

# Blackboard for Employees

## Quickly Course Tools: Create an Assignment

This document describes how to utilize Quickly Course Tools to create and deploy an assignment to multiple courses and/or organizations.

### Instructions

1. Under the **Courses** tab in Blackboard, locate the **Tools** module and click on **Quickly Course Tools**.

San Jac MY WAY

My San Jacinto Courses Student Services San Jac Life Faculty Support Content Collection Tech Support Library System Admin

Blackboard Mobile App Login

At this time, please continue to use your G# to log in to the Bb Mobile App.

**Course List**

Courses where you are: Instructor

AIRIE-DEV-GenEdAssessment: AIRIE-DEV-GenEdAssessment (not currently available)

Instructor: Liana Boopi; Barbara Brown; Marcia Bumgardner; Yessenia Chavez; Rashmi Chhetri; Christopher Duke; Lynwood Dunseith; Ferdie Durazo; Dawn Eaton; Rachel Garcia; John Gillespie; Abbie Grubbs; Aaron Love; Elizabeth McKinley; Ryan Newman; William Parant; Joy Parris; Michelle Selby; A-Patti Weiss; Martin Winick

DEV-HUMA-1301-Davis: DEV-HUMA-1301-Davis

Instructor: SJC Blackboard Administrator; Barbara Brown; Kimberly Miller-Davis; Jon Nelson; A-Patti Weiss

IIS-PRAC-BIOL130B: IIS-PRAC-BIOL130B

Instructor: A-Patti Weiss

IIS-PRAC-HART1441: IIS-PRAC-HART1441 (not currently available)

Instructor: A-Patti Weiss

IIS-PRAC-NURS3350: IIS-PRAC-NURS3350

Instructor: A-Patti Weiss

**Blackboard Support Office Hours**

Monday - Thursday 7:30 am - 7:30 pm

Friday 7:30 am - 6:00 pm

Saturday 10:00 am - 2:00 pm

Sunday 12:30 pm - 4:30 pm

Available by email: [bbsupport@sjcd.edu](mailto:bbsupport@sjcd.edu) and phone: 281-542-2084

**Tools**

Announcements

Calendar

My Grades

Respondus Quick Start

Send Email

SJCD Academic Calendar

SJCD Student Handbook

StudentLingo Study Skills Workshops

Tasks

Yuja Media


**Quickly Course Tools**

Application Authorization

**Did you know?**

You can now access Blackboard with the Office 365 App Launcher directly from Office 365:

(1) log in to Office 365,

(2) select the app launcher icon  located in the upper, left corner, and

(3) scroll down to locate the Bb App and Click it to open Blackboard.

**COVID-19 Self Reporting**

Students and employees must disclose a coronavirus infection, or close contact with or living with a COVID-19 positive individual. Please use this Reporting Form. Full details are described in SJC Procedure III.3008 B a.

Updated 8/11/2021

**Blackboard Updates for Faculty**

There are no updates to report at this time.

**Tutoring/Student Success Center**

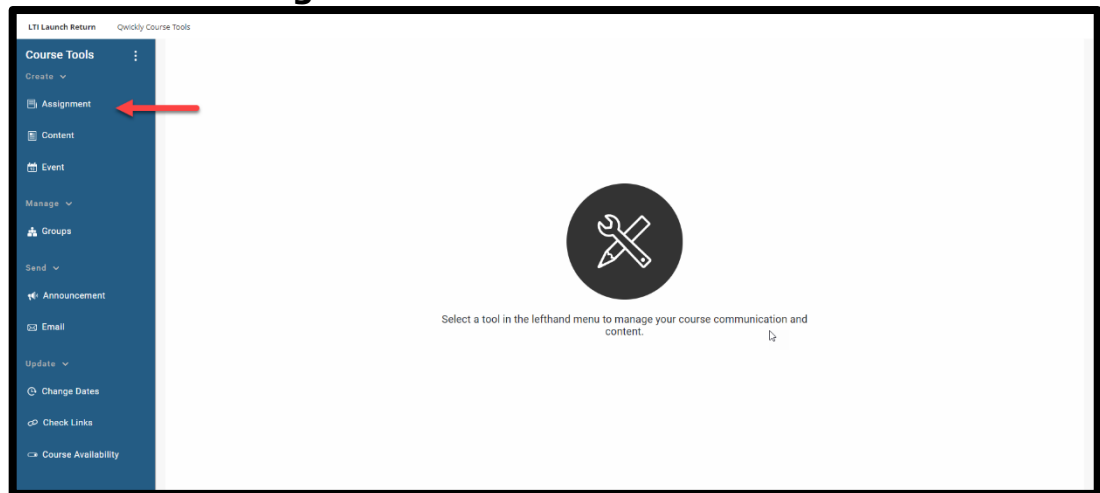
Free tutoring is available online with Student Success tutors. Students can schedule an appointment online through TutorTrac at the following link: <http://sjcdutortrac.sanjac.edu/>.

