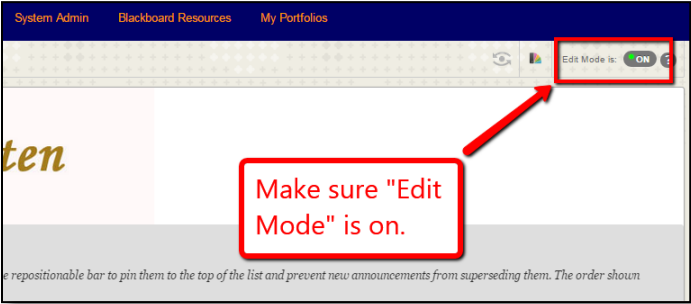
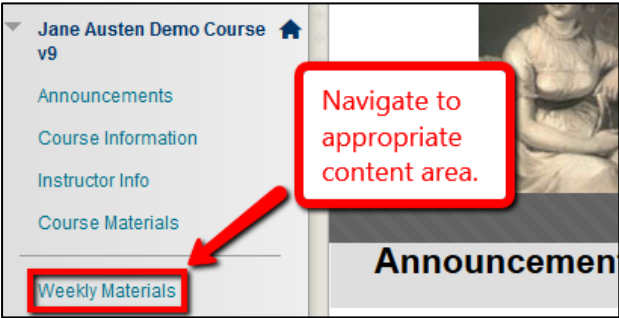


## Creating and Grading Assignments in Blackboard

Blackboard allows you to create different types of “Assessments,” or graded work, in your course site. One type of Blackboard assessment is an “Assignment,” which allows students to type in a short answer or essay response and/or attach a document with their submission. If student work is submitted as an attachment, you can mark-up certain types of files using the “Inline Grading” feature (inline grading works with .doc, .xml and .pdf files — see Part II of this guide), or download the attachments from the grade center either one-by-one, or as a ‘batch’ per assignment. As with other graded activities in Blackboard, a column will automatically be generated in your Grade Center for the assignment and can be set up to factor into the course’s weighted column. This helps you to maintain an accurate record of student work and makes grading a much more streamlined process.

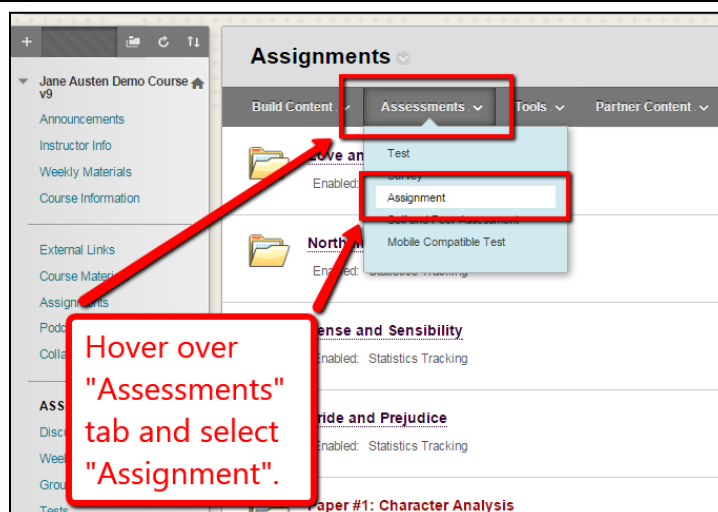
There have been a few changes to the assignment process in the December 2014 CUNY Blackboard update. In particular, some of the option fields have been rearranged and condensed, and “SafeAssign” is no longer a separate assessments category; it is now built into assignments (see Steps 6-7).

This guide will show you how to create a new assignment (Steps 1-4), specify the options for student submission, grading options, and availability (Steps 5-10), and go over the steps of how to grade assignments with and without using the “Inline Grading” feature (Steps 13-21).

