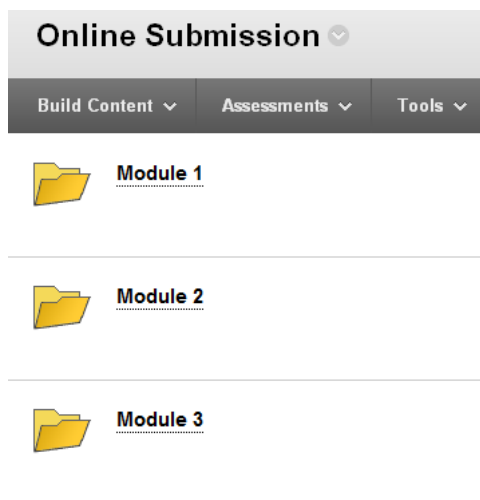


Set up the assignments

The assignment folders and individual assignments should already be created in Blackboard, but if not use these instructions to create a folder and assignment to your Module.

Create module folders

1. Go to the **Online Submission** area in the **Online MA Applied Linguistics and TESOL** Blackboard course site
2. Choose **Build Content > Content Folder**
3. Enter the **Name** for the folder as Module 1, Module 2 etc.
4. Click **Submit** to create the folder. You will need to do this for each module.

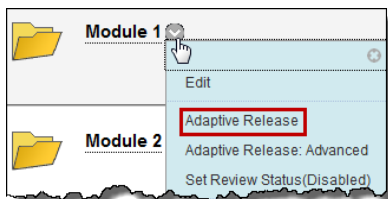


Controlling access to module folders

 Video demo: <http://youtu.be/gVwxwPEFOla>

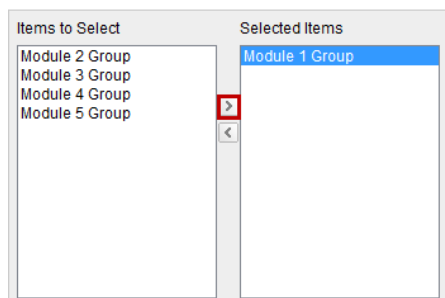
Use Adaptive Release to ensure that students only see the folder for their own module:

1. Move your mouse over a folder and click on the arrow to show the menu.



2. Choose **Adaptive Release** from the menu.

3. Scroll down to section 2, **Membership**. Choose the course group that should be able to see the current folder. For example, for the **Module 1** folder choose **Module 1 Group**. Click the right-arrow.



4. Click **Submit**

Creating Turnitin assignments

Students will submit their essay-type part of their assignments to Turnitin for checking their work against plagiarism, and to produce an **Originality Report**.

1. Go into the folder for the module (for example **Online Submission > Module 1**)
2. Choose **Assessments > TurnitinUK Assignment**
3. Choose **Paper Assignment** and click **Next Step**
4. Enter the **Assignment title** and **Point value**. The Point value is the maximum number of marks that can be given for this assignment; for example if markers are assigning a percentage then the Point value is 100.
5. Enter the **Start date**, **Due date** and **Post date**:
 - a. **Start date** is when the students can start submitting their assignments
 - b. **Due date** is the date and time by which students should have submitted their assignments
 - c. **Post date** is only relevant if you are using GradeMark or anonymous marking. It must be after the Due date
6. Click **Optional Settings** to expand the advanced options.
 - a. Enter details for this assignment in the **Special instructions** text box.
 - b. Make sure **Yes** is selected for **Allow submissions after the due date**.
 - c. Make sure **Yes** is selected for **Generate Originality Report for submissions**.
 - d. Make sure **Immediately first report if final** is selected for **Generate Originality Report for student submissions**.
 - e. Make sure **No** is selected for **Exclude bibliographic materials**.
 - f. Make sure **No** is selected for **Exclude quoted materials**.
 - g. Make sure **No** is selected for **Exclude small matches**.
 - h. Make sure **No** is selected for **Allow students to see Originality Reports**.
 - i. Make sure **No** is selected for **Reveal grades to students only on Post Date**.
 - j. Make sure **No** is selected for **Anonymous marking**.
 - k. Make sure **Standard Paper repository** is selected for **Submit papers to list**.
 - l. Make sure all three boxes are ticked for **Search options**.
 - m. Make sure **No rubric** is selected for **Attach a rubric** section.
7. Click **Submit**

Creating Blackboard assignments

Students will submit their assignments through a Blackboard assignment, even if they also submit to Turnitin. The essay file is submitted here as well as to Turnitin, but also any supplemental files such as presentations, images, audio, or video files.

