

Paperless Papers: Submitting Written Assignments in Blackboard

Faculty Lunch & Learn Session
Tuesday, November 30, 2004
William Vilberg, Inst. Adv. Cntr.

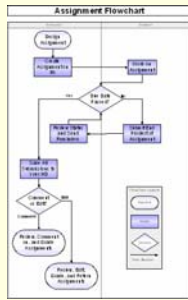
Materials

- PowerPoint handout
- Flowchart
- Outline (step-by-step guide)

Notes

- Task driven training
- Powerful feature but confusing
- Complete details of Assignment feature
- Short demo of Safe Assignments

Processes/tasks (flowchart)



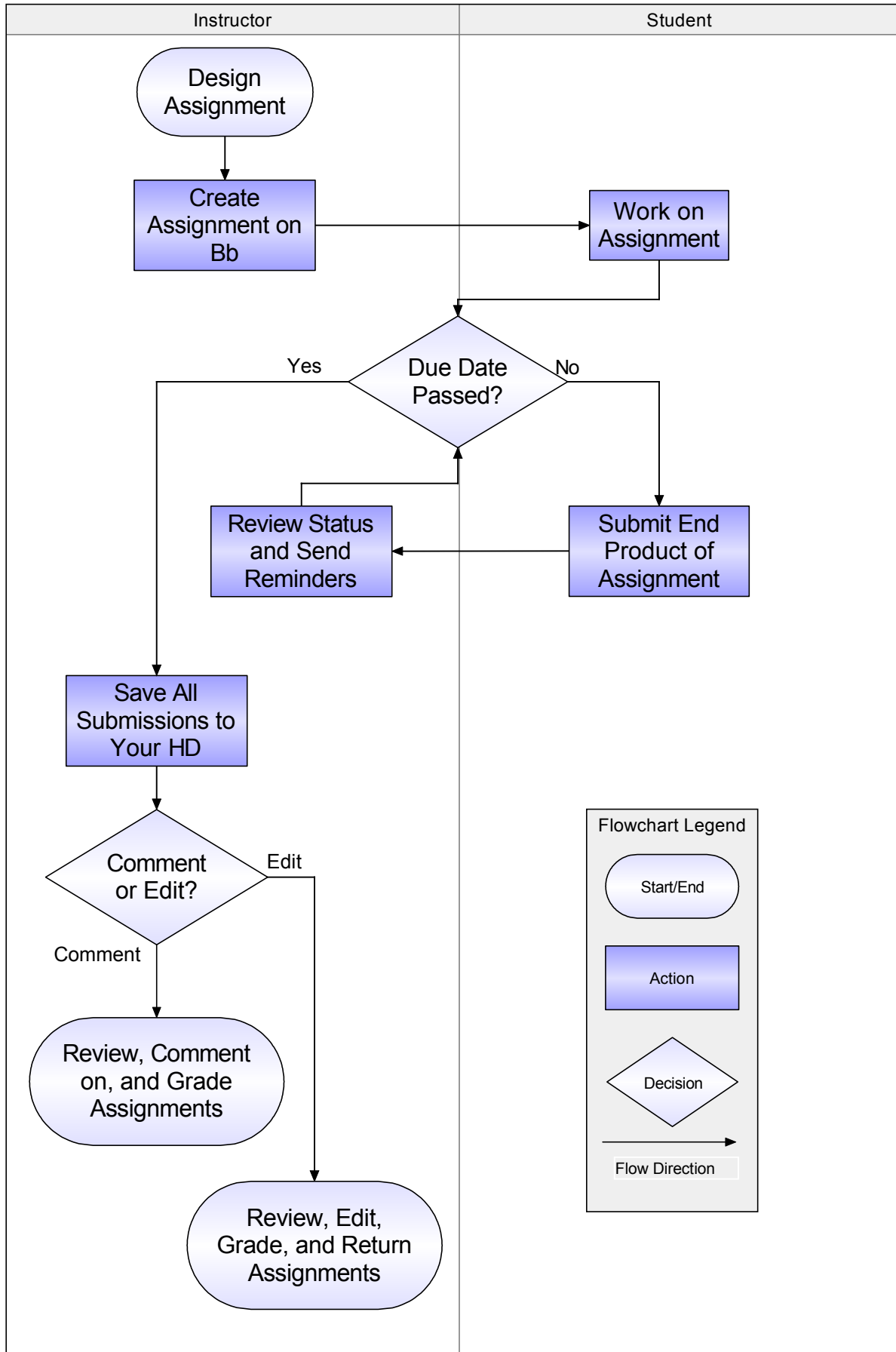
Demonstration (from outline)



