

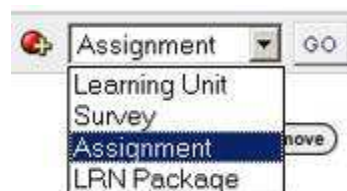
## Using the Assignments tool

The **Assignments** tool can help reduce turn-around time between assignment submission and providing feedback to students. You can use this function as a kind of file exchange to receive students' assignments and send files to students. Unlike the **Digital Dropbox**, in which there is no way of organizing all of those submissions, the Assignments function allows you to organize what you receive from students because those submissions are accessed through the Blackboard Grade Center. Just find the row with the student's name and the column with the Assignment.

The student reads instructions and/or a file that you post in a content area and responds with comments and/or a file uploaded to you. You click on that student's entry in the Grade Center. You can grade the assignment, make notes about it, and write comments for the student to see.

### Instructor – Post the assignment for students

1. In any content area, select **Assignment** from the pull-down menu (upper right-hand area of *Add* function) and click on **Go**.
2. In the next window, enter instructions and possible points, upload necessary files, make the assignment visible to students by clicking **Yes**, specify availability dates, and click **Submit**.

A screenshot of a form titled 'Content Information'. The form has several fields: 'Name:' with the text 'Welcome to Blackboard!'; 'Color:' with a black color swatch and a 'Pick' button; 'Points Possible:' with the value '10.0'; and 'Instructions:' with the text 'Upload a file in Rich Text Format (RTF) telling why you are participating in this Blackboard training.'

### Student – Review the assignment and respond

1. The student finds the Assignment in the appropriate content area and clicks on >>**View/Complete** below the name of the assignment.
2. In the next window, the student types in any comments, selects the file (**Browse**) to submit to the instructor, and clicks **Submit**. (Another option is to click **Save** to come back to the assignment and submit it later, but make students aware of the difference between **Submit** and **Save**.) *A major advantage of the Assignment tool is that the student can see the status of his/her submissions – both date and time. This may help reduce the number of “Did you get my assignment?” questions.*

### Instructor – Review and evaluate the student’s work

1. In the Grade Center, you will see a green exclamation mark icon -- **!** -- indicating a student’s submission. Click the double “down” arrows to the right of this icon and select **Grade Details** from the menu.
2. Click **View Attempt** to see the student’s submission. You can clear the student’s attempt here if the student had a problem submitting by clicking **Clear Attempt**.
3. Read the student’s submission, add the grade, add any comments for the student, and add any notes for your use. Click **Submit/OK** when prompted. The student’s grade appears in the Grade Center.

### Student – View the instructor’s feedback and Assignment grade

1. The student clicks on **Tools**, then **My Grades**.
2. The results on the assignment appear in the student’s view.

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### **Downloading all Assignment submissions at the same time**

You can also download all assignment submissions for the entire class or for many students at one time and record grades on a “master list” rather than on a student-by-student basis.

1. Click on the double “down” arrows in the column heading in the Grade Center for the assignments that you want to download .
2. Click **Assignment File Download**
3. Click **Select All**, **Select Ungraded**, or click in the box(es) for individual students.
4. Click **Submit**, then click the link to download the assignments. Assignments are downloaded as a ZIP file.

5. Unzip the file to create a folder containing all students’ assignments.