1. Go into the folder for the module (for example **Online Submission > Module 1**)
2. Choose **Assessments > Assignment**
3. Enter a **Name** for the assignment and any **Instructions** for the students
4. Enter the **Points Possible** under **Grading**. The Points Possible is the maximum number of marks that can be given for the assignment; for example if markers are assigning a percentage then the Points Possible is 100.
5. Enter the **Due Date** for the assignment
6. Click **Submit**

Creating Grade Centre Smart Views



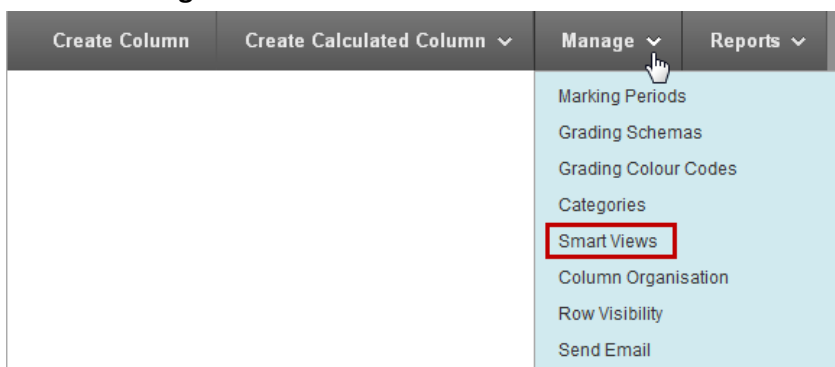
Video demo: <http://youtu.be/ONUnsKro-xw>

Smart views should already be created in the **Online MA Applied Linguistics and TESOL** Blackboard course. If not the guide here will help you create and maintain them.

Smart Views are a quick way to see only a selected portion of the Grade Centre. In this case you will be creating a Smart View for each module, to make it easier for markers to find the assignments to mark.

Repeat the following for each module:

1. Choose **Grade Centre > Full Grade Centre** from the **Control Panel**
2. Choose **Manage > Smart Views** from the Grade Centre menu



3. Click **Create Smart View**
4. Enter a name for the Smart View, for example **Module 1**
5. Select the **Add as Favourite** box. This means that the Smart View will appear on the Control Panel menu, under Full Grade Centre
6. Choose **Course Group** for the **Type of View**

7. Choose the group to include in the Smart View under **Select Criteria**

Select Criteria

Select the groups to include in this Smart View.

User Criteria:	Condition:	Value:
Group ▼	Equal to ▼	Module 1 Group ▲
		Module 2 Group
		Module 3 Group
		Module 4 Group ▼

8. Under **Filter Results**, choose **Selected Columns Only**

9. Select the columns for the assignments from the list. Hold down the **Ctrl** key to select more than one column


10. Click **Submit** to create the Smart View

Controlling when students can see marks and feedback

By default, students can see marks and feedback as soon as they are entered into Blackboard.

Hide marks and feedback

To hide marks and feedback until the marks are ready to be released:

1. Choose **Grade Centre > Full Grade Centre** from the **Control Panel**
2. Find the column for the assignment in the Grade Centre. Click the arrow next to the column name and choose **Edit Column Information**
3. Scroll down to the bottom of the page and find the **Options** section
4. Set **Show this Column to Students** to **No**
5. Also choose **No** for **Include this Column in Grade Centre Calculations** and **Show Statistics for this column to Students in My Grades**
6. Click **Submit**
7. You should see this symbol next to the column name:  This means that students cannot see the marks and feedback for this column

Show marks and feedback

When you are ready to release the marks and feedback to students:

1. Choose **Grade Centre > Full Grade Centre** from the Control Panel
2. Find the column for the assignment in the Grade Centre. Click the arrow next to the column name and choose **Edit Column Information**
3. Scroll down to the bottom of the page and find the **Options** section
4. Set **Show this Column to Students** to **Yes**
5. Click **Submit**

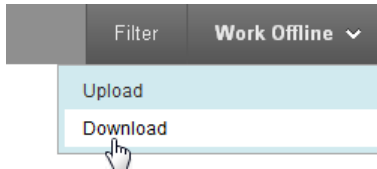
There are instructions for students on how to see their marks and feedback on this help

page: <http://www2.le.ac.uk/offices/ithelp/services/blackboard/assignments-and-grades/grade-centre/get-started/student-view>

Download Grade Centre Marks

You can download a spreadsheet of marks from the Grade Centre, so that the marks can be entered into SITS.

1. Choose **Grade Centre > Full Grade Centre** from the Control Panel
2. Click **Work Offline** on the right of the screen and choose **Download**



3. Choose how much data you want to download. You can either download the **Full Grade Centre** or a **Selected Column**
4. Click **Submit**
5. Click **Download**
6. Click **Save** and choose where to save the downloaded spreadsheet

Download Assignments

You can download students' assignments from Blackboard. This does **not** include any feedback provided by markers, it is just the students' work. The process is different for different types of assignments.

Download Blackboard assignments

1. Choose **Grade Centre > Full Grade Centre** from the Control Panel
2. Find the column for the assignment in the Grade Centre. Click the arrow next to the column name and choose **Assignment File Download**
3. Click in the checkbox in the grey header bar to select all students' assignments

1. Select Users



4. Click **Submit**
5. Click **Download assignments now**

Download Assignment: Assignment 2

The assignments have been packaged. [Download assignments now](#) (1 KB)
Wednesday, 15 May 2013 11:02:04 o'clock BST

6. Click **Save** and choose where to save the files, for example to a folder on the departmental X: drive



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Version 1 updated: 16/07/2013