

Blackboard Basics IV

Part IV - Assignments, Grade Book

Adding an Assignment to Your Course

Assignments may be grouped in one "Assignment" folder, or added to each content area. What follows are instructions for creating an Assignment area that groups all assignments in one folder

Creating the Assignment Button/Folder



1. At the top of the menu, click on the [+]
2. Click on "Content Area."
3. Fill in the *box with "Assignments."
4. Check "Available to Users"
5. Click Submit
6. You should no see "Assignments" in the menu.
Notice the grey square to the right of that title; it means the folder is empty.

Create a Simple Assignment

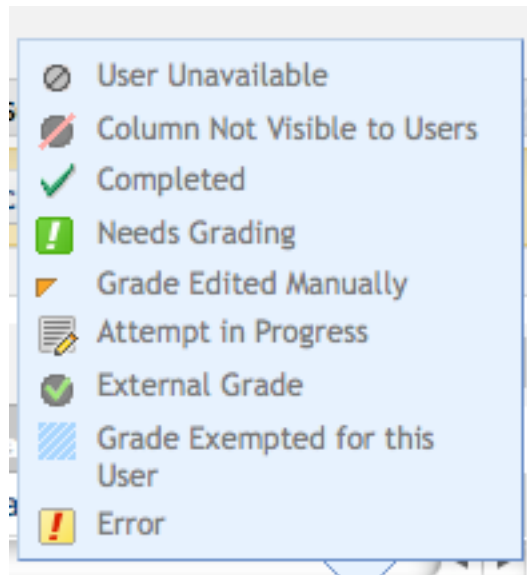
1. Click on the newly created "Assignment" button in the menu.
2. Click on Evaluate (this is an assignment that is going into the gradebook)
3. Click on "Create Assignment."
4. In the *box, type in the Name
5. Instructions: Provide necessary instructions.
6. Attach files if necessary
7. Grading: assign points
8. Availability: Check to make available
9. Availability: Check the other options as desired
10. Due Dates: Set due dates as desired.
11. Click Submit

Grading an Assignment

1. Expand the Control Panel
2. Click on Evaluation
3. Click on Grade Center

4. Assignments or quizzes will be marked as "In Progress" --  or Needs Grading— 

5. Click on Icon Legend for information



6. Place cursor near the exclamation mark until a double down arrow appears. Click on the arrow to open a menu.

7. Select "View Grade Details"

8. In the section titled "Attempts," you should see the green exclamation mark with a double down arrow alongside.

9. Click on the double down arrow.

10. Click on "Open Attempt."

11. After reading the student's submission, enter a grade; comments if desired.
12. Click Submit
13. When the *Grade Detail* page comes up, review and then click OK

How to Manually Enter an Assignment Grade

1. Click on Control Panel
2. Click on Evaluation
3. Click on Grade Center
4. Find the column for the assignment
5. In the box where you need to enter a grade, click on the box near the dash.
6. Enter the grade over the dash
7. Hit Enter
8. Move onto the next student

How to Create a Grade Book Column

1. While in the *Grade Center*, Click on the *Create Column* button

2. Fill in the *Create Grade Column Form*
3. Click *Yes* or *No* to allow students to see the column or for it to be included in the grade
4. Click *Submit*.

Grade Center - Moving Columns

Now that you have some grades in your grade center, you will notice that the columns are arranged in the order that you created the assignments or exams. You may want to rearrange them to reflect due dates.

1. If you are not already in the grade center, click on *Control panel*
2. Click on *Evaluations*
3. Click on *Grade Center*
4. Rest your cursor on "*Manage*" and choose "*Column Organization.*"
5. Click on the gray box to the left of the item you want to move. Holding the left mouse button down, push/pull with your cursor to move the item up or down. The entire line will turn gray as you move the cursor.
6. When the item is in place, release the mouse button.

7. Click submit