

Managing assignment submissions

Comprehensive guide for instructors

For Blackboard Vista 4.x

Assignment submissions are largely managed in Teach tab, through the instructor's Assignments tool. However, designers can also control some aspects of assignment submissions in Build tab, through the Assignments tool; e.g. assignment settings/properties. Instructors can also control such aspects, and this guide deals with management functions in Teach tab.

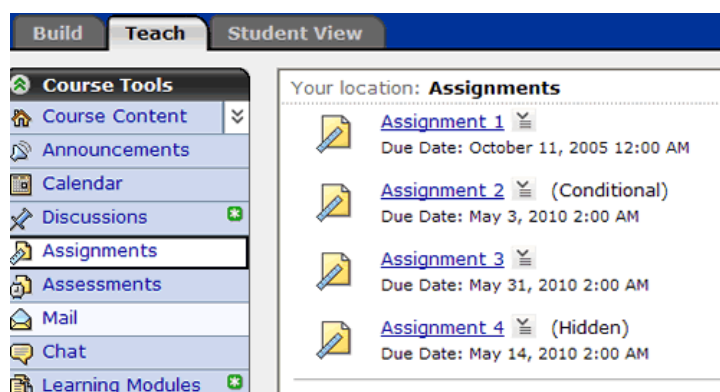
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Controlling the parameters for the submission

In the settings/properties for the assignment, you control how the submissions will be handled. You can set/change the due and cut-off dates, the grade attached to the assignment, and the publishing rights. You can also assign the assignment if it has not yet been done. To set/change the settings:

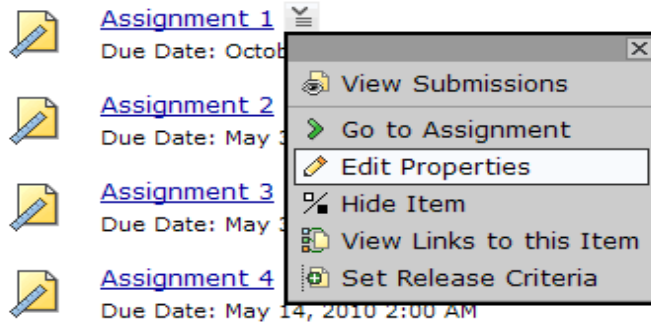
1. In **Teach** tab, click on **Assignments** under the **Course Tools** menu to left of screen, to open the **Assignments** screen, listing all assignments in the section.



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- Click on the *ActionLinks*  icon for the assignment concerned, and choose **Edit Properties** from the drop-down list that appears.

