

Creating an Assignment in Blackboard

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

Instructional Unit Project (IU 4)

Ruben Zamora | EDTC 6321 | October 16, 2022

Introduction

The purpose of part 4 of this Instructional Unit is to conduct a formative evaluation of the instructional materials presented in IU 1-3. The evaluation will be done by 3 different groups. The first being a Subject Matter Expert (SME), One-to-one evaluation with a learner, and finally a group evaluation. The first evaluation by the SME, will provide guidance and feedback on the lessons overall flow, validity and audience appropriateness. During the one-on-one lesson, feedback will be gathered while the lesson is being administered and any suggestions made during this stage will be evaluated and the lesson may be revised. The small group evaluation will be conducted by current and new student employees who have various experience levels in using Blackboard. Feedback gathered in this stage will be evaluated and if needed, the lesson will be revised for a final time.

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.

Subject Matter Expert Review

The Subject Matter Expert who will be reviewing the lesson is Carlos Cisneros. He is currently an Instructional Technology Support Specialist at the Center for Online Learning & Teaching Technology and is the supervisor of our student employees. The evaluation was conducted in our office location in person.

Steps	SME's Comments	My Responses
Step 1: Set the settings for an assignment in Blackboard	"Overall, the steps were perfectly fine and would get the learner started on the basics of adding an assignment in blackboard. The only thing I would change is possibly mentioning that the more advanced settings would be covered in an advanced lesson."	I will add a note to the lesson mentioning that the more advanced settings would be learned in an advanced training.
Step 2: Attach Files to assignments in Blackboard	"This section was straight forward. I think it is fine"	No modifications need to be made for this step.
Step 3: Set specific assignment release dates and assign specific selective release criteria in said assignments in Blackboard	"The tutorial in IORAD was good overall except the date sections require you to put the date specified. I would just have the IORAD tutorial ask the learner to hover over the area rather than make them input dates."	Good comment, however in the actual assessment to ensure they learned what was presented, they can enter any dates they want.

Synopsis

Overall, in speaking with the SME, we concluded that the lesson overall will teach the learner everything necessary to complete the overall goal. The main findings by the SME could be addressed by the actual

supervisor going into a little more detail when explaining the overall lesson as the learner is doing the self-paced tutorial via IORAD.

One-to-One Evaluation

The One-to-One evaluation will be conducted by Jesus De La Rosa. Jesus is new to our department and is at a beginner level. He will be participating in the lesson in our office location at his workstation. All technologies needed for this lesson are provided to him.

Steps	My Observations	My Responses
Step 1: Set the settings for an assignment in Blackboard	<p>Start Time: 9:00am on 10/13/22</p> <p>Student had no issues following the IORAD self-walkthrough tutorial. Student was able to complete the tutorial and complete the overall goal assessment on his own</p> <p>End Time: 9:10am on 10/13/22</p>	Student was able to complete all the needed steps outlined in the IU document.
Step 2: Attach Files to assignments in Blackboard	<p>Start Time: 9:12</p> <p>Student did this with no issues</p> <p>End Time: 9:14</p>	No changes needed to this portion
Step 3: Set specific assignment release dates and assign specific selective release criteria in said assignments in Blackboard	<p>Start Time: 9:15</p> <p>Student was able to set the specific release and due dates for the assignments. However, he did need a little more explanation than what was provided in the IORAD Tutorial</p> <p>End time 9:35</p>	I will add more notes and tips for the supervisor to provide the learners.

Synopsis

One-to-one with Jesus went very well. He did have a few detailed questions about Step 3 that will be addressed in notes for the Trainer (Supervisor) to mention during the lesson. Overall, the session went well, and all goals were met.

Small Group Evaluation

The small group evaluation will be conducted by 3 student employees currently employed by the Center for Online Learning & Teaching Technology. They wanted to remain anonymous but each one was selected based on their months and years of employment with the department.

Steps	My Observation	My Responses
Step 1: Set the settings for an assignment in Blackboard	The group of learners are interacting quite nicely and	No modifications are necessary

	going through the lesson with ease. They are even competing amongst each other on who writes the better description and title for an assignment.	
Step 2: Attach Files to assignments in Blackboard	This section seems to be easiest one for all learners to complete. My guess is because its straightforward and almost all webpages have a similar setup for attaching or uploading files.	No modifications Necessary
Step 3: Set specific assignment release dates and assign specific selective release criteria in said assignments in Blackboard	Students had the most questions during this step of the lesson. The questions however were not due to the instructions in the lesson but more on scenarios.	I will make a note to extend the lesson slightly at the end for questions and scenarios.

