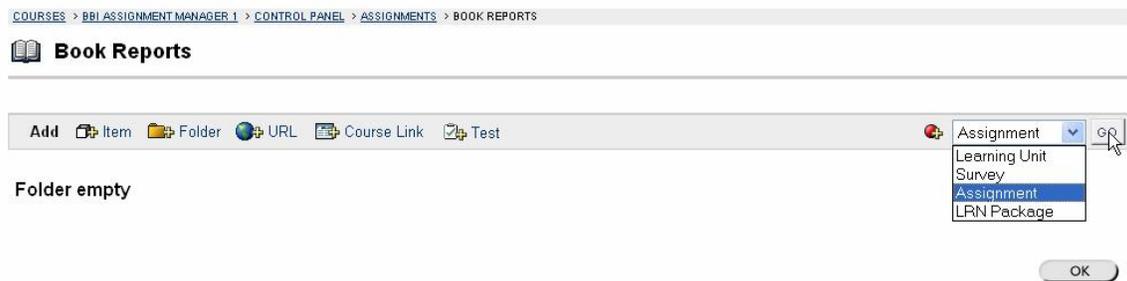


The Blackboard Assignment Manager

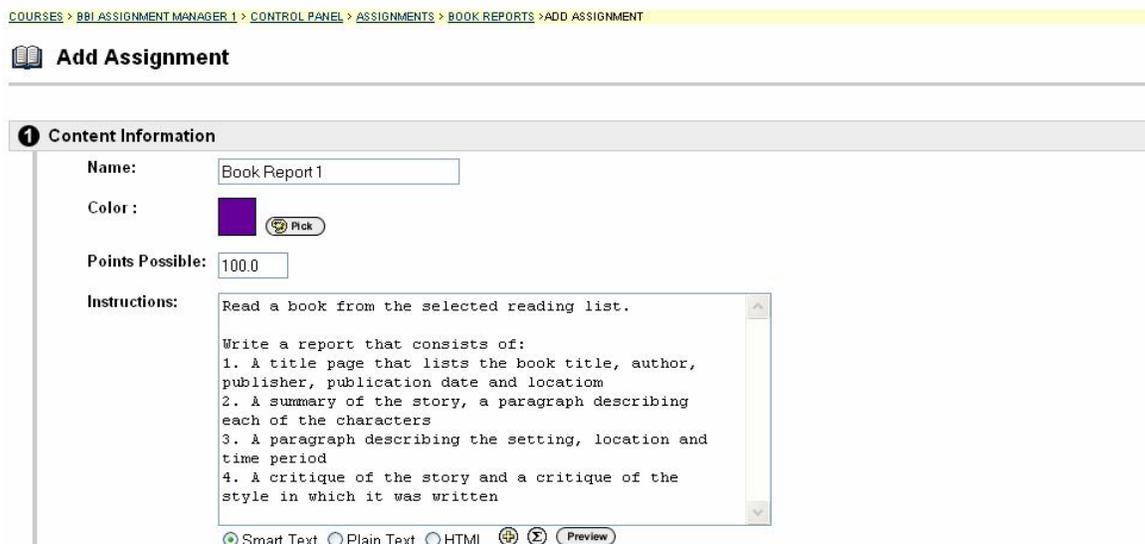
The assignment manager allows you to exchange documents with your students in an organized fashion.

To create an assignment:

1. Determine what content area should contain the Assignment
2. Go to the control Panel and click on that area
3. Look to the far right of the 'ADD' bar. You will see a drop-down menu with a go button next to it. Click the drop-down arrow and select 'Assignment', then click 'GO'



4. Enter the name of the assignment. Pick a color if you like. Enter the possible points. Type in any instructions you want to give. You can use HTML or the equation editor if you need to.



5. Click yes next to make the assignment visible
6. Click yes to track number of views
7. If you wish, select dates of availability
8. Name and attach any needed files

2 Availability Options

Do you want to make the assignment visible?: Yes No

Do you want to track the number of views?: Yes No

Availability Dates:

Display After
 Aug 17 2003
 11 00 PM

Display Until
 Aug 17 2003
 11 00 PM

3 Assignment Attachments

File To Attach: C:\Documents and Settings\Christ Browse...

