

## Using the Assignment Manager

The **Assignment Manager** is a system in Blackboard 6 for managing **Assignments**. This system allows instructors to create **Assignments** and post them in any content area for students to complete and submit in Blackboard. Creating an **Assignment** using this process automatically creates an item in the **Gradebook**, which stores all submitted **Assignments**.

Students can submit their answers as **comments** or **attached files**. Instructors can view and grade **Assignments** within the Gradebook. Instructors can also leave feedback for students, which can include comments and/or attached documents. Unlike the **Digital Drop Box**, instructors can download multiple student assignments for offline grading.

### Adding an Assignment

1. Open a course that you are teaching.
2. Choose a **Content Area** that will house the assignment. (For example, an assignment for **Chapter 1** may be placed in a **Chapter 1 Folder** under **Course Materials**.)

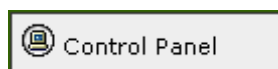
#### Option 1

If you access the **Content Area** by clicking a button on the left side of the course, click the desired content area button and then click the **Edit View** link in the right corner at the top.



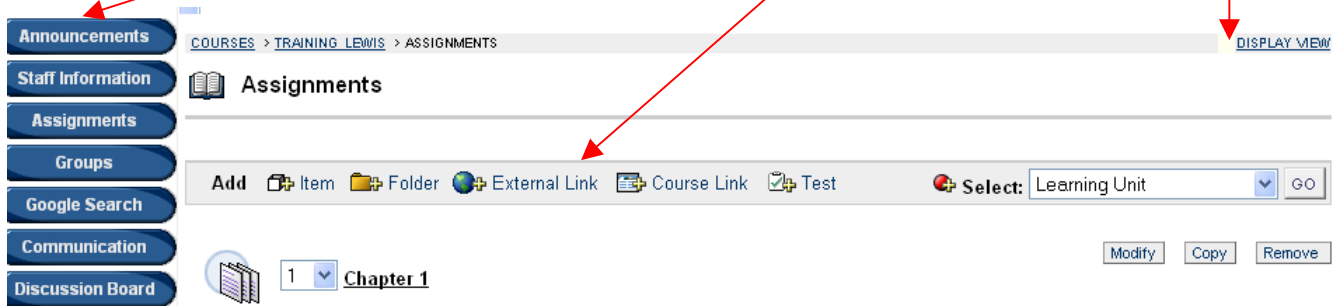
#### Option 2

If you choose to access the **Content Area** through the **Control Panel**, enter the **Control Panel**.



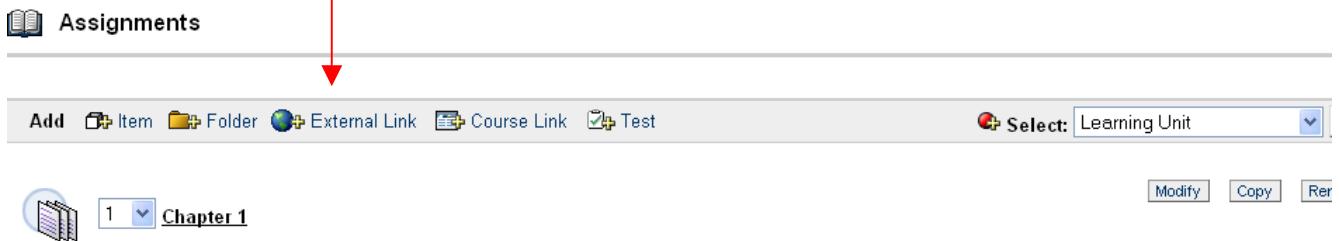
Under **Content Areas**, click the desired content area.

3. If you have accessed the **Content Area** using the **Edit View** link, you will continue to see buttons on the left, editing options in the center, and a **Display View** link on the right side.

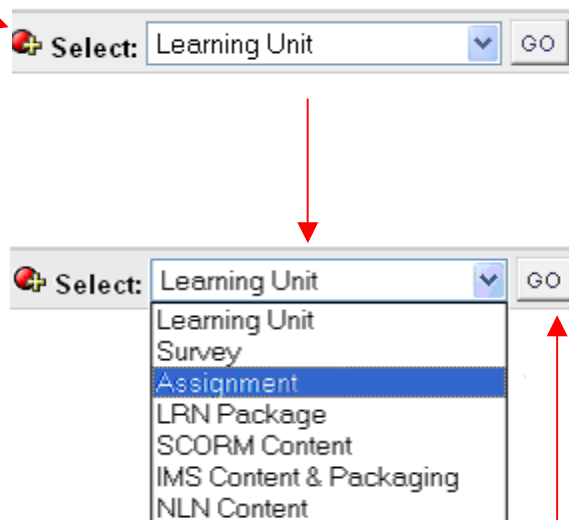


The **Edit View** and **Display View** links allow you to switch between the “editing view” and the “students’ view”. You can also click the content area button to switch to the “students’ view” of the course material.

