



## Setting up Assignment Builder

1. To be able to use “Assignment Builder” you must first select “Enable Evaluation” when creating the Voice Thread link in your Bb course and enter the amount of points you would like this assignment to be worth.

Attach File

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**GRADING**

Enable Evaluation  Yes  No  
*To set additional evaluation options, use the Column settings in the Grade Center*

\* Points Possible

Visible to Students  Yes  No

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

2. When this option is chosen you are given three options:
  - A. Create a Voice Thread
  - B. Submit a Comment
  - C. Watch Voice Thread
- A. If “Create a Voice Thread” is selected, it takes you to the “Creation Assignment” page where you are given the option to describe what the students are supposed to do for their assignment.

Create Assignment:

Assignment description (optional)

Enter description for the assignment

Create Assignment

and share with class

- B. “Submit a Comment” you directs you to choose a VT from your collection for your students to comment on. That VT MUST have at least one audio comment from you (the instructor first) not only visual slides.



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*Forward thinking. World ready.*

- Once chosen, enter in the description of what you would like the students to comment on and how many comments are required for each of them.

The screenshot shows the 'Discussions' interface. At the top, it says 'Discussions' and 'Created by: Ethan Shippy' with the date 'June 1st, 2017'. There are links for 'Preview', 'Edit', and 'Make a new copy to share'. A yellow icon of a book is visible in the top right. Below this is the 'Create Assignment:' section. It has a label 'Assignment description (optional)' and a text input field with the placeholder 'Enter description for the assignment'. Below the input field is a 'Comments required' dropdown menu. At the bottom right, there is a 'Create Assignment' button and three checkboxes: 'and share with class', 'moderate comments', and 'Allow students to resubmit assignment'. A help icon is also present.

- C. "Watch a Voice Thread" directs you to choose a VT from your collection for your students to watch.

- You also are given an option to describe this assignment as well.

This screenshot is identical to the one above, showing the 'Discussions' interface with the 'Create Assignment' form. It includes the same header information, navigation links, yellow book icon, text input field for the assignment description, 'Comments required' dropdown, and the 'Create Assignment' button with its associated checkboxes and help icon.



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Once a student has submitted an assignment for a Voice Thread link, when you click on the link it will bring you right to the “VT Grader.”

- Here you will have the option to grade the student’s submitted Voice Threads
- You will also have the option to remind students who have yet to submit their assignment.

The screenshot displays the Voice Thread interface. On the left, a video player shows a transcript titled "Course Copy Script" with 17 numbered steps. The transcript text is as follows:

**Course Copy Script**  
00:00-00:28

1. Fort Hays State University now gives you the option to complete your own course copy. Instead of waiting for us, you can go ahead do your own course copies in a few clicks.
2. First, open up your destination course, this is the course you will be copying the information TO. Make sure it is an empty course shell before you do course copy.
3. Once you've made sure your destination course is empty, go back to your course list.  
00:29-00:39
4. Open up your origin course, this is the course you will be copying the information FROM.  
00:40-00:53
5. Now that you have your origin course open, under course management, scroll down to Packages and Utilities and click on Course Copy.  
00:54-01:38
6. For the destination course ID click on the browse button. For best practice we recommend searching the courses by semester. In the search box you can put s2017 for spring, f2017 for fall, u2017 for summer, and I2017 for intermission. (In this way, you will see all course listed by semester)
7. If you have a long list click on show all.
8. \*Please note that for your destination course to show up in your list you have to be an instructor for that course.
9. Click on your destination course and then click submit.  
01:38-02:21
10. We normally recommend clicking on "Select all" to copy over all the content. If there is something you do not wish to copy over, you can uncheck that particular box.
11. For the discussion board, always choose "include only the forums option" unless you want to include the starter post for each thread.
12. Click submit.
13. At the top of the page you will see a green bar with a message that reads "Success: course copy action queued. An email will be sent when the process is complete"  
02:21-02:37
14. Go back to your course list. Next to your destination course you will see that the course copy is running. Open up the Destination course.  
02:38-02:54
15. An orange bar will appear at the top of the page. It will, either saying the course copy is waiting, running, or complete.
16. Once it reads complete, go ahead and refresh the page.  
02:55-03:24
17. Now you are able to rearrange the order of the tabs or delete duplicate tabs if needed.  
03:25-4:04

At the bottom of the transcript area is a "Comment" button. The right sidebar shows a search bar, a "Submitted" section with a student named "Student, Bb" and a grade of "100%", and a "Not Submitted" section with the message "No student assignments to display".

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email [bbsupport@fhsu.edu](mailto:bbsupport@fhsu.edu).