

### Qwickly Jot Assignment

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A Jot Assignment is an interactive assignment that allows students to draw on a provided document, or create their own. This is great for easily filling out forms, music sheets, or showing work for math problems.

#### ***Creating a Qwickly Jot Assignment***

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Log in with your Towson University **Net ID** and **password**.
3. Enter your Blackboard course you'd like to create a **Qwickly Jot Assignment**.
4. Choose a **content area** to put your assignment in (by default, you have Content and Information).
5. At the top of the page, hover your mouse over **Assessments**.
6. Select **Qwickly Jot Assignment**.
7. The assignment creation screen will appear.
8. Type out a **Name** for your **Qwickly Jot Assignment** (ex: Chapter 1 Assignment, Music Sheet Project)
9. Below name, fill in the **Instructions** if you have any to give.
10. Next, you'll have the option to upload an **Assignment File**. This is required if you want your students to fill out or draw on a certain document. So, if you want your students to fill out a sheet of music with notes, you'll need to upload the sheet music.
11. Choose where your file is located: your **Computer**, or your **OneDrive**.
12. Locate your file and select it to be uploaded.
13. (Optional) Fill out a **Due Date** for your assignment.
14. Allocate the **Points Possible** for your assignment.
15. Select the **Availability** options that work for you.
16. Click **Submit**.