



Blackboard 9.1 SP11 Instructor Handbook



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Accessing Blackboard

Blackboard can be accessed directly (<https://rscdd.blackboard.com>) or through the colleges websites (www.sac.edu or www.sccollege.edu).

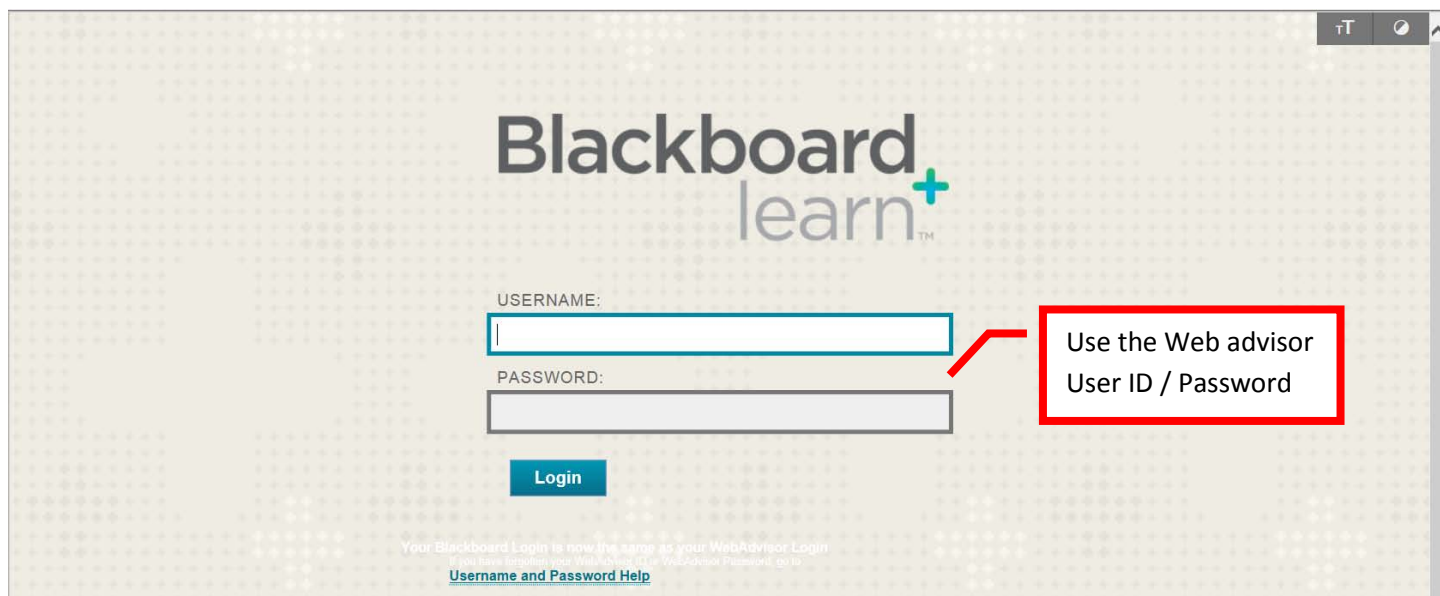
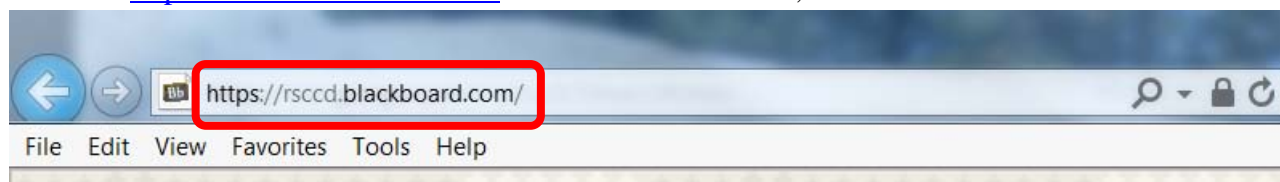
To access Blackboard directly:

1. Open a browser window. It is recommended to use a recent version of Internet Explorer or Firefox. For a of the browsers supported currently supported by Blackboard, go to the Blackboard Support site, or:

<https://blackboard.secure.force.com/publickbarticleview?id=kAB700000008ONu>

HINT: To ensure functionality, view Blackboard in “Compatibility Mode.”

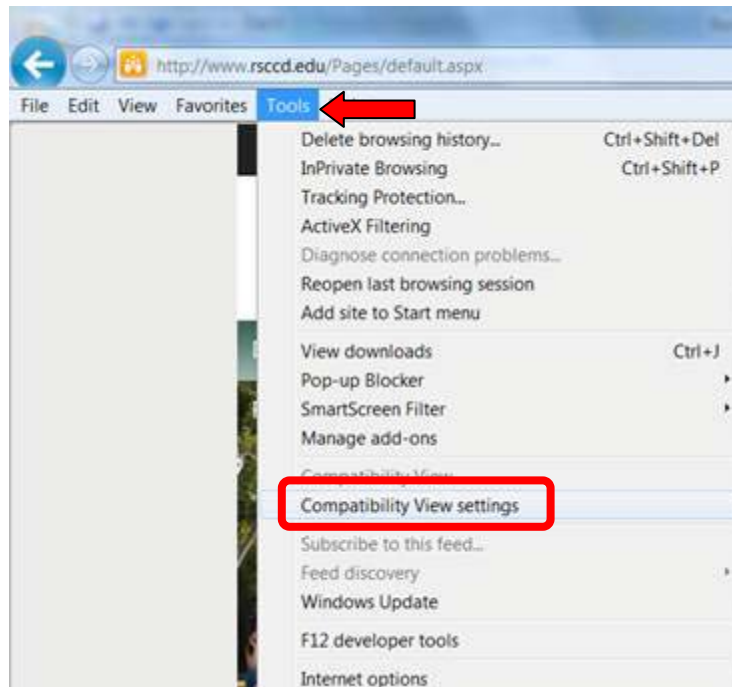
2. Enter <https://rscdd.blackboard.com> in the address window, then click “Go.”



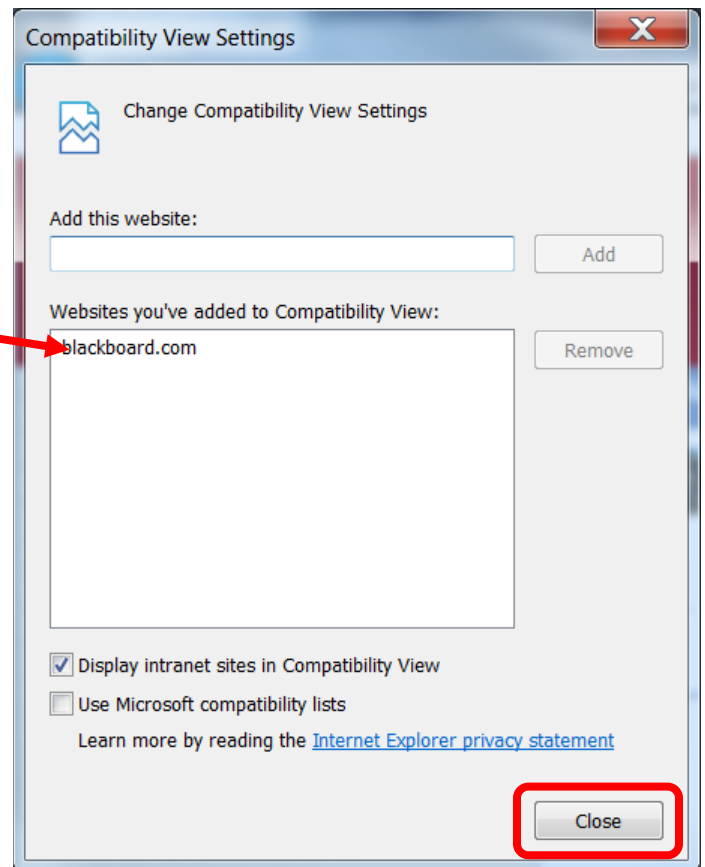
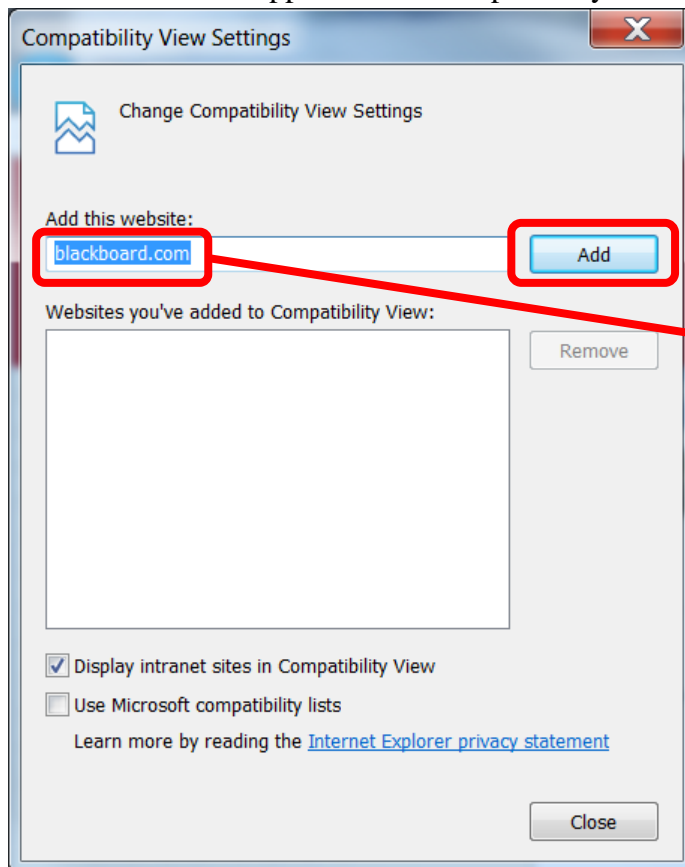
3. Compatibility mode can be enabled by clicking the “broken” or “torn” page in the upper right corner of the screen. If the page is blue in color that indicates that compatibility mode is enabled. A gray page indicates that compatibility mode is off. Click the page to enable compatibility mode. *NOTE: This option may not be available in all versions of IE. Compatibility may have to be set through the tool bar.*



4. Compatibility mode can be enabled using the “**Tools**” menu in Internet Explorer. Click the Tools pull down menu, and select “**Compatibility Mode Settings.**”



5. The Blackboard website should appear in the “Add this website” box. Click the “Add” button. The website will appear in the Compatibility View box. Click “Close” to exit.

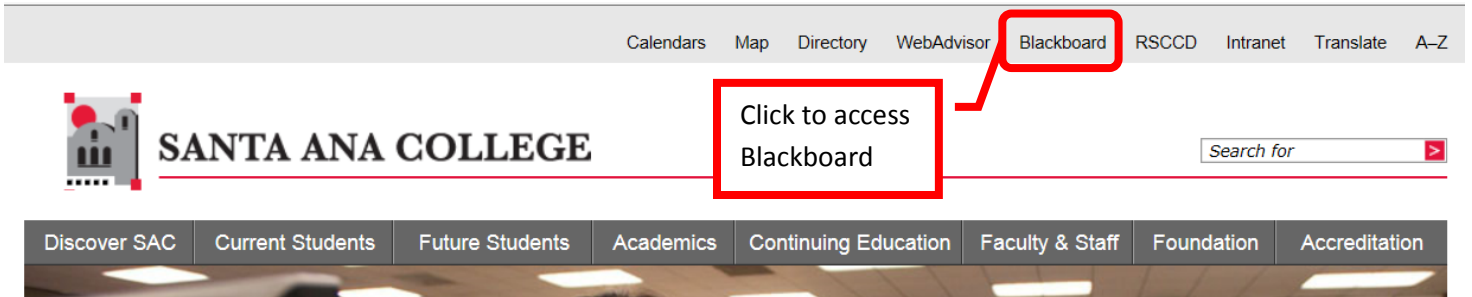


To access Blackboard through the college website:

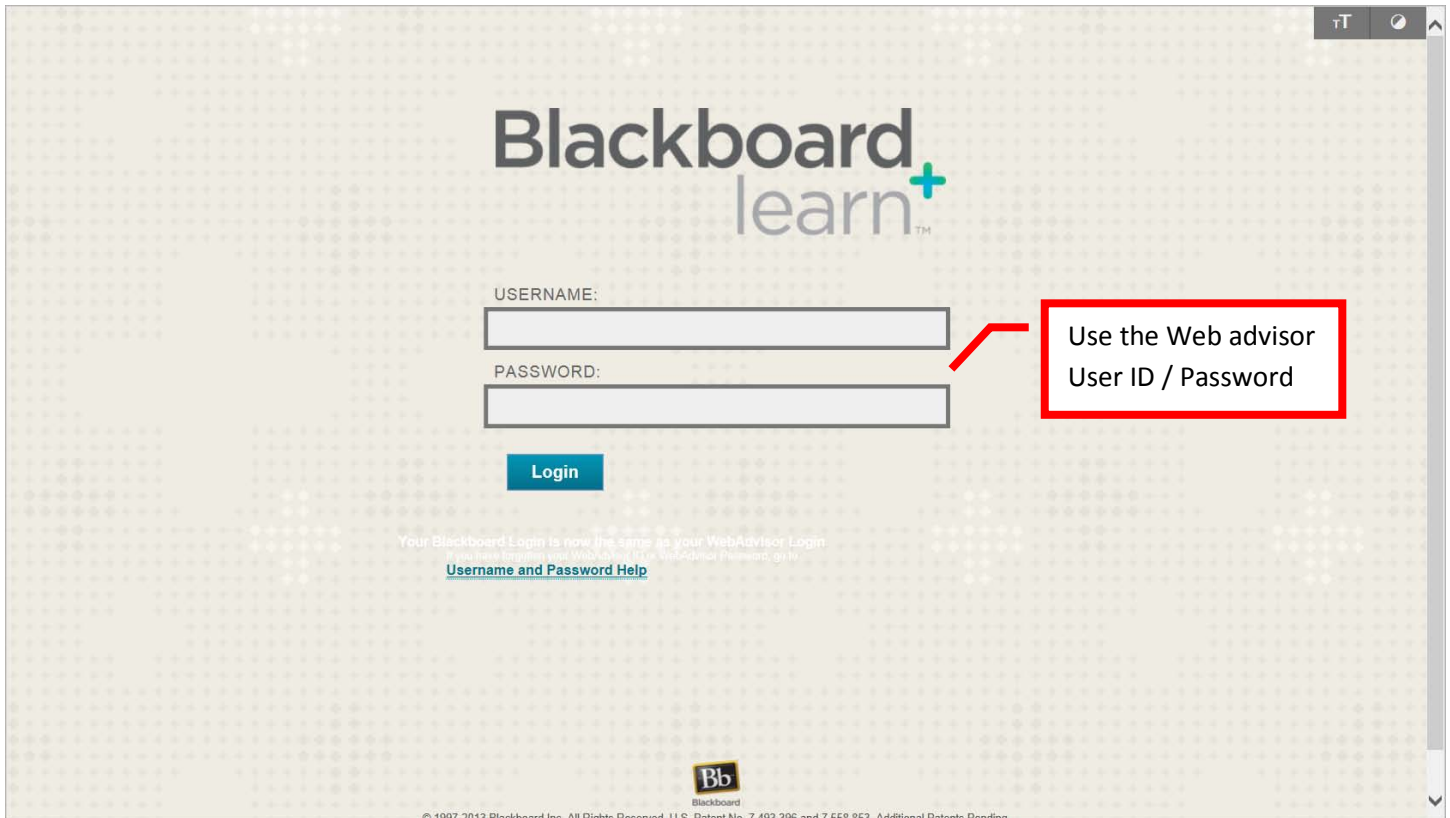
1. Open a browser window. Enter www.sac.edu in the address window, then click “Go.”



2. On the Santa Ana College homepage, click “Blackboard” from the top menu.



3. A new browser page will open to Blackboard.



Logging into Blackboard

Blackboard utilizes the Web Advisor User ID and password. The Web Advisor User ID is two (2) letters (first and last initial) and five (5) numbers.

HINT: Use lower case letters for the User ID as the log in process is case sensitive.

1. Access the Blackboard site
2. Enter the Web Advisor User ID in the “User Name” field.

The first screenshot shows the Blackboard login page with the 'USERNAME:' field highlighted by a red box. A red arrow points from this box to a text box labeled 'Enter Web Advisor ID'. The second screenshot shows the same page, but the 'USERNAME:' field now contains the text 'td12345', which is also highlighted by a red box.

3. Enter the Web Advisor Password in the “Password” field.

The third screenshot shows the Blackboard login page with the 'PASSWORD:' field highlighted by a red box. A red arrow points from this box to a text box labeled 'Enter Web Advisor Password'. The fourth screenshot shows the same page, but the 'PASSWORD:' field now contains ten dots, which is also highlighted by a red box.

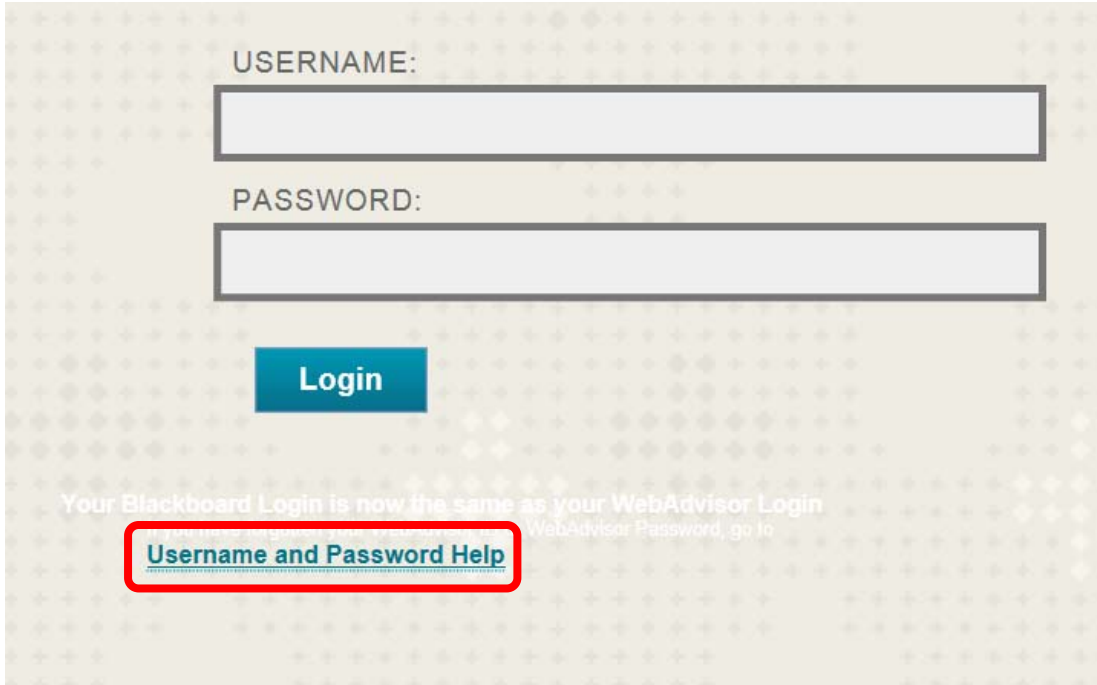
4. Click the “Login” icon.

The fifth screenshot shows the Blackboard login page with the 'Login' button highlighted by a red box. A red arrow points from this box to a text box labeled 'Click to login to Blackboard'. The sixth screenshot shows the same page, but the 'Login' button is now highlighted by a red box.

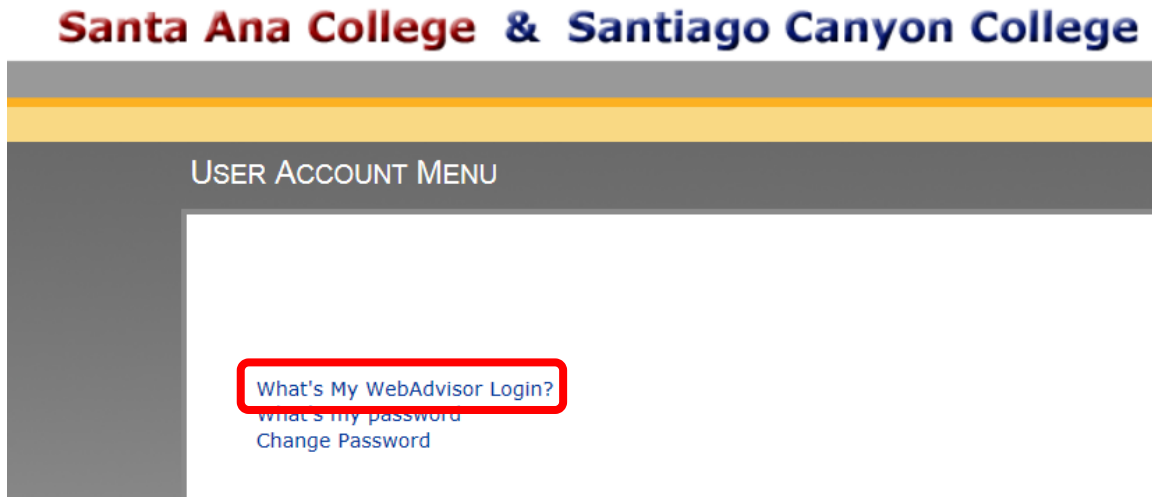
Blackboard User ID / Password Help

To Find the Blackboard User ID:

1. Blackboard uses the Web Advisor User ID and password. For help with the User Name or password, click the “Username and Password Help” link on the Blackboard login page.

A screenshot of the Blackboard login page. It features a light beige background with a subtle pattern of small stars. At the top, the text "USERNAME:" is followed by a long, empty rectangular input field. Below this, the text "PASSWORD:" is followed by another long, empty rectangular input field. A blue rectangular button with the word "Login" in white text is positioned below the password field. At the bottom of the page, there is a line of text: "Your Blackboard Login is now the same as your WebAdvisor Login". Below this text, there is a link that says "Username and Password Help" which is highlighted with a red rectangular border. To the right of this link, there is a small, faint text that says "WebAdvisor Password, go to".

2. This link will redirect to the Web Advisor User Account Menu. To find the Web Advisor / Blackboard User ID, click the “What’s My Web Advisor Login” link.

A screenshot of the Web Advisor User Account Menu. At the top, there is a header with the text "Santa Ana College & Santiago Canyon College" in a bold, dark blue font. Below this header is a horizontal bar with a yellow and orange gradient. Underneath the gradient bar is a dark grey rectangular area with the text "USER ACCOUNT MENU" in white. Below this grey area, there is a white rectangular area. In this white area, there is a link that says "What's My WebAdvisor Login?" which is highlighted with a red rectangular border. Below this link, there are two more links: "What's my password" and "Change Password", both in a smaller, blue font.

3. Enter your Last Name in the “Last Name” field and **either** your Social Security Number in the “SSN” field **or** your 7-digit Datatel Employee or Student ID number in the “Student Number” field. Click “Submit” to continue.

What's My WebAdvisor Login?

In order to retrieve your WebAdvisor Login you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

Student Number

Enter your last name

Enter either your SSN or Datatel ID #

SUBMIT

* = Required

Last Name*

SSN

OR

Student Number

* = Required

Last Name*

SSN

OR

Student Number

The screenshot shows a form titled "What's My WebAdvisor Login?". It includes instructions and three required input fields: Last Name, SSN, and Student Number. Red boxes and arrows highlight the input fields and a "SUBMIT" button. Two example paths are shown below the main form, illustrating the two options for providing an identifying number (SSN or Student Number).

4. Web Advisor will display the User ID. Click “OK” to continue. The will return to the Web Advisor Home Page.

Here's Your User ID

WebAdvisor Login: td12345

Web Advisor and Blackboard User

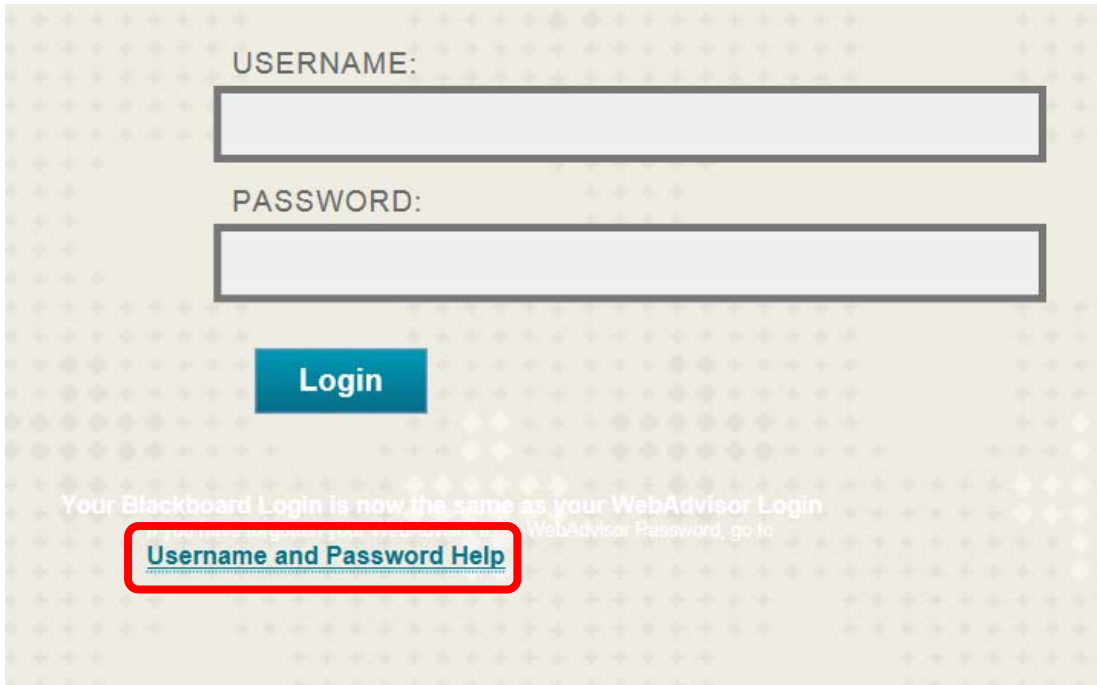
OK

The screenshot shows a screen titled "Here's Your User ID". It displays the WebAdvisor Login ID as "td12345" and a message "Web Advisor and Blackboard User". An "OK" button is visible at the bottom.

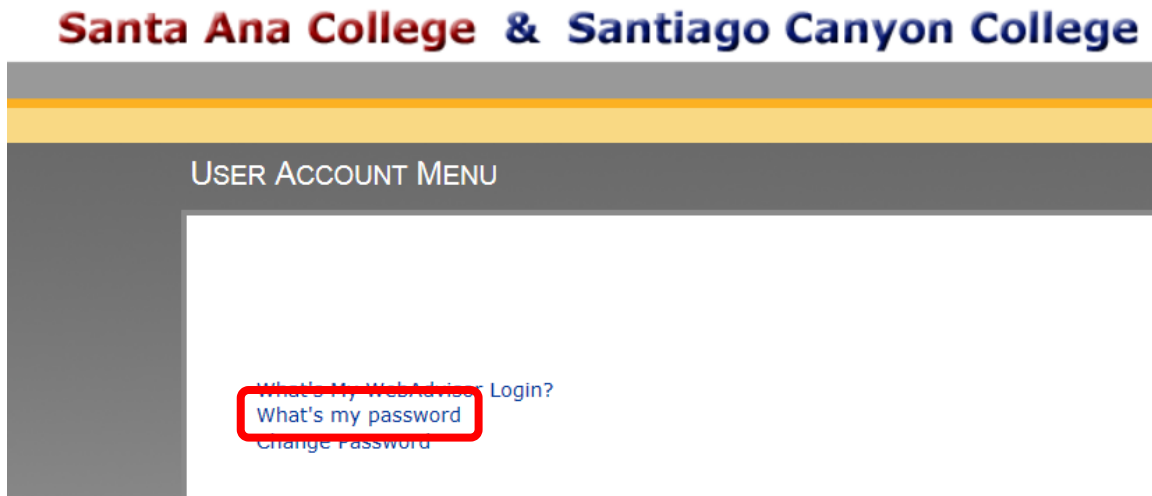
5. Return to the Blackboard login page at <https://rscdd.blackboard.com> to log in.

To Reset the Blackboard Password or View the Password Hint:

6. Blackboard uses the Web Advisor User ID and password. For help with the User Name or password, click the “Username and Password Help” link on the Blackboard login page.

A screenshot of the Blackboard login page. It features a light beige background with a subtle pattern of small grey and yellow dots. At the top, the text "USERNAME:" is followed by a long, empty rectangular input field. Below this, the text "PASSWORD:" is followed by another long, empty rectangular input field. A blue rectangular button with the word "Login" in white text is positioned below the password field. Further down, a line of text reads "Your Blackboard Login is now the same as your WebAdvisor Login". Below this text, there is a red rectangular box containing the text "Username and Password Help" in blue, underlined font. To the right of this box, the text "WebAdvisor Password, go to" is visible.

7. This link will redirect to the Web Advisor User Account Menu. To find the Web Advisor / Blackboard User ID, click the “What’s My Password” link.

A screenshot of the "User Account Menu" page. At the top, the text "Santa Ana College & Santiago Canyon College" is displayed in a large, bold font, with "Santa Ana College" in red and "& Santiago Canyon College" in blue. Below this is a horizontal bar with a grey top section and a yellow bottom section. Underneath the bar is a dark grey header area with the text "USER ACCOUNT MENU" in white. The main content area is white. On the left side, there is a dark grey vertical bar. To the right of this bar, there is a list of links: "What's My WebAdvisor Login?", "What's my password", and "Change Password". The link "What's my password" is highlighted with a red rectangular box.

8. To view the password hint, click the “I might remember: Show my password hint” link.

What's my password

The screenshot shows the 'What's my password' page. A red box highlights the link 'I might remember, show my password hint'. A red line points from this box to another red box containing the text 'Click to view the password hint'. Below the link is the text 'I don't remember, reset my password'. At the bottom is a grey button labeled 'OK'.

9. Enter the Web Advisor User ID in the “Web Advisor Login” field, then click “Submit” to continue.

The screenshot shows the 'Show my password hint' page. A red box highlights the text 'WebAdvisor Login*'. A red line points from this box to another red box containing the text 'Enter Web Advisor User ID'. Below the text is a text input field. At the bottom is a grey button labeled 'SUBMIT'.

10. The next page will display the Password Hint entered for the User ID. Click “OK” to continue.

Here's your password hint

The screenshot shows the 'Here's your password hint' page. A red box highlights the text 'The password hint for td12345 is: Elementary School'. A red line points from this box to another red box containing the text 'Password Hint'. At the bottom is a grey button labeled 'OK'.

