Blackboard Academic Suite™

Instructor Manual

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Worldwide Headquarters	International Headquarters
Blackboard Inc.	**Blackboard International B.V.**
1899 L Street, NW, 5th Floor Washington, DC 20036-3861 USA	Keizersgracht 62/64 1015 CS Amsterdam The Netherlands
800-424-9299 toll free US & Canada	
+1-202-463-4860 telephone	+31 20 5206884 (NL) telephone
+1-202-463-4863 facsimile	+31 20 5206885 (NL) facsimile
www.blackboard.com	global.blackboard.com

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About the Blackboard Academic Suite Instructor Manual

Overview

The Instructor Manual provides detailed information about building and managing Courses. The Blackboard Community System offers the same set of functions and features for managing an Organization.

How the manual is organized

The Blackboard Academic Suite Instructor Manual begins by reviewing the teaching and learning environment for Instructors. The bulk of the manual details the functions available to Instructors through the Control Panel.

Manual Conventions

To make this manual easier to use a number of conventions have been put in place.

Symbol	Description
Bold type	A button or field name.
Courier font	Text that users should type.
Italics in a title	Additional information in a title that may not be included on the Web page.
[r]	Required field

Using this manual

This manual should be read as a reference guide. Do not read this manual from cover to cover.

Manual Updates

Please note that this manual is updated periodically. Check the Date of Last Revision at the beginning of the manual to ensure that it is the most recent copy.

The HTML version is available by clicking **Online Admin Manual** from the Control Panel and at http://www.blackboard.com/products/services/support. This site also includes the manual in PDF format.

To report any comments or suggestions regarding this manual, please contact Blackboard Support.

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Welcome to the Blackboard Academic Suite

Introduction

The following are some things to keep in mind when using the Blackboard Academic Suite:

- Certain tools may not be documented.
- System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.
- The openness of the Blackboard Academic Suite allows Instructors and Administrators to be very creative. The names for items in the Blackboard Academic Suite may differ from those in the documentation.
- Building Blocks allows Institutions to integrate external applications, tools, content, and services into the Blackboard Academic Suite.

The Blackboard environment

The Blackboard environment includes a header frame with images and buttons customized by the System Administrator and tabs that navigate to different areas. Clicking on a tab will open that area in the content frame.

Header frame

The header frame contains navigation buttons that allow the user to access the Institution home page, access the help, and logout.

Tabs

Blackboard Learning System and Blackboard Learning System–Basic Edition include two common tabs for users:

Tab	Description
My Institution	The My Institution tab contains tools and information specific to each user's preferences. Tools and information are contained in modules. Users can add and remove modules from their My Institution tab. The System Administrator may restrict access to or require specific modules.
Courses	Users click on a link from the Courses tab to access a Course.

Users also have access to the following tabs with the Blackboard Community System:

Tab	Description
Community	The Community tab lists Organizations specific to each user, the Organization Catalog for the Institution, and Institution Discussion Boards. Users click on a link from the Community tab to access an Organization.

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Tab	Description
Services	The Services tab contains links to other institutional offerings outside of the Blackboard Learning System. The links are set by the System Administrator.

In addition, the Blackboard Community System enables the Institution to create custom tabs and present different tabs to users based on Institution Roles.

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Courses

Overview

Courses contain content and tools for teaching and learning. The Instructor assigned to a Course oversees the Course through the Control Panel. While the Instructor has control over the Course, the Administrator can set overrides that restrict or require Course areas and tools.

a Course consists of the Course Menu and a content frame. The Course Menu links users to content and tools. The content frame displays content and tools.

Organization Web Sites

Organization Web sites function in the same way as Courses. The Organization Manager uses the same Control Panel that appears in Courses to provide an online environment for the Organization. Organizations are only available with the Blackboard Community System.

Functions

The table below includes information on the components of a Course. The names of the areas can be changed by the Instructor or the System Administrator.

Area	Description
Announcements	Announcements post timely information critical to Course success. Click **Announcements** from the Course Menu to view Announcements.
Staff Information	Staff Information provides background and contact information on Instructors and Teaching Assistants.
Course areas	Course areas can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.
Communication	The Communication area allows users to: • send and receive messages • open Discussion Boards • enter the Virtual Classroom • view Roster • view Group pages
External Links	External Links connect users to learning materials outside of the Blackboard Academic Suite.
Tools	Tools that can be used in the Course. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, Student Manual, Tasks, The Electric Blackboard®, and Address Book.
Course Map	Navigate through a collapsible tree directory.

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Course Menu

About the Course Menu

The Course Menu appears on the left side of a Course and contains links to materials and tools within the Course. The Instructor can customize the appearance of the Course Menu and the content and tools available to users.

Two views may be made available to users; if both views are available users may toggle between them:

- **Quick View** – Displays top-level of Course materials. Links may be displayed as buttons or text.
- **Detail View** – Displays Course materials as seen in the Course Map. This view expands to show the hierarchy of Course navigation.

A Tools Panel appears as part of the Course Menu. This box may contain links to the Course Map, Communication tools and/or Course Tools. Links to tools may also be added to the main part of the Course Menu so they appear in the Detail View or the Course Map.

The size of the Course Menu frame may be adjusted. Hold the mouse over the border that marks the right side of the Course Menu, an arrow pointer appears. Use the mouse to drag this border and expand or contract the frame.

Information about when the Course Menu was last refreshed is also available in the Course Menu. Hold the mouse over the Refresh icon to view the date and time the menu was last refreshed. In the Detail View the date and time information appears at the bottom.

View new Content

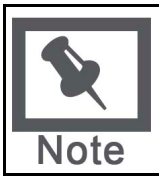
When content is added to the Course Menu or the Course Map it takes 20 minutes for it to cache; this means that new content in the Course Menu and Course Map does not appear for 20 minutes. To view content within the first 20 minutes it has been added click **Refresh**.

Set up Menu display options

The Instructor can make the Quick View and/or the Detail View available within a Course. Follow the steps below to change the view:

1. Select **Course Design** on the Control Panel.
2. Select **Manage** on the Course Design page.
3. Select a default view for the Course Menu.

Administrators control the default of the Course Menu for the entire system. This does not limit the Instructors ability to make changes within their Courses; it only dictates the appearance of the default Course Menu.



Note: The Course Map may appear with a different color scheme when accessed from Quick View. When Quick View uses text links (not buttons) the color of the links may be modified. If the color is modified, the color of items in the Course Map will appear the same as the text links.

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Set up Tool box display

The Tools Panel may be set to display links to Course Tools, Communication tools, and/or the Course Map. The display of the Tools Panel is managed separately for the Detail View and the Quick View. This allows Instructors to set up the Tools Panel differently in the two separate views.

Follow the steps below to set up the Tools Panel display for the Quick View:

1. Select **Course Design on** the Control Panel
2. Select **Manage Tool Panel** on the Course Design page.
3. Select **Quick View Tool Panel Options** or **Detail View Tool Panel Options** on the Manage Tool Panel page.
4. Select which links to display in the box and enter a name to appear in the header. If no options are selected, the Tools Panel does not appear in the Course Menu. If **Header Name** is left blank, no header appears in the Tools panel. The background and text color for the header may also be selected.

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Course Map

About the Course Map

The Course Map is a collapsible tree directory that is used for navigation within a Course. The Course Map may be viewed from the Course Menu, Collaboration Sessions, the Performance Dashboard and as a selection window. Information about when the Course Map was last refreshed is also available at the bottom of the map.

View the Course Map from the Course Menu

The Course Map may be opened from the Display View and the Quick View of the Course Menu. Select **Course Map** in the Tools Panel on the Course Menu to open the Course Map. All available content and tools appear within the Course Map.

When the Course Map is viewed from the Course Menu, the Instructor views the Course content as a user. For example, if an item is made available to a group through an Adaptive Release rule, and the Instructor is not part of the Group, the item will not be visible to the Instructor through the Course Map.

View the Course Map from the Performance Dashboard

When the Course Map is viewed from the Performance Dashboard, the availability of items, tools, and Review Status for the specific user is displayed.

Select the icon in the Adaptive Release column to view the Course Map for a specific user. The availability of each item and the Review Status for the user selected is indicated.

This following table includes a description of the icons used in the Performance Dashboard:

Adaptive Release and Review Status icons:	
	Visible – this item is visible to that Course user.
	Invisible – this item is not visible to that Course user.
	Reviewed – this item has been marked as Reviewed by the Course user.
	Not Reviewed – this item is displayed as Mark Reviewed to the Course user.

View the Content Map from a Virtual Classroom

The Content Map is similar to the Course Map, except the tree directory only displays available Content Areas; it does not allow users to navigate to other Course areas, such as tools. To open the Content Map, select Content Map in the Classroom Tool box of a Virtual Classroom.

Use the Course Map as a selection window

Course areas and items may be linked to from different pages within a Course, such as the Add Announcement page and Add Course Link page. This selection process uses the Course Map, accessed by selecting the **Browse** button. The Course Map, accessed from these pages, displays all content items within a Course. Click a link in the Course Map to select an item or tool.

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Control Panel

Overview

All Course administration is done through the Control Panel. This area is only available to users with one of the following defined Course Roles:

- Instructor
- Teaching Assistant
- Grader
- System Administrator

Find the Control Panel

1. Open a Course.
2. Click **Control Panel** on the Course Menu.

Functions

The Control Panel is comprised of the following areas:

Area	Function
Content Areas	Provides the tools necessary to add text, files, and information into a Course.
Course Tools	Contains the communication tools to send email, create tasks, and work with groups.
Course Options	Contains security and customization options.
User Management	Provides tools to manage users and enrollments.
Assessment	Provides tools for building Assessments, Recording Grades, and tracking user activity.
Support	Offers support contacts and online documentation.

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Course Roles

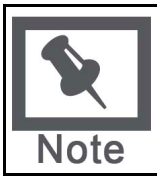
Overview

Course Roles control access to the content and tools within a Course. Each user is assigned a role for each Course in which they participate. For example, a User with a role of Teaching Assistant in one Course can have a role of Student in another Course.

The Course Role is set when a User is enrolled. It can also be modified after enrollment from the Control Panel.

Course Roles include:

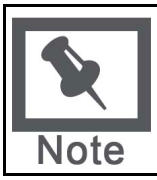
- Course Builder
- Grader
- Guest
- Instructor
- Student
- Teacher's Assistant



Note: Administrators may modify the privileges associated with different Course Roles. Therefore, all of the privileges listed may not apply. Administrators also have the option to change the names of Course Roles.

Course Builder

The Course Builder role has access to most areas of the Control Panel. This role is appropriate for a user to manage the Course without having access to Student grades.



Note: A Course Builder can still access the Course if the Course is unavailable to Students. A Course Builder cannot remove an Instructor from a Course.

Course Builders have access to the following areas of the Control Panel:

- *Course Information
- *Course Documents
- *Assignments
- *External Links
- *Announcements
- *Course Calendar
- Settings
- Import Course Cartridge
- Import Package
- *Resources
- Course Copy
- Export Course

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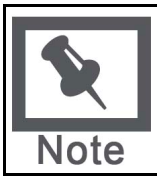
- *Staff Information
- *Tasks
- *Discussion Boards
- *Send Email
- *Collaboration
- *Digital Drop Box
- Manage Course Menu
- Archive Course
- Recycle Course
- *Manage Tools
- List / Modify Users
- Create User
- Batch Create Users for Course
- Enroll User
- Remove Users from the Course
- *Manage Groups
- *Test Manager
- *Survey Manager
- *Pool Manager

* Settings marked with an asterisk (*) cannot be modified by the Administrator. These privileges will always be available for this Course Role.

Grader

a Grader assists the Instructor in the creation, management, delivery, and grading of Assessments. a Grader also assists the Instructor with managing the Grade Center.



Note: A Grader cannot access a Course if it is unavailable to Students.

Graders have access to the following areas of the Control Panel:

- *Announcements
- *Course Calendar
- *Digital Drop Box
- List/Modify Users – may not modify content
- *Test Manager
- *Survey Manager
- *Pool Manager
- *Grade Center
- *Grade Center Views
- *Course Statistics

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* Settings marked with an asterisk (*) cannot be modified by the Administrator. These privileges will always be available for this Course Role.

Guest

Users with the role of Guest have no access to the Control Panel. Areas within the Course can be made available to Guests.

Visitors such as prospective Students, alumni or parents may be given the role of Guest.

Instructor

Instructors have access to all areas in the Control Panel. This role is generally given to those developing, teaching or facilitating the class. Instructors may still access a Course that is unavailable to Students.

Administrators may limit access to the following features:

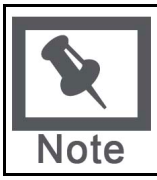
- List / Modify Users
- Create User
- Batch Create Users for Course
- Remove Users from the Course
- Enroll User
- Settings
- Course Copy
- Recycle Course
- Import Course Cartridge
- Export Course
- Archive Course
- Manage Course Menu

Student

Student is the default Course Role. Students have no access to any areas on the Control Panel.

Teaching Assistant

Teaching Assistants have access to most features. If the Course is unavailable to Students, Teaching Assistants may still access the Course. Teaching Assistants are not listed in the Course Catalog listing for the Course.



Note: A Teaching Assistant cannot remove an Instructor from a Course.

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Working in the Blackboard Academic Suite

Overview

This chapter discusses how to navigate and enter text in the Blackboard Academic Suite.

In this section

This section includes the following topics:

Topic	Description
Navigation	Describes how to move throughout the Blackboard Academic Suite.
Language Packs	Explains how Language Packs are used to present information using different languages and cultural norms.
Quick Edit	Explains how to edit a Course from within the view.
Searching for Users and Courses	Explains how to locate records in the system.
Entering Text	Describes how to input information.
Visual Text Box Editor	Describes how to Input information using the Text Box Editor.
Selecting Dates	Explains how the availability of the Course and individual content items, including Assessments and Learning Units, can be controlled by date.
HTML Tips	Provides some basic HTML codes and tips for adding simple formatting to a Course.
Link to File	Explains how to add a link to a file.
Insert Multimedia File	Explains how to add a multimedia file.
About Spell Check	Describes the Spell Check feature.
Using Spell Check	Explains how to use the Spell Check feature.
Math and Science Notation Tool	Describes the Math and Science Notation Tool – WebEQ Editor.
Adding and Editing Equations	Explains how to add and modify equations on the Math and Science Notation Tool.

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Navigation

Overview

Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

Navigation Tool	Description
Tab	Click a tab to open it.
Button	Click a button to navigate to a page within the Blackboard Academic Suite. Some buttons also lead to areas outside of the Blackboard Academic Suite. Buttons also execute functions.
Link	Click a hypertext link to access another Web page within the Blackboard Academic Suite. Links can also open Web sites outside of the Blackboard Academic Suite.
Path	Click one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to return to the previous page that led to the current page.

Linking to a Course

To link to a Course, copy the URL from the address bar in the Web. Links to Courses can be posted inside or outside the Blackboard Academic Suite. Users will be prompted for authorization before accessing the Course.

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Language Packs

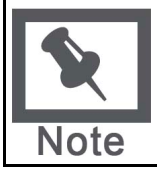
About Language Packs

Language Packs present the Blackboard Academic Suite using language and cultural norms matched to different audiences. Language Pack preferences are defined at the system level, the Course or Organization level, and finally at the user level.

At the system level, the Administrator defines one language pack as the system default. This is the language pack that appears when no other language pack is specified at the Course level or at the user level.

At the Course level, the Instructor can set a language pack and enforce it. Enforcing a language pack means that all users will view the language pack. If the language pack is not enforced, and a user has a preferred language pack associated with their account, the user's language pack will override the Course language pack.

At the user level, individuals may select their preferred language pack.



Note: Customized names, such as changing the name of a Content Area, are not changed with the language pack. These values stay the same through all language packs. The default names in the system are translated and appear differently in each language pack.

Set a Locale for a Course

Follow these steps to set a locale for a Course.

1. Click **Settings** from the Control Panel.
2. Click **Set Language Pack**.
3. Select a language pack from the drop-down list.
4. Click **Enforce Language Pack** to always display this Course in the selected language pack.
5. Click **Submit**.

If a language pack is not chosen for a Course the Course will display in the user's preferred language pack or, if the user has not set a preferred language pack, the system default language pack.

Course Areas not Impacted by Language Pack Selections

For the most part, the Control Panel appears in the selected language pack of a Course; it does not appear in the language pack selected for the user. In a few spots within a Course, the page will display using the system default or the user's preferred language pack rather than the Course language pack. The following pages will not display in the selected Course language pack:

- Control Panel > Course Information > Modify Item, Copy Item, Add Item, Remove Item
- Control Panel > Copy Files to CS
- Control Panel > Discussion Board > Add Forum
- Control Panel > Announcements > Confirmation receipt.

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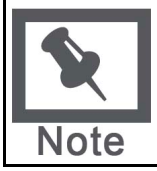
Quick Edit

Overview

Quick Edit allows Instructors to make changes to content from within the Course view instead of navigating through the Control Panel to edit content. When an Instructor is viewing the Course through the Student view, they may use this shortcut to edit Course content, without going through the Control Panel. Quick Edit controls appear in the navigation bar in each Course area and any subfolders. System Administrators may disable this feature.



Note: The Edit View link is displayed to users with a role of Instructor, TA, Course Builder, or System Administrator. Due to the size of the content editing pages, this method of editing is not recommended with an 800x600 screen resolution.

Functions

Select **Edit View** to open and edit the Course area or Content Item. A **Display View** link appears in the top right corner of the Control Panel view of the content page. Select **Display View** to go back to the Course display view of the same content page. Instructors may use **Edit View** and **Display View** to toggle back and forth between the edit view and display view of Course content.

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Searching for Users and Courses

Overview

There are several areas in the Blackboard Academic Suite where users can search for other users.

User search options

The table below details the available user search options. All options are not available in all search boxes.

To . . .	then . . .
search for a user using last name or Username	Select the Search tab. Enter either a last name or a Username. Select either the Last Name or Username option. All matching entries will be displayed.
search for a group of last names or Usernames that start with a particular letter or number	Select the A-Z, 0-9 tab. Click on the first letter of the last name or on the first number of the Username. All matching entries will be displayed.
search using a value found in the user's name	Select the Advanced tab. Enter a value in the **Containing** field. The search will return all users with that value in their Username. Click the check boxes and select values from the drop-down list to narrow the search.
list all users	Select the tab. Click **List All** to list all the names enrolled. All entries will be displayed.

Course search options

The following options are available when searching for a Course:

- Search: The search parameters on this tab can be used separately or in tandem to further narrow the list generated. To use this tab: Click the **Course ID**, **Instructor**, or **Title/Description** option. Enter a value in the field. Then click the **All Courses**, **Month**, or **Day** option to define the list based on when the Courses where created. The search function will create a list of Courses with that value created in the time selected.
- A-Z, 0-9: Click the letter or number that represents the first character of a Course ID. A list of all Courses with an ID that begins with that character will appear.
- List All: Click **List All** to view all the Courses on the system.

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Entering Text

Overview

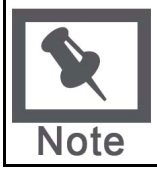
By default, Blackboard Academic Suite will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags or using the Text Box Editor.

Text boxes may appear using the Visual Text Box Editor or with the options shown below. For more information about the Visual Text Box Editor, please see the next topic.

Text box options

The following options are available in most text entry boxes in the Blackboard Academic Suite:

Format Option	Behavior
Smart Text	Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source tag appears. Web addresses entered as URLs are converted to links. The URL must begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word. If an image tag, <IMG>, is entered in Smart Text, the Blackboard Academic Suite will automatically prompt you to upload the image.
Plain Text	Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.
HTML	Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.



Note: The Smart Text and Plain Text options are only available if the Administrator has turned off the Text Box Editor or if the user does not have a Windows Operating System and Internet Explorer Version 5.x or a later.

It is not possible to display a file in a content item and add a Smart Text or Plain Text description. Add the description as a separate content item and then add display the file in the next content item.

Smart text, Plain text, or HTML may be used in the Text Box Editor. Options at the bottom of the box allow the user to switch format at anytime.

Smart text should be used if the intent is to display the text in the exact way that it is typed in. Line breaks, tabbing, and other keyboard formatting will be retained with Smart text.

Plain text strips any formatting from the text, except for line breaks. The result is completely unformatted text. This may be useful if the user needs to do a lot of copy and pasting of the content, or if the intent is to display code information. For example, if the user wants to show how to write something in HTML, Plain text should be used to retain the HTML tags in the content. Plain text does not work with MathML or the equation editor. Changing a text box that includes a mathematical formula to Plain text will make the formula unreadable.

The HTML option should be used if the user knows HTML and opts to type HTML tags into the Text Box Editor. The result will be content formatted by the HTML tags used.

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File names

Blackboard allows the use of all characters in file names. However, the user's operating system and browser may limit the types characters accepted. For example, some browsers do not accept multi byte characters.

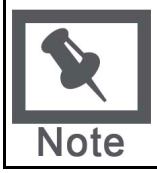
Missing image detection in the Text Box Editors

Missing Image Detection functionality is available when a user:

- pastes HTML with a broken image into the Text Box Editor and selects the HTML option
- pastes HTML with a broken image into the Text Box Editor selects the Smart Text option

Missing image detection functionality does not apply when a user:

- pastes HTML with a broken image into the Text Box Editor and selects the Plain text option
- links to an HTML file in the Content Collection with a broken image (either via the third row of the Visual Text Box Editor or as a URL in the Text Box Editor).



Note: Images are stored in HTML using the following syntax: <img scr="http://image_path">. The source location should be inside double of single quotations.

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Visual Text Box Editor

About the Visual Text Box Editor

The Visual Text Box Editor presents controls for entering and formatting text, equations, and multimedia files. When it is enabled, it appears throughout the system as the default editor when adding text through a text box.

If the Visual Text Box Editor does not appear, first check the list of browsers below to ensure that the current browser is compatible. If it is, check that the Visual Text Box Editor is enabled through Personal Settings. If the Visual Text Box Editor still does not appear, it has most likely been disabled by the System Administrator.

Users who access the system through assistive technologies should use standard text entry options instead of the Visual Text Box Editor. Please see the previous topic, Entering Text, for more information.

Compatible Browsers

The Visual Text Box Editor is compatible with the following browsers on Windows Operating Systems:

- Microsoft Internet Explorer 6.0 and later
- Mozilla Firefox 1.0 and later
- Netscape 8.0 and later

The Visual Text Box Editor will not work with older versions of these browsers. Instead, the standard options for entering text will appear.

The Visual Text Box Editor is compatible with the following browsers on Macintosh Operating Systems:

- Safari 2.0 and later
- Mozilla Firefox 1.0 and later

When run on Safari, the Visual Text Box Editor Lite Version appears. The Lite Version does not include the button controls for several features because Safari does not yet support those rich-text editing features. Some features that are not accessible from a button in the Lite Version may still be activated using keyboard shortcuts. For example, the cut, copy, and paste functions may still be used through the keyboard shortcuts. Macintosh users may also download and use the free Mozilla Firefox 1.0 (or higher) Web Browser to use all the features of the Text Box Editor.

Firefox users must perform an extra step to enable the cut, copy, and paste functions. The first time an attempt is made to cut, copy, or paste text in the Visual Text Box Editor, a message from Firefox will appear explaining that the action is not allowed. A link is provided for information on how to enable the cut, copy, and paste functions by editing a Firefox configuration file. The link currently points to http://www.mozilla.org/editor/midasdemo/securityprefs.html. Please check with Firefox for the most up-to-date information on using rich-text tools for cut, copy, and paste. Macintosh users may find that this does not fully resolve the problem, particularly because Firefox does not permit pasting text from Microsoft Office files on Mac. To accomplish this task, paste the text into a basic text editor, such as TextEdit or Notepad and then paste the text into the Visual Text Box Editor.

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Visual Text Box Editor Features

The Visual Text Box Editor has three collapsible rows of buttons. The tables below define the functions of each button and identifies if the button is available in the Lite Version that runs on the Safari browser.

First row basic actions		
Button	**Description**	**Lite Version?**
Font Style	Select a style for the text. The options correspond to standard HTML Style types.	
Font size	Select the size of the text.	
Font	Select the font.	Y
Bold	Make selected text bold.	Y
Italics	Make selected text italics.	Y
Underline	Underline the selected text.	Y
Strikethrough	Display text with a horizontal line through the characters. For example, strikethrough.	
Subscript	Display text on the same line but slightly above the current text. For example, 7th.	
Superscript	Display text on the same line but slightly below the current text. For example, H20.	
Align left	Align text to the left.	Y
Align Center	Align text in the center.	Y
Align Right	Align text to the right.	Y
Ordered list	Create a numbered list or add a numbered list item.	
Unordered list	Create a bulleted list or add a bullet list item.	
Decrease Indent	Move text left.	
Increase Indent	Move text right.	

Second Row Additional Basic Actions		
Button	**Description**	**Lite Version?**
Spell Check	Select the ABC checkmark to open Spell Check.	Y
Cut	Cut the selected items.	
Copy	Copy the selected items.	
Paste	Paste copied or cut content.	

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Second Row Additional Basic Actions		
Clear Formatting	Removes formatting tags that are shown in the Pathfinder at the bottom of the text box. Highlight the formatting tag to delete in the Pathfinder and then click Clear Formatting to remove. This is useful when copying and pasting text from another application yields discrepancies in formatting.	
Undo	Select the circular arrow pointing to the left to undo the previous action.	Y
Redo	Select the circular arrow pointing to the right to redo the previous action.	Y
Hyperlink	Add a hyperlink. Types include: file, ftp, gopher, http, https, mailto, news, telnet, and wais. Please keep in mind that when creating a hyperlink, the text that appears on the page is separate from the information about the link. Information on where the link points are stored in a tag that surrounds the text. Therefore, it is possible to change the link without changing the text that is displayed to users. Please be careful when constructing links to ensure that the text is consistent with where users will be taken when they click the link.	
Create Table	Add a table.	
Horizontal Line	Add a line.	
Background Color	Add a highlight color to the selected text.	Y
Text Color	Specify the color of the text.	Y
WebEQ Editor	Open the WebEQ Equation Editor icon (√x) to add an equation. Equations cannot be added to a cell in a table. Instead, create the equation outside the table and then cut and paste the equation into the cell.	
MathML Editor	Open the MathML Equation Editor icon to add an equation.	
Preview	Preview the content as it will be seen by end users.	Y
HTML View	Toggle to view the HTML code that is generated by the Visual Text Box Editor. Users may also edit the HTML in this view. Click HTML view again to toggle back to the standard view.	

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The following table includes a description of some options specific to each type of file attachment. This row will only appear where it is possible to attach a file or link to a file in the Blackboard Content System.

Third row file attachment actions and special options		
Button	**Description**	**Lite Version?**
Attach file	Add a file to the text area. The Insert Link to File page will appear. **Browse**: select a file from the local machine **Link to Content Collection**: select an item or folder from the Content Collection, if Content System integration is allowed. **Specify Source URL**: provide a URL where the item is located. **Name of link to file**: provide a descriptive name of the content is helpful for the user. This allows the user to read the link in context, rather than simply read the name of the file being linked to. **Launch in New Window**: Select whether to open the file in the current window or open a new browser window to display the file.	
Attach image	Add an image to the text area. The Insert Image page appears.	
Attach MPEG/AVI	Add MPEG/AVI media content to the text area. The Insert MPEG file page appears.	
Add Quick Time	Add Apple QuickTime media to the text area. The Insert QuickTime File page appears.	
Add audio	Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears.	
Add Flash/Shockwave	Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page appears.	

Attaching files in the Visual Text Box Editor

Users have the option of attaching different types of files to the Visual Text Box Editor. Do not copy and paste a file from one text box to another; this will cause errors. More information about the available options when adding a multimedia file can be found in the topic, Insert Multimedia File.

The table below explains which button in the Third Row of the Visual Text Box Editor is used to add different file types.

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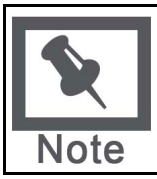
File attachment types	
Attach file	.doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip
Attach image	.gif, .jif, .jpg, .jpeg, .tiff, .wmf
Attach MPEG/AVI	.avi, .mpg, .mpeg
Add Quick Time	.qt
Add audio	.aiff, .asf, .moov, .mov, .mp, .wav, .wma, .wmv
Add Flash/Shockwave	.swa, .swf

Keyboard shortcuts for the Visual Text Box Editor

The Visual Text Box Editor supports the keyboard shortcuts listed in the table below. Please note that Macintosh users should use the CMD key instead of the CTRL key.



Note: If the shortcut keys that move selected items one character left, right, up, or down are used, the object being moved will be absolutely positioned. An absolutely positioned element is determined by pixels, so moving it up once will move it up one pixel.

Keyboard Shortcuts	
Movement	
RIGHT ARROW	Move one character to the right.
LEFT ARROW	Move one character to the left.
DOWN ARROW	Move down one line.
UP ARROW	Move up one line.
CTRL+RIGHT ARROW MAC: CMD+RGT ARROW	Move right one word.
CTRL+LEFT ARROW MAC: CMD+LFT ARROW	Move left one word.
END	Move to the end of the line.
HOME	Move to the start of the line.
CTRL+DOWN ARROW MAC: CMD+DWN ARROW	Move down one paragraph.
CTRL+UP ARROW MAC: CMD+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.

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Keyboard Shortcuts	
PAGE UP	Move up one page.
CTRL+HOME MAC: CMD+HOME	Move to the beginning of the text.
CTRL+END MAC: CMD+END	Move to the end of the text.
Selection	
SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW MAC: CMD+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW MAC: CMD+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.
CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME MAC: CMD+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A MAC: CMD+A	Select all elements in the document.
Editing	
BACKSPACE	Delete the selection. Or, if there is no selection, delete the character to the left of the cursor.
CTRL+BACKSPACE MAC: CMD+BACKSPACE	Delete all of a word to the left of the cursor.
CTRL+C MAC: CMD+C	Copy the selection.

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Keyboard Shortcuts	
CTRL+V MAC: CMD+V	Paste cut contents or copied contents.
CTRL+X MAC: CMD+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z MAC: CMD+Z	Undo the most recent formatting command.
CTRL+Y MAC: CMD+Y	Re-do the most recent undone command.
CTRL+F MAC: CMD+F	Find text.
SHIFT+F10	Display the context menu. This is the same as a right-click.
Formatting	
CTRL+B MAC: CMD+B	Toggle bold formatting.
CTRL+I MAC: CMD+I	Toggle italic formatting.
CTRL+U MAC: CMD+U	Toggle underlining.

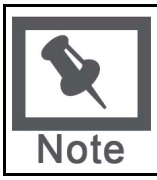
Missing image detection in the Text Box Editors

Missing Image Detection functionality is available when a user:

- pastes HTML with a broken image into the HTML view of the Visual Text Box Editor

Missing image detection functionality does not apply when a user:

- pastes HTML with a broken image into the Visual Text Box Editor
- uploads an HTML file with a broken image from the third row of the Visual Text Box Editor
- links to an HTML file in the Content Collection with a broken image (either via the third row of the Visual Text Box Editor or as a URL in the Text Box Editor).



Note: Images are stored in HTML using the following syntax: <img scr="http://image_path">. The source location should be inside double of single quotations.

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Differences between Text Box Editor and Visual Text Box Editor

The Text Box Editor and Visual Text Box Editor both allow the entry of formatted text in the Blackboard Academic Suite.

The Text Box Editor allows Plain Text, Smart Text and HTML formatting. The Visual Text Box Editor allows users to modify content in an interface resembling a word processor, and perform basic HTML functions without knowledge of any HTML. These features include creating tables, bulleted lists, hyperlinks, horizontal lines, and more. Users may also format text and paragraphs, and upload multimedia files in the Visual Text Box Editor. Both editors may include WebEQ, MathML and SpellCheck features.

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Selecting Dates

Overview

Availability of the Course and individual content items, including Assessments and Learning Units, can be controlled by date. Content may only be available within a certain range, available from a certain date until the end of the Course, or available from the date created until a specified end date.

Setting availability by date

Dates are set using drop-down lists to select the day, month, year, and in some cases, time. There is also a calendar interface that can be used to select the date.

- To set availability to a set range, select both a start date and an end date.
- To set availability from the current time until a certain date, only set an end date.
- To set availability from a date until the end of the Course, only set a start date.

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HTML Tips

Overview

This section provides some basic HTML codes and tips for adding simple formatting to a Course. Additional resources for learning more about HTML may be found at the end of this section.

What is HTML?

HTML is the set of codes used to format (or “mark up”) Web pages. A single piece of HTML code is called a "tag." HTML tags are surrounded by pointed brackets ("<" and ">"). Tags usually come in pairs.

For example the pair of HTML tags to create bold text looks like this:

This text will be bold.

The tag means "start bold here." The end tag, , means "end bold here." End tags always include the forward slash ("/").

Paragraph formatting

In HTML, a paragraph break is used to put a single blank line between paragraphs. A hard return inserts no blank line. The tag can be used alone at the end of a paragraph, or as a pair. If used as a pair, the "align=left|center|right" modifier may be included in the beginning tag to control placement.

For example, the following tag would create a right-aligned paragraph:

```
<P align=right>Fourscore and seven years ago, our founding father set forth
upon this continent a new nation.</P>
```

Text formatting

The following tags are used for basic text formatting:

Bold text tag: <B> text </B>

Italic text tag: <I> text </I>

Underlined text tag: <U> text </U>

Font format tags: <FONT> text </FONT> (Font formats include FACE=fontstyle COLOR=fontcolor SIZE=fontsize)

The FONT tag requires at least one of the modifiers (FACE, COLOR, or SIZE).

The FACE modifier can be set to any font, but the person viewing the page must also have that font installed on their computer. For that reason, it is best to stick to common fonts like Times New Roman, Arial, or Courier New.

The COLOR modifier will recognize basic colors, including black, white, gray, red, blue, yellow, green, purple, orange, cyan, magenta, and so forth.

The SIZE modifier does not refer to typical font point sizes. In HTML fonts can be sizes 1 through 7. The default font size is 3.

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Note: Since each user may set the default font point at which their browser will display text, these font sizes can be relative. For example, one user might have their browser's default font set to 10-point Times while another has their browser's default font set to 12-point Times. The HTML tag would create 10-point Times text on the first computer, and 12-point on the latter, since 3 is the default size.

Users may use plus or minus signs to indicate sizes relative to the default. For example, the following HTML would create text that is two steps larger than the default font size:

```
<FONT size=+2>Bigger, Better, Faster!</FONT>
```

Creating Links with HTML

Links are created using the 'anchor' tag.

`<A href="URL">Clickable text</A>`In the following example, the words 'Blackboard Inc.' will turn into a link that directs the user to the Blackboard home page.

```
<A href="http://www.blackboard.com/">Blackboard Inc.</A>
```

Creating HTML with other tools

Course developers do not have to learn everything about HTML. They may also use Web authoring tools to generate HTML. There are many applications that may be used for this. Some examples are:

- **Word processors**- Microsoft© Word™, Corel© WordPerfect™, Apple© AppleWorks™, Sun© StarOffice™, and almost every other contemporary word processor contains the ability to convert word processing documents to a Web page coded in HTML. However, the conversion from a word processing document to an HTML Web page is often not perfect, especially for documents with complex formatting.
- **WYSIWYG (What You See Is What You Get) Web-authoring tools**- These tools provide an environment similar to a word processor for developing Web pages and entire Web sites. There are many products to choose from, including, Adobe© Dreamweaver™, Adobe© GoLive™, NetObjects© Fusion, and Microsoft© FrontPage™.
- **HTML Editors-** Applications like BareBones© Software's BBEdit™ provide an editing environment for HTML documents. While they are not WYSIWYG, HTML editors usually have a "preview" mode that allows users to switch between viewing the raw HTML codes and previewing how those codes will look in the browser. These products help write HTML faster and easier, but they presume the user is already knowledgeable about HTML.

Incorporating HTML generated with other applications

Instructors may decide to incorporate HTML generated content with other applications into their Course. There are two options for including this content:

Save the content as an HTML file and upload the HTML file itself into Blackboard Learning System. In the Course area, next to the **Special Action** field, select **Create a link to this file**. The Blackboard Learning System will automatically detect images in an HTML file and prompt the user to upload the images as well.

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Copy and paste the HTML code into a text box.

To copy and paste HTML code, follow the steps below:

1. View the HTML code. Most of the tools discussed above will have a mechanism (usually part of a View menu) to allow the user to see the 'HTML source'.
2. Copy all the HTML tags between but not including the <BODY> and </BODY> tags. The Blackboard Learning System dynamically generates the HTML above and below the BODY tags, so this portion of the HTML source must not be copied.
3. Paste the copied HTML into the text box.
4. Choose the HTML text-formatting option.
5. Submit the form.
6. If there are <IMG> tags in the HTML, the Blackboard Learning System will automatically detect them when the page is submitted. Users will receive a second page prompting them to upload the appropriate images.

Troubleshooting

Blackboard recommends that users **do not use** the following in a Course:

- Do not use multiple frames.
- Do not add Web pages that contain additional navigational items, for example, buttons. Only include links that directly point to a URL.
- Do not add <body> tags, <html> tags, <head> tags, <form> tags, or <form element> tags. Entering these tags will cause issues when the page is viewed.
- Do not use inline style sheets. Inline style sheets are not supported by all browsers.
- Do not use <applet> tags inside the text box. These tags may cause errors in the content.

Other HTML resources

There are many online resources for additional information about HTML. One that users may want to visit is The World Wide Web Consortium located at http://www.w3.org.

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Link to File

Overview

Users may include a link to a file from the Text Box editor.

Fields

The table below details the fields on the Insert Link to File page:

Field	Description
Insert Link to File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Link to File Options	
Name of Link to File	Enter the name of the link that users click to access the attached file.
Launch in new window	Select **Yes** to have the file open in a new separate window. Select **No** to have the file open in the content frame.

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Insert Multimedia File

Overview

Users may add the following multimedia files when authoring content in the Text Box Editor.

Image

- **MPEG or AVI**. MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
- **Quicktime**. QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.

Audio

- **Flash or Shockwave**. Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

The options to control how a multimedia file displays, such as should it loop, should the controls display, will not be available after the file has been inserted. To edit these options, use the HTML view and edit the options directly.

Image Fields

The table below details the fields on the Insert Image page:

Field	Description
Insert Image	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Image Options	
Set the Width	Enter the width of the image in pixels.
Set the Height	Enter the height of the image in pixels.
Border	Choose a border for the image. If '0' is chosen there will be no border around the image.
Alt Text	Enter text that will be used display if the image fails to load. Alternate text is important for visually impaired users who access the Web.

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MPEG or AVI Fields

The table below details the fields on the Insert MPEG File page:

Field	Description
Insert MPEG File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
MPEG File Options	
Set the Width	Enter the width of the video in pixels.
Set the Height	Enter the height of the video in pixels.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Controls	Select the size of controls to appear to users. Controls must be available if users are to start the video manually.

Quicktime Fields

The table below details the fields on the Insert QuickTime File page:

Field	Description
Insert QuickTime File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
QuickTime File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

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Audio Fields

The table below details the fields on the Insert Audio File page:

Field	Description
Insert Audio File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Audio File Options	
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

Flash or Shockwave Fields

The table below details the fields on the Insert SWF File page:

Field	Description
Insert SWF File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
SWF File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Set Quality	Select the quality of the images that will appear to users. Please note that the better the quality of an image the larger the file. Larger files take longer to open.

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About Spell Check

Overview

The Spell Check feature supports a full English dictionary, a supplemental word list configured by the System Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text. It is also available as a module with the Blackboard Community System.

Word lists

Misspelled words are determined by the following three sources:

- **Spell Check Dictionary**: A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- **Supplemental Word List**: A list of additional terms added by the System Administrator that do not appear in the default dictionary.
- **Personal Word List**: This word list is stored as a cookie on each user's local machine. Words are added to this list using the **Learn** function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words.

Extensive personal word lists may slow performance of the Spell Check tool.

Personal word list and cookies

The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

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Using Spell Check

Overview

When Spell Check is launched it will review the text block and sequentially bring up any words it does not recognize for review.

Functions

The table below details the functions available with Spell Check.

To . . .	then . . .
replace the occurrence of a word with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace** to change the word in the text to the word in the **Replace With** field. If the misspelled word appears later in the text block it will be flagged again for correction.
replace every occurrence of a word in the text with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace All** to change every occurrence of the word in the text with the word in the **Replace With** field.
ignore the word and not make a correction	click **Ignore**. The word will not be changed. If the word appears again in the text block it will be flagged for correction.
ignore every occurrence of the word in the text block	click **Ignore All**. The word will not be changed and Spell Check will not flag it for correction again in the text.
teach Spell Check to recognize the word as correct	click **Learn**. The word will be added to the personal word list. Whenever Spell Check is run on the local machine the word will be recognized and not flagged.
close the spell check without finishing	click **Finish**.

Recognized errors

Note how Spell Check handles the following circumstances:

- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.
- Words in ALL CAPS are checked for spelling errors.
- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list must be entered as a correction during a spell check (these words do not appear as suggestions). The Spell Check tool must be run again to verify that the word is spelled correctly.

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Math and Science Notation Tool – WebEQ Equation Editor

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor. The Math and Science Notation Tool enables users to use mathematical and scientific notation. Users can add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XML.

Users may receive a pop-up box when launching WebEQ that asks the user to trust an applet provided by Design Science, the maker of WebEQ. If users click Always, the pop-up will no longer appear on that computer when launching WebEQ.

For best performance on a Windows® operating system use Internet Explorer 6.0.

For best performance on a Macintosh®:

Mac OS X v10.2 or later

Install the MRJPlug-in. http://homepage.mac.com/pcbeard/MRJPlugin/

MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

Functions

The table below details how to access the Equation Editors.

To . . .	click . . .
access the WebEQ Equation Editor	the Math and Science Notation Tool icon.
insert XML	the MathML Equation Editor icon.

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Adding and Editing Equations

Overview

Once an equation has been created it can be copied and used again or copied and modified using the Notation Tool features.

Functions

The table below describes the functions available in the Math and Science Notation Tool.

To . . .	then . . .
create a name for the equation	enter a name in the **Equation Name:** field. To accept the default name do not make any changes.
create an equation	use the equation symbols available on the keyboard or in the toolbar to create equations.
modify an existing equation	select the equation from the **Edit Equation:** drop-down list. The equation will appear in the Editor. Click **Modify** to save the changes.
submit the equation and its name	click **Add**.

Tip

If an equation is more then one line or uses a large font size, the equation may be cut off when it appears in a Course. Add an empty line after the final line in the equation to prevent this error.

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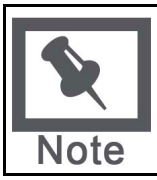
Course Creation Wizard

Overview

The Course Creation Wizard enables users to create Courses through an easy workflow. The Wizard consists of a series of pages that breaks up the numerous aspects of Course creation into a sequence of manageable pieces. Instructors can use the wizard to complete the initial setup of a Course in one easy-to–follow process.



Note: Only Courses may be created through the Course Creation Wizard. Organizations may not be created through this method.

Find this page

To open the Course Creation Wizard, select the link in the Course Creation Wizard Module on the My Institution tab. The wizard will appear in a pop-up window.

Wizard navigation

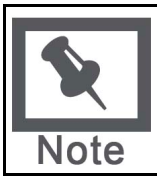
Users may use the links at the bottom of each Wizard page to navigate within the Wizard. These links include options for Cancel, Back, Next, and Finish. All links may not be available on all pages within the Wizard.

Wizard Progress Tracker

The Wizard Progress Tracker appears on the left side of each page in the Wizard and represents the entire workflow of the Course Creation Wizard. Users can view where they are in the workflow as they build a Course. There are no navigation options in the Wizard Progress Tracker.

Wizard steps

The Welcome page gives an overview of the different steps for creating a Course through the Course Creation Wizard. Users may choose to skip some of these steps.



Note: If the user skips steps in the Wizard, these options will automatically be set to the system defaults. These settings may be modified through the Control Panel once the Course is created.

The following list includes all of the steps for creating a Course:

Topic	Description
Course Information	Enter Course information, such as Course Name, Course ID, and a description of the Course.
Course Materials	Select a template, Course Cartridge, or an existing Course to use as the basis of the Course, or create a new Course.
Course Design	Design the buttons and text for the Course

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Topic	Description
Course Menu	Add or remove options that appear on the Course Menu.
Availability and Duration	Select which users this Course will be available to.
Course Enrollment	Select how users will be enrolled the Course.

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Course Creation Wizard - Course Information

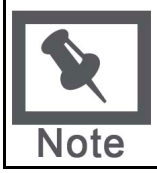
Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of Course creation into a sequence of manageable pieces. The user enters Course details, such as the Title and Course ID on the Course Information page.

Fields

The table below details the entry fields on the Course Information page:

Field	Description
Course Information	
Course Name	Enter a name for the Course.
Course ID	Enter a unique Course ID. The Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (_), and period (.). Do not use special characters. Special characters include: %&#<>=+ as well as spaces. When creating attributes a good rule to follow is only use alphanumeric characters, underscores, dots, and dashes.
Description	Enter a description of the Course. The description will appear in the listing with the Course Name and ID. A summary and enrollment instructions should be included in the description.



Note: If the user returns to this page after the Course has been created, he or she will see a read-only view of this page. The data in these fields may not be changed after the wizard is complete.

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Course Creation Wizard - Course Materials

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of Course creation into a sequence of manageable pieces. The Course Content page allows the user to choose a template, an existing Course, or a Course Cartridge as the basis for the new Course. Users may also choose to create an entirely new Course.

Fields

The table below details options on the Course Content page:

Field	Description
Create an entirely new Course.	Select this option to create a Course that is not based on an existing Course, template or Course Cartridge.
Create a Course using a Template	Select this option to create a Course using a Course Template in the system.
Template drop-down list	A list of Course Templates available in the system. Select a template to use for this Course. When a template is used, all of the Course content in the template is copied to the new Course. The Instructor may change Course settings and Course content in the destination Course once they have completed the Wizard.
Create a Course from an existing Course	Select this option to create the Course by copying an existing Course.
Course drop-down list	A list of Courses in which the user is an Instructor, TA or Course Builder. Select the Course to copy to create this new Course. Only the Course content (not user data) will be copied from the existing Course into the new Course. The Instructor may modify the Course content in the destination Course.
Create the Course using a Course Cartridge	Select this option to create a Course using a Course Cartridge.
Course Cartridge Instructor Download key	Enter the download key for the Course Cartridge.

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Course Creation Wizard - Course Design

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of Course creation into a sequence of manageable pieces. Instructors select the appearance of a Course on the Course Design page.

Fields

The table below details the fields on the Course Design page.

Field	Description
Select a Navigation Style	
Navigation Style	Select **Buttons** to make the areas of the Course Menu appear in a button format. Select **Text Navigation** to make areas of the Course Menu appear in a text format.

Select a Button Style

When the Button Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for buttons.

Field	Description
Select Style Properties	
Button Type	Choose the Button Type from the drop-down list.
Button Shape	Click an option to choose the Button Shape.
Button Style	Use the drop-down list to select the color of the buttons. Click **Gallery of Buttons** to view all of the button options.

Select Text Navigation Colors

When the Text Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for text.

Field	Description
Select Style Properties	
Select background color for navigation	Click **Pick** and select a background color for the Course Menu.
Select a highlight color for the navigation	Click **Pick** and select a color for the text in the Course Menu.

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Course Creation Wizard - Course Menu

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of Course creation into a sequence of manageable pieces. The Course Menu page allows the user to choose which options will appear in the Course Menu.

Functions

If the user selected to create a new Course they may add and remove items on the Course Menu. If the user selected an option to use a template, an existing Course or a Course Cartridge on the Course Content page, he or she will be unable to modify the Course Menu. The Course Menu is automatically copied from the existing Course, template or cartridge. Users can modify the Course Menu after the Course is created from the Control Panel.

Adding a menu item creates a Course area with a name specified by the user. New Course areas are automatically available to Students, and unavailable to Guests and Observers.

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Course Creation Wizard – Availability and Duration

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of Course creation into a sequence of manageable pieces. The Availability and Duration page is used to control access to the Course and the Course duration.

Fields

The table below details options on the Availability and Duration page:

Field	Description
Guest Access	
Guest Access	Select either Yes or No to make the Course available to Guests.
Course Availability	
Availability	Select either Yes or No to make the Course available to users. If the Course is set to available, all users participating in the Course will have access. If the Course is set to unavailable, access is determined by Course Role. Courses that are unavailable will not appear in the Course Catalog.
Course Duration	
Continuous	Select this option to make the Course continuously available. If this option is selected the Course will always be available.
Select Dates	Select this option to set the Course availability for a specific number of days. Use the drop down list to select the starting and ending dates of the Course or click the calendar icon to select dates from the calendar interface. The Course may also begin on a specific date and not have a specific end date. After the end date, the Course is no longer available for Students but is otherwise unchanged. Students who attempt to login to the Course are told that the Course has ended.
Days (from the date of enrollment)	Select this option to place a time limit on a self-paced Course. The Course will be available for that number of days from the time a Student enrolls. For example, if the number of days is set to 10, the Course will be available for 10 days to each Student who enrolls.

Course Role availability

The following table describes what type of access different user roles have to a Course that is unavailable:

Course Role	Access When Course is Unavailable
Students	Courses set to Unavailable will not appear at all in the Student's My Courses module on the My Institution tab, or in the Student's Course List on the Courses tab. Students may not access a Course that is set to Unavailable.

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Course Role	Access When Course is Unavailable
Instructors	Courses set to Unavailable will appear in the Courses you are teaching: section of the My Courses module and in the Course List on the Courses tab. The Course will be indicated as Unavailable, but will still be accessible by the Instructor.
Course Builders and Teaching Assistants	Courses set to Unavailable will appear in the Courses in which you are participating: section of the My Courses module and in the Course List on the Courses tab. The Course will be indicated as Unavailable. The Course is still accessible by Course Builders and Teaching Assistants.
Graders	Courses set to Unavailable will appear in the Courses in which you are participating: section of the My Courses module and in the Course List on the Courses tab. The Course will be indicated as Unavailable to others but is accessible by Graders.

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Course Creation Wizard - Course Enrollment

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of Course creation into a sequence of manageable pieces. Instructors set the enrollment process for a Course from the Course Enrollment page. Enrollment can also be limited to a set time and to those Students that receive approval and are granted an access code.

Fields

The table below details the fields on the Course Enrollment page.

Field	Description
Select Enrollment Options	
Instructor/Admin	Select this option to make Course enrollment Instructor and Administrator led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
Self Enrollment	Select this option to allow Students to enroll in a Course as determined by the limits defined in the starting date, ending date, and access code.
Select Enrollment Options	
Start Date	Select this option to set an enrollment start date. Choose an enrollment start date by clicking the drop-down arrow and selecting date values or click the calendar icon to select a date from the calendar interface. If **Self Enrollment** is selected this date is required.
End Date	Select this option to set an enrollment end date. Choose an enrollment end date by clicking the drop-down arrows and selecting date values or click the icon to select a date from the calendar interface. If **Self Enrollment** is selected this date is required.
Require Access Code to Enroll	Select this option to require an access code to enroll. Enter an access code that will be distributed to approved Students. If selected, this access code will be required for Students to enroll in the Course.

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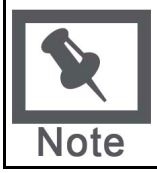
Content

Introduction

Instructors use the tools available through the Course areas section of the Control Panel to manage information, materials, Assignments, and Assessments used in the Course.



Note: Instructors can set the name of Course areas and add additional Course areas from Manage Course Menu.

In this section

This section includes information on the following topics:

Topic	Description
Content Areas	Reviews Content Areas. Content Areas are the top-level containers that organize and store content.
Course Content	Describes how content is used in Courses.
Items	Introduces individual content Items.
File Attachments	Describes how to upload files.
Add SCORM, IMS and NLN Content	Explains how to add SCORM, NLN, and IMS content to a Content Area.
Folders	Reviews the Organization of Content Areas into folders.
Content Metadata	Presents the attributes that can be used to describe content.
External Links	Describes how to link to an outside Web site.
Course Link	Describes how to link to content in another Course.
Learning Units	Presents information on Learning Units. Learning Units organize content sequentially.
Managing Tests	Describes how to deploy a test in a Content Area.
Test Options	Reviews the options available when deploying a test.
Assignments	Describes Assignments.
Tool Linking	Describes how to create a link to a tool within a Content Area.
Copy and Move Content	Reviews how to copy and move Items.
The Open Standards Content Player	Provides detailed information on using the Open Standards Content Player to present SCORM, NLN, and IMS content.
Syllabus	Describes how to build a syllabus for the Course.
Adaptive Release	Introduces the concept of adaptive release of content.

