

Divinity School Instructions for the Narrative Grading Rubric

These instructions outline how to use an electronic form of the Divinity School's narrative grading rubric in conjunction with Blackboard. The Digital Drop Box feature of Blackboard, which allows students and instructors to share files in a central location, is used to send the completed feedback form to the student. This document also includes information on how your students can view the feedback form in the Digital Drop Box.

For specific questions about using the Rubric or a feature of Blackboard mentioned in this document, please contact Andy Keck (andy.keck@duke.edu 660-3549)

1. Distribute and Collect Your Writing Assignment

You can distribute your writing assignment by placing it in Blackboard as a document or by giving it to the students by other means. You may have students use the Blackboard Drop Box to turn in the assignment to you in electronic form or collect it in other ways.

Steps 4 and 5 of this document describe how to deposit and retrieve files from Blackboard's Drop Box. More information is available in the Blackboard help document "How Can I Use the File Exchange Feature (Drop Box)?"

<http://blackboard.duke.edu/faculty/faq/file-exchange2.html>

Tell your the students that the completed grading form for their assignment will be returned to them via the Drop Box feature of Blackboard.

2. Open a copy of the Narrative Grading Rubric

When you are ready to begin grading an assignment open a blank copy of the Narrative Grading Rubric. You will find the rubric with the other Divinity School templates, such as letterheads and memos. As with those, you click on File/New in MS Word to select the template you want.

3. Save the Student Feedback

Before you begin typing student feedback into the rubric, you should create a copy of the rubric form for each student. To do this, from the menu system of Microsoft Word, save the file on your local computer by choosing **File > Save As**. In the dialogue box that appears, type in an easy to remember file name for the student's feedback.

You may wish to save the file with a name that indicates the name of the student and the assignment. This will assist you with uploading the file to the students in the next step. **Do not use spaces or other special characters in the file name, except for a dash or underscore.** Some sample file names might include:

essay1-jones.doc
essay-4-27-jones.doc
essay-service-jones.doc

Once you rename the file, you can complete the student's form by clicking your mouse cursor in the grade shaded area and typing as you normally do. For checkbox items, clicking will place an "X" in the box.

Save your changes before returning the form to the student by uploading it to the digital Drop Box.

4. Upload the Student Feedback to the Digital Drop Box

The Drop Box is a tool that Instructors and students can use in Blackboard to exchange files by uploading a file from a disk or a computer to a central location. A student or Instructor can then download the document onto their system.

To send a file to the student:

1. From the **Control Panel**, choose **Digital Drop Box** from the Course Tools.
2. A list of files (if any) in your Drop Box will appear. At the top of the screen, click on **Send File**.
2. On the next screen that appears, select the **name of the student** you wish to send a file from the list of users.
3. Type in a Title and Comments. You can use this area to distinguish the name of the assignment.
4. Click **Browse**. A dialogue box appears that allows you to browse to the file you wish to send to the student. Select the name of the file and click **Open**.

Note: If you are using Netscape, choose "All Files" from the drop-down list in the dialogue box labeled "Files of Type". By default, Netscape only shows HTML (Web-formatted files) on your computer; this action allows you to see other types of documents stored on your machine.

5. Click the **Submit** button at the bottom of the screen to send the file to the student.
6. A receipt will appear. You can choose Back to send another file to a student or return to the Control Panel or Course by selecting the appropriate button from the top of the course window.

5. Retrieving Feedback from the Drop Box

Students can retrieve your feedback on their work through the Drop Box by following these steps:

1. From the Navigation Area, choose **Tools** and click **Digital Drop Box**.
2. The Digital Drop Box area will list the files available to download.
3. **Click on a file name**, and the file will launch in Microsoft Word.
4. Students can save the file on their local computer for reference.

6. Removing Files from the Drop Box

After a time, you may wish to delete files from the Digital Drop Box. Please note that a file cannot be retrieved once it has been deleted.

1. From the **Control Panel**, choose **Digital Drop Box** from the Course Tools.
2. From the Current Files area, click **Remove**.
3. A warning dialog box saying "Are you sure you want to remove this item" will appear. Answer **Ok**.
4. A receipt will appear. Choose **Ok** to continue working in the Digital Drop Box, or return to the Control Panel or Course by selecting the appropriate button from the top of the course window.

NOTE: if you have many files in your Drop Box and wish to remove them as a group, you may wish to use the Drop Box removal tool developed by Wytheville Community College (<http://www.wcc.vccs.edu/services/blackboard/removeItems/about.html>). To use this tool, just drag the link labeled "Remove Items from Drop Box" on the above web page into your browser bookmarks list. When you're in your course Drop Box, click the bookmark to the Remove Items tool, place a checkmark beside the files to remove, and click "Remove."

If you'd like more information about collecting and returning assignments electronically using Blackboard's Drop Box, please contact Andy Keck or CIT (cit@duke.edu).