WEST TEXAS A&M UNIVERSITY

Academic Technology

WTClass Training Manual

Assignments

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Academic Technology

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CREATING AND EDITING ASSIGNMENTS

Assignments allow you to create coursework and manage the grades and feedback for each student separately. In an assignment, you can include a description, point value, and file attachments. You can create assignments in several courses areas, such as in a content area, learning module, lesson plan, or folder.

Students access the assignment, type a submission, attach files, and submit it. You can respond to each student separately with comments and attached files.

You can distribute assignments to course groups.

HOW TO CREATE AN ASSIGNMENT

1. Change **Edit Mode** to **ON** and access the course area where you want to create the assignment.

2. On the action bar, point to **Assessments** to access the drop-down list and select **Assignment**.
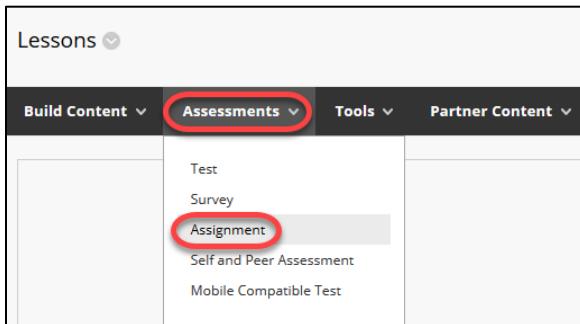
3. On the **Create Assignment** page, type a **Name**. Students click this name in the course area to access the assignment.

4. In the **Instructions** box, add and format text using the text editor functions above the text box. Click on the ellipses **(...)** at the top right corner to expand the text editor options.

To add images, links, multimedia, mashups, and attachments, use the **(+)** button located at the end of the content editor options. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment. **Also, if you are using copy/paste functions for adding text**, make sure to use the keyboard shortcuts, **Control (Ctrl) + V** to Paste and **Control (Ctrl) + X** to Cut for Windows or **Command (Cmd) + V** to Paste and **Command (Cmd) + X** to Cut for iOS

Tip: Be sure to remind students to attach any required files to the assignment before clicking **Submit**. Inform students that their assignments are not completed until they are submitted. You might also tell them that they must contact you if they submit the wrong file, forget to attach a file, or have any other problems so that you can reset the assignment attempt.

5. Optionally, in the **Assignment Files** section, attach a file using **Browse My Computer**, **Browse Content Collection**, or **Browse Cloud Storage.**
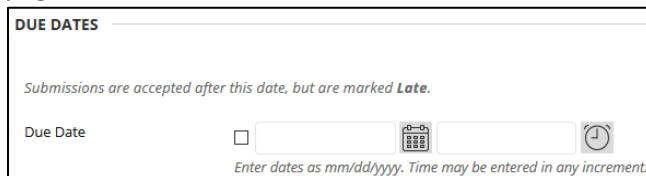   -OR-
   Drag files from your computer to the "hot spot" in the Attach Files area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser does not allow you to submit your assignment after you upload a folder, select Do not attach in the folder's row to remove it. You can drag the files individually and submit again.

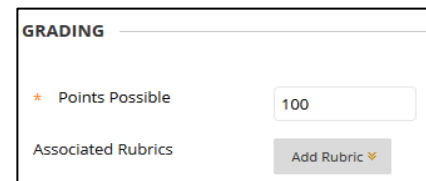6. You can use the file name or provide another name for the file.

7. Optionally, select a **Due Date**. Due dates are added to the Calendar. If a student submits an assignment after the due date, the submission is identified as late on the **Grade Assignment** page. Students will see it marked late on their **Review Submission History** pages.
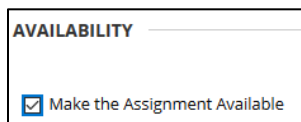

8. Type **Points Possible**.

9. Optionally, associate a rubric by pointing to **Add Rubric** to access the drop-down list. Rubrics are a way to create criteria for evaluating student performance on assignments.

10. Click **Submission Details**, and select the option(s) desired. (See [Assignment Grade Settings](#) below for more details)

11. Select the check box to **Make the Assignment Available**.

12. For **Limit Availability**, you can set the assignment to display on a specific date and time and stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do

not affect availability, only when the assignment appears.

13. It is recommended that you select the checkbox for **Track Number of Views**. This will allow you to keep greater reporting methods on student activity within this item.

14. Click **Submit**.

ASSIGNMENT GRADE SETTINGS

On the **Create Assignment** page, the **Grading** section is logically organized into three groups:

1. **Submission Details**: Select general settings, such as who the assignment is for and how many times students can submit it.

2. **Grading Options**: Set up anonymous and delegated grading.

3. **Display of Grades**: Select Grade Center column settings, such as whether to show the grade to students.

A. **Assignment Type**

    i. *Individual Submission* – Each student submits their own paper for grading.

    ii. *Group Submission* – One student within a group submits a paper for the entire group from grading.

B. **Number of Attempts**

You can allow students to submit an assignment more than once, and receive comments and a grade for each submission. If you allow more than one attempt, the Grade Center uses the most recent attempt. You can select a different attempt for the score by editing the column in the Grade Center.

    i. *Single Attempt* - allows for students to submit only one time. If the student submits the incorrect file, the instructor must be contacted to delete the original submission or allow an additional attempt.

    ii. *Multiple attempts* – allows for students to submit the number of times entered in the Maximum Attempts box. (See also About Multiple Attempts)

iii.   *Unlimited Attempts* - allows students to submit as many times as they want as long as the assignment is available. (See also About Multiple Attempts)

iv.   Allowing more than one attempt opens the **Score attempts using** area

i.   **Last Graded Attempt** – uses the attempt that was last graded for the grade in the Grade Center.

ii.   **Highest Grade** – uses the highest of all graded attempts for the grade in the Grade Center.

iii.   **Lowest Grade** – uses the lowest of all graded attempts for the grade in the Grade Center.

iv.   **First Graded Attempt** – uses the attempt that was graded first for the grade in the Grade Center.

v.   **Average of Graded Attempts** – uses the average of all graded attempts for the grade in the Grade Center.

C.   **Plagiarism Tools**
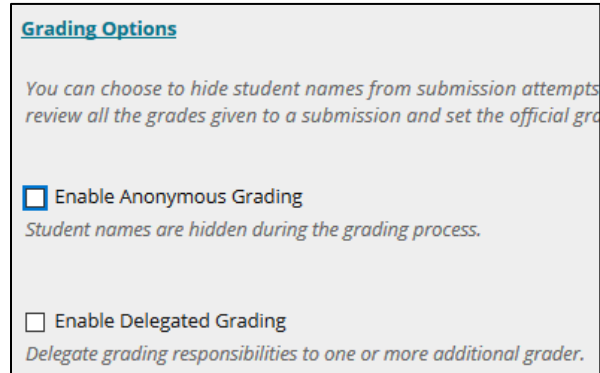
i.   Check submissions for plagiarism using SafeAssign – runs each paper submitted through the SafeAssignment database to match against a set of academic papers to identify areas of overlap between the submitted assignment and existing works

ii.   Allow students to view SafeAssign originality report for their attempts – returns the SafeAssign originality report to students for them to view.

iii.   Exclude submissions from the Institutional and Global References Databases – this option will run the paper against the database, but will not add the paper to the database to check against future submission.

