
BLACKBOARD ASSIGNMENT FOR E-SUBMISSION

Usage Guide for AY 2014/15

All word-processed, text-based assignments should be submitted electronically, unless exemption has been approved.

It is good practice, and part of the AU Required Minimum Presence, for all assignment submission points to be created in the Assignments area of AberLearn Blackboard.

INSTRUCTIONS FOR STAFF

While creating an assignment in AberLearn Blackboard is easy, there is a wide range of options for working with the Grade Centre to download, mark and provide feedback on assignments. For more information, please see the Blackboard On Demand site with videos and support materials <http://ondemand.blackboard.com/assess.htm>

ADDING ASSIGNMENTS

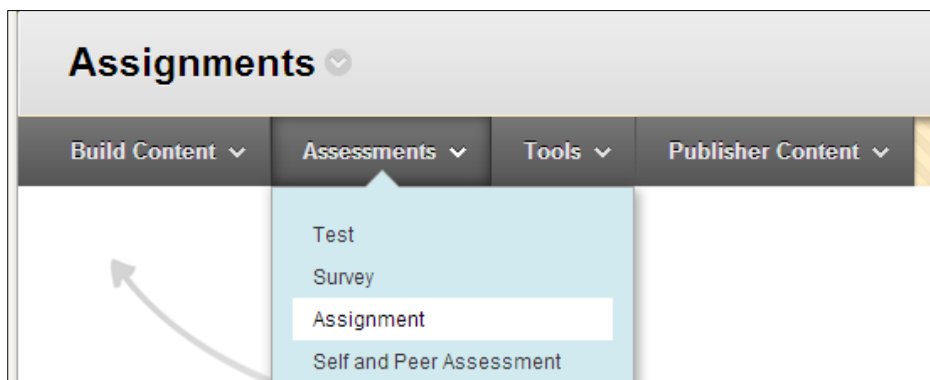
The Assignments option in AberLearn Blackboard allows students to submit assignments electronically. Creating an assignment automatically adds an entry to the Grade Centre.

Students will be able to access tutor feedback and comments for their submission as well as the original file they submitted. Students can only see their own assignments, not their classmate's submitted work. Staff can see all submitted work for the module.

Students can view the receipt of submission through the same link they used to submit the assignment initially.

To add an Assignment to an AberLearn Blackboard course, follow these steps:

- Make sure that **Edit Mode** is set to **ON (option in top right hand corner)**
- Select a content area from the course menu e.g. Assignments.
- Click on **Assessments** and select **Assignment** from the menu.



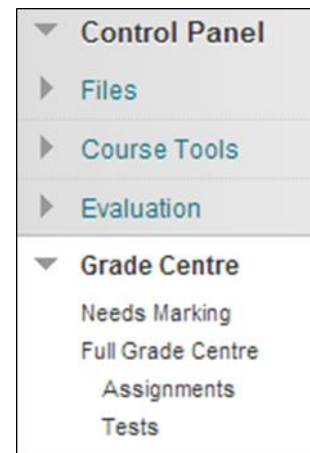
- Enter a name for the assignment, any instructions and attach any required files.
- Enter the number of points for the assignment.
- Indicate whether you want to limit students to one attempt or allow multiple attempts.
- Use **Limit Availability** if you would like the assignment to appear for a set period of time. Note that if you set a 'Display Until' date, the students will not be able to access their assignment receipt after that date, so it is recommended that you leave that field blank.
- Enter the Due Date.
- Indicate whether the assignment is for **all students individually** or for **students in groups**.
- Click **Submit** and then **OK**.

Please note that assignments cannot be copied or moved, nor can you copy or move a folder that contains an assignment for which the marks are recorded in the Grade Centre. This is because assignments are not stand-alone content items, but consist of a content item and an associated Grade Centre item. The only way assignments can be successfully copied is via exact-course-copy or archive/restore.

VIEWING AND MARKING ASSIGNMENTS

An entry is automatically added to the Grade Centre when an assignment is created. This is where you can view and download the assignments. When you click Grade Centre from the Control Panel, you will see several views. Two important views are:

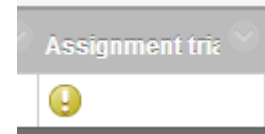
- **Needs Marking** - shows only the assignments that have been submitted but not yet marked, good for marking large batches of assignment quickly, viewing individual assignments and entering feedback.
- **Full Grade Centre** - shows all Grade Centre columns for all students, good for entering just marks, also provides an anonymous marking option and batch download of assignment scripts. Good for getting an overview of assessed work in a module.



