Online assignments: delivering, collecting, assessing and returning

Thu 8/13, 2 pm - 3:30 pm, Facilitators: Samar ElHitti, Bruce Kan
Thu 8/20, 2 pm - 3:30 pm, Facilitators: Samar ElHitti, Bruce Kan
In this session we cover how to use technology to distribute work to your students, as well as collecting them back and grading them. Emphasis on Blackboard, Dropbox and Notability.

Math Department Instructor Resources

Visit the [Math Department Instructor Resources](#) OpenLab > Distance Learning for this handout, more supporting material and recorded sessions.

Perspective

When teaching online, we take for granted the tasks that were so easy and automatic while in person. We will cover the options you have to perform these tasks as seamlessly as possible.

Students should upload files in a PDF format as best practice. This will be addressed in Friday's session "Onboarding your students for a smooth online class experience."

Blackboard

[**Blackboard Assignments**](#)
[**Blackboard Tests, Surveys, and Pools**](#)
[**Blackboard Navigate Grading**](#)
Assignments on Bb are easy to manage. You can front load any assignment by restricting release and due dates, and then deliver, collect, assess and return assignments to students all within Bb. Below is what is possible:

1. Delivering:
    a. You can create a Content Area item or use the Content item as the location to house your assignments/exams. You can also create folders in this location to organize the assignments: Exams, Quizzes etc.
    b. To create a folder: Build Content > Content Folder
    c. In the desired location > Assessment > Assignment

       i.   Link a document from your Dropbox via Mashups -- advantage: automatic changes

      ii.   Link your Dropbox to Blackboard: https://www.blackboard.com/partner-node/dropbox

     iii.   Upload a Static PDF

d. You can also create a Test / Survey (Exams in an Online Environment Session)

e. Adaptive Release for multiple versions of an assignment for a select group of students (Edit an assignment -- arrow next to name -- and click on Adaptive Release)

f. Multiple attempts (multiple submissions of an assignment)

g. Send reminder (From Full Grade Center > Assignment Grade Column Menu > Send Reminder)

h. Creating a group assignment:

       i.   Create groups first: Course Management > Groups > Create

           1.   Choose between Group or Group Sets

           2.   Choose enrollment criteria

           3.   Choose group options

      ii.   Assignment > Submission Details > Group Submission

i. Creating graded discussion threads:

       i.   Create Forum

      ii.   Grade Discussion Forum

     iii.   Allow Members to Create New Threads

2. Collecting:

a. Once your assignment is created as above, your students can click on the assignment and then submit their work via Bb and receive email receipt -- disclaimer: students need training to successfully submit one (vs several) PDF (vs jpeg) file (Friday session)

b. You will find all submitted student work under Course Management > Grade Center > Needs Grading

3. Assessing

a. Access all assignments that need to be graded under Course Management > Grade Center > Needs Grading

b. Inline grading in Bb using Box -- allows annotation and Feedback to Learner (you can type feedback or even record a voice or video message) as well as attaching files

c. Download assignments to Dropbox and use notes App (Notability or Adobe)

d. Download assignments to Dropbox and grade within Dropbox

4. Returning
    a. If you use Inline grading, the corrected assignment is automatically returned to the student along with any Feedback you wrote and their grade. Enter grade under Attempt then click Submit
    b. Dropbox: upload to Bb for each user by going to Full Grade Center > Assignment / Student > Quick Comment > Text Editor then attach the file
    c. Students can access their grades as well as Feedback to Learner and graded version of assignments/exams from My Grades

Dropbox

Using Dropbox requires setting up different folders. You will want to have a folder that the entire class can access. This will allow you to deliver material that is appropriate for the whole class. Additionally, each student needs a folder that is only accessible by the student and yourself.

1. Delivering:
    a. Assignments: Upload to whole class folder
    b. Handouts: Upload to whole class folder
    c. Worksheets: Upload to whole class folder
    d. File Request (recommended for exams to solicit work)
2. Collecting:
    a. Students upload to their individual folders.
    b. File Request (students respond to submit work)
3. Assessing:
    a. Comments can be used to provide feedback to students. In addition, the students can reply to the comments if they have any questions.
    b. Using a tablet (iPad), Adobe Acrobat Reader (AAR) can be linked to your Dropbox account. Through AAR's comment feature, you can annotate a file by drawing on top of it by using a stylus (Apple Pencil). This allows you to mark up work like a normal paper exam.
    c. PDF files can be downloaded into Notability and marked up using a stylus.
Returning:
    a. Dropbox or AAR: automatic after hitting save.
    b. Notability: export the marked up file into the student's individual Dropbox folder. Choose to overwrite the original file so you don't create a duplicate.

OpenLab

OpenLab has a files page that you can upload handouts, assignments, and other work to. Alternatively, you can provide links to any documents that you would like to publicly handout.