

COURSE ENTRY ASSIGNMENTS

The following table describes the course entry assignment guidelines and some tips for using the graded function in Blackboard.

DEFAULT COURSE ENTRY ASSIGNMENT	FLEXIBLE COURSE ENTRY OPTIONS
<p>A discussion board is used for capturing enrollment in an online course (Sections 800-899). Faculty are also required to add it to hybrid courses (Sections 900-949). Students are required to submit the assignment by the course's census date or they would be dropped from the class and not be permitted to participate.</p> <p>You must submit this assignment by <Insert Census Date Here> or you will be dropped from the class and not be permitted to participate in this class.</p> <p>Introduce yourself to the class with a brief bio. Please include:</p> <ul style="list-style-type: none">▪ Your name and any information you would like to share about yourself.▪ What is your major or program of study?▪ When do you plan to graduate from Forsyth Tech?▪ How many online courses have you taken? If so, have they all been taken at Forsyth Tech?▪ What do you expect to learn from this course?▪ How does this course fit into your career plans?	<ul style="list-style-type: none">▪ Faculty can choose a graded assignment feature in Blackboard that requires a student to submit something such as a test, graded discussion, document upload, etc.▪ Faculty can use the default assignment in the left column if they choose to. It must be set up as a graded discussion in Blackboard.▪ Name the assignment "Course Entry Assignment" (without quotes) and make sure the due date is the census date.▪ Use Blackboard to verify a student's enrollment date, the first submitted attempt of the Course Entry Assignment.

Tutorials for Creating Graded Assignments in Blackboard

- Creating a test (opens in a new tab). <https://youtu.be/ef08mqN4rIY>
- Creating a graded discussion forum (opens in a new tab). <https://youtu.be/IDL-rfKgPWA>
- Creating an assignment (opens in a new tab). <https://youtu.be/gRzYQZOy504>
- Creating an assignment using SafeAssign (opens in a new tab). https://youtu.be/Qld2Xza_95k

Additional Tutorials Regarding the Course Entry Assignment

- Changing the Grade Center Column Name. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/change-grade-column-display.pdf>
- Verifying Submission Dates in Blackboard. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/verify-submission-dates.pdf>
- Marking No Shows and E Dates in Web Attendance. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/mark-no-shows-e-dates-web-attendance.pdf>