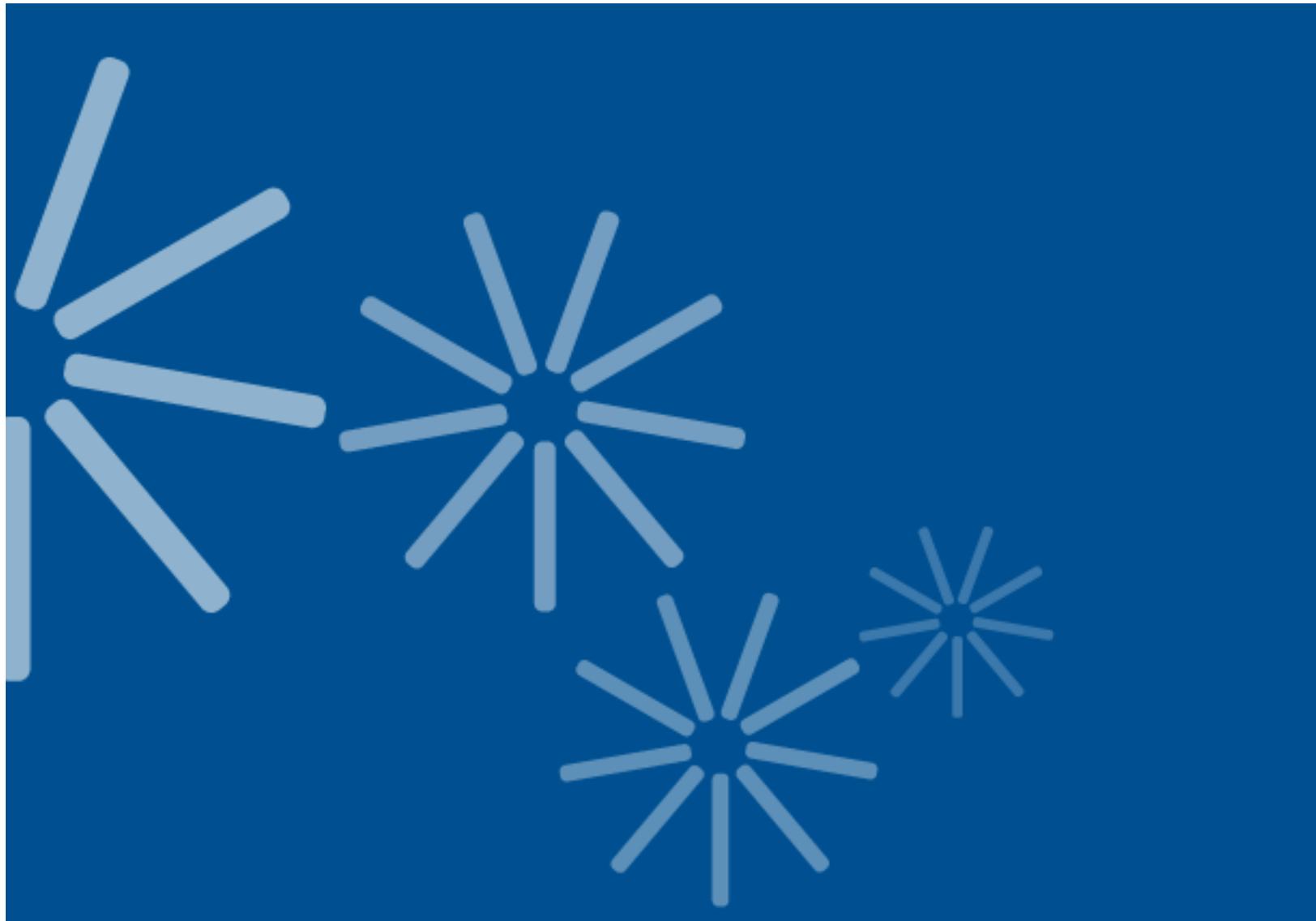




*Creating and Managing Groups and Assignments*



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## Table of Contents

<b>About This Workshop .....</b>	<b>4</b>
<b>Group Manager .....</b>	<b>5</b>
Types of Groups .....	6
Creating Custom Groups.....	6
Creating Multiple Groups.....	8
Creating Groups with Sign-Up Sheets.....	10
Sending Mail to Groups .....	12
Creating Group Activities.....	13
<b>Assignments .....</b>	<b>14</b>
Assignment Types .....	15
Collaboration Options .....	16
Creating Assignments for Individual Students.....	17
Creating Group Assignments .....	21
Editing Assignments .....	22
Grading Assignments .....	23
Publishing Submissions.....	25
Reviewing Assignments Offline .....	25
Grading Forms.....	27
Creating Effective Online Assignments .....	31
Focus on Design: Presenting Assignments.....	32
<b>Using Groups and Assignments Together .....</b>	<b>34</b>

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# ABOUT THIS WORKSHOP

In this workshop, you'll use Group Manager to easily create and manage class groups, and to set up private group discussion boards and chat rooms. You will also learn to create group sign-up sheets that allow students to select which groups to join.

With the Assignments tool, you'll create individual assignments, group assignments, or custom assignments with different instructions for each individual or group receiving the assignment. You'll also learn to use the Assignment Manager to manage, review, grade, and publish submitted assignments.

## Topics

### Group Manager

- Creating Random and Manual Groups
- Creating Group Sign-up Sheets
- Creating Group Activities

### Assignments

- Creating and Editing Assignments
- Grading and Publishing Assignments
- Reviewing Assignments Offline



## Learning Outcomes

After completing this module, you will be able to:

- create groups or sign-up sheets to allow students to add themselves to groups.
- create group activities such as discussion topics and chat rooms.
- create, edit, and assign assignments to individuals or groups.
- use Assignment Dropbox to grade and publish assignments.
- compile assignments to export and review.
- associate a grading form with an assignment.

