

UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Using the Integrated Assignment/Safe-Assign Tool

The Blackboard Assignment Tool can be used for assignment submission. Instructors who have used it in the past may find that the Assignment Tool is now integrated with SafeAssign, a plagiarism detection tool. Faculty users have found the program to be effective both as a learning tool for students and as a deterrent to plagiarism. Some of the benefits the combined Assignment/SafeAssign offer are:

- An integrated solution for collecting Assignments and submitting via SafeAssign for plagiarism review.
- Easy in-line grading and annotation of submitted files without ever leaving Blackboard.
- Downloading files is available by clicking a link within the *inline grading panel*.
- A one-click way to download all submitted assignment files to your computer.
- Convenient grading - assignment items are automatically entered into Grade Center.
- A way to post more sophisticated assignments, such as side-by-side pictures.

Here's how it works...

- The instructor sets up the assignment (with or without SafeAssign)
- The student submits their assignment
- The instructor goes to the grade center
- The instructor reviews the assignment directly in the grade center and makes comments and enters the grade.

VERY IMPORTANT: Due to the interactive nature of the Assignments tool, your **assignments may not always copy over when copying content into a new course**. You may have to recreate assignments in the new course.

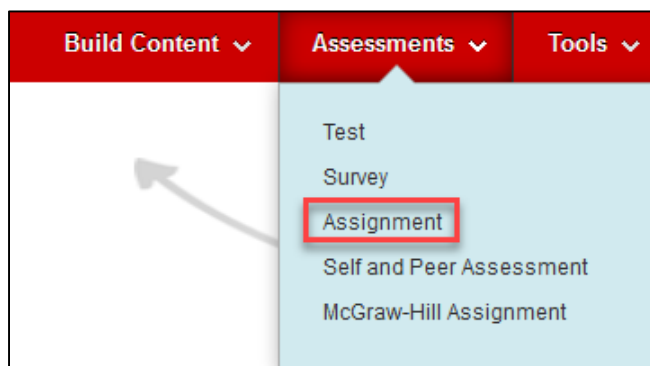
If you plan to use SafeAssign...

As a best practice, the Office of the Provost recommends that you post a message in your assignment directions, in your syllabus and in your announcements informing students that you will be using SafeAssign as a plagiarism detection tool.

See FCLD's handout "Using SafeAssign in Blackboard" for more detailed information on using SafeAssign and viewing reports, along with some sample messages you can post in your course.

Setting up an Assignment

1. Open up a Content Area (e.g. “Course Documents” or “Assignments”).
2. From the Assessments menu, select Assignment. The Assignment Tool opens.
3. Type a name for the assignment.
4. Enter very clear instructions for the students on how to complete and submit it.



Click on Assessments and Choose Assignment

5. Optional: Use the Browse button to upload long assignments as an attached file (e.g., Word document, Excel file, etc.).
6. Optional: Set a Due Date. Items submitted after the Due Date will be marked late in the grade center.
7. Designate a point value (for grading), and add a rubric if desired.

ASSIGNMENT INFORMATION

✱ Name and Color:

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Bold, Italic, Underline, Paragraph, Arial, 14px, and various alignment and formatting tools.

Write a 5-7 page paper on the topic you had selected. Please be sure to use APA citations and formatting. To submit, click the Research Paper link above. Browse your computer and find the file. Make sure it is named "Yourname_research." Only .doc, .docx or .pdf files will be accepted. When done, click Submit.

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ASSIGNMENT FILES

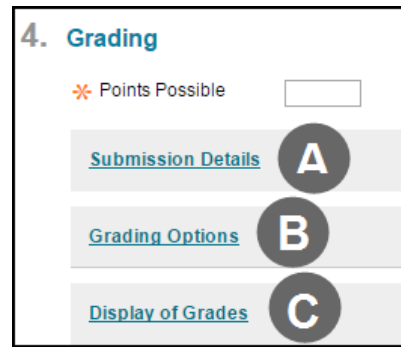
Attach Files

DUE DATES

Attach Files Have Drag and Drop Area

NEW: The Attach files area now features a drag and drop area (as indicated by dotted lines).

8. Several changes were made to the **Create Assignment** page in Blackboard under the Grading section. Previously, these blocks were openly displayed, but now they are collapsed. Click on each link to expand the block.

