

WHY USE THE ASSIGNMENT MANAGER?

"I use the Digital Dropbox to exchange files with my students, and it works for me. What are the benefits of learning yet another Blackboard tool?" There are *many* reasons why instructors prefer using Assignment Manager to Digital Dropbox-- for instance, the Assignment Manager makes it easy to exchange files with large groups of students, it is integrated with the gradebook, it allows "batch" (all-at-once) downloads, and it provides space for including secure instructor notes and comments. The Assignment Manager tool is most appropriate for times when a grade will be assigned to student work. You may still find the Digital Dropbox appropriate for projects that will not receive grades, or for exchanging files between an instructor and one student (or a small, select group of students).

HOW DO I ADD AN ASSIGNMENT IN ASSIGNMENT MANAGER?

Instructors can create Assignments and add them to a Content Area of their choosing. Information visible to students includes Assignment Name, Point Value, and Instructions, as well as any files attached to the assignment. Once a student completes and submits an Assignment, the Instructor may access the file in the Gradebook.

Adding an Assignment involves the following steps:

- From the **Control Panel**, select a Content Area for the Assignment (e.g. **Assignments**)
- From the drop down list labeled "Select" on the right side of the Content Area page, select **Assignment**, then click **GO**.
- Provide the required **Assignment Information**, including name, point value, and instructions. Attach files if appropriate. Set visibility and availability parameters for students.
- To access the Assignment, students will enter the **Content Area** where the assignment is located and click on the link to **View/Complete Assignment**. They should be made aware that they must **Save** the Assignment each time they view it, and that they should only **Submit** the Assignment once it is *completely ready* for grading. Also, before submitting the completed Assignment, students *must* type some content, however mundane, into the **Comments** field.

HOW DO I VIEW AND GRADE SUBMITTED ASSIGNMENTS?

Assignments submitted via Assignment Manager are accessible to Instructors from the **Gradebook only**. When a student submits an assignment, an exclamation point will appear in the column under the Assignment Name on the **Gradebook View Spreadsheet**. Instructors may view the assignment by clicking on the exclamation point and then clicking **View** from the **Modify Grade** screen. This will open the **Grade Assignment: Assignment Name** page, where the Instructor can view the assignment, enter a grade, submit comments for the student, make secure notes, and upload any additional files. Students can view graded assignments by selecting **Tools** in the main course menu, and then **My Grades**.