**How to Schedule an Online Tutoring Appointment**

Students can join their tutor's Zoom room through the link in TutorTrac up to 15 minutes early and wait for their appointment to start. Students who do not show up within the first 15 minutes forfeit their session.

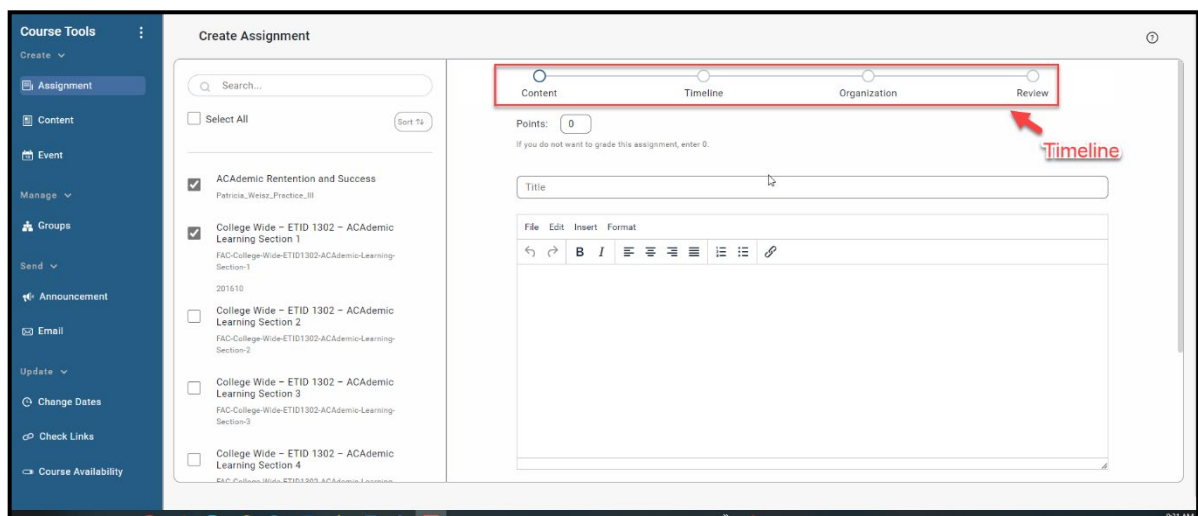
Free tutoring is also available on the library at each campus. See [www.sanjac.edu/tutoring](http://www.sanjac.edu/tutoring) for more information.

2. Click on the **Create Assignment** link.



3. Begin by selecting the course(s) and/or organization(s) needed.

**Note:** There is a timeline at the top. It has the steps of **Content** → **Timeline** → **Organization** → **Review**. The circles will be filled in as you move through the process.



4. After filling out the (1) **Points**, (2) **Title** and (3) **Textbox information**, click on **Choose File**, if that

is appropriate for your assignment. You could also put the assignment text in the Textbox (3).

**Course Tools**

- Create ▾
- Assignment
- Content
- Event
- Manage ▾
- Groups
- Send ▾
- Announcement
- Email
- Update ▾
- Change Dates
- Check Links
- Course Availability

**Create Assignment**

Search...

Select All Sort TL

- ☒ ACAdemic Retention and Success  
Patricia\_Weisz\_Practice\_III
- ☒ College Wide – ETID 1302 – ACAdemic Learning Section 1  
FAC-College-Wide-ETID1302-ACAdemic-Learning-Section-1  
201610
- ☐ College Wide – ETID 1302 – ACAdemic Learning Section 2  
FAC-College-Wide-ETID1302-ACAdemic-Learning-Section-2
- ☐ College Wide – ETID 1302 – ACAdemic Learning Section 3  
FAC-College-Wide-ETID1302-ACAdemic-Learning-Section-3
- ☐ College Wide – ETID 1302 – ACAdemic Learning Section 4  
FAC-College-Wide-ETID1302-ACAdemic-Learning-Section-4

Points: 100  
If you do not want to grade this assignment, enter 0.

