CHAPTER 6: THE ASSIGNMENT TOOL

Terminal Objective
At the end of this module, the learner will be able to create, modify, and evaluate assignments using the Assignment Tool in Blackboard Vista.

Enabling Objectives
1. Create a Grade Form using the Assignment Tool
2. Generates an assignment using the Assignment Tool and integrates a Grade Form into the assignment
3. Locates Assignment Functions and assigns the proper functions to the Assignment based on the appropriate need
4. Identifies the location of the Assignment Drop Box and describes the various components of the Drop box
5. Grades submissions in the Assignment Drop Box using traditional method or with the Grade Form option.
CHAPTER 6: ASSIGNMENT TOOL

The Assignment tool has a few new features in Vista 8, including the Grading Form (a rubric) which can be attached to an assignment, gradable discussion, or used in the grade book.

Topic 1: Creating a Grading Form

1. Start from **Build Tab** and select **Grading Forms** from the lower left navigation bar. Select **Create Grading Form**.
2. Add the Grading Form Title; the description is optional. If more Criteria or Performance indicators are needed, it is possible to add more. To change the names of any criterion or indicator item, use the pencil icon to edit. To remove a criterion or indicator, use the **Remove** icon.

3. For each, add a point value. As the point values are added, the total will add up at the bottom. Save.

4. The Grading Form can be attached to any assignment or gradable discussion create for this course. The Grading Form works with the Vista grade book, as well, for manually created grade columns.
Topic 2: Creating an Assignment with or without the Grading Form

1. Start in the Build tab. Select Assignments from the left navigation bar. Click Create Assignment button. Add the title. (Note: Please do not use any special characters, e.g., #, *, comma, period).

2. A new feature is to show or hide the assignment within the properties settings.
3. Select the submission format.

4. Decide if students will be graded individually or in groups.

5. Set the due date and time. Anything after the due date is marked “Late” in the assignment dropbox.

6. Select the cutoff date and time. Anything after the cutoff date will be marked “Missed” in the assignment dropbox.

### Student submission format

- **Text**
  - (Students provide text, attach files, do both.)

- **Web site**
  - (Students submit a ZIP file containing a web site composed of files with relative links.)

### Assignment recipients

- **Decide later (Save assignment as a draft and send it later)**

- **All Students individually**
  - [ ] Create additional sets of instructions for groups of Students
  - [ ] Groups of Students

### Dates

* **Due Date** (Submissions are accepted after this date but are marked 'late')
  - 11/12/2008
  - 12:00 PM

  [ ] Create a corresponding event in the Calendar tool

* **Cutoff Date** (Submissions are not accepted after this date and are marked 'missed')
  - 11/19/2008
  - 12:00 PM
7. By default, a column will be added to the grade book based on the title given to the assignment. Edit the **Grade Book column title** if necessary; the example here is Assig3.

8. Check mark to release the grades at this point.

9. If no **Grading Form**, enter the numeric or alphanumeric grade.

10. If using the **Grading Form**, click the **Select Grading Form** button.
11. Select the form to use.

12. If there are goals that correspond with this assignment, select them.

13. Save.

**Select Grading Form**

Select the grading form you want to use to grade this item. To create a grading form, go to the Grading Forms tool.

- Assignment 1 Essay Grading Form
- Assignment 3

[Select] [Cancel]

14. Note: There are More Options to consider:

- More Options (Expand this area to see more options.)

  **Taking Back Submissions**
  - Students can take back and correct work after submission

  **Publishing Submissions**
  - Only the Section Instructor can publish submissions
  - Both the Section Instructor and Students can publish submissions

**Section Instructor notification:**

- Notify Section Instructor when a Student submits this assignment
  - Section Instructor's e-mail address: john_smith@uh.edu
- Do not send e-mail notification when Student has submitted an assignment
Topic 3: Assignment Functions

1. The pull-down menu lists the functions associated with an Assignment.
2. To make changes to an assignment, select Edit Properties.
Topic 4: Assignment Dropbox

1. The Assignment Dropbox can be found only in the Teach tab. This is the area where the instructor or grader can access assignment submissions and grade submissions. To access the Assignment 3 submissions, click on the Teach tab, select Assignments from the left navigation bar. Select the assignment.

