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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. Enter course Control Panel
2. Click on chosen Content Area link, the selected Content Area page will appear
3. Choose Assignment from Select drop-down menu, then click the GO button
4. At the Add Assignment page, enter assignment name
5. Choose color of name by clicking the Pick button or leave as default black
6. Enter points possible for assignment
7. Enter assignment instructions
8. Now, scroll down to the Options area. Select Yes or No to track number of views
9. Select Date Restrictions if any
10. If there are files associated with the assignment, click Choose File button and locate the files on your computer. If not, click the Submit button.
11. If successful a receipt of success page appears, click OK 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 review assignment:

1. Locate assignment in course
2. Click View/Complete assignment link to open assignment
3. The Upload Assignment page appears. The first section details assignment information. This includes the assignment name, instructions, and any assignment files that might be provided by instructor. Read and complete the assignment as stated in the instructions.

Follow these steps to submit assignment:

1. Once, assignment is complete you are then ready to submit your work. You will first need to locate the assignment within the course then click View/Complete assignment link.
2. The Upload Assignment page appears. Under Assignment Materials section, enter any assignment comments in the Comment text area.
3. Click Browse button and then locate assignment file on computer
4. Click Submit button
5. If successful a receipt of success page appears, click OK button.

## Grading Student Assignments

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

Follow these steps to grade assignments:

1. Enter course Control Panel
2. Click Gradebook link in the Assessment area. The Gradebook View Spreadsheet will appear.
3. Click on "!" link by students name under assignment
4. At the Modify Grade page, click View button. The Grade Assignment page appears.
5. Review student's comments, then click on student file.
6. Review student's assignment
7. Close student's assignment file
8. Under the Feedback to Student 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
11. If successful a receipt of success page appears, click OK 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 View/Complete Assignment link. You will receive the following message, "This assignment is complete. Click OK to review the result."
2. Click the OK Button. The Review Assignments page appears.
3. Review grade and instructor feedback
4. When done reviewing, click OK button

## Assignment Gradebook Options

Within the Gradebook, the following options are available for each assignment item. To access these options, click the assignment name at the top of the Gradebook column.

1. Item Grade List -View /Modify grades for all students
2. Item Detail -Detailed statistics for assignment (i.e. class average, high score, low score)
3. Item Information -Modify assignment Gradebook properties (i.e. name, category, description)  
Set assignment Gradebook options (include item in Gradebook calculations, make available/unavailable)
4. Item Download -Download file(s) submitted by students for assignment. A folder is created for the assignment and for each student. This process also appends the student's username to the end of their assignment file
5. Item File Cleanup -Delete files associated with assignment