For more information about SafeAssign, review the information on SafeAssignment.

2. GRADING OPTIONS

You can choose to grade assignments anonymously and to assign other graders to help you with your grading tasks.

A. **Enable Anonymous Grading**: Enabling anonymous grading during the creation stage allows you to eliminate grading bias for high-stake assignments. You can hide student names from submission attempts during grading, making them anonymous. Without knowing who submitted an assignment, you are not unduly influenced by a student's previous performance, class participation, conflicts, race, gender, or perceived student aptitude. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.

After you select the **Enable Anonymous Grading** check box, choose when you want to automatically remove students' anonymity:

  a. *On specific date*: Provide the date you want to disable anonymous grading. The system automatically begins removing anonymity before the end of that date.

b. *After all submissions are graded*: Provide a due date. After students submit attempts, the due date passes, and you have graded the attempts, student anonymity is disabled.

You can manually disable anonymous grading at any time by clearing the Enable Anonymous Grading check box. To learn more, see Anonymous Grading

B. **Enable Delegated Grading**: Using grades and feedback from more than one grader helps to promote reliability and remove bias. You can assign specific users in your course to grade particular sets of student submissions. For large classes, you can divide up the grading tasks among TAs and other graders.

After you select the check box for enabling delegated grading, you can view a list of all potential graders. Roles with default grading privileges include instructor, teaching assistant, and grader. Use the drop-down list next to each grader's name to assign submissions to grade:

1. *All Submissions*
2. *Random Set*: Grade a random set of the selected number of students. If you assign multiple graders to grade a random set, students are distributed evenly before any student is included in multiple random sets.
3. *Groups*: Grade all students who are part of the selected course groups.
4. *None*

When all graders have assigned grades, the instructor role views all grades and feedback on the Reconcile Grade page and determines the final grade for each student.

3. DISPLAY OF GRADES

Choose how grades will appear in the Grade Center and to students in My Grades. Only your Primary selection appears to students. You can also choose to include the assignment score in grading calculations. Based on the assignment requirements, you can choose not to show the grade and statistical information to students in My Grades.

ABOUT MULTIPLE ATTEMPTS

You can allow more than one attempt on an assignment. This is a good way to permit students to send in drafts and earn credit on improvements. You can provide feedback on a large assignment so students can demonstrate mastery. Be sure to inform students which of your assignments allow multiple attempts and what the expectations and grading policies are for each attempt. Providing multiple attempts can help students stay on track, raise the quality of assignments, and ultimately improve student success and retention.

Example: Research Paper Assignments

You can provide feedback throughout the research paper process. In one assignment with four attempts, students can submit their outline as a file attachment for the first, bibliography for the second, rough draft for the third, and final paper as the fourth and last attempt. You can provide feedback at each stage. A grade is not assigned until the final paper as the last attempt is received.

Alternatively, if you want to provide grades for each portion of the research paper process, you can create separate assignments for each. You can then set up a calculated column in the Grade Center to add the points of each assignment to produce a final score for the research paper.

The last graded attempt appears in the Grade Center column. To change the displayed grade to the first graded attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select Edit Column Information, and select the attempt to score from the Score attempts using drop-down list.
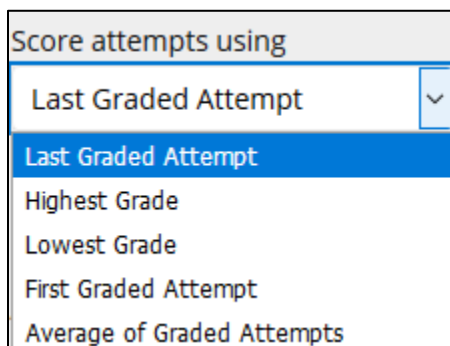
STUDENT ASSIGNMENT SUBMISSION CONFIRMATIONS

When students submit assignments successfully, the **Review Submission History** page appears with information about their submitted assignments and a success message with a confirmation number. Students can copy and save this number as proof of their submissions and evidence for academic disputes. For assignments with multiple attempts, students receive a different number for each submission.

You and your administrators have a retrievable record in the system even if an attempt, assignment, or student is later deleted. These records are maintained in the course, and are also retrievable after the archive and restore process.

You can access all of your students' confirmation numbers from the Grade Center. Access the **Reports** menu and select **Submission Receipts**.

On the **Submission Receipts** page, you can view information for each assignment, such as who submitted and when. Group assignments are also logged and the Submitter column lists who submitted for the group. In the **Submission** column, view if a student submitted a file or wrote the submission in the assignment's editor.

Use the menus at the top of the page to filter the items. In the second menu, select **Not blank** and leave the search box empty to show all of the submission receipts. Select a column heading to sort the items.

HOW TO EDIT AN ASSIGNMENT IN A COURSE AREA

1. Navigate to the course area containing the assignment.

2. Access an assignment's contextual menu and select **Edit**.

3. On the **Edit Assignment** page, make the changes.

4. Click **Submit**.
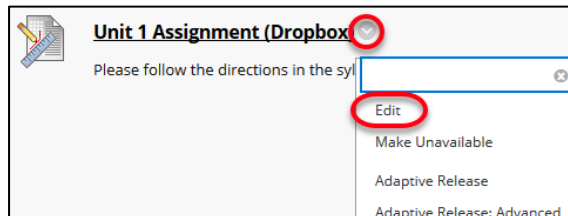
HOW TO DELETE AN ASSIGNMENT IN A COURSE AREA

You can delete an assignment at any time. If students have submitted work, deleting the assignment also deletes the submissions. You can choose whether or not to keep the associated grades. Alternatively, retain student submissions by making the assignment unavailable rather than deleting it.

1. Navigate to the course area containing the assignment.
2. Access an assignment's contextual menu and select **Delete**.
3. Click **OK** to continue.
4. On the **Delete Assignment** page, choose to:
   i. Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.
   -OR-
   ii. Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.
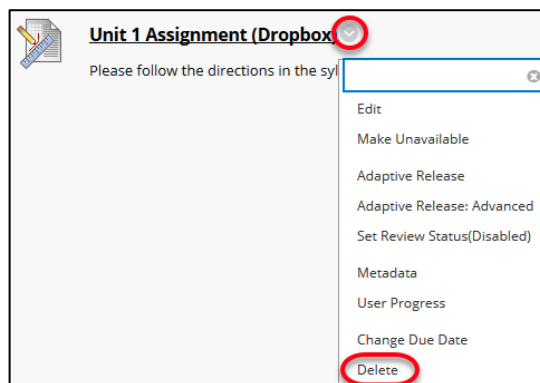
DELETE ASSIGNMENT

Warning: Deleting this Assignment also delete all its submissions. Retain the Grade Center item and scores for this Assignment by choosing Preserve scores below. These scores will no longer link to the Assignment submissions that produced the scores. This action cannot be undone. To prevent submissions from being deleted, choose Cancel and make this content item unavailable rather than deleting it.

◉ Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.

○ Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

5. Click **Remove** to delete the assignment or **Cancel** to keep it.

Remember that even if you keep the scores in the Grade Center, you will not be able to access the assignment submissions again.

