

Instructor Guides

Assignments in BlazeVIEW



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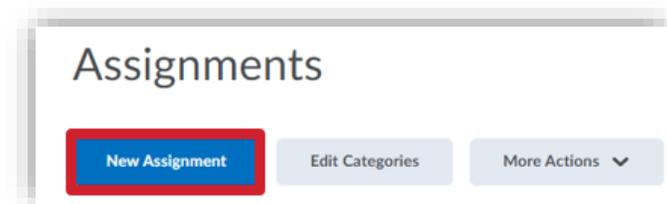
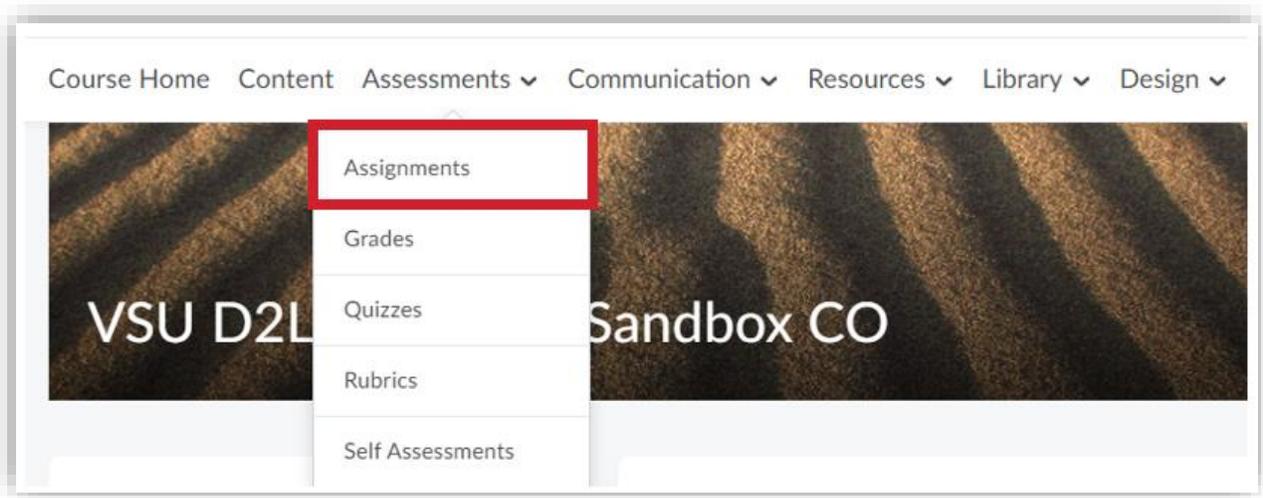
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The BlazeVIEW Assignment Tool

BlazeVIEW offers an assignment tool for collecting and assessing student work. The assignment tool allows instructors to grade with rubrics, assess various file types and medias, and run originality reports on student work.

Creating Assignments

1. Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.
2. From the navbar at the top of your course, choose **Assessments**.
3. Select **Assignments**.
4. Select **New Assignment**.



Assignment Page

This page is where you will do all assignment building. Each numbered feature is explained below.

The screenshot shows the assignment building interface. On the left, there are four numbered callouts: 1. Name * (text input), 2. Score Out Of (dropdown menu with 'Ungraded' selected), 3. Due Date (calendar icon and 'M/D/YYYY' text), and 4. Instructions (text area). At the bottom of the main form, there are icons for file uploads and two buttons: 'Record Audio' and 'Record Video'. On the right, there are three expandable panels: 'Availability Dates & Conditions' (with 'Always available' selected), 'Submission & Completion' (with 'File submission' selected), and 'Evaluation & Feedback' (with 'No rubric added' selected).

1. Give your assignment a **Name**. It is helpful to name the assignment identically to the grade item you want it attached to in the gradebook.
2. (Optional) If grading, enter a number of points in the **Score Out Of** box. When using a percentage gradebook, we recommend 100 points. This will automatically create a grade item with the same title as your assignment. For more details, see [Linking an Assignment to Your Gradebook](#).
3. (Optional) Add a **Due Date** to put this assignment on the Course Calendar. Students can submit after the due date, but the submission will be marked late. *Important note:* An [end date](#) is the only way to lock students out of an assignment past a certain time or date.
4. (Optional) Provide **Instructions** for your assignment in the text box. Detailed instructions set students up for success. The buttons at the bottom allow you to include file uploads, links to content in BlazeVIEW, links to external sites, Google Drive files, OneDrive files, recorded audio and video.

The close-up shows the 'Instructions' section. It contains a text box with the following text: **Best Practices Tip:** Use the buttons below to support students by providing contextual or clarifying information for the assignment. Below the text box is a toolbar with icons for file uploads and two buttons: 'Record Audio' and 'Record Video'. A red rectangular box highlights the entire toolbar area.

Availability Dates & Conditions

You may wish to control the pacing of the course and access to assignments by adjusting availability dates and release conditions.