If you have accessed the **Content Area** using the **Control Panel**, you will only see the editing options at the top.




4. To add an **Assignment**, locate the drop-down menu on the right side, following **Select**. From the drop-down menu, choose **Assignment**.



5. After selecting **Assignment**, click **Go**.

6. Under **Section 1** of the **Add Assignment** page, add the **Name** of the assignment (change name color if desired), **Points Possible**, and **Instructions** for completing the assignment.

 Add Assignment

**1 Assignment Information**

\* Name

Choose Color of Name

Points Possible

Instructions

Normal 3 Times New Roman B I U [List icons]

[Rich text editor icons: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Insert Equation, Source Code, Preview, Help]

[Rich text editor icons: Insert Image, Insert Video, Insert Audio, Insert File, Insert Link]

When completing the assignment, students will have access to a **Comments** box and a **Browse** button to attach files. In your instructions, specify **how** the assignment should be submitted – by attaching a file or by placing the information directly in the **Comments** box.

**Helpful Tip**

Instructors can format text and attach **images, video clips, sound files, hyperlinks, tables, and mathematical equations** to the instructions by clicking the icons in the **text editor**.

Normal 3 Arial B I U [List icons]

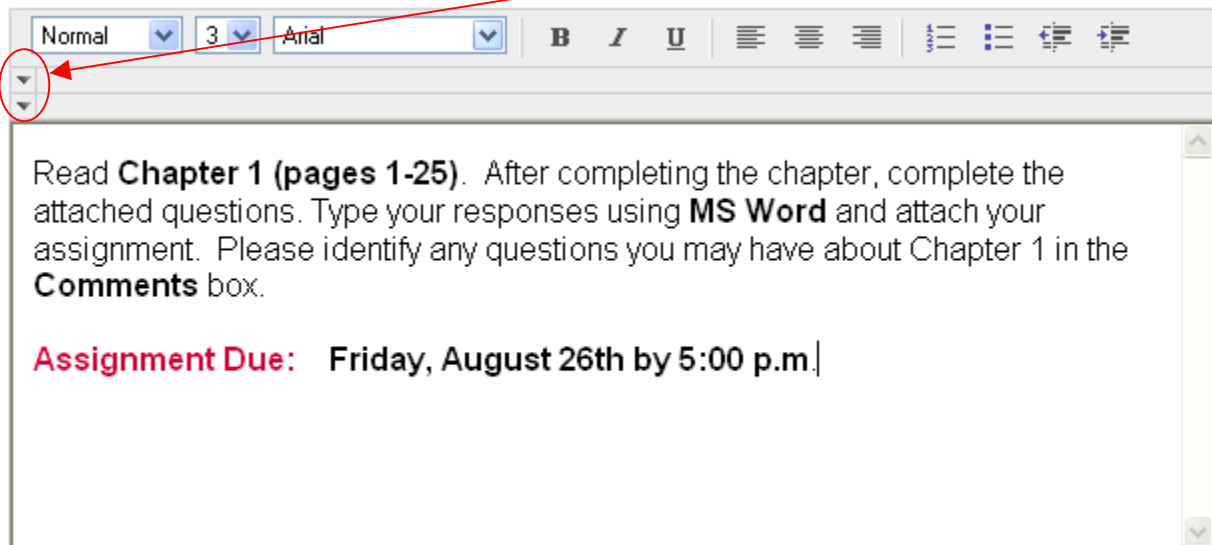
[Rich text editor icons: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Insert Equation, Source Code, Preview, Help]

[Rich text editor icons: Insert Image, Insert Video, Insert Audio, Insert File, Insert Link]

Read **Chapter 1 (pages 1-25)**. After completing the chapter, complete the attached questions. Type your responses using **MS Word** and attach your assignment. Please identify any questions you may have about Chapter 1 in the **Comments** box.