DOWNLOADING ASSIGNMENTS

You can download assignment submissions to review them offline instead of reviewing them online in the Grade Center. Choose to download all or only selected submissions as a single ZIP file. Unzip or expand the file to view the contents. Each submission is saved as a separate file.

HOW TO DOWNLOAD ASSIGNMENTS

1. In the Grade Center, locate the column for the assignment you want to download.

2. Access the assignment column's contextual menu and select **Assignment File Download**.

3. On the **Download Assignment** page, select the student submissions to download -OR- select the check box in the header bar to choose all available submissions.
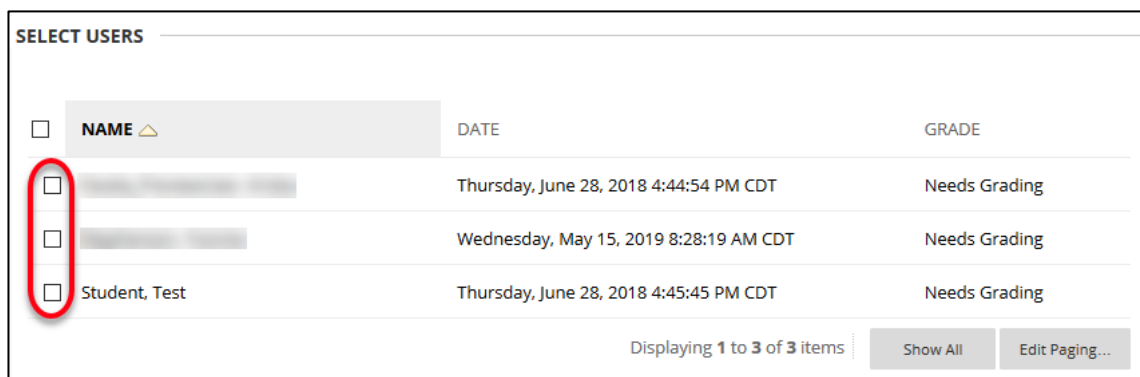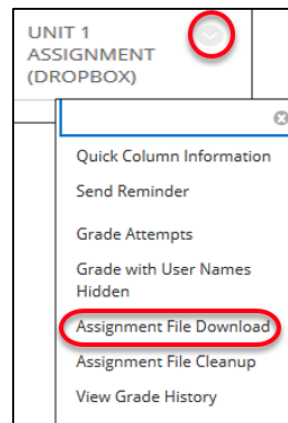
4. Click **Submit**.

5. On the next **Download Assignment** page, click the **Download assignments now** link.
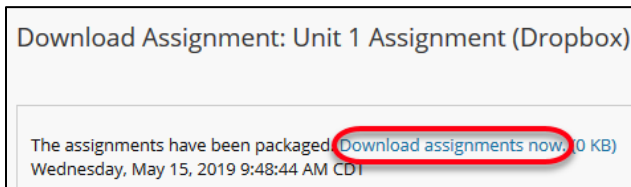
6. In the pop-up window, select **Save File** and click **OK**.

7. Browse to the location where you want to download the file and click **Save**.

8. To return to the Grade Center, click **OK** on the **Download Assignment** page.

When you use the **Assignment File Download** function, usernames are included automatically in the file names for easy identification. However, files downloaded one by one from the **Grade Assignment** page will not include usernames. To avoid confusion, you should specify that students use a detailed file name that includes their last names or their usernames when submitting assignments.

If a student has added an attachment, the downloaded ZIP file may contain two files for each student: the attached file and a TXT file produced by the Grade Center that contains information about the submission and student comments. Both files have the student's username included in the file name for easy identification.

Note: The **Assignment File Cleanup** function allows you to select students and delete files associated with their submissions. This function is available from the assignment column's contextual menu in the Grade Center.

GRADING DOWNLOADED ASSIGNMENTS

After reviewing submissions offline and determining grades, you can provide grades and comments in the Grade Center.

1. Access the assignment cell's contextual menu and select **View Grade Details**.

2. On the **Grade Details** page, click **Edit Grade**.

3. Type a grade in the Current Grade Value box. Add comments in the Feedback to Learner box. You can use the **(+)** button function in the content editor to add files and audio/video feedback. Tip: Click on the ellipses **(...)** at the top right corner to expand the text editor options.

4. Alternatively, click **Grade Attempt** to see the student's work in his or her **Submission** and **Comments** sections as you add a grade, comments, and files.

Attempts	Manual Override	Column Details	Grade History					
						Delete	Last Attempt ⌄	Go
Date Created	**Date Submitted (or Saved)**	**Value**	**Feedback to Learner**	**Grading Notes**	**Actions**			
May 15, 2019 8:28:19 AM	May 15, 2019 8:28:19 AM (Needs Grading)	🟡			Grade Attempt	Clear Attempt	Ignore Attempt	Edit Grade

Alternatively, you can type grades directly into the Grade Center cells. If you type a grade for the first attempt for an assignment that you have allowed two attempts for, this is called an override grade. If you go on to grade the second attempt from the **Grade Assignment** page, the override grade still supersedes the second attempt grade you assign. Therefore, avoid assigning grades directly in Grade Center cells for assignments without considering the ramifications first.

GRADING ASSIGNMENTS

When you create an assignment, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with an exclamation mark (🟡)—the needs grading icon.

You can access assignments that have been submitted by students and need grading from the:

- Needs Grading page

    -OR-

- Grade Center

Depending on your grading style, you can access and grade one assignment attempt, view all the submissions for one assignment, or view all the assignments with submissions that need grading.

HOW TO ACCESS SUBMITTED ASSIGNMENTS FROM THE NEEDS GRADING PAGE

For courses with many enrolled students and gradable items, the **Needs Grading** page can help you determine which assignments need grading first. For example, you can sort by the date submitted to provide feedback to the earliest submitters first.

To access the **Needs Grading** page:

1. On the **Control Panel**, expand the **Grade Center** section.

2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.
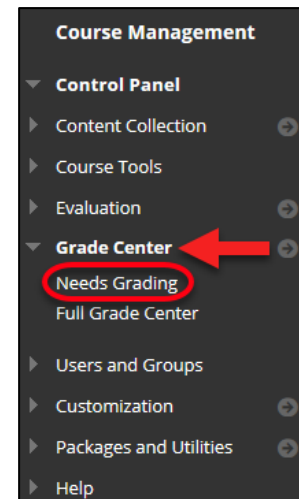
To filter and sort attempts:

1. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, make selections in both the **Category** and **User** drop-down lists to display assignments submitted by a particular user.