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Topic	Description
Adaptive Release Functions	Describes the functions used to manage adaptive release.
Adaptive Release Criteria	Explains the rules that govern adaptive release.
Review Status	Describes how Instructors can check that Students have viewed content.
User Progress	Explains how adaptive release can be used to track Student progress through the content a Student views.
Performance Dashboard	Describes the Performance Dashboard view into Student progress.
Statistics Tracking	Explains how Instructors can view detailed statistics on content item usage for all Course users

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Content Areas

About Content Areas

Course Content Areas are used to organize all Course content materials. A link to each Content Area creates the first level of the Course Menu tree directory. Course developers organize and manage Content Areas from the Control Panel.

While the Instructor has almost complete control over the Content Areas through the Control Panel, the Administrator is able to set defaults and overrides that define the names and default availability of Course areas in each Course.

Adding a Content Area

By default, a specific number of Content Areas appear in a Course. Instructors may decide to add additional Content Areas or modify existing Content Areas. For example, a Content Area for Assessments may be added and the name of the Assignments area may be changed to Homework.

Follow the steps below to add a Content Area:

1. Select **Manage Course Menu** under Course Options on the Control Panel.
2. Select **Add Content Area**.
3. Complete the Add New Area page. The availability of this area is also set on this page. The new Content Area may be made available to Guests, Observers, and/ or Students in the Course.
4. Existing Content Areas may be changed by selecting **Modify** next to a Content Area on the Manage Course Menu page and updating the information.

Manage Content Areas

Once Content Areas for the Course have been created, content creation may begin. All content is added and modified within the Content Areas. Select a Content Area on the Control Panel to open the main Content Area page. All actions related to managing content are available from this page. This includes:

- Add, remove and edit items
- Organize the order of items
- Add and manage Adaptive Release rules
- Create and modify content metadata
- Manage Statistics Tracking
- Enable / Disable Review Status
- View User progress

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Course Content

About Content Types

Instructors may add a number of different kinds of content to Course Content Areas; these are referred to as Content Types. Content Types generally fall into two different categories:

- **Content** – Content that adds information to a Course, for example, a file or a Learning Unit.
- **Reference** – Content that references something that lies outside the Content Area, such as an External Link or a Course Link.

All content shares a few similarities; each piece of content includes a name and description. Many Content Types also allow the Instructor to set options such as availability and date restrictions.

Content Type descriptions

Content Types may be selected from the Action Bar and drop-down list of a Content Area page.

Content Type	Description
Item	A general piece of content to which items may be attached.
Test	On-line evaluations of Student knowledge and skills. Test properties, such as availability and presentation options, are managed through the Course area where the Test appears. For information on building Tests and other Assessments see the section on How to Create an Assessment.
Assignment	Content that Instructors may mark based on a given number of points possible, such as class work.
Learning Unit	A set of content that includes a structured path for progressing through the items.
Folder	A folder within a Content Area to which other content types may be added. Folders allow Instructors to organize a Content Area into a structured area with a hierarchy or categories.
External Link	Link to an outside Web site.
Course Link	Link to another item in a Course.
Survey	Similar to Tests, Surveys are useful to polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.
Tool	Link to a tool in the Course, such as a Discussion Board or Virtual Classroom session.
Offline Content	A direct path to a specified file on a drive, usually a CD-ROM. To access this file, users must have the correct CD-ROM in their computer.
Syllabus Builder	Content item that enables an Instructor to build a Course syllabus by walking through a series of steps.

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Content Type	Description
SCORM Content	Content that adheres to Sharable Content Object Reference Model (SCORM) standards.
IMS Content	Content that matches IMS specifications. Additional information may be found at http://www.imsproject.org.
NLN Content	A package of content developed by the National Learning Network. (NLN) Additional information may be found at http://www.nln.ac.uk.

Content Availability

When a content item is added to a Course it is not automatically available. An availability option on the Add and Modify pages allows the user to set the content to available or unavailable. This allows the Instructor to create content and save it in a draft format before it is made available within a Course. This availability setting is separate from Adaptive Release. If an item is not available users may not access it regardless of the Adaptive Release rules.

Content Options

When an item is added to a Content Area a number of options are available on the Add page. The options available depend on the Content Type; not all options are always available. These options are used to set availability, date restrictions, and tracking. The following is a description of all of the options that may be available:

Content Type	Description
Make the content available	Select **Yes** to make the content available to users. If **No** is selected this content is unavailable, regardless of Adaptive Release rules.
Open in new window	Select **Yes** to open the item in a separate browser window. This is helpful as users may continue viewing the Content Area along with the item.
Choose date restrictions	Select the range of dates that this item will appear. Select the Display After checkbox for the item to appear after a specific date. If this option is checked, select the corresponding date and time below. Select the Display Until checkbox for the item to appear until a specific date. If this option is checked, select the corresponding date and time below.
Track number of views	Select **Yes** to track the Course Statistics and generate reports on usage and activity for the item.

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Items

About Items

Items are general pieces of content added to a Course to which items may be attached.

Add an Item

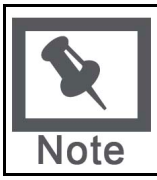
Follow the steps below to add an item to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Complete the Add Item page and click **Submit**.

Attach a file to an item

Files from a local system may be attached to an item in a Content Area. See File Attachments for additional information about file types and file names. Follow the steps below to attach a file to an item:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Enter a name for the item in the **Name** field.
4. Use the Visual Text Box Editor to create any text for the item.
5. Click **Save as Reusable Object** to create a Reusable Object using this text.
6. Click **Browse** next to **Content Collection location** to select a folder to store the Reusable Object.
7. Click **Browse** next to **Attach Local file** or **Link to Content Collection**. Select the file. When a local file is selected, the following options are enabled:
    - Click **Browse** to choose a location within the Content Collection to save the file. This field appears when Local File Storage is turned off.
    - Click **Add Metadata** to add metadata to the file.



Note: Metadata can be selected to display with the item at this step.

8. Complete the **Name of Link to File** field. This name appears to users; they will select this link to open the attached file.
9. Select an option in the drop-down list in the **Special Action** field. See "Special Actions" on page 61 for more information about these options.
10. Click either the **Yes** or **No** radio buttons to decide whether or not to **Make the Content available** and **Track Number of Views**.
11. Use the **Display Until** and **Display After** checkboxes and the date fields to **Choose date and time restrictions** for the item.

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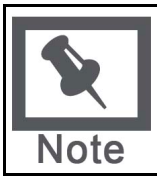
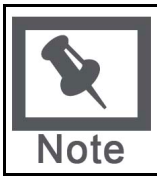
12. Click **Submit**.

Files may also be attached to an item from the Content Collection. Select **Browse** next to Link to Content Collection. Select the file on the Content Collection window that appears.



Note: The Blackboard Learning System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.

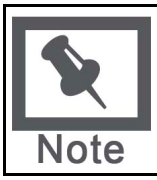


Note: Users who have the third row of the Visual Text Box Editor available may use the options in the third row to add items.

Special Actions

Section two of the Add Item page contains a Special Action field which allows users to select the behavior of files attached to an item. The following Special Actions are available:

- **Create a link to this file:** Attach the file to the item. A link is automatically inserted below the document title to access the file.
- **Display media file within the page:** Display media file within the page: Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) If this option is selected, the attached file must be a format recognizable by the Blackboard Learning System. If it is not, a link to the file is automatically created.
- **Unpackage this file:** Indicates to the system that the file must be unpackaged before displaying.



Note: If the file format is not one of the supported digital media formats, the Display media file within the page feature will default to the Create a link to this file feature.

Embed image files

Image files may be embedded in Items. The following steps explain how to embed an image file (for example, a .jpg file) in a Content Area.

1. In the Control Panel, open a Content Area such as Course Documents.
2. Select **Add Item** on the Content Area page. The Add Item page appears.
3. Enter a title for the content item and add a description or introduction to the image in the text box.

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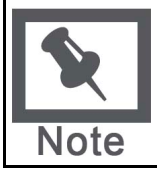
4. Click **Browse** next to **Attach local file** and locate the image to add.
5. The **Name of Link to File** field may be left blank. The image is being displayed on the page.
6. Select **Display media file within the page** in the **Special Action** drop-down list.
7. Select the appropriate options for the item.
8. Click **Submit** and then **OK**. The Content Actions page appears.
9. Select the position of the image in the **Alignment** and **Placement** fields.
10. In the **Set Width** and **Set Height** field enter the width and height of the image in pixels.
11. To create a link to a file outside of the local system, enter the URL in **Image Target URL**. For example, if the image exists in a central repository, the URL may be http://blackboard/images/picture1.jpeg.
12. Use the drop-down list in **Border** to choose a border for the image. This option determines the thickness of the border around the image. If '0' is chosen there will be no border around the image.
13. Enter a description for the image in **Alt Text**. Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display.
14. Select **Yes** in **Launch in New Window** so the image will appear in a separate browser window. This is especially important if a URL has been entered in **Image Target URL**.
15. Click **Submit**.



Note: The file will not appear in the Currently Attached Files field after the page is submitted. An image tag for the file will appear in the Text box.

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File Attachments

About file attachments

File attachments may be added to different places in a Course, for example, to an Item, an Assignment, or a File in a Learning Unit. There are two options for adding file attachments:

- **Files on local network**: Select **Browse** next to **Browse Local Files** to navigate to a file on the network.
- **Files in the Blackboard Content System**: Select **Browse** next to **Link to Content Collection item** to navigate to a file in the Blackboard Content System.

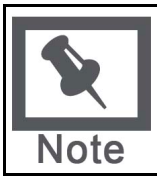
Users will open the file by clicking a link to the file that appears in the Course. After selecting a file to attach, users may enter a name for the link to the file. This name will appear to users, instead of the name of the document. For example, users would see “Biology Syllabus” instead of syllabus_bio_101.doc.

Accepted characters in file names

Blackboard allows the use of all characters in file names. However, the user's operating system and browser may limit the types characters accepted. For example, some browsers do not accept multi byte characters.

Recognized content attachments

The following file types are recognized by the Blackboard Academic Suite. These files can be displayed within a content item.



Note: The Blackboard Academic Suite can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.

Extension	File Type	Programs associated with the File Type
.aam	Multimedia	Macromedia® Authorware® plug-in Note that the .aam file is the starting point for a series of files that must be enclosed in a .ZIP file.
.aiff	Audio	Audio program
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh® compatible)
.doc	Text	Microsoft® Word® or other word processor
.exe	Executable	Executable file
.gif	Image	Graphics program or Web browser
.html, .htm	Web page	HTML editor or Web browser
.jpg, .jpeg	Image	Graphics program or Web browser

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Extension	File Type	Programs associated with the File Type
.jif	Image	Graphics program or Web browser
.mp3	Audio	Audio program
.mpe	Audio/Video	Audio program
.mpg, .mpeg	Image	Graphics program or Web browser
.moov,movie	Movie	QuickTime® movie
.mov	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.png	Image	Portable Network Graphics
.ppt, .pps	Slide show	Microsoft® PowerPoint® and PowerPoint Player®
.qt	Movie	QuickTime®
.ra	Audio	Real Audio Player™
.ram	Video	Real Audio Movie™
.rm	Audio	Audio program
.rtf	Text	Rich Text Format
.swf	Multimedia	Macromedia® Shockwave® plug-in
.tiff, .tif	Image	Graphics program or Web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio program
.wma	Audio	Audio program
.wmf	Graphic	Microsoft® Windows®
.wmv	Media/Audio	Microsoft® Windows®
.wpd	Text	WordPerfect® or other word processor
.xls	Spreadsheet	Microsoft® Excel®
.zip	Text	WinZip®

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Add SCORM, IMS, and NLN Content

Overview

The processes for adding SCORM, IMS or NLN are generally the same. Interaction options for navigation, Grade Center options, and content options are set at this time.

Add SCORM Content

The table below details the fields on the Add and Modify SCORM Content pages.

Field	Description
Required Information	
Title	Select a name that best describes the content.
Add Content Package	**Browse** to select a SCORM package to add. This option only appears on the **Add SCORM Content** page.
Name of Link	The default link name is Click to Launch. Rename this on the **Modify SCORM Content** page.
Text	Add instructions or other text on the **Modify SCORM Content** page.
Interactions Options	
Navigation Control Type	If **Choice** is selected, the viewer can use a left navigation menu to select which content to view. If **Flow** is selected, the left navigation menu does not appear and the viewer must use the **Next** and **Previous** buttons to view content sequentially.
Grade Center Options	
Add Grade Center Item	Select **Yes** to add a Grade Center Item to the Grade Center for the content item. The name will be the name of the package and may be modified and managed from the Grade Center once added.
Points Possible	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Grade Center item properties can be modified and managed from the Grade Center.
Track Attempt Details	Select **Yes** to be able to view user interaction with the content, such as total viewing time and question responses. From the **Modify Grade** page, click the **View** button to see the Attempt Details.
First Attempt Only	If **Yes** is selected for **First Attempt Only**, attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as **No** will always show the last attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.

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Field	Description
Content Options	
Do you want to make the Assignment visible?	Select **Yes** to make the SCORM content available.
Do you want to track number of views?	Select **Yes** to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Availability Dates	Select the range of dates that the content will appear.

Add IMS Content

The table below details the fields on the Add IMS Content and Modify IMS Content pages.

Field	Description
Required Information	
Title	Select a name that best describes the content.
Add Content Package	**Browse** to select an IMS package to add. This option shows on the **Add IMS Content** page only.
Name of Link	The default link name is Click to Launch. You can rename this on the **Modify IMS Content** page.
Text	To add instructions or other text, add it on the **Modify IMS Content** page.
Interactions Options	
Navigation Control Type	If **Choice** is selected, the viewer can use a left navigation menu to select which content to view. If **Flow** is selected, the left navigation menu does not appear and the viewer must use the **Next** and **Previous** buttons to view content sequentially.
Grade Center Options	
Add Grade Center Item	Selecting **Yes** will add a Grade Center Item to the Grade Center for the content item. The name will be the name of the package, and can be modified and managed from the Grade Center once added.
Points Possible	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Grade Center item properties can be modified and managed from the Grade Center.
Track Attempt Details	Select **Yes** to be able to view user interaction with the content, such as total viewing time and question responses. From the **Modify Grade** page, click the **View** button to see the Attempt Details.

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Field	Description
First Attempt Only	If **Yes** is selected for **First Attempt Only**, attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as **No** will always show the last Attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.
Content Options	
Do you want to make the assignment visible?	Select **Yes** to make the IMS content available.
Do you want to track number of views?	Select **Yes** to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Availability Dates	Select the range of dates that the content will appear.

Add NLN Content

The table below details the fields on the Add NLN Content and Modify NLN Content pages.

Field	Description
Required Information	
Title	Select a name that best describes the content.
Add Content Package	**Browse** to select a NLN package to add. This option shows on the **Add NLN Content** page only.
Name of Link	The default link name is Click to Launch. You can rename this on the **Modify NLN Content** page.
Text	To add instructions or other text, add it on the **Modify NLN Content** page.
Interactions Options	
Navigation Control Type	If **Choice** is selected, the viewer can use a left navigation menu to select which content to view. If **Flow** is selected, the left navigation menu does not appear and the viewer must use the Next and Previous buttons to view content sequentially.
Grade Center Options	
Add Grade Center Item	Selecting **Yes** will add a Grade Center Item to the Grade Center for the content item. The name will be the name of the package, and can be modified and managed from the Grade Center once added.
Points Possible	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Grade Center item properties can be modified and managed from the Grade Center.

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Field	Description
Track Attempt Details	Select **Yes** to be able to view user interaction with the content, such as total viewing time and question responses. From the **Modify Grade** page, click the **View** button to see the Attempt Details.
First Attempt Only	If **Yes** is selected for **First Attempt Only**, attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as **No** will always show the last Attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.
Content Options	
Do you want to make the assignment visible?	Select **Yes** to make the NLN content available.
Do you want to track number of views?	Select **Yes** to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Availability Dates	Select the range of dates that the content will appear.

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Folders

About Folders

Folders are useful for organizing and structuring content in a Content Area. For example, Instructors may add folders for each week of the Course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Assessments, and Group Projects.

Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

Add a Folder

Follow the steps below to add a folder to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Folder** from the Action Bar.
3. Complete the Add Folder page and click **Submit**.

Folder content availability

Availability of items in a Content Area can be established on an item-by-item basis, but the actual display of items to users is contingent upon the availability of any parent folder on up to the root of the content area. If any parent folder is unavailable, the items within it are unavailable. For example, if a folder is set to Unavailable, but items within the folder are set to Available, users would be unable to view the items within the folder.

This is also true for items with Adaptive Release rules. If a folder has a rule that makes it unavailable to a Student, all content within that folder is also unavailable to the user.

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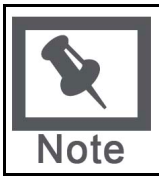
Content Metadata

About Content Metadata

Content Metadata stores information about a piece of content. Metadata allows for IMS compatibility when content is imported and exported. Click **Manage** next to the item in the Content Area to open the Manage item page which includes a link to Metadata.



Note: The information entered in Content Metadata cannot be tracked or reported on. It can only be viewed on the Content Metadata page as reference information for the Content Item.

Metadata options

The table below describes the fields on the Content Metadata page. Select Edit to display the fields in each section.

Field	Description
Item Information	
Title	Displays the title of the content item.
Catalog Entry	The catalog and version information in the Source and Entry Fields. Once a Catalog Entry is made a check box appears next to the item. Select the check box and click Submit to remove an entry.
Source	The name of the catalog or source of the content.
Entry	The number or version of the catalog.
Language	The language of the content item.
Description	A description of the content item.
Life Cycle Information	
Creation Date	Displays the date and time the content item was created.
Contributors	The names of others who contributed to this content item. Once a Contributor is entered a check box appears next to the item. Select the check box and click Submit to remove a Contributor.
Person	The name of the author or editor.
Role	The role of the person, such as author, contributor, or editor.
Organization	The name of the Organization associated with the person.
Date	The date the person made these changes or updates.
Technical Information	
Resource Format	The type of application this content item uses.
Resource Location	The location of the item displays in this field.

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Field	Description
Rights Management Information	
Free Resource:	Establish if the Content was free or if it was purchased.
Copyright/Restriction	Establish if this Content is copyrighted or if it has any restrictions.
Description	Comment on any conditions of use for this item.

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External Links

About External Links

Links to outside Web sites may be added to Content Areas as External Links. When entering a URL, always enter the full Web address to the link. For example, enter http://www.blackboard.com, not www.blackboard.com or blackboard.com.

Add an External Link

Follow the steps below to add an External Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add External Link** from the Action Bar.
3. Complete the Add External Link page with a **Name**, **Description**, and **URL** for the link. Note that the URL is required.
4. Click **Submit**.

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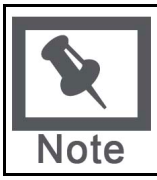
Course Link

About Course Links

Course Links are used to link to other items within a Course. All items that appear in the Course Map may be linked to using a Course Link. For example, an Instructor may create a Discussion Board where users discuss the class readings. A link to this Discussion Board may be placed in the Content Area where the articles are posted, such as Course Documents.



Note: A Course Link may be viewed as long as it is available to users in the Course. The Course Link may be opened if the user has access to the item based on the item's availability and adaptive release rules. For example, if a user does not have access to the item, a message appears when the link is selected.

Add a Course Link

Follow the steps below to add a Course Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Course Link** from the Action Bar. The Add Course Link page appears.
3. In Section 1 of the page enter a name and description. In Section 2, click **Browse** to open the Course Map. Click the link for an item in the Course Map to select it as the Course Link. In Section 3, set the options for the Course Link. Click **Submit**.

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Learning Units

About Learning Units

Learning Units enable Instructors to set a structured path for progressing through content within a Course. This allows Students to view content in an intuitive, self-paced style. All types of content, such as items, Assignment, and Assessments may be included in a Learning Unit. The Instructor may allow Students to access content in a Learning Unit nonlinearly or force them to view it sequentially. For example, a Learning Unit on Shakespeare is created, including files, Assignments and an Assessment. The Instructor may require Students to proceed through the Learning Unit in a specific order or they may allow Students to view the contents in any order.

Content within a Learning Unit is added and managed just like content in a folder. The Learning Unit is a shell to which other content, such as files, is added. Learning Units can be modified like any other item within a Content Area.

Add a Learning Unit

Follow the steps below to add a Learning Unit to a Course Content area.

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Learning Unit** in the drop-down list on the Action Bar and click **Go**.
3. Complete the Add Learning Unit page and click **Submit**.

Create a Learning Unit slide show

After a Learning Unit is added to a Content Area, a slide show within it may be created. The slide show will allow users to view the content of the Learning Unit, sequentially.

1. Open the Content Area that contains the Learning Unit.
2. Click the name of the Learning Unit to open it.
3. Select **Add File** in the Action Bar. The Add File page is used to add files to a Learning Unit and create a slideshow. This includes Course Links, links to local files and links to files in the Blackboard Content Systemto the Learning Unit. This option may be used multiple times to add multiple files to a Learning Unit.
4. Use the numbers to the left of each item to order the content. If the Learning Unit is viewed sequentially, this is the order in which the content appears.

Sequential and non-sequential Learning Units

Learning Units may be viewed sequentially or non-sequentially. If sequential viewing is enforced, Students will view the Learning Unit in the order items within it are listed. Students will not be able to advance to a page within the unit without having viewed the previous page. If sequential viewing is not enforced, items in the Learning Unit may be viewed in any order from the Contents page.

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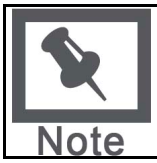
Managing Tests

About Tests in Content Areas

Tests are on-line evaluations that can be used to measure a Student's understanding of the Course. Test properties, such as availability and presentation options, are managed through the Content Area where the Test is added. For information on building Tests see the section on How to Create an Assessment.



Note: Instructors may view and grade Tests submitted by Students in the Grade Center, Tests submitted by Students may not be viewed or graded from the Content Area where the Test is posted.

Add a Test to a Content Area

Follow the steps below to add a Test to a Content Area:

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Add Test** on the Action Bar.

There are two options for adding a test on the Add Test page.

- Create a New Test – Click **Create**.
- Select an existing Test – Select a Test in the **Add Test** box and click **Submit**.

After a Test is added to a Content Area, the Modify Test page appears. This page includes links to the Test Canvas page, to modify the Test itself, and to the Test Options page. The Test Options page includes options for setting the availability, feedback, and presentation of the Test

Note: Settings on the Survey Options page are the same as the Test Options page, with the exception of Survey Feedback.

Warning: A warning appears if any Students have already taken a Test when the Modify the Test option is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Test after a Student has submitted it, the Student will view the new, modified Test when they view their grade and feedback. They will not view the original Assessment they completed.

Remove a deployed Assessment

When an Assessment is removed from a Content Area it is deleted from that Content Area and the details of any Student attempts are deleted. The Assessment will still be available in the Test Manager or Survey Manager. Grades can be preserved, but the details of the Student attempts will be lost.

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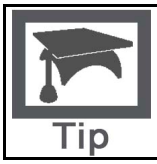
Removing an Assessment from a Content Area does not delete the Assessment from the system. The Assessment must be removed from the Test Manager or Survey Manager to completely delete it from the Course.



Tip: If any Students have already taken an Assessment be cautious and consider the consequences before removing the Assessment. It is recommended that an Assessment first be made Unavailable before considering the more drastic step of removing the Assessment.

Follow the steps below to remove an Assessment from a Content Area:

1. Open the Course area from the Control Panel.
2. Locate the Assessment and click Remove next to the Assessment.

A warning appears. Click Yes to continue.

If a Student has not yet attempted the Assessment, the Assessment will be removed from the Course area. The Assessment is still in the Test or Survey Manager. If a Student has attempted the Assessment, please continue to Step 5.

Select the appropriate option and click **Submit**.

- Preserve - This option removes the Assessment from the Course area. Any Grades in the Grade Center related to this Assessment will remain but the attempt itself will be deleted.

In this instance, the Grade stays but the Assessment and any attempts are removed. It will not be possible to view any of the Student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after removing the Assessment because the details of the attempt were removed.

It is important to note that if the Assessment is deployed again, it is done as a new Assessment. There is no connection or shared data between the first and second deployments and the Grade Center will treat each deployment as separate Grade Center Items.

- **Remove** - This option removes the Assessment from the Course area and erases any record of the Assessment from the Grade Center. This will destroy all record of Student performance on the Assessment.

Remove an Assessment from the Test or Survey Manager

Assessments are removed by selecting the corresponding **Remove** button on the Test or Survey Manager. An Assessment can only be removed from the Test or Survey Manager if it is not deployed in a Course area. If a **Remove** button does not appear for an Assessment in the Test or Survey Manager, follow the instructions for removing a deployed Assessment before trying to remove the Assessment from the Test or Survey Manager.

Removing an Assessment from the Test or Survey Manager destroys the Assessment but does not have any impact on the Grade Center.

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Test Options

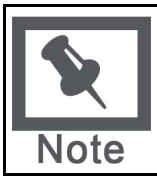
About Test Options

Test Options allow the Instructor to modify the name and description of a Test, as well as, set up the availability, presentation, and feedback for a Test. These options are only available once a Test is added to a Content Area.

After a Test is added, the Modify Test page appears, select Modify the Test Options to open the Test Options page. To make modifications to existing Test Options select Modify next to the Test in the Content Area.

Modify Test Availability

Test availability may only be set after a Test has been added to a Content Area. Availability is managed on the Test Options page.



Note: When an Assessment is unavailable it is deployed to a Content Area but a link does not appear to Students. The unavailable Assessment can be seen when accessing the Course area through the Control Panel.

The following are descriptions of the Test Availability options:

Option	Description
Make the link available	Select Yes to make a link to this Assessment appear to Students. If this option is set to **No**, it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
Add a new announcement for this Test	Select Yes to create an Announcement about the Test. The Announcement will include the date and state “an Assessment has been made available in [Course area that includes the link to the Assessment]”. This Announcement will appear in the Course Announcements.
Allow multiple attempts	This option allows Students to take the Test multiple times. The status of multiple attempts is displayed to Students at the top of the Assessment. Select Allow unlimited attempts for Students to take the test as many times as they wish. Select Allow <blank> attempts to indicate a specific number of attempts that is allowed. Fill in the applicable number in the blank.
Force Completion	Students must complete the Assessment the first time it is launched if Force Completion is selected. Students may not exit the Assessment and continue working on it at a later date. The Save button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment. If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment. If Force Completion is not enabled, Students may save their progress and complete the Assessment at another time.

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Option	Description
Set Timer	Select this check box to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed is displayed to the Student during the Assessment. A one-minute warning is also displayed as Students approach the time limit.
Display After	Select the date and time when the Test will become available to Students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.
Display Until	Select the date and time the Test will be made unavailable to Students. This field may be left blank.
Password	Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.
Include this test in Grade Center score calculations	Select this option to include this test in Grade Center calculations. If the test is not included, the score will not affect any Grade Center calculations.
Hide the score of this test from the Grade Center	Select this option to hide this test score in the Grade Center. If selected, this item behaves as a survey. The display in the Grade Center will read Complete / Incomplete and N/A or zero appears on the Grade details pages.

Unavailable Assessments

There is a difference between unavailable Assessments and removed Assessments. Removed Assessments have been removed from the Test or Survey Manager. Unavailable Assessments are deployed to a Course area but a link does not appear to Students. The Assessment can be seen when accessing the Course area through the Control Panel.

Assessment availability is managed on the Test Options page. Assessment availability can be limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date. If the link to the Assessment is available, but neither date is set, the Assessment is immediately and always available.

Test Feedback

The Test feedback options determine the type of results users receive after a Test is submitted. One or more options may be selected.

Feedback mode	Description
Score	Present the final score to Students.
Submitted answers	Present the Student's answers.
Correct answers	Present the correct answers to the questions.
Feedback	Present the question feedback to the Student.

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Differences between Test feedback and Survey Feedback

When a Test is deployed, four options for Test Feedback appear on the Test Options page. When a Survey is deployed, only two options are available:

- Status – Allows Students to see if the Survey is complete or incomplete
- Submitted answers – Allows users to see the answers they submitted.

Modify Test presentation

There are a number of options for presenting Tests to Students. These options may be modified on the Test Options page.

The following are descriptions of each option:

Option	Description
All at Once	Present the entire Assessment on one screen.
One at a Time	Display one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the Test.
Prohibit Backtracking	Prevent Students from returning to questions they have already answered. If backtracking is prohibited, the buttons <<, <, or >> do not appear to Students during the test. These buttons will appear if backtracking is not prohibited.
Randomize Questions	Display questions in a random order each time the Assessment is taken.

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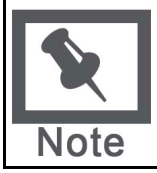
Assignments

About Assignments

Assignments allow Instructors to create coursework and manage the Grades and feedback for each Student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor may respond to each Student separately, sending comments about their individual Assignment and attaching files, if necessary.



Note: Once a Student completes and submits an Assignment the Instructor may access this file in the Grade Center.

Add an Assignment

Follow the steps below to add an Assignment to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Assignment** from the Action Bar.
3. Complete the Add Assignment page and click **Submit**.

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Tool Linking

About Tool Linking

Links to Tools can be placed anywhere in a Course that content can. Tools such as Discussion Board Forums and Virtual Classroom sessions can exist in the same Content Area as content such as Learning Unit slideshows, files, and Assessments. Adding tools to folders creates a seamless experience for users because all materials related to a certain subject can be accessed from the same location.

Instructors may also explain the context of the Tool when it is added to the Content Area, including a description of what it is used for and attached files. For example, the Instructor may add a link to a Discussion Board, explain that users should participate in the Forum during a specific week, and attach an article they should discuss.

Add a tool to a Content Area

Follow the steps below to add a tool to a Content Area:

1. Select a Content Area, such as Course Documents, in the Control Panel.
2. From the main Content Area page, or from any nested folder, select a tool from the drop-down list and click **Go**. The Add Tool page will appear.
3. Link to the tool, an instance of the tool, or create a new instance. For example, link to the Discussion Board page where users can select a Forum, link to an existing Forum directly, or create a new Forum and link to it. Click **Submit** to add the tool to the folder.

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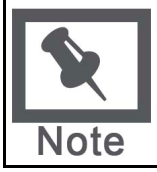
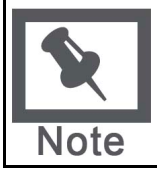
Copy and Move Content

About Copy and Move

Instructors are able to copy or move content and place it in another area within the same Course or in another Course. Entire folders and Learning Units can also be copied. Instructors must have an Instructor role in the destination Course when content is moved or copied to another Course. Instructors can choose whether to delete an item after it is copied (in a move operation) or to also keep it in its original place (in a copy operation).



Note: Copy and Move are not available with Bb Learning System – Basic.



Note: Folders may not be copied from other parts of a Course into a Learning Unit.

Copy or Move content

Follow the steps below to copy or move a piece of content:

1. Open the Content Area that holds the piece of content from the Control Panel.
2. Select **Copy** next to the content. (If **Copy** does not appear, this option in not available). The Copy or Move Item page appears.
3. Complete the Copy or Move Item page with the following information:
   - **Destination Course:** Select a destination from the drop-down list for the item. Only those Courses in which the Instructor has an Instructor role appear in the list.
   - **Destination Folder:** Select Browse to view the Course Map. Select a folder on the Course Map and click **Submit**.
   - **Remove item after copy:** If the item is being copied (it will exist in multiple places) select **No**. If the item is being moved to a different location elect **Yes**. If **Yes** is selected the item is removed from the current Content Area.

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The Open Standards Content Player

About the Content Player Building Block

The Content Player Building Block allows an Instructor to add content that conforms to SCORM, IMS, or NLN standards to a Course. Instructors see IMS, SCORM, and NLN (depending on which the Administrator has made available) as additional types of content items, available in the Action Bar dropdown list in Content Areas.

Using the Content Player in a Course

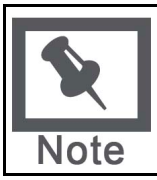
Instructors and users interact with IMS, SCORM, and NLN content just as they would other types of content. From the users' perspective, IMS, SCORM, or NLN content items are accessed in the same way as any other Course content. IMS, SCORM, or NLN content can even be added to a Learning Unit.

When adding SCORM, IMS, or NLN data, the Instructor can make selections about navigation and display. If the Instructor wishes to add an item to the Grade Center, this can also be done from the Add Content page. In addition to giving a Grade in the Grade Center, when a user interacts with the content, the Instructor can view the user's progress in the Grade Center including total viewing time and completion status.

SCORM, NLN and IMS Packages

The Open Standards Content Player Building Block supports the SCORM standard and the IMS standard for Web content, as well as NLN Content, which conforms to SCORM and IMS.

The content that is created to meet these specifications is called a package because all the files are gathered in a zipped format. The Content Player unzips the package and accesses components as they are needed.



Note: The Instructor does not need to know what type of package is being uploaded. The Content Player will make this determination in order to play the content correctly.

IMS Content

The Content Player Building Block supports content that conforms to the IMS Content and Packaging 1.1.2 standard with the webcontent attribute. When adding this content type to a Course, it is useful to note that most of these types of packages do not track User Attempt Details. Otherwise, no major differences will be seen.

Further information about IMS Content can be found at: http://www.imsproject.org

SCORM Content

The Content Player Building Block supports content that conforms to the SCORM 1.2 standard and the SCORM 2004 standard. The Instructor does not need to determine ahead of time whether the content is designed as 1.2 or 2004 compliant, as both types can be played.

Further information about SCORM Content can be found at: http://www.adlnet.org

NLN Content

The Content Player Building Block supports NLN content, which conforms to SCORM and IMS standards. The United Kingdom NLN Materials Team is responsible for commissioning and developing e-learning materials for the NLN, and offers advice on best practices in integrating the NLN materials into teaching and learning schemes.

Further information about NLN Content can be found at: http://www.nln.ac.uk/

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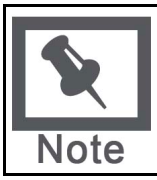
Who Creates the Content?

The Content packages are created to comply with the individual standards. Each Institution may have a policy on which content it uses and where the content comes from. Some Institutions build their own SCORM or IMS packages, and several private companies also produce the content. Some content may also be available for general use.



Note: Once the user begins working with the SCORM, IMS or NLN content, internal navigation and interaction is determined by the content packages, not the Blackboard Learning System.

Managing the Content Types

The availability of the Content Types can be controlled on the Manage Tools page from the Control Panel. The Content Types are controlled on the Content Type Availability page. Depending on the Administrator's settings, one or all of the Content Player Content types may be available for the Instructor to use.

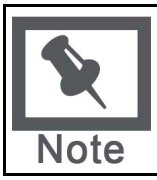
Attempt Data

When a Grade Center Item is associated with the SCORM, IMS or NLN content item, the Instructor will be able to view data related to the users' interactions with the content. This is called Attempt Data.

The details may include the total time the user has viewed each learning object, the completion status, responses to any questions contained in the package, and whether the response was correct. The purpose of the attempt data is to help the Instructor in determining a score for the Grade Center item.

To access this information on the Attempt Details page:

1. Click **Grade Center**.
2. Click on the user attempt, the Modify Grade page loads.
3. Click **View** on the Modify Grade page, the Attempt Details page loads.



Note: Not all packages are designed to track all data. If the package does not provide the information to the Blackboard Learning System, the data will show as N/A.

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Syllabus

About the syllabus

A syllabus is a type of content that may be added to any Content Area. Simply link to an existing document that will serve as a syllabus, or create a new syllabus using the template provided. The Instructor may attach a file from their local computer, or link to a file in their Content Collection if the Content Collection has been enabled by the Administrator. Creating a new syllabus allows the user to pre-build as many lessons as needed, or build lessons one at a time. Additionally, the user can apply custom designs to the syllabus.

Tip: When using the syllabus tool to create a new syllabus, the user may first create a custom Content Area just for the syllabus. Adding the syllabus to its own Content Area allows easy access and will not compete for attention with anything else in the Content Area.

Add a syllabus

Follow the steps below to add a syllabus to a Course Content Area.

1. Select a Content Area, such as Course Documents, on the Control Panel or in the Edit View of the page.
2. Select syllabus in the drop-down list on the Action Bar and click Go.
3. Complete the Add syllabus page and click Submit.
4. If the option to Create a new syllabus was selected, see more information in Creating a new syllabus.
5. If the option to Use an Existing File was selected, the file will be attached to the Add Item page. For more information, see the documentation for Add Item.

Use an existing file or use the Syllabus Builder

Two options are available for adding a syllabus; attach an existing file or create a syllabus using the Syllabus Builder.

Attaching a file prompts the Instructor to select a file from their local computer. Linking to an item in the Content Collection allows the Instructor to select an item in the Content Collection. Either of these options will create a syllabus that simply opens the attached or linked document. No design options are available for this selection.

Selecting to use the Syllabus Builder takes to the user to the Syllabus creation page. The Syllabus Builder allows the user to batch create lesson shells, and apply custom designs to the syllabus. The lessons may be added, modified, reordered or removed at anytime. The design options may be changed even after the syllabus has been created.

Create a new syllabus

The first section of the syllabus creation page provides three text boxes with suggested names for the content: Description, Topics and Required Materials. The titles are editable and any content may be included or not included in the text boxes.

The user can select a design option and customize the colors and patterns of the design. For more information, see Designing a Syllabus.

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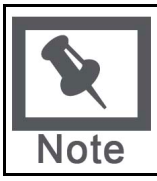
Lesson shells, which are placeholders for a set number of lessons the user wishes to add to the syllabus, may be created by selecting Build Lessons and entering the number of lessons to be created.



Note: Build Lessons is only available upon creation. Once a syllabus has been created, the user should create lessons by clicking Add Lesson on the Action bar of the Lessons page. See Syllabus Lessons for more information.

Clicking **Submit** takes the user to the next page for creating, modifying, ordering and removing Lessons. See Syllabus Lessons for more information.

Designing a syllabus

The syllabus provides six style options: Document image, Notepad, Modern, Classic, Contemporary, or None. Each style is unique, with a dramatic header font and thin or thick borders around the content. Some styles allow the user to select from a list of patterns for the background.

The table below describes the design and optional settings for each style.

syllabus Styles		
Style	**Description**	**Color options**
Document image	Mainly white with an image of a document faintly visible in the background.	Headers, borders, text
Notepad	Similar to the appearance of a piece of notebook paper, the background contains faint blue horizontal lines.	Headers, borders, text
Modern	A thin border surrounds the entire syllabus.	Headers, borders, text, background (color or pattern)
Classic	A wider frame around the entire syllabus.	Headers, borders, text, frame, background (color or pattern)
Contemporary	A wider frame surrounds the content, but is separated into two boxes by the Lessons header.	Headers, borders, text, frame, background (color or pattern)
None	The item is styled like other content items with no borders or frames.	Headers, text

syllabus Lessons

Submitting the Create syllabus page takes the user to the next part of the Syllabus Builder, the Lessons page. This is also the page that appears when Modify is selected on the Content Area page once the syllabus has been created.

The content on the Lessons page is displayed with the design chosen on the Create syllabus page. The **Modify** button at the top of the header information directs the user to the Create syllabus page. Clicking **Modify** allows the user to change the description and other text at the top of the syllabus, as well as the style and content options such as date of availability.

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Lessons are listed below the header information. Lessons may be added, removed, modified or reordered from this list. To add a lesson, click **Add Lesson** on the Action bar. Lessons may include a date and time, or use the checkboxes to not display a date or time.

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Adaptive Release

About Adaptive Release

Adaptive Release of Content provides controls to release content to users based on a set of rules provided by the Instructor. The rules may be related to availability, date and time, individual users and user groups (such as Course Groups), scores or attempts on any Grade Center item, or review status of another item in the Course.

This feature may be used by all Instructors and Course developers. Some Instructors and Course developers may choose to take advantage of advanced rule functionality to create sophisticated combinations of release rules on items. Others may utilize the basic rule functionality to release content to specific users or groups and/or to allow users to view content based on their performance on an assignment.

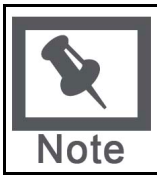
The following options are available:

- **Adaptive Release** – Create basic rules for an item. Only one rule per item may be created.
- **Adaptive Release: Advanced** – Create advanced rules for an item. Multiple rules may be created.
- **User Progress** – View the details on an item for all users in a Course. This page includes information on whether the item is visible to the user and whether the user has marked the item as reviewed.

Adaptive Release rules and criteria

An Adaptive Release rule consists of a set of criteria that defines the visibility of a content item to users. Criteria are the parts that make up the rule. For example, date and membership are two types of different criteria. Each content item may have multiple rules, and each rule may consist of multiple criteria. To view an item, a user must meet all of the requirements of the rule. This means that if a rule has multiple criteria, the user must meet all criteria before the item is available.

For example, the Instructor may add an Assignment to a Course. One rule for this Assignment may allow all users in Group A to view the Assignment after a specific date. This rule would consist of Membership criteria and Date criteria. Another rule for this Assignment may allow all users in Group B to view the Assignment once they had completed Homework #1. This rule would consist of Membership criteria and Grade Center criteria.



Note: Only one Membership criteria and one Date criteria may be created for each rule. Multiple Grade Center criteria and Review Status criteria may be added to each rule.

Enable and disable the Adaptive Release feature

The System Administrator controls the availability of the Adaptive Release feature. If this feature is made available, Course developers may add either basic or advanced Adaptive Release Rule.

If the Adaptive Release tool is disabled by the Administrator, all rules that have been created will disappear. Also, Adaptive Release related links on the Manage page will no longer appear. If the tool is later re-enabled, the links on the Manage page will reappear and any data associated with Adaptive Release (such as the rules) will be saved. Any Adaptive Release rules that had previously been set also re-appear.

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Visibility of items with Adaptive Release rules

Once any Adaptive Release rules have been established for an item, visibility of that item is restricted to those users who meet the criteria of those rules.

For example, the Instructor creates a content item called “Introduction” and makes the item available in Course Documents. At this point, all Course users would be able to see Introduction. The Instructor then creates a rule restricting the item to Group A users. Now, only members of Group A can see Introduction—all other Course users (who are not a member of Group A) do not see Introduction. The Instructor then adds other criteria to this rule, restricting it to Group A members who have received at least an 80 on Test #1. Now, only members of Group A who have also received an 80 or greater on the Test #1 will see Introduction. All other Course users, including Group A members who scored less than an 80 on the Pre-Test, will not see Introduction.

If no Adaptive Release Rules have been created, the item is available to all users in the Course depending on the item availability and date / time availability set on the Add Item page.

View availability of an item on User Progress page

Instructors may create one or more Adaptive Release rules which narrow the availability of a content item. It may be difficult to remember which users in a Course may access each piece of content. The User progress page displays details on the visibility of a content item and the Adaptive Release rules pertaining to it. For example, this page lists the visibility of an item on a user-by-user basis. If Review Status is enabled for the item, an icon is displayed to show whether the user has reviewed the item or not along with a date and time stamp for when the review was registered for that user.

If no Adaptive Release rules have been created for that item, the visibility column is based simply on availability of the item itself. For example, if the item is available, the Visible icon is displayed for all users.

Differences between basic Adaptive Release and Advanced Adaptive Release

Advanced Adaptive Release allows users to create multiple rules per item. If a user wants to create different criteria for different users on the same item, the user will need to create more than one rule. For example, if different rules apply for different Groups in a Course Advanced Adaptive Release is used. The Instructor may set up a rule for Group A that enabled all users in the Group to view an item once they receive an 85 on a Test. The Instructor may set up a separate rule for Group B that enables them to see the same content item after they receive an 80 on the Test.

Unavailable items and Adaptive Release rules

Item availability set on the Add Item page supersedes all Adaptive Release rules. If the item is unavailable, it is unavailable to all users regardless of any rules established. This allows Course developers to build out their rules and only make items available when they are finished with rule creation.

View content with rules through the Course

If Instructors view Content Areas through the Course as a Student would (as opposed to through the Control Panel or Quick Edit), their view is based on item availability and Adaptive Release rules. For example, if Adaptive Release is used to make an item available to a Group, and they are not a member of the Group, they will not see the item if they access it through the Course

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Menu. The same is true for unavailable items. If an item is added to a Course, but is not made available, the Instructor will not see it when they access the Content Area through the Course Menu.

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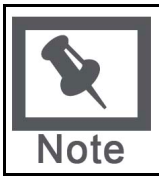
Adaptive Release Functions

Add a basic Adaptive Release rule

The Basic Adaptive Release rule allows the user to add and modify one rule for a single piece of content. This single rule may have multiple criteria. For example, the rule may require the user to meet both date criteria and review status criteria before the content is available.



Note: Use Advanced Adaptive Release rules to add multiple rules to a single piece of content.

Follow the steps below to add a basic Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release**. The Adaptive Release page appears.
4. Complete one or more sections of the Adaptive Release page and select **Submit**.

Add an Advanced Adaptive Release rule

Advanced Adaptive Release allows Instructors to add multiple rules to a single content item. If multiple rules are created, the content is visible to the user if any of the rules are met. Each rule may have multiple criteria. For example, one rule may allow users in Group A with a score above an 85 on a Test to view the content item. Another rule for the same item may allow users in Group B to view the same content item only after a specific date.

Follow the steps below to add an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**.
5. Use the options in the Action Bar on the Manage Criteria page to build the rule. For example, select **Add Date** to add date criteria to the rule. When that criterion is complete, another option in the Action Bar may be selected to build on the rule. Select **OK** when the rule is complete.
6. Repeat Step 4 thru Step 6 to add multiple criteria to an item.

Copy an Adaptive Release rule

Instructors may find it beneficial to copy an Adaptive Release rule, rather than creating a new one from scratch. Once the rule is copied the name may be changed and the rule modified. Rules may only be copied within a single content item; a rule from one content item may not be copied to another content item.

Follow the steps below to copy an Adaptive Release Rule:

1. Open a Content Area from the Control Panel.

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2. Select **Manage** next to the content item with the rule you would like to copy. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Click the checkbox next to the rule you would like to copy and select **Copy** in the Action Bar.
5. An exact replica of the rule appears at the bottom of the list. It has the same name as the original rule with 'Copy of' in the beginning.
6. Click **Modify** next to the new rule to make changes to the name or criteria.

Modify an Adaptive Release rule

Rules are managed and modified from the Adaptive Release page. The criteria of a rule and the name of a rule are managed separately.

Follow the steps below to modify the name of a rule:

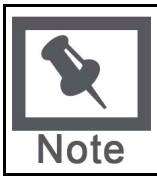
1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Manage** next to the Rule that needs to be updated. The Manage Rule page appears. Modify the **Rule Name** and select **Submit**.

Follow the steps below to modify the criteria of an advanced rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Modify** next to the Rule that needs to be updated. The Manage Criteria page appears. Criteria may be added, modified, and removed. Select **OK** when the changes are complete.
5. Repeat Step 4 to change any additional rules related to the content item.

Follow the steps below to modify a basic Adaptive Release Rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release**. The Adaptive Release page appears.
4. Make any necessary changes and select **Submit**.



Note: These steps may also be used to modify a rule with one criteria created on the Advanced Adaptive Release page.

Remove an Adaptive Release rule

Follow the steps below to remove an Adaptive Release rule:

1. Open a Content Area from the Control Panel.

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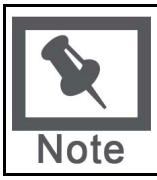
2. Select **Manage** next to the content item with the rule you would like to remove. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Click the checkbox next to the rule you would like to remove. Multiple rules may be selected. Click **Remove**.



Note: Basic Adaptive Release rules are also removed from the Adaptive Release: Advanced page.

Adaptive Release rules during copy, archive, and export

Adaptive Release rules and user progress information are only included during a full Course Copy with users and during archive and restore operations. Rules and user progress information are not saved during a copy of Course materials into a new Course or during a copy of Course materials into an existing Course. They are also not saved during export and import operations.

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Adaptive Release Criteria

About Adaptive Release Criteria

Criteria are the parts that define an Adaptive Release rule. Instructors have the option of applying one or more criteria to each rule. For example, one rule may make content available after a specific date, while another rule, with multiple criteria, may make content available to a Course Group after a specific date. There are a number of different types of criteria available to Instructors.

The following is a brief description of each available criterion:

Criteria	Description
Date / Time	Display content based on a date or time. Options include: • after a specific date • until a specific date • after a specific date and until a specific date
Username	Display content to one or more users.
Group	Display content to members of one or more Groups in a Course.
Grade Center: Item with at least one attempt	Display content based on a recorded attempt by the user. For example, the user has completed the Test or a Grade has been entered for an Assignment.
Gradebook: Item with a specific score	Display content based on a required score. Options include: • less than or equal to • greater than or equal to • equal to
Gradebook: Item with a score between X and Y	Display content based on a range of scores. For example, if a Student scores between 85 and 100 on an exam.
Review Status an item	Display content to the user only after an associated item has been marked Reviewed by the user.

About Date criteria

Date criteria enable content to be displayed according to date and time. Content may be displayed after a specific date, until a specific date, or after a specific date and until a specific date. For example, the Instructor may use the date criteria to release lecture notes only after the lecture has occurred or the date criteria option could be used to give one Group, such as Students with learning disabilities, more time to access content than another Group would receive.

Dates for availability may be set when the item is created or modified under options or through a Date criteria rule. The Instructor may decide to use both the date restrictions on the Modify page and the Date criteria rule. For example, the item can be made available on the Modify page from December 1 – December 30. Then the item may be made available to one small group of users from December 1 – December 15 and another small group of users from December 16 – December 30.

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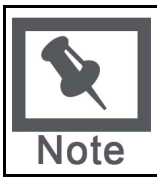

Note: If the date is changed on the item itself, for example on the Modify Item page, and date criteria already exist, a warning message appears. The same is true if the user attempts to add date criteria and a date for the item has been set on the Add or Modify page.

Add Date criteria to a rule

Date criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to date criteria, to further narrow the availability of an item.

Follow the steps below to add date criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Date** in the Action Bar. The Date page appears.

Date Criteria	Setting
Display an item after a specific date	Click the checkbox next to Display After. Select a date and time in the drop-down lists below. The item will appear to users after this date and time.
Display an item until a specific date	Click the checkbox next to Display Until. Select a date and time in the drop-down lists below. The item will appear to users until this date and time.
Display an item after a specific date and until a specific date	Click the checkbox next to Display After and Display Until. Select a date and time in the drop-down lists below. The item will appear to users between these dates and times.

About Membership Criteria

Membership criteria allow content to be displayed according to username and Course Group. The Instructor may set up criteria that use one or both of these options; the Instructor may make this item available to a Course Group, or the Instructor may make this item available to a Course Group and other specific individuals.

Make content available to specific users

Membership criteria are useful for making content available to a specific user. For example, if a Student requests a way to earn more points for class the Instructor may agree, but decide to not offer this option to the entire Course. The Instructor creates an extra credit content item and only releases it to the single Student through the Membership criteria.

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Make content available to Groups

Membership criteria may be used to manage content for Groups within a Course. For example, a class is divided into three groups and each group has a different Assignment. They are instructed to learn the topic and then present the material to the entire class. The Instructor has materials for each Group. The Instructor loads the material for Group 1 as content items, and releases the material only to Group 1. Then the Instructor loads the material for Group 2 as content items, and releases that material only to Group 2. This same process is used for Group 3. When a Group presents the material to the class, the Instructor may then change the release rule on that material so it becomes available to the entire class. (Alternatively, if the Instructor knows the date of presentation ahead of time, the Date criteria may be used to make the content available for the rest of the class.)

Add Membership criteria to a rule

Membership criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Membership criteria, to further narrow the availability of an item.

Follow the steps below to add Membership criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Membership** in the Action Bar. The Membership page appears.

Membership Criteria	Setting
Make content available to specific users	In the **Username** field enter one or more usernames, separated by commas or click **Browse** to search the system. Use the Search for User window to search for and select usernames to add to the field. Selected Usernames appear at the bottom of the section.
Make content available to Groups	All Groups in the Course appear in Available Course Groups, even those that are unavailable. Use the arrows to move Groups from the **Available Course Groups** field to the **Selected** field. Content is displayed to all of the Groups that appear in the Selected field.

About Gradebook criteria

Gradebook criteria may be used to release content based on item attempt and score. A number of different score values may be selected, including the following:

- A score greater than a set value
- A score less than a set value
- A score that equals a specific value
- A score that falls within a range of values

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Make content available based on Gradebook attempt

Gradebook criteria are useful for Instructors who want to make content visibility dependent on attempts made by Students on Assessments or Assignments. For example, an Instructor may prepare a pre-test for Students to prepare for the final. The idea is for the Students to pre-test themselves before seeing the review materials, to know how much they recall without extra studying. Using Gradebook criteria the Instructor creates the review materials, but only releases it to Students who have attempted the pre-test test at least once.

