Overall Summary

IT Services have produced guides and online resources to help staff convert face-to-face exams into online assessments for summer 2020. **This 5-page guide covers Option 1 of 3: Online Assignments Using the Blackboard Assignment Tool**.

→ **For further support, advice and videos on the available options for online assessment in summer 2020 please visit our hub page at https://www.tcd.ie/itservices/working-remotely/online-assessment/staff/**

IMPORTANT: We strongly recommend before beginning you read the '**Guidance Notes for Designing and Running Online Exams**' available at our hub page above as it covers many of the pedagogical, instructional and administrative considerations for online assessment in summer 2020. These individual guides cover the step-by-step process of creating an assessment using the chosen technology, in this case the Blackboard assignment tool.

(document version 1.01; these files may be updated regularly so check the hub page above for latest versions)

Available Options

Separate guides have been produced covering the following use cases:

- **Assignments, Take-Home Offline Exams and Real-Time Online Exams**
    - Handbook covering the Blackboard assignment tool **[this document]**
    - Handbook covering Turnitin in Blackboard
- **Real-Time Online Exams involving MCQs**
    - Handbook covering the Blackboard Tests tool

Recommended option: IT Services recommend where possible that staff new to online assessment use the Blackboard assignment tool as it has the simplest workflow of the 3 tools. If you are familiar with Turnitin or online tests, these can be used also but please ensure they work as required before deploying them.

This handbook covers:

Blackboard Assignments

Online Tests

Turnitin Assignments
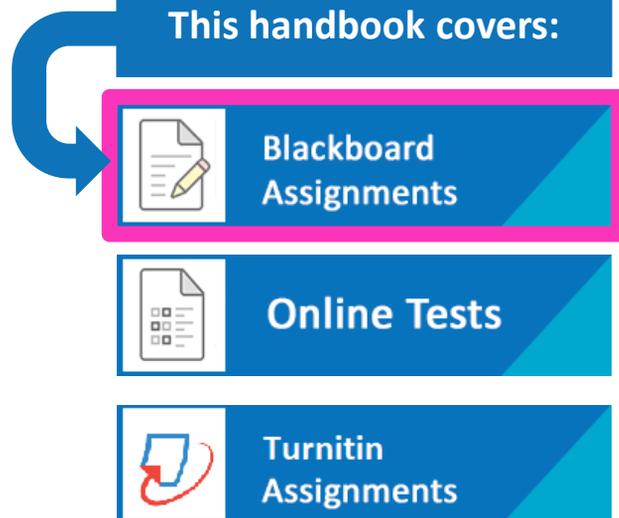
Summary of This Handbook: Option 1: Blackboard Assignments

This 5-page handbook covers how to create, grade and manage results for online assessments using the Blackboard assignment tool. The Blackboard assignment tool supports features such as email submission receipts, a wide range of file formats and SafeAssign Originality Reports. Visit our hub page for a table describing the use cases for both tools.

In this handbook we recommend using a simple workflow – avoiding options like Delegated Marking and Anonymous Marking, unless you already have prior experience of these tools given the current situation and tight timeframes involved. Visit our hub page for links to more information on these advanced features if needed.

The Next Step: Creating a Blackboard Assignment

- The next 3 pages of this document cover step-by-step how to:
    | **1.** Create a Blackboard assignment | **2.** Grade online submissions | **3.** Manage and Release Results |
- The final page provides steps for how to handle issues students might encounter when submitting.

1. Creating a Blackboard Assignment

This first section gives IT Services' recommended settings for creating a standard individual assignment in Blackboard.
→ **For further support and advice visit our hub page or email IT Services at itservicedesk@tcd.ie**

1. Adding a Blackboard Assignment to Your Module

Access your Blackboard module and go to any folder on the left-hand module menu. We recommend you create a dedicated folder called 'Assessments' (via the **+ button**, select **Content Area**, give it a name and make available) so that students can easily locate all assessed activities and related questions, templates etc.