2. Click **Go**. The filtered items appear on the **Needs Grading** page.

3. Click a column heading or the caret to sort the assignments. For example, sort the assignments by **Item Name**.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED △	DUE DATE
Assignment	Portfolio Page 1		June 15, 2017 10:31:11 AM	
Assignment	Unit 1 Assignment (Dropbox)		June 28, 2018 4:44:54 PM	
Assignment	Unit 1 Assignment (Dropbox)	Test Student	June 28, 2018 4:45:45 PM	
Assignment	Unit 1 Assignment (Dropbox)		May 15, 2019 8:28:19 AM	
Assignment	Unit 1 Assignment (Dropbox)		May 15, 2019 9:26:55 AM	

4. Click **Grade All** on the action bar to begin grading the assignment attempts.

Needs Grading

View all items ready for grading or review on the Needs Grading page. Select Grade All to begin grading immediately, or sort columns and apply filters to narrow the list. *More Help*

| Grade All | | | | | Filter |

Category: Assignment   Item: All Items   User: All Users   Date Submitted: Any Date   Enter dates as mm/dd/yyyy   Go

☐ Show attempts that don't contribute to user's grade

5 of 6 total items match current filter.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED △	DUE DATE
Assignment	Portfolio Page 1		June 15, 2017 10:31:11 AM	
Assignment	Unit 1 Assignment (Dropbox)		June 28, 2018 4:44:54 PM	

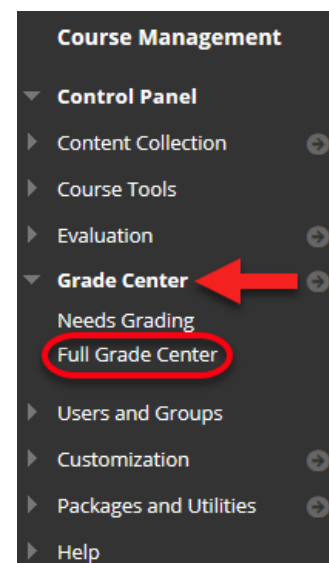5. The filtered assignment attempts appear on the **Grade Assignment** page in the order they were sorted and filtered on the **Needs Grading** page.

HOW TO ACCESS SUBMITTED ASSIGNMENTS FROM THE GRADE CENTER

The Grade Center shows all gradable items. The number of items may influence how you organize your time for grading tasks. You may also find it beneficial to view a student's previous grades as you grade.

To access the Grade Center:

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Full Grade Center**.

Course Management

▾ **Control Panel**

▸ Content Collection
▸ Course Tools
▸ Evaluation
▾ **Grade Center**
    Needs Grading
    Full Grade Center
▸ Users and Groups
▸ Customization
▸ Packages and Utilities
▸ Help

To grade a single assignment attempt:

1. Locate the cell for a student's assignment containing an exclamation mark.

2. Access the cell's contextual menu and select **Attempt**.

3. The **Grade Assignment** page appears.
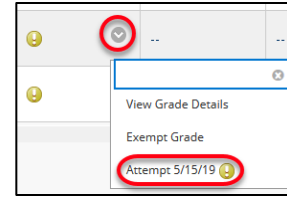
To grade all submissions for an assignment:

1. Access the assignment column's contextual menu.

2. Select **Grade Attempts**.

3. The **Grade Assignment** page appears.
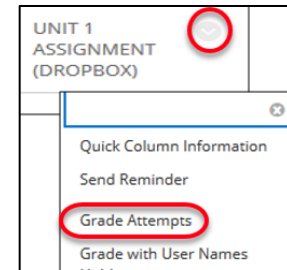
ABOUT THE GRADE ASSIGNMENT PAGE

You access the **Grade Assignment** page from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about an assignment. You can view, comment, and grade student-submitted assignment files without leaving the **Grade Assignment** page.

You can use **Bb Annotate** for inline grading in your courses. Bb Annotate offers a more robust feature set to provide customizable feedback to students. Features include a sidebar summary view, freehand drawing tools, various color selections, and much more.

Bb Annotate is supported on current versions of Firefox, Chrome, and Safari.
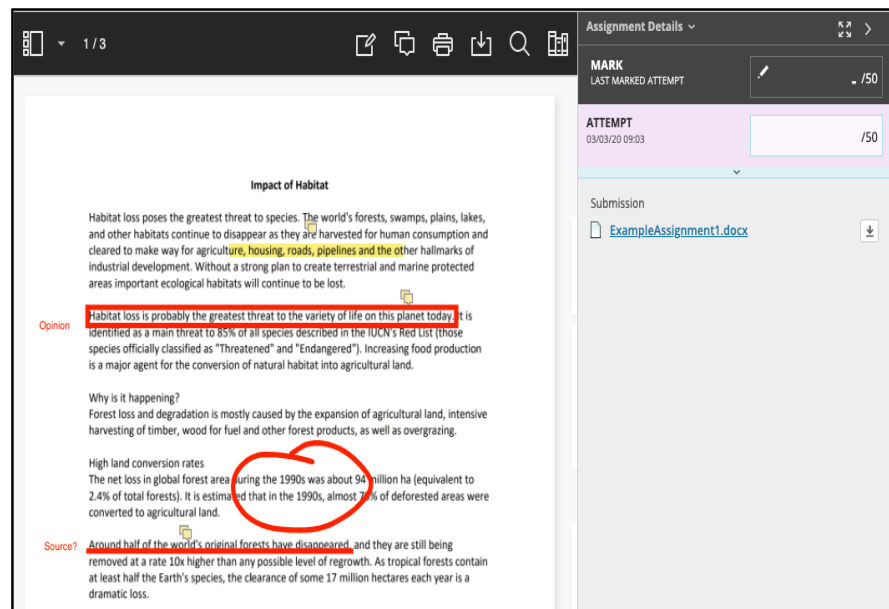
When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Microsoft Word (DOC, DOCX), Microsoft PowerPoint (PPT, PPTX), Microsoft Excel (XLS, XLSX), and Adobe PDF (PDF). See a list of all supported files. The converted document is displayed in a viewer on the **Grade Assignment** page.

The conversion process may have changed the spacing in the submission preview, but you always download the original file in the inline grader. If a student has uploaded an unsupported file, you're prompted to download it.

Note: Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.

Annotation sessions expire after one hour. You'll receive a warning message. After the time limit, annotations may not be saved. Need more time? Select *Save Draft* to save your work and continue later. Your annotations, feedback, and files are saved on the page. When you return, you can resume working.

DOCUMENT VIEW SETTINGS FOR BB ANNOTATE

A. **Sidebar**: View Thumbnail, Outline, or Annotation views of the submission.
B. **Pages**: Use the arrows to jump to different pages in the submission.
C. **Pan**: Move the submission on the page.
D. **Zoom and Fit**: Zoom in and out of the submission or adjust the view to fit the page, fit the width, or select the best fit.

ANNOTATIONS FOR BB ANNOTATE

E. **Annotation tools**: Select each tool to view the tool properties.
   - **Drawing, Brush, and Eraser**: Draw freehand on the submission with various colors, thickness, and opacity. Select the eraser to remove annotations. You can erase parts of a freehand drawing with the eraser or select the Delete icon to delete the whole drawing.
   - **Image or Stamp**: Choose a preloaded stamp or create your own customized stamp or image to add to the submission.
   - **Text**: Add text directly on the submission. You can move, edit, and change the text and select the font, size, alignment, and color of the text.
   - **Shapes**: Choose Line, Arrow, Rectangle, Ellipse, Polygon, and Polyline. Each shape has its own settings to change the color, width, opacity, and more.
F. **Comment**: Provide feedback in comments. Your comments appear in a panel next to the submission.
G. **Print or Download**: Print or download the submission with the annotations.
H. **Search**: Search the submission for specific text.
I. **Content Library**: Create a bank of reusable comments. You can add, edit, delete, and search comments in the library. You can also add a comment directly to the submission page from the menu. Select the plus sign to add a new comment to the Content Library. You can Place comment, Copy to Clipboard, Edit, or Delete content from the library. Type keywords or phrases to search for saved comments.
   Highlighter: Select specific portions of the submission to highlight. As you highlight text on the submission, an additional menu opens. You can highlight, strikethrough, underline, squiggle, or comment on the highlighted section.