Name of Link to File: Book Report Guidelines

Currently Attached Files:

4 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

9. Scroll down and click submit

The Student's view of the Assignment

1. Click on the area where the assignment is located
2. Read any instructions and click on 'View/Complete'

My USC Courses Libraries VIP Community

COURSES > BBI ASSIGNMENT MANAGER 1 > ASSIGNMENTS > BOOK REPORTS

Book Report 1
 Read a book from the selected reading list.

Write a report that consists of:

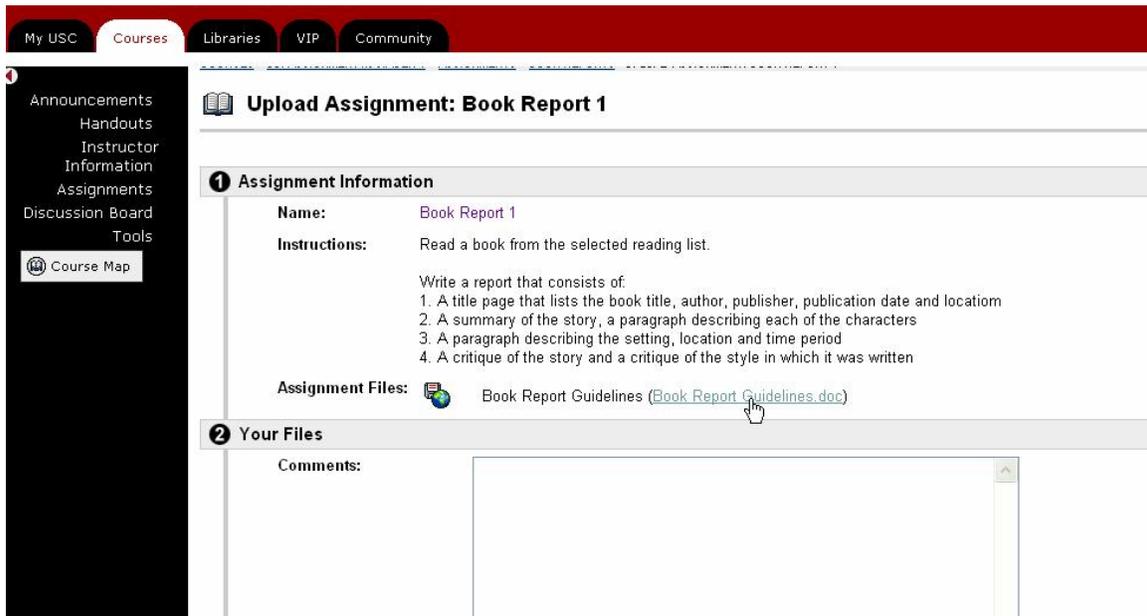
1. A title page that lists the book title, author, publisher, publication date and location
2. A summary of the story, a paragraph describing each of the characters
3. A paragraph describing the setting, location and time period
4. A critique of the story and a critique of the style in which it was written

>> [View/Complete](#)

Announcements
 Handouts
 Instructor Information
 Assignments
 Discussion Board
 Course Map
 Control Panel

