

Managing Assignment Submissions

Role: Lecturers

The **Assignment Dropbox** allows you to view, manage and grade assignment submissions. It contains four tabs:

- **Submitted:** contains submissions that are ready for grading/viewing and have not been returned to the assigned students. Graded assignments are not included here.
- **Not Submitted:** contains assignments that have been assigned (but not yet submitted) and submissions returned to students for editing.
- **Graded:** contains submissions that have been graded.
- **Published:** contains submissions that you or the student have published to all members of the unit.
- **All:** contains all submissions.

[Grade an individual assignment](#)

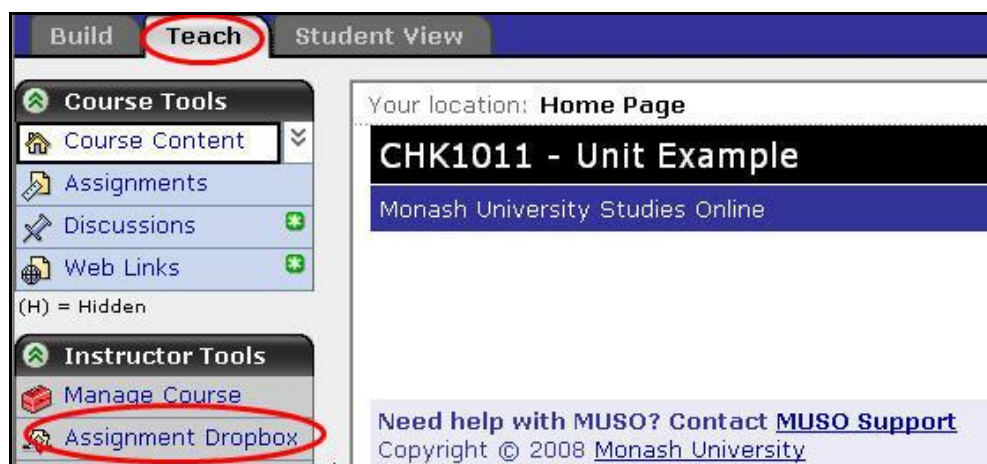
[Change a grade before it is released to students](#)

[Print or save compiled assignments](#)

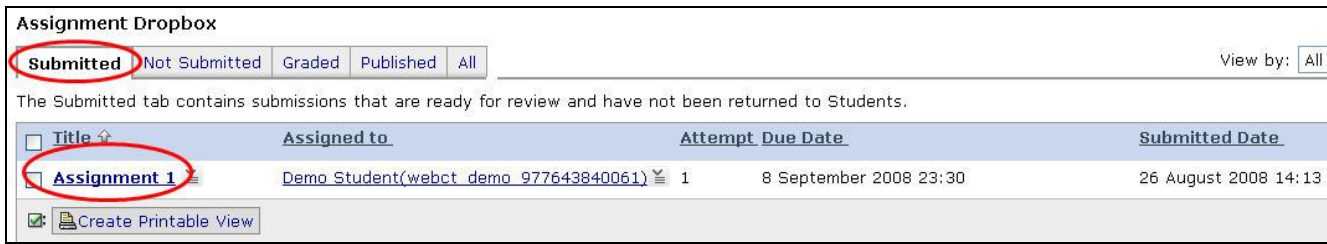
[Publish, republish or unpublish an assignment](#)

Grade an individual assignment

1. Click on the **Teach** tab.
2. Click on **Assignment Dropbox** in the **Instructor Tools** menu.



3. Click on the **Submitted** tab to view the assignments that have been submitted by students but not yet reviewed.
4. Click on the **title** of a submitted assignment to mark it.



