Working With
Assignments

Blackboard Learn 9.1

Last updated: December 2011

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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 capabilities are incorporated into the Assignments tool, 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

- Learn to access, view, and submit assignments.

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

3.0 Assignment Basics

- Use the Assignments tool to create and edit assignments in Blackboard Learn.

- Describe different options for presenting assignments to your students.

4.0 Grading Assignments

- Access single assignments or all submissions for one assignment.

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

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

2.0 Student Experience

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

The student point of view helps you make choices about assignment types and how you will provide assignments and instructions to course groups you may create.

Learning Outcomes

After completing this section, you will be able to:

- Access, view, and submit assignments.
- View the **My Grades** page.

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. You can submit assignments as:

- Text included 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.
- Easier implementation of alternative assessment techniques, so instructors can promote active learning.
- Rubrics and examples may be provided as part of the assignment to let students know how they will be evaluated. See the *Using Rubrics* manual for more information.

Viewing and Submitting Assignments

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

- View instructions and access files attached by their instructor.
- Complete their submissions by including text or attaching files.
- Save a draft of their submissions to complete at a later date.
- Submit their work for grading.

QUICK STEPS: Submitting an Assignment

1. From a Content Area, click an assignment's title.
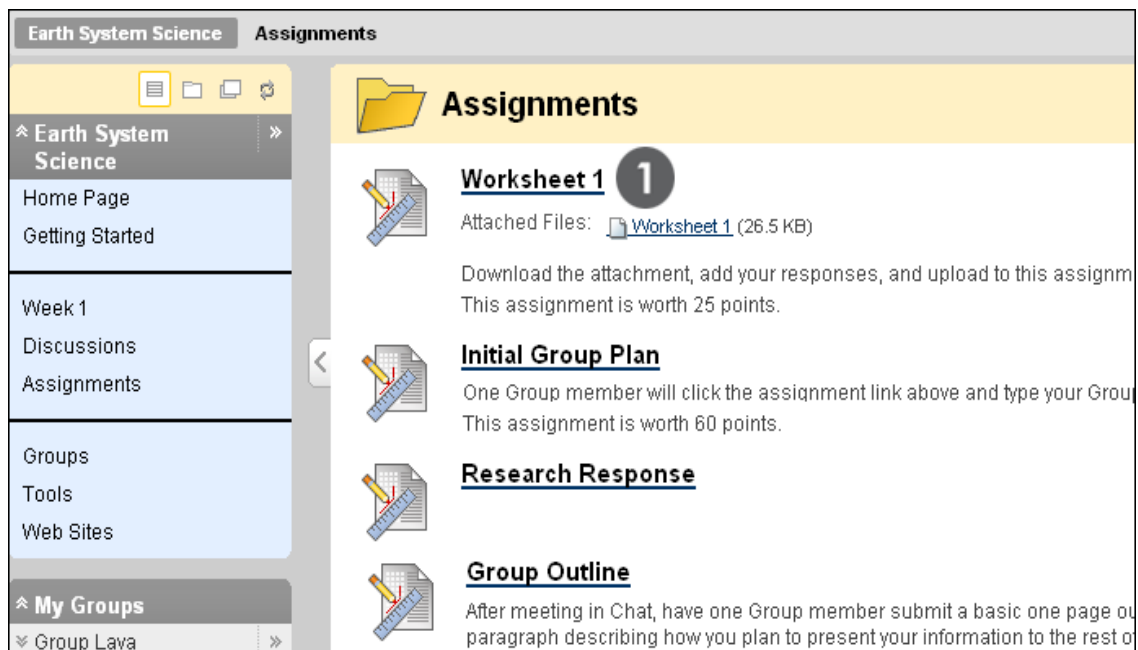
2. On the **Upload Assignment** page, review the **Instructions** and any attached files.
3. If instructed, provide text in the **Submission** box. Optionally, use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.

Upload Assignment: Worksheet 1

1. Assignment Information

Name:	Worksheet 1
Instructions	Download the attachment, add your responses, and upload to this assignment with your last name added to the file name.
	This assignment is worth 25 points.
Due Date	September 29, 2009 11:59:00 PM EDT
Points Possible	25
Assignment Files	Worksheet 1 (Worksheet 1)

2. Assignment Materials

Submission

Text Editor is: ON

| Normal | 3 | Arial | | **B** *I* U abc x₂ x² | |

4. If instructed, click **Browse My Computer** or **Browse Content Collection** to attach a file.

5. Optionally, provide **Comments** for the instructor.

6. Click **Submit**.
   -OR-
   Click **Save as Draft** to save your work and return to it later to edit and then submit.
   Note: An assignment saved as a draft appears on the **Review Submission History** page. To work on a draft, click **Continue Current Submission**.

Attach File	Browse My Computer	Browse Content Collection
Comments		

Submit — Cancel — Save as Draft — Submit

Students can submit assignments only once unless they are set for multiple attempts. In your instructions, be sure to remind students to attach any required files to the assignment before clicking **Submit**. Inform students that their assignments are not completed until they are submitted.

TIP: Let students know that they must contact you if they submit the wrong file, forget to attach a file, or have any other problems so that you can reset the assignment attempt.

Submitting Assignments with Multiple Attempts

You can allow more than one attempt on an assignment. This is a good way to permit students to send in drafts and earn credit on improvements. It is also a good way to provide feedback on a large assignment so students can demonstrate mastery. Be sure to inform students which of your assignments allow multiple attempts and what the expectations and grading policies are for each attempt.

If an assignment allows multiple attempts, the **Review Submission History** page displays when the assignment is submitted. From there, students can click **OK** to return to the **Assignments** page. When the assignment is accessed again, the **Review Submission History** page appears and students can submit another attempt.

QUICK STEPS: Submitting an Assignment with Multiple Attempts

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, provide text in the **Submission** box. Optionally, use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.