What do students see? After you grade assignments, students can view their scores on their My Grades pages. They can also select the assignment in the course to review their submissions, your feedback, and their grades.
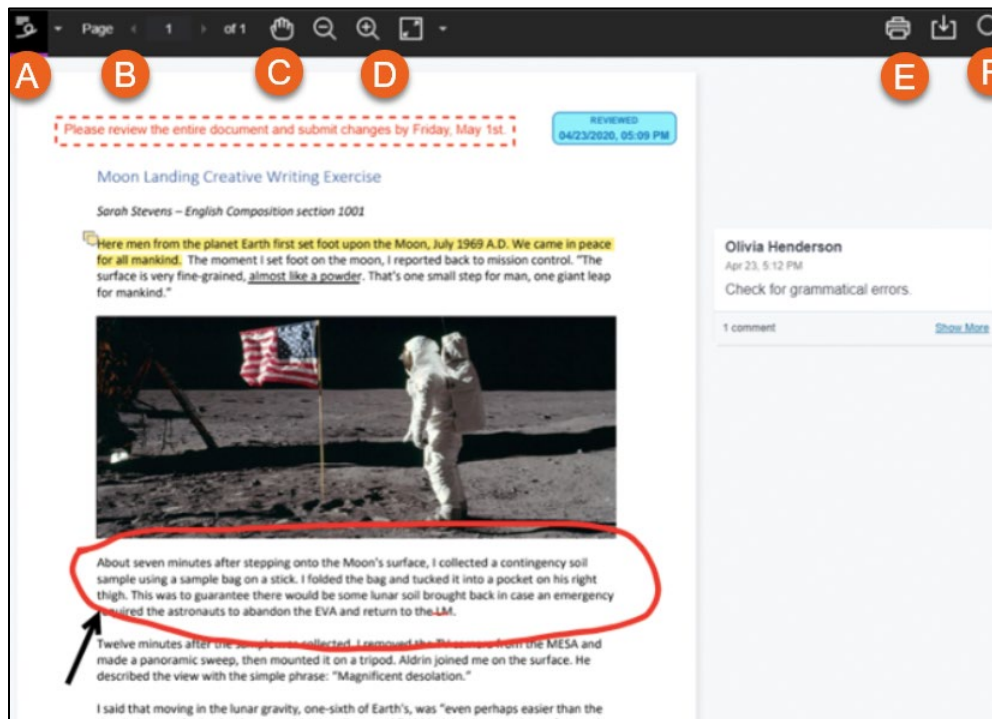

Many file types open in the viewer, but Instructors can annotate only these file types: Microsoft® Word (DOC, DOCX), Microsoft® PowerPoint®(PPT, PPTX), Microsoft® Excel®(XLS, XLSM, XLSX), OpenOffice® Documents (ODS, ODT, ODP), Digital Images (JPEG, JPG, PNG, TIF, TIFF, TGA, BMP), Medical Images (DICOM, DICM, DCM), PDF, PSD, RTF, TXT, and WPD. The conversion process may have changed the spacing in this submission preview. Students and Instructors can still download the original file.

Bb Annotate is supported on current versions of Firefox, Chrome, and Safari. If a student's file doesn't open automatically in the browser, the file isn't supported or it exceeds the maximum file size limit of 300MB. Students should make sure their submissions comply with file sizes.

A. **Sidebar**: View Thumbnail, Outline, Annotation, or Bookmark views of the submission.
B. **Pages**: Use the arrows to jump to different pages in the submission.
C. **Pan**: Move the submission on the page.
D. **Zoom and Fit**: Zoom in and out of the submission or adjust the view to fit the page, fit the width, or select the best fit.
E. **Print or Download**: Print or download the submission with the annotations.
F. **Search**: Search the submission for specific text.

A known issue with some browsers' built-in PDF viewer may not display all annotations. Student should view annotated PDFs in a native PDF viewer such as Adobe Acrobat.

If a rubric is used to grade student work and it is made visible, they can select the View Rubric icon ⊞ to view details.

INLINE GRADING

The inline grading sidebar gives you all of the tools you need to grade the assignment inline.
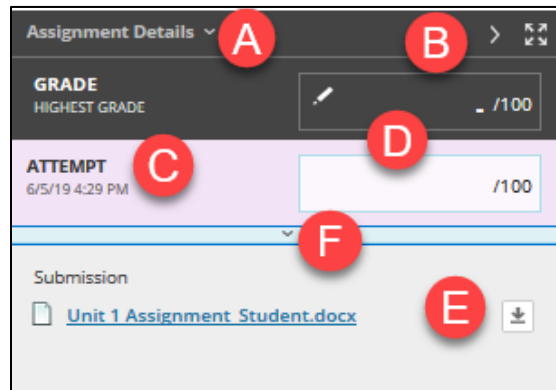
A. Expand assignment details to show the information from the assignment content item.

B. Collapse or expand the grading sidebar for more screen real estate.

C. Select additional attempts from a drop-down list. Click the attempt to load the submission in the inline viewer and update the sidebar with the appropriate attempt-related data.

D. Type a grade for the attempt.

E. Download the originally submitted file. If more than one file was submitted for the attempt, all files are available here.

F. Expand the rubric and comments fields.

- • Use the grading rubric associated with the assignment.
- • Add private notes, not visible to the student as feedback.
- • Type feedback the student can see and attach files. You can expand the feedback field to take advantage of the full content editor features.

SUPPORTED FORMATS

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

NOTE: Inline assignment grading is available only with submitted files, not for content created using the content editor.

The converted document is displayed in a viewer on the Grade Assignment page. Formatting and embedded images of the original document are preserved in the conversion.

The viewer is supported on current versions of Firefox, Chrome, and Safari. No plug-in or other application is necessary.

NOTE: If a student has uploaded a file that is not in a format supported by the inline viewer, you are prompted to download the file in question. You will not see the inline viewer.

HOW TO GRADE WITH USER NAMES HIDDEN

You can grade assignments with usernames hidden to ensure impartial evaluation of student work. For example, an opinion-based assignment that you grade anonymously may offer students a higher level of comfort when expressing themselves.

While using this feature, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.