<p><u>Step 1</u></p> <p>First, ensure that “Edit Mode” is on. The switch is in the upper right corner of the screen.</p>	 <p>A screenshot of the Blackboard interface. At the top, there are tabs for 'System Admin', 'Blackboard Resources', and 'My Portfolios'. In the upper right corner, there is a toggle switch labeled 'Edit Mode is: ON'. A red box highlights this switch, and a red arrow points to it from a text box that says 'Make sure "Edit Mode" is on.'</p>
<p><u>Step 2</u></p> <p>Navigate to the content area where you want to place the assignment.</p>	 <p>A screenshot of the Blackboard interface showing a course site for 'Jane Austen Demo Course v9'. On the left, there is a navigation menu with links: 'Announcements', 'Course Information', 'Instructor Info', 'Course Materials', and 'Weekly Materials'. The 'Weekly Materials' link is highlighted with a red box. A red arrow points to it from a text box that says 'Navigate to appropriate content area.'</p>

### Step 3

Once within the desired content area, hover over the "Assessments" button at the top of the page and select "Assignment" from the drop down menu.



### Step 4

Enter a title for the assignment, and any instructions you'd like to appear below the assignment's title. Remember that inline grading only works with assignments submitted as a .doc, .xml or .pdf file attachment, so if you'd like to use inline grading, include directions on submitting a file attachment here. You can also include longer instructions (or the rubric used for grading) as a file attachment. To attach a file saved on your computer, click the "Browse My Computer" button. To attach files previously uploaded to Blackboard click the "Browse Content Collection" button. (See Content Collection Quick Guide for more details:

<http://spsfaculty.commons.gc.cuny.edu/quick-guides/>).

Enter a due date for the assignment by clicking the calendar icon and selecting a date, then clicking the clock icon and selecting a time (default time is 11:59pm on the due date).

Note that entering a due date will automatically create an entry for the assignment on both your and your students' Blackboard calendar for your course. Students can access the assignment – and you can grade it – directly from the calendar entry.

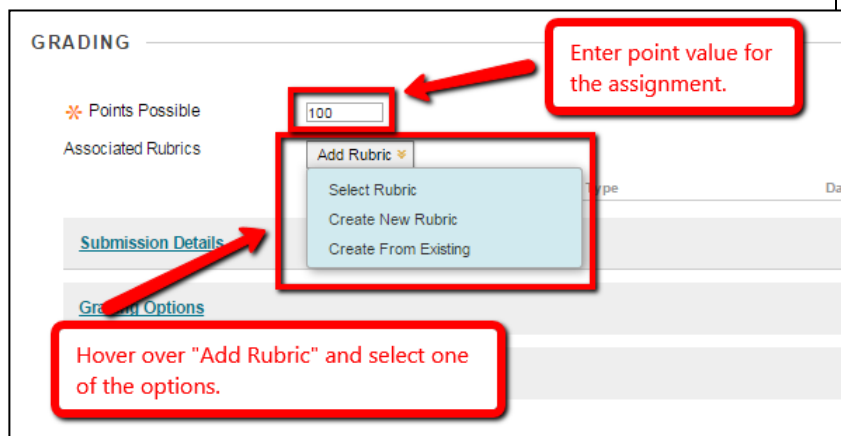
(See Calendar Quick Guide for more details: <http://spsfaculty.commons.gc.cuny.edu/quick-guides/>).

### Step 5

In the "Grading" field, enter the points possible for the assignment. If you will use a rubric for grading, hover over the "Add Rubric" button and choose "Select Rubric" to associate an existing rubric with this assignment. Alternatively, you may select "Create New Rubric" to create a new rubric, or "Create From Existing" to modify an existing rubric and associate it with this assignment.