4. Optionally, provide **Comments** for the instructor.

5. Click **Submit** to complete the first attempt. You are returned to the **Review Submission History** page where your submission is listed.

6. Click **Start New Submission** to create a new attempt. Repeat steps 3 – 5 for each attempt. When your last attempt has been submitted, you will not be able to start a new submission.

7. View your past submission attempts and any comments from the instructor by clicking the **+** plus sign.

Viewing Assignment Grades and Feedback

Students view assignment scores from their **My Grades** pages, which display a spreadsheet of their grades for your course.

If the assignment has been submitted and graded, the points appear. Otherwise, a symbol shows in the grade column.

QUICK STEPS: Viewing Grades and Feedback

1. On the Course Menu, click **My Grades**.
   -OR-
   Click **Tools** on the Course Menu to open the **Tools** page and click **My Grades**.

2. Click an item's grade or check mark to view the attempt.

My Grades

Item Name	Due Date	Last Student Activity	Last Instructor Activity	Grade	Comments
Practice Quiz				–/50	
What do you know?		Nov 21, 2011 3:37 PM	Nov 21, 2011 3:37 PM	✓ /0	
Unit 1 Quiz				–/60	
Journal: Space Exploration				–/25	
Blog: Astronomy Top Stories				–/100	
Assign: Moon Viewing on Monday Nights		Nov 16, 2011 9:33 PM		🟩/12	
Assign: Photo Instructions				–/25	
Group Outline		Nov 17, 2011 2:52 PM	Nov 17, 2011 9:30 PM	7.00/10	
Week 1 Assignment		Nov 18, 2011 11:24 AM	Nov 18, 2011 7:37 PM	48.00 /50	It is obvious you understand the concepts for Chapter 1. The only thing you need to work on is the section on the seafloor. Keep up the good work. I've attached your graded doc with comments �Aview Full Comment

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
🟩❗	Submitted; waiting to be graded by the instructor -OR- Submitted; reviewed by the instructor and contains comments
– (dash)	No information
📝	Not submitted; item is in progress because the student has saved it as a draft

A. The student attached a file to fulfill the assignment, which the instructor downloaded to view and grade. In the preceding example, the student submitted the assignment late.

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

- On your **My Grades** page, view your ungraded assignment submission.

3.0 Assignment Basics

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 assignments.
- Describe different options for presenting assignments to your students.

Creating Assignments

You create assignments in Content Areas, but you can also add them to Learning Modules, Lesson Plans, and folders. Any instructions and file attachments that students need to complete the assignment are provided at the time of creation. You can deliver assignments to each student individually or as collaborative work for groups of students.

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 a Content Area.

2. On the Action Bar, point to **Assessments** to access the drop-down list.

3. Select **Assignment**.
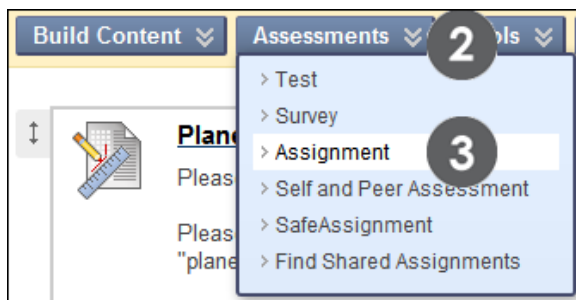
4. On the **Create Assignment** page, type a **Name**. Optionally, select a color for the name.

5. Optionally, type **Instructions** for the assignment and format the text with the Text Editor. Although an option, clear concise instructions are necessary for student success. Include file naming conventions, due dates, and where to go for additional help in your instructions.

6. Optionally, attach a file using **Browse My Computer**, **Browse Course**, or **Browse Content Collection** and type a **Link Name**. The Link Name appears in the Content Area. If you do not provide one, the file name is used as the link.

7. Type **Points Possible**.

8. Optionally, associate a rubric. For more information on rubrics, see the *Using Rubrics* manual.
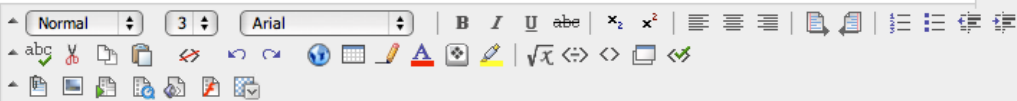
Create Assignment

★ Indicates a required field.

Cancel Submit

1. Assignment Information

★ Name and Color   Chapter 1 Recap **4**   ■ ⊻ Black

Instructions   Text Editor is: ON

[Text editor toolbar]

Normal 3 Arial | B I U abe x₂ x² | ≡ ≡ ≡ | ▤ ▧ | ≣ ▤ ⧉ ⧉

Download the document and answer the questions. IN the essay question,be sure to provide your opinion. Follow the writing guidelines in the syllabus. Add your last name to the file name when submitting.
This assignment is worth 40 points. **5**

Path: body » div

☐ Save as Reusable Object

2. Assignment Files

Attach File   Browse My Computer   Browse Content Collection   **6**

Attached files

File Name   Link Title

📄 chapter1_study_guide.doc   Chapter 1 Review   Do not attach

3. Grading

★ Points Possible   40   **7**

Associated Rubrics   Add Rubric ⊻   **8**

	Name	Type	Date Last Edited	Show Rubric to Students
⊗ ▱ ▨	Chapter Reviews	▤ ⊻ Used for Grading	June 08, 2011	✂ ⊻ No

9. Select the options for delivering the assignment:

- Select the check box to **Make the Assignment Available**.

- Select the option for **Number of Attempts**, if needed. The default setting is to allow a single attempt. If you allow more than one attempt, the Grade Center uses the most recent attempt. You can select a different attempt for the score by editing the column in the Grade Center. For more information on multiple attempts, see "Viewing and Grading Assignments."

- If applicable, select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect the assignment availability, only when it appears.

