## ACADEMIC TECHNOLOGY (ITS)



### TUTORIAL

#### CREATING A QWICKLY JOT ASSIGNMENT ON BLACKBOARD

Assignments on Blackboard can be made with Qwickly Jot. This tool allows you to create assignments with diagrams, maps, charts and more for students to mark on.

1. Under "Assignments" in Blackboard, move your mouse over "Assessments", and click on "Qwickly Jot Assignment".



2. Give your assignment a name and add the assignment instructions.

Qwick	ly Jot Assignment
Assignments are a fo give feedback to each submission.	rm of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and student. This Assignment type allows an interactive canvas for students to write on for their
*Indicates a required	field. CRMATION Cancel Submit
* Name Iden	ntifying Muscles
Identify the Pectoralis	3 <i>I</i> <u>∪</u> <i>&amp;</i> <u>≈</u> <u>≡</u> <u>≡</u> <u>π</u> <u>π</u>

<u>help.pace.edu</u> Last Updated: September 14, 2017 Acadtech@pace.edu www.pace.edu/digitaltoolkit 914 773 3664 (PLV) 212 346 1661 (NYC)

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3. Click on the "Computer" icon and then click "Browse" to select the file to upload as the assignment.

#### \* ASSIGNMENT FILE

If you select a file you do not want, click Cancel to remove the attachment from the content item.



#### \* ASSIGNMENT FILE

If you select a file you do not want, click Cancel to remove the attachment from the content item.



4. Select your file and then click "Open".

						Þ			the attachme		
File name	e: mu	scles.JPG		-	All Files (*.*)		•				
					Open		Cancel	) 			
_	>					-	-				
Utilities	>										

5. You have the option to add a due date to the assignment.

	DUE DATES				
	Due Date 💿 Yes 🌘	) No			
	Date				
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6. You are required to enter the number of points possible that the student can earn from the assignment. After you have entered the number, click "Submit".

* Points Possible 100							
AVAILABILITY							
Make the Assignment Available	⊚ Yes ⊚No						
Track Number of	💿 Yes 💿 No						

7. Your Qwickly Jot Assignment is now available under "Assignments" in Blackboard.



The students will be able to use drawing tools to mark up their answers on the assignment, and you will be able to grade it from the Grade Center column, which is automatically created.

