



Northern Illinois  
University

Blackboard®

## *Specification*

*Accessing Assignment*

*Northern Illinois University*

*Date: 07/05/2022*

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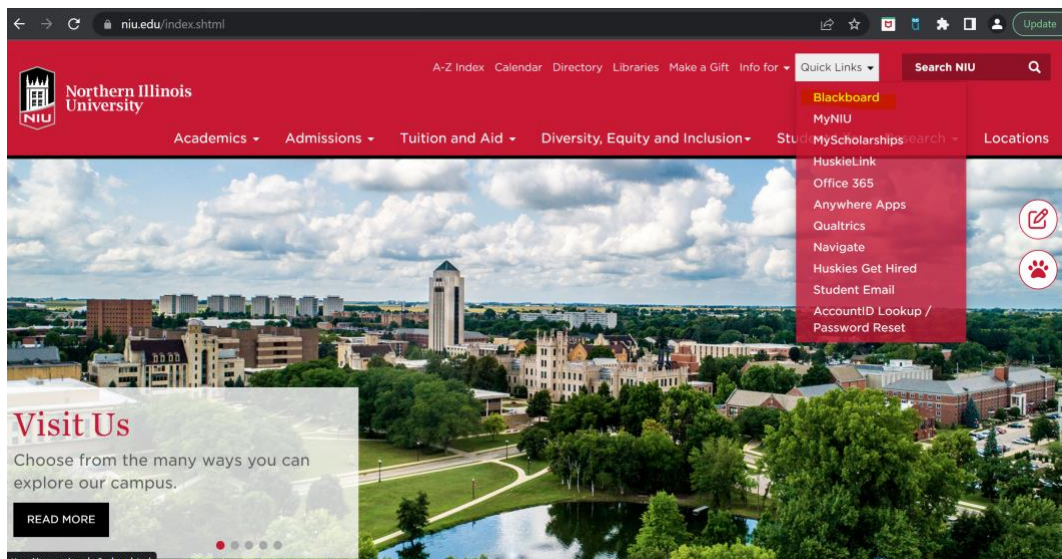
## Teaching and Learning with Blackboard

Blackboard learn is an online learning and teaching platform used in the education domain. The interaction between the students and the faculty at NIU happens through this platform. It can be accessed using both web and mobile apps. Students can access the courses, watch the videos, write assignments, take examinations, and access their grades. Teachers can build courses, conduct exams, and evaluate the students' assignments.

Following are the steps to access and submit an assignment on the blackboard.

### Step 1: Accessing the Blackboard

Go to <https://www.niu.edu/index.shtml>. Click on the “Quick Links” dropdown menu on the top right corner of the page. Then click on “Blackboard”. This redirects to the Blackboard Login page.



