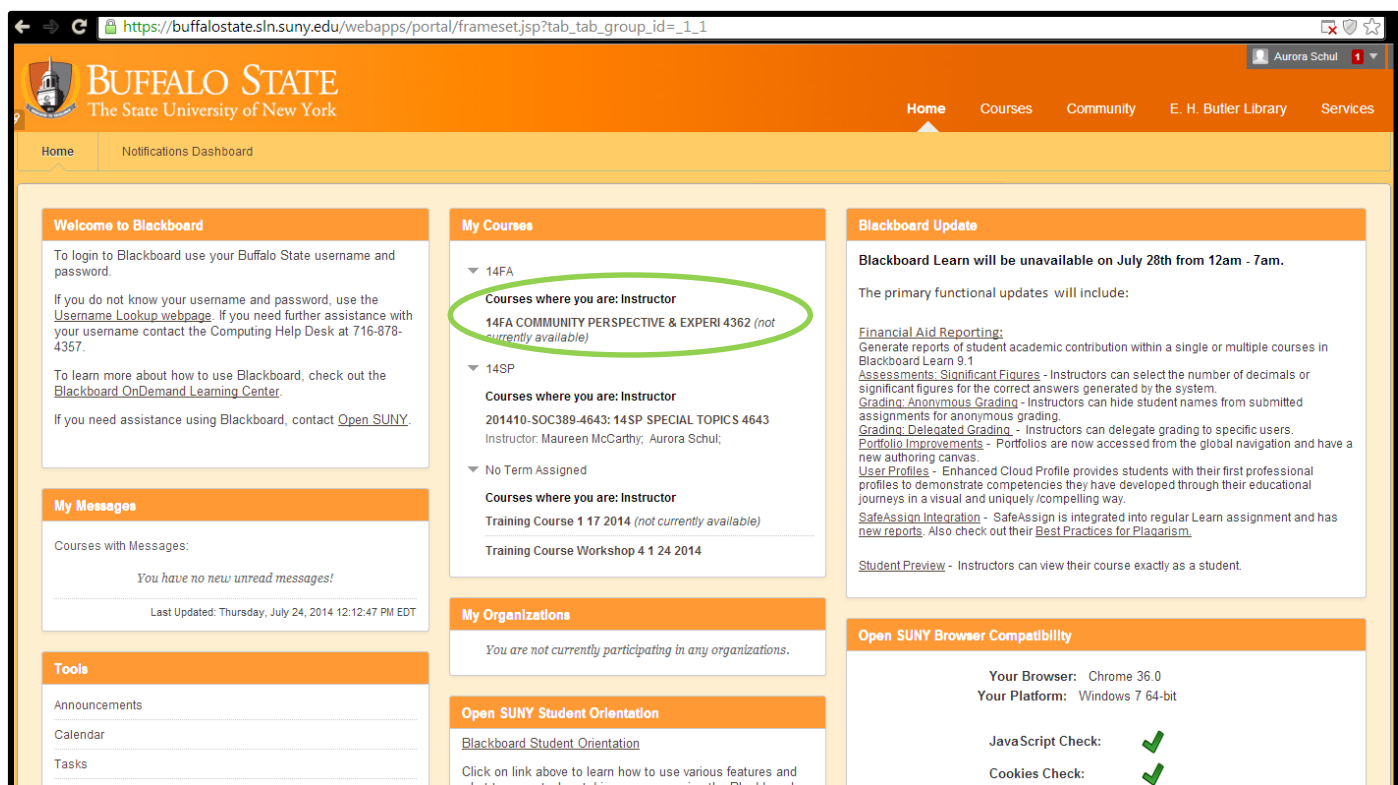


How to Add the Service-Learning Orientation PowerPoint to Blackboard

Preparing students for their service-learning experience is critical for the students' engagement, understanding, and personal growth. Ensuring that the student is prepared and understands their expectations in the community also assists you as a faculty member in dealing with potential problems, as well as the community partner responsible for service-learning students. If scheduling or time does not permit a VSLC staff member to attend your class to give a service-learning orientation, students can still be prepared for their community experience. This guide is meant to serve as a way to assist you in uploading the Service-Learning Orientation PowerPoint to Blackboard, where you can post it as an assignment in order to track student viewings and understanding of the content.

