Online submission and marking in Blackboard

Updated: 3rd January 2018

Contents
1. About this guide .................................................................................................................. 2
2. Planning .............................................................................................................................. 2
3. Support and training ......................................................................................................... 2
4. Benefits of submitting and marking work online .......................................................... 2
5. Electronic marking options .............................................................................................. 2
6. Regulations and Code of Practice for Taught Programmes .......................................... 3
7. Anonymous marking ....................................................................................................... 3
8. Setup .................................................................................................................................. 4
   Staff set up Blackboard assignment submission point ................................................. 4
   Sharing marking between multiple markers with delegated grading ......................... 5
9. Testing your setup ............................................................................................................ 5
10. Students submitting work .............................................................................................. 6
11. Monitoring submissions and controlling student access ............................................ 6
12. Staff set up Turnitin submission point (hidden from students) ................................ 9
    Create a content area which is hidden from students .............................................. 9
    Add the Turnitin submission point in the hidden content area ................................ 9
    Student submission to a Turnitin point ..................................................................... 9
13. Marking ........................................................................................................................... 11
    Reconciliation of grades when using delegated grading ....................................... 12
    Moderation ..................................................................................................................... 12
    Application of penalties .............................................................................................. 12
    Release of marks and feedback ................................................................................. 13
14. Accessing marks and feedback ................................................................................... 13
15. Archiving ......................................................................................................................... 13
16. Checklist ......................................................................................................................... 14
17. Glossary ......................................................................................................................... 15
1. About this guide
This guide is for staff and covers how to set up and manage electronic submission of assignments. You can go through it step-by-step or use it as a reference. Towards the end there is a checklist which you can use to ensure you have completed the necessary preparations. Terms in italic text are explained in the Glossary, those in bold indicate links to click on, and text you may see in Blackboard (eg relating to settings) is shown in "speech marks".

2. Planning
The use of electronic submission and marking requires careful planning, and time should be set aside for this. See the Digital Education office website for guidance: www.bris.ac.uk/digital-education/support/tools/e-submission/planning-e-submission.html.

From 2017-18 the Digital Education Office will offer dedicated support to Schools to review current approaches to coursework submission and marking, and support implementation of standardised electronic management of assessment (EMA) workflows. If you would like to discuss your requirements or find out more, please contact digital-education@bris.ac.uk.

3. Support and training
Support material can be found on Blackboard’s Help website (in the ‘Assignments’ section): https://help.blackboard.com/Learn/Instructor/Assignments. The Digital Education Office can also provide tailored training sessions if required.

4. Benefits of submitting and marking work online
Students and staff at Bristol and elsewhere have identified several benefits of electronic submission and electronic, which include:

- Convenience, flexibility and cost savings for students, who do not need to print out work and can submit assignments or access marks or feedback without restrictions of office hours.
- Support for tracking of submissions and progress (for staff and students).
- The ability to use text matching software (Turnitin) to support academic integrity and to help deter and detect plagiarism.
- Retaining access to electronic archives of assignments, feedback and marks for future reference (eg for external examiners).
- The ability for markers to access student work at a time and place convenient for them, avoiding the need to carry heavy loads of paper.
- The reduction of paper and toner usage, and its environmental impact.
- The ability to provide efficient, consistent, legible, timely and easily accessible feedback for students (eg using reusable comment banks or rubrics).
- Opportunities for innovative and engaging feedback (eg through annotation tools, audio or video), and for easy re-editing of comments where required.

5. Electronic marking options
The guidance below outlines a standard online submission and marking workflow using Blackboard. The Digital Education Office can advise on variations in workflows, so please contact digital-education@bristol.ac.uk if you would like to find out more.
6. Regulations and Code of Practice for Taught Programmes
This guide includes practical help relating to the requirements of the Code of Practice, which outlines the University's principles and expectations for marking and/or submission of coursework online, as follows:

1. Where employed, the electronic submission of work should be consistently applied for all of the students undertaking the assessment and, ideally, to all the appropriate assessments within the unit.
2. It should be made clear to students if any assessment can or must be submitted online and if the work is to be checked using text, code or other matching software.
3. Students should be given the opportunity to practise submitting work online before the real event.
4. Students should be made aware of the submission process, including that:
   a. Submitted files must be in the specified file format(s) (eg Word, pdf).
   b. Submitted files must comply with instructions, including required file naming and coversheet information (if used).
   c. The deadline relates to the complete and successful submission of the coursework and students must ensure that they begin the submission process in good time before the deadline.
   d. Checking the successful submission of the work is the responsibility of the student. Staff should only be contacted if the student has identified or experienced a problem (eg submitted the wrong file).
5. In the event that University systems are not accessible on the deadline date/time, the submission deadline should be extended, and students informed. Students should not use alternative methods to submit work (eg email).
6. If a student encounters a problem preventing them from submitting their work that is not caused by a University system failure, he or she must notify their School immediately. Evidence of this technical failure may be required by the School. The act of notification in itself does not annul or extend any deadline.

The electronic submission of coursework is covered in the ‘Conduct of assessment’ section.

7. Anonymous marking
Blackboard offers both full and trust-based anonymous marking options. Please contact the Digital Education office for further advice.
8. Setup

Staff set up Blackboard assignment submission point

1. Log in to Blackboard and click on the relevant course
2. Ensure that Edit Mode is On at the top right
3. Click on the relevant Content Area in the left menu (eg "Submit Work Here")
4. Expand the Assessments menu by moving your mouse pointer over it
5. Click Assignment
6. Read the guidance below, complete the required details, and click on Submit. To set up marking which is shared between multiple markers see page 5 below
7. To edit an existing submission point, click on the drop-down arrow next to it and select Edit

Guidance on setup

1. Submission points should have a standard location in Blackboard courses, so students and Instructors know where to find them.
2. Submission point names should be kept as short as possible, eg a unit code and a number (UNIT10001_1). No more than 20 characters should be used, and should only include alpha-numeric characters or underscores.
3. Provide clear instructions for students. These should include permitted file types, file names, due dates and times, and how to check submissions, and should be consistent for all assignments submitted online.
4. Any deadline, added in the “Due Dates” section, should be within working hours, and ideally not on Monday or Friday. Setting deadlines at midday is recommended to allow time to address any submission difficulties
5. Submission points not in use should be hidden or removed. Untick “Make the Assignment Available” in the “Availability” section to hide it from students.
6. Rubrics can be used to help provide consistency in feedback. For help, go to https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor and search for ‘rubrics’, or contact digital-education@bristol.ac.uk.
7. Allowing just a single attempt is recommended unless full anonymous marking is used. Add separate submission points for draft submissions if required.
8. Schools should inform digital-education@bristol.ac.uk of critical submission dates and times, tool used (eg Blackboard or Turnitin), approximate numbers of submissions expected, and a named staff contact, prior to the start of each Teaching Block. This information is vital for communication with relevant staff and students in the event of technical issues, and also for planning of system maintenance and upgrades.
9. Checklists can be set up in Blackboard that require students to answer a series of questions before they are able to submit. These questions may include a declaration of academic integrity, and confirmation of submission details (such as correct file type). Please contact digital-education@bristol.ac.uk for advice on this.
10. Once set up, the submission process should be tested, including as a student, before being used. Blackboard test student accounts can be created for this purpose (see Section 9), or the student preview function can be used.
Sharing marking between multiple markers with delegated grading

If marking needs to be shared between multiple markers, delegated grading can be used. Before setting this up you need to ensure that:

1. all markers are enrolled on the relevant Blackboard course
2. that groups have been set up in the course.
   a. To create a group click Users and groups then Groups then Create Single group manual enrol
   b. Enter a name e.g. marker XX, make sure that “Group is visible to students” is Yes
   c. Untick all tools under “Tool availability” and untick “Allow personalisation”
   d. Add users to the group, then click Submit

3. no disabled users are still registered on the course. Contact digital-education@bristol.ac.uk to check this.