11. To reset the password, click the “I don’t remember: Reset my password” link.

What's my password

The screenshot shows the 'What's my password' page. A red box highlights the link 'I don't remember, reset my password'. A red line points from this box to another red box containing the text 'Click to reset the password'. Above the link is the text 'I might remember, show my password hint'. At the bottom is a grey button labeled 'OK'.

12. Enter your Last Name in the “Last Name” field and **either** your Social Security Number in the “SSN” field **or** your 7-digit Datatel Employee or Student ID number in the “Student Number” field. Click “Submit” to continue.

Reset my password

In order to retrieve your WebAdvisor Login you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

Student Number

Enter your last name

Enter either your SSN or Datatel ID #

SUBMIT

* = Required

Last Name*

SSN

OR

Student Number

* = Required

Last Name*

SSN

OR

Student Number

13. Next, select an Email address from the pull down menu to send the temporary password to. Click once to select the Email address, then “Submit” to continue.

NOTE: This feature will only work if there is an Email address entered in Web Advisor.

Select an e-mail address

* = Required

Send my temporary password to this email address*

SUBMIT

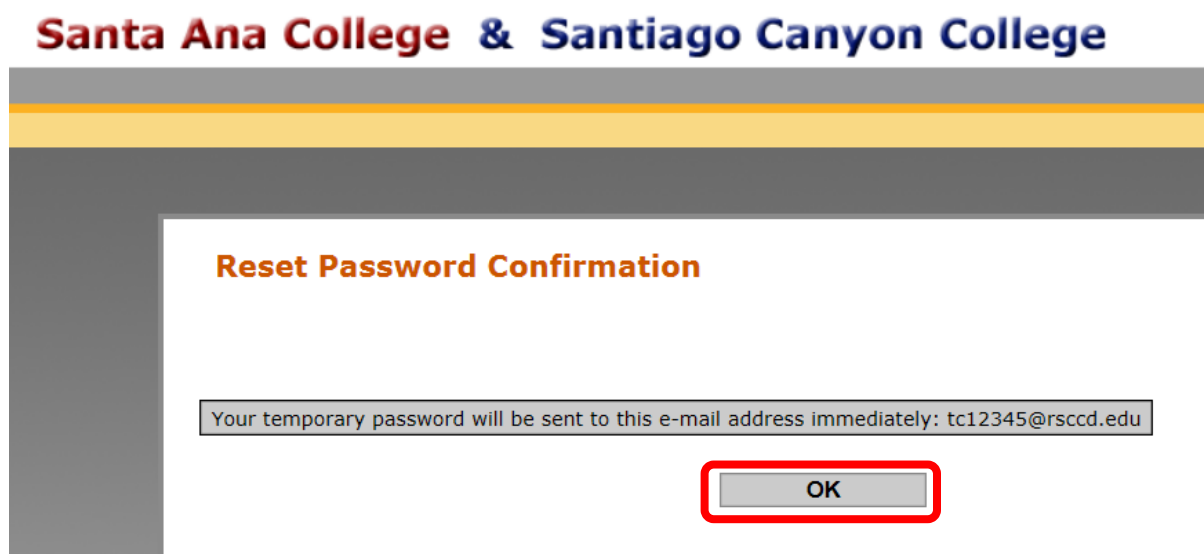
* = Required

Send my temporary password to this email address*

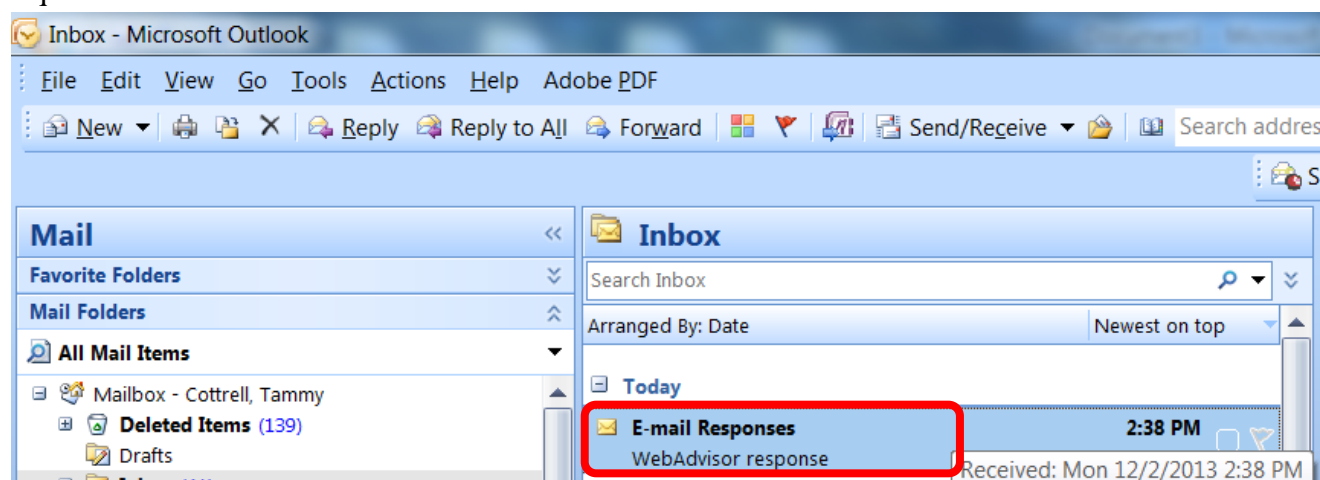
Click to select Email address

SUBMIT

14. A confirmation page will appear to indicate that a temporary password was Emailed. Click “OK” to continue.

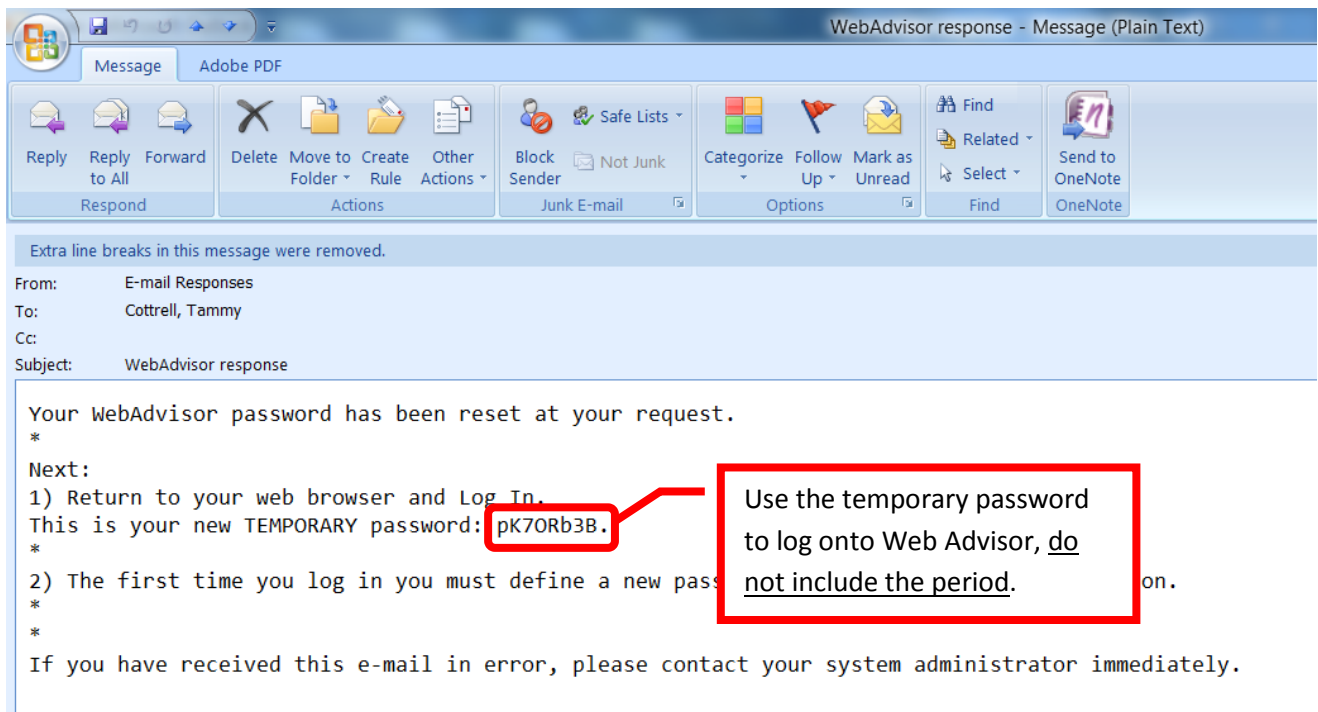


15. An Email from “Email Responses” with the subject line “Web Advisor Response” should appear in the requested Email Inbox.



16. The Email will contain a temporary password. Use this password to log onto Web Advisor. The password will be required to be changed at the first login.

NOTE: *The period (.) at the end of the temporary password is not part of the password. Do not include it when trying to log into Web Advisor. In the example below, the password would be entered as pK7Orb38 with no period (.) at the end.*



Web Advisor / Blackboard Password Requirements: The password must be between six (6) and nine (9) total characters (letters, numbers, special characters). The password must start with a letter, contain at least two letters, one capital letter, and one number. Special characters (e.g. * & ^ % \$ # @ ! ?, etc.) may be used. The new password cannot resemble the User ID, the word password, or have more than three (3) total characters in common with the previous three (3) passwords.

17. Once the password has been changed in Web Advisor, return to the Blackboard login page at <https://rscdd.blackboard.com> to log in. Use the new password to log into Blackboard.

Blackboard “My Institution” Home Page

The Blackboard “My Institution” Home Page is the first page visible when accessing Blackboard.

The screenshot displays the Blackboard 'My Institution' Home Page for Santa Ana College. The page features a red header bar with the college logo and name. Below the header, there is a navigation panel with links to 'SAC', 'Notifications Dashboard', 'Add Module', 'Personalize Page', and 'Log Off Bb'. The main content area is divided into several sections: 'Internships & Jobs Announcement', 'NBC In The News', 'My Organizations', 'My Courses', 'Blackboard Help', and 'Distance Education Support'. Red boxes and arrows highlight specific elements: 'Link to SAC Website' points to the college logo; 'Global Navigation Panel' points to the top navigation bar; 'Link to Notifications Dashboard' points to the 'Notifications Dashboard' link; 'Add a module to the page' points to the 'Add Module' button; 'Great resource for students' points to the 'NBC In The News' section; 'Instructor's Course Link(s)' points to the 'My Courses' section; 'Great resource for instructors' points to the 'Santa Ana College Mission Statement' section; 'Modules provide information and quick links' points to the 'Internships & Jobs Announcement' section; 'Browser Test' points to the 'Browser Test' section; 'Help and Support' points to the 'Blackboard Help' and 'Distance Education Support' sections; 'SAC Student Online Orientation - Start Here!' points to the 'SAC Student Online Orientation - Start Here!' link; and 'SAC Student Practice Course' points to the 'SAC Student Practice Course' link.

Santa Ana College

Link to SAC Website

Global Navigation Panel

Log Off Bb

Notifications Dashboard

Add Module

Personalize Page

Link to Notifications Dashboard

Add a module to the page

Great resource for students

Instructor's Course Link(s)

Great resource for instructors

Modules provide information and quick links

Browser Test

Help and Support

My Organizations

Organizations where you are: Leader

SAC Student Online Orientation - Start Here!

SAC Student Practice Course

My Courses

Courses where you are: Instructor

Bb Basics (unavailable)

ITS Test Course

Tammy Cottrell

Courses where you are: Student

Faculty Information Site 2013-2014

Module I - New Technologies (Fall 2013)

Module II - Intro to Online Teaching & Learning (Fall 2013)

Module III - Effective and Engaging Interaction (Fall 2013)

Module IV - Assessment Methods for Online Courses (Fall 2013)

Module V - Capstone Project (Fall 2013)

Blackboard Help

Blackboard Tutorials and Help

Distance Education Support

Use the SAC Distance Education website for:

- Online class schedules
- Blackboard student and faculty help
- Online/Hybrid degree advisement plans
- Frequently Asked Questions
- Student Support at SAC for online/hybrid students

The Institution home page has links to and information on (NOTE: The modules may appear in a different order):

- Internships & Jobs Announcement
- Internships and Job Search
- NBC in the News
- Santa Ana College Mission Statement

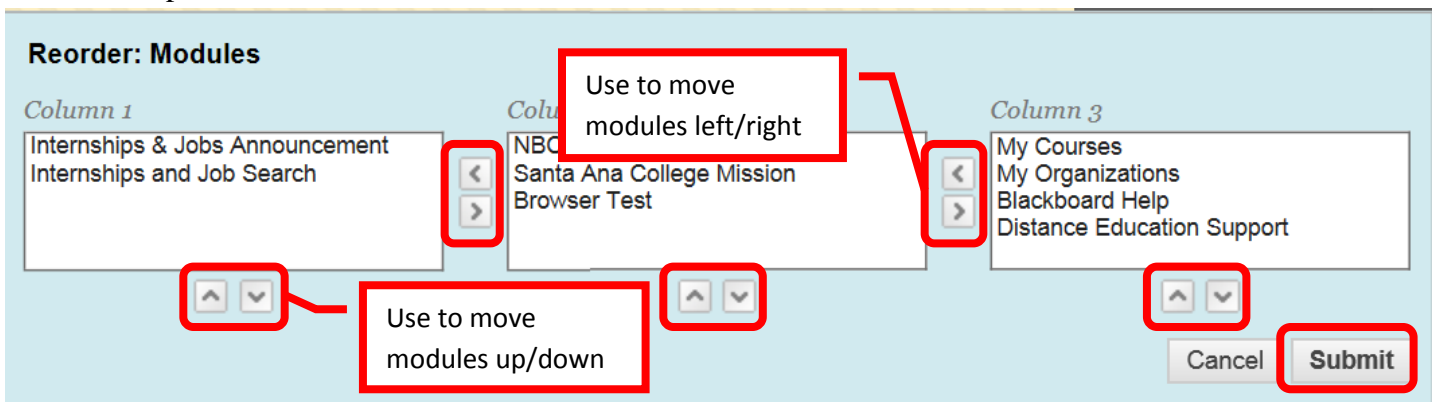
- Browser Test: It is recommended that all users perform the browser test when first accessing Blackboard.
 - *HINT: Use Internet Explorer or Firefox, but ensure that Compatibility Mode is enabled for the site.*
- My Organizations: Provides links to orientations, practice courses and other organizations.
 - *HINT: The Student Online Orientation is a great place for students to start. It contains some instruction on how to be a successful online learner, and provides a course for students to practice their skills.*
- My Courses: Provides a quick link to all your courses
 - *HINT: The Faculty Information Site contains resources and information for instructors.*
- Blackboard Help: Link to Blackboard help and tutorials
- Distance Education Support: Provides links to Distance Education resources and support.

To Customize the modules on the Institution Home Page:

1. To rearrange the modules, simply drag and drop the modules to the desired location. Modules can also be moved by clicking the up/down arrows next to “Personalize Page.”



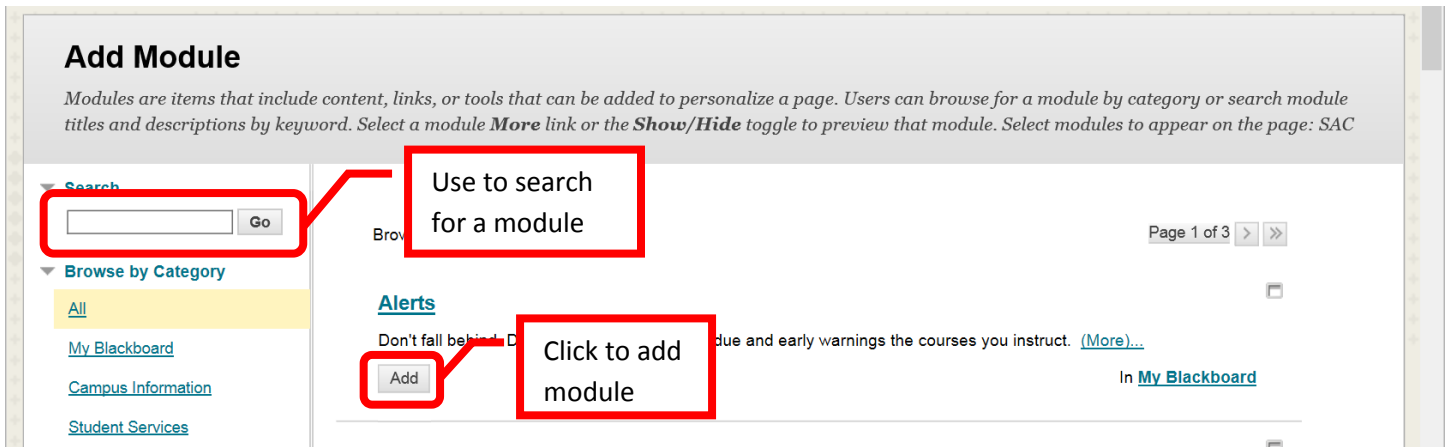
2. The “Reorder Modules” box will appear on the screen. Click on modules, then use the up (^), down (v), left (<), and right (>) arrows to move the module to the desired location. When all of the modules have been placed, click “Submit.”



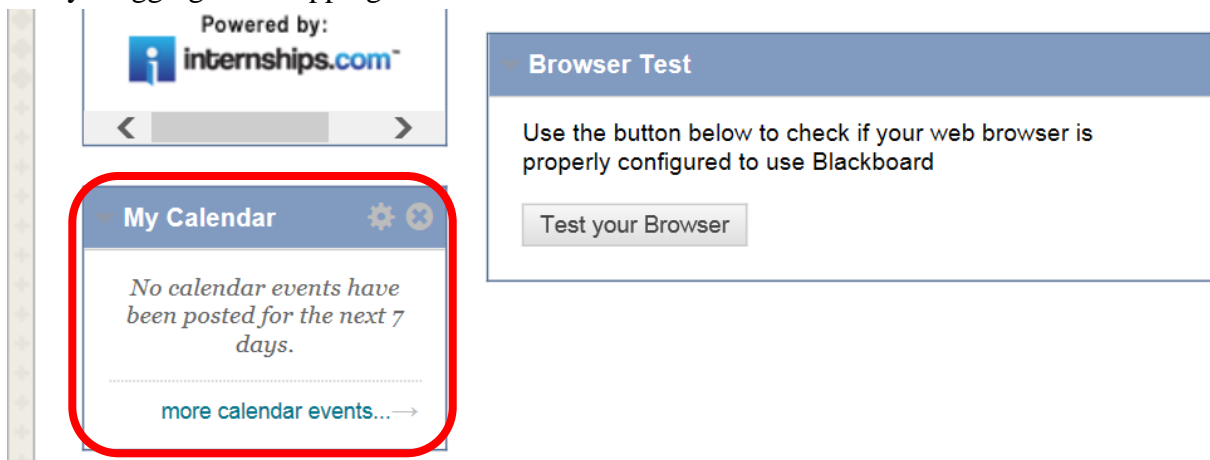
3. To add a module, click the “Add Module” icon in the upper left corner of the page.



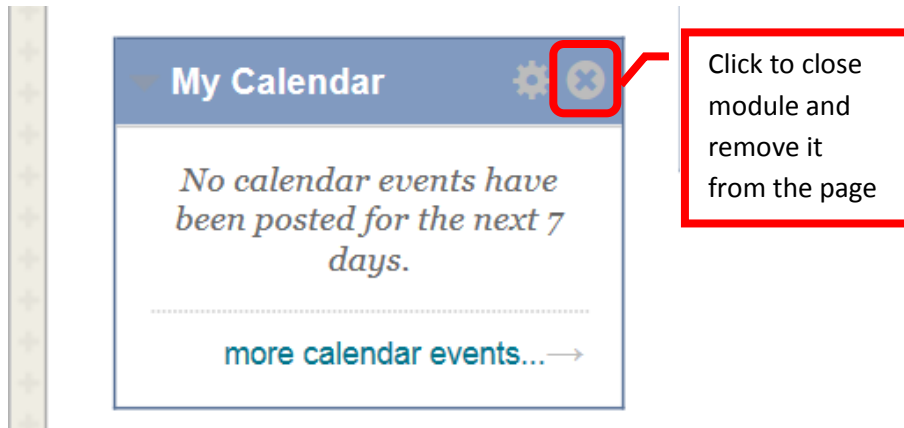
4. Scroll down the list of modules to find the desired one. Then click the “Add” button. Use the “Search” field to search for a specific module.



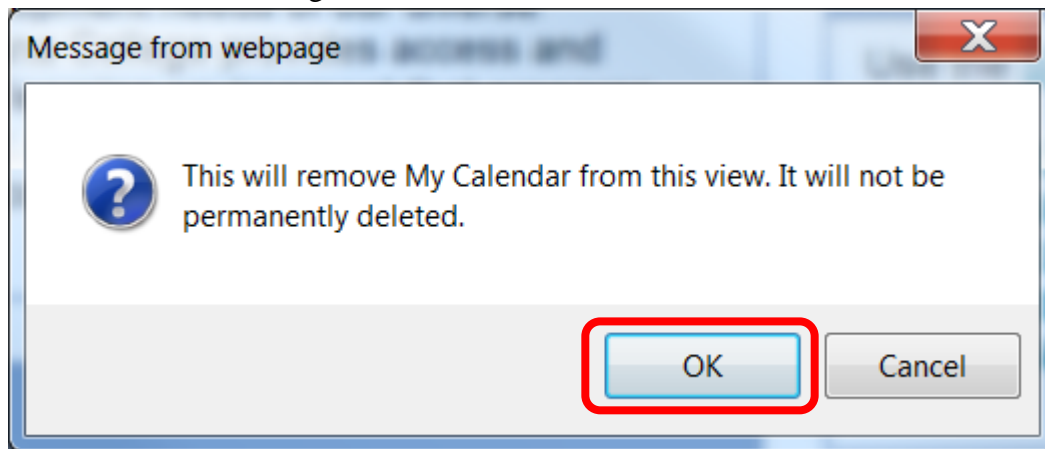
5. The added module will appear at the bottom of the Institution Home Page. The module can be moved by dragging and dropping it in the desired location.



6. Modules can be deleted from the Institution Home Page by clicking the “X” in the upper right corner.

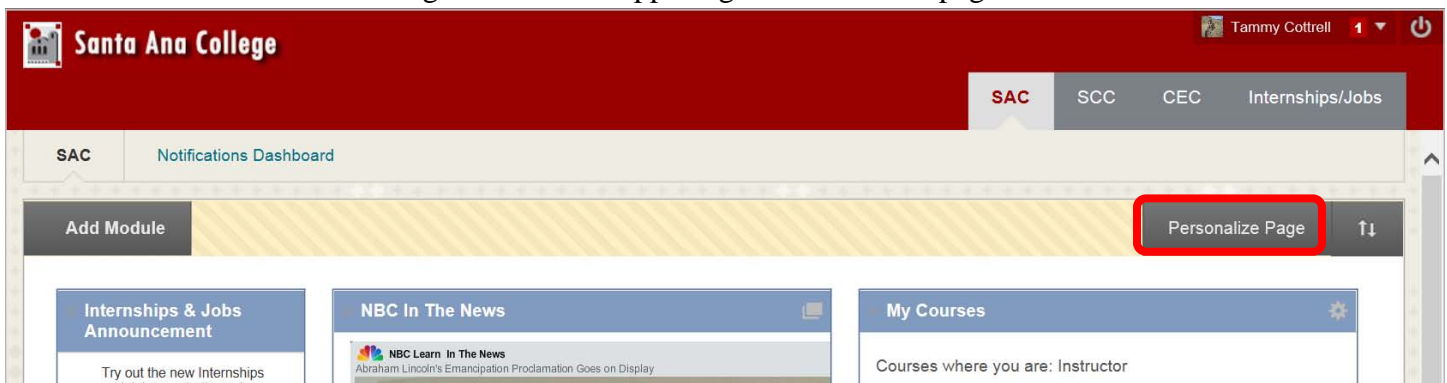


7. A dialog box to confirm the deletion will appear on the screen. Click “OK” to remove the module from the Institution Home Page.



To personalize the look of the Institutions Home Page:

1. Click the “Personalize Page” icon in the upper right corner of the page.



2. Follow the steps to select a color palette and theme. Click “Submit” to apply the changes.

Personalize: SAC

Cancel Submit

1. Personalize Theme

Choose a color palette for all the elements on this page. Changes made to this page are displayed only to the user making the change.

Current Selection:

Page Title
The text goes here.
Module Title
Module text

(Restore to Default)

Color Palette Library

Page Title
The text goes here.
Module Title
Module text

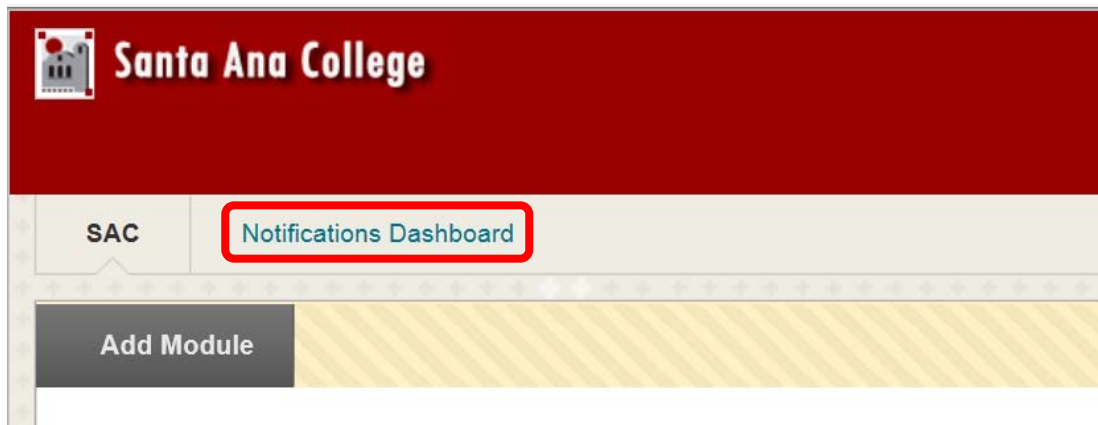
Page Title
The text goes here.
Module Title
Module text

Page Title
The text goes here.
Module Title
Module text

Page Title
The text goes here.
Module Title
Module text

To access the Notifications Dashboard:

1. Click the “Notifications Dashboard” link in the upper left of the Institution Home Page.



2. The dashboard will contain the following modules:
 - a. Needs Attention: Assignments, tests, surveys, etc. submitted by students
 - b. Alerts: Early Warning System that identifies students at risk
 - c. What’s New: Newly submitted assignments, discussion boards, etc.
 - d. To Do: This field will always be blank for an instructor. The To Do module is to let students know what they need to complete to earn a grade.

Santa Ana College

Tammy Cottrell 1

SAC SCC CEC Internships/Jobs

Notifications Dashboard

Add Module Personalize Page

Needs Attention

Edit Notification Settings Actions

No Notifications

Last Updated: December 4, 2013 9:36 AM

To Do

Edit Notification Settings

What's Past Due

Actions

All Items (0)

What's Due

Actions

Select Date: 12/04/2013 Go

Today (0)

Alerts

Edit Notification Settings

Actions

Past Due

No Notifications

Early Warning System

Tammy Cottrell (4)

ITS Test Course (4)

Bb Basics (4)

Activity Alerts

No Notifications

Last Updated: December 4, 2013 9:36 AM

What's New

Edit Notification Settings

Actions

Courses/Organizations (2)

Discussion Board (7)

Surveys (1)

Last Updated: December 4, 2013 9:36 AM

3. Modules can be rearranged, moved, and added as described above under the Institution Home Page.
4. The Notifications Dashboard can be personalized as described above under the Institution Home Page.

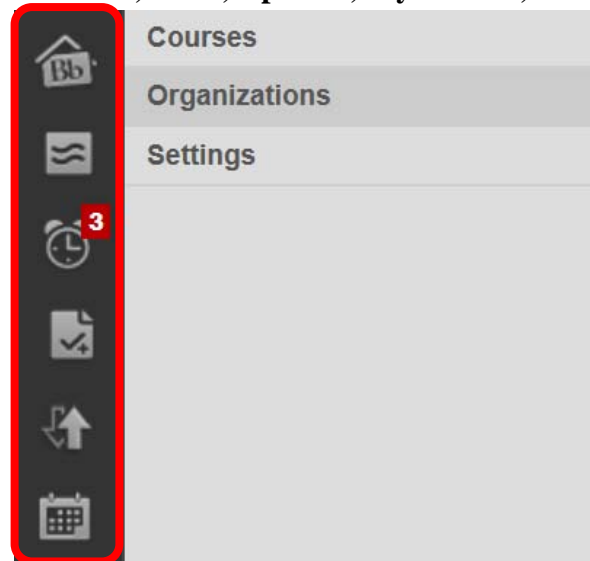
Global Navigations Panel:

1. Click on your name in the upper right corner of Blackboard.

Tammy Cottrell

SAC SCC CEC Internships/Jobs

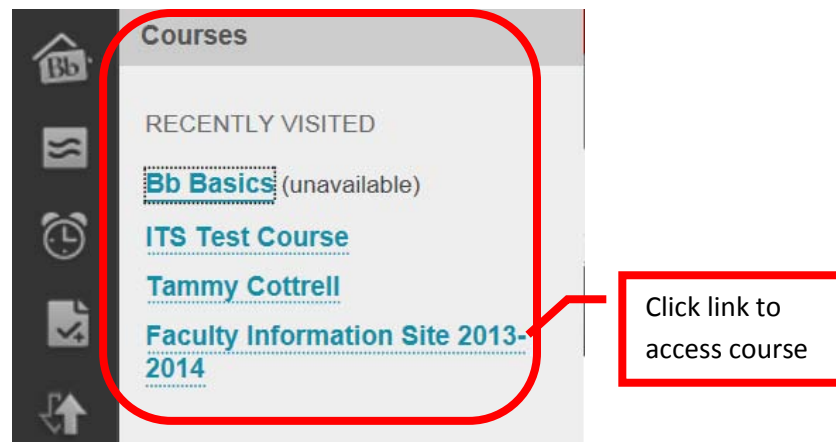
2. The Global Navigations Panel will appear as a drop down menu. The icons on the left side from top to bottom are: **Blackboard Home, Posts, Updates, My Grades, Retention Center, and Calendar.**



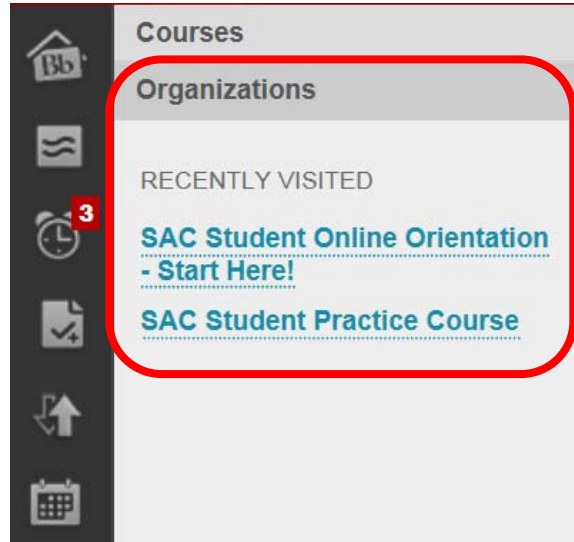
3. There is a “Home” and a “Help” icon at the bottom of the Global Navigation Panel.



