

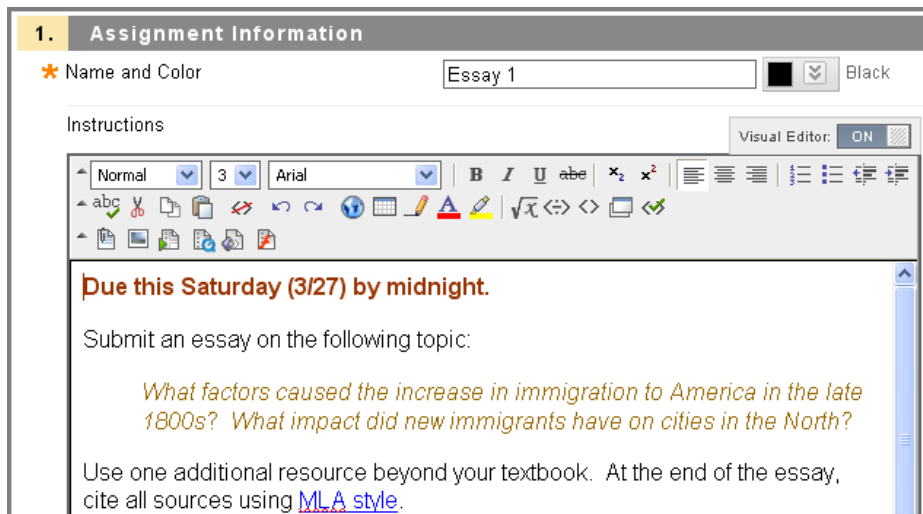
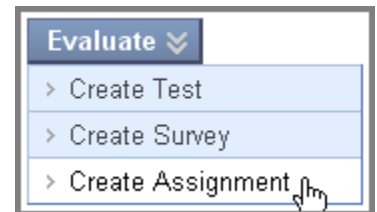
Instructors can add assignments in any content area of their course. Assignments list the name, point value, due date and a description for class work. Instructors can include attachments to an assignment. Students complete the assignment in a separate file and send it back (digitally) to the instructor through the same content area in which the assignment was originally created. Assignments can be downloaded and graded directly through the Grade Center. The Digital Dropbox, which used to be available in Blackboard, is gone in version 9.0.



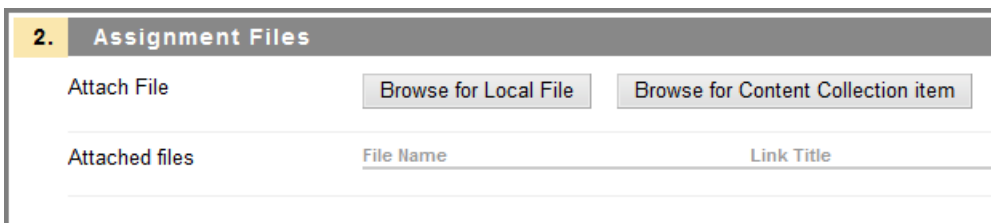
Instructors may wish to use a SafeAssignment instead of an assignment if they wish to take advantage of SafeAssign's plagiarism prevention/detection feature.

Adding an Assignment

1. From the course menu, open the content area where you want the assignment to appear.
2. From the **Evaluate** drop-down menu select **Create Assignment**.
3. Enter the **Name** and **Instructions**.



4. Click **Browse for Local File** to upload and link to a file required for the assignment.




5. Set **Points Possible**, **Availability** options and **Due Date**. If you are entering a due date, select the checkbox to enable it. Due dates are important if you use the Early Warning System; also, students see the date when checking My Grades.
6. Determine if you want to deploy an assignment to groups of students.
7. Click **Submit**. The assignment is added to the content area and as an entry in the Grade Center.

Submitting Assignments


In the content area, students click the assignment name (you specified). "Save as Draft" allows students to return later to finish the assignment. If students neglect to click Submit or if they are working on the assignment, the instructor will see the "attempt in progress" icon in the Grade Center. If a student submits their work and forgets to attach a file, the attempt must be cleared by you.

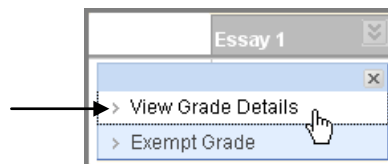
Grading Assignments

When a student submits an assignment, it will appear in the Grade Center, where instructors can access and grade it.

- Assignments needing grading are displayed in the Grade Center with an exclamation mark .
- The instructor can view the assignments from the Grade Center, assign scores, and add comments.

Grading an Assignment

1. If a student has submitted an assignment you have not graded yet, the  will appear in the Grade Center column for that assignment. Click the double chevron to the right of the exclamation point. The following will display
2. Click the **View Grade Details** link.



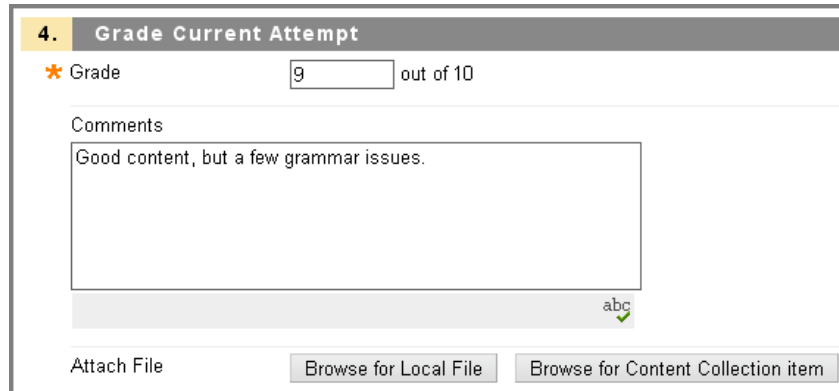
3. To view the student's assignment submission, click the **Open Attempt** button Attempts area.



NOTE: If students submit an assignment before they mean to (or they forget to add a necessary attachment), they will not be able to access the assignment and continue their work unless you click the **Clear Attempt** button in this screen.

4. Click on the file link in the Review Current Attempt area to view or save (download) the file(s).
5. Enter points in the Grade field. Comments can be added in the Comments field.

6. If you want to attach a file, click **Browse for Local File** to locate and upload a file. Type the **Name of link to file**, and click **Attach File**.



4. Grade Current Attempt

* Grade out of 10

Comments


Good content, but a few grammar issues.

abc ✓

Attach File

7. Instructors can add notes in the Instructor Notes area; students will not see Instructor Notes.
8. Click **Submit**.
- In the future, you can modify the points or comments using the Edit Grade button. Make any desired changes click the Save button. All changes to attempt grades and comments will appear in the Grade History.
9. Click **OK** to return to the Grade Center spreadsheet.
- When students click My Grades, they'll see the assignment score. If they click on the score, they'll see any feedback you provided.

Download Assignments to Grade Offline

1. In the Grade Center, click the double chevron  symbol next to the assignment column heading, then select **Assignment File Download**.
2. On the Download Assignment page, select the student submissions to download.
3. Click **Submit**.
4. On the next Download Assignments page, click **Download assignments now**.
5. Save the file to your computer. This process will save a zip file containing the downloaded assignments.
6. Double-click the zip file and extract the files.
 - 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.