[PS] Adding a Cadmus Assessment Link to Blackboard

1. In your Blackboard course, navigate to the location where the Cadmus assessment is to be added. Go to **Build Content > Cadmus Assignment**

2. **INFORMATION: Name**
Give your assessment a **Name**. This is the name of the assessment the students see in Blackboard. It is also the name that will be given to the assessment in Cadmus. The name of the assessment in Cadmus can be edited, although any edits there won't change the name showing in Blackboard.

3. **INFORMATION: Description**
For Turnitin, Blackboard Assignments and other assessment tools we would normally add information about the assessment into the **Description** box. When using Cadmus all the information the students need is provided for them inside the Cadmus assessment. A **Standard Description** is available for the **Description** box that explains this to students and links to video introductions.

   Go to the Cadmus sample assessment description website [link here], select and copy the **Standard Description** and paste it into the **Description** box on Blackboard. If you're using Cadmus for an exam you can use the Academic Integrity / Exam Alternative Description instead, adapting it as required.

4. **ATTACHMENTS**
Any files you need to provide to the students should be added to the 'Resources' area inside the Cadmus assessment. Only use this 'Attachments' function for files that the students need access to before the Cadmus assessment instructions are released.

5. **MARKING: Enable Evaluation**
If the Cadmus assessment is to be graded then change **Enable Evaluation** from No to Yes and add the number of **Points Possible**.

   NOTE: Cadmus will only create a column in Grade Centre if **Enable Evaluation** is set to **Yes**. The column is created at the point when the assessment is released to students (either immediately or scheduled). If **Enable Evaluation** is set to **No** then changing it to Yes after the assessment has been released will NOT then create a Grade Centre column.

6. **MARKING: Visible to Students**
This controls whether the grades are visible to students in the Grade Centre column and, by default, My Grades on Blackboard.

   NOTE: The current guidance for summative assessments is to manually hide the column in Grade Centre until marking and moderation are completed. **With this in mind it's recommended you choose 'No'.**

7. **MARKING: Due date**
This setting is used to tell Blackboard what the due date is for the assessment. **Please note** this is independent of the assessment's actual due date which is set inside Cadmus. You do not need to add a due date here. However, if you choose to you will need to return and update it if you change the Cadmus due date at a later time.

8. **OPTIONS: Permit Users to View this Content**
   This controls whether the Cadmus assessment is visible to students in the Blackboard course. If set to 'Yes' the students will see the Cadmus link (and description), although if they click the link they won't be able to see the assessment until it's released to students using the release settings in Cadmus.

9. **OPTIONS: Track Number of Views**
   This is set to 'No' by default. Cadmus provides its own data on student engagement.

10. **OPTIONS: Select Date and Time Restrictions**
    You can use **Display After** and **Display Until** to control the dates and times the Cadmus assessment is visible to students in the Blackboard course. These settings are independent of the settings within Cadmus controlling the release of the assessment and instructions to students.

11. Click '**Submit**' (bottom right)

12. **BLACKBOARD: ADAPTIVE RELEASE** –
    You still have the option to use Blackboard's Adaptive Release feature to control access to the Cadmus link in Blackboard. As with the settings in point 10 above, these settings are independent of the settings within Cadmus controlling the release of the assessment and instructions to students.