3. Click on any documents your instructor may have attached to the assignment

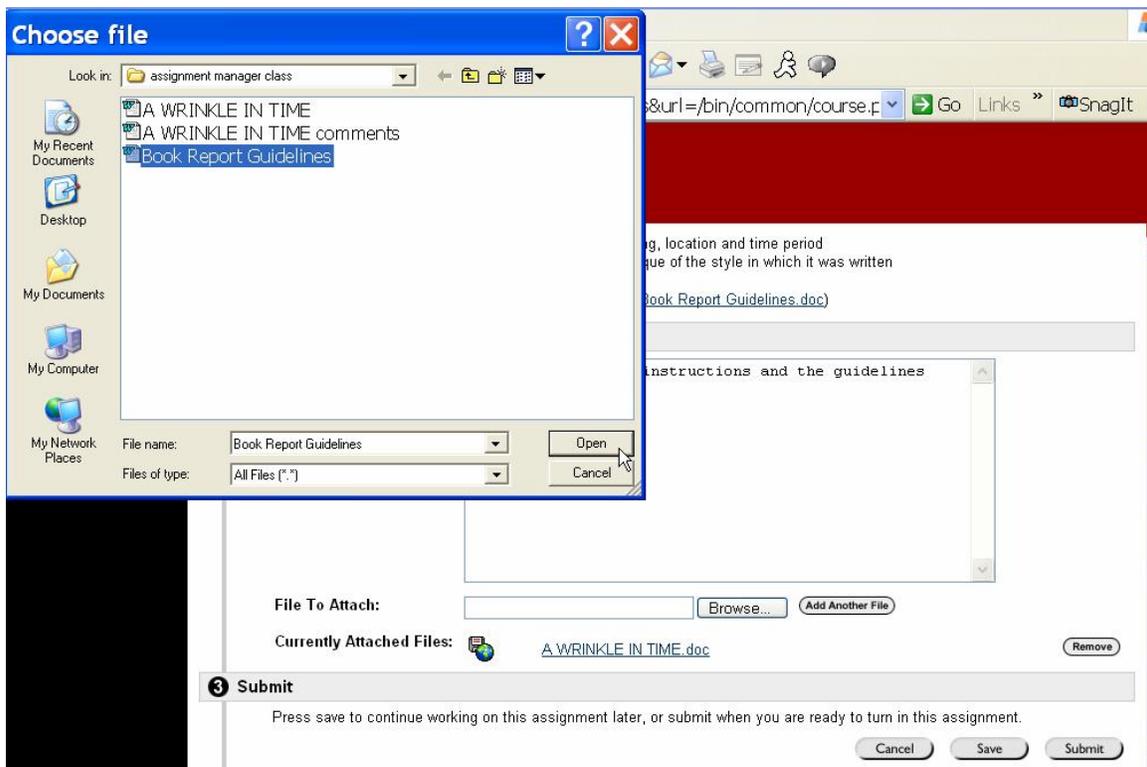
4. Add any comments



5. Scroll down. Click Browse to attach files. Navigate to the appropriate file. Click Open.

6. Click 'add another file' and repeat #5 to add additional files.

7. Scroll down and click submit



8. Once submit is clicked, the assignment is considered complete and cannot be altered unless the Instructor resets the attempt.
9. To check the grade click on view complete. A message will say that the assignment is complete, click OK to view results. (or view grades from the Tools menu)
10. The grade will appear as an exclamation mark until the instructor grades the assignment
11. If the instructor has loaded a document, click on the document to view. Scroll over any highlighted areas to view comments.

The screenshot shows a Blackboard interface for a University of South Carolina course. The assignment is titled "Book Report 1". The instructions require a report with four parts: a title page, a summary, a paragraph describing the setting, and a critique. The student's work shows a handwritten-style report on "A Wrinkle in Time" by Madeleine L'Engle. The report includes a title page, a summary, and a critique. The instructor's feedback, visible in a yellow box, states: "This title should be centered. Title page is missing." The student's work also includes a critique of the book's cover and a quote from the text.

12. The document can be downloaded by doing a right-click, then click 'save as'

Grading an Individual Assignment

1. Go to the control panel and click on 'Gradebook'
2. Find the cell that corresponds to the student and the assignment. Click on the exclamation mark.

Sort Items by: Position Filter Items by Category: All Filter Users by Last Name: All

Student Name (Last, First)	Book Report 1 Assignment Pts Possible: 100 Weight: 0%	Total Pts Possible: 100	Weighted Total Pts Possible: 100
Student_BbAM100	-	-	0%
Student_bbam101	-	-	0%
student_bbam102	-	-	0%
Student_Bbam103	-	-	0%
Student_Bbam104	-	-	0%
Student_Bbam105	-	-	0%
Student_Bbam106	-	-	0%
Student_Bbam107	-	-	0%
Student_Bblamstudent	!	-	0%

9 Students
Displaying records 1 - 9

<<Previous 1 Next>>

3. When the 'View Grades' page appears, click view

View Grades

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

Student Name	Item Name	Date	Grade	Points Possible	Class Average	Weight	
Bblamstudent Student (bblamstudent)	Book Report 1 (Assignment)	Aug 18, 2003	!	100.0	0.0	0.0	<input type="button" value="View"/>

Student's Comments: I noticed that the instructions and the guidelines did not match.

Feedback to Student:

Instructor Notes:

4. Click on the document to open it or right-click to download it to your computer

2 Student's Work

Student's Comments: I noticed that the instructions and the guidelines did not match.