Availability Dates & Conditions

1 Start Date
M/D/YYYY

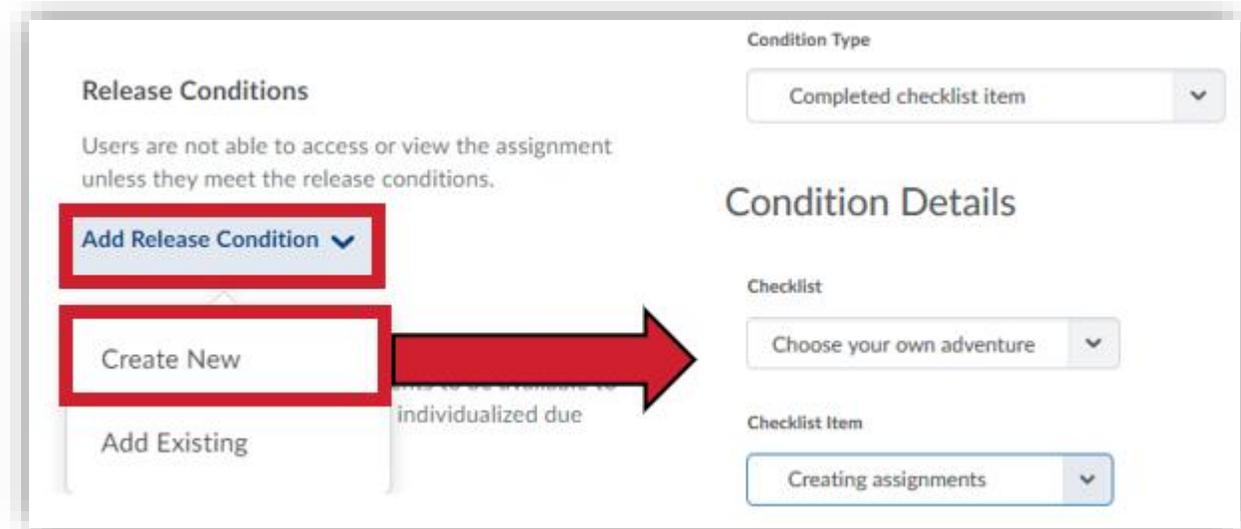
2 End Date
M/D/YYYY

3 Release Conditions
Users are not able to access or view the assignment unless they meet the release conditions.
[Add Release Condition](#)

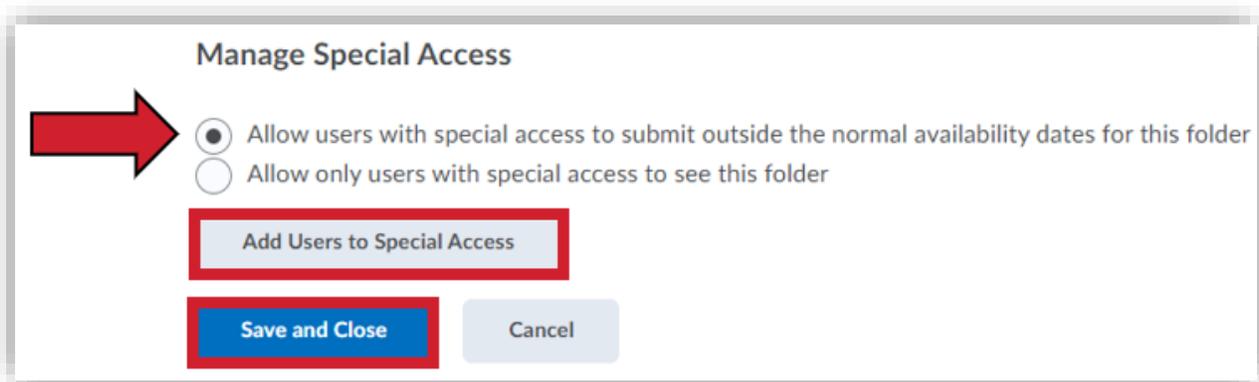
4 Special Access
Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.
[Manage Special Access](#)

1. Select a **Start Date** and time to allow students to begin submitting at a specific date and time. Prior to this date and time, students will be able to see the assignment but not submit it (if Visible).
2. Select an **End Date** and time to close the assignment from further submissions. After this date and time, students will see the assignment but cannot submit to it.
 - a. **Important note:** Students can still submit after a due date; an end date is the only way to lock students out of an assignment.
 - b. **Best Practice Tip:** To account for potential technology issues, account for a short grace period, about 5 minutes, when setting the length of time that students will have access to the assignment submission.

3. **Release Conditions** require that students have met specific criteria before they will have access to content, assignments, quizzes, announcements, etc. Conditional releases are a great way to personalize and differentiate instruction for your students. Release conditions can be set based on grades, completion of content, items selected on a checklist, group enrollment, completed survey attempts, etc.
 - a. Example: Students must have completed the “Creating assignments” checklist item on the “Choose your own adventure” checklist before they will be able to access this assignment.

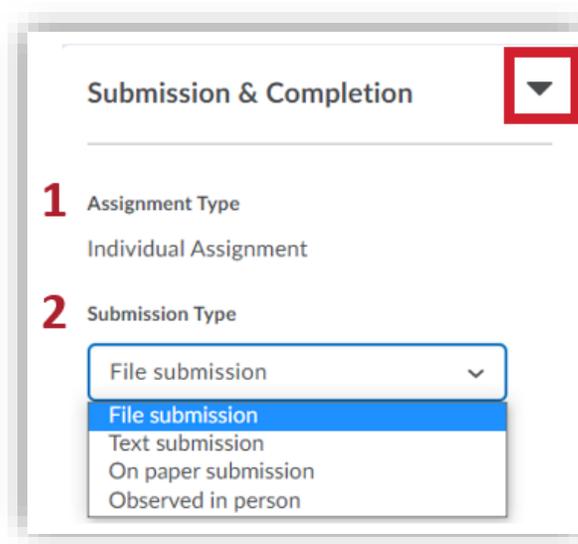


4. Allowing users **Special Access** to assignments allows you to easily account for accommodations among your students. For instance, if a student has an accommodation that allows for an extended due date, you can add this student to a list of special users.
 - a. To do this, simply select **Allow users with special access to submit outside the normal availability dates for this folder**.
 - b. Then, choose **Add Users to Special Access**.
 - c. From there, select the student(s) you need to add and choose **Save and Close**.



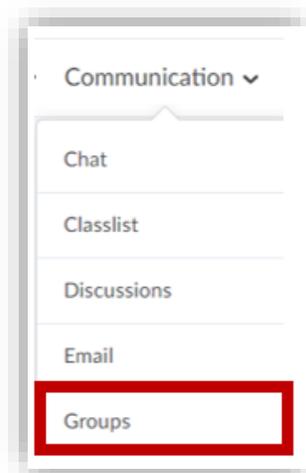
Submission & Completion

Determine how students will complete and submit the assignment.



1. **Assignment Type:** Students can either submit assignments individually or as part of a group.
 - a. **Individual Assignment:** Students submit their own work and are assessed individually.
 - b. **Group Assignment:** Any member of the group can submit work (which allows members to submit individual contributions to the assignment), and each member receives the *same* grade.

Important note: In order to enable group assignments, you must create groups in BlazeVIEW first. Groups can be found under the Communication tab at the top of your course.