OR



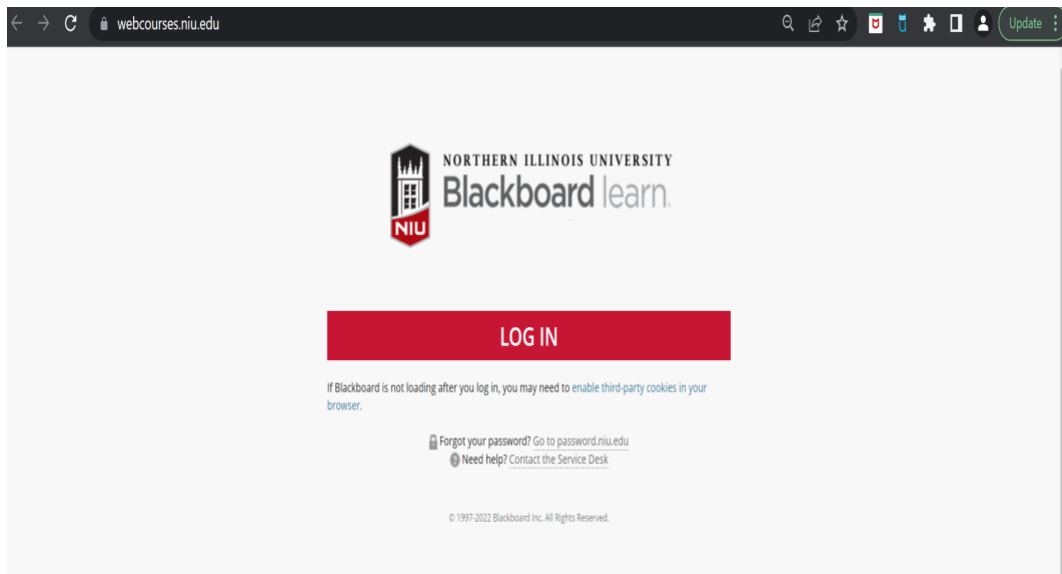
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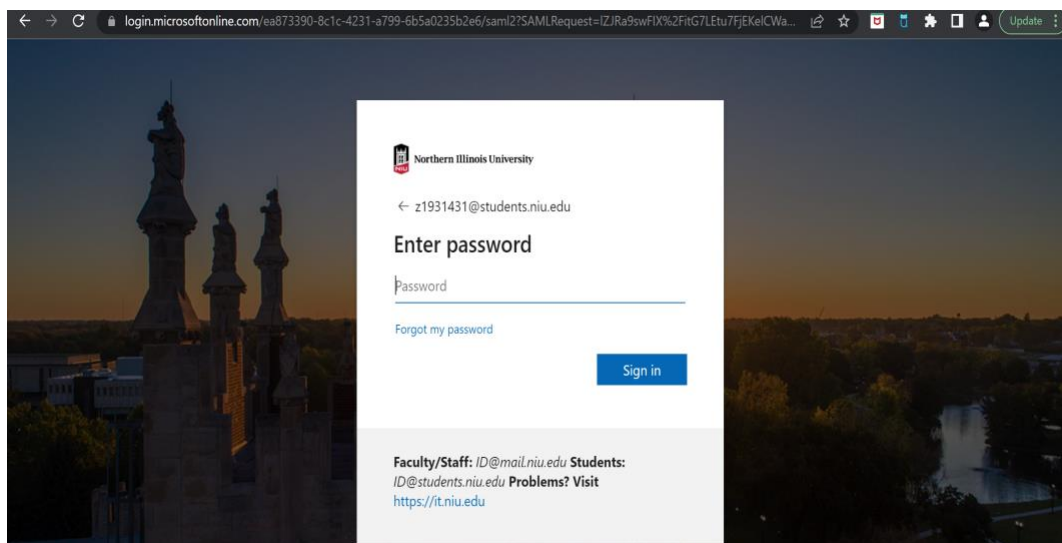
Go to <https://webcourses.niu.edu>. It redirects to the Blackboard Login page.

## Step 2: Login to Blackboard

- a. Click on “Login” button.



- b. Enter NIU Account Id and password. After authentication, the Blackboard institution page will open.