To grade with user names hidden from the **Needs Grading** page:

1. Access an assignment attempt's contextual menu.

2. Select **Grade with User Names Hidden**. The **Grade Assignment** page appears.
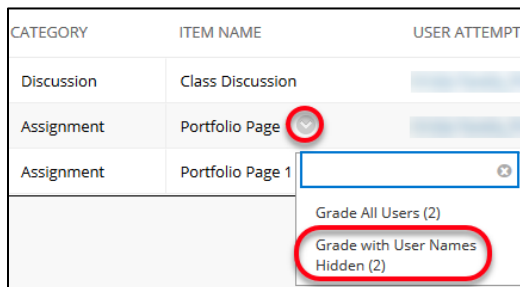
To grade with user names hidden from the Grade Center:

1. Access an assignment column's contextual menu.

2. Select **Grade with User Names Hidden**. The **Grade Assignment** page appears.
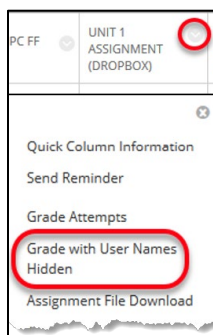
To grade anonymously from the **Grade Assignment** page:

1. On the action bar, click **Hide User Names**.
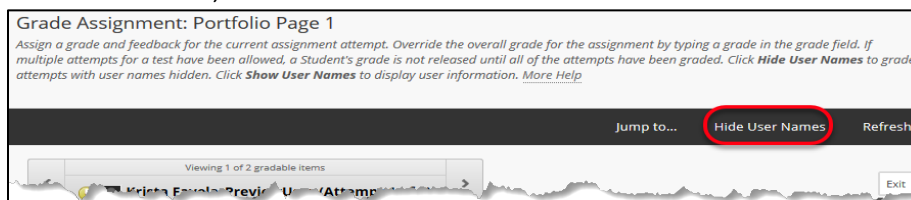
2. Click **OK** in the pop-up window to verify the action. If grading was in progress, any unsaved changes to the open attempt are lost. The **Grade Assignment** page refreshes and all identifying information is hidden.

HOW TO ALLOW ADDITIONAL ATTEMPTS

If a student has submitted the maximum number of attempts for an assignment, but you want to give them another opportunity, you can invite them to submit again.

To allow an additional attempt:

1. Locate the cell for a student's assignment containing an exclamation mark.

2. Access the cell's contextual menu.

3. Select **View Grade Details**. The **Grade Details** page appears.

4. Click **Allow Additional Attempt** and confirm.

The **Allow Additional Attempt** function only appears if the student has already submitted the maximum number of attempts allowed for that assignment. You can continue to offer opportunities to resubmit attempts each time the student reaches that maximum number. You do not have to grade previous attempts to allow a student to submit again.

Alternatively, click **Ignore Attempt** to ignore the attempt's score in grade calculations and not count it against the maximum number of attempts.

GRADING MULTIPLE ATTEMPTS

If you allowed multiple attempts for an assignment, and a student has submitted all attempts, they appear in the grade cell's contextual menu.
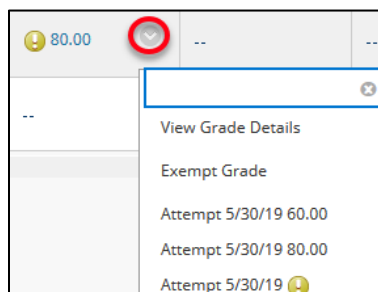
All attempts appear in the contextual menu for the grade's cell.

On the **Grade Assignment** page, you can see how many attempts users have submitted next to their names on the action bar.
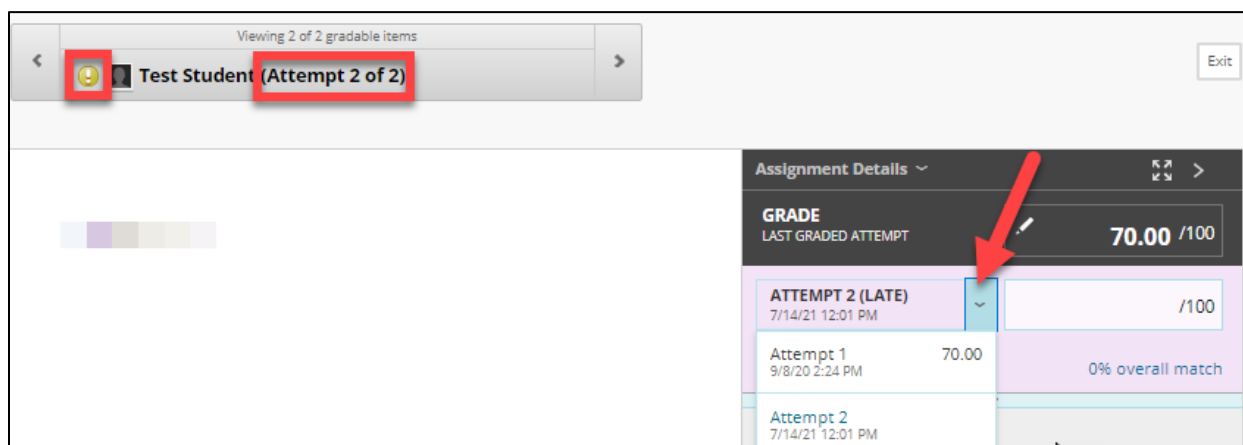
Click **Attempts** to access other attempts. If you associated a rubric with the assignment, you can open it to refer to while grading.

After selecting an attempt, type a grade and feedback, and submit. The next attempt appears in the content frame.

If one of the multiple attempts is ungraded, the exclamation mark remains in the cell along with the last graded attempt.
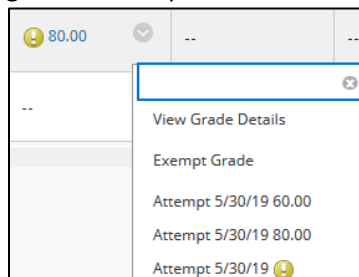
After you complete grading the attempts, the last attempt's grade appears in the cell by default. The last attempt's grade also appears on the **Grade Assignment** page.
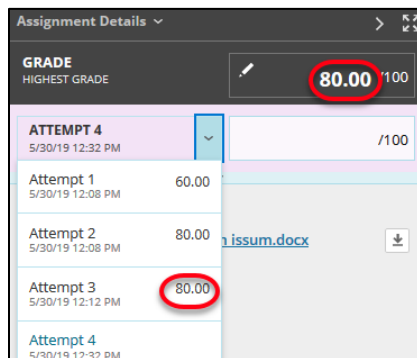
To change the displayed grade to the first attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select **Edit Column Information**, and select the attempt to score from the **Score attempts using** drop-down list.
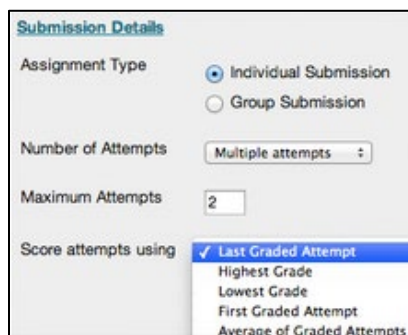
> *NOTE*: **My Grades** shows students their scores on the most recently graded assignment attempt, or your selection in the **Score attempts using** drop-down list, as soon as that item is scored.
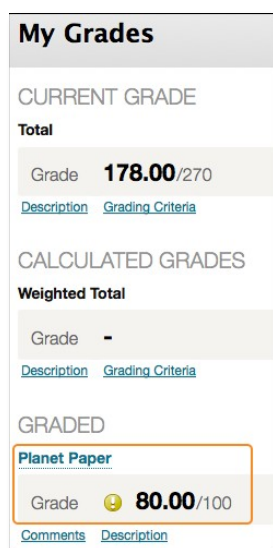
A rubric is an assessment tool listing evaluation criteria for an assignment, and provides a way to convey to students your expectations for the quality of completed assignments. Rubrics can help students organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students. Rubrics can help ensure consistent and impartial grading.

