

Blackboard 9.0: Assignment Manager

Blackboard includes a system for managing Assignments. It is easy for students and faculty to use. It is separate and apart from the *Digital Drop Box* which is not available in Release 9.0. Some advantages of the Assignment Manager include:

- Easy download and removal of files
- Automatic renaming of file with the assignment name followed by the username (e.g. **Avalibility_Sheet_dstudent_Avalibility_Form**)
- Direct links to the Gradebook
- Easier submission on the student's part

You may want to add an Assignments button or text link in your course menu.

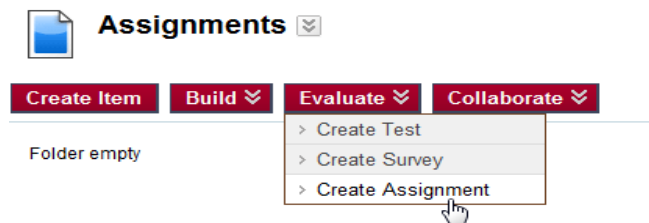
Adding an Assignment

You can create Assignments and add them to any content area. Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an assignment. Students complete the assignment in a separate file and send it back to the Instructor through the Course Menu. The Grade Center is automatically updated with assignment information.

Step 1: Click the **Assignment Tab** or any content tab you wish to use.

Step 2: Open Evaluate Dropdown menu.

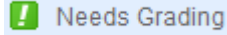
Step 3: Select **Create Assignment** from the drop-down list



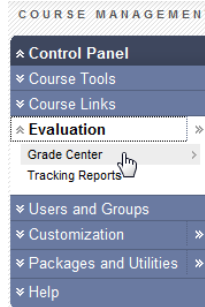
Step 4: Complete the information for the following fields: Name and Color, Points Possible, Instructions, Visibility, Tracking, and Availability. Files can be uploaded using the **Browse** button under Attachments.

Viewing Individual Assignments

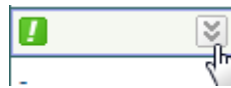
Student submissions are only accessible through the Grade Center. You can access individual submissions for viewing, submitting grades, and providing feedback. Ungraded assignments are noted with an exclamation point



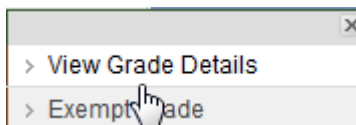
Step 1: Select Grade Center on the Course Control Panel.



Step 2: Click on the exclamation point (!) for the student's assignment.

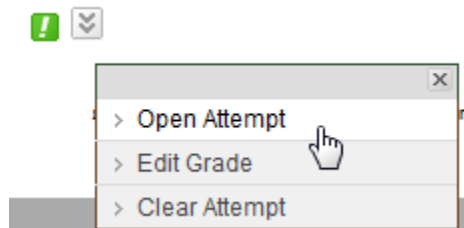


Step 3: Click the View button.

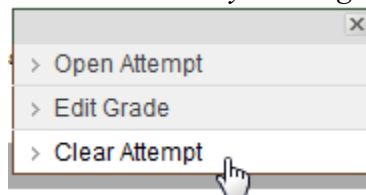


Step 4: Open "Grade Details"

Step 5: The student's file can be viewed by clicking on Open Attempt.



If necessary, you can reset a student's submission by clicking the Clear Attempt button.



Step 6: Click on the users file to open the assignment

3. Review Current Attempt

Submission	Third submission
Attached Files	Availability Form.xls
Comments	

Step 7: A Grade and Comment can be entered and edited files attached under Grade Current Attempt.

Step 8: Instructor's Notes may be added and are confidential and viewable only by the instructor and the course TA.

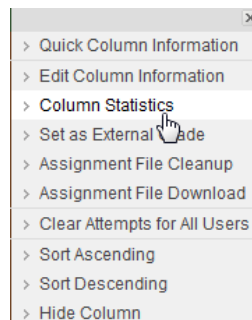
Step 9: Click Submit.

Assignment Management

By selecting a particular assignment, you will be able to access the following information:

Column Statistics

To enter Open Column Statistics.



Column Statistics

Jump to Column: Show Statistics For:

Current Column: **Availability Form (Assignment)** < >

Column Details

Column	Availability Form (Assignment)
Points Possible	10.0
Description	

Statistics

Count
Minimum Value
Maximum Value
Range
Average
Median
Standard Deviation
Variance

0

Status Distribution

Null
In Progress
Needs Grading
Exempt

5

0

1

0

Grade Distribution

greater than 100
90 - 100
80 - 89
70 - 79
60 - 69
50 - 59
40 - 49
30 - 39
20 - 29
10 - 19
0 - 9
less than 0

0

0

0

0

0

0

0

0

0

0

0

0

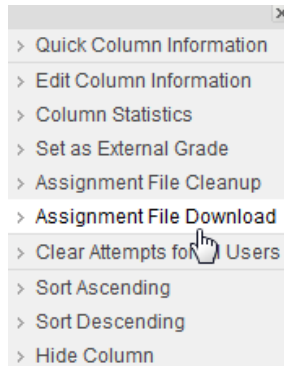
0

OK

Downloading Assignments

You can download all of your students' files in one process for saving or editing purposes.

Step 1: Click on Assignment File Download.



Step 2: Select individual assignments or use the Select All, Select Ungraded options.



Download Assignment: Availability Form

Select All Assignments

1. Select Users

<input type="checkbox"/>	Name	Date	Grade (Select Ungraded)
<input type="checkbox"/>	Student, Bill	Wednesday, May 27, 2009 10:46:03 AM GMT-07:00	Needs Grading
<input type="checkbox"/>	Student, Charles		Not Available
<input type="checkbox"/>	Student, David		Not Available
<input type="checkbox"/>	Student, Eller		Not Available
<input type="checkbox"/>	Student, Frank		Not Available
<input type="checkbox"/>	bbteststudent, bbteststudent		Not Available

Select by Student

2. Submit

Step 3: Click Submit.

Step 4 Click the link on this page to save the packaged assignments to a location on the hard drive. You will be prompted to open or Save the file.



Download Assignment: Availability Form

The assignments have been packaged. [Download assignments now. \(8 KB\)](#)

Wednesday, May 27, 2009 11:06:34 AM GMT-07:00

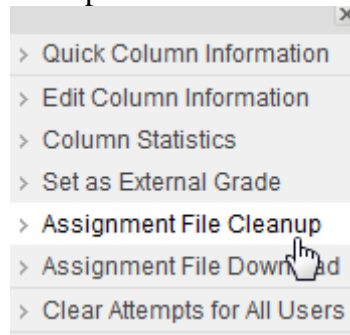
Step 5: Select a convenient location to save file.

Note: All of the files will be combined into one “zipped” file.
Files are automatically renamed with the assignment name followed by the username and the original file name.
(e.g. Avalibility_Forum_bstudent_Avalibility_Form)

Deleting Assignments

As with downloading, you can delete a group of your students’ files in one process.

Step 1: Click on Assignment File Cleanup.



Step 4: Select individual assignments or select all

Step 5: Click **Delete**.

Step 6: Click **OK**.

If you have any questions at all, feel free to contact the System Administrator

At ellerblackboard@eller.arizona.edu