Assignment Dropbox

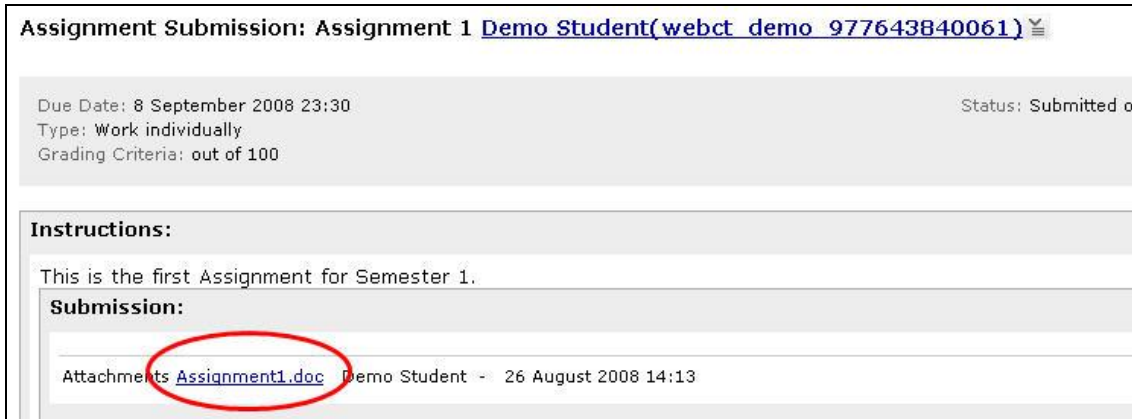
Submitted Not Submitted Graded Published All View by: All

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

<input type="checkbox"/>	Title ↑	Assigned to	Attempt	Due Date	Submitted Date
<input checked="" type="checkbox"/>	Assignment 1	Demo Student(webct_demo_977643840061)	1	8 September 2008 23:30	26 August 2008 14:13

Create Printable View

5. Click on the **Attachments** link to view an attached assignment.



Assignment Submission: Assignment 1 Demo Student(webct_demo_977643840061)

Due Date: 8 September 2008 23:30 Status: Submitted on
Type: Work individually
Grading Criteria: out of 100

Instructions:
This is the first Assignment for Semester 1.

Submission:

Attachments: [Assignment1.doc](#) Demo Student - 26 August 2008 14:13

6. Type your comments in the **Grader/Reviewer Comments** box.

7. To send a marked assignment attachment or feedback sheet back to a student, click the **Add Attachments** button under the Grader/Reviewer Comments box. Then click on the **My Computer** icon to browse for the file and click **Open**.

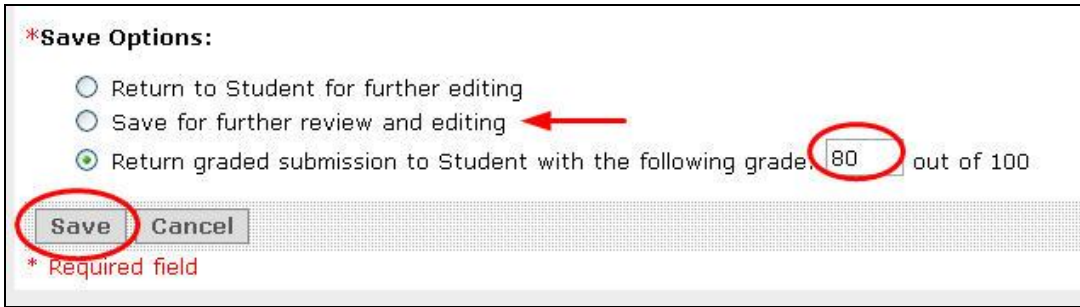
Mac users: it is recommended that you use Safari as your browser when uploading files.



Grader/Reviewer Comments:

8. Select **Return graded submission to student with the following grade:** type a grade into the box provided. The student will receive the grade, comments and any extra files you have attached.

Note: If you wish to review and change grades before returning the graded assignment to the student, then select **Save for further review and editing** option, which is the second option in the list below.



***Save Options:**


- Return to Student for further editing
- Save for further review and editing
- Return graded submission to Student with the following grade: 80 out of 100

Save Cancel

* Required field

9. Click **Save**.

Note: If you are reviewing a **web site** assignment submission, the option to **Add Attachments** is not available.

To locate a particular student, use the **Find** function ('Ctrl+F' on a PC and 'Apple+F' on a Mac). As this works best when all entries are on the one page, click on the **Paging Preferences** icon  and set the number of records per page to 999.

