

The term 'Assignment' is used in two ways within Blackboard – 'Assignments' is a Content Area where student assessments and activities are stored, and an 'Assignment' is a term used to denote a specific student activity, where students upload their completed work into Blackboard. This tutorial discusses this second type of 'Assignment', and describes how to download student assignment submissions from the Grade Center.

If you have created an Assignment Manager assignment in Blackboard, you will need to download your students' submissions to view them for grading and feedback. Below are directions for downloading student submissions.

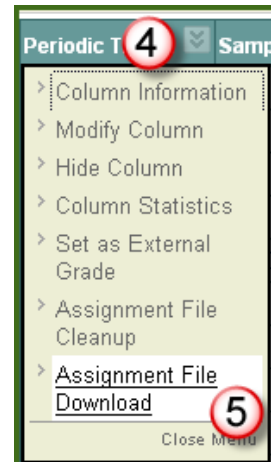
Accessing Assignment Submissions through the Grade Center

1. Log into your Blackboard course using your instructor username and password.
2. Click on **Control Panel**.
3. Enter the **Grade Center** (in the Assessment panel).

At this point, you will have the option of downloading single assignment submissions (i.e. a submission from a single student), or groups of assignment submissions (i.e. assignment submissions from the whole class or subset of the class).

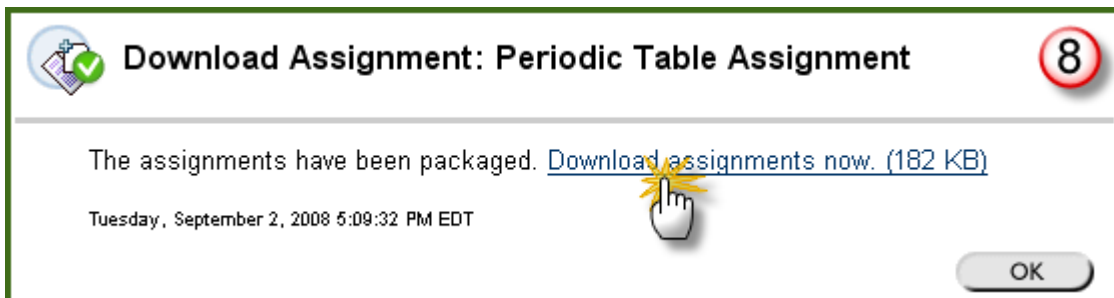
Downloading Multiple Assignment Submissions at Once

4. Click on the chevron for the column the Assignment Manager submissions are associated with. A drop-down menu will appear.
5. Choose **Assignment File Download** from the list.
6. A list of your students will appear. You will see a checkbox next to any students that have turned in their assignment. You will also be shown the date they turned in their submission and any grade that you have assigned to submissions. You may manually select student submission to download using the checkboxes OR by choosing one of the linked options at the top of the list (Select All, Select Ungraded or Unselect All).
7. Click **Submit**.

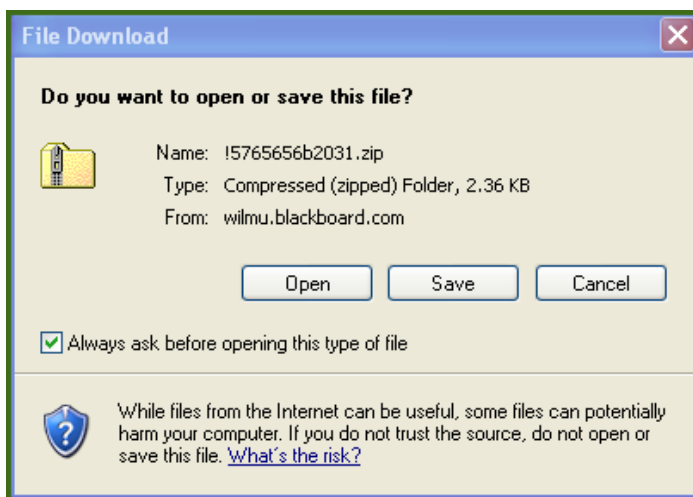


Select All Select Ungraded Unselect All			
	Name	Date	Grade
<input type="checkbox"/>	Guest, Faculty Student	Tuesday, July 29, 2008 10:17:55 PM EDT	92
	Guest, Faculty Student		Not Available

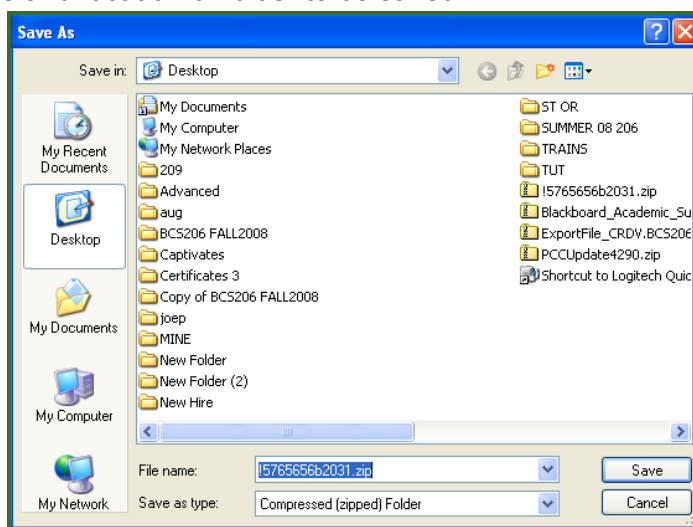
8. A screen will appear telling you the assignments have been packaged. Click the **BLUE HIGHLIGHTED LINK** provided on that page.



