Blackboard Tip of the Week: Assignment Submission Notifications
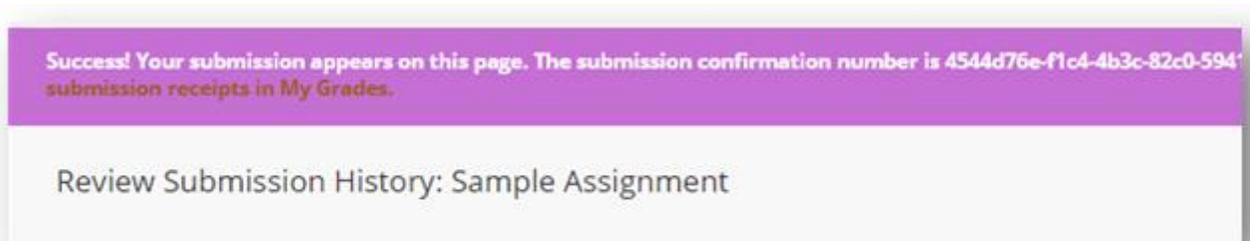
Bb Learn 3500.0.5

For faculty who use the *Blackboard* assignment tool, our most recent versions of *Blackboard* offer a welcome improvement on that tool. Now, when students successfully submit an assignment, they see a pink banner that assigns a **Submission Confirmation Number** to the assignment that they submitted:

Although the banner can't be saved, it prompts students to copy and save their **Submission Confirmation Number** as proof that they successfully submitted their assignment. In addition, students get a detailed email receipt that also contains their **Submission Confirmation Number**:
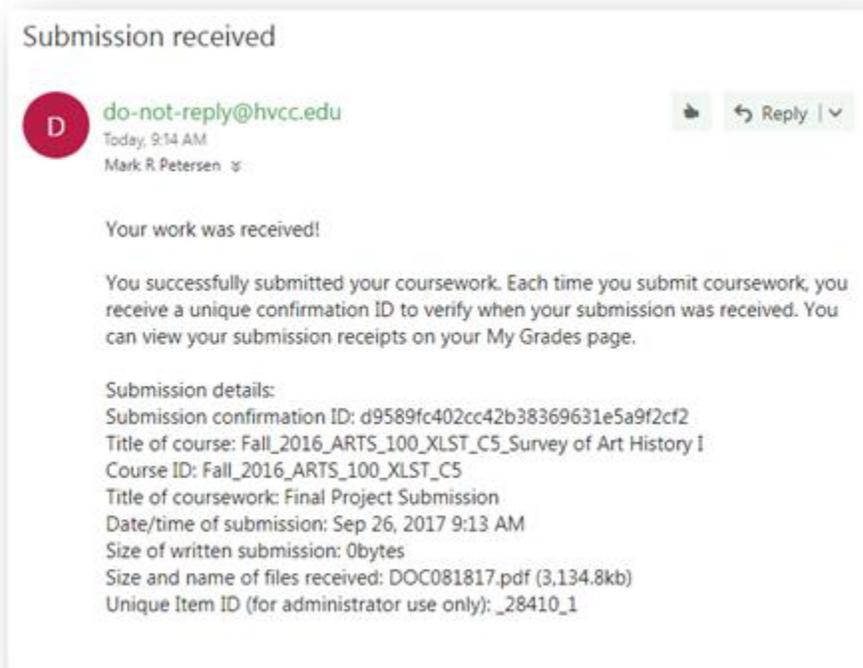
For their part, faculty can also confirm that assignments have been successfully submitted. To do so, they select **Submission Receipts** from the **Reports** menu in their course Grade Center:

In the Submission Receipts window that opens, faculty have two options. If they want to view the receipts for all of the assignments that an individual student submitted, they select **User Information** from the **Options** menu on the right. Next, after selecting whether they want to search using the student's User Name, First Name, Last Name, or Email address, they enter the student's information and select **Go**:

Alternatively, if students email faculty a copy of their **Submission Confirmation Number**, faculty can select **Confirmation Number** from the **Options** menu, copy-paste the **Submission Confirmation Number** into the provided text-box, and then select **Go**:

Submission Receipts

Each student submission receives a unique confirmation number that verifies that the submission was received. Receipts are maintained when an attempt, gradable item, or student is removed from the course. The Submitter column lists who made the submission in the case of groups. Only students are allowed to view the submission receipt while names are hidden during anonymous grading.

Confirmation Number [Equal to ▼] [d9589fc402cc42b38369631e5a9f2cf2] [Go]   Options [Confirmation Number ▼]

Confirmation Number	Student	Submitter	Coursework	Date	Submission	Size
d9589fc4-02cc-42b3-8369-631e5a9f2cf2	Mark Petersen_PreviewUser	Mark Petersen_PreviewUser	Final Project Submission	Sep 26, 2017 9:13 AM	DOC081817.pdf	3,134.8kb

Displaying 1 to 1 of 1 items   [Show All] [Edit Paging...]

Use the following link to view previous *Bb* tips of the week: ***BBTOTW-Archive***

As always, please feel free to contact the Distance Learning Office (**629-7070** / ***DLHelp@hvcc.edu***) if you have any questions about this, or if you would like training on this subject!