(See Rubrics Quick Guide for details on creating and using rubrics:

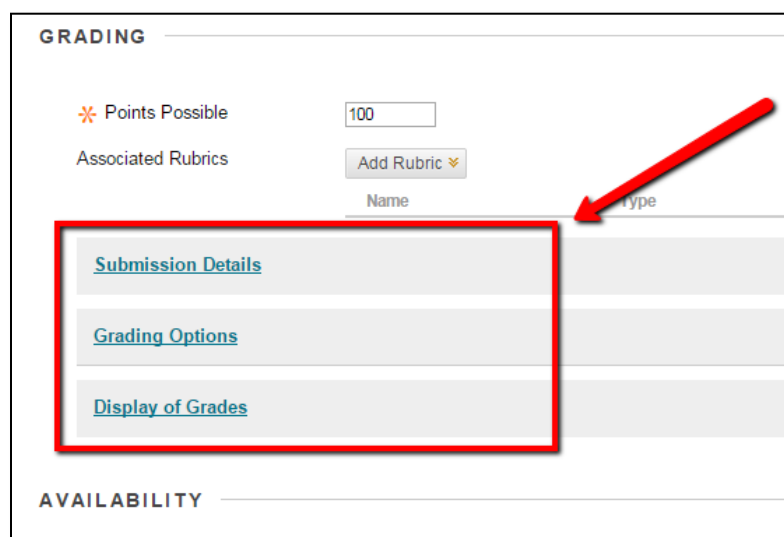
<http://spsfaculty.common.cuny.edu/quick-guides/>).



### Step 6

The "Grading" field also contains subfields with additional options you can customize by clicking on each title to expand its menu. Note that if you do not change any of these options, the default settings will be saved (default options are indicated below). The subfields are:

- 1) Submission Details (see Step 7): Enable Individual, Group or Portfolio submissions, number of attempts, and check for plagiarism using SafeAssign. Default is individual, single attempts without using SafeAssign.
- 2) Grading Options (see Step 8): Enable Anonymous and/or Delegated grading. Neither of these options is selected by default.
- 3) Display of Grades (see Step 9): Change primary/secondary grade displays, include in Grade Center calculations, show grade to students, and show grading statistics to students. Default is a primary grade displayed as a score, included in calculations, and displayed to students.



### Step 7 Submission Details

Click "Submission Details" to access the following options.

**A. Assignment Type:** Designate assignment as an individual, group, or portfolio submission. If you choose "Group Submission," you must have already created groups beforehand so you can select the group(s) you would like to complete this assignment (see detail). Note: In the Grade Center column for a group submission assignment, any students who are not in the designated group(s) will be greyed out.

**B. Number of Attempts:** Choose how many times students are allowed to submit the assignment. If you choose multiple attempts, you must then designate the maximum number of attempts. If you choose either multiple or unlimited attempts, you must indicate which of the attempts you'd like to be graded or if you'd like the attempts to be averaged (see detail).

**C. Plagiarism Tools:** Tick the box next to "Check submissions for plagiarism using SafeAssign" to have Blackboard check students' submissions against a reference database and produce an "originality" report. If you enable SafeAssign, you will then have the option to tick boxes to allow students to view the originality report, and/or to exclude students' submissions from the "Institutional and Global References Databases." Allowing students to view the originality report may be helpful for teaching how to cite correctly, especially if your assignment involves drafts (see end of this guide for more details about checking drafts for plagiarism). If you don't tick either of these boxes, only you will be able to view the originality report and your students' papers will be added to the references databases.

**Submission Details**

If any students are in more than one group receiving the same assignment they will submit more than one

**A.** Assignment Type

- ☒ Individual Submission
- ☐ Group Submission
- ☐ Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment.

**B.** Number of Attempts: Single Attempt

**C.** Plagiarism Tools

- ☐ Check submissions for plagiarism using SafeAssign  
*SafeAssign only supports English-language submissions. See Blackboard Help for more details.*
- ☐ Allow students to view SafeAssign originality report for their attempts
- ☐ Exclude submissions from the Institutional and Global References Databases

**Group Submission detail**

Select group(s) and click right arrow to add to this assignment.

Items to Select: Group 1, Group 2, Group 3, Group 4

Selected Items:

Invert Selection Select All

Number of Attempts: Single Attempt

**Number of Attempts detail**

Multiple attempts

Maximum Attempts:

Score attempts using: Last Graded Attempt

Plagiarism Tools

Options for Score attempts using:

- Last Graded Attempt
- Highest Grade
- Lowest Grade
- First Graded Attempt
- Average of Graded Attempts

## Step 8

### Grading Options

Click "Grading Options" to access the following options:

**A. Anonymous Grading:** Enabling this option will hide student names from the instructor during the grading process to ensure unbiased grading. If enabled, you may then choose to disable anonymity either on a specific date, or after all submissions are graded. Students will be informed that their submissions will be graded anonymously on the assignment page.