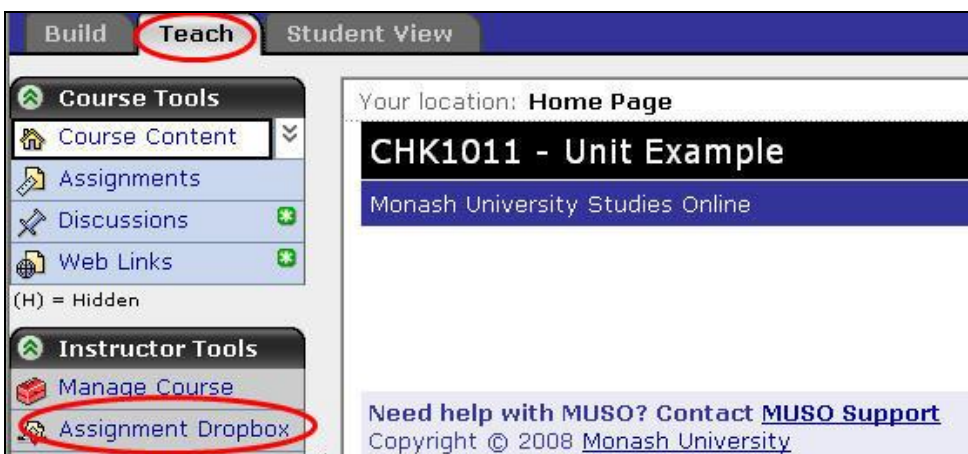
For instructions on how to mark an assignment using a **Grading Form** refer to the **Grading forms** guides.


[top](#)

[Change a grade before it is released to students](#)

Note: If the Assignment has been saved using the Save option **Save for further review and editing** (See above) then follow steps from 1-8

1. Click on the **Teach** tab.
2. Click on **Assignment Dropbox** in the **Instructor Tools** menu.

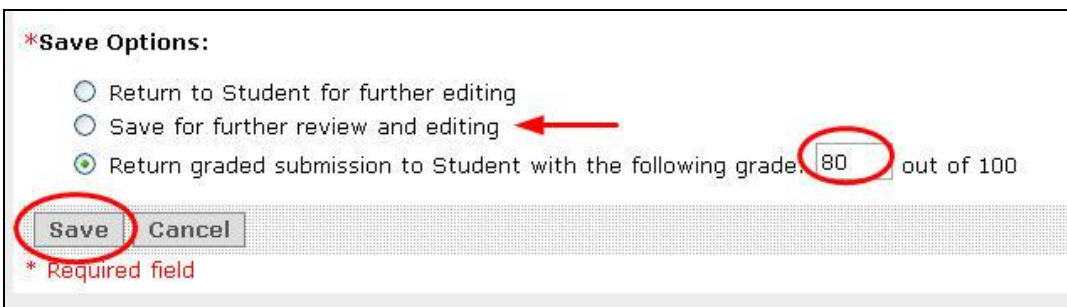


3. Click on the **Submitted** tab.
4. Click on the **ActionLinks** icon  next to the assignment title.
5. Select **Review Submission**.



6. Change the grade value in the box.

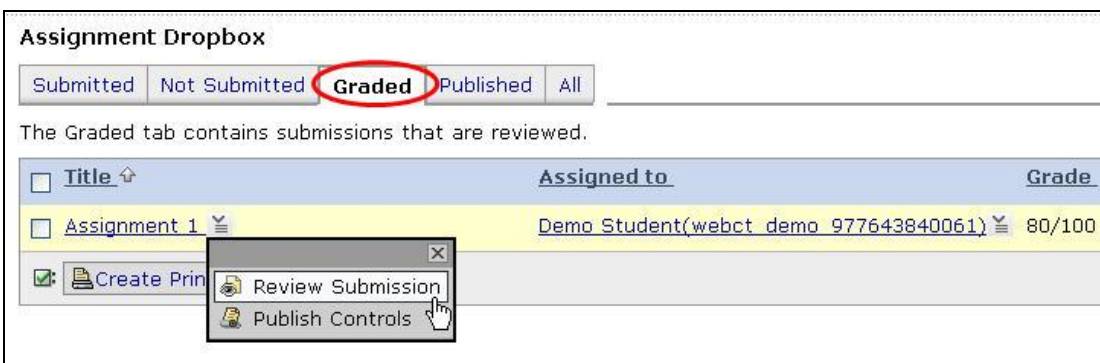
7. Click on the **circle** next to **Return graded submission to student with the following grade**.