Synopsis

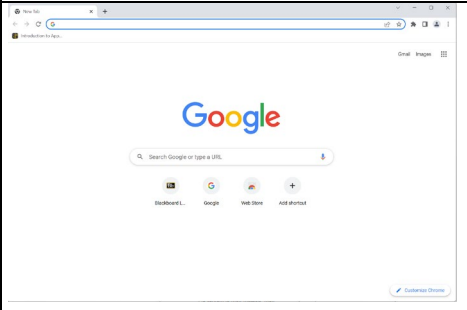
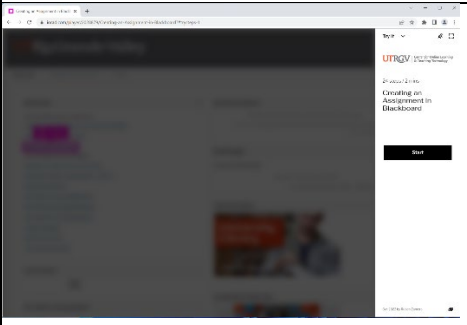
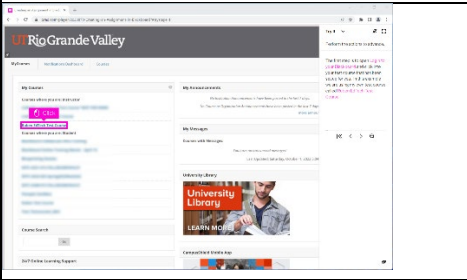
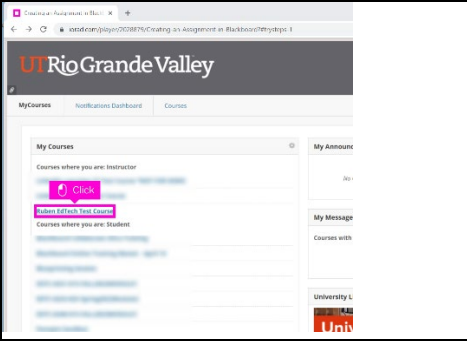
The fact that this lesson can be taken both online and face to face really determined how well the students learned the material. The interaction they had amongst each other during the lesson and the questions they asked really made the lesson successful. We work in a servicing area, and they started discussing different types of situations in which a faculty member may want specific assignment settings. This was good because they will be able to identify different ways a professor may want to setup an assignment.

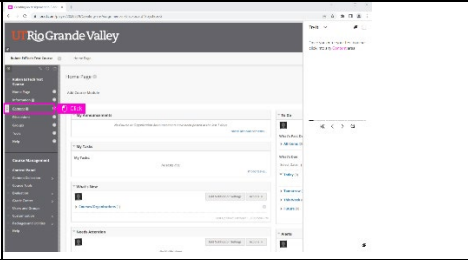
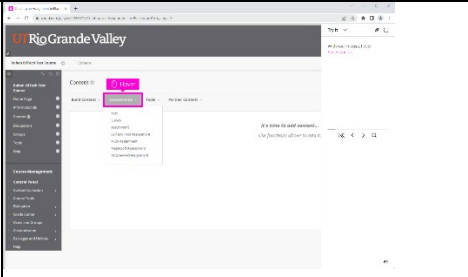
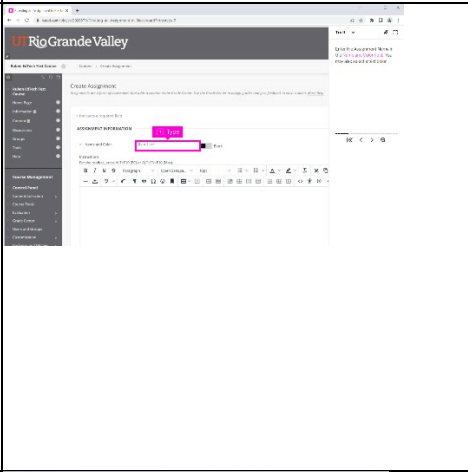
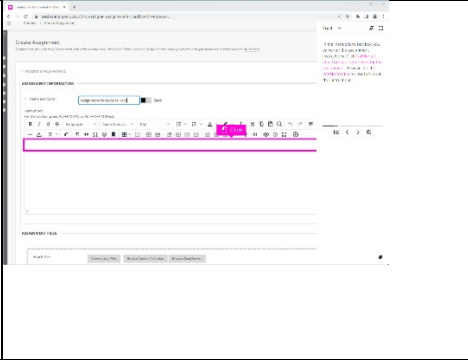
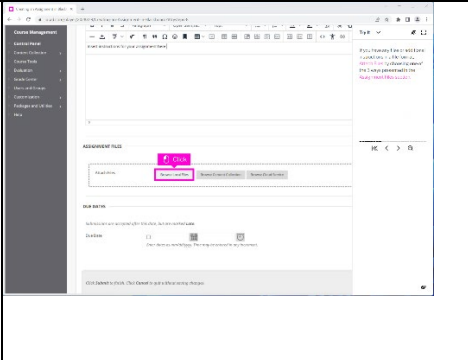
Summary

Overall, the lesson was a great success, and the evaluators had no major issues that prevented them from completing the overall instructional goal which was to create a basic assignment in Blackboard. At the Center for Online Learning & Teaching Technology we plan to utilize more of these instructional units for future supervisors to easily obtain and train future student employees in the different technologies we support and offer for the university community (Faculty, Students & Staff).