2. Determine the **Submission Type** you are accepting. The four submission types are as follows:

- a. **File Submission:** Students attach Word, PowerPoint, PDF, mp4, or other file types. Decide if students can submit multiple files or one file. Decide if you want the submission folder to collect all files a student submits or the most recent file a student has submitted. Enter your email address if you would like submission notifications.
 - i. **Important note:** BlazeVIEW only supports a 255 (maximum) character limit and does *not* permit the use of the following characters in the titles of files, assignments, discussions, or course content: \ / : * ? " < > | ~ # % & + { }

The screenshot shows a configuration window titled "Submission Type". At the top, there is a dropdown menu currently set to "File submission". Below this, the section "Files Allowed Per Submission" contains two radio button options: "Unlimited" (which is selected) and "One File". The "Submissions" section contains three radio button options: "All submissions are kept" (selected), "Only one submission allowed", and "Only the most recent submission is kept".

- b. **Text Submission:** Students will not be able to include attachments; instead, students will type directly into the submission folder and submit that text. Decide if you want the submission folder to collect *all* text submissions a student completes or just the *most recent* submission. Enter your email address if you would like submission notifications.

The screenshot shows a configuration window titled "Submission Type". At the top, there is a dropdown menu currently set to "Text submission". Below this, the "Submissions" section contains three radio button options: "All submissions are kept" (selected), "Only one submission allowed", and "Only the most recent submission is kept".

- c. **On Paper Submission:** Students submit hard copies of the assignment to you. Decide if students will mark it complete themselves once they submit their assignment to you, if you will mark their assignment complete once you receive it in person, or if the assignment submission folder will automatically mark all assignments as complete on the due date.

The screenshot shows a 'Submission Type' dropdown menu with 'On paper submission' selected. Below it is a 'Marked as completed' dropdown menu with 'Automatically on due date' selected. The 'Automatically on due date' option is highlighted in blue.

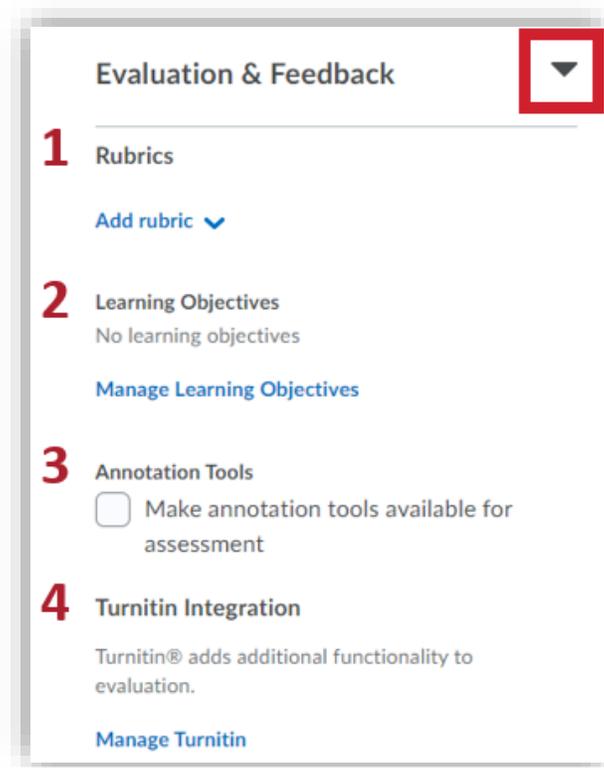
- d. **Observed in Person:** Students perform this assessment in front of the instructor. This is a great option for theater, communications, and education courses. Decide if students will mark it complete themselves once they submit their assignment to you, if you will mark their assignment complete once you receive it in person, or if the assignment submission folder will automatically mark all assignments as complete on the due date.

The screenshot shows a 'Submission Type' dropdown menu with 'Observed in person' selected. Below it is a 'Marked as completed' dropdown menu with 'Automatically on due date' selected. The 'Automatically on evaluation' option is highlighted in blue.

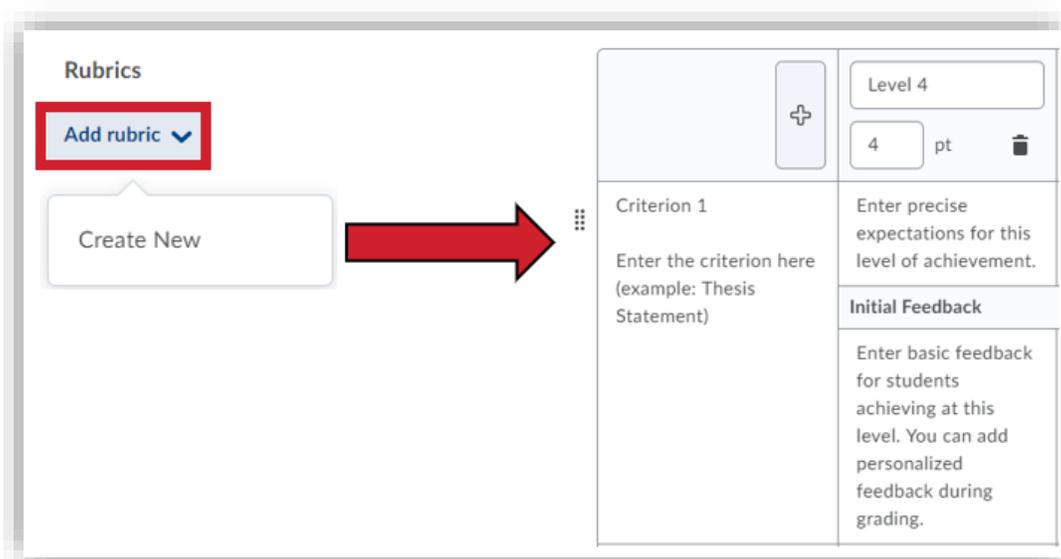
Best Practice Tip: **On Paper Submissions** and **Observed in Person** submission types are useful for assignments that take place via external learning tools, such as Teams or Collaborate Ultra.

Evaluation & Feedback

In this section, you will determine how you will assess the assignment and set up Turnitin features if desired.



1. A **rubric** communicates precise expectations to students and allows for easy grading. Select **Add Rubric** to attach a rubric. Select **Create New** to create a new rubric. Rubrics can also be created and attached at a later date by editing the assignment.