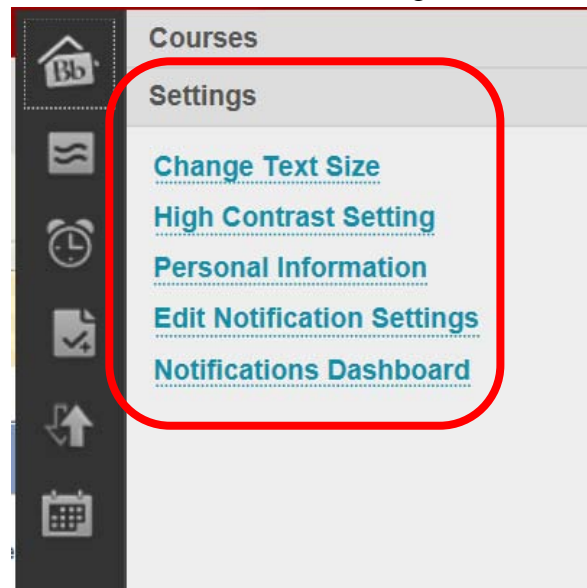
4. Click “Courses” to expand the section, and access links to all current courses. Click the link of the course to open it.



5. Click the “Organizations” button to access links to assigned Organizations. Click the link of the organization to open it.



6. Click the “Settings” button toward the bottom. This provides links to Change Text Size, High Contrast Setting, Personal Information, Edit Notification Settings, and the Notification Dashboard.



7. Personal Information provides links to “Edit Personal Information,” “Personalize My Settings,” “Change Personal Settings,” and “Set Privacy Options.”

Personal Information

Edit Personal Information

Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.

Personalize My Settings

Upload a personal avatar and set which links appear on your My Settings navigation menu.

Change Personal Settings

Change Personal Settings. From this page you can control Help, text, and language options.

Set Privacy Options

Select which fields of your personal information can be seen by others.

8. “**Personalize My Settings**” allows the user to upload a profile picture, and set which links appear on the “My Settings” navigation menu.

Personalize My Settings

Cancel

Submit

1. Avatar image

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

Display Options

☒ Do not display avatar image

☐ Use custom avatar image

Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

Attach File

Browse My Computer

2. My Settings Links

Choose links to display in My Settings

My Courses

☒

Show only courses visited since: days

My Organizations

☒

Show only organizations visited since: days

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

9. To add a profile picture, click the box next to “Use Custom Avatar Image.” Next click the “Browse My Computer” icon. The profile picture will be displayed in the page headers, People tool, blogs, journals, discussions, wikis, roster, and within notification modules including What’s New, Needs Attention, To Do, and Alerts. A different profile picture can be added for each class. Instructions will be included in a later section.

Personalize My Settings

Cancel

Submit

1. Avatar image

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

Display Options

☐ Do not display avatar image

☒ Use custom avatar image

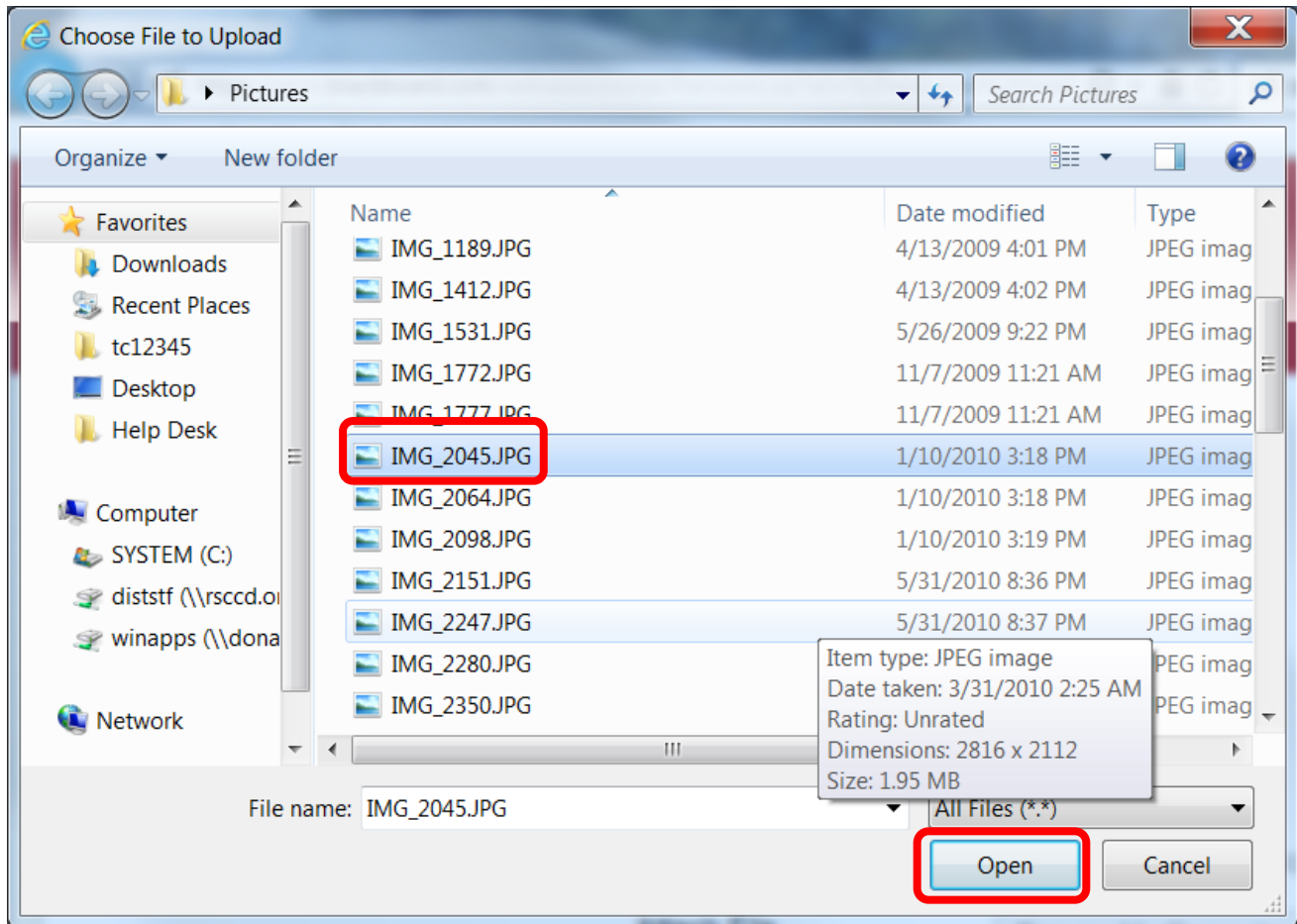
Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

Attach File

Browse My Computer

10. Select the desired file from the computer. Click “Open” to add it to Blackboard.

HINT: The recommended pixel size is 150 x 150. Larger images should be cropped before imported.



11. This image should be displayed. Click “Submit” to update and add the profile picture to the account.

Personalize My Settings

Cancel Submit

1. Avatar image

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

Display Options

☐ Do not display avatar image

☒ Use custom avatar image

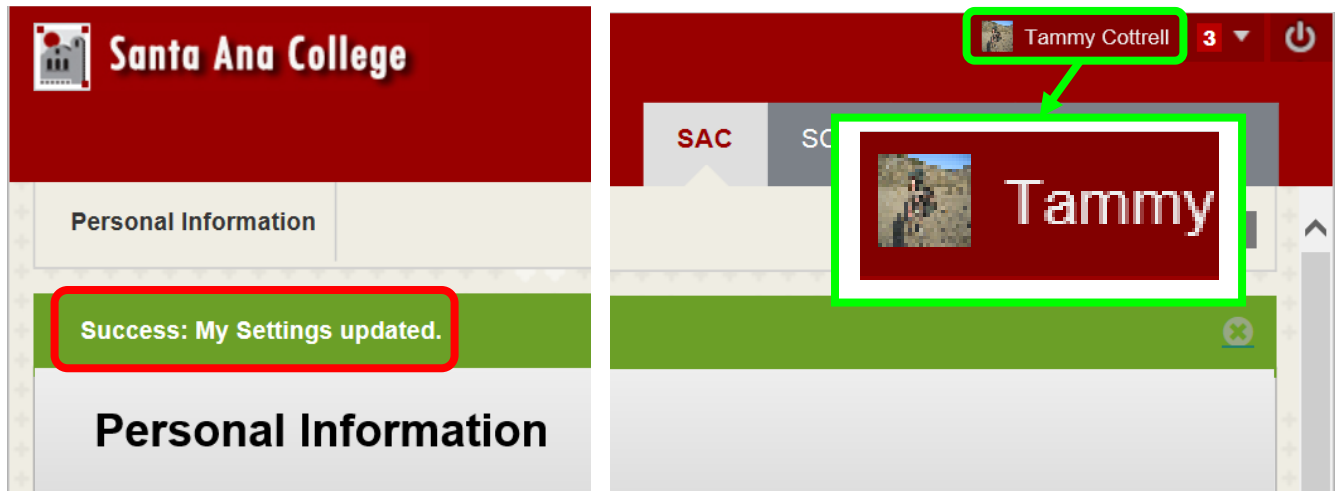


Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

Attach File

Browse My Computer

12. A green confirmation banner will appear at the top of the Personal Information page. The picture is now displaying next to the profile name.



13. The Global Navigation Panel is always available on the main Blackboard banner at the top of the page.

Blackboard Course Home Page

The Blackboard Course Home Page is the first page visible when a course is accessed.

The screenshot displays the Blackboard Course Home Page for Santa Ana College. The interface includes a top navigation bar with links to the SAC website, Institutions Home Page, and other college resources. A sidebar on the left contains the Course Menu and Course Management Menu. The main content area features several modules: Home Page, Add Course Module, My Announcements, My Calendar, My Tasks, To Do, What's Past Due, What's Due, Needs Attention, and Alerts. Red boxes and arrows highlight specific features: 'Link to SAC website', 'Link to Institutions Home Page', 'Course Home Page Link', 'Edit Mode allows course modification', 'Add a module to the page', 'Course Menu', 'Course Management Menu', and 'Modules provide information & quick links to content'.

Annotations:

- Link to SAC website
- Link to Institutions Home Page
- Course Home Page Link
- Edit Mode allows course modification
- Add a module to the page
- Course Menu
- Course Management Menu
- Modules provide information & quick links to content

The default Course Home Page has links to:

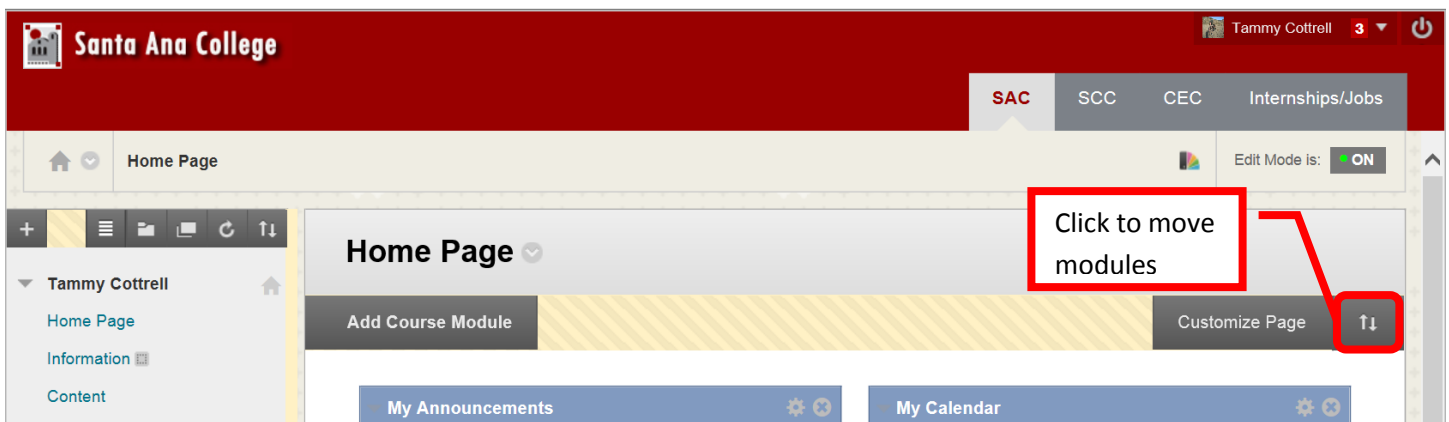
- Course Menu: The menu students and faculty will use to navigate the completed course
- Course Management Menu: The menu faculty uses to create, maintain, modify, and manage the course.
- My Announcements: Class announcements
- My Tasks: Class tasks that need to be completed
- What's New

- Needs Attention: Newly submitted assignments, discussion boards, etc.
- My Calendar: Class Events
- To Do: This field will always be blank for instructors. The To Do module is to let students know what they need to complete to earn a grade.
- Alerts: Early Warning System that identifies students at risk
- Edit Mode: Edit Mode determines the view and if the course can be edited. It must be “On” in order for the instructor to modify the course. When “Off” it simulates the student experience.

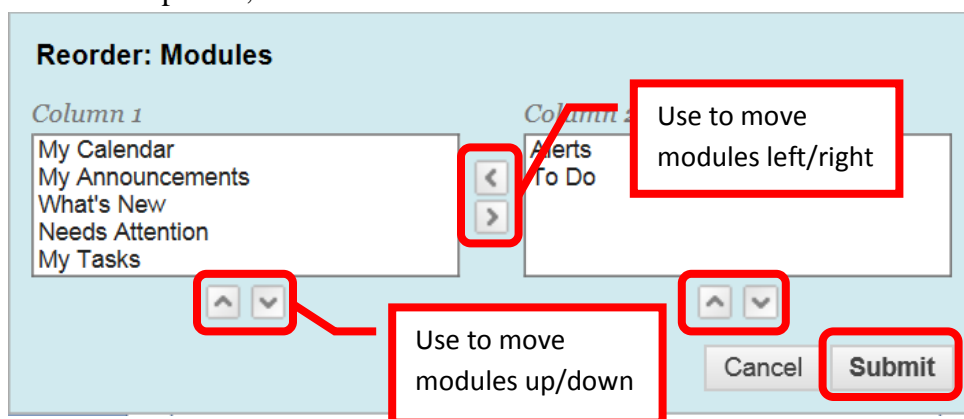
To Customize the modules on the Course Home Page:

1. To rearrange the modules, simply drag and drop the modules in the desired located. Modules can also be moved by clicking the up/down arrow next to “Customize Page.”

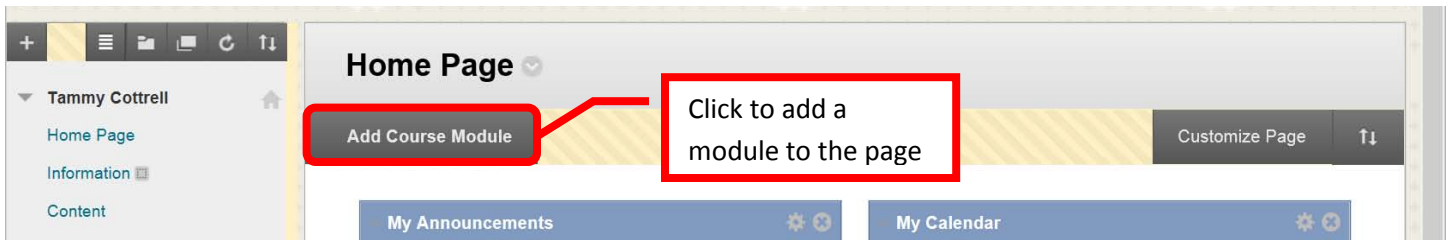
NOTE: Any changes to the Course Home Page are made for both the instructor and students. This allows instructors to customize the course look, feel and functionality for the students, and does not allow students to remove critical content.



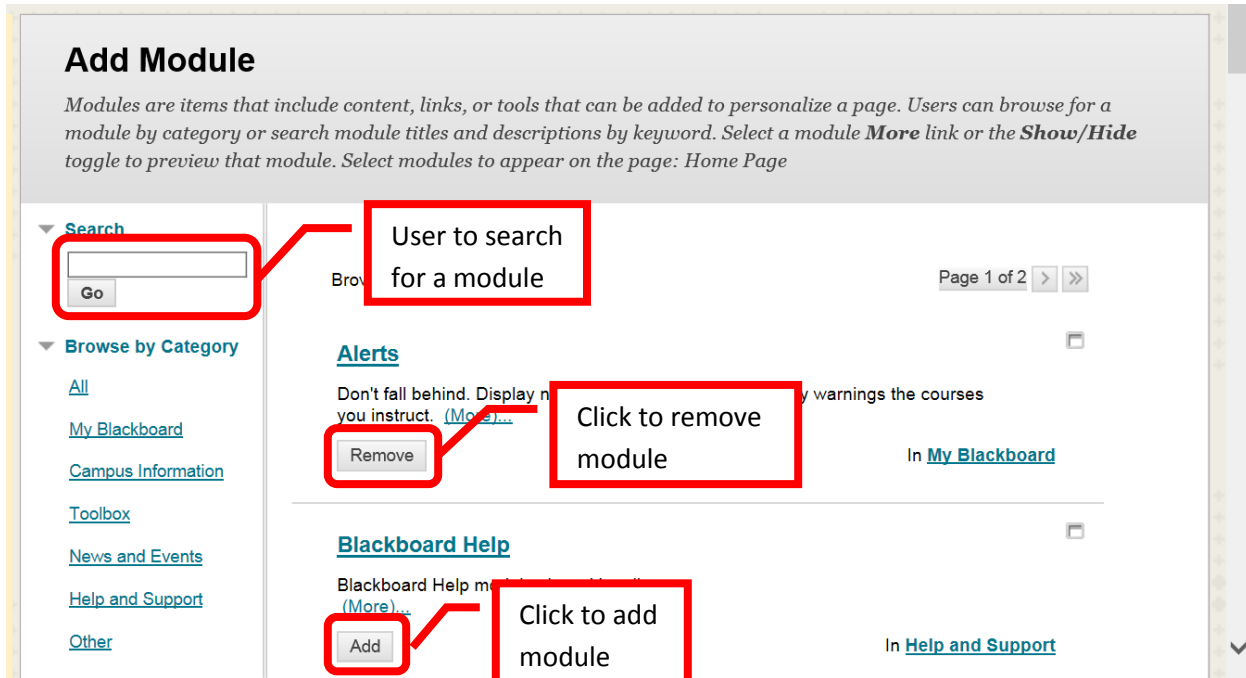
2. The “Reorder: Modules” box will appear on the screen. Click on the module to select it, then use the up (^), down (v), left (<), and right (>) arrows to move the module to the desired location. When all the modules have been placed, click “Submit.”



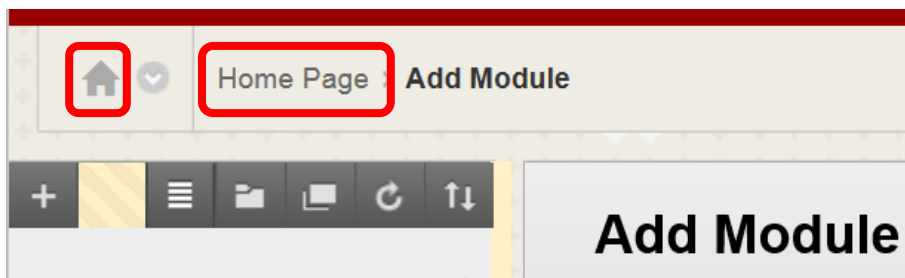
3. To add or remove a module, click the “Add Course Module” icon in the upper left corner of the page.



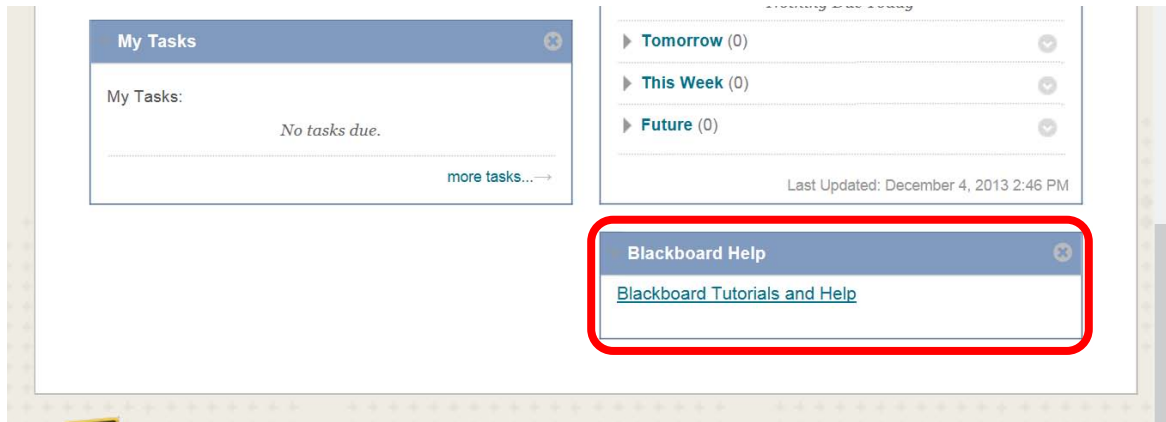
4. Scroll down the list of modules to find the desired one. Then click the “add” button next to that module. Use the “Search” field to search for a specific module. To remove a currently displayed module, click “Remove.”



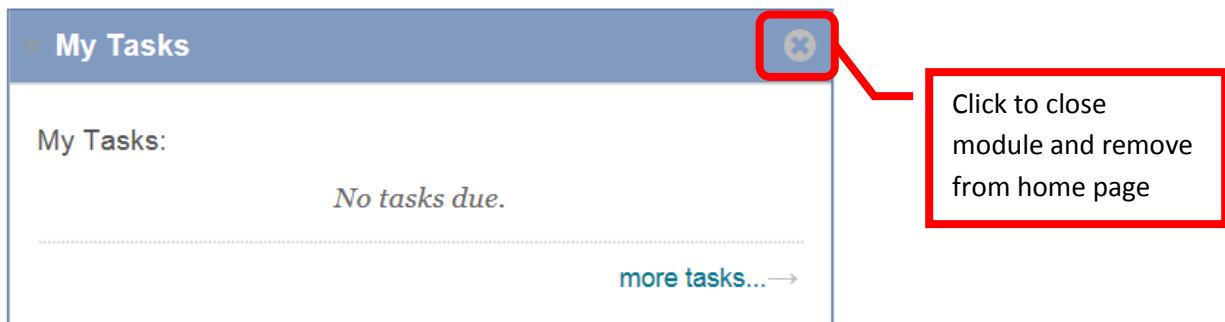
5. Return to the Course Home Page by click in the “Home” icon in the upper left corner, or “Home Page” in the trail.



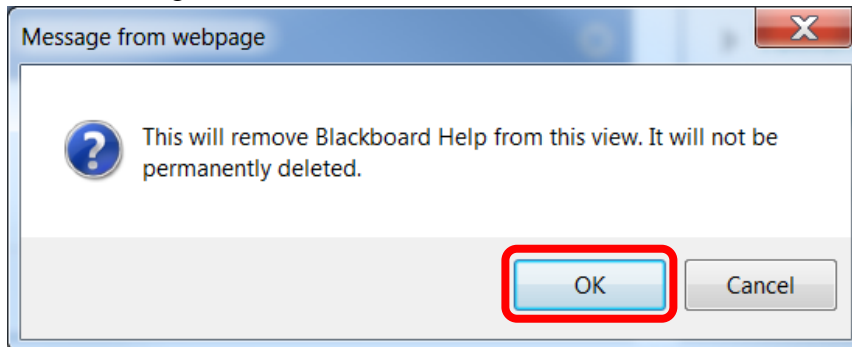
6. The newly added module will appear at the bottom of the Course Home Page. The module can be moved by dragging and dropping it in the desired location.



7. Modules can be deleted from the Course Home Page by clicking the “X” in the upper right corner.

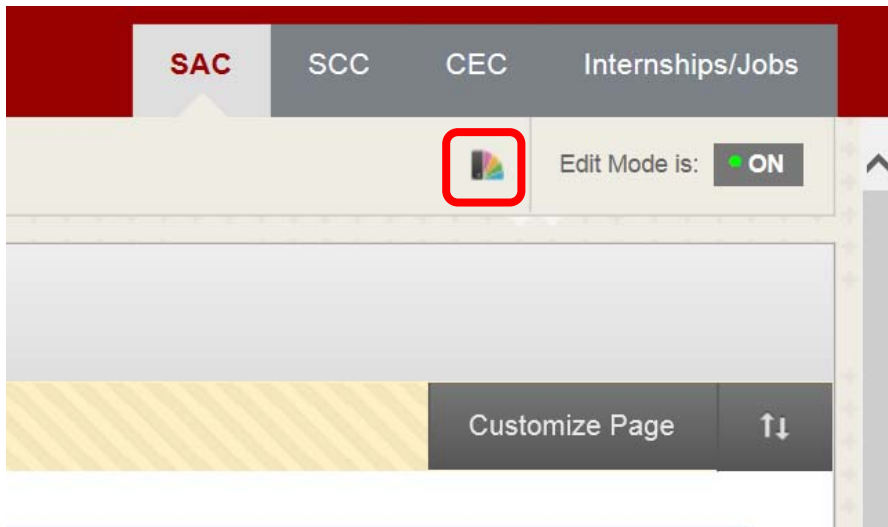


8. A dialog box to confirm the deletion will appear on the screen. Click “OK” to remove the module from the Course Home Page.

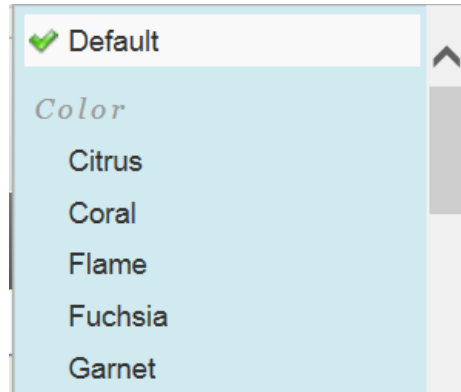


To personalize the theme of the Course Home Page:

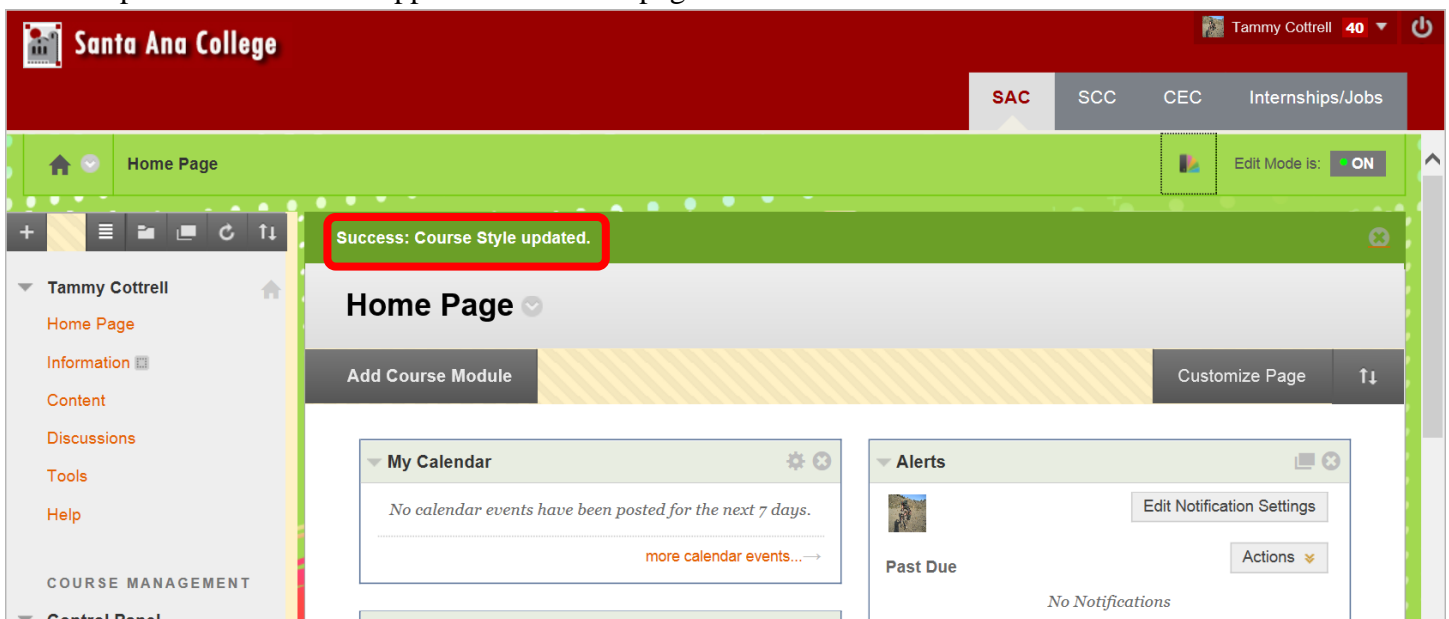
1. Click the Change Course Theme “Color Wheel” icon in the upper right corner of the page.



