Creating an Assignment in Blackboard

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

Instructional Unit Project (IU 3)

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Introduction

The purpose of part 3 of this Instructional Unit is to look at the development of the instructional strategy, the media used for the implementation of the instructional unit and the first draft. To complete this instructional goal will take between 30-45 minutes. The instructional unit will consist of an online self-guided tutorial using the IORAD (see Media Selection & Delivery System section below) application which will be proctored by a supervisor at COLTT (Center for Online Learning and Teaching Technology).

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.

Instructional Strategy

To complete the instructional goal listed in the instructional goal section above, it will take between 30-45 minutes. The instructional unit will consist of an online self-guided tutorial using the IORAD application which will be administered by a supervisor at COLTT. As the student employees enter the room, the supervisor greets them in a professional manner and has them seated at their desk in front of their computer. All equipment will be provided to them by COLTT.

- **Pre-instructional Activities** – Student employees, both new and current, will have the following pre-requisites needed for this instructional unit:
  - Know how to login to their work computer
  - Have their student worker account created in blackboard
  - Know how to login to blackboard
  - Familiar with the blackboard instructor interface
  - Have a test course already provided for them by their supervisor
- **Content Presentation** – This training on how to create an assignment in blackboard, will be presented online using a self-paced tutorial using IORAD. IORAD presents the student employee with a screen exactly as they would see it and guides them on where to click. The learner's supervisor will also facilitate and walk the learners through the steps in the tutorial giving advance and best practices.
- **Learner Participation** – Learners will login to their computer and open a web browser in which they will navigate to the IORD tutorial with the guidance of their supervisor.
- **Assessment** – The IORAD tutorial will not let them complete the tutorial without successfully clicking through each of the objectives. When they have completed the self-guided tutorial, they will then have to set up an assignment in blackboard and deploy it all on their own, in their own test course that will be provided to them by the supervisor.
- **Follow-through Activities** – Student employees at COLTT are given their own test course in Blackboard to continue to practice and improve on their skills. The link to the IORAD lesson tutorial will always be available to them and are encouraged to create a weblink to it in their course to fall back on if they need guidance. After the lesson, they will have to create a real assignment on their own to show they mastered all the objectives.
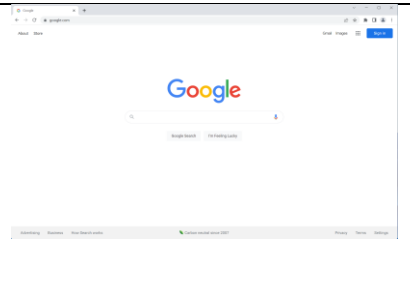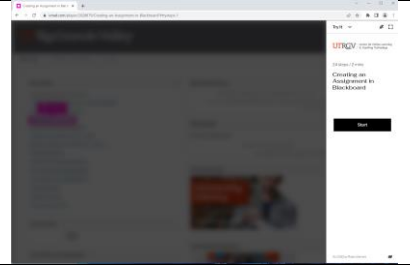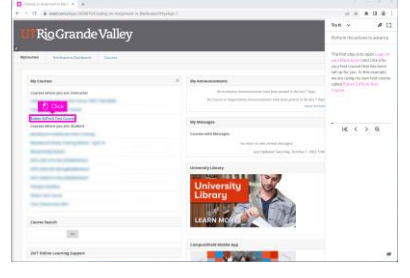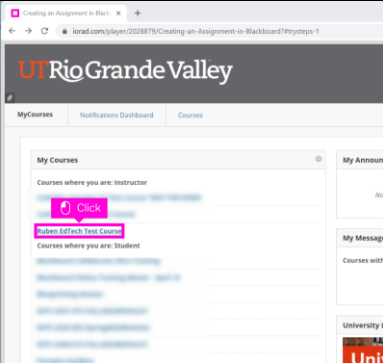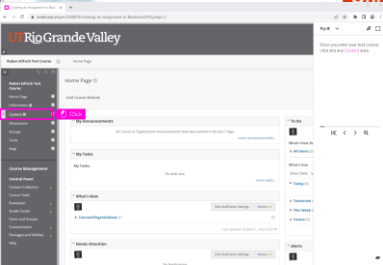
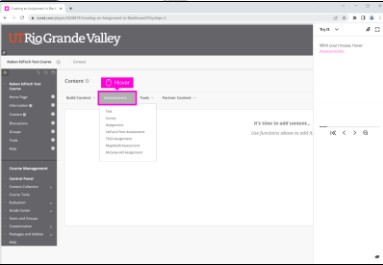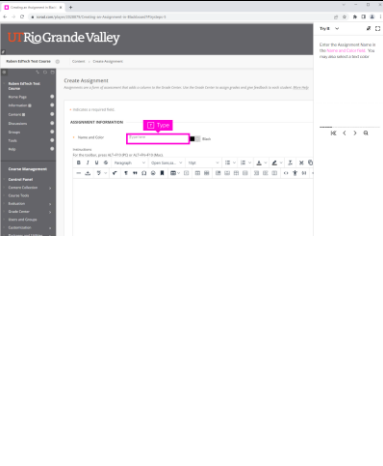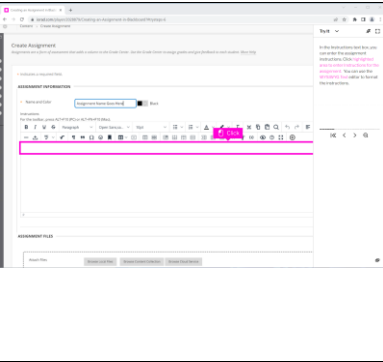# Media Selection & Delivery System