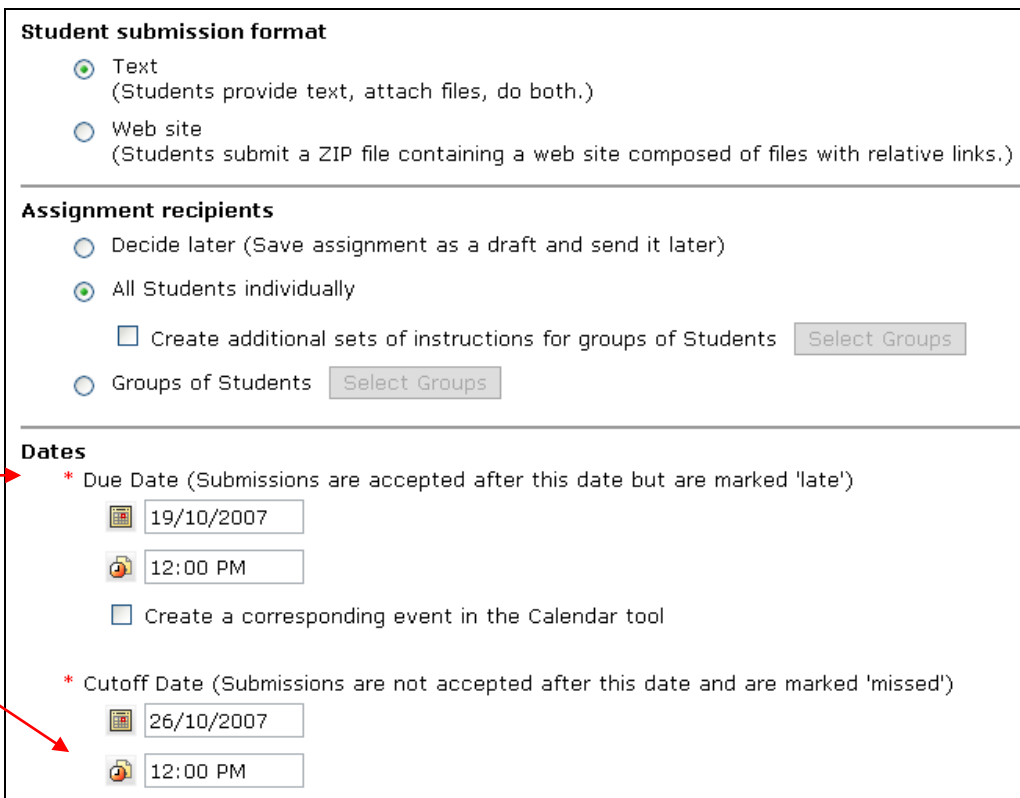
Your location: **Assignments**



The screenshot shows a list of four assignments, each with a pencil icon and a dropdown arrow. A context menu is open over 'Assignment 1', listing the following options: View Submissions, Go to Assignment, Edit Properties (highlighted), Hide Item, View Links to this Item, and Set Release Criteria. The assignments listed are:

- Assignment 1**: Due Date: October
- Assignment 2**: Due Date: May 3
- Assignment 3**: Due Date: May 3
- Assignment 4**: Due Date: May 14, 2010 2:00 AM

- The **Edit Assignment Properties** screen appears. Scroll down to the **Student Submission Format** section.



The screenshot shows the 'Edit Assignment Properties' screen. The 'Student submission format' section has two radio buttons: 'Text' (selected) and 'Web site'. The 'Assignment recipients' section has three radio buttons: 'Decide later', 'All Students individually' (selected), and 'Groups of Students'. The 'Dates' section has two sub-sections: 'Due Date' and 'Cutoff Date'. Each sub-section has a date and time picker. A red arrow points to the 'Due Date' section, and another red arrow points to the 'Cutoff Date' section.

Student submission format

- Text (Students provide text, attach files, do both.)
- Web site (Students submit a ZIP file containing a web site composed of files with relative links.)

Assignment recipients

- Decide later (Save assignment as a draft and send it later)
- All Students individually
 - Create additional sets of instructions for groups of Students
- Groups of Students

Dates

- * Due Date (Submissions are accepted after this date but are marked 'late')
 -
 -
 - Create a corresponding event in the Calendar tool
- * Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
 -
 -

Dates (indicated by a red arrow)

Assign the assignment (indicated by a red arrow)

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Grading

Allow the assignment to be graded (A column is automatically created for this assignment Book)

Grade Book column title:

Release grade to Students in My Grades

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

Associate Goals

Associate goals with this assignment.

More options

More Options (Expand this area to see more options.)

* Required field

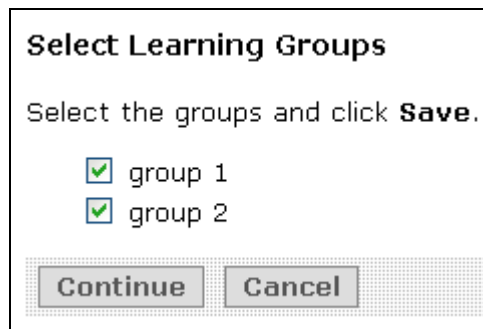
4. Under **Assignment recipients**:

If the assignment has yet to be assigned to students, you have two main options:

- **All Students individually** – students submit assignments for individual grades. There are two options:
 1. All students receive the same instructions – i.e. the assignment is assigned to all students. This is the hidden default option when the **All Students individually** radio button is selected.
 2. Different groups of students receive additional different sets of instructions (but students still work individually and receive individual grades). All groups receive the same instructions initially entered in the Instructions textbox, as well as additional instructions specific to each group.
 - a) To choose this option, check the box next to **Create additional sets of instructions for groups of Students**.
Note: If you want to provide additional instructions to learning groups, ensure the learning groups have been created – this needs to be done using the **Group Manager** tool (see the guide **Working with the group manager tool**). Assuming the groups have been formed:
 - b) Click **Select Groups**. A window will open to show all the learning groups in your course.
 - c) To select a group, check the box next to the group name. You may select one or more groups. When you have selected all of the groups that you wish to assign to, click **Continue**.
 The **Additional Instructions** screen appears.