2. If you would like to associate this an assignment with **Learning Objectives** for your course, select **Manage Learning Objectives**. Here, you can select existing learning objectives or browse for ones that fit your course.
3. If you wish to use **Annotation Tools** on a student’s assignment, ensure the box next to “Make annotation tools available for assessment” is selected. If you will be grading a different way (perhaps using a rubric only or through Turnitin’s GradeMark), then deselect this option. [Grading with annotation tools](#) creates a more personalized feedback experience for students; it enables the specificity of drawing on a physical submission.
4. **Turnitin Integration** through BlazeVIEW can check all work/submissions for originality/plagiarism. Turnitin also allows for instructors to annotate and submit inline feedback through GradeMark.

Important note: Turnitin can only be enabled for file and text submissions.

- a. **GradeMark** allows instructors to leave inline feedback and commentary through Turnitin. GradeMark **MUST** be selected if you wish to also run originality reports. Decide if you want grades assigned in Turnitin through the GradeMark system to automatically sync into your BlazeVIEW gradebook or if you wish to manually sync the grades yourself. If there are multiple submissions, GradeMark will sync the *most recent* grade. Instructors will always have the option to change the grade or choose a different grade to sync.

GradeMark® ?

Evaluation

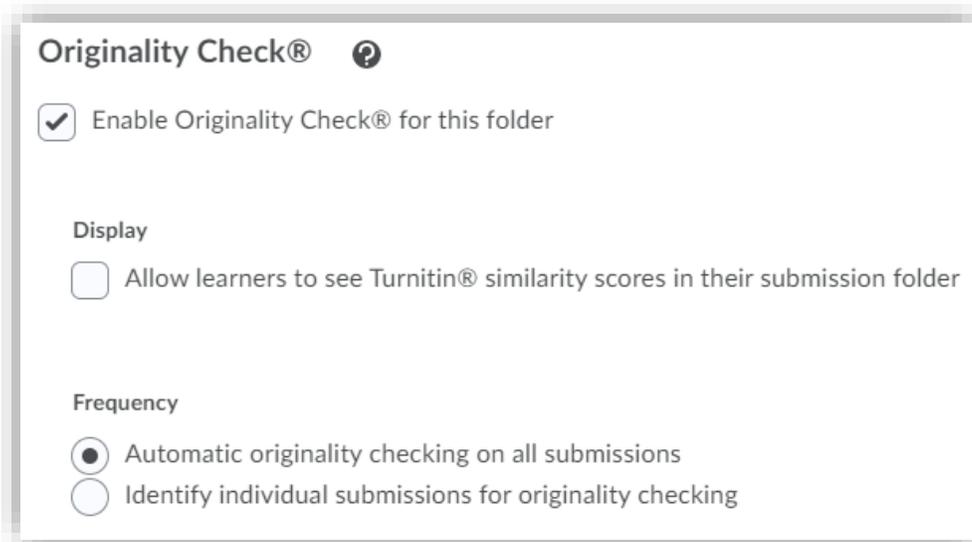
Enable GradeMark® for this folder
If you would like similarity scores to be generated, ensure you also enable Originality Check® below

Transfer

Automatically sync grades as Draft in Brightspace ?

Manually sync grades as Draft in Brightspace

- b. **Originality Check** runs student submissions against anything previously submitted at VSU, books, papers, websites, and other online resources to determine if a student has plagiarized. Determine if you want students to see their plagiarism percentages. Decide if you want each submission to run automatically or if you want to select specific submissions to be checked.



Originality Check® ⓘ

Enable Originality Check® for this folder

Display

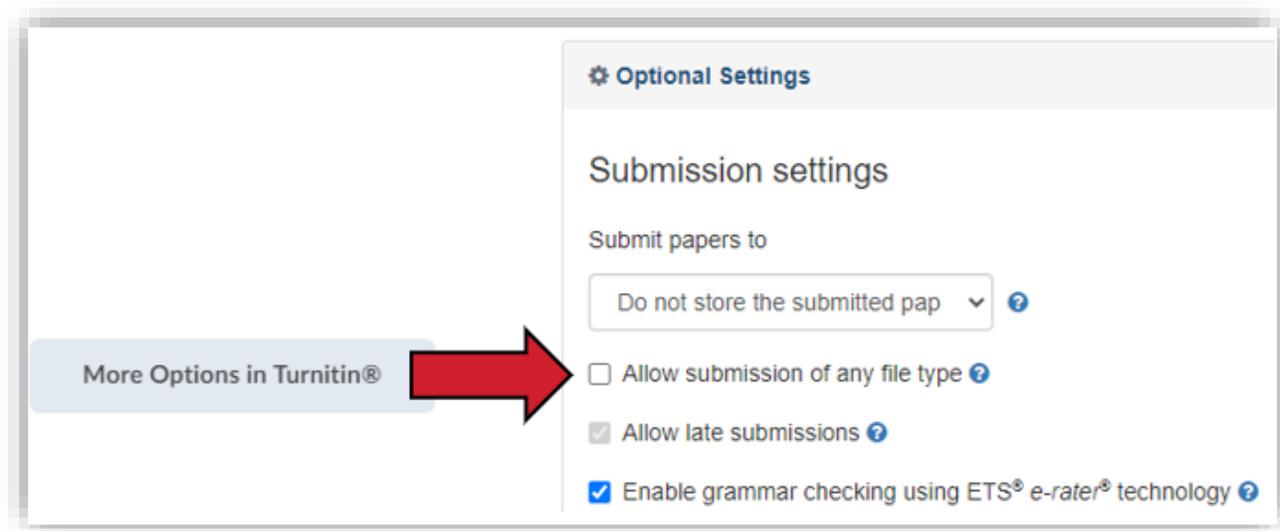
Allow learners to see Turnitin® similarity scores in their submission folder

Frequency

Automatic originality checking on all submissions

Identify individual submissions for originality checking

- c. (Optional) To limit the files submitted to this folder to Turnitin's acceptable filetypes, select **More Options in Turnitin**. Select **Optional Settings**, then uncheck the box next to "Allow submission of any file type."