8. The submission is now moved to the **Graded** tab and the mark is entered into the **Grade Book** ready for release.

Note: If the Save option for the Assignment was selected as Return graded submission to Student with the following grade, you need to review and change the grade in the Graded tab.

1. Go to the Teach Tab and select Assignment Dropbox as above.
2. Click on the **Graded** tab.
3. Click on the **Action Link** next to the Assignment.
4. Select **Review Submission**.



5. Click on **Edit** at the bottom of the window and make the necessary changes to the grade.



6. Then click on the **circle** next to **Return graded submission to student with the following grade**.

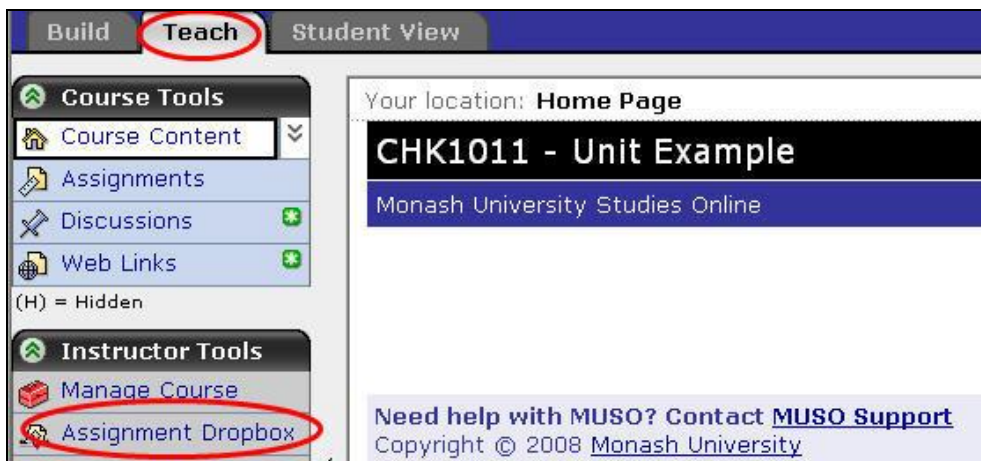
7. Click on **Save**.

[top](#)

Print or save compiled assignments

1. Click on the **Teach** tab.

2. Click on **Assignment Dropbox** in the **Instructor Tools** menu.



3. Click on the **All** tab.

4. Click on the **box(es)** next to the assignment(s) you wish to print or save.

5. Click **Create Printable View**  near the bottom of the window.

Assignment Dropbox

Submitted Not Submitted Graded Published **All**

The All tab contains all submissions.

<input checked="" type="checkbox"/> Title ↑	Assigned to	Status
<input checked="" type="checkbox"/> Assignment 1 ▾	Demo Student(webct_demo_977643840061) ▾	Graded
Assignment 1 ▾	External MUSO User18(ext-muso18) ▾	Not Started
Assignment 1 ▾	External MUSO User17(ext-muso17) ▾	Not Started
<input checked="" type="checkbox"/> Create Printable View		

= Student can take back for editing

6. Click **Print** to print the compiled assignments.

7. Alternatively, click **Save to File** to create a zip file. Saved files are stored in your **Content Manager**, accessible from your **Blackboard Home Page** (the page you enter immediately after logging in) In **Blackboard Home**, select the **Content Manager** tab.

Print **Save to File** Cancel

Submission: Assignment 1 - Submitter: Demo Student

Instructions:
This is the first Assignment for Semester 1.

Grading Criteria:
The assignment is gradable. Grade is Numeric.

Submission:
Attachments: [Assignment1.doc](#)