- Optionally, select the **Due Date** check box and type the date and time. If a student submits an assignment after the due date, the submission is identified as late.

- Select the **Recipients** option for **All Students Individually** or **Groups of Students**. If **Groups of Students** are selected as the recipients, a link to the assignment appears automatically on the group homepage and in the Content Area where it was created. Only the intended group members are able to see it in the Content Area.

10. Click **Submit**.

TIP: The interactive calendar interface allows you to select dates easily.

Editing Assignments

After you have created assignments, keep them and the Content Areas in which they belong up-to-date.

- You can change the order of assignments in a Content Area using the drag-and-drop function or the Keyboard Accessible Reordering tool to move an assignment to a new position. For example, reorder the assignments to keep the current one at the top.

- You can edit the assignment to change the name and instructions, add or delete file attachments, and adjust availability or availability dates.

- You can apply Adaptive Release, Tracking, Metadata, and Review Status. *

- You can delete assignments. When you do this, the assignment and all of its submissions are permanently deleted. You can choose to preserve the grades in the Grade Center, but you will not be able to access the submissions again.
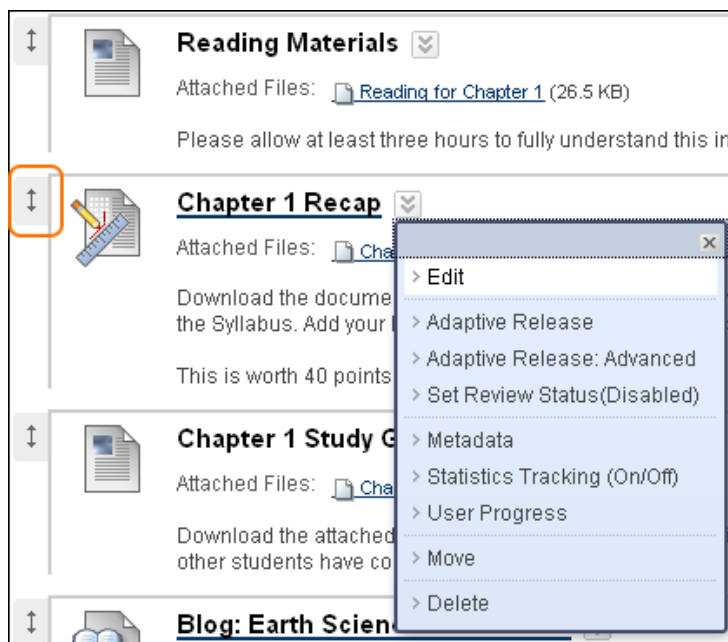
* Adaptive Release, Tracking, and Review Status are explained in the *Keeping Students on Track* workshop. For information on adding metadata to assignments, see How to Create Meta Data for Content in the help system.

Ask Dr. C

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

Your Question	Dr. C's reply
My students ask a lot of questions about online assignments. They don't seem sure what to do. How can I clarify the assignment process for students?	Provide clear expectations and detailed instructions. Consider an ungraded warm-up activity to familiarize them with the tool. Include the following elements for each assignment: • Submission deadline • Grading criteria, rubric, or model • Accepted file formats, such as DOC, RTF, TXT, PPT, XLS, JPG, GIF, PDF • Required length or size of submission • File naming conventions • Suggested resources • Preference for source citation, such as MLA, APA, or CBE • Relevance to the course goals and objectives • What to do and who to contact if they experience technical problems submitting assignments

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
I have been using the Discussion Board to collect weekly writing samples. What are the advantages of using the Assignments tool instead?	The Discussion Board can be an easy way to share files. 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 created automatically. You can view and grade submissions directly from the Grade Center and check quickly which students have or have not submitted their work. You can download all submissions at once for offline viewing as well. In addition, assignment grades and due dates can be used in the Early Warning System. The Early Warning System helps you recognize when students fail to perform to a set standard based on criteria you set such as a due date or score. Once identified, you can notify students by email.

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 two attempts so students, who are new to the tool, can resubmit if necessary. When an assignment has multiple attempts, each attempt must be graded or cleared so the **Needs Grading** icon does not appear in the Grade Center.

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 quickly access all assignments for the course in a list.
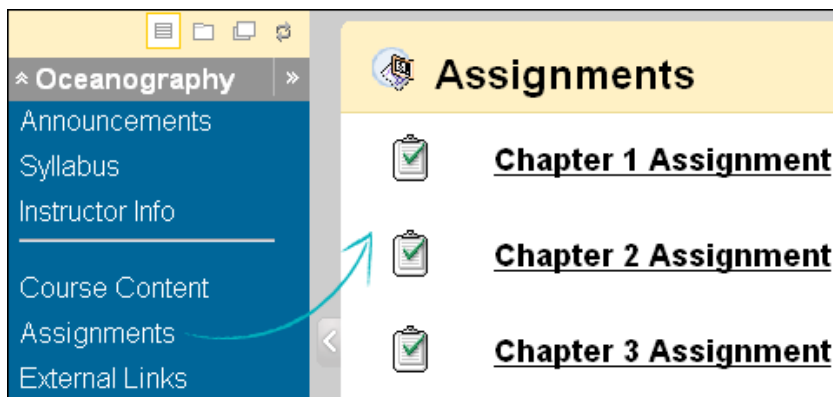
TIPS:

- 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.

