Preparing Your Blackboard Area for Reassessments
For the 2016-17 Academic Year
Academic Registry will contact you with details of how reassessments will work this year, and information about what module leaders need to do.

Students who are being allowed to submit online will do so via the Blackboard area for the module in question. This guide has been written to recommend a consistent approach to setting this up, and demonstrate how this can be done.

This guide will show you how to

- Create a Content Area called ‘Reassessment August 2017’
- Add instructions, files and assignment drop boxes to the page
- Make the area available to students
Creating a new Content Area

Before starting make sure that Edit Mode is set to ‘On’.

To add a new Content Area select the ‘+’ button towards the top left of the page.

Select ‘Content Area’ from the drop down menu that appears.
In the text box add the name of the Content Area. The name is ‘Reassessment August 2016’. Click the button labelled ‘Submit’.

This adds a link to the bottom of the course menu.
Adding Instructions

Enter the new Content Area, click on ‘Build Content’ and then ‘Item’.

The ‘Create Item’ page will open allowing you to add a name for the item and the instructions for the students in the text box, along with any attachments needed by the students.

When submitted the page will look something like this.
Adding an Assignment Drop Box

You will also need to add one or more assignment drop boxes to the page.

Different departments use different assignment submission tools, so select the ‘Assessments’ drop down menu and choose the tool that you usually use.

If you use Turnitin choose ‘Turnitin Assignment’, or for Blackboard’s built in tool use ‘Assignment’.

Setup the drop box with the settings that you usually use. We have a [guide to setting up using Turnitin](#).
Releasing the Page to Students

At some point you will want to release this new Content Area to students. There will be guidance on when to do this included in the document that you received from Academic Registry.

To release the Content Area to students click on the arrow next to the link on the Course Menu. This will open the drop down menu.

Select ‘Show Link’.
Other Sources of Help and support for Staff

- **The ‘Help’ link within the Course Control Panel**
  Click the ‘Help > Blackboard Help’ link within the Course Control Panel at the bottom left of your course to access ‘Blackboard Help for Instructors’.

- **Learning Services Wiki**
  Visit the Learning Services wiki within the GO Portal to access a range of information including, policies, guides and resources.

  **Wiki**: [Learning Technology Development Wiki](#)

- **Learning Technology Development**
  Contact Learning Technology Development if you need further assistance or have any further queries.

  **Email**: ltdsupport@edgehill.ac.uk

  **Telephone**: 01695 584286

  **Team Contacts**: [Learning Technology Development Division Contacts](#)

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For an alternative format, please contact Learning Technology Development, on 01695 650754 or email ltdsupport@edgehill.ac.uk