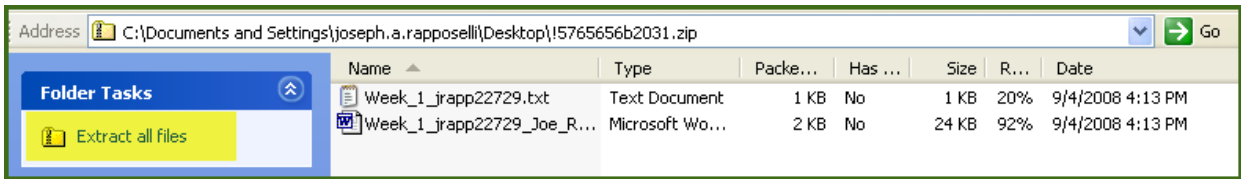
9. A pop-up window will appear asking you if you wish to download the file. Click **OK**.
10. You will need to save the files (in a **zipped** folder) to a location on your computer.



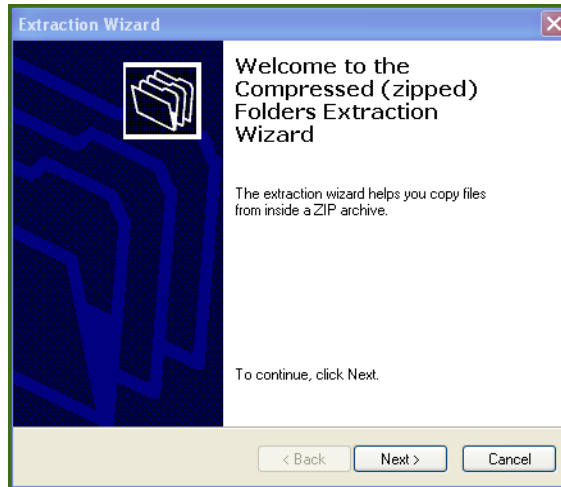
11. Notice the name and location of folder to be saved.



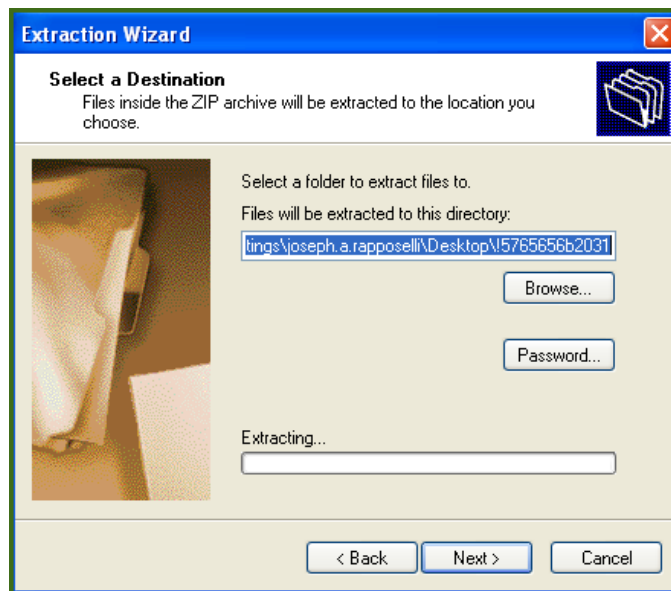
12. All files will be downloaded to a folder and named according to the Username of the student. However, the files must be extracted (unzipped) in order to edit and save the file. Click on the '**Extract all files**' tab.