Paperless Papers: Submitting Written Assignments in Blackboard

William Vilberg, Inst. Adv. Cntr.
bill.vilberg@miami.edu
305-284-3949

Assignment Flowchart



I. You design the assignment

- A. *Description of Activity*
- B. *Resources*
- C. *End Product*
- D. *Expectations*
- E. *Assessment Rubric*

II. You create the assignment on Bb

A. *Create the Link*

1. Go to content area (Assignments?)
2. Add "Assignment" (pull down menu) > Go
3. Basic Info
 - a) Name
 - b) Points Possible
 - c) Description
 - (1) *Required*
 - (2) *Include due date/time here and any other relevant details for the students*
4. Option
 - a) Visible?
 - b) Track Views?
 - (1) *Don't know why you would use this here*
 - (2) *Assignments automatically show who has submitted*
 - c) Display After
 - (1) *Turns on link at date/time specified*
 - (2) *First date/time to submit*
 - (3) *Only comes on if Visible is Yes*
 - (4) *Don't use midnight*
 - d) Display Until
 - (1) *End of submission window*
 - (2) *Only relevant if Visible is Yes*
 - (3) *Don't use midnight*
5. Attachment
 - a) This doesn't seem useful.
 - b) If there is a document related to the assignment, I would put it above the assignment in the content area.
6. Submit

B. *(Add your own categories to the list)*

1. Control Panel
2. Gradebook
3. Gradebook Settings
4. Manage Gradebook Categories

C. *Set the Category*

1. Control Panel > Gradebook

2. Click on the name of the item
3. Item Information
4. Select the Category from the drop-down menu

III. Students work on assignment

IV. Students submit end product

- A. *Go to content area (Assignments?)*
- B. *Click on "View/Complete Assignment: [name of assignment]"*
- C. *Comments (required)*
- D. *Attach file*
 1. *Browse to select file*
- E. *Submit (NOT Save)*

V. You review status & send reminders

- A. *Review status*
 1. **Control Panel > Gradebook**
 2. **(Filter Items by Category) Select appropriate category > Go**
 - a) This reduces the number of items in the gradebook, making it easier to match users with grades.
 3. **Student submissions are shown as "!" until you assign a grade.**
 4. **The "-" indicates the student has not submitted the assignment.**
 - a) The student can check for the "!" from Tools > View Grades.
 - b) If "-" then the assignment has not been submitted.
 - c) (It might have been saved, but it was NOT submitted.)
- B. *Send reminder*
 1. **From the Gradebook...**
 2. **Click on student's name**
 3. **User Information**
 4. **Copy the e-mail address**
 5. **Switch to your e-mail program**
 6. **Paste in the e-mail address**
 7. **Compose and send the e-mail**

VI. You save all submissions to your HD

- A. *Control Panel > Gradebook*
- B. *Assignment name link*
- C. *Item Download link*
- D. *Check All link*
- E. *Submit button*
- F. *Download Assignment Now link*
- G. *Save file on your HD*
 1. **Downloads set of student papers**
 2. **Places into a .zip file**
 3. **Renames submissions**

- a) Assignment name
- b) Student's user name
- c) Original file name
- 4. Two files for each submission
 - a) Document file: submission
 - b) txt file: details and comment

VII. You review, comment on, and grade assignments

- A. Control Panel > Gradebook
- B. (Filter Items by Category) Select appropriate category > Go
- C. Click on each "!" link in turn
- D. View button
- E. Assignment link (opens new window)
- F. Return to previous window
- G. Assign grade, provide comments

VIII. You review, edit, grade, and return assignments

- A. Control Panel > Gradebook
- B. Click on each "!" in turn
- C. View button
- D. Right click assignment link
- E. Save on your HD
- F. Open file on your HD (Word Processor)
- G. Edit file
- H. Save file
- I. Return to Blackboard
- J. Return to previous window
- K. Assign grade, provide comments, attach edited file

IX. You remove all files from Blackboard (optional)

- A. Go to the Item Options page for the assignment
 - 1. Get there via Gradebook (fewer clicks)
 - a) Control Panel
 - b) Gradebook
 - c) Click on the item name
 - 2. Get there via Gradebook Views (faster for large gradebook)
 - a) Control Panel
 - b) Gradebook Views
 - c) View Grades by Item
 - d) Click on the item name
- B. Item File Clean Up
 - 1. Shows the date/time each student submitted the assignment
 - 2. Direct access to individual files
 - 3. Remove set of files