



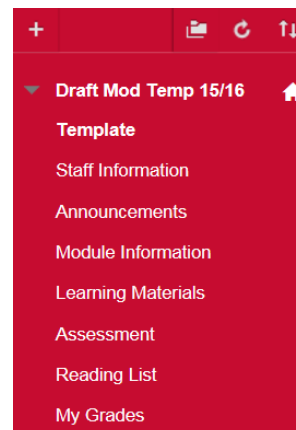
About Module Sites

Blackboard sites should follow the [University of Salford Blackboard Minimum Standards](#).

Any new Blackboard Sites will automatically be setup using a standard template, which includes the standard Course Menu (right). New modules will also contain two assessment folders under Assessments.

All summative assessments should be submitted under **Assessment** on the **Course Menu**. **It is essential that each summative assessment is:**

- Setup under **Assessment** on the **Course Menu**
- Located within its own **Assessment Folder** showing the correct **Student/Group Declaration** and clearly named (see image below)
- Uses the right eSubmission tool for the type of assessment clearly marked FINAL
- Has a DRAFT submission area where appropriate



Assignment 1: Web Design: due Tuesday 25 May 2016: 16.00

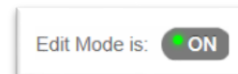
By submitting my work here I declare that:

- this work is my own
- if this is a group project, each student has contributed to the work in accordance with the set criteria
- the work of others used in its completion has been duly acknowledged
- experimental or other investigative results have not been falsified
- I have read and understood the University Policy on the Conduct of Assessed Work (Academic Misconduct Procedure)*

*<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme>

It is the student's responsibility to be aware of this policy and procedure.

Before you continue, make sure that **Edit Mode** in the top right corner of the screen is switched on.



IF you need to add Assessment to the Course Menu:

Where you cannot see an Assessment area on the Course Menu on the left you will need to add one:

1. Click on the + at the top left of the **Course Menu**
2. Choose **Content Area**
3. Name the area **Assessment** and tick the box to make it available to users
4. Click on **Submit**



Creating Assessment Folders

Each summative assessment should sit within its own **Assessment Folder**.

Assessment Folders must display the correct Student/Group Declaration and link to the relevant regulations. By accessing the Assessment Folder, the student is agreeing to the Student Declaration.

Student Declaration

By submitting my work here I declare that:

- this work is my own
- if this is a group project, each student has contributed to the work in accordance with the set criteria
- the work of others used in its completion has been duly acknowledged
- experimental or other investigative results have not been falsified
- I have read and understood the University Policy on the Conduct of Assessed Work (Academic Misconduct Procedure)*

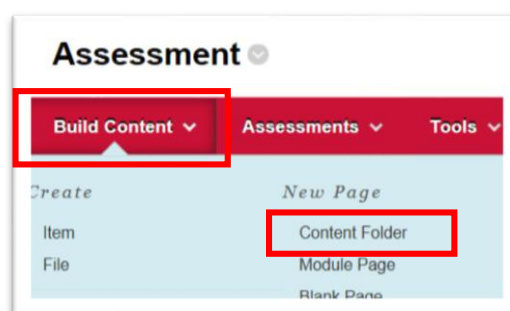
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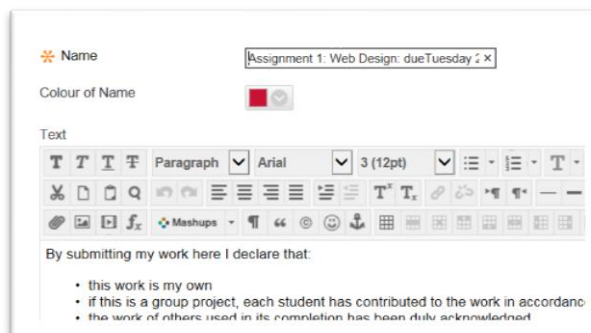
To create an Assessment Folder

1. Click on **Assessments** on the Course Menu
2. Click on **Build Content**
3. Click on **Content Folder**
4. **Name** the Assessment Folder.
E.g. Assignment 1: Web Design:
due Tuesday 25 May 2016 16.00
5. Paste the **Student/Group Declaration** into the text editor. Copy the Student/Group Declaration here:

<http://www.salford.ac.uk/qeo/learningtechnologies/eassessment/student-declaration>



You can use the **Standard Options** to set the dates when the students will see the Assessment Folder. This might be useful if you are setting up resubmission folders in advance.



Rollover Information

If your module has rolled over, you can re-use your Assessment Folders, however any Turnitin eSubmission areas within the folders will no longer work and need to be deleted and recreated.

Following rollover of modules, staff should also check in the Grade Centre which columns are visible to students and ensure that any unused columns have been deleted or hidden to students.

Help and Support

Contact the Digital Skills Team

T: 0161 29 56682

E: StaffDigitalSkills@salford.ac.uk