**B. Delegated Grading:** You will probably not use this option at SPS, as it only applies to classes with multiple instructors or teaching assistants. It allows you to delegate responsibility for grading to one or more instructors or graders in the course.

### Anonymous Grading detail

## Step 9

### Display of Grades

Choose to display your grades as a score, letter, text, percentage, or as incomplete/ complete. If you display your grade as a letter, be sure to select "Letter SPS" to ensure the appropriate grade scale is used. You can also display grades in the Grade Center in two different formats at the same time by selecting both a "Primary" and a "Secondary" display mode. This allows you to view students' grades as, for example, both a score/ percentage and a letter. Note that the primary display will be visible in both the Grade Center and on your students' "My Grades" page, while the secondary mode will only be visible to you in the Grade Center (see detail). Under "Display of Grades," you can also choose to include the grade in the calculation of the weighted final grade, and/or to display the assignment's grade

Primary	Secondary
0.00 (F)	0.00
88.75 (B+)	83.50
92.50 (A-)	75.25
100.00 (A+)	88.00

statistics (average and median grade for the whole class) to students along with their grade in "My Grades."

### Step 10

If you do not want students to view the assignment yet, untick "Make the Assignment Available." You will then have to edit the assignment later to make it available. Alternatively, you may choose to limit the availability of the assignment by entering "Display After" and "Display Until" dates in the appropriate fields. Tick the "Track Number of Views" to enable statistics tracking that will generate report about student performance.

Remember to click "Submit" when you're finished.

**AVAILABILITY**

☒ Make the Assignment Available  
*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability

☐ Display After     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Display Until     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☒ Track Number of Views

**Choose to limit the availability of the assignment by time and date.**

### Step 11

Your assignment will appear at the bottom of the page in the content area. To rearrange the order of your content, hover over the assignment, click and hold the arrows icon that appears, drag the assignment to its new location and drop it into place.

Enabled: Statistics Tracking

**ePortfolio Reading**  
Take this quiz before

**Assignment 4: S...**  
Enabled: Statistics Tracking  
Please choose one of the characters from *Sense and Sensibility*, and c

1. Is the character major or minor? What role does he/she play in the story?
2. What are the personal traits of the character?
3. What is the character's outlook on life? on other characters? on the world?
4. What moral qualities does the character possess?
5. Is the character static or dynamic (or developing)?
6. How would Austen have us judge the character?

**New Assignment** ☐  
Enabled: Statistics Tracking

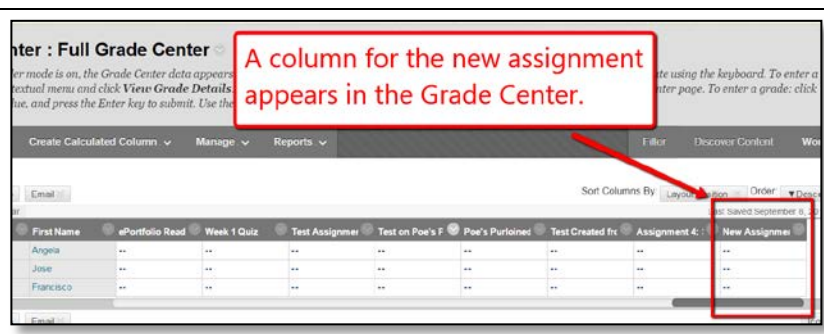
**Click and drag the arrows icon to rearrange the order of assignments.**

### Step 12

Blackboard automatically creates columns in the Grade Center for any new assignments. The new assignment's column appears all the way to the right of the Grade Center. Columns can be re-arranged editing the "Column Organization" in the "Manage" menu of the Grade Center.



