

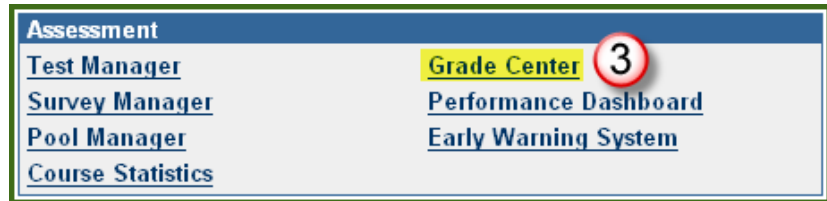
The Assignment Manager allows you to create Assignments that are automatically linked to columns in the Grade Center. Students submit their assignments as separate files and electronically send them to you through the Assignment Manager in Blackboard. You may then download these files from the Grade Center and review them before assigning a grade. The attached screen shot tutorial will illustrate how to access submitted assignments from the Grade Center.

Overview

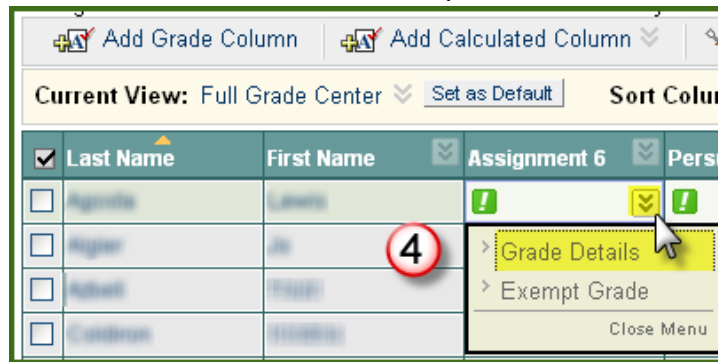
You can download submitted assignment files for grading using one of two methods. You can either download each student's assignments individually or download multiple assignment submissions at once. Each method is described separately since they require different steps. Posting grades is done on a per-student basis, however, as described in steps 7-10.

Downloading a Single Student's Assignment

1. Log into your course using your instructor username and password.
2. Click on **Control Panel**.
3. Click **Grade Center** under **Assessment**.



4. On the **Grade Center** page, mouse over the cell that contains the exclamation point showing that a student has submitted an assignment. A **double chevron** will appear - click on it and then select **Grade Details** from the list of options.



5. On the **Grade Details** page, select the **View Attempt** button located under the Attempts section.

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Oct 10, 2008 4:39:12 PM (Needs Grading)	Oct 10, 2008 4:39:12 PM	!			<div style="border: 1px solid black; padding: 2px;"> 5 View Attempt Clear Attempt Modify Attempt </div>

6. On the **Grade Assignment** page, you can download the student file by clicking on the **User's Files** link. Depending on the internet browser you are using, you may be asked if you wish to open the file or save it to your computer – either choice is fine. Please note that

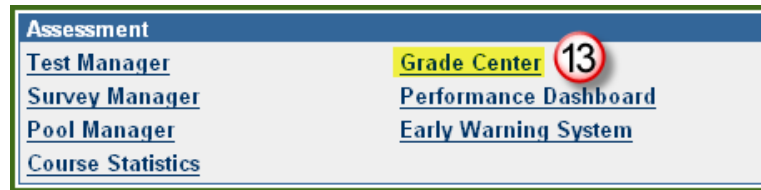
if you choose to open the file, you will need to do a Save As in your word processor to save it to your computer's Desktop or My Documents area.

7. Once you've opened and assessed the assignment, you can provide a grade and feedback in the **Feedback to User** area. Type a numerical grade in the **Grade** area and provide any comments you want the student to see in the **Comments** area. You can also attach a file to provide to the student by clicking **Browse**. Files typically attached this way include a graded version of the student paper or a rubric you've filled out for the assignment.
8. Type in any notes you'd like to keep on file and for your viewing only under **Instructor Notes**. Students will not see any information you enter in Instructor Notes.

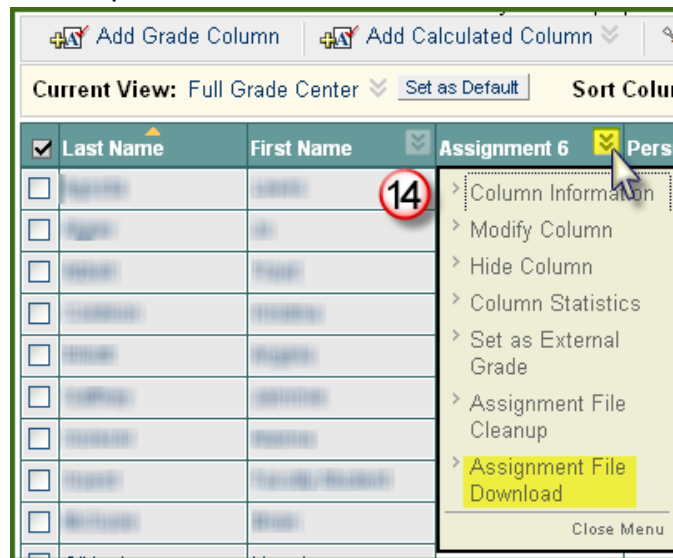
9. Click the **Submit** button to finish entering the assignment grade, and on the receipt page, click the **OK** button to return to the Grade Details page.
10. From the **Grade Details** page, you can use the right and left arrows and Go button in the upper right corner to view and grade another student's submission, or you can return to the main **Grade Center** page to access other student papers.