Another example of attempt based criteria is end-of-term surveys. Some Institutions require end-of-term surveys about the Course, before the final exam is taken. In this case, the Instructor can make the final exam item available only after the survey is attempted at least once.

Make content available based on Gradebook score

Gradebook criteria may be used to make content available based on the score a Student receives. Many Courses rely on progression, such as foreign languages, where Students must learn one topic before moving onto another. If an Instructor is about to teach advanced verb conjugation, but wants Students to have passed the Assignment on basic verb conjugation, the Instructor can create a rule that allows only those Students who have received at least a 70 on the basic verb conjugation Assignment to view the advanced verb conjugation material.

Instructors can also establish a range of values for content release, such as releasing an item only to users who scored between a 70 and 80 and might need some remediation, but less remediation than users who received less than a 70. In this case, the Instructor creates two content items and releases one to users who fall into the 70-80 range and releases the other to Students who received less than a 70.

Add Gradebook criteria to a rule

Gradebook criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Gradebook criteria, to further narrow the availability of an item.

Tip: Only one Gradebook item may be selected for each Gradebook criteria. For example, one criterion may not be used to make an item visible based on the score of two different Gradebook items. However, multiple Gradebook criteria may be added to a single Advanced Adaptive Release rule. The Instructor may set up one criterion that makes Project A available after Test #1 is complete and another criterion in the same rule that makes Project A available after Test #2 is complete. In this example, only Students who have completed Test #1 and Test #2 may view Project A.

Follow the steps below to add Gradebook criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Gradebook Item** in the Action Bar. The Gradebook Item page appears.
6. Select the Gradebook item this criteria is based on in the **Select Gradebook Item** drop-down list. Only one item may be selected.

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Gradebook Criteria	Setting
Make content available based on Gradebook attempt	Select the option **Item has at least one attempt**.
Make content available based on less than, greater than, or equal to score	Use the options in the **Score** drop-down list to select **Less Than**, **Greater Than**, or **Equal To**. Enter a number in the field for the score this criteria is based on; this must be an integer.
Make content available for a score within a range of values	Select the option Score between _ and _. Enter the range of values in the fields within this option.

About Review Status criteria

Review Status criteria are used to release content based on the user's review of a specific content item. For example, the Instructor may create criteria that make Assignment #1 available only after Students have marked Homework #1 reviewed.

Add Review Status criteria to a rule

Review Status criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Review Status, to further narrow the availability of an item. Review Status may be applied to a Learning Unit but may not be applied to individual files within a Learning Unit.

Follow the steps below to add Review Status criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Review Status** in the Action Bar. The Review Status page appears.
6. Select **Browse** to open the Course Map. Click an item in the Course Map to select it for Review Status criteria. Review Status will be turned on for this item. Users must mark the item reviewed before the content including this rule is available.

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Review Status

About Review Status

The Review Status tool allows the Instructor to track user review of specific content items. Once the Instructor enables the tool for an item, each Student tracks their progress. A Mark Reviewed button appears on the item when the user opens the Content Area. After reviewing the item, the Student selects this button to mark it Reviewed. The Instructor may check the status of Student reviews on the User Progress page.

If the Review Status tool is enabled by the System Administrator, it is on by default in all Courses.

Disable Review Status in a Course

If the Review Status tool is disabled at the Administrator or Course level, the Review Status links on the Manage page disappear and the Review / Mark Reviewed buttons on the Course pages no longer appear. If the tool is later re-enabled, those links and buttons reappear and any data associated with Review Status (such as an individual user's progress) is restored.

Follow the steps below to disable Review Status in a Course:

1. Select **Manage Tools** under Course Options on the Control Panel.
2. Select **Tool Availability** on the Manage Tools page. The Tool Availability page appears.
3. A check appears in the checkbox next to **Review Status**. Click this checkbox so the check disappears. Click **Submit**.

Enable Review Status for an item

When Review Status is enabled for an item a Mark Reviewed button appears next to the item when the Content Area is opened by the user. The user must select this button to mark the item Reviewed.

Follow the steps below to enable Review Status for an item in a Course:

1. Open the Content Area that includes the item from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Review Status**. The Review Status page appears.
4. Select **Enable** and click **Submit**. The new status appears on the Manage page underneath the Review Status link.

View the status of user reviews

Once Review Status is enabled for an item, the Instructor may check the status of Student reviews from the User Progress page or the Performance Dashboard. These pages both indicate whether or not a Student has marked an item as 'Reviewed'.

The User Progress page allows the Instructor to see the Review Status of the item for all users in the Course. Follow the steps below to open the User Progress page:

1. Open the Content Area that includes the item you would like to check from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.

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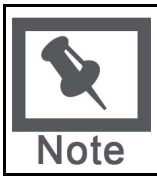
3. Select **Review Status: User Progress**. A check box appears in the Reviewed column next to each user who has marked the item as **Reviewed**. The time and date of the review also appear.

The Performance Dashboard allows the Instructor to see the Review Status of all currently available items for a single user in the Course. Follow the steps below to view the status of the item on the Performance Dashboard:

1. Select **Performance Dashboard** under Assessments on the Control Panel. The Performance Dashboard appears
2. Select the number under the Review Status column next to the user in question. The Review Status page for this user appears. The Instructor may check the Review Status for each item that has Review Status Enabled, either through an Adaptive Release Rule or the Review Status option. OR Click the Adaptive Release icon to open the Course Map. The Map displays the Review Status for all items in the Course for that user.



Note: If the user changes the status of an individual item from **Reviewed** to **Mark Reviewed**, all record of the previous status is erased. The Instructor will not be alerted to the change other than by seeing the new status in the User Progress page or in the Performance Dashboard.

Review Status during Course Copy, archive and export

Review Status settings and user status information are only included during a full Course copy with users and during archive and restore operations. Review Status settings and status information are not saved during a copy of Course materials into a new Course or during a copy of Course materials into an existing Course. The same is true for export and import operations.

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User Progress

About User Progress

The User Progress page tracks the availability and review status for a specific content item. This page is only available if Adaptive Release or Review Status is enabled. The Instructor may use this page to view all users in the Course, the availability of the item to them, the Review Status, and the date and time the item was reviewed. If Adaptive Release rules have been created, a rule summary is also displayed.

View User Progress

The User Progress page lists all enrolled users in a Course. A link to each rule at the top of the page allows the Instructor to view and modify rules for this item.

All columns with unique information in the list may be sorted. Each user's first and last name, username, and role are noted. Additionally, the user's visibility for the item is listed. If the item is visible to the user an open eye appears in the column. If the item is not visible to the user the eye appears closed. The Review Status also appears on the page, along with the date the item was reviewed. This column only appears if Review Status is enabled for the item, either through the Review Status option or through an Adaptive Release Rule.

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Performance Dashboard

About the Performance Dashboard

The Performance Dashboard tool provides a window into all types of user activity in a Course or Organization. All users enrolled in the Course are listed, with pertinent information about that user's progress and activity in the Course.

Enable the Performance Dashboard

If the System Administrator has made this tool available, it may be accessed by selecting Performance Dashboard under Assessments on the Control Panel.

View the Performance Dashboard

Administrators must enable the Performance Dashboard for it to appear in Courses. If enabled by the Administrator, the Performance Dashboard will be on by default in all Courses. The Performance Dashboard is accessed through the Assessment area of the Control Panel. This page displays the following information

- Last Name
- First Name
- Username
- Role
- Date / time of last login
- Days since last login
- Review Status - Only displayed if this tool is enabled. Displays how many items have been reviewed; a detailed view of items may be opened in a new window.
- Early Warning - Shows the number of warnings and the number of total rules that may trigger a warning. Clicking on the data in this column will open the Early Warning System. The Early Warning System column will only display if the tool is turned on in the Course.
- Adaptive Release - Only displayed if this tool is enabled. An overview of the Student path may be opened in a new window.
- Discussion Board - Only displayed if this tool is enabled. Provides links to the Discussion Board comments.
- View Grades - Only displayed if the Grade Center is enabled. Provides links to the Grade Center: User Grade List page for that user.

Users can click Print to open the page in a new window in a printer-friendly format. All applicable columns may be sorted.

Understanding the Review Status indicator

The numbers provided in the Review Status column of the Performance Dashboard indicate the number of items that the Student has marked as Reviewed.

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Using Adaptive Release rules in a Course creates multiple tracks for Students to progress through. This allows for the possibility that each Student will have a different requirement for marking certain items in a Course as Reviewed. At any time in a Course, items in a Student's track may or may not be visible to them. The Performance Dashboard provides an at-this-moment view of the item availability and the Student's progress on reviewing items.

The Review Status indicator links to a list of the items that the Course user sees as Reviewed and Mark Reviewed in the Course.

The Review Status column is only visible if Review Status has been enabled for the Course.

Link to Adaptive Release

The Adaptive Release indicator in the Performance Dashboard for each user opens the Course Map, showing every possible item in the Course. Icons beside each item in the Course Map indicate the visibility of an item to that Course user, and the review status of any items with a review requirement, if applicable.

Adaptive Release and Review Status icons:	
	Visible – this item is visible to that Course user.
	Invisible – this item is not visible to that Course user.
	Reviewed – this item has been marked as Reviewed by the Course user.
	Mark Reviewed – this item is displayed as Mark Reviewed to the Course user.

The Adaptive Release column is only visible if Adaptive Release has been enabled for the Course.

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Statistics Tracking

About Statistics Tracking

Statistics Tracking at the content item level allows Instructors to view detailed statistics on content item usage for all Course users. In addition to the availability and Review Status information available on the User Progress page, these detailed statistics can help Instructors determine how many times the particular content item was viewed and exactly when it was accessed. Select Manage next to an item in a Content area to enable, disable and view Statistics Tracking.

Statistics Tracking is separate from Course Statistics accessed from the Control Panel. Course Statistics provides information about Content Area access versus the item-by-item access displayed on the Statistics Tracking page for a content item.

Turning Statistics Tracking On and Off

The Instructor can turn Statistics Tracking on from the Manage page of any content item:

1. Select **Manage** next to an item in the Content Area. The current status is displayed on this page.
2. Select **Statistics Tracking**. The Statistics Tracking page appears.
3. Select **Enable/Disable Tracking**.
4. Select **Enable** to turn tracking on.

To disable Statistics Tracking, follow the same steps as above. In Step 3 select **Disable** on the **Enable/Disable Tracking** page.

Note: Statistics are only stored in the database when Statistics Tracking is enabled. If Statistics Tracking is turned on after some users have accessed the content item, the record of their access cannot be recovered. Data will only be displayed for those users who access the content item after Statistics Tracking was turned on.

Viewing Statistics for a Content Item

When Statistics Tracking is enabled, the View Statistics link is active on the Statistics Tracking page. (This link is displayed, but not in an active state, if Statistics Tracking is not enabled for the content item.)

Follow the steps below to view statistics for a content item:

1. Select **Manage** next to an item in the Content Area. The current status is displayed on this page.
2. Select **Statistics Tracking**. The Statistics Tracking page appears.
3. Select **View Statistics** on the Statistics Tracking page.
4. Select the Time Period for the report
5. Select the appropriate Users filter: **All Users** or **Selected Users**. Press CTRL to select more than one user from the list.
6. Select **Submit** to run the report.

The report displays three sections of data: Access by Date, Access by Hour of the Day, and Access by Day of the Week. The Access by Date section displays information for all enrolled

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users. Access information for system guests and unenrolled users (previously enrolled users who were removed from the Course) is displayed under the Guest user. Observer access to content items is not tracked.

Modifying, Printing and Exporting a Report

To change the report query (to add more users, remove users, or change the date range) select **Change Filter**. Modify the Time Period and/or Users selected as appropriate and select **Submit** to run the report.

To send the report to a printer in a printer-friendly format, select **Print**. The report will be printed exactly as it is displayed on the screen.

To export the report data for further, off-line data analysis, select **Export Data**. Save the data using the File Download pop-up windows that appears. The comma-separated values (CSV) file can now be opened in any statistical analysis program (such as Microsoft Excel).

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Course Tools

Overview

Course Tools are communication and collaboration tools that enhance interaction between users.

In this section

This section includes information on the following topics:

Topic	Description
Course Announcements	Provides details for posting important information about the Course, such as Assignment due dates, content changes or guest speakers.
Staff Information	Describes how to post information about Instructors, Teaching Assistants, and Guest Lecturer for the Course.
Calendar	Provides all the details for posting Course-related events on a Calendar.
Tasks	Explains how to organize Course projects, priorities, and details.
Send Email	Provides information on how to send email to other participants or groups of participants within a Course.
Digital Drop Box	Provides information for exchanging files between the Instructor and Course participants.
Glossary Manager	Explains how to create and modify the Course Glossary. The Glossary may also be uploaded and downloaded.
Messages	Explains how messages are sent to users within a Course.
Discussion Board	Describes the features of the Discussion Board page.

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Course Announcements

Overview

Announcements post timely information critical to Course success. The Instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:

- when Assignments are due
- changes in the syllabus
- corrections/clarifications of materials
- exam schedules

When adding an Announcement, Instructors can also send the Announcement as an email to Students in the Course. This ensures that Students receive the announcement even if they do not login to the Course.

Find this page

Click **Announcements** in Course areas on the Control Panel to open the Announcements page.

Functions

The functions available on this page are described in the table below.

To . . .	click . . .
add an announcement	Add Announcement. The Add Announcement page will appear.
view announcements for a different time period	a tab to view events for the current day, last 30 days, the last seven days, or all announcements. View Last 7 days is the default.
modify an announcement	Modify. The Modify Announcement page will appear.
remove an announcement	**Remove**. A confirmation box will appear. Removing an Announcement is irreversible.

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Add or Modify Announcement

Overview

The Add Announcement page is used to add Announcements to the Course. The Announcements will appear in the order posted with the most recent Announcements appearing first.

Find this page

Follow the steps below to open the Add Announcement page.

1. Click **Announcements** in Course areas of the Control Panel.
2. Click **Add Announcement** or **Modify**.

Fields

The table below details the fields on the Add Announcement Page and Modify Announcement page.

Field	Description
Announcement Information	
Subject	Enter a subject for the announcement. This will appear as the title of the announcement.
Message	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document.
Options	
Permanent Announcement	Select **Yes** to create a permanent Announcement. This Announcement is automatically displayed after the time and date it is created. There is no end date for this Announcement, unless the **Display Until** option is selected.
Choose date restrictions	Use these options to display an Announcement for a specific period of time. Select the date the Announcement begins in **Display After** and the date the Announcement ends in **Display Until**.
Course Link	
Link Location	Click **Browse** to locate content in the Course to link to the Announcement. If the link points to a content item that is not available the link will not appear in the Announcement until the content is available. Note that removing the content will remove the link to the content in the Announcement but The Announcement itself will remain.
Email Announcement	Select this option to send an email to all Course users with the contents of the Announcements. This will ensure that all users are aware of the Announcement even if they do not login to the Course.

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Staff Information

Overview

The Staff Information page allows Instructors to post information about themselves, Teaching Assistants, guest speakers, and other Course leaders. The page gives users a resource to look up names, email addresses, office hours, and photographs.

Find this page

To open the Staff Information page, click **Staff Information** in Course areas on the Control Panel.

Functions

The functions available on this page are described in the table below.

To . . .	click . . .
add a staff profile	**Add Profile**. The Add Profile page will appear.
add a new folder	**Add Folder**. The Add Folder page will appear.
modify a profile	**Modify**. The Modify Profile page will appear.
modify a folder	**Modify**. The Modify Folder page will appear.
remove an item or folder	**Remove**. A warning will appear. Removing a staff profile or folder is irreversible.
order profiles	the drop-down arrow and select a number. The items will appear on the Staff Information page in the order selected.

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Add or Modify Profile

Overview

Staff profiles may be added or modified through the Add Profile or Modify Profile page. The fields on the Add Profile page and Modify Profile page are the same. The Add Profile page opens with empty fields while the Modify Profile page opens with a profile already populated.

Find this page

Follow the steps below to open the Add Profile page.

1. Click **Staff Information** in Course areas of the Control Panel.
2. Click **Add Profile**. To modify a profile, click **Modify**.

Fields

The table below details the fields on the Add Profile or Modify Profile page.

Field	Description
Profile Information	
Title	Enter the staff member's title. This title will appear before the first name.
First Name	Enter a first name.
Last Name	Enter a last name.
Email	Enter an e-mail address.
Work Phone	Enter a work phone.
Office Location	Enter an office location.
Office Hours	Enter office hours.
Notes	Enter any additional information about the staff member.
Options	
Do you want to make the Profile visible	Select **Yes** or **No** to make the profile available to Students. If **No** is selected, none of the information entered on this page will appear to Students.
Current Image	The image that currently appears with the Staff Profile.
Profile image	Enter the path to a graphic file with a picture of the staff member or click Browse to search for a file. This image will be included next to the staff profile on the Staff Information page.
Personal link	Enter the URL for the staff member's home page. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com. This link appears with the staff profile on the Staff Information page.

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Calendar

Overview

Instructors can use the Calendar to indicate important Course related events. The dates and events that appear on the Calendar are for all users in the Course.

Some typical items Instructors may include in the calendar are:

- section meetings
- Assignment due dates
- exams
- guest speakers

Find this page

Click **Course Calendar** in Course Tools to open the Calendar page.

Functions

To use the functions available on the Calendar page, follow the table below.

To . . .	click . . .
create an event and add it to the Calendar	Add Event. The Add Calendar Event page will appear.
view events for a specific date and time	Quick Jump. The Quick Jump page will appear. Select a date and time and the calendar will immediately display events for that time.
view events by day, week, or month	the corresponding tab to view events for the current day, current week, current month, or current year.
view previous or future events	the right arrow to view future events or left arrow to view previous events.
view event details	the calendar event to view details, such as date, time, and event category.
modify an event	Modify corresponding to an event to make changes.
Remove an event	Remove corresponding to an event to remove it from the calendar. This action is irreversible.

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Add or Modify Calendar Event

Overview

Events may be added or modified by accessing the Add Calendar Event page or Modify Calendar Event page. The fields on the Add Calendar Event page and Modify Calendar Event page are the same. The Add Calendar Event page opens with empty fields where as the Modify Calendar Event page opens with an event already populated.

Find this page

Follow the steps below to open the Add Calendar Event page.

1. Click **Course Calendar** in the Course Tools area of the Control Panel**.**
2. Click **Add Event** from the Calendar page. To modify an event, click **Modify** next to an event and the Modify Event page will appear.

Fields

The table below details the fields on the Add Event page and Modify Event page.

Field	Description
Event Information	
Event Title	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
Event Description (4,000 characters maximum)	Enter a description of the event. The maximum number of characters is 4000.
Event Time	
Event Date	Select the date of the event from the drop-down list or click the icon to select a date from the calendar interface.
Event Start Time	Select the time the event will begin from the drop-down list.
Event End Time	Select the time the event will end from the drop-down list.

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Calendar Quick Jump

Overview

The Calendar Quick Jump page allows users to quickly access a month, week, or day in the Calendar. Calendar Quick Jump is useful when looking for events planned for months in advance of the current date.

Find this page

Follow the steps below to open the Quick Jump page.

1. Click **Course Calendar** in the Course Tools area of the Control Panel.
2. Click **Quick Jump** from the Calendar page.

Fields

The table below details the fields on the Calendar Quick Jump page.

Field	Description
Calendar Quick Jump	
Please select the date you wish to access.	Use the drop-down arrow to select a calendar date or click the icon to select a date from the Calendar interface. The Calendar page will appear with the selected date.
Please choose the type of view you wish to access the specified date.	Select an option to indicate the type of Calendar view: **Month**. Display the month in which the date falls. **Week**. Display the week in which the date falls. **Day**. Display that date only.

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Tasks

Overview

The Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page, Instructors can post tasks to users participating in their Courses, and System Administrators can post tasks to all users' Tasks pages. Task information is arranged in columns that display the priority, task name, status, and due date.

Find this page

Click **Tasks** in Course Tool on the Control Panel to open the Tasks page.

Functions

To use the functions available on the Tasks page, follow the table below.

To . . .	click . . .
view a task and the details of the task	the task link.
create and post a task	Add Task to access the Create Task page. The Add Task page will appear.
modify a task	Modify to access the Modify Task page for a particular task. The Modify Task page will appear.
remove a task	Remove to remove a task. This action is irreversible.
sort	the link at the top of the Priority, Subject, or Due Date column.

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Add or Modify Task

Overview

Tasks may be added or modified by accessing the Add Task page or Modify Task page. The fields on the Add Task page and Modify Task page are the same. The Add Task page opens with empty fields where as the Modify Task page opens with a task already populated.

Find this page

Follow the steps below to open the Add Task page or the Modify Task page.

1. Click **Tasks** in the Course Tools area of the Control Panel.
2. Click **Add Task** from the Tasks page. To modify a task, click **Modify** and the Modify Task page will appear.

Fields

The table below details the fields on the Add Task or Modify Task page.

Field	Description
Task Information	
Task Title	Enter the title of the task.
Description	Enter a description of the task.
Due Date	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface.
Task Options	
Priority	Select a priority. The options are: **Low** (task appears with a blue arrow pointed down) Normal **High** (task appears with a red arrow pointed up)

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Send Email

Overview

Instructors can send email to individuals who participate in the Course from the Send Email page. Emails can be sent to individual users or to groups of users within the Course, such as all Teaching Assistants.

Instructors cannot send email to others via the Internet with the Send Email function.

Find this page

Click **Send Email** in Course Tools on the Control Panel to open the Send E-mail page.

Functions

The following functions are available from the Send email page:

Function	Description
All Users	Sends email to all users in a specified Course.
All Students	Sends an email to all Students in the Course.
All Groups	Sends email to all of the groups in a specified Course.
All Teaching Assistants	Sends email to all of the Teaching Assistants in the Course.
All Instructors	Sends email to all of the Instructors in the Course.
All Observers	Sends email to all of the Observers for a specified Course
Single / Select Users	Sends email to a single user or select users in the Course.
Single / Select Groups	Send email to a single group or select groups in the Course.
Single / Select Observers	Send email to a single Observer or select Observers in the Course.

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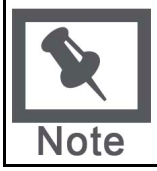
Digital Drop Box

Overview

The Digital Drop Box enables Students to exchange files with the Instructor.



Note: A file added to the Drop Box will not appear to the Instructor until it has been sent. Once a file has been sent to the Instructor, it cannot be removed from the Drop Box.

Find this page

Follow the steps below to open the Digital Drop Box page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.

Functions

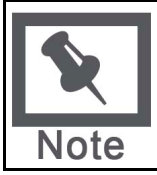
The following functions are available from the Digital Drop box page.

Function	Description
Add File	Upload files to the Drop Box.
Send File	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

Time stamps

The following date and time information is included in files:

- Files sent to the Instructor will show the date and time submitted.
- Files that are added to the Drop Box but not sent will show the date and time posted.
- Files sent from the Instructor will show the date and time received.



Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the Blackboard Academic Suite server.

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Add File to the Digital Drop Box

Overview

Files are added to the Digital Drop Box from the Add File page. A file is not automatically sent if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent it will show the date and time sent.

Find this page

Follow the steps below to open the Add File page.

1. Open a Course.
2. Click **Control Panel.**
3. Select **Digital Drop Box**.
4. Click **Add File**.

Fields

The table below details the fields on the Add File page.

Field	Description
File Information	
Title	Enter the title of the file.
File	Click **Browse** to locate a file or enter the exact path.
Comments	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

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Send File from the Digital Drop Box

Overview

Users can select a file already in the Digital Drop Box to send. Users may also select a file not in the Digital Drop Box on the **Send File** page. A file sent that is not already in the user's Drop Box is added to the user's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to it will show the date and time sent.

Find this page

Follow the steps below to open the Send File page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.
4. Click **Send File**.

Fields

The table below details the fields on this page.

Field	Description
File Information	
Select File	Click the drop-down arrow and select a file to send.
Title	Enter the title of the file.
File	Click **Browse** to upload a file and send it to the Instructor.
Comments	Enter any comments about the file. These comments will appear beneath the title.

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Glossary Manager

Overview

Each Course has its own Glossary of terms. Each entry consists of the term and an accompanying definition. The Glossary must be enabled by the Instructor before Students can view it. To turn on the Glossary, simply enable it as a Course Tool and then add it to the Course Menu.

The Glossary Manager controls all of the entries in the Course Glossary.

Find this page

Click **Glossary Manager** from the Control Panel.

Fields

The table below details the functions on the Glossary Manager page.

To . . .	click . . .
Add a term	Add Term in the action bar. A page will appear with entry fields to create a term.
Delete a term	**Remove**. Each term in the Glossary has its own remove link.
Change a term	**Modify**. Each term in the Glossary has its own modify link.
Upload a file of terms	Upload Glossary in the action bar.
Download the Glossary	Download Glossary in the action bar.

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Add Glossary Term

Overview

Glossary terms may be added one-by-one using the Add Glossary Term page. On this page, an Instructor may add a single term and its associated definition. To load a number of terms at once into the Glossary, use the Upload Glossary feature.

Find this page

Follow these steps to find the Add Glossary Term page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Add Term** from the action bar on the Glossary Manager page.

Fields

The table below details the entry fields on the Add Glossary Term page.

Field	Description
Term	Enter a term to add to the Glossary.
Definition	Enter a definition for the term. Definitions may include simple HTML to modify text, but more sophisticated HTML formatting should be avoided. Also, carriage returns are not recognized when entered in a definition, but HTML code to denote breaks in text will work.

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Download Glossary

Overview

Downloading a Glossary creates a comma delimited data file (.CSV) of the Glossary. Each entry is separated by a hard return and within each entry the term and the definition are separated by a comma.

Downloading a Glossary is useful for adding terms to another Course. The Glossary can be modified offline and then uploaded to another Course.

Find this page

Follow these steps to find the Download Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

Download a Glossary

To download a Glossary, simply click **Download**. The Glossary may be edited in a spreadsheet program such as Excel or in a text editor like Notepad.

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Upload Glossary

Overview

Uploading a Glossary is a quick method of adding many terms to the Glossary. Uploading a Glossary can either replace the existing Glossary or supplement it by adding the terms in the file to the existing Glossary.

Find this page

Follow these steps to find the Upload Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

Fields

The table below details the entry fields on the Upload Glossary page.

Field	Description
Specify Upload File	
CSV File	Enter the full path to the Glossary file. The Glossary file must be a comma delimited data file (.CSV). Alternatively, click **Browse** to search your computer's files for a Glossary file.
Upload File Options	
Add the items in the list to the existing Glossary	Select this option to supplement the existing Glossary with a list of new terms. If a term appears in both the existing Glossary and the file, the definition in the file will replace the definition in the existing Glossary. If the same term appears two or more times in the file, the last definition for the term will appear in the Glossary.
Delete all existing Glossary terms and replace with the terms in this list	Select this option to remove the existing Glossary and replace it with the terms in the upload file.

Glossary file format

Within the CSV file, each entry is separated by a hard return and the term and the definition are separated by a comma. For example:

"Apple","A red fruit."

"Onion", "A vegetable."

Although it is not always necessary to enclose the term and the definition in quotes, Blackboard strongly recommends this practice to avoid processing errors.

Example:

```
"Apple","A delicious fruit, usually <b>red</b> in color. Apples are
grown all over the world and are an important religious and mythical
```