(See Grade Center Quick Guide for more details: <http://spsfaculty.commonsc.gc.cuny.edu/quick-guides/>).



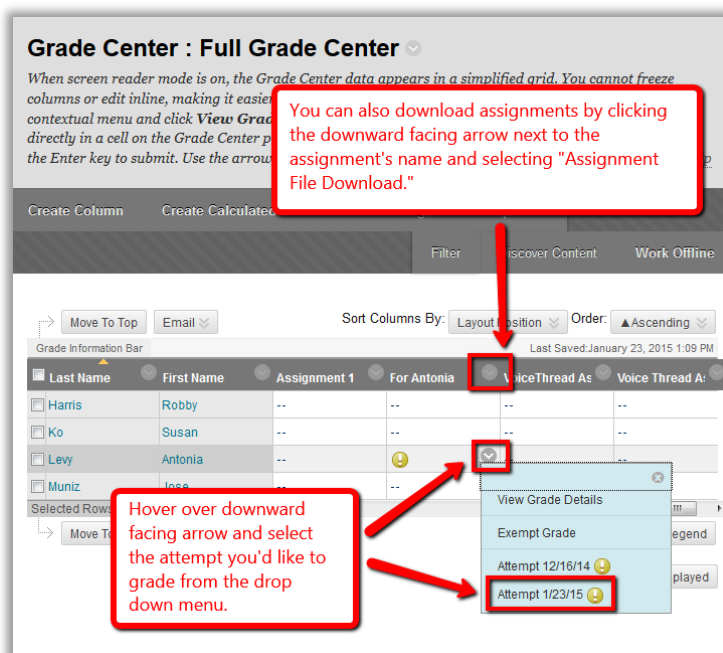
## Part II: Grading Submitted Assignments With or Without Using Inline Grading

Part II will cover grading assignments with or without using the Inline Grading function. Inline grading allows you to view, comment on, and grade student submissions (similar to the “Review” function in Microsoft Word) without having to download the files or leave the Blackboard “Grade Assignment” page. These mark ups will also be viewable in the Grading history. As mentioned above, Inline Grading will *only* work if students upload their submissions as files with .doc, .xml, and .pdf file extensions. Work submitted through the text editor is viewable, but you will not be able to interact with it beyond entering feedback and/ or using a rubric. If students submitted their assignment as text, skip to Step 19. You can also download assignments submitted as an attachment either individually or as a batch so that you can grade them offline (see Steps 13, 15 and 19).

### Step 13

Open the Grade Center and find the assignment in need of grading by locating the yellow exclamation point icon in the grid. Click the downward facing arrow that appears when you hover over the icon, and select the attempt you'd like to grade from the drop-down menu.

You can also download assignments to grade offline by clicking the downward facing arrow next the assignment's name at the top of the column and selecting “Assignment File Download.”



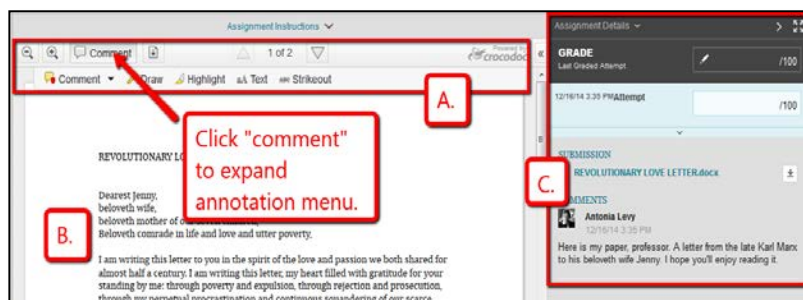
### Step 14

On the Grade Assignment page you will find the following:

A. Inline Viewer Toolbar: Here you'll find buttons allowing you to interact with and mark up the document (see Steps 15-18 for more details).

