



Managing assignment submissions


Quick guide for instructors

For Blackboard Vista 4.x


Controlling the parameters for the submission

In the settings/properties for the assignment, you control how the submissions will be handled.

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.
2. Click on the *ActionLinks*  icon for the assignment concerned, and choose **Edit Properties** from the drop-down list that appears.
3. The **Edit Assignment Properties** screen appears. Scroll down to the **Assignment recipients** section.

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

1. **All Students individually** – students submit assignments for individual grades. The default option is that all students receive the same instructions. See the comprehensive guide if you wish groups of students to receive different sets of instructions.
2. **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. To select a group assignment you will need to have already set your learning groups up. [See the companion guide **Working with the group manager tool**].
You can choose to send the same instructions to all learning groups (the default option) or include additional customised instructions for each group (see the comprehensive guide).
4. Under **Dates** - Set/change the due and/or cut-off dates in the boxes provided.
5. Under **Grading** - Enter/edit a grade mark maximum (if grade is numeric).
6. 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.

Managing assignment submissions

2. 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

1. 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.)
2. 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.
3. 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.)
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.
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**.

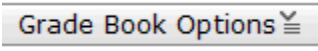
Grading assignments

1. To grade an assignment (e.g. from the **Submissions** tab), click on the submission to go to the **Assignment Submission** screen for that assignment.
2. 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).
3. 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**.

Managing assignment submissions

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**.

4. 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.
5. 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.
6. Click on  (top right of screen) and select **Column Settings** from the drop-down list. The **Column Settings** screen appears.
7. In the row **Released to Student**, toggle the 'No' to 'Yes' in the column for the assignment.

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 then 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 **Grade Book Options**  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 **Grade Book Options**  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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