2. A list of themes will appear as a drop down menu. Scroll through the themes and click to select.

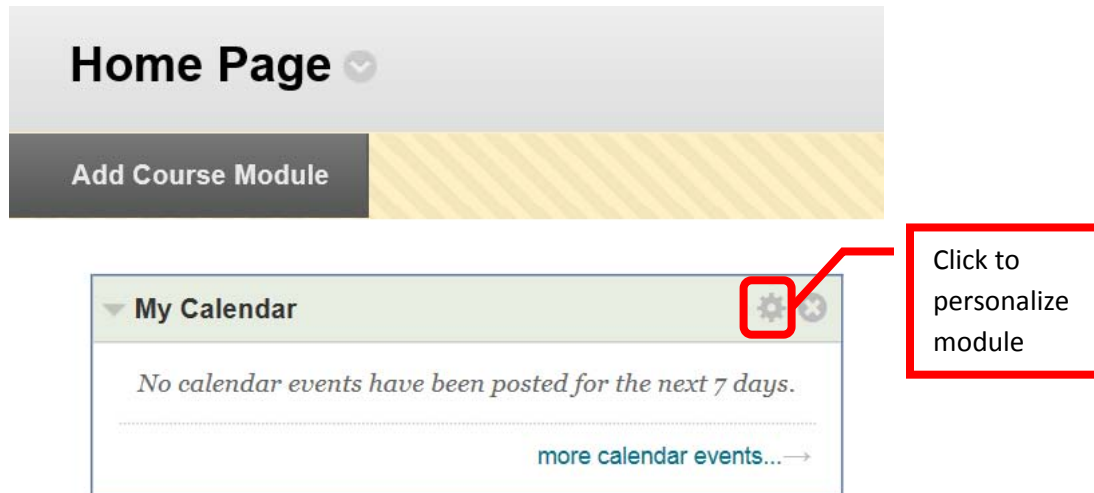


3. Once selected, the theme of the Course Home Page will change. A green “Success: Course Style Updated” banner will appear on the home page.

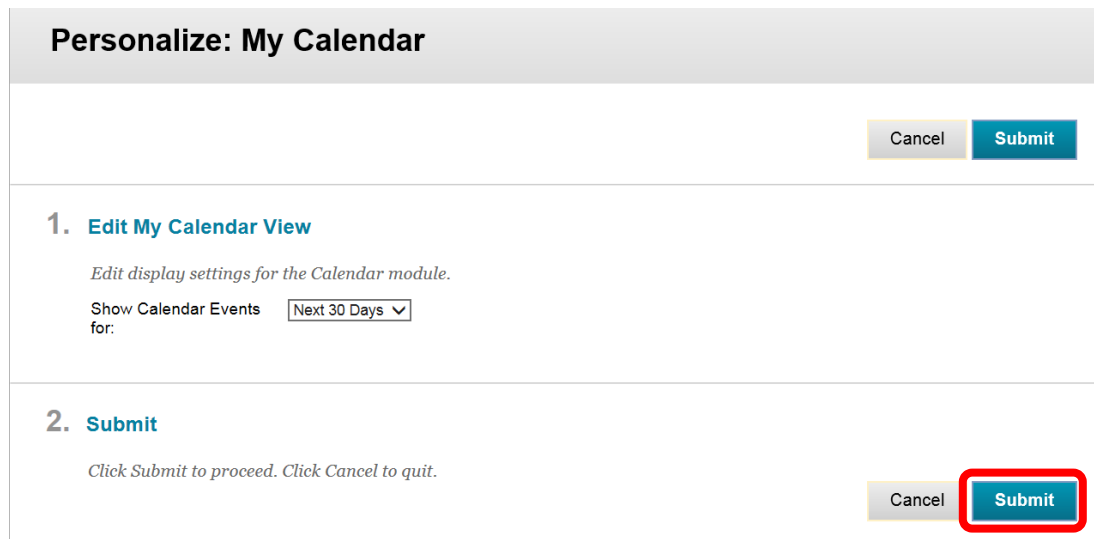


To Personalize Modules:

1. Modules on the Course Home Page can be personalized by clicking the settings or personalize icon.

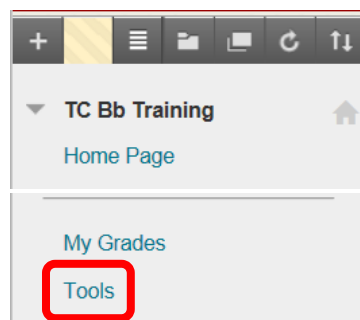


2. Follow the prompts on the personalization page to customize the module. Once all the changes have been made, click “Submit” to continue.

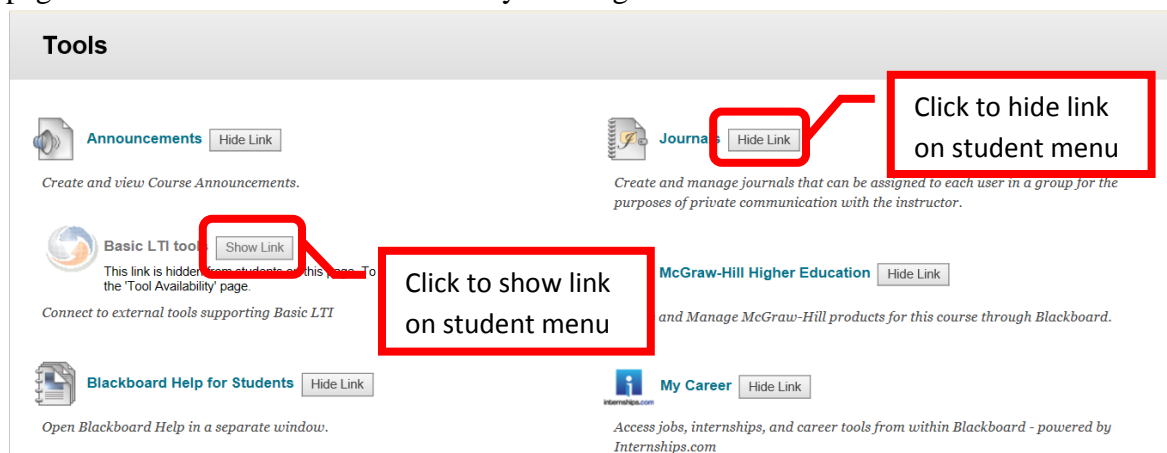


To Set the Available Course Tools:

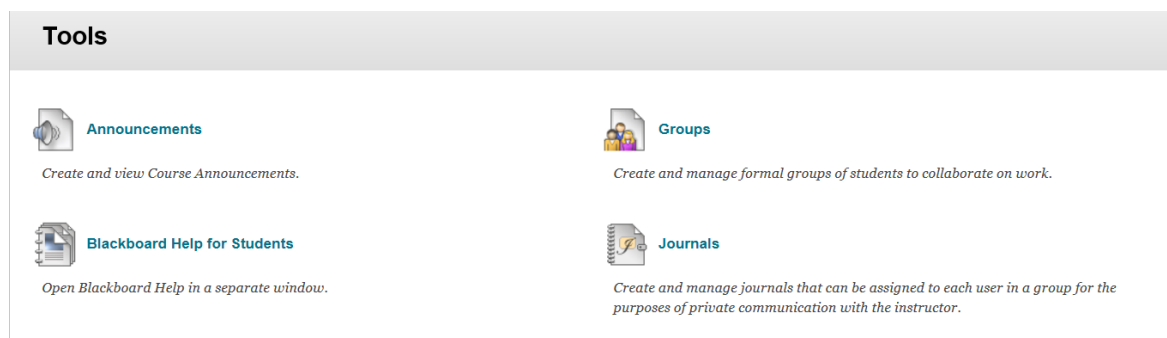
1. Instructors can control which course tools are available for students in the class. Unused tools can be removed from the Course Tools menu or link. To remove tools from the students course tools link, click “Tools” from the Course Menu.



- Click the **“Hide Link”** icon next to the tools to be removed or hidden from the students Course Tool page. Hidden tools can be reinstated by clicking the **“Show Link”** icon.

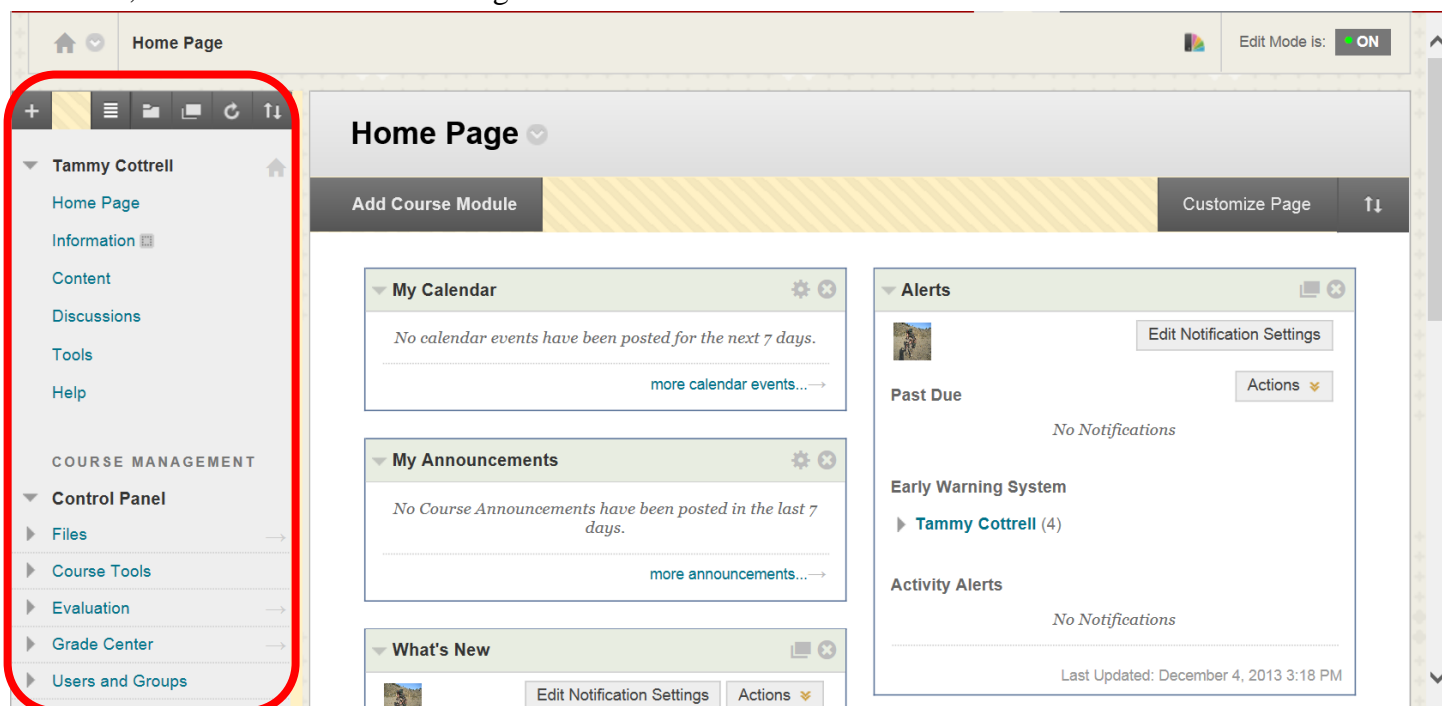


- The hidden links will be removed or hidden on the students' Tools menu.

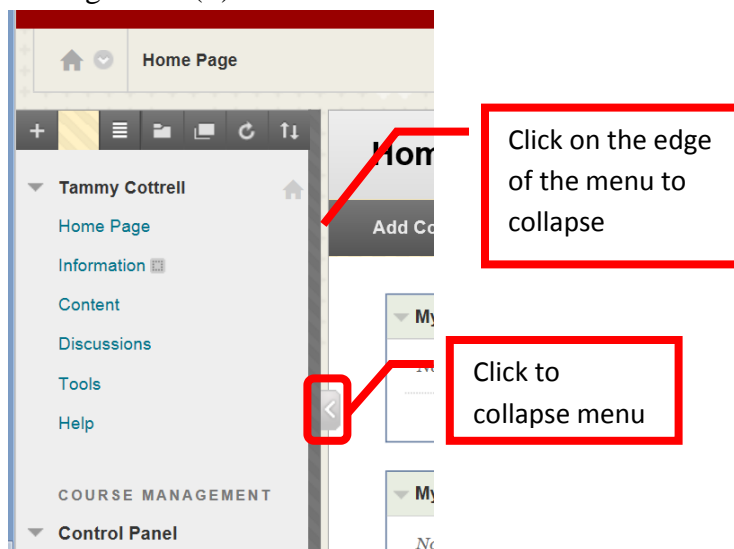


Course Menu Bar:

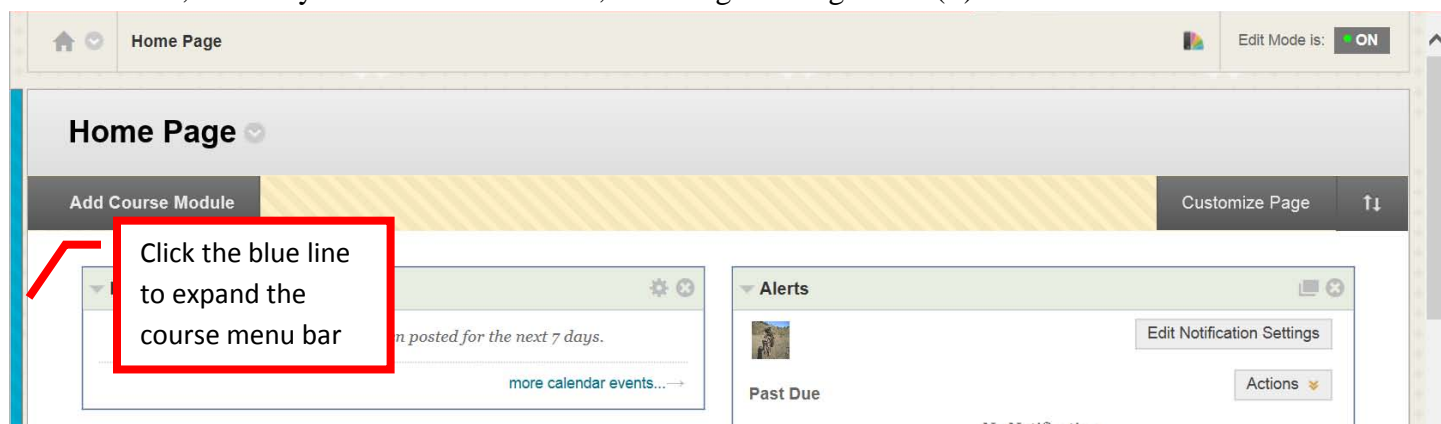
- The Course Menu Bar is located on the left side of the Course Home Page and contains the Course Menu, Tool Bar and Course Management Menu.



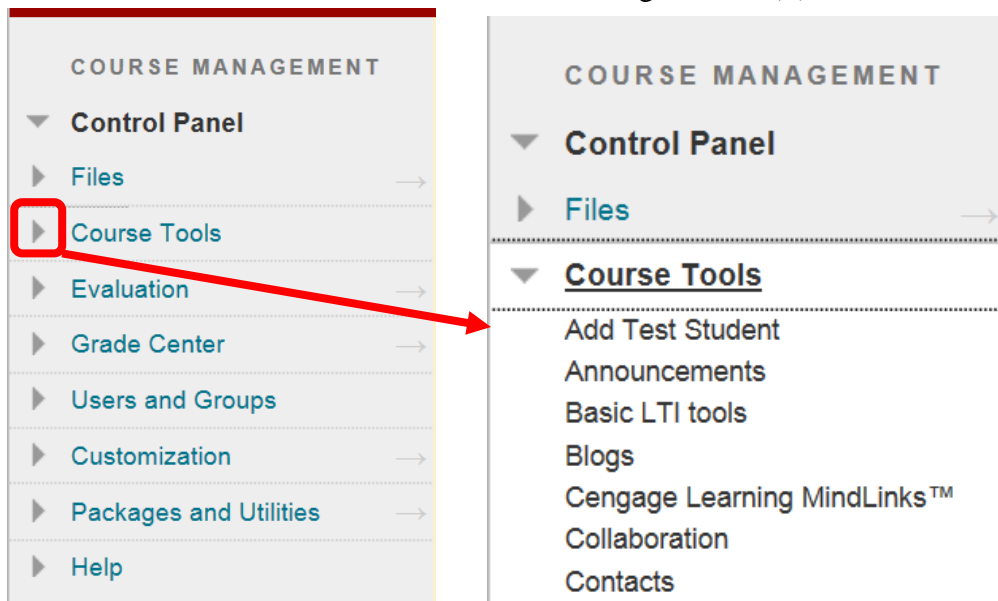
2. The Course Menu Bar can be collapsed by clicking anywhere on the right edge of the menu bar, or by clicking the left facing arrow (<) or chevron.



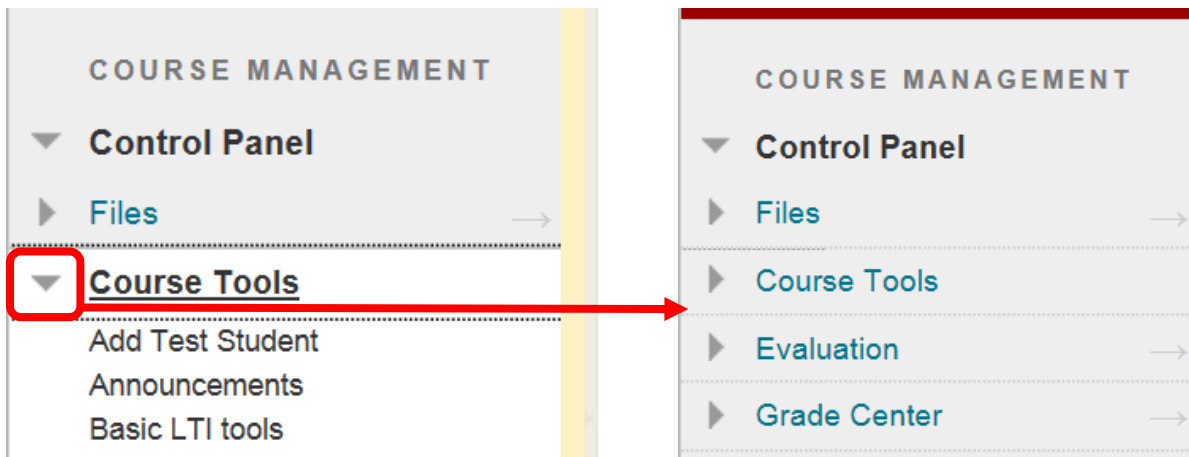
3. The Course Menu Bar will collapse into a blue line on the left side of the screen. To expand the Course Menu Bar, click anywhere on the blue line, or the right facing arrow (>) or chevron.



4. To expand a section on the Course Menu Bar, click the right arrow (>) or "chevron."

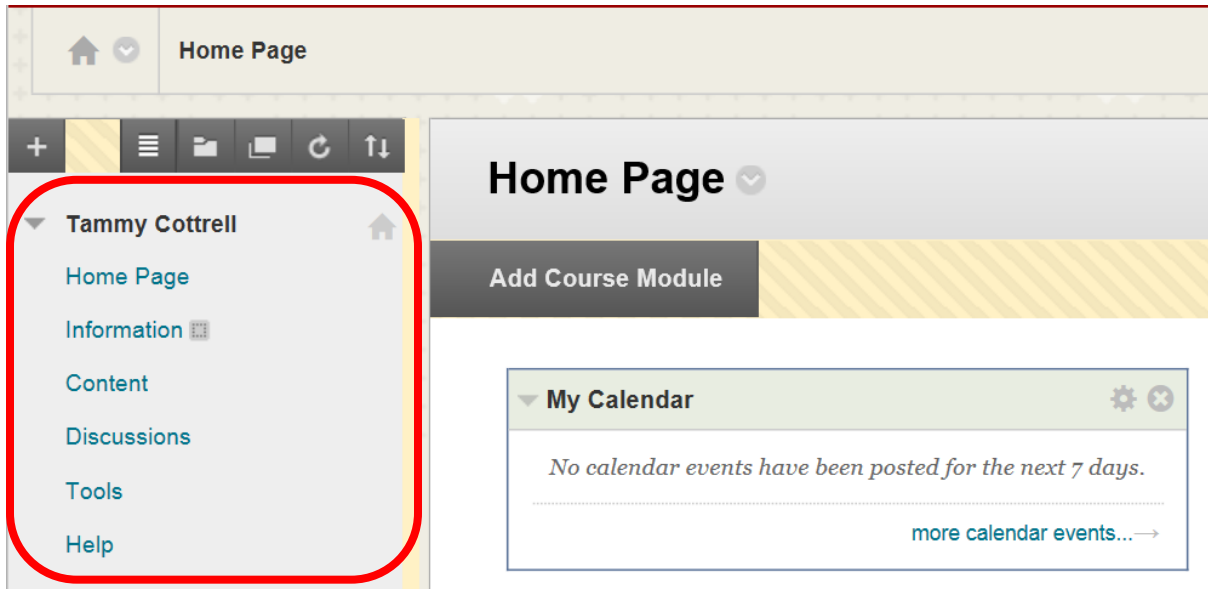


5. To minimize a section on the Course Menu Bar, click the down arrow (v) or “chevron.”

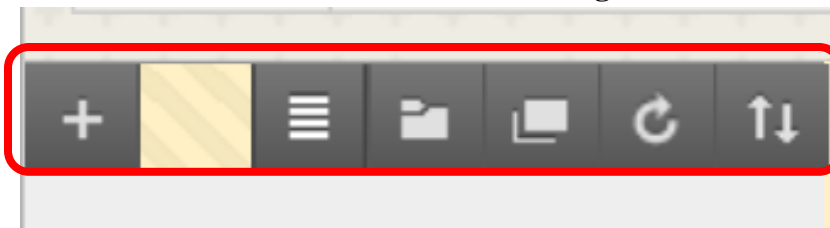


Course Menu:

1. The course menu is located on the upper left menu bar on the Course Home Page. The course menu allows navigation through the course by clicking on “**Home Page**,” “**Information**,” “**Content**,” “**Discussions**,” “**Tools**,” or “**Help**.” These categories can be customized.

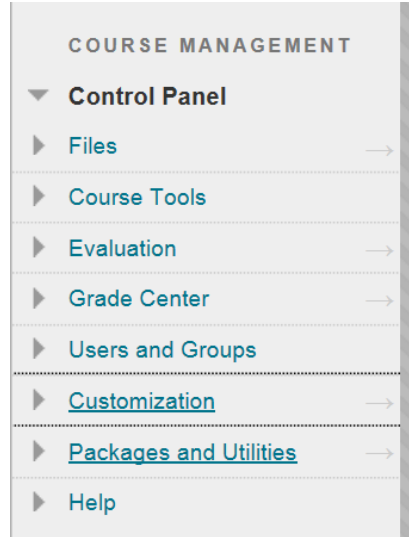


2. The Course Menu Tool Bar at the top allows the user to **Add**, **List View**, **Folder View**, **Display Course Menu in a Window**, **Refresh the Course Home Page**, and **Reorder** the Course Menu.



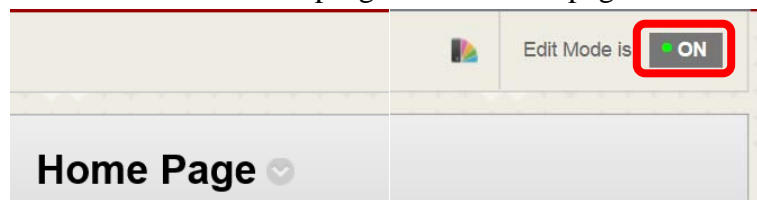
Course Management Menu:

1. The Course Management Menu is located on the lower left menu bar on the Course Home Page below the Course Menu. The Course Management Menu is only visible to instructors and allows instructions to create, manage, and modify the course.

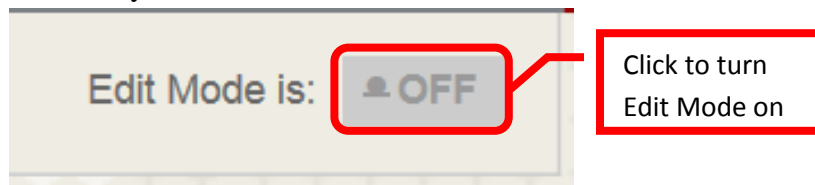


Edit Mode:

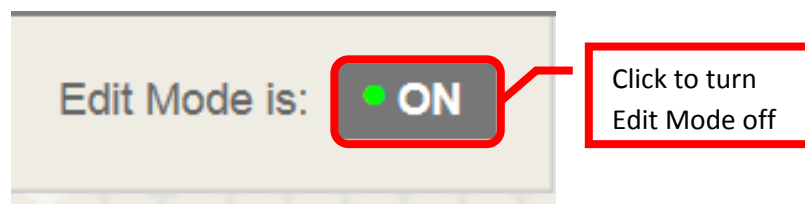
1. The Edit Mode Icon is located at the top right of the home page.



2. Edit Mode allows changes to be made to the course content. Edit Mode must be “On” in order for instructors to add, modify, or delete course content and menus. To turn the Edit Mode on, click “Off.”



3. To view the course from the student perspective, turn Edit Mode “Off.” To turn Edit Mode off, click “On.” In this view no hidden links or content will be visible.



Breadcrumb Navigation

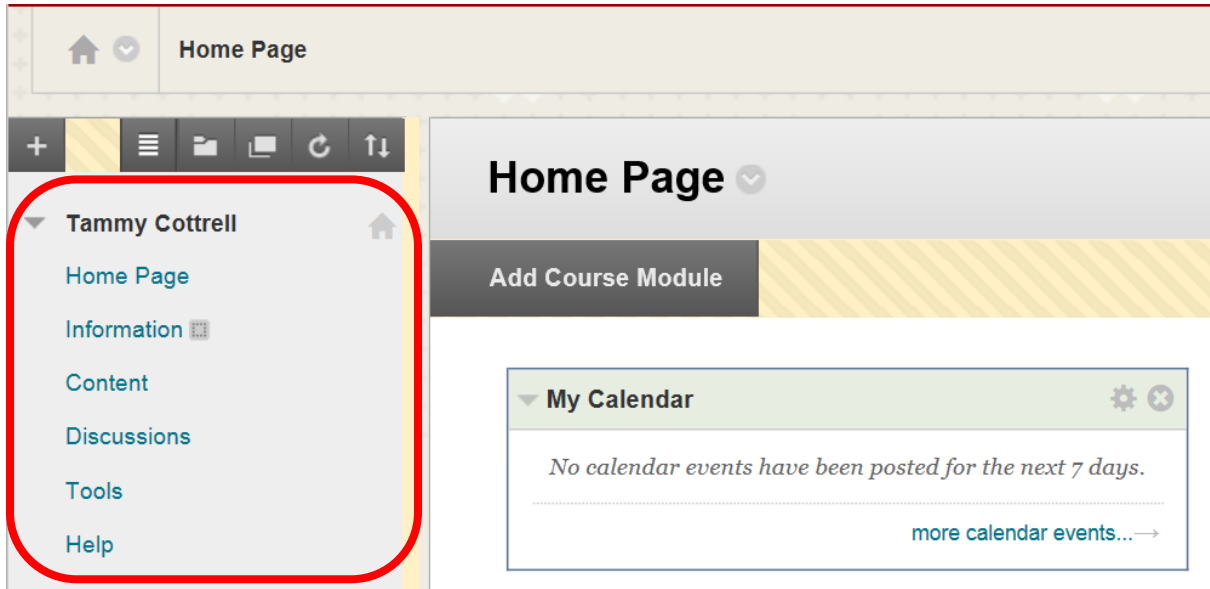
Breadcrumb is a navigation aid that allows students to keep track of the location within a course. The breadcrumb is located in the upper left corner. Students can return to previous menus simply by clicking the corresponding portion of the breadcrumb. The current page, is on the far right of the breadcrumb. The pages are separated by “>” which indicates the relationship. To the left of the > is the parent page. In the example below, “Articles” is located in “Unit 3.” “Unit 3” is the “parent” page or folder. Click “Unit 3” to return to that folder.



Blackboard Course Menu

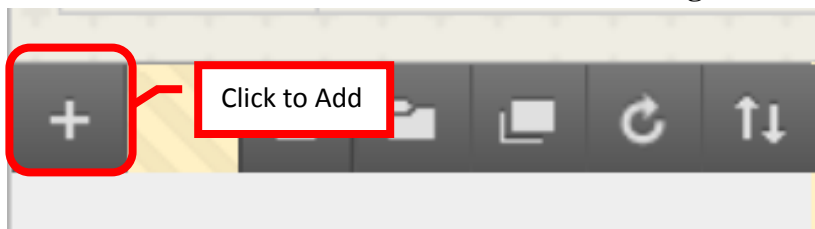
Course Menu Overview:

3. The course menu is located on the upper left menu bar on the Course Home Page. The course menu allows navigation through the course by clicking on “**Home Page**,” “**Information**,” “**Content**,” “**Discussions**,” “**Tools**,” or “**Help**.” These categories can be customized.



- Home Page = the Course Home Page
- Information = Content Area (can be changed, hidden or renamed)
- Content = Content Area (can be changed, hidden or renamed)
- Discussions = Discussion Board
- Tools = Student toolbox (e.g. Announcements, Help, Journals, etc.). This can be customized by the instructor for the student.
- Help = Blackboard Help

4. The **Course Menu Tool Bar** at the top allows the user to **Add**, **List View**, **Folder View**, **Display Course Menu in a Window**, **Refresh the Course Home Page**, and **Reorder the Course Menu**.

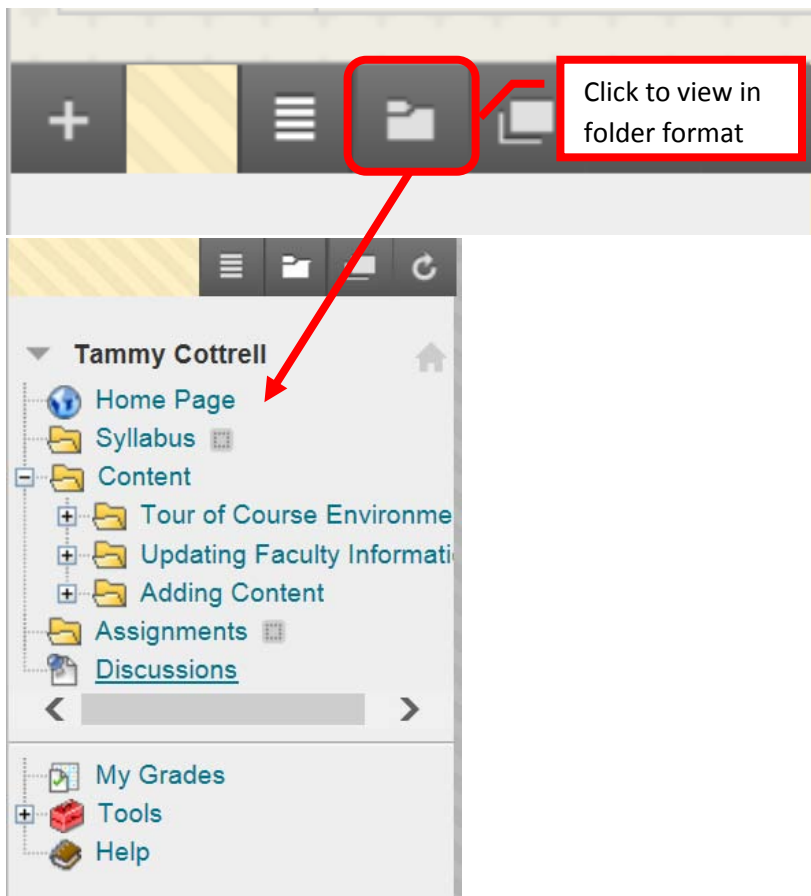


- **Add** is the first icon on the left. This allows instructors to add content area, module pages, blank pages, tool links, web links, course links, subheaders and dividers.
 - Content Area = Adds a new content area
 - Module Pages = Adds a link directly to a specific module (Alerts, Support, Announcements, Calendar, etc.) on the menu. Links can be added for frequently used modules for quick, easy access.
 - Blank Pages = Adds a blank page

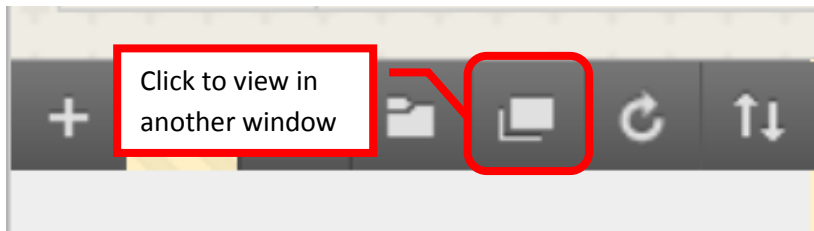
- Tool Links = Adds a link directly to a specific tool (e.g. Announcements, Calendar, Email, etc.) on the menu. Links can be added for frequently used tools for quick, easy access.
- Web Links = Add external web links to sites, articles, videos, etc.
- Course Links = Links to a specific spot within the course (e.g. an article, video or document)
- Subheader = Creates a bold subheader in the course menu. This subheader can be moved by dragging and dropping or using the Reorder Menu Items icon from the tool bar.
- Divider = Inserts a line divider in the course menu. This divider can be moved by dragging and dropping or using the Reorder Menu Items icon from the tool bar.