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```
symbol to several cultures. The Pacific Northwest region of the United
States, particularly Washington state, is famous for its
apples.<br><br> However, most refined apple lovers agree that the best
apples come from the Hudson River valley area of New York. Perhaps this
is why New York City is nicknamed, ""The Big Apple."""
"Onion","Onions are a tasty vegetable with green stalks and a white,
yellow, or red bulb. For the best-tasting Onions, visit the \"Onion
Capital of the World\" Pine Island, New York."
```

Quotation marks that appear in a definition or a term must be escaped. This means that the quotation mark must be identified as part of the definition or the mark will be read as the end of the definition. Quotation marks may be escaped using a backslash (\") or another set of quotation marks ("").

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Messages

Overview

The Messages feature gives each Course a private and secure system for communication that functions similar to email. Keep in mind that Messages cannot be sent or received outside of the users in the Course.

Messages are usually accessed through the Communications area of a Course. Although, as with most features, the Instructor can restrict access or change the layout of the Course Menu so that Messages are accessible directly. For information about using Messages as a user, please see the Blackboard Academic Suite User Guide.

Find this page

Messages may be accessed through the Communications area of the Course Menu or Instructors may access Messages from the Control Panel.

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Discussion Board

Overview

An Instructor viewing the Discussion Board page on the Course control panel or the administrator panel is presented with a count of distinct participants in the entire board. The total number of Forums and posts are also displayed for each discussion board. The discussion board name is a link that takes the Instructor to that discussion board when clicked.

Find this page

Click Discussion Board in Course Tools area on the Control Panel to open the Discussion Board page.

Functions

The functions available on this page are described in the following table.

Function	Description
Discussion Board	The name(s) of the discussion board(s) associated with this Course. The name is a link that displays the discussion board when clicked.
Forums	The total number of Forums in the discussion board.
Participants	The total number of distinct users in the discussion board. Participants who post multiple times are only counted once.
Posts	The total number of posts in the discussion board.

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Collaboration Tools

Overview

Collaboration Tools allow users and Instructors to engage in synchronous communication.

In this section

This section includes information on the following topics:

Topic	Description
Collaboration Tools	Provides an overview of the Virtual Classroom and Chat features.
Collaboration Sessions	Explains how instances of each collaboration tool are organized.
Create/Modify Collaboration Session	Gives instructions for building a session.
Virtual Classroom	Provides an overview of the Virtual Classroom.
Menu Bar	Describes the functions available in the Menu Bar of the Virtual Classroom.
Classroom Tool Box	Describes the functions available in the Virtual Classroom tool box.
Whiteboard	Explains the Whiteboard function in the Virtual Classroom.
Group Browser	Describes how to view Web sites as a group during a session.
Content Map	Explains how to access Course content from within the Virtual Classroom.
Ask Question	Describes how users pose a question to the session moderator.
Question Inbox	Describes how the moderator organizes and answers questions.
Chat	Explains the Chat tool.
Private Messages	Provides instructions for communicating with one other user in the chat without sharing the messages with the rest of the class.
User Information	Describes how to view details about another user in the chat.
Record Menu	Reviews the functions for Recording a session.
Session Recordings	Explains how users access the Recording of an earlier session.
Recording Properties	Describes the attributes of a session Recording.

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Collaboration Tools

Overview

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question-and-answer Forums. Recording of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

Collaboration Tools

The following Collaboration Tools are available.

Tool	Description
Virtual Classroom	Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.
Chat	Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.

Java Plug-in

The Java 2 Run Time Environment is required to use the Collaboration Tools. The plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at http://java.sun.com/products/plugin/index.html..

Take care to uninstall any existing Java plug-ins before installing a new version.

Find this page

Follow the steps below to open the Collaboration Sessions page.

1. Click **Communication** on the Course Menu in a Course.
2. Select **Collaboration**.

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Functions

The following table describes the functions available from this page.

To . . .	click . . .
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click **Filter**. The filters include: **Show All** – The default filter that displays all of the Collaboration Sessions. **Open Rooms** – Displays all of the sessions that are in use. **Rooms with Archives** – Displays completed sessions that have an archive. **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date**, or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session.
access the Recording for a session	**Recording** next to the session.

User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. The Session Admin controls user access and functionality during a Collaboration session by assigning Passive or Active roles. For example, Session Administrators determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Student icon will appear in the Role column next to those Students who are Active.

Student roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can signal the Session Admin by clicking the hand icon. The Session Admin then makes the user Active.

Macintosh and the Collaboration Tool

. For those users that wish to use Safari, be aware that Pop-Up Window Blocking must disabled.

Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available.

A link to this version appears when **Join** is selected on the Collaboration Sessions page. This link will open the Accessible version of the Collaboration Tool. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Session Admin takes a snapshot. A link will be created to the snapshot for users to view.

The sound of a door opening or closing will be audible to all participants when a user enters or leaves a session through the accessible version.

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Collaboration Sessions

Overview

The Collaboration Session page is used to manage the Collaboration Tools available in the Blackboard Academic Suite. From this page the Instructor can access all of the Collaboration Sessions for the Course, including those that have already taken place and are archived and those that are scheduled for the future. Instructors can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.

Find this page

Click **Collaboration** in the Course Tools area of the Control Panel.

Default Collaboration Sessions

Each Course and Organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

Functions

The following functions are available from the Collaboration Sessions page:

To . . .	click . . .
create a new Collaboration Session	Create Collaboration Session. The Create Collaboration Session page will open.
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click Filter. The filters include: **Show All** – The default filter that displays all of the Collaboration Sessions. **Open Rooms** – Displays all of the sessions that are currently being used. **Rooms with Recordings** – Displays completed sessions that have a Recording. **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date** or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session. The Virtual Classroom or Chat for that session will open.
access the Recordings for a session	**Recordings** next to the session. The Session Recordings page will appear.
change the name, availability, or tools used during the session	Manage next to the session. The Modify Collaboration Session page will appear.
delete a session	**Remove** next to the session. This action is irreversible.

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Create/Modify Collaboration Session

Overview

Instructors create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Instructors can schedule sessions for specific dates and times. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with a session already populated.

Find this page

Follow the steps below to open the Create Collaboration Session page or the Modify Collaboration Session page.

1. Click **Collaboration** in Course Tools of the Control Panel.
2. Click **Create Collaboration Session** on the Collaboration Sessions page or click **Manage** next to a Collaboration Session.

Fields

The table below details the fields on the Create Collaboration Session page.

Field	Description
Name Your Session	
Session Name	Enter the name of the new session.
Schedule Availability	
Select Dates of Availability	A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users.
Available	Select **Yes** to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session	Select **Virtual Classroom** or **Chat**.

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Virtual Classroom

Overview

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

Find this page

Follow the steps below to open the Virtual Classroom.

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** next to a Virtual Classroom session.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
Classroom Tool box	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
Chat	Allows users to compose messages, raise their hands to ask questions, and activate private messages.

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Menu Bar

Overview

All users have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom.
- **Clear** - Clear the session display.
- **Breakouts** - Create a breakout room for a group of users.

View

Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Clear

Clear erases the users chat display.

Breakouts

Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

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Classroom Tool box

Overview

If granted access to these tools by the Session Admin, users can use the Whiteboard, access Web sites, and view the Course Map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.

Tools

The following tools are available in the Classroom Tool box.

Tool	Description
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Course Map	Enables users to browse the Course Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

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Whiteboard

Overview

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Session Admin determines whether or not this function is made available to users.

Functions

The table below details the tools available for use on the Whiteboard.

To . . .	click . . .
select an item	the **Arrow** tool. Then click on an item for selection. The following may be performed on selected items: • **Enlarge**: Click one of the small black boxes that surround the item and drag it to the desired size. • **Move**: Click the item and move it to the desired location. • **Cut**: Click the Whiteboard item. Then click the **Cut** icon. • **Copy**: Click the Whiteboard item. Then click the **Copy** icon. • **Paste**: Click the Whiteboard item. Then click the **Paste** icon. • **Delete**: Click the Whiteboard item. Click on the selected object. Then click the **Delete** icon. • **Group items**: Click the Whiteboard items. Then click the **Group** icon. • **Ungroup**: Click a Whiteboard item in a group. Then click the **Ungroup** icon. • **Bring front**: Click the Whiteboard item. Click on selected object. Then click the **Bring to front** icon. • **Bring back**: Click the Whiteboard item. Click on selected object. Then click the **Send to back** icon. • **Select all figures on the Whiteboard**: Click the **Selects all Figures** icon.
draw free hand	the **Pen** tool. Choose the color of the pen in the **Fill Color** drop-down list.
enter text using the keyboard	the text tool (**T**) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color, font, and size.
draw a straight line	the **Slanted Line** tool.

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To . . .	click . . .
highlight something with an arrow	the **Pointer**.
draw a square	the **Square** tool. Choose the color of the square from the **Fill Color** drop-down list.
draw a circle	the **Oval** tool. Choose the color of the circle from the **Fill Color** drop-down list.
input an equation	The Math and Science Equation Editor icon (∑). The Equation Editor will appear. Input the equation and click **Insert Equation**.

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Group Browser

Overview

The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session will be recorded in the Recording if one is created. The Session Admin will determine whether or not this function is made available to users.

Functions

The table below details the available functions in the Group Browser.

To . . .	click . . .
open a Web site	type the URL in the **Enter Address** field.
choose where to display the Web site	**Display To Class** to display the window in the Whiteboard or click **Preview in New Window** to open the Web site in a new browser window. The preview window will only be displayed to the user that opened it.

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Content Map

Overview

The Content Map enables users to browse the Course while in a Virtual Classroom. By default, the Session Admin has access to operate the Content Map. Users must have Active privileges to use the Content Map in a Virtual Classroom.

Functions

The table below details the available functions in the Content Map.

To . . .	click . . .
display an element on the map to all users	the Course area in the Content Map and select **Display To Class** in the drop-down list.
display an element on the map in a separate window	the Course area in the Content Map and select **Preview in New Window** in the drop-down list. The new window is only visible to the User who opens it.
refresh the Content Map during a Collaboration Session	**Refresh Tree** in the drop-down list. This will update the Content Map to match the Course Menu.

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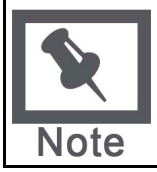
Ask Question

Overview

Users are able to ask questions during the session. As users submit questions during the session the Session Admin can view and respond to them.



Note: Only users who have an Active role can ask questions.

Ask a Question

To ask a question, select **Compose** in the Ask Question area. Enter the question in the text box and click **Send**.

Question Inbox

Overview

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

Function

The table below details the functions available in the Question Inbox Tool.

To . . .	click . . .
respond to a question	the Username in the **From** list and click the **Respond to Question** icon. The Respond to Question pop-up window will appear.
delete a question	the Username in the **From** list and click the **Delete** icon.
view only questions that have not been answered	the checkbox next to **Show unanswered only**.

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

Field	Description
Question	Question that was submitted.
Response	Enter the response to the question.
Private	Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.

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Chat

Overview

The Chat allows the users to interact with each other via a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately.

Find this page

Follow the steps below to open a Chat:

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** to next to a Chat session.

Functions

The table below details the functions available in the Chat.

To . . .	then . . .
enter a message for the class to read	type the message in the **Compose** field. Click **Send**. The message will appear in the chat area. There 1000 character limit for chat messages.
become an Active user	click the hand symbol. A hand appears next to the Username. The Session Admin clicks on the hand to make the user Active.
view user information	Select a Username in the Participant list and then click User Info.
send a private message to a user	Select a Username in the Participant list and then click Private Message.

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Private Messages

Overview

Users can send private messages to each other if the Session Admin enables this tool in the Session Controls. Private messages are not recorded or archived.

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User Information

Overview

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

Click **User Info** in the Chat area and the User Information pop-up window will appear.

Send a Private Message

Click **Private Message** to send a message to the user. The **Compose Private Message** pop-up window will appear.

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Record Menu

Overview

Virtual Classroom and Chat sessions can be recorded and archived. Recordings can be started and stopped, as well as paused and un-paused by the Instructor during the session. A session can have more then one recording. If the Instructor selects **End** to stop a session then the recorder will automatically stop recording the session.

Record menu

The table below details the buttons that appear on the Record menu.

Button	Description
Start	Click **Start** to begin recording a session. The user will be prompted to name the Recording.
Pause	Click **Pause** to pause a Recording once it has started. Click this button again to u-pause the Recording and begin recording again. Pause and un-pause will be marked and timestamped in the Recording.
Stop	Click **Stop** to end recording the session. When **Stop** is selected the Recording is completed and a stop marker and time/date stamp will be included at the end of the Recording.
Bookmark	Click **Bookmark** to insert a bookmark anywhere in the Recording of the session.

Recording the Whiteboard

The **Snapshoot** button in the Whiteboard Tool bar is used to record the Whiteboard in the Recording. The Instructor clicks the **Snapshot** button to record an image of the Whiteboard. The image of the Whiteboard in the Recording corresponds with when it was recorded. The **Snapshot** button cannot be activated unless the session is being recorded.

Session Recordings

The Instructor must make a Recording available before Students can view it. For more information see Recording Properties.

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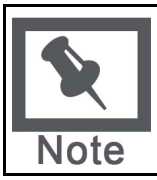
Session Recordings

Introduction

Session Recordings allow users to review Collaboration Sessions. Sessions are archived by date. Sessions will not appear until the leader of the session has stopped recording.



Note: If an Instructor does not stop the Recording and exit the Collaboration Session, the Recording will not end and no information will be recorded in the Recording Duration column. Only when the leader stops recording or ends the session will the Recording stop and the duration display.

Find this page

Follow the steps below to access the Session Recordings page.

1. Open **Collaboration** in Course Tools on the Control Panel
2. Click **Recordings** for a session.

Functions

The table below describes the functions available on this page.

To . . .	click . . .
search for a Recording in the Collaboration Session	the **Recording Name** or Creation Date option in the **Search by** field. Enter the name of the Recording or the date it was created in the field and click Search.
open a Recording	the Recording under the Recording name column.
change the name or availability of a Recording	Manage. The Recording Properties page will appear.
remove a Recording	**Remove**. This action is irreversible.

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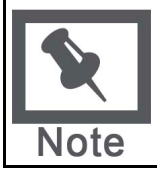
Recording Properties

Introduction

The Recording Properties page allows the Instructor to change the name and availability of a Recording Session.



Note: Recordings are available to Students by default

Find this page

Follow the steps below to open the Recording Properties page.

1. Click **Collaboration** in the Course Tools section of the Control Panel.
2. Click R**ecordings** for a session.
3. Click **Manage** for a Recording.

Fields

The table below describes the fields available on this page.

Field	Description
Edit Recording Name	
Recording Name	Enter or modify the name of the Recording.
Availability to Students	
Available	Select **Yes** and Students will be able to view this Recording. Select **No** and this Recording will be unavailable to Students.

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Discussion Board

Overview

This section reviews the Discussion Board feature.

In this section

This section includes the following topics.

Topic	Description
About the Discussion Board	Provides a general overview of the Discussion Board.
View and Organize Discussion Board	Content Explains how to open a Forum and view the posts.
Initiate a Thread	Describes how to start a conversation in a Forum.
Respond to a Discussion Board Post	Explains the different methods for posting a reaction to a message.
Grading Discussion Board Participation	Provides steps for assigning a Grade to a Student for Discussion Board participation.
Peer Review Through the Discussion Board	Provides an example of how to use the Discussion Board for users to respond to the work of other users.
Keeping the Discussion Board Content Safe	Gives details on the security options for ensuring safe content.
Delegating Discussion Board Administration	Explains how to assign administrative roles within the Discussion Board to other users.
Incorporating Discussion Board Forums into the Learning Process	Describes how Discussion Boards work within a Course.
Discussion Board Statistics	Explains how to access statistics on usage.

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About the Discussion Board

Overview

The Discussion Board is an outcomes-based learning tool that can be applied in a number of ways to enhance learning and measure performance.

Discussion Board Terms

The table below outlines the terms used to describe Discussion Board features.

Term	Definition
Thread	The initial post and the entire series of replies to that post within a Discussion Board Forum.
Thread Detail	The page that displays the threaded view of all posts in a thread along with the selected post.
Post	A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post.
Forum Role	A role type that is assigned to all members of the Discussion Board for each Forum and enables specific privileges within the Forum. A user may have one role per Forum, however, a user's role in each Forum may differ.
Blocked	A Forum Role that blocks the user from accessing the Forum.
Reader	A Forum Role that grants the user the rights to read the contents of a Forum. Users with this role may only view content and cannot add or respond to posts.
Participant	A Forum Role that grants the user read and write privileges in the Forum.
Grader	A Forum Role that grants the user Participant privileges as well as the Grading privileges for the Forum.
Moderator	A Forum Role that grants Participant privileges as well as the ability to modify, delete, and lock posts. If a Moderation Queue is used, the Moderator may also approve or reject posts in the queue.
Manager	A Forum Role that grants all privileges.
GradeForum	The process of assigning a Grade to a user for their performance in a Forum.
Grade Thread	The process of assigning a Grade to a user for their performance in a thread.
Rate Post	The process of evaluating a post based on a fixed, 5 point scale.

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Term	Definition
Collect Posts	The process of selecting one or more posts or threads for inclusion in on a page that can be sorted, filtered, printed, and saved as a document. The collection is gathered into a format that can be sorted, filtered, printed, and saved as a document that can be viewed in a browser.
Flag	A mark used to call attention to the post.
Copy Forum	The process of creating a clone of a Forum or the Forum settings in the same discussion board or in another discussion board in the same Course or Organization.
Save Posts	The act of saving a post as a draft.
Published Post	A post that has been submitted and, if necessary, approved by a moderator.
Post Position	The position of a post in a thread relative to the other posts.
Draft	A post that has been saved for future editing.
Locked Thread	A thread that is visible for reading but cannot be modified. Users may not post to a locked thread.
Unavailable Thread	A thread that is hidden and inaccessible to all users except Forum Managers.
Hidden Thread	A Thread that is locked and not visible by default. Users may view hidden threads by enabling the Display Hidden Threads feature.
Moderation Queue	A list of posts that must be approved before they will appear in the Discussion Board.

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View and Organize Discussion Board Content

Overview

Forums can appear throughout a Course, in any area where an Instructor chooses. Each group may also have a private Discussion Board with Forums available only to those users that are a part of the group. All Forums that are not a part of a group are accessible from various points in the Course or by going to the Discussion Board tool. The Discussion Board tool centralizes all of the Forums in the Course.

Please keep in mind that when users open the Discussion Board tool they will only see those Forums they can access. Unavailable Forums can only be viewed by Instructors, Administrators, and other user roles with similar permissions. The unavailable status of a Forum is displayed on the Discussion Board page, beneath the name of the Forum.

Search

A search function appears as a magnifying glass icon at the top of the page throughout the Discussion Board. Click this icon to show or hide the search fields, thus conserving screen space in the Discussion Board.

The search fields include keyword, date and time restrictions, and options for where to search. The search function starts at the current level and options exist to work up. For example, in a thread, the default search option only searches that thread but options exist to search the entire Forum or all Forums. From the search function, users can search all Forums in the Course, including any Forums that appear in the user's groups.

Thread Status

The Forum Manager can change the status of a thread to one of the following:

- **Published**: A published thread is available to users.
- **Locked**: Users may read the thread but not make any additions or modifications. Locking a thread allows Grades to be assigned without users updating or changing posts.
- **Unlocked**: Unlocking a thread allows users to modify and add to the thread.
- **Hidden**: Hidden threads do not display unless the user chooses. Hidden threads may not be modified. Hiding threads removes outdated threads and makes relevant content easier to find.
- **Unavailable**: Unavailable threads are only visible to Forum managers. Even then, Forum managers must choose to view these threads. Making threads unavailable means that other users cannot view the thread.

Follow these steps to change the status of a thread:

1. Open a Forum in the Discussion Board.
2. Select threads.
3. Choose a new status for the selected threads using the **Change Status to:** drop-down list.
4. Click **Go**.

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Forum View

The Forum view lists the threads in the Forum and includes several options for displaying and managing threads. The Forum can be viewed in one of two contexts: Tree View or List View. This choice remains in effect until the user changes it; it can be changed at any time. These choices are available above the Action Bar.

Tree View

The Tree View presents the thread starter messages and their child messages. The child messages can be expanded and collapsed by using the plus/minus icon next to each message. Unread threads and posts are displayed in bold type; if a thread starter message has unread children, then the thread starter message is displayed in bold if its children are collapsed.

A search function and an action bar that includes the following functions are available at the top of the page:

Function	Purpose
Add Thread	Initiate a new thread.
Remove	Remove the selected posts from the Forum. Deleted posts cannot be restored. Use the unavailable function to completely hide posts from users without actually deleting the threads.
Collect	Gather selected posts onto one page where they can be sorted, filtered, or printed.
Flag	Mark a post for later attention. This is only displayed in the Tree View.
Clear Flag	Remove a flag applied to a post. This is only displayed in the Tree View.
Mark Read	Click to mark selected messages as read.
Mark Unread	Click to mark selected messages as unread.

List View

The List View presents the list of threads in a tabular format. The threads can be sorted by clicking the carat at the top of each column:

List View Column	Description
Checkbox	Allows for individual thread selection.
Flag	Displays an indicator for any thread that contains flagged posts.
Subscription	Displays the user's subscription status for each thread. This is available only if subscriptions are enabled.
Thread	Displays the title of the thread.
Author	Displays the author of the thread.
Date	Displays the date and time the thread was posted.
Status	Displays the status of the thread.
Tags	Displays any tags that have been applied to the thread. This is visible only if tags have been enabled.
Unread Posts	Displays the number of unread posts in the thread. This number is a link leads to a Collections page that contains all unread posts.

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List View Column	Description
Total Posts	Displays the total number of posts in the thread.

Posts within the thread are viewed by clicking on the hyperlinked name of the thread in the Thread column.

Action Bar

The functions at the top of the page include a Display option to show threads of different status and a search function. Unread threads and posts are displayed in bold type. There is also an action bar that includes the following functions:

Function	Which View?	Purpose
Add Thread	Both Views	Click to add a thread.
Remove	Both Views	Click to remove any selected threads from the Forum.
Collect	Both Views	Gather selected threads onto one page where posts can be sorted, filtered, or printed.
Flag	Tree View	Mark a post for later attention.
Clear Flag	Tree View	Remove a flag applied to a post.
Mark Read	Both Views	Click to mark selected messages as read.
Mark Unread	Both Views	Click to mark selected messages as unread.
Subscribe/Unsubscribe	Both Views	Click to subscribe or unsubscribe to the thread.
Grade Forum	Both Views	Click to assign a Grade to a particular Forum (Graders or Managers only). This appears only if grading is enabled for this Forum.
Change Status to:	List View	Update the availability status of the selected threads.

Thread View

Clicking on a thread in a Forum brings up the Thread Detail. The thread view is divided into three parts. Post viewing and management functions appear at the top of the page. The middle of the page displays a list of posts, with replies nested underneath the original post. The bottom of the page displays the current post. Unread posts are displayed in bold type.

The following options are available when viewing a thread:

Feature	Description
Action Bar	
Collect	Group posts into an organized filterable and sortable set.
Flag	Mark a post for later attention.

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Feature	Description
Clear Flag	Remove a flag applied to a post.
Grade Thread	Enter a Grade for a user based on their performance in the Thread. This option only appears if the user is a Grader or Manager and the thread is graded.
Mark Read	Click to mark selected messages as read.
Mark Unread	Click to mark selected messages as unread.
Subscribe/Unsubscribe	Click to receive an email alert when a post is updated or a user posts a reply. This only appears if thread subscription is enabled. Click again to stop receiving email alerts
Message List	
Arrange View Buttons	Three buttons at the top corner of the message list provide different display options: • Swap Up/Down. This option moves the message list up or down on the Thread Detail page. • Hide/Restore to Minimum. This option hides the message list or displays a minimum number of messages. • Maximize/Minimize. This option displays all of the messages in the message list, including their children, or displays a minimum number of messages.
Select Threads	Select each thread using the checkboxes or the select all unselect all options. Selected Threads are included in Action Bar operations.
Previous Thread/Next Thread	Click these options to navigate through the threads in the Forum.
Refresh	Click to refresh the thread.
Selection Drop-Down	Use this drop-down list to select all the messages on this page, unselect all the messages on this page, or switch the previous selection.
Expand/Collapse Messages	Click the plus/minus icon next to each message to expand (plus) or collapse (minus) the parent message and all of its children.
Current Post	
Reply	Generate a response to a post.
Quote	Click to insert the text of the current post into a reply to that post. This only appears if this option is enabled for the Forum.
Modify	Change the content of the post. This only appears if this option is enabled in the Forum or the user is a Forum Manager or Moderator.

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Feature	Description
Set Flag/Clear Flag	Click to flag or un-flag this post. This changes whether or not the user has already flagged this post.
Remove	Remove the post. Removing a post also removes all the replies to that post.
Previous Post/Next Post	Click these options to navigate through the posts in the thread.
Overall Rating	Select a score for the post on a 1 to 5 scale. This only appears if the Rating option has been enabled.
Show Parent Message	Click to display the text of the parent message. This option remains in effect for the user until it is changed.
Hide Parent Message	Click to hide the text of the parent message. This option remains in effect for the user until it is changed.

Collections

Collections gather posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. The following options are available on the Collections page:

Feature	Description
Action Bar	
Print	Click to print selected messages.
Mark Read	Click to mark selected messages as read.
Mark Unread	Click to mark selected messages as unread.
Add Tag	Select specific messages from the list, enter a tag in the field and click Go to add this tag to the messages This only appears for Managers and only if tags have been enabled for the Forum.
Filter	
Author	Select an author from the drop-down list to display messages created only by that author.
Status	Select a status from the drop-down list to display only messages that have that status.
Read Status	Select a Read Status from the drop-down list to display only messages that correspond to that Read Status.
Tags	Select a tag from the drop-down list to display only messages that have that tag. This only appears if tags have been enabled in the Forum.
Message List	
Selection Drop-Down	Use this drop-down list to select all the messages on this page, unselect all the messages on this page, or switch the previous selection.

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Feature	Description
Sort by	Select one of the following options to sort the messages on this page: • Author's First Name • Author's Last Name • Date • Subject • Thread • Overall Rating
In … Order	Choose between Ascending and Descending sort order from this drop-down list.
Tags	Displays any tags that are associated with this message. Mangers can add tags by clicking Add, entering the name of the tag, and clicking Go. Remove any tags by clicking the red "X" icon next to the tag.
Reply	Generate a response to a post.
Quote	Click to insert the text of the current post into a reply to that post. This only appears if this option is enabled for the Forum.
Mark as Unread	Click to mark the current message unread.

Tagging Messages

Forum managers can create and apply text labels of their own choosing to messages in a Forum; other Discussion Board users can read, filter, and search messages using the tags, but cannot create new ones. Tags allow arbitrary message grouping independent of thread or thread status.

Follow these steps to create and apply tags:

1. Select specific messages and click Collect. The Collection page appears.
2. Select the messages to tag from the message list using the checkboxes. Select all of the messages by choosing Select All and clicking Go.
3. Enter a new tag name in the Add Tag field.
4. Click Go to apply the new tag.

Tip: For faster Discussion Board page loading, turn tagging off.

If Instructors are experiencing long Discussion Board page loads, they may consider enabling tagging on a temporary basis at certain times in the Course, tagging selected messages at that time, and then disabling it during times of anticipated heavy Forum usage. Re-enabling tagging at the end of the term would restore all of the previously entered tag data to view in the pages.

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Adding Forums

Overview

The Discussion Board is made up of (Undefined variable: BbVariables_AS.plural forum). Adding (Undefined variable: BbVariables_AS.plural forum) is accomplished on the Add Forum page.

Find this page

Follow these steps to open the Add Forum page:

1. Open a Course.
2. Click Discussion Board. The Discussion Board page appears.
3. Click Add Forum. The Add Forum page appears.

Fields

The table details the fields on the Add Forum page.

Field	Required?	Description
Forum Information		
Name	Yes	Enter the name of the Forum.
Description	No	Enter a description of the Forum in the virtual text box.
Forum Availability		
Available	No	Make the Forum available or not.
Choose date and time restrictions	No	Use the Display After and/or the Display Until checkboxes to limit Forum availability.
Date and Time fields	No	Use the Month, Day, Year, Hour, Minute, and AM/PM drop-down lists to select a specific date and time.
Calendar Button	No	Click the button to select a date using a calendar GUI.
Forum Settings		
Allow anonymous posts	No	Allow anonymous posts on the Forum.
Allow author to remove own posts	No	Allow authors to remove their own posts.
Allow author to modify own published posts	No	Allow author to edit their own published posts.
Allow message tagging	No	Allow tags to be added to messages on the Forum. For faster Discussion Board page loading, do not allow message tagging.

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Field	Required?	Description
Allow users to reply with quote	No	Allow users to include the text of the original message in any replies to that message. This is enabled by default.
Allow file attachments	No	Allow files to be attached to messages within the Forum.
Allow members to create new threads	No	Allow Forum members to create new threads in the Forum.
Allow members to rate posts	No	Enable Forum members to rate individual posts.
Force moderation of posts	No	Require that all messages are reviewed before they are posted to the Forum.
Subscribe		
Do not allow subscriptions	No	No subscriptions for this Forum.
Allow members to subscribe to threads	No	Allow subscription to threads only.
Allow members to subscribe to Forum	No	Allow subscription to the entire Forum.
Grade		
No grading in Forum	No	No grading in the Forum.
Grade Forum	No	Enable grading at the Forum level.
Grade threads	No	Enable grading at the thread level.

Note: Grading and Rating are Enterprise License options.

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Add or Modify Forum

Overview

Forums are used to organize threads. While Instructors must create new Forums, they can enable other users to manage a Forum once it is created. The fields on the Add Forum page and the Modify Forum page are the same. The Add Forum page opens with empty fields while the Modify Forum page opens with a Forum already populated.

Find this page

Follow the steps below to open the Add Forum page or Modify Forum page.

1. Click **Discussion Board** in the Course Tools area of the ControlPanel.
2. Click **Add Forum**. To modify a Forum, click **Modify** and the Modify Forum page will appear.

Fields

The table below details the fields on this page.

Field	Description
Forum Information	
Title	Enter a title. This title will appear as the name of the Discussion Board Forum to all users.
Description	Enter a description of the Forum.
Forum Settings	
Check the appropriate boxes to: • Allow anonymous posts. • Allow author to edit message after posting. • Allow author to remove his or her posts. • Allow file attachments. • Allow new threads.	
Forum User Settings	
Highlight a user and click the appropriate button to assign Forum User Settings.	
Normal	Normal settings allow users to read posts and create posts in a Forum.
Admin	Assigns Forum administrator privileges to a selected user. • Permanent Forum Administrator – the person who created the Forum. No one can take away these privileges. • Forum Administrator privileges – assigned by the Permanent Forum Administrator. Enables another user to manage the Forum.

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Field	Description
Block	Blocks a user from posting to the Discussion Board Forum. Only the Forum Administrator or the Permanent Forum Administrator can block a user.
Unblock	Unblocks a blocked user.

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Add Archive

Overview

New archives are created on the Add Archive page. Once a new archive is created, threads can be added through the Modify Archive page.

Find this page

Follow the steps below to open the Add Archive page.

1. Click **Discussion Board** in the Course Tools area of the Control Panel.
2. Double-click on a Forum link.
3. Select **Click Here for Archives.**
4. Click **Add Archive.**

Fields

The table below details the available fields on this page.

Field	Description
Add Archive	
Archive Title	Enter a title for the archive.
Description	Enter a description for the archive.
Available	Select this option to make this archive available for Students to view.

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Initiate a Thread

Overview

Threads are a series of posts related to a similar topic. When creating a Forum, the Instructor has the option of allowing or not allowing users to start threads. If threads are graded, users cannot start threads. Generally, the purpose of the Forum will dictate whether or not users can start threads. A moderated, graded Forum used to evaluate Student performance will usually be tightly controlled. In this case, it would not be appropriate to allow users to create threads. Other Forums are designed for users to share opinions and thoughts on tangential or unrelated topics. In this case, it is safe to allow users to create threads and spark discussions.

Start a Thread

Follow these steps to start a thread.

1. Open a Discussion Board Forum.
2. Click **Add Thread** in the action bar. The Add Thread page will appear.
3. Enter a **Subject** and a **Message**. It is also possible to attach files to the post.
4. Click **Save** to store a draft of the post or click **Submit** to create the thread.

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Respond to a Discussion Board Post

Overview

Threads grow as users respond to the initial, and subsequent, posts. Replies build on one another to construct a conversation.

Reply to a Post

Follow these steps to reply to a post.

1. Open a thread in a Forum.
2. Find a post.
3. Click **Reply** for that post.
4. Enter a **Subject** and a **Message**. It is also possible to attach files to the post. Only one file can be added using the Attachment function below the text box. When using the Visual Text Box Editor, multiple files may be added.
5. Click **Save** to store a draft of the post or click **Submit** to create the thread.
6. The post will appear in the thread underneath the original post.

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Subscriptions

Overview

Forum Managers can choose from the following subscription options for a Forum: no subscriptions, subscriptions at the thread level, or subscriptions at the Forum level. If subscription is enabled, then the Forum manager can choose to have subscription messages contain the message contents, or a link to the message.

Enable Subscriptions

Follow these steps to enable subscriptions:

1. Create a new Forum or click Modify next to an existing Forum. The Add Forum or Modify Forum page appears.
2. Choose from one of the following options:
    - **Allow members to subscribe to threads**. Use this option to restrict subscription to specific threads within a Forum.
    - **Allow members to subscribe to** Forum. Use this option to allow subscriptions to all threads within a Forum.
3. Choose from one of the following options:
    - **Include message in the email**. Use this option to include the message text in the email notification and a link to reply to the message.
    - **Include link to a message**. Use this option to include a link to the message in the email notification.
4. Click **Submit** when finished.

Disable Subscriptions

Once subscriptions are disabled, subscription alerts are suspended and Subscribe/Unsubscribe actions are no longer available. Previous subscription settings are not removed, but email alerts are no longer sent.

Follow these steps to disable subscriptions:

- Click **Modify** next to an existing Forum. The Modify Forum page appears.
- Click **Do not allow subscriptions**.
- Click **Submit** when finished.

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Grading Discussion Board Participation

Overview

In a classroom setting, Students are often expected to participate in class discussions and that participation is part of the equation when assessing performance. Within a classroom, participation performance can be ambiguous. It is sometimes difficult to differentiate the Student who is active but does not advance the discussion from the Student that speaks less frequently but with greater impact.

Student interactions with the Discussion Board are a permanent record of participation. The Instructor has the option to grade Students at the Forum level or at the thread level. In this way the Instructor can accurately compare Student participation to the expectations set forth.

Note: Grading is an Enterprise License option.

Enable Grading

Grading options are enabled when the Forum is created or by modifying the Forum. Click **Modify** on the Discussion Board for a Forum to change its settings.

Once Grading has been enabled, a Grade Center Item is created and all the advanced management features that can be applied to the item should be managed from the Grade Center.

The **Grade** settings appear at the bottom of the Add Forum Page and the Modify Forum page. Select **Grade Forum** and enter a point value to evaluate participants on performance throughout the Forum. Select **Grade Threads** to evaluate participants on performance in each thread. When the **Grade Threads** option is used, a **Points Possibl**e option appears each time a thread is started. Keep in mind that users cannot create new threads if **Grade Threads** is selected for the Forum.

Forum Managers can enable thread grading directly from the thread list (in a Forum where thread grading is enabled). Follow these steps:

1. Click the Enable button in the Grade column for the appropriate thread and the Set Grade: page is displayed.
2. Enter a point value in the Points possible field and click Submit.

Grade User Participation in a Forum

Follow these steps to evaluate performance in a Forum.

1. Open the Discussion Board. A list of Forums appears. For each Forum that may be graded, an icon appears in the **Grade** column.
2. Click the icon in the **Grade** column, or click Grade Forum in the action bar.
3. A list of users appears. Click **Grade** for a user.
4. A collection of the user's posts in the Forum will appear. Evaluate the posts and enter a **Grade in the Grade field at the top of the page**.
5. Click **Submit** to add the Grade to the Grade Center.

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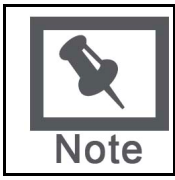
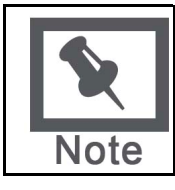


Note: Only users with a Forum Role of Grader or Manager may enter a Grade for a Forum. A Grader may not view his or her own work.

Grade User Participation in a Thread

Follow these steps to evaluate performance within a thread.

1. Open the Discussion Board. A list of Forums will appear. For each Forum that may be graded, an icon will appear in the Grade column.
2. Open a Forum and select a thread.
3. Click **Grade Thread**. This button will only appear to users with a Forum Role of Grader or Manager.
4. A list of users will appear. Click **Grade**for a user.
5. A collection of the user's posts in the Thread will appear. Evaluate the posts and enter a **Grade in the Grade field at the top of the page**.
6. Click **Submit** to add the Grade to the Grade Center.



Note: The Grader is alerted to possible loss of Grade data if they click any button on the page that does not submit the Grade. Click Submit to save the Grade before you leave the page.

Changing Discussion Board Grades

Follow these steps to change Discussion Board Grades:

1. Navigate to the Grade: page.
2. Click the number in the Grade field or click Clear Grade to delete the existing Grade.
3. Enter a new Grade and click Submit.

Disable Grading for a Forum or Thread

Use the Modify Forum feature to change the grading option to select **No Grading**. If Grades have already been entered for the Forum or its threads, a warning message will appear that changing the setting will remove the associated Grade Center Items. Click **OK** to continue or click **Cancel** to preserve the Grade Center Items.

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Peer Review Through the Discussion Board

Overview

A common learning tool in classrooms is providing feedback to other Students on their work. Students prepare an essay, lab report, or presentation and share it with the class. Other Students are asked to comment on the work and offer criticisms for improvement. This process helps the Student improve their Assignment, but is even more valuable to the Students that review the work. Reviewing the work of another Student enforces classroom learning and helps the reviewer practice important communication skills.

The Discussion Board is the perfect place in a Course for peer review. Each Student may start a thread and include their work in the initial post. Other Students then review the work, assign a rating to the initial post, and include comments in a response. As users respond, the feedback expands as users reinforce and build on points made by other Students.

Users can respond to a post using a 5-star rating system. To enable this feature, select **Allow members to rate posts** when creating the Forum.

Rating a Discussion Board Post

Open a thread and view the posts. Each post has an **Overall Rating** field with five stars. The stars show the overall rating that the post has received from users. Click on the **Rate this Post** drop down list and select a rating from 0 to 5 stars. Your rating is now included in the **Overall Rating** and your individual rating appears in the **Rate this Post** field. A user may not rate the same post more than once..

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Keeping the Discussion Board Content Safe

Overview

Discussion Boards give Students the freedom to share their thoughts and opinions on class topics with other users. Occasionally, Students may introduce material to the Discussion Board that is inappropriate for the class discussion. Depending on the maturity and the sensitivity of the Students in the Course, it may be important to review Student posts for inappropriate content before sharing posts with the rest of the class.

Instructors can assign Discussion Board users to act as moderators. Moderators review posts before they are added to a thread and displayed to the class. The Moderator may be the Instructor or other responsible participants.

It is also possible to prevent an individual user from posting at all. Assigning a user the role of Blocked will prevent the user from accessing the Forum. Assigning an individual user the role of Reader will allow the user to view content in the Discussion Board but prevent the user from posting content.

Security Settings

The following settings are available when creating a Discussion Board to ensure that content is appropriate.

Setting	Description
Allow anonymous posts	If this feature is turned off users are identified by their username whenever they post a reply. Making members accountable for the content that they post is a deterrent for users that wish to post inappropriate content. Be careful when disabling this feature as there are instances where learning can benefit from anonymous posts, particularly when discussing sensitive topics If this feature is enabled, the Forum cannot be graded.
Allow authors to remove own posts and Allow author to modify own published posts	Members are deterred from posting inappropriate content if they do not have control of the content once it is posted.
Allow members to create new threads	Preventing members from starting threads helps focus their posts on the topic.
Force moderation of posts	Moderating posts requires that all posts are reviewed by a responsible party before the content is shared with the class.

Moderate a Forum

Set up a moderator on the Manage Forum Users page. Otherwise, the Forum manager must take responsibility for approving posts.

Follow these steps to moderate Forum posts.

Open the Forum.

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1. Click **Moderate Forum**. The **Moderate Forum** button will only appear in the action bar if you have a Forum Role of Manager or Moderator.
2. The Moderation Queue will appear with a list of posts that are awaiting approval. The posts appear in chronological order. Those at the top have been in the queue for longer than those at the bottom.
3. Click **Moderate** for a post. The Moderate Post page will appear displaying the message.
4. Select **Publish** or **Return**. If returning the post, add a message to the author explaining why the post is being returned and some suggestions for modifying the post so it is appropriate for the discussion.
5. Click **Submit**. If the post is approved it will now be shown in the Forum. If the post is not approved, it will only appear to the author and the Moderator in the Forum. The post will be marked returned and the Moderator comments when returning the post will appear as a reply.

Prevent a User from Posting

There may be an instance where a user should not be allowed to post at all because of past history of inappropriate posts or if the user has not been participating in discussions throughout the term. Assign a user the Forum Role of Reader if the user is allowed to view the Forum but not add content. Assign a user the Forum Role of Blocked to prevent the user from accessing the Forum.

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Delegating Discussion Board Administration

Overview

Discussion Boards can serve several different purposes in a Course. In many cases, the Instructor does not wish to be actively involved in the Discussion Board and would like to pass off some or all of the administration of the Discussion Board to another responsible user. Discussion Board Forums include roles for each user involved in the Forum. These roles define privileges within the Forum. The Forum Roles with administrative roles that can be assigned to users in a Forum are:

- Manager
- Moderator
- Grader

Manager

Managers have full control over the Forum. Managers can change the Forum settings, moderate posts, and assign Grades. The role of Manager should only be assigned to the Course Instructor or someone with similar responsibilities. Users with a Course role of Instructor or Teaching Assistant are granted this Forum Role by default.

Moderator

Moderators review posts before they are made available to all users in the Course. Moderators may also delete and modify all posts in any Forum, even if the Forum does not use the Moderation Queue. Make sure that Moderators are responsible and understand the criteria for appropriate posts. Users with a Course role of Course Builder are granted this Forum Role by default.

Grader

Graders review Discussion Board posts and enter Grades in the Grade Center. The Grader role has some access to the Grade Center and should only be assigned to users responsible for guiding and evaluating learning such as Instructors and Teaching Assistants. Graders do not have access to the Control Panel as part of their Forum privileges. Users with a Course role of Grader are granted this Forum Role by default.

Define a User's Role in a Forum

Follow these steps to assign a user a role in a Forum.

1. Open the Discussion Board.
2. Click **Manage** for a Forum.
3. The Manage Forum Users page will appear.
4. Select a role for users from the drop-down list. The default value is Participant. Participants can read and post but have no administrative privileges.
5. Click **OK**. The Forum Roles are now assigned.

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Incorporating Discussion Board Forums into the Learning Process

Overview

Discussion Board Forums can be accessed from the Discussion Board tool that lists all the Forums in the Course. This centralized view is an easy access point, but there are other ways to access Discussion Board Forums that immerse the user in the learning experience. For example, Discussion Board Forums can be placed in any content area. Thus, a Discussion Board Forum may appear following lecture notes on the same topic. Further, using adaptive release or date availability restrictions, the Forum may only appear after users complete the lesson or after the Instructor has delivered the lecture in class.

Add a Discussion Board Forum to a Content Area

Follow these steps to add a Forum within a content area.

1. Open the Control Panel and navigate to the Content Area and folder where the Forum will appear.
2. On the right side of the action bar, select **Discussion Board** from the **Select** drop-down list. Click **Go**.
3. Choose **Select a Discussion Board Forum** and select a Forum from the list. Click **Next**. Note that the **Discussion Board page** option will link to the Discussion Board Page and show all the Forums in the Course. Click **create new Forum** to build a new Forum. The Forum will not appear in the desired content area after creation. Navigate back to the content area and use the **Select a Discussion Board Forum** option to place the new Forum in the correct location.
4. Add information about the link on the next page. This determines how the link to the Forum will appear in the content area. Click **Submit**.

Define Requirements for Viewing the Discussion Board Forum

Discussion Board links are subject to date restrictions and adaptive release restrictions. When restrictions are in place users cannot access the Forum from within the content area or from within the Discussion Board tool. The Instructor always has access to every Forum through the Control Panel.

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Discussion Board Statistics

Overview

The Performance Dashboard keeps track of user activity throughout the Course, including the Discussion Board. This information can help Instructors quickly identify Students that are outside the normal range of participation. Instructor can use this information to reward achievement and assist Students that are struggling with the material.

View Discussion Board Statistics

Follow these steps to view Discussion Board statistics for a user.

1. Click Performance Dashboard on the Control Panel.
2. The number of Forums where a user has posted appears as a link in the Discussion Board column. Click the link to view details.
3. A page appears that lists the following information:
   - Total Posts
   - Date of Last Post
   - Average Post Length (number of characters)
   - Minimum Post Length (number of characters)
   - Maximum Post Length (number of characters)
   - Average Post Position
   - Grade (if the post is not yet graded, the Instructor may click a link to the Grade Center to add a Grade)

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Course Options

Overview

Use the Course Options area to manage the availability and accessibility of a Course as well as manage the appearance of Course features. Course Options also includes tools to archive or recycle the Course, and import content.

In this section

This section contains information on the following topics:

Topic	Description
Manage Course Menu	Select which Course areas will appear in the Course Menu.
Course Design	Create a design for the Course Menu and Course Banner.
Manage Tools	Enable Blackboard Academic Suite, Building Block, and Content tools.

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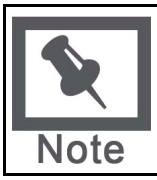
Manage Course Menu

Overview

Add and modify Course areas from the Manage Course Menu page. For example, choose areas for Staff Information, specific content, and Course Links.

Course areas may include:

- folders that hold content such as files, Learning Units, Assessments, and Assignments.
- specific items such as a Course syllabus.
- External Links, which link to URLs outside of the Course.
- Course Links, which link to other areas within the Course.
- Instructors have the option to include up to 10 different areas for each Course.



Note: Administrators may restrict options to maintain a consistent appearance for all Courses. This may include making some areas unavailable or setting permanent area names.

Find this page

Click **Manage Course Menu** from the Control Panel to open the Manage Course Menu page.

Functions

The table below details the functions available on this page.

To . . .	click . . .
add a Course area	Add Course area. The Add New Area: Course area page will appear.
add a Tool area	Add Tool Area. The Add New Area: Tool Area will appear.
add an External Link	Add External Link. The Add New Area: External Link page will appear.
add a Course Link	Add Course Link. The Add New Area: Course Link page will appear.
modify an area	**Modify**.
remove an area	**Remove**. This action is irreversible.
order Course areas	the drop-down arrow and select a number. Course areas will appear in the Course Menu in the order selected.

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Add New Content Area

Overview

The Add New Content Area page enables the Instructor to add a new Course area to the Course and choose which Course Roles will have access to the content.

Find this page

Follow the steps below to open the Add New Content Areapage.

1. Click **Manage Course Menu** from the Course Options on the Control Panel.
2. Click **Add Content Area**.

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type	Indicates that this is a Course area.
Area name [r]	Select a name for the area from the drop-down list or create a new name in the space below.
Allow guest access	Select the check box to make this area available to Guests in the Course.
Allow Observer access	Select the check box to make this area available to Observers in the Course.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the Course.

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Add New Tool Area

Overview

The Add New Tool Area page enables the Instructor to add Tools to the Course Menu and choose which users will have access.

Find this page

Follow the steps below to open the Add New Tool Area page.

1. Click **Manage Course Menu** under Course Options in the Control Panel
2. Click **Add Tool Area**.

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type	Select a Tool to add to the Course Menu.
Area name [r]	Enter a name for the Tool. The name entered will appear on the Course Menu.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the Course.

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Add New Course Link

Overview

Add a link to another part of the Course to the Course Menu.

Instructors may add a link to an Assignment or an Assessment that is due. The item would then be listed in a Course area and also on the Course Menu.

A link to the Discussion Board could be added to the Course Menu.

Find this page

Follow the steps below to open the Add Course Linkpage.

1. Click **Manage Course Menu** under Course Options in the Control Panel.
2. Click **Add Course Link**.

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type	Indicates that this is a Course Link area.
Area name [r]	Enter a name for the area.
Link location	Click **Browse**. The Course Map will appear. Select a folder or item within the Course Map to link to and click **Submit**.
Allow quest access	Select the check box to make this area available to guests who view the Course.
Allow Observer access	Select the check box to make this area available to Observers who view the Course.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the Course.

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Add External Link

Overview

Add an External Link to the Course Menu. When users select this area in the Course Menu they will automatically be taken to the URL linked to this area.

Find this page

Follow the steps below to open the Add External Link page.

1. Click **Manage Course Menu** under Course Options in the Control Panel.
2. Click **Add External Link**.

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type	Indicates that this is an External Link area.
Area name [r]	Enter a name for the area.
Target [r]	Enter a Web site address for the link to access. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Launch in a new window	Select the check box to open the URL in a new window when it is accessed by a user.
Allow quest access	Select the check box to make this area available to guests who view the Course.
Allow Observer access	Select the check box to make this area available to Observers who view the Course.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the Course.

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Course Design

Overview

Instructors manage the appearance of the Course Menu from the Course Design page. They can choose to use buttons or text links and select colors and design features.

Find this page

Follow the steps below to open the Course Design page.

1. Click **Course Design** under Course Options.
2. Click **Course Design**.

Select new style

Select **Buttons** to make the items in the Course Menu appear as buttons. Select **Text Navigation** to make the items in the Course Menu appear as text links.

Button Style Options

Define the following options after choosing the Button Navigation Style.

Field	Description
Select Style Properties	
Button Type	Choose the Button Type from the drop-down list.
Button Shape	Click an option to choose the button shape.
Button Style	Use the drop-down list to select the color of the buttons.

Select Text Style Options