---

# GROUP MANAGER

Research shows that group work improves critical thinking and problem-solving skills through discussion, clarification, and evaluation of others' ideas. The Group Manager tool allows you to create and edit groups to allow students to work on projects within a group setting.

With the Group Manager tool, you can:

- create groups where students are individually chosen or randomly assigned.
- create groups with sign-up sheets that allow students to sign up for groups or projects.
- send mail messages to all members of one or more groups.
- create discussion topics and chat rooms for groups to facilitate group communication.

Once groups have been created, with the Assignments tool, you can:

- create assignments that are assigned to groups, allowing students to work collaboratively or cooperatively.
- create assignments that are assigned to individual students, but provide different instructions to groups of students.

Your location: **Group Manager**

**Create Groups**

<input type="checkbox"/> Group Name ↕	Sign-Up Sheet Title	Description	Members
<input type="checkbox"/> Exam Review ⌵	--	Marshall Hall, 6:00 Friday - Bring your notes and food to share!	

[Send Mail](#)  [Remove All Members](#)  [Delete](#)

Create Group Activity:

**Instructor View of Group Manager**

## The Group Manager Tool by Tab

**Teach**

The Group Manager tool is only available from the Teach tab.

---

## Types of Groups

Group Manager allows you to create groups and assign members to them in several ways. Choose the type of group and a method based on your needs.

If you want to ...	Select this group type:
<ul style="list-style-type: none"><li>• create a single group</li><li>• individually choose group members</li><li>• create unique group names</li></ul>	custom
<ul style="list-style-type: none"><li>• create multiple groups</li><li>• individually choose group members or assign members randomly</li></ul>	multiple
<ul style="list-style-type: none"><li>• create single or multiple groups</li><li>• allow students to assign themselves</li></ul>	sign-up sheet

## Creating Custom Groups

Create custom groups to specify your own group names and control the members who are assigned to the groups. When you create a custom group, you can add members when you create it, or you can add members later.

⇒ To create a single custom group:

1. From the Teach Tab, under Instructor Tools, click **Group Manager**. The Group Manager screen appears.
2. Click **Create Groups**. The Create Groups screen appears.
3. Select *Create Custom Group* and click **Continue**. The Create Custom Group screen appears.

- In the *Settings* section, enter the *Group name*. You can also enter a *Group description*, if you'd like.

**Create Custom Group**

**Settings**

\*Group name:

Group description:

---

**Membership Information**

This group is currently empty. To add members to this group, click **Add Members**.

---

\* Required field

- If you want to add students to the group, click **Add Members**. The Add Members screen displays a list of members.
- Select the check box next to the members you want to add and click **Add Selected**.
- Click **Save**.

**Add Members**

<input type="checkbox"/>	Last Name	First Name	Member ID	Role
<input type="checkbox"/>	Ahmed			
<input checked="" type="checkbox"/>	Arthur	Boroditsky	aboroditsky	Student
<input type="checkbox"/>	Chu	Wai Wah	waiwahchu	Student
<input type="checkbox"/>	Dion	Sylvie	sdion	Student
<input type="checkbox"/>	Gibson	Logan	lgibson	Student
<input type="checkbox"/>	Kennedy	Kieran	kkennedy	Student
<input checked="" type="checkbox"/>	Koutsodimos	Ari	akoutso	Student
<input checked="" type="checkbox"/>	Parmak	Rae	rparmak	Student
<input checked="" type="checkbox"/>	<input type="button" value="+ Add Selected"/>			

[1] [2] of 2 | Items 1..10 of 12

---

## Creating Multiple Groups

To create multiple groups, you can either create empty groups and select members later, or you can create groups with randomly assigned students.

⇒ To create multiple groups and assign members later:

1. From the Group Manager screen, click **Create Groups**.
2. Select *Create multiple groups* and click **Continue**.
3. Under *Group Information*, enter the word or phrase all group names will start with. Optionally, add a default description for the groups.

**Create Multiple Groups**

**Group Information**  
All group names will start with the same word or phrase. Enter the word or phrase that will be used in all group names. For example, if you enter the phrase Chemistry Lab 1, the group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

\*Word or phrase all group names start with:

Default description:

**Group names generated will be Cultural Anthropology Research Project 1, Cultural Anthropology Research Project 2, etc.**

4. Under *How Should the Groups Be Created*, select *Create empty groups*, and add members later.
5. Enter the number of groups you want to add. Ignore the remaining options in this area and click **Continue**.
6. Click **Save**. The list of groups appears.
7. From the ActionLinks menu for one of the groups, select **Edit Group**.

**Group Manager**

Create Groups

Group Name	Sign-Up Sheet Title	Description	Members
Big Bang Theory	Sign up For Group Project	--	--
Famous Astronomers			
Planets Research			

Send Mail Add Members Delete

Create Group Activity: - Select -

8. Click **Add Members**, make your selections, and click **Add Selected**.
9. **Save**. The Group Manager screen now displays the members you selected.

---

⇒ To create multiple groups with randomly selected students:

1. Follow steps 1 through 3 above.
2. Under *How Should the Groups Be Created*, select *Create full groups, and randomly distribute Students*.
3. Specify:
  - whether to include the demo student in a group.
  - the number of groups or the number of students per group.
  - what to do with extra members that do not fit into the randomly generated groups.

**How Should the Groups Be Created?**

Create empty groups, and add members later

Number of groups:

Create full groups, and randomly distribute Students

**Students**

There are **11** Students currently enrolled in this class, including the demo student.

Include the demo student in one of the groups  
(Including the demo student allows the Instructor to experience the full course by using the Student View tab.)

**Set Up Groups**

By number of groups:

By number of Students per group:

**What Should Be Done with Any Extra Members?**

Distribute extra members among the groups.

Put extra members in their own group.

Leave extra members to be added manually to groups.

\* Required field

4. Click **Continue**. The Confirm Created Groups screen appears.
5. If you want to change the students assigned to the groups, click **Shuffle Members**.
6. Click **Save**. The new groups are created.