Optional Settings

Submission settings

Submit papers to

Do not store the submitted pap ▼ ⓘ

Allow submission of any file type ⓘ

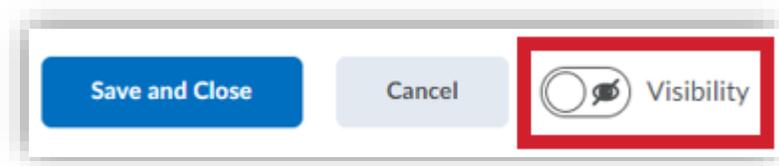
Allow late submissions ⓘ

Enable grammar checking using ETS® e-rater® technology ⓘ

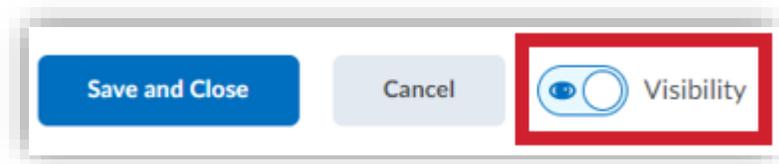
More Options in Turnitin® →

Assignment Visibility

To **hide** an assignment from students, slide the visibility slider to the left, like this:



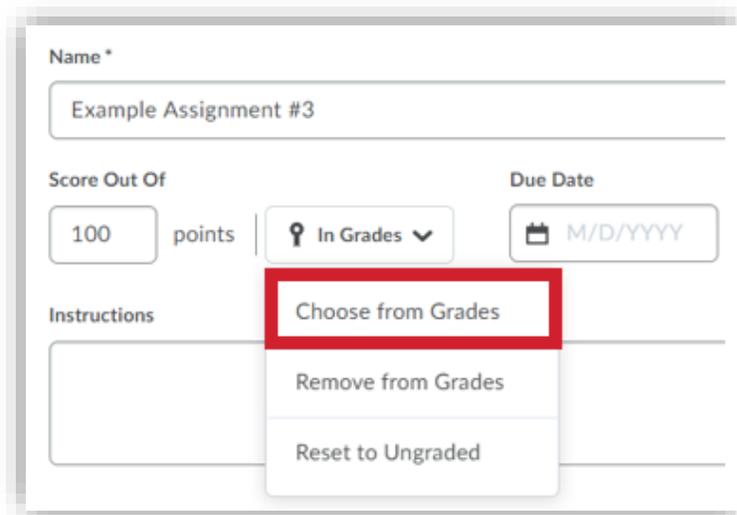
For students to be able to **view** an assignment, slide the visibility slider to the right, like this:



Linking an Assignment to Your Gradebook

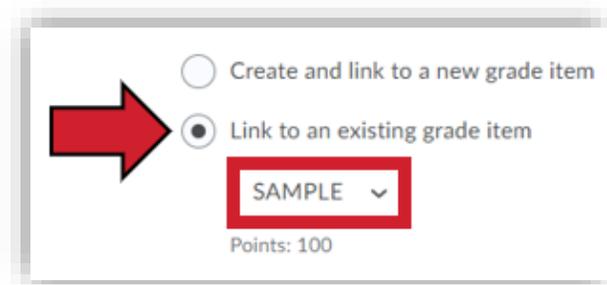
Add an assignment score to the gradebook by associating it with a specific grade item.

1. Select **Choose from Grades**.



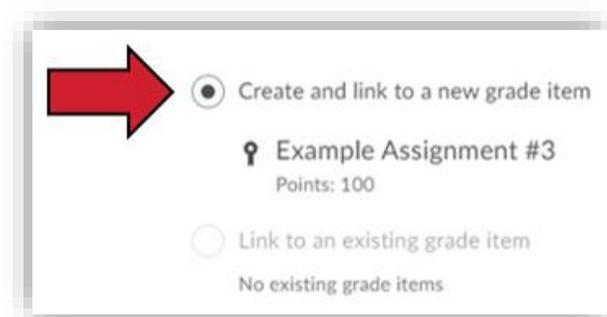
The screenshot shows a form for configuring an assignment. The 'Name' field contains 'Example Assignment #3'. The 'Score Out Of' field is set to '100 points'. The 'In Grades' dropdown menu is open, showing three options: 'Choose from Grades' (highlighted with a red box), 'Remove from Grades', and 'Reset to Ungraded'. The 'Due Date' field is set to 'M/D/YYYY'.

- a. Select an existing grade item from the drop-down menu under "Link to an existing grade item."



The screenshot shows the 'Link to an existing grade item' option selected with a radio button. A red arrow points to this option. Below it, a dropdown menu is open, showing 'SAMPLE' as the selected item. The 'Points: 100' field is visible below the dropdown.

- b. If the item *does not* exist yet, select "Create and link to a new grade item." BlazeVIEW will create the new grade item and automatically title it the same title as your assignment.

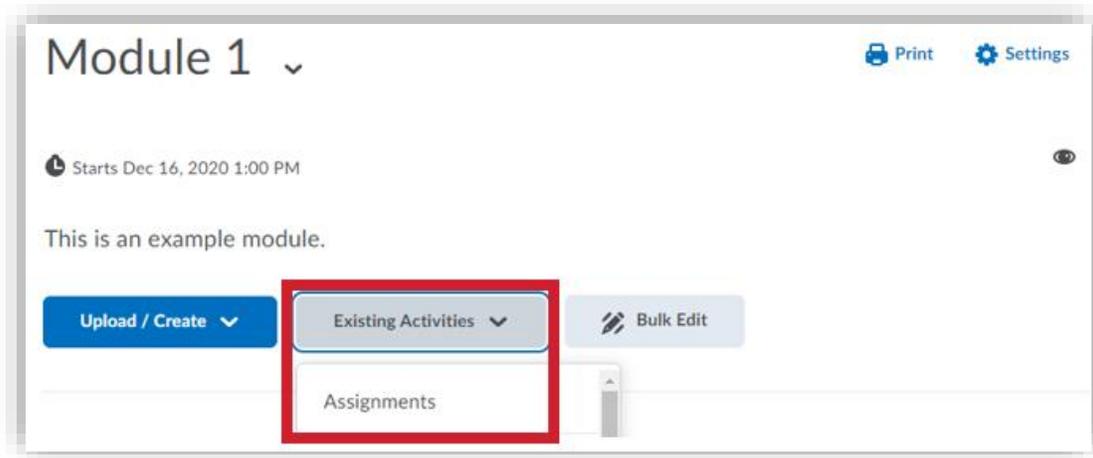


The screenshot shows the 'Create and link to a new grade item' option selected with a radio button. A red arrow points to this option. Below it, the 'Example Assignment #3' title and 'Points: 100' are displayed. The 'Link to an existing grade item' option is shown as disabled with the text 'No existing grade items' below it.