ABOUT RUBRICS

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric defines the evaluation and score of an assignment. You can create as many rubrics as you need.

HOW TO CREATE A RUBRIC

New rubrics default to three rows and three columns.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.

2. On the **Rubrics** page, click **Create Rubric**.
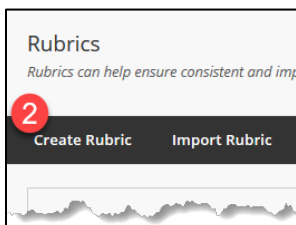
3. Type a **Name** for the rubric. The name is the title text that identifies the rubric. Example: Presentation Rubric.

4. Optionally, provide a description of the rubric to make it easier to associate it to relevant assignments. (Example: Rubric to evaluate PowerPoint presentations.

RUBRIC GRID

A rubric grid is displayed. By default there are 3 rows for "Criteria" and 3 columns for "Levels of Achievement." Edit the rubric grid so it corresponds to the type of feedback and scoring appropriate for the assignment.

5. Click **Add Row** to add a new criterion at the bottom of the grid.

6. Click **Add Column** to add a new level of achievement to the grid.

7. Choose a **Rubric Type** from the drop-down list:
   - **No Points**: Feedback only.

   - **Points**: Single point value for each Level of Achievement.

   - **Point Range**: Range of values for each Level of Achievement.

   - **Percent**: Flexible depending on each assignment's possible points.

   - **Percent Range**: Range of values for each Level of Achievement. During the grading process, you select the appropriate percentage level for a particular Level of Achievement and the system calculates the points earned by multiplying the weight x achievement percentage x item points.

8. Click **Edit** from a label's contextual menu to change their names. A label identifies the rows and columns with heading names.

9. Type a point or percentage value for each row.

10. Type a description defining the criteria and the associated Level of Achievement. (Note: Each cell has a 1,000-character limit.)

11. You can reorder rows and columns by clicking the reordering functions located above the labels.

12. Check the total weight to see if it is correct.

13. Click **Submit**.
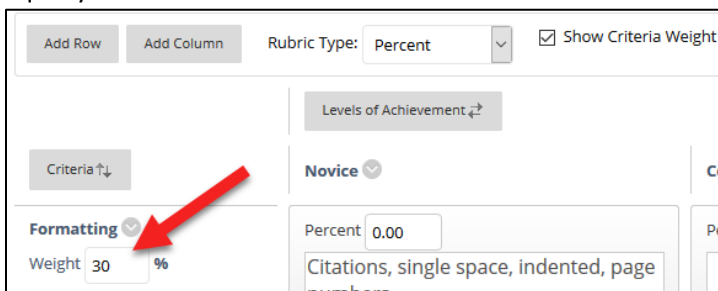
ℹ️ After you use a rubric for grading, you cannot edit it.
   You can copy the rubric to create a duplicate rubric that you can edit.

PERCENTAGE-BASED RUBRICS
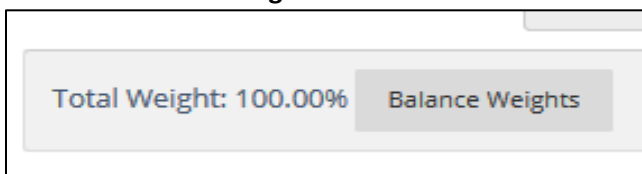
When you are using percent-based rubrics, select from the following options:

- On the action bar, select the **Show Criteria Weight** check box to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria are distributed equally.

- Use the **Balance Weights** function after adding a new row to keep all criteria weighted equally. If you prefer individual criteria weighting, type percentages for each criterion. You must select the **Show Criteria Weight** check box for the **Balance Weights** function to appear.
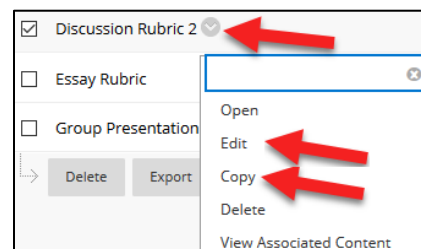
- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one Level of Achievement must have a value of 100%.

COPY AND EDIT A RUBRIC

Copying a rubric is helpful if you have similar assignments for your students that will follow the same criteria. This allows you to keep the settings, and you can rename the rubric. You can also copy a rubric when you want to edit a rubric that was already used for grading.

You can duplicate a rubric by selecting the **Copy** option from a rubric's contextual menu. A copy is created automatically with the name of the rubric in parentheses followed by the number one. For example, you can copy "Introductory Speech" to create "(Introductory Speech)(1)."

You can edit a rubric's name to add a new name by selecting **Edit** from the rubric's contextual menu. The **Edit Rubric** page allows you to edit all the settings for a rubric.

ASSOCIATE A RUBRIC

Associated rubrics are visible in the **grading** and rubrics sections for:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion board forums and threads

You can also associate a rubric in the Grade Center by selecting **Edit Column Information** from the column's contextual menu.
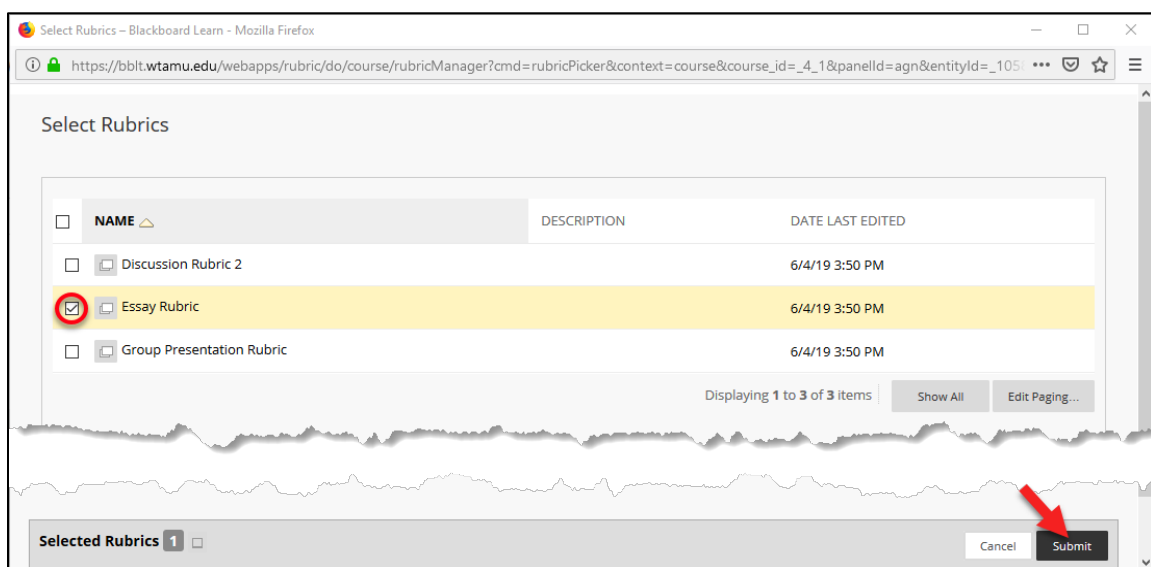
ASSOCIATING THE RUBRIC