Define the following options after choosing the Text Navigation Style.

Field	Description
Select Style Properties	
Select background color for navigation	Click **Pick** and select a background color for the Course Menu.
Select a highlight color for the navigation	Click **Pick** and select a color for the text in the Course Menu.

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Course Banner

Overview

Instructors can add a banner to the top of the Announcements area on the Course from the Course Banner page.

Find this page

Follow the steps below to open the Course Banner page.

1. Click **Course Design** in Course Options on the Control Panel.
2. Click **Course Banner**.

Fields

The table below details the fields on this page.

Field	Description
Select Course Banner	
Current Banner	Displays the banner that currently appears at the top of the Announcements area.
New Banner	Enter the path to the new banner file or click Browse to upload a new Course banner.
Remove this banner	Select this check box to remove the banner image from the Course.

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Manage Tools

Overview

Instructors can control the availability of Tools through Manage Tools Instructors can enable tools for use during a Course and also decide which tools Guests and Observers may access.

Find this page

Click **Manage Tools** in the Course Options area on the Control Panel to open the Manage Tools page.

Functions

The table below details the functions available on this page.

Function	Description
Enable Blackboard Tools	Select the Blackboard Tools that will be available in the Course.
Enable Building Blocks Tools	Select Building Blocks that will be available in the Course.
Enable Content Tools	Select Content Tools that will be available in the Course.

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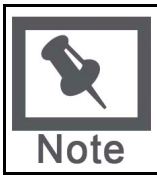
Enable Blackboard Tools

Overview

Course Tools appear directly on the Course Menu of the Courses tab or within areas of the Course Menu (such as under Tools). Instructors can manage the availability of all of these Tools, such as Collaboration Tools, the Drop Box, and Email through the Enable Blackboard Tools page. Instructors can also choose which tools will be available for Guests and Observers to view.



Note: Instructors may add Tools to the Course Menu from the Manage Course Menu page. The Enable Blackboard Tools page makes Tools available for use within a Course.

Find this page

Follow the steps below to access the Enable Blackboard Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Blackboard Tools**.

Fields

The table below details the fields available on this page.

Field	Description
Available	Check this box next to those tools that will be used in the Course.
Allow Guest	Check this box next to those tools that Guests are allowed to view. If a tool is marked with **N/A** then Guests cannot view it.
Allow Observer	Check this box next to those tools that Observers are allowed to view. If a tool is marked with **N/A** then Observers cannot view it.

Disabling Announcements

If the Instructor disables the Announcements Tool and resets the Course Entry Point to an area other than Announcements, Course Announcements will still be available to Students from the My Institution tab. Remove each announcement or make them unavailable to prevent users from viewing them.

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Enable Building Blocks Tools

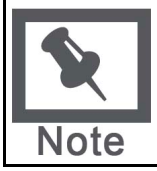
Overview

Building Blocks are tools added to the Blackboard Academic Suite. **Enable Extension Tools** allows the Instructor to manage all the outside tools that the System Administrator has made available.

Find this page

Follow the steps below to access the Enable Extension Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Extension Tools**.



Note: Blocks are not available with Blackboard Learning System- Basic Edition.

Fields

The table below details the fields available on this page.

Field	Description
Enabled	Select the check box next to those tools that will be used in the Course.
Allow Guest	Select the check box next to those tools that Guests are allowed to view. If a tool is marked with N/A then Guests cannot view it.

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Enable Content Types

Overview

A Content Type is a new format for content that can be added to a Course.. On this page, the Instructor may choose which types of content may be included in the Course. Content Types that are enabled can be added throughout the Course.

Find this page

Follow the steps below to open the Enable Content Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Content Tools**.

Enable Content Tools

Check the **Enabled** box next to those tools that will be used in the Course. If the tool is not checked then it will not be available.

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Course Settings

Overview

Course Settings, such as availability, access and enrollment are also managed on the Course Options area of the Control Panel.

In this section

This section contains information on the following topics:

Topic	Description
Course Name and Description	Modify the name and description of the Course.
Course Availability	Select the availability of a Course.
Guest Access	Chooses whether or not this Course is available to guests.
Observer Access	Chooses whether or not this Course is available to Observers.
Course Duration	Determine the length of the Course.
Enrollment Options	Determine how users will enroll in the Course.
Categorize Course	Add the Course to a category in the Course Catalog.
Set Course Entry Point	Select an entry point for the Course.

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Course Name and Description

Overview

Instructors change the name, description, and subject type of a Course.

Find this page

Follow the steps below to open the Course Name and Description page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Name** and **Description**.

Fields

The table below details the fields on the Course Name and Description page.

Field	Description
Course Title/Description	
Course Name	Enter the name of the Course. This name will appear as the Course Name throughout the Blackboard Academic Suite.
Description	Enter a description of the Course.
Course Categorization	
Subject Area	Select the subject area that best describes the Course.
Discipline	The subject area can be further defined by discipline.

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Course Availability

Overview

The Course Availability page controls access to the Course.

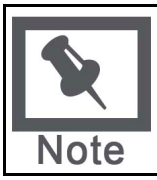
Find this page

Follow the steps below to open the Course Availability page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Availability**.

Course Role availability

Select either **Yes** or **No** to make the Course available to users. If the Course is set to available, all users participating in the Course will have access. If the Course is set to unavailable, access is determined by Course role.



Note: Courses that are unavailable will not appear in the Course Catalog.

Fields

The following table describes what type of access different user roles have to a Course that is unavailable:

Course Role	Access when Course is unavailable
Students	The Course is not available to Students.
Instructors, Course Builders, Teaching Assistants, and Graders	Courses set to **Unavailable** will appear to the user. The Course will be indicated as unavailable, but will still be accessible.

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Guest Access

Overview

The Guest Access page is used to control whether or not Guests, those users not participating in the Course, have access to the Course.

Find this page

Follow the steps below to open the Guest Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Guest Access**.

Guest Access

Select either **Yes** or **No** to make the Course available for Guests to view.

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Observer Access

Overview

Instructors decide if Observers have access to the Course. A person with an Observer role is assigned to follow specific users on the Blackboard Learning System without interacting with the system. Observers are able to view the Course and track Student progress. Also, the Instructor can communicate Early Warning System notifications to Observers as well as the Student, or just to the Observers of the Student.

Find this page

Follow the steps below to open the Observer Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Observer Access**.

Allow Observers

Select **Yes** in the **Allow Observers**: field to allow Observers to access the Course.

When set to **Yes**, Observers can access content in the Course. Observers cannot access Assessments or Assignments. Observers can be restricted from viewing content or tools on an individual basis. Restrict Observer access to content on the Manage Course Menu page. Restrict Observer access to tools on the Manage Tools page. Both Manage Course Menu and Manage Tools are found under the Course Options heading on the Control Panel.

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Course Duration

Overview

Instructors set the length of the Course from the Course Duration page.

Find this page

Follow the steps below to open the Course Duration page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Duration**.

Fields

The table below details the fields on the Course Duration page.

Field	Description
Set Course Duration	
Continuous	Select this option to make the Course always available.
Select Dates	Select this option to set the Course availability for specific dates. The Course may also begin on a specific date and not have a specific end date. After the end date, the Course is no longer available for Students but is otherwise unchanged.
Days (from the date of enrollment)	Select this option to place a time limit on a self-paced Course. The Course will be available for that number of days from the time a Student enrolls.

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Enrollment Options

Overview

Instructors can lead enrollment by processing enrollment requests from Students through the Control Panel. Enrollment can also be limited to a set time and to require an access code.

Find this page

Follow the steps below to open the Enrollment Options page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Enrollment Options**.

Fields

The table below details the fields on the Enrollment Options page.

Field	Description
Select Enrollment Options	
Instructor/Admin	Select this option to make Course enrollment Instructor led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
Self Enrollment	Select this option to allow Students to enroll in a Course.
Start Date	Select this option to set an enrollment start date. If Self Enrollment is selected this date is required.
End Date	Select this option to set an enrollment end date. If Self Enrollment is selected this date is required.
Require Access Code to Enroll	Select this option to require an access code to enroll. Enter an access code that must then be distributed to approved Students. This access code will be required for Students to enroll in the Course.

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Categorize Course

Overview

Instructors indicate where in the Course Catalog the Course will appear from the Categorize Course page. The Instructor may select multiple categories.

Find this page

Follow the steps below to open the Categorize Course page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Categorize Course**.

Fields

The table below details the fields on the Categorize Course page.

Field	Description
Categorize Course	
Add Category	Select a catalog category. Click **Add**. More than one category may be selected. Repeat the process to add another category. The Course will appear under the selected categories.
Currently Categorized In	Displays the catalog categories that have been selected. To remove a category, click **Remove** next to the category that is to be removed.

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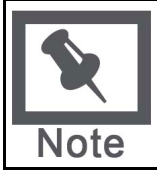
Set Course Entry Point

Overview

The default Course entry point is the Announcements page. In some Courses, it may be advantageous to change the entry point to another area. This can be done on the Set Course Entry Point page.



Note: Setting a new Course entry point takes effect immediately. However, the user that sets the new Course entry point will not see the effect of the change until the user logs out of the Blackboard Learning System and logs back in.

Find this page

Follow the steps below to open the Set Course Entry Point page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Set Course Entry Point**.

Field

Click the drop-down arrow in the **Entry Point** field and choose the Course area that will appear when a user enters the Course.

If the Course Entry Point is changed, the Instructor must clear the cache or refresh the system to view the change. To refresh on Internet Explorer go to **View** and click Shift + **Refresh**. On Macintosh select Shift + Refresh.

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Copy, Import, Archive and Recycle

Overview

Course Options also includes tools to copy a Course, archive or recycle the Course, and import content.

In this section

This section contains information on the following topics:

Topic	Description
Recycle Course	Recycle a Course by selecting areas to keep and areas to remove.
Copy Course	Copy Courses taught by the same Instructor.
Import Package	Add a package containing an exported Course the current Course.
Export/Archive Manager	Create Course packages through Export and Archive features.

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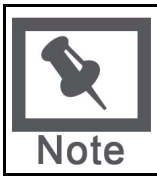
Recycle Course

Overview

The Recycle Course page is a useful tool for Instructors to use at the end of a Course. It allows Instructors to select information to be deleted from a Course and keeps the rest of the Course areas for use in the future. For example, remove Students and Grades but keep content.

The Course Recycler will remove all users with a role of Student from the Course. Teaching Assistants, Graders, and Course Builders will not be removed.



Note: Use Archive Course to create a permanent record of the Course before recycling.

Find this page

Click **Recycle Course** in Course Options on the Control Panel to open the Recycle Course page.

Fields

The table below details the fields on this page.

Field	Description
Select Content Materials to Remove	
Select the check boxes for areas within the Course that will be deleted. For example, if Staff Information is selected all of the data within Staff Information will be deleted.	
Select Other Course Materials to Remove	
Select the check boxes for areas within the Course that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the Course will be deleted.	

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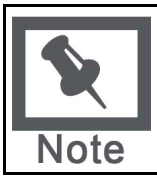
Copy Course

Overview

Copy Course can be used in several different ways:

- Copy selected Course materials into a new Course to create a new section of the same Course.
- Copy selected Course materials into an existing Course to share content across several Courses without having to recreate the content in each Course.
- Copy just enrollments (or enrollments and selected content and tools) to easily move users from one sequential Course to the next Course.
- Create an exact copy of a Course, including enrollments and user data.



Note: A user can only copy materials into a Course where the user has a role of Instructor, Teaching Assistant, or Course Builder.

Find this page

Select **Copy Course** on the Control Panel to open the Copy Course page.

Available functions

The following functions are accessible from the Copy Course page.

To . . .	click . . .
Copy some or all of the Course materials into a new Course	Copy Course Materials into a New Course
Copy some or all of the Course materials into an existing Course	Copy Course Materials into an Existing Course
Make an exact copy of the Course including enrollments	Copy Course with Users (Exact Copy)

Content System items

When a Course is copied, links to Content Collection items within the Course are included. The permissions to these items must be updated so users in the new Course can successfully access these links. See the topic Course Copy and Content System Items for additional information.

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Copy Course Materials into a New Course

Overview

Copying Course materials into a new Course creates a Course in the system and populates it with content from a Course already on the system. The Course Menu specified in the source Course will replace the default Course Menu in the new Course.

Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

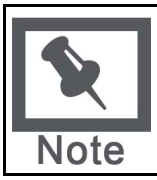
1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course Materials** into a New Course from the Copy Course page.

Destination Course ID

Enter a Course ID for the new Course that will be created and populated with content from the current Course. Please make sure that the new Course ID matches the naming convention used at the Institution. Also, he Course ID should not have any spaces or characters other than numbers and letters (A-Z), dash (-), underscore (_), and period (.). The Course ID must be unique and remain static. It cannot be modified.

Select Course materials

Select the check boxes for each Course area and tool in the Course that should be copied into the new Course. The table below details what happens to each selectable option when the copy is performed.



Note: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

Course Material	Behavior when copied
Content	Copies Course materials, including uploaded files, Learning Units, links. Users may also select to include Course Information, Course documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new Course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new Course.
Calendar	All Calendar events are copied to the new Course.
Collaboration Sessions	Copies Collaboration Sessions.

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Course Material	Behavior when copied
Course Settings	Some Course Settings will be copied.
Discussion Board	Discussion Board Forums, including the initial posts in each Forum, are copied to the new Course.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are copied to the new Course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Staff Information	All Staff Information is copied to the new Course.

Course Cartridge content

Copy Protected Cartridge content is only copied if the **Course Cartridge Materials** option is selected. This option only appears if there is Copy Protected Cartridge content in the Course. The destination Course maintains the availability settings for the source Course.

Course Settings

When Course Settings is selected, certain settings are copied to the new Course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Select Enrollments

If Enrollment is selected, the list of users in the Course will be copied. User records in the Course will not be copied. This includes the following:

- Grade Center Records
- Discussion Board posts (including Groups Discussion Board posts)

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- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

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Copy Course Materials into an Existing Course

Overview

The Copy Course Materials into an Existing Course page enables Instructors to copy content from one Course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information or Course areas to copy. Copy Course will add content to a Course, but it will not remove existing content.

Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

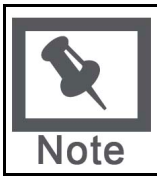
1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course Materials into an Existing Course** from the Copy Course page.

Destination Course ID

Enter a Course ID for the destination Course or click **Browse** to open a Search function in a separate window.

Select Course materials

Select the check boxes for each Course area and tool in the Course that should be copied into the existing Course. The table below details what happens to each selectable option when the copy is performed.



Note: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

Course Material	Behavior when copied
Content	Copies Course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new Course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new Course.
Calendar	All Calendar events are copied to the new Course.
Collaboration Sessions	Collaboration Sessions.
Course Settings	Some Course Settings will be copied.

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Course Material	Behavior when copied
Discussion Board	Discussion Board Forums, including the initial posts in each Forum, are copied to the new Course.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are copied to the new Course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Staff Information	All Staff Information is copied to the new Course.

Course Settings

When **Course Settings** is selected, certain settings are copied to the existing Course. These include the following:

- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Name
- Course Description
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Resolving Course Menu items

When copying content and tools from one Course to an existing Course, the Course Menu must resolve itself in the destination Course. The table below describes the how Course Menu items are resolved.

If . . .	then . . .
a Course area in the source Course does not exist in the destination Course	the area will be added to the Course Menu in the destination Course.
the Course area in the source Course and the Course area in the destination Course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the source Course will be added, but will not replace, the content in the area within the destination Course.

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If . . .	then . . .
the Course area in the source Course and the Course area in the destination Course have the same name but are of different types	the Course area from the source Course will be added to the destination Course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials).

Links

Links to parts of a Course that are not included in the copy will break when the links appear in the destination Course. For example, if there is a link to a Test in a Course area and Assessments are not copied, the link to the test will break.

Course Cartridge content

The **Course Cartridge Materials** option is only successful if the source Course includes Copy Protected cartridge content and the destination Course does not have a Cartridge ID. If this option is selected, the Copy Protected cartridge content will be copied to the destination Course with the Cartridge ID assigned. This option only appears if there is Copy Protected Cartridge content in the source Course.

If the destination Course already has a Cartridge ID (meaning it already includes Copy Protected cartridge content), neither the cartridge content nor the Cartridge ID may be copied from the source Course to the destination Course. If the **Course Cartridge Materials** option is selected, the copy operation will be successful, but a note in the receipt states that the Course Cartridge Materials will not be copied.

If the source Course and the destination Course have the same Cartridge ID, the content may be copied successfully.

Select Enrollments

If **Enrollment** is selected, the list of users in the Course will be copied.

User records in the Course will not be copied. This includes the following:

- Grade Center Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

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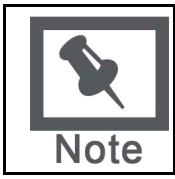
Copy Course with Users (Exact Copy)

Overview

Copy Course with Users performs a complete copy of the Course. This is the only Copy option that copies user records, such as Grades and Discussion Board posts, to the new Course. This option is useful if a Course is split into multiple sections. The Instructor may do an exact copy and then un-enroll specific Students to create two sections of the same Course.



Note: All Course Cartridge content is copied during a Copied Course with Users operation.

Find this page

Follow these steps to locate the Copy Course with Users (Exact Copy).

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course with Users (Exact Copy)** from the Copy Course page.

Copy the Course

Enter the Course ID for the Destination Course and select **Submit**. The new Course will contain all of the same content and all of the same user enrollments and staff assignments as the current Course.

Please make sure that the new Course ID matches the naming convention used at the Institution. Also, the Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (_), and period (.). The Course ID must be unique and remain static. It cannot be modified.

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Import Package

Overview

Instructors may use the Import Package page to upload Course materials from another Course. For example, if they have exported a Course they may import the whole Course package, or selected parts of the Course through Import Package.

Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the Course is imported.

Find this Page

Click **Import Package** under Course Options on the Control Panel to open the Import Package page.

Fields

The table below details the fields on the Import Package page.

Field	Description
Select a Course	
Destination Course ID	Displays the Course ID for the Course.
Select a Package	
Please Browse for the location of the packaged Course	Either enter the path to the Course package or click Browse to search for the Course package.
Course areas	
Select the option for each Course area and tool in the Course that should be imported.	

Select Course materials

The table below details what happens to each selectable option when the import is performed.

Course Material	Behavior when copied
Content	Imports Course materials, including the following, from the package: • Uploaded files • Learning Units • Links • Course Information • Course Documents • Assignments • External Links • Building Block content

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Course Material	Behavior when copied
Announcements	All Announcements are imported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new Course.
Calendar	All Calendar items are imported to the new Course.
Course Settings	Some Course Settings will be imported.
Discussion Board	Discussion Board Forums, including the initial message in the Discussion Board, are imported.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are imported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Staff Information	All Staff Information is imported.

Course Settings

When **Course Settings** is selected, certain settings are imported to the Course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner

Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

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Resolving the Course Menu items

When importing a package, the Course Menu must resolve itself in the destination Course. The table below describes the how Course Menu items are resolved.

If . . .	then . . .
a Course area in the package does not exist in the destination Course	the area will be added to the Course Menu in the destination Course.
the Course area in the package and the Course area in the destination Course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the package will be added, but will not replace, the content in the area within the destination Course.
the Course area in the package and the Course area in the destination Course have the same name but are of different types	the Course area from the package will be added to the destination Course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

Course Links

Links to parts of a Course that are not included in the export package will break when the links appear in the destination Course. For example, if there is a link to a Test in a Course area and Tests, Surveys and Pools are not exported, the link to the Test will break.

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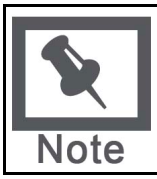
Export / Archive Manager

Overview

The Export / Archive Manager page organizes all export and archive packages that are created from the Course. When the Course is exported or archived, a link to the package appears on this page. The Instructor may download the package to a local computer, and then use it in the future for import or restore operations.

When a package is exported or archived, it does not appear on this page immediately. An email is sent to the user once the system has created the package; the user may then open this page to find the package and download it.



Note: It is recommended that packages be removed from this page once they are downloaded. Each package counts against the Course quota; so keeping packages on this page may result in limited space to add additional content to the Course.

Find this page

Click **Export Courses** from the Control Panel to open the Export / Archive Manager page.

Functions

The following table details the functions available from the Export / Archive Manager page.

To . . .	click . . .
export a Course	Export in the Action Bar. The Export Course page appears.
archive a Course	Archive in the Action Bar. The Archive Course page appears.
download a Course package	the link to the package in the File column. Save the .zip file to a local computer.
view the log details	Log next to the package. The Log page appears.
view the package creation details	Detailed Log next to the package. The Detailed Log page appears explaining the different parts of the operation.
remove a Course package	**Remove** next to the package.

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Export Course

Overview

The Export Course feature creates a package of the Course content that can later be imported and used to teach another Course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the Course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Find this page

Follow these steps to open the Manage Exports page.

1. Click **Export Course** from the Control Panel.
2. Click **Export** from the Action Bar of the Export / Archive Manager page.

Select Course materials

The table below details what happens to each selectable option when the export is performed.

Course Material	Behavior when Exported
Content	Exports Course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
Announcements	All Announcements are exported.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported.
Calendar	All Calendar items are exported to the new Course.
Course Settings	Some Course Settings will be exported.
Discussion Board	Discussion Board Forums, including the initial message in the Discussion Board, are exported.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are exported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Staff Information	All Staff Information is exported.

Course Settings

When **Course Settings** is selected, settings are exported. These include the following:

- Course Name

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- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Note: For information on the settings that are included in an import operation, see the Import Package topic.

Download the Course package

After the Export Course page is submitted the system creates the Course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, Instructors may open the Export / Archive Manager page in the Blackboard application and download the Course package to the local computer.

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Archive Course

Overview

Archive Course creates a permanent record of a Course including all the content and user interactions.
Archived Courses are saved as .zip files. Archiving a Course does not remove it from the system.

Find this page

Follow these steps to open the Archive Course page.

1. Click **Archive Course** from the Control Panel.
2. Click **Archive** from the Action Bar of the Export / Archive Manager page.

Create Archive

Select **Submit** to archive the Course contents and save it for future use.

Download the Course package

After the Archive Course page is submitted the system creates the Course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, the Instructors may open the Export / Archive Manager page in the Blackboard application and download the Course package to the local computer.

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Course Cartridges

Overview

Course Cartridges allow Instructors to access sets of teaching tools provided by academic publishers. Chalk Titles are Course Cartridges that are integrated with external applications and content from publishers

In this section

This section contains information on the following topics:

Topics	Description
Import Course Cartridge	Explains how to add Course Cartridges to the Course.
About Chalk Titles	Provides and explanation of Chalk Titles and their features. Also gives tips in troubleshooting.
Manage Chalk Titles	Explains how to manage Chalk Titles within a Course.

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Import Course Cartridge

Overview

Course Cartridges enable Instructors to gain access to complete sets of teaching tools provided by academic publishers. In one central location, Instructors can find relevant, publisher-created materials. Once the materials are downloaded to a Blackboard Learning System Course, Instructors are free to customize the content by adding and deleting materials as needed to correlate with specific topics covered in the classroom.

Course Cartridges can serve as supplements to existing online Courses, or provide an excellent start for faculty who are just beginning to develop online teaching strategies. Instructors will benefit from the ease of use, variety, and professional quality of the materials available on Course Cartridges.

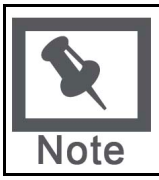
Instructors download Course Cartridges from the Course Cartridge Repository and install cartridges into Courses through the Control Panel.

Find this Page

Click **Import Course Cartridge** in Course Options on the Control Panel to open the Import Course Cartridge page.

Field

Enter the Course Cartridge Download Key in the field provided. Course Cartridge content will be added to Course materials.



Note: The Download Key can be obtained from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.

Copy Protection

Cartridges may be designated as Copy Protected or Open Access. Only one Copy Protected cartridge may exist in a Course. Open Access cartridges may be downloaded by Instructors into Courses that already contain cartridge content. Therefore, a Course may contain one Copy Protected cartridge and multiple Open Access cartridges.

Once an Open Access cartridge is added to a Course, the content from this cartridge acts like all other content. This content is not differentiated during operations, such as Course Copy.

Download a Course Cartridge

Follow the steps below to download a Course Cartridge.

1. Select a textbook with a companion Course Cartridge by browsing the Course Cartridge Catalog, located at http://cartridgecatalog.blackboard.com/catalog/
2. Obtain the Instructor Download Key from the textbook publisher.
3. Begin the Course creation process.

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4. During the Course creation process, enter the Instructor Download Key obtained in Step 2.
5. Click **Submit** to create the Course.
6. An email will arrive when the Course Cartridge has finished loading into your new Course.

How Students access Course Cartridges

Students must follow the steps below to access the Course Cartridge materials.

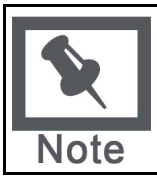
1. Enroll Students in the Course.
2. Instruct Students to purchase required textbook or other publisher provided materials that contain the Access Key.
3. When first accessing the Course content, Students will be required to enter an Access Key. Once validated, Students will no longer need the Access Key.

Cartridge functionality

There are no restrictions on Open Access cartridge content during import, export, archive, restore or copy operations. This content is treated like other content in the Course

Copy Protected cartridge content functions in the following ways:

- **Archive**: When a Course is archived all cartridge content in the Course is saved with the archive.
- **Restore**: When an archived Course is restored by the System Administrator, the cartridge content is included in the restored Course.
- **Export**: When a Course is exported, cartridge content is not included.
- **Import**: The only time cartridge content is included during a Course import is if the package was created as an archive. Cartridge content is not included in exported packages.
- **Copy**: Cartridge content is always included in a Course Copy with Users (exact copy) operation. The user has the option to include cartridge content as part of a Copy Course Materials into a New Course operation or a Copy Course Materials into an Existing Course operation.



Note: Content from only one Copy Protected cartridge may be copied into a Course.

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About Chalk Titles

Overview

Chalk Titles are Course Cartridges that are integrated with external applications and content from publishers. Chalk Titles include both content and tools. Tools included in a Chalk Title connect to an outside source to run each tool.

Chalk Titles are installed in the same way as other Course Cartridges. Like other Course Cartridges, Chalk Titles require a download key and Student access keys.

Important features in Chalk Titles include:

- **Integration with the Course:** Chalk Titles link Courses to applications running on the publisher's servers. These applications are often popular tools that are familiar to Instructors. Please contact the publisher for more information about the applications included with a Chalk Title.
- **Single Sign-on:** Users that are logged into the Course are logged into the publisher applications linked to the Course. Users pass between the Course and the publisher application seamlessly.
- **Roster synchronization:** Users enrolled in the Course are automatically enrolled in the publisher application.
- **Grade passing:** Grades from the publisher application are passed to the Course.

Chalk Title tools appear in the Tools area of the Control Panel after a Chalk Title is added to a Course. Instructors can restrict availability to Chalk Title tools in the same way that they can restrict availability to other tools.

The System Administrator may restrict the availability of Chalk Title tools in all Courses. By default, Instructors can use Chalk Title tools in Courses.

Chalk Title Tools can synch with the Grade Center in a Course to report Student performance. Note that Student attempts are stored on the server that runs the tool, not within the Course. Therefore, Student attempts are not included when the Course is archived. The reported Grade is the only recorded information about a Student attempt.

Chalk Title tools will not work if a Course that contains Chalk Title tools is exported or archived and later added to system that does not support Chalk Titles.

Troubleshooting

It is important to remember when reporting problems with a Chalk Title that Chalk Title tools and content are linked to outside servers hosted by publishers. In many cases, the problem may be with the publisher server. Make sure to let the System Administrator know that a problem is related to Chalk Title tool.

Privacy Settings

To fully use links added to a Course by a Chalk Title, the user's browser settings must be set to **Accept All Cookies** or to be set to accept cookies from Chalk provider’s server.

If the browser privacy settings are set on Medium or High, cookies from third party content, including Chalk applications, are silently blocked. Users will receive an error message when attempting to access some of the links for a Chalk Title.

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The privacy settings can be maintained at Medium or High if the user specifically sets the browser to accept cookies from the Chalk provider's server. Contact the Chalk Title publisher for additional information.

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Manage Chalk Titles

Overview

It is important to consider user privacy when making a Chalk Title available to Students. Outside servers use personal information, such as name and email address to provide the tool and link the tool with the Grade Center.

The Manage Chalk Title page presents options for controlling access to personal information. Instructors can require Students to fill out an authorization form before accessing a Chalk Title.

Instructors receive a privacy notice when they first access a Chalk Title. This message can be set to display each time an Instructor accesses a Chalk Title. It is a good idea to display this message each time if more than one user is responsible for teaching a Course.

Find this page

Click **Manage Chalk Title** from the Control Panel.

Fields

The following fields appear on the Manage Chalk Title page.

Field	Description
Define Privacy Policy	
Does each Student need to provide online authorization before that Student's personal information can be displayed to the Publisher?	Select **Yes** to require authorization from Students to release their personal information to the publisher's server.
Specify your preference	
Should Instructors see a Privacy Notice each time they request a Publisher Resource?	Select **Yes** to display the privacy notice each time an Instructor accesses a Chalk Title tool.

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User Management

Overview

Instructors can manage the users in their Courses. For example, Instructors may:

- add and drop individuals or groups of Students to and from a Course
- create new users
- create groups of users within in a Course

Some options for managing users may be turned off by the System Administrator.

In this section

This section contains information on the following topics:

Topic	Description
List/Modify Users	Explains how to update user information.
Create User and Modify User	Provides information on creating and modifying user accounts.
Batch Create Users	Describes the function to create a set of users for a Course.
Enroll User	Explains how to enroll users in a Course.
Remove Users from the Course	Explains how Instructors remove users from the Course.
Manage Groups	Provides information for creating and modifying groups of users within a Course.

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List/Modify Users

Overview

User Management enables the Instructor to manage the users in their Course. The List/Modify Users page enables Instructors to change a user's role within a Course and update user profiles. Instructors can also send email to a user.

If the User is unavailable, that user cannot access the Blackboard Academic Suite. If the User Enrollment record is unavailable, the user can access the system but cannot access the Course.

Icons to denote a state of unavailable will appear next to the User Name if applicable to the User record. If applicable to the User Enrollment record, the icon will appear next to the User Role.

User records or User Enrollment records that are set to Unavailable are preceded by a circle symbol with a slash through it. Also, the record will appear in gray text with the exception of the email address, which may still be clicked to send a message to the user. To make a record available, click **Properties** to modify the User Enrollment record and change the availability setting.

Find this page

To open the List/Modify Users page, select **List/Modify Users** in the User Management area on the Control Panel.

Functions

The table below details the functions available on the List/Modify Users page after generating a list of users.

To . . .	click. . .
send an email to a user	the email address to open the Compose Email page.
edit a user password	**Password**.
edit a user profile	**Properties**.

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Change Password

Overview

Instructors can update a user's password from the Change Password page.

Find this page

Follow the steps below to open the Change Password page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Change Password** next to a user.

Fields

The table below details the fields on the Change Password page.

Field	Description
Change Password	
Password [r]	Enter the new password.
Verify Password [r]	Re-enter the new password.

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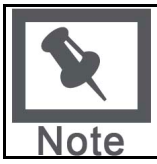
Create User and Modify User

Overview

Instructors can create a profile for a user on the Create User page. Creating a user within a Course also enrolls the user in the Course.

After creating a user, Instructors can update a user's profile information, including the Course Role, from the Modify User Properties page.



Note: The names of these fields can be changed by the System Administrator. If a link appears at the top of this page it will connect to another information system where some of the values that appear on this page may be edited.

Find this page

Click **Create User** in User Management on the Control Panel to open the Create User page.

Follow the steps below to open the Modify User Properties page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Properties** next to a user.

Fields

The table below details the fields on the Create User page and the Modify User page.

Field	Description
Personal Information	
First Name [r]	Enter the user's first name.
Middle Name	Enter the user's middle name.
Last Name [r]	Enter the user's last name.
Email [r]	Enter the user's email address.
Student ID	Enter the user's Student ID as defined by the Institution.
Account Information	
Username [r]	Enter a user name for the new user. Do not include any spaces. This field is required.
Password	Enter a password for the user's account. The password must be at least one character and contain no spaces.
Verify Password	Enter the password again. Use the Change Password page to change the password of an existing user.
Other Information	
Gender	Enter the user's gender.
Birthdate	Select the user's birthday.

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Field	Description
Education Level	Enter the user's education level.
Company	Enter the user's company.
Job Title	Enter the user's job title.
Department	Enter the user's department.
Street 1	Enter the user's address.
Street 2	Enter any additional address information.
City	Enter the user's city.
State/Province	Enter the user's state or province.
ZIP/Postal Code	Enter the user's ZIP code or postal code.
Country	Enter the user's country.
Web Site	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone	Enter the mobile phone of the user. The phone number will display exactly as entered.
Role and Availability	
Role and Availability	Select a role option. Available roles are: **Student**: User is able to access all available Course content and will be graded on Assessments. **Instructor**: User is able to control all aspects of the Course through the Control Panel. **Teacher's Assistant**: User is able to control most aspects of the Course through the Control Panel. **Grader**: User is able to access all areas under Assessments. **Course Builder**: User is able to add content to the Course through the Control Panel. **Guest**: Guests are able to view areas of the Course, but cannot participate in any way.
Available (this Course only)	Select **Yes** or **No** from the drop-down list. If **Yes** is selected, the user will have access to the Course. If **No** is selected, the user will not be able to access the Course. This option can be modified after the user is created to control access throughout the user's involvement with the Course.

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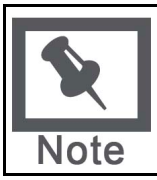
Batch Create Users for Course Page

Overview

Instructors may quickly add numbers of users to the Course from the Batch Create Users for Course page. Users can be added with any Course Role.



Note: If using a batch file created for a previous version of the Blackboard Academic Suite, verify that the fields are in the correct order for the current version.

Find this page

Click **Batch Create Users for Course** in User Management on the Control Panel to open the Batch Create Users for Course page.

Batch files

Batch files are .txt files that hold large quantities of information to upload to the system. Each batch utility contains specific instructions on creating the batch file. The following batch file standards are universal.

- Fields must be enclosed in double quotes. Example: “John”
- Each field must be separated with a delimiter. Commas, colons or tabs may be used; however, you may not use more than one as a delimiter in a batch file. Example: “John”,”Smith”
- Each record must be separated by a hard return.
  Example:“John”,”Smith” “Larry”,”Smith”
- Each batch file should not exceed 500 records due to time out restrictions associated with most browsers.
- Do not include blank lines between records. The blank line will be processed and return an error.
- If quotation marks appear in a field, it is necessary to use an escape character so the process knows that the next character does not mark the end of the field. The escape character is a backslash (\). For example, "\"NICKNAME\"".

Fields

The table below details the fields on the Batch Create Users for Course page.

Field	Description
File Upload	
File Location	Enter the location of the batch user file.
Delimiter Type of Your File	Select Comma, Tab, or Colon delimiter for the file. Select Automatic and the delimiter will be determined automatically.

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Enroll User

Overview

Instructors may enroll an existing user into the Course using the Enroll User page.

Find this page

Click **Enroll User** in User Management on the Control Panel to open the Enroll User page.

Enroll Users

Select the check box next to the names of the users to enroll and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit** before continuing to the next page.

Users are enrolled with a Course role of Student by default.

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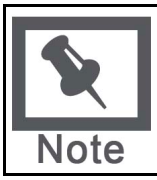
Remove Users from the Course

Overview

Instructors may remove users from a Course. When a user is removed from a Course all of the information associated with the user, such as, Grade Center information, Drop Box files, is removed.



Note: Removed users cannot be restored to the Course. To restore a removed user, the user must be enrolled in the Course again.

Find this page

Click **Remove Users from the Course** in the User Management area of the Control Panel to open the Remove User from the Course page.

Select the check box next to the names of the users to remove and type **Yes** in the field at the bottom of the page. A message will appear verifying that the user should be removed. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.

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Manage Groups

Overview

On the Manage Groups page Instructors can build study or project groups. Instructors can also remove and modify groups from this page. The Instructor has the option of giving the group access to these features:

- Discussion Board
- Virtual Classroom
- Group File Exchange
- Group Email

The features that are chosen are displayed on the Manage Groups page under the group name.

Find this page

Click **Manage Groups** in User Management on the Control Panel to open the Manage Groups page.

Functions

The table below details the available functions on this page.

To . . .	click. . .
add a group	Add Group. The Add Group page will appear. Once a Group has been created Students must be added. Click Modify to access the Manage Group page and add users to that group.
modify a group	**Modify**. A Manage Group page will appear. On the Manage Group page group properties may be modified, new Students may be added, Group users may be listed or modified, and users may be removed from the group.
remove a group	**Remove**. This action is irreversible.

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Add Group / Group Properties

Overview

Groups are created on the Add Group page. These options may be modified on the Group Properties page.

Find this page

From the Manage Groups page:

1. Click **Add Group** to create a new group.
2. Click **Modify** to change the properties for a specific group.

Fields

The table below details the fields on this page.

Field	Description
Main Group Information	
Group name	Enter a Group name.
Description	Enter a description of the Group.
Group Options	
Enable Group Discussion Board Function	Select this check box to indicate that this Group will have access to the Discussion Board functions. If this check box is not selected this Group will not have access to the Discussion Board functions.
Enable Group Virtual Classroom Function	Select this check box to indicate that this Group will have access to the Virtual Classroom functions.
Enable Group File Exchange Function	Select this check box to indicate that this Group will have access to the group file exchange function.
Enable Group Email Function	Select this check box to indicate that this Group will have access to the group email function.
Make group visible now	Click **Yes** to make the group available.

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Modify Group

Overview

Once a Group is created Instructors can modify the group and assign users. The Instructor has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

Find this page

Follow the steps below to open the Manage Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.

Functions

The following functions are available from the Manage Group page:

Function	Description
Group Properties	Modify the Group name, description, or options.
Add Users to Group	Add Students to the group.
List Users in Group	List or modify users in a Group.
Remove Users From Group	Remove users from a Group.

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Add Users to Group

Overview

Users are added to the Group using the Add Users to Group page.

Find this page

Follow the steps below to open the Add Users to Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Add Users** to Group.

Add a User to a Group

Once the search has been completed, select the check box next to a user to add to the Group and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit** before continuing to the next page.

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List Users in Group

Overview

Users in a Group can be viewed and contacted using the List Users in Group page. Click on an email address to send a message to that user.

Find this page

Follow the steps below to open the List Users in Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **List Users in Group**.

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Remove Users from Group

Overview

Instructors may drop users from a Group. If a user is removed from a Group all of the information associated with that user, such as files in the File Exchange and Discussion Board messages, is removed. Removed users cannot be restored to the Group. Removed users must be added again.

Find this page

Follow the steps below to open the Remove Users From Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Remove Users From Group**.

Remove a User from the Group

Select the check boxes of the users to remove. Type **Yes** in the entry field at the bottom of the page and click **Submit**. The selected users and all information associated with those users will be removed from the Group. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.

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Assessment

Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the Course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading. The results are recorded in the Grade Center.
- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value. Surveys are not graded.

In this section

This section includes information on the following topics:

Topic	Description
About Assessments	An overview for planning and organizing Assessments.
Test Manager	Explains how to create and manage Tests.
How to Create or Modify a Test	Describes the process for creating a Test.
Test Info	Explains the data used to describe a test.
Test Canvas	Describes the area used to add questions and organize a Test.
Test Creation Settings	Explains the options used to control the availability of Test features.
Question Completion Status	Describes how the question completion status feature informs users of which questions they have answered.
Question Metadata	
Multiple Choice Questions	Reviews how to add or modify questions.
True/False Questions	Describes True/False questions.
Fill in the Blank Questions	Describes Fill in the Blank questions.
Multiple Answer Questions	Describes Multiple Answer questions.
Matching Questions	Describes Matching questions.
Ordering Questions	Describes Ordering questions.
Essay Questions	Describes Essay questions.
Calculated Formula Questions	Describes Calculated questions.
Calculated Numeric Response Questions	Describes Numeric Response questions.

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Topic	Description
File Response Questions	Describes File Response questions.
Hot Spot Questions	Describes Hot Spot questions.
Fill In Multiple Blanks Questions	Describes Multiple Fill in the Blank questions.
Jumbled Sentence Questions	Describes Jumbled Sentence questions.
Opinion Scale/Likert Questions	Describes Opinion Scale questions.
Short Answer Questions	Describes Short Response questions.
Either/Or Questions	Describes Either/Or questions.
Quiz Bowl Questions	Describes Quiz Bowl questions.
Add/Modify Random Block	Explains how to add a random set of questions to a Test.
Upload Questions	Describes the process and file format for uploading questions to a Test.
Search Pool and Assessments	Reviews the search function for finding questions.
Survey Manager	Explains how to create and manage Surveys.
Pool Manager	Describes how to create and manage Pools of questions.
Pool Import	Explains how to import a pool of questions

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About Assessments

Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. When creating an Assessment there are a number of things the Instructor should consider before creating the Assessment:

- The structure of the Assessment and the types of questions that will be included
- Deployment and setting options, such as test presentation and feedback
- How the Assessment will be graded and the availability of multiple attempts

Assessment Creation

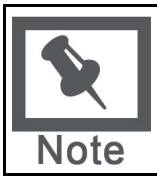
Before creating an Assessment, the Instructor should consider what type of knowledge is being tested and select question types tailored to the subject matter. For example, on an English test a series of Short Answer questions may be the best format, while for a Science test a mix of Multiple Choice, Matching and Fill in the Blank questions would better test Student's knowledge.

It is also helpful to consider flexibility when scoring questions. Will partial credit be acceptable for some or all questions? Are some questions very difficult and may count as extra credit?

Note that questions on the Test Canvas may be reorganized or re-arranged - so the order in which questions are added is not too important.

Assessment Deployment and Settings

Before creating an Assessment it is important to ask how the Assessment will be deployed and what settings will be added. This section discusses some use cases and examples for different options available.



Note: The deployment and settings for an Assessment are selected on the Test Options page. This page appears when an Assessment is added to a Content Area.

practice exercise Instructors may want to make multiple attempts available, or they may decide to give Students a specific number of available attempts. If it is a practice exercise for a standardized test, the option for enforce a time limit may be helpful.

Self Assessment options allow the Instructor to determine how the Assessments are treated in the Grade Center. The Do not include this test in Grade Center score calculations options allows the Instructor to view the Grade, but the score does not count towards the Grade. This would allow the Instructor to see the areas where additional instruction is needed and direct Students towards specific topics to review. The Hide the score of this test from the Grade Center option encourages self discovery by Students and encourages Students to work on their own.

Options in the Test Presentation section determine how the Test is viewed by Students. There are different benefits to each option. The All at Once option may be useful for short quizzes, for example a ten question Multiple Choice quiz. Is an Assessment includes over 25 questions, the One Question at a Time option should be selected. This option automatically saves the answers to questions as Students move through the Assessment. Students may focus on one question at a time and, if necessary, Instructors may enable backtracking, so Students may revisit previously answered questions.

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Grading Assessments

Instructors have a lot of flexibility when grading Assessments. Grading within Blackboard provides an automated system, but allows for the flexibility of real life scenarios.

When multiple attempts are permitted for an Assessment the Instructor can customize grading; the option to include the average score may be selected, but if the Instructor changes his or her min, this may be changed. For example, if the Instructor would like to give Students a bonus this could be switched so the highest score on the Assessment is included.

The override and clear attempts options are helpful in dealing with real-life scenarios. Clear attempts allow Instructors to erase a Grade from the Grade Center. For example, the Instructor could give Students a trial run of the Assessment in class; then clear the attempts before they take the Assessment. Or, if there is a technical failure at the Institution, all attempts for the Assessment taken on that date may be removed. This option also enables the Instructor to allow a Student to retake a test if the situation arises.

The Override option allows the Instructor to enter a Grade that supplants the existing Grade or Grades (in the case of multiple attempts) in the Grade Center. For example, in the case of extenuating circumstances, the Instructor could use Override to make a Student's Grade higher or lower. This score is used when calculating the Grade.

Note: Grading is managed in the Grade Center.

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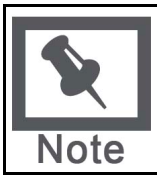
Test Manager

Overview

The Test Manager is used to create, modify, and remove Tests.



Note: Surveys include many of the same features and functions as Tests. Differences between the two are noted throughout this section. Surveys are managed through the Survey Manager, which functions like the Test Manager.

Find this page

Click **Test Manager** in the Assessment area on the Control Panel to open the Test Manager.

Functions

The functions available on this page are described in the table below.

To . . .	click. . .
create a Test	Add Test. The Test Info page will appear.
modify a Test	Modify next to the Test. The Test Canvas page will appear.
remove a Test	**Remove** next to the Test. A confirmation box appears. Removing a Test is irreversible.
export a Test	Export next to the Test. The Export Test page will appear. Tests may be exported to the local computer or to the Content Collection.
import a Test	Import. The Test Import page will appear. Tests may be imported from a local file or from the Content Collection. Tests must be imported from files that were created in Blackboard and exported out.

Questions to consider before creating an Assessment

Below are questions to consider when planning an Assessment:

- How many questions?
- Are there instructions for this Assessment?
- What type of questions?
- What is the point value associated with each question?

Warning

A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

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If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their Grade and feedback. They will not view their original Assessment attempt.

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How to Create or Modify a Test

Overview

This topic describes how to create a Test.

Find this page

Click **Test Manager** in the Assessments area on the Control Panel to open the Test Manager.

How to create a Test

Follow the steps below to create a Test.

1. Select Add Test on the Test Manager page.
2. Enter a name, description, instructions and click Submit.
3. Select a question type on the Test Canvas and click **Go**.
4. Create a question.
5. Enter the Point Value for the question.
6. Attach a file or URL.
7. Enter answers to choose from and select the correct answer.
8. Enter feedback that Students will see based on their answer.
9. Repeat Step 3 through Step 8 until finished adding questions.

How to make a Test available

Follow the steps below to make a Test available.

1. Open a Course area and select Add Test.
2. Select the Test to add and click Submit.
3. Select the Properties, Availability, Feedback, and Presentation options for the Test.

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Test Info

Overview

On the Test Info page the Instructor begins creating a test by selecting a name, description, and instructions.

Find this page

Follow the steps below to open the Test Info page.

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Add Test**.

OR

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Modify** next to an existing Test.
3. Click **Modify** in the first section on the Test Canvas.

Fields

The table below details the fields on the Test Info page.

Field	Description
Test Info	
Name [r]	Enter the name of the Test. If the Test name is changed after it is created the name of the test in the Grade Center will not be changed. To change the name of the Test in the Grade Center as well, edit the Item Information in the Grade Center.
Description	Enter a description of the Test.
Instructions	Enter instructions for the users taking the Test.

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Test Canvas

Overview

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Assessments should not be modified if Students have already begun taking the Assessment.

Find this page

Follow these steps to open the Test Canvas page for an existing test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Modify** next to an existing Test.

Follow these steps to open the Test Canvas page for a new test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the **Add Test** page and select **Submit**.

Functions

The functions available on the Test Canvas page are described in the table below.

To . . .	click . . .
add a question	the drop-down menu in the Add Question: field, select a type of question to add and click Go.
add a question in between existing questions	the drop-down menu in the Add Question: field, select a type of question to add and click Add Question Here in the location where the question should appear.
change the settings for this Test	Creation Settings. The Test Creation Settings page will appear. Creation Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
change the name, description, or instructions for the Test	Modify to the right of the Name, Description, and Instructions.
