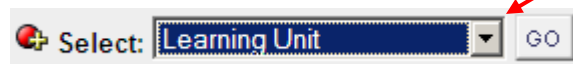


Assignment Feature

To add an assignment using the Assignment Feature in Blackboard please follow the instructions below.

1. Login to Blackboard
2. Enter the course in which you would like to add an assignment to.
3. Navigate to the Control Panel.
4. Navigate to the Content Area in Blackboard where you would like to post the assignment. For example Course Documents.
5. Click on the Drop Down arrow located on the right side of the Tool Bar.



6. Select Assignment from the Drop Down Arrow.
7. Click Go.
8. Enter a Name for the Assignment in the "Name" field.
9. Enter the Number of Points Possible for the assignment in the "Points Possible" field.
10. Enter the assignment Instructions in the Instructions text box.
11. Choose any of the desired options you wish (assignment availability, track views, choose date restrictions).
12. If you would like to attach a file for the students to view you may do so by click on the "Browse" button and selecting the file you wish to attach.
13. Click Submit. An example of how the assignment will appear is referenced below.



Essay 1

Please write a 5,000 word essay on the meaning of life.

>> [View/Complete Assignment: Essay 1](#)

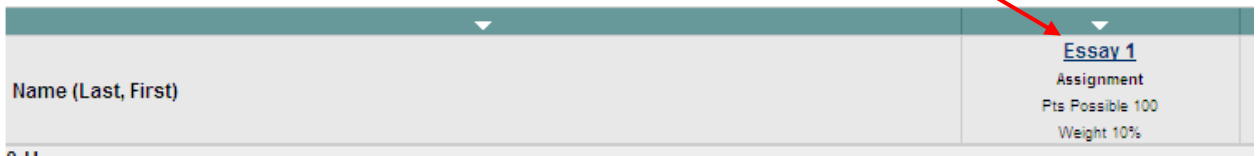
14. If you now navigate to your Grade Book within Blackboard, you will notice that the assignment has been added to the Grade Book automatically.

To Download and View the Student's Submitted Assignments

To download/view the assignments submitted by your students please follow the instructions below.

Option 1

1. Navigate to the Grade Book
2. Click on the name of the Assignment, in this case I would click on "Essay 1"



A screenshot of a grade book interface. The top row shows a dropdown menu for 'Essay 1' with a red arrow pointing to it. Below the dropdown, the text 'Name (Last, First)' is visible. To the right of the dropdown, the text 'Essay 1', 'Assignment', 'Pts Possible 100', and 'Weight 10%' is displayed.

3. Click on "Item Download"
4. Select the students for whom you would like to download the assignments for by checking the box to the left of their name. Please note, if the student has yet to complete the assignment there will not be a checkbox next to their name. You may also select all students by clicking "Check All."

[Check All](#) | [Check Ungraded](#) | [Uncheck All](#)

	Student Name	Date	Grade
	Jacobs, Jenelle		Not Available
<input type="checkbox"/>	Bracken, CJ	Friday, January 5, 2007 1:44:33 PM EST	Needs Grading

5. Click Submit
6. Click on the link entitled "Download Assignments Now."
7. Click Save
8. Choose the location where you would like to save the files to on your computer.
9. Click Save

Please note that the assignments will be saved as a zip file

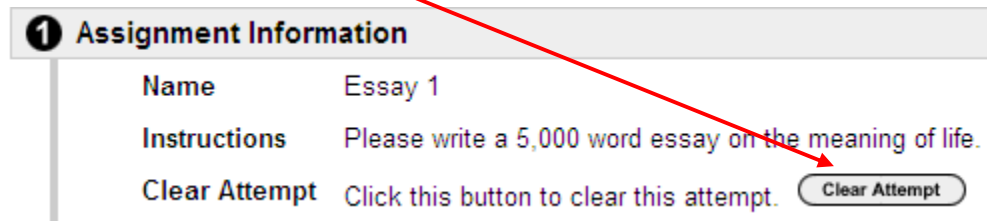
Option 2

1. Navigate to the Grade Book
2. Click on the exclamation point (!) beside the student's name under the assignment column that you wish to view. In this example I want to view the Essay submitted by C.J. Bracken.



Name (Last, First)	Essay 1 Assignment Pts Possible 100 Weight 10%
Bracken, CJ	!
Jacobs, Jenelle	=

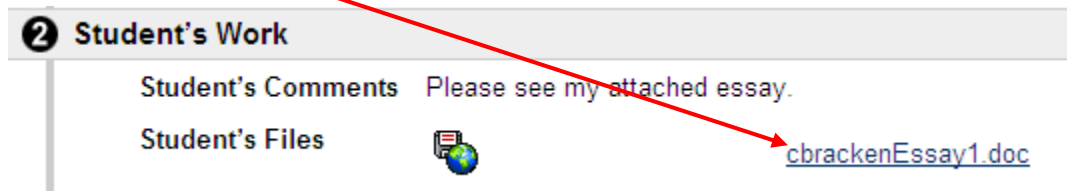
3. Click the "View" button located on the right side of the screen to view the file submitted by the student.
4. From here you can do the following
 - a. Under Section 1 you can clear the student's attempt if the students accidentally submitted the assignment or inadvertently submitted the wrong file by clicking the "Clear Attempt" button.




1 Assignment Information

Name	Essay 1
Instructions	Please write a 5,000 word essay on the meaning of life.
Clear Attempt	Click this button to clear this attempt. <input type="button" value="Clear Attempt"/>

- b. Under Section 2 you can read the student's comments and view their file by clicking on the file link.



2 Student's Work

Student's Comments	Please see my attached essay.
Student's Files	 cbrackenEssay1.doc

- c. Under Section 3 you can input the student's grade for this assignment, add comments/feedback to the student or attach a file to send to the student.

3 Feedback to Student

Grade out of 100.0

Comments

File To Attach

Currently Attached Files:

- d. Under Section 4 you can add your notes that will not be visible to the student but will remain for you to view anytime you come back in and view the student's assignment.

4 Instructor Notes

Notes

File To Attach

Currently Attached Files:

5. Once you have inputted the grade and any comments you wish to make click Submit and the student will now be able to view both your comments to student and their grade as well as any files that you attached for the student.