Once in a folder, choose **Assessments** from the menu at the top of the folder and select **Assignment**.
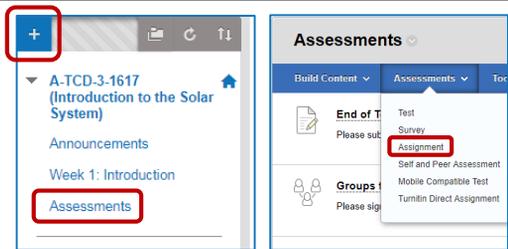
2. Assignment Information, Files & Due Dates

Enter an **Assignment Name** and **Instructions**. You can format the text as required.
Under **Assignment Files** you can attach any files the students might need (for example a template for responses to questions)

Below this you can also set a **Due Date**. Students can still submit after this date but their submission will be marked as late.
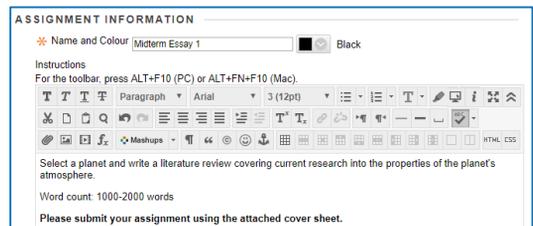
3. Grading

For **Points Possible** enter 100 as this will make it easy to grade the assignment. If, for example, the assignment is only worth 40% of a module, you can use a **Weighted Total Column** in the **Grade Centre** to calculate the final grade.

You can optionally associate a rubric with the assignment if needed. Visit our webpage for links to creating a rubric.
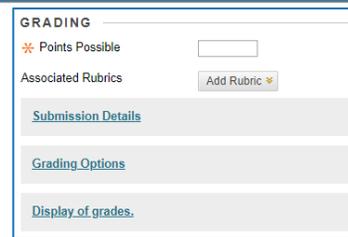
4. Grading (Continued)

Under **Submission Details**:
1. Select whether this will be an **Individual** or **Group Submission**. If this will be a group assignment first create your groups under **Module Management → Users & Groups → Groups**. In this example we will be creating an assignment for individual submissions.
2. Allow **Multiple** or **Unlimited Attempts**. If you only allow a single attempt, students will need to contact you to reset their submission if they encounter a problem when submitting their assignment; thus we recommend using unlimited or least 3 attempts in case of issues.
3. Choose whether or not you wish to check papers using SafeAssign (Blackboard's equivalent to Turnitin's similarity report)

Under **Grading Options** you can choose to enable Anonymous Marking & Delegated Marking. As we are creating a standard assignment we will not be using these options but more details on these are available on our website. Avoid delegated marking unless you are already familiar with this option as it introduces a lot of complexity into the marking process.

Under **Display of Grades**: Leave **Display grade** as **Score**. Untick the 3 options **Include in Grade Centre grading calculations**, **Show to students in My Grades** and **Show Statistics…** This will hide the grade and feedback from students until you are ready to release them.

5. Availability, Editing and Student Submissions

Under Availability tick **Make the Assignment Available**. Under **Limit Availability** you can specify if you want to hide the assignment link until a certain date. Choose whether or not you want to **Track [the] Number of Views** (optional). Once you are ready click **Submit**.

If you are concerned about assignment questions accidentally being released early to students it may be simplest to wait until just before the assignment release time and then manually add in the required questions to the instructions. To do this after the assignment is created, click on the down arrow next to it in the relevant folder and click **Edit** and add in any questions as needed to the assignment instructions.
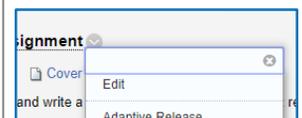
6. The Next Step – Grading Student Submissions

→ **The next page covers how to grade submissions in Blackboard.**

2. Grading Blackboard Assignments

This second section gives IT Services' recommended settings for grading individual assignment submissions in Blackboard.
→ **For further support and advice visit our hub page or email IT Services at itservicedesk@tcd.ie**

1. Accessing Assignment Submissions

You can access students' assignment submissions via the left-hand module menu under **Module Management →
Grade Centre → Full Grade Centre**.

▼ **Grade Centre**
Needs Marking
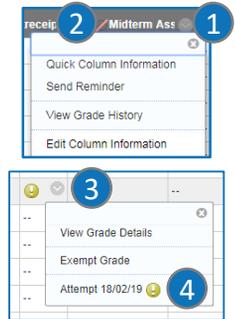Full Grade Centre
Assignments
Tests