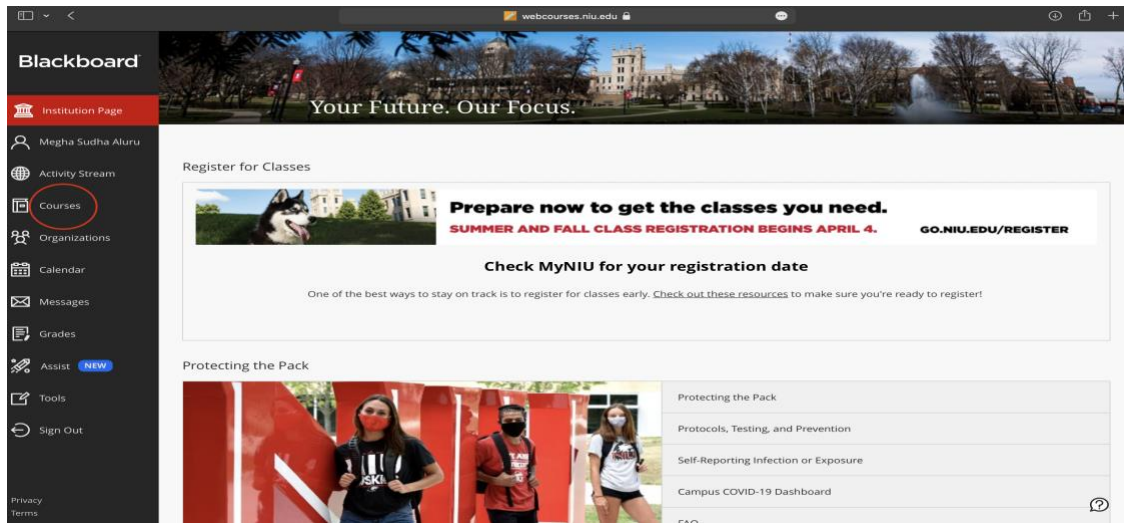


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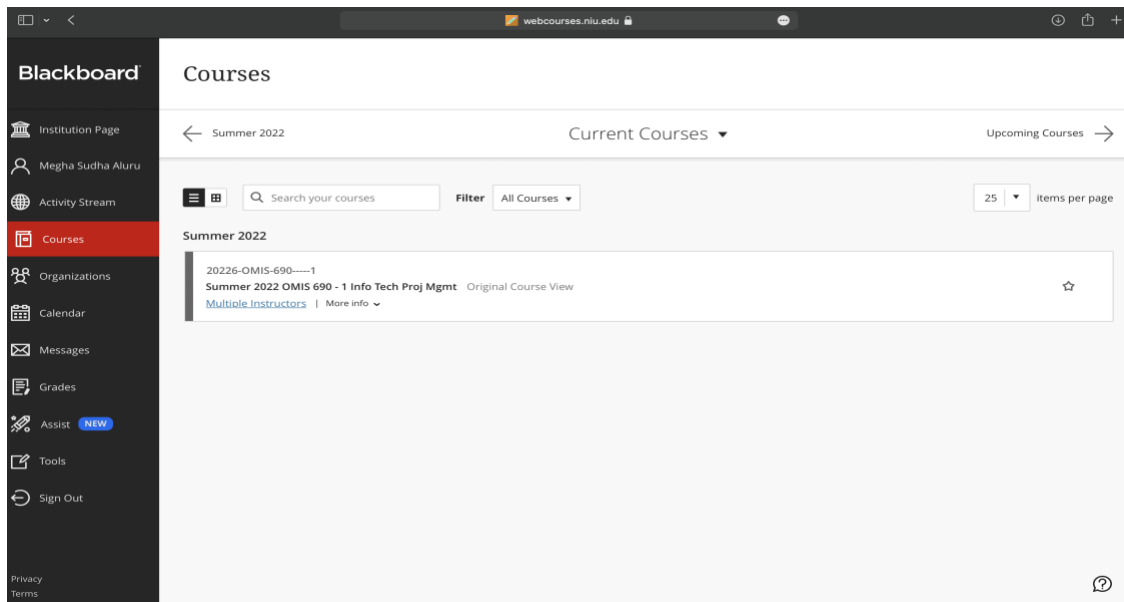
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### Step 3: Accessing the courses

- a. Click on “Courses” from the left end menu.



- b. Click on the course for which the assignment must be submitted.



### Step 4: Course page

After selecting the course, we can view the course content on the left side. We may use it to view our grades, submit assignments, and participate in online classes. This page contains all the materials and content



needed to complete the course. On the left panel, we have a range of alternatives, such as links to submit the course and view our assessments.

Summer 2022 OMIS 690 - 1 Info Tech Proj Mgmt Welcome Page

OMIS 690  
IT Project Management

Welcome Page

Welcome to OMIS 690: Information Technology Project Management

This is an in-person class. Attendance is mandatory. Class will begin promptly at 9:00 AM on Tuesday and Thursday. Read the syllabus found in the 'Information' section and procure the required text. Read chapter 1 before classes begin.

### Step 5: Navigate to and select the assignment.

Choose Assessments on the left side; clicking on it displays the assignments that have been assigned to us. Choose the assignment that must be submitted from the list. Following that, it gives us a description of the chosen assignment and what we must do in it.

Tools  
My Grades  
My Groups  
Project group 8

Content section of Bb. Your work must be original and should be professional in appearance.

Your submission should be three (3) to four (4) pages in length and also include a title page with a meaningful title and each team member's name and zid. Use 11 or 12 point font; spacing between 1.15 and 1.5; level one headings in a bold 13 or 14 point font, and level two (subheadings) in 12 point italics. Your charter should be mostly done in written prose; use bullet points sparingly (only for lists). Deductions will be made for egregious grammatical errors.