**Assignment Due:** Friday, August 26th by 5:00 p.m.

If the icons are not visible, click one or both of the **down arrows** on the left side of the **text editor** to expand the editor.



- Under **Section 2, Browse** and attach any additional instructions, files, or documents relative to the assignment.

**2 Assignment Files**

File To Attach

Name of Link to File

Currently Attached Files:

- Under **Section 3, determine the Options** for the assignment.

**3 Options**

Make the assignment available  Yes  No

Track number of views  Yes  No

Choose date restrictions

Display After

Sep 05 2006 01 15 PM

Display Until

Sep 05 2006 01 15 PM

- Click **Submit**.
- You will receive a receipt. Click **OK**.

11. The assignment will now appear in the content area. (The assignment will appear as the last entry added to this content area. To change the order, click the **drop-down menu** next to the assignment and reorder the items.)

2 Chapter 1 Assignment Modify Manage Remove

Complete the questions on Page 3. Type your responses in MS Word and attach them to the assignment link.

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

### Helpful Tip

Assignments can be **modified, managed, and removed**, but not **copied**. Because these assignments are linked to the **Gradebook**, they cannot be copied.

12. Once the **Assignment** has been created, an entry in the **Gradebook** will automatically appear for this item.

Name (Last, First)	Chapter 1 Assignment
Student10, Student10	-
Student11, Student11	-
Student12, Student12	-
Student13, Student13	-
Student14, Student14	-

13. Once a student clicks the content area button containing the assignment, the posted assignment will be viewable, along with the instructions and the **View/Complete Assignment** link. Students will click this link to access the assignment.

COURSES > TRAINING LEVLS > ASSIGNMENTS

**Chapter 1**


**Chapter 1 Assignment**

Read **Chapter 1 (pages 1-25)**. After completing the chapter, complete the attached questions. Type your responses using **MS Word** and attach your assignment. Please identify any questions you may have about Chapter 1 in the **Comments** box.


**Assignment Due:** Friday, August 26th by 5:00 p.m.

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

14. After the link has been clicked, the **Upload Assignment** page will appear for the student. In **Section 1**, students will be provided with the original **Assignment Information**, along with any attached assignment files.

 Upload Assignment: Chapter 1 Assignment

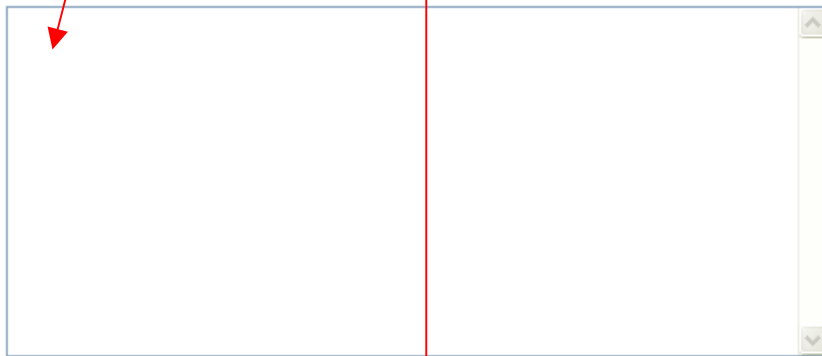
**1 Assignment Information**

<b>Name</b>	Chapter 1 Assignment
<b>Instructions</b>	Read <b>Chapter 1 (pages 1-25)</b> . After completing the chapter, complete the attached questions. Type your responses using <b>MS Word</b> and attach your assignment. Please identify any questions you may have about Chapter 1 in the <b>Comments</b> box.
	<b>Assignment Due:</b> Friday, August 26th by 5:00 p.m.
<b>Assignment Files</b>	 Chapter_1_Assignment.doc ( <a href="#">Chapter_1_Assignment.doc</a> )

15. In **Section 2**, students will upload their **Assignment Materials**. Students can type information in the **Comments** box and/or **Browse** to attach assignment documents.

**2 Assignment Materials**

Comments



File To Attach

Currently Attached Files:

16. **Section 3** contains a **Save** button, which allows students to stop working, **save** their assignments in Blackboard, and continue working on them at a later time. The **Save** options helps students avoid issues with losing work because of technical problems.

**3 Submit**

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

17. **Section 3** also contains a **Submit** button. Once a student **submits** the assignment, no further changes can be made to the assignment.