Revisions Lesson Materials (Revisions in Red)

Key Information	Instructions	Screen Shot
Welcome	<p>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.</p> <p>*Supervisor Notes: Mention to the students that this lesson covers the basics to setting up an assignment in Blackboard. More advanced settings</p>	

	<p>like Rubrics, Selective Release Criteria, etc. will be covered in more advanced lessons.</p> <p>Learners: You may have a notepad and pen to take notes if you wish.</p>	
<p>Pre-Instructional Activity</p>	<p>Supervisor: Instruct the learners to log in to their workstations and open a web browser.</p> <p>Learners: Open a browser of your choice. We personally recommend Chrome for the best experience.</p>	
<p>Pre-Instructional Activity continued...</p>	<p>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</p> <p>URL: https://ior.ad/8vNR</p>	
<p>Lesson Introduction</p>	<p>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.</p>	
<p>Lesson Slide 1</p>	<p>Learners: The first step is to click on your test course that has been set up for you.</p> <p>Supervisor: Feel free to walk around and ensure the students are progressing properly.</p>	

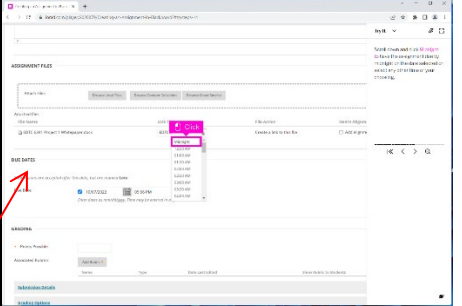
<p>Lesson Slide 2</p>	<p>Learners: Once you enter your test course, click into the content area.</p>	
<p>Lesson Slide 3-4</p>	<p>Learners: With your mouse, hover over Assessments and then click Assignment</p>	
<p>Lesson Slide 5</p>	<p>Supervisor: In this section, explain the importance of using well 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.</p> <p>Learners: Enter the assignment name in the name and color field. You may also select a text color</p>	
<p>Lesson Slide 6-7</p>	<p>Supervisor: Explain to the learners the importance of well-planned instructions.</p> <p>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.</p>	
<p>Lesson Slide 8</p>	<p>Supervisor: Explain to the learners the different ways to attach files to an assignment.</p> <p>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.</p>	

Lesson Slide 9 - 14

Supervisor: Explain to the learners the process for Due Dates and double check they are progressing the IORAD lesson properly

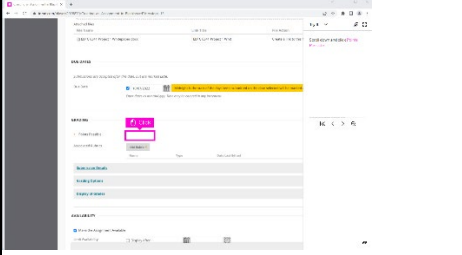
Supervisor Notes: Explain to learners the differences between due dates and available dates. Available dates hide the link to the assignment to the student whereas due date is when the assignment is due. Submissions are allowed after the due date; however, they will have a marking indicating it was submitted late

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.

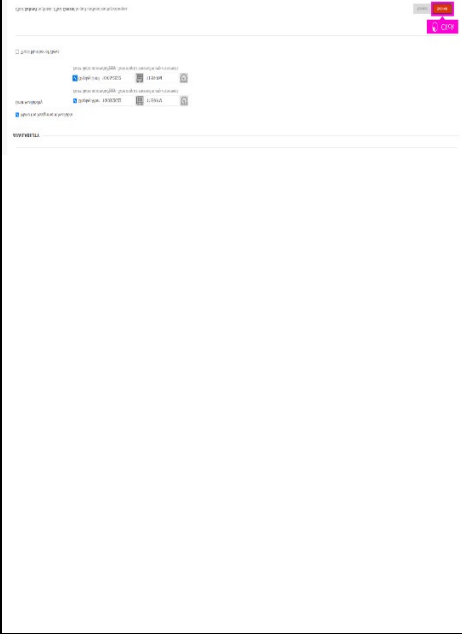


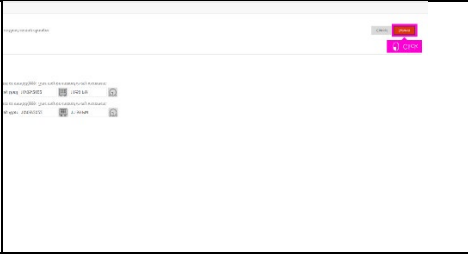
Lesson Slide 17 - 22

Supervisor: Explain to the learners the Availability settings.

Supervisor Notes: Reiterate what was said above about the differences between due dates and availability dates. This is a perfect time to have a discussion on different situations in which a faculty member may or may not want a due date or may just want to setup availability dates.

Learners: The next few slides will cover how to set the settings for availability. Display after, is so that Instructors can



	<p>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.</p>	
<p>Slide Lesson 23</p>	<p>Learners: Click submit to successfully create an assignment based on the settings you have set up.</p> <p>Supervisor: Verify every learner has finished the IORAD tutorial.</p>	
<p>Assessment</p>	<p>Supervisor: Instruct the students to now create an actual assignment in their Blackboard test course.</p> <p>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.</p>	