Center for Teaching & Learning with Technology
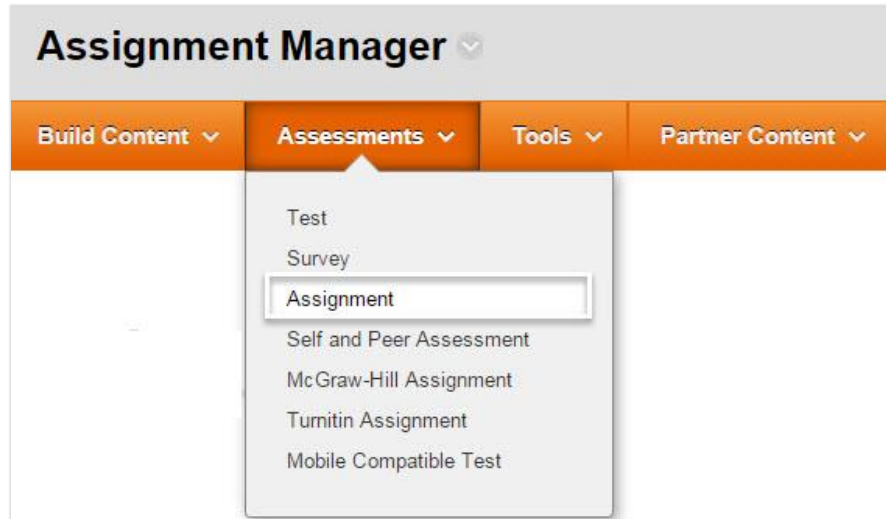**Cheng Library 120k – www.wpunj.edu/ctlt/**

Assignment Manager – Create and Edit an Assignment
The Assignment Manager allows faculty to create, edit, grade and return assignments. After reviewing this document you will be able to create and edit assignments. Note: the original, now very outdated, term for this tool was the Dropbox. The Dropbox has not existed for some time, and if you hear people use it think "*assignment manager.*"

I. Assignments can be added to any content area. Select **Assessments** from the orange toolbar at the top of the page and click on **Assignment.**

II. Enter the assignment name (a mandatory field) in the text entry box and use the rich text editor to describe instructions for your students.

III. Use the next area to attach documents appropriate to the assignment, if necessary.

ASSIGNMENT FILES

Attach File   Browse My Computer   Browse Content Collection

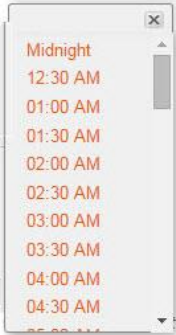**IV.** To select a **Due Dates** interface click the text box ☑ then the date and time

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date   ☑ 09/24/2015   🔲 11:49 AM   ⊘
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Enter the date and time using the format described under the text-entry fields or use the calendar and clock icons to make your selections:

Midnight
12:30 AM
01:00 AM
01:30 AM
02:00 AM
02:30 AM
03:00 AM
03:30 AM
04:00 AM
04:30 AM

04:29 PM

September 2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04	05
	06	07	08	09	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

09/23/2015

Today is: Wednesday, September 23, 2015

V. In the **first** part of the **Grading** interface enter the maximum points possible (a mandatory field) and choose whether or not to include a Rubric. See the Rubric document in the IT Wiki for more information on that subject.

GRADING

✳ Points Possible   100

Associated Rubrics   Add Rubric ⌄

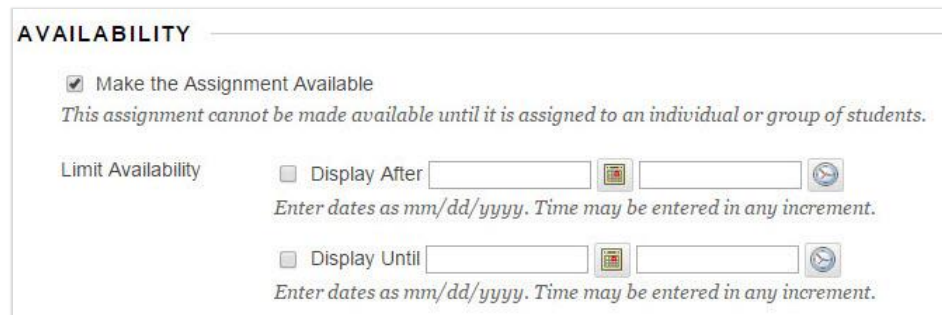Name   Type   Date Last Edited   Show Rubric to Students

In the **second** part of the **Grading** interface the instructor is asked if this is to be an individual, group, or portfolio submission. Instructors also decide to how many submission attempts to allow students. It's important to remember that if a student makes a mistake on the original upload the default option bars students

from a second attempt and the instructor is required to clear the first attempt to allow the student to upload the assignments. As a result it's a good idea to allow students multiple upload attempts using the graphical interface:

The **third** portion of the **Grading** interface allows faculty to determine in format the grade should be presented to students, Score (82), Letter (B-), Text (Under Average), Percentage (82%) or Complete/Incomplete
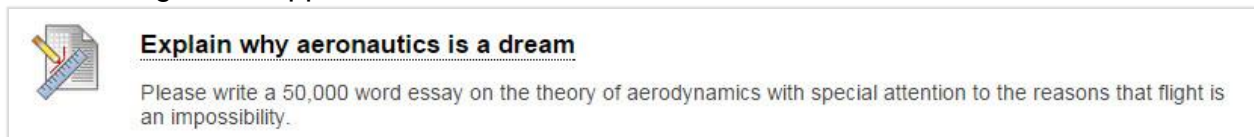
VI. **Availability** is an important area not to miss! If the *Make the Assignment Available* checkbox is not marked students will not see the assignment. Use the *Limit Availability* area to enter the widow of time for which the test should be visible to students.

VII. Finally, click Submit to save and enter all the test options

VIII. Using the Student Preview feature in Blackboard we can see just what students do. When a student enters the area designated by the instructor this is how an assignment appears:

When the student selects the link s/he sees the due date and possible points highlighted in a way that is impossible to miss! Under that are the instructions written by the instructor.

ASSIGNMENT INFORMATION

Due Date	Points Possible
Saturday, September 26, 2015 11:49 AM	**100**

Please write a 50,000 word essay on the theory of aerodynamics with special attention to the reasons that flight is an impossibility.

Next the student is offered two means of submitting an assignment: first, writing the text directly into the interface and second, uploading a document written to and saved in a word processor format. Feeding substantial text directly is a bad idea on many levels, for example more content is lost through direct submission than any other means. Instructors are encouraged to require students to write out an assignment, save it locally and upload via browsing.

ASSIGNMENT SUBMISSION

Text Submission	Write Submission	
Attach File	Browse My Computer	Browse Content Collection

IX. Back to the faculty view – to grade the assignment enter the Grade Center, then Full Grade Center

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection →

▶ Course Tools

▶ Evaluation →

▼ **Grade Center** →

    Needs Grading

    Full Grade Center

      Assignments

      Tests

In the full grade center assignments which have been submitted will feature an exclamation point:

Finally, for more on **inline grading** follow this link:
http://bit.ly/wpu-bb-inline-grading

Questions? Please file a ticket with the Web Help Desk:
http://www.wpunj.edu/help/