



## Before you start

The Blackboard Assignment Tool should be used for:

- Submissions which require students to attach multiple files.
- Submission of larger files (up to 100mb).
- Assessments where there is no requirement for a DRAFT submission area.  
Most text based work should be submitted via Turnitin allowing students to use the text matching tool to check that they have referenced their work.

Please refer to the web page [www.salford.ac.uk/qeo/learningtechnologies/eassessment](http://www.salford.ac.uk/qeo/learningtechnologies/eassessment) for help choosing the best eSubmission method or setting up an eSubmission Folder.

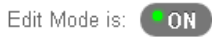
All summative submission areas should sit within a folder displaying the correct student declaration text, as shown below.

By submitting my work here I declare that:

- this work is my own
- if this is a group project, each student has contributed to the work in accordance with the set criteria
- the work of others used in its completion has been duly acknowledged
- experimental or other investigative results have not been falsified
- I have read and understood the University Policy on the Conduct of Assessed Work ( Academic Misconduct Procedure)

It is the student's responsibility to be aware of this policy and procedure

## Setting up a Blackboard Assignment

1. First, navigate to the appropriate **Assignment Folder** within the **Assessment** content area on your menu.
2. Ensure **Edit Mode** is **ON** (top right of your module screen) 
3. Hover over the **Create Assessment** button and select **Assignment** from the drop-down menu.




This opens the **Create Assignment** page.

**Blackboard Grade Centre** - creating a **Blackboard Assignment** automatically creates a column in the Blackboard Grade Centre which enables you to provide e-Marks/e-Feedback via your students' **My Grades** areas in their view of your module.


### Assignment Information

<p><b>Name and Colour</b> (required)</p>	<p>Type an Assignment title adding FINAL submissions. Recommend that you include the due date/time in the FINAL area. E.g. <b>Assignment 1: Web Design – due date Wednesday 16 December 2015 16.00 FINAL submissions.</b></p>
<p><b>Instructions</b></p>	<p>You can use this text field to inform your students about submission requirements.</p> <p><i>FINAL submissions area: you may only submit once to this area. Any submission to this area will be accepted as your final submission.</i></p> <p><i>You may submit beyond the Due date however this will be flagged to the tutor as late who will then take note of any student support plans or late penalty regulations</i></p> <p>Other useful information may include:</p> <ul style="list-style-type: none"> <li>• Clarification of the assessment deadline</li> <li>• The files that you would like your students to submit</li> <li>• Any special instructions (formats, file sizes, word counts)</li> <li>• Instructions about file naming.</li> </ul>

### Assignment Files

<p><b>Attach File</b></p>	<p>Additional assessment information can be provided as a separate document. Click the <b>Browse My Computer</b> button to find a pre-prepared briefing document. You can edit the <b>Link title</b> if you want the document to have a different display name.</p> 
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## Due Dates

<p><b>Due Date</b></p> <p><b>Remember institutional policy:</b></p> <ul style="list-style-type: none"> <li>• No Monday submissions</li> <li>• Submission time 16.00</li> </ul>	 <p>Late penalties are not applied in the Grade Centre (this is done in Banner's Gradebook)</p> <p>There is a note in the <b>My Grades</b> area of the module advising students that <b>marks are provisional until ratified by the Board of Examiners.</b></p>
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## Grading

<p><b>Points possible</b> (required)</p>	<p>It is recommended that all assessments have a <b>value of 100</b> and that any assessment weighting is carried out later.</p>
<p><b>Associated Rubrics</b></p>	<p>Rubrics (criterion-based marking grids) can be associated with a Blackboard Assignment and can be made available to students before or after marking.</p>

## Submission Details

<p><b>Assignment Type</b></p>	<p>Assessments can be assigned to each student individually, or as collaborative work to groups of students (before creating a group assessment, you must ensure the Blackboard Groups have been setup correctly).</p>
<p><b>Number of Attempts</b></p>	<p>Set as <b>Single Attempt.</b></p>


## Grading Options

<p><b>Enable Anonymous Marking</b></p>	<p>The identity of the submission can be hidden. Access to anonymously submitted assignments is through the Grade Centre, <b>Needs Marking</b> link. If anonymous marking is set, extra fields will appear allowing you to set a date/time assignments are un-anonymised.</p>
<p><b>Enable Delegated Marking</b></p>	<p>Using this tool you can assign groups (using the <b>Submissions to Grade</b> drop-down menu) for each marker to grade.</p>

## Display of Grades

<b>Display grade as</b>	Set as <b>Score</b> with no secondary display.
<b>Include in Grade Centre grading calculations</b>	If the assignment counts towards a final score, Grade Centre can calculate the weighting. This option needs to be ticked to include in these calculations.
<b>Show to students in My Grades</b>	Make sure this option is <u>not</u> ticked if you want to hide marks and feedback from students until a post date. On the post date, marks and feedback can be manually released to the students.
<b>Show statistics</b>	Leave unticked.

## Availability

<b>Make the Assignment Available</b>	<input checked="" type="checkbox"/> <b>Make the Assignment Available</b> This assignment cannot be made available until it is assigned to an individual or group of students.  This box must be checked in order for your students to see their assessments.
<b>Limit Availability</b>	 <p>You can control how long the assessment will be available to your students.</p>
<b>Track Number of Views</b>	<input type="checkbox"/> <b>Track Number of Views</b>  Tracking statistics will record the number of times the assessment is viewed, when it is viewed and by whom.

