

BLACKBOARD 9.1 QUICKSOURCE GUIDE ADDING AND VIEWING ASSIGNMENTS

Blackboard Short Reference Guide

FACULTY
EDITION

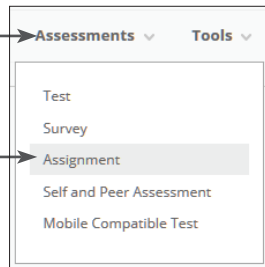
ADDING ASSIGNMENTS

1 Click into a Content area on the Course Menu
** Note: Content areas can be added, removed, and renamed.*

2 Make sure the **Edit Mode** button is on
**Edit mode allows you make changes.
When the Edit Mode Mode button is off it previews the Content from the Students' perspective.*

Edit Mode is: ON

3 Click **Assessments**

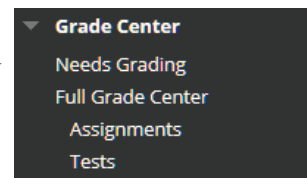


4 Click **Assignment**

5 Complete the necessary items on the Creation Page and click **Submit** to added it to your course

VIEWING COMPLETED ASSIGNMENTS

1 Click into the **Control Panel** dropdown menu and select **Grade Center**, then click on **Needs Grading**



2 Click on the name of the Student to view their attempt

3 Click on the Attached Files under **Review Current Attempt**

4 Grade the **Current Attempt**, add optional **Grading Notes** or **Feedback** then **Submit**
** be sure to apply grading points within the value that you have set*



** Once assignments have been graded, they will no longer appear in the **Needs Grading** area.
To review already graded assignments, go to the **Full Grade Center** and locate the associated grade column.*