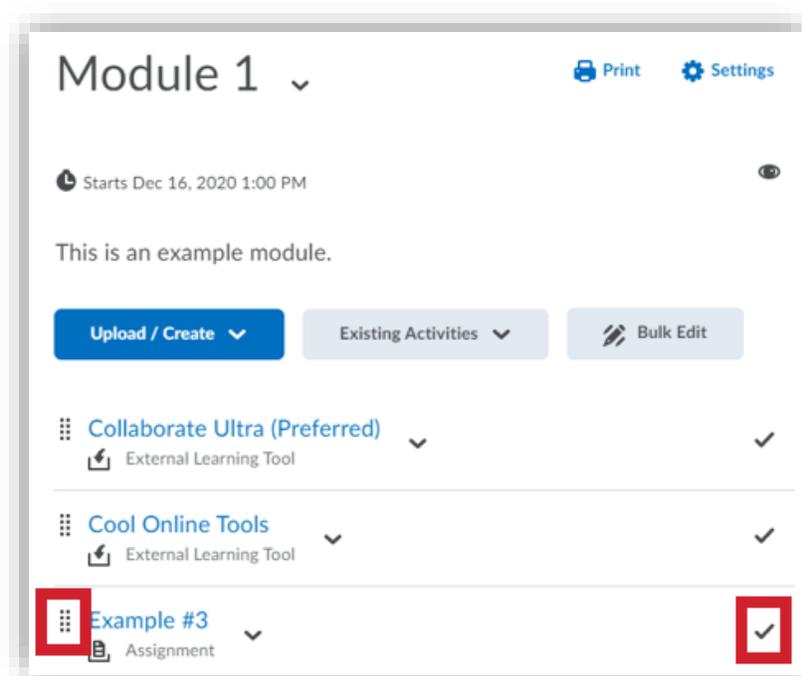
Placing an Assignment in Content Modules

Placing assignments directly in content modules helps students stay organized and communicates clear expectations of work.

1. Go to the desired module by navigating through the **Content** tab.
2. Select **Existing Activities**, then **Assignments**.

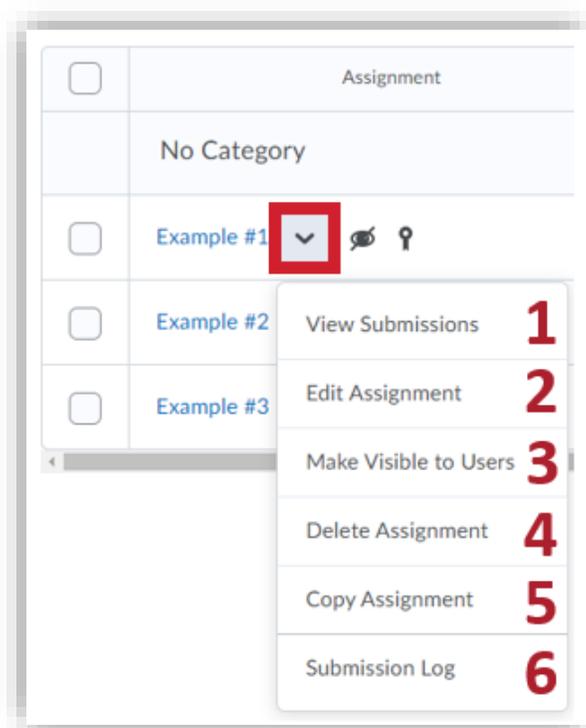


3. Choose which assignment to place in the module.
4. Now, you can customize the location and completion method of the assignment in the module.



Assignment Options

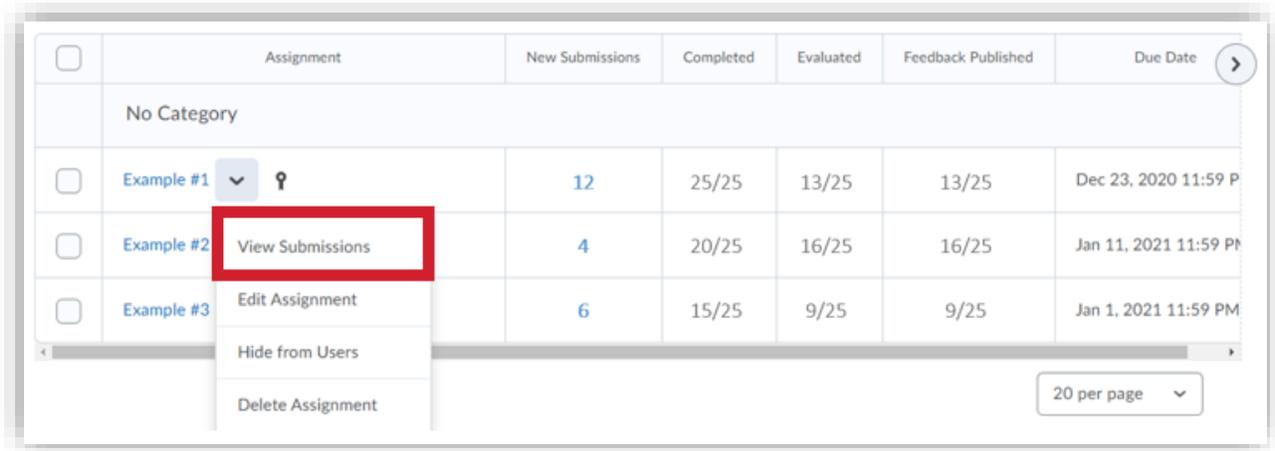
The drop-down arrow next to an assignment title allows quick access to key commands and screens.