---

## Creating Groups with Sign-Up Sheets

Sign-up sheets allow students to add themselves to groups. However, you control the maximum size of the group and whether students can see who has signed up.

⇒ To create a sign-up sheet:

1. From the Group Manager screen, click **Create Groups**.
2. Select *Create Groups with Sign-Up Sheets* and click **Continue**.

The screenshot shows a form titled "Create Groups with Sign-Up Sheets" with the following fields and options:

- Group Settings**  
All group names will start with the same word or phrase, followed by a unique number.  
Enter the word or phrase that will be used in all group names in the text box below.  
For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.
- \*Number of groups:
- \*Word or phrase all group names start with:
- Default description:
- \*Maximum Students per group:
- Student view:  Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet. (Whether this option is selected or not, after Students join a group, the names of their group's members will appear on the sign-up sheet.)

3. Under *Group Settings*, enter:
  - the number of groups to create.
  - the base name for the group.
  - a description of the group (optional).
  - the maximum number of students per group.
4. Choose whether to allow students to view group members' names before signing up.
5. Under Sign-up Sheet Settings, enter the sign-up sheet title and instructions for students.
6. From the *Place the sign-up sheet link on* drop-down list, select the folder where you want to add the sign-up sheet and click **Continue**.
7. Click **Save**.

---

## Hands-On Practice: Creating Groups and Sign-Up Sheets

- You have decided to have students conduct online debates on several controversial topics they have been researching. To prepare for the online debate, create three empty groups with names that start with *Debate Group*. Next, manually select the members for these groups.
- Create new groups for *Portfolio Reviews* and randomly assign students to them. Specify that two students should be in each group, with extra students distributed among groups.
- You have decided to provide an optional case study for students to complete collaboratively. Since this activity is optional, you will allow students to add themselves to this group by using a sign-up sheet.
  - Allow up to six students to sign-up for the case study group.
  - Do not allow students who have not yet joined the group to see the names of existing group members.
  - Place the sign-up sheet link on the Home Page.

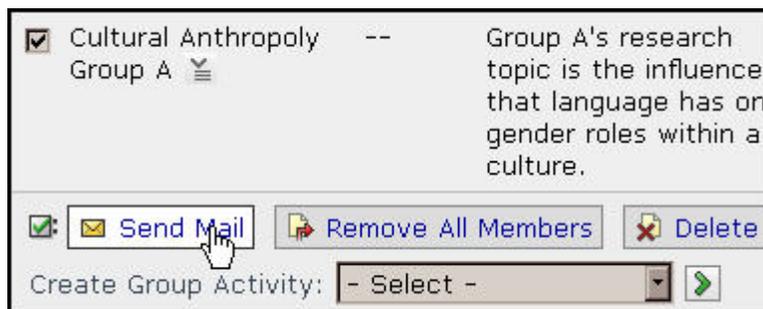
---

## Sending Mail to Groups

Once you set up groups, you can quickly send a mail message to one or more groups. You do not need to select each group member individually. You can also send a message to all members from the Group Manager tool.

⇒ To send a mail message to groups:

1. From the Group Manager screen, select the groups you want to send a message to and click **Send Mail**. The Create Message pop-up screen appears and the group members appear in the **To** field. You can Browse for Recipients to include additional recipients.



2. Enter the Subject and Message and click **Add Attachments** to add any files you want to include with the message.
3. Click **Send**. The message is sent to the group members.

---

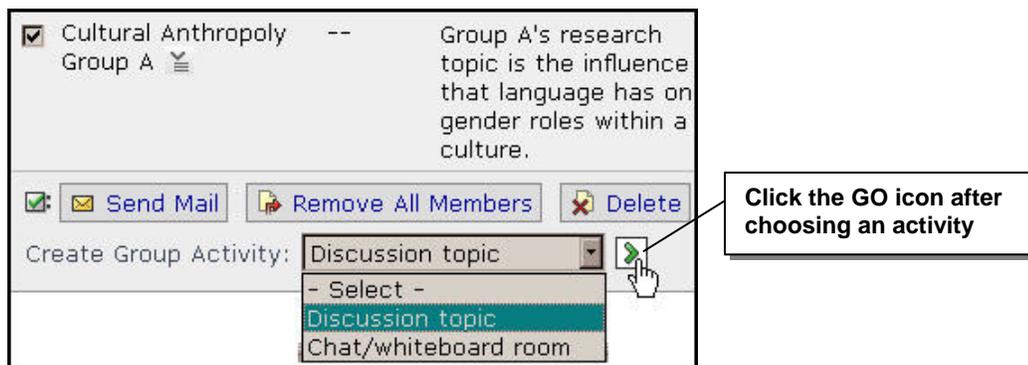
## Creating Group Activities

With the Group Manager tool, you can create the following activities:

- group discussion topics
- group chat and whiteboard rooms

⇒ To create a group activity:

1. From the Group Manager screen, select the groups.
2. From the *Create Group Activity* drop-down list, select either *Discussion topic* or *Chat/whiteboard room* and click the **Go** icon. The Create Discussion Topic or Create Chat and Whiteboard Room screen appears.



3. Create the discussion topic or chat/whiteboard room and click **Save**. The Group Manager screen appears along with a message confirming that the group activity has been created.

**Note:** For chat and whiteboard rooms, if you have selected multiple groups, you can select whether you want to create a single room for all of the groups or separate rooms for each group.

### Hands-On Practice: Sending Mail and Creating Group Activities

- Send a mail message to the *Debate Groups* you created earlier.
- Create a chat room for each *Debate Group*.
- Create a discussion topic for one of the groups.

---

# ASSIGNMENTS

The Assignments tool allows you to create and manage group or individual assignments efficiently. You can:

- create two types of assignments: text-with-attachments and website.
- specify that an assignment is gradable to automatically create a corresponding column in the Grade Book.
- publish student submissions to the entire class, giving students the opportunity for peer review. You can also allow students to publish their own work.
- allow students to take back and edit submissions.
- attach documents to assignments. Students can also attach documents to their submissions, which can be reviewed and “handed back” electronically.