Student's Files:  [A WRINKLE IN TIME.doc](#)

3 Feedback to Student

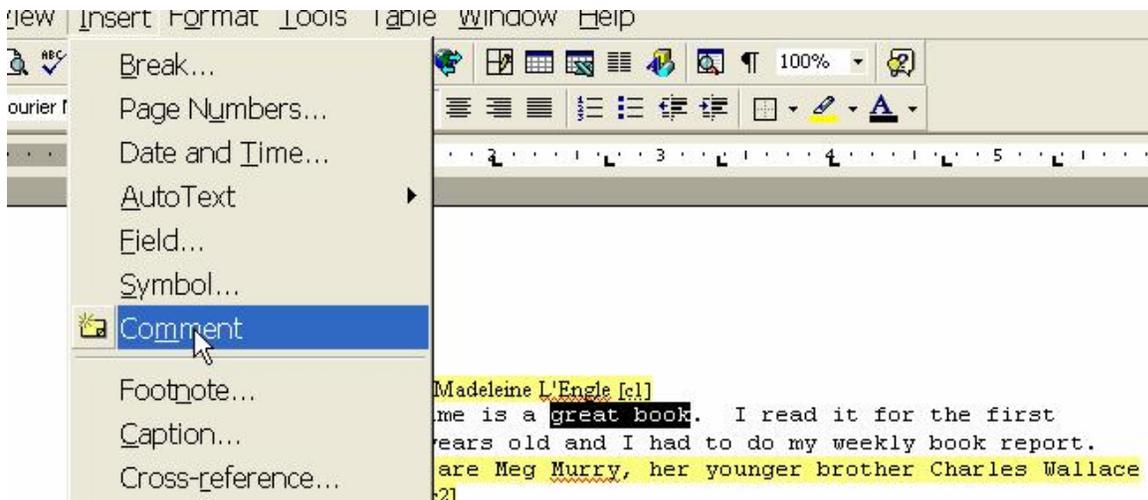
Grade: out of 100.0

Comments:

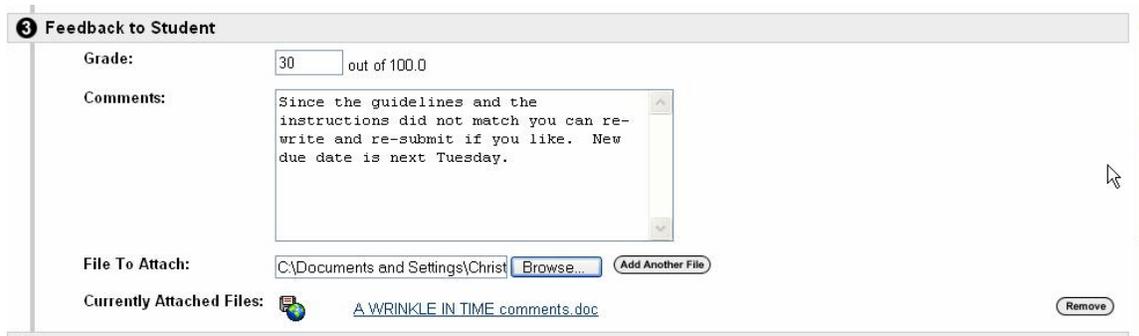
- Open
- Open in New Window
- Save Target As...
- Print Target
- Cut
- Copy

5. If you download the document to your computer, you can open it in word and make comments, then upload the commented document so the student can see your comments.

- A. Open the document in word
- B. Select the area to be commented
- C. Click Insert, comment
- D. Type the comment
- E. Repeat for each comment
- F. Click save (you may want to save the document with a standard name like "report with comments")



6. To upload the corrected document, click browse, navigate to the document, click OK
7. Enter the grade
8. Enter any comments
9. Scroll down and click submit



Downloading Assignments in Groups

1. Go to the control panel, click on grade book
2. Click on the title of the assignment in the gradebook

Sort Items by: Position GO Filter Items by Category: All GO Filter Users by Last Name: All GO

Student Name (Last, First)	Book Report 1 Assignment Pts Possible: 100 Weight: 0%	Total Pts Possible: 100	Weighted Total Pts Possible: 100
Student, BbAM100	-	-	0%
Student, bbam101	!	-	0%
student, bbam102	!	-	0%
Student, Bbam103	!	-	0%
Student, Bbam104	!	-	0%
Student, Bbam105	-	-	0%
Student, Bbam106	-	-	0%
Student, Bbam107	-	-	0%
Student, Bblamstudent	!	-	0%

