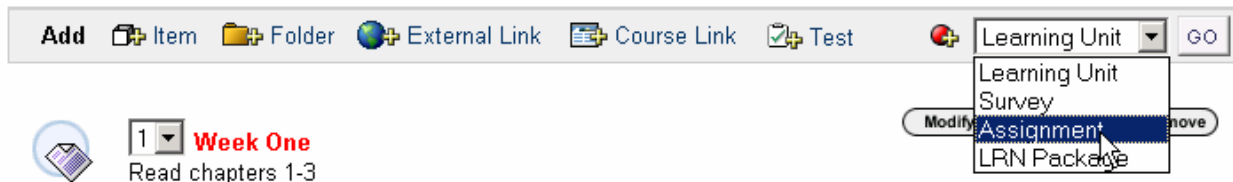


Blackboard Feature Spotlight: The Assignment Manager

Blackboard 6 includes a new system for managing student assignments that is unrelated to the digital drop box. This new feature enables instructors to add assignments to any content area of a Blackboard course site and manage them individually from the grade book. All completed assignments and submitted files are accessible through the gradebook, are organized by student name and can be downloaded individually or together for offline grading.

To add an assignment

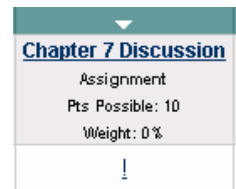
- From the **Control Panel**, enter the Content Area (e.g. Assignments, Course Documents, Course Information) in which you would like to place the Assignment. Click on the pull-down menu in the right side of the toolbar.



- Select **Assignment** from the pull-down menu. Click the “Go” button.
- Type the name of the assignment in the **Name** field
- Set the Assignment options: add instructions for completion, choose the points possible for the assignment, choose the dates of availability, and add files as appropriate. Then click **Submit**.

Accessing, Downloading and Grading Assignments

- To view completed assignments, go to the Control Panel and enter the **Gradebook**.
- Look for the column with the Assignment name.
- Any submitted assignments will be marked with an “!”
- To access assignments from individual students:
 - Clicking on the “!” and selecting the **View** button will open the student’s submitted assignment.
 - From here, you can see the student’s uploaded files and typed comments.
 - You can download individually uploaded files by right-clicking the file name and saving it.
 - If there is a problem with the student’s assignment, you can clear their attempt with the **Clear Attempt** button, allowing them to try again.
- To download all completed assignments
 - Click on the Assignment name (the column header)
 - Select “**Item Download**” and select the students whose assignments you wish to download. (Or select “Check All”) Click the **Submit** button.
 - Click the “**download assignments now**” link and select a location to save it to. This will save a Zip file of all desired files.
 - Each downloaded file is saved in the format: “*assignmentname_studentID_filename*”, and any student comments are saved as “*assignmentname_studentID.txt*”
- Once you have viewed the students’ submissions, you can grade them and provide feedback.
 - In the “Feedback to Student” area, you can assign a grade, provide comments of your own and attach files in response.
 - The “Instructor Notes” area is not available to the student, and can be used to enter comments for your own reference later.



1 Select Students			
Check All Check Ungraded Uncheck All			
	Student Name	Date	Grade
<input type="checkbox"/>	Student, Patricia	2004-10-08 10:50:03.0	Needs Grading

Assignment Feedback/Grading

- Once you enter grades and feedback, the students will be immediately able to view them. (Unless you choose to make the Assignment invisible to students by modifying the Assignment “**Item Information**” by clicking the column header.) You can, however, enter the assignment after that point and make changes if necessary.