**3 Submit**

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

18. Once a student submits the assignment, a receipt will be provided (containing the date and time the assignment was submitted.)
19. If students return to the **View/Complete Assignment** link anytime after the assignment has been submitted, they will be prompted with a message that the assignment has already been completed. To review their assignment (changes cannot be made) along with any feedback that the instructor has provided, students can click **OK**.

#### Assignment Completed: Chapter 1 Assignment


This assignment is complete. Click **OK** to review the result.

Wednesday, September 28, 2005 3:22:16 PM EDT


14. During the review, students will see the original assignment in **Section 1**, the comments and documents that they submitted in **Section 2**, and feedback from the instructor in **Section 3**. An **!** in the **Grade** field in **Section 3** indicates that the instructor has not graded the assignment. **Section 3** will be updated once the instructor grades the assignment.

#### Review Assignments: Chapter 1 Assignment

##### **1** Assignment Information

<b>Name</b>	Chapter 1 Assignment
<b>Instructions</b>	Read <b>Chapter 1 (pages 1-25)</b> . After completing the chapter, complete the attached questions. Type your responses using <b>MS Word</b> and attach your assignment. Please identify any questions you may have about Chapter 1 in the <b>Comments</b> box.
	<b>Assignment Due:</b> Friday, August 26th by 5:00 p.m.
<b>Assignment Files</b>	 Chapter_1_Assignment.doc ( <a href="#">Chapter_1_Assignment.doc</a> )

##### **2** Assignment Materials

<b>Comments</b>	Chapter 1 Assignment
<b>Student's Files</b>	 <a href="#">Chapter_1_Assignment.doc</a>

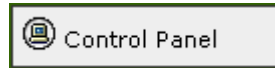
##### **3** Feedback From Instructor

<b>Grade</b>	! out of 5.0
<b>Comments</b>	
<b>Files From Instructor</b>	

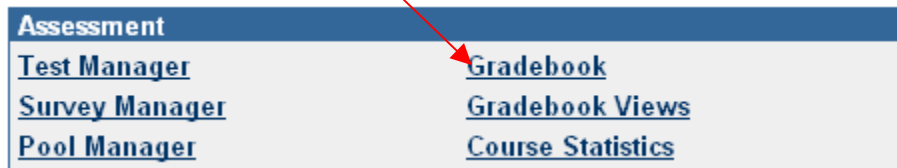
## Viewing and Grading a Completed Assignment

Instructors must view completed assignments in the **Gradebook**.