Option B: Add assignments to different Content Areas

What it looks like:
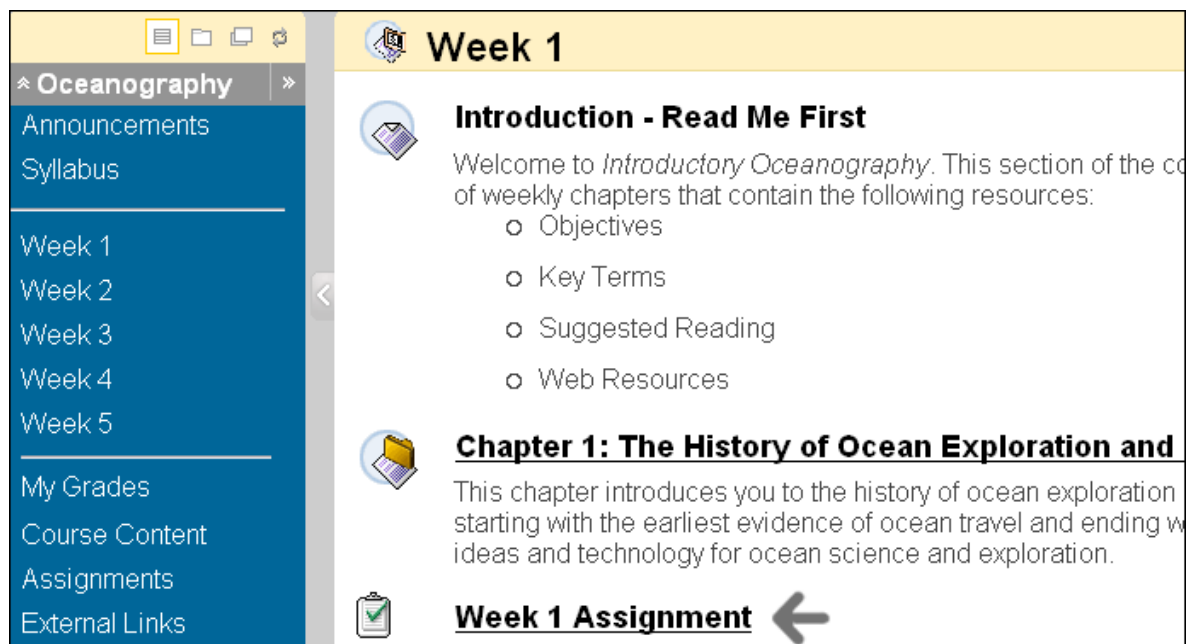
Assignments appear in different Content Areas, in close proximity to related course content.

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.

TIP:

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.
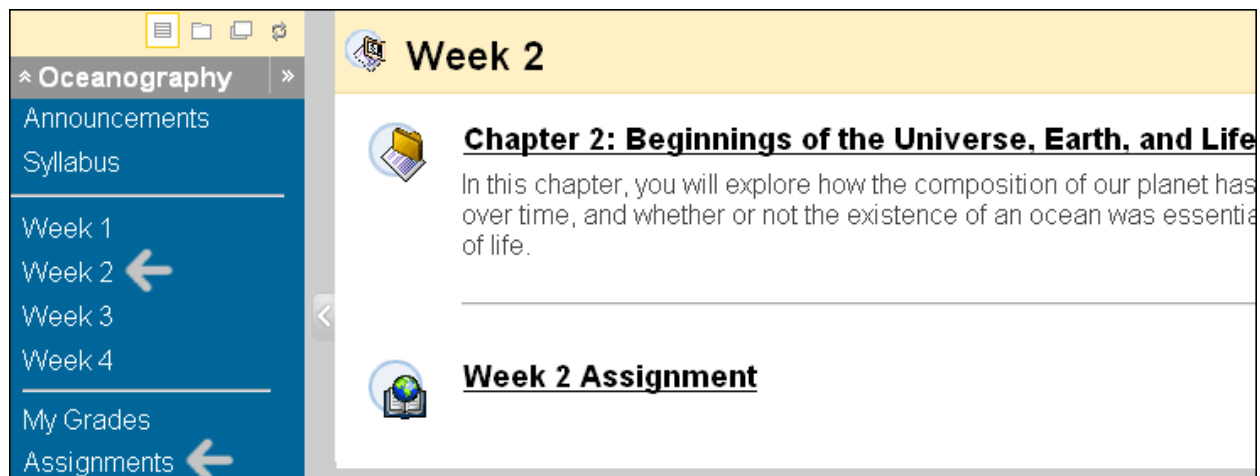
4.0 Grading Assignments

In this section, you will learn how to access, review, and grade the assignments you have created in your course. You will learn how to download submissions to review offline, and how to add feedback for students and notes and files for yourself.

Learning Outcomes

After completing this section, you will be able to:

- Access single assignments.
- Access all the submissions for an assignment.
- Review and grade assignment submissions.
- Download submissions to review offline.

Accessing Assignments

When an assignment is created, a grade column is created automatically in the Grade Center. This makes reviewing and grading assignment submissions in the Grade Center easy to accomplish. Assignments that have been submitted, but not graded, are indicated with an exclamation mark—the needs grading icon—in the Grade Center, so you will always know which assignments need grading.

Depending on your grading style, you can access and grade one assignment attempt, view all the submissions for one assignment, or view all the assignments with submissions that need grading.

QUICK STEPS: Accessing Assignments

To access a single assignment attempt:

1. On the **Control Panel**, expand the **Grade Center** section and click **Full Grade Center**.

    NOTE: You can also access assignments on the **Needs Grading** page or in the default **Assignments** Smart View. You can access both options in the **Grade Center** section of the **Control Panel**. The Needs Grading workflow is discussed in a separate manual.
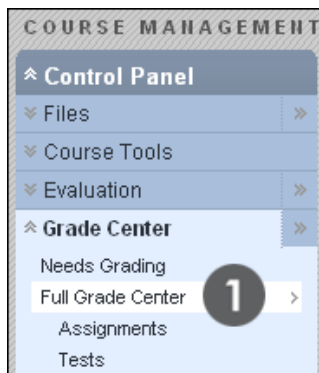
2. In the Grade Center, locate the cell for the student's assignment containing an exclamation mark.

