

Retrieving and Grading Assignments in Blackboard

Overview

When you use the assignment manager to create a Blackboard assignment, Blackboard automatically creates a link that students use to submit their assignments and a new column for the assignment in the **Grade Center**. You can tell at a glance when a student has submitted an assignment – you will see an exclamation point symbol next to their name in the **Grade Center** column for the assignment. To view student submissions, you will need to download the attached files to your computer and open them with an appropriate application (e.g., Word documents can be opened with Microsoft Word). Blackboard gives you the option of downloading individual assignments or downloading multiple assignments at once.

Downloading Individual Assignments

1. Go to the **Grade Center** and locate the column for the assignment. Look for the exclamation point next to any student's name. Move your cursor to the box and click on the downward pointing arrow to open the **Grade Details** page for that student.

<input checked="" type="checkbox"/>	Last Name	First Name	assignment 1
<input type="checkbox"/>	Ali	Shad	!
<input type="checkbox"/>	Jaiswal	Jennifer	!
<input type="checkbox"/>	Student	Hunter	! ▾

Selected Rows: 0

Grade Information Bar

Click to see options

2. The **Grade Details** page contains additional information about the assignment, including the date and time it was submitted. To access a student's assignment, click on the **View Attempt** button under the **Attempts** section of the page.

Attempts

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Nov 11, 2008 3:03:01 PM (Needs Grading)	Nov 11, 2008 3:03:02 PM	!			<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Modify Attempt"/>

NOTE: Students can only submit assignments once. To allow a student to resubmit an assignment, click the **Clear Attempt** button. This will remove any previously submitted files. **Modify Attempt** button allows you to enter or to modify grade for that student. You may also add or modify any comments you might have previously made to the grade field.

3. You will now see the **Grade Assignment** Page, which has five sections.

1) **Assignment Information:** This section contains the information that you entered when you created the assignment. **Note:** Students can only submit assignments once. To allow a student to resubmit an assignment, click the **Clear Attempt** button. This will remove any previously submitted files.

1 Assignment Information	
Name	assignment #1
Instructions	submit something to this assignment
Clear Attempt	Click this button to clear this attempt. Clear Attempt

2) **User's Work:** This section contains links to files that the student has submitted. To save a student's submission to your computer, right click on the link (control-click on the Mac) to the file and select **Save Target As** from the menu. You might see something different if you are working on a different browser.

2 User's Work	
User's Comments	
User's Files	 JohnSmithAssignment1.doc

3) **Feedback to User:** To enter a grade for the assignment, delete the exclamation point and type in a grade in the **Grade** text box. You may offer additional feedback in the **Comments** text box. You may also attach a file to send to the student, such as a marked up Word document. To do so click the **Browse** button, locate the file on your computer, and click the **Open** button (you might see something different if you are working on a different browser).

3 Feedback to User

Grade: 1 out of 10.0

Comments

Attach local file: Browse...

Currently Attached Files: Add Another File

- 4) **Instructor Notes:** Use the instructor notes section to create a personal note about the student's assignment for your reference. The student will not see your notes.

4 Instructor Notes

Notes

Attach local file: Browse...

Currently Attached Files: Add Another File

- 5) **Submit:** When your modifications are complete, click the **Submit** button. The grade you entered will appear in the **Grade Center**. Students will be able to view the grade using the **My Grades** tool, unless you modify the column to make the grade unavailable to students (see note at the end of this document).

Downloading Multiple Assignments

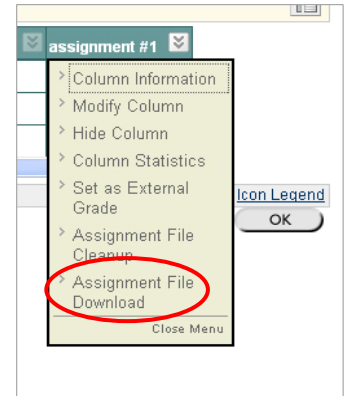
You may find it more convenient to download multiple student submissions at one time. Multiple submissions are downloaded as a .zip file, which must be decompressed to access the individual student files.

1. Go to the **Grade Center**, find the column for the assignment, and click on the downward pointing arrow next to the assignment name.

<input checked="" type="checkbox"/>	Last Name	First Name	assignment #1
<input type="checkbox"/>	Ali	Shad	-
<input type="checkbox"/>	Deneuveille	Thomas	-
<input type="checkbox"/>	Student	Hunter	!

Selected Rows: 0

Grade Information Bar



2. Click the **Assignment File Download** link.
3. Check the boxes next to the names of all the students whose assignments you wish to download. Items that still need to be graded are shown in the **Grade** column at the right. You can select all submitted assignments or all ungraded assignments by clicking on the **Select All** or **Select Ungraded** links at the top of the screen. Click the **Submit** button when finished.