1. Enter the **Control Panel**.

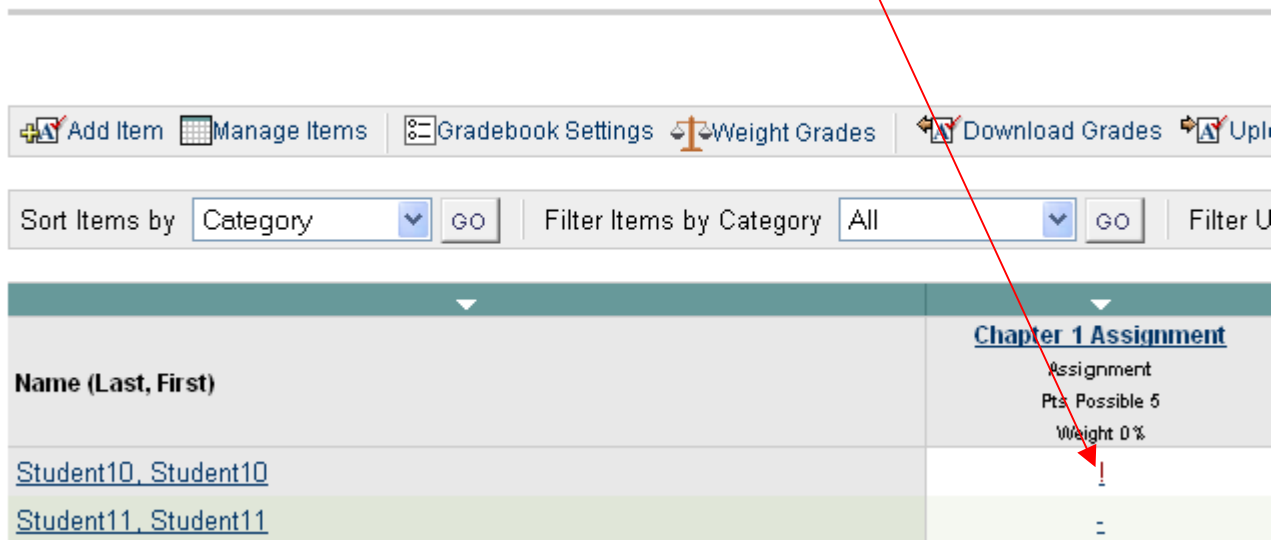



2. Under **Assessment**, click **Gradebook**.



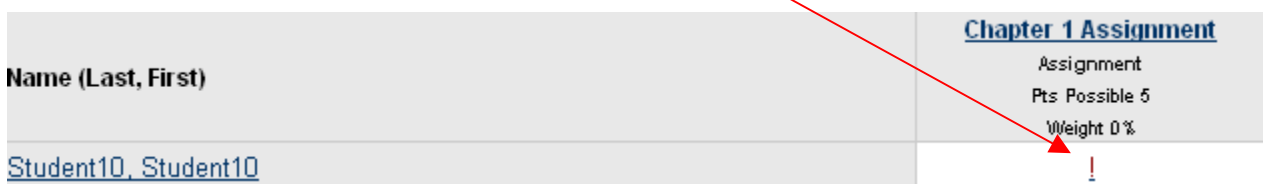
3. In the **Gradebook**, locate the assignment. An **!** will appear beside the names of those students who have completed the assignment. The **!** indicates that the item needs grading.

### Gradebook View Spreadsheet

A screenshot of the "Gradebook View Spreadsheet" interface. At the top, there is a toolbar with icons for "Add Item", "Manage Items", "Gradebook Settings", "Weight Grades", "Download Grades", and "Upload". Below the toolbar, there are two dropdown menus: "Sort Items by" set to "Category" and "Filter Items by Category" set to "All". The main area is a table with two columns. The left column is titled "Name (Last, First)" and contains two rows: "Student10, Student10" and "Student11, Student11". The right column is titled "Chapter 1 Assignment" and contains two rows: "Assignment Pts Possible 5 Weight 0%" and "-". A red arrow points from the text "An ! will appear beside the names of those students who have completed the assignment" in the previous step to a red exclamation mark (!) located in the right column of the table, next to the first row.

A lock  usually indicates that completion of the assignment is in progress. A lock that appears for an extended period of time may indicate an error with the submission process.

4. To view a student's assignment, click the **!** beside the student's name.

A close-up screenshot of the "Gradebook View Spreadsheet" interface, focusing on the table. The table has two columns: "Name (Last, First)" and "Chapter 1 Assignment". The first row in the table shows "Student10, Student10" in the first column and "Assignment Pts Possible 5 Weight 0%" in the second column. A red arrow points from the text "click the ! beside the student's name" in the previous step to a red exclamation mark (!) located in the second column of the table, next to the first row.



- Once the exclamation point is clicked, the student's individual record will appear on the **Modify Grade** page. The page will provide the **date** and **time** the assignment was submitted, along with a space to place the student's grade.

### Modify Grade

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.


Student Name	Item Name	Item Date	Last Submitted/Modified	Grade	Points Possible	Class Average	Weight	
Student10 Student10 (student10)	Chapter 1 Assignment (Assignment)	Sep 28, 2005	Sep 28, 2005 3:19 PM	!	5	0	0.0	<a href="#">View</a>

User's Comments Chapter 1 Assignment  
 Feedback to User  
 Instructor Notes


- To view the student's assignment, click the **View** button.
- Once the **View** button has been clicked, the instructor will be taken to the **Grade Assignment** page. **Section 1** will contain details of the original assignment. **Section 2** will contain the student's completed assignment. To view any attached documents, instructors must click the link for **Student Files**.

### Grade Assignment: Chapter 1 Assignment

#### 1 Assignment Information

<b>Name</b>	Chapter 1 Assignment
<b>Instructions</b>	Read <b>Chapter 1 (pages 1-25)</b> . After completing the chapter, complete the attached questions. Type your responses using <b>MS Word</b> and attach your assignment. Please identify any questions you may have about Chapter 1 in the <b>Comments</b> box.  <b>Assignment Due: Friday, August 26th by 5:00 p.m.</b>
<b>File To Attach</b>	 Chapter_1_Assignment.doc ( <a href="#">Chapter_1_Assignment.doc</a> )
<b>Clear Attempt</b>	Click this button to clear this attempt. <a href="#">Clear Attempt</a>

#### 2 Student's Work

<b>Student's Comments</b>	Chapter 1 Assignment
<b>Student's Files</b>	 <a href="#">Chapter_1_Assignment.doc</a>

- Once the document opens, instructors can review the assignment.