Step 1: Log into Blackboard

Chose the course(s) where you'd like to utilize the Service-Learning Orientation PowerPoint. You are only able to add the Service-Learning Orientation PowerPoint to one course at a time.

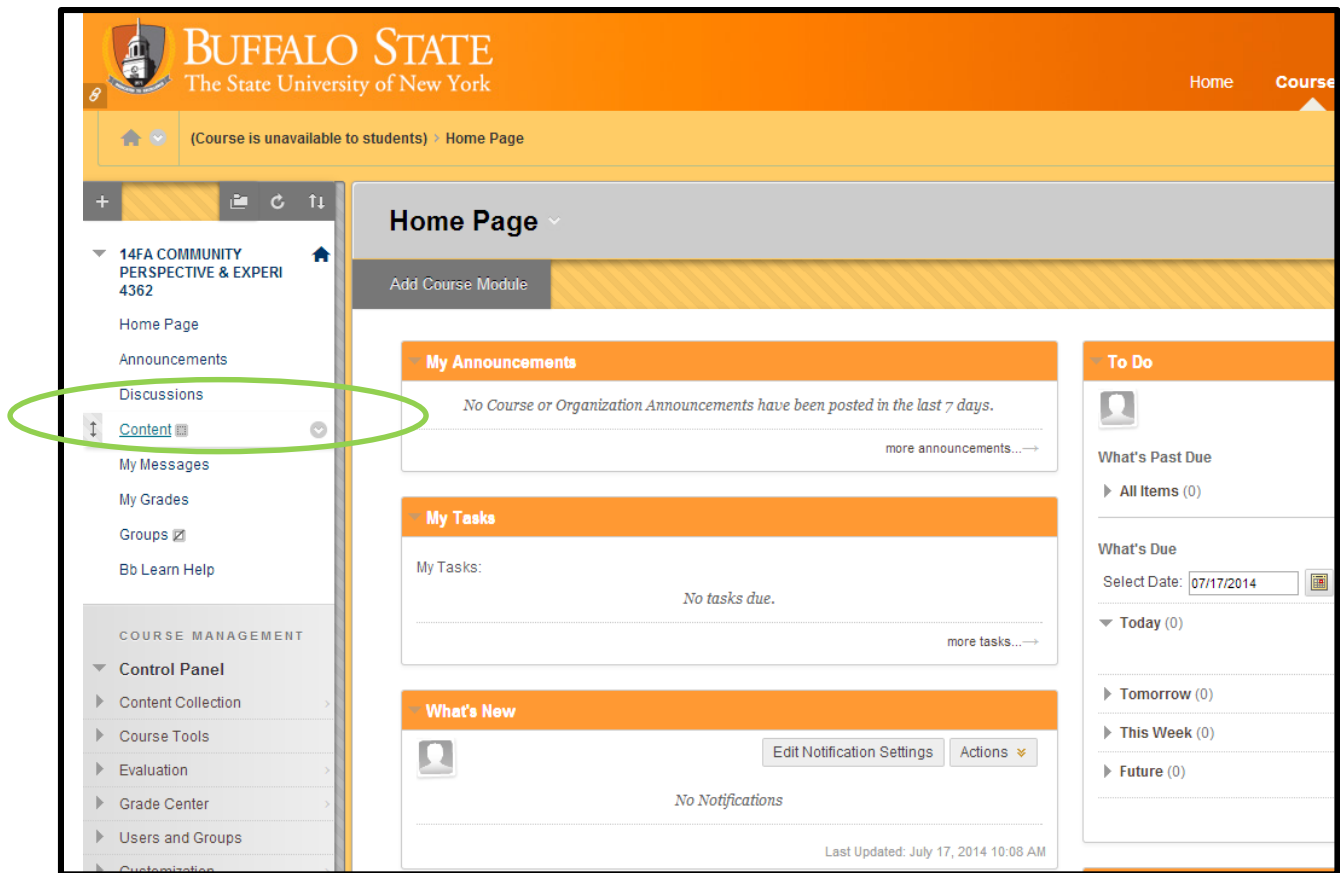


The screenshot shows the Blackboard portal for Buffalo State. The top navigation bar includes 'Home', 'Courses', 'Community', 'E. H. Butler Library', and 'Services'. The main content area is divided into several sections:

