-arrow on the right side of the item. Click that double-arrow.
5. Now click “View Grade Details”
6. On the next screen click the “View Attempt” button to view the Assignment details.
7. On the next screen you will see the submitted document, as well as any comments by the student.
8. Under the Grade Current Attempt section, enter grade and any comments.
9. Under the Instructor Notes enter any notes if needed. *Note: These comments are for instructor only.*
10. Click Submit button.

## View Assignment Grade from Student Perspective

Students can return at any time to view assignment grade and instructor feedback. If they check before their assignment is graded an "!" will appear letting them know that their assignment still needs grading. Once, their assignment has been graded they will be able to view their grade and any instructor feedback given. Your students will follow the steps below to view assignment grade.

Follow these steps to view grade:

1. Locate the assignment within the course and then click the Assignment name.
2. Review grade and instructor feedback

## Assignment Grade Center Options

Within the Grade Center, the following options are available for each assignment item. To access these options, mouse-over the Assignment name at the top of the Grade Center column and click the double-arrow to the right.

These options allow you to do numerous things, such as clear all attempts for all users, download all submitted assignments at once, grade the assignments anonymously, look at statistics, etc.