Download Assignment: assignment #1

1 Select Students

[Select All](#) | [Select Ungraded](#) | [Unselect All](#)

<input type="checkbox"/>	Name	Date	Grade
<input checked="" type="checkbox"/>	aiswal, Jennifer	Tuesday, November 25, 2008 1:01:11 PM EST	Needs Grading
<input checked="" type="checkbox"/>	Morales, Joel	Wednesday, November 5, 2008 1:14:44 PM EST	Needs Grading
<input type="checkbox"/>	Ali, Shad		Not Available
<input type="checkbox"/>	Deneuveille, Thomas		Not Available
<input type="checkbox"/>	Student, Hunter	Tuesday, November 25, 2008 12:19:06 PM EST	Needs Grading

2 Submit

4. Right click (control click on the Mac) on the **Download assignments now** link to download a .zip file containing all the assignments you checked to a specific location on your computer.

TEST MASTER COURSE (HUNTR TEST MASTER) > CONTROL PANEL > GRADE CENTER > DOWNLOAD ASSIGNMENT: ASSIGNMENT #1

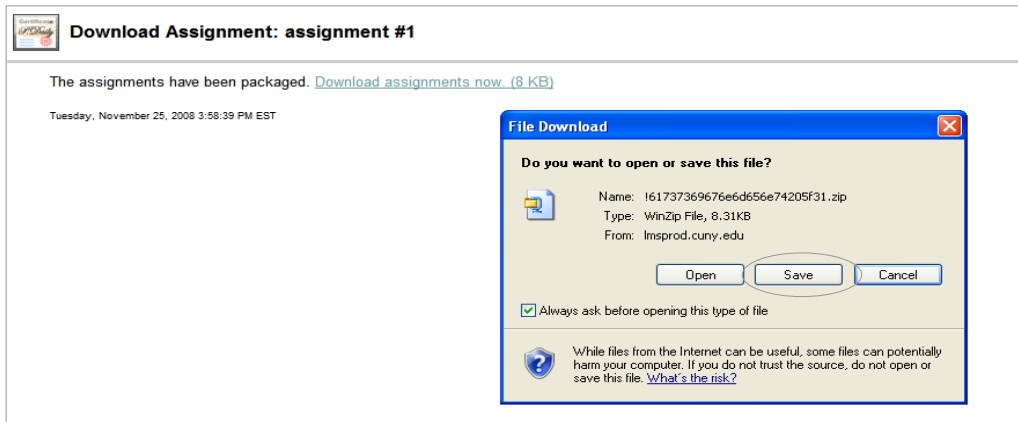
Download Assignment: assignment #1

The assignments have been packaged. [Download assignments now \(545 kB\)](#)

Wednesday, November 12, 2008 12:05:44 PM EST

OK

5. Click the **Save** button from the windows that appears (you might see something different if they're working on a different browser). Be sure to note where you save the file. Unzip the file to access the individual student assignments.




Note: When the .zip file is decompressed, you will notice that the individual filenames have been prefixed with the name of the assignment and the student’s UUID, long numbers that are unique identifiers within Blackboard. You may want to rename these files once you have downloaded them.

Entering Grades for Blackboard Assignments

After you have reviewed an assignment, go back to the **Grade Details** page to enter student grades (see steps 1 and 2 above in the “Downloading individual assignments” section of this handout to get to the **Grade Details**). You can enter each individual student’s grade without leaving the **Grade Details** page, which can save you time.

1. Click on the **Modify Attempt** button to enter a student’s grade as shown here.

Attempts					
Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Feb 13, 2009 12:33:43 PM (Completed)	Feb 13, 2009 12:33:43 PM	15  <input type="checkbox"/> Exempt user from this item.			Save Cancel

2. Navigate to other student’s record from the **User** controls located on the top right section of the Grade details page.



Grade Details

Column: week 1 (Assignment) Go

User: Shiao-Chuan Kung (123450120) Go

To view the details of another column or user, select the column or user and click **Go**, or click the next or previous arrows to navigate sequentially. Override a grade by clicking the **override** button. Revert an overridden grade to its previous value by clicking the **revert** button. Modify or clear an attempt grade by clicking the appropriate buttons in the Attempts table.

Current Grade Override

User Shiao-Chuan Kung (20060120023032031440)

Student ID

Column week 1 (Assignment) Details

Grade Type Score


Description

Move to another student using the drop-list arrow, or go to the next student record using the left or right buttons.

- You can also enter a student's grade via the **View Attempts** button on the **Grade Details** page. Click on the **View Attempt** button to view the **Grade Assignment** page and enter a student's grade.

Warning: Entering grades any other way will cause problems with calculations in column statistics. In addition the student's view of the assignment will display that the assignment needs grading. For more details on this problem refer to <http://tinyurl.com/Bb8glitchdoc>.

Students will be able to view the grade using the **My Grades** tool, unless you modify the column to make the grade unavailable to students.

Note: To make the grade unavailable to students: Go to the **Grade Center** page. Click the  down arrow from the column menu. Select the **Modify Column**. Under **Options**, go to **Show this column in My Grades**, select **No**, and then click the **Submit** button.

Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No