### Helpful Tip

To make comments directly on the assignment, instructors can use the **Tracking** feature in MS Word (or other editing tools). Instructors can then save the **edited** assignment and attach it to the **student's feedback** section in **Section 3**.

9. In **Section 3**, instructors can provide **Feedback** to the student. Instructors can insert a **grade**, provide **comments**, and attach graded assignments, additional comments, or additional materials for students to review. **Information provided here would only be available to this individual student.**

**3 Feedback to Student**

Grade  out of 5.0

Comments

File To Attach

Currently Attached Files:

10. **Section 4** allows the instructor to record **Notes** about this particular assignment or student. This information would not be available to any student but would be stored in the **Gradebook**.

**4 Instructor Notes**

Notes

File To Attach

Currently Attached Files:

11. After the necessary information has been added, click **Submit**. A receipt will be provided.

- The feedback can now be viewed on the **Modify Grade** page. After the information has been added, the student will now be able to see the **grade** and the instructor's **feedback to user** by clicking the **View/Complete Assignment** link or by entering the "My Grades" area. The **instructor's notes** will not be made available to the student.

## Modify Grade

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

Student Name	Item Name	Item Date	Last Submitted/Modified	Grade	Points Possible	Class Average	Weight	
Student10 Student10 (student10)	Chapter 1 Assignment (Assignment)	Sep 28, 2005	Sep 28, 2005 3:19 PM	<input type="text" value="4"/>	5	4	0.0	<a href="#">View</a>

User's Comments Chapter 1 Assignment

Feedback to User The information was very well-written. It is clearly obvious that quite a bit of research and thought went into the completion of this assignment. Great! Please see the attachment for additional comments.

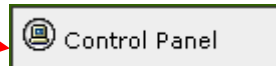
Instructor Notes This paper can be used as an example in future classes.

- If no additional changes are needed, click **Submit**. A receipt will be provided.
- The **grade** should now replace the **!** in the **Gradebook**.

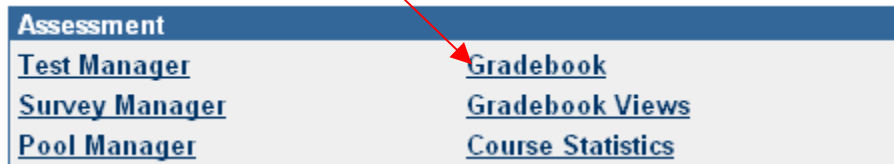
## Downloading Multiple Assignments

Assignments submitted using the **Assignment Manager** can be downloaded as a batch from the **Gradebook**.


- Enter the **Control Panel**.



- Under **Assessment**, click **Gradebook**.



- In the **Gradebook**, locate the assignment and click the assignment link.


 **Gradebook View Spreadsheet**

[Add Item](#)
[Manage Items](#)
[Gradebook Settings](#)
[Weight Grades](#)
[Download Grades](#)
[Upload](#)

Sort Items by Category GO
 Filter Items by Category All GO
 Filter U:

Name (Last, First)	Chapter 1 Assignment
	Assignment Pts Possible 5 Weight 0%
<a href="#">Student10, Student10</a>	4
<a href="#">Student11, Student11</a>	!

- On the **Item Options** page, click **Item Download**.

 **Item Options: Chapter 1 Assignment**

- ▶ [Item Grade List](#)  
View and modify users' grades.
- ▶ [Item Detail](#)  
View detailed statistics for the Gradebook item.
- ▶ [Item Information](#)  
Modify the name, description, availability, and other properties of the Gradebook item.
- ▶ [Item Download](#)  
Download files submitted by students for this item
- ▶ [Item File Cleanup](#)  
Delete files submitted by students for this item

- Select the student(s) to download their assignments. Place a check by each student's name or click **Check All** or **Check Ungraded**.