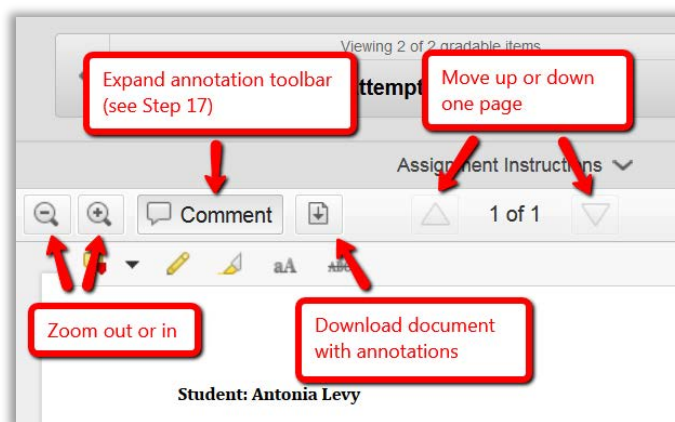
B. Inline Viewer: An interactive copy of the student's submission (see Step 18).

C. Inline Grading Sidebar: Grade the submission, view the assignment details, view and/or use any rubrics associated with this assignment and add feedback (see Step 19). You can also download the submission by clicking on the icon to the right of the file name.



### Step 15

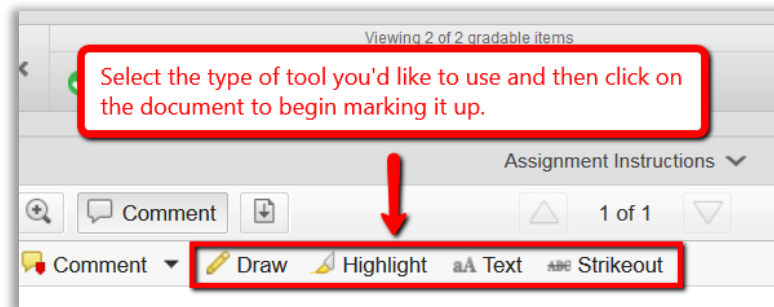
These icons appear on the toolbar on top of the submitted document (see A in Step 14). It includes buttons for zooming, to download the submitted file with annotations, and to navigate through the pages of the assignment. Clicking the button "Comment" opens an additional annotation toolbar (see next steps).



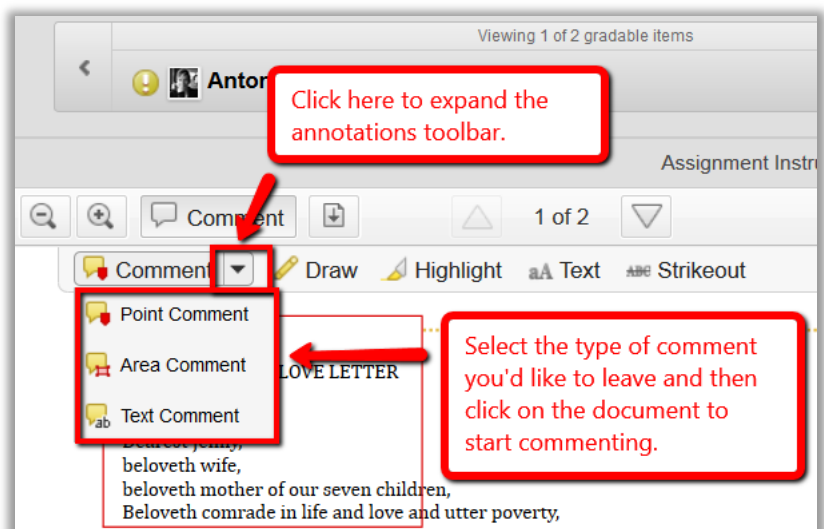


Step 16

The annotation toolbar also includes buttons that allow you to mark up the document. You can draw, highlight, insert, or strike out text in a variety of colors. If you strike out text, a cursor will appear that allows you to enter in and then move around replacement text. If you draw, highlight or insert text, you can choose one of four colors for your mark up.