There are several basic ways to enter information into the Grade Centre, all of which are explained in detail further on in this guide. Which one you choose will depend on whether you are marking and/or providing feedback electronically:

- **Individual assignment record** - view the record for each student's individual assignment submission. This record is accessible from the full Grade Centre, from the Needs Marking view, and from any custom views that you may create. Most of the options for viewing this record have an option for anonymous marking using the **Hide User Names** option. From this record you can:
 - Download and view the submitted assignment
 - Enter a mark (Grade)
 - Enter a feedback comment for the student (Feedback to User)
 - Enter a note for yourself (Instructor Notes, visible only to staff)

- **Full Grade Centre, single cell options** - view all the marks for the module in a grid format through the full Grade Centre. If you click on a single cell, representing one student's mark for one submitted assignment, you can:
 - Enter a mark
 - Enter a feedback comment for the student - choose **Quick Comment** (please note that this option is only visible once you have entered the mark)
 - Clear an attempt to allow a student to resubmit- choose **View Grade Details**
 - Access the individual assignment record - choose **Attempt**
- **Full Grade Centre, column heading options** - click on the column heading in the full Grade Centre or custom views to work with all submissions for a single assignment. From the column heading, you can:
 - Download all submissions in a zipped file - choose **Assignment File Download**
 - Access the individual assignment record for all submissions - choose **Grade Attempts**
 - Access the individual assignment record for all submissions anonymously - choose **Grade Anonymously**
 - Clear all attempts for this assignment - choose **Clear All Attempts**
- **Work Offline** - click on **Work Offline** in the full Grade Centre to download an Excel spreadsheet for entering marking and feedback comments, then upload it back into the Grade Centre. You can:
 - Download a spreadsheet for entering marks and feedback for a single assessment (a single column in the Grade Centre).
 - Download a spreadsheet for entering marks for all columns in the Grade Centre.



A yellow exclamation mark icon will appear in the Grade Centre for any assignment that has been submitted but not marked.

There is a range of options for viewing assignments and entering marks, depending on your workflow.

Anonymous marking is available whenever you access an individual submission record. You can view, mark, and provide electronic feedback on assignment submissions one at a time, maintaining anonymity without leaving the Grade Centre.

If anonymised printed copies of the submissions have been used for marking and all that is required is entering marks and possibly feedback into the Grade Centre, you can enter marks and comments directly into the full Grade Centre grid. If you want to attach feedback as separate files, rather than typing or pasting into the Comments box, you have to go into the individual assignment submission record to attach them.

There are many different combinations of options for downloading submissions and entering marks, so it isn't feasible to cover every possible combination here. The most common ones are described below. E-learning Support Staff are available to discuss options in more detail - please contact us at is-alto@aber.ac.uk if you would like a consultation.

NEEDS MARKING - VIEW, MARK AND PROVIDE FEEDBACK ONLINE ANONYMOUSLY

The **Needs Marking** view offers a quick way to access the individual assignment record for just those submissions that have not yet been marked. Anonymous marking is available.

- From the Control Panel, select **Grade Centre** and click on **Needs Marking**.
- Click the **Grade All** button.



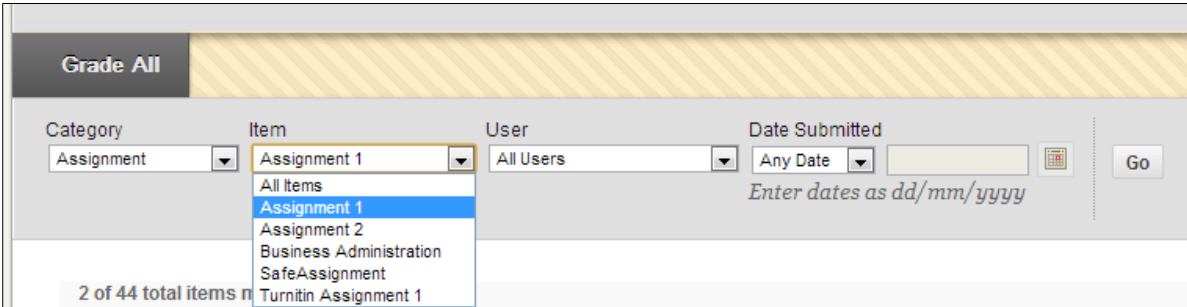
Needs Marking

Instructors can view attempts ready for grading or review on the **Needs Marking** page. Click **Grade All** to begin grading and reviewing immediately or sort columns or apply filters to narrow the list. [More Help](#)

Grade All

If you want to mark anonymously, you must make sure your selection includes only Blackboard Assignments and no Turnitin Assignments, as Turnitin Assignments can be marked anonymously through that tool.