 **Download Assignment: Chapter 1 Assignment**

**1 Select Students**

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

	Student Name	Date	Grade
<input type="checkbox"/>	Student10, Student10	Wednesday, September 28, 2005 3:19:52 PM EDT	4
<input type="checkbox"/>	Student11, Student11	Wednesday, September 28, 2005 4:04:40 PM EDT	Needs Grading
<input type="checkbox"/>	Student12, Student12	Wednesday, September 28, 2005 4:05:22 PM EDT	Needs Grading
<input type="checkbox"/>	Student13, Student13	Wednesday, September 28, 2005 4:06:01 PM EDT	Needs Grading

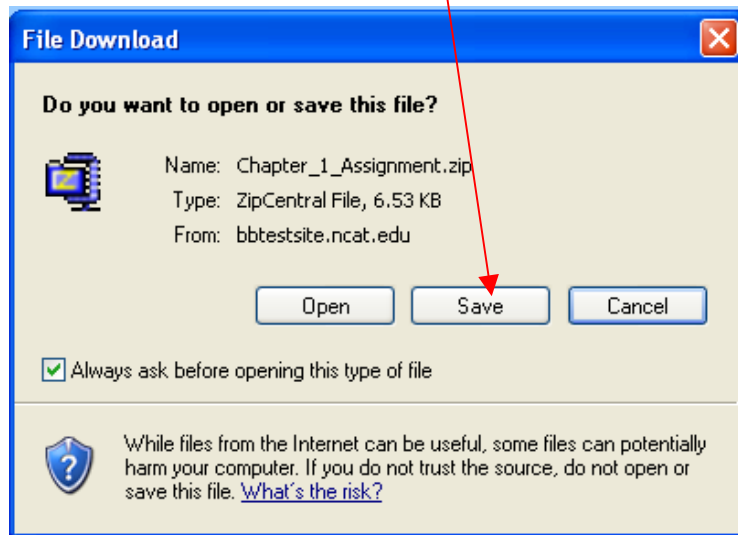
6. Click **Submit**.
7. You will receive a receipt that the items have been exported. Click the **Download assignments now** link to save the assignments to your computer. The assignments will be saved as a **zipped** file.

### Download Assignment: Chapter 1 Assignment

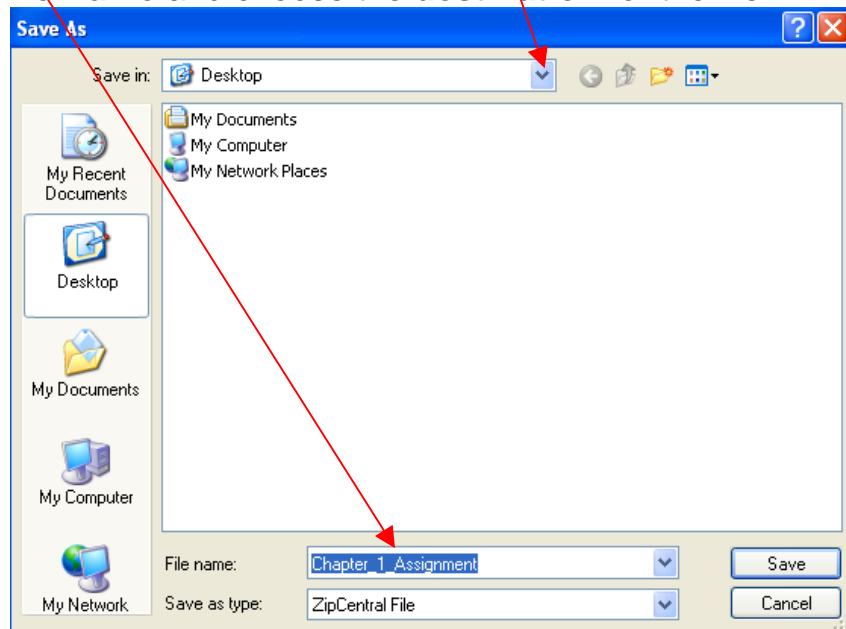
The assignments have been exported. [Download assignments now. \(6 KB\)](#)

Wednesday, September 28, 2005 4:16:56 PM EDT

8. Once you click the link, a **File Download** window will appear. You will be prompted to **Open** or **Save** the file. Click **Save**.



9. Insert a **File Name** and choose the **destination** for the file.



10. Click **Save**.
11. After the file downloads and is saved to its designated location, click **OK** on the **Download Assignment** page.
12. All of the files have now been downloaded in a zip file to the location that you selected during the **Save** process.