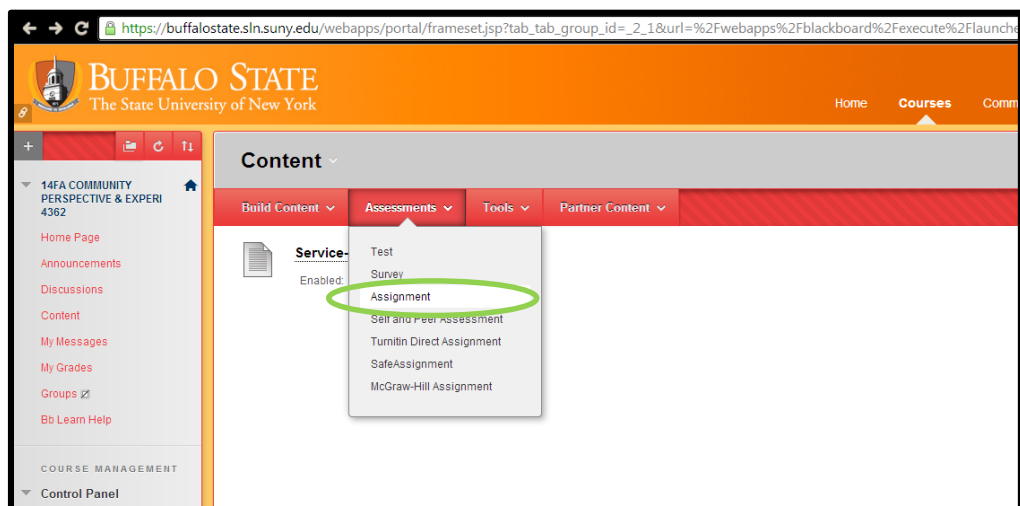
- Welcome to Blackboard:** Provides login instructions and links for help.
- My Messages:** Shows 'You have no new unread messages!'.
- Tools:** Lists 'Announcements', 'Calendar', and 'Tasks'.
- My Courses:** A list of courses where the user is an instructor. The first course, '14FA COMMUNITY PERSPECTIVE & EXPERI 4362', is circled in green. Other courses include '201410-SOC389-4643: 14SP SPECIAL TOPICS 4643' and 'Training Course 1 17 2014'.
- My Organizations:** Shows 'You are not currently participating in any organizations.'
- Open SUNY Student Orientation:** Includes a link to 'Blackboard Student Orientation'.
- Blackboard Update:** Announces that Blackboard Learn will be unavailable on July 28th from 12am - 7am. It lists several updates including Financial Aid Reporting, Assessments: Significant Figures, Grading: Anonymous Grading, Grading: Delegated Grading, Portfolio Improvements, User Profiles, SafeAssign Integration, and Student Preview.
- Open SUNY Browser Compatibility:** Shows the user's browser (Chrome 36.0) and platform (Windows 7 64-bit). It also shows 'JavaScript Check' and 'Cookies Check' both with green checkmarks.

Step 2: Creating Content

From the course's homepage, choose "Content" on the left-hand side of the screen.



Place mouse over "Assessments" tab and select "Assignment"



Step 3: Create Assignment

Under the headline “Create Assignment” complete the following:

Step 3.1: Assignment Information- give the assignment a name, such as “Service-Learning Orientation.” You may also want to provide guiding questions under the “Instructions” to ensure that complete the assignment. These questions may be straightforward, as the ones below, or they may be more complex and build upon specific course goals or objectives as they relate to service-learning.