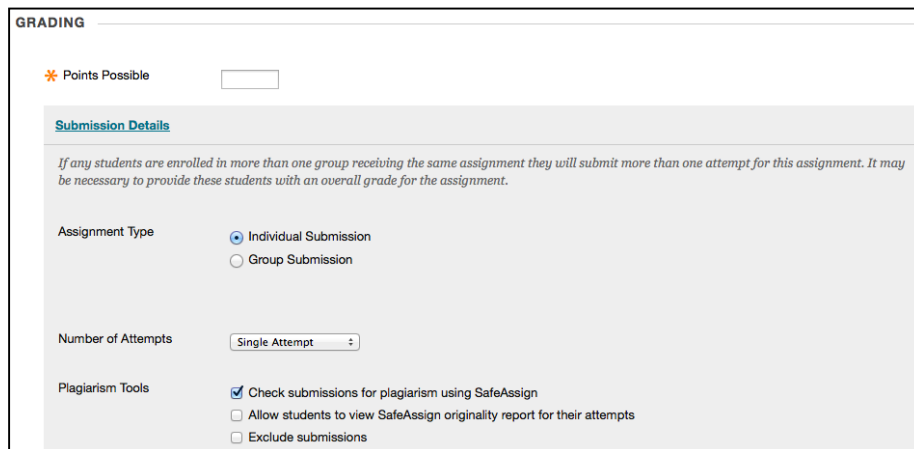


Grading Options

A. Submission Details:

SafeAssign is now integrated into regular Blackboard Learn Assignments under this section.

- a. Choose whether the assignment is an *Individual* or a *Group Submission*.
- b. Instructors can select the *Number of Attempts* allowed (Single, Multiple, Unlimited).
- c. The following Plagiarism Tools are now available:
 - *Check submissions for plagiarism under SafeAssign*
 - *Allow students to view SafeAssign originality report for their attempts*
 - *Exclude submissions from the Institutional and Global References Databases*

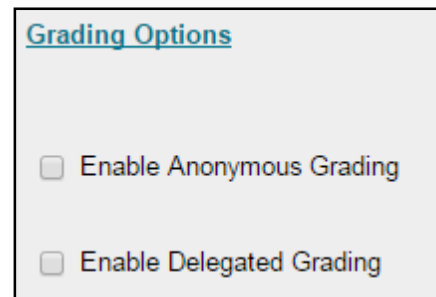


Setting Submission Details in the Assignment Tool

B. Grading Options:

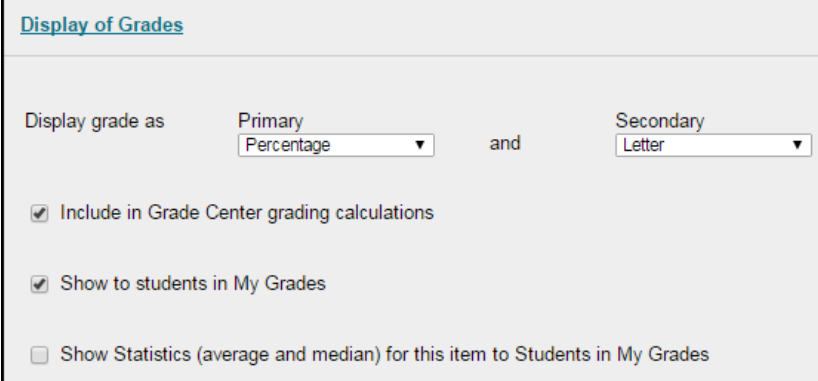
- a. **Anonymous Grading** – instructors can choose to hide assignment names when viewing and grading submissions. To ensure anonymity, a message is displayed to students on the **Upload Assignment** page asking them not to include identifying information in their assignment submissions.
- b. **Delegated Grading** - Instructors can also delegate grading to one or more users with grading privileges to promote reliability and remove bias.

Grading Options



C. Display of Grades:

- a. Choose how you want your grades displayed (Score, Letter, Text, Percentage, Complete/Incomplete).
- b. Choose whether or not to *Include in Grade Center grading calculations*.
- c. Select whether or not you want to *Show to students in My Grades*.
- d. Elect whether or not to *Show Statistics*.



The screenshot shows a form titled "Display of Grades" with the following options:

- Display grade as: Primary (Percentage) and Secondary (Letter)
- Include in Grade Center grading calculations
- Show to students in My Grades
- Show Statistics (average and median) for this item to Students in My Grades

Setting how Grades will be Displayed in the Assignment Tool

9. Set the Availability Dates if you choose and whether or not to track views.
10. When done with choosing your Assignment Options, click **Submit**.

Submitting an Assignment

Students access the assignment by locating the assignment and then clicking on the name of the assignment. They have two options for submitting the assignment:

- On the **Upload Assignment** page, they can paste their submission into the text box under **Assignment Materials** and click **Submit**. This works best for short written assignments, or for students who might have difficulty attaching their work as a Word file.
- For longer assignments, students should complete the assignment in Word (or similar) and upload it to Blackboard. On the **Upload Assignment** page, they would click on **Browse My Computer** to find and attach the file to their assignment. Students can attach multiple files to the same assignment. After uploading the assignment, students should click the **Submit** button.