change the order of the questions	the drop-down list to the left of the question header. Select a new order for the questions using the numbers in the drop-down list.
modify a question	Modify to the right of the question header.
remove a question	**Remove** to the right of the question header.A confirmation box will appear. Removing a question is irreversible.

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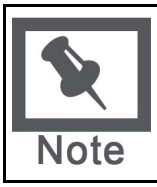
Test Creation Settings

Overview

The Test Creation Settings page allows Instructors to adjust settings for a Test. These settings control options, such as question feedback, categorization of questions, and default point value.



Note: The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the Specify default point values for questions option is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the Add Categories to questions option is not available on the Survey Creation Settings page.

Find this page

Follow the steps below to open the Test Creation Settings page.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the Add Test page and select **Submit**.
4. Select **Creation Settings**.

Fields

The table below details the fields on this page.

Field	Description
Creation Settings	
Provide feedback for individual answers	Select this check box to include the option to enter feedback for individual answers rather then just one set of feedback for correct or incorrect answers. Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.
Add images, files, and URLs to questions	Select this check box to include the option to attach images, files, and URLs to questions.
Add images and files to answers	Select this check box to include the option to attach images and files to answers.
Add categories and keywords to questions	Select this check box to include the option to create categories for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.
Specify default point value for questions	Select this option and all questions will automatically have the same point value. Enter the point value in the Default point value: field. This only sets a default.

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Field	Description
Specify partial credit options for answers	Select this option to make partial credit available for questions included in this Assessment. If selected, an option to give partial credit appears when questions are created.
Specify extra credit option for questions	Select this option to make extra credit available for questions included in this Assessment. If selected, an extra credit option appears when each question is created. This option allows the Instructor to make the questions an extra credit questions as opposed to a regular question. If this options is selected points are added to the score if the question is answered correctly; no points are taken away if the questions are answered incorrectly.

Default Point Value

Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

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Question Completion Status

About Question Completion Status

The Questions Status Indicator is a tool to provide users with a quick up-to-date look at their progress (complete or incomplete questions) in an assessment at all times. The **Save** button next to each question provides a visual reminder to Students to save their work periodically**.**

Completion status of assessment questions is displayed at the top of the page when a Student is taking an assessment. The status of which questions have been answered is displayed at the top of the page, just below the Name and Instructions box.

When the user answers a question and moves on to the next question in a question-by-question assessment, the status box will be updated on the next page to show that the previous question was answered. If the user does not answer a question and moves on to the next page in a question by question assessment, the status box will show on the next page that the previous question was not answered. The user can navigate between questions by clicking on the question number in the status indicator. This is applicable only to assessments deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, the user will be able to use a **Save** button to the right of each question to save this specific question without scrolling to the bottom of the page to save. Saving either a single question or all of the questions that have been answered (with the **Save** button at the bottom of the page) changes the status indicator to show which questions have been completed.

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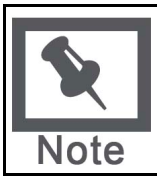
Question Metadata

Overview

Instructors have the option to create categories, keywords, Learning Objectives, and Levels of Difficulty for questions to help organize them for future use.



Note: The Question Metadata options are only available if Add categories and keywords to questions are selected in Creation Settings.

Add Metadata to a Question

Follow these steps to add metadata to a question.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question**: field or select **Modify** next to an existing question.
4. Click **Categorize to add a category, Set Learning Objective to add a Learning Objective, or Set Level of Difficulty to add a Level of Difficulty**. For Keywords, enter the words, separated by commas, directly into the **Keywords** field.
5. Select a value from the drop-down list and click **Add**. The metadata will be assigned to the question. To organize the list of available values, click **Manage**.

Manage Metadata

Metadata values can be added, removed, and changed. Metadata created in one question can be used when creating other questions in the same Course. Follow these steps to add values for metadata.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question**: field or select **Modify** next to an existing question.
4. Click **Manage Categories, Set Learning Objective, or Set Level of Difficulty**.
5. To add a value to the list of available values, enter it in the field and click **Add**. Available values appear below. Click **Modify** to change the name of a value or **Remove** to delete the value from the list.

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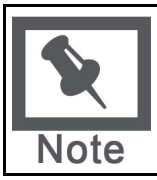
Multiple Choice Questions

About Multiple Choice Questions

Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.



Note: Use the Multiple Answer question type to create multiple choice questions with more then one answer.

Find this page

1. Open the Test Canvas for an assessment..
2. Select Multiple Choice from the question type drop-down list. Click Go.
3. Enter the Question Text.
4. Assign a Point Value and complete the partial credit options if necessary.
5. Select the number of answers and complete the answer options.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click Submit to add the question to the assessment.

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True/False Questions

About True/False Questions

True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.

Create a True/False question

1. Open the Test Canvas for an assessment.
2. Select True/False from the question type drop-down list. Click Go.
3. Enter the Question Text. This should be in the form of a statement that users will mark either True or False.
4. Assign a Point Value.
5. Select the Answer Orientation and correct answer for the question.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click Submit to add the question to the assessment.

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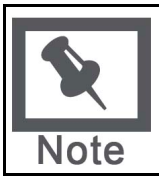
Fill in the Blank Questions

About Fill in the Blank Questions

Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling. Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors.
- Provide answers that allow for abbreviations or partial answers.
- Create the question that indicates to Students the best way to answer the question.
- Phrase the question so there is only one answer

Try to keep answers limited to one word to avoid mismatched answers due to extra spaces or order of answer terms. If the answer may be more then one word, list all possibilities as answers. For example, if Benjamin Franklin is the answer, include Benjamin Franklin, Franklin, and Ben Franklin as correct answers.



Note: Use the Fill in Multiple Blanks question type to create a question with multiple answers.

Create a Fill in the Blank Question

1. Open the Test Canvas for an assessment.
2. Select Fill in the Blank from the question type drop-down list. Click Go.
3. Enter the Question Text and assign a Point Value.
4. Enter all of the possible answers to the question.
5. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
6. Click Submit to add the question to the assessment.

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Multiple Answer Questions

About Multiple Answer Questions

Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20. This type of question may be used when more then one answer is correct; users can select the incorrect answers. For example, in the medical field, this type of question may be used to select symptoms associated with a medical condition.

Create a Multiple Answer Question

1. Open the Test Canvas for an assessment.
2. Select Multiple Answer from the question type drop-down list. Click Go.
3. Enter the Question Text and assign a Point Value.
4. Select options for how answers are displayed. This includes:
    - **Answer Numbering**: determines how the answers are numbered
    - **Answer orientation**: determines if answers appear vertically or horizontally
    - **Allow Partial Credit**: select if partially correct answers receive any credit. Students will receive partial credit for each correct answer and be deducted an equal measure of partial credit for each incorrect answer. The amount of partial credit for each answer is derived from the total number of points for the question divided by the number of answers. Negative points are not given, 0 is the lowest score for the question.
    - **Show Answers in Random Order**: displays answers in a random order when users take the assessment
5. Enter the number of answers and complete the text box for each answer. Indicate the correct answers by selecting the check box to the left of the question.
6. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
7. Click Submit to add the question to the assessment.

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Matching Questions

About Matching Questions

Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question. For example, the question may include a list of animals and a list of food they eat (herbivore, carnivore, omnivore). The users would match each animal with their diet.

Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the Student gives the correct answers for half of the matches, they will receive four points.

Create a Matching Question

1. Open the Test Canvas for an assessment.
2. Select Matching Question from the question type drop-down list. Click Go.
3. Enter the Question Text and assign a Point Value.
4. Select options for question layout and partial credit.
5. Select the number of questions and enter the text for each question. The number of questions and answers may be uneven. For example, the Instructor may include extra answers to make the question more difficult.
6. Select the number of answers and enter the text for each answer. Click Next.
7. Match each Question with the correct Answer.
8. Complete any advanced features for the question as defined by the Creation Settings of the Assessment.
9. Click Submit to add the question to the assessment.

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Ordering Questions

Overview

Ordering questions require users to provide an answer by selecting the correct order of a series of items. For example, an Instructor may give users a list of historical events and ask them to place these events in chronological order.

Users will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the Student gives the correct order for half of the items, they will receive four points.

Create an Ordering Question

1. Open the Test Canvas for an assessment.
2. Select Ordering Question from the question type drop-down list. Click Go.
3. Enter the Question Text and assign a Point Value.
4. Select options for numbering and partial credit.
5. Select the number of answers and enter them in the correct order. Click Next.
6. Select the order in which to display the answers.
7. Complete any advanced features for the question as defined by the Creation Settings of the Assessment.
8. Click Submit to add the question to the assessment.

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Essay Questions

Overview

Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or Graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page. Essay questions may use the Math and Science Notation Tool.

Note: A Short Answer Question type is also available; this question type allows the Instructor to limit the length of the response. Like Essay questions; Short Answer Questions are manually graded.

Other Question types that allow user input are File Response, Fill in the Blank, and Fill in Multiple Blank.

Create an Essay Question

1. Open the Test Canvas for an assessment.
2. Select Essay Question from the question type drop-down list. Click Go.
3. Enter the Question Text and assign a Point Value.
4. Enter a sample answer for users to view with the question.
5. Click Submit to add the question to the assessment.

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Calculated Formula Questions

About Calculated Formula Questions

A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated. The correct answer can be a specific value or a range of values. Partial credit may be granted for answers falling in a range.

Since this question allows the Instructor to randomize the value of variables in an equation it may be useful when creating math drills to when giving a test when Students are seated close together.

Adding a calculated question to an Assessment is a three step process:

- Create the question and formula.
- Define the values for the variables.
- Confirm the variables and answers.

Create the Question and Formula

The question is the information presented to Students. The formula is the mathematical expression used to find the answer. Be sure to enclose variables in square brackets.

Follow these steps to create the question and formula:

1. Open the Test Canvas for an assessment.
2. Select **Calculated Formula** from the question type drop-down list. Click **Go**.
3. Enter the information that will display to Students in the **Question Text** box. Surround any variables with square brackets, for example, [x]. The value for this variable will be populated based on the formula. In the example [x] + [y] = z, [x] and [y] will be replaced by values when shown to Students. Students would be asked to define z.Variables should be composed of alphabets, digits (0-9), periods (.), underscores (_) and hyphens (-). All other occurrences of the opening rectangular brace ("[") character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Define the formula used to answer the question in the **Formula** box. For example, x + y. Operations are chosen from the buttons across the top of the **Formula** box.
5. Assign a point value for the question. Several other options may appear based on the Creation Settings.
6. Set the **Answer Range**. This defines which submitted answers will be marked correct. If the exact value must be entered, enter 0 and select **Numeric** from the drop-down list. If the answer can vary, enter a value and select **Numeric** or **Percent**. **Numeric** will mark every answer as correct that falls within a range of plus or minus the **Answer Range** from the exact answer. **Percent** will mark every answer as correct that falls within a percentage of plus or minus the **Answer Range** from the exact answer.
7. Select **Yes** or **No** for **Units Required**. If **Yes**, correct answers must include the correct unit of measurement, for example, Seconds or Grams. Enter the correct unit of measurement and choose if the unit of measurement is case sensitive. The answer may still receive partial credit if the unit of measurement is not correct. Enter a percentage in **Unit Points Percentage**. The unit of measurement will account for that percentage of the total credit.

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8. Define partial credit for answers that fall outside the correct **AnswerRange**. Select **Yes** or **No** for **Allow Partial Credit**. Enter a value for the **Partial Credit Points Percentage**. Now, set the range for partial credit by entering a value and selecting **Numeric** or **Percent** for the **Partial Credit Range**. Answers falling within this range will receive a portion of the total points possible for the question equal to the **Partial Credit Points Percentage**.
9. When finished with the question, click **Continue** to proceed.

Define the Variables

The next page in the three step process defines the variables in the formula. Follow these steps to define the variables.

1. For each variable, set a minimum and a maximum value.
2. For each variable, select a decimal place using the drop-down list that appears in the **Decimal Places** column.
3. Under **Answer Set Options**, select the **Decimal places for answer** from the drop-down list. Users must provide the correct answer to this decimal place.
4. Enter the number of different **Answer Sets**. The Answer Sets will be randomized so that different Students will be presented with a different set of variables.
5. Click Continue to proceed. Or, Click **Back** to return to the previous page or click **Calculate** to reset the variables after making a change.

Confirm the Variables and Answers

The last step in the process displays the Answer Sets in a table. For each set, each variable and the answer are displayed. Make any changes or remove any unwanted answer sets and click **Calculate**.

Below the Answer Sets are the standard options for adding feedback and metadata to questions.

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Calculated Numeric Response Questions

About Calculated Numeric Response Questions

This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers. Please note that the answer must be numeric, not alphanumeric. For example, in a Geography class the Instructor may ask for the estimated population of a specific city.

Create a Calculated Numeric Response Question

Follow these steps to create a Numeric Response question.

1. Open the Test Canvas for an assessment.
2. Select **Numeric** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the **Correct Answer**. This value must be a number.
6. Enter the **AnswerRange**. If the answer must be exact for Students to receive credit, enter 0. Any value that is less than or more than the **Correct Answer** by less than the **Answer Range** value will be marked as correct.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question metadata.
8. Click **Submit** to add the question to the assessment.

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File Response Questions

About File Response Questions

Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually. This question type is a good option if the Instructor would like Students to work on something before a test and submit it with a test, or if the response to the questions is expected to take a long time to read. Submitting the answer this way allows the Instructor to read and grade the question without worrying that the browser will time out.

Note: Short Answer and Essay questions may also be used for questions that may require a shorter answer from a Student. These questions types must also be manually graded.

Other Question types that allow user input are File Response, Fill in the Blank, and Fill in Multiple Blank.

Create a File Response Question

Follow these steps to create a File Response question.

1. Open the Test Canvas for an assessment.
2. Select **File Response** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Assign the question any metadata.
6. Click **Submit** to add the question to the assessment.

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Hot Spot Questions

About Hot Spot Questions

Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer. The following are some examples of uses for this type of question:

- Anatomy - to locate different parts of the body
- Geography - to locate areas on a map
- Foreign Language - to select different articles of clothing

Create a Hot Spot Question

Follow these steps to create a Hot Spot question.

1. Open the Test Canvas for an assessment.
2. Select **Hot Spot** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the path to the file in the **Attach Local File** field under the **Upload Image** heading. Make sure to upload the image in the correct field. Remember that **Creation Settings** allows uploading a file as part of the **Question Text**.
6. Click **Next**. The uploaded image will appear.
7. Click the mouse and drag it to create a rectangle over the correct answer. When Students select a point within the rectangle they will receive credit for a correct answer. The area of the hot spot is defined by pixels. Click **Clear** to remove the hot spot and select a new hot spot.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other metadata.
9. Click **Submit** to add the question to the assessment.

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Fill In Multiple Blanks Questions

About Fill In Multiple Blanks Questions

This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank. This question type may be used if there are multiple variables, such as "What color is the Italian flag?" This question type is also useful in foreign language classes. In this case the identifier and adjective may be left blank in a sentence, so as not to give away the gender of an object.

Create a Multiple Fill-in-the-Blanks Question

Follow these steps to create a Fill In Multiple Blanks question.

1. Open the Test Canvas for an assessment.
2. Select **Fill In Multiple Blanks** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets. For example, William [blank_1] wrote Romeo and [blank_2].Variables should be composed of alphabets, digits (0-9), periods (.), underscores (_) and hyphens (-). All other occurrences of the opening rectangular brace ("[") character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Click **Next**.
6. A list of variables found in the question will appear. Enter one or more correct answers for each variable.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other metadata.
8. Click **Submit** to add the question to the assessment.

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Jumbled Sentence Questions

About Jumbled Sentence Questions

Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists. This type of question may be useful when teaching about proper grammatical order in a sentence, such as the location of a noun, verb, or adjective,

Create a Jumbled Sentence Question

Follow these steps to create a Jumbled Sentence question.

1. Open the Test Canvas for an assessment.
2. Select **Jumbled Sentence** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets. Variables should be composed of alphabets, digits (0-9), periods (.), underscores (_) and hyphens (-). All other occurrences of the opening rectangular brace ("[") character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Assign a **Point Value**.
5. Select the **Number of Answers** and enter a value for each. These values will appear in a drop-down list for each variable when users view the question. Enter the answers in the order they should display to Students in the drop-down.
6. Click **Next**.
7. The question will appear with the drop-down lists in place of the variables. Select the correct answers.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other metadata.
9. Click **Submit** to add the question to the assessment.

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Opinion Scale/Likert Questions

About Opinion Scale/Likert Questions

Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction. When the Instructor creates an opinion scale question, six answer fields are pre-populated with the following answers:

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

Create an Opinion Scale/Likert Question

Follow these steps to create an Opinion Scale/Likert question.

1. Open the Test Canvas for an assessment.
2. Select **Opinion Scale** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Determine how the answers will be displayed by selecting **Answer Numbering** and **Answer Orientation**.
6. Check **Allow Partial Credit** and options will appear under each answer to assign a percentage of points possible.
7. The Answer fields are pre-populated with values on a Likert scale. Select a correct answer and change any of the answer values.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question metadata.
9. Click **Submit** to add the question to the assessment.

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Short Answer Questions

About Short Answer Questions

Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box. Essay questions, Short Answer questions must be graded manually.

The number of rows is meant as a guideline when entering an answer, it does not impose an absolute limit on answer length.

Create a Short Answer Question

Follow these steps to create a short response question.

1. Open the Test Canvas for an assessment.
2. Select **Short Answer** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Select a number of rows for the answer.
6. Enter an example of a correct answer to assist Graders.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign question metadata.
8. Click **Submit** to add the question to the assessment.

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Either/Or Questions

About Either/Or Questions

Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers, such as:

- Yes/No
- Agree/Disagree
- Right/Wrong

This question type is very useful in Surveys to gage user's opinions. It is a slight variation on the True/False question type, except more descriptive and meaningful answers may be used.

Create an Either/Or Question

Follow these steps to create an Either/Or question.

1. Open the Test Canvas for an assessment.
2. Select **Either/Or** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Correct Answer** and select a positive value and a negative value from the drop-down lists.
6. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question metadata.
7. Click **Submit** to add the question to the assessment.

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Quiz Bowl Questions

About Quiz Bowl Questions

Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as whom, what, or where, to be marked as correct. For example, the question may be "The person who invented the cotton gin", with the answer being "Who is Eli Whitney?" Partial credit may be given if the question word is not included in the answer.

Create a Quiz Bowl Question

Follow these steps to create a Quiz Bowl question.

1. Open the Test Canvas for an assessment.
2. Select **Quiz Bowl** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Allow Partial Credit** and enter a percentage of credit. This is the amount of credit that will be given to answers that include the correct phrase but do not include the correct interrogative word.
6. Select the **Number of Interrogative Words**. Enter each acceptable interrogative word in the fields below. One of these words must appear in the response for the Student to receive full credit.
7. Select the **Number of Answer Phrases**. Enter each acceptable phrase into the fields below. One of these phrases must appear in the response for the Student to receive any credit.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question metadata.
9. Click **Submit** to add the question to the assessment.

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Add/Modify Random Block

Overview

Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.

Note: Random Blocks cannot be included in a Survey or a Pool.

Find this page

Click **Add** or **Modify a question** from the Test Canvas.

Fields

The table below details the fields on this page.

Field	Description
Search	
Search the pools below:	Select a Pool from which to draw the group of questions.
Choose question types to import	Select the check boxes next the question types to choose which to include in the Random Block. If **All** is selected no other options can be selected. If **All** is not selected one or more options may be chosen.
Number of questions to import	Enter the number of questions to include in the Random Block.
Points per question	Enter the number of points each question in the Random Block will be worth.

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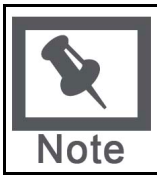
Upload Questions

Overview

Instructors may import files containing questions into an Assessment.

The questions in the uploaded file must match the file structure explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.



Note: Files with questions may be imported into Pools and Surveys. When uploaded to a Survey, the correct/incorrect answer Assignment is ignored, but the file must follow the same format as described for Tests and Pools.

Please note that this feature is not available in Blackboard Learning System – Basic Edition.

The following information is important to note when importing Assessment questions:

- Once uploaded, questions can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the Assessment questions.

Find this page

Select **Upload Questions** from the Test Canvas.

Function

Click **Browse** and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment.

Point Value

When questions are imported they automatically default to the point value set in Creation Settings. If a default value has not been chosen in Creation Settings questions will automatically have a point value of ‘0’ and Instructors must then enter a point value for each question.

File Structure

Questions in the file must conform to a specific structure to be uploaded to an Assessment successfully. Each field in the file is separated by a tab. Each row is a separate question.

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Question Type	Structure
Multiple Choice	'MC' TAB question text (TAB answer text TAB 'correct' or 'incorrect') Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.
Multiple Answer	'MA' TAB question text (TAB answer text TAB 'correct' or 'incorrect') Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.
True/False	'TF' TAB question text TAB 'true' or 'false'
Essay	'ESS' TAB question text TAB [example] Text within [ ] is optional. The Instructor may choose to add a sample essay question or leave this blank.
Ordering	'ORD' TAB question text (TAB answer text) Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20. The order entered in the file is the correct order. The system will randomly order the answers.
Matching	'MAT' TAB question text (TAB answer text TAB matching text) Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20. The system will randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.
Fill in the Blank	'FIB' TAB question text (TAB answer text) Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.
File Response	'FIL' TAB question
Numeric Response	'NUM' TAB question TAB answer TAB [optional]tolerance
Short Response	'SR' TAB question TAB sample_answer
Opinion/Likert Scale	OP TAB question

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Question Type	Structure
Multiple Fill-in-the-Blank	FIB_PLUS TAB question TAB variable1 TAB answer1 TAB answer2 TAB variable2 TAB answer3 The format consists of a list of variable-answers where each variable- answer is composed of the variable name and a list of correct answers for that variable. variable-answers are delimited by an empty field.
Jumbled Sentence	JUMBLED_SENTENCE TAB question TAB choice1 TAB variable1 TAB choice2 TAB TAB choice3 TAB variable2 The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that that choice is not the correct answer for any variable.
Quiz Bowl	QUIZ_BOWL TAB question TAB question_word1 TAB question_word2 TAB phrase1 TAB phrase2 The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

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Search Pools and Assessments

Overview

This section discusses how to select specific questions from Pools and other Assessments. Instructors may choose questions based on category, keyword and question type.

Find this page

Click **Search Pools and Assessments** for a question from the Test Canvas page.

Field

The table below details the fields on this page.

Field	Description
Search the pools and assessments below	Select a Test or question Pool from which to select the questions.
Question Types	Select All to choose questions from all question types or select one or more question types.
Related Categories	Select a category to choose questions from. This option is on the Advanced tab.
Keywords	Enter keywords to search for questions. When entering more then one keyword, insert a comma between keywords. If more than one keyword is entered, only questions that have all of the keywords will be retrieved. This option is on the Advanced tab.

Points

Once questions from a Pool are imported to a Test a point value must be assigned. If a default point value has been set in Test Creation Settings the imported questions will automatically be set to the default.

Choose Questions

Select one or more questions to include on the Test. Click **Preview** to view the question as it will appear on the Test.

Instructors may select 20 questions at a time from a Pool or another Assessment to add to a Test. When the search is performed 20 questions will appear on a page, if more the 20 questions are found during the search, multiple pages may be viewed. Instructors may only select and submit questions from one page at a time. For example, if the search returns three pages of questions, the Instructor must select the questions to add on the first page and click **Submit**, then proceed to the second page of the search, select questions on that page and select **Submit**, and so on until finished.

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Survey Manager

Overview

Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge. The Survey Manager is used to create, add, preview, modify, and remove Surveys.

Find this page

To open the Survey Manager, click **Survey Manager** in the Assessment Area on the Control Panel.

Functions

The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing Surveys, Survey questions and settings.

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.
- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

Survey Creation Settings

The Survey Creation Settings function in the same way as the Test Creation Settings. The only difference is there are not options to **Add categories to questions** or to **Specify default point values for questions**.

Survey Results

Instructors may view the results of Surveys on the Assessment Stats page. This page will show how Students responded to questions on the Survey by percentage.

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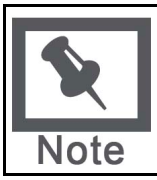
Pool Manager

Overview

The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools from other Courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a Pool should not be modified if Students have already begun taking an Assessment that draws questions from the Pool.



Note: When creating question Pools for Surveys, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Survey.

Find this page

Click **Pool Manager** in Assessments on the Control Panel to open the Pool Manager page.

Functions

The Pool Manager functions in the same way as the Test Manager and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Course areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test.

Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting Import.
- A file of Pool questions may be exported from the Pool Manager page by selecting Export. The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.

Pool Creation Settings

The Pool Creation Settings function in the same way as the Test Creation Settings. The only difference is there is not an option to **Specify default point values for questions**. Pool questions are not associated with a point value until they are added to a Test.

Warning

When questions are selected from a Pool to be included in a Test links are created between the Test and the Pool for those questions. Instructors should not make changes to Pool questions that have been deployed in a Test once Students have begun taking the Test. A warning will appear if any Students are in the process of taking the Test or have already taken the Test when

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Modify is selected on the Pool Manager. Certain areas of the questions will not be available for modification if the Test has already been taken by Students.

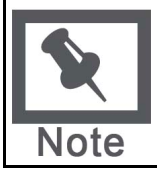
If the Instructor modifies a Pool question after a Student has submitted a Test it was included on, the Student will view the new, modified question when they view their Grade and feedback. They will not view the original question.

Export Pool

A Question Pool may be exported by selecting **Export** on the Pool Manager page. The exported Pool is packaged in a .ZIP file. Once a pool is exported, questions may not be added to it.

Instructors can choose to export a Question Pool to their local computer or to the Blackboard Content System (if it is available). If the Blackboard Content System is not available, selecting to **Export** a pool prompts the Instructor to store the pool on their local computer.

If Instructors select to export the pool to the Blackboard Content System, they must enter a destination by either typing a valid path or by selecting Browse. If Browse is selected, the Blackboard Content System will open in a new window. Instructors may select any folder on which they have Write permission. It is not possible to export a pool to an existing file; therefore, only folders inside the Blackboard Content System can be selected. If an Instructor manually enters a Blackboard Content System path without Write permission on that path, an error message appears. In addition, if exporting a pool exceeds the quota of the destination path, an error message appears and the export does not occur.



Note: Blackboard Content System Destination paths that are manually entered are case-sensitive.

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Pool Import

Overview

Instructors may import a Pool of questions for use in Tests. Pools are exported from the Blackboard Learning System and imported as .ZIP packages.

Find this page

Follow the steps below to open the Pool Import page.

1. Select **Pool Manager in Assessments on the Control Panel.**
2. Click **Import** in the Action Bar**.**

Field

Instructors may import a pool from either their local computer or from the Blackboard Content System, if it is available. Instructors may manually enter a path in either the **Attach local file** field or in the **Copy file from Content System** field. Alternatively, Instructors may select the **Browse** button next to a field to select the appropriate location of the package file. If the Instructor enters both a local path and a Blackboard Content System path, an error message appears.

If the Instructor selects Browse next to Copy file from Content System, the Blackboard Content System opens in a new window. Select the appropriate package file, and click Submit. Folders cannot be selected, and only files on which the Instructor has Read permission will be appear.

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Grade Center

Overview

The Grade Center provides extraordinary flexibility to meet the needs of basic and advanced users, institutional requirements, and a diverse student population. Instructors can easily and efficiently perform most Grade Center activities from a central view.

The Grade Center includes features to communicate and share assessment data directly with students, parents, and institutional administrators. A reporting feature can assist instructors and other key stakeholders to understand student progress and make informed decisions to improve performance.

This section is organized around the life cycle of assessment in a course, beginning with exploring the features of the Grade Center, continuing on to Planning Assessment and Using the Grade Center, and ending with Saving and Reusing the Gradebook. Users that are familiar with Blackboard Academic Suite tools and former Grade Center conventions may wish to review the navigation and then skip to setting up and using the Grade Center. Users that are new to Blackboard may wish to read Planning Assessment before setting up and using the Grade Center.

In this section

This section includes the following topics:

Section	Description
Grade Center Features and Navigation	Highlights the major features of the Grade Center and how the Grade Center interacts with other Academic Suite systems.
Setting up the Grade Center and Planning Assessment	Describes Grading schemas, Categories, Grading periods, and how to use and save Smart Views, customized views of Grade Center data.
Using the Grade Center	Describes how to enter grades, see grade details, change grades and null grades. Also describes how to add and remove students, release grades to students, auto-generate Columns, manually generate Columns and import external items.
Saving and Reusing the Grade Center	Describes how to download Grade Center data, save settings, and copy and archive courses containing Grade Center information.

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Grade Center Features and Navigation

Overview

The Academic Suite Grade Center is more than just a way to record students' grades, it is a dynamic and interactive tool. The Grade Center can record data, monitor student progress, communicate information to students, parents, administrators and other stakeholders. It is also a valuable tool to assist with making informed decisions to take action to promote student and institutional progress.

This chapter of the Instructor Manual summarizes how the Grade Center interacts with other Academic Suite systems including Observers and Email. An overview of the major features of the Grade Center is presented with links to more detailed information as well as how to customize the Grade Center to display data in a variety of views.

In this chapter

This chapter contains the topics:

Topic	Description
Grade Center Features	Describes the interaction of the Grade Center with other Academic Suite features and provides an overview of how the Grade Center features work.
Exploring the Grade Center	How to Navigate the Grade Center including keystroke navigation, icons, and viewing item details.
Customizing the Grade Center	Describes how to organize and customize the Grade Center by filtering, sorting, freezing panes, and hiding and revealing data.
Creating Smart Views	Describes how to create and save Smart Views, which are custom made views of Grade Center data that is pertinent to ongoing grading activities.

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Grade Center Features

Overview

The Grade Center is a central repository for assessment data, student information, and instructor notes. It is also an interactive communications and reporting tool that can assist students, instructors, administrators, and other stakeholders to understand student progress and make informed decisions on how to improve educational performance.

Interaction with other Systems

The Grade Center interacts with many systems in the Blackboard Academic Suite. Understanding how and where these interactions happen provides a comprehensive view of the Grade Center and offers information to help users take full advantage of the functionality and features of this tool.

The following table explains Grade Center and its interaction with other Academic Suite systems and features:

Area	Interaction
Course Content	Assignments, Assessments, and Discussion Board items that have been marked for a grade each generate Columns in the Grade Center automatically. Items that have a due date can be assigned a Grading Period automatically based on that date. For more information on adding graded items automatically to the Grade Center see Adding Columns to the Grade Center. For more information on Grading Periods see Creating Grading Periods.
Early Warning System	The Early Warning System is a rule driven communication feature that can send email messages to students and their observers when criteria of the rule are met. For example, a rule can be set to send email to any student who scores below a 60 on an exam. The score entered into the Grade Center, whether automatically or manually, spawns the message.
Observers	An Observer can log in and access their Observed Student's grades as recorded and released in the Grade Center. This can be enabled through Course Settings.
View Grades Tool	When Instructors release grades to students for viewing, students can access the Grade Center using the View Grades tool from the My Institution tab. A list of courses the students are enrolled in will appear. When students click the name of the course, they are taken to the course's View Grades page of the Grade Center.
My Grades Course Tool	When instructors release grades to students for viewing, students can click the My Grades tool within their course to access the View Grades page of the Grade Center.

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Area	Interaction
Report Card Module	If the System Administrator has made the Report Card Module available, students can add it to their My Institution tab. The module will display the instructor's choice of each course's grade. This is known as the External Grade in the Grade Center. A link will take students to the View Grades page of the Grade Center.
Performance Dashboard	Instructors and Teacher's Assistants can access the Grade Center through the Performance Dashboard, where grades can be viewed and updated.
Email	Email can be sent to selected students, all students, selected observers, or all observers directly from the Grade Center. The Email link goes to the Send Email page. For more information on sending email from the Grade Center. See Sending Email from the Grade Center.
External data from other grading systems	Data can be imported and exported to the Grade Center by uploading and downloading delimited files. For more information on importing data to and exporting data from the Grade Center see Uploading External Grade Center Items.

Communication and Informed Decision Making

Instructors can take advantage of the many interactive features in the Grade Center to help them stay on track and keep students informed of their progress. Grade Center data can be used to identify students and direct them to appropriate instructional activity such as remediation or enrichment. The communication tools help students become more fully engaged in academic studies and get needed help by alerting them to areas of poor performance. The reporting features facilitate more comprehensive student and institutional assessment by displaying student data that is meaningful to evaluating outcomes.

The following example illustrates how the different features of the Grade Center come together:

An instructor has scheduled a unit test to be given to the class at a specific day and time. This test is part of a standard curriculum for the subject matter and has been used in past courses as a benchmark for evaluating student progress through required material. Students must receive a score of 70 or better to be successful in subsequent course material.

In this class (section), the instructor has created a group of students who are not native speakers of the language the class is taught in. The instructor has also created a group of students who have transferred to the institution and may not have mastered all the prerequisites for the material. These groups of students have been added to two Smart Views in the Grade Center so that their data can be viewed separately from the entire class.

The instructor has made the unit test, and decided not to immediately display the score to the students in the course to ensure that the release of scores for the class occurs at a set time. After the scheduled time for the test has past, the Grade Center signifies to the instructor that the unit test has been submitted by the students and needs to be graded (this is not a fully automatically scored online assessment). For each submission, the instructor is able to write comments. Some comments are released to the students with their grades and some comments remain in the Grade Center for the instructor's use. This is a direct and personal form of feedback that the students can receive on a specific item.

As the instructor adds grades to the Grade Center for the unit test, students who scored below 70 and their Observers are sent a personalized email from within the Grade Center, indicating that

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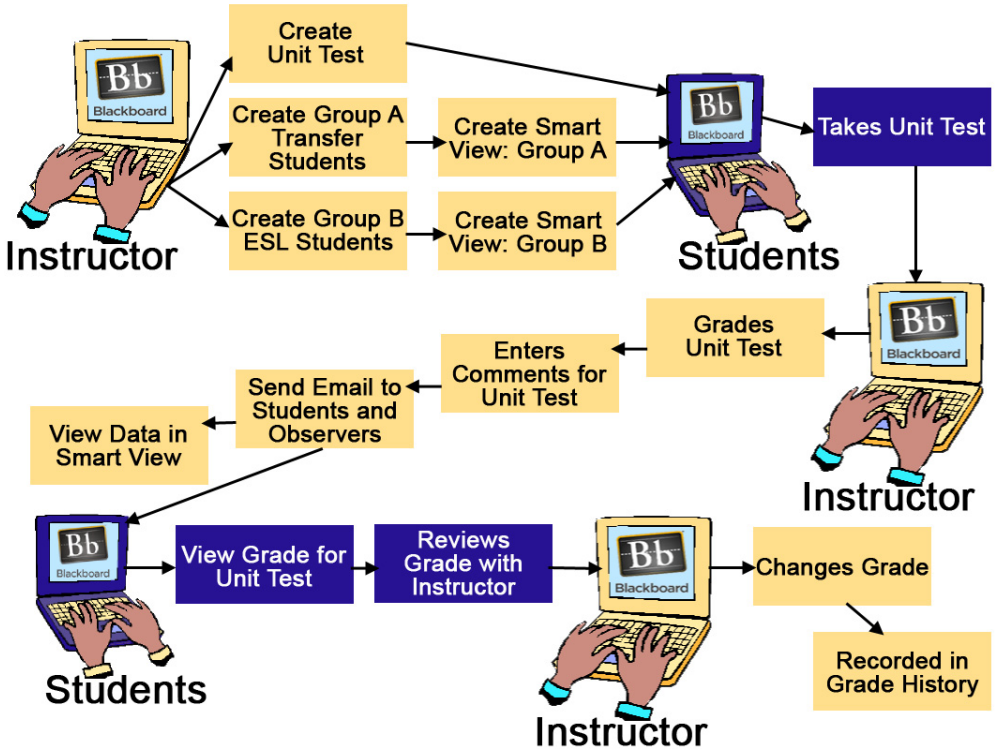
they need to make an appointment to discuss the grade. One student who transferred to the course from another section had already taken the unit test and was marked Exempt. (Students who are exempted from a grade do not have that item grade figured into their final grade.)

After all grades have been recorded, the instructor opens the Smart Views containing grouped students in the Grade Center. The information the Smart Views provide is used to recommend targeted language remediation if necessary for non-native language speakers. It is also used to gauge the pre-requisite knowledge of transfer students and make recommendations for remediation or acceleration. This information is written in the comments section of the Grade Center for future reference and is eventually passed on to the department administration to be used for additional outcomes assessments.

A week after the unit tests are submitted and scored, the grades are released to students. A student who received a personally unsatisfactory grade communicated concern to the instructor. As a result of this conversation, the instructor changed the student's grade and several other students' grades as well. The Grade Center recorded the grade changes in the Grade History, leaving a record that details when and who changed a grade.

Students and Observers who received email notifications of low grades had follow up tasks to ensure material was mastered and future success in the course.



Exploring the Grade Center

Overview

The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students. All cells and column headings contain menus for various actions. The user can access information, or navigate to other pages to interact with the Grade Center.

The appearance of the Grade Center is completely configurable. For more information on the changing the Grade Center, see Creating Smart Views in the Grade Center and Sorting the Grade Center.

The Grade Center page contains the following areas, which display from the top of the page downward and from left to right:

- **Action Bar** – Row containing a set of tools with their respective options.
- **Grade Center**– Columns, rows, and cells that make up the current view of the Grade center data.
- **Grade Information Bar** – Row of information about a selected Column.
- **Icon Legend** – Information on the meaning of icons that appear in spreadsheet cells.

Note: New Courses or Restored Course will contain two created columns: a Total Points column and a Weighted Grade column. The user must configure the settings of these two columns. For more information about Calculated Grade columns, see Calculating Grades.

Action Bar

The following icons are displayed in the toolbar of the Grade Center page:

- **Add Grade Column** – An icon used to create a Grade Column in the Grade Center. For more information on creating Columns, see Adding Grade Columns to the Grade Center.
- **Add Calculated Column**– a drop-down menu with options for creating Calculated Columns in the Grade Center. For more information on creating Calculated Columns, see Calculating Grades.
- **Manage** – Displays the Grade Center management options when the action link is triggered. Selections include options for:
- Uploading data into the Grade Center from an external source file.
- Downloading data from the Grade Center in a delimited file format.
- Categories classifications of Columns of gradable items such as "Test" or "Assignment".
- Smart Views custom made views of Grade Center data created by Instructors and saved for continued use.
- Grading Periods user-defined segments within the Grade Center that can be defined as Terms, Semesters, Quarters, Years, and so on.
- Grading Schemas map scored gradable items into a user-facing display.
- Show/Hide Users determines whether a student's record is visible in the Grade Center.

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- Organize Grade Center allows Instructors to change the order and visibility of Columns as well as assign Columns to Grading Periods and Categories.
- Showing and Hiding Users allows Instructors to hide or show users in the Grade Center views.
- **Email** – Displays the Email options when the action link is triggered. For more information on sending email from the Grade Center, see Sending Email from the Grade Center.
- **Reports** – Displays a page from which Reports for the Course are created. For more information on Reports, see Creating Reports.
- **Grade History** – Displays a page where the Grade History of any selected students is displayed. For more information on Grade History, see Grade History.
- **Current View** – A drop-down menu that lists all the different views of the Grade Center, each of which can be set as the default view. **Current View** includes the following possibilities:
- Full Grade Center: this is a view created by default; it displays all columns and rows of the Grade Center
- Preview of My Grades: this view is created by default. It displays the columns visible to students.
- Final Grade View: this view is created by default. It displays all columns, including a pre-created Total Points column and a Weighted Grade column.
- Smart Views of the Grade Center; for more information on Smart Views, see Creating Smart Views in the Grade Center.
- Views by Grading Period; for more information on Grading Periods, see Grading Periods.
- **Set as Default** – Sets the **Current View** as the default View of the Grade Center.
- **Sort Columns By** – A drop-down menu that displays possible column sort options. For more information on sorting columns, Sorting the Grade Center.

Grade Information Bar

The Grade Information Bar row displays the pertinent information of the selected Grade Column cell in the Grade Center. Depending upon the pertinent or entered information the Grade Information Bar displays some or all of the following fields:

- The type of grade of a specific cell; It can be one of the following:
- Weighted Grade
- Total Points
- Average Grade
- Minimum/Maximum
- Override
- Grade

For more information on Grade Types see Adding Grade Columns to the Grade Center and Calculating Grades.

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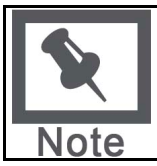


Note: If an Override Grade is entered, it will take precedence over all Column types, and will display in the Grade Information Bar.

- The points possible for a gradable item
- The format of the grade. For more information on Grade Display see Creating Grading Schemas.
- If the Column is shown in the Student View. For more information see Sharing Grade Center Data.

Icon Legend

The **Icon Legend**, upon selection, displays the definition of the icons viewed in the Grade Center cells.

Grade Center Accessibility

In order to make the Grade Center accessible to as many people as possible, the Grade Center has two different modes, Interactive and Non-interactive. The Interactive view is the default setting.

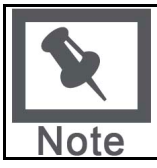
Non-interactive view displays the Grade Center data in a simplified grid. There is no inline editing and no ability to freeze columns, making it easier to navigate by keystroke and to accommodate screen readers. When the Grade Center is first accessed by users with screen readers, users are immediately given a choice whether to enter Non-interactive view before progressing any further.

Both Non-interactive and Interactive views can move the cursor from Column to Column using the Tab key. Cells within the Grade Center can be navigated by using the up, down, left, and right arrows on a standard keyboard in both views.

Interactive view allows columns to be frozen, and has inline editing capabilities.

To manually change the Interactive view of the Grade Center to Non-interactive view, follow these steps:

1. From the Grade Center page, mouse over the icon located to the far right of the yellow bar that displays **Current View** and **Sort Columns By** functions.
2. Select Non-**interactive view**.



Note: This setting is not is not saved across sessions (persistent). It will last only as long as the current session. Once the browser is closed, the view will default back to Interactive.

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Customizing the Grade Center

Overview

All the Grade Center functions are initiated from the Grade Center page. This view is customizable, giving Instructors the ability to sort items in ways to maximize efficiency and to view student information with a minimum of scrolling.

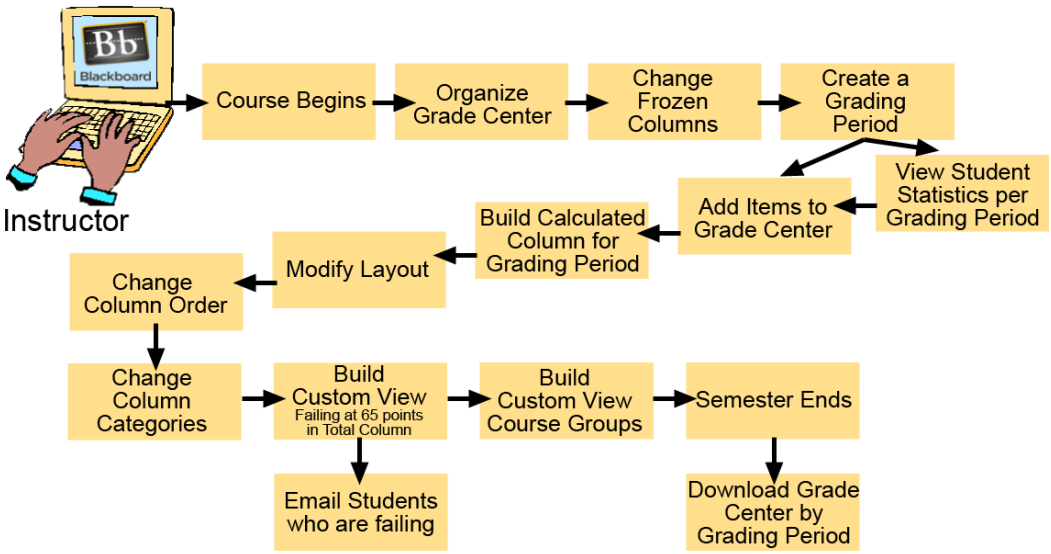
Columns can selectively be revealed and hidden from the Grade Center to reduce scrolling. Columns can be categorized in order to filter or sort them together. Columns can also be assigned a Grading Period to sort them together. Defining Categories and Grading Periods is discussed in Setting Up the Grade Center and Planning Assessment.

The Grade Center, by default, lists Students' First and Last Names first. Students may be listed by username or Student ID as well, depending on how the Grade Center has been organized. Columns for gradable items and calculations of sets of graded items appear across the page. Icons display in cells to signify the availability of students, the visibility of items to students, and the status of Gradable Items, providing a current view of the state of the Grade Center.

Note	**Note**: The ability to configure the Grade Center view, and the ability to manage columns and cells are available through the Grade Center page, within the Action Link that corresponds to each cell and column header.

Customizing the Grade Center Workflow

The following diagram illustrates a typical workflow an Instructor would undertake to customize the Grade Center.



Sorting the Grade Center

To facilitate seeing Grade Center data in different ways, Instructors, TAs, and Graders may sort all visible columns within the Grade Center based on different criteria including:

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- **Categories** – User defined categories or default categories to identify the type of gradable item such a “Test” or “Lab Report”.
- **Due Date** – Instructor defined date that a gradable item is due.
- **Creation Date** – The date that a gradable item is created in the system.
- **Points Possible** – Instructor defined total number of points a gradable item is worth.
- **Display Name** – Instructor defined name for the gradable item.

Note: Sorting based on the criteria defined here is not saved across sessions (persistent). It will last only as long as the current session. Once the browser is closed, the view will default back to its default view.

Showing and Hiding Users

Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not removed from the Grade Center, and can be revealed at any time. To hide users follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Show/Hide Users** from the Action Link menu.
3. Check the users to be hidden.
4. Click **Hide Users**.
5. Click **Submit**.

Users that are hidden will appear grayed out on the Users page and will not appear in the Grade Center View.

To show hidden users follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Show/Hide Users** from the Action Link menu.
3. Check the users to be shown.
4. Click **Show Users**.
5. Click **Submit**.

Users that are shown will appear in black text on the Users page and will appear in the Grade Center View.

Organizing the Grade Center

The Organize Grade Center page aids in configuring the Grade Center display. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.
- Hide or show columns.
- Modify the Categories of columns.
- Modify the Grading Periods of columns.

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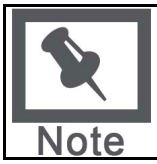
Some of these changes can be implemented through the drag-and-drop capabilities of the page.

To change the display of the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu,
3. Select the Grade Center column (displayed on the screen as a row) to be moved by clicking and holding any part of the row.
4. **Drag and Drop** the row to the desired location.
5. Click **Submit** to save changes.

Once the display order of the columns has been changed, all new columns added to the Grade Center are added at the end of the display order, unless associated to a particular Grading Period. If a Grading Period is associated to a column, then the column will display in the Grade Center within the Grading Period range.



Note: If two people are modifying the Grade Center Organize Grade Center at the same time the changes made by the first will be overwritten when the second person saves the changes.

Hiding and Showing Grade Center Columns within the Grade Center

Instructors have the ability to hide any columns from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling.

To hide a column, follow these steps from the Grade Center page:

1. Move the cursor over the column to be hidden.
2. Click the Action Link to display the contextual menu.
3. Select **Hide Column**.

Or:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Select the check boxes of the Grade Center columns to be hidden.
4. Click **Show/Hide**.
5. Select **Hide column** from the Action Link menu.

Hidden columns will appear grayed out in the Grade Center view.

6. Click **Submit** to save changes.

Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center. To show columns, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Select the check boxes of the Grade Center columns to be revealed.
4. Click **Show/Hide**.

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5. From the Action Link menu, select **Show Column**.
6. Click **Submit** to save changes.

Making Columns Visible to All Views of the Grade Center

Grade Center Views can be customized using different criteria, one of which is Grading Periods (see Creating Grading Periods for more information about creating Grading Periods). To maintain consistency among different views of the Grade Center, some columns such as a final grade column can be selected appear in every view of the Grade Center.

Columns listed under **Shown in all views of the Grade Center** appear in all views. To make columns visible in all views, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Select the Grade Center Column (displayed on the screen as a row) to be moved into the Shown in all views of the Grade Center table by clicking and holding any part of that row.
4. **Drag and Drop** the row into the Shown in all views of the Grade Center table.
5. Click **Submit** to save changes.

To remove columns from the **Shown in all views of the Grade Center** section, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Select the Grade Center column (displayed on the screen as a row) to be moved from the Shown in all views of the Grade Center table by clicking and holding any part of that row.
4. **Drag and Drop** the row from the Shown in all views of the Grade Center table to a table below.
5. Click **Submit** to save changes.

Freezing and Unfreezing Panes

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. This feature can be used for example to easily match up individual students with their data across the length of the Grade Center. Instructors can freeze and unfreeze any of the columns on the Organize Grade Center page. To freeze or unfreeze a column in any of the Grade Center views follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. To freeze a column:

   Drag the dark gray bar down below the desired row.

   Drag a row above the dark gray bar.
4. To unfreeze columns:

   Drag the dark gray bar above the desired row.

   Drag a row below the dark gray bar.

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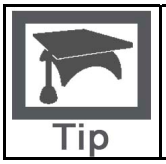
5. Click **Submit** to save changes.



Tip: To help ensure consistent views of the Grade Center, freeze any Weighted Grade Columns and Total Points Columns.

Modifying Column Categories

From the Organize Grade Center page, it is possible to change the Grade Categories of existing columns. A Grade Center Category is a classification of a Grade Center column for a course. For instance, “Homework,” “Test,” or “Quiz” are possible Categories that can have Grade Center columns associated to them.

To change a Grade Category through the Organize Grade Center page, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Select the desired columns to change by selecting the corresponding check boxes.
4. Select the new category from the list displayed under **Modify Category**.
5. Select the Category to which to change the column or columns.
6. Click **Submit** to save changes.

Modifying Grading Periods through the Organize Grade Center Page

In the Organize Grade Center page, it is possible to change the Grading Periods to which columns are associated. Grading Periods are segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. They must be defined by Instructors, if desired.

To modify the Grading Period of a column, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Select the desired columns to change by selecting the corresponding check boxes.
4. From the Action Link Menu under Modify **Grading Period** select the Grading Period for the column.

To create a new Grading Period follow the Manage Grading Periods link at the top of the page.

5. Click **Submit** to save changes.

Or

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Open up the Grading Period destination by clicking the **+** box.
4. **Drag and Drop** the column to the desired Grading Period section.

   Only one column can be moved at a time.
5. Click **Submit** to save changes.

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Creating Smart Views in the Grade Center

Overview

Smart Views are views of the Grade Center based on a variety of student criteria. This enables Instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track Students. There are four different Types of Smart Views that specify the Student information:

- **Group** allows the instructors to select a Group, which was created in the course Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor.
- **Benchmark** allows the Instructor to select Students based on performance
- **Focus** allows the Instructor to select individual Students
- **Investigate** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

Once built and saved, Smart Views become a selectable list item on the **Current View** drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

Add a Group Smart View

Smart Views of Grade Center data can be based on Groups that have been created in a Course.

Note: Groups must be made before they can be selected for a Smart View. For more information on creating a Group, see the section on Groups in the Instructor manual.