In order for students to complete the assignment they will need to submit answers to the questions you list under the instructions box. (See Step: 4)

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Assignment Information

* Name and Color

Instructions

View the Service-Learning Orientation powerpoint (attached file) and answer the following questions:

1. What is service-learning?
2. Name 1 asset and 1 challenge of Buffalo, NY.
3. Name 3 expectations.
4. Name 2 safety reminders.

Path: p Words: 35

Step 3.2: Assignment Files

Once you have downloaded the [Service-Learning Orientation PowerPoint](#) to your computer, you can upload it to Blackboard.

2. Assignment Files

Attach File

Attached files

File Name	Link Title	File Action	Item's Alignments
Fall 2014 powerpoint.pptx	<input type="text" value="Fall 2014 powerpoint.pp"/>	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

Step 3.3: Grading

You may choose to add a point value to this assignment if your course grading allows. If not, you may indicate “points possible” as “0.”

3. Grading

 Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Step 3.4: Availability

In order for students to access the Service-Learning Orientation PowerPoint, it must be available to them. You may choose to limit the number of attempts the student has in completing the assignment, as well as when you'd prefer the Service-Learning Orientation PowerPoint to be available for students to view. In order to best prepare your students, ensure that the assignment be accessible before students are expected to begin working or contacting their community partner.

4. Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

Limit Availability

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.


Track Number of Views

Step 3.5: Due Dates

Additionally, you may want to indicate the due date to precede student beginning to work with their community partner.

5. Due Dates

*Submissions are accepted after this date, but are marked **Late**.*

Due Date  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Step 3.6: Recipients

You may choose to have students complete the assignment as an individual or as a part of a group grade (if applicable).

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients

All Students Individually

Groups of Students

7. Submit

Click Submit to finish. Click Cancel to quit without saving changes.

Step 3.7: Submit

Once you submit, the assignment should appear under your content home page.

The screenshot shows the Buffalo State Blackboard LMS interface. The top navigation bar includes the university logo, name, and navigation links: Home, Courses, Community, E. H. Butler Library, and Services. The course page header shows '(Course is unavailable to students) - Content' and an 'Edit Mode is ON' toggle. A green success message reads 'Success: Service-Learning Orientation Edited.' Below this is a 'Content' section with a red navigation bar containing 'Build Content', 'Assessments', 'Tools', 'Partner Content', and 'Discover Content'. The main content area displays the 'Service-Learning Orientation' assignment with the following details:

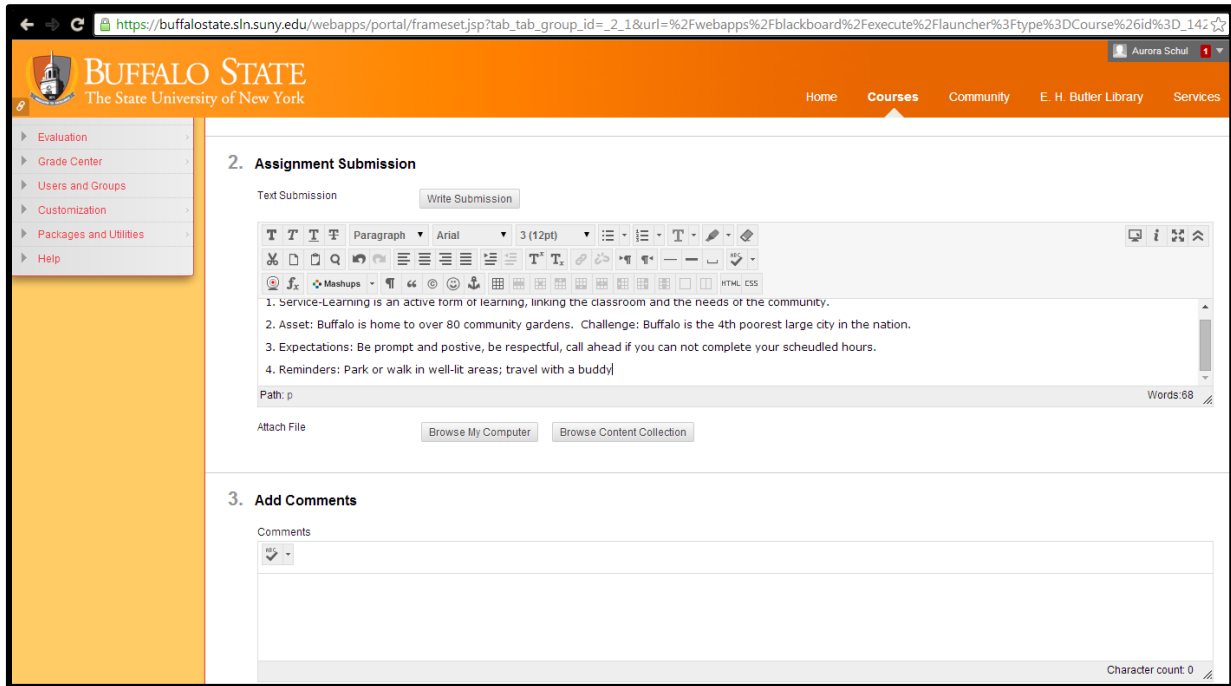
- Service-Learning Orientation**
- Availability: Item is not available. It will be available after Aug 25, 2014 11:59 PM.
- Enabled: Statistics Tracking
- Attached Files: Fall 2014 powerpoint.pptx (5.892 MB)
- View the Service-Learning Orientation powerpoint (attached file) and answer the following questions:

