Designing a Paperless Course

# Announcements

* Plan to provide all of your course [announcements](https://help.blackboard.com/Learn/Instructor/Interact/Announcements) using Blackboard. Selecting the send email option ensures that students receive the message via email as well as when logging into your course on Blackboard.

# Syllabus

* Post your syllabus on Blackboard. Use [Blackboard Ally](https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Quick_Start) to ensure that it is accessible to screen readers.

# Assignments

* Describe and have students submit all [assignments through Blackboard](https://help.blackboard.com/Learn/Instructor/Assignments). You can provide feedback on assignments either by written comments [using Bb Annotate](https://und.edu/academics/ttada/academic-technologies/blackboard-annotate.html) or verbally using [VoiceThread](https://und.edu/academics/ttada/academic-technologies/presentations.html#voicethread). Consider providing a [rubric](https://help.blackboard.com/Learn/Instructor/Grade/Rubrics) which helps students understand how you will assess their assignment and you can refer to when providing students feedback.
* If you have students complete and turn in assignments during class time, you can have them compose their work on a mobile device such as a laptop, tablet, or even their phone and submit it directly to Backboard using the [Blackboard Student App](https://help.blackboard.com/Blackboard_App/Quick_Start#before-you-begin_OTP-0) (phone apps are available on both iOS and Android mobile devices and there is even an [instructor version](https://help.blackboard.com/Blackboard_Instructor/Quick_Start)).

# Quizzes and Exams

* Blackboard can be used to deliver quizzes and exams to students online whether they be in the classroom or elsewhere. If you prefer to administer a quiz or exam in the classroom students will need to bring a laptop. [Quizzes and exams](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys) can be delivered directly in Blackboard and several options are available for monitoring students. These are described more fully on [TTaDA’s website](https://und.edu/academics/ttada/academic-technologies/blackboard-exams.html), but include:
	+ Timed Blackboard exams with Respondus Lockdown Browser
	+ Yuja Proctoring (can also be used with Respondus Lockdown Browser).
	+ Zoom to monitor the test taker and having the Blackboard test timed will discourage internet searches in the middle of the exam
	+ ProctorU Record & Review