

Tools for Online Assessment Submissions

The three commonly used tools for receiving student submissions are (1) email you directly, the (2) Blackboard Assignment and the (3) Blackboard Testing tool. ***We highly recommend using Blackboard Assignment for most assignment submissions and grading.***

Email

You can email students instructions and they can email you their submissions. Email can be problematic for a variety of reasons. We all receive a lot of email, so it is very easy to overlook a student submission, erroneously delete a message, or have it sorted into a junk folder. Basically, managing assignment submissions in email can be challenging.

Blackboard Assignment Tool

Many assessments can be submitted using the Blackboard assignment feature. The Blackboard assignment feature can be set up so that all submissions are checked for plagiarism using SafeAssign.

Tests Tool (Timed Assessments)

If you would like to use the Test tool for timed assessments in Blackboard, please contact Online and Distance Learning at sais.odl@jhu.edu for assistance. It is an advanced tool that can be difficult to set up the first time.