USI Faculty Instructions
How to Link Your Tk20 Assessment Assignment in Blackboard

1. Log into Blackboard and select the course and section that will be assessed.
2. In your course, decide where you want to place the assignment. (Example: I put mine in a file folder labelled "Assignments" in the Content section of Blackboard.)
3. Once you have made the decision above, click on **Build Content.**
4. In the drop down menu, select **Web Link.**
5. In the new page that opens, give the assignment a name.
6. Use this URL: [CONTACT YOUR CCAF for the link]
7. Check the box next to **"This link is to a Tool Provider."**
    a. **OPTIONAL:** If you want to have the grade from your Tk20 rubric inserted into your gradebook, check the box next to **"Enable Evaluation."**
    b. Set the points possible for the assignment.
    c. Decide if you want the item visible to students in the gradebook.
    d. Set the due date for your assignment.
8. Go to **Attachments**. Attach the copy of guidelines for the assignment.
9. Go to **Standard Options**. Make sure that "yes" is clicked next to **"Permit Users to View this Content."**
10. Click **Submit.**

There should now be a link on Blackboard to your assessment assignment. If you click on this link, it will take you to the assignment in Tk20. You will see a list of all of the students in your course.

NOTE: You will need to create a link in Blackboard for every class and section that you are assessing in a given semester.