 1. What is service-learning?
 2. Name 1 asset and 1 challenge of Buffalo, NY.
 3. Name 3 expectations.
 4. Name 2 safety reminders.

Step 4: Student Responses

After students view the Service-Learning Orientation PowerPoint, if you have posed questions to them during Step 3.1 Assignment Information, they will be able to submit their answers via “Assignment Submission” or through the attachment of a document file.

Below is an example of a student submission. Once they answer the questions they can submit the assignment to you as proof of completing the Service-Learning Orientation PowerPoint.



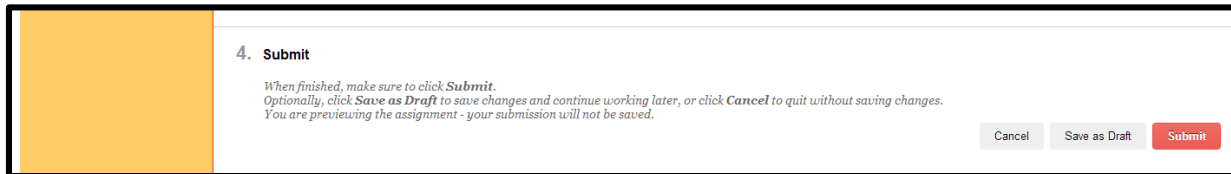
The screenshot shows a web browser window with the URL https://buffalostate.sln.suny.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_142. The page header features the Buffalo State logo and navigation links: Home, Courses, Community, E. H. Butler Library, and Services. A left sidebar contains a menu with items like Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area is titled "2. Assignment Submission" and includes a "Text Submission" section with a "Write Submission" button. Below this is a rich text editor with a toolbar and a text area containing the following instructions:

1. Service-Learning is an active form of learning, linking the classroom and the needs of the community.
2. Asset: Buffalo is home to over 80 community gardens. Challenge: Buffalo is the 4th poorest large city in the nation.
3. Expectations: Be prompt and positive, be respectful, call ahead if you can not complete your scheduled hours.
4. Reminders: Park or walk in well-lit areas; travel with a buddy]

The text area also shows "Path: p" and "Words: 68". Below the text area are "Attach File" buttons for "Browse My Computer" and "Browse Content Collection".

Below the text submission section is "3. Add Comments" with a "Comments" label and a text input field. The character count is shown as "Character count: 0".

Submitting response-



The screenshot shows the "4. Submit" section of the Blackboard interface. It contains the following text:

4. Submit

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.*

At the bottom right, there are three buttons: "Cancel", "Save as Draft", and "Submit".