

## Assignment Tips for Blackboard Learn

The following are quick tips for managing Assignments inside of Blackboard Learn. Additional resources, videos and handouts can be found at <http://www.gvtc.org/bblearn> under the guides and tutorials area.

1. **Editing an Assignment** – Click the **Options Menu** to the right of the assignment title. This will allow you to edit the assignment settings including the following: Assignment Information, Assignment Files, Due Date, Grading, & Availability.



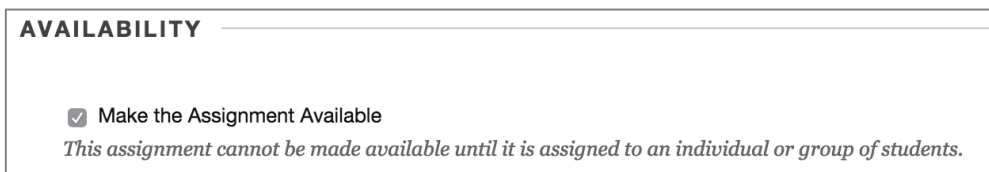
**Sample Assignment 1** (828.863 KB)

Attached Files: [Lighthouse Resources](#) (828.863 KB)

Review the information and resources given on lighthouses in America. Find at least 2 lighthouses and give a brief summary of their history.

Submissions must be typed in a word document with minimum of 1 page in length, MLA Style.

2. **Assignment Availability** – The **Make the Assignment Available** option must be checked in order for students to have access to the assignment. If a future date is chosen, the **Make the Assignment Available** option still must be checked.

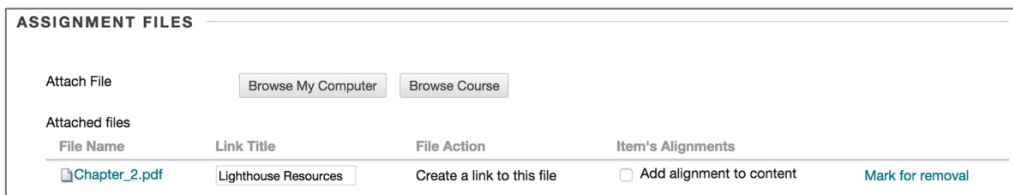


**AVAILABILITY**

Make the Assignment Available

*This assignment cannot be made available until it is assigned to an individual or group of students.*

3. **Due Dates:** The Due Date feature for assignments is only a suggestion, but instructors will see a **Late Flag** on assignments in the **Needs Grading** area as well as in the **Grade Details** page of the student's assignment in the Gradecenter. Using the **Due Date** feature will auto-populate the item to the Calendar as long as the item is currently available. It will not populate items until they are available for students if a future availability date is chosen.
4. **Assignment Files** – To attach files to an assignment this may be done in the content editor area OR single or multiple files can be added to the **Assignment Files** area below the content editor. Instructors can **Browse My Computer** or **Browse Course** (Content Collection) to add files.



**ASSIGNMENT FILES**

Attach File

Attached files

File Name	Link Title	File Action	Item's Alignments
<a href="#">Chapter_2.pdf</a>	Lighthouse Resources	Create a link to this file	<input type="checkbox"/> Add alignment to content <a href="#">Mark for removal</a>

5. **Rubrics** – If no **Add Rubric** button is available in the **Grading** section of the assignment, instructors can go to the **Course Management** area, Click **Customization > Tool Availability**. Scroll down until you find **Rubrics** to be sure the item is checked.



**GRADING**

Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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## Assignment Tips for Blackboard Learn

- 6. Submitting Attempts** – When students submit an attempt, instructors can use the inline grader to grade some documents with the option to markup the document within the browser. Those file types are: Powerpoints, Word Documents, Excel files and .PDF files.
- a. Note that instructors will not be able to see the formulas for the individual cells in Excel files unless the file is downloaded and opened in Excel.
  - b. Students should always use the **Attach File** option for submitting these files for instructors to grade with inline grader.
  - c. If a student uses the **Write Submission** option for submitting the assignment, instructors will not be able to utilize full features of the inline grader.
  - d. If a student submits a file other than the 4 types listed above, instructors will be given the option to download the file for viewing.



**7. Ignoring, Clearing, & Exempting Attempts:**

- a. **Ignore Attempt** — [Under View Grade Details for a specific grade cell] Allows the instructor to allow an additional submission and retain the original submission. Before the attempt is ignored view the attempt and provide a note in the feedback area documenting why the attempt is being ignored.
- b. **Clear Attempt** — Deletes the actual attempt and its details. See Ignore Attempt option.
- c. **Exempt Grade** — Grade is ignored in calculations. Document with a quick comment.

User **Nikki Stubbs\_PreviewUser (nstubbs\_previewuser)** < > Column **Sample Assignment 1 (Assignment)** < >

**Current Grade:** Needs Grading C Exempt  
 Grade based on Highest Score  
 Due: Oct 23, 2015  
 Calculated Grade  
[View Attempts](#)

**Attempts** | [Manual Override](#) | [Column Details](#) | [Grade History](#)

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Oct 22, 2015 2:11:51 PM	Oct 22, 2015 2:11:51 PM (Needs Grading)	!			Delete Last Attempt <span style="float: right;">Go</span> Grade Attempt <span style="color: red; font-weight: bold;">B</span> Clear Attempt Ignore Attempt <span style="color: red; font-weight: bold;">A</span> Edit Grade