

Creating an Assignment in Blackboard

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

Instructional Unit Project (IU 2)

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Introduction

The purpose of the second part of the Instructional Unit is to go into greater depth on the task stated in the first instructional unit. We will be doing a task analysis, identifying the performance objectives, assessments, learning domain and conducting a peer review.

Instructional Goal

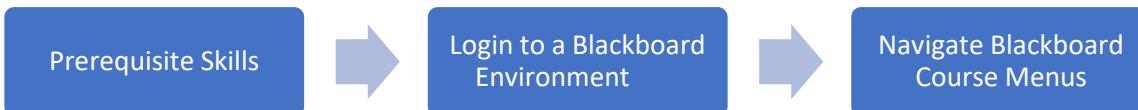
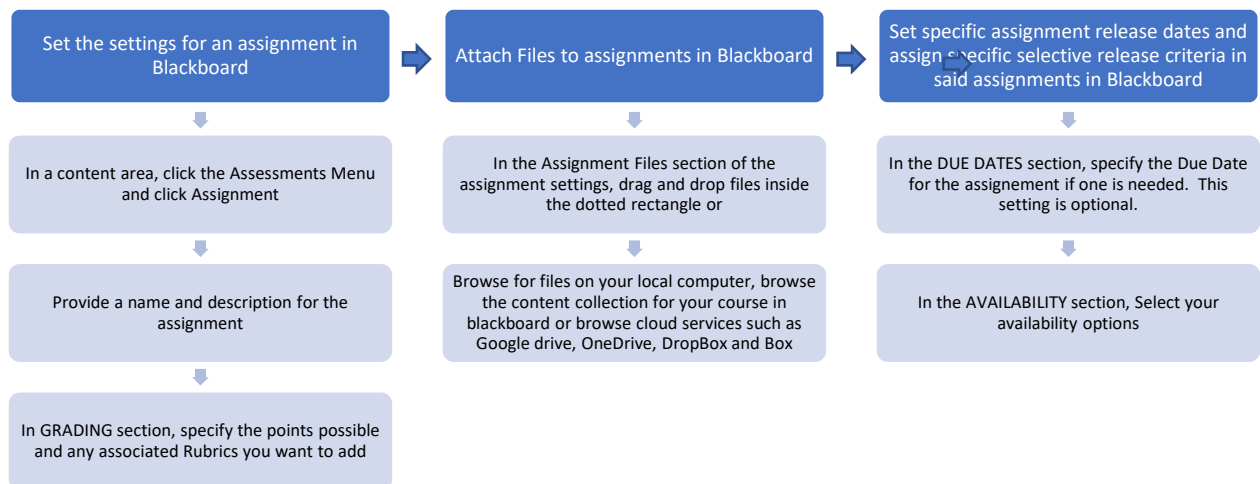
Using the Blackboard Learning Management System, current and future student employees at COLTT will create an assignment and successfully deploy it in a content area.

First-Level Task Analysis

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.

In-Depth Task Analysis



Performance Objectives

1. Set the settings for an assignment in Blackboard – Learners will add an assignment from the Assessments Tab in Blackboard and access the settings for the assignment.
2. Attach Files to an assignment in Blackboard - Learners will identify the Assignment Files section in the assignment settings and attach the necessary files needed for an assignment using the three available options to uploading an assignment.

- Set specific assignment release dates and assign specific selective release criteria in said assignments in Blackboard – Learners will input release dates for the assignment by entering a due date for the assignment as well as assignment release and closing dates.

Assessment

Instructional Goal	Instructional Goal with Performance Context	Assessment
Using the Blackboard Learning Management System, current and future student employees at COLTT will create an assignment and successfully deploy it in a content area.	Using the Blackboard Learning Management System (CN), current and future student employees at COLTT will create an assignment(B) and successfully deploy it in a content area (CR).	The Learner will create and deploy an assignment blackboard which will be visible in a content area.
Steps in Instructional Goal	Performance Objectives	Assessment
Set the settings for an assignment in Blackboard	In a content area in Blackboard (CN), the learner will add an assignment by clicking the assessments tab and clicking assignment(B). The settings will be displayed (CR).	The learner will show their supervisor that they have entered the assignment settings/creation page in Blackboard.
Attach Files to assignments in Blackboard	The learner will identify the Assignment Files section in the assignment settings (CN) and attach the necessary files needed for an assignment using the three available options to uploading an assignment (B) without assistance (CR).	The learner will show their supervisor the assignment files section now displays the files they attached
Set specific assignment release dates and assign specific selective release criteria in said assignments in Blackboard	In the assignment settings page (CN), the learner will input release dates for the assignment by entering a due date for the assignment as well as assignment release and closing dates (B) without the assistance of their supervisor (CR).	The learner will show their supervisor they have successfully applied the due date and release dates in the assignment settings.

Learning Domain

The process of this instructional unit contains a physical process that the learner must perform to complete any given task. Therefore for this instructional unit, the learning domain is psychomotor which is described as a physical activity that may include mental activities.

Peer Review

A peer review was conducted by a new student employee we just hired who went through enough training in his first week to gain the needed prerequisites for this instructional unit. He was able to complete the overall instructional goal in the suggested time of 30 minutes. He was able to successfully create an assignment in blackboard with the criteria laid out in the in-depth task analysis.

Summary

By completing this instructional unit, current and future student employees at COLTT will have the needed skills to deploy an assignment in Blackboard that contains attached files, due dates, and release date criteria. They will now have the needed skills to guide Instructors who call our office needing help on creating an assignment in Blackboard. To determine if the student employee did indeed gain the

skills presented in this instructional unit, their supervisor conducting the training will login to their test course and physically view the assignment they created to ensure it is properly set up.