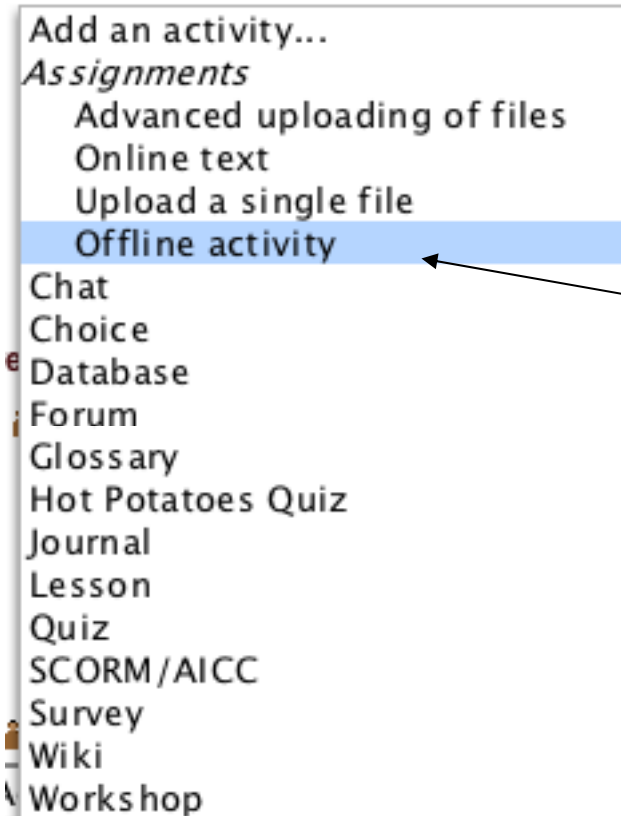


Create an Assignment



1. Enter a class and turn “editing on”
2. Go to the “Add an Activity” pulldown menu
3. Choose – “Offline activity”

Questions?

Jeff Gutkin

jgutkin@wagner.edu, 718-390-3299

Create an Assignment

Adding a new Assignment ?

General

Assignment name* Mid-term paper

Description* ?

Trebuchet 1 (8 pt) Lang B I U S x₂ x² [Icons]

this is for off-line grading

Path: body

Grade ? 100

Available from 18 September 2007 10 40 Disable

Due date 25 September 2007 10 40 Disable

Prevent late submissions No

Offline activity

Common module settings

Group mode ? No groups

Visible Show

Save changes Cancel

There are required fields in this form marked*.

4. Name the assignment

5. Write an optional description for yourself

6. "Disable" the dates

7. Save changes

Assigning Grades

8. Choose "Assignments" in the "Activities" Menu.

9. Choose "View submitted assignments"

| Week | Name | Assignment type | Due date | Submitted | Grade |
|------|---------------------|----------------------|---------------------------------------|------------------------------|-------|
| | Assignment test 123 | Upload a single file | Tuesday, August 29, 2006, 10:45 AM | View 0 submitted assignments | - |
| | test upload | Upload a single file | Monday, October 30, 2006, 09:40 AM | View 0 submitted assignments | - |
| | Offline Grading | Offline activity | Tuesday, September 25, 2007, 10:00 AM | View 1 submitted assignments | - |
| | Mid-term paper | Offline activity | - | View 1 submitted assignments | - |

Editing Grades

10. Choose “Update”, or “Grade,” (whichever appears.

IT TEST 

Wagner ▶ ITtest ▶ Assignments ▶ Mid-term paper ▶ Submissions Update this Assignment

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Last name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

|  First name / Last name  ↓ |  Grade |  Comment |  Last modified (Student) |  Last modified (Professor) |  Status |
|--|---|---|---|---|--|
|  Stew Dent | - | | Tuesday, September 18, 2007, 11:23 AM | Tuesday, September 18, 2007, 12:45 PM | Update |

Submissions shown per page: 

Allow quick grading: 

Editing Grades

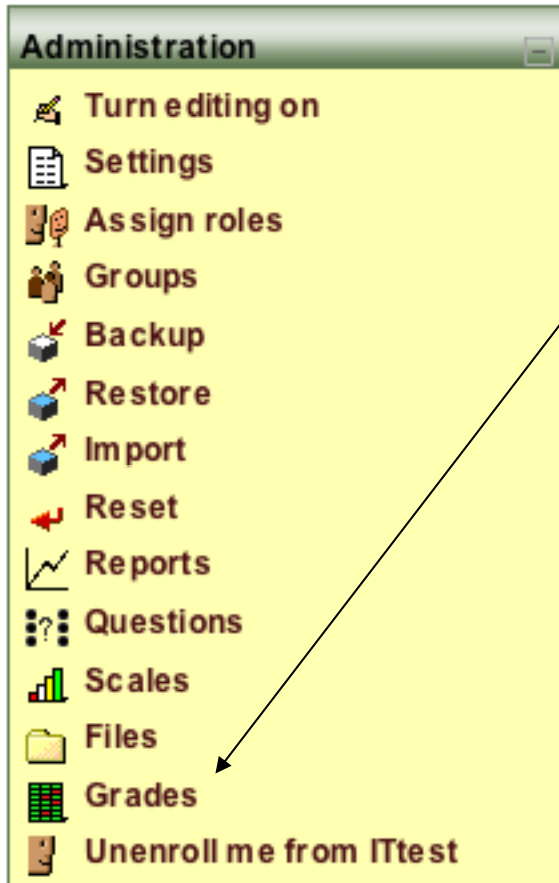
11. From this screen you can assign a grade from the pulldown
12. And Add feedback, or a comment that only you will see

The screenshot displays a Blackboard grade center interface. At the top, the user is identified as Jeff Gutkin, with a timestamp of Tuesday, September 18, 2007, 12:45 PM. The current grade being edited is 91 / 100. A dropdown menu is open, showing a list of possible grades from 82 / 100 to 100 / 100. The feedback text area contains the comment: "Well done, but you might want to use primary sources in your next paper." The interface includes a toolbar with various icons and buttons like "Save changes" and "Cancel".

| Grade |
|-----------|
| No grade |
| 100 / 100 |
| 99 / 100 |
| 98 / 100 |
| 97 / 100 |
| 96 / 100 |
| 95 / 100 |
| 94 / 100 |
| 93 / 100 |
| 92 / 100 |
| 91 / 100 |
| 90 / 100 |
| 89 / 100 |
| 88 / 100 |
| 87 / 100 |
| 86 / 100 |
| 85 / 100 |
| 84 / 100 |
| 83 / 100 |
| 82 / 100 |

Managing Class Grades

13. Choose "Grades" from the administration block



14. You will now see many options for handling all of your grades

15. Download in Excel
16. Control the types of grades such as converting to letter etc.

► ITtest ► Grades

View Grades Set Preferences Set Categories Set Weights Set Grade Letters Grade Exceptions

Download in ODS format Download in Excel format Download in text format

All grades by category ?

| Student | Uncategorised Stats | Total Stats | Student |
|-------------------|---------------------|---------------|-------------------|
| Sort by Lastname | points(700) Percent | points(700) % | Sort by Lastname |
| Sort by Firstname | | ↓↑ | Sort by Firstname |
| Dent, Stew | 183 26.14% | 183 26.14% | Dent, Stew |