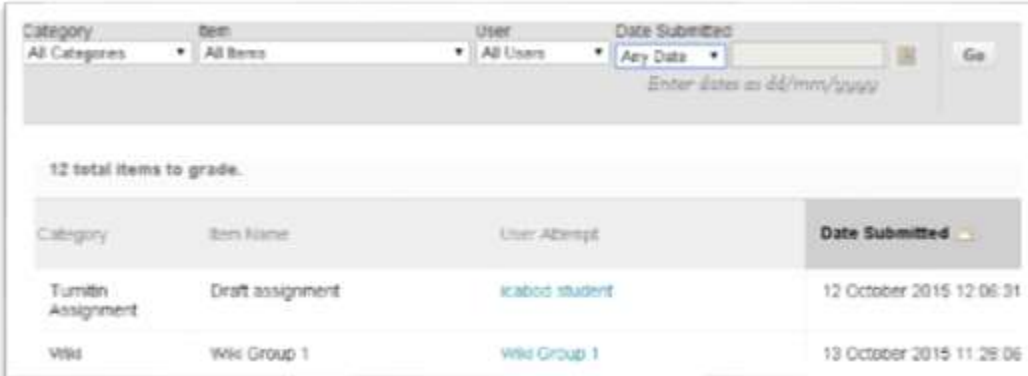
## Finally

Click **Submit**.



## Accessing Submissions

1. You can access submissions through Control Panel / My Grades / Needs Marking.
2. As default, all unmarked submissions will be listed, but you can apply filters to show:
  - Category - type of assignment eg. Turnitin or (Blackboard) Assignment
  - Item - specific assignment
  - User - specific user or group
  - Date submitted – before, after or specific date
3. Add any filters and click the **Go button** to apply them.



The screenshot shows a filtering interface with four dropdown menus: 'Category' (All Categories), 'Item' (All Items), 'User' (All Users), and 'Date Submitted' (Any Date). A 'Go' button is on the right. Below the filters, it says '12 total items to grade.' and a table with columns: Category, Item Name, User Attempt, and Date Submitted.

Category	Item Name	User Attempt	Date Submitted
Turnitin Assignment	Draft assignment	icabod student	12 October 2015 12:06:31
Wiki	Wiki Group 1	Wiki Group 1	13 October 2015 11:29:06

4. Click on the students' name (or group name if a group assignment) listed in the **User Attempt** column.  
If anonymous marking has been set, *Anonymous Student (Attempt ID)* will be displayed in place of the students' name.
5. A **Grade Assignment window** will now appear.

## Marking Submissions

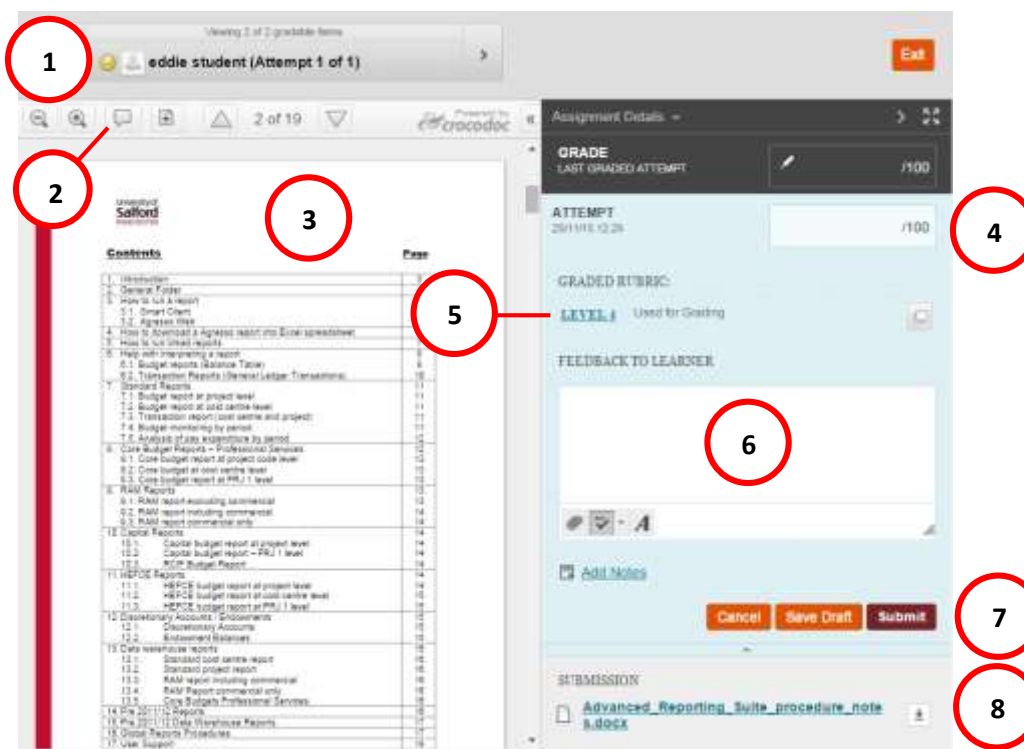


Diagram Key	
1	Name of student
2	Comment button
3	Preview (if MS Office file or .PDF)
4	Attempt Grade field. This is where you enter the mark for the submission
5	Rubric (if one has been attached to the assignment)
6	Feedback. This appears once you have clicked in the Attempt Grade Field (4)
7	Submit button
8	Students' submission. If there is no preview of the submitted file, you can open/download it from this link.

1. If the submission is a Microsoft Office submission or a pdf file, a preview of the submission will be generated. If not you can open or download the file(s) submitted listed under **Submission** (no.8 in the above diagram)  
You can add comments to the preview itself as feedback by clicking on the **Comment button** (no.2 in the above diagram) located above the preview.
2. Enter the mark into the **Attempt** field (no.4 in the above diagram)
3. Enter feedback into the **Feedback** field (no.6 in the above diagram)
4. Click the **Submit** button.

# Support

## Digital Skills Team Helpdesk

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