Blackboard Services℠

Creating and Managing Assignments
Session Handout
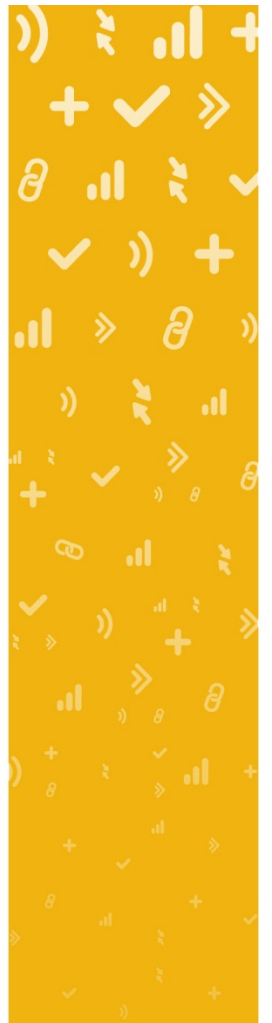
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ASSIGNMENT LOCATIONS

What are the two methods that most instructors place Assignments within their course?

Can you setup an assignment to do the following? Use a method to indicate the YES or NO.

YES or NO: Use a Rubric to grade.

YES or NO: Make submissions anonymous until certain criteria is met.

YES or NO: Choose to have all individuals, groups, or students with last names that begin with a specific letter submit certain assignments.

YES or NO: Have an Assignment be a portfolio submission.

YES or NO: Check submissions for plagiarism.

YES or NO: Have Blackboard Learn grade assignments automatically and give a grade.

HELP   **Overview: Assignments**
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments

Creating an Assignment
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/010_Create_Assignments

Edit and Manage Assignments
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/040_Edit_and_Manage_Assignments

Best Practices: Assignments
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/070_Best_Practices_Assignments

Activity: Assignment Location Assessment

If you are using the Assignment Tool in your course, are you providing students with clear instructions on where to locate the files?

1. List where you specifically tell students how to find the assignment:

2. Is there a section in your syllabus that outlines where to find assignments or how to turn them in?

3. Have students ever reported that the assignment information or location was unclear?

4. How will you update your assignment locations? What will be the communication plan to provide students with the instructions?

Bonus Activity: Review your Assignment instructions and grading method. Would it make sense to create and grade with a Rubric?

Rubrics

In your own words, what are the benefits of using Rubrics to grade Assignments in Blackboard Learn?

There are five types of Rubrics that can be created. What are they?

Describe how Criteria and Levels of Achievement relate to Rubrics:

HELP **Overview: Rubrics**
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/120_Grade_Center/020_Grading/010_Rubrics

Video: How to Create a Rubric for Grading Student Work
https://www.youtube.com/watch?feature=player_embedded&v=ReR0icb-4Vk

Video: How to Grade Using a Rubric
https://www.youtube.com/watch?feature=player_embedded&v=fvN0Q4jPd-c

Activity: Assignment Rubric

In this activity, you will practice creating a Rubric. If you have already identify an assignment that you would like to create a rubric for, please navigate to that course assignment. If you just want to practice, use your practice course to create the rubric.

1. Navigate to an Assignment. If you do not have an Assignment to work with, create one.
2. From the Grading section, click **Add Rubric** in the **Associated Rubrics** area. Then click **Create New Rubric**.
3. Create your rubric by providing a name, description, and editing the rubric detail. When ready, click **Submit.**
4. The Rubric will now be listed and you can modify the visibility for students.
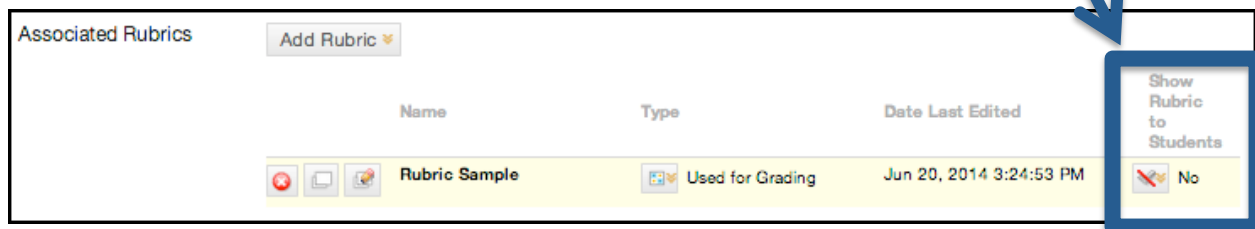
Delegated Grading

In your own words, define Delegated Grading:

In the image to the right, you'll see a blank **Delegated Grading** setting form. Modify the settings you would have to make to set it up as a *Blind Parallel* (the lead instructor will use two graders to grade all the assignment submissions independently of each other). **Check** the option appropriate and **choose one of the options** for Submission to Grade: *All Submissions, Random Set, Groups, or None.*

Briefly describe the identified areas in the **Reconcile Grades**.