Problem/Solution Essay

File Edit Insert Format

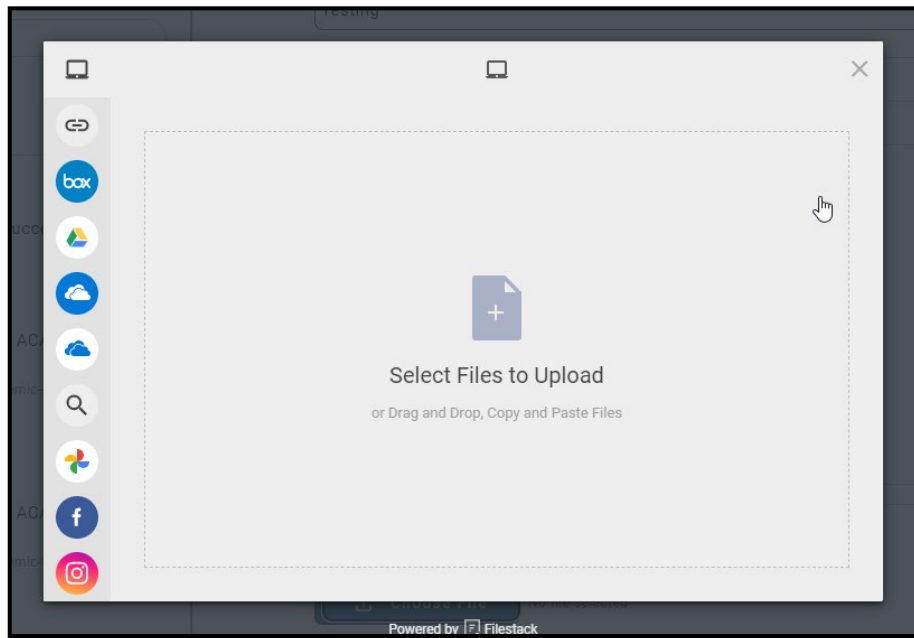
← → B I [Text Alignment Icons] [List Icons] [Link Icon]

Please see the attached assignment for your Problem/Solution Essay.

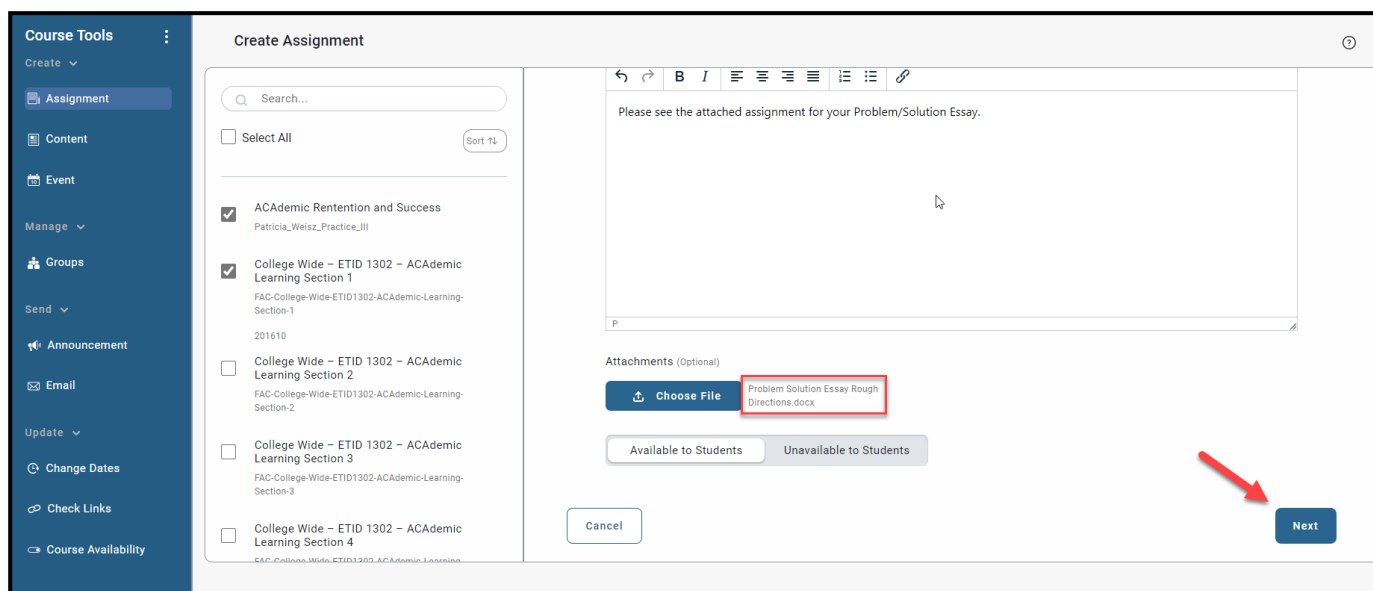
Attachments (Optional)

Choose File No file selected

5. This is the menu that comes up to choose a file. Note there are many choices. You can:
- Upload from your desktop or other drive on your device
  - Choose a file from your One Drive (the San Jacinto College One Drive will require you to put in your credentials)
  - Upload a web link
  - Get a file from your Google Drive
  - Etc.