9 Students
Displaying records 1 - 9

<<Previous 1 Next>>

3. Click on 'Item Download'

Item Options: Book Report 1

- ▶ [Item Grade List](#)
- ▶ [Item Information](#)
- ▶ [Item Detail](#)
- ▶ [Item Download](#)
- ▶ [Item File Clean Up](#)

4. Click 'Select All' or click by the students you want to select, then scroll down and click submit

1 Select Students

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

	Student Name	Date	Grade
	Student, BbAM100		N/A
<input checked="" type="checkbox"/>	Student, bbam101	2003-08-18 01:57:22.0	Needs Grading
<input checked="" type="checkbox"/>	student, bbam102	2003-08-18 01:58:24.0	Needs Grading
<input checked="" type="checkbox"/>	Student, Bbam103	2003-08-18 01:59:30.0	Needs Grading
<input checked="" type="checkbox"/>	Student, Bbam104	2003-08-18 02:00:28.0	Needs Grading
	Student, Bbam105		N/A
	Student, Bbam106		N/A
	Student, Bbam107		N/A
<input checked="" type="checkbox"/>	Student, Bblamstudent	2003-08-18 01:19:06.0	Needs Grading

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

5. Click on 'Download Assignments Now'

Download Assignment: Book Report 1

The assignments have been exported. You may [download assignments now \(18 KB\)](#)

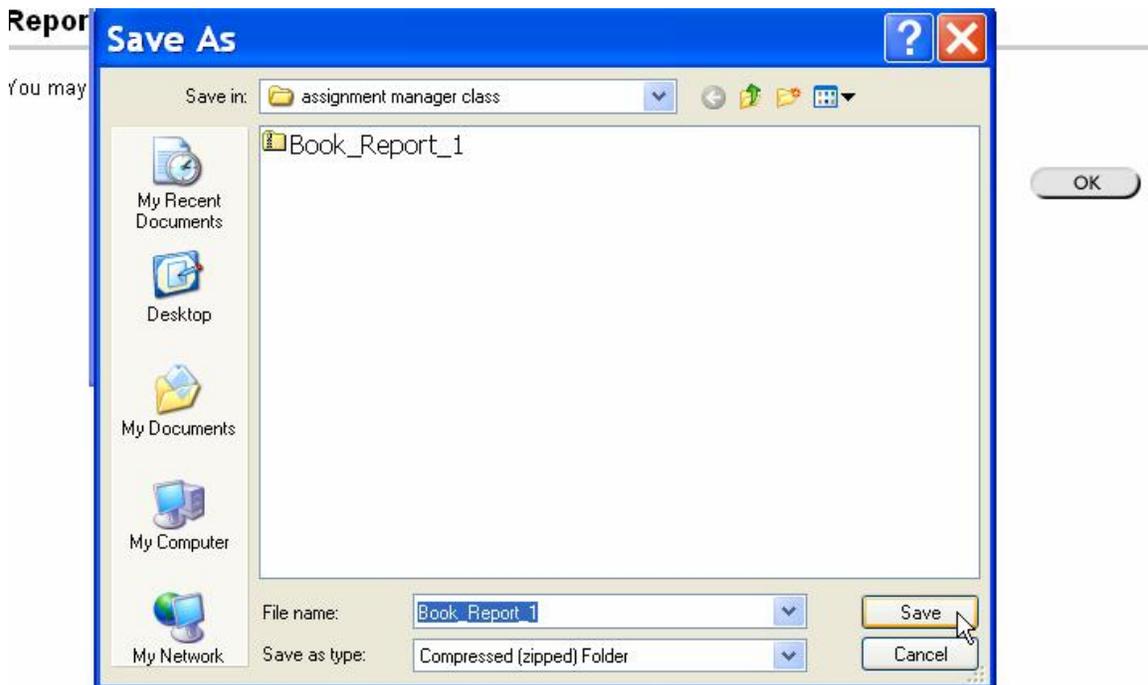
Mon Aug 18 02:05:38 EDT 2003

OK

6. In the File Download box, click save



7. Navigate to the desktop or to the folder where you want to store the documents. Click save



8. Navigate to the folder where the documents are stored. Double-click on the documents you wish to view. Proceed with grading as described above.

9. Notice that each file contains the username of the student who submitted it.