The Assignments Tool by Tab	
	From the Build tab, you can create assignments.
 	From both the Build and Teach tabs, you can: <ul style="list-style-type: none"><li>• edit assignments and their properties.</li><li>• assign assignments to existing section members and groups.</li></ul>
	From the Teach tab, you can grade and publish assignments and create printable views.

---

## Assignment Types

You can create two different types of assignments.

**Text-with-attachments:** Students submit responses by entering text directly into a text box that appears beneath the assignment question or requirements. The HTML Creator can be used to easily format their responses in HTML. Students also have the option of uploading and attaching files.

EXAMPLE

For an English Literature course in which you want students to submit an essay on a novel covered in class, you could create a text-with-attachments assignment. In the instructions, you could inform students of the length of the essay and any other requirements. Students would then upload their essays and attach them to their submissions.

**Website:** Students submit a website by uploading a zipped collection of HTML files. They are prompted by the Assignments tool to indicate which page is to be used as the index page (start page).

EXAMPLE

For a Web Design course, you could create a website assignment called *Learning HTML*. In the instructions, you could outline the requirements of the assignment, such as the HTML tags you want students to use, and provide an attached HTML file as an example. Students would then upload a zipped collection of their HTML files and attach them to their submissions.



The screenshot shows the 'Assignments' tool interface. At the top, it says 'Your location: Assignments'. Below this are four tabs: 'Inbox', 'Submitted', 'Graded', and 'Published'. The 'Inbox' tab is selected. The main content area displays the text: 'Assignments that you have been assigned and submissions that have been returned to you for editing.' Below this text is a single assignment entry. It features a document icon with a pencil, the title 'Novelists of the Twentieth Century Web Site', and a status indicator. The status text reads: 'Status: Individual Not Started (Due May 1, 2005 12:00 PM)'. Below the status text is a description: 'Student will work individually to create their own web sites, but groups of students will be assigned to a specific genre, such as post-modern fiction, etc.'

Student View of the Assignments Tool

## Collaboration Options

Assignments can be assigned to individuals or to groups. Select an option based on your goals for the assignment.

If you want...	Select this option:	Example
<ul style="list-style-type: none"> <li>students to work and be graded individually</li> <li>all students to receive the same instructions</li> </ul>	<p><i>All Students Individually</i></p>	<p>For an Education course, create a gradable text-with-attachment assignment instructing students to submit a lesson plan based on a favorite children's book. All students receive the same instructions and submit individual lesson plans for grading.</p>
<ul style="list-style-type: none"> <li>students to work and be graded individually</li> <li>groups of students to receive different sets of instructions</li> </ul>	<p><i>All Students Individually with Create additional sets of instructions for groups of Students selected</i></p>	<p>For a Biology course, you create a text-with-attachments assignment for a research paper on one of five different topics. Students can sign-up for the group they are most interested in, but students work individually, submit their own research papers, and receive their own grades.</p>
<ul style="list-style-type: none"> <li>students to work in groups and be graded as a group</li> <li>groups to receive the same instructions or receive additional customized instructions</li> </ul>	<p><i>Groups of Students</i></p>	<p>For an Art History course, create a website assignment called <i>Artists of the Renaissance</i> and assign it to groups of students. In the assignment instructions, outline the basic requirements, such as the amount and type of information.</p> <p>Assign each group a different artist and give each group unique instructions.</p> <p>Each group submits one website, and all students within one group receive the same grade.</p>

---

## Creating Assignments for Individual Students

You create assignments from the **Build** tab. Regardless of the assignment type or collaboration options, the basic process for creating assignments is the same.

Settings are grouped into areas: Basic Settings, Grading, Dates, and More Options.

⇒ To create an assignment for individual students:

1. From the Build tab, under Course Tools, click **Assignments**.
2. Click **Create Assignment**.
3. Enter the assignment's Title and Description. Item visibility must be set after assigning to students.
4. Enter the *Instructions*. If desired, click **Add Attachment**, and locate and select your file.
5. Under *Student submissions format*, select the assignment type.
6. Under *Assignment recipients*, select *All Students individually*.

**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

7. Select whether you want to *Show* or *Hide* the assignment (scroll back to Item Visibility).
8. Under Dates, select the date and time when the assignment is due, as well as the cutoff date.

**Dates**

- \* Due Date (Submissions are accepted after this date but are marked 'late')
  - 
  - 
  - Create a corresponding event in the Calendar tool
- \* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
  - 
  -

**Select this option for due date to automatically appear in the Calendar**

---

**Note:** Assignments submitted between the due date and cutoff date are marked as “late.”

9. Under Grading, select *Allow the assignment to be graded* and select whether you want the assignment to have a Numeric or Alphanumeric grade, or to be graded based on a Grading Form. For numeric grades, enter the maximum grade.
10. Expand the More Options area and make your selections. See *Specifying Additional Options* below for details.
11. Click **Save**.

## Specifying Additional Options

In the *Create Assignment* screen, you can click the *More Options* icon to select the following optional features:

- You can release students’ grades for the assignment by making the assignment’s corresponding Grade Book column visible to students.
- You can allow students to take back assignment submissions submitted before the due date in order to edit them.

**Note:** Assignments with this feature enabled are not gradable by the instructor until after the due date.

- You can allow students to publish their own submissions.
- You can notify the instructor by email when a student submits an assignment.

## Application Pack 2 Update

### Time Zone Support



Time Zones are now configurable at the Institution level, which helps instructors in administering assignments.

For example, an instructor sets an assignment’s availability beginning at 4:00 P.M. Eastern Time. A student has set the local time zone in My Settings to Pacific Time. The assignment’s availability will be displayed to this student as 1:00 P.M. Pacific Time.

In addition, the time will automatically adjust for daylight savings time.