Setting up delegated grading to allow sharing work amongst multiple markers

1. To edit an existing submission point, click on the drop-down arrow next to it and select Edit
2. In the “Grading” section expand “Grading Options”
3. Tick “Enable Delegated Marking”
4. For each marker listed, under ”Submissions to grade” select “Groups” then the relevant group, if using Rubrics make sure that instructors who are not involved in marking are set to ‘none’.
5. If any instructors need to be able to see all submissions, including administrative staff, they should be assigned “All submissions”
6. Click Submit

9. Testing your setup

You should test your submission workflow before it is used with students. Instructors can view courses as a student by simply turning editing off. However, in order to thoroughly test an activity such as online submission, it is necessary to use Student Preview or create a test student account. To enter Student Preview mode click on the button to the left of Edit Mode in the top right of a course. Alternatively Instructors can create a test student as follows:

1. In the Control Panel of your course, click on Course Tools
2. Click on Add Test Student
3. The student username will be your username_s
4. Enter a password, and confirm this, then click Create Test Student
5. If you have already created a test student, instead click on Yes, Enrol Test Student

You will need to use the “Guest login” option at http://www.ole.bris.ac.uk when logging in as this student. Log in as yourself using one browser (eg Internet Explorer) and as the test student using another (eg Chrome) to be able to switch between the two roles without logging out.

Please note: You must keep these details confidential, in line with IT Services’ Code of Conduct for the use of computing facilities. You are responsible for any Blackboard use undertaken using this username and password.

Page | 5
10. **Students submitting work**

The following are generic instructions for students on how to submit assignments in Blackboard. They should be edited for specific courses.

Before submitting, please make sure that you have followed local instructions for your assignment, for example regarding file formats, naming of files, etc.

1. Click on the appropriate course and find the *submission point*. In some courses you may be required to complete a checklist before you see this point.
2. Once you find the submission point, click on the assignment name.
3. Under "Assignment Submission", click on "Browse My Computer" to locate and select your file to upload.
4. Once selected, you should see the file(s) listed under "Attached files". Click on the "Submit" button.
5. A message confirming successful submission should appear at the top of the page. The "Review Submission History" screen is confirmation of the submission and contains a date/time stamp on the right under "Attempt". You should see a preview of the submitted file (if it is in a supported format such as Word, Excel, PowerPoint or PDF). If you get a "Generating preview" message, ignore it and click on the name of the file you submitted under ‘Submission’. You should then see the preview. If you do not see any preview and do not get a "Generating preview" message, this means the file type is not supported.
6. You will also receive an email receipt confirming submission

**Guidance on student submission**

1. Assignment file names should be kept as short as possible (eg “studentID-assignmentID”). Files with names longer than 100 characters cannot be batch downloaded.
2. Make sure that students know how to check that their submissions have been successful, and that they save their email receipt

11. **Monitoring submissions and controlling student access**

**Monitoring submissions in non-fully anonymous assignments**

To see who has and has not submitted and to view submission dates/times: 

*Either:*

1. In the Control Panel, click on **Grade Centre**, then click on **Full Grade Centre**.
2. Find the relevant assignment column.
3. You can sort the column by clicking at the top. This enables you to have non-submissions at the top (or bottom).
4. Click the arrow next to the column title and select **View Grade History** to see details of submission dates/times. Make sure you select the appropriate time period in the top right corner. When your results are displayed, click on the column headed **Attempt Submitted** to sort by date and time of submission.

*Or:*

1. In the Control Panel, click on **Grade Centre**, then click on **Full Grade Centre**.
2. Find the relevant assignment column.
3. Click the arrow next to the title, and select **Assignment File Download**.
4. Click **Show All** at the bottom.
5. You will see a list of student names with the date and time of their submission. 
6. You can sort by date and time submitted by clicking the heading of the Date column. 
   This enables you to have non-submissions at the top (or bottom).

**Clearing submissions**
On occasions, for example if a student submits the wrong file, an Instructor may need to clear the attempt so that the student can re-submit. To do this:

1. Go into the relevant Blackboard course.
2. In the Control Panel, click on Grade Centre, then Full Grade Centre.
3. Find the cell for the relevant assignment and student.
4. Click on the drop down arrow to the right of the cell and select View Grade Details.
5. You will come to the Grade Details screen. In the Attempts section click, on Clear Attempt to the right of the attempt, then click OK to confirm.
6. The student can now re-submit their assignment.

**Controlling student access to marks and feedback**
If online marking is being used, you will need to take some additional steps to ensure that students can’t access their marks and feedback while the marking is ongoing.