3. Move the mouse pointer over the cell to see the Action Link and click it to access the contextual menu.

4. Select **Attempt**. The **Grade Assignment** page appears.
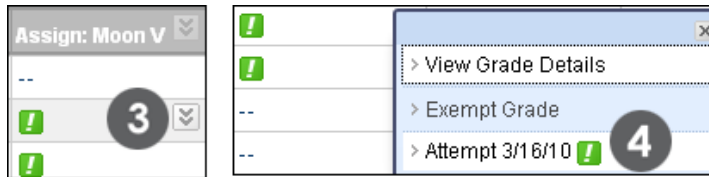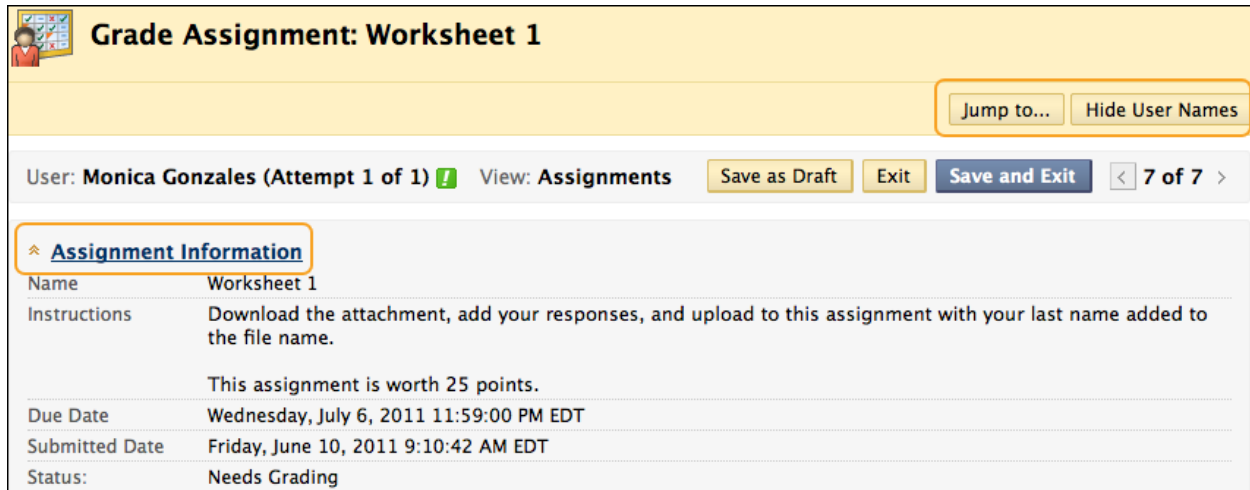
To access all submissions for an assignment:

1. In the assignment's column header, click the Action Link to access the contextual menu.

2. Select **Grade Attempts**. The **Grade Assignment** page appears.
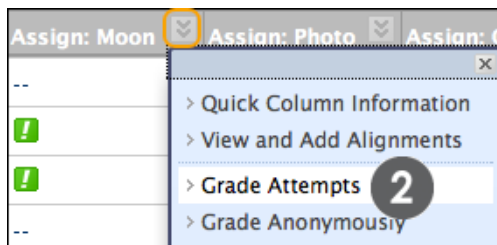
About the Grade Assignment Page

On the **Grade Assignment** page, you can navigate among users and attempts, view rubrics, grade anonymously, and view information about an assignment.

On the Action Bar, the following actions can be performed:

- Click **Hide User Names** to grade attempts anonymously, if needed. Click **Show User Names** to display user information.
- Click **Jump to** and select another attempt to view or grade.

Expand the **Assignment Information** link to view the following information:

- Instructions
- Due Date
- Submitted Date
- Status: Needs Grading, In Progress, Completed

Students can signify their assignment is **In Progress** by saving a draft. The **In Progress** icon then appears in the Grade Center and you must wait until the student submits the assignment to grade it.

Reviewing and Grading Assignments

When reviewing assignment submissions, you can provide a grade and feedback.

QUICK STEPS: Grading Assignments

1. On the **Grade Assignment** page, view the submission text, attached files, and comments made by the student.

2. Type a **Grade** for the assignment.

3. Optionally, click **View Rubric** to open an associated rubric and score the assignment.

4. Optionally, type comments in the **Feedback to User** box and attach a file for the student to review. Use the Text Editor functions to format the text and include files, images, links, multimedia, and Mashups.

5. Optionally, type comments in the **Grading Notes** text box and attach files that only you can access.

6. Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page, depending on where grading began.
   -OR-
   Click **Save and Next** to grade the next assignment, when available. If no grade is assigned for the attempt, clicking **Save and Next** will not change the status of the attempt.
   -OR-
   Click **Save as Draft** to save your comments and feedback for the user and return to grading at a later time. The assignment remains ungraded and an exclamation mark appears in **My Grades** and in the Grade Center. Students cannot access your draft comments through **My Grades**. If you type a score, **Save as Draft** prevents the score from appearing in the Grade Center and **My Grades** and the score is not saved.
   -OR-
   Use the arrow buttons to navigate through or grade the attempts in the queue one at a time.

3. Grade Current Attempt

★ Grade [2] [24] out of 25 [View Rubric] [3]

Feedback to User

Text Editor is: ON

Excellent work. Going back to the source material really paid off. [4]

Path: body

☐ Save as Reusable Object

Attach File [Browse My Computer] [Browse Content Collection]

4. Instructor Notes

Grading Notes

Text Editor is: ON

Huge improvement after a visit to the reference librarian and special collections. [5]

Path: body

☐ Save as Reusable Object

Attach File [Browse My Computer] [Browse Content Collection]

If multiple attempts for an assignment have been allowed and submitted, a grade is not released until all of the attempts have been graded. All attempts appear in the contextual menu for the grade's cell. After selecting an attempt, type a grade and feedback. Click **Save and Next** or use the arrows to navigate between attempts. The last attempt's grade appears in the cell by default. If the last of the multiple attempts is ungraded, the exclamation mark remains in the cell.