Downloading Multiple Assignments at the Same Time

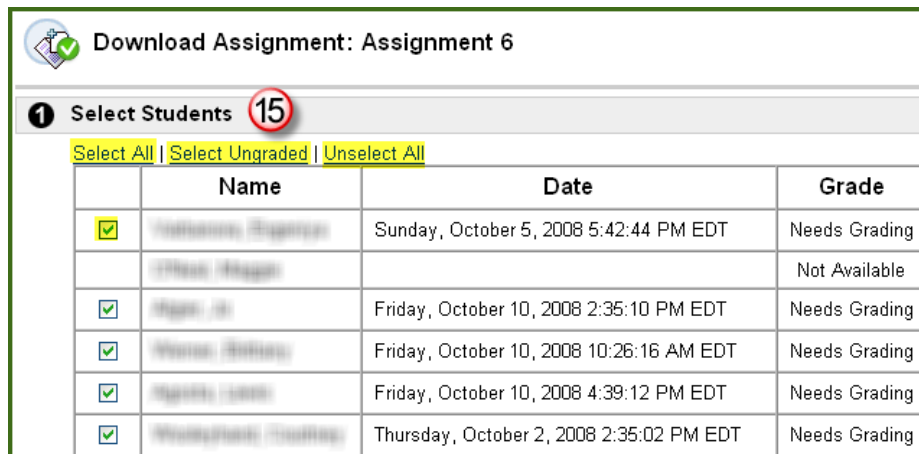
11. Log into your course using your instructor username and password.
12. Click on **Control Panel**.
13. Click **Grade Center** under **Assessment**.



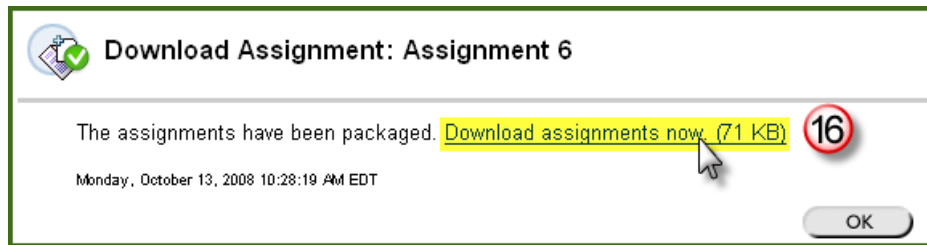
14. Click on the **double chevron** at the top of the Grade Center column that contains the student assignments you wish to download. Then choose **Assignment File Download** for the list of options.



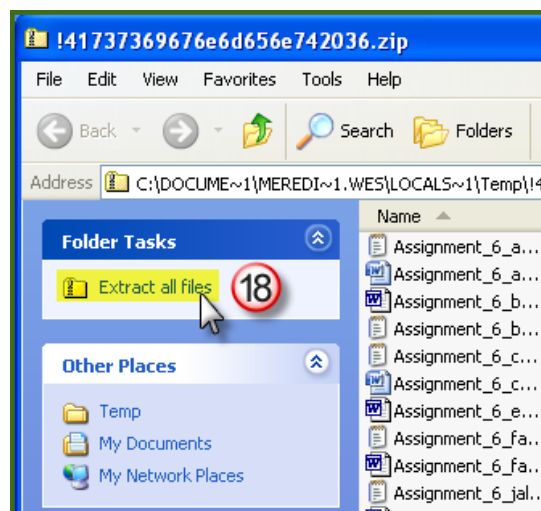
15. You will be shown a list of your students' assignment submissions. Use the links at the top of the list to **Select All**, **Select Ungraded** or **Unselect All**. You can also put a check in the box next to selected students' names. Click **Submit** when done.



16. You will be presented a link titled **Download assignments now**. Click on this link to begin the download process.



17. Depending on your web browser, you will be asked to save or open the zipped file containing student assignments – choosing either is fine. You will ultimately want to **Open** the zipped folder so that you can extract the files as described below.
18. Once the folder containing the files is opened, you will want to extract the files by clicking **Extract all files** (Windows users only). The folder Blackboard has provided for you is a compressed zipped file, so extracting the files will uncompress the files so that you can edit them normally in your word processor. *Note to Mac users – Mac operating systems typically automatically unzip zipped files if you double-click on the zipped folder after download.*



19. You will be stepped through an **Extraction Wizard**. Click Next for each step, and be sure in the second screen to choose a logical place for the unzipped files to be saved to (either the Desktop or My Documents is recommended). Click **Finished** when done.
20. You should now see the list of files tagged by your students' usernames which you can open and grade as normal. To post grades and provide feedback to your students, follow the directions in steps 7-10 above.

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.