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.