



# Creating and Managing Assignments

## Session Handout

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# ASSIGNMENT LOCATIONS

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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.



## **Overview: Assignments**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/100\\_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](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](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](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

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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:



## **Overview: Rubrics**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/020\\_Grading/010\\_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](https://www.youtube.com/watch?feature=player_embedded&v=ReR0icb-4Vk)

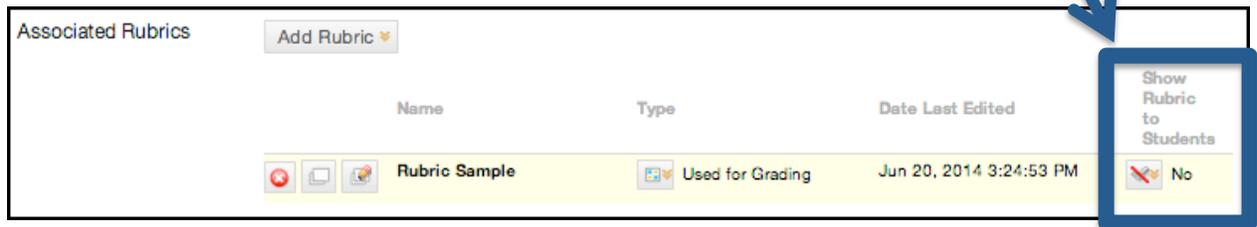
## **Video: How to Grade Using a Rubric**

[https://www.youtube.com/watch?feature=player\\_embedded&v=fvNQ4jPd-c](https://www.youtube.com/watch?feature=player_embedded&v=fvNQ4jPd-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.



The screenshot shows the 'Associated Rubrics' section of a Blackboard interface. At the top left, there is a label 'Associated Rubrics' and a button 'Add Rubric' with a dropdown arrow. Below this is a table with columns for 'Name', 'Type', and 'Date Last Edited'. A single row is visible with the name 'Rubric Sample', type 'Used for Grading', and date 'Jun 20, 2014 3:24:53 PM'. To the right of the table is a dropdown menu labeled 'Show Rubric to Students' with a red 'X' icon and the text 'No'. A blue arrow points from the text in step 4 of the instructions to this dropdown menu.

Name	Type	Date Last Edited	Show Rubric to Students
Rubric Sample	Used for Grading	Jun 20, 2014 3:24:53 PM	No

# 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*.

**Grading Options**

Enable Anonymous Grading

Enable Delegated Grading

Show: All Possible Graders

Grader	Submissions to Grade	View Settings	Reconcile Grades
Cathy Chu Instructor	<span style="border: 1px solid gray; padding: 2px;">▾</span>	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	
Monica Gonzales Teaching Assistant	<span style="border: 1px solid gray; padding: 2px;">▾</span>	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	
Porter Durand Teaching Assistant	<span style="border: 1px solid gray; padding: 2px;">▾</span>	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	

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

<b>Volcanic Erupta: Reconcile Grades</b>				
Filter by Status: <span>All</span>		Filter by Grader: <span>All</span>		
<span style="border: 1px solid gray; padding: 2px; border-radius: 50%; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">A</span> <span style="margin-left: 20px;">Show Grader Progress</span> <span style="float: right; border: 1px solid gray; padding: 2px; border-radius: 50%; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">D</span>				
Attempts	Graders		Final Grade	
Andy Farrell	Cathy Chu 95.00			▾
Bruce Lopez	Cathy Chu 99.00			▾
Chris Casper	Cathy Chu 98.00	James Stra... 87.00	<span style="border: 1px solid gray; padding: 2px;">+</span>	<input style="width: 40px;" type="text"/> /100
Dwight Paul	Cathy Chu 98.00	Monica Go...	98.00 Highest	
Henry Wagner	Cathy Chu 87.00		92.50 Average	
			87.00 Lowest	

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](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.



### Overview: Delegated Grading

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/100\\_Assignments/050\\_Grade\\_Assignments/020\\_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](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](https://www.youtube.com/watch?feature=player_embedded&v=x0h9Py2kH3I)

# Anonymous Grading

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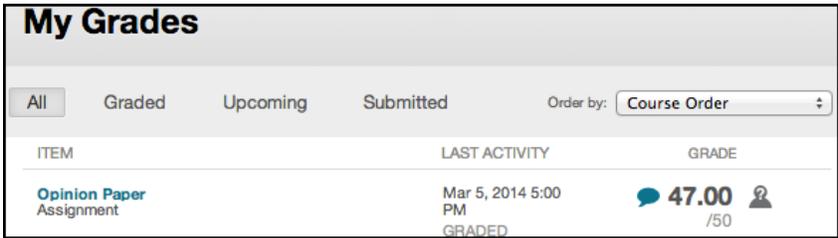
List at least three benefits to Anonymous Grading:

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?



ITEM	LAST ACTIVITY	GRADE
Opinion Paper Assignment	Mar 5, 2014 5:00 PM GRADED	47.00 /50



## Assignment Grade Settings

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/100\\_Assignments/020\\_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](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.

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## Inline Grading Resources



### **Grade Assignments: Inline**

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/100\\_Assignments/050\\_Grade\\_Assignments](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](https://www.youtube.com/watch?feature=player_embedded&v=CbafANRJ7Zw)

# SafeAssign

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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](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=Qld2Xza\\_95k](https://www.youtube.com/watch?feature=player_embedded&v=Qld2Xza_95k)