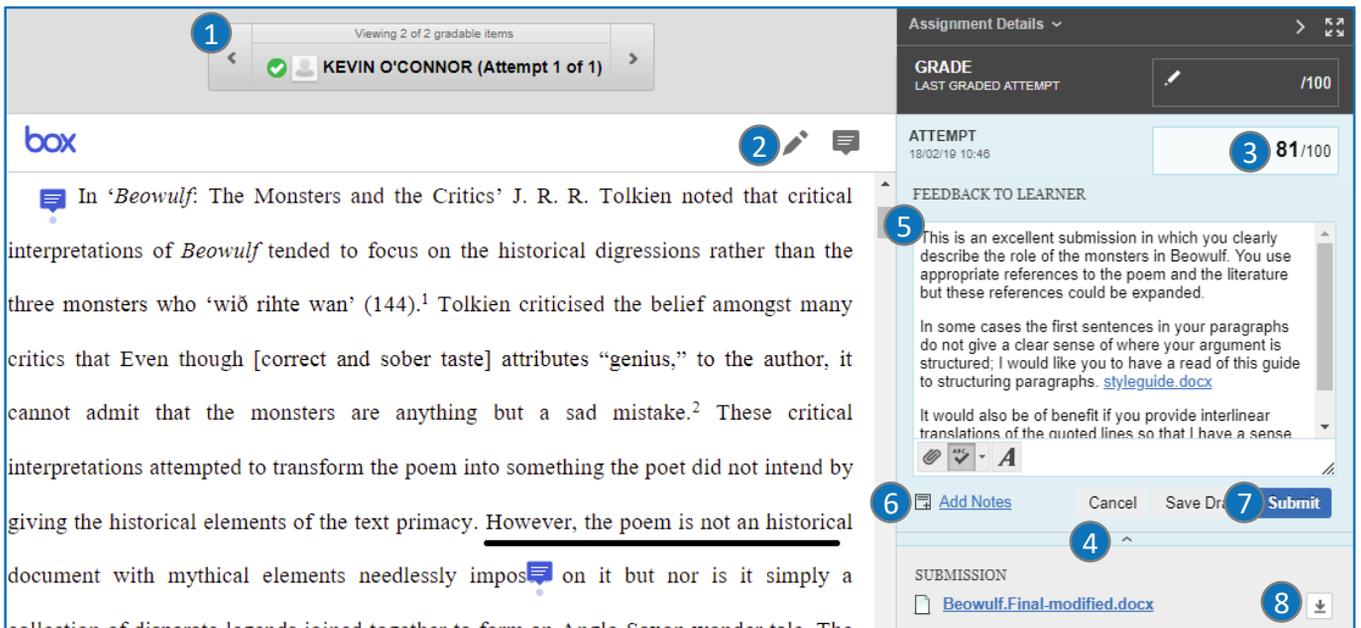## 2. Viewing Assignments in the Full Grade Centre

The grade centre essentially acts like an Excel sheet where you can enter and manage students' grades. Any assessed component (such as quizzes, forums, blogs etc.) will automatically have a corresponding column created in the grade centre.

Locate the column for the assignment. You can click on the down arrow at the top of a column to edit its settings (1). A circle with a red line through it (2) indicates the column is hidden from students (covered in the next page).

To view a student's submission, locate their cell within the assignment's column and click the down arrow next to the Needs Grading icon (3). Click on the most recent attempt if there are multiple (4). Please see the last page of this document **'Submission Issues'** for an overview of how to check all students have submitted.

receip ② / Midterm Ass ①
Quick Column Information
Send Reminder
View Grade History
Edit Column Information

③
View Grade Details
Exempt Grade
Attempt 18/02/19 ④

3. Grading & Providing Feedback

① Viewing 2 of 2 gradable items
KEVIN O'CONNOR (Attempt 1 of 1)

Assignment Details ⌄

GRADE
LAST GRADED ATTEMPT   /100

box   ② ✏ 💬

ATTEMPT
18/02/19 10:46   ③ **81**/100

In 'Beowulf: The Monsters and the Critics' J. R. R. Tolkien noted that critical interpretations of Beowulf tended to focus on the historical digressions rather than the three monsters who 'wið rihte wan' (144).[1] Tolkien criticised the belief amongst many critics that Even though [correct and sober taste] attributes "genius," to the author, it cannot admit that the monsters are anything but a sad mistake.[2] These critical interpretations attempted to transform the poem into something the poet did not intend by giving the historical elements of the text primacy. However, the poem is not an historical document with mythical elements needlessly impos⬚ on it but nor is it simply a collection of disperate legends joined together to form an Angle Saven wonder tale. The

FEEDBACK TO LEARNER
⑤
This is an excellent submission in which you clearly describe the role of the monsters in Beowulf. You use appropriate references to the poem and the literature but these references could be expanded.