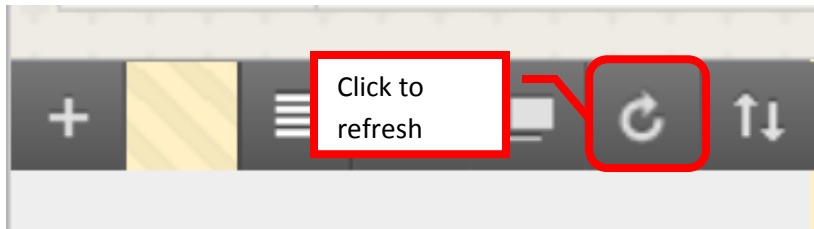
- **List** is the second icon from the left. This allows users to view the content menu in a list view. List is the default view.



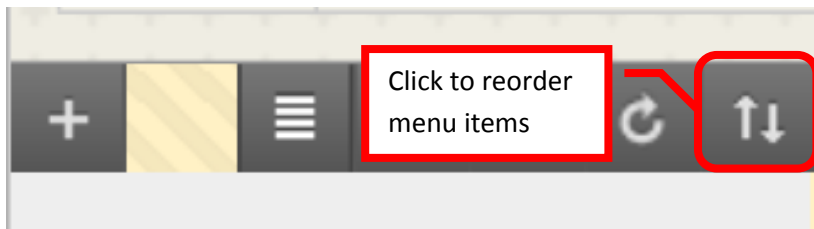
- **Folder View** is the third icon from the left. This allows users to view the content menu in a folder view. This is a very helpful view for students, as it will show the folder structure and allows students to expand to see all the class materials.



- **Display Course Menu in a (new) Window** is the fourth icon from the left. Clicking this icon will open a new browser window and display the course menu.



- **Refresh** is the fifth icon from the left. Clicking this icon will refresh the window with newly added content on the course menu.

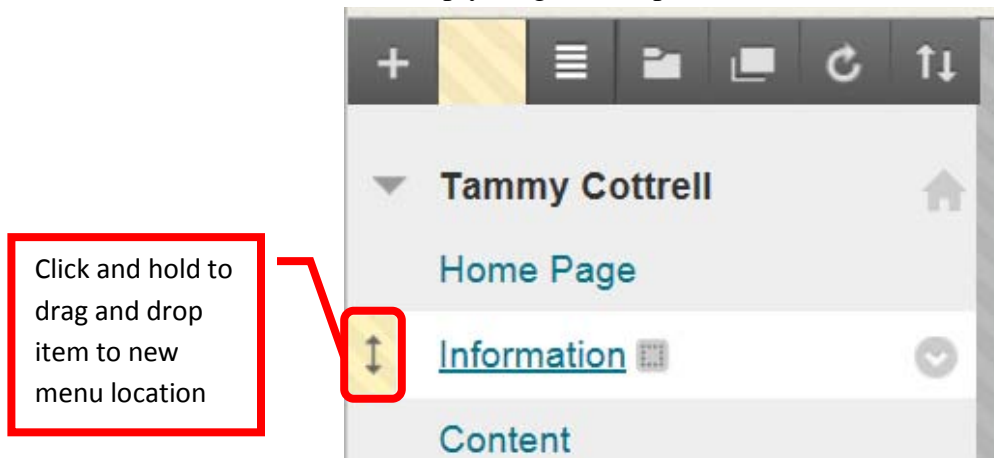


- **Keyboard Accessible Reordering:** Menu Items is the icon all the way to the right. This allows users to move items in the Course Menu.

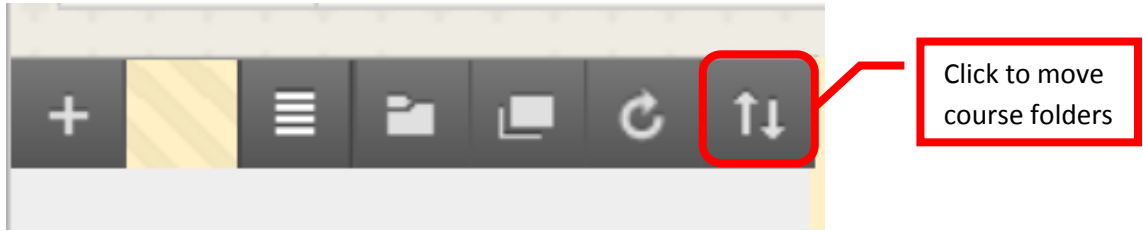
Reorganizing / Customizing the Course Menu:

Reordering the Course Menu:

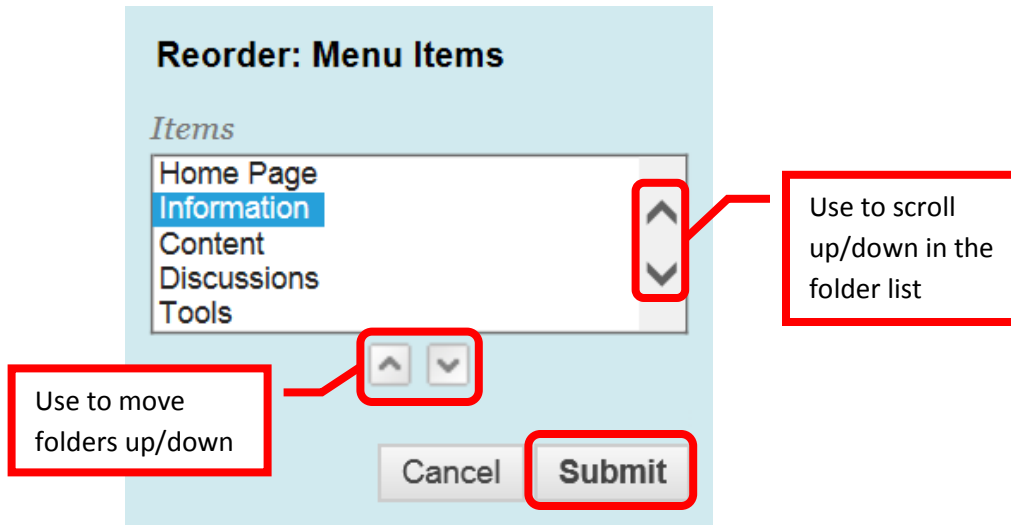
1. The course menu is customizable. To reorder the course folders, hover over the item, then click the arrow to the left side, then simply drag and drop the folders in the desired location.



- Folders can also be moved by clicking the up/down arrows located on the far right of the Course Menu Toolbar.



- The Course Menu “Reorder: Menu Items” dialog box will appear on the screen. Click the name of the folder to be moved, then use the up (^) and down (v) arrows to move the folder to the desired location. If there are numerous folders, use the scroll bar on the right side to access the folders at the bottom of the list. When all the folders have been placed, click “Submit” to continue.

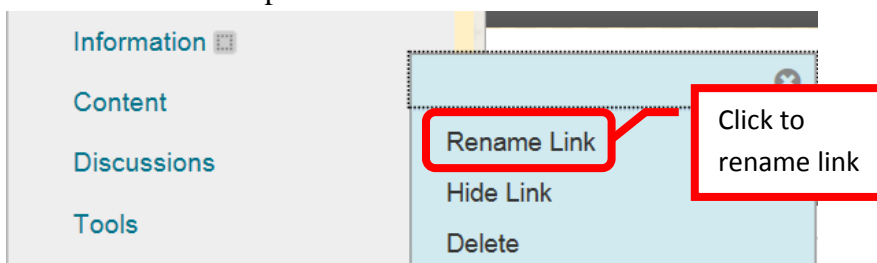


Renaming Content Folder:

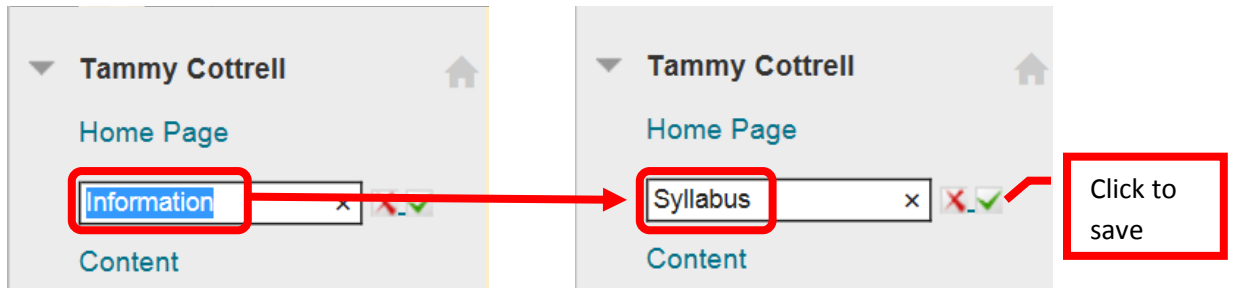
- The default content folders can be renamed. To rename a folder, hover over it and click the down (v) arrow or chevron.



- Select the “Rename Link” option from the menu.



3. The link will be selected. Enter the new link name, then click the green check mark to save. Click the red “X” to return to the menu with no changes.



4. The new name will be displayed on the content menu.

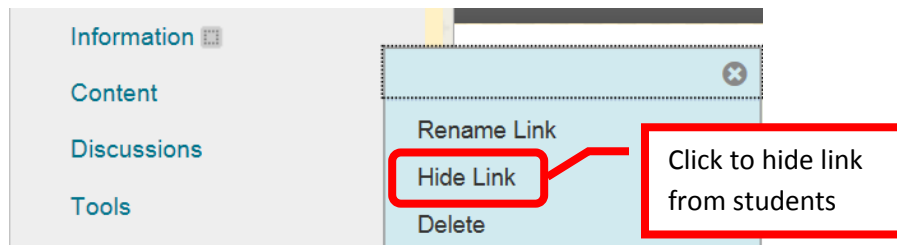


Hiding, Showing and Deleting Content Menu Items:

1. Content Menu items can be hidden from students, shown to students or deleted (not recommended). To hide an item, hover over it and click the down (v) arrow or chevron.



2. Select “Hide Link” from the menu.



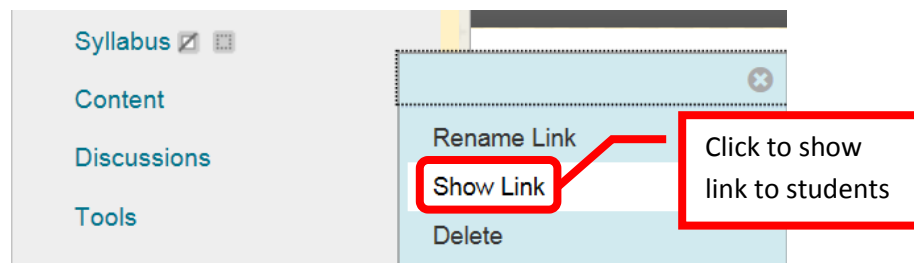
3. A hidden link icon, represented by a box with a line through, will appear next to the hidden link.



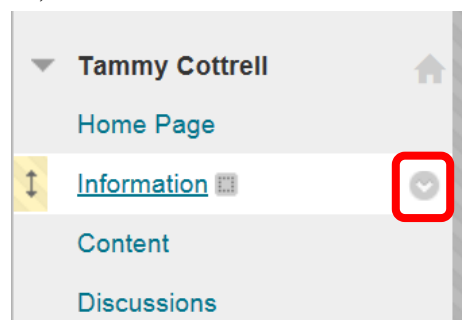
4. To unhide an item, hover over it and click the down (v) arrow or chevron to the right.



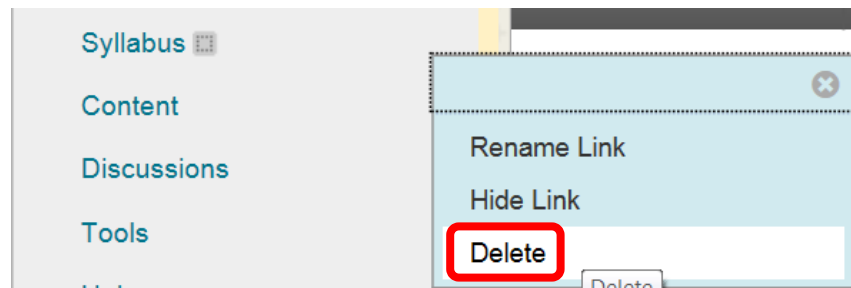
5. Select "Show Link" from the menu.



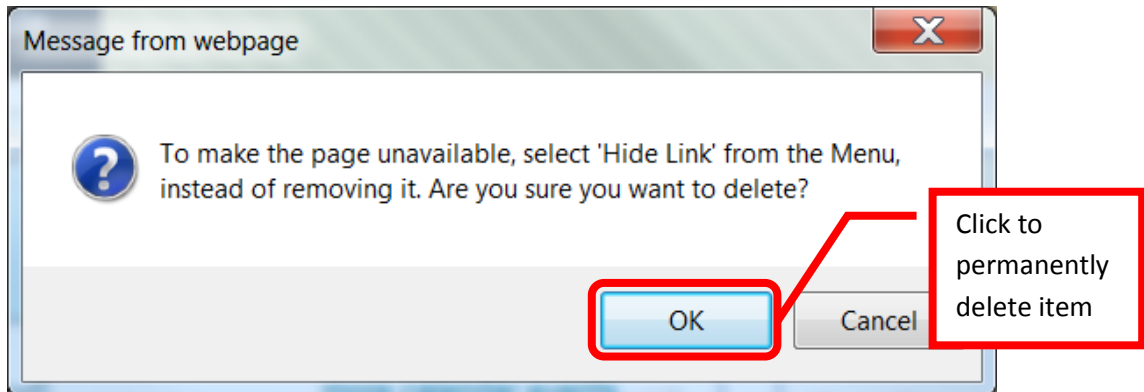
6. Menu Items can be deleted, however, this will delete the folder and all content permanently. *The content cannot be recovered once it has been deleted*, so this is not recommended unless the folder is completely empty and unused. To remove an item from the student's view, "Hide" is recommended. To delete an item, hover over it and click the down (v) arrow or chevron to the right.



7. Select “Delete” from the menu.

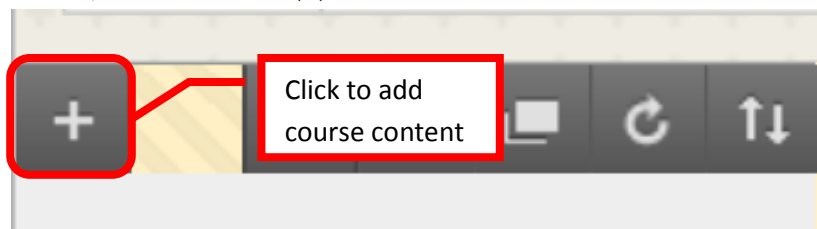


8. A dialog box will confirm the deletion of the item. Click “OK” to permanently delete the item. *Deleted items cannot be recovered.*

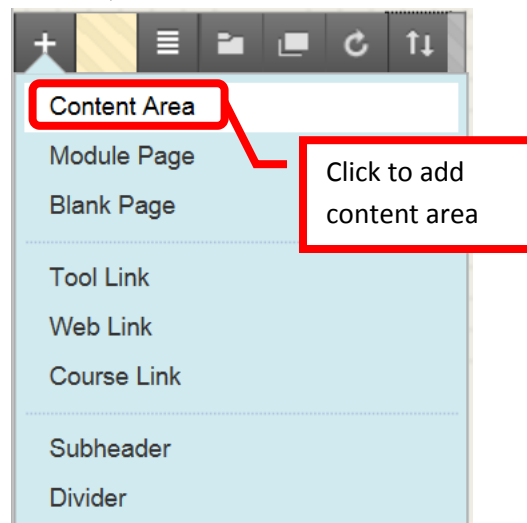


Adding Course (Content) Links:

1. To add a content area, click the **Add (+) icon** on the left of the tool bar.



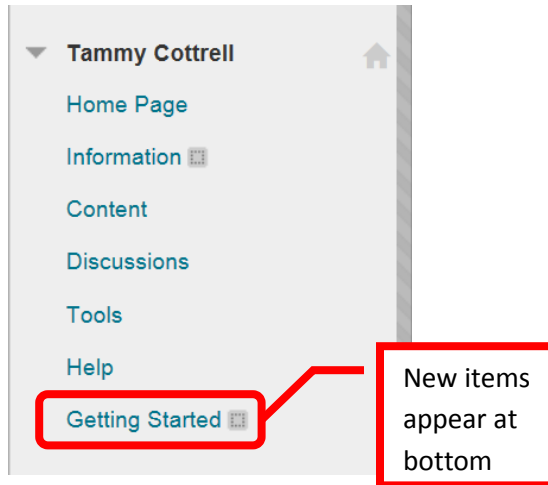
2. Click “Content Area” from the list of menu items to select it. Module Pages, blank pages, tool links, web links, course links, subheaders and dividers can also be added from this menu in the same way.



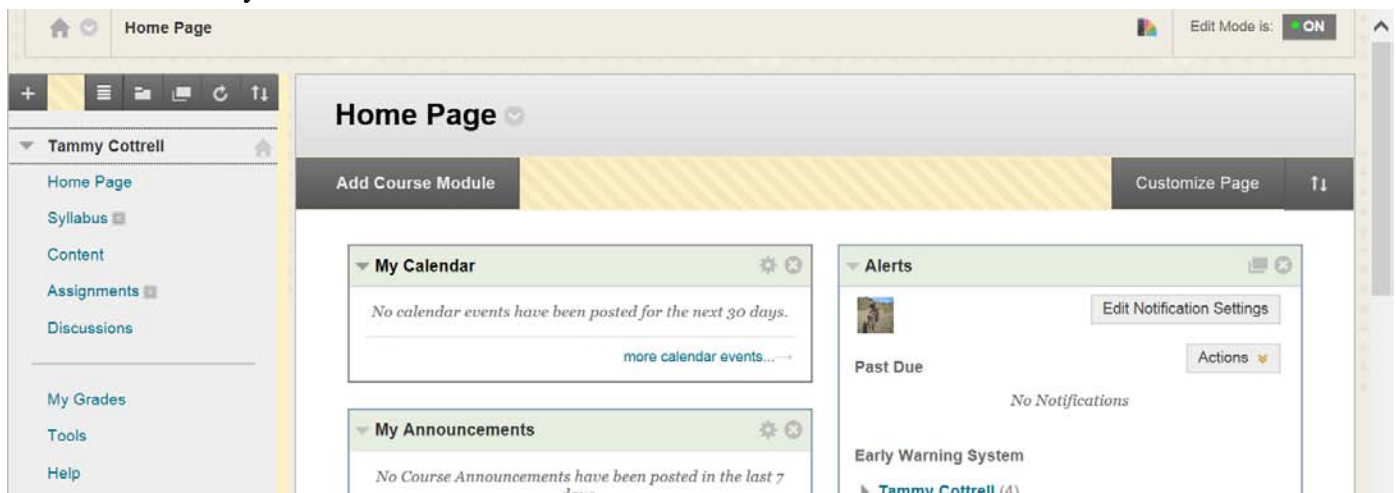
3. An “Add Content Area” box will appear. Enter the name of the new folder in the “Name” field. To make the folder immediately available to users, click the check box next to “Available to Users.” Click “Submit” to create the folder.

The image shows two screenshots of the "Add Content Area" dialog box. In the first screenshot, the "Name" field is empty, and the "Available to Users" checkbox is unchecked. A red box highlights the "Available to Users" checkbox with a callout that says "Click to make available now". In the second screenshot, the "Name" field is filled with "Getting Started", and the "Available to Users" checkbox is checked. A red box highlights the "Submit" button.

4. The new content area will be displayed at the bottom. This can be moved by dragging and dropping or using the Reorder Menu Items.



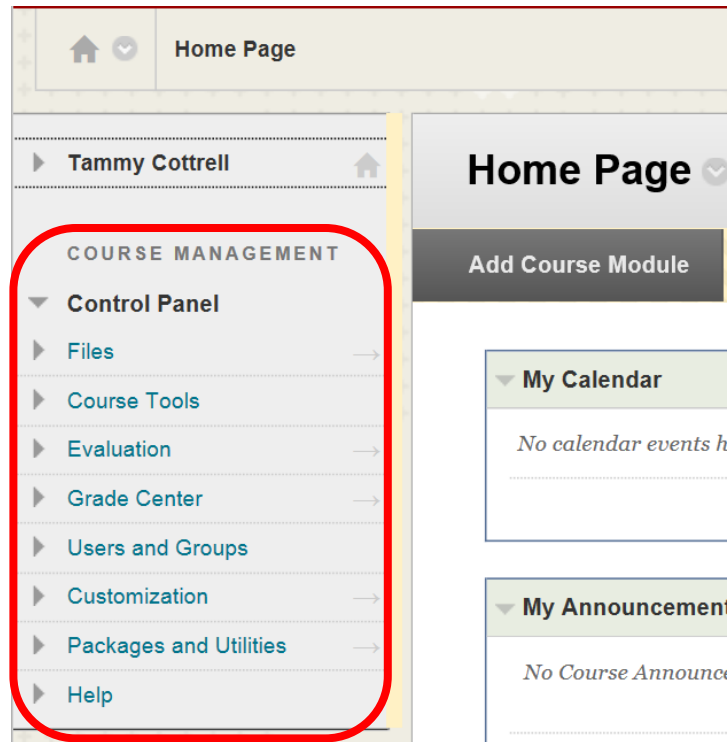
5. **Module Pages**, **Blank Pages**, **Tool Links** (direct links to specific tools for students), **Web Links** (direct links to external websites, articles, etc.), **Course Links** (link to a specific place or document within the course), **Subheaders**, and **Dividers** can be added in the same way. All added links will appear at the bottom and may need to be reordered.



Blackboard Course Management Tools

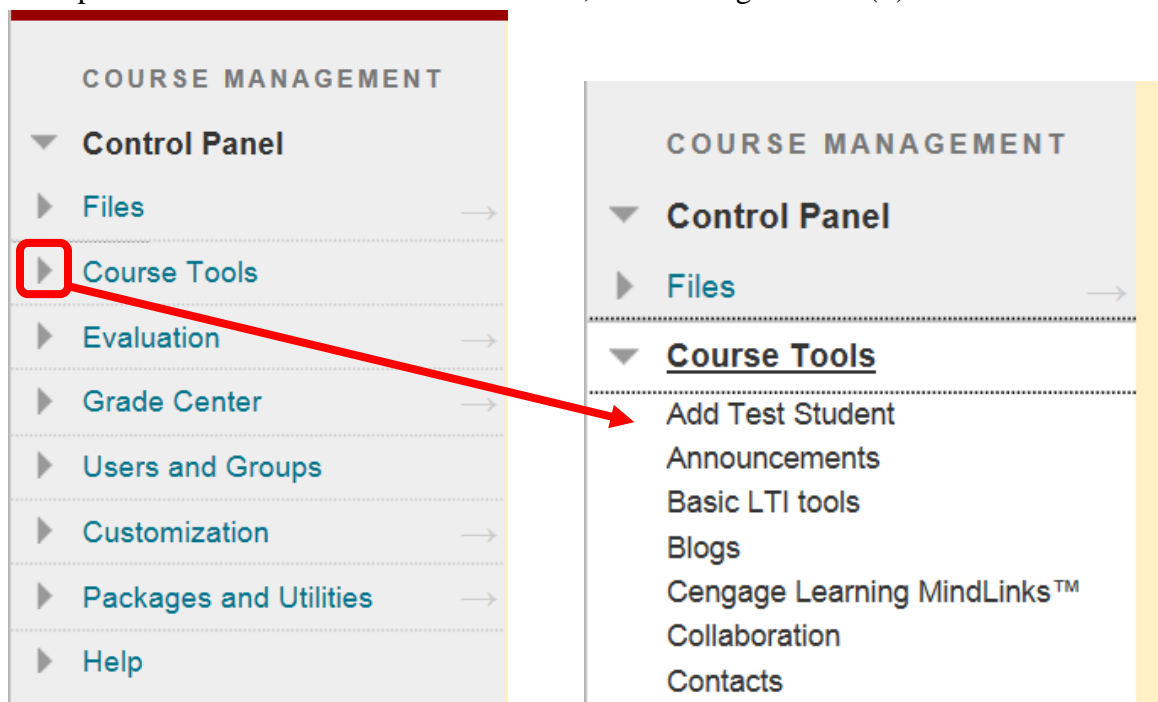
Course Management Menu Overview:

5. The Course Management menu is located on the lower left menu bar on the Course Home Page. The course management menu provides instructors with tools to create, manage and modify the course. **Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help** are available.

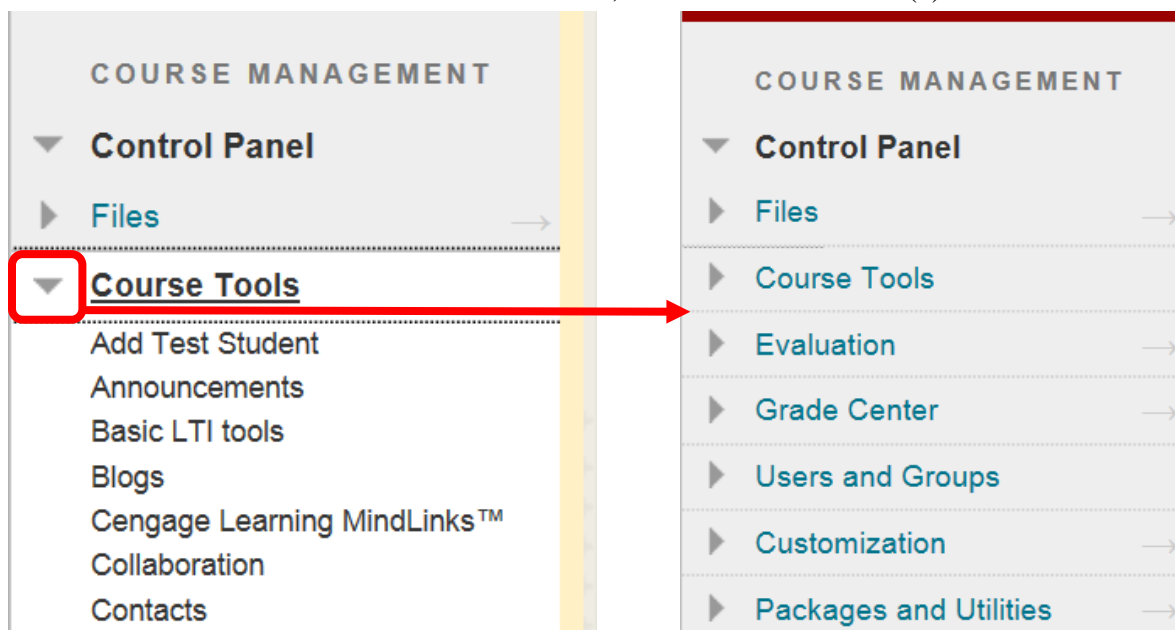


- Files = Search Files in the Course
- Course Tools = Tools to create and manage class activities, assignments, etc.
- Evaluation = Retention Center and reporting
- Grade Center = Maintaining student grades
- Users and Groups = User and group set up and maintenance
- Customization
- Packages and Utilities = Import, Copy, Export Course
- Help = Blackboard Help

6. To expand a section on the Course Menu Bar, click the right arrow (>) or “chevron.”

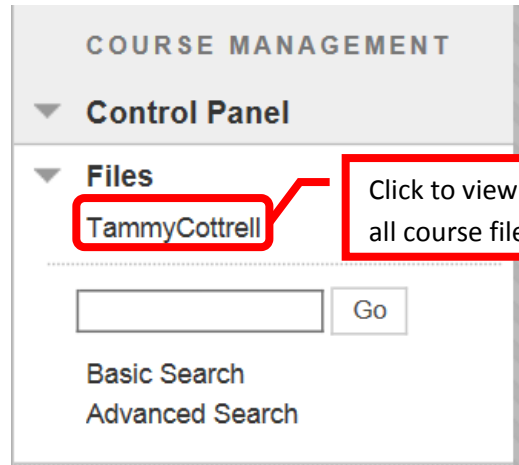


7. To minimize a section on the Course Menu Bar, click the down arrow (v) or “chevron.”



Files:

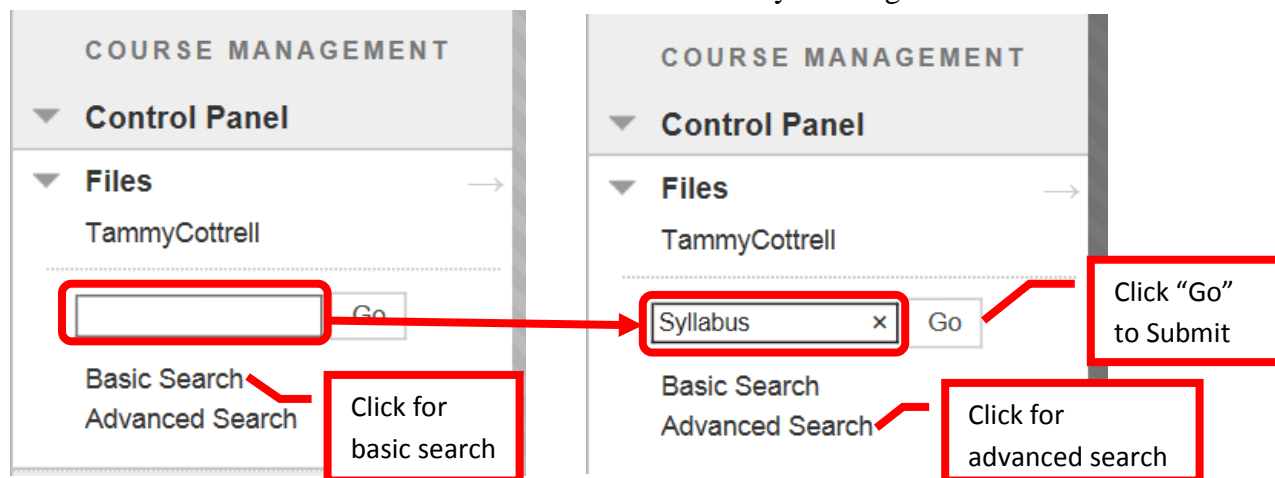
1. “Files” provides a single place where all files from the course are stored, and allows an instructor to search for any course file. Click the down arrow (v) or chevron to expand the section. There will be a folder titled with the course name. Click the folder to view all the files associated with the course. If any files were imported from a previous course, there will be folder labeled with the course title “Imported Content” and then a unique number. Click the folder to access the imported files. New folders can be created to help with organization. Files can be selected by clicking the check box to the left. Click the down arrow (v) or chevron next to the file for options to Open, 360 View, Edit Settings, Overwrite File, Permissions, Alignments, Download Package, Copy, Move, and Delete. The last dated the file was edited, and the total file size are also displayed.