Group Plan	⌄	Assign: Extra C	⌄
!		✕	
--		› View Grade Details	
--		› Exempt Grade	
--		› Group Attempt Group Jupiter 3/21/10 !	
--		› Group Attempt Group Jupiter 3/17/10 !	

To change the displayed grade to the first attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select **Edit Column Information**, and select the attempt to score from the **Score attempts using** drop-down list.
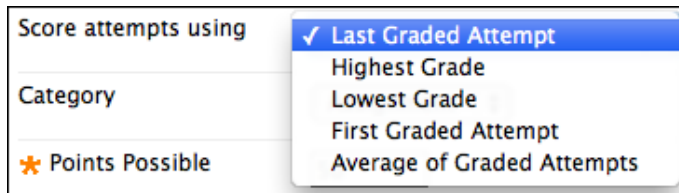
Grading Assignments Anonymously

You may choose to grade assignments anonymously to ensure impartial evaluation of student work. For example, an opinion-based assignment that is graded anonymously may offer students a higher level of comfort when expressing themselves.

In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8. You may grade anonymously from the **Needs Grading** page, from the Grade Center, or from the **Grade Assignment** page. More information about grading anonymously is available in the **Needs Grading** handout.
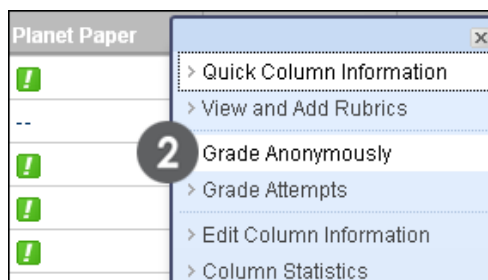
To grade anonymously from the Grade Center:

1. Click an assignment's Action Link in the column header to access the contextual menu.

2. Select **Grade Anonymously**. The **Grade Assignment** page appears.

To grade anonymously from the **Grade Assignment** page:

1. On the Action Bar, click **Hide User Names**.

2. Click **OK** in the pop-up window to verify the action. If grading was in progress, any unsaved changes to the open attempt are lost. The **Grade Assignment** page refreshes and all identifying information is hidden.
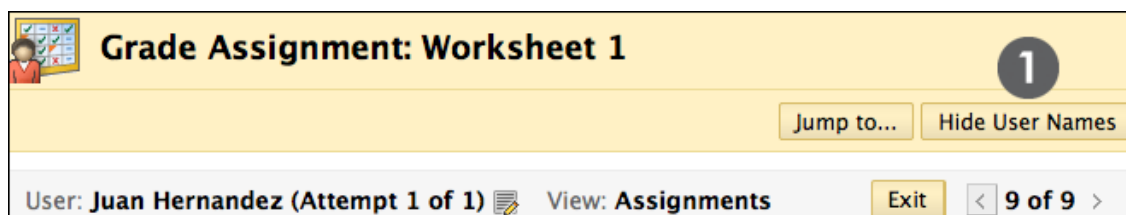
Viewing Grade Details

The **Attempts** and **Grade History** are updated on the **Grade Details** page when you finish grading an item. You can also view and grade attempts from this page.

QUICK STEPS: Viewing Grade Details

1. In the Grade Center, select the cell for the student's grade you want to view.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu.
4. Select **View Grade Details**.

The **Grade Details** page displays information about the current grade and contains the following areas:

A. **Current Grade**: Displays the current score. Click **View Attempts** to edit the current grade or grade another attempt. Clicking **Exempt** will exclude this column from the student's Grade Center calculations.

B. **Attempts** tab: View dates the student's attempt was originally created and most recently submitted or saved, feedback, and grading notes. Click **View Rubric** to open an associated rubric. Use the **Delete** drop-down list to delete one or more attempts. Use the **Grade Attempt**, **Clear Attempt**, and **Edit Grade** functions to change grade and grading information. **Ignore Attempt** will not include that attempt's score in grade calculations and will not count the submission against the maximum number of attempts. If the student has met the maximum number of attempts allowed for the assignment, you can click **Allow Additional Attempt** to permit them to submit again.

C. **Manual Override** tab: Change the existing grade, add feedback and grading notes, or exempt the student from the grade.

D. **Column Details** tab: View information about the Grade Center column that corresponds to the assignment.

E. **Grade History** tab: View information on grade including all attempts, and who last edited the grade and when. Any associated rubrics can be viewed from this tab.

NOTE: The information in the **Date Created** and **Date Submitted (or Saved)** columns may be identical. **Date Created** indicates when the student first began their attempt. **Date Submitted (or Saved)** reflects the date and time of the most recent activity, such as submitting or editing the existing attempt, or submitting an additional attempt.

Grade Details

Jump to...

User **Chris Casper (ccasper)** < >   Column **Research Paper Assignment (Assignment)** < >

Current Grade: **9.00** out of 10 points [Exempt]
Grade based on Last Graded Attempt
Due: None
Calculated Grade 9.00

(A)

[View Attempts]

Attempts | Manual Override | Column Details | Grade History

(B)   **(C)**   **(D)**   **(E)**

Delete [Last Attempt ▼] [Go]

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 8, 2011 3:45:25 PM	Dec 8, 2011 3:45:25 PM (Completed)	9.00 [View Rubric]	Good work! Don't forget to include primary sources in your research.	Recommended a visit to the reference desk and special collections.	[Grade Attempt] [Clear Attempt] [Ignore 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. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not accounted again the maximum number of attempts).

[Allow Additional Attempt]

The **Grade History** tab displays all the actions and changes for the item. The newest information appears at the top of the list.

The two most recent actions appear by default. To view additional actions or changes, click **View Complete History**.