To build a Smart View based on Group Membership, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.
3. Click **Add Smart View**.
4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
5. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
6. Select the Search Type **Group** by selecting the corresponding radio button.
7. Select the **Condition** for the Group. Selections include:

   Equal toNot equal to
8. Select the value of the Group, which would be the Group name.
9. Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu. The following choices are possible:

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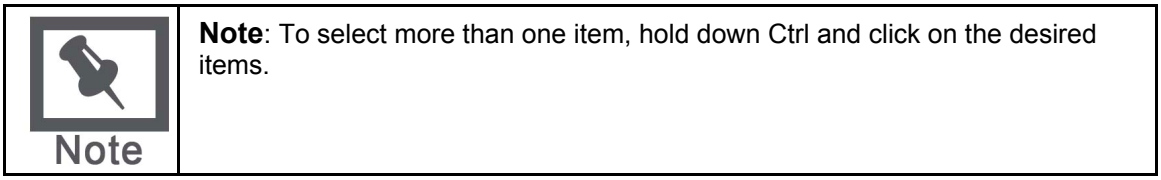
- **All columns**
- None **All Grade Center columns which are visible to Students**
- **All Columns which are NOT visible to Students**
- **Selected columns only, then** select the desired columns from the selection list or list of columns.
- **Selected Categories only, then** select the desired Categories from the list of Categories
- **Selected Grading Periods only, then** select desired Grading Periods from the list of Grading Periods



10. To include hidden columns, click the check box to **Include hidden information**.
11. Click **Submit** to save the Smart View.

Click **Cancel** to discard the query and return to the Manage Smart Views page.

Add a Benchmark Smart View A Benchmark Smart View is a view of the Grade Center based on students' performance on a single gradable item such as a mid-tern exam. To build a Benchmark Smart View, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.
3. Click **Add Smart View**.
4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View drop-down menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
5. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
6. Select the radio button corresponding to the Search Type **Benchmark**.
7. Select the **Student Criteria** (columns from the Grade Center) from the drop-down menu.
8. Select the **Condition** for the criteria. Possible conditions include the following:

   Equal to Greater than Greater than or equal to Less than Less than or equal to Between Status equals
9. Select the **Value** for the Condition. All Conditions require a number except Between, which requires two numbers, and Status equals, which requires a selection for the status of the grade.
10. Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu. The following choices are possible:

- **All columns**
- None **All Grade Center columns which are visible to Students**

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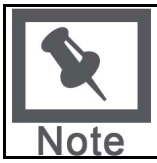
- **All columns which are NOT visible to Students**
- **Selected columns only, then** select the desired columns from the list of columns.
- **Selected Categories only, then** select the desired Categories from the list of Categories.
- **Selected Grading Periods only, then** select desired Grading Periods from the list of Grading Periods.



Note: To select more than one item, hold down Ctrl and click on the desired items.

11. To include hidden columns, select the check box to **Include hidden information**.
12. Click **Submit** to save the Smart View.

Click **Cancel** to discard the query and return to the Manage Smart Views page.

Add a Focus Smart View Smart Views of Grade Center data can be based on a simple selection of Students and columns of Gradable Items. To build a Focus Smart View, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.
3. Click **Add Smart View**.
4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View drop-down menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
5. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
6. Select the Search Type **Focus** by selecting the corresponding radio button.
7. Use the radio button to Select Criteria for **All Students** or **Selected Students**. If Selected Students is picked, hold the Control Key down and click the Students to include from the selection box.
8. Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu. The following choices are possible:

- **All columns**
- None **All Grade Center columns which are visible to Students**
- **All Columns which are NOT visible to Students**
- **Selected columns only**, then **s**elect the desired columns from the list of columns.
- **Selected Categories only, then** select the desired Categories from the list of Categories.
- **Selected Grading Periods only**, then select desired Grading Periods from the list of Grading periods.

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Note: To select more than one item, hold down Ctrl and click on the desired items.

9. To include hidden columns, select the check box to **Include hidden information**.
10. Click **Submit** to save the Smart View.

Click **Cancel** to discard the query and return to the Manage Smart Views page.

Add an Investigate Smart View Smart Views of Grade Center data can be based on a complex query of student and column attributes. To build an Investigate Smart View, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.
3. Click **Add Smart View**.
4. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View drop-down menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.
5. Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.
6. Select the Search Type **Investigate** by selecting the corresponding radio button.
7. Select **Student Criteria** from the drop-down menu. For example, “Grade on Midterm” A full set of available criteria is listed below.
8. Select a **Condition** from the drop-down menu. The possible selections differ with each type of item.

- For Names, the condition must be set to either **Begins with** or **Contains**.
- For Dates, the condition must be set as either **Before** or **After**.
- For scores or percentages, the condition must be one of a number of options, such as **Equal to**, **Less than**, **Greater than**, and others.

9. Enter a **Value** for the condition. The value entry depends upon the criterion selected. Date criteria require specific Date values; Name entries require specific letter or name entries. A Value entry will specify the Student Criteria for the Smart View. For example, entering “60” as a value for a Midterm test would pull all students who scored 60 or less on the Midterm test. For more information on manually entering and editing queries, see Manually Modifying Search Criteria Formula.
10. To add a second Student Criterion, click **Add Student Criteria**, and make additional selections. Criteria are always added as AND statements. The formula for the query is displayed in the **Formula Preview** box. To edit the formula manually, click **Manually Modify** and enter a new formula. For more information on manually entering and editing queries, see Manually Modifying Search Criteria Formula.
11. Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu. The following choices are possible:

- **All columns**
- None **All Grade Center columns which are visible to Students**
- **All columns which are NOT visible to Students**

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- **Selected columns only, then** select the desired columns from the list of columns.
- **Selected Categories only, then** select the desired Categories from the list of Categories.
- **Selected Grading Periods only**, then select desired Grading Periods from the list of Grading Periods.

12. To include hidden columns, select the check box to **Include hidden information**.
13. Click **Submit** to save the Smart View.

Use Case for an Investigative Smart View Search Criteria

The following example illustrates the creation of Investigative Smart Views with multiple search criteria. Such detailed Smart Views can help Instructors build a comprehensive organization of Grade Center data and then use that information to improve Student performance.

An Instructor is teaching a course with two gradable items that account for the major proportion of the semester's grade, a Mid-term Exam, and a Final Exam. In the Course, the Instructor has two Groups of students, Majors and Non-majors, as well as select Students in a group named At Risk Students. This translates into five criteria:

Group Value	Description
1	Mid-term exam grade less than 60 (failure cut off)
2	Final exam grade less than 60 (failure cut off)
3	Major group (Students who have a declared major in the subject the course is related to.)
4	Non-major group (Students who have a declared major that is not the subject the course is related to or who have not declared any major.)
5	At Risk Students group (Students who have been identified by student services as at risk for dropping out of the program.)

The Instructor is interested in seeing which students scored below a 60 on either exam, what group the Students are in, and if they are at risk. This data will give the Instructor information on whether there is a difference in the failure rates of Majors, Non-majors and At Risk Students. To enter a complex formula, the Instructor must manually edit the formula in the **Formula Editor** text box.

The first formula the Instructor enters is this:

([1 or 2] and [3 or 4]) and 5

This displays all Students from the At Risk group (5) with scores less than 60 on the Mid-term exam (1) or Final exam (2) with the group Majors (3) or Non-majors (4).

The second formula the Instructor enters is this:

(1 or 2) and (3 or 4 or 5)

This displays all students with scores less than 60 on the Mid-term exam (1) or the Final exam (2) and are either in the group Majors (3) or Non-majors (4) or At Risk (5).

Looking at the Smart Views that these formulas generate gives the Instructor information on who has failed either test, who in each group has failed one of the exams, and who among the students who failed is at risk. More comparisons can be made to see if Majors or Non-majors have a greater failure rate, and if at risk students fail at the same or a different rate as majors and

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non-majors. All of this data may help the Instructor decide that next semester the course will only be open to Majors and those who have specific pre-requisites. The Instructor can also follow up with the student services department with information on the at-risk students.

Manually Modifying Search Criteria Formula

To build complex search queries in order to create Smart Views of Grade Center data, Instructors can edit the selection formula in the in the Formula Editor text box.

To edit the formula, follow these steps:

1. Select **Student Criteria** from the drop-down menu. Available criteria appear in the table below.
2. Select a **Condition** from the drop-down menu. Available conditions appear in the table below.
3. Enter a **Value** for the condition. Allowed entries appear in the table below.
4. As data is selected, a query formula is built in the **Formula Preview** text box. The first set of Student Criteria is labeled “1”.
5. To add a second set of Student Criteria, click **Add Student Criteria**, and make additional selections. The second set of Student Criteria is labeled “2” and so on as criteria are added.
6. Click **Manually Modify** to change the operators and insert parentheses to edit the formula.
7. **Filter Results** in order to display only the desired information and columns.
8. Click **Submit** to save the Smart View.

Click **Cancel** to discard the query and return to the Manage Smart Views page.

Student Criteria

Criteria	Conditions	Allowed Entries
Availability Status	equal to	Choose from Available; Not Available
Username	begins with; contains; or is equal to	Text entries
First Name	begins with; contains; or is equal to	Text Entries
Last Name	begins with; contains; or is equal to	Text Entries
Student ID	begins with; contains; or is equal to	Text Entries
Last Course Access	equal to; before; after	Date entries
Group Membership	equal to; not equal to	Choose from all created Groups
Grade on Item (Text)	Equal to; Not Equal to	Null; Exempt; In Progress; Needs Grading; User defined

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Criteria	Conditions	Allowed Entries
Grade on Item (Complete/Inc)	Equal to; Not Equal to	In Progress; Complete; Incomplete; Needs Grading
Grade on Item (all other display types)	Less than; Less than or equal to; Greater than; Greater than or equal to; Equal to; Between	Values in the Primary Display of the column, such as Scores or Percentages; numeric entries, or letter or symbol entries based on Grading Schema.

Modify a Smart View

Once created, a Smart View can be modified. To modify a Smart View, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.
3. Find the Smart View to change and click **Modify**.
4. Make desired changes.
5. Click **Submit** to save changes.

Click **Cancel** to discard the query and return to the Manage Smart Views page.

Remove a Smart View

Smart Views can be removed when no longer necessary. Removing a Smart View does not remove any data from the system. To remove a Smart View, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Smart Views** from the Action Link menu.
3. Find the Smart View to delete and click **Remove**.
4. Click **OK** to remove the Smart View.

Setting the Default Grade Center View

The default setting for the Current View of the Grade Center displays the Full Grade Center. To change default Current View, follow these steps:

1. Move the cursor over the Current View Action Link menu, and select the desired Smart View. Views available in the drop-down menu are the Full Grade Center, all saved Smart Views, and all defined Grading Periods.
2. Click **Go**.
3. Click **Set as Default**.

This setting will persist across sessions and selected view will display when any user enters the Grade Center. The default view may be changed at any time.

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Sharing Grade Center Data

Overview

Instructors can not only record assessment data through the Grade Center, but they may share this data and other information with Teaching Assistants (TAs), Graders, Students, Observers, and other interested persons. The role of these users will determine what access they have to the Grade Center and Grade Center data.

In order to share Grade Center data with other users, the other users must first be added to the Blackboard Academic Suite. In addition to being added to the system, some users will be required to be added to the course, and some course settings will need to be adjusted. The sections below provide basic information on how to share Grade Center data with other users.

Sharing the Grade Center with TA and Graders

Once added to a Course, Teaching Assistants (TAs) and Graders have the same access to features and tools in the Grade Center as Instructors. TAs and Graders can view the Grade Center data in many ways by sorting and filtering. For more information on modifying the way data is viewed see Customizing the Grade Center.

TAs and Graders can create unlimited Smart Views of their data that can be saved and reused. For more information on creating and saving Smart Views see Creating Smart Views in the Grade Center.

Warning: If multiple users are working in the Grade Center at the same time there is a risk that one user's changes will be over written by another. To help avoid this situation, each user working in the Grade Center can create and save Smart Views of their students.

Sharing the Grade Center with Students

Instructors control what Grade Center data is released to Students and when it is released. Any Grade Center column can be shown or not shown to Students. Columns that are available are displayed in the View Grades tool, the My Grades course tool, and can be displayed individually in the Report Card module. Columns that are not available will not display in any of these places.

Grade Center statistics can also be made available to users or unavailable to users. If statistics are available with a column, they will be displayed when the column is displayed.

There are multiple ways to make Grade Center columns available or unavailable to users depending on the task or workflow the Instructor is engaged in. Follow any of these sets of these steps below to control the availability of Grade Center columns.

When adding a new Grade Center column:

1. Under Options, **Show this column in My Grades**, select **Yes** to allow students to view the column in My Grades, or **No** to make the column unavailable.
2. To **Include this column in Grade Center calculations**, select **Yes**.
3. Click **Submit** to save selections.

When viewing the Grade Center page:

1. Click the Action Link in the desired column header to open the contextual menu.
2. Select **Modify Column**.
3. Change the availability options for the Column.

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4. Click **Submit** to save changes.

Sharing the Grade Center with Observers

In order to share Grade Center data with Observers, Observers must first have user accounts created on the system with a system role of Observer. Next Observers must be associated with Students enrolled in the course, and finally be granted access to the course.

Once granted access to the course, Observers can view available Grade Center data from their associated Students. Grades can be viewed by accessing the Observer Dashboard or using Observer Tools within the course.

Warning: To protect student privacy and comply with international, national and regional laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA) in the United States, review institutional policy and guidelines before releasing student information to Observers or other users.

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Setting Up the Grade Center and Planning Assessment

Overview

Instructors invest a great deal of time planning and creating lessons, matching lessons with learning objectives and then assessing whether those objectives have been met. Assessing learning objectives is done in many different ways, through exams, projects, papers, participation and more. Assigning value to those individual assessments and configuring a grading schema to display grades to students for a marking period or course is unique for every Instructor and for every course.

The Blackboard Academic Suite includes a default Grading Schema with initial installation. The System Administrator may edit this schema to reflect a general grading schema used at the institution. A copy of the Institutional grading schema is included in all Course sections of the Academic Suite. Instructors can modify the pre-defined Grading Schema and save changes within their Course sections. Instructors also have the ability to create additional Grading Schemas within their Course sections.

Individual grades, Grade Columns and Calculated Columns can always be changed within the Grade Center during an ongoing Course; though by planning out all assessments, attributing value to them, and using those values to create a Grading Schema beforehand, Instructors will spend less time editing and reconfiguring individual grades, and Students and other interested people will receive consistent grading information.

In this chapter

This chapter contains the following topics:

Topic	Description
Creating Grading Schemas	How to create and edit grading schemas to display grades to students
Creating Categories	How to use existing categories for grades, such as tests, surveys, assignments, discussion board; and how to create Instructor defined categories
Creating Grading Periods	How to divide the Grade Center into Grading Periods, such as semesters, quarters or other delineations
Adding Grade Columns to the Grade Center	How to add Grade Columns to the Grade Center
Modifying Grade Center Columns	How to modify existing Grade Center columns
Populating the Grade Center with Students	How to populate the Grade Center with student data
Sending Email from the Grade Center	How to use the Grade Center to communicate directly with Students and Observers using Email

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Creating Grading Schemas

Overview

A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will display to the Student. Grading Schemas may be edited or added to an ongoing Course and grades will be updated to reflect the changes.

A copy of the system default grading schema is included in all Course sections. Instructors can modify the pre-defined grading schema and save changes within their Course sections. Instructors also have the ability to create additional Grading Schemas within in their Course sections to reflect the multiple ways in which they may need to grade throughout their Courses.

Add a Grading Schema

When a Grading Schema is employed, and depending on the grade display option, the Grade Center will translate the entry according to the Grading Schema and display the corresponding value. For example, if a column is configured to display Pass for all percentages above 70%, then, when the Instructor enters 89%, the Grade Center will display Pass. There is no limit to the number of Grading Schemas an Instructor can create.

Upon creation, a Grading Schema is included as an option in the Primary and Secondary Display option in creating a Grade Column or Calculated item There are already default grade display options. For more information on creating a Grade Column or Calculated Column, see Adding Grade Columns to the Grade Center or Calculating Grades. To add a Grading Schema to the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Click **Add Grading Schema**.
4. Enter a **Name** for the Grading Schema. The name will appear in the drop-down menu for Primary Display and Secondary Display when adding an item to the Grade Center as well as on the Manage Grading Schema page.
5. Enter a **Description** for the Grading Schema. The description will appear on the Manage Grading Schema page and can assist with identifying the Grading Schema.
6. Enter the **Schema Mapping** information. By default, any new grading schema will have two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%.

For example, a pass/fail schema might be set up like this:

Grades scored between	will equal	Grades manually entered as	will calculate as
50% and 100%	Pass	Pass	100%
0% and less than 50.0%	Fail	Fail	0%

7. Click the arrow to insert a new row into the schema to enter additional display values to the schema.

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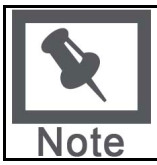

Note: The dash symbol "—" cannot be used as an entry. The dash represents a Null value.

Each Display Symbol must be unique in the Grading Schema.

The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%. Click **Remove Row** to remove a value range (row) from the schema.

8. Click **Submit** to save the Grading Schema.

Modify a Grading Schema

Grading Schemas can be modified. To modify a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to modify and click **Modify**.
4. Make any changes to **Name**, **Description** or **Display Symbols** and their corresponding percentages.
5. Click **Submit**. Once submitted, all columns using the Grading Schema are updated to reflect the changes.

Copy a Grading Schema

Once created, Grading Schemas can be copied and used again. Upon **Copy**, the new Grading Schema name is prefixed with "Copy of" followed by the name of the original schema. To copy a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to copy and click **Copy**.

Copied Grading Schemas may be modified by using the steps int eh sub-section above, Modify a Grading Schema.

Remove a Grading Schema

Instructors may remove the default Grading Schema only if they have made modifications to it. Instructors may remove any Grading Schemas they created as long as the schemas are not in use. Grading Schemas currently in use do not have a **Remove** button. Removing a Grading Schema cannot be undone. To remove a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to delete and click **Remove**.
4. Click **OK**.

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Creating Categories

Overview

A Grade Center Category is a classification of a Grade Center column of a Course. For instance, “Homework,” “Test,” or “Quiz” are possible Categories that may have Grade Center columns associated with them.

Categories are helpful in organizing and utilizing the Grade Center. An Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the "Homework" Category, for example. Categories may also be used when creating Smart Views (a saved view of Grade Center data) comprised of a columns associated to specific Category or Categories.

Categories can integrate with Grade Center columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. For example, an Average Grade Column is created to calculate statistics for all Columns that are in the "Homework" category. Gradable items added to the course that are categorized as "Homework" will automatically be included in the average calculation. For more information on creating these Grade Center columns, see Calculating Grades.

Categories can also be used in the creation of a Report. An Instructor may create a printable Report that displays Statistics of performance for all of the columns in a certain Category. This information can be used by instructors to make decisions about instruction, planning, and assessment. For more information on Reports, see Creating Reports.

Note: It is possible to assign columns to Categories through the Organize Grade Center page. For more information, see Customizing the Grade Center.

Default Grade Center Categories

The Grade Center contains default Categories that are created by the Grade Center columns that are created through the Blackboard Learning System. The default Categories are:

- Assignment
- Discussion
- Survey
- Test

Instructors can create their own Course Categories, such as Labs, Group Work, Quiz, and so on, through the Manage Categories page.

Creating New Categories

New Categories are created using the Manage Categories page. The Manage Categories page displays the default Categories and any other Categories that have been created. Each Category displays the Grade Center columns associated with that particular Category.

To create a new Category, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Categories** from the Action Link menu.
3. Click **Add Category**.
4. Enter a **Name** for the Category.

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5. Enter a **Description**. The Description field can help differentiate Categories, and explain a Category's purpose.
6. Click **Submit**.

Columns associated with a Category are listed on the Manage Categories page. To associate a column with a Category, see Adding Grade Columns to the Grade Center.

Tip: Grade Center items that are not assigned a Category upon creation are automatically assigned to "No Category". To avoid this event, create Categories before creating Grade Center Items. Having Grade Center Items associated with Categories is helpful when creating Smart Views. For more on Smart Views, see Creating Smart Views in the Grade Center.

Modifying a Category

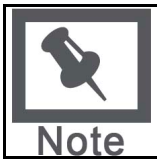
Default Categories cannot be modified. However, any Categories the user creates can be modified. To modify an existing Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Modify**.
4. Change the Category **Name** or **Description**.
5. Click **Submit**.

Removing a Category

Default Categories cannot be removed from the Grade Center. Only Categories that have been created by a user and that are not in use in a course may be removed. To remove a Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Remove**.



Note: The Remove button will only appear for Categories that can be removed from the Grade Center.

4. Click **Submit**.

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Creating Grading Periods

Overview

Grading Periods are user created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by Instructors.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows Instructors to effectively organize and report on Grade Center data. Instructors can filter the Grade Center by Grading Period to display only the columns in the segment. For example, an Instructor may configure the Grade Center to display the First Quarter columns, reducing searching and scrolling.

Grading Periods can also be used to:

- View the performance of students in a certain Grading Period
- Create a Report that displays the performance for a Grading Period
- Calculate a Grade column for a Grading Period

While an optional element within all areas, Grading Periods can greatly assist with the organization and management of the following tasks:

- Viewing and Modifying the Grade Center
- Creating Smart Views of the Grade Center
- Creating a Report
- Adding a Grade Center column
- Creating a grade calculation, such as a Weighted Grade or Total Points Grade

Creating a Grading Period

To create a Grading Period, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Periods** from the Action Link menu.
3. Click **Add Grading Period**.
4. Enter a **Name** for the Grading Period. This will appear on the Manage Grading Periods page.
5. Enter a **Description**.

Adding a description to the Grading Period helps to identify and organize different Grading Periods.

6. **Select the Grading Period Dates**.

Select **None** or set a **Range** based on **Start Date** and **End Date**, including the month, day, and year.

If a date range has been specified, checking Associate Existing Items will associate all Grade Columns and Calculated Columns that were previously created with Due Dates to the corresponding Grading Period.

7. Click **Submit**.

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Warning: Grade Center items cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the new one.

Modifying a Grading Period

To modify an existing Grading Period, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Grading Periods** from the Action Link menu.
3. Find the Grading Period to change and click **Modify**.
4. Enter the changes.
5. Click **Submit**.

Removing a Grading Period

To remove a Grading Period, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Periods** from the Action Link menu.
3. Find the Grading Period to change and click **Remove**. All Grade Center Items associated to this Grading Period will be reset to “Not in a Grading Period.”
4. Click **OK**.

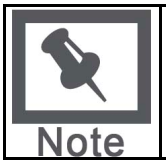
Viewing a Grading Period and its Associated Grade Center Columns

To view the columns associated with a Grading Period, from the Current View drop-down menu, select the desired Grading Period and click **Go**.

To maintain the Grading Period view as the default view, click **Set as Default**. The default view can be changed as often as desired, allowing the user to set which view to open first. For example, an Instructor can change the default view from First Quarter to Second Quarter when the second quarter begins.

Grading Periods and Organize Grade Center

In the Organize Grade Center page, all Grade Columns and Calculated Columns are displayed in tables. The top table displays all the columns that are **Shown in all views of the Grade Center**. A table for each Grading Period appears next. Any Grade Columns and Calculated Columns not associated with a Grading Period appear in the last table **Not in a Grading Period**.



Note: If there are no Grading Periods defined, the bottom table is labeled Shown in Selected Views Only.

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Columns can be associated with Grading Periods from the Organize Grade Center page. To associate columns to Grading Periods, to move them to other Grading Periods, or to disassociate them from any Grading Period, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Organize Grade Center** from the Action Link menu.
3. Select the items to be associated or disassociated.
4. Click **Modify Grading Period**.
5. Select the Grading Period to which to associate the column.
6. Click **Submit**.

Grading Periods and Grade Calculations

Grading Periods can be used when calculating grades for a course. First, associate Grade Columns with a Grading Period. Next, create a Calculated Column that includes all the Grade Columns in that Grading Period. For example, all homework assignments that occur within a particular date range are associated with Term 1. Then, create a Calculated Column that uses a Total Point calculation and that includes all homework for in the Grading Period Term 1. Thus, this Total Points column will display the grade based on a relationship of points possible to points given for all homework assignments.

It is not possible to associate a column to more than one Grading Period. For example, a column cannot be included in Quarter 1 and Semester 1 Grading Periods.

Tip: While it is not possible to associate columns to more than one Grading Period, it is possible to create a column that calculates a final grade quickly and easily. For instance, if there are two columns, Quarter 1 and Quarter 2, that display the grades for their respective Grading Periods, then create a Semester column that uses Quarter 1 and Quarter 2 as columns in its grade calculation. For more information on creating Grade Center columns for calculating grades see Calculating Grades.

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Adding Grade Columns to the Grade Center

Overview

Instructors can add gradable items to the Grade Center automatically, manually, or through uploading. For more information on uploading, see Uploading External Grade Center Items. Gradable items that are added to the Course Content such as an exam or test automatically generate a column in the Grade Center. Gradable items that are not added from the Course Content need to have a column created manually in Grade Center. Instructors can manually create Tests, Quizzes, and Class Participation columns, for example. These columns then may be displayed to the Students and Observers.

Once created, columns and their parameters can be modified by the Instructor. For example, columns can be renamed, be associated with a different Grading Period or a different Grading Schema. Instructors also control whether columns are displayed to Students and Observers.

Automatically Generated Grade Center Columns

All gradable items created for a Course through the Blackboard Learning System automatically generate columns in the Course's Grade Center. These columns are eligible for use in all of the Grade Center operations. The following gradable items automatically generate a column:

- **Discussion Boards** – Must have the forum settings set to grade the forum or forum thread.
- **Assignments** – Assignments are added to Course Content and are graded manually.
- **Surveys** – Surveys are automatically scored. Surveys can be included or excluded in summary Grade Center calculations.
- **Assessments** – Assessments can be automatically scored online, in which case the grade is automatically entered in the Grade Center column. Assessments may also contain questions that need to be scored manually, such as an essay question, and require the grade to be entered manually.

Manually Creating Grade Center Columns

To create a column in the Grade Center, follow these steps from the Grade Center page:

1. Click **Add Grade Column** in the Action Bar of the Grade Center.
2. Enter a **Column Name**. This is a formal name for the column, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will only accept 15 characters.
3. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
4. Enter a **Description**. A description will help Instructors and other graders identify the column.
5. Select a **Primary Display** option from the drop-down menu. The default choice is Score. The format chosen is the primary or only (if no Secondary Grade is selected) format displayed for this Grade Item in the Grade Center. The selections are based on the Grading Schema, and there are default selections. For more information on Grading Schema, see Creating Grading Schemas. The following is the list of default selections:

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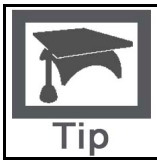
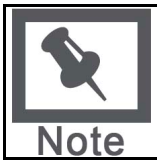
Score Percentage Text Complete/Incomplete Default Schema (Letter)

6. Select a **Secondary Display** from the drop-down menu. This selection displays the secondary format for this Grade Item in the Grade Center. The Secondary Display is denoted by parentheses. The options, including the default or the options created by Grading Schema, are the same as the primary display choices.



Tip: Simply entering a Score for Grade Column that uses the Primary Display of Percentage will not calculate the Percentage. To calculate a Score's Percentage select Score from the Primary Display drop-down menu and select Percentage from the Secondary Display drop-down menu.

7. Select a **Category** from the drop-down menu. This associates the column to a Category. The default choice is No Category.



Note: Default Categories are included in the Grade Center. User defined Categories must first be created before they can be associated with a column. For more information on Categories, see Creating Grade Categories.

8. Enter **Points Possible**. Denote the number of points assigned to this column. Non-numeric entries are not accepted.
9. Select a **Grading Period**. This will associate the column to a Grading Period. For more information on Grading Periods, see Creating Grading Periods.

Note: Grading Period and the drop-down menu will not display unless Grading Periods have previously been created. For more information on Grading Periods, see Creating Grading Periods.

10. **Creation Date** This system-added field displays the date the Grade Item was created and cannot be edited.
11. Enter a **Due Date**. Select from the following:

- **None –** there will be no due date for the Grade Item.
- **Due On –**specify the due date for the Grade Item, including month, day, and year.

12. Set additional Options for the column by selecting the **Yes** or **No** radio button for the following:

- **Include Column in Grade Center calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.
- **Show this Column in My Grades** – Grades will appear in My Grades, View Grades, and the Report Card module when available.
- **Show Statistics (average and mean) for this column in My Grades** – Includes statistical information with the grade value when shown to students.

13. Click **Submit** to save.

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Modifying Grade Center Columns

Overview

Once created, Grade Center columns can be modified to reflect any desired changes. Columns added to the Grade Center from an external file must be modified from a text column to another type and have a number of points possible entered in order to be used to calculate grades.

Steps

To modify a Grade Center column, follow these steps:

1. Click on the Action Link in the desired column header.
2. Click **Modify Column**.
3. Make desired changes.
4. Click **Submit** to save changes.

The following table describes all the fields that can be used or modified for creating or modifying columns.

Field	Description
Item Information	
Column Name	Column Name is the formal name for the Item, and is displayed in the Grade Center View Spreadsheet if no **Grade Center Display Name** is entered. The Column Name is referred to in all other areas of the Grade Center, not the Grade Center Display Name. This field will only display the first 15 characters in the Column header.
Grade Center Display Name	This appears as the column header in the Grade Center. This field only displays 15 characters in the column header. The Grade Center View Spreadsheet is the only area where this name is used.
Description	A description of the Grade Center column.
Primary Display	The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Weighted Grade Item in the Grade Center View Spreadsheet. The options are based upon the Grading Schema. They are as follows: Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter). For more information, see Creating Grading Schemas.
Secondary Display	A drop-down menu for the possible formats of the grade display; it will display along with the Primary Display, in parentheses. The options are based upon the Grading Schema. they are as follows: Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter). For more information, see Creating Grading Schemas.

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Field	Description
Category	This associates the Grade Item with a Category. A Category must be created before it can be selected. The default Categories include the following: Assignment, Survey, Discussion, Test.
Points Possible	The maximum number of points possible for this Grade Item; or, the assigned number of points for this Grade Item; this must be a numeric entry.
Dates	
Grading Period	The Grading Period to which this Grade Item is assigned; this will not display if no Grading Periods have been created.
Creation Date	The date on which the Grade Center Column was created.
Due Date	None or Due On, including the month, day, and year; this determines the date the Grade Item is due for those required to complete the assignment.
Options	
Include Column in Grade Center calculations	Includes this item in the possible selections of items when creating Grade Item formulas, such as Weighted Grades or Total Points Grades
Show Column in My Grades	Selecting this displays the Grade Center column to users.
Show Statistics to in My Grades	This displays average and mean statistics to Students and Observers.

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Populating the Grade Center with Students

Overview

Students are added to the Grade Center when they are enrolled in a Course or Section. Depending on the institution, enrollment can be done automatically using data from the Student Information System (SIS), by the Instructor using a batch command or singularly, or by allowing users to self-enroll.

Add and Remove Users from the Grade Center Automatically

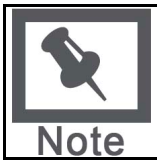
Students are added to and removed from the Grade Center automatically for institutions that use their Student Information System to populate Courses and Sections. Depending on when and how information is updated from the SIS database and passed on to Blackboard, adding and dropping students from the Grade Center may occur at different intervals. For more information on integrating SIS data with Blackboard, see the Advanced Integration and Data Management Manual available from Behind the Blackboard.

Add Users to the Grade Center Manually

Instructors can add students from the Grade Center by manually enrolling them in their Course or Section. To enroll a student, the student must be a user in the system. Follow the steps below to manually add a student to the Grade Center.

If the student is already a Blackboard user:

1. From the Course, navigate to the **Control Panel**.
2. Click **Enroll User**.
3. Locate the user by searching or listing all users.
4. Check the select box next to the student to enroll in the course.
5. Click **Submit**.



Note: Multiple students that are listed on the page may be added using this method. To add additional students that are listed on another page, first submit the initial students by clicking Submit. Next, navigate to the second page and enroll those students. Multiple selections can only be made on a single page.

If the student is not already a Blackboard user:

1. From the Course, navigate to the **Control Panel**.
2. Click **Create User**.
3. Fill in the mandatory fields.
4. Select the role Student.
5. Select **Yes** to make the student available in the Course,
6. Click **Submit**.

A user that has been added to the system manually from the Course Control Panel will automatically be enrolled in the Course and appear in the Grade Center.

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To manually add multiple users to a Course follow these steps:

1. From the Course, navigate to the **Control Panel**.
2. Click **Batch Create Users**.
3. Browse to select the delimited file containing user records.
4. Select the delimiter.
5. Click **Submit**.

Users that have been added to the system manually from the Course Control Panel will automatically be enrolled in the course and appear in the Grade Center.

Remove Users from the Grade Center Manually

Users that are removed from a Course are also removed from the Grade Center. To remove users from a course manually, follow these steps:

1. From the Course, navigate to the **Control Panel**.
2. Click **Remove Users from Course**.
3. Locate the users by searching or listing all users.
4. Check the select box next to the users to remove them from the course.
5. Type the word **Yes** in the text box to confirm the removal.
6. Click **Submit**.

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Sending Email from the Grade Center

Overview

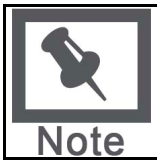
Instructors can communicate using Email with Students, their Observers, and others from within the Grade Center. This form of direct contact allows instructors to actively communicate with relevant parties while engaged in grading in the Grade Center. Such immediate feedback can quickly lead to intervention if required, promoting positive outcomes for students.

Sending Email from the Grade Center

Email can be sent from the Grade Center in two different ways, depending on whom the Instructor would like to contact.

To send mail to a group of selected students, the students and their observers, or just the observers for the selected students, follow these steps:

1. From the Grade Center page, select Students in the Grade Center by checking the box adjacent to their names.
2. Click **Email** in the Action Bar.
3. From the Action Link menu, select the type of recipients, **Selected Students, Selected Students and their Observers, Observers for Selected Students**, or **Other**.
4. Fill in the **Subject** and **Message** fields on the Send Mail page.
5. If a **Return Receipt** is desired, select the check box.
6. Click **Attach a file** to include an attachment to the message.
7. Click Submit.



Note: Although an email is sent to the selected group, each individual recipient is not aware of any other recipients.

To send mail to individual students from within the Grade Center, follow these steps:

1. Move the cursor in the First Name cell or the Last Name cell of the mail recipient.
2. Click the People Link menu to display the drop-down menu.
3. Click **Send Email**.
4. Fill in the **Subject** and **Message** fields on the Send Mail page.
5. If a **Return Receipt** is desired, select the check box.
6. Click **Attach a file** to include an attachment to the message.
7. Click Submit.

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Using the Grade Center

Overview

During the span of a Course, different forms of data can be entered into the Grade Center. This can happen automatically in the case of online tests, exams, and discussion board items, or it can happen manually when the instructor, grader, or TA enters grades directly or imports them from an outside source. Grades can be changed and recalculated as assessment data is entered and an ongoing record of grade changes is kept for historical purposes. Other information about student progress can be entered as well in the form of comments.

As assessment data is collected, it can be formatted into customized printable progress reports. Assessment data can also be viewed within the Grade Center in the forms of Student Statistics and Column Statistics, giving Instructors information on Student and Grade Item performance.

In this chapter

This chapter contains the following topics:

Topic	Description
Entering Grades	How grades are entered into the Grade Center including automatically scored grades, multiple attempts, uploading grades from an external source, and manually entering grades.
Adding Comments to a Grade Entry	How to add comments to any grade entry in the Grade Center.
Changing Grades	How to change recorded grades, including overriding grades.
Grade History	How to use the Grade History to view all grades that have been modified and by whom. How to download the Grade History file.
Deleting and Reverting Grades	How to delete a grade, revert a grade back to an ungraded state and null a grade.
Exempting Grades	How to exempt students from grades.
Uploading External Grade Center Items	How to upload Grade Center items into the Grade Center from an external file.
Calculating Grades	How to use different formulas to calculate grades including how to weight grades and calculate total points.
Creating Reports	How to create and print grade and progress reports from the Grade Center.
Viewing Grade Center Statistics	Describes the statistical information available in the Grade Center and how to share it with students.

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Entering Grades

Overview

In order to provide the most flexibility for instructors and other users, grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Grades from an external source, such as a Comma-separated Value File or an Excel spreadsheet, can be uploaded to the Grade Center, eliminating the need for double entry. Other grades can be manually entered into the Grade Center using any of the views of the Grade Center.

Automatically Entered Grades

Assessments that are added to the content of a Course and are scored online, automatically record the grade for that assessment in the corresponding Grade Center column. Grades that are automatically scored can be modified manually. To modify grades see Changing Grades.

Assessments that are added to the content of a Course can be modified to allow students to have multiple attempts to take the assessment. The instructor can allow unlimited attempts or enter the number of allowable attempts under **Modify Test** > **Test Options** within the course.

Instructors define the way multiple attempts are scored in the Grade Center by modifying the properties of the column that corresponds to that assessment.

To utilize the multiple attempts by modifying the properties of a column, follow these steps:

1. From the Grade Center locate the column to be modified.
2. Move the cursor over the column header and click the Action Link.
3. In the menu, select **Modify Column**.
4. From the **Score attempts using** drop-down menu select the method to score multiple attempts.

Attempts can be scored using one of the following options:

Attempt Type	Description
Latest Attempt	This is the default value and shows the score for the latest attempt in the Grade Center View Spreadsheet.
First Attempt	Shows the score for the first attempt in the Grade Center View Spreadsheet.
Highest Attempt	Shows the score for the highest scoring attempt in the Grade Center View Spreadsheet.
Lowest Attempt	Shows the score for the lowest scoring attempt in the Grade Center View Spreadsheet.
Average of Attempt	Shows the average of all attempts in the Grade Center View Spreadsheet. The average is calculated by dividing the number of attempts into the sum of all attempts. When necessary, the average will be rounded to two (2) decimal places.

5. Click **Submit** to save changes.

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If secondary display values exist, they will be updated when multiple attempt grades change.

Instructors can access all attempts for the assessment from the Grade Center through the Grade Details page. For more information on the Grade Details page, see Using the Grade Center. Grades for all attempts are tracked in the Grade History.

Uploading Grades from External Sources

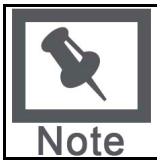
To eliminate repeated entry of Grade Center data in several tools, Instructors can do off-line grading, and then upload grades into Grade Center. Instructors can upload grades from external sources such as a Commas-separated Value or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data. For in depth information on uploading grades see Uploading External Grade Center Items.

Manually Entering Grades

Grades can be entered in any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To enter a grade from the Grade Center, follow these steps:

1. Move the curser over the desired cell and click.
2. Type the value.
3. Press Enter.



Note: If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box will appear asking if the user would like to save the grade entry. If so, in the dialog box, select **OK** to save the grade.

To enter an Attempt Grade from the Grade Detail page, follow these steps:

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the menu.
3. Click **Grade Details**.
4. Click **Edit Attempt**.
5. In the Current Grade text box, enter a score.
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.
8. Click **OK** to return to the Grade Center page.

To enter an Override Grade from the Grade Detail page, follow these steps:

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the menu.
3. Click **Grade Details**.
4. Click **Override Grade** or **Edit Override**.
5. In the Current Grade text box, enter a score.

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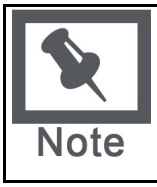
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.
8. Click **OK** to return to the Grade Center page.



Note: The latest or only Override grade takes precedence over all other grade entries, including grades entered for multiple attempts, and will display in the Grade Center. Any grade entered into the Grade Center for an automatically generated Grade Column, such as an Assessment, Assignment or Discussion Board grade, will be considered an Override grade.

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Adding Comments to a Grade Entry

Overview

Adding comments to a grade provides a way that Instructors can give additional feedback to Students on their performance. It is also a way Instructors can expand on grading decisions or take notes for future reference or to share with other instructors, TAs, or Graders.

Any grade entry can have comments added to it. Comments are entered through the Grade Details page or directly through the Grade Center. Comments entered in the Feedback to User textbox appear to Students and Observers when they access the grades. Comments entered into the Instructor Notes textbox cannot be accessed by Students or Observers.

Entering Comments through the Grade Center View Spreadsheet

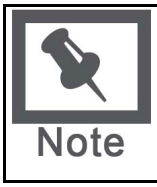
It is necessary to have a grade entered before adding comments. To enter a comment, follow these steps:

1. In the Grade Center Action Bar, move the cursor over an entered grade.
2. Click the Action Link, and then select **Add Comment** from the contextual menu.
3. Enter text into the **Feedback to User** textbox to share with the student.
4. Enter text into the **Instructor Notes** textbox for reference. Instructor notes are available other users such as TAs and Graders who have access to the Grade Center.
5. Click **Submit** to save comments.

Entering Comments through the Grade Detail page

To add a comment, Feedback to User or Instructor Notes, within the Grade Details page, follow these steps:

1. In the Grade Center, move the cursor over an entered grade.
2. Click the Action Link, and then select **Grade Detail** from the contextual menu.
3. In the Grade Detail page, in the **Actions** Column, click **Edit Attempt**. Or, in the Current Grade area, click **Edit Override**. Textboxes will now appear for both the Instructor Notes and Feedback to User.
4. Enter text and click **Save** in the **Actions** Column.



Note: The current Override grade and comments, or the current Attempt grade and comments—if no Override grade exists, will display to the Student and Instructor. All grades and comments added through the Grade Center page after an Override grade and comments have been entered through the Grade Details page will be considered an Override.

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Changing Grades

Overview

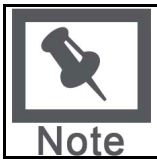
Because of the fluid nature of instruction and the different variables that can influence student performance on assessment, any grade recorded in the Grade Center may be changed by the Instructor, TA, or Grader of the course. When grades are changed, the new data is automatically factored in to existing weighted, total points, or calculated grade columns, updating the information immediately. Grades that have been modified are denoted in the Grade Center by a triangular icon. Every time a grade is changed, an entry is made into the Grade History. For more information on Grade History, see Grade History.

Overriding a Grade

Grades can be overridden manually from the Grade Center or from the Grade Details page, or they can be overridden by uploading an external file containing new data. For more information on uploading external files see Uploading External Grade Center Items.

To change or override a grade from the Grade Center, follow these steps:

1. Place the curser in the cell where the grade is to be changed and click.
2. Enter a value.
3. Press Enter.



Note: If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box will appear asking if the user would like to save the grade entry. If so, in the dialog box, select **OK** to save the grade.

To change a grade from the Grade Detail page, follow these steps:

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the contextual menu.
3. Click **Grade Details**.
4. Click **Override**.
5. In the Current Grade text box, enter a value.
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.

Grade History

Every time a grade is changed, whether the score is overridden or new comments are added, an entry is made to the Grade History. The Grade History acts like a log file that keeps track of all the changes made to each grade entry. Grades that have been modified are denoted in the Grade Center by a green triangular icon. For more information see Grade History.

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Grade History

Overview

The Grade History page in the Grade Center acts like a log file that records all of the changes that occur to grades within a Course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to manipulate the view and export the information. The Grade History page displays the following columns:

Column	Description
Date	The date that the Grade Item was graded or had the grade changed.
Column	The name of the column in the Grade Center that corresponds to the grade change.
Modified By	The name of the last user to modify the grade. When clicked, the name will display the Username and Role of the person who modified the grade. If the score is entered from an online assessment, the modifier is listed as Automatic.
Student	The name of the Student for whom the grade was changed.
Value	The value of the Grade as viewed in the Grade Center as well as the type of value and entry type, such as Attempt Grade, Override Grade, and others.
Attempt Submitted	The date an attempt for an assessment was submitted. This date is generated by the Blackboard Learning System.
Comments	Any comments added to the grade.

Altering the View of Grade History

The Grade History page can be filtered to display entries within a date range. It can also be sorted to display items by column name, score, or date.

To display items within a date range follow these steps:

1. In the Grade Center, in the Action Bar, click **Grade History**.
2. Scroll to the bottom of the Grade History page.
3. Select the data parameter from the drop-down menu **Display Entries from Past**, including the following:
   - 1 Day
   - 7 Days
   - 14 Days
   - 30 Days
   - Past 6 Months
   - All
4. Click **Go**.

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To sort items to display by order of a column, click on a column heading. The column will display in descending alphabetic, score, or date order, depending upon the column chosen.

Exporting and Downloading the Grade History File

The Grade History can be exported as a delimited file and downloaded to local machine.
To export the Grade History, follow these steps:

1. Click **Export** from the Grade History page.
2. Select the **Delimiter Type** for the file, either Comma or Tab.
3. Select **Yes** to **Include Comments** or **No** to exclude them from the download.
4. Click **Submit**.
5. Click **Download** the save the file to a local machine.

Clearing Grade History

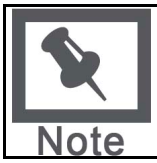
A Grade History can be cleared, flushing all the data, by clicking **Clear All History**. This action is final and cannot be reversed. To ensure that data is not lost, download the Grade History before clearing it.

Disabling Grade History

The Grade History feature may be disabled, so that no data is kept in the Grade History report.

To disable the Grade History, click **Disable History**.

To enable the Grade History, click **Enable History**.



Note: This is an Administrator setting as well, and may not be made available to Instructors.

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Deleting and Reverting Grades

Overview

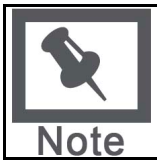
In a course, an Instructor may need to delete a grade or revert a grade back to its previous state, such as resetting a test to give a student who experienced technical problems another chance. The Instructor may accomplish these tasks through the Grade Center.

Deleting a Grade

Grades can be deleted from the Grade Center. Grades that have been deleted have the Override Grade and associated comments removed.

To delete a grade from the Grade Center, follow these steps:

1. Move the cursor over the grade to be deleted and click.
2. Press DELETE or BACKSPACE to remove the grade.
3. Press ENTER.
4. Click **OK** to null the Grade Value. Grades that are set to NULL display a dash (-)



Note: Grades can also be set to null by typing the NULL character in the cell.

Note: If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box will appear asking if the user would like to save the grade entry. If so, in the dialog box, select **OK** to save the grade.

Or, to delete a Grade through the Grade Details page, follow these steps:

1. In the Grade Center, move the cursor over the desired cell, and click the Action Link to view the contextual menu,
2. Select **Grade Details**.
3. In the Actions column, click **Clear Attempt**.
4. Click **OK**.

Reverting a Grade

Grades that have been overridden can be reverted to clear a previously entered override, and then display the appropriate attempt grade if one exists. To revert a grade, follow these steps:

1. From any Grade Center View, move the cursor in the cell of the grade to be reverted and click the Action Link.
2. Click **Grade Details to** access the Grade Details page.

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3. Click **Revert to revert the grade to its previous state**. A warning message appears asking the user to confirm the action.
4. Click **OK**.

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Exempting Grades

Overview

Instructors can Exempt students from any grade item in the Grade Center to take into consideration students that transfer to a school, add a course late, drop a course, or require other accommodations. Exempted items are not added into any statistical or total grade calculations.

Existing grades that have been Exempted are not removed but are ignored in all total and statistical calculations. No secondary display value is shown for items that are Exempt.

Exemptions entered for system-generated column are saved as the Override grade. Exemptions entered for manually created columns are saved as the grade for the column when no Override grade exists.

Exempting a Grade

Students can be Exempted from a grade from the Grade Center page or the Grade Details page. When a grade has been Exempted, it will display an Exempted icon in the cell of the exempted grade. Comments can be added to any exempted grade.

To Exempt a grade from the Grade Center, follow these steps:

1. Move the cursor over the grade to be Exempted and click the Action Link to activate the contextual menu.
2. Click **Exempt Grade**.

To clear the Exemption and return to the previous score, click **Clear Exemption** from the Contextual menu.

To add comments to an Exemption, follow these steps:

1. Move the cursor over the cell with Exempted grade and click the Action Link to activate the contextual menu.
2. Click **Add Comment**.
3. Type in the comments in the **Feedback to User** and **Instructor Notes** text boxes.
4. Click **Submit**.

To exempt a grade from the Grade Detail page, follow these steps:

1. In any Grade Center View, move the cursor in the cell of the grade to be exempted and click the Action Link to activate the contextual menu.
2. Click **Grade Details**.
3. Click **Edit Override** or **Edit Attempt**.
4. Check the **Exempt student from this item** box.
5. Click **Save**.

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Uploading External Grade Center Items

Overview

To eliminate double entry of Grade Center data in several tools, Instructors can do off-line grading, and then import grades into Grade Center. Instructors can upload grades from external sources such as an Excel spreadsheet or a Comma-separated Value file. Data must be formatted very specifically to upload correctly and be synched with existing Grade Center data.

Formatting External Files for Uploading

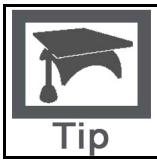
To synch external data to Grade Center data, unique identifiers are necessary for each Student and for each column in the Grade Center. The unique identifier used for each Student is the Student's `User Name`. The unique identifier for each column is a Column ID number. Column ID numbers are generated by the system and should not be changed or removed. Columns that do not have Column ID numbers in an uploaded file will create new columns in the Grade Center.

Warning: Columns that are added to the Grade Center from an external file are added as text columns with points possible equaling zero (0). Text columns can not be included in Calculated Columns such as Weighted Grade, Total Points, Average Grade, and Minimum/Maximum grades (for more information, see Calculating Grades). Convert text columns to other columns types and add points possible by modifying the column after the upload. For information on modifying columns see Modifying Grade Center Columns.

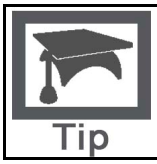
Each data file uploaded to the Grade Center requires a header row with one record per line subsequently.

The format of the data file uploaded to the Grade Center is determined by the type of delimiter that is used to parse the data into separate columns. Data files can be tab delimited with a file extension of .xls, or comma delimited with a file extension of .csv.

Data in each column of comma-delimited files (file extension of .csv) must be contained within a quote character, the most common being quotation marks (" "). Data in each column of tab-delimited files does not require a quote character.



Tip: Blackboard recommends using tab-delimited files for uploading onto the Grade Center to avoid having to use quote characters and because tab-delimited files open directly in Microsoft Excel.



Tip: Blackboard recommends downloading tab-delimited files as it will open directly in Microsoft Excel.

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Tip: To obtain a file that is formatted correctly for uploading, download the full Grade Center first and open it in a text editor or spreadsheet application. Existing columns will have Column ID numbers that must be included in future uploads. For instructions on how to download the Grade Center see Downloading Grades from the Grade Center.

In the sample files below, columns that already exist in the Grade Center have a Column ID number as part of the column name. The column `Attendance` does not have a Column ID so it will be created as a new column in the Grade Center. There is also no corresponding data for the new column, represented by a double set of quotation marks in the .csv file. Entries for attendance can be added manually from the Grade Center, or can be uploaded for another file.

Tab Delimited .xls File Sample