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- d) Enter the specific instruction for each group in the text boxes. (If you want to provide a group with a file containing specific instructions, click **Add Attachments**). The **File Browser** screen will appear – navigate to the file you want to attach, select the check box next to the file (if within the course), and then click **OK**. Otherwise, navigate to the location of the file on your computer, select it and click **Open**. You will be returned to the **Additional Instructions** screen, with the selected file listed below **Attachments**.
 - e) Click **Save**. This will return you to the **Create Assignment** screen.
- **Groups of Students** – Students work collaboratively on the one group assignment to be submitted on behalf of all group members. All group members receive the same grade.
 - a. To select a group assignment you will need to have already set up your learning groups. [See the companion guide **Working with the group manager tool**].
 - b. To select this option, select the radio button
 - c. Click the **Select Groups** button next to this option. A window will load showing all of the learning groups in your section



To select a group, click the checkbox next to the group name. You may select one or more groups, click on **Continue**.


The **Additional Instructions** text box appears – enter the instructions and/or attach files – see d) above.

Click **Save**.

The name(s) of the selected group(s) are added below the **Groups of Students** option, along with an instruction editing tool.

5. Under **Dates** - Set/change the due and/or cut-off dates in the boxes provided.
6. Under **Grading** - Enter/edit a grade mark maximum (if grade is numeric).

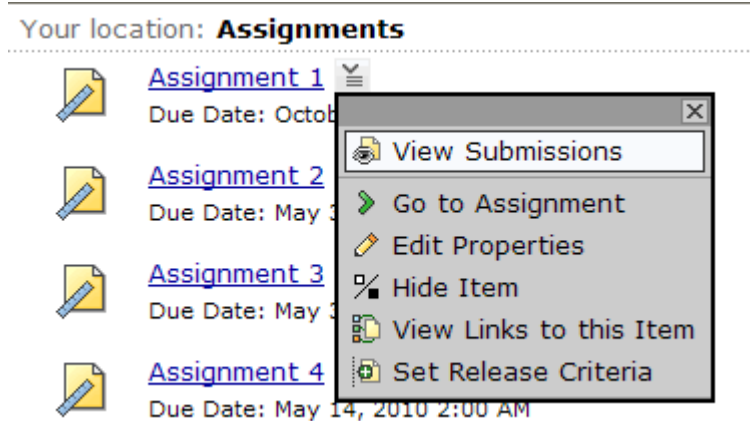
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7. Click on the *Expand*  icon next to **More Options**:
 - Check whether students will be able to take back their submitted assignments before grading.
 - Select the publishing rights option.
 - Click **Save**.

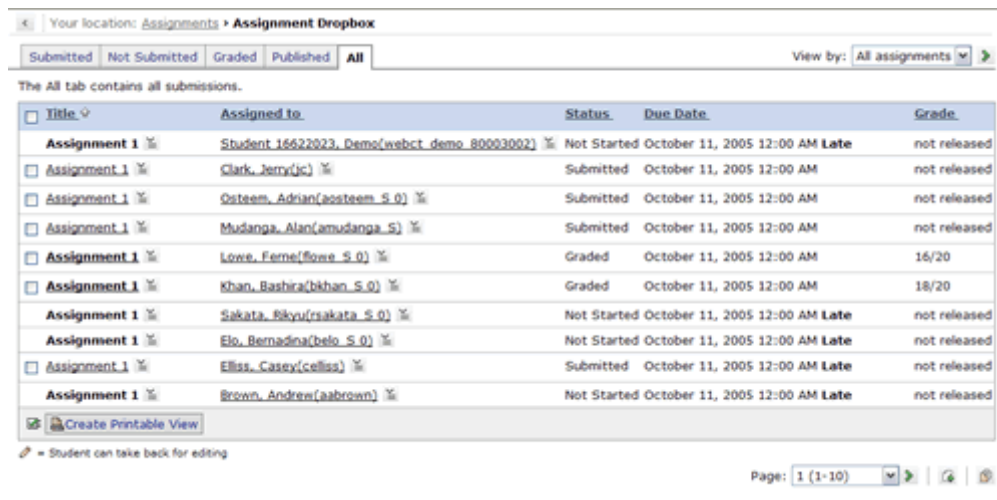
Accessing the assignment dropbox

The Assignment Dropbox allows you to manage your submissions and grade assignments as well as return the results to students. Each assignment has its own dropbox.

1. To get to the **Assignment Dropbox** click the *ActionLinks*  icon for the assignment concerned, and select **View Submissions** from the drop-down list that appears.



2. Alternatively, click on **Assignment Dropbox**, under **Instructor Tools**.
3. The **Assignment Dropbox** for the assignment will appear.