**Hiding Grade Centre columns from students**
If online marking is being used, once the deadline has been reached, the Grade Centre column for the assignment, as well as the “Total” and “Weighted Total” columns, should be hidden so that students cannot access marks or feedback until all of them are ready. To do this:

1. In the Control Panel, click on Grade Centre, then Full Grade Centre.
2. Find the relevant column, and click on the arrow at the top.
3. Click on Hide from Students (on/off) (or click on Edit Column Information and select No for “Show this Column to Students”). The column should now have a red diagonal line icon next to the name, indicating it is hidden from student users.

**Hiding Grade Centre columns from Instructors**
It is also possible to control which student identity columns are displayed to Instructors in the Grade Centre. For example you may wish to hide the student names and just show Student numbers. Visibility of columns can be controlled as follows:

1. Click on Full Grade Centre
2. Click on Manage then Column Organisation
3. Drag the grey bar to the top
4. Drag the identity columns you want to use above the grey bar
5. To hide columns select them and then choose “Show/Hide” and click Hide Selected columns
6. Ensure that columns you want visible are shown
7. Click Submit
Allowing extensions
If online marking is being used, once the deadline has been reached, you can set up an adaptive release on the relevant submission point to allow only students with extensions to submit an assignment after the due date. This sets a condition so that only specified users can access the point if you wish to control the ability for students to submit late.

Create a group in the course called ‘Extension’
1. Log in to Blackboard and click on the appropriate course
2. In the Control Panel, click on Users and Groups, then Groups
3. Hover your mouse pointer over “Create” and select Manual Enrol under “Single Group”
4. For “Name”, enter ‘Extension’
5. For “Group is visible to students” select No
6. Under “Tool Availability”, un-tick all the tools
7. Under “Module Personalisation Setting”, un-tick “Allow Personalisation”
8. Don’t add any users to the group yet, just click Submit

Add adaptive release to the assignment submission point
1. Click on the drop-down arrow next to the relevant submission point and click on Adaptive Release: Advanced
2. Click on Create Rule
3. For “Rule Name” enter ‘Date’, then click Submit
4. Hover your mouse pointer over “Create Criteria” and select Date
5. Enter the due date and time in ”Display Until”, then click Submit
6. Click on OK
7. Click on Create Rule
8. For “Rule Name” enter ‘Extension’, then click Submit
9. Hover your mouse pointer over Create Criteria and select Membership
10. Under Course groups, select Extension and click the right pointing arrow to move it to selected items, then click Submit
11. Click on OK, then on OK again

Add students to the extension group
If any students have extensions, add them to the extension group, as follows:
1. In the Control Panel, click on Users and Groups, then Groups
2. Click the dropdown next to “Extension” and select Edit Group
3. In the “Membership” section, click Add Users
4. Search for and/or select the relevant student(s), then click Submit
5. Click Submit again

Note: When a student’s extension has expired, you must delete them from the group.
12. **Staff set up Turnitin submission point (hidden from students)**

If originality checking is required, assignments can be batch uploaded into Turnitin. Turnitin, although integrated with Blackboard, is a third-party system. You should always ensure that you have a copy of assignments, in addition to any stored within the Turnitin system. This can be done as follows:

1. Students submit to a Blackboard *submission point*
2. Staff batch download the assignments in a zip file, and upload this to Turnitin. The Turnitin *submission point* where staff upload the zip file should be hidden from students to avoid possible confusion. You can either create a Turnitin *submission point* in a hidden area of your course.

Create a content area which is hidden from students

1. Ensure that *Edit Mode* is *On*
2. Move your mouse pointer over the + symbol above the course menu, and select *Content Area*
3. Type in a name for the area (eg Turnitin)
4. Leave *Available to Users* un-ticked, and click on *Submit*