In some cases the first sentences in your paragraphs do not give a clear sense of where your argument is structured; I would like you to have a read of this guide to structuring paragraphs. styleguide.docx

It would also be of benefit if you provide interlinear translations of the quoted lines so that I have a sense

📎 💬⌄ · **A**

⑥ 📄 Add Notes   Cancel   Save Dra ⑦ **Submit**
④ ⌃

SUBMISSION
📄 Beowulf.Final-modified.docx   ⑧ ⬇

1. **Navigate** among student submissions & multiple attempts for the same student. Ensure you are grading the most recent attempt.
2. Add **drawings and annotations** directly onto the student's submission.
3. Enter the **grade** here for the student. If it is a group assignment you can enter the group's grade and this will apply to all members in the group. You can also adjust an individual group member's grade if needed.
4. You can expand or collapse the Feedback to Learner section by clicking on the **expand/collapse arrow** below the grade. The Feedback to Learner panel will also expand automatically when you enter a grade.
5. Under **Feedback to Learner** you can enter text feedback and attach files for the student.
6. Here you can enter **Grading Notes** that are not visible to the student.
7. Once you are ready click **Submit** to save the feedback and grade. You can amend both at any time by repeating the steps in section 2 above (click on the down arrow next to the grade in the grade centre and click on the attempt with the grade).
8. You can download an annotated PDF of the document via the down arrow; there is no option to do this in bulk for all student submissions

4. The Next Step – Releasing Results & Managing Submissions

→ **The next page covers how to release results and manage submissions in Blackboard.**

3. Releasing & Managing Results

This third section gives IT Services' recommended settings for releasing results for an assignment in Blackboard.
➔ **For further support and advice visit our hub page or email IT Services at itservicedesk@tcd.ie**

1. Releasing Results to Students

To make grades & feedback available to students:
1. Go to the module's **Full Grade Centre**.
2. Click on the down arrow next to the assignment column's title
3. Choose **Edit Column Information**
4. Scroll down & tick **Include this Column in Grade Centre Calculations** & **Show this Column to Students** then **Submit**.
5. The circle with a red line icon in the assignment column's title will disappear indicating that students can see their grades/feedback.
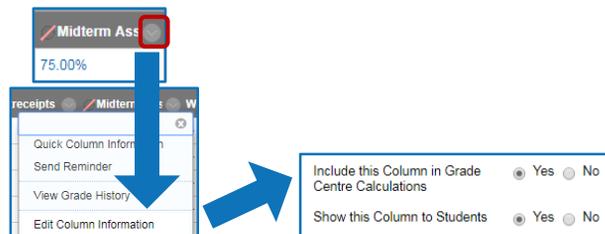
2. How Students View their Grade & Feedback

Once you've made the column visible, students have a few options for accessing their grade & feedback:
1. They can click on the same assignment link where they submitted their assignment originally (for example, in your Blackboard module's Assessments folder).
2. They can access **My Grades** from the **My Learning Space** homepage in Blackboard
3. They can click on their name at the top right of the page to access the **Global Navigation Menu** then **My Grades**.

You can also add a **My Grades** link to the left-hand menu in the module itself by clicking on the plus button ➔ **Tool Link** ➔ **Type: My Grades**. Enter a name and make available to students. This will let the students quickly see the grades while in the module.

Whichever way the students access the assignment, once they click on the title they will see their submission on the left with the feedback panel and grade on the right. They can click on any blue balloon icons to view annotations you've added to the document.

Please note: students can only view their own feedback, they cannot access another student's feedback or grade.
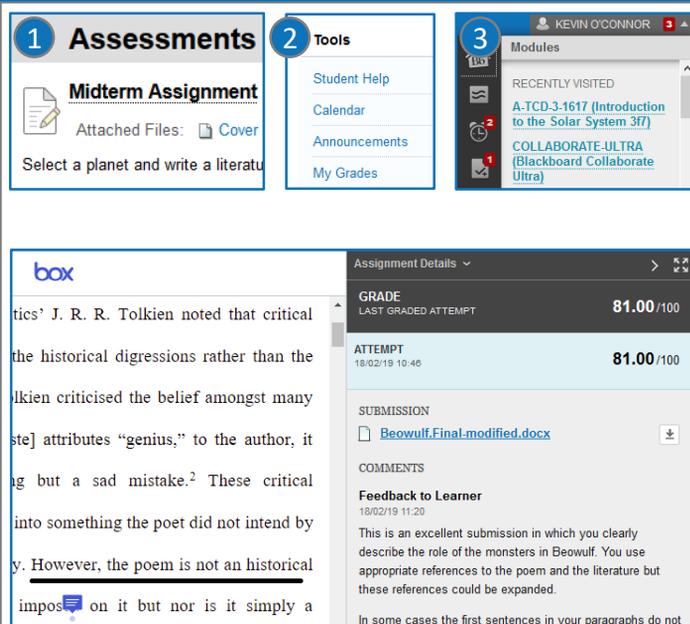
3. Exporting Grades & Feedback