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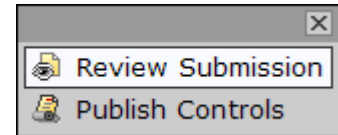
- The **Assignment Dropbox** consists of the following tabs:


Submitted	Contains submissions that are ready for grading/viewing and have not been returned to the assigned Students. Graded assignments are not shown. Missed submissions (i.e. those that have missed the cut-off date) automatically appear here when the cut-off date passes.
Not Submitted	Contains assignments that have been assigned (but as yet not submitted), or submissions returned to students for editing. If the due date (but not cut-off date) has passed without a submission, the assignment will be flagged as 'Late'. Late submissions go straight into the Submitted tab, with a 'late' flag.)
Graded	Contains submissions that have been graded.
Published	Contains submissions that you or the student have published to all members of the course.
All	Contains all submissions.

Viewing individual submissions

To view submissions for an assignment go to the Assignment Dropbox and click the appropriate tab – see previous section. (Note: only submissions viewable from the chosen tab will be displayed.)

- Click on the *ActionLinks*  icon next to the title of the submission you wish to view, and select **Review Submission** from the drop-down list that appears.
- You will see a window listing the student's submission and any uploaded files.



Assignment Submission: Assignment 1 [Jerry Clark \(jc\)](#) 

Due Date: 16 October 2007 12:00 PM Status: Submitted on 5 October 2007 2:38 PM (Attempt #1)

Type: Work individually

Grading Criteria: Alphanumeric

Instructions:


Submission:

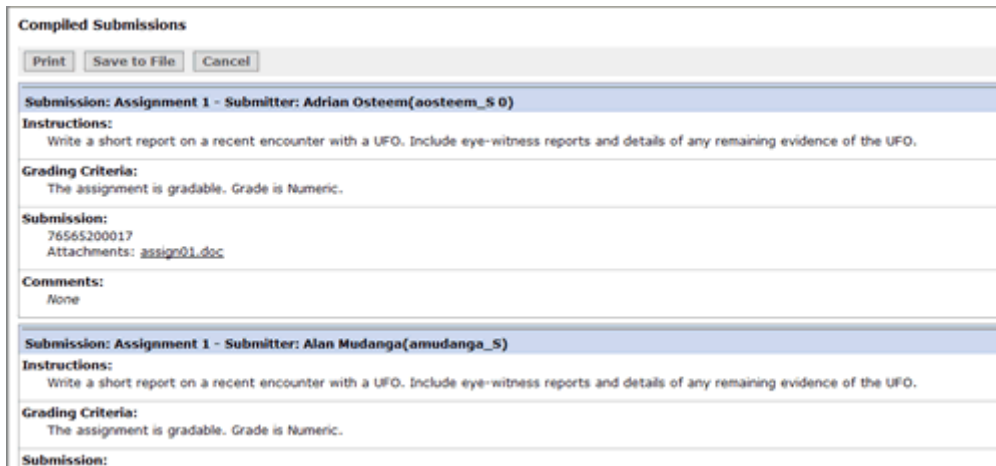
Attachments [Jerry Clark-Ass-1.doc](#) Jerry Clark - 5 October 2007 2:38 PM

- You can either read the submission in the text box, or click the filename of the uploaded attachment to open it.

Compiling and downloading submissions

You can compile submissions from the **Submitted**, **Graded**, **Published**, or **All** tab for viewing, printing, saving, or downloading.

1. Next to each submission you want to compile, select the check box.
2. Click on  **Create Printable View**. (To compile all submissions listed at once: In the table heading row, select the check box. All submissions are selected.)



Compiled Submissions

Submission: Assignment 1 - Submitter: Adrian Osteem(aosteem_S 0)

Instructions:
Write a short report on a recent encounter with a UFO. Include eye-witness reports and details of any remaining evidence of the UFO.

Grading Criteria:
The assignment is gradable. Grade is Numeric.

Submission:
76565200017
Attachments: assign01.doc

Comments:
None

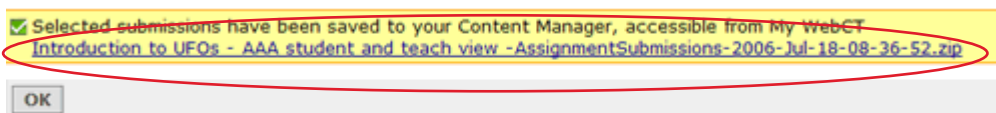
Submission: Assignment 1 - Submitter: Alan Mudanga(amudanga_S)

Instructions:
Write a short report on a recent encounter with a UFO. Include eye-witness reports and details of any remaining evidence of the UFO.

Grading Criteria:
The assignment is gradable. Grade is Numeric.

Submission:

3. If you want to print the compiled submissions, click **Print**. Your browser's print dialog box appears.
4. If you want to save the compiled submissions, click **Save to File**. You will see a link with a file name on it that contains the date and time.