Add the Turnitin submission point in the hidden content area

1. Click on the hidden content area in the left menu
2. Expand the *Assessments* menu and click *Turnitin Assignment* – at this point you will go into the Turnitin interface
3. Select *Paper Assignment* (if given a choice) and click on *Next Step*
4. Enter the *Assignment title* – prefix the title to indicate that it is a Turnitin assignment (eg TII_UNIT10001_1)
5. Enter 0 for point value
6. Click on *Optional settings* to set various Turnitin options (eg to exclude bibliographic materials) – please refer to the Turnitin help materials on the TEL website for more details: [http://www.bris.ac.uk/tel/support/tools/turnitin/](http://www.bris.ac.uk/tel/support/tools/turnitin/)
7. When finished, click on *Submit* – you should see a confirmation: “Turnitin Assignment successfully added” (you may need to scroll up the screen to see this)
8. Click *OK*

Lastly, if you are using Turnitin in a Blackboard course to which students do have access, ensure that the Grade Centre column for the Turnitin *submission point* is also hidden from students, as follows:

1. In the Control Panel, click on *Grade Centre*, then *Full Grade Centre*
2. Find the Turnitin submission point column and click the arrow next to the title
3. Click *Hide from Students (on/off)* – a red diagonal line through a circle should appear next to the name to indicate that the column is not visible to students

**Student submission to a Turnitin point**

If you are using Turnitin Grademark for online marking, or using Turnitin formatively, students will need to submit to a Turnitin *submission point* themselves. In this case you should batch download submissions from Turnitin if you wish to keep a copy.
Staff batch download the assignments

1. In the Control Panel, click on Grade Centre, then Full Grade Centre.
2. Find the submission point column and click the arrow next to the title.
3. Select Assignment File Download from the menu.
4. Ensure all users are shown. If they are not, then click on Show All. This is important
   - Blackboard only downloads files from the students listed on the page.
5. Select all users, using the tick box at the top left, and click Submit.
6. You should see a confirmation that "The assignments have been packaged".
7. Click on Download assignments now, and save the zip file.
8. Blackboard adds the student username to the title of each file downloaded.
9. Before uploading the assignments to Turnitin, open the zip file to check for text files.
10. The .txt files need to be deleted if uploading the assignments into Turnitin. Just go
     into the zip file and delete the .txt files. If there is a large number of these, you can
     click on the "Type" column header so all the .txt files are listed together.

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Type</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment202_51412_attempt_2011-07-06-10-08-02_Assignment</td>
<td>10 KB</td>
<td>Word 2007 Document</td>
<td>06/07/2011 10:38</td>
</tr>
<tr>
<td>Assignment202_51412_attempt_2011-07-06-10-17-07</td>
<td>1 KB</td>
<td>Text Document</td>
<td>06/07/2011 10:38</td>
</tr>
<tr>
<td>Assignment202_51412_attempt_2011-07-06-10-08-02</td>
<td>1 KB</td>
<td>Text Document</td>
<td>06/07/2011 10:38</td>
</tr>
<tr>
<td>Assignment202_51412_attempt_2011-07-06-10-17-07_final</td>
<td>120 KB</td>
<td>Microsoft Office Word 2007</td>
<td>06/07/2011 10:38</td>
</tr>
</tbody>
</table>

Staff batch upload assignments to Turnitin submission point

1. Go to the Content Area in the Blackboard course with the Turnitin submission point
2. Click on >>View/Complete under the appropriate assignment
3. Next to "Submit" to the top left, choose Zip File Upload from the drop-down arrow
4. Click on the Choose file button to locate the zip file
5. Click on the Upload button, and then follow the instructions

Once the assignments are uploaded, originality reports will be generated, normally
within a few minutes. However, these can take up to 24 hours to be produced,
particularly at busy times of year for submission.

Reviewing originality reports

Turnitin does not itself identify plagiarism, it simply highlights matching text. Originality
reports should be reviewed by staff with subject expertise. To access the originality
reports:

1. In the Control Panel in the relevant Blackboard course, click on Course Tools
2. Click on TurnitinUK Assignments, then click on the relevant assignment
3. You will be taken to the Turnitin Assignment inbox
4. Click on the % next to an assignment to see the originality report

Further help on using Turnitin, including a staff guide and videos on viewing originality
reports, is available at: www.bris.ac.uk/digital-education/support/tools/turnitin/.
13. Marking
Providing marks and feedback through Blackboard is done via the Grade Centre. To hide marks and feedback from students until they are ready to be released, follow the instructions under ‘Hiding Grade Centre columns’ (above).