- **Filter the list of assignments:** If the module has a mixture of Blackboard Assignments and Turnitin, you can set a filter to include only the Blackboard Assignments - select **Assignment** in the **Category** drop-down menu, and then click **Go**. If you have several different Blackboard Assignments and only want to mark one of them, you can select the desired assignment in the **Item** drop-down menu, and then click **Go**. This will filter out the assignments that you don't want to mark at the moment.



Grade All

Category: Assignment | Item: Assignment 1 | User: All Users | Date Submitted: Any Date

Enter dates as dd/mm/yyyy

Go

2 of 44 total items

- There are two ways to access the individual assignment records anonymously.
 - One method is to click on the double arrow next to the name of any assignment to see grading options. Choose **Grade Anonymously**.

Assignment	Assignment 1	John GEE	02 August 2012 15:40:58
Assignment	Assignment 1	Grade All Users (19)	02 August 2012 15:40:59
Assignment	Assignment 1	Grade Anonymously (19)	02 August 2012 15:41:21

- Another method is to click the **Grade All Users** button and then click **Hide User Names**.

Grade Assignment: Assignment 1

Assign a grade and feedback for the current assignment attempt. Use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts anonymously. Click **Show User Names** to display user information. [More Help](#)

Jump to...Hide User Names

User: **John Gee (Attempt 1 of 1)** [Exit](#) < 1 of 18 >

View: **Needs Marking**

This will take you to the assignment submission page for one of the unmarked submissions, with the student's identity hidden.

- Click to download and view the first assignment script, if desired.
- Enter the mark.
- Enter feedback by typing directly into the **Grader Feedback** box or uploading a file that contains feedback by clicking on the **Attach Feedback Files** Icon
- Click **Save** to save the mark and click the arrows to move forward and back through the list of assignments that need marking.

Once assignments have been marked, they will no longer appear in the **Needs Marking** view.

FULL GRADE CENTER, SINGLE CELL OPTION - ENTER MARKS AND QUICK COMMENTS

The **Full Grade Centre** offers the quickest way to enter just marks and typed feedback comments when printed or downloaded assignment scripts have already been marked.

- From the Control Panel, select **Grade Centre** and click on **Full Grade Centre**.
- Type marks directly into any box that has a yellow exclamation mark icon.

Grade Information Bar						
<input type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/> Total	Group Assignm	ASGN01	Assignment title
<input type="checkbox"/>	User	Demo	--		--	

Selected Rows: 0

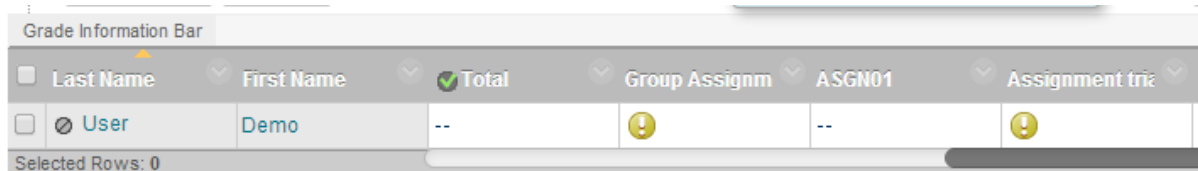
- Press the **Enter** key in order to save the mark.
- Once you have entered the mark, click on the **arrows** next to the mark and choose **Quick Comment**. (The arrows only appear when the mouse pointer is in that cell)
- Enter feedback to the student in the **Feedback to User** box.
- Enter any notes for yourself in the **Grading Notes** box (visible only to staff, not students).
- If you want to attach a file with feedback for the student, click **Text Editor**. This takes you to a page with the full Blackboard text editor functions. You can attach a file by clicking the attachment icon.
- Click **Submit**.

Please note that you must enter a mark first, before the **Quick Comment** option appears for entering a feedback comment. It isn't possible to give students feedback without giving them a mark.