Comments:
None

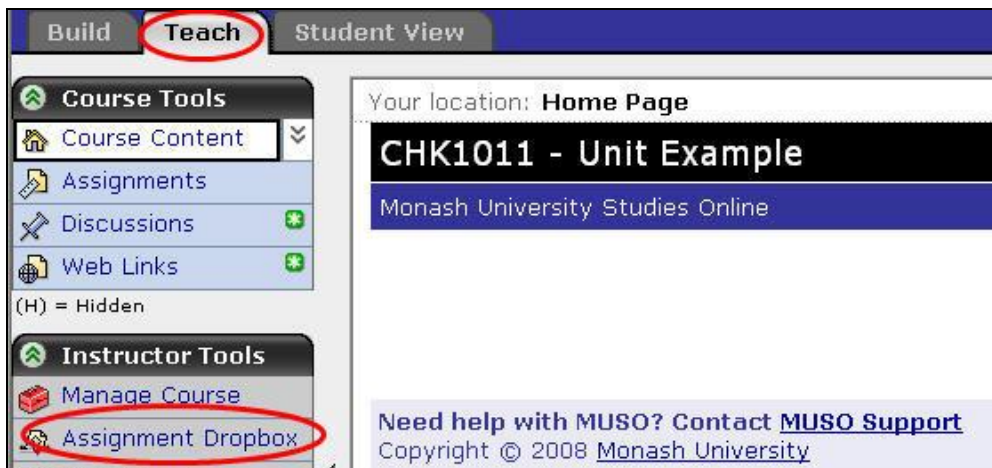
Print **Save to File** **Cancel**


Click **OK**.

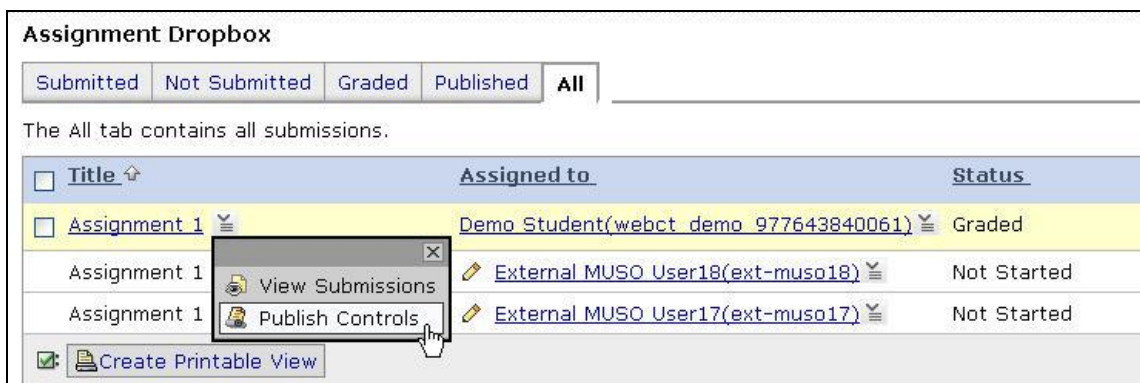
[top](#)

Publish, republish or unpublish an assignment

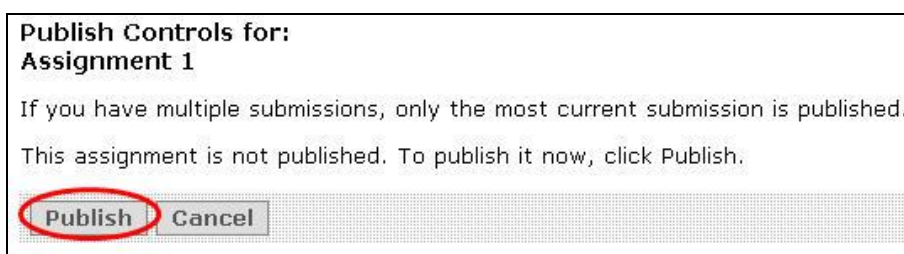
1. Click on the **Teach** tab.
2. Click on **Assignment Dropbox**  in the **Instructor Tools** menu.



3. Click on the **All** tab.
4. Click on the **ActionLinks** icon  next to the relevant assignment title.
5. Click on **Publish Controls**.



6. Click on either the **Publish**, **Republish** or **Unpublish** button.



7. To view published assignments, click on the **Published** tab.

Assignment Dropbox

Submitted Not Submitted Graded **Published** All

The Published tab contains submissions that you or the Student published so all members of the course can view them.

<input type="checkbox"/>	<u>Title</u> ↕	<u>Author</u>	<u>Published</u>
<input type="checkbox"/>	Assignment 1 ⌵	External MUSO User17(ext-muso17) ⌵	26 Augu

[Create Printable View](#)

Note: Publishing an assignment allows everyone enrolled in the unit to read that assignment. You must have the student's permission to publish any work they have submitted.