6. Once you have uploaded a file, check to be sure you have uploaded the correct one. It will appear to the right of the **Choose File** button. Then, click on **Next**.



7. Choose the display after and until day and times and the due date. You can choose the same date and time for **All Courses** or **Per Course**. Here, you see the options for **All Courses**. When the **Per Course** option is chosen, it will vertically display each course and you can choose a separate day and time for each course. Then, click the **Next** button.

**Note:** The timeline has moved to show you are on the **Timeline** part of the process. The **Content** step bubble is filled in, indicating that step is completed.

The screenshot shows the 'Create Assignment' page in the 'Course Tools' sidebar. The 'Timeline' step is active, indicated by a filled bubble in the progress bar. The 'Content' step is also filled. The 'Timeline' section is titled 'Timeline (Optional)' and includes the instruction 'Set assignment availability below. If you'd like to skip this step, click "Next."'.

Below the instruction, there are two tabs: 'All Courses' (selected) and 'Per Course'. Under the 'All Courses' tab, there are three rows of date and time pickers:

- Display after:** mm/dd/yyyy (calendar icon) 11:59 PM (clock icon)
- Display until:** mm/dd/yyyy (calendar icon) 11:59 PM (clock icon)
- Due on:** mm/dd/yyyy (calendar icon) 11:59 PM (clock icon)

8. The next screen asks what **Content Area** you want the item to go. If the item is going to more than one course and both courses have the same content areas, it will display one drop-down menu. In this case, the two courses are quite different so each one pops out separately to allow you to choose the **Content Area** for each course. Click the **Next** button.

**Note:** The timeline has moved to show you are on the **Organization** part of the process.

**Course Tools**

Create ▾

- Assignment
- Content
- Event

Manage ▾

- Groups

Send ▾

- Announcement
- Email

Update ▾

- Change Dates
- Check Links
- Course Availability

### Create Assignment

ACademic Retention and Success  
Patricia\_Weisz\_Practice\_III

College Wide - ETID 1302 - ACademic Learning Section 1  
FAC-College-Wide-ETID1302-ACademic-Learning-Section-1  
201610

Content Timeline Organization Review

**Organization**

Select the content area you'd like to put this assignment in.

All Courses Per Course

**ACademic Retention and Success**

Content Area:  
Course Content ▾

**College Wide - ETID 1302 - ACademic Learning Section 1**

Content Area:  
ACademic Modules ▾

Back

9. Next, you get this screen which allows you to make sure everything is correct. If everything looks correct, click the **Submit** Button. If not, keep clicking on the Back button until you get to the area that needs to be corrected.

**Note:** The timeline has moved to show you are on the **Review** part of the process.

Course Tools

Create

Assignment

Content

Event

Manage

Groups

Send

Announcement

Email

Update

Change Dates

Check Links

Course Availability

Create Assignment

ACademic Retention and Success  
Patricia\_Weisz\_Practice\_III

College Wide – ETID 1302 – ACademic Learning Section 1  
FAC-College-Wide-ETID1302-ACademic-Learning-Section-1  
201610

ContentTimelineOrganizationReview

Is the following information correct?

ACademic Retention and Success

Title:

Content:

Attachment(s): None

Points: 0

Availability: available

College Wide – ETID 1302 – ACademic Learning Section 1

Content Area

ACademic Modules

Name

Display after:

Display until:

Due on:

- Finally, Qwickly Course Tools gives you a screen to show that the process is complete and you have successfully uploaded the item into the chosen courses.

Course Tools

Create

Assignment

Content

Event

Manage

Groups

Send

Announcement

Email

Update

Change Dates

Check Links

Course Availability

Create Assignment

ACademic Retention and Success  
Patricia\_Weisz\_Practice\_III

College Wide – ETID 1302 – ACademic Learning Section 4  
FAC-College-Wide-ETID1302-ACademic-Learning-Section-4

✓

Create Assignment

Assignment created in: ACademic Retention and Success


✓

Create Assignment

Assignment created in: College Wide – ETID 1302 – ACademic Learning Section 4

Return to Create Assignment →

Qwickly Course Tools: Create Assignment – Page 7 of 5  
Instructional Innovation & Support, December, 2022


SAN JACINTO  
COLLEGE

