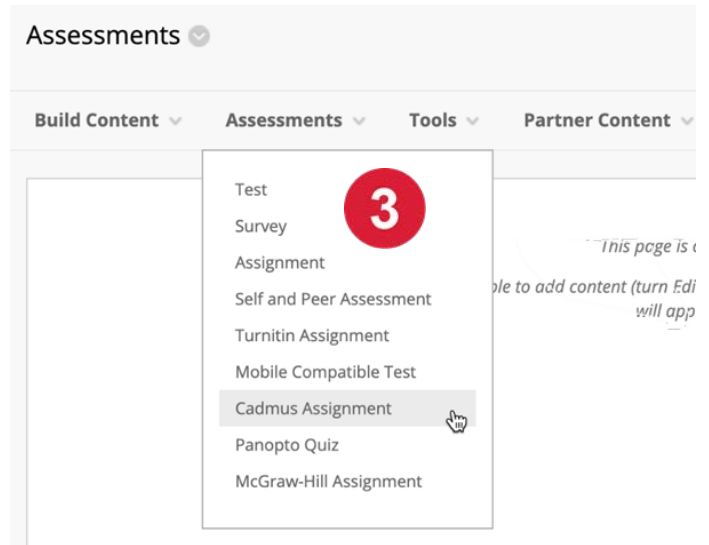


Create the Cadmus link in the Blackboard Assessments page

1. Open the Blackboard unit site and ensure **Edit Mode** is on.
2. Navigate to the content area where you'd like students to access your Cadmus Assignment (Usually the Assessments page).
3. From the **Assessments** drop down menu, select **Cadmus Assignment**.



Complete the Cadmus Assignment form

In the Information and Attachments section:

4. Add a **Name** for the assignment
5. Add a **Description** for the assignment. You can use the [sample description](#) provided by Cadmus, which gives students a quick introduction to Cadmus.
6. **No need to provide attachments** here as all resources needed for the assessment will be added inside Cadmus.

INFORMATION

* Name **4**
Assignment 1 - Report

Colour of Name
Black

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

You will be using Cadmus to complete this assignment. Cadmus is an online environment for written assessments. Here are some important things to remember:

- All the assignment instructions and resources can be found in Cadmus.
- You must complete all your work in Cadmus.
- For the best experience, use the latest version of [Chrome](#) to access Cadmus.

Watch this short video for an introduction to the [Cadmus Student Environment](#).

Path: p » em

ATTACHMENTS

Select **Do Not Attach** to remove a selected file. **6**

Attach File
Browse My Computer Browse Unit

In the Grading section:

7. select **Yes** for **Enable Evaluations** (this allows grades in Cadmus to be pulled through to Grade Centre automatically)
8. Enter the **Points Possible** to the available marks for the assignment.
[Don't set this to 0 — student grades will not transfer from Cadmus correctly]
9. check **No** for **Visible to Students**. This will hide grades from students in My Grades. You can always change this setting once you're ready to release grades.
10. **No need to enter Due Date.** This is added inside Cadmus.

In the Options section:

11. set the **Permit Users** to view this content to **Yes**, if we want the Cadmus Assignment link to be visible to students.
12. Click **Submit** to complete the assignment creation process.

GRADING

Enable Evaluation

Yes No

7

To set additional grading options, use the Column settings in the Grade Centre

* Points Possible

20

8

Visible to Students

Yes No

9

Due Date

10

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

OPTIONS

Permit Users to View this Content

Yes No

11

Track Number of Views

Yes No

Select Date and Time Restrictions

Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

12

Cancel

Submit

Now that you have created the Cadmus link in Blackboard, click on the new link to enter the Cadmus Teacher Environment. Follow the prompts to create your assessment task. Consider using a [Cadmus template](#) to set up your assessment task.

Please consult the Cadmus support page for further instructions on how to [configure Cadmus for assessment](#).