

Assignment Manager

Blackboard has a tool called the Assignment Manager that facilitates file submissions from students. The Assignment Manager feature can be used in any content area (e.g. Course Information, Course Documents, etc.) and should not be confused with the area called Assignments in the course menu. This tool is separate and apart from the Digital Drop Box which is a tool left over from older versions of Blackboard. While some faculty may prefer to receive student assignments using the Digital Drop Box or email attachments, advantages of the Assignment Manager include:

- easy way to see which students have submitted assignments
- direct link to the Gradebook
- easy download and removal of files
- automatic renaming of file with the assignment name followed by the username and original file name (e.g. Essay1_RUNewark_Word.doc)
- easier submission on the student's part

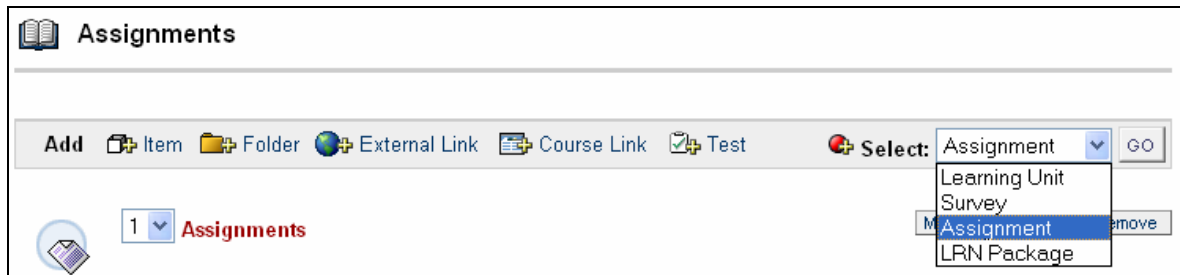
The Assignment Manager is an improvement over the Digital Drop Box which can *not* be sorted by assignment or student. In addition, there is no way to download batches of files from the Digital Drop Box. However, the Digital Drop Box allows students to submit multiple versions or drafts of an assignment any time. The Assignment Manager is designed for submission of one or more files at one time. Faculty can work around this by creating an additional assignment for drafts or remove the original submission.

If you choose to not use the Digital Drop Box, it is recommended that you turn off this option to minimize confusion on the students' part. This can be done through the **Control Panel** option **Manage Course Menu**. First click on the **Modify** button to the right of Tools and then select the **Disable** button for Digital Drop Box. Click **Submit** to make the change.

Adding an Assignment

You can create Assignments and add them to any content area. Assignments have a name, point value, and description associated with them. Instructors may also attach files to an Assignment. Students submit the assignment to the Instructor by attaching a file.

- Step 1:** Click the **Control Panel** link at the bottom left under the navigation menu.
- Step 2:** Select the appropriate **Content Area** (e.g. Assignments, Course Documents, etc).
- Step 3:** Select **Assignment** from the drop-down list located on the right and click **Go**.




- Step 4:** Complete the information for the following fields: **Name**, **Color**, **Points Possible**, and **Instructions**.
- Step 5:** If necessary, upload files using the **Browse** button.
- Step 6:** If necessary, set **Tracking** and **Availability** options.

- Step 7:** Click **Submit**. A receipt will indicate the successful submission.

[Viewing Individual Assignments](#)

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

- Step 1:** From the **Control Panel**, select **Gradebook** from the Assessment module in the middle right.
- Step 2:** Click on the exclamation point (!) for the student's assignment.
- Step 3:** Click the **View** button.

 **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	
RUTGERS OAT (oat00001)	Supreme Court Appointment (Assignment)	Sep 19, 2005	Sep 21, 2005 9:46 AM	<input type="text"/>	1,000,000	0	10.0	<input type="button" value="View"/>

User's Comments You can just me give me an A :)
 Feedback to User
 Instructor Notes

- Step 4:** If necessary, you can reset a student’s submission by clicking the **Clear Attempt** button. This will delete the file from the system. If you are clearing an assignment to allow a student to submit a final version, you may want to download the earlier version first and then clear the assignment.
- Step 5:** The student’s file can be viewed by clicking on the attachment under **Student’s Work**. The file will open into a new window.
- Step 6:** A **Grade** and **Comments** can be entered and edited files attached under **Feedback to Student**.
- Step 7:** **Instructor’s Notes** are confidential and viewable only by the instructor.
- Step 8:** Click **Submit**.

