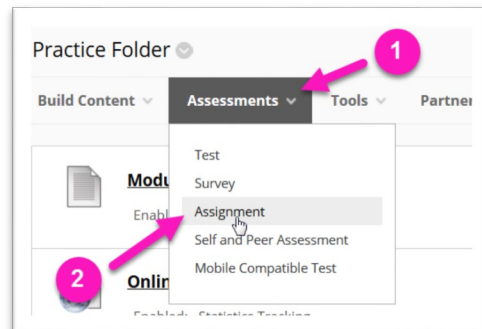


OVERVIEW OF ASSIGNMENTS (DROPBOXES)

The Assignment tool (often referred to as the “Dropbox”) provides instructors with an area in which students can submit assignments either by typing an answer directly into Blackboard (such as a short essay or paragraph) or by attaching a file (such as a Microsoft Word document). Instructors can link an assignment to the Blackboard Grade Center and check the status of student submissions in the “Needs Grading” area. The Assignment tool includes an inline viewer and editor to simplify marking up and grading a submission online. Submissions can also be downloaded for viewing offline.

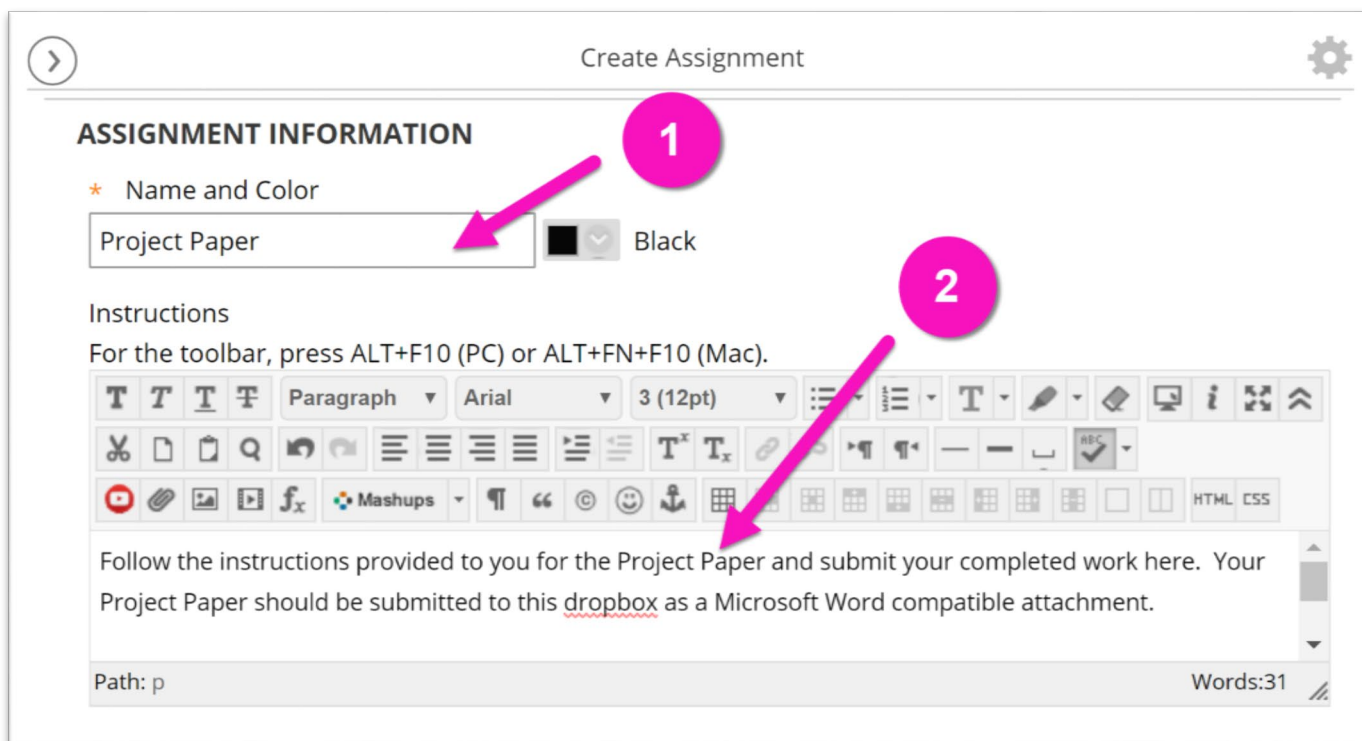
CREATING AN ASSIGNMENT

1. Navigate to the Content Area in which you would like to add the assignment being sure that Edit Mode is turned **ON**.
2. Point to **Assessments** (1) on the Action Bar and click on “Assignment” (2).



ASSIGNMENT SETTINGS

1. On the Create Assignment page, type a **Name** for the assignment (1) and provide **Instructions** for the student (2).



2. **Attach** any files that your students will need in order to complete the assignment (3).