1. In the relevant course’s Control Panel, click Grade Centre then Full Grade Centre.
2. Find the column for the assignment, which contains “Needs Grading” icons (!). Hover your mouse pointer over the column for the relevant assignment and select Grade with usernames hidden (if marking anonymously) or Grade Attempts.
3. You will come to the Grade Assignment screen. This has two panels. The panel on the left shows the submission text, if the file is a supported format (Word, PDF, PowerPoint or Excel). If the text does not appear straight away, click Refresh at the top right. The panel on the right is used to add a mark for the attempt, has a link to download the submitted file, and can be expanded to add general feedback, or feedback via a rubric if this has been set up.
4. You can download the submitted file, or annotate the text using the Comment tools. Annotations are automatically saved as you go, for sessions of up to an hour in duration. A pop-up warning will appear five minutes before the hour is up.
5. Expand the “Attempt” panel on the right by clicking on the v above “Submission” to add a mark, general feedback or access any attached rubric, then click Submit.

Guidance on marking

1. You can make the marking space bigger by clicking on the Maximise button to the top right and/or the right-pointing arrow next to it (to hide the grading panel).
2. Enter general feedback for students in the box headed “Feedback to Learner”. You can also attach feedback files here.
3. Add Notes opens “Grading Notes - Private”, which is only visible to Instructors.
4. You can quickly navigate through student attempts by using the Jump to… button at the top right of the screen, or the ‘Grade Next Item’ (>) button.
5. When marking anonymously Blackboard will randomise the order of submissions displayed each time you access the Grade Centre.

For a 90-second video tutorial on marking using the new Blackboard “inline grading” with Box View, see: https://youtu.be/fnUg6BO0v2A.
Reconciliation of grades when using delegated grading

If the delegated grading functionality has been setup marks need to be reconciled before they are visible in the Grade Centre

1. Prior to reconciliation you will see blue “Needs reconciliation” icons in the grade Centre.
2. Hover the mouse over the relevant Assignment column. Click the small grey arrow to display options. Click the option Reconcile Grades
3. To see just your own marking use the “Filter by Grader” dropdown
4. To reconcile individual marks, click the dropdown menu next to each blue icon and choose the Reconcile by Highest/Average/Low
5. To reconcile marks by all markers click on Reconcile all unreconciled by Highest/Average/low at the top of the Final Grade column
6. You should see one or more messages in the grade box saying “Grade saved”
7. Click Return to Grade Centre and you will see that the grades are now displayed

Moderation

Grade Centre columns can be sorted to show marks in ascending or descending order, in order to identify samples of work for moderation. Click at the top of a column to sort.

An extra column in the Grade Centre can be used to indicate assignments that a moderator should review. To do this:

a) In the Full Grade Centre click on Create Column
b) Enter a name eg “Moderation”, and under “Primary Display” choose Text
c) For “Show this Column to Students”, select “No” if you wish to hide the moderation column from students, then click Submit
d) To indicate an assignment to be moderated (or which has been reviewed), simply enter a word or abbreviation in the relevant Grade Centre cell

Completed moderation forms can also be uploaded into Blackboard courses. You may wish to create a hidden content area for this (see ‘Create a content area which is hidden from students’, above).

Application of penalties

Instructors can edit marks in the Grade Centre if, for example, a penalty needs to be applied. When changes are made, these are recorded in the Grade Centre History. Blackboard recommend use of the Manual Override tab on the “Grade Details” page to do this. Here you can also add notes to explain the penalty. To access the Manual Override tab:

1. In the Control Panel, click on Grade Centre, then Full Grade Centre
2. Find the cell for the relevant student and assignment
3. Click on the arrow for the drop-down menu and choose View Grade Details
4. Click on Manual Override, enter the “Override Grade” and any notes (anything written in the “Grading Notes” box will not be visible to students)
5. Click Save – all changes made will be recorded in the Grade History
Electronic management of assessment, marking and feedback

**Release of marks and feedback**
Once all marks and feedback are ready, you can release these by un-hiding the relevant Grade Centre column(s). To do this:

- a) In the Control Panel, click on **Grade Centre**, then **Full Grade Centre**
- b) Find the relevant column in the Grade Centre
- c) Click on the drop-down arrow at the top of the column
- d) Choose **Hide from Students (on/off)** – the red diagonal line icon indicating the column is hidden from student users should disappear

14. **Accessing marks and feedback**
Students can access their marks and feedback in Blackboard as follows:

- a) Log in to Blackboard and, on the "Home" tab, click on **My Grades** in the "Tools" area
- b) Click on the relevant course, on the left, and find the assignment
- c) Click on the assignment link, on the right, to see detailed feedback

You can also add a link to **My Grades** within courses. Once in the relevant section of the course ensure edit mode is on then click the **Tools** menu at the top centre, select "More Tools" and choose "My Grades".