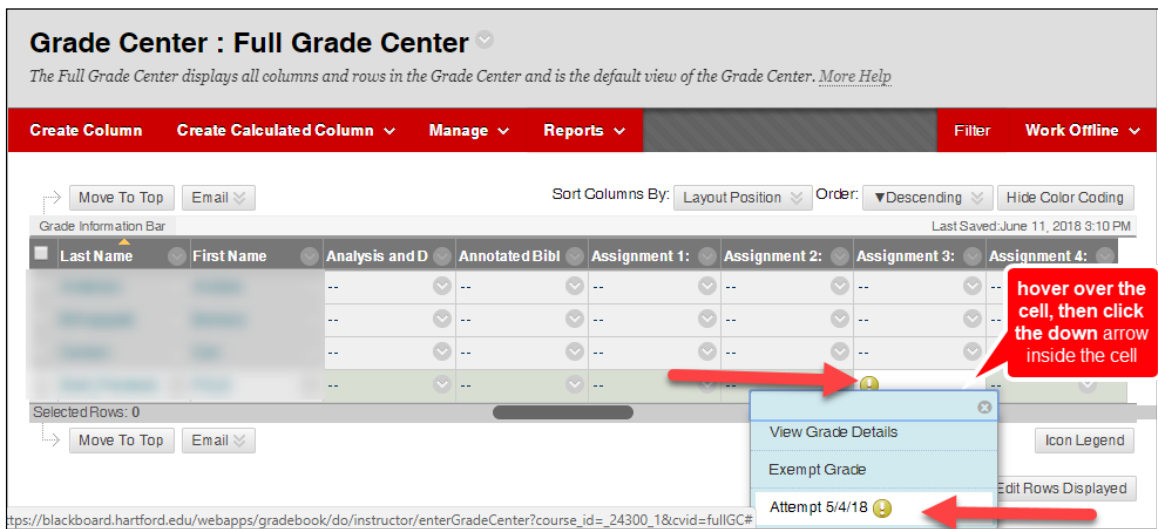
After submitting, the **Review Submission History** page appears, where they can review the item they have just submitted. From here, they should click **OK**.

To save the assignment and return to it later, click on the **Save as Draft** button. This takes the student to the **Review Submission History** page. From here, they can click on **Continue Current Submission** to return to the assignment, or they can log out of the course and return to it at a later time.

Grading and Returning an Assignment

When you create an assignment using the Assignment Tool, a column is automatically created for it in the Grade Center. Instructors access students' submitted assignments through the Grade Center and have the option of accessing individual assignments for grading, or of downloading all assignments and then grading them.

Submitted assignments will appear in the Grade Center as a yellow exclamation point. If the student has only saved it, but not used the Submit button, you will see a blue circular icon that says "Attempt in progress."

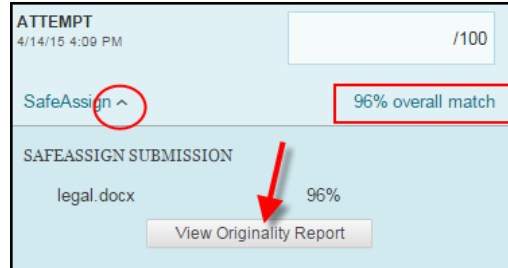


Accessing an Individual Assignment from the Grade Center

Grading a Single Student's Assignment

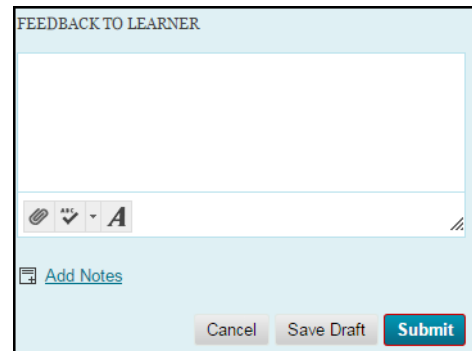
1. Enter the **Grade Center** from the Control Panel.
2. For each student who has an assignment that needs grading, you will see a yellow exclamation mark icon. Click on the arrow icon next to it and select **View Grade Details** to access a student's assignment.
3. Click **View Attempts** to open up the assignment and access the student's submitted file. The Inline Grading panel will open up with the currently selected student's name at the top.
4. If the student submitted a file, **New Box View** will load the paper in the preview panel where you can annotate and mark up the document. In the **Assignment Details** panel on the right, enter the **Grade** and **Feedback to Learner**.
5. **SafeAssign Submission** – This option only comes up if you as the Instructor have elected to have students submit their work via SafeAssign for plagiarism.
 - a. The inline grading block to the right will indicate how much of an *overall* match the assignment is.

