

Creating a Syllabus Receipt in an Ultra Course



Faculty can create an online syllabus receipt that students can complete in Blackboard. The benefit of creating the receipt in Blackboard is that you and the student have a time-stamped electronic record that is always available.

Creating a Syllabus Confirmation Assignment

1. Within the Syllabus area of the Ultra course, click the **+** icon, select **CREATE**, and then select **ASSIGNMENT**.
2. On the Assignment page, give the assignment a name. Then, click the **+** icon on this page and select **ADD TEXT**.

3. In the text-editor that appears, type **INSTRUCTIONS** for students to follow when completing the assignment. This can include a set of questions for students to answer for your records, such as their preferred name and preferred means of contact. Then, click **SAVE**.

4. In the **ASSIGNMENT SETTINGS**, click the gear icon. Adjust the following properties in the settings panel:
 - a. **Due Date:** Update to your preferred due date for the assessment.
 - b. **Maximum Points:** Set to 0.
 - c. **Description:** Add a brief description of the assessment for students to see in the course outline.

5. Click **SAVE**. As a final step, set the assessment to be visible to students and then exit the assessment.

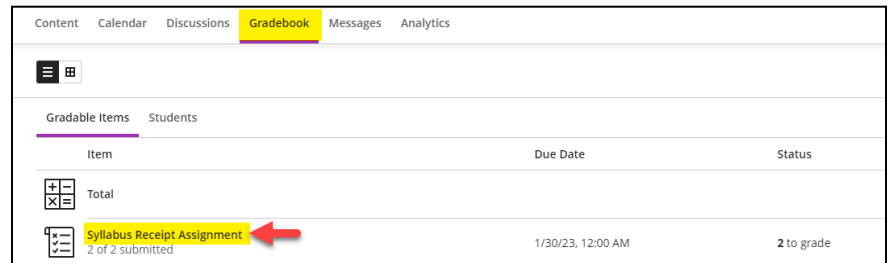
6. The Syllabus Confirmation assignment will appear on the page like so. The assignment will be available and allow students a single attempt to complete it.

How Students Complete a Syllabus Confirmation Assignment

1. The student will click on the link to the Syllabus Confirmation assignment in the course. In the panel that appears, the student will click the **VIEW ASSESSMENT** button.
2. On the Assignment Content page that appears, the student will click on the **SUBMISSION** box to activate it. In the text-editor that appears, the student will **compose their response**.
3. The student will click away from the submission box. The Submit button will light up and become available. The student will click the **SUBMIT** button to post their attempt.
4. If successful, the student will see a confirmation screen that verifies that the attempt has been submitted. The Gradebook will indicate that the student has completed the assessment.

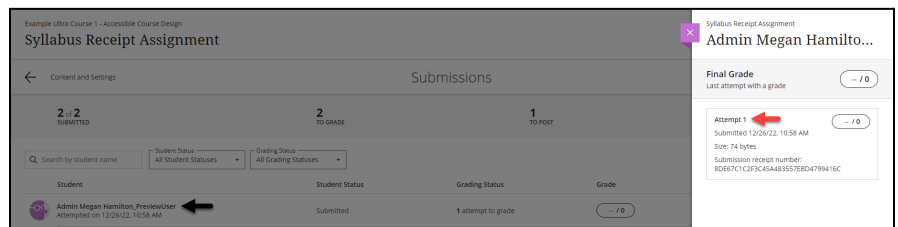
How to Review and Score Syllabus Confirmation Assignment Submissions

1. In the Ultra Course, click on the **GRADEBOOK**. In the Gradebook, view the **GRADABLE ITEMS** list. Click on the Syllabus Assignment column.



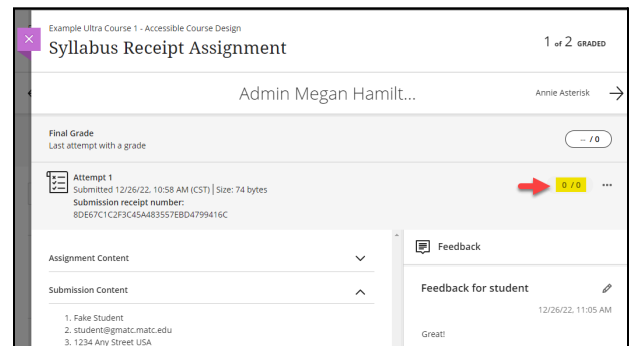
Content Calendar Discussions Gradebook Messages Analytics		
Gradable Items Students		
Item	Due Date	Status
Total		
Syllabus Receipt Assignment 2 of 2 submitted	1/30/23, 12:00 AM	2 to grade

2. On the Submissions screen, click on a student's name. In the panel that appears, click on the **ATTEMPT**.



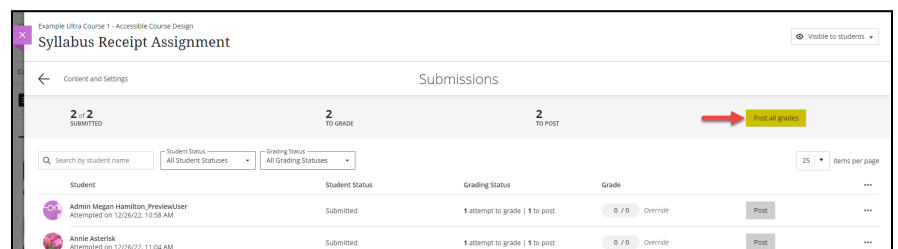
Example Ultra Course 1 - Accessible Course Design		Syllabus Receipt Assignment	
Content and Settings		Submissions	
2 of 2 SUBMITTED	2 TO GRADE	1 TO POST	
Search by student name	Student Status All Student Statuses	Grading Status All Grading Statuses	
Student	Student Status	Grading Status	Grade
Admin Megan Hamilton, PreviewUser Attempted on 12/26/22, 10:58 AM	Submitted	1 attempt to grade	0 / 0

3. Review the student's work. Assign a point value and feedback for the student in the provided areas. Click the **SAVE** button to save your work.
4. To grade the additional students on the Submissions page, click the arrow icon at the top of the page.



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Student	Student Status	Grading Status	Grade
Admin Megan Hamilton, PreviewUser Attempted on 12/26/22, 10:58 AM	Submitted	1 attempt to grade 1 to post	0 / 0

5. Exit the grading screen to return to the Submissions page. Click the **POST ALL GRADES** button to release the grades to students.



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2 of 2 SUBMITTED	2 TO GRADE	2 TO POST	
Search by student name	Student Status All Student Statuses	Grading Status All Grading Statuses	
Student	Student Status	Grading Status	Grade
Admin Megan Hamilton, PreviewUser Attempted on 12/26/22, 10:58 AM	Submitted	1 attempt to grade 1 to post	0 / 0
Annie Asterisk Attempted on 12/26/22, 11:04 AM	Submitted	1 attempt to grade 1 to post	0 / 0