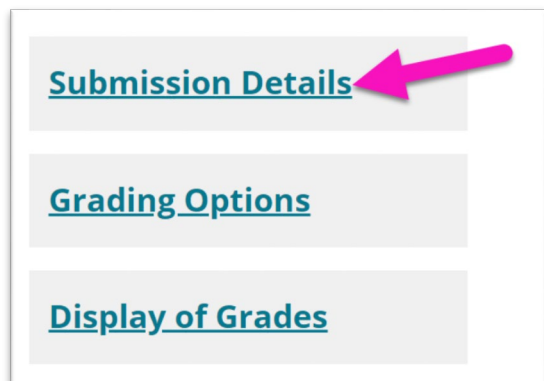
3. Set a **Due Date** (4), if desired, being sure to enter *both a date and time* and checking the checkbox next to the option.
Note: Students will still be able to submit to the dropbox after the due date, but will be marked late.

4. Enter the number of **Points Possible** (5) for the Assignment and associate a **Rubric** (5) if you have one. *Note: The TRC has additional information and advanced workshops pertaining specifically to rubrics in Blackboard.*

The screenshot shows the Blackboard assignment settings interface. It is divided into three sections: 'ASSIGNMENT FILES', 'DUE DATES', and 'GRADING'.
1. **ASSIGNMENT FILES**: A dashed box encloses the 'Attach Files' section, which includes three buttons: 'Browse My Computer', 'Browse Course', and 'Browse Cloud Storage'. A pink circle with the number '3' and an arrow points to this dashed box.
2. **DUE DATES**: Below the heading, there is a note: 'Submissions are accepted after this date, but are marked **Late**.' Below this is a 'Due Date' section with a checkbox, a calendar icon, a text input field, and a clock icon. A pink circle with the number '4' and an arrow points to the checkbox.
3. **GRADING**: This section has a heading '* Points Possible' followed by a text input field containing '100'. Below that is 'Associated Rubrics' with an 'Add Rubric' button. A pink circle with the number '5' and two arrows points to the 'Points Possible' field and the 'Add Rubric' button.

ADDITIONAL ASSIGNMENT SETTINGS AND SUBMISSION OPTIONS

The next sections in the Grading Area expand and contain additional options. We will go through each one on the following pages.



1. To begin, click on the **Submission Details** link to expand its section.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment

1

Assignment Type

- Individual Submission
- Group Submission

2

Number of Attempts

Single Attempt

3

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See [Blackboard Help](#) for more information.

If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.

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

2. The **Submission Details** section allows an instructor to identify whether the assignment is an individual or group project (1), how many times students can submit the assignment (2), and whether the submission should be checked for plagiarism using a tool called SafeAssign (3).

For more information about using SafeAssign, contact the Teaching Resource Center.

3. The **Grading Options** area allows an instructor to enable anonymous grading or enable the grading responsibilities to someone else. This section is very seldom used.

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

- Enable Anonymous Grading

Student names are hidden during the grading process.

- Enable Delegated Grading

Delegate grading responsibilities to one or more additional grader.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is only available in the Grade Center only.

1

Display grade as

Primary

Score

and

Secondary

None

(displayed in Grade Center only)

2

- Include in Grade Center grading calculations

Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

3

- Show to students in My Grades
- Show average and median statistics for this column to students in My Grades

4. The Display of Grades options should remain at the defaults if you will be grading the assignment and would like to include it to calculate your students' final grade:

Primary display should be set to **Score** (1) and both checkboxes should be checked for **Include in Grade Center Calculations** (2) and **Show to students in My Grades** (3).

5. Scroll down to the Availability area and make sure that the assignment is set to be available to students (1). You also have the option to restrict availability by date (2). Note: The availability date setting controls when the icon linking to the assignment is visible, it does not affect the due date of the assignment. Track Number of Views (3) will allow you to run a report that lists which students have clicked on the assignment. When finished, click the Submit button (4).

The screenshot shows the 'AVAILABILITY' section of an assignment configuration form. It includes the following elements:

- 1**: A pink circle with the number '1' and an arrow pointing to the 'Make the Assignment Available' checkbox, which is checked.
- 2**: A pink circle with the number '2' and an arrow pointing to the 'Display After' and 'Display Until' date and time selection fields.
- 3**: A pink circle with the number '3' and an arrow pointing to the 'Track Number of Views' checkbox, which is checked.
- 4**: A pink circle with the number '4' and an arrow pointing to the 'Submit' button.

At the bottom of the form, there is a 'Cancel' button and a 'Submit' button. A note at the bottom reads: 'Click **Submit** to finish. Click **Cancel** to quit without saving changes.'

You will now see your assignment in the content area.

The screenshot shows a content area for an assignment titled 'Project Paper'. It includes a document icon and a dropdown arrow. Below the title, it states 'Enabled: Statistics Tracking' and provides instructions: 'Follow the instructions provided to you for the Project Paper and submit your completed work here. Your Project Paper should be submitted to this dropbox as a Microsoft Word compatible attachment.'

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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

