USING THE ASSIGNMENT TOOL (AND SAFEASSIGN)
The Assignment Tool (or Content Type) in Blackboard allows an instructor to manage and grade regular written assignments. With the appropriate setup you can:

• give your students online assignments
• have students submit their written work electronically
• grade these assignments online or in printed form
• enter grades
• give feedback through the grade book
• return graded and commented work to your students
Setting up an Assignment

1. From the Control Panel of your course, select a location for your assignment.

2. Find the Select menu at the top right of your content area window.

3. Select Assignment from the dropdown menu and Click Go.
In **Section 1**, type a name, points possible and the optional due date for this assignment.

In **Section 2**, click on **Browse** to locate and attach any files related to the assignment, such as a reading or a list of questions for students to answer.
In **Section 3**, choose the **availability** of the assignment to students, and the date restrictions if desired.

![Options](image)

In **Section 4**, click **Submit**.

![Submit](image)
Grading and Returning an Assignment: Two Options

When you create an assignment using the Assignment Tool, a column is automatically created for it in the Grade Center.

Instructors access students’ submitted assignments through the Grade Center and have the option of:
1. accessing individual assignments for grading,
2. or of downloading all assignments and then grading them.
Submitted assignments will appear in the Grade Center as a green exclamation point. If the student has only saved it, but not used the Submit button, you will see a notebook icon instead.

<table>
<thead>
<tr>
<th>Mid-term Exam</th>
<th>Case 6-47</th>
<th>CH 5 (WK4) Ret</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.00</td>
<td>![Green Exclamation Point]</td>
<td>![Green Exclamation Point]</td>
</tr>
<tr>
<td>82.00</td>
<td>-</td>
<td>![Green Exclamation Point]</td>
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<td>![Green Exclamation Point]</td>
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<td>![Green Exclamation Point]</td>
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<tr>
<td>84.00</td>
<td>![Green Exclamation Point]</td>
<td>![Green Exclamation Point]</td>
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<td>-</td>
<td>![Green Exclamation Point]</td>
<td>![Green Exclamation Point]</td>
</tr>
</tbody>
</table>

To grade an assignment roll your mouse over the cell and click on the drop-down arrows. Select Grade Details.
Accessing an Individual Assignment from the Grade Center

Click on **View Attempt** to view and download the student's file, or to enter any feedback to the student or any instructor notes (which can only be seen via the Grade Center by other instructors or TAs on the course).

**Tip:**
If a student submits the wrong file, or the wrong version of a file, an instructor or TA can clear their original attempt which will allow a student to submit a new file for a specific assignment. To do so the instructor or TA must use the **Clear Attempt** tool in the above window.
**Grade Assignment: Submit Student Information Sheet**

<table>
<thead>
<tr>
<th>Assignment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Instructions</strong></td>
</tr>
<tr>
<td><strong>File To Attach</strong></td>
</tr>
<tr>
<td><strong>Clear Attempt</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User’s Work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User’s Comments</strong></td>
</tr>
<tr>
<td><strong>User’s Files</strong></td>
</tr>
</tbody>
</table>
Click **Submit** to finish. Click **Cancel** to quit.
You can also choose to download all current submissions for a specific assignment.

To do so, click on the **Extra Options** icon to the right of the column name and choose the **Assignment File Download** option.
Click on **Select All** or **Select Ungraded** and Blackboard will select the required students names. Click **Submit** to save your changes.

Right-click on **Download assignments now** to download the documents to a zip file on your computer. The zip file will contain two files per student, one is the actual submission and the second is a text file with the submission information such as time, date, and any student comments.
IMPORTANT:

If you do not want students to view the grades for an assignment you must ensure that both the column in the Grade Center and the assignment in the content area are set as unavailable.

Just making the column in the Grade Center unavailable to students will block the grades from the My Grades area but if the assignment itself is still available, students can click on same to view their grades for that assignment.
The Student View of an Assignment

If the assignment is available to students, they will see the View/Complete Assignment link.

**Practice Assignment**
If you have never used the Assignment Tool in Blackboard, you can use this assignment to try it out. Upload a document here to get a feel for this tool. (For example, you can open a Word document, type your name, and save it.)

This is not a required assignment and it is not graded. It is just to allow you to try out the assignment tool before any graded assignments are due.

A document is attached that has instructions on using the assignment tool.

[View/Complete Assignment: Practice Assignment]
This is the screen students use to submit their assignments.

**Assignment Information**
- **Name**: Practice Assignment
- **Instructions**: If you have never used the Assignment Tool in Blackboard, you can use this assignment to try it out. Upload a document here to get a feel for this tool. (For example, you can open a Word document, type your name, and save it.)
- **Note**: This is not a required assignment and it is not graded. It is just to allow you to try out the assignment tool before any graded assignments are due.
- **Assignment Files**: Assignment Tool Instructions (Assignment Tool Instructions)

**Assignment Materials**
- **Comments**: Students can type a comment here.
- **Attach local file**: Students can attach a file here.

**Submit**
- **Instructions**: Click Save to stop working and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.
- **Buttons**: Cancel, Save, Submit
In the **Upload Assignment screen**, students can download any **assignment files**. When they are ready to provide their submission, they can type in their comments and then **Browse** to add one or more files.

