



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Assignment Manager	
<p>Question: How do I set-up an Assignment using the Assignment Manager?</p>	<p>Question: How do I download all students' submitted files at once?</p>
<p>Answer:</p> <ol style="list-style-type: none">1. In the Control Panel, select a Content Area e.g., Assignments.2. Click the down arrow next to the Select box (top right-hand corner)3. Select Assignment. Click Go.4. Enter in a Name for the Assignment. <i>Note: Do not use symbols e.g., HW #1 in the name.</i>5. Enter in the Points Possible. An option is to select a due date.6. Enter in any instructions in the box.7. Scroll Down. An option is to Attach local file/s.8. Select Yes to make the Assignment available.9. Select options to Track number of views, and choose Date restrictions.10. Click Submit to finish. Click OK.	<p>Answer:</p> <ol style="list-style-type: none">1. In the Grade Center, go to the column heading and click on the down arrows (Action link).2. Select Assignment File Download.3. Click in the box next to the students' names for papers to download. <i>Note: there is an option to Select all names at the top.</i>4. Click Submit. Click Download assignments now.5. Click Save; select a place on your computer to store the file/s. Click Save.6. When the Download is Complete, click Close. Click OK. <i>Note: The downloaded files still remain in the Grade Center until you remove them.</i> <p>When entering grades for assignments: <i>Note: Enter grades in the Attempt area.</i></p> <ul style="list-style-type: none">• <u>Do not</u> enter grades directly into the Grade Center spreadsheet.• <u>Do not</u> enter grades in the override area.
<p>Question: How do I remove files from the Grade Center?</p>	
<p>Answer:</p> <p>Note: Download file/s first before removing them.</p> <ol style="list-style-type: none">1. In the Grade Center, go to the column heading and click on the down arrows (Action link).2. Select Assignment File Cleanup.3. Click in the box next to file/s you want to remove. <i>Note: There is an option to Select All files.</i>4. Click Delete. Click OK, to remove the selected file/s.5. Click OK. <p><i>Note: Removing files frees space in the course quota.</i></p>	

For Further Support Please Contact

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