## Hands-On Practice: Creating Assignments for Individual Students

Complete **one** of the activities below:

- Create an individual assignment appropriate for your course. Flesh out the assignment, specifying settings based on the subject matter.
- Create a text-with-attachment assignment that is assigned to all students to work on individually. Make the assignment gradable. Allow students to take back their work and publish their submissions.
- Create a website assignment that is assigned to all students to work on individually. Do not allow students to take back their work. Allow only the instructor to publish submissions to the class.

---

## Sending Special Instructions to Select Groups

When you create an individual assignment, you can send special instructions to certain groups. Students will still work individually and be graded individually.

**IMPORTANT** Before you utilize groups in conjunction with assignments, the groups must already be created. You can view existing groups or create groups from the Group Manager tool.

⇒ To send special instructions to certain groups when creating an individual assignment:

1. Follow steps 1 to 5 in “To create an assignment for individual students.”
2. Under Assignment recipients, select *All Students individually* and select *Create additional sets of instructions for groups of Students*.
3. Click **Select Groups**. The Select Learning Groups pop-up screen appears displaying any existing groups.

**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

Novelists of the Twentieth Century 1 

Novelists of the Twentieth Century 2 

Novelists of the Twentieth Century 3 

Groups of Students

4. Select the groups to which you want to send the assignment and click **Continue**. The Additional Instructions pop-up screen appears.
5. Enter the specialized instructions you want each group to receive. To include a file, click **Add Attachments** and locate and select the file.

**Additional Instructions**

Enter instructions and/or attachments for any or all of

**Novelists of the Twentieth Century 1**

Additional Instructions

Group 1: Your genre is post-modern science fiction

6. Click **Save**. The Create Assignment screen appears.
7. Complete the Dates, Grading, and More Options sections and click **Save**.

---

## Creating Group Assignments

With group assignments, students work collaboratively on a project and all students in the group receive the same grade. Except for the *Send assignment to* settings, the process for creating group assignments is the same as for creating individual assignments.

⇒ To create a group assignment:

1. In the Create Assignment screen, follow steps 1 to 5 in “To create an assignment for individual students.”
2. Under *Assignment recipients*, select *Groups of Students* and click **Select Groups**. The Select Learning Groups pop-up screen appears displaying any existing groups.
3. Select the groups to which you want to send the assignment.
4. If you want to provide groups with unique instructions in addition to those you already provided, select the option to *Provide groups with additional instructions* and click **Save**. The Additional Instructions pop-up screen appears.
5. Enter the instructions, upload any files you want to attach, and click **Save**. The Create Assignment screen appears.
6. Complete the Dates, Grading, and More Options sections and click **Save**.



### Hands-On Practice: Creating Group Assignments

Create a group assignment. Flesh out the assignment, specifying settings based on the subject matter. Here are some ideas; feel free to be creative:

- Create a “current events” group assignment. Students work in groups to research and analyze current events then submit a collective report.
- Engage students in problem-based learning. Groups of students work through a problem together, but each student submits their own solution for grading.
- Over the course of the semester, students work together in groups to create presentations, submitting and receiving feedback from the instructor. During the last week of class, the groups review and critique each other’s work.

---

## Editing Assignments

You can edit assignments from either the **Build** tab or the **Teach** tab.

If the assignment has not yet been viewed by students, you can edit all the assignment properties, including title, description, type, and grading.

If the assignment has been viewed, you **cannot**:

- edit the assignment type (text-with-attachments or website).
- change the students assigned to it.

⇒ To edit assignments

1. In the Assignments screen, locate the assignment you want to edit and click the linked title. The Edit Assignment screen appears.

\*Title: Final Project

Description:

Item Visibility:  Show Item  
 Hide Item  
(This item cannot be made visible until it is assigned to an individual student)

Instructions:

Prepare a class presentation on this planet including visual aids, discussion and overview of all relevant

2. Edit the assignment and click **Save**.

### Hands-On Practice: Editing Assignments

- Edit the title and description of an existing assignment.
- Modify an assignment's dates so it is due one month from today. Prevent students from submitting their assignments after the due date.
- Change the publishing options to allow students to publish their own work.

## Grading Assignments

You can view, grade, and publish assignments from the Assignment Dropbox in the Teach tab. The Assignment Dropbox provides five tabs that follow the progress of an assignment.

Your location: **Assignment Dropbox**

---

**Assignment Dropbox**

Submitted Not Submitted Graded Published All

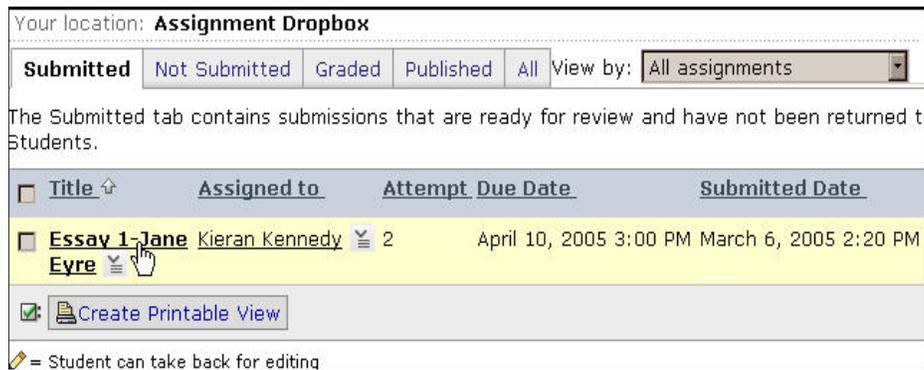
The Submitted tab contains submissions that are ready for

Title ↑	Assigned to
Internet Acronymns	Jill Elliz(st04jellis)
Internet Acronymns	Abe Stewart(st01astewart)

This tab...	Displays:
<b>Submitted</b>	assignments that have been submitted by students. You can grade or publish the assignments.
<b>Not Submitted</b>	assignments that have been assigned to students and not yet returned to you, or that have been submitted and you have returned to the student for further work.
<b>Graded</b>	assignments that have been graded. Non-graded assignments can also be marked as completed.
<b>Published</b>	any assignment that has been published to the entire class, either by you or the student.
<b>All</b>	all assignments regardless of the submission status. The list can also be viewed by individual assignments.