Assignment Management

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

 **Item Options**

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

Item Grade List allows you to view and edit grades.

Item Information allows you to view and edit description, date, points, visibility, and calculation options.

Item Detail provides general information including average, deviation, variance, and high and low scores.

Item Download allows you to download a group of assignments in one process.

Item File Clean Up allows you to delete a group of assignments in one process.

The **Item Grade List** option is particularly useful when you want to enter grades for a number of students. You can submit grades for the entire class in one process, saving you a significant amount of time and clicking, rather than submitting grades individually.

Downloading Assignments

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

- Step 1:** From the **Control Panel**, select **Gradebook** from the Assessment module in the middle right.
- Step 2:** Select an item in the Gradebook by clicking on its name. The **Item Options** page will open.
- Step 3:** Click **Item Download**.
- Step 4:** Select individual assignments or use the **Check All**, **Check Ungraded**, or **Uncheck All** options.

Download Assignment: Assignment #1			
1 Select Students			
Check All Check Ungraded Uncheck All			
	Student Name	Date	Grade
	Berrifield, James		N/A
<input type="checkbox"/>	Dorn, Brian	2002-05-06 17:24:31.0	!
	Franklin, Greg		N/A
<input type="checkbox"/>	Gude, Terry	2002-05-07 12:46:24.0	Needs Grading

- Step 5:** Click **Submit**.
- Step 6:** Click the **Download Assignments Now** link on the next page to save the exported assignments to a location on the hard drive or to a removable drive.

Download Assignment: Test Assignment
The assignments have been exported. You may download assignments now. (0 KB)
Wed Apr 16 15:46:16 EDT 2003

- Step 7:** You will be prompted to open or **Save** the file to a convenient location.

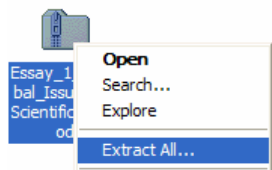
Note: All of the files will be combined into one “zipped” file.

Files are automatically renamed with the assignment name followed by the username and the original file name. (e.g. Essay1_RUNewark_Word.doc)

Unzipping Downloaded Assignments

Since the files downloaded from Blackboard are all “zipped” into one file, you must “unzip” them in order to edit them. Windows XP has a built-in program for unzipping files.

- Step 1:** Locate the downloaded file from where you saved it and **right-click** it. A pop-up menu will appear.



- Step 2:** Select **Extract All...** with a **left-click**.
- Step 3:** An Extraction Wizard will open, click **Next**.
- Step 4:** If necessary, use the **Browse** button to select a location to expand the files.
- Step 5:** Click **Finish**. A new folder will automatically be created containing the unzipped files that can be accessed through Word as usual for editing.

Deleting Assignments

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

- Step 1:** From the **Control Panel**, select **Gradebook** from the Assessment module in the middle right.
- Step 2:** Select an item in the Gradebook by clicking on its name. The **Item Options** page will open.
- Step 3:** Click **Item File Clean Up**.

Delete Assignment Files: Week 1 Assignment						
Student Name	Grade	File Name	File Size	Type Name	Date	
<input type="checkbox"/> Oude, Terry	Needs Grading	Terry.Oude.doc	25 kb	Student's File	2002-08-02 15:54:07.0	
<input type="checkbox"/> Oude, Terry	Needs Grading	InstructorFeedback.doc	25 kb	Instructor's File for Student	2002-08-02 17:07:18.0	
<input type="checkbox"/> Oude, Terry	Needs Grading	InstructorNotes.doc	25 kb	Instructor's Personal File	2002-08-02 17:07:18.0	
<input type="checkbox"/> Johnson, Adam	Needs Grading	History assignment.doc	25 kb	Student's File	2002-08-02 17:05:18.0	
<input type="checkbox"/> Mary, Wallace	Needs Grading	MaryWallace.doc	25 kb	Student's File	2002-08-02 17:04:52.0	

- Step 4:** Select individual assignments or use the **Check All**, **Check All Instructor's Files for Students**, **Check All Instructor's Personal Files**, **Check Graded**, or **Uncheck All** options.
- Step 5:** Click **Delete**.
- Step 6:** Click **OK**.