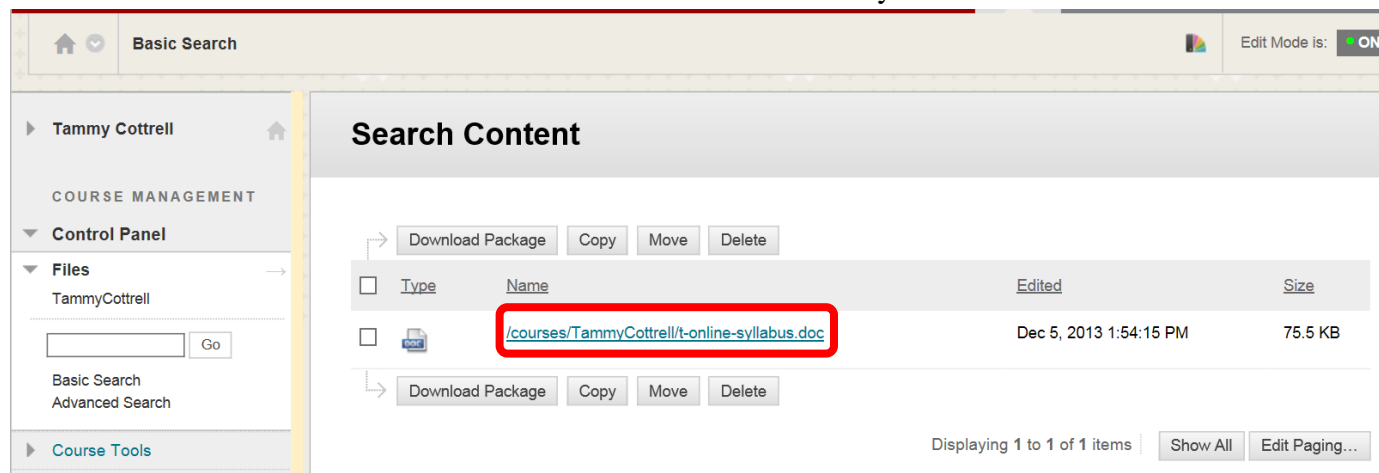
The screenshot shows the 'Files: TammyCottrell' interface. At the top, there is a description of Course Files and a 'More Help' link. Below this is a toolbar with buttons: 'Upload', 'Create HTML Object', 'Create Folder', and 'Set Up Web Folder'. A red box highlights the 'Create Folder' button with the text 'Click to create new folder'. Below the toolbar is a table of files and folders. The table has columns for 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. The first row is a folder named 'TammyCottrell ImportedContent 20140116020712' with a size of '2.1 MB'. A red box highlights the '2.1 MB' with the text 'Total file size'. Below this row are three image files: 'IMG_2280.JPG', 'IMG_2783.JPG', and 'Lynda Bb Essentials.docx'. A red box highlights the 'IMG_2280.JPG' row with the text 'Click to select'. A red box highlights the 'Imported files' text on the left side of the interface. A red box highlights the context menu for the 'IMG_2280.JPG' file, showing options: 'Open', '360° View', 'Edit Settings', 'Overwrite File', 'Permissions', 'Alignments (None)', 'Download Package', 'Copy', 'Move', and 'Delete'.

File Type	Name	Edited	Size	Permissions
Folder	TammyCottrell ImportedContent 20140116020712	Jan 16, 2014 2:07:12 PM	2.1 MB	
Image	IMG_2280.JPG	Dec 4, 2013 11:27:35 AM	2.21 MB	
Image	IMG_2783.JPG	Jan 8, 2014 9:15:11 AM	1.77 MB	
Image	Lynda Bb Essentials.docx	Jan 8, 2014 9:11:58 AM	1.77 MB	
Image		Dec 16, 2013 8:50:34 AM	16.1 KB	

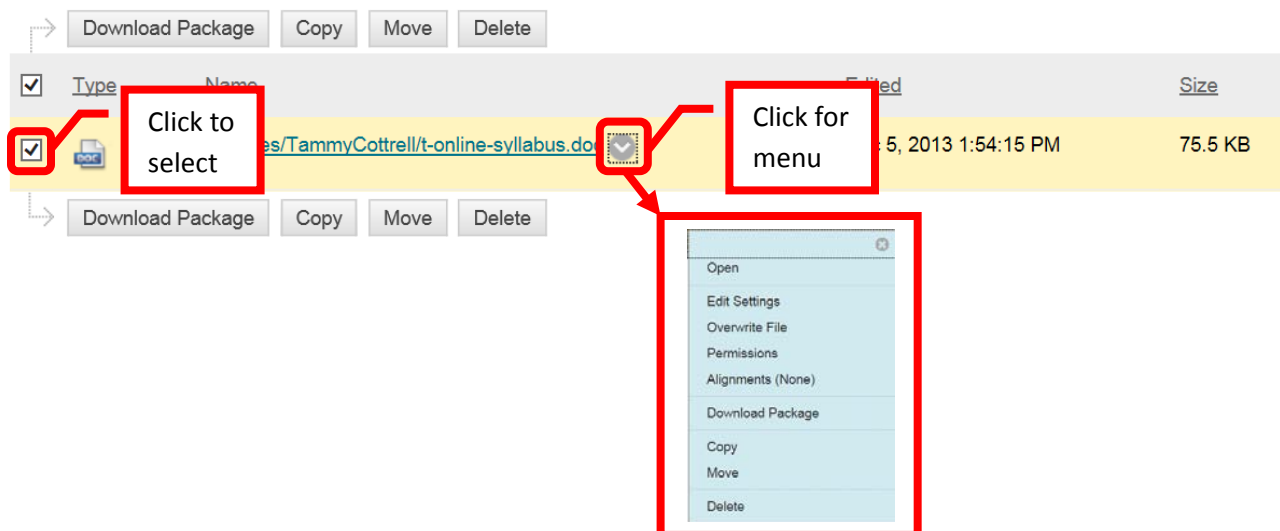
2. To find a file, simply enter the full or partial file name in the “Search” box, and click “Go.” A “Basic Search” and “Advanced Search” feature are also available by clicking the links below the search box.



3. The search will return all documents from the course with the key word.

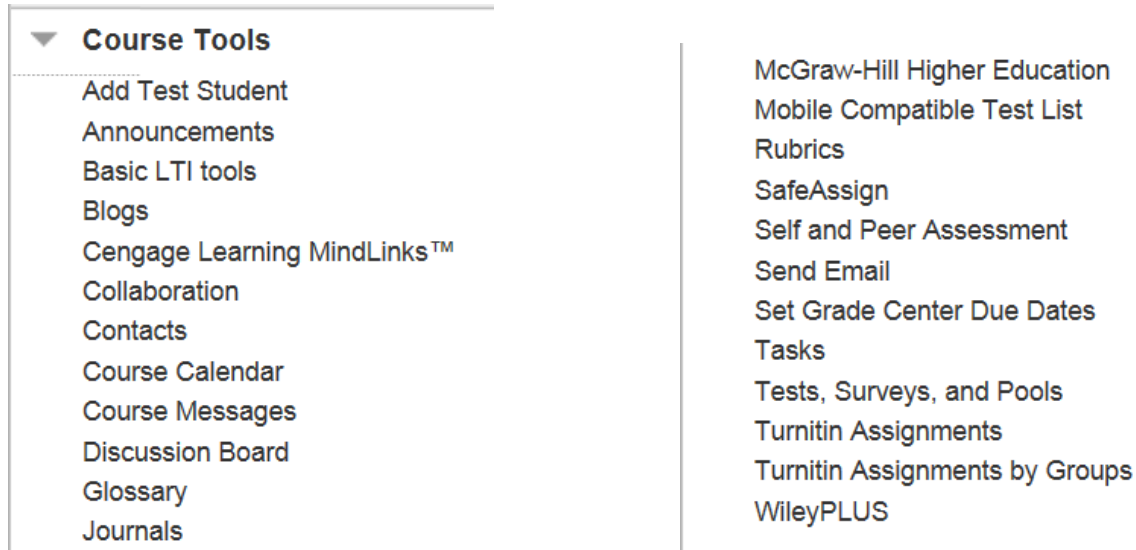


4. Click the check box next to the document to select it. Then click the down arrow (v) or chevron to access the menu. From the menu, the user can open the document, edit the settings, overwrite the file, access file permissions, download package, copy, move and delete.



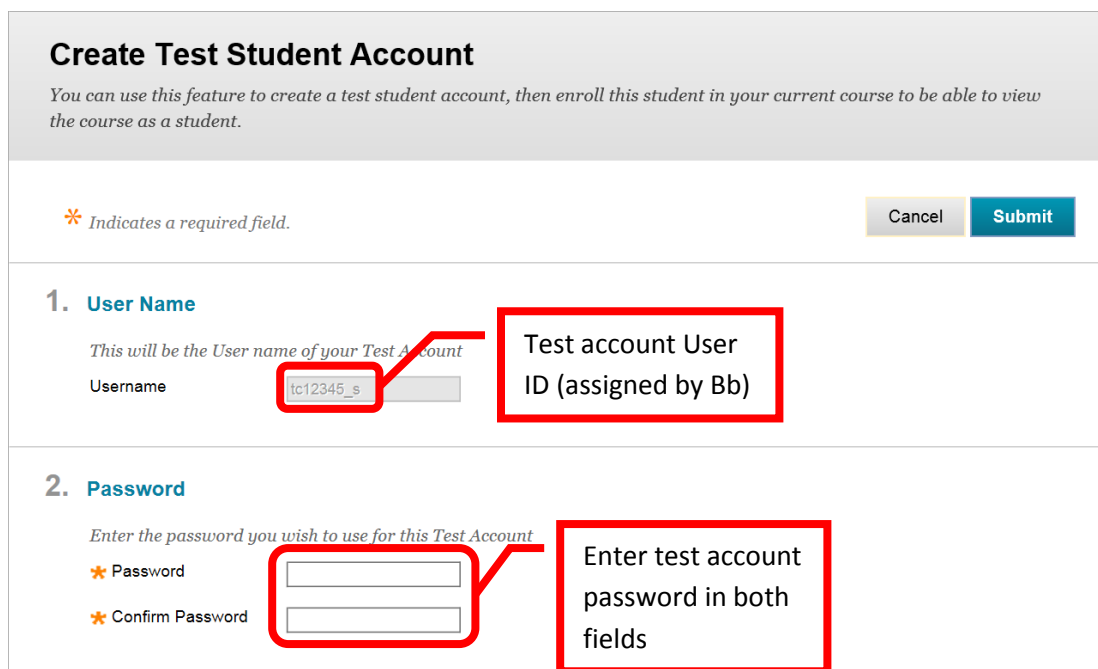
Course Tools:

1. The Course Tools menu allows the instructor to **add a test student**, create or access **announcements**, Basic LTI Tools, **blogs**, Cengage Learning MindLinks, **collaboration**, **contacts**, **course calendar**, **course message**, **discussion board**, **glossary**, **journals**, McGraw-Hill Higher Education, mobile compatible test list, **Rubrics**, SafeAssign, **self and peer assessments**, send **Email**, set **Grade Center due dates**, **tasks**, **tests**, **surveys**, and **pools**, **Turnitin Assignments**, Turnitin Assignments by groups, **Wikis**, and WileyPLUS.



Course Tools	Tools
Add Test Student	McGraw-Hill Higher Education
Announcements	Mobile Compatible Test List
Basic LTI tools	Rubrics
Blogs	SafeAssign
Cengage Learning MindLinks™	Self and Peer Assessment
Collaboration	Send Email
Contacts	Set Grade Center Due Dates
Course Calendar	Tasks
Course Messages	Tests, Surveys, and Pools
Discussion Board	Turnitin Assignments
Glossary	Turnitin Assignments by Groups
Journals	WileyPLUS

2. **Add Test Student** permits an instructor to add a test student to their course. This will allow the instructor to experience the course as a student, including completing assignments and tests. To create a test student, click the “Add Test Student” link from the Course Tools menu. Blackboard will automatically assign a test student User ID (usually the instructors User ID_s). Enter a password for the test account, and check the “Enroll” box to enroll the account in the course. Click “Submit” to continue. Click “Cancel” to cancel the test account creation and return to the menu.



Create Test Student Account

You can use this feature to create a test student account, then enroll this student in your current course to be able to view the course as a student.

* Indicates a required field.

Cancel Submit

1. **User Name**
This will be the User name of your Test Account
Username Test account User ID (assigned by Bb)
2. **Password**
Enter the password you wish to use for this Test Account
* Password
* Confirm Password Enter test account password in both fields

3. Enroll?

Would you like to enroll this Test Student on the Current Course?

Enroll



Check box to enroll test account in course

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

Click to create account

3. If the account is successfully created, the “Modify Test Student Account” page will appear. As the test account has been created, the Modify page will display when “Add Test Student” is selected from the Course Tools Menu. The Modify Test Student Account allows the instructor to unenroll the test student from the current course, reset or change the test student password, and / or delete the test student account completely.

NOTE: *Unenrolling and deleting the test student will delete all work done by that account in the course. Deleting the test account will delete all the work as well as the account.*

Modify Test Student Account

You already have a student account created and the user is enrolled in this course.

Unenroll Test User

Would you like to unenroll this user from the current course?

Note: unenrolling the test user from this course will also DELETE all the work the test account did in the course.

Yes, Unenroll Test Student (tc12345_s) from Current Course

Click to Unenroll Test Student

Change Test User Password

Change the password for the Test User.

Reset Test Student Password (tc12345_s)

Click to reset the test account password

Delete Test Student

Delete the Test User completely.

Note: deleting the test user will remove the test account from all courses, DELETE all the work the test account did in those courses, and will remove the test account.

Delete Test Student (tc12345_s)

Click to delete the test student

4. **Announcements** will display all class announcements in newest to oldest order. Class announcements can also be created from this page. To create an announcement, click the “Create Announcement” icon at the top left.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

Click to add an announcement

New announcements appear below this line

No Announcements found.

5. The “Create Announcement” form will appear on the screen. Complete the subject line (*Note: this is all the students will see displayed without clicking on the announcement*), enter and format the message in the text box, if necessary set date restrictions, send an Email announcement, and/or add a course link if needed. Click “Submit” to create the announcement. Click “Cancel” to cancel the unpublished announcement and return to the menu.

Create Announcement

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

[More Help](#)

* Indicates a required field.

Cancel Submit

1. Announcement Information

* Subject Enter subject Subject text color

Message

Enter announcement message

Path: Words:0

2. Web Announcement Options

Duration ☐ Not Date Restricted ☒ Date Restricted

Click to only post for specific dates

Date Restrictions ☐ Display After Select start / end time

☐ Display Until Select start / end date

Email Announcement ☐ Send a copy of this announcement immediately

Select to send Email copy

Students are still notified of this announcement even if this option is not selected

4. Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

6. A green confirmation bar will appear at the top of the screen if the announcement was successfully created. The new announcement will be displayed.

The screenshot shows the 'Announcements' interface. At the top, a green bar displays the message 'Success: Announcement created.' with a close button. Below this, the 'Announcements' title is followed by instructional text: 'New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.' A yellow bar with a diagonal pattern separates the header from the content. Below this, a dashed line indicates where new announcements appear. The first announcement is titled 'Welcome: Please Read "Getting Started"' and is dated 'Sunday, December 8, 2013'. The text of the announcement reads: 'Welcome to the class. Please read the "Getting Started" document under content. This will give you some information about the class and how it will work. Please contact me with any questions.' The announcement is attributed to 'Tammy Cottrell'.

Success: Announcement created.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

Newest announcement displayed

Newest announcement displayed

Posted by: Tammy Cottrell
Posted to: Tammy Cottrell

Welcome: Please Read "Getting Started"

Posted on: Sunday, December 8, 2013

Welcome to the class. Please read the "Getting Started" document under content. This will give you some information about the class and how it will work. Please contact me with any questions.

7. **Blogs** allow the instructor or student to openly share their thoughts with the class. Some blogs may permit comments by other users. The Blog page will display either "All Blogs," "My Blogs," "Course Blogs" (allow for all students to submit), and "Blogs Permitting Comments Only." Blogs are displayed from newest to oldest. To create a blog, click the "Create Blog" icon at the top left.

The screenshot shows the 'Blogs' interface. At the top, the 'Blogs' title is followed by instructional text: 'Blogs are an open communications tool for Students to share their thoughts. More Help'. Below this, a yellow bar with a diagonal pattern separates the header from the content. A 'Create Blog' button is located on the left. To the right of the button, a dropdown menu is open, showing options: 'All Blogs', 'My Blogs', 'Course Blogs', and 'Blogs Permitting Comments Only'. The 'All Blogs' option is currently selected.

Blogs

Blogs are an open communications tool for Students to share their thoughts. More Help

Create Blog

Click to create new blog

Click to change blog view

Display Blogs

- All Blogs
- My Blogs
- Course Blogs
- Blogs Permitting Comments Only

8. The "Create Blog" page will display. Enter the blog name, enter and format instructions for the blog in the text box, select the availability, determine if the blog will only be available for a limited time, and then select the start and end dates / times, select the blog type, settings, and if it will be graded and the point value. Click "Submit" to create the blog. Click "Cancel" to cancel the blog creation and return to the menu.

Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-related materials. [More Help](#)

* Indicates a required field.

Cancel

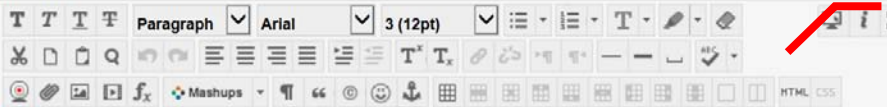
Submit

1. Blog Information

* Name

Enter blog name

Instructions



Use to format text

Enter instructions for the blog

Path:

Words: 0

2. Blog Availability

Blog Availability

☒ Yes ☐ No

Select to make blog available

3. Blog Date and Time Restrictions

Limit Availability

☐ Display After ☐ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Select start / end time

Select if the blog will only be available for a limited time

Select start / end date

4. Blog Participation

Blog Type

☒ Individual to All Students ☐ Course
☒ Allow Anonymous Comments

Individual is for each student, Course is for all students to contribute

Anonymous Comments are not recommended

☒ Monthly ☐ Weekly
Indexing will organize entries by the chosen time-frame.

Blog indexing options

User settings

☐ Allow Users to Edit and Delete Entries
☐ Allow Users to Delete Comments

6. Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog
☒ No grading ☐ Grade : Points possible :

Determine if the blog is graded

If graded, enter point value

7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel

Submit

9. A green confirmation will appear at the top of the page if the blog was successfully created. The new blog will appear at the top of the blog page.

The screenshot shows the 'Blogs' page. At the top, a green banner displays the message 'Success: Current Events Blog Created'. Below this, the 'Blogs' section header is followed by a description: 'Blogs are an open communications tool for Students to share their thoughts.' and a link to 'More Help'. A 'Create Blog' button is visible. Below the button, there is a 'Display Blogs' dropdown menu set to 'All Blogs'. A table lists the blogs with columns: Name, Type, Last Modified Date, and Entries. The table contains one entry: 'Current Events' (Type: Individual, Last Modified Date: 12/9/13 12:15 PM, Entries: 0). Red boxes and arrows highlight the success message, the 'Current Events' link in the table, and the 'Confirmation of blog creation' text. Another red box highlights the 'New blog is displayed' text.

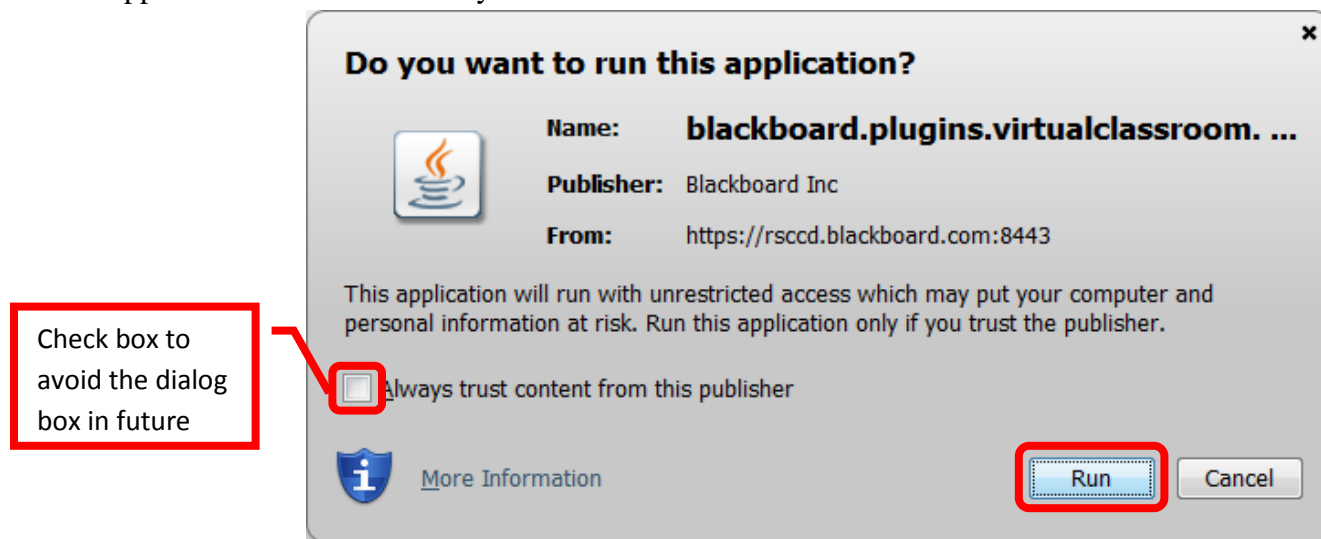
Name	Type	Last Modified Date	Entries
Current Events	Individual	12/9/13 12:15 PM	0

10. **Collaboration** allows instructors to provide real-time chats, lessons and discussions. There are two types of collaboration tools available: chat (the exchange of messages like instant message or text) and virtual classroom (a shared online environment where users can view links, share a desktop, exchange files, and chat). Two collaboration sessions are set up as part of the course default: “**Lecture Hall**” (virtual classroom) and “**Office Hours**” (chat).

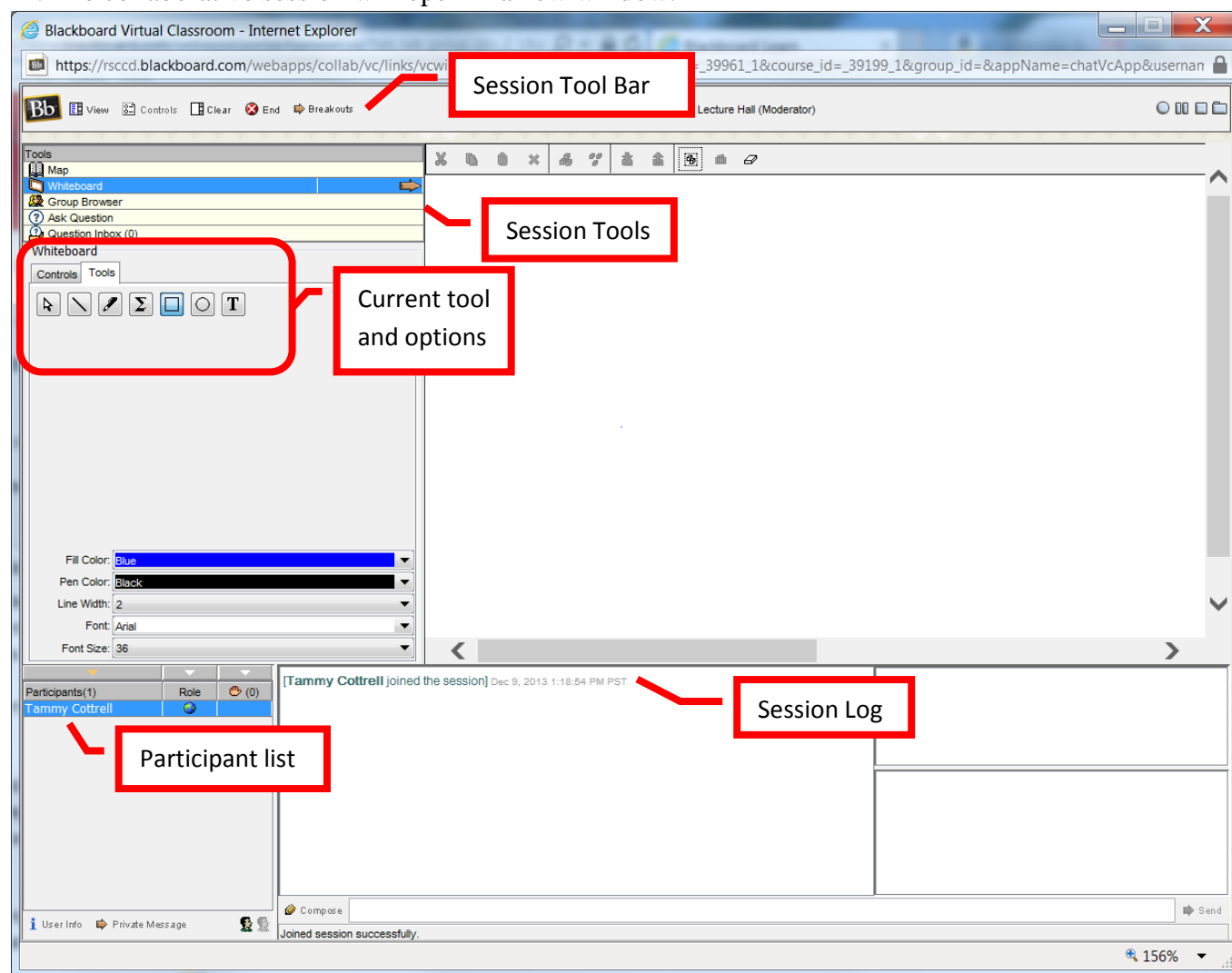
The screenshot shows the 'Collaboration Sessions' page. At the top, the 'Create Collaboration Session' button is highlighted. Below it, there is a 'Filter' dropdown set to 'Show All' and a 'Go' button. A 'Search by' dropdown is set to 'Session Name', followed by a search input field and a 'Search' button. A table lists the sessions with columns: Session Name, Start Date, and End Date. The table contains two entries: 'Lecture Hall' (Virtual Classroom session) and 'Office Hours' (Chat session). Red boxes and arrows highlight the 'Create Collaboration Session' button, the 'Click to create new session' text, the 'Click to change displayed sessions' text, the 'Use to search for specific session' text, the 'Lecture Hall' link, the 'Click link to launch Virtual Classroom session' text, the 'Office Hours' link, and the 'Click to launch Chat session' text.

Session Name	Start Date	End Date
Lecture Hall		
Office Hours		

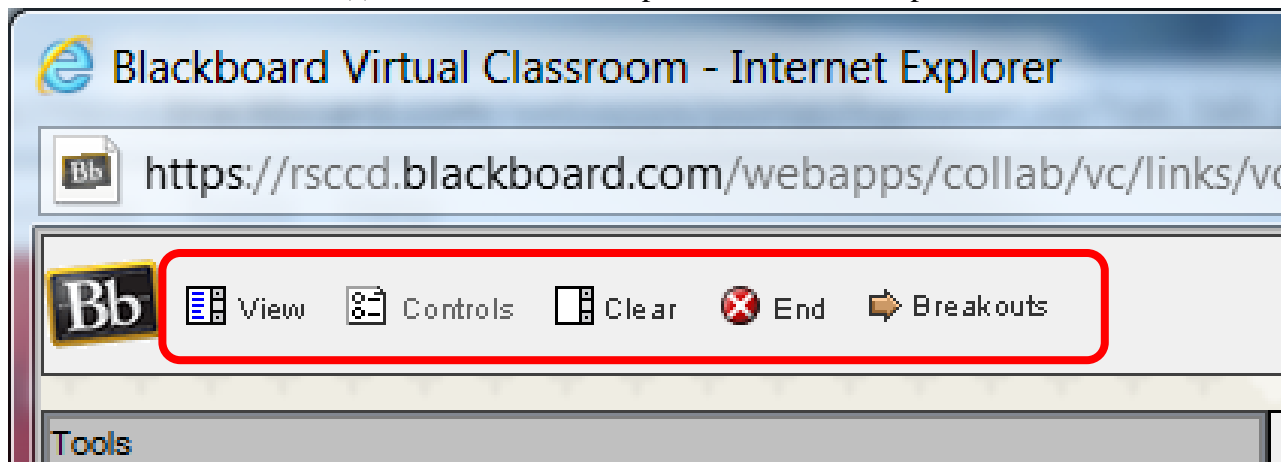
11. To launch a session, double click on a session name. A new window will open. Collaboration requires the installation of Java. A dialog box will appear, click “Run” to install the application. To avoid seeing the dialog box in the future, check the box for “Always trust content from this publisher,” and the application will automatically run.