⇒ To grade an assignment:

1. From the Teach tab, under Instructor Tools, click **Assignment Dropbox**. The Assignment Dropbox screen appears.
2. Click the **Submitted** tab. The list of submitted assignments appears.



Your location: **Assignment Dropbox**

**Submitted** Not Submitted Graded Published All View by: All assignments

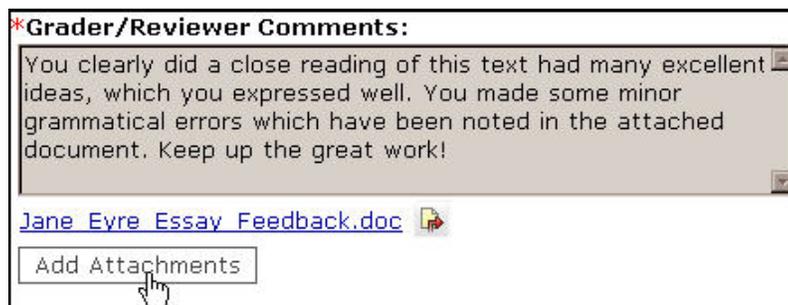
The Submitted tab contains submissions that are ready for review and have not been returned to Students.

Title	Assigned to	Attempt	Due Date	Submitted Date
<a href="#">Essay 1 - Jane Eyre</a>	Kieran Kennedy	2	April 10, 2005 3:00 PM	March 6, 2005 2:20 PM

[Create Printable View](#)

= Student can take back for editing

3. Locate the submission you want to grade and click its linked title. The Assignment Submission screen appears.
4. View the submission, including any attachments.
5. In the Grader/Reviewer Comments text box, enter your comments. If you want to provide the student with any additional files, such as corrected versions of their work, click **Add Attachments** and locate and select the file.



**\*Grader/Reviewer Comments:**

You clearly did a close reading of this text had many excellent ideas, which you expressed well. You made some minor grammatical errors which have been noted in the attached document. Keep up the great work!

[Jane Eyre Essay Feedback.doc](#)

6. Under Save Options, select *Return graded submission to Student* and, in the text box, enter the grade.

**Note:** At this point, you can select *Return to student for further editing* or save the grading work you've done so far by selecting *Save for further review and editing*.

7. Click **Save**. The Assignment Dropbox appears. The assignment is moved to the Graded tab, and the grade is automatically added to the Grade Book.

---

## Publishing Submissions

You can publish submissions you would like all students in your course to see.

⇒ To publish submissions:

1. In the Assignment Dropbox, from the ActionLinks menu of the assignment, click **Publish Controls**. The Publish Controls pop-up screen appears.
2. Click **Publish**. The submission is copied to the Published tab and made available to the entire class for viewing.



## Reviewing Assignments Offline

You can compile student submissions into a zip file, which you can download and view locally. Reviewing offline can save time and is often more convenient.

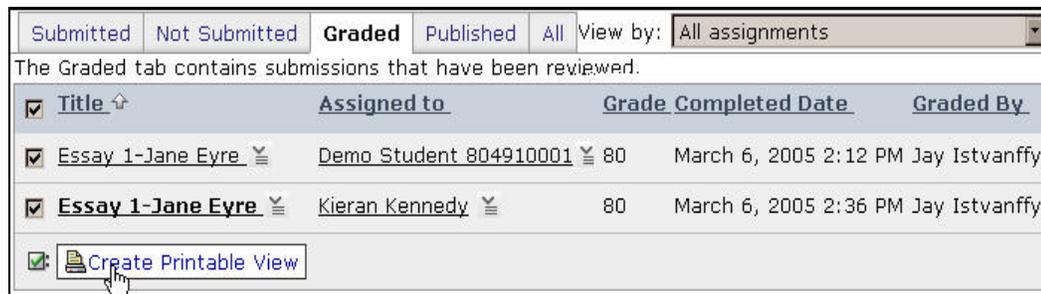
The zip file contains an HTML file for each student, with information about his or her submissions.

If the assignment is a text-with-attachments type and the student attached a file, the HTML file includes a reference to the file and the file itself is included in the zip file.

If the assignment is a website, the HTML file for the submission includes the start page for the site. All of the files that make up the website are also included in the zip file.

⇒ To compile submissions:

1. In the Assignment Dropbox, from the Submitted, Graded, Published, or All tab, select the submissions you want to compile.



2. Click **Create Printable View**. The Compiled Submissions screen appears.

- 
3. Click **Save to File**. The Compiled Submissions screen updates to display a linked filename for the saved file.



4. Click the filename. Your browser's file download dialog box appears.
5. Select where you want to download the compiled submissions and click **OK**. The compiled submissions are downloaded. Now you may open them locally.

**Note:** The compiled submissions are also saved to your *My Files* folder in the File Manager.

### Hands-On Practice: Grading and Publishing Assignments

- Go to the Student View tab, and complete the Student Bio assignment. Then switch to the Teach tab, grade the submission, and publish it.
- Publish it for the class to view.

For further practice or if existing student submissions are not available for grading, from the Teach tab, grade one of the student submissions of the *Internet Acronyms* assignment.

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## Grading Forms

You can create Grading Forms to use when evaluating students' assignment submissions to provide consistent grading guidelines for instructors and teaching assistants. Feedback is detailed and structured – a student can view the completed form to see how they performed for each criterion. You can make the form's criteria available to students prior to assignment completion so that their performance expectations are clear.