FULL GRADE CENTRE, SINGLE CELL OPTION - CLEAR A STUDENT'S SUBMISSION ATTEMPT

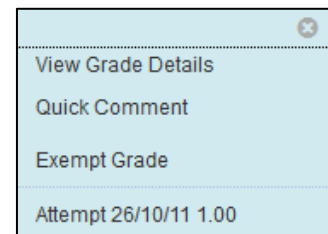
The Full Grade Centre offers the widest range of options for viewing and marking assignments. If you want to view and mark specific assignments:

- From the Control Panel, select **Grade Centre** and click on **Full Grade Centre**



Last Name	First Name	Total	Group Assignment	ASGN01	Assignment Title
User	Demo	--	!	--	!

- Click on the **arrows** next to the exclamation mark in the cell for that student's assignment and choose **View Grade Details**. (The arrows only appear when the mouse pointer is in that cell)



This takes you to a page where you can do many things, using the options below:

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
02-Aug-2013 14:57:22	02-Aug-2013 14:57:22 (Needs Grading)	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not accounted against the maximum number of attempts).

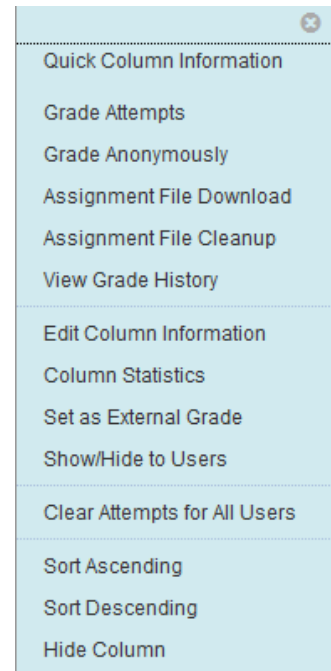
Allow Additional Attempt

- Grade Attempt** - click this button to download the file and mark the assignment. On the following screen, click the link to the student's file. This will download and open the file in a separate window, which can then be saved or printed if desired. In the Grade Centre, add any comments or additional files with feedback on the student's work. Enter a mark in the **Grade** box. Click **Submit**.
- Clear Attempt** - click this button to allow the student to resubmit work. You will be prompted to confirm this choice. This option is useful when a student has submitted a file in error. **This action cannot be undone**.
- Ignore Attempt** – this will enable the student to submit an additional attempt, but will not clear the original attempt. After performing the ignore action, the button's name will change to Do Not Ignore Attempt allowing you to undo the ignore action if necessary.
- Edit Grade** - click this button to change a mark and feedback comments. On the following screen, enter the mark, feedback for the student, and any notes on marking you wish to keep for yourself. To save this information, click the **Save** button.
- Allow Additional Attempt** – click this button to give the student an additional attempt, without clearing the original submission. (Both attempts will be accessible from this screen)

FULL GRADE CENTRE, COLUMN HEADING OPTION - VIEW AND MARK ASSIGNMENTS ANONYMOUSLY

To mark assignments and tests anonymously:

- From the Control Panel, select **Grade Centre** and click on **Full Grade Centre**.
- Click on the **double arrows** next to the name of the assignment at the top of the column and choose **Grade Anonymously**.
- This will open a new window with an individual student's submission. There is no information about the student (unless the student has included this in their submission).
- View the assignment and add comments/feedback/grade where necessary.
- Once you have submitted the feedback and added and saved a grade, click the arrow to move onto the next student.



FULL GRADE CENTRE, COLUMN HEADING OPTION - DOWNLOAD SUBMISSIONS

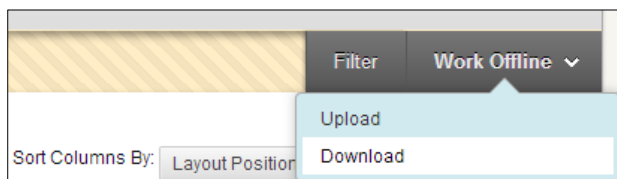
To download all the assignment submissions in a zipped file for departmental records:

- From the Control Panel, select **Grade Centre** and click on **Full Grade Centre**.
- Click on the **double arrows** next to the name of the assignment at the top of the column and choose **Assignment File Download**.
- Tick the **Select All** box (at the top of the page next to the **Name** column) or tick the boxes next to selected students whose assignments you wish to download, and then click **Submit**.
- You will be taken to a new screen. Click the **Download assignments now** link and navigate to the location where you wish to save the file.

WORK OFFLINE - DOWNLOAD A SPREADSHEET FOR MARKS AND COMMENTS

You can enter marks and feedback comments into a spreadsheet, and then upload the spreadsheet into the Grade Centre. This is useful when the assignments have already been marked based on a printed version or files that were downloaded as a zipped file. It allows for entering marks, feedback to the students, and notes for yourself.