A:

B:

C:

D:

Activity: Delegated Grading

Does delegated grading have a place in your course delivery? There are a number of ways that it can be used, which is why we created a help page with common samples.

For this activity, you will be identifying which assignments have the potential to use delegated grading.

1. Visit Delegated Grading Examples and review all the samples. Are there any that fit your needs? List them here:

   https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/050_Grade_Assignments/030_Best_Practice_Delegated_Grading_Examples

2. List the course names that match the samples you identified above:

3. Setup the assignment in your course using the settings identified in the samples.

HELP

Overview: Delegated Grading
https://help.blackboard.com/en–us/Learn/9.1_2014_04/Instructor/100_Assignments/050_Grade_Assignments/020_Delegated_Grading

Assignment Grade Settings
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/020_Assignment_Grade_Settings

Video: Anonymous and Delegated Grading
https://www.youtube.com/watch?feature=player_embedded&v=x0h9Py2kH3I
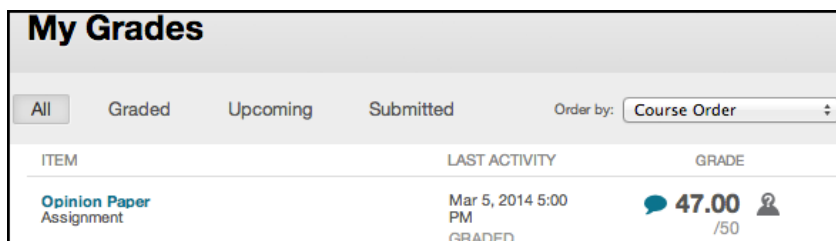
Anonymous Grading

List at least three benefits to Anonymous Grading:

True or False: The only thing you need to do is Enable Anonymous Grading to use this feature.

Once an anonymous assignment is submitted, how will an instructor know?

When will the grades be visible in the Grade Center?

The image below is a screen shot from a student's view of My Grades. Was this assignment graded anonymously? How do you know?

Assignment Grade Settings
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/020_Assignment_Grade_Settings

Video: Anonymous and Delegated Grading
https://www.youtube.com/watch?feature=player_embedded&v=x0h9Py2kH3I

Activity: Anonymous Grading

With the addition of anonymous grading, does it have a place in your course delivery? How will it change the way you receive assignments?

For this activity, you will be identifying which assignments have the potential to use delegated grading.

1. List all the assignments that you currently use that might benefit from using anonymous grading:

2. List the course names that match the samples you identified above:

3. Choose one assignment to use as your first anonymous assignment. Modify the settings of the assignment so that the submission is anonymous.

4. Outline your communication plan to let students understand how anonymous grading works:

Inline Grading

In your own words, define Inline grading:

What are the supported document types viewable in the grading screen?

Identify the areas marked in the image below.

A.

B.

C.

D.

E.

F.

G.

H.

I.

Inline Grading Resources

Grade Assignments: Inline

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/050_Grade_Assignments

Video: Blackboard Inline Grading for Assignments

https://www.youtube.com/watch?feature=player_embedded&v=CbafANRJ7Zw

SafeAssign

In your own words, define SafeAssign within Blackboard Learn:

List three benefits of using SafeAssign:

True or False: SafeAssign is automatically enabled for all new assignments created. There is nothing an instructor has to do to enable it.

There are three sections of the report. Briefly describe each section:

Report Information:

Citations:

Manuscript Text:

What do the following overall scores mean?

Below 15%:
15% - 40%:
40% or higher:

Using SafeAssign in Assignments
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/025_Use_SafeAssign

Video: How to Use SafeAssign in Assignments
https://www.youtube.com/watch?feature=player_embedded&v=QId2Xza_95k