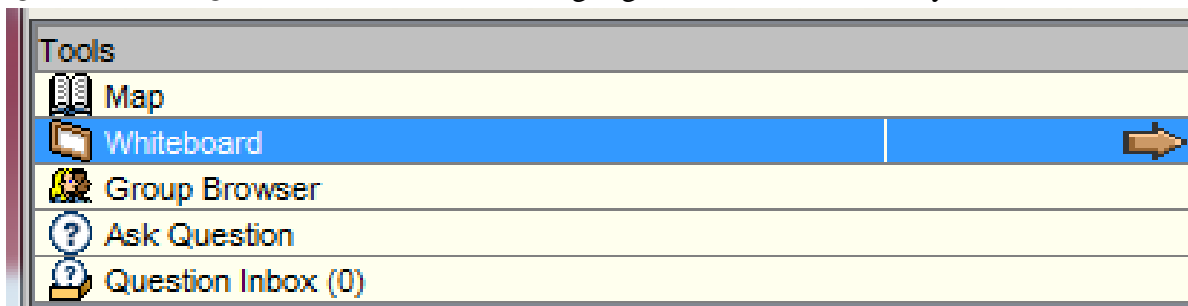
12. The collaborative session will open in a new window.



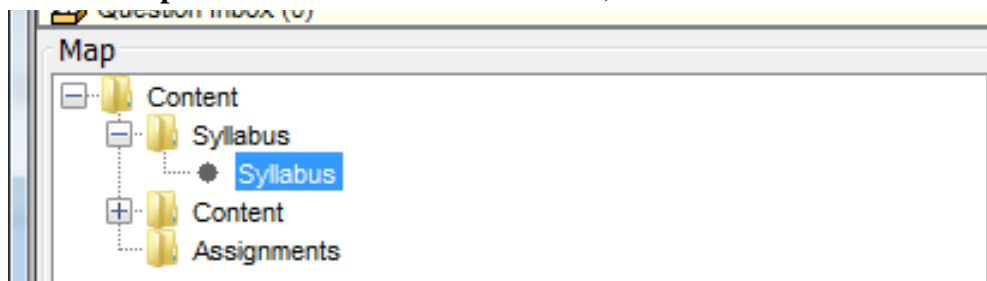
13. The virtual classroom allows the instructor a number of options. On the top tool bar, “**View**” allows the instructor to select how private messages are shown, “**Controls**” allows the instructor to set the acceptable activities for active and passive users, “**Clear**” will clear either the local display or all users’ displays, “**End**” will terminate the virtual session and expel all users, and “**Breakouts**” allows the instructor to select student(s) to breakout into a separate “breakout” or private session.



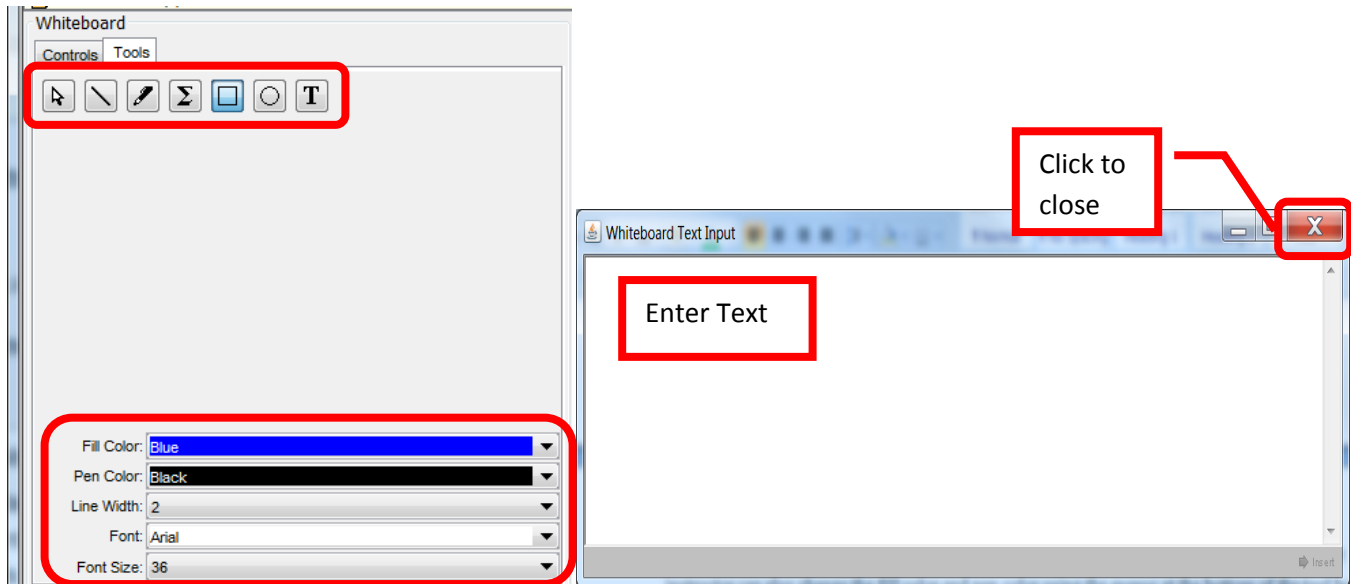
14. The instructor has tools available for use in the session: **Map**, **Whiteboard**, **Group Browser**, **Ask Question**, and **Question Inbox**. The tool highlighted is the one currently selected.



- a. “**Map**” shows the content of the course, in a “tree” format.



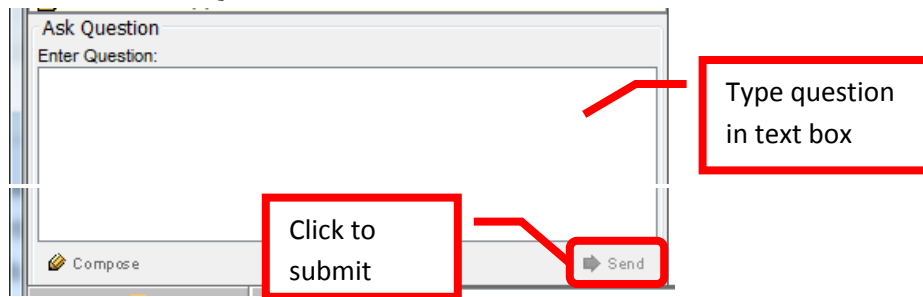
- b. **“White Board”** allows the instructor to display text as if writing on a classroom whiteboard. The instructor can also change the fill color and pen color using the menus at the bottom of the tool box, and draw colored squares, circles, and lines. The white board will open as a separate window. Type in the text box provided. Click the red “X” in the upper right corner to close the window and return to the virtual classroom. If a Java dialog box appears, click “Run” to continue.



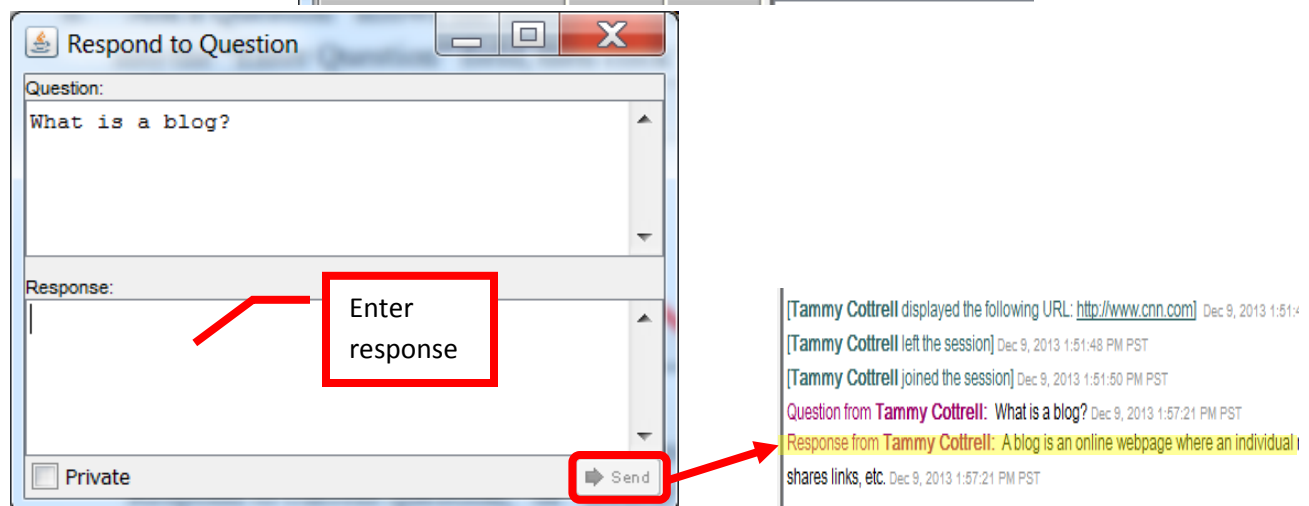
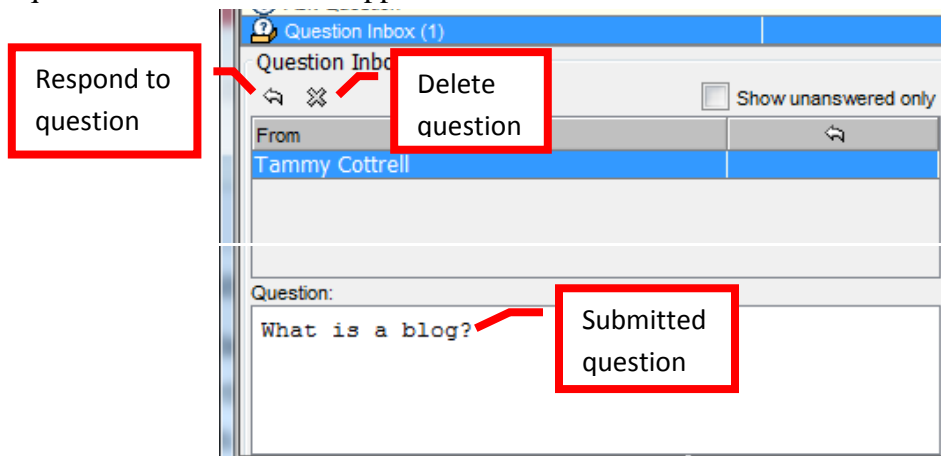
- c. The **“Group Browser”** allows the instructor to guide students to and through a website. Enter the Web address in the “Enter Address” field, select “Display to Users” (Preview in New Window can also be selected), then click “Go.” The URL will be displayed in the session screen.



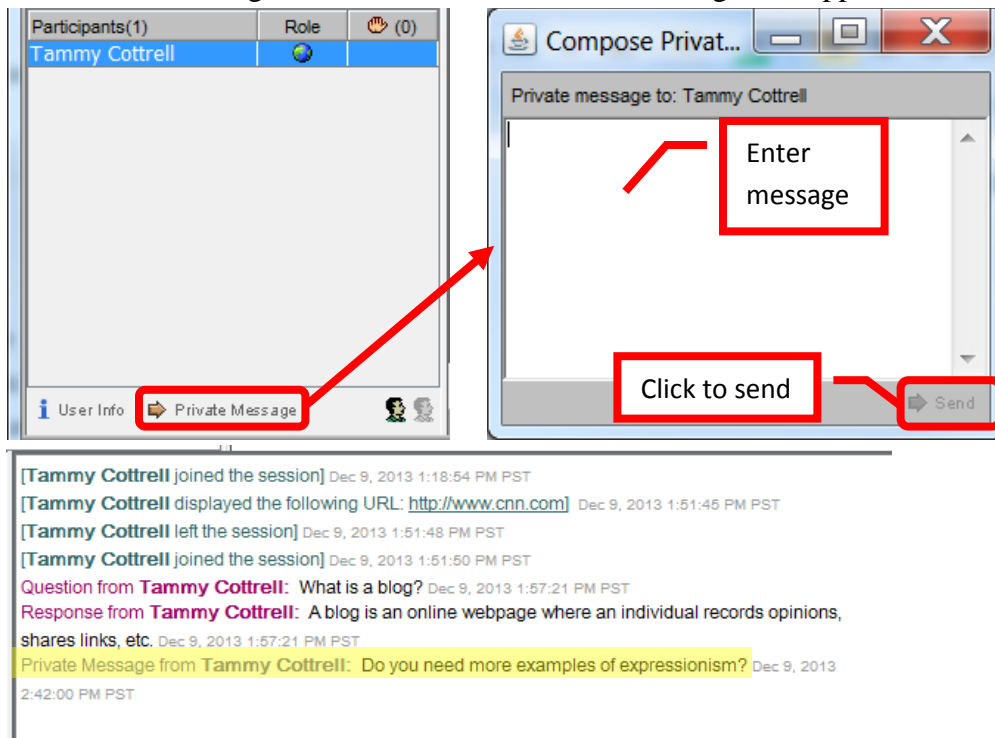
- d. “Ask a Question” allows the instructor or students to post a question. The question is entered into the “Enter Question” field, then click “Send” to submit.



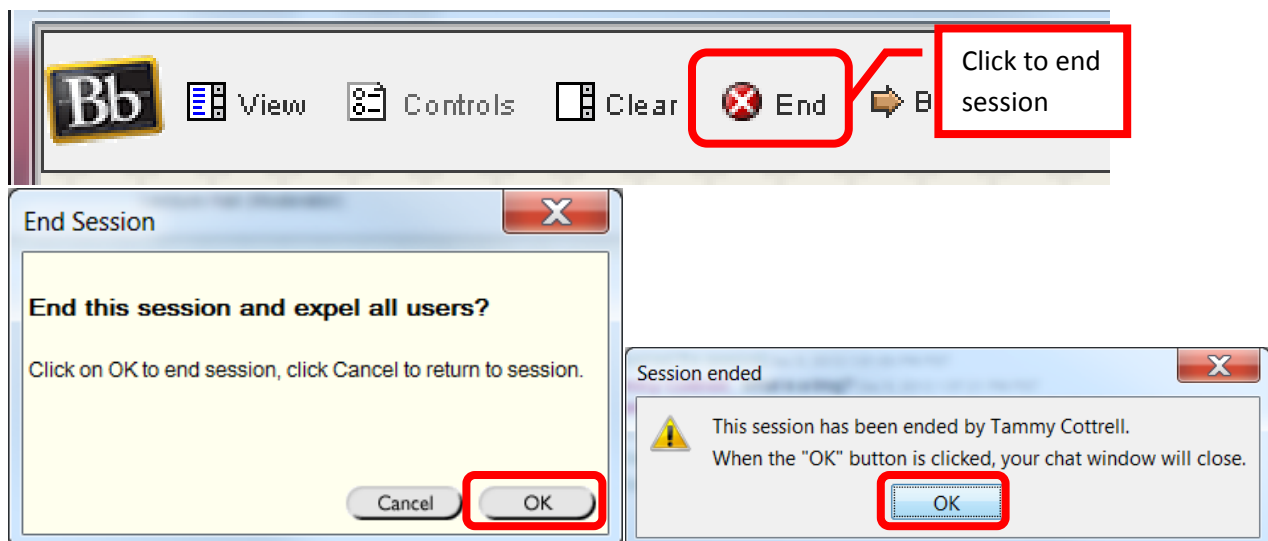
- e. The question will appear in the instructors “Question Inbox.” The instructor can choose to “Respond to current question,” or “Delete” it from the class. Click on the name of the person to select the question. The question will be displayed in the “Question” box. When responding, a separate dialog box will open. Type the response in the dialog box and click “Send.” The question and answer will appear in the session screen.



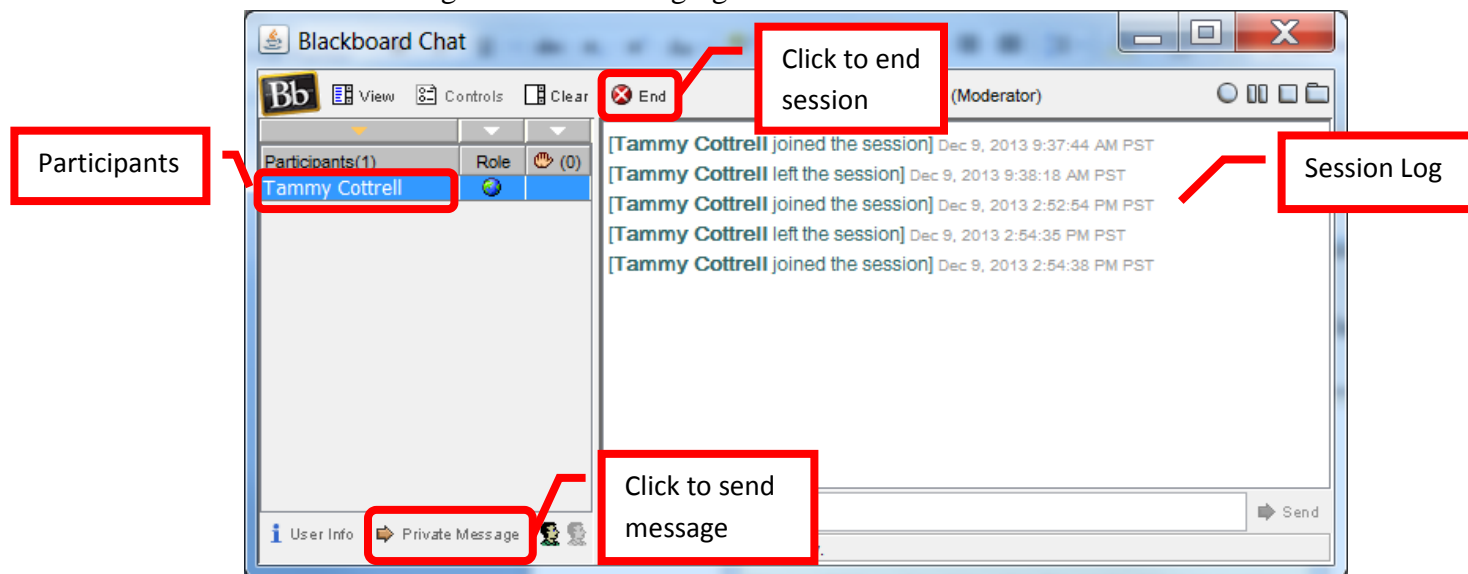
15. “**Participants**” will show who is participating in the virtual classroom session. Private Messages can be sent to a participant, but clicking the participant name to select, and then “**Private Message**.” Enter the message text into the dialog box, and click “**Send**.” The message will appear in the session screen.



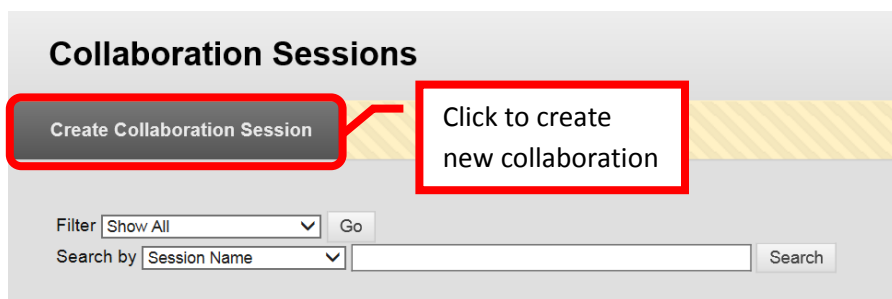
16. To end a virtual classroom session, click the “**End**” icon on the top tool bar. Do not use the red “X” to close the browser window, this will only close the window and will not end the virtual classroom session. Click “**OK**” on the End Session dialog box to end the session and expel the users. Click “**Cancel**” to cancel. A confirmation box will pop up, click “**OK**” to confirm that the session has ended and close the browser window.



17. “Chat” sessions allow the instructor to chat with any student that logs onto the collaboration session. This is similar to texting or instant messaging.



18. New collaboration sessions can be created by clicking “Create Collaboration Session” at the top of the page.



19. Complete the fields for “Session Name,” and enter the **dates of availability** (start / end date) for the session. Ensure that the session is available and that the “Yes” box is selected. Select the collaboration tool (chat or virtual classroom) from the pull down menu. Click “Submit” to create the collaboration. Click “Cancel” to cancel the creation of the collaboration session.

Create Collaboration Session

Collaboration Sessions are real-time lessons and discussions. Two Collaboration Tools are available: Chat and Virtual Classroom. Chat is an exchange of text messages online. Virtual Classroom is a shared online environment where users can view links, share desktops, exchange files, and chat. Both types of collaboration can be recorded and saved for future review. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Session Name



* Session Name



TammyCottrell 12/09/13

Enter session name

2. Schedule Availability

Select Dates of Availability

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

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

Available ☒ Yes ☐ No

3. Collaboration Tool

Choose Tool for this Session Chat

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

20. A green confirmation will appear at the top of the page if the collaboration was successfully created. The new collaboration will appear at the bottom of the collaboration page.




Success: Session created.

Collaboration Sessions

Create Collaboration Session

Filter Show All Go

Search by Session Name Search

Session Name	Tool	Start Date	End Date
 Lecture Hall	Virtual Classroom		
 Office Hours	Chat		
 Review for Test 1	m	12/9/13 11:00 AM	

21. **Contacts** allows an instructor to create contacts and contact folders for the course. For example, an instructor could create a contact for themselves and any teaching assistants. The first contact an instructor creates should be their own. To create a contact, click “Create Contact” from the top of the contact page.



22. Complete the profile information, including title, first name, last name, Email address, work phone number, office location, office hours (include “online” office hours), and any notes.

The screenshot shows the 'Create Contact' form. At the top, there is a 'Cancel' button and a 'Submit' button. Below them, a note says '* Indicates a required field.' The form is divided into sections. The first section is '1. Profile Information', which includes fields for Title, First Name, Last Name, Email (marked with an asterisk), and Work Phone. These fields are grouped by a red box with a callout 'Complete profile information'. Below this is the 'Office Location' section, which has a dropdown menu and a text area. A red box with a callout 'Enter office location (building / room)' points to the text area. Below that is the 'Office Hours' section, which also has a dropdown menu and a text area. A red box with a callout 'Enter physical and/or virtual office hours' points to the text area. At the bottom is the 'Notes' section, which features a rich text editor with a toolbar. A red box with a callout 'Use tool bar to configure text' points to the toolbar. Below the notes is a 'Path:' field and a 'Words:0' counter. A red box with a callout 'Enter notes' points to the text area of the notes section.

23. Next, make sure to make the profile available to student, by selecting the check box next to “Yes” under Options. It is strongly recommended that instructors add a picture of themselves. *Studies have shown that student’s relate best and have better outcomes when there is a more personal connection with the instructor.* To add a picture, click the “**Browse**” button next to “**Attach Image.**” Select the image from the computer to upload, then click “Open.” Click “Submit” to create the contact.

NOTE: For best results, the image size should be 150x150 pixels. Pictures may need to be cropped before uploading.

Don’t have a picture? Contact Joe Pacino at Pacino_Joe@sac.edu to schedule a picture. Joe will be able to take a digital picture and assist in editing it to the correct size. Joe will provide a file ready to be uploaded into Blackboard.

2. Options

Make the Profile Available ☒ Yes ☐ No

Select to make available to students

Attach an image. For best results, the image size

Current Image

None

Attach Image

Browse

Click to add a picture

Personal Link

http://

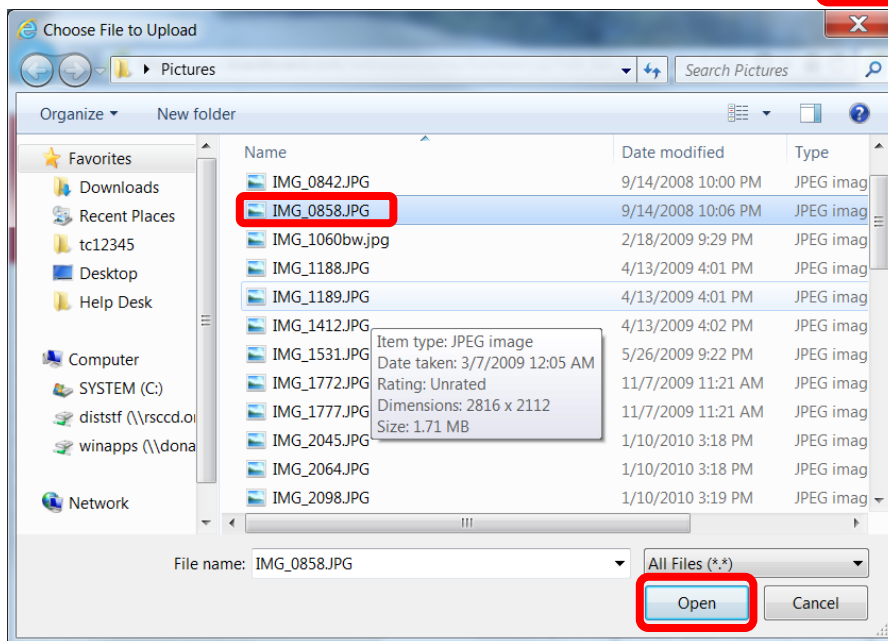
Enter a personal website link

3. Submit

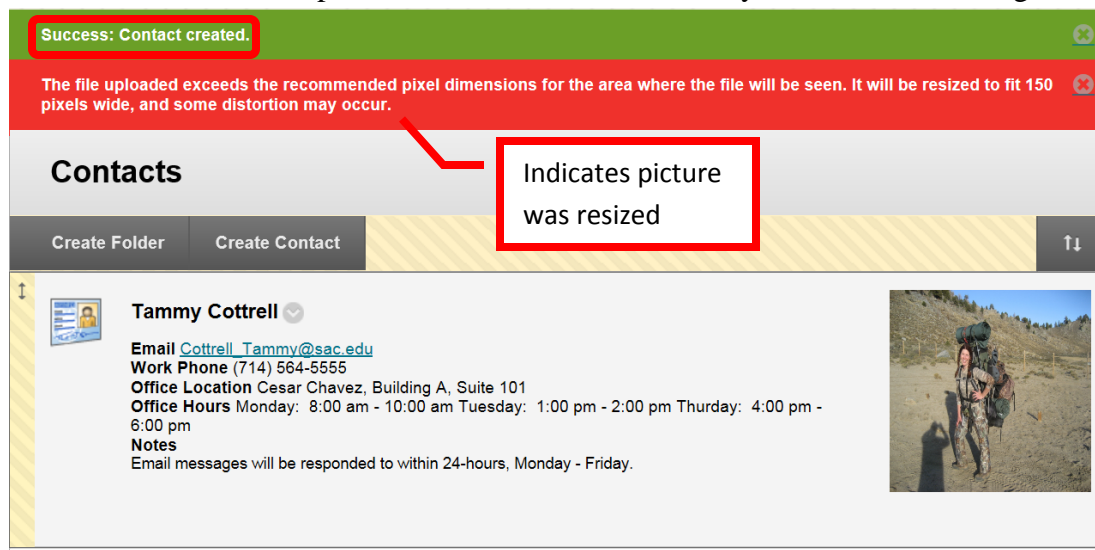
Click **Submit** to finish. Click **Cancel** to quit.

Cancel

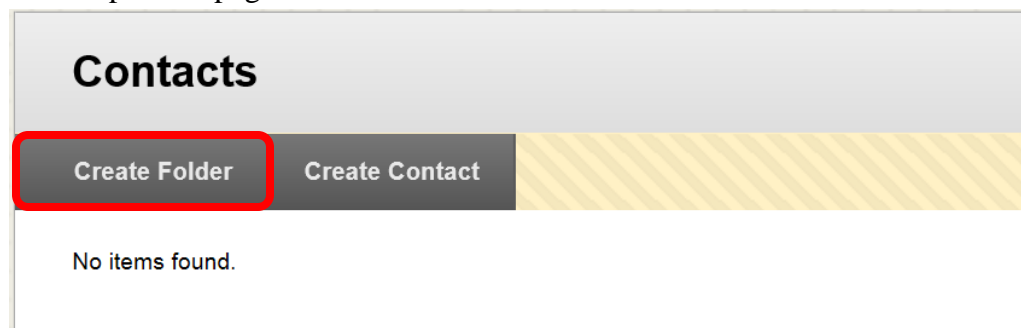
Submit



24. A green confirmation will appear when the contact has been created. A red alert will appear if the uploaded picture exceeds the recommended file size. In this case, the photo can be edited and resubmitted. 150 x 150 pixels is the size recommended by Blackboard for images.



25. To help organize the contacts, folders can be created. To create a folder, click the “Create Folder” icon at the top of the page.



26. Complete the folder information. The folder name can be selected from a prepopulated pull down menu next to the “Name” field, or a folder name can be entered in the “Enter Name” field. The color of the name can be selected, and descriptive text can be entered in the text box. To make the folder available in the course, under “Options” select “Yes” next to “Make Folder Available.” Click “Submit” to create the folder. Click “Cancel” to return to the menu.

The screenshot shows the "Create Folder" form. At the top, the heading is "Create Folder". Below the heading, there is a note: "* Indicates a required field." and two buttons: "Cancel" and "Submit". The form is divided into sections. The first section is "1. Folder Information". It contains a "Name" field with a dropdown menu. The dropdown menu is open, showing options: "Contacts", "Teaching Assistants", "Guest Lecturers", and "Add text below". A red box highlights the dropdown menu with the text "Select Folder Name". Below the dropdown menu is a text input field. A red box highlights this field with the text "Enter Folder Name". Below the text input field is a "Choose Color of Name" section with a color picker and the text "Black". Below the color picker is a "Text" section with a rich text editor. A red box highlights the rich text editor with the text "Enter / format descriptive text".