2. The Assignment Dropbox is now open.

3. The Submitted tab will show assignments submitted by students with the time-stamp of when the student submitted.
4. The Not Submitted tab shows which students have not submitted a particular assignment prior to the cut-off date.

Assignment Dropbox

The Not Submitted tab contains submissions that are assigned or returned to Students for editing.

- **Assignment 3**
  - **Student User08(student08)** Attempt 1
  - **Student User10(student10)** Attempt 1

5. The Graded tab will show the grade given and the date when the assignment was graded. The person who graded the submission will be indicated at the far right.

Assignment Dropbox

The Graded tab contains submissions that are reviewed.

- **Assignment 3**
  - **Demo_Student(webct demo 8616992081)** 8.00
    - Completed: October 29, 2008
    - Graded by: Teresa Acosta 11:24 AM

6. To publish a submission, use the pull-down menu and select **Publish Controls**.
7. To access another assignment, sort with the pull-down menu to the far right.

**Assignment Dropbox**

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Not Submitted</th>
<th>Graded</th>
<th>Published</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Submitted tab contains submissions that are ready for review and have not been returned to Students.

- **Assignment** Demo Student(webct demo 6616992081)  3

<table>
<thead>
<tr>
<th>Title</th>
<th>Assigned to</th>
<th>Attempt</th>
<th>Due Date</th>
<th>Submitted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demo Student(webct demo 6616992081)</td>
<td>3</td>
<td>1</td>
<td>November 12, 2008 12:00 PM</td>
</tr>
</tbody>
</table>

= Student can take back for editing

**Topic 5: Grading an Assignment**

1. Access the **Submitted** tab in the **Assignment Dropbox**. Select the submission you want to grade.

**Assignment Dropbox**

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Not Submitted</th>
<th>Graded</th>
<th>Published</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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- **Assignment** Demo Student(webct demo 6616992081)  3

<table>
<thead>
<tr>
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<th>Attempt</th>
<th>Due Date</th>
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<tbody>
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<td></td>
<td>Demo Student(webct demo 6616992081)</td>
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<td>1</td>
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</tr>
</tbody>
</table>

= Student can take back for editing
2. Information about the assignment can be found at the far left. There is also the time-stamp of when the student submitted the assignment. The attachment link to the submission is found in the Submission section.

Note: Students should include their name in the attached file name. When uploading the graded/edited assignment, consider adding the grader’s initials to indicate a change to the file.

3. If using the grading form, choose “Return graded submission to Student(s)...”. Choose Complete the Complete Grading Form button.

Grader/Reviewer Comments:

Add Attachments

*Save Options:

- Return to Student for further editing
- Save for further review and editing
- Return graded submission to Student(s) with the following grading form grade
  Complete Grading Form out of 10

Save  Cancel
4. Select the points for each criterion and indicator, and Save.

**Complete Grading Form of Demo Student for Assignment 3**

<table>
<thead>
<tr>
<th>Objective/Criteria</th>
<th>Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Need Improvement</td>
</tr>
<tr>
<td>Spelling</td>
<td>(1 points)</td>
</tr>
<tr>
<td>Grammar</td>
<td>(2 points)</td>
</tr>
<tr>
<td>Style</td>
<td>(2 points)</td>
</tr>
</tbody>
</table>

Total: 8 out of 10

**Comments:**

After grading, the instructor can check the grades posted and find out if grades have been released to the students at the same time, by looking in the **All** tab.

**Assignment Dropbox**

The **All** tab contains all submissions.

- **Assignment 3**
  - **Assigned to:** Demo Student(webct_demo_8616992081)
  - **Status:** Graded
  - **Due Date:** November 12, 2008 12:00 PM
  - **Grade:** 8.00

- **Assignment 3**
  - **Assigned to:** Student User08(student08)
  - **Status:** Not Started
  - **Due Date:** November 12, 2008 12:00 PM
  - **Grade:** Not Released

- **Assignment 3**
  - **Assigned to:** Student User10(student10)
  - **Status:** Not Started
  - **Due Date:** November 12, 2008 12:00 PM
  - **Grade:** Not Released

= Student can take back for editing