**Project Scope Statement**

As a group, create a Scope Statement for the project proposed in your Project Charter. This should include,

- Product scope description: The characteristics of the products, services, and/or results your project will produce.
- Acceptance criteria: The conditions that must be met before project deliverables are accepted.
- Deliverables: The products, services, and/or results your project will produce (also referred to as objectives).
- Project Exclusions: Statements about what the project will not accomplish or produce.
- Constraints: Restrictions that limit what you can achieve, how and when you can achieve it, and how much achieving it can cost.
- Assumptions: Statements about how you will address uncertain information as you conceive, plan, and perform your project.

You may use a template or create your own format. It should include a title page with title, student names and zids. The submission will be evaluated against your project charter, as well as on its thoroughness.

**WBS and RTM creation**

As a group,

Create a work breakdown structure (WBS) dictionary and requirements traceability matrix for your project. Use examples in slide presentations to guide development. Create the WBS dictionary and RTM in one Excel workbook on separate worksheets (tabs).

The WBS dictionary should be in outline form. You may include a graphical chart layout if you wish. The WBS must represent work packages to be managed and should include a name, description, and resources anticipated. You can list dependency on other tasks if you know them. Otherwise, leave blank. Refer to Microsoft Project for consideration of fields (columns). The RTM should list at least five (5) requirements with business justification, source, WBS tasks that link to this requirement, test strategy, and a status of "Pending."

**Write a Specification**

As a team, document how after logging-in to Blackboard, you would navigate the system to read this assignment and submit your document. You are writing for someone who has never done this before. You may use any format that you think conveys the message, including graphics and/or pictures. Grading will be based on the detail and ease of understanding the instructions (clear, concise yet sufficient) appropriate for a first time user. Consider available options presented to the user, and procedures for dealing with errors.



## Step 6: Submit the assignment

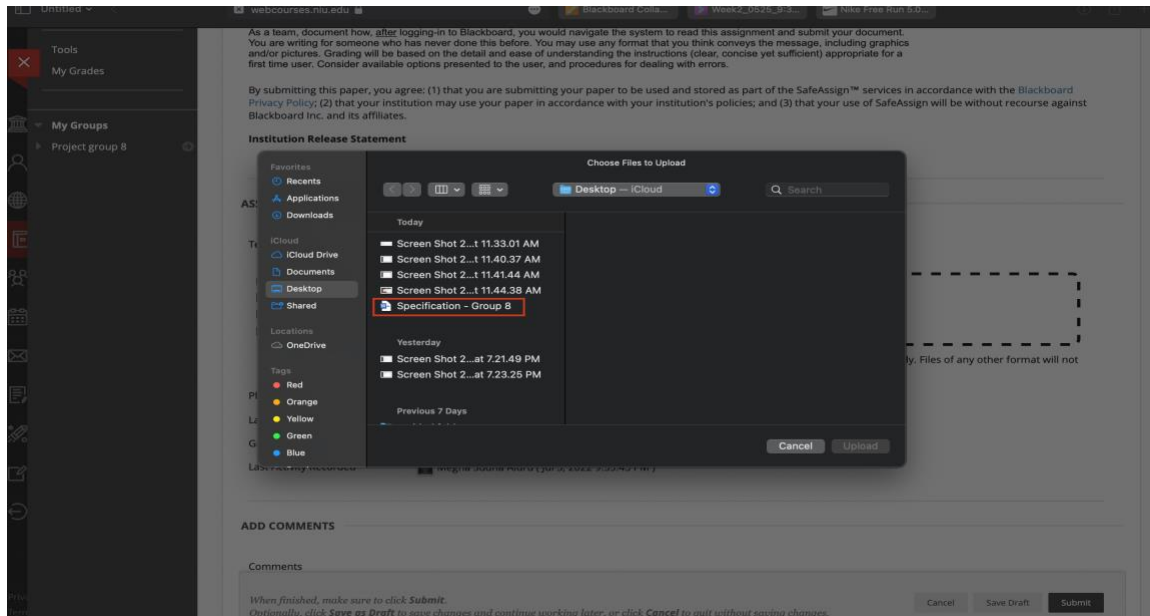
- This is now the submission page, which includes the due date and the number of points possible for that specific assignment.