```
User NameLast Name      First NameHomework|188    Project|190   Final|191
Attendance
aanchorAnchor        Anne        10     25           5
bbutterworthButterworth   Bob         7     20          12
ccharterCharter        Chuck         3     23           2
ddoongDoong         Dan         9         17           19
```

Comma Delimited .csv File sample

```
"User Name","Last Name","First Name","Homework|188","Mid-
term|189","Project|190","Final|191","Attendance"
"aanchor","Anchor','Anne","10","25","25","25",""
"bbutterworth","Butterworth","Bob","7","20","12","24",""
"ccharter","Chuck","Charter","3","20","23","22",""
"ddoong","Dan","Doong","9","15","17","19",""
```

Uploading a File to the Grade Center

To upload a file to the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Upload** from the Action Link menu.
3. Browse for the file. Files can be uploaded from a local computer or if available, from the Content System.
4. Select the Delimiter Type, **Comma**, **Tab**, or **Auto**. Auto will attempt to automatically detect the delimiter used in the selected file.
5. Click **Submit** to upload the selected file.
6. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.

Review the **Data Preview** Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.

7. Click **Submit** to confirm and upload the file.

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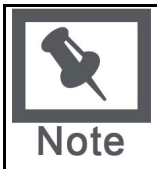

Note: Any file uploaded that contains Incomplete for a grade entry will be set to null, with no grade or text displayed. Any file uploaded that contains Complete for a grade entry will be set to an Override Grade of the maximum points possible (100% for a Grade Item) in a column that has the Primary Display of Complete/Incomplete. Any file uploaded that contains a numeric entry will be a numeric entry.

Downloading Grades from the Grade Center

To download grades for the Grade Center follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Download** from the Action Link menu.
3. Using the radio buttons, select the data to download:

Option	Description
Full Grade Center	Contains all columns and associated data
Selected Column	Using the drop-down menu, select one column and its data. Check the box to include comments for the column. Select to **Include comments for this Column** if desired.
Selected Grading Period	From the drop-down menu, select a Grading Period. Grading Periods must be created before they can be chosen. For more information, see Creating Grading Periods.
Student Information Only	Columns containing student data such as User Name are included.

4. Select the file delimiter, **Comma** or **Tab**.
5. Select whether to **Include Hidden Information** in the downloaded data. Hidden information includes columns and students that have been hidden from the view in the downloaded file.
6. Select the location for the download. Files downloaded to the **Content System** need to be saved in a folder in the Content System. Click **Browse** to select the folder.
7. Click **Submit** to finish the download.

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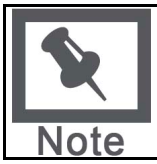
Calculating Grades

Overview

In the Grade Center, an Instructor can calculate grades by combining multiple columns to attain performance results, such as class averages, final grades that are based on a weighted scale, or total points, and so on. These are called Calculated Columns. These columns, which display performance results, can be displayed to students or remain accessible to only the Instructor, TA, and Grader. The possible Calculated Columns include the following:

Weighted Grade Average Total Minimum/Maximum

These can be used at the Instructor's discretion to create any calculation that may facilitate the Instructor's organization, measurement or vigilance of a Course.



Note: New Courses or Restored Course will contain two created columns: a Total Points column and a Weighted Grade column. The user must configure the settings of these two columns.

Tip: To keep a Calculated Column in view, despite the addition of other columns, freeze the column. For more information on this, see Freezing Columns.

About Weighted Grades

A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. A Weighted Grade can be displayed as a column in the Grade Center. Instructors control the visibility of the column in the Grade Center as well as controlling the release of the column to students and other users.

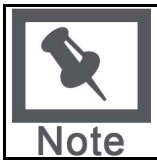
For example, an Instructor may create a Weighted Grade column that calculates a quarterly grade (grade for one quarter of the year), in which each Category, such as Test, Survey, and Assignment are given a certain percentage of the final quarter's grade. Alternatively, the Instructor may create a Weighted Grade that is the final grade for a course, with the quarters and exams included in the Weighted Grade.

Instructors can create any number of Weighted Grade columns, including Weighted Grade columns that include other Weighted Grade columns. For example

(Quiz = 20%) + (Homework = 10%) + (Participation = 20%) + (Exam = 50%) = (Quarter Grade)

(Quarter 1 = 25%) + (Quarter 2 = 25%) + (Quarter 3 = 25%) + (Quarter 4 = 25%) = (Year Grade)

Instructors can create a Weighted Grade based on any column, or any Category in the Grade Center.



Note: Any Grade Center columns with text as the primary display cannot be used in the Weighted Grade calculation.

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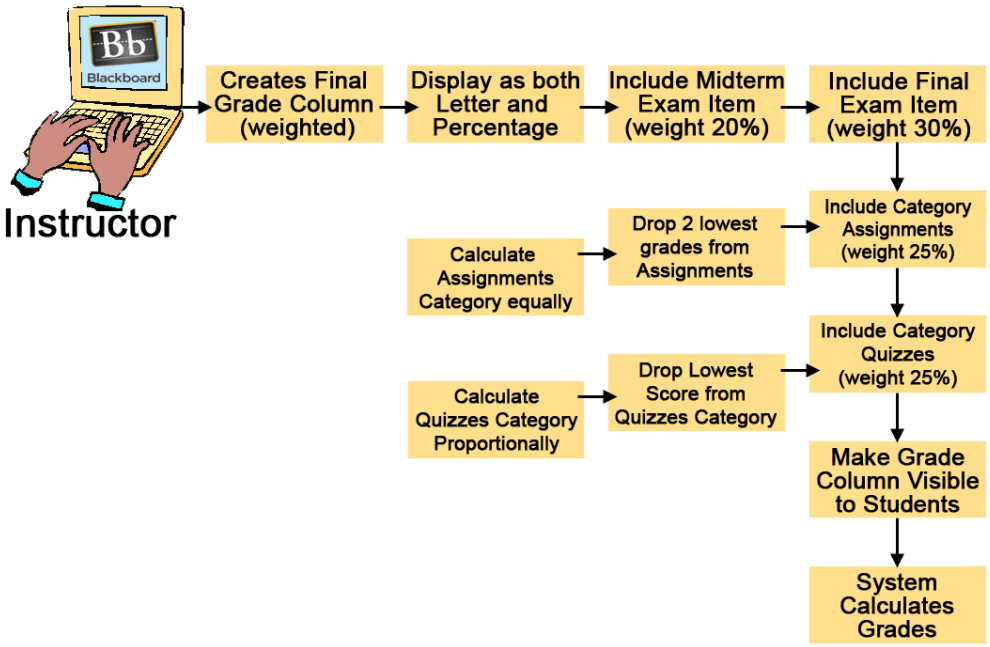
Simple Weighted Grade Workflow

The following diagram displays the workflow for creating a Weighted Grade column based on four (4) columns:

- Mid-term Exam = 20%
- Final Exam = 30%
- Assignments Category = 25%
- Quizzes Category = 25%



Weighed Grade for a Grading Period Workflow

The following diagram displays the workflow for creating a Weighted Grade column for a Grading Period, called "Term 1" based on four (3) columns:

- Tests Category = 20%
- Assignments Category = 50%
- Discussion Category = 30%

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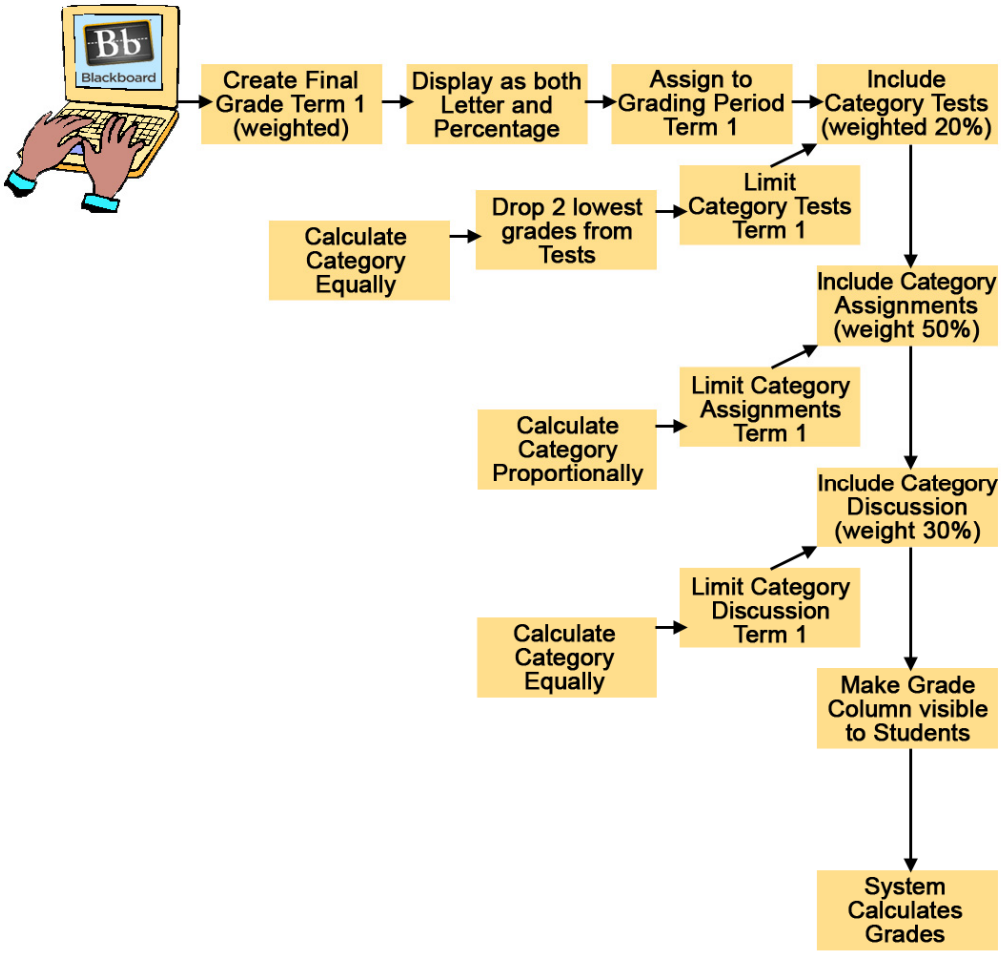

Creating a Weighted Grade

To create a Weighted Grade column in the Grade Center, follow these steps from the Grade Center View Spreadsheet:

1. Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center.
2. Select **Weighted** from the Action Link menu.

   Enter an **Column Name**. A required field, Column Name is formal name for the Item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will only display the first 15 characters in the column header.
3. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field displays 15 characters in the column header. The Grade Center is the only area where this name is used.
4. Enter a **Description**. A description will help Instructors and other graders identify the Column.
5. Select a **Primary Display** option from the drop-down menu. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Weighted Grade Item in the Grade Center.

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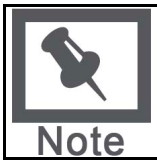
6. Select a **Secondary Display** from the drop-down menu. This selection displays the secondary format for this Weighted Grade column in the Grade Center. The Secondary Display is denoted by parentheses.
7. Select a **Grading Period** from the drop-down menu. This will designate to what Grading Period the column is associated.



Note: Grading Period and the drop-down menu will not display unless Grading Periods have previously been created. For more information on Grading Periods, see Creating Grading Periods.

9. Select the items to be included in the Weighted Grade Column, and enter the percentages for each column or Category to be included in the Weighted Grade.

- **Columns to Select** – A list of all columns in the Grade Center. Select the Column and click the arrow to add it to the Weighted Grade column.
- **Categories to Select** – A list of all Categories in the Grade Center. Select the category and click the arrow to add it to the Weighted Grade column.

10. After all columns and Categories have been selected, enter the percentage for each selection.

When a Category has been selected, several other options appear:

- Select a Grading Period for the Category using the drop-down menu. This will only appear if a Grading Period has been created. Only columns within the selected Grading Period will be included in the Weighted Grade.
- Select how to weigh columns within the Category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points compared to other columns in the Category.
- Decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.

To remove a selected Grade Item or Category from consideration, click the red “x”.

Note: A Grade column that is set to "no" for the Include in Grade Center Score Calculations setting will not display in the selection list.

11. **Calculate as a running total** – Select **Yes** to calculate the weight as a running total to include only the Columns that have been graded. Select **No** to include all items.
12. Share Weighted Grade column with users. The following permissions can be selected to add the column to My Grades:

- **Include Column in the GradeCenter calculations** – Makes the Column available for use in other calculations.
- **Show Column in My Grades** – Shows the column in My Grades.
- **Show Statisitics (average and median) to Students**– Shows the Weighted Grade column statistics in My Grades.

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13. Click **Submit** to save.

The following table explains all of the fields in the Add or Modify Weighted Grade Item page:

Field	Description
Column Information	
Column Name	A required field, Column Name is the formal name for the Item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will only display the first 15 characters in the column header.
Grade Center Display Name	This appears as the column header in the Grade Center. This field will display 15 characters in the column header.
Description	A description of the Grade Center Weighted Item column.
Primary Display	The primary grade format displayed in the Grade Center. Based upon the Grading Schema, the display can be a Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter), or any other defined Grading Schema.
Secondary Display	A parenthetical display of a grade format, next to the primary display in the Grade Center. The default options are the same as the Primary Display selections.
Dates	
Grading Period	The Grading Period to which this Weighted Grade Item is assigned. A Grading Period must have been created for this option to be available.
Creation Date	The date on which the Grade Center Weighted Item was created.
Select Columns	
Include in Weighted Grade	The Grade Center Items or Categories to be included in the Grade Center Weighted Item.
Selected Grade Columns and Categories	Displays the Columns and Categories to be included in the Grade Center Weighted Item column.
Columns to Select	All of the possible Grade Center Items and Categories to select for the Grade Center Weighted Item column.
Column Information	Displays the information for the Grade Center column, including the Category of the column, and the Points Possible.
Selected Columns	The Grade Center columns that have been selected for the Grade Center Weighted Item column.
Categories to Select	All of the possible Categories to be included in the Grade Center Weighted Item column.
Category Information	Displays all of the highlighted Category's Grade Center columns.

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Field	Description
Calculate weight as a running total	A running total will only include items that have been graded. By not choosing to use a running total, non-graded items will be included in the calculations with a value of 0.
Include Column in GradeCenter Score calculations	Makes the column available for use in other calculations.
Show Column in My Grades	Selecting this displays the Grade Center Weighted Item column to users.
Show Statistics to Students	Shows the Weighted Grade Column statistics in My Grades.

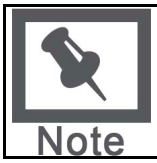
About Total Points Calculations

A Grade Center Total Points column is a grade based on the cumulative points received, related to the points allowed.

The following items can be selected to create a Total Points calculation and its column:

- **All Grade Columns** – All individual Grade Columns added to the Grade Center.
- **Grade Columns in a Grading Period** – All Grade Columns that have been added to a Grading Period.
- **Selected Gradable Columns and Categories** – Any grade Columns and any or all Categories.

For example, an Instructor may create a column to determine the final grade for the first quarter by creating a Grade Center Total Points column that includes all of the columns in the first quarter Grading Period. Alternatively, an Instructor can create a Grade Center Total Points column that displays the percentages of a particular Grade Center column, or a Category or Categories.



Note: Any Grade Columns with text as the primary display cannot be used in the Total Points calculation.

Creating a Total Points Column

To create a Total Points column in the Grade Center, follow these steps:

1. Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center.
2. Select **Total** from the Action Link menu.
3. Enter an **Column Name**. A required field, Column Name is formal name for the Item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field displays 15 characters in the column header.

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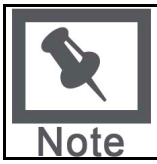
4. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will only display the first 15 characters in the column header. The Grade Center is the only area where this name is used.
5. Enter a **Description**. A description will help Instructors and other graders identify the Column.
6. Select a **Primary Display** option from the drop-down menu. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Total Points Item in the Grade Center.
7. Select a **Secondary Display** from the drop-down menu. This selection displays the secondary format for this Total Points column in the Grade Center. The Secondary Display is denoted by parentheses.
8. Select a **Grading Period** from the drop-down menu. This will designate to what Grading Period the column is associated.



Note: Grading Period and the drop-down menu will not display unless Grading Periods have previously been created. For more information on Grading Periods, see Creating Grading Periods.

9. Select the items to be included in the Total Points column. Possible selections include the following:

- **All Gradable Columns**
- **All Gradable Columns in a Grading Period** and select a Grading Period from the drop-down menu. This will not display unless a Grading Period has been created.
- **Selected Gradable Columns and Categories** Select the Items from the text box and click on the arrow. Select the Categories from the text box and click on the arrow.

To remove a selected item from consideration, click the red “x”.

Note: A Column that is set to "no" for the Include in Grade Center calculations setting will not display in the selection list.

10. Calculate as a running total – Select Yes to calculate the weight as a running total to include only the Columns that have been graded. Select No to include all items.
11. Share Total Points column with users. The following selections can be made to share column information with users:

    Include Column in the Grade Center score calculations – Makes the column available for use in other calculations

- Show Column in My Grades – Shows the column in My Grades
- Show Statisitics (average and median) for this column in My Grades – Shows the Total Points column statistics in My Grades

12. Click Submit to save.

The following table explains all of the fields in the Add or Modify Total Points column page:

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Field	Description
Column Information	
Column Name	A required field, Column Name is the formal name for the Item, and is displayed in the Grade Center View Spreadsheet if no **Grade Center Display Name** is entered. This field will only display the first 15 characters in the Column header.
Grade Center Display Name	This appears as the column header in the Grade Center. This field will display 15 characters in the column header.
Description	A description of the Grade Center Total Points column
Primary Display	The primary grade format displayed in the Grade Center. Based upon the Grading Schema, the display can be a Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter), or any other defined Grading Schema.
Secondary Display	A parenthetical display of a grade format, next to the primary display in the Grade Center. The default options are the same as the Primary Display selections.
Dates	
Grading Period	The Grading Period to which this Total Points column is assigned. A Grading Period must have been created for it to display.
Creation Date	The date on which the Total Item was created; this cannot be edited.
Select Columns	
Include in Total	The Grade Center columns or Categories to be included in the Total Item.
All Grade Columns	All of the columns created in the Grade Center.
All Grade Columns in Grading Period	All of the columns in a particular Grading Period.
Selected Grade Columns and Categories	Displays the possible columns and Categories to be included in the Grade Center Total Points column.
Columns to Select	All of the possible Grade Center columns to select for the Grade Center Total Points column.
Column Information	Displays the information for the Grade Center column highlighted, including the Category of the column, and the Points Possible.
Selected Columns	The Grade Center gradable items that have been selected for the Grade Center Total Points column.
Categories to Select	All of the possible Categories to be included in the Grade Center Total Points column.
Category Information	Displays all of the highlighted Category's Grade Center columns.

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Field	Description
Calculate weight as a running total	A running total will only include columns that have been graded. By not choosing to use a running total, non-graded columns will be included in the calculations with a value of 0.
Include Column in Grade Center Score calculations	Makes the column available for use in other calculations.
Show Column in My Grades	Selecting this displays the Grade Center Total Points column to users.
Show Statistics to Students	Shows the Total Points column statistics in My Grades.

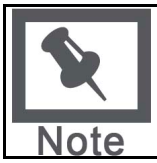
About Minimum/Maximum Columns

A Minimum or Maximum Grade column displays either the minimum or maximum grade for a selection of Columns. This column can be displayed to the Students or just the Instructor.

In creating a Minimum/Maximum Grade column, the Instructor can select from the following:

- **All Grade Columns** – All individual Grade Columns added to the Grade Center.
- **Grade Columns in a Grading Period** – All Grade Columns that have been added to a Grading Period.
- **Selected Gradable Columns and Categories** – Any Grade Columns and any or all Categories.

For instance, an Instructor may choose to find the minimum scores of all the Tests from a Grading Period and display it only to the Instructor.



Note: Any Columns with text as the primary display cannot be displayed as the Minimum or Maximum.

Creating a Minimum/Maximum Column

To create a Minimum/Maximum Grade Column, follow these steps:

1. Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center.
2. Select **Minimum/Maximum** from the Action Link menu.

   Enter an **Column Name**. A required field, Column Name is formal name for the Item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will display 15 characters in the Column header.
3. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will only display the first 15 characters in the column header. The Grade Center is the only area where this name is used.
4. Enter a **Description**. A description will help Instructors and other graders identify the column.
5. Select a **Primary Display** option from the drop-down menu. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Minimum/Maximum Grade in the Grade Center.

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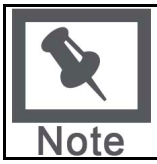
6. Select a **Secondary Display** from the drop-down menu. This selection displays the secondary format for this Minimum/Maximum Grade column in the Grade Center. The Secondary Display is denoted by parentheses.
7. Select a **Grading Period** from the drop-down menu. This will designate to what Grading Period the column is associated.

Note: Grading Period and the drop-down menu will not display unless Grading Periods have previously been created. For more information on Grading Periods, see Creating Grading Periods.

9. Select the Calculation Type **Minimum** or **Maximum**.
10. Select the items to be included in the Minimum/Maximum Grade Column. Possible selections include:

- **All Gradable Columns**
- **All Gradable Columns in a Grading Period** and select a Grading Period from the drop-down menu. This will not display unless a Grading Period has been created.
- **Selected Gradable Columns and Categories** Select the Items from the text box and click on the arrow. Select the Categories from the text box and click on the arrow.

To remove a selected item from consideration, click the red “x”.



Note: A column that is set to "no" for the Include in Grade Center Score Calculations setting will not display in the selection list.

11. Calculate as a running total – Select Yes to calculate the weight as a running total to include only the Columns that have been graded. Select No to include all Columns.
12. Share Minimum/Maximum Grade column with users. The following selections can be made to share column information with users:

    Include Column in the Grade Center score calculations – Makes the column available for use in other calculations

- Show Column in My Grades – Shows the column in My Grades
- Show Statisitics (average and median) for this column in My Grades– Shows the Minimum/Maximum Grade Column statistics in My Grades

13. Click Submit to save.

The following table explains all of the fields in the Add or Modify Minimum/Maximum Grade column page:

Field	Description
Column Information	
Column Name	A required field, Column Name is the formal name for the Item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will only display the first 15 characters in the column header.
Grade Center Display Name	This appears as the column header in the Grade Center. This field will only display the first 15 characters in the column header.

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Field	Description
Description	A description of the Grade Center Minimum/Maximum Item column.
Primary Display	The primary grade format displayed in the Grade Center. Based upon the Grading Schema, the display can be a Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter), or any other defined Grading Schema.
Secondary Display	A parenthetical display of a grade format, next to the primary display in the Grade Center. The default options are the same as the Primary Display selections.
Dates	
Grading Period	The Grading Period to which this Minimum/Maximum Grade Item is assigned. A Grading Period must have been created for it to display.
Creation Date	The date on which the Minimum/Maximum Item was created; this cannot be edited.
Select Columns	
Calculation Type	The type—either the Minimum or Maximum grade—to display in this column.
Include in Minimum/Maximum Grade calculation	The Grade Center columns or Categories to be included in the Minimum/Maximum Item.
All Gradable Columns	Includes all of the columns created in the Grade Center.
All Gradable Columns in Grading Period	Includes all of the columns in a particular Grading Period.
Selected Grade Columns and Categories	Displays the possible columns and Categories to be included in the Minimum/Maximum Grade Item column.
Columns to Select	All of the possible Grade Center columns to select for the Minimum/Maximum Grade column.
Selected Columns	The Grade Center columns that have been selected for the Minimum/Maximum Item calculation.
Categories to Select	All of the possible Categories to be included in the Minimum/Maximum Item calculation.
Category Information	Displays all of the highlighted Category's Grade Center columns.
Calculate weight as a running total	A running total will only include items that have been graded. By not choosing to use a running total, non-graded items will be included in the calculations with a value of 0.
Include Column in GradeCenter Score calculations	Selecting this includes the column in other Grade Center calculations.
Show Column in My Grades	Selecting this displays the Grade Center Minimum/Maximum Grade column to users.

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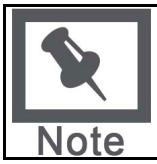
Field	Description
Show Statistics to Students	Shows the Minimum/Maximum Grade column statistics in My Grades.

About Average Grade Columns

An Average Grade column displays the average for any number of quantities. An Average Grade Column can include any the following non-text columns:

- **All Grade Columns** – All individual Grade columns added to the Grade Center.
- **Grade Columns in a Grading Period** – All Grade columns that have been added to a Grading Period.
- **Selected Gradable Columns and Categories** – Any Grade columns and any or all Categories.

For example, an Instructor can display the average for all Tests, or display the average grade for each Student for a grading period.



Note: Any Columns with Text as the primary display cannot be averaged.

Any Categories that contain items that are set to **No** for the Include in Grade Center calculations setting will ignore those items when figuring the Average Grade.

Creating an Average Grade Column

To create an Average Grade and its column in the Grade Center, follow these steps from the Grade Center View Spreadsheet.

1. Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center.
2. Select **Average** from the Action Link menu.

   Enter an **Column Name**. A required field, Column Name is formal name for the Item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will only display the first 15 characters in the Column header.
3. Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will display 15 characters in the column header. The Grade Center is the only area where this name is used.
4. Enter a **Description**. A description will help Instructors and other graders identify the column.
5. Select a **Primary Display** option from the drop-down menu. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Average Grade column in the Grade Center.
6. Select a **Secondary Display** from the drop-down menu. This selection displays the secondary format for this Average Grade column in the Grade Center. The Secondary Display is denoted by parentheses.

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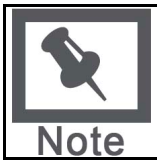
7. Select a **Grading Period** from the drop-down menu. This will designate to what Grading Period the column is attributed.



Note: Grading Period and the drop-down menu will not display unless Grading Periods have previously been created. For more information on Grading Periods, see Creating Grading Periods.

9. Select the columns to be included in the Average Grade column. Possible selections include:

- **All Gradable Columns**
- **All Gradable Columns in a Grading Period** and select a Grading Period from the drop-down menu; this will only display if a Grading Period has been created.
- **Selected Gradable Columns and Categories** Select the Items from the text box and click on the arrow.
- **Columns to Select** – A list of all Columns in the Grade Center. Select the Column and click the arrow to add it to the Average Grade column.
- **Categories to Select** – A list of all Categories in the Grade Center. Select the category and click the arrow to add it to the Average Grade column.

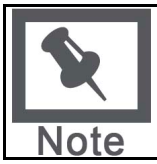
When a Category has been selected, several other options appear:

Select a Grading Period for the Category using the drop-down menu. This will only be available if a Grading Period has been created.

Select how to weigh Columns within the Category **Equally** or **Proportionally**. Choosing Equally applies equal value to all gradable items within a Category. Choosing Proportionally applies the appropriate value to a Grade Item based on its points compared to other Columns in the Category.

Decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.

To remove a selected item from consideration, click the red “x”.



Note: A Grade Column that is set to "no" for the Include in Grade Center Score Calculations setting will not display in the selection list.

10. Select to **Calculate Average as a running total**. Selecting to calculate the average as a running total will only include the Grade Columns that have been graded. Select **Yes** or **No**.
11. Share Average Grade column with users. The following selections can be made to share column information with users:

    Include Column in the Grade Center score calculations – Makes the column available for use in other calculations

- Show Column in My Grades – Shows the column in My Grades
- Show Statisitics (average and median) for this column in My Grades – Shows the Average Grade column statistics in My Grades

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12. Click **Submit** to save.

The following table explains all of the fields in the Add or Modify Average Grade column page:

Field	Description
Column Information	
Column Name	A required field, Column Name is the formal name for the Item, and is displayed in the Grade Center if no Grade Center Display Name is entered. This field will display 15 characters in the column header.
Grade Center Display Name	This appears as the column header in the Grade Center. This field will only display the first 15 characters in the column header.
Description	A description of the Grade Center Average Grade column.
Primary Display	The primary grade format displayed in the Grade Center. Based upon the Grading Schema, the display can be a Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter), or any other defined Grading Schema.
Secondary Display	A parenthetical display of a grade format, next to the primary display in the Grade Center. The default options are the same as the Primary Display selections.
Dates	
Grading Period	The Grading Period to which this Average Grade Column is assigned. A Grading Period must have been created for it to display.
Creation Date	The date on which the Grade Center Average Grade column was created.
Select Columns	
Include in Average	The Grade Center columns or Categories to be included in the Average Grade Column.
All Gradable Columns	Includes all of the columns created in the Grade Center.
All Gradable Columns in Grading Period	Includes all of the columns in a particular Grading Period.
Selected Grade Columns and Categories	Displays the possible columns and Categories to be included in the Average Grade column.
Columns to Select	All of the possible Grade Center columns to select for the Average Grade column.
Selected Columns	The Grade Center columns that have been selected for the Average calculation.
Column Information	Displays the information for the Grade Center column highlighted, including the Category of the column, and the Points Possible.
Categories to Select	All of the possible Categories to be included in the Average Grade calculation.

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Field	Description
Category Information	Displays all of the highlighted Category's Grade columns.
Include Column in Grade Center calculations	Selecting this includes the column in other Grade Center calculations.
Show Column in My Grades	Selecting this displays the Grade Center Average Grade column to users.
Show Statistics to Students	Shows the Average Grade column statistics in My Grades.

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Creating Reports

Overview

Instructors can create printable Reports for their Courses and Students. For example an Instructor can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.

Reports print one Student per page.

Creating a Report

To create and print a read-only Report, follow these steps:

1. In the Grade Center, in the Action Bar, click **Reports**.
2. Select from the following possibilities to be included in the Header Information of the Report:

Header Information	Description
Report Name	Displays a title for the Report
Date	Displays the Date of the Report creation on the Report; this can be edited.
Institution Name	Displays the default Institution Name on the Report; this can be edited
Course Information	Displays the Course Name and Course ID; this can be edited.
Instructor Names	Displays the Instructor Name on the Report
TA Names	Displays the TA names on the report
Custom Text	Entered any desired text into the textbox; this will be displayed on the Report.

3. Select the Students to be included in the Report:

- **All Students** This will include all students in the Course on the Report.
- **All Students in Group** Select a Group to be included in the report. A Group must be created before it can be chosen when creating a Report.
- **Selected Students** Select one or more students in the course. To choose more than one students, press and hold Ctrl + click the names.

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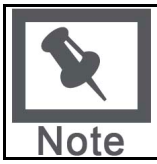

Note: The Instructors can only choose students within the section being used.

4. Select from the following possibilities for the Student Information to be included in the report:

Student Information	Description
First Name	This information is included by default. Select to display the Student's first name on the Report.
Last Name	This information is included by default. Select to display the Student's last name in the Report.
Student ID	Select to display the Student's ID on the report.
User Name	Select to display the Username on the report.
Last Course Access Date	Select to display the most recent Course access date of the Student on the report.

5. Select the Grade Column or Calculated Column to be included in the Report. The following selections are possible:

Column	Description
All Grade Center Columns	Select to include all of the Grade Center columns in the Report.
All Columns in Grading Period	Select to display all of the columns of a particular Grading Period in the Report.
All Columns in Category	Select to display all of the columns of a particular Category. Select a Category to display the Category's columns.
Selected Columns	Select the desired columns to be displayed in the Report.
Include hidden Columns in Report	This displays any column that was hidden from the Grade Center view.

6. Select the column information to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column. The Column Name and current grade will display automatically in the Report, and these cannot be removed.

- **Description** Select to display the column's description in the Report.
- **Due Date** Select to display the column's Due Date in the Report.
- **Statistics** Click and then select to display the class **Average**, **Median**, or **Both** for each Calculated Column of Grade Column included in the Report.

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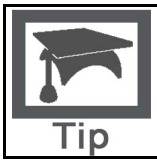
7. Select the Footer Information to be included in the footer of the report. It includes the following:

- **Custom Text** Select and then enter any desired text to be displayed in the footer section of the Report
- **Signature Line** Select to display a signature line on the report.
- **Date** Select to display the Report creation date on the Report. This can be edited.
- **Course Information** Select to display the Course Name and Course ID on the Report.

8. Click **Preview** to open the Report in a new browser window, leaving the Report creation browser open as well.
9. Click **Submit.** This will display the report in a new browser window, but the Report creation browser will return to the Grade Center page.
10. **Print** the report using the browser window's print function.



Tip: To save a Report, save it through the browser window's function. With the Report open, select **File**, then select **Save As**. Choose the save location. It will be saved as an internet file.

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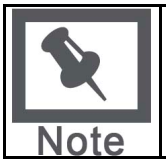
Viewing Grade Center Statistics

Overview

Instructors have the ability to view various statistical information related to a column and any Student. The Column Statistics page displays numerous statistics for a Grade Item, including average, median, standard deviation, and so on. The Student Statistics page displays a Student's statistics in the Categories.



Note: The Statistics pages are read-only, and grades or other information cannot be modified from this area.

Viewing Statistics by Student

The Student Statistics page displays a Student's statistics in the various Categories.

To view the statistics of a Student, follow these steps:

1. In the Grade Center move the cursor over the First Name, Last Name, or Username of the desired student and click the Action link to view the contextual menu.
2. Click **Student Statistics**.

Emailing a Student in the Student Statistics Page

To send an email to the Student, click on the email address of the Student.

Student Statistics

The following Student information is displayed:

- **Student** – First name, Last name, and Username
- **Student ID** – The Student ID number
- **Contact** – Contact information including address, home and work phone numbers, and email address. This information is generated from the student's User Properties.
- **Items Completed** – The percentage and total number of Items completed in the Course as of the present time and date.

The following Student Statistics are displayed in a table on the Student Statistics page:

Column	Description
Category	All the possible Categories in the Grade Center, both created and default.
Average	The percentage value average of a particular Category.
Graded	The number of graded Items of a particular Category.
In Progress	The number of graded Items that are in progress, or incomplete.

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Column	Description
Needs Grading	The number of graded Items that have not been graded.
Exempt	The number of Items that are exempt from grading.

Check the box to show statistics for the current view of the Grade Center, and then click **Refresh**. By default, this will display the full view of the grade Center, but if a particular view is selected, then those statistics will display. For more information on Smart Views, see Creating Smart Views in the Grade Center.

Changing the Student Statistics Page

To view another student's data while on the Student Statistics page, select the desired Student Name from the drop-down list, and click **Go**. Left and right arrow buttons advance alphabetically to the previous or following student.

Viewing Statistics by Column

The Column Statistics page displays numerous statistics for a Grade Item, including average, median, standard deviation, and so on.

To view the statistics of a column, follow these steps:

1. In the Grade Center, in the Action Bar, move the cursor over the desired column and click the Action Link to view the contextual menu.
2. Click **Column Statistics**.

Including Unavailable Students in the Column Statistics Page

On the Column Statistics page, to view unavailable students in statistics, follow these steps:

1. Check the box **Include unavailable students in statistics**.
2. Click **Refresh**.

Column Statistics

The following table defines all of the areas of the Column Statistics page:

Name	Description
Column	The column in the Grade Center currently being viewed.
Points Possible	The points possible for this column.
Description	The description of the column entered when the column was defined.
Statistics	
Count	Number of graded items in the calculations.
Minimum Value	The lowest value of all graded columns in the Grade Center.

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Name	Description
Maximum Value	The highest value of all graded columns in the Grade Center.
Range	The numeric range between the highest grade and the lowest grade for an item.
Average	The statistical average of the Item.
Median	The midpoint score of the Items.
Standard Deviation	The difference between the values of the item and the average of the item.
Variance	A statistical measure of the spread or variation of the Items.
Status Distribution	
Null	The number of null Student Grade Columns or Calculated Columns.
In Progress	The number of Student gradable items in progress.
Needs Grading	The number of Student gradable items that need grading.
Grade Distribution	A table that displays the statistics for the Grading Schema ranges of the gradable items.

Changing Columns from the Column Statistics Page

From the Column Statistics page, the current column displaying statistics can be changed to any other Column in the Grade Center. To view another column, select the desired column from the drop-down list, and click **Go**. Left and right arrow buttons advance to the previous or following column.

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Saving and Reusing Grade Center Data and Settings

Overview

Grade Center settings and data have considerable value for instructors and institutions, providing insight into student performance and curriculum analysis. Grade Center data can be exported and used to perform grading tasks in an external tool or to compare with past Grade Center data in spreadsheets or other statistical applications. Grade Center settings can be saved within a course archive or copied course, ensuring consistency across course sections. Instructors who have investing time setting up Smart Views and Grade Center Formulas will be able to retain all those settings in archived and copied courses.

In this chapter

This chapter contains the following topics:

Topic	Description
Downloading Grade Center Data	How to download the Grade Center data.
Archiving and Copying Courses	Explains what settings will be retained when courses are archived and copied.

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Downloading Grade Center Data

Overview

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files can be saved on a local computer drive or in the Content System if it is available.

Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading. For more information on uploading files to the Grade Center, see Uploading External Grade Center Items.

Downloading Grade Center Data

To download data from the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Download** from the Action Link menu.
3. Using the radio buttons, select the data to download:

Radio Button Option	Description
Full Grade Center	Contains all columns and associated data
Selected Column	Using the drop-down menu, select one column and its data. Check the box to include comments for the column. Select to **Include comments for this Column** if desired.
Student Information Only	Only columns containing student data such as User Name are included.
Selected Grading Period	From the drop-down menu, select a Grading Period. Grading Periods must be created before they can be chosen. For more information, see Creating Grading Periods.
Download by Smart View	This is only an option if the Instructor is viewing a Smart View.

4. Select the file delimiter, **Comma** or **Tab**.

Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .csv. Comma delimited files will not open directly in Microsoft Excel.

Tab delimited files do not contain quote characters and have the file extension .xls. Tab delimited files will open directly in Microsoft Excel.

5. Select whether to **Include Hidden Information** in the downloaded data. Hidden information includes columns and students that have been hidden from the view being downloaded.
6. Select the location for the download. Files downloaded to **My Computer** will default to the Desktop. Files downloaded to the **Content System** need to be saved in a folder in the Content System. Click **Browse** to select the folder.
7. Click **Submit** to finish the download.

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Exporting and Downloading the Grade History File

The Grade History can be exported as a delimited file and downloaded to local machine.
To export the Grade History, follow these steps:

1. Click **Export** from the Grade History page.
2. Select the **Delimiter Type** for the file, either Comma or Tab.
3. Select **Yes** to **Include Comments** or **No** to exclude them from the download.
4. Click **Submit**.
5. Click **Download** the save the file to a local machine.

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Archiving and Copying Courses

Overview

Preserving Course material generated over the length of a Course in order to review it, reuse it, and improve upon it is important for the continued development of quality teaching and learning. Grade Center settings and data can be saved within a Course in various ways depending on the method of saving the Course.

Preserving Grade Center Settings and Data

The table below describes the different ways that Course information and data can be saved and reused with respect to Grade Center settings and data.

Function	How Grade Center Data and Settings are Handled
Archive	Archive creates a complete copy of a Course in a zipped file format. All cumulative grade columns, Student grades and associated settings in the archived source Course are included in the Course package.
Restore	Restore uses an archived Course to create a new Course. All Calculated Grade columns, Student grades and associated settings in the selected archived Course are restored to the destination Course as part of a Restore operation. The default Final Total Points and Final Weighted Grade columns in the new Course will be overridden with the cumulative grade columns in the archived Course package.
Copy Course Materials into a New Course	Select material from an existing Course to be copied into a new Course. Grade Center settings from the original Course are copied into the new Course. All Calculated Grade columns and associated settings in the source Course are copied to the destination Course when the Grade Center is selected as part of the copy. The default Final Total Points and Final Weighted Grade Columns in the new Course are overridden with the cumulative grade columns in the source Course.
Copy Course Materials into an Existing Course	Select material from an existing Course to copy into another existing Course. Grade Center columns from the copied Course are added to any existing Columns in the destination Course. All Calculated Grade columns and associated settings in the source Course are copied into the destination Course when the Grade Center is selected as part of the copy. The source and destination Courses are merged and nothing in the destination is overridden. The destination Course contains all Calculated Grade columns from both Courses. This may result in duplication of the Final Total Points and Final Weighted Grade columns.

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Function	How Grade Center Data and Settings are Handled
Copy Course with Users (Exact Copy)	Makes an exact duplicate of an existing Course including all users and their data. All Calculated Grade columns, Student grades, and associated settings in the source Course are copied to the destination Course. The default Final Total Points and Final Weighted Grade Columns in the new Course are overridden with the Calculated Grade columns in the source Course.
Export	Select all or parts of an existing Course to add to a zipped file. Does not include Student data. All Calculated Grade columns and associated settings in the source Course are included in the Course package when the Grade Center is selected as part of an export.
Import Package	Import Package is used to upload selected Course materials from an exported zipped file into a Course. The entire zipped file can be uploaded or just selected parts of the zipped file can be uploaded. All Calculated Grade columns and associated settings in the exported Course package are imported to the destination Course when the Grade Center is selected as part of an import operation. The Course package and destination Courses are merged and nothing in the destination is overridden. The destination Course contains all Calculated Grade columns from both Courses. This may result in duplication of the Final Total Points and Final Weighted Grade columns which is allowed.

Archiving Courses

An archived Course is an exact copy of all of the content and data in the Course, captured at the moment the archive is created. Archived Courses are saved as zip files. Archived Courses can be downloaded and saved on a local computer or saved in the Content System. Archived Courses can be reactivated using the **Restore Course** function on the System Admin panel. To Archive a Course, follow these steps:

1. From the Control Panel of the Course, click **Archive Course**.
2. Click **Archive** to create a new zip file.
3. Check the box **Include Grade Center History** to add this file to the archive. If the Grade Center History is extensive, the file size of the archive will increase as well as the processing time.
4. If the Content System is installed, to include copies of Content Collection items linked to in the Course, select **Yes**, otherwise, select **No**.
5. Click **Submit**.

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Copying Courses

Course material can be copied with or without users. Copied material can be added into a new Course or into an existing Course. The table preceding, Preserving Grade Center Settings and Data describes how the settings and data are handled in each case.

To copy the corresponding Grade Center columns for Assignments, Discussion Board, Tests, and Surveys, they must be selected along with Grade Center Items and Settings.

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Organizing and Managing Content

About organizing and managing content

The Content Collection allows Instructors to store, share, and publish content within personal user folders, course folders and Institution Folders. This chapter explains how to organize and manage content in ways that are beneficial to them and to other users in the system.

In this section

This section includes information on the following topics:

Topic	Description
Organize content in folders	Describes how content is organized within folders.
Organize Folder Permissions	Explains how folder permissions are managed.
Tools for sharing and finding content	Describes tools available for searching and sharing content.
Organize Course Folders	Explains how to organize content and permissions for Courses.

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Organize Content in Folders

About Organizing Content

Before adding any content to the Content Collection, users should plan out how they will manage their content. This will allow them to organize content in a way which best meets their individual needs.

Files in the Content Collection are organized in a tree structure of nested folders up to, and including, the content area level. This means that each folder may contain other subfolders and files. The term “items” refers to files and folders.

A folder stores both files and other folders. Folders are automatically available to the user who added the folder but must be shared if other users are to view the folder and its contents. It is important to remember that all folders are contained within other folders up to the root (/) folder. Root folders are folders in which all other folders are placed. Content areas, such as Users, Courses, Institution, and Library, are simply folders stored under the root folder.

The system does not allow subfolders with the same name in a single parent folder. For example, two folders named Group Projects may not be created in the top-level of the username folder. The system also does not allow files with the same name to exist in a folder.

Private content space and Public content space

Creating separate folders for personal content (private space) and folders that are available to other users (public space) is very helpful. This method allows the user to have certain folders available only to them, where they can store personal content. For example, one personal folder may contain papers and projects that are in progress, while another contains professional content that is not ready to be shared, such as resumes and cover letters for jobs. Additional permissions for these personal folders are not granted to anyone else.

When a document is ready to be shared, it may be copied or moved to a public folder. For example, if an Instructor is working on a Course document he or she can create the draft in a personal folder, and then move it to a shared folder when it is complete. The shared folder is shared with all users enrolled in the class (public space that is set to be available to only course members), and allows for collaboration.

Creating a private folder

A private folder is created in the same way as other folders in the Content Collection, through the **Add Folder** option. The permissions granted on the folder determine whether or not it is private.

In the username folder, a private folder is a subfolder that is not shared with any other users. A user may create a subfolder in his or her username folder and not grant any other users permissions to it.

In a Course folder, a private folder may be specifically for the Instructor, or it may also be accessible by users with other Course Roles. For example, a private subfolder may be created with permissions granted to the Instructor, Teaching Assistant, and Course Builder. This folder would not be available to any Students enrolled in the Course.

Creating a Public folder

Similar to private folders, public folders are created in the same way as other folders, using the **Add Folder** option. The permissions granted on a folder determine whether or not it becomes to multiple users and groups of users. Any user with Manage Permissions may share the item with a wider audience.

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In a username folder, a public folder may be created and shared with a group of users collaborating on a project.

In a Course folder, a public folder may be created and shared with all users enrolled in the Course. This folder would include course information or articles that the whole class needs to read.

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Organize Folder Permissions

Organizing Folders

It is helpful if users organize folders in a way that allows them to manage permissions by folder, rather than by file. For example, create a folder that contains all files used in a group project. This way the entire folder may be shared with the group members, rather than trying to manage permissions on separate items stored in different folders.

Only Read permission should be added to a top-level folder, for example the username folder. Anytime a Permission is added or changed on the top-level folder, check any subfolders or files designated as Private and verify that additional permissions have not inadvertently been added that would expose protected information.

Sharing Folders

When adding folders and files to the Content Collection, keep in mind which users and user lists the content will be shared with. Try to create folders in which all items are to be shared with the same users. When items shared with the same users are spread out among different folders, it may become very difficult to manage. For example, if the user plans on creating documents that will be applicable to all users at the Institution, they should create a folder that will be shared with All System Users, then add the specific items to this folder.

Sharing files

Files are automatically available to the user that added the file but must be shared if other users are to view the item.

Files inherit permissions from the folder they reside in. This means that if a file is added to a folder that already has Read and Write permission for certain users or user lists, the those same users will also have Read and Write permission on the newly added file.

Overwrite Option on Folders

When modifying or adding permissions to a parent folder, the user has the option to force all files and subfolders to inherit these permissions. For example, if the Read and Write permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, Remove permissions would be removed from the file. All subfolders and files within the parent folder would be granted Read and Write permissions.

If this option is not selected, the files and subfolders are automatically granted any additional permission given to the parent folder, but existing permissions are not removed. For example, if Read, Write and Manage permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, the permissions for the file would remain Read, Write and Remove, and Manage would be added.

After modifying permissions on a folder, the user may modify the permissions on an item, but these will be overwritten the next time permissions on the parent folder are modified. This is one reason storing items with the same purpose and audience in a single folder makes managing permissions much easier.

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Tools for Sharing and Finding Content

About Tools for sharing and finding content

A number of tools are available to facilitate sharing content and searching for content that has been shared. These options are dependent on the level of the folder shared, for example granting permission on a top-level folder versus a subfolder. Remember that when a folder is shared, permissions are granted to all content in the folder.

Find Folder

The Find Folder option allows users to search for top-level folders they have permissions to, for example if another user has granted him or her Read permission on a username folder. When a user is granted permissions to a top-level folder, the Find Folder option allows the user to locate the folder and add it to his or her Content Collection menu, making is easy to access the folder on a regular basis.

Users may decide to share a top-level folder with another user, and then adjust the permissions on the content within, limiting the content this user may access. For example, grant the user Read permission on the username folder. Then open the folder and remove Read permission for the content this user should not view. The user may still use the Find Folder option, but they will only view specific content in the folder.

Search

Search allows users to locate all files and folders that have been shared with them. When a search is performed only those items to which a user has permissions will be returned. If permissions are granted on a nested folder (and not the top-level folder) the user may search for the folder and bookmark it; the Find Folder option may not be used on nested folders.

Go To Location

Go to Location allows users to go directly to a specific folder that has been shared with them in the Content Collection. This time-saver allows users to enter the path to open a folder and Bookmark the location at the same time.

Bookmarks

Bookmarks enable quick access to frequently used content a without having to navigate through several folders. Bookmarks can be organized into folders and subfolders as needed by the user. This tool is helpful when permissions are granted on a nested folder, since the Find Folder tool may not be used.

Workflow Activities

If a user is expected to take action or respond to an item, it is helpful to send a Workflow Activity with the item. When a Workflow Activity is created users are selected to share the item with and permissions are granted. An option may also be selected to send an email to these users stating that this item has been shared with them and that a Workflow Activity is attached to it.

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Passes

Passes may be used to share a file with a user for a specific amount of time. This is especially useful for sharing files with users who do not have system accounts. When a pass is created, the user decides whether to grant Read or Read and Write permission to the file with the pass. When the time allotted for the pass is over, the user will no longer be able to access the file.

Portfolios

Portfolios allow users to collect and organize files into custom Web pages. These Portfolios can then be presented to individuals and groups of users. It is important that users consider the permissions granted to files that are linked to in a Portfolio. If another user has permissions (other than Read) to a file that is linked to a Portfolio, the file may be modified or removed, resulting in issues for the Portfolio users.

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Organize Course Folders

About course folders

a Course folder for each Course appears by default under Courses. The default roles that have full permissions (Read, Write, Manage, and Remove) to this folder when the folder is first created are Instructors, Teaching Assistants and Course Builders. The Administrator may modify this default. For example, the Administrator may set it so that when a Course folder is first created, only Instructors and TAs have full permissions. It is very important to understand which permissions have been granted to the folder before proceeding with setting up subfolders and additional permissions.

Any user with Manage permission on the course folder can grant additional permissions on that folder to other users. For example, an Instructor may want to grant Read permission to all Students in the Course to the course folder, and Read and Write permission to a public folder created beneath the main course folder.

Storing single Course content

The temporary nature of Courses makes the course folder (tied to the Course ID) useful for storing content that is specific to a single Course. If a Course is removed, the folder tied to the Course ID is no longer accessible. If content that is stored in the course folder does need to be reused, options for copying and moving items are available.

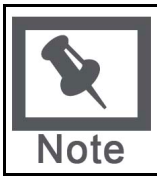
It may be easier to store content that is used in multiple Courses in the Institution Folder or the instructor's user folder. This also depends on how the Administrator configures the Institution Folder and its availability. Keep in mind that if Course-related content is stored in a user folder, and it has not been shared. This content will be unavailable if the user leaves the Institution and is removed from the system.

Folder examples

Subfolders within the course folder may be used to store both private and public content. The following are some examples of folders that may be created in the course folder:

Private Folder

A folder shared with the Instructor, Teaching Assistant, and other applicable Course Roles that contain private course information, such as test and survey results. These users all have Read, Write, Manage and Remove permission on the folder.



Note: The Instructor may decide to retain the course folder as a workspace for the Course, and not allow users to access any items in the course folder. Instead, the Instructor may link to Content Collection items from the Course. In this scenario, the entire course folder would be a private folder.

Group Folders

Folders shared with Course groups, which may be used as group collaboration areas. There are a few options for setting this up:

Grant all Students in the Course Read access on the top-level course folder. Remove Read permission for Students to all private folders. Add permissions for each group to their respective Group folder. This option allows Students to use the Find Folder tool to locate the Group folder.

Grant each Course Group permission to their respective Group folder in the Course (do not grant any permission for Course users to the top-level course folder). The Students may use Search, Go To Location, and Bookmarks to locate the folder.

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Public Folder

Folder shared with all Course users where they may access Course related materials, such as the syllabus or reading list. There are a few options for setting this up:

- Grant all Students in the Course Read access on the top-level course folder. Remove Read permission for Students to all private folders. Add permissions for all Course users to the public folder. This option allows Students to use the Find Folder tool to locate the public folder.
- Grant all Course users permissions to the public folder (do not grant any permission for Course users to the top-level course folder). The Students may use Search, Go To Location, and Bookmarks to locate the public folder.

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Using Content System Content

Introduction

Instructors may use items from the Content Collection throughout Courses in the Blackboard Learning System. Files and Portfolios may be linked to from different areas in a Course and items from a Course may be added to a folder in the Content Collection.

In this section

This section includes information on the following topics:

Topic	Description
Add Content Collection Items to a Course	Explains how to add items from the Content Collection to a Course.
Add Portfolios to a Course	Explains how to add Portfolios to a Course.
Course Link Checker	Describes how to check permissions for Content Collection items linked to in a Course.
Copy files to the Content Collection	Explains how to copy files from a Course to the Content Collection.
Content System Items during Export/Import and Archive/Restore	Explains how Content Collection items behave when a Course package is imported or restored.
Course Copy and Content Collection Items	Explains how Content Collection items function during a Course copy.

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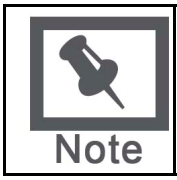
Add Content System Items to a Course

Overview

It is easy for Instructors to quickly add materials stored in the Content Collection to their Blackboard Learning System Courses. Content Collection items are supported as another type of content, such as Learning Units, that can be added to a Course.

Instructors have two options for adding items from the Content Collection to a Course. Items may be added through the Add Content Collection Content option available in Content Areas, or through the third row action buttons available in the Text Box Editor.



Note: The System Administrator may disable the Text Box Editor. The third row action buttons will not be available if this feature is disabled.

Adding Content System Content to a Course

Content Collection Content may be added to any Content Area in a Course, such as Course Information or Course Documents. To add an item from the Content Collection to a Content Area, follow the steps below:

1. Open the Control Panel for a Course.
2. Open a Content Area, such as **Course Documents**.
3. Click **Add Item**. On the Add Item page, select **Browse** from **Link to Content Collection**.

Adding a link to a Content System item from the Text Box Editor

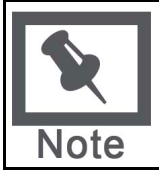
Users may add links to items in the Content Collection from the Text Box Editor. Follow the steps below to add a link to a Content Collection item:

1. Open the Control Panel for a Course.
2. Open a Course area meant to hold content where the Text Box Editor is available, such as an Announcement or a Discussion Board.
3. Select an option in the third row of the Text Box Editor.

The Content Collection item to link to is selected on the page that appears. Select Browse next to the Link from Content Collection field. The Content Collection will open in a new window. Locate the Content Collection item, select it and click Submit.

It is very important that the Browse field and the Specify URL field are left blank. These fields are not used for adding items from the Blackboard Content Collection.

Depending on the type of item being added, additional options may also be available on this page. For more information, see the Text Box Editor topic in this manual.



Note: The System Administrator may disable the Text Box Editor Links. The third row action buttons will not be available if this feature is disabled.

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Permission granted to items added to Courses

When an item from the Content Collection is added to a Course, all users in the Course will automatically be granted Read permission to the item. The Permissions page for the item in the Content Collection will list All Course Users as having Read permission.

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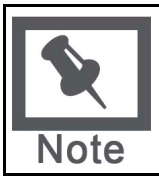
Add Portfolios to a Course

Overview

It is easy for Instructors to quickly add Portfolios stored in the Content Collection to their Blackboard Learning System Courses. These Portfolios may be viewed by all users enrolled in the Course.



Note: The System Administrator may disable Portfolios. This option will not be available within Courses if this tool is disabled.

Sharing a Portfolio with a Course

1. Portfolios created in the Content Collection may be shared with users in a Blackboard Learning System Course. To share a Portfolio with a Course, follow the steps below:
2. Select folder view for the Content Collection menu.
3. Under the heading Portfolios, click **My Portfolios**.
4. Select **Manage** next to the Portfolio to share with the Course.
5. Click **Share Portfolio**.
6. Select **Share with Course** from the drop-down list in the Action Bar and click **Go**.
7. Enter the Course ID of the Course. The Portfolio may be shared with multiple Courses; separate each Course ID with a comma.
8. A receipt page appears stating which Courses were granted access to the Portfolio.

Once a Portfolio is shared, it must be made available in the Course before it may be accessed by users.

Make Portfolios available to users in a Course

Portfolios are made available to users in a Course through the Course Menu. Before adding Portfolios to the Course Menu, the Instructor must enable Portfolios in the Course. Follow the steps below:

1. Select **Manage Tools** under Course Options on the Control Panel.
2. Select **Enable Blackboard Tools**.
3. Select the **Availability** option next to Portfolios.
4. Return to the Control Panel.
5. Select **Manage Course Menu** under Course Options.
6. Select **Add Tool Area**.
7. Select **Portfolio** in the Area Type drop-down list and enter a name for the area (for example, Course Portfolios) in the **Area name** field. Select the option **Make available for Student/Participant users**.

a Course Portfolio area will appear in the Course Menu. Users may view Portfolios that have been shared with the Course in this area.

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Location of Portfolios within Control Panel

All Portfolios that have been shared with a Course are located on the Course Portfolios page. Follow these steps to open the Course Portfolios page.

1. Open the Control Panel for a Blackboard Learning System Course.
2. Select **Course Portfolios** under Course Tools.
3. Select the title of a Portfolio to open and view it.

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Course Link Checker

Overview

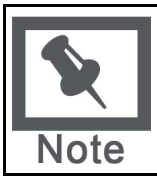
The Course Link Checker allows Instructors to check the links to Content Collection items that have been added to a Course. For example, if an item in the Content Collection is removed after the Instructor has created a link to the item in a Course, the Course Link Checker will detect this and make the Instructor aware of the broken link. Depending on the situation, some broken links may be repaired; while others may not.

When a link to a Content Collection item is added to a Course, All Course Users are given Read permission to this item in the Content Collection. When the Course Link Checker is run, the only permission that is checked is Read permission for All Course Users.

Enabling the Course Link Checker

Instructors have the option of enabling or disabling the Course Link Checker for each of their Courses. The tool is disabled by default when a Course is created. The following steps explain how to enable the Course Link Checker:

1. Open the Control Panel for a Blackboard Learning System Course.
2. Select **Manage Tools** under Course Tools.
3. Select **Enable Blackboard Tools**.
4. Select the check box under **Available for Check CS Links** and click **Submit**.



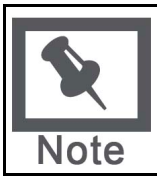
Note: The System Administrator may disable the Course Link Checker for the entire system. This tool will not be available within Courses if it is disabled by the Administrator.

Course areas checked by the Course Link Checker

Items may be added to Courses through the Add Content Collection option available in Content Areas, or through the third row action buttons available in the Text Box Editor. The Course Link Checker will detect any broken links that appear for content added through the Add Content Collection option.

The Course Link Checker will detect any broken links added to the following areas through the Text Box Editor:

- Content Areas (for example, Course Documents, Course Information, and Assignments)
- Announcements, Calendar Events and Tasks
- Learning Units
- Discussion Boards



Note: Links to Content Collection items added to Assessments (including Tests, Surveys and Questions Pools) are not checked by the Course Link Checker.

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When to use the Course Link Checker

If links to Content Collection items are added to a Course, it is important that the Course Link Checker is run on a periodic basis. This is especially true after a Course is copied, restored or imported. Users with access to the items in the Content Collection may move and remove items, or modify the permissions on an item. These actions may impact the validity of a link to the item in a Course.

For example, when a link to a Content Collection item is added to a Course, all Course users are automatically granted Read permission to the item in the Content Collection. If this permission is later removed by a user who has Manage permission to the item, selecting the link within the Course will result in an error message.

Steps to use the Course Link Checker

Running the Course Link Checker is a very simple operation.

1. Open the Control Panel, and select **Check CS Links** under Course Tools.
2. Select **Submit** on the Course Link Checker page. This operation may take a few minutes to run; the length of the process depends on the number of links within a Course.
3. Read the results and repair broken links
4. After the Course Link Checker is run, a results page will appear, explaining the status of each link to a Content Collection item. Some broken links may be fixed by the Instructor, while others may not.

Legend	Description and Resolution
	Valid Link. These items are linked successfully and do not require any further action.
	Repairable permissions error. All Course Users do not have Read permission to these Content Collection items. When a user attempts to access this link in a Course, a 'File Not Found' error will appear. The Instructor has Manage permission to the items and can therefore repair these links. Select the check boxes next to these items and click **Repair**. The system will grant Read permission to these items to All Course Users.
	Path not found. The items have been moved, removed or renamed within the Content Collection. The links are broken and the Instructor should remove them from the Course. If the new locations or names of the items are known, new links may be created.
	Permissions error. The links to the items are valid but All Course Users do not have Read permission to these Content Collection items. The Instructor does not have Manage permission to the items and cannot repair these links. The Instructor should remove these links from the Course or contact a user with Manage permissions to these items to add the appropriate permission.

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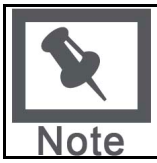
Copy Files to the Content Collection

Overview

The Copy Files to CS tool enables Instructors to copy content from their Courses in the Blackboard Learning System to a folder in the Content Collection. This is very helpful for Instructors who have attached files that exist outside of the Content Collection to Course Content Areas. Items that are added through to the Content Collection may be used in new Courses, shared with other users, and added to Portfolios.

This tool is meant for adding new content to the Content Collection; it does not detect Content Collection items that have been added to a Course or make changes to the Course itself.



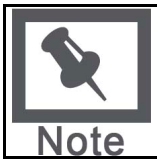
Note: The System Administrator may disable the Copy Files to CS tool. This tool will not be available if it is disabled by the Administrator.

Types of content that may be copied

The Copy Files to CS tool copies files that have been attached to Course Content Areas. These files are originally added the Course through the **File to Attach** option available on specific pages in the application or the third row action buttons in the Text Box Editor.

The Copy Files to CS tool copies items attached to the following:

- Content folders
- Content items
- Course Links
- Assignments
- Instructions
- External links
- Learning units



Note: All attachments associated with unprotected Course Cartridges are copied; protected cartridge content will not be copied.

Types of content that are not copied

Attachments added to the following areas of a Course are NOT added to the Content Collection through the Copy files to CS tool:

- Attachments added to any Assessment areas (this includes Tests, Surveys and Question Pools)
- Attachments added to Discussion Board messages, including Group Discussion Board messages
- Files uploaded to the Digital Drop Box by Instructors

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- Items added to the Grade Assignment page by the Instructor are not copied. These items include comments for a specific user and are sent when the Assignment is graded. (Items added to the Add Assignment page by an Instructor are copied)

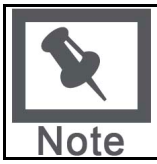
Student files added to a Course are also not copied, this includes:

- Files uploaded to the Digital Drop Box by users
- Files uploaded by users to Assignments

Enabling Copy Files to CS

Instructors have the option of enabling or disabling the Copy Files to CS tool for each of their Courses. The tool is disabled by default when a Course is created. Follow the steps below to enable the Course Link Checker:

- Open the Control Panel for a Course.
- Select **Manage Tools** under Course Tools.
- Select **Enable Blackboard Tools**.
- Select the check box under **Available for Copy Files to CS** and click **Submit**.



Note: The System Administrator may disable the Copy Files to CS for the entire system. This tool will not be available within Courses if it is disabled by the Administrator.

Using Copy Files to CS

Instructors access the Copy Files to CS tool within the Control Panel of a Course.
Follow the steps below to run the Copy Files to CS Tool:

1. Open the Control Panel, and select **Copy Files to CS** under Course Tools. The Copy Files to CS page appears.
2. In the Select Course Materials, select the check boxes for those areas that will be copied. In each area selected, attached items will be copied to the Content Collection.
3. The path in the Destination field defaults to the location of the course folder in Course Content in the Content Collection. The path to a different folder may be entered.

Note: Users can only copy content to folders within the Content Collection to which they have Write permission.

4. A receipt page appears after the copy is complete. The receipt states all areas that were successfully copied and any that have failed.
5. The copied items will appear in the Content Collection in a folder named Copied Content.

Run the tool multiple times

The Copy Files to CS tool may be run on the same Course multiple times. This may be helpful in the following situations:

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- Too much or too little content was selected to copy and a clean copy is needed.
- If files were copied at the beginning of the term, the process may need to be run at the end of the term to copy additional files that have been uploaded.

Each time this tool is run, a new set of folders appears in the Content Collection. If the content is copied to the same area, for example Course Content, the Copied Content folder is appended with the number of the copy. For example, the folder created after the tool is run a second time is named 'Course ID' Copied Content (2).

File Structure in the Content Collection

All files copied to the Content Collection are stored in the destination folder selected on the Select Areas to Copy page. All of the content from the Course is stored in a folder with the following naming convention: 'Course ID' Copied Content. The structure of files within Copied Content mimics the structure of the files in the Course. Example

The copy from History100 included Course Documents and Course Information.

Course Documents folder contained:

- a Course item with the file Syllabus.doc attached
- a Course folder named Chapter One (no items attached to the folder)
- In the Chapter One folder - a Course item with the file WeekOne.doc attached

Course Information folder contained:

a Course item with the file CourseOverview.doc attached. The structure of files within the Content Collection will be as follows:

>History 100 folder
>History100 Copied Content folder
>Course Documents folder
>Syllabus.doc
>Chapter One folder
>WeekOne.doc
>Course Information folder
>CourseOverview.doc

Copying special file attachments

There are a few cases where copied content receives special treatment in the Content Collection:

Content uploaded to the Blackboard Learning System as package files (for example, zip files) where the user selected to **unpackage this file** are copied to the Content Collection in the zip file format with the unpackaged items under a folder with the following format: **dir_fileattachmentname.fileextension**. For example, a file called "unzipme.zip" is unpackaged at the root of the Course Information folder. The Content Collection will have both the unpackage.zip file at the root of the Course Information folder and also dir_unzipme.zip that contains the contents of the original file.

All files uploaded through the Text Box Editor are copied to individual subfolders named **embedded(unique#).** This is also true for files uploaded through the Text field when the Text Box Editor is not available.

When an HTML file that contains references to images is uploaded, the user is prompted to upload the images. These are "missing images". Missing images are copied to a folder with the following format: **dir_fileattachmentname.fileextension.**

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Copying files with the same name

The Content Collection does not allow a folder to contain multiple files with the same name; this type of duplication is permitted within Courses in the Blackboard Learning System. The same is true of folders with the same name.

When files and folders with the same name are copied to the same folder in the Content Collection, the names will be appended with a number. For example, if two files named Syllabus.doc are copied to the same folder, they will appear as Syllabus.doc and Syllabus1.doc.

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Content System Items during Export/Import and Archive/Restore

Overview

When a Course in the Blackboard Learning Systemis exported or archived, links to any Content Collection files are included. If a package is then imported or restored, these links are included in the content. The behavior of these links depends on the state of the items in the Content Collection.

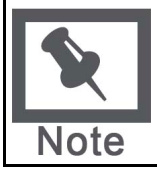
Items remain in the Content Collection

If the items are stored in the same location within the Content Collection, the links to these items in the Course will function properly. The Instructor should check the permissions for these items as they may need to be updated. Permissions for this item should be granted to the Course User List so all users enrolled in the Course may access the items. If users do not have permissions to the item, an 'Access Denied' error message appears when they select the link.

Items restored or imported to a Course without Content Collection installed

If a Course package is restored or imported to a Course in the Blackboard Learning System and the Content Collection is not installed, all of the links to Content Collection items in the imported or restored Course will be broken. This is due to the fact that the Course saves a link to each item, not the actual files.

The Instructor should remove the links to these items from the Course. If the items are accessible, they can be added to the Content Collection and linked to again from the Course.



Note: If the Content Collection is moved or deleted the same behavior described above will occur. All of the links to Content Collection items will be broken.

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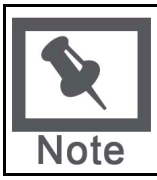
Course Copy and Content System Items

Overview

Links to Content Collection items in a Course are copied during a Course copy operation. Because links to Content Collection items are copied and not physical files, all users must have permission within the Content Collection to view these files. Users in the new Course will not have the appropriate permission. When a user without the appropriate permission to the Content Collection item selects a link to the item in the Course, an Access Denied message appears.

The Instructor must add permission for these users to the item in the Content Collection or the Administrator may enable the Copy Settings options to automatically update permissions when a Course is copied.

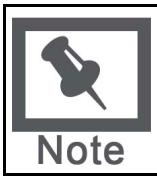


Note: The automatic permissions update only applies to Courses that are copied. If a Course is imported or restored, user permissions to Content Collection items linked to in the Course are not automatically updated.above will occur. All of the links to Content Collection items will be broken.

Automatic permission updates to Content Collection items

A Copy Settings option is available for Administrators to manage the permissions of Content Collection items that are copied as part of a Course copy operation. There are two options the Administrator may enable in the system; one or both may be enabled. If these options are enabled, the permissions for Content Collection items located in almost all Course areas will be automatically updated.

- **Update permissions for general links** – If this option is selected, all users enrolled in a copied Course automatically receive Read permission to Content Collection items linked to in the Course.
- **Update permissions for e-Reserve links** - If this option is selected, all users in a copied Course automatically receive Read permission to e-Reserves items linked to in the Course.



Note: The one exception to this is Assessments. The permissions for Content Collection items linked to in Tests, Surveys, and Questions Pools are not automatically updated. The Instructor must update the permissions to these items manually through the Content Collection.

Item permissions in the Content Collection

When a Content Collection item is copied through Course Copy and the permissions are automatically updated, the new permissions are visible for the item in the Content Collection. When the Content Collection item is viewed in the Content Collection, Read permission will appear for All Course Users.

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Using Library Content

About the Library

Instructors can enhance their Courses by adding content from the Library. The Library is used to post eReserves, electronic manuscripts, and other Institution resources. It allows seamless integration with the Blackboard Learning System, making it a powerful way to share and distribute library materials. This document explains how Instructors can use the library to supplement their Course offerings.

In this section

This section includes information on the following topics:

Topic	Description
Library Areas	Describes the main areas of the Library.
eReserve Folders	Explains how eReserve Course folders are created and their availability.
Add Library Content to Courses	Describes how to add content from the Library to a Course.

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Library Areas

About Library Areas

By default, there are two main areas within the Library, Library Content and eReserves. Additional areas may also be added to the Library to meet specific Institution needs.

Library Content

Library Content may be organized according to the Institution's needs. This area is intended for content that may be shared across the entire Institution.

User access to Library Content

All users have read access to all content within Library Content by default.

Instructor access to Library Content

Instructors may add items from Library Content to Courses within the Blackboard Learning System.

eReserves

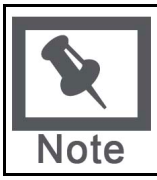
eReserves are automatically organized by Course; each Course in the Blackboard Learning System has a corresponding Course in eReserves. eReserves are only available for Courses; eReserves are not available for Organizations.

User access to eReserves

All users have automatic read access to eReserves for Courses they are enrolled in; eReserve folders for other Courses do not appear in the file tree.

Instructor access to eReserves

Instructors may add items from eReserves to Courses within the Blackboard Learning System



Note: eReserves must be enabled by the System Administrator; if the Administrator does not activate this area it will not appear in the Library.

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eReserve Folders

Generating course folders in eReserves

Course folders within eReserves are automatically generated the first time the Instructor, Teaching Assistant or Course Builder accesses the Content Collection after the Course is created. If a Course is added to the Blackboard Learning System, the eReserve course folder will appear to Course users the first time the Instructor accesses the Content Collection.

Course availability and eReserves

The ability to see the eReserve folder when the Course is made unavailable depends on the user's Course Role. Instructors, Course Builders, and Teaching Assistants can see the folder whether the Course is available or unavailable. Students can only see the eReserve course folder when the Course is available.

Course removal and eReserves

If a Course is removed from the Blackboard Learning System, the eReserve folder, and all of its content, is also removed.

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Add Library Content to Courses

Add content from the Library to a Course

Instructors may add items from the Library to their Course Content Areas. This includes items that appear in their course folders within eReserves, as well as items from Library Content. Follow the steps below to add an item from the Library to a Course:

1. Select a Course and open the Course Control Panel.
2. Select a Content Area, such as **Course Documents**. The Course Documents page will appear.
3. Select **Add Content System Content** from the drop-down list in the action bar and click **Go**. The Add Content Collection Content page will appear.
4. Complete the Add Content Collection Content page with the following information:

Field	Description
Content Information	
Name	Enter a title for the content item. This title will appear in the Course.
Text	Enter a description for the Content item. You may use the Test Box Editor options to format the text.
Choose Content System Item or Folder	
Browse Content System	Enter the path to the content item in the Library or click **Browse** to locate and select the file in a folder within the Library (for example, Library Content or eReserves).
Name of Link to Content	Enter the name of the link that users select to access the attached file.
Options	
Do you want to make the content visible	Select **Yes** to make the content available to Students immediately. Select **No** to hide the content from Students. If availability is controlled by date limits, select **Yes** in this field.
Do you want to track views	Select **Yes** to include this item in reports on Student views. Select **No** and information about which Students have viewed the content will not be tracked.
Do you want to add metadata?	Select **Yes** to add metadata to the item. Metadata is information related to the item. In the Blackboard Learning System, metadata is primarily used to ensure compliance with industry standards. Select **No** if you do not wish to add metadata.
Choose date restrictions	Select **Display After** and use the drop-down lists to select a date. This will hide the content until the date selected. Select **Display Until** and use the drop-down lists to enter a date. This will hide the content after the date selected. The **Display After** and **Display Until** features can be combined to set restrictions for the display the content for a set period of time.

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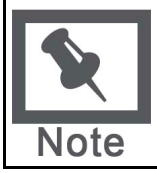
Instructors also have the option of adding items in the Content Collection to Courses through the Text Box Editor. The **Add Item** option in the third row action bar of Text Box Editor may be used to locate and add items in the Content Collection.



Note: Only items within the eReserve course folder that correspond with that Course may be added to the Course. Content in eReserve course folders for other Courses you may be teaching may not be added. All items within Library Content are available to use within a Course.

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Self and Peer Assessment Building Block

Overview

One of the key skills that educational institutions want their students to develop is the ability to assess their own work and that of their colleagues. To aid this development, a comprehensive and flexible tool for the assessment of text, images and digital-based resources has been incorporated within the Blackboard Learning System. The Self and Peer Assessment Building Block allows an Instructor to create an exercise, composed of one or more questions, each with one or more criteria to be presented to the students for completion and assessment. These questions and criteria can be stored for later use.

Features and Functions

The Self and Peer Assessment Building Block is a tool designed to enhance the reflective learning skills of students. Reviewing the work of colleagues through criterion-based reference evaluation promotes constructive feedback. The constructive feedback that students receive from their peers can provide valuable insights into their own efforts.

Large classes can benefit from the Self and Peer Assessment Building Block by distributing the administrative workload; quality feedback can be provided from several different individuals, instead of relying upon a single Instructor.

Assessments can be precisely scheduled to allow the proper time for the submission and evaluation process to be completed; including the time to access any content items associated with the assessment.

Instructors have the option of using Self and Anonymous evaluations. These options may provide a comfort level that can result in more candid assessments and evaluations. They may also impact the integrity of the assessment process; care must be exercised in their use.

Enable the Self and Peer Assessment Building Block

The Self and Peer building block is included in the Blackboard Learning System. By default, it is turned on and available for use immediately.

See also

These topics outline the features and functions of the Self and Peer Assessment Building Block:

Creating a New Assessment
Importing an Assessment
Exporting an Assessment
Adding a Question to an Assessment
Adding Criteria to a Question
Adding a Question from the Library
Previewing the Assessment
Completing an Assessment
Evaluating an Assessment
Viewing the Results

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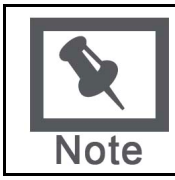
Creating a New Assessment

Overview

The Self and Peer Assessment process begins by creating a new Assessment. Assessments can be created from any of the content areas within a Course.



Note: Use the **Instructions** field to provide clear instructions and other information that may be helpful in completing the Assessment.

Date Ranges

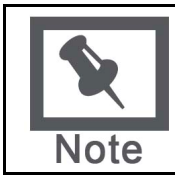
There are three date ranges that are necessary to the successful creation and deployment of an Assessment: Display After/Until, Submission Start/End and Evaluation Start/End. They are described in the following table.

Date Range	Description
Display After/Until	The date range which the Assessment is available to Students.
Submission Start/End	The date range which Students can submit answers to an Assessment.
Evaluation Start/End	The date range which Students can submit evaluations of their peers' work on the Assessment as well as their own (if Self Evaluations are enabled).

Follow these steps

To create a new Assessment, follow these steps:

1. Click Control Panel within a Course.
2. Click any of the links within the Content Areas section.
3. Select Self and Peer from the **Select** drop-down menu.
4. Click Go.
5. Enter a name for the Assessment in the **Name** field.



Note: At this point, a new column in the Grade Center is with the same name.

6. Enter instructions for the Assessment in the **Instructions** Visual Text Box Editor (VTBE).

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Note: Beneath the VTBE there is an option to save these Instructions as a **Reusable Object**. If selected, these Instructions will be available to Content System Users. The Content System must be installed as a requirement for this option. For more information on Reusable Objects, see the Content System User's Guide.

7. Use the VTBE to reference any Content System files. Optional.
8. Set the **Submission Start Date** and **Submission End Date** by using the date and time fields.
9. Set the **Start Date** and **End Date** for the peer evaluations by using the date and time fields.
10. Allow Anonymous Evaluations by clicking the **Yes** radio button. Click **No** to disallow.
11. Allow Self Evaluations by clicking the **Yes** radio button. Click **No** to disallow.
12. Allow Submitters to view their own Evaluation Results by clicking the **Yes** radio button next to **Show Evaluation Results to Submitter**. Click **No** to disallow.
13. Define how many of their peers' Assessments each student is expected to evaluate in the Number of Submissions to Evaluate field.

Note: The number entered in the **Number of Submissions to Evaluate** field does not include the creator of the Assessment. Enter zero (0) in this field if Self Evaluations are the only kind desired for an Assessment.

14. Make the Assessment available by clicking the Yes radio button. Click No to make it unavailable.
15. Track the number of views by clicking the **Yes** radio button. Click **No** to disable tracking.
16. Click the **Display After** and/or **Display Until** check boxes to control when the content is available.
17. Set the date and time restrictions for the attached content by using the date and time fields under **Display After** or **Display Until**.
18. Click **Submit**.

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Importing an Assessment

Overview

Assessments can be saved outside of the Blackboard Learning System by exporting them. These Assessments can then be imported for later use. Assessments can be imported from a variety of locations: Course Documents, the Content System, or from a local hard drive.

Note: If the Start Date of the imported Assessment is in the past then the system resets it to 24 hours from the time it is imported. All other dates are adjusted forward in time while maintaining the same relationships that were established in the original Assessment.

Follow these steps

To import an Assessment, follow these steps:

1. Click Control Panel within a Course.
2. Click any of the links within the Content Areas section.
3. Select Self and Peer from the **Select** drop-down menu.
4. Click Go.
5. Click the **Import** radio button.
6. Click **Go**.
7. Click **Browse…** to locate the **Assessment File**.
8. Enter a **Name** for the imported Assessment. If this field is left blank, the imported Assessment name is used.
9. Click **Submit**.

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Exporting an Assessment

Overview

Assessments can be exported to a network or local drive so they can be imported at a later time. The Assessment file is packaged in a ZIP file so it can be easily accessed by the Blackboard Learning System. Only the Assessment (with its Questions and Criteria) is exported, none of the Submissions are.

Follow these steps

To export an Assessment, follow these steps:

1. Click **Modify** next to the appropriate Assessment.
2. Click **Export Assessment**.
3. Click **Save**.
4. Click **OK**.

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Adding a Question to an Assessment

Overview

Questions are the basic component of any Assessment. Questions provide both the structure and content of the Assessment. Questions can be simple or complex:

- What year did Queen Elizabeth I die?
- What is the square root of 144?
- Explain why Napoleon's armies were defeated at the battle of Waterloo.

There are two important options that must be considered when creating Questions:

- Content System items can be added by using their Permanent URLs.
- A Model Response, an example of a correct response to a Question, can be provided. The Model Response allows Evaluators to compare submitted answers to an example. It is not displayed to students taking the Assessment, only to the Evaluators after the Assessment has been submitted.

Note: Beneath the **Question** and **Model Response** VTBEs there is an option to save this Question or Model Response as a **Reusable Object**. If selected, the question or answer will be available to Content System Users. The Content System must be installed to use this option. For more information on Reusable Objects, see the Content System User's Guide.

Follow these steps

To add a question to an Assessment, follow these steps:

1. Click **Modify** next to the appropriate Assessment.
2. Click **Assessment Canvas**.
3. Click **Add Question**.
4. Enter the question in the **Question** Text Visual Text Box Editor.
5. Enter a **Model Response** in the Visual Text Box Editor.
6. Click **Yes** to make the Model Response **Available**.
7. Click **Submit**.

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Adding Criteria to a Question

Overview

The Criteria that accompany each Question provide the means to evaluate the responses to those Questions. The number or Criteria can also range from one ("Did the answer =4") to many:

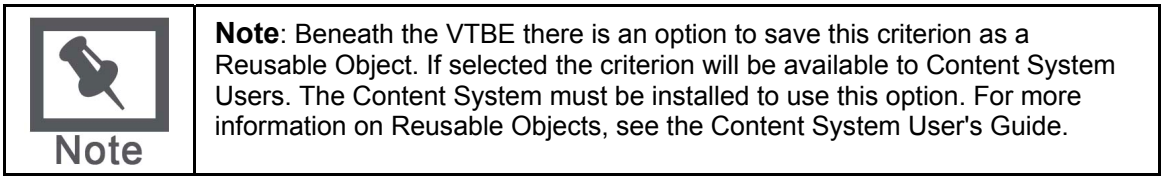
- Does the response place the issue within the broader context of the subject?
- Is the response well organized and clearly laid out?
- Was the response proofread carefully? Was it free of significant grammatical, spelling, or typographical errors?

In general, essay questions may require many criteria per question while shorter questions may only require one or two criteria.

Follow these steps

To add criteria to a question, follow these steps:

1. Click **Modify** next to the appropriate Assessment.
2. Click **Assessment Canvas**.
3. Click **Criteria** next to the appropriate question.
4. Click **Add Criteria**.
5. Enter criteria text in the **Criteria** Visual Text Box Editor.



Note: Beneath the VTBE there is an option to save this criterion as a Reusable Object. If selected the criterion will be available to Content System Users. The Content System must be installed to use this option. For more information on Reusable Objects, see the Content System User's Guide.

6. Enter the number of points possible for this question in the **Points Possible** field.
7. Click **All or Nothing** or **Partial Credit** to decide how to **Assign Points**.
8. Click **Yes** or **No** to decide whether or not to **Allow Feedback to User**.
9. Click **Submit**.

Adding Word Count Criteria

If an Instructor wants to evaluate the length of an answer, it is possible to add a Word Count Criteria to a question. An Instructor may specify that an answer should be around 200 words. The Word Count Criteria enables points to be awarded based on the length of an answer (for example, points awarded if the answer is within 20 words of the 200 word maximum).

To add a Word Count Criteria, follow these steps:

1. Select **Modify** next to the created Self and Peer Assessment.
2. Click **Assessment Canvas**.
3. Click **Criteria** next to the desired Question.
4. Click **Add Word Count Criteria**.

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5. Enter the number of **Points Possible**.
6. Enter the **Maximum Word Count**.
7. Enter the **Allowed Variation**.
8. Click **Submit**.

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Adding a Question from the Library

Overview

Questions and Criteria can be stored and reused in other assessments. Adding Questions from the Library is a quick and easy way to construct an effective assessment. Reusing Questions and Criteria also insures consistency across courses and departments. Once an assessment has been created, Questions and Criteria can be added from a central location.

Follow these steps

To add a Question from the library:

1. Click **Modify** next to the appropriate assessment.
2. Click **Assessment Canvas**.
3. Enter search text in the **Search for Question** field and click **Go**. This field can be left blank to display a list of all stored Questions.
4. Click **Expand** next to the appropriate Question to view all the details.
5. Click the checkbox next to the Question to add.
6. Click **OK**.

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Previewing the Assessment

Overview

There are two ways to preview the Assessment once it has been created, by Submission and Evaluation. These options provide the Instructor a chance to see the Assessments as their Students will. Instructors can use these preview options to fine tune the Assessment.

The **Preview** option is available from the Assessment Canvas for the appropriate Assessment. Select either **Submission** or **Evaluation** from the drop-down list and click **Go**.

Submission Preview page

This page offers a complete view of the Assessment. Each question can be previewed in turn by clicking its name. These pages are read only.

Evaluation Preview page

This page offers a view of all of the evaluations, regardless of their status. The features of this page are described in the following table:

Function	Description
Evaluator links	Click the Evaluator user name to display their Evaluation page. Each question is displayed in a grouping of tabs. Navigate through the tabs to display the submitted response for that question. Click **Model Response** to display the Model Response for that question in a separate window. This is only available if the Question contains a Model Response and was made available.
Status	Displays the status of the evaluation. In Preview Mode the status is always **Not Started**.
Points Allocated	Displays the number of points given out of how many points are possible. In Preview Mode it is displayed as **0 / xxx**.

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Completing an Assessment

Overview

Completing an Assessment allows the Student to interact with their Instructor by providing answers to a series of Questions. These answers are evaluated by their fellow Students; their feedback can assist in their overall comprehension of the material.

Students who have an Assessment assigned to them can access them in appropriate Course Content area. The **Submission** and **Evaluation** date ranges are visible under the Assessment listing. In addition to submitting answers directly on the question page, Students can also submit a local file or copy an item from the Content Collection to support their answer.

Follow these steps

To complete an Assessment:

1. Click the **>>View/Complete Assessment** link to begin the Assessment.
2. Click a question link.
3. Enter a response in the **Response** VTBE.

Note: Beneath the VTBE there is an option to save this response as a **Reusable Object**. If selected, the response will be available to Content System Users. The Content System must be installed to use this option. For more information on Reusable Objects, see the Content System User's Guide.

4. Click **Browse…** to **Attach local file**. OR

   Click **Browse…** to **Copy file from Content Collection**.

Note: Only one file can be attached to an Assessment. If a second file is attached the first one is removed. To attach multiple files, use the VBTE.

5. Enter a **Name of Link to File** to give a name to the attachment link.
6. Click **Submit**.
7. Click **Next**.
8. Repeat the preceding steps as necessary until all of the questions have been answered.
9. Click **OK** when the Assessment is complete.

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Evaluating an Assessment

Overview

Evaluating an Assessment allows Students to provide their peers valuable feedback on the answers they have submitted. This feedback can provide improved comprehension of the material.

Users can access the Assessment using the same link they used to complete it and begin the evaluation. The Evaluation Overview page lists the number of submissions the Student needs to evaluate (including their own), with the Evaluators own name at the top of the list.

If Anonymous evaluations are enabled, the evaluator does not see the name of the Student whose Assessment they are evaluating.

Warning: Do not enroll or un-enroll Students after the evaluation Start Date.

Note: Assessments can only be evaluated during the evaluation period designated during the Assessment creation.

Follow these steps

To evaluate an Assessment, follow these steps:

1. Click the **>>View/Complete Assessment** link to begin the evaluation.
2. Click the appropriate **Evaluator name** link.
3. Review the text in the **Submission** field.
4. Enter the number of points to award that submission in the **Points possible** field.
5. Enter text in the **Feedback** field (if requested).
6. Click the **Allocate Points** checkbox.
7. Click **Save and Next** to move to the next criteria.
8. Click **OK**.

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Viewing the Results

Overview

Assessment Results can be monitored and reviewed once the submission phase has ended. Results can be downloaded as a collection or on an individual basis.

Follow these steps

To monitor the results for an assessment:

1. Click the **Control Panel** menu item within the course.
2. Click the **Self and Peer Assessment** link under **Course Tools**.
3. Click the name of the appropriate assessment.
4. Click **Results**.

Features and Functions

The Results page contains the following features and functions.

Feature	Description
Assessment	Displays the name of the assessment.
Submission End Date	Displays the submission end date.
Evaluation End Date	Displays the evaluation end date.
Download	Click to download all evaluations as a tab-delimited file (.CSV).
Update column total in Grade Center when updating grades	Check this box to update the Grade Center with the results from this assessment.
Send to Grade Center	Click to send the Results to the Grade Center.
Evaluated	Displays an icon showing whether or not a user has completed an evaluation.
Name	Displays the name of the Student.
Username	Displays the username of the Student.
Average Percentage	Displays the average of all points the Evaluators of this student gave for the student's submission as a percentage of total points possible.
Average Score	Displays the average of all points the Evaluators of this student gave for the student's submission.
Results Sent	Indicates whether or not the results for this Student have been sent to the Grade Center.
Evaluated Self	Displays an icon showing whether or not a self-evaluation has been submitted.
Peer Markers	Displays how many peers have completed the evaluation of this Student.

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Feature	Description
View	Click to view a specific submission.
Download	Click to download a specific submission as a .ZIP file.

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