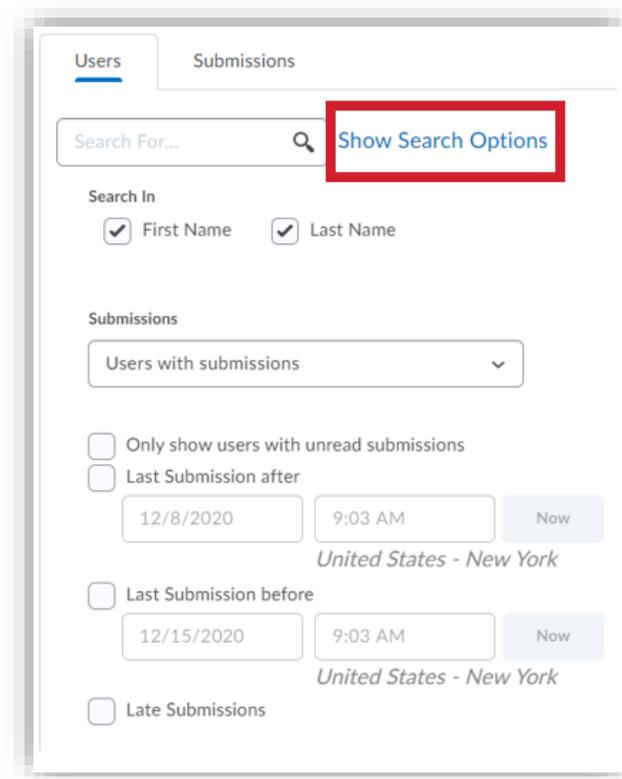
1. **View Submissions** brings you to the page where you can search for submissions, email students with no submission, and [evaluate submissions to the assignment](#).
2. **Edit Assignment** allows you to make changes to the settings outlined previously in this document.
3. **Make Visible to Users** will appear if the assignment is currently hidden. If the assignment is visible, this option will read **Hide from Users**.
4. **Delete Assignment** will delete the selected assignment *and all associated files*. You will be asked to confirm your choice.
5. **Copy Assignment** allows you to duplicate an assignment. The duplicate(s) will have the same assignment settings as the original. You will need to adjust the title and grade item association of each duplicate.
6. **Submission Log** brings you to a list of all submissions to the assignment. You can view and filter submissions that have been deleted, restored, and started but not yet submitted.

Evaluating Assignments

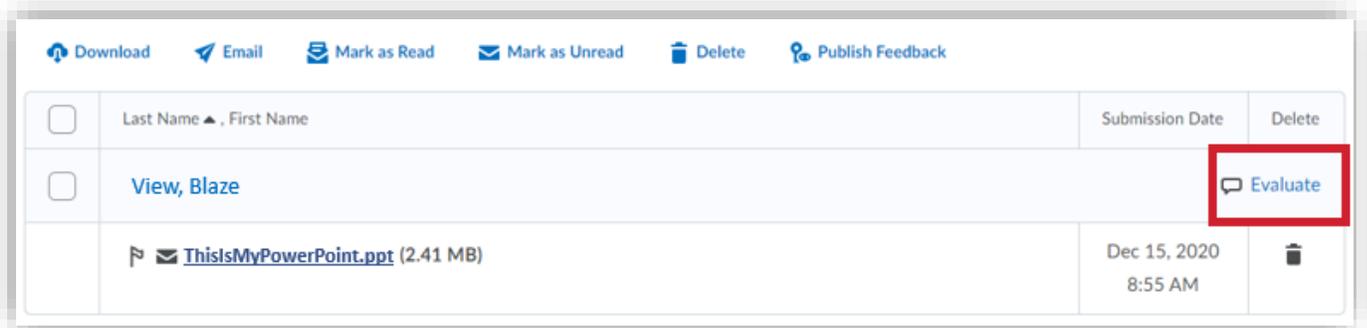
1. Click the **title** of the assignment you would like to leave feedback and/or a score for. You can also select **View Submissions** from the drop-down next to the assignment title.



2. You will see a list of submissions by student name. You can filter submissions by choosing **Show Search Options**. Then, you can sort the submissions in this assignment folder by name, unread/ungraded work, late submissions, incomplete submissions, or no submissions.

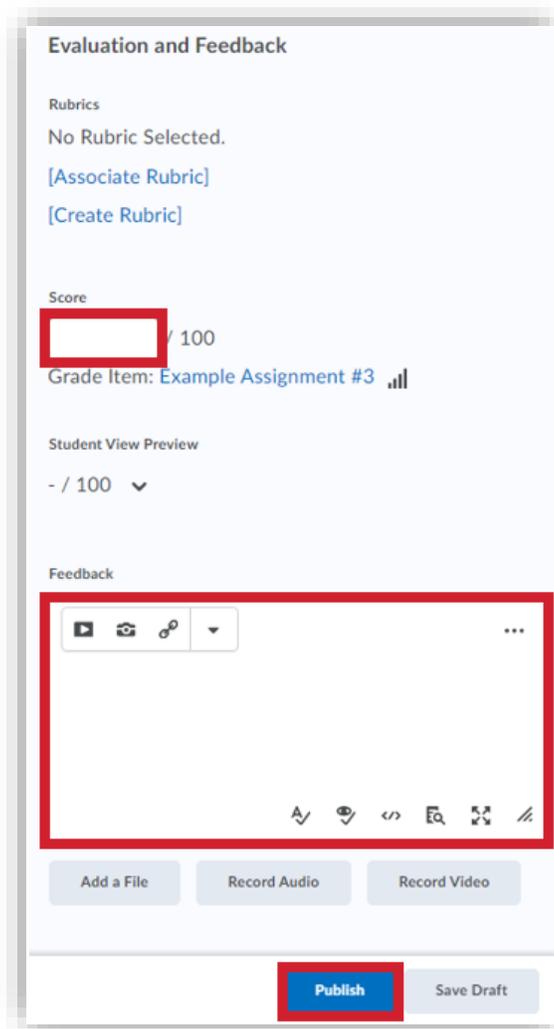


3. Find the student you wish to evaluate and click the **Evaluate** link to the right of their name.



<input type="checkbox"/>	Last Name ▲ , First Name	Submission Date	Delete
<input type="checkbox"/>	View, Blaze		Evaluate
<input type="checkbox"/>	ThisIsMyPowerPoint.ppt (2.41 MB)	Dec 15, 2020 8:55 AM	

On the right side of your screen, you will be able to grade using your rubric (if you've attached one), add feedback, record audio, include an attachment, links, or video. Enter a grade for the student in the **Score** field. Students will be able to see all of your feedback and rubric selections once you select **Publish**.