Students can now click **Save** to save a draft submission (which an instructor can not see) or **Submit** to send their submission to Grade Center for viewing and grading by the instructor or TA.

**IMPORTANT:**
Students must be aware that clicking the **Save** button will NOT submit their assignment to the instructor. They must click **Submit** in order to get credit for completing the assignment by the deadline.
This is the screen students see after their assignment has been graded.
Using Safe Assign

SafeAssign is a plagiarism prevention tool that detects unoriginal content in students' papers by identifying areas of overlap between submitted assignments and existing works.

SafeAssign can also be used to help students identify how to properly attribute sources rather than paraphrase without giving credit to the original source. The SafeAssign feature is effective as both a deterrent and an educational tool.
From any content area Use the Select menu and choose **SafeAssignment**. Then click “Go.”
The form is similar to a regular assignment.

Use the “Draft” feature to allow students to check their work before final submission.
You have the option to send an announcement from the SafeAssign set up screen.
The students see a link similar to the regular assignment tool.
Students submit their assignment.
Once students submit their assignment grading is nearly the same as for a regular assignment.

<table>
<thead>
<tr>
<th>Attempts</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation Date</td>
<td></td>
<td></td>
<td>Value</td>
<td>Feedback to User</td>
<td>Grading Notes</td>
<td>Actions</td>
</tr>
<tr>
<td>Jun 20, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:04:50 AM</td>
<td></td>
<td></td>
<td>Jun 20, 2012</td>
<td>View Attempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Needs Grading)</td>
<td></td>
<td></td>
<td>10:04:50 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click "View Attempt"
The “View Attempt” screen now allows you to view the SafeAssign report.
The report gives a percentage of matching content.

Paper Information
- **Author:** zzsandy zzbogus
- **Assignment:** Week 3 Assignment
- **Submitted:** Wed, Jun 20 2012, 10:04 AM
- **Paper ID:** 48260967

Matching: 6%

Suspected Sources
- Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.
- [http://users.manchester.edu/Student/AMClark/Professionalweb/Great%20Growing%20Beans.htm](http://users.manchester.edu/Student/AMClark/Professionalweb/Great%20Growing%20Beans.htm)
- Re-process the paper without the selected sources

Paper Text
- Student Feedback on online format
  One last favor! This course was converted to the online format with the help of a Title V Grant from the Department of Education. In order to help document the work that was done, would you all mind posting a few sentences about your experience with the online format? For example, was it useful to take this course in an online format? Do you feel you learned as much as you would had you taken it face to face?  What went well, what didn’t go so well? Would you recommend this course to other students in the online format? Any thoughts and suggestion are welcome. Thanks so much! sandy
Enter the grade and click the “Submit” button.
Using DirectSubmit

DirectSubmit generates SafeAssign reports on papers submitted outside of a SafeAssignment and it may also be used to add papers to the institutional database.

Because DirectSubmit is not integrated with the Grade Center, Instructors should use SafeAssignments to collect submissions whenever possible.

DirectSubmit allows Instructors to submit papers one at a time or several at once by including them in a .ZIP file. Note that .ZIP packages should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended.

As well, papers with over 5000 phrases or that are more than 10 MB in size cannot be submitted.
How to Submit Papers through DirectSubmit

1. From the Control Panel, under Course Tools, click SafeAssign.

2. Click DirectSubmit. A list of folders and papers will appear. This list includes papers already uploaded through DirectSubmit. Blackboard recommends that files **not** be deleted from DirectSubmit as this will delete them from the institutional database of existing materials.

3. Navigate to a folder where the paper or papers will be uploaded.

4. Click Submit Papers.
5. Select **Upload File** and browse for the file. Individual papers as well as papers that are grouped in a .ZIP package are accepted. Alternatively, select **Copy/Paste Document** and add the document text in the field.
The paper has been submitted.
The report comes back after a little while.

<table>
<thead>
<tr>
<th>Owner: Sandra Bogus</th>
<th>Folder: Top Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filename: process.doc</td>
<td>Submitted: Wed, Jun 20 2012, 10:47 AM</td>
</tr>
<tr>
<td>Matching: 100%</td>
<td>Paper ID: 48261538</td>
</tr>
</tbody>
</table>

**Suspected Sources**

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.


**Paper Text**

- DRAFT Online Course Development Process Guide

Online course development can be perceived as a three-part process—planning and design; development and implementation; and the course delivery and management. Each part consists of several developmental steps. The following is a description of the stages and steps for online course development. The institutional support (personnel) that can be involved is also noted in the steps. This document is a work in progress based on the past practices and current directions of the college and research into current course design and quality assurance practices (see attached bibliography). Feel free to contact us for any input into this document or the course development process.
Shared Folders and Private Folders

Direct Submit **Shared Folders** are viewable by anyone with access to the Direct Submit tool through the course. Multiple Instructors and Teaching Assistants can view submissions related to a course in Shared Folders.

**Private folders** can be used to manage papers for an individual instructor. These folders follow the instructor and are available in any course where that user has Instructor level privileges.
Supported File Types

Direct Submit supports the following file types:
Microsoft Word document (.doc)
Rich Text Format (.rtf)
HTML (.htm or .html)
Text (.txt)
Zip-compressed multiple files (.ZIP)