**Creating the Blackboard (Bb) Assignment and**

**Linking the Assignment to Chalk & Wire (C&W)**

*AVOID USING INTERNET EXPLORER*  
*USE THE CHROME, FIREFOX, or SAFARI BROWSER*

**First: Create the Blackboard Assignment**

**Step 1:** Enter Blackboard in your usual fashion. Blackboard can be accessed from the Hood webpage [www.hood.edu](http://www.hood.edu) → Faculty and Staff → Blackboard  
Sign-in to Bb using your Hood User ID and Password

**Step 2:** Select the appropriate course

**Step 3:** Select the **Assignments** tab from the course menu options

**Step 4:** Click on the blue **Assessments Dropdown Menu (Middle Option)**

**Step 5:** Select **Chalk & Wire Assignment**

**Step 6:** Enter the assignment name – **ONLY**  
Please see below for adding instructions and resources

**Step 7:** Click **Submit**

**Please Note:**
*The Assignment Name serves as the linkage point between the student’s submitted assignment and scoring the student’s performance level for the learning outcomes.*

**Second: Link the Assignment to Chalk & Wire**

**Step 1:** After you click **Submit**, Bb will take you back to the assignment screen. Once the assignment has been created in Bb, click on the actual **C&W assignment title** that was just created *(you will see the C&W icon next to the assignment’s name).*

**Step 2:** Chose the appropriate department from the **Department Dropdown Menu**

**Step 3:** Locate your course section in the **C&W Table of Contents**

**Step 4:** Choose the appropriate assignment *(highlight in blue when clicked)*

**Step 5:** Click **Save (bottom left corner)** when complete, the system connects you to the **Chalk & Wire Dashboard**

- The assignment is now linked.
- Use the **Build Content -> Item** option in Blackboard to add instructions, assignment prompts, or recourses.
- Use the **same Assignment Name** so that students readily recognize the Instruction Item.
- **Position the Instruction Item** directly below the C&W Assignment icon.