- b. Click the down arrow next to **SafeAssign** to expand the block and then click **View Originality Report**
- c. A new window will take you out of Blackboard to SafeAssign's page where it will let you see where students stand on their plagiarism and their sources.



View Originality Report

6. Alternatively, instructors can click the link for the file under **Submission** on the **Assignment Details** panel on the right to download the file to your computer to grade the paper offline.
7. NOTE: If there was a problem with the submission, go back to the **Grade Center**, **View Grade Details** and use **Clear Attempt**. Clearing the attempt allows student to complete the assignment again, but **removes all trace of partially completed work!**
8. Locate the file on your computer and grade it. Afterwards, return to the Blackboard **Grade Center** and click **View Grade Details**.
9. Click on **View Attempt** again.
10. Under **Assignment Details**, insert a grade and comments for the student. If you are returning the student's assignment with markups, click the paperclip icon in the **Feedback to Learner** box, **Browse** to upload the file.
11. **Add Notes** – This used to be formerly Instructor Notes. Use this to add private notes and/or attach a file if needed. Students cannot see these notes or files!



Feedback to Learner

12. Click **Submit**. You are returned to the Grade Details window. Check to be sure that the student's grade has been entered. Click **Return to Grade Center** and verify that the grade is in the column.

Downloading and Grading All Students' Assignments

- In the Grade Center, click on the assignment column heading, and then select **Assignment File Download**.
- Click on the column headings to sort the students into categories (e.g. "needs grading").
- Use the checkboxes to select which students' assignments you would like to download. To select all students, click on the checkbox next to the word "Name."

1. **Select Users**

<input type="checkbox"/>	Name ▲	Date	Grade
<input type="checkbox"/>	Anderson, Andrew	Thursday, June 2, 2011 11:26:16 AM EDT	95.0
<input type="checkbox"/>	Billingsgate, Barbara		Not Available (Override Grade)
<input type="checkbox"/>	Carlson, Carl		Not Available (Override Grade)

Selecting a Download Option

- After selecting, click **Submit** at the top or bottom of the page.
- Click on the link name to download the zipped file to your computer (MAC users should press *control* and *click*). You can now unzip it to review and grade students' work.

Assignment Submission Problems, and Cleaning Up Files

If an error has occurred during submission, you may have to clear the attempt and have the student resubmit the file.

Clearing an Individual Student Attempt

1. Go to **Control Panel** → **Grade Center**.
2. Click in the Grade Center cell for that assignment next to the student in question.
3. Click on the arrow icon and select **View Grade Details** to access a student's assignment.
4. Select **View Attempt** to see the assignment (this may not be possible).
5. Select **Clear Attempt** to remove the assignment so the student can try again.
6. Confirm your selection by clicking **OK**.
7. You will receive confirmation that the assignment was cleared. Click **OK**.
8. You will be returned to Grade Center. Click **OK**.

Removing Assignment Files (Optional)

Because one assignment can generate as many as three files - the original assignment file, the student's submitted file, the instructor's returning assignment file - assignments can take up a lot of space on Blackboard. After downloading files to your computer, it is possible to remove them. Be aware that removed files cannot be recovered!

To remove old assignment files:

1. Select **Control Panel** → **Grade Center**.
2. Select the arrow next to the column label for the assignment to be cleaned up.
3. Select **Assignment File Cleanup**.
4. Click on the column headers to sort the files into categories (e.g. by file size or type).
5. Click on the checkboxes next to the files you wish to delete.
6. Click on the **Delete** button above or below the list of names.
7. Click **OK**.

Delete Assignment Files: Initial Course Assignment

Delete Assignment files associated with any or all students by selecting the users and clicking *Delete*.

OK

1. Select Users

<input type="checkbox"/>	Student Name ▲	Grade	File Name	File Size	Type Name	Date
<input type="checkbox"/>	Billingsgate, Barbara	Needs Grading	ECA_Paper.doc	89 kb	User File	Tuesday, August 28, 2012 10:50:31 PM EDT
<input type="checkbox"/>	Franco, Francine	Needs Grading	games.doc	26 kb	User File	Tuesday, August 28, 2012 10:50:31 PM EDT

Deleting Assignment Files

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcl@hartford.edu

Website: <http://www.hartford.edu/fcl>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>