

How to Create Assignments and Review Submitted Assignments: Table of Contents

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How to add assignments for individuals or groups

1. Ensure the edit mode switch is on
2. Click the **+** sign on the course menu and select “Create New Content Area”, call the new area “Assignments.”
3. Click on your new **Assignments** content area/link (or click on the content area that holds your learning module, then click on the learning module’s link)
4. Click the chevron to the right of "create assessment" and select "assignment". complete the form, choosing options for the description, grading, availability (number of attempts), due date, and group assignment/individual assignment
5. Click “Submit”

How to review/grade individual assignments and/or quizzes

1. Sign onto Blackboard learn and access your course
2. Click on “Grade Center” in the blue **Course Management area** on the bottom left of your Blackboard course screen to expand the options there
3. Select “Full Grade Center”
4. In the Grade Center, scroll to the column for the assignment or quiz in question for a particular student
5. Hover over the icon (green box with the white exclamation point) or the quiz grade—you’ll notice a chevron appears in the right most part of the grade cell. Click the chevron and select “View Grade Details”
6. On the Grade Details page, scroll down to select “Open Attempt”—this will allow you to open the assignment or the quiz taken by a specific student, override a grade, etc.

How to download multiple assignment submissions

1. Follow steps 1 – 3 above
2. Once you select the column for the assignment in question, click the chevron to the right of the column name and select “Assignment File Download”
3. Check the checkbox just under the 1. SELECT USERS heading. This will automatically check the checkboxes for all of the users with assignment submissions available to download. Selected assignments are packaged as a compressed .ZIP file.
4. Click “Submit”
5. Click the DOWNLOAD ASSIGNMENTS NOW link to save the file to a local drive or desktop.
6. Right click the zip file on your local drive or desktop and select “Extract All” to decompress the zipped file into a folder of your student’s submissions.