15. **Archiving**
Assignment submissions, marks and feedback in standard Blackboard **SITS courses** (which exist for every unit) can be accessed until students graduate. However, Blackboard is not intended to be used as a repository for these, and schools should archive the relevant Blackboard courses, or their contents, manually.

To archive the entire Blackboard course:

- a) In the relevant course's Control Panel, click on **Packages and Utilities**.
- b) Click on **Export/Archive Course**, then click on **Archive Course**.
- c) Tick "Include Grade Centre History" and click **Submit**.
- d) You should see an onscreen message saying "Success: This action has been queued. An email will be sent when the process is complete".
- e) When you have received the email, return to **Export/Archive Course** and you will see a link to a zip file. Click on this and save it to a secure location.
- f) If you need to access the zip archive, please contact digital-education@bristol.ac.uk for advice (this will involve restoring the archived course to Blackboard).

Alternatively, just assignment submissions and **Grade Centre** marks can be exported. To download assignments, see "Staff batch download the assignments" in section 11, above. To download the Grade Centre (as a file that can be opened in Excel):

- a) In the course's Control Panel, click on **Grade Centre**, then **Full Grade Centre**
- b) Hover your mouse pointer over the "Work Offline" button at top right, then click on **Download** in the drop-down menu that appears
- c) Review the options (the pre-selected defaults are fine), then click on **Submit**
- d) Click on **DOWNLOAD** and then choose where to save the file on your computer
16. **Checklist**

The following checklist is designed to help ensure that the electronic submission/marking process goes smoothly.

- Clear instructions for students have been provided, including permitted file types, file names, due dates and times, how to check submissions and access marks and feedback.

- The Digital Education Office ([digital-education@bristol.ac.uk](mailto:digital-education@bristol.ac.uk)) has been informed of critical submission dates, times and approximate numbers of submissions, the tool used (e.g. Blackboard or Turnitin), and a named staff contact.

- The electronic submission and marking process has been tested, including any checklists to be used, from both student and staff perspectives.

- **Submission points** not in use have been hidden (or removed if the data is no longer required).

- All staff involved, whether academic or administrative, have received training and/or instructions.

- **Submission points** are clearly labelled and in a standard location. **Submission point** names contain no more than 20 characters, alpha-numeric or underscores.

- Grade Centre columns, including Total and Weighted Total, have been hidden until feedback and marks are ready for release to students.

- A process is in place to ensure that, after submission, **submission points** are not available until feedback and marks are ready for release to students.

- Students have an opportunity to practise submitting work online.

- Students have been informed if work is to be checked using text, code, or other matching software.
17. **Glossary**

**Grade Centre**
The part of Blackboard used to record student marks and feedback. It resembles a spreadsheet, with a row for each user and a column for each item (such as an assignment). *Instructors* see all students. Students have a personal view of their own data called *My Grades*.

**Instructor**
The most common staff role in Blackboard, usually assigned to academics and administrators.

**Rubric**
In Blackboard, a rubric means “an assessment tool listing evaluation criteria for an assignment”. Rubrics can be used when giving feedback to students.

**SITS courses**
Blackboard courses for units and programmes created automatically and populated with students based on data held in SITS, the University's central student records system.

**Submission point**
The link in a Blackboard course which students click on to submit assignments. Turnitin submission points allow assignments to be uploaded to Turnitin through Blackboard, including batch upload of multiple student assignments by staff.

**Turnitin Originality Report**
A report which highlights text in a submission that matches sources in the Turnitin database, which includes websites, online journals, newspapers and e-books, as well as other previously-submitted student work.