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.
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)

Step 3.2: Assignment Files
Once you have downloaded the Service-Learning Orientation PowerPoint to your computer, you can upload it to Blackboard.

![Assignment Information](image1.png)

![Assignment Files](image2.png)
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.”

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.

Step 3.5: Due Dates

Additionally, you may want to indicate the due date to precede student beginning to work with their community partner.
Step 3.6: **Recipients**

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

Step 3.7: **Submit**

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