

Enabling and Grading Offline Submissions

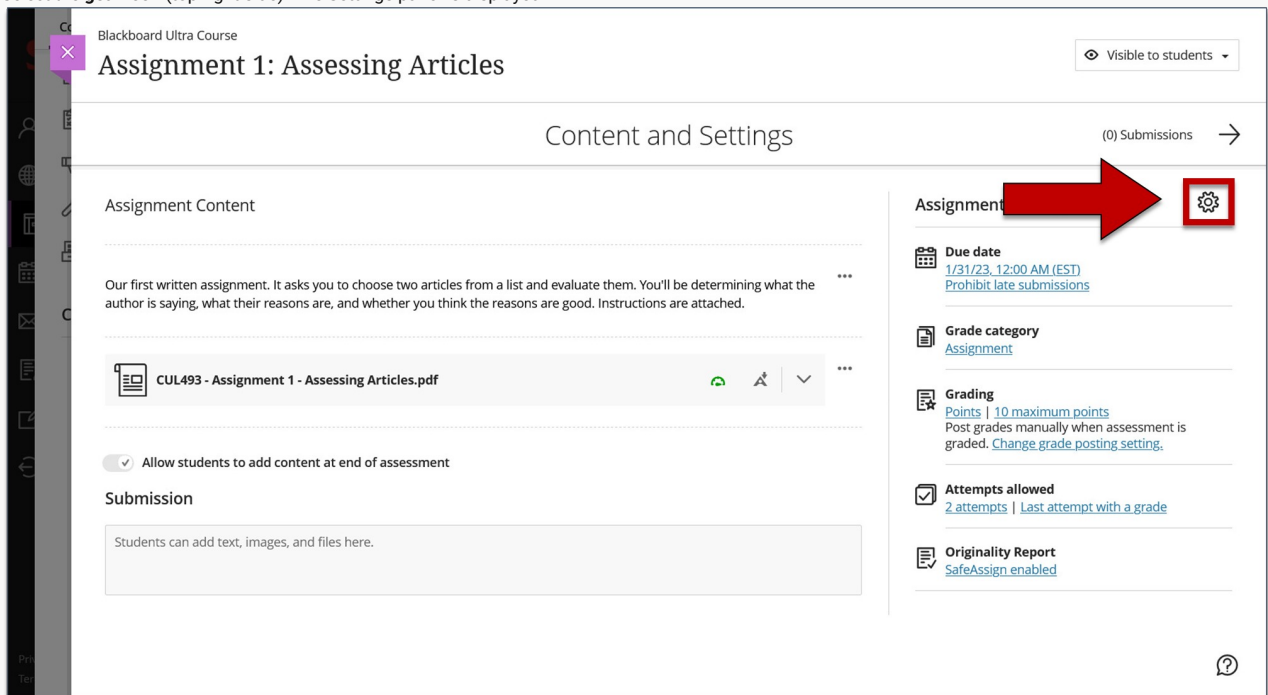
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When assessments are done in-person or on another platform, you can create an offline assessment to store student grades, and provide feedback. When this feature is enabled, students will not be able to submit assessments online.

Note: You can't collect submissions offline for an assessment with questions.

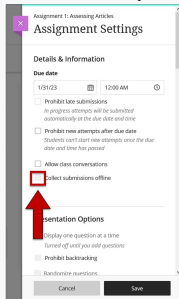
Enabling Offline Submissions:

1. Select the item you want to enable offline submissions on.
2. Select the **gear icon** (top-right-side). The Settings panel is displayed.



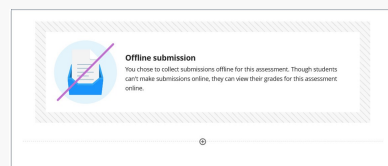
The screenshot shows the Blackboard Ultra interface for an assignment titled "Assignment 1: Assessing Articles". The "Content and Settings" panel is open on the right side. A red arrow points to the gear icon in the top right corner of this panel. The settings panel includes fields for "Due date" (1/31/23, 12:00 AM (EST)), "Grade category" (Assignment), "Grading" (Points | 10 maximum points), "Attempts allowed" (2 attempts), and "Originality Report" (SafeAssign enabled). The "Assignment Content" area on the left shows a PDF file named "CUL493 - Assignment 1 - Assessing Articles.pdf" and a checkbox for "Allow students to add content at end of assessment" which is checked.

3. Check **Collect submission offline**. **Note:** If this box is greyed out text will appear below **Collect submission offline**. Follow the suggestions and change features that may be blocking the ability to collect offline submissions.



The screenshot shows the "Assignment Settings" dialog box. Under the "Details & Information" section, the "Collect submission offline" checkbox is unchecked. A red arrow points to this checkbox. Other options include "Prohibit late submissions", "Prohibit new attempts after due date", "Allow class conversations", and "Insertion Options".

4. Scroll down to update grading and submission options.



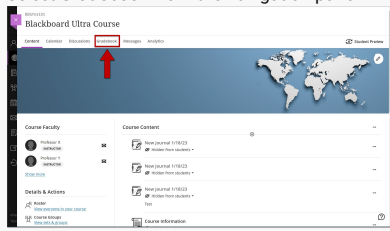
The screenshot shows a notification box titled "Offline submission". The text inside reads: "You chose to collect submissions offline for this assessment. Though students can't make submissions online, they can view their grades for this assessment online."

5. Select **Save**. The content area of the assignment is automatically updated to show the following:

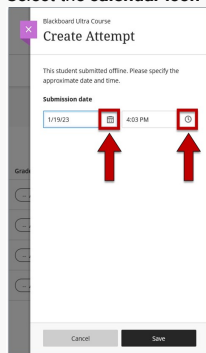
Grading an Assessment Submitted Offline

For detailed information about grading an assignment, see the article [Grading an Individual Assignment](#).

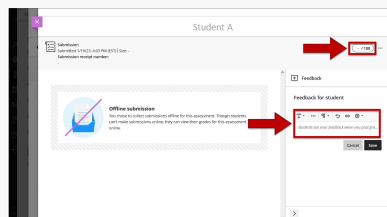
1. Select **Gradebook** from the navigation pane.



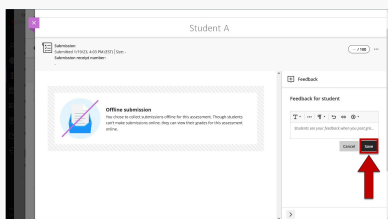
2. Select the offline assignment you want to grade.
3. Select the name of the student. The **Create Attempt** panel is displayed.
4. Select the **calendar icon** to alter the date, and the **clock icon** to alter the time of the attempt.



5. Select **Save**. The Submission window is displayed.



6. Enter the grades, and feedback for the student.



7. Select **Save**.

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tags : assessing-learning, blackboard-ultra, enabling-offline-submissions, grading-an-individual-assignment, grading-offline-submissions, offline-submissions, ultra