1. To associate a rubric during the editing or creation process, point to **Add Rubric** to access the drop-down list and choose one of the options:

- **Select Rubric** associates a rubric that you created in the **Rubrics** area of **Course Tools**.
- **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
- **Create From Existing** uses a previously created rubric as a template to create a new associated rubric.
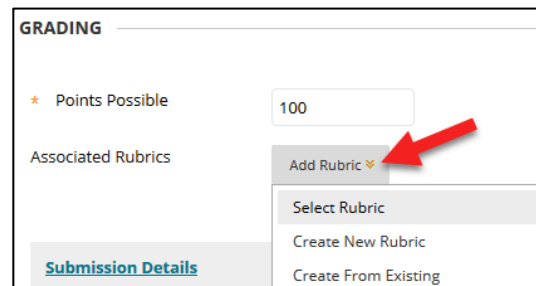
2. If the rubric has already been created, choose the "**Select Rubric**" option.

> The Select Rubrics page appears in a new window. Click the checkbox to the left of the Rubric to select it.


3. Click **Submit**.

When associating a points-based rubric, the option to use the rubric's points value as the **Points Possible** are available after clicking **Submit** on the rubric creation or selection page.

MANAGE ASSOCIATED RUBRICS

While editing an item with an associated rubric, you can change the rubric's options.

Below an associated rubric's name, manage associated rubrics using the icons to **Remove Rubric Association**, **View Rubric**, or **Edit Rubric**.
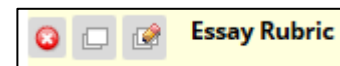
Remove Rubric Association severs the connection to a rubric, but does not delete the rubric itself. If you already used the rubric for grading in this assignment, removing the association also removes those evaluations and the attempts need to be regraded.

- **View Rubric** opens a preview that you cannot edit, with a link to view associated items and print the rubric.
- **Edit Rubric** opens the associated rubric to allow for immediate editing. If you already used the rubric for grading, you cannot edit it.

For the **Type**, you can designate a rubric as **Used for Grading** or **Used for Secondary Evaluation**. If you associate multiple rubrics, you can use only one as the primary grading rubric, designated as **Used for Grading**.

Show Rubric to Students offers four options for rubric visibility:

- **No** does not allow students to view the rubric at any time.
- **Yes (With Rubric Scores)** allows students to view the rubric when you make the item available, including possible point or percentage values.
- **Yes (Without Rubric Scores)** allows students to view the rubric when you make the item available, but does not include the possible point or percentage values.
- **After Grading** allows students to view the rubric only after you have completed grading their submissions.

HOW TO GRADE WITH RUBRICS

Before grading with a rubric, you need to associate it with one of the following gradable items:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion board forums and threads

Use the following steps to grade using rubrics.

NOTE: The **Raw Total** displays the score rounded to two decimal places.

1. Access the gradable item in the Grade Center, on the **Needs Grading** page, or from the tool.

2. Choose the inline or grid view to review or begin grading with the associated rubric.
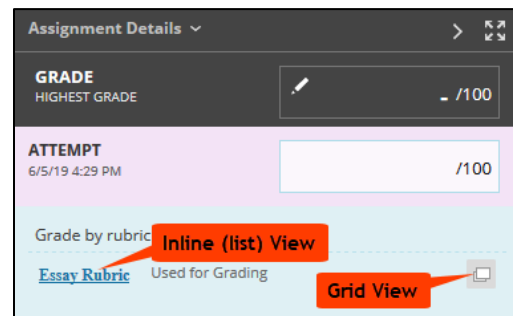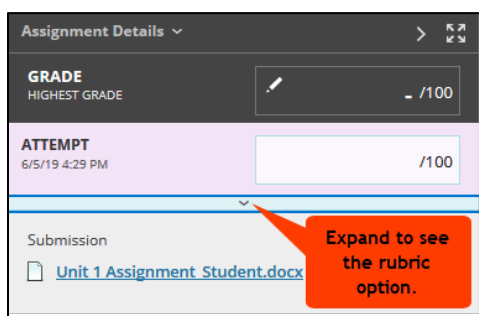
3. In **List View** select an option for each criterion to apply that point value to the grade. Optionally, select the check boxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes.

4. In **Grid View**, click a cell to apply that point value to the grade. If a rubric with point ranges is used, select the appropriate value from the drop-down list. To change the selection, click another cell in the same row. Optionally, type **Feedback** to the student in the text box that appears when a cell is selected.

GRID VIEW

5. A running **Raw Total** score appears as you make point selections. Optionally, type a score in the **Change the number of points box** to override the selected score, and type overall **Feedback** to the student using the full features of the content editor.

6. When grading is complete, click **Exit** to leave the rubric without saving your selections, or click **Save** to save the score and feedback and return to the attempt.

   Click **Save and Next** to use another associated rubric for evaluation.

LIST VIEW

HOW TO VIEW ASSOCIATED CONTENT

You can associate a single rubric with multiple assignments. A report listing all items associated to the rubric is available from the rubrics tool.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.

2. Access the rubric's contextual menu and select **View Associated Content**.

3. On the **View All Items** page, click an item name to edit the association or click **OK** to return to the main **Rubrics** page. If you already used an item for grading, a rubric evaluation report is available in the item's contextual menu. This report provides statistics for an item that you graded with a rubric.

HOW TO IMPORT AND EXPORT RUBRICS

To facilitate sharing rubrics between Blackboard Learn courses, you are able to export and import rubrics. You should not edit the rubric outside of Blackboard Learn.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.

2. To import a rubric, click **Import Rubric** on the action bar and browse for the file. Click **Submit** to upload the file.

   -OR-

   To export a rubric, select the check box next to the rubric's name and click **Export** on the action bar. You can download and import the file into a different course or share it with other instructors for use in their Blackboard Learn courses.

HOW TO RUN A RUBRIC EVALUATION REPORT

A rubric evaluation report provides a comprehensive report of statistics for an item that you graded with a rubric. If you want to evaluate a rubric or its use in your course, you can run the report at any point in the grading process.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.

2. Access the rubric's contextual menu and select **View Associated Content**.

3. If you already used an item for grading, a contextual menu is available next to the item's name on the **View All Items** page. Point to the item's contextual menu and select **Rubric Evaluation Report**.

4. On the **Run Reports** page, select a **Format**, **Start Date**, and **End Date**.

5. Click **Submit**.

6. Click **Download Report** to view the report or **Run a new Report** to change format or date criteria. Click OK to return to the main **Rubrics** page.

RUBRIC REPORTS

- **Rubric Evaluation Report** delivers three statistics about the rubric's use in grading an item.

- **Rubric Overall Performance** shows the average total score of all attempts scored using the rubric.

- **Rubric Analysis** shows average scores, compared against the possible points, for each criterion.

- **Frequency Distribution** shows the distribution of scores across each level of achievement.