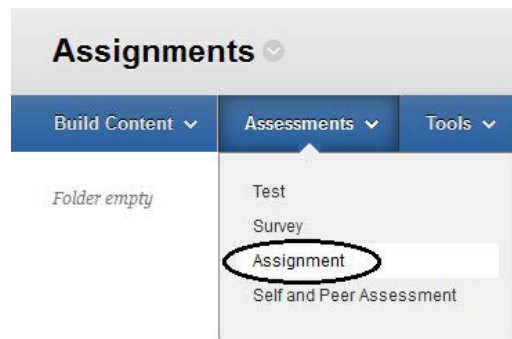


Creating and Managing Assignments in Blackboard 9.1

Creating the Assignment

1. Select the content area where you want the students to submit the assignment (e.g. “Assignments” or “Course Documents”). Place your mouse over the blue **Assessments** button and select **Assignment**.



2. Fill in the name of the assignment and use the instructions area to provide more details about the assignment.

*** Note: Creating the assignment will automatically create a column in Grade Center**

ASSIGNMENT INFORMATION

* Name and Color

3. If necessary, you can also attach a file associated with the assignment.

ASSIGNMENT FILES

Attach File

Browse My Computer

Browse Content Collection

4. You can also set a specific due date. Note the ability to receive items late, but they will be marked as “Late”. Make sure to place a check in the box next to the date if you choose this option. ***This is a new feature in Bb 9.1.***

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

☒ 05/19/2016  10:59 AM 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. In the grading area, enter the total points possible for the assignment.

GRADING

* Points Possible

6. In the grading area under submission details, you now have the option to allow a single attempt, unlimited attempts, or multiple attempts (allows you to choose specific number). ***This is a new feature in Bb 9.1.***

GRADING

* Points Possible

Associated Rubrics

Add Rubric 

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Submission Details


If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- ☒ Individual Submission
☐ Group Submission
☐ Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

Single Attempt 

7. If the assignment is a group assignment, you now have the ability to select the groups in the grading area, under submission details. ***This is a new feature in Bb 9.1***

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

☐ Individual Submission

☒ Group Submission

☐ Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Items to Select		Selected Items
Group 2 Group 3	> <	Group 1
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>		<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

8. Click the blue **submit** button when you are finished creating the assignment.

Retrieving Submitted Assignments from Grade Center

You can access the assignment files your students submitted through GradeCenter. You have the option to download the files individually or all at once.

1. Go to the Control Panel at the bottom left of your screen and click on Grade Center. Then select Full Grade Center.
2. Any assignments that have been submitted will show up as a yellow exclamation point icon under the assignment column.

Grade Center : Full Grade Center ▼

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the cell. To enter a grade: click the cell, type the grade value, and press the Enter key. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼

Move To Top Email ▼

Grade Information Bar

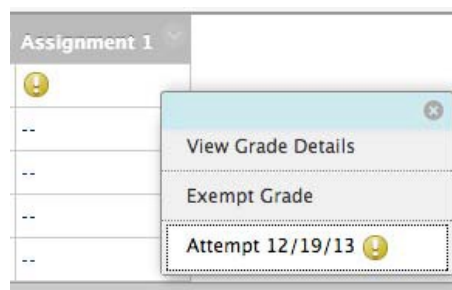
<input type="checkbox"/>	Last Name ▼	First Name ▼	Username ▼	Weighted Total ▼	✓ Total ▼	Assignment 1 ▼
<input type="checkbox"/>	Hobla	Breanne	kronberb	--	--	!
<input type="checkbox"/>	Hobla (STU 1)	Bre	hoblabr1.student	--	--	--
<input type="checkbox"/>	Hobla (STU 2)	Bre	hoblabr2.student	--	--	--
<input type="checkbox"/>	Hobla (STU 3)	Bre	hoblabr3.student	--	--	--
<input type="checkbox"/>	Hobla (STU)	Breanne	hoblabr.student	--	--	--

3. To download the assignments individually, place your cursor in the table cell with the **yellow exclamation point**.

When your cursor is in the cell, a grey drop down arrow will appear.



Click on the **grey drop down arrow** and it will bring up a menu. Select the attempt you want to grade (in the example below, you would select “Attempt 11/12/13”).



4. A new screen will load where you can view the student's assignment submission. You can also assign points, insert comments to the student, type instructor notes (visible only to you and other instructors of the course) and reattach files from your computer, or files you've uploaded to the course already.

User: Breanne Hobrla (Attempt 1 of 1) Exit < 1 of 1 >

View: Full Grade Center

Assignment Instructions 1 of 5

Comment

Collaborate Launcher Setup in Chrome on a MAC

MAC users, you no longer need to mess with your java to get Blackboard Collaborate to launch a webinar session. You need to download a new application called **Collaborate Launcher** the first time trying to go into a collaborate session and then you will be set for all future collaborate sessions. The following list of instructions will get you setup with the Collaborate Session from your Chrome browser.

1. Log in to Blackboard.
2. Go to the course site where you will access the collaborate session.
3. Navitage to the Blackboard Collaborate Sessions Screen and Click on the Session you wish to enter:

Blackboard Collaborate

Blackboard Collaborate offers a robust tool set that allows you to web conference and connect with one student or your capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and the ability

Assignment Details

GRADE Last Graded Attempt /10

Attempt 12/19/13 2:55 PM /10

SUBMISSION

ChromeMacCollaborateLauncher_sp13.docx

Click on this bar to expand the feedback options.

GRADE Last Graded Attempt /10

Attempt 12/19/13 2:55 PM 10/10

FEEDBACK - SHOWN TO LEARNER

Feedback

Character count: 8

Add Notes

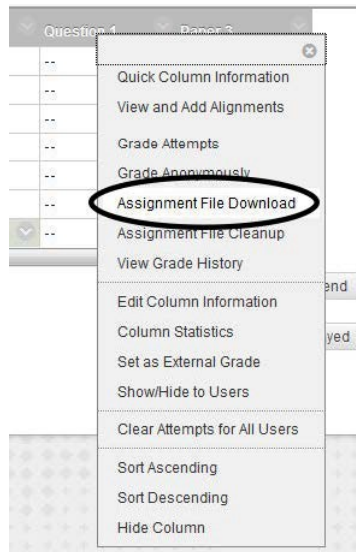
Cancel Save Draft Submit

SUBMISSION

ChromeMacCollaborateLauncher_sp13.docx

5. Click the blue **submit** button when you are finished entering in feedback.

6. To do a mass download of all your students' files, click on the grey drop down arrow at the top of the appropriate assignment column and from the menu select **Assignment File Download**.



7. Place a check mark in the boxes of the assignments you wish to download, and then click the blue submit button.



1. Select Users

<input checked="" type="checkbox"/>	Name ▲	Date	Grade
<input checked="" type="checkbox"/>	Abramenka, Viktoriya	Monday, July 23, 2012 11:31:41 AM EDT	Needs Grading

8. A new screen will load. Click on the hyperlink "Download assignments now."

9. You will then be prompted to save the assignments to your computer. Your students' files will be compressed into a single .zip folder. Once the file has finished downloading, navigate to the folder where you saved the file (e.g. "My Documents" or "Downloads").

10. If you are using a PC, double click on the zipped folder. A WinZip window will open. From there, select **Extract** and then go to the folder created for your students' work. If you are using a Mac, double click on the zipped folder. This will create another folder that you can open to access the files.

***Note: For each paper there will be two files. The .txt file will show any comments the student submitted along with the paper. The .doc (or other) file will be the document itself. The student username and assignment name will be listed in the file name. Also, if you allow multiple attempts, only the most recently submitted file will download.**