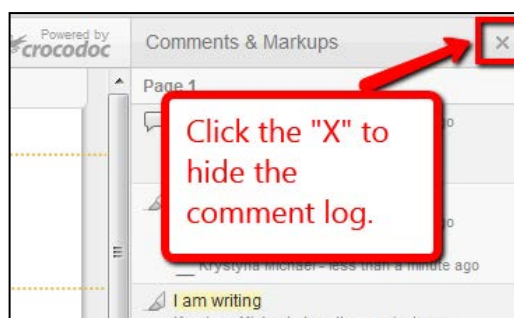
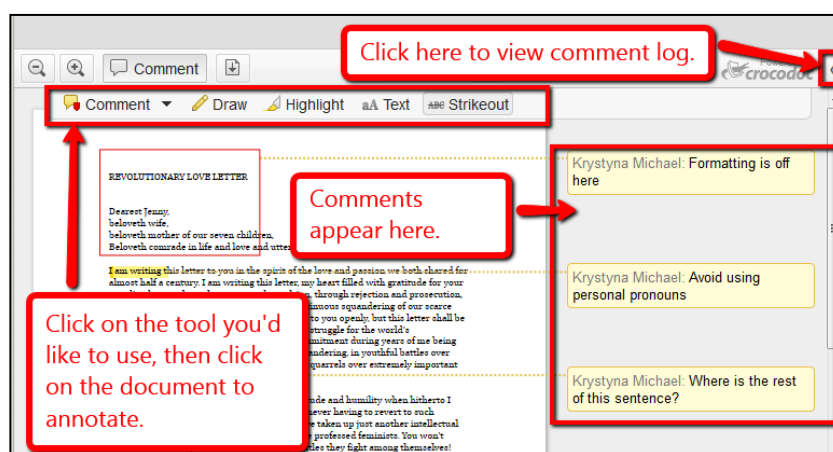
Step 17

The annotation toolbar includes three options for different types of comments. Click on "Comment" to expand the comment tool. From the dropdown menu, select "Point comment" to add a comment to a specific point in the document. Select "Area Comment" to draw a rectangle around an area and leave a comment on it; or "Text Comment," which allows you to highlight a segment of text and add comments to it.



Step 18

To start annotating, click on the tool you'd like to use, then click on the place in the document that you'd like to annotate. When you use an annotation tool, a mark will be made in the document and an entry will be added to the comment log to the right of the document. Depending on the setting, you may or may not be able to see the annotation and comment log. If you would like to view the annotation and comment log, click the two leftward-facing arrows in the upper right hand corner of the annotation screen. If you would like to hide the annotation and comment log, click the "X" in the upper right hand corner next to "Comments & Markups" (see detail).

Step 19

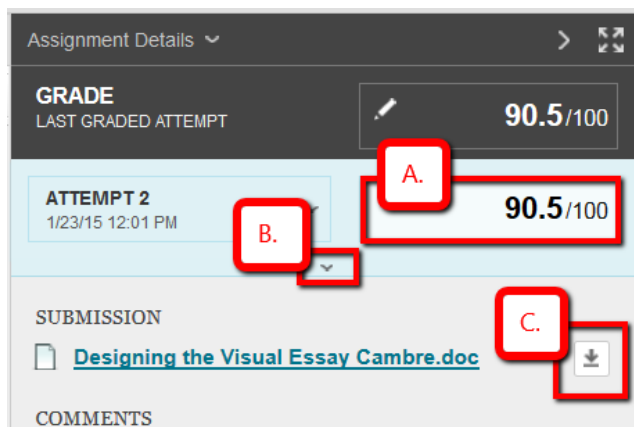
When you are done annotating, turn to the grading panel on the right hand side of the screen.

A. You can enter the grade for the assignment here.

B. If you are using a rubric, click here to expand the rubric and enter scores. When using a rubric, you don't have to enter a grade into the above field (see Step 20).

C. If the assignment was submitted as an attachment, you can download the file by clicking here.

Note: if students submitted multiple attempts, you can view other attempts by clicking on the downward facing arrow



next to "Attempt"

### Step 20

If you've associated a rubric with this assignment, click the downward-facing arrow (D above) to open the grading rubric. Here, you can enter a score for each of the rubric's criteria and leave written feedback.

