

Creating an Assignment in Blackboard

INTENDED FOR FUTURE AND CURRENT STUDENT EMPLOYEES AT THE
CENTER FOR ONLINE LEARNING & TEACHING TECHNOLOGY

Instructional Unit Project (IU 1)

Ruben Zamora | EDTC 6321 | September 08, 2022

Introduction

The purpose of this instructional unit is to teach new student employees at the Center for Online Learning & Teaching Technology (COLTT) how to create an assignment in Blackboard. The Skills that they will learn are how to create an assignment in a module page, attach files to an assignment, set due dates properly, and where to grade them.

Learning Environment

The learning environment for this instructional unit will be at the Center for Online Learning & Teaching Technology in one of our training rooms. We have offices at both Edinburg and Brownsville campuses. The student employees will be on campus and in person but perform the steps of the instructional unit online in the Blackboard learning management system. They will have access to a computer but can bring their own laptop or device if they wish. This instructional unit is not overly complex, so 1 hour for the actual instruction will be allocated and we will be available additional time should the student employee wish to stay and practice more. One important factor to be considered is not all our student employees have experience with an online learning platform. Another factor to consider is while we are a technology servicing department, we like to give opportunities to students who may not have strong technical skills.

Intended Audience

Our learners will be current and future student employees at COLTT with various educational levels ranging from freshman to seniors. Their age can range anywhere from 18 – 25 years of age. We have had some student's employee older than 25, so that is always a possibility. To be hired to work in our department, we like to have student employees with strong phone and people skills. We service faculty, students and staff members and good customer service skills is a must. Our student employees also know the importance of the work we do here and have to be willing to learn new technologies at a fast pace. So, they are fast learners and work well in collaborative environments.

Overarching Instructional Goal

This instructional unit will provide current and future student employees at COLTT with the necessary skills to create an assignment in the Blackboard Learning Management System.

Instructional Goals

After successfully completing the lesson, student employees at COLTT will be able to:

- Set the settings for an assignment in Blackboard.
- Attach files to assignments in Blackboard.
- Set specific assignment release dates and assign specific selective release criteria in said assignments in Blackboard.

Explanation of Goals to Selected Target Audience Members

The specific goals were presented to student employees at COLTT who already have experience with Blackboard Support and creating assignments in blackboard. They were asked the following questions:

- Do you feel the specific goals listed above can be learned in under 30 minutes/each goal?
- Do you feel the specific goals listed above do a good job of teaching future student employees the basics on creating an assignment in Blackboard?

The feedback received by a few of those students was positive and a few quotes are presented below:

“From experience, those goals are easy to accomplish in 30 minutes or less and teach everything needed to successfully support a faculty member needing to know how to create assignments” – Anonymous

“I think we could learn what we need to in that time frame. I also think the goals cover the core components needed to create an assignment in blackboard.” - Anonymous

Summary

To summarize, this instructional unit will teach our future and current student employees how to create and deploy an assignment in the Blackboard Learning Management system. They will take part in this instructional activity in person in our department training room and complete 4 instructional goals which include, creating a basic assignment, attaching files to the assignment, setting release dates and grading an assignment. All tasks will be completed in Blackboard.