

Introductory ° (Online and Hybrid Classes only)

Steps to creating the Introductory ° as an Assignment in your Blackboard course.

1. Go to your BB course and click on the Assignment button to the left.
2. Click on "Create Assessment" at the top of the page and select Assignment from the drop down list.
3. Name the Assignment "Introductory Assignment".
4. Copy and paste the instructions below in the Instruction box.

After clicking on the **Introductory Assignment** link, open the Word attachment "enrollmentverification.doc" and type your answers in the document. After you have completed the assignment save it to your hard drive or flash drive as "myenrollment.doc" and then close your Word document. In Blackboard scroll down and attach your document to this assignment by selecting the "Browse My Computer" button. After attaching your file scroll down and submit your assignment.

5. Under #2 – Click on "Browse My Computer". Attach the "enrollmentverification.doc" sent to you in your email. *NOTE: You may choose to create and use your own Introductory assignment. Make sure it is named Introductory Assignment.*
6. Under #3 - Enter the number of points possible. This is up to you as to how many points it is worth.
7. Under #4 - Make assignment available. Select "Allow single attempt". Click on "Track # of Views".
- 8. Under #5 - Important - Make sure you check Due date as the 10% date. You will need to change this date to the 10% census date each semester.**
9. Under #6- Select "All students individually".
10. Submit Assignment.
11. A column will automatically be created in your Grade book for this Introductory Assignment. Do not remove this column.
12. Create an Announcement for this Assignment on your Announcement page.

You will need to do this for each online and hybrid course you are teaching.