**A.** Tick the box to reveal descriptions for each of the rubric's criterion.

**B.** Tick the box to open a feedback box under each individual rubric criteria.

**C.** Click to open the rubric in a new window.

**D.** Tick the circle that indicates the appropriate score for each criteria.

**E.** The rubric will calculate a "Raw Total" grade based on your entries above. If you'd like to override that score, enter an overall assignment grade manually here.

**F.** Enter overall assignment feedback for the student here.

**G.** When done, click "Save Rubric." Important: you still need to save the grade on the next page in order for it to be entered into the Grade Center (see next Step).

**GRADE BY RUBRIC**

**OBSERVATION** **ESSAY - P** **Used for Grading**

☐ **Show Description** ☐ **Show Feedback**

**UNDERSTANDING MATERIAL**

☐ **Excellent** 70 (70%) points

☐ **Good** 60 (60%) points

☐ **C - Satisfactory** 53 (53%) points

☐ **Failing** 28 (28%) points

**FOCUS**

☐ **Excellent** 20 (20%) points

☐ **Good** 17 (17%) points

☐ **C - Satisfactory** 15 (15%) points

☐ **Failing** 8 (8%) points

**GRAMMAR AND SPELLING**

☐ **Excellent** 10 (10%) points

☐ **Good** 8.5 (8.5%) points

☐ **C - Satisfactory** 7.5 (7.5%) points

☐ **Failing** 4 (4%) points

**Raw Total: 0.00 (of 100.0)**

**Change the number of points out of 100.0 to:**

Feedback: Students will not see this feedback unless you set the rubric grading score to be visible to the students.

**Text Editor** **Cancel** **Save Rubric**

Step 21

The grade entered into the rubric in Step 20 will automatically appear in the "Grade" field. You can overwrite this value by clicking on the pencil icon to the left of the grade. Enter any general feedback you wish to give to the student in the "Feedback" text editor. (Any feedback you enter into a rubric [see Step 20] will only appear to students when they open the rubric; feedback you enter into the general feedback text box here will appear on the student's "My Grades" page.)

Click the "Add Notes" link to add personal notes to this assignment that only you can see. When you're done grading and giving feedback, click "Submit" to save the grade in the Grade Center. Blackboard will automatically display the next students' assignment submission for you to grade.

Step 22

The final grade for this assignment has been entered into the Grade Center. The student is now able to view the grade, the annotated submission, and any feedback you may have given on the "My Grades" page.

Last Name	First Name	Voicethread As	Essay One
Harris	Robby	--	--
Ko	Susan	--	--
Levy	Antonia	--	89.00
Muniz	Jose	--	--

Selected Rows: 0

Final assignment grade has been entered into the Grade Center.

### Using Plagiarism Tools for Student Paper Drafts

You can use the plagiarism feature to teach students about plagiarism and proper citation if you have SafeAssign check drafts of an assignment and then share the SafeAssign report with the student (but without adding the draft to the institutional database).

To do so, set up a separate assignment for the draft following Steps 1-5 above. Under "Submission Details" check all three options under "Plagiarism Tools" so that SafeAssign checks the document, allows students to view the report, and excludes the draft submission from its databases. (You will probably want to exclude the draft submission from the databases so that the final draft doesn't come back as plagiarized.) You may not want to include this assignment in Grade Center calculations.

**Submission Details**

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one grade for the assignment.*

Assignment Type

- ☒ Individual Submission
- ☐ Group Submission
- ☐ Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment.*

Number of Attempts

Single Attempt

Plagiarism Tools

- ☒ Check submissions for plagiarism
- ☒ Allow students to view SafeAssign originality report for their attempts
- ☒ Exclude submissions from the Institutional and Global References Databases

*SafeAssign only supports English and US English. If SafeAssign is enabled, students may still be able to see the originality report depending on the state setting.*

**To use SafeAssign with a draft of an assignment, check all the Plagiarism Tools options.**