To assist with this instructional unit, we will be using IORAD to deliver the self-guided tutorial which students will have to click along to complete the tutorial. To complete the overall goal, however, will be delivered in the Blackboard Learning Management System.
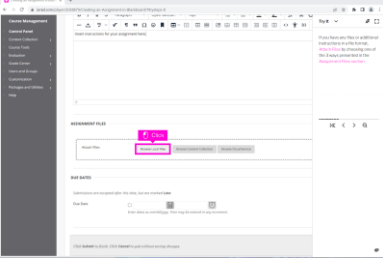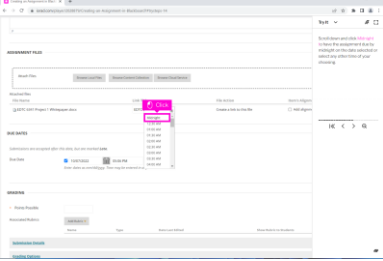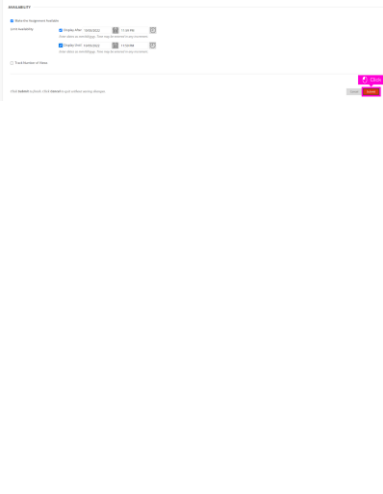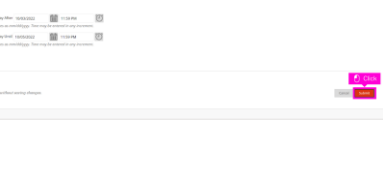
IORAD Tutorial Link: https://ior.ad/8vNR

Blackboard Login Page for Student Employees (Learners): http://mycourses.utrgv.edu

First Draft Materials

Key Information	Instructions	Screen Shot
Welcome	**Supervisor:** Welcome the student workers to the training and give them a brief introduction as to why this training is needed and the importance of this training. **Learners:** You may have a notepad and pen to take notes if you wish.	
Pre-Instructional Activity	**Supervisor:** Instruct the learners to log in to their workstations and open a web browser. **Learners:** Open a browser of your choice. We personally recommend Chrome for the best experience.	
Pre-Instructional Activity continued...	**Supervisor:** Direct the learners to the IORAD tutorial by having them go to the following URL which will be displayed on the whiteboard in front of the class **URL:** https://ior.ad/8vNR	
Lesson Introduction	**Supervisor:** Give the learners a brief overview of how IORAD works. Explain to them the lesson is self-paced, and they must click through the lesson by following the instructions on the right-hand side of the tutorial.	

Lesson Slide 1	**Learners:** The first step is to click on your test course that has been set up for you. **Supervisor:** Feel free to walk around and ensure the students are progressing properly.	
Lesson Slide 2	**Learners:** Once you enter your test course, click into the content area.	
Lesson Slide 3-4	**Learners:** With your mouse, hover over Assessments and then click Assignment	
Lesson Slide 5	**Supervisor:** In this section, explain the importance of using well thought out Titles for Assignments. When instructors call asking about creating assignments, it is good to explain to them the importance of well thought out titles. **Learners:** Enter the assignment name in the name and color field. You may also select a text color	
Lesson Slide 6-7	**Supervisor:** Explain to the learners the importance of well-planned instructions. **Learners:** In the Instructions text box, you can enter assignment instructions. Click the highlighted area in pink to enter instructions to continue to the next slide.	

Lesson Slide 8	**Supervisor:** Explain to the learners the different ways to attach files to an assignment. **Learners:** Professors may not always opt to attach files, but for this exercise we will attach a sample file. Click Browse Local Files and select any file you want to use as practice.	
Lesson Slide 9 - 14	**Supervisor:** Explain to the learners the process for Due Dates and double check they are progressing the IORAD lesson properly **Learners:** To add a due date to an assignment, you will click the check box in the Due Date Setting and enter a date and time.	
Lesson Slide 15-16	**Learners:** In this section you will enter the points possible for a grade. Most instructors will put 100, but you can leave this section up to them when you run in to this in a real situation.	
Lesson Slide 17 - 22	**Supervisor:** Explain to the learners the Availably settings. **Learners:** The next few slides will cover how to set the settings for availability. Display after, is so that Instructors can create assignments ahead of time but have them shown to the students after a certain date. Display Until, is so the instructor can hide the assignment from students after a given date.	
Slide Lesson 23	**Learners:** Click submit to successfully create an assignment based on the settings you have set up.	

	Supervisor: Verify every learner has finished the IORAD tutorial.	
Assessment	**Supervisor:** Instruct the students to now create an actual assignment in their Blackboard test course **Learners:** Now that you have done the self-paced IORAD lesson, you will create an assignment in your own test course using settings like what you did in the practice lesson.	