The screenshot shows the Blackboard interface for a course titled "Summer 2022 OMIS 690 - 1 Info Tech Proj Mgmt". The left sidebar contains navigation links: Welcome Page, Announcements, Information, Content, Assessments, Discussions, BB Collaborate, Tools, My Grades, My Groups, and Project group 8. The main content area is titled "Upload Assignment: Write a Specification". It displays the assignment information: Due Date is "Sunday, July 3, 2022" at "11:59 PM", and Points Possible is "10". Below this, there is a text area for the assignment description, followed by an "Institution Release Statement" section. The "ASSIGNMENT SUBMISSION" section includes a "Text Submission" button and an "Attach Files" button. At the bottom, there are instructions: "When finished, make sure to click **Submit**. Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes." and buttons for "Cancel", "Save Draft", and "Submit".

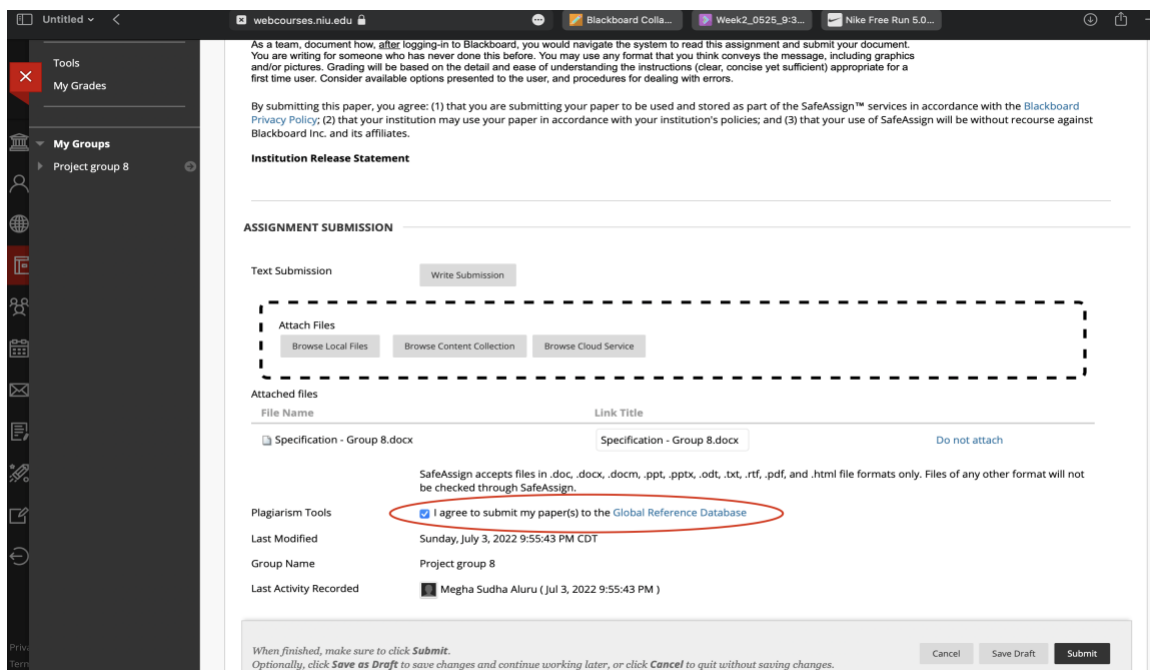
This screenshot shows the same Blackboard submission page, but with the "Attach Files" section expanded. It shows a table of attached files with columns for "File Name" and "Link Title". One file is listed: "Specification - Group 8.docx" with a link title of "Specification - Group 8.docx". There is a "Do not attach" link next to it. Below the table, there is a checkbox for "I agree to submit my paper(s) to the Global Reference Database" and a "Plagiarism Tools" section. The "Last Modified" date is "Sunday, July 3, 2022 9:55:43 PM CDT" and the "Group Name" is "Project group 8". The "Last Activity Recorded" is by "Megha Sudha Aluru ( Jul 3, 2022 9:55:43 PM )". At the bottom, there are instructions: "When finished, make sure to click **Submit**. Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes." and buttons for "Cancel", "Save Draft", and "Submit".



- b. We may submit our work by clicking "Browse Local Files," then selecting and uploading the folder containing our work.



- c. In addition, we must choose the check box, which is a plagiarism detection tool (safe assign).







- d. Additionally, we may submit our work in text form by clicking on write submission, however the most efficient option is to do our work in a document and upload it.

### Step 7: Submission Received

When the submission is received, an email is sent to our student email account, as shown in the image below.