### How Do I Use Grading Forms?

Here is the process for using grading forms:

<b>1. Create Grade Form</b>	Create the grading form prior to creating an assignment so you can choose it in the assignment's properties.  <b>Note:</b> You may add a grade form to an assignment after-the-fact unless the assignment was originally created in a version prior to CE 6.1.
<b>2. Create Assignment</b>	While creating the assignment, select the Grading Form you wish to associate with the assignment.
<b>3. Students View Assignment and Form</b>	When students access an assignment that has a Grading Form associated with it, they can view it while completing the assignment.
<b>4. Grade the Assignment</b>	Using the Assignment Dropbox, select a submission to review.

When you create a grading form, there are default criteria and performance indicators available. You may customize the defaults to meet your needs as well as create additional ones. After you create a grading form, it will be available as a grading option in the properties for assignments and discussion topics.

#### EXAMPLE

You create a grading form to evaluate a writing assignment. The evaluation areas are *Spelling & grammar*, *Critical thinking*, and *Original ideas*. The performance indicators for each area are *Needs improvement*, *Meets expectations*, and *Exceptional*.

⇒ To create a grading form:

1. From the Build or Teach Tab, select Grading Forms under Designer/Instructor Tools.
2. Click **Create Grading Form**.
3. Enter a title and description.
4. Three criteria appear by default. To add to or edit these, do the following:
  - a. Under *Objective/Criteria*, click the criterion's **Edit** icon. Edit the label. Click outside the text box to save your edit.
  - b. If you need to delete a criterion, click its **Remove** icon.
  - c. If you need to add a criterion, click **Add Criterion**.

Objective/Criteria	Performance Indicators	
<b>* Frequency of postings</b> Rarely contributes postings responses * points	<b>* Meet Expectations</b> Contributes regularly with either new postings or 2.0 * points	<b>* Exceptional</b> Contributes regularly with both new postings and 3.0 * points
<b>* Quality of postings</b> Contributions are off topic 1.0 * points	Contributions are clear and relevant 2.0 * points	Contributions are clear, relevant, and often include 3.0 * points
<b>* Peer review</b> Has not submitted peer review 1.0 * points	Has submitted peer review 2.0 * points	Has submitted peer review with thoughtful 3.0 * points

Total (out of): 9

5. Three performance indicators appear by default. To add to or edit these, do the following:
  - a. Under *Performance Indicators*, click its **Edit** icon. Edit the label, and click outside the text box to save your entry.
  - b. If you need to add a performance indicator, click **Add Performance Indicator**.
  - c. If you need to delete a performance indicator, click its **Remove this performance indicator** icon. You must have at least two performance indicators.

- 
6. For each criterion, define your performance indicators by entering an explanation in the text box.
  7. In the *points* text box for each criterion's performance ranking, enter a numeric value.
  8. Click **Save**.

⇒ To grade assignments using grading forms:

1. From the Teach tab, use the Assignment Dropbox to view the submission.
2. In the Grader/Reviewer Comments section, select the last Save Option and click the **Complete Grading Form** button to assign a grade by using the criteria in the form.

⇒ To edit a grading form:

1. From the *Grading Forms* screen, click its ActionLinks icon and click **Edit Grading Form**.
2. Edit the grading form. When editing grading forms that are already used by a learning object, you cannot add or delete criteria or performance indicators. You can, however, edit the numeric values assigned to the performance indicators.

If grades have been assigned, they are automatically re-graded in **Grade Book**. There is one exception: overridden grades are not automatically re-graded.

3. Click **Save**.

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## Going Further: Grading Forms

1. Create a grading form to be used in conjunction with an assignment you will create.
2. Create an assignment. Specify the assignment's properties for grading:
  - allow the assignment to be graded
  - select Grade by Grading Form
  - select the grading form you wish to use
  - save the new assignment
3. From the Student View tab, access the assignment, view the Grading Form, and submit the assignment.
4. From the Teach tab, use the Assignment Dropbox to view the submission. In the Grader/Reviewer Comments section, select the last Save Option and click the **Complete Grading Form** button to assign a grade by using the criteria in the form.

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## Creating Effective Online Assignments

Students in any course, online or face-to-face, have similar questions. What students want to know before beginning any assignment:

What do you want me to learn?

Why am I learning this?

What do I need to know/do to complete the assignment?

How will I be graded?

Use the worksheet below to determine if the assignment you are creating contains all the components necessary to ensure the assignment is effective for online learning.

### ► Clear Objectives

- Did I clearly state what I expect the students to learn from this assignment?
- Did I state what the student would be able to do after completing the assignment?
- Did I specify learning outcomes related to knowledge, skills, competencies, behaviors, and/or attitudes?

### ► Rationale

- Did I create an assignment reinforcing the material presented during class time?
- Did I show a relationship between the assignment and the course objectives?
- Did I explain how the assignment relates to their future career or other courses?

### ► Detailed Directions

- Did I provide clear and detailed instructions?
- Did I provide a list of required and recommended resources for completing the assignment?
- Did I state what digital format should be used?
- Did I state a proper time frame for completing this assignment?
- Did I allow time for unforeseen technical difficulties and communication response time?

### ► Clear Grading Criteria

- Did I supply a rubric or Grading Form?
- Did I provide examples of successful assignments for students to review?
- Did I tell students when to expect feedback?

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## Focus on Design: Presenting Assignments

Review the options for presenting assignments below and consider which approach meets your needs.

### Use the Assignment tool inventory for student access

#### What it looks like:

All available assignments appear in the Assignment inventory, so students have a single, centralized access point for assignments. The tabbed structure also automatically organizes the assignments.

#### How it works:

Use this option to keep the process quick and simple since assignments automatically appear in the inventory when created.

You can use the availability dates to control when the assignment becomes visible to students.

#### Suggested use:

All instructors may find this simple solution useful, particularly those teaching blended or hybrid courses.