Selected submissions have been saved to your Content Manager, accessible from My WebCT

[Introduction to UFOs - AAA student and teach view -AssignmentSubmissions-2006-Jul-18-08-36-52.zip](#)

5. Click the file name. Your browser's File Download dialog box appears.
6. Make your selections to download the compiled submissions. Click **OK** to return to the Assignment Dropbox.

Grading assignments

Grades assigned to submissions are automatically entered into the **Grade Book** column for the assignment. Results are released to students from there.

- To grade an assignment (e.g. from the **Submissions** tab), click on the submission to go to the **Assignment Submission** screen for that assignment.

Submission:

Attachments [Jerry Clark-Ass-1.doc](#) Jerry Clark - 5 October 2007 2:38 PM

Grader/Reviewer Comments:

Add Attachments

***Save Options:**

Return to Student for further editing

Save for further review and editing

Return graded submission to Student with the following grade:

Save Cancel

- You can enter comments in the text box provided. You may also upload additional files (if you have made comments in a word file for example).
- To upload a file, click **Add Attachments** and from the **Get Files** window that appears, select the check box of the file from the file list in the right hand window (if it is already uploaded to your file manager), and then click **OK**. If the file is on your computer, click on the **My Computer** icon to the left of the screen, navigate to the file, select it and then click **Open**.
- You may then choose a save option:
 - Return to Student for further editing** – This option will reset the assignment so that the student or group can resubmit their assignment.
 - Save for further review and editing** – You may save your comments and grade (by placing a score in the box alongside option 3), but the student will not see the grade or comments yet.
 - Return graded submission to Student with the following grade** – You may enter a grade (numeric or alphanumeric) into the box provided and the student will receive the grade, comments and any extra files you have uploaded.

Managing assignment submissions

- Click **Save** to return you to the *Assignment Dropbox* screen.
Note: The result will not be returned to the student unless you *also* open the Grade Book.
- Click on **Grade Book Options** (top right of screen) and select **Column Settings** from the drop-down list. The *Column Settings* screen appears.
- In the row **Released to Student**, toggle the 'No' to 'Yes' in the column for the assignment.

Your location: [Grade Book](#) > [Column Settings](#)

Column Settings

Create Column

Actions	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Final	First Name	Last Name	Midterm	Role	Self-test: what you
Label:	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Final	First Name	Last Name	Midterm	Role	Self-test: what you
Type:	Num	Num	Num	Num	Calc	Alpha	Alpha	Calc	Alpha	Quiz
Alignment:	L C B	L C B	L C B	L C B	L C R L C B	L C B	L C B	L C R L C B	L C B	L C B
Released to Student:	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes
Decimals:	0	0	0	0	2			2		0
Maximum value:	20	30	30	10	N/A			N/A		30
Source:	PROJECT_TYPE	PROJECT_TYPE	PROJECT_TYPE	PROJECT_TYPE						
Release Statistics:	None	None	None	None	None			None		None

Delete Release Do Not Release

- Align - - Decimals - - Grade: -

To change a grade before its released to students

If the save option chosen was 'Save for further review and editing'

Open the submission from the **Submitted** tab. Change the grade value in the box next to option 3 and then click the radio button for this option (i.e. **'Return graded submission to Student with the following grade:'**). The submission is now moved to the **Graded** tab, and the result shown there and entered into the Grade Book, ready for release.

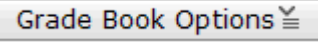
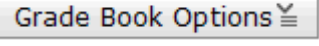
If the save option chosen was 'Return graded submission to Student with the following grade'

You can only alter the grade value in the Grade Book.

- Open the **Grade Book** or **Grades** tab, and the click on the grade to be changed.
- In the **Edit Value for ...** screen enter the new value and click **Save**. The value is changed with a modified symbol ^ beside it. [Note: The original grade will still be recorded in the **Assignment Dropbox/Graded** tab. However, only the **Grade Book** result is released to students.]

Returning results to students (all at once)

To withhold student returns until all assignments have been graded, and moderated if necessary:

1. Open the **Grade Book**, click on  and select **Column Settings** from the drop-down list that appears.
2. Check that in the row titled **Released to student**, 'No' is entered for the assignment (see previous section).
3. Mark each submission and select the **Save** option **Return graded submission to Student with the following grade**. The grades will be progressively loaded into the **Grade Book**.
4. When finished with all submissions, open the Grade Book, click on  and select **Column Settings** from the drop-down list that appears.
5. In the row titled **Released to Student**; toggle the 'No' to 'Yes' in the column for the assignment.
6. The students will then be able to see their results in their "**My Grades**" area, and view marker comments by opening their submission using the Assignments tool.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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