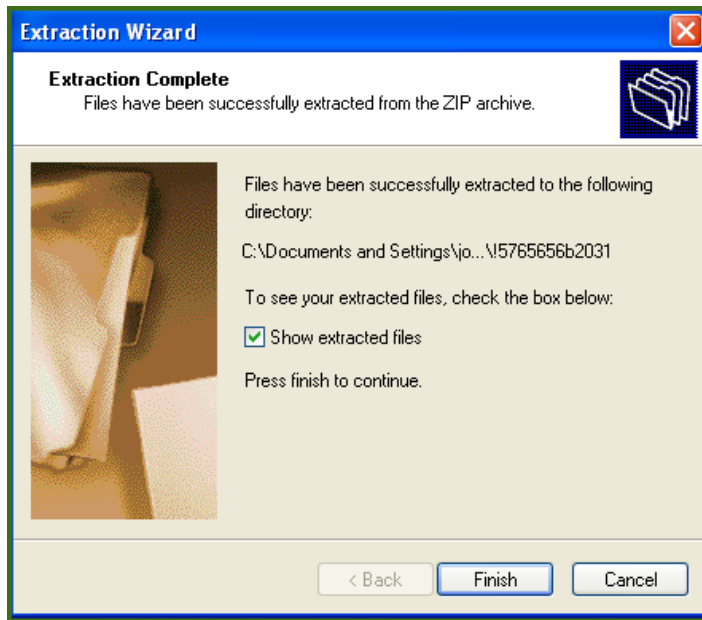
13. Follow the steps through the Extraction Wizard.



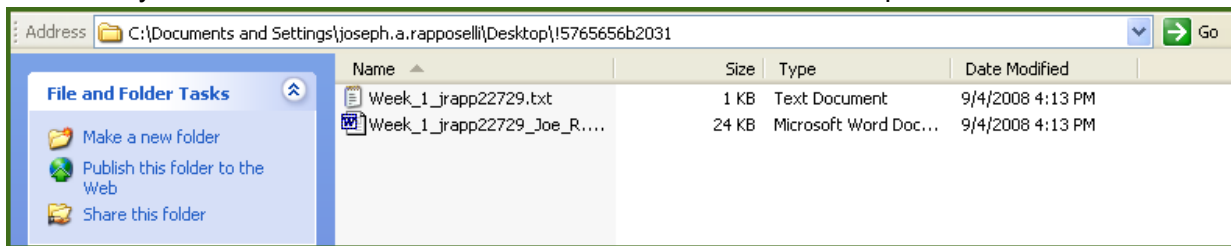
14. Confirm or choose the location where the files to be extracted and click **Next**.






15. Upon successful completion of the extracted files, you will have the option to open the extracted folder.




16. You will now see the extracted files that are available to edit and save. You can also see where your extracted files are saved in the Address line at the top of the folder window.



Downloading a single assignment submission

17. In the **Grade Center**, look for the column associated with your Assignment Manager assignment.
18. Any submitted assignments will have a "  " in the column of the student that submitted an assignment.
19. Click on the chevron  to the right of the "  " for an individual student and click **Grade Details**.

Availability	Week 1	Chapte
Available	-	-
Available		20.00
Available	-	-

> Grade Details

> Exempt Grade

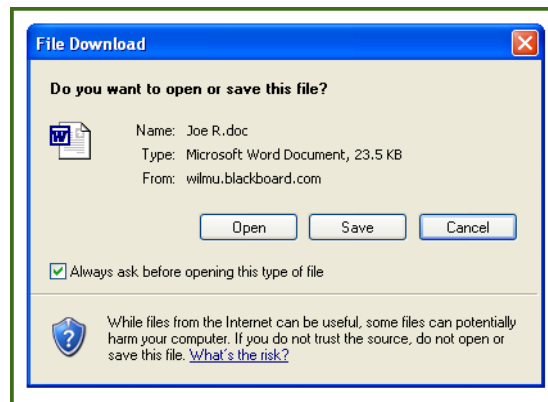
Close Menu

20. To download the student submission, click on the **View Item** option.

Student ID					
Column Week 1 (Assignment) Details					
Grade Type Score					
Description					
Attempts					
Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Aug 20, 2008 12:18:33 PM (Needs Grading)	Aug 20, 2008 12:18:33 PM	!			View Attempt Clear Attempt Modify Attempt

21. From this Assignment page in the Grade Center, you will have the ability to:

- a. Clear the attempt by selecting 'clear attempt' – Be CAREFUL with this option, as it will erase what your student has submitted to you! Use this only if you want to allow your student to resubmit an assignment.
- b. Download the attached file
 - i. Select location on computer to store files
 - ii. Select Save – the student file is downloaded and saved to your computer.



- c. Grade the assignment
- d. Provide feedback to the student or within Instructor's notes

The screenshot displays the Blackboard Assignment Manager interface for an instructor. It is divided into three main sections:

- 1 Assignment Information:** Shows the assignment name as "Week 1" and instructions: "Please attach a two-page paper on a battle during the Civil War." There is a "Clear Attempt" button with a red circle 'b' next to it.
- 2 User's Work:** Shows the user's comments: "Here is me homework. I am sure it is an 'A' paper." Under "User's Files", there is a file icon and a link labeled "Joe R.doc" with a red circle 'b' next to it.
- 3 Feedback to User:** Shows the "Grade" field with a red circle 'c' next to it, containing "!" and "out of 100.0". Below it is a "Comments" text area with a red circle 'd' next to it.

22. Once you submit these, unless specified, your students can view their grade and comments. You can re-enter the assignment and make changes at any time.

For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.