- Go to the **Full Grade Centre**.
- Click the double arrows next to **Work Offline** and select **Download**.



- Tick **Selected Column** and then select the desired assignment from the pull-down menu.
- Tick the box **Include Comments for this Column** if you wish to enter both marks and comments.

1. Data

Select Data to Download

Full Grade Centre

Selected Column

Include Comments for this Column

User Information Only

- Click **Submit**.
- Click **Download**.
- Open the file in Excel and enter marks and comments in the desired columns.

Please note that you can only enter comments for an individual submission if a mark has also been entered. It isn't possible to give a student feedback comments without also giving them a mark for the assignment.

The column with the name of the assignment is for entering the marks. If an assignment was submitted but not yet marked, you will see 'Needs Marking' in that cell. Replace 'Needs Marking' with the actual mark.

The **Grading Notes** column is for notes you make for yourself, which could include a reminder to check for suspected plagiarism. Only staff can see the information in this column. It is not visible to students.

The **Feedback to User** column is for feedback to the student.

- Save the file, being careful to keep it in the original **.CSV** file type.
- Go back to the Grade Centre and click **Work Offline** again.
- Click **Upload**.
- Click **Browse My Computer** and find the file with the marks entered.
- Click **Submit**.

The next time you view the full Grade Centre, you should see the marks entered. If you view an individual submission record, you can see the comments as well.


INSTRUCTIONS FOR STUDENTS

- Enter the AberLearn Blackboard course for which you are submitting work.
- Click on **Assignments** (or other content area set up by your tutor) and you will see an assignment link for your work. It will look something like this:

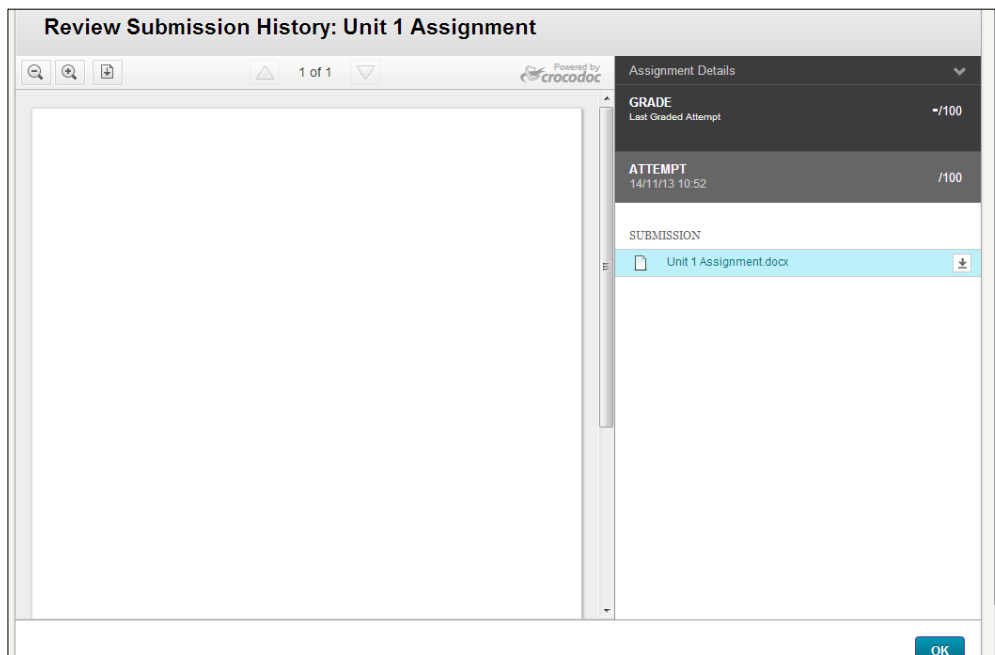


Assignment 1

Enabled: Statistics Tracking

Attached Files:  [assignment-details.doc](#) (26.5 KB)

- Click on the underlined title of the assignment e.g. **Unit 1 assignment**



- **This is your receipt of submission.** It shows the time and date that the assignment was received. You can also download the file you submitted, in case you want to check it later.
- Press **OK** and you will be returned to the main Assignments section.
- You can logout of AberLearn Blackboard using the Logout button at the top of the page.
- If the tutor has given you a mark and/or feedback through AberLearn, you will be able to access it from the submission receipt page. Simply click on the same link you used to submit the assignment.