There are a few different options regarding exporting grades and feedback:

You can:
1. Export files in their original format (via the down-arrow menu in the grade centre column)
2. Download grades and overall feedback (via the **Work Offline** button at the top right of the grade centre. Note: you may need to remove some HTML formatting from the Excel file)

You cannot:
• Bulk download files with your annotations included
• Bulk export files attached in the Feedback to Learner section
• Bulk export feedback from rubrics

Thus if you need to share annotations and rubrics please ensure that every instructor who needs it has access to the Blackboard module – please see https://www.tcd.ie/itservices/vle/kb/vle-access-issues.php for details. Turnitin allows you to bulk download assignments with feedback though it has other limitations – visit our website for a guide comparing the two.
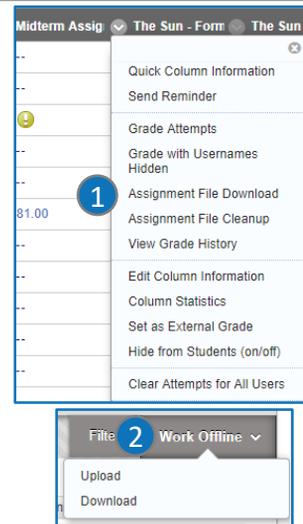
4. The Next Step – Submission Issues

➔ **The next page covers how to handle issues that might arise during the assignment submission process.**

4. Handling Submission Issues

General Procedure for Handling Submission Issues

If a student has issues submitting we would advise them to contact the module instructor so there is a record of this and because the instructor would need to make a determination as to whether to allow an additional attempt based on the different circumstances. **Clearing/resetting attempts needs to be done by the instructor of a particular module in the first instance; please do not advise students to contact the IT Service Desk directly for this**.

We strongly recommend that if there are submission issues due to account/access problems etc. with an individual student, please accept the submission via email as proof of submission until the issue is resolved. **If an instructor cannot resolve the issue themselves, the instructor can contact us for advice via itservicedesk@tcd.ie**. We recommend therefore when you create an assignment to **allow more than one attempt** in case of issues.

File Upload Issues

Google Chrome and **Firefox** are the recommended browsers for Blackboard; others should work but some like Microsoft Edge may not upload the file successfully if it is currently open on the user's computer.

Large files can take some time to upload depending on the size; students should click upload once and wait for the file to finish uploading. Once it has finished uploading, they will get a submission receipt.

Accessibility Options & Due Dates

There is no specific setting to give additional time to some students; instead when a submission is uploaded after the Due Date it is marked as Late but it is up to the instructor to decide whether this affects the mark as there is no automatic deduction for late submissions.

Clearing or Allowing an Additional Attempt

Access the **Full Grade Centre** in your module. Scroll across to the right to locate the column for the assignment and locate the row for the student. **Hover over the box for the submission** (with the yellow explanation circle) then click the down arrow next to the yellow circle and select **View Grade Details**.

From this menu under the **Attempts tab** you can either click **Ignore Attempt** or **Allow Additional Attempt** (if the student has already submitted the maximum number of attempts) which will allow the student to resubmit.
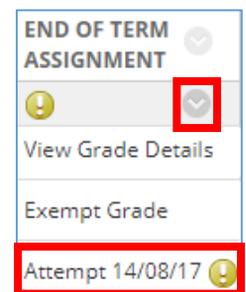

Making Sure All Students Have Submitted

After the assignment period has ended, you could post an announcement to ask students to confirm that they have received a receipt for their submission or to check their email spam folder if not.

It is important that students complete the submission of their assignment and do not leave the assignment as 'Save as Draft' as you will not see draft submissions listed and students will not receive a receipt.

You can check if there are any attempts missing or still in progress via the Full Grade Centre; check the cell for each student to ensure the yellow 'Needs Grading' icon is present

← Needs Grading

← In Progress / draft (not available to view/grade)

← No submission
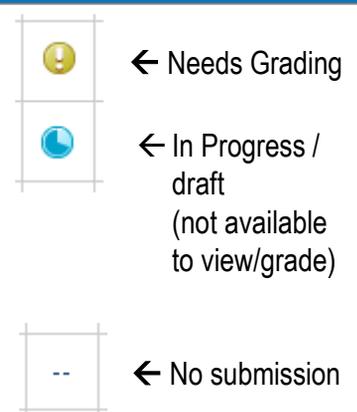
Additional Information & Guides for Summer 2020

→ **Visit www.tcd.ie/itservices/working-remotely to access more guides, videos and resources**