Evaluation and Feedback

Rubrics
No Rubric Selected.
[\[Associate Rubric\]](#)
[\[Create Rubric\]](#)

Score
 / 100
Grade Item: [Example Assignment #3](#)

Student View Preview
- / 100

Feedback

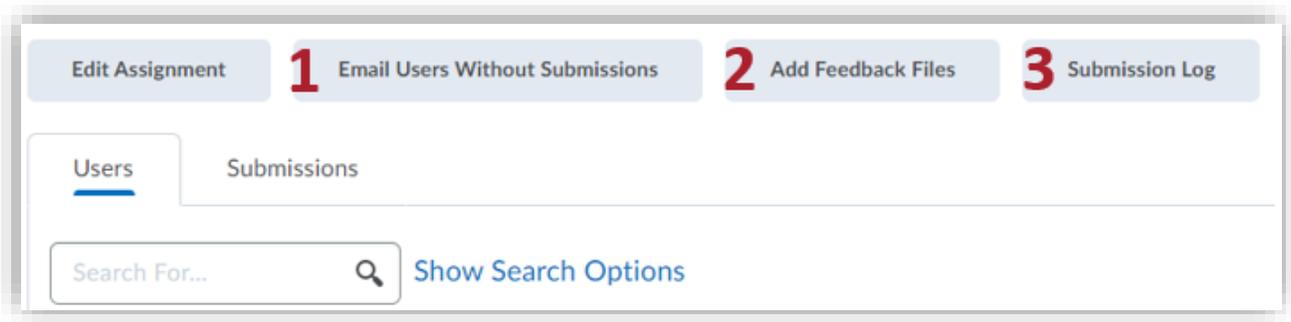


[Add a File](#) [Record Audio](#) [Record Video](#)

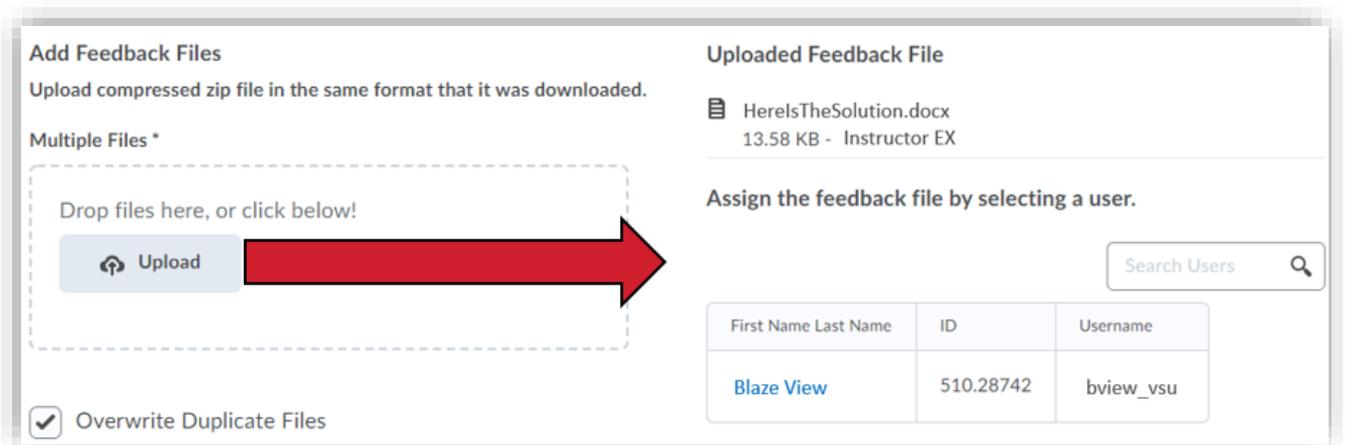
[Publish](#) [Save Draft](#)

Extra Features

These features are found on the View Submission page for an assignment.



1. **Email Users Without Submissions** to send quick reminders to students with missing work.
2. **Add Feedback Files** to distribute solutions or documents that you annotated outside of BlazeVIEW.
 - a. Upload your desired feedback file(s).
 - b. BlazeVIEW will automatically detect and distribute files to the correct users. If a file is not automatically distributed, you can select which student to send it to.



3. Access the **Submission Log** to view submissions that have been deleted, restored, and started.

Submission Log

Submitted Deleted Restored Started

Submission	Event	Modified by	Date ▼
View, Blaze (ID: 24978356)	Submitted	Blaze View	Dec 15, 2020 8:55 AM
View, Blaze (ID: not submitted yet)	Started	Blaze View	Dec 15, 2020 8:55 AM

Using Annotations

Click the **file name** to open for evaluation with Annotations toolbar. Annotation tools include highlight, notes, text comments, and drawing. Once you have published your feedback, students will be able to view your annotations as well.

[ThisIsMyPowerPoint.ppt](#) (2.41 MB)
By: Blaze View Submitted: Dec 15, 2020 8:55 AM

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Download

Feedback Views from Student Perspective

Students can view feedback through their gradebook or through the Assignment Tab in BlazeVIEW.

Assignment	Completion Status	Score	Evaluation Status	Due Date
Example #2	Not Submitted	- / 100		Jan 11, 2021 11:59 PM
Example #3	1 Submission, 1 File	94 / 100	Feedback: Unread	Jan 1, 2021 11:59 PM

By selecting Unread in the **Evaluation Status** column, students will be taken to feedback for that assignment. Once a student has opened feedback, s/he can revisit that feedback at a later date by selecting Read in the Evaluation Status column.

If a rubric was used, students will see this first along with your selections or commentary. Students will also be able to see the level of their overall score and if they successfully met any learning objectives you may have attached to the assignment.

Students can **View Inline Feedback** to view annotations you left on their assignment.

Submission ID	Submission(s)	Inline Feedback	Date Submitted ▼
24978356	 ThisIsMyPowerPoint.ppt (2.41 MB)	 View Inline Feedback	Dec 15, 2020 8:55 AM

To see if a student has viewed feedback, access the **View Submissions** page for the assignment.

Download Email Mark as Read Mark as Unread Delete Publish Feedback			
<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	View, Blaze	Published: Dec 16, 2020 3:09 PM Feedback Read: Dec 16, 2020 3:14 PM	
	 ThisIsMyPowerPoint.ppt (2.41 MB)	Dec 15, 2020 8:55 AM	

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).



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