Attempts	Manual Override	Column Details	**Grade History**	
Date	Last Edited by	Value	Comments	
Dec 9, 2011 12:06:36 PM	Cathy Chu	Attempt Grade 9 [View Rubric]	**Grading Notes** Recommended a visit to the reference desk and special collections. **Feedback to User** Good work! Don't forget to include primary sources in your research.	
Dec 8, 2011 3:45:59 PM	Cathy Chu	Attempt Grade 9 [View Rubric]		
[View Complete History]				

Quick Comment Feature

While viewing grades in the Grade Center grid, you can easily add new or edit any feedback or grading notes you previously added. From the student's cell, access the contextual menu and select **Quick Comment**. The **Quick Comment** option appears only for cells that have grades. You can use the **Quick Comment** option to explain a grade that is overridden from the Grade Center grid.

Click **Text Editor** at the bottom of the pop-up window to access all the Text Editor functions for formatting text and including files.

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. Access the attempt in one of the ways you learned.

- Type comments for the student. Optionally, use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.

- Type private instructor notes for yourself.

Add a Quick Comment

- Use a cell's contextual menu and add a **Quick Comment** to an existing grade.

View Grade Details

- Use a cell's contextual menu to view a grade's activity. Explore the tabs.

View the changes to the Grade Center columns after your actions.

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
How can I use the Assignments tool to keep students on track when completing larger projects?	Students can submit their assignments for review at any time. To encourage students to do so, allow multiple attempts and add assignment checkups to the Course Calendar or use some of the notification modules available to add to the course Home Page. These additions can help students stay on track, raise the quality of assignments, and ultimately improve student success and retention. For example, you can provide feedback throughout the research paper process. In one assignment with four attempts, students can submit their outline as a file attachment for the first, bibliography for the second, rough draft for the third, and final paper as the fourth and last attempt. You can provide feedback at each stage. A grade is not assigned until the final paper as the last attempt is received. Alternatively, if you want to provide grades for each portion of the research paper process, you can create separate assignments for each. You can then set up a calculated column in the Grade Center to add the points of each assignment to produce a final score for the research paper.

Reviewing Assignments Offline

You can 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 the 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**.
   NOTE: The **Assignment File Cleanup** option allows you to select users and delete files associated with their submissions.
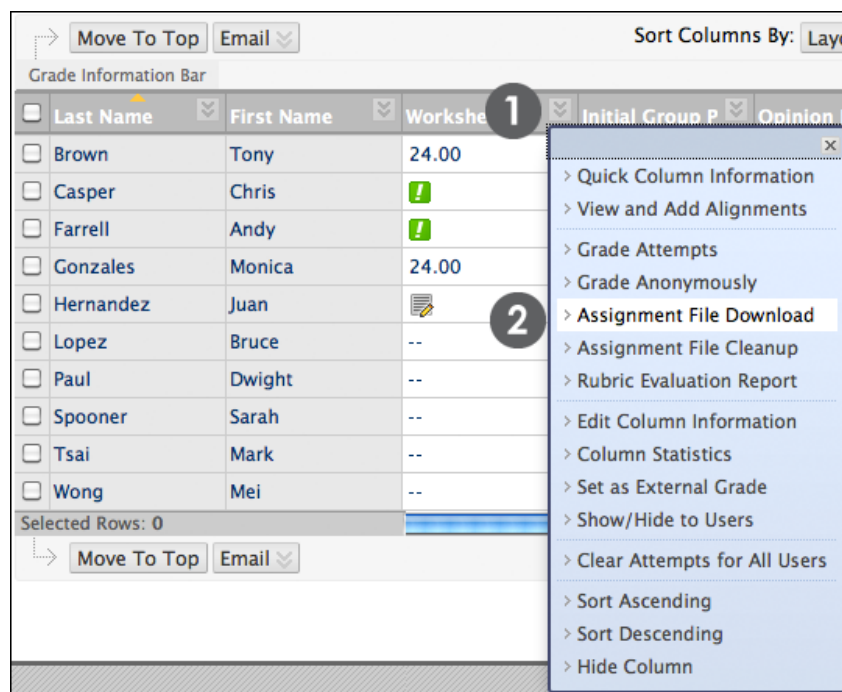
3. On the **Download Assignment** page, select the student submissions to download.

4. Click **Submit**.

5. On the next **Download Assignments** page, click **Download assignments now**.

Download Assignment: Worksheet 1

4

Cancel | **Submit**

1. Select Users

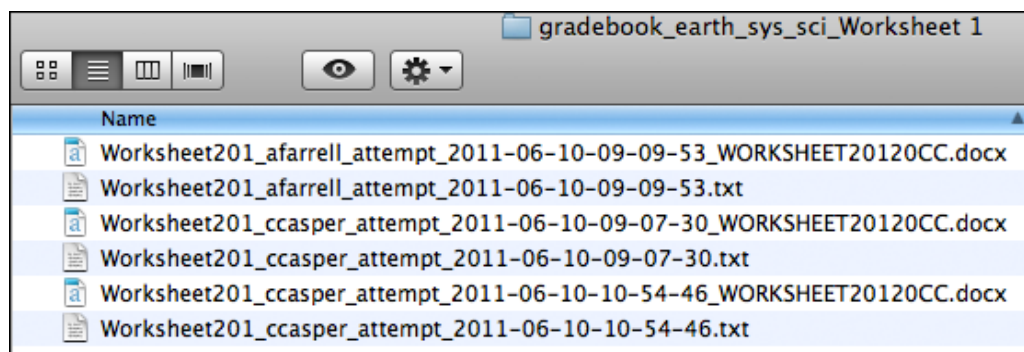|	Name	△	Date	Grade
☐	Brown, Tony		Friday, June 3, 2011 2:05:30 PM EDT	24.0
☑	Casper, Chris		Friday, June 10, 2011 10:54:46 AM EDT	Needs Grading
☑	Farrell, Andy		Friday, June 10, 2011 9:09:53 AM EDT	Needs Grading

3

Download Assignment: Worksheet 1

The assignments have been packaged. Download assignments now. (45 KB) **5**
Monday, June 13, 2011 10:03:11 AM EDT