Assignment Tool Inventory

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## Embed Assignments within content

### What it looks like:

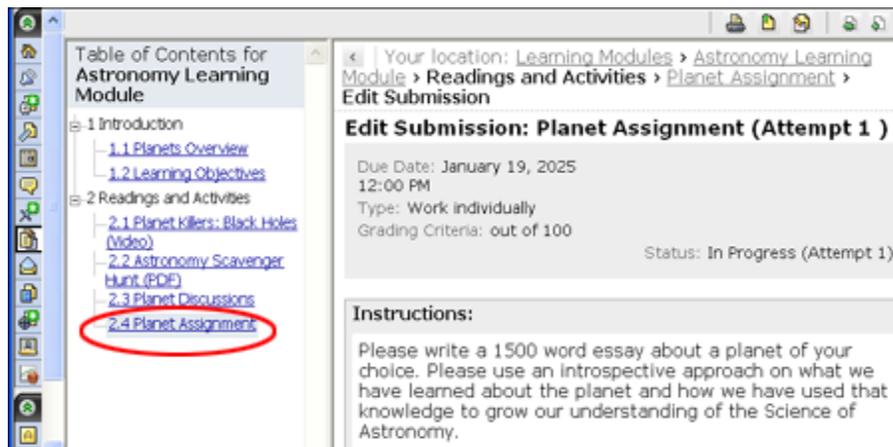
Links to Assignments appear within the course content – in learning modules' Table of Contents or Action Menus and in folders.

### How it works:

Once you have created Assignments, you can add links to them in other course locations. For instance, you could go to a learning module and add a link to the Assignment in the Table of Contents. This ensures the student will encounter the Assignment in close proximity to the related instructional material. Students may still opt to use the Assignment Tool inventory to manage their workflow.

### Suggested use:

Instructors teaching a fully online course may find this an effective way to integrate assignments with course content, offering a more flexible learning environment.

The screenshot shows a Blackboard Learning Module interface. On the left, the 'Table of Contents for Astronomy Learning Module' is displayed with a tree view. The items listed are: 1 Introduction, 1.1 Planets Overview, 1.2 Learning Objectives, 2 Readings and Activities, 2.1 Planet Killers: Black Holes (Video), 2.2 Astronomy Scavenger Hunt (PDF), 2.3 Planet Discussions, and 2.4 Planet Assignments. The '2.4 Planet Assignments' link is circled in red. On the right, the 'Edit Submission: Planet Assignment (Attempt 1)' page is visible, showing details such as 'Due Date: January 19, 2025 12:00 PM', 'Type: Work Individually', 'Grading Criteria: out of 100', and 'Status: In Progress (Attempt 1)'. Below this, the 'Instructions' section reads: 'Please write a 1500 word essay about a planet of your choice. Please use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the Science of Astronomy.'

Learning Module – Assignment in Table of Contents

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# USING GROUPS AND ASSIGNMENTS TOGETHER

Let's take a look at how groups and assignments can be used together to create a collaborative learning experience for students.

## Example of Groups and Assignments in Action

In a teacher education course, online students are creating learning units that incorporate a unifying theme across different subject areas. The instructor has divided students into groups, each with a designated country as the theme. Each student within the group will develop a lesson plan in one subject area, and then combine the lesson plans into one themed unit of study as their final product.

Let's walk through the group work process:

- After creating groups and adding students to them, the instructor sends a Mail message to each group indicating how to begin.
- Tammy, an online student, reads her instructor's Mail message about the group projects and which group she has been assigned.
- As instructed in the Mail message:
  - Tammy goes to Assignments in the Course Menu to obtain assignment instructions. Because the instructor used selective release, only the assignment pertaining to her group is visible.
  - Tammy goes to Discussions, where there is a private topic just for her group. The instructor has posted a message for them in the topic which contains links to useful websites for their project and a request for the group to add their own resources as well.
- Tammy and her group immediately begin to use their Discussions topic to divide the project tasks. They agree to have weekly chat sessions and share drafts of their lesson plans in Discussions.
- After the group has collaborated on their lesson plans and combined them into one unit of study, they return to Assignments where they submit their document to the instructor for grading. The instructor will publish the units of study after they are graded, so all students can benefit from the hard work of each group.

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## Working with Groups

### How do I...

Prepare students for group work?	Students often have limited experience in collaborative work so you may need to prepare them for this new experience. Provide information on how to effectively work together and what their roles may be.
Help students get started?	Provide clear instructions and drop in on their initial discussion to provide direction or help them focus on the main points.
Let my presence be known?	Provide direct feedback and suggestions to individual students or to the group as a whole. Participate in group discussions and chats. If you add your self to the group, you'll also receive group mail.
Provide access to resources?	Steer them toward the best resources so they use their time as efficiently as possible. Provide documents or lists of websites in Discussions.
Provide technical assistance?	Have a plan in place for handling technical difficulties. Set consistent office hours so you can be contacted easily.
Choose group members?	A heterogeneous group will produce more novel approaches to a problem and generate more viewpoints than a group of like-minded individuals.
Encourage ALL group members to participate?	Assign roles for each participant - each has a different job in order for the group to complete the assignment. Possible roles: <ul style="list-style-type: none"><li>– facilitator/team leader</li><li>– recorder/scribe</li><li>– editor</li><li>– resource gatherer</li></ul>

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## Designing Collaborative Learning Projects

The five phases for designing collaborative learning projects are listed below. When planning and designing group projects, include logistical information such as how groups will be formed, what type of deliverable they will create, methods for exchanging work, and evaluation procedures.

### ▶ Forming the groups

- How many students will be in each group?
- Will you randomly assign students, form groups based on certain characteristics, or allow students to volunteer for group membership with sign-up sheets?

### ▶ Planning the project

- What is the final product of the project?
- What related outcomes does this accomplish?
- What specific instructions will you provide?

### ▶ Exchanging work on the project

- Which communication tools will students use to collaborate online? (Discussions, Mail, Chat)
- Will students meet face-to-face or synchronously via conference calls?
- What is your role, if any, in this step?

### ▶ Submitting the project

- In what format will the group submit their work?
- Do you want all groups to be able to view all projects?

### ▶ Evaluating the project

- How will you evaluate the project?
- Will all students receive the same grade, or will grades be assigned based on individual contribution?
- Will group members help determine the grades of others in their group?