Path: _____ Words: 0

2. Options

Make the Folder Available ☒ Yes ☐ No

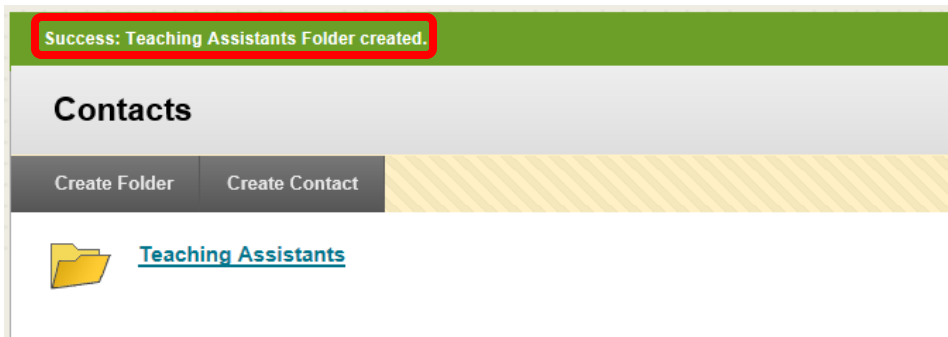
Select to make available

3. Submit

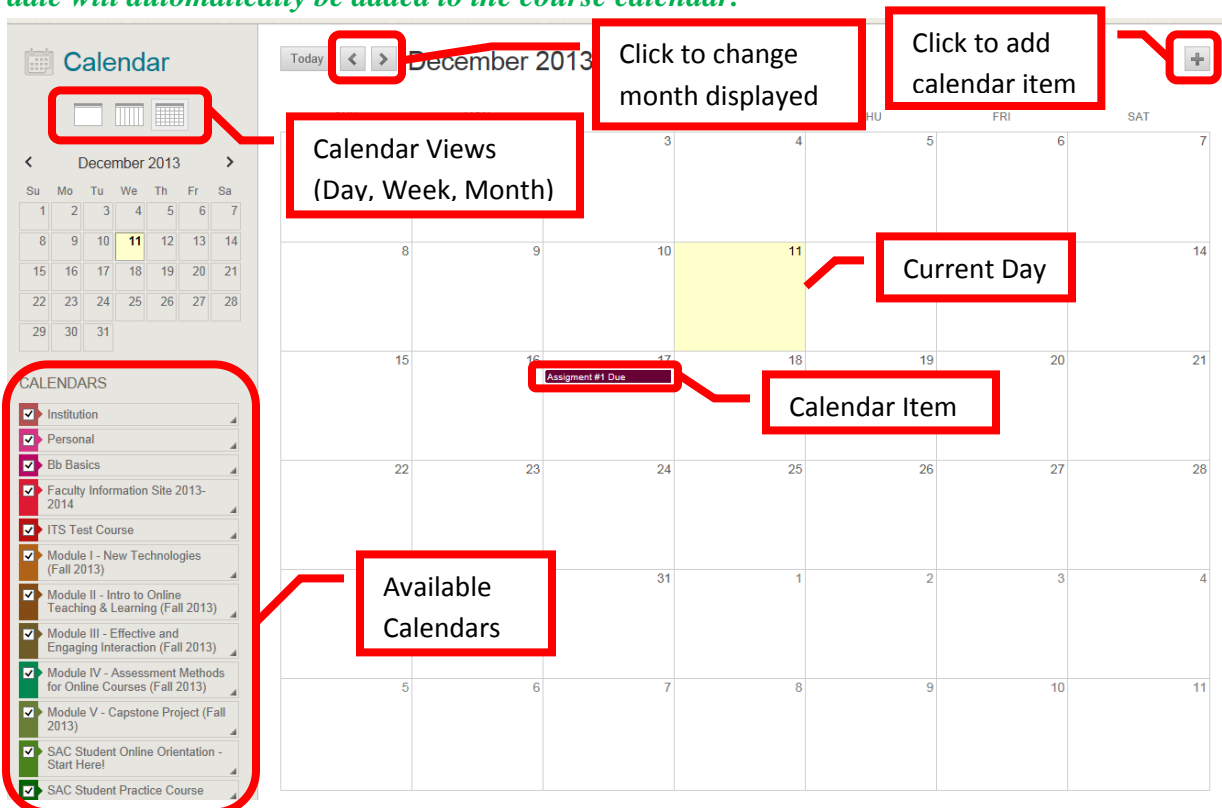
Click **Submit** to finish. Click **Cancel** to quit.

Cancel **Submit**

27. A green confirmation will appear when the folder has been successfully created. The folders will appear at the top of the contact list.



28. Course Calendar allows the instructor to set up a calendar of events for the course. Calendar items will be visible to students on the course calendar. The calendar view will show all calendar items for each course calendars in which the user is enrolled as an instructor or student. The calendar items will be color coded by course. The list of calendars will be on the left menu. The calendar view can be changed to display the day, week or full month. ***NOTE: Assignments and assessments created in Blackboard with an assigned due date will automatically be added to the course calendar.***

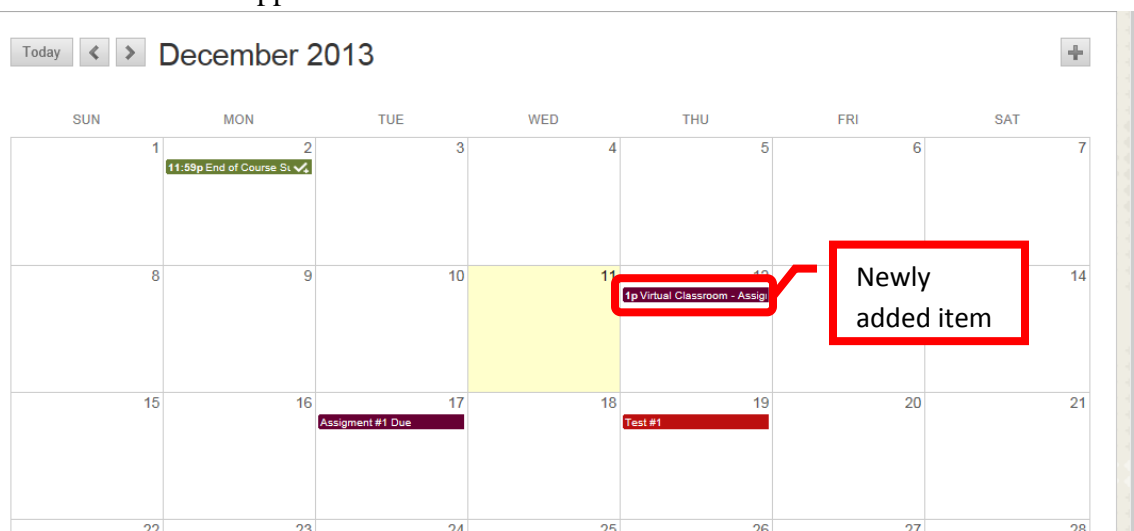


29. To add a calendar item, either double click on the day the calendar item will be for or click the “+” in the top right corner of the calendar. In the “Create Event” dialog box, enter the name of the event, select which calendar it should appear on, enter the start / end dates and times, select if it is an all day event, and if it should be repeated. An event description can also be added. Click “Save” to add the event to the calendar. Click “Cancel” to return to the menu.

The 'Create Event' dialog box is shown with several red boxes and arrows pointing to specific fields:

- Enter Event Name:** Points to the text input field at the top.
- Select Course Calendar:** Points to the 'Calendar:' dropdown menu, which currently shows 'Tammy Cottrell'.
- Starts:** Points to the 'Starts:' date and time field, showing '12/10/2013 12:00 PM'.
- Ends:** Points to the 'Ends:' date and time field, showing '12/10/2013 12:30 PM'.
- Check for all day event:** Points to the 'All Day' checkbox.
- Repeating Event:** Points to the 'Repeat' checkbox.
- Enter Event Description:** Points to the 'Event Description:' text area.
- Buttons:** 'Cancel' and 'Save' buttons are at the bottom right.

30. The new event will appear on the calendar.



31. **Messages** allow an instructor to communicate with students individually and privately. While much like an Email, messages are not sent to the student externally. The student must be logged into Blackboard and access the message to view it. While it is a useful tool, instructors may prefer to use Email to communicate with students as Email is delivered to the student outside of Blackboard. To create a message, click the "Create Message icon in the upper left of the page.

The 'Course Messages' interface is shown. At the top, there is a 'Create Message' button highlighted with a red box. Below it is a table showing message folders and counts.

Folder	Unread	Total
Inbox	0	0
Sent	0	0

At the bottom right, it says 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' buttons.

32. Complete the fields in the "Compose Message" page. Like an Email, messages can be sent to a single or multiple people. People can also be carbon copied (cc) or blind carbon copied (bcc) on the message. Under the "Recipients" section, click the "To" icon. Select the recipient(s) from the list, and click the right arrow (>) or chevron. The name will be added to the "Recipient" column. Multiple recipients can be selected from the list by holding down the control <Ctrl> key while selecting the names, or click the "Select All" icon at the bottom of the box. To remove a name from the list, click the name to select it from the recipient list, and click the left arrow (<) or chevron. The same process can be used to add carbon copied and blind carbon copied recipients.

Compose Message

Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

* Indicates a required field.

Cancel Submit

1. **Recipients**

To
Cc
Bcc

Select Recipients: To line

Tammy Cottrell (Instructor)
Tammy Cottrell
Tammy (Test Student) Cottrell

Recipients

Tammy Cottrell (Instructor)
Tammy (Test Student) Cottrell

Select All

Invert Selection

Select All

Invert Selection

Select All

Selects all users in box

Use to move names from or to column

33. Next, complete the message. Enter the subject of the message in the "Message" field. The text of the message can be entered, edited, and formatted in the text box. Once the message is addressed and complete, click "Submit" to send the message. Click "Cancel" to return to the menu.

2. **Compose Message**

* Subject

Enter the subject

Body

Paragraph Arial 3 (12pt)

Use to format text

Enter message text

Path: Words:0

3. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

33. A green confirmation will appear at the top of the page. The message will also appear in the "sent" folder.

Success: Message sent to one or more recipients

Course Messages

Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

Create Message

	Folder	Unread	Total
	Inbox	0	0
	Sent	0	1

Displaying 1 to 2 of 2 items | [Show All](#) [Edit Paging...](#)

34. **Discussion Boards** useful for online discussions on course topics, a Question & Answer forum, for the exchange of thoughts and ideas, etc. The **Discussion Board** page lists the discussion boards for the class, the number of forums, participants, and posts. Click on the "Discussion Board" link to access the forums.

Discussion Board

This page lists every discussion board, including those that are specific to groups. Click a Discussion Board to access the forums.

Discussion Board	Forums	Participants	Posts
TammyCottrell	0	0	0

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

35. Forums can be used to organize individual posts or threads on a particular subject. To create a forum, click on the discussion board, then on the "Create Forum" icon at the top left of the page.

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum [Search](#)

No items found.

Existing Discussion Boards will be displayed

36. Enter the **Forum Name** in the “Name” field. A **description** can be added in the text box. To make the forum available for the course, check the “yes” box next to “**Available.**” **Start and end dates / times** can be set for the forum. The forum setting should be configured. This includes the view, grading (due dates and rubrics), subscriptions, creating and editing, and additional options. Click “Submit” to add forum. Click “Cancel” to return to the menu.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Forum Information

Name

Description

Enter forum name

Use to configure text

Enter forum description

Path: Words:0

2. Forum Availability

Available ☒ Yes ☐ No

Enter Date and Time Restrictions

Display After

Display Until

Set start / end times

Set start / end dates

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies ☒ Standard View

☐ Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

☐ No Grading in Forum

☒ Grade Discussion Forum: Points possible:

☐ Grade Threads

Set grading options

Enter points

☒ Show participants in "needs grading" status after every 1 Posts

Due Date

Set due date / time (auto adds to calendar)

Associated Rubrics

Add Rubric

Add / create rubric

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Subscribe

☐ Do not allow subscriptions

☐ Allow members to subscribe to threads

☒ Allow members to subscribe to forum

☐ Include body of post in the email

Subscriptions are recommended

Create and Edit

☐ Allow Anonymous Posts

☐ Allow Author to Delete Own Posts

☐ All posts

☒ Only posts with no replies

☐ Allow Author to Edit Own Published Posts

☒ Allow Members to Create New Threads

☒ Allow File Attachments

☒ Allow Users to Reply with Quote

☐ Force Moderation of Posts

Additional Options

☐ Allow Post Tagging

☐ Allow Members to Rate Posts

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Annotations:

- Set post creation, editing, and additional options
- Anonymous Posts are not recommended
- Allowing editing of post is recommended
- File attachments could be useful (especially for collaboration)
- Allowing members to create a new thread permits students to post on the forum
- Forcing moderation prohibits posts from being viewed until approved by instructor

37. Discussion Boards can also be searched and reordered. Click the “Search” icon in the upper right corner of the page. Enter the search criteria, and click “Go.” To reorder, click the up/down arrow icon. Use the up arrow (^) and down arrow (v) to move the discussion board(s) up and down in the display list. Click “Submit” when finished. Click “Cancel” to return to the menu with no changed.

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum

Search

Search in

☐ After 12/12/2013 12:00 AM

☐ Before 12/12/2013 09:48 AM

Annotations:

- Click to search discussion boards
- Enter search criteria

Reorder: Forums

Items

Current Events 12/15/13

Cancel Submit

Annotation:

- Use arrows to move discussion boards in the display

38. **Glossary** terms can be added by the instructor for the course. This could be useful to students if the course contains technical, scientific, or complex terms that might be difficult for the student to easily understand. Click the “Create Term” icon in the upper left of the page.

The screenshot shows the top of the Glossary page. A grey header bar contains the word "Glossary" in bold. Below it is a navigation bar with a red box around the "Create Term" button and a dropdown menu for "Upload/Download". Below the navigation bar, a message states: "The Glossary contains no terms."

39. Complete the “Term” field, and enter the definition in the text box. Click “Submit” to add the term to the glossary for the class. Click “Cancel” to return to the menu with no changes.

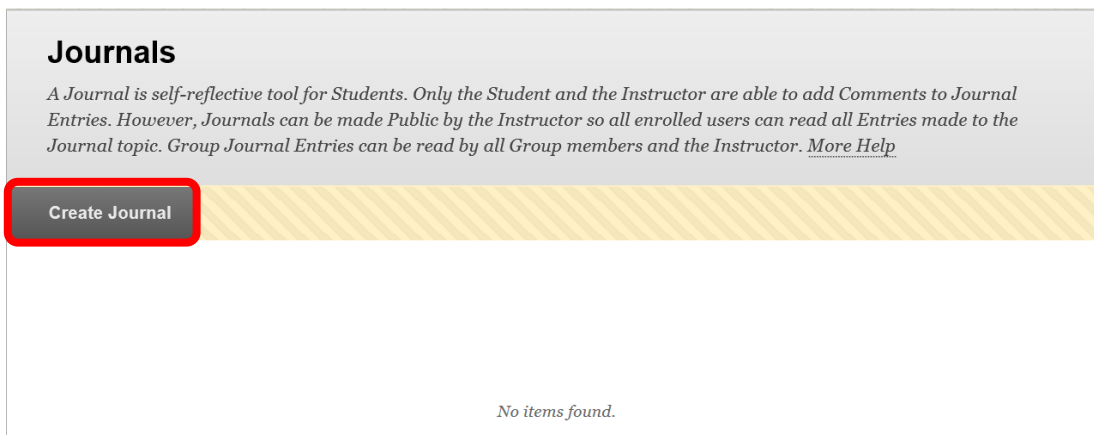
The screenshot shows the "Create Term" form. At the top, it says "Each entry in the Glossary consists of a term and its definition. Terms can be added manually on this page or by uploading a data file that contains many terms and definitions." Below this is a red asterisk icon and the text "Indicates a required field." There are "Cancel" and "Submit" buttons. The form is divided into two sections: "1. Define Term" and "2. Submit". In the "1. Define Term" section, there is a text box for the "Term" (labeled "Enter term or word" with a red box and arrow) and a rich text editor for the "Definition" (labeled "Enter definition" with a red box). The rich text editor has a toolbar with various formatting options. A red box and arrow point to the "Use to configure text" label. At the bottom of the "1. Define Term" section, there is a "Path:" field and a "Words:0" counter. The "2. Submit" section has a "Click **Submit** to finish. Click **Cancel** to quit." message and "Cancel" and "Submit" buttons.

40. A green confirmation banner will confirm the terms addition to the glossary.

The screenshot shows the Glossary page after a term has been added. A green banner at the top says "Success: Term added to the Glossary." Below the banner is the "Glossary" header and the "Create Term" and "Upload/Download" buttons. A message states: "The Glossary contains 1 terms in course Tammy Cottrell." Below this is a search bar with the letter "A" entered. A table lists the terms:

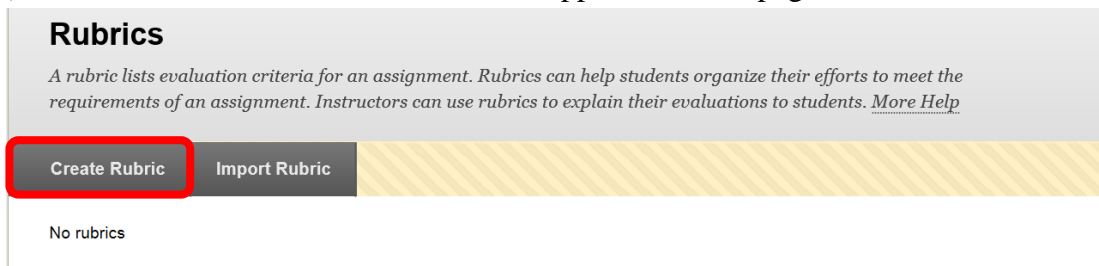
Term	Definition
Asymmetry	Asymmetry : The lack or absence of symmetry in spatial arrangements or in mathematical or logical relations. For more information, go to: http://dictionary.reference.com/browse/asymmetry .

41. **Journals** are a self-reflective tool for students. Only the student and instructor can add comments to a journal, however, the instructor can make the journal “public” so that all enrolled students can view it. Click the “Create Journal” icon.

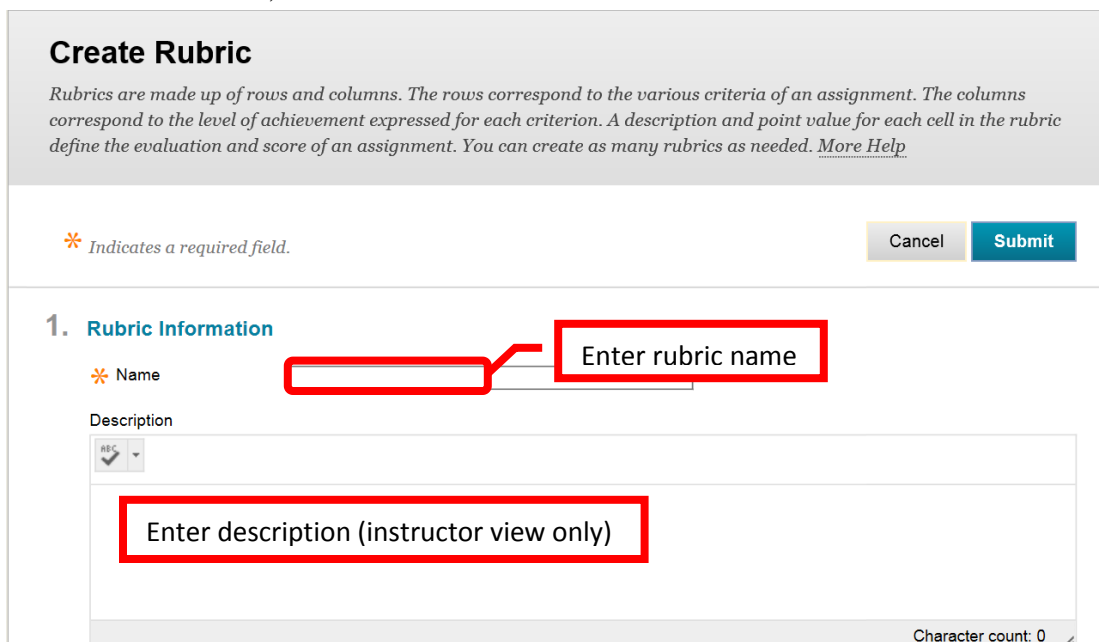


42. Complete the Journal “Name” field, and enter instructions in the text box. In the Journal Availability field, select “Yes” to make it available. Then set the start and end dates / times. Leave these fields blank, if the journal will be available for the duration of the course. Select the journal settings. This is where an instructor can make the journal available to the full class for viewing. Choose whether the journal will be graded, if so, enter the grading criteria. Click “Submit” to create the journal. Click “Cancel” to return to the menu with no changes.

44. **Rubrics** can be added to a course or assignment. Multiple assignments can be associated with a single rubric. Multiple rubrics can be associated with a single assignment (though a primary rubric must be selected). Click the “**Create Rubric**” icon in the upper left of the page.



45. Complete the “**Name**” and “**Description**” fields in the “Rubric Information” section. Descriptions are only visible to the instructor, and are not intended for student use.



46. The rubric detail can be customized to the course or assignment. Columns and rows can be added, deleted and edited. To add a row or a column, click the “Add Row” or “Add Column” icon. The new row / column will be added at the end. To edit or delete a column or row, click the down arrow (v) or chevron next to the header. Select “Edit” or “Delete this column” from the pull down menu. To edit, type the new header name into the dialog box, then click “Save.” Click “Cancel” to return to the rubric detail with no changes. There are multiple rubric types: No Points, Points, Point Range, Percent, and Percent Range. The default is Percent. To change the rubric type, click the down arrow (v) or chevron next to “Rubric Type.” Select the desired type from the pull down menu. Each row has a percentage of the total points assigned. Enter the desired percentage in the “Weight” field for each row. Each column also has a percentage of the total row points assigned. Enter the desired percentage in the “Percent” field. There is a text box for each column in a row. The grading criteria can be entered here. When the rubric is complete, click “Submit” to create it. Click “Cancel” to return to the menu with no changes.

2. Rubric Detail

The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement**.

Click to add a row or column

Add Row Add Column

Rubric Type

Percent

Show Criteria Weight

Levels of Achievement

Novice

Proficient

Criteria

Formatting

Weight 33.00 %

Enter row percentage

33.00 %

Enter column percentage

0

Enter grading criteria

Proficient

Click to access menu

Edit Delete this column

Proficient

Cancel Save

Total Weight 100.00%

Balance V

Total must = 100%

Cancel

Submit

47. A green confirmation will appear at the top of the screen if the rubric was successfully created.

Success: Rubric created: Discussion Board.

Rubrics

A rubric lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use rubrics to explain their evaluations to students. [More Help](#)

Create Rubric

Import Rubric

Delete

Export

<input type="checkbox"/>	Name	Description	Date Last Edited
<input type="checkbox"/>	Discussion Board	Rubric to grade discussion board participation, posts, and responses.	December 12, 2013

Delete

Export

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

- 48. Send Email** allows instructors to communicate with class participants. Instructors can also Email students directly from the Grade Center. From the “Send Email” Course Tool, instructors can Email: **All Users**, All Groups, All Teaching Assistant Users, All Instructor Users, All Observer Users, **Single / Select Users**, Single / Select Groups, or Single / Select Observer Users. Click the link of the category to Email. ***NOTE: Email can also be sent to students or a group of student through Grade Center and through Outlook. It is important for students to keep their Email addresses updated in Blackboard. Even if a student changes their Email address in Web Advisor, they will need to change it in Blackboard also – it will not automatically update. This may be a reason that students are not receiving communications.***

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

All Users

Send email to all of the users in the Course.

All Groups

Send email to all of the Groups in the Course.

All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

All Student Users

Send email to all of the Student users in the Course.

All Instructor Users

Send email to all of the Instructor users in the Course.

All Observer Users

Send email to all Observer users in the Course.

Single / Select Users

Select which users will receive the email.

Single / Select Groups

Select which Groups will receive the email.

Single / Select Observer users

Send an email to selected Observer users.

- 49.** Select the recipients from the “To” list by clicking on the user to select them, and then right facing arrow (>) or chevron to add the user to the selected list. Multiple users can be selected by pressing and holding the <Ctrl> key and clicking on the desired users. To remove a user from the selected list, select the user then click the left facing arrow (<) or chevron. The “Select All” icon will select all of the users in the column. Enter the subject of the Email in the “Subject” field, and then type the Email body into the text

box. Click the “Attach File” link to attach a file. Then click the “Browse” button to select the file from the computer. Click the check box next to “A copy of this Email will be sent to the sender. Return Receipt” to have a copy sent to the instructor. This is useful for proving or verifying communication within the course. Once all the information has been added to the Email, click “Submit” to send. Click “Cancel” to cancel the Email and return to the menu.

Single / Select Users

** Indicates a required field.*

Cancel Submit

1. Email Information

** To*

Select recipients

Available to Select

Cottrell, Tammy
Cottrell, Tammy (Test Student)
Cottrell, Tammy

Use to select and deselect recipients

Selected

Invert Selection Select All

Invert Selection Select All

From: Tammy Cottrell (cottrell_tammy@rsccd.edu)

Subject:

Enter Email subject

Message

Enter Email text or message

Path: Words:0

☐ A copy of this email will be sent to the sender. Return Receipt

Select to send a copy to self

Attachments [Attach a file](#)

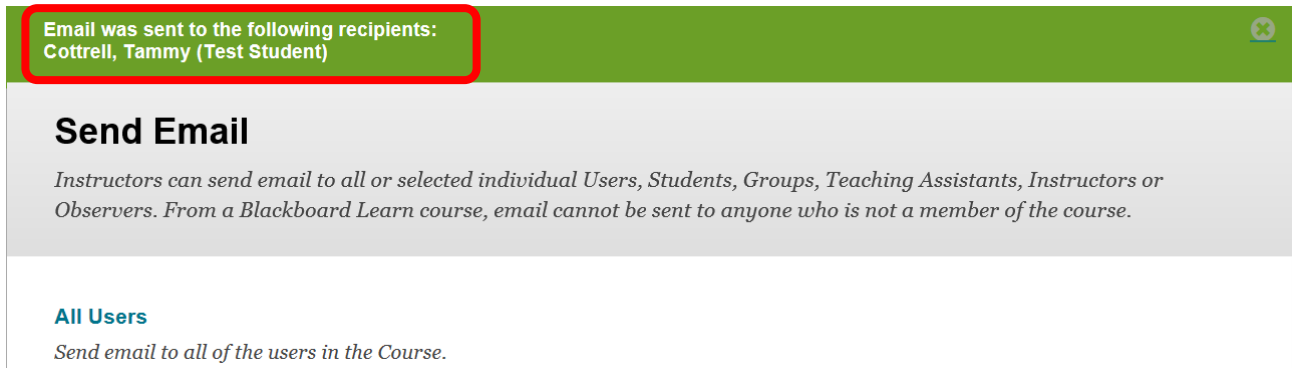
Click to attach a file

2. Submit

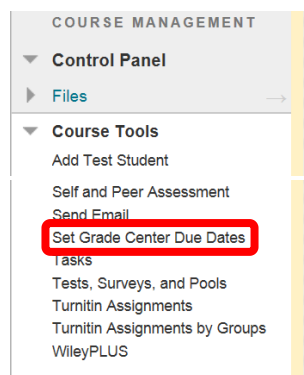
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

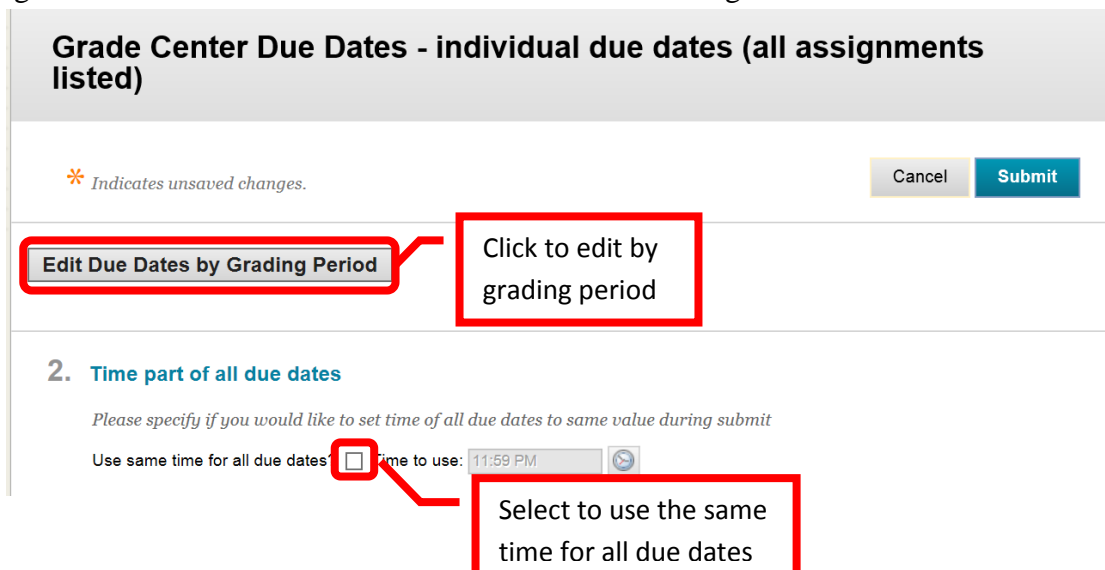
50. A green confirmation banner will appear at the top of the page if the Email was successfully sent.



51. **Set Grade Center Due Dates** is a useful tool where instructors can update or edit all Grade Center due dates in one place. From the **Course Management** menu under **Course Tools**, click “**Set Grade Center Due Dates**.”



52. Due dates can be edited by Grading Period or individually. Click “Edit Due Dates by Grading Period” or scroll down to the “**Edit Individual Due Dates**” section. Every assignment will be listed with the Name, Category, Availability, and Due Date (Time). Simple click the calendar icon next to the assignment and select a (new) due date. Click the clock icon to select the due time. If the due time of all assignments should be the same (e.g. 11:59 pm), select the “Use same time for all due dates” check box, and enter the due time. Once all the due dates have been updated or added, click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.



Edit Individual Due Dates

Grading Period	Name	Category	Is Available?	Due Date
	Civil War Term Paper	Turnitin Assignment	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/>
	Current Events Reflection	Assignment	<input checked="" type="checkbox"/>	<input type="text" value="01/10/2014"/> <input type="button" value="Calendar"/> <input type="text" value="11:59 PM"/>
	Quiz 4	Quizzes	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/> <input type="text"/>
2nd 9 Weeks	Term Paper		<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/> <input type="text"/>

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

Assignment Name

Click to select due date

If selected assignment is available to students

Click to select due time

Assignment Grading Period

Number of items displayed on page

Showing 1 to 18 of 18 items

Show All

Edit Page

Shows all grade center columns on one page

Submit

Click Submit to save and reload. Cancel acts as browser's back button.

Cancel **Submit**

53. **Tasks** can be created by the instructor to help students stay on track. Tasks can help students learn time management in regards to assignments. The instructor can view each student's progress on the task, however, the progress is on the "honor system" and is controlled by the student, and each task must be manually created by the instructor. Instructors may find the calendar to be a more convenient and helpful tool. Click the "Create Course Task" icon at the top of the page to start.

Tasks

Create Course Task

54. Complete the “Task Name” field, and enter the task description in the text box. Select a due date and task priority. Click “Submit” to create the task. Click “Cancel” to return to the menu with no changes.

Create Course Task

** Indicates a required field.*

Cancel Submit

1. Task Information

* Task Name

Enter task name

Description

Paragraph Arial 3 (12pt)

Use to format text

Enter task details

Path: Words:0

* Due Date

Enter dates as mm/dd/yyyy

Enter or select due date

2. Task Options

* Priority

Select priority

3. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Submit

55. A green confirmation banner will appear if the task was successfully created and the new task will appear on the task list. The task list will show how many students have completed, are in progress, or not started the task.

Success: Task Select Term Paper Topic Created

Tasks

Create Course Task