6. Click **OK** to save the file to your computer.

7. Click **OK** to return to the Grade Center.

Within the downloaded zipped file, each submission's file name includes the assignment title, username, attachment file name, and a TXT document with information about the submission and any student comments.


gradebook_earth_sys_sci_Worksheet 1

Name

- Worksheet201_afarrell_attempt_2011-06-10-09-09-53_WORKSHEET20120CC.docx
- Worksheet201_afarrell_attempt_2011-06-10-09-09-53.txt
- Worksheet201_ccasper_attempt_2011-06-10-09-07-30_WORKSHEET20120CC.docx
- Worksheet201_ccasper_attempt_2011-06-10-09-07-30.txt
- Worksheet201_ccasper_attempt_2011-06-10-10-54-46_WORKSHEET20120CC.docx
- Worksheet201_ccasper_attempt_2011-06-10-10-54-46.txt

TIP: When using the **Assignment File Download** function, the usernames are included automatically 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 usernames to it.

Grading Assignments Offline

You can download an assignment's column from the Grade Center and provide grades offline.

QUICK STEPS: Downloading Grade Center Columns

1. In the **Control Panel**, expand the **Grade Center** section and select **Full Grade Center**.

2. In the Grade Center, on the Action Bar, point to **Work Offline** to access the contextual menu.

3. Select **Download**.
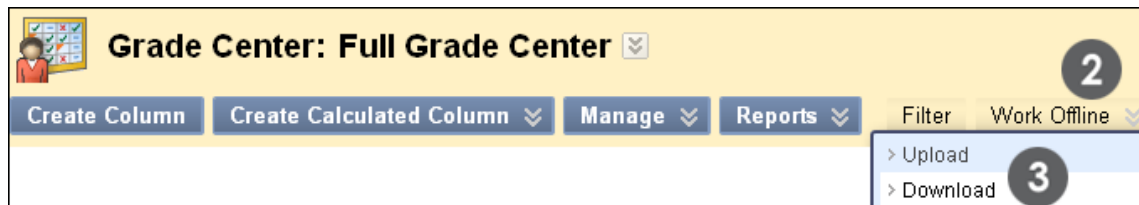
4. On the **Download Grades** page, select the **Selected Column** option and choose the assignment's name from the drop-down list. Optionally, select the check box to **Include Comments for this Column**, if you want to type comments offline.

5. The **Options** section defaults to settings that will allow you to open the file in a spreadsheet program, such as Excel. Change these options, if needed.

6. Select the option for the **Download Location**. If you select **My Computer**, you do not use the **Browse** function. If you select **Content Collection**, you may **Browse** for the correct course folder.

7. Click **Submit**.

8. On the next **Download Grades** page, click **DOWNLOAD** and save the file. Do not change the file name while saving, as the Grade Center needs the information it contains to deliver it to the appropriate column when uploading your completed work.


Working offline, type grades in the assignment name column. Be sure to overwrite the text: **Needs Grading**. If you have chosen to include comments, type comments in the **Feedback to User** or **Grading Notes** columns. While you can use limited HTML in the comments, the full features of the Text Editor are not available offline. You can attach files or format text after you have uploaded the completed grades. Insert links within comments to rich media, such as images or sound files online.
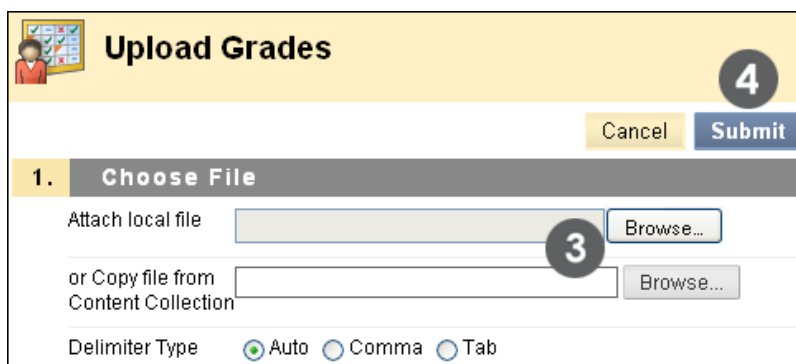
QUICK STEPS: Uploading Grades

To upload grades, save your work, but do not rename the file.

1. In the Grade Center, on the Action Bar, point to **Work Offline** to access the contextual menu.

2. Select **Upload**.
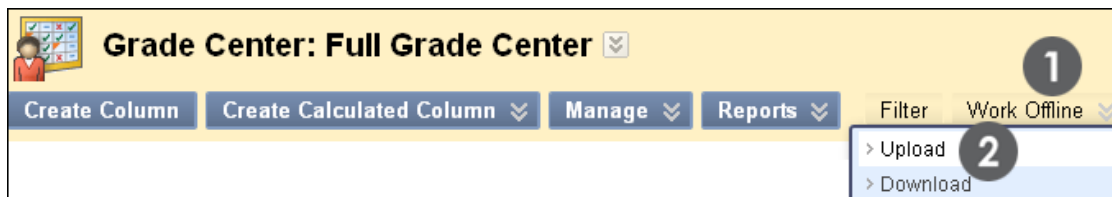
3. On the **Upload Grades** page, click **Browse** to locate the file.

4. Click **Submit**.

NOTE: Any file uploaded that contains an **Incomplete** for a grade entry will be set to null, with no grade or text displayed. Any file uploaded that contains **Complete** for a grade entry will be set to an Override Grade of the maximum points possible (100% for a Grade Item) in a column that has the **Primary Display** of **Complete/Incomplete**. Any file uploaded that contains a numeric entry will be a numeric entry.

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.

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 tool to enhance your students' learning.

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

- Access, create, and edit assignments.
- Review and grade assignment submissions, or return with feedback only.
- Download assignments, review them offline, and add grades to the Grade Center.

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

Spotlight on Your Course

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?