

Capturing First Assignment for 10%

In order to capture the orientation quiz information for each student in your class, please follow the steps outlined below.

Within the Blackboard course site created to create and submit this documentation, you will find two attached files. The first is the 10% Reporting Form you will use to create the required documentation for submission. The second attachment is an example of what a completed form may look like.

1. Click on the attachment link provided for the **10% Reporting Form** document.
2. Double-click in the header of the form and enter the **Course, Section & Semester**, and **Instructor First and Last Name**.
3. Using the **Save As** option, save the **10% Reporting Form** to your computer. Rename the form to reflect your name, course, and semester you are teaching as in the example below:
Stumpf HIS 222 LN1 2012SP
4. Leave the **10% Reporting Form** open and access an Internet browser of your choice.
5. Navigate to your Blackboard course site.
6. Go to the **Control Panel**.
7. Click **Grade Center**.
8. Click **Full Grade Center**.
9. Select the column that contains the Orientation Quiz.
10. Click the drop-down arrow beside that column name.
11. Click **View All Attempts** from the drop-down menu.
12. When the **View All Attempts** screen appears, take a screenshot by holding down the **Print Screen** key on your keyboard. This button is most often found in the upper right corner of your keyboard. Please note that all your students' information may not be captured in one screenshot. If not, this will be addressed below.
13. Access the **10% Reporting Form** you have open in the other window; **Right Click** the first image box that is allotted for the screenshot.
14. When the drop-down menu appears, select **Paste**.
15. Please expand and crop the image as needed.
16. If all of your students' orientation quizzes were not initially captured, return to Blackboard and scroll down to find the rest of the students' attempts. You may also need to click to the next page for more results. Repeat steps 12-15 for these additional students. This repeat will be necessary in large class sections.

17. Once you have pasted all the necessary screenshots into the **10% Reporting Form**, remember to save the document again to preserve your effort. Please note that you may not need to include as many screenshots as there is space allotted on the form.
18. If you teach more than one distance education course, please repeat steps 1-17 for each of the course sites. Course sites with combined sections (for example: SOC 210 LN1 and LN2) do not need to be done separately
19. Once you have completed a form for each of your distance education course sites, return to this course site. Click the "**Click Here to Submit Your 10% Report Form(s) Here.**" Attach the document(s) you created to this assignment and click **Submit**. You do not need to print a hard copy and attach to your colored census roster. **You will now use the completion date for each student as the "E" for initial entry on your colored 10% roster.**

Extra Note: If for some reason a student's first work submission was not the Orientation Quiz, please access the column of the first work the student submitted. If the work is a quiz or test, repeat steps 10-16 for that individual student and paste into the **10% Reporting Form**. If it is an assignment, then you will click on the drop-down arrow beside the grade and click **View Grade Details**. A screenshot of the **Grade Details** should then be pasted into the **10% ReportingForm** to capture that particular student's information.

If you had any special circumstances in which a student was approved as having submitted academic work before the 10% census date but you are unable to capture details of the assignment using the methods outlined above, you still need to submit proof he or she submitted academic work. Take a screenshot of student work that includes the student's name and the date they submitted the work. Paste the screenshot at the bottom of the **10% Reporting Form**. Below the screenshot type an explanation of what the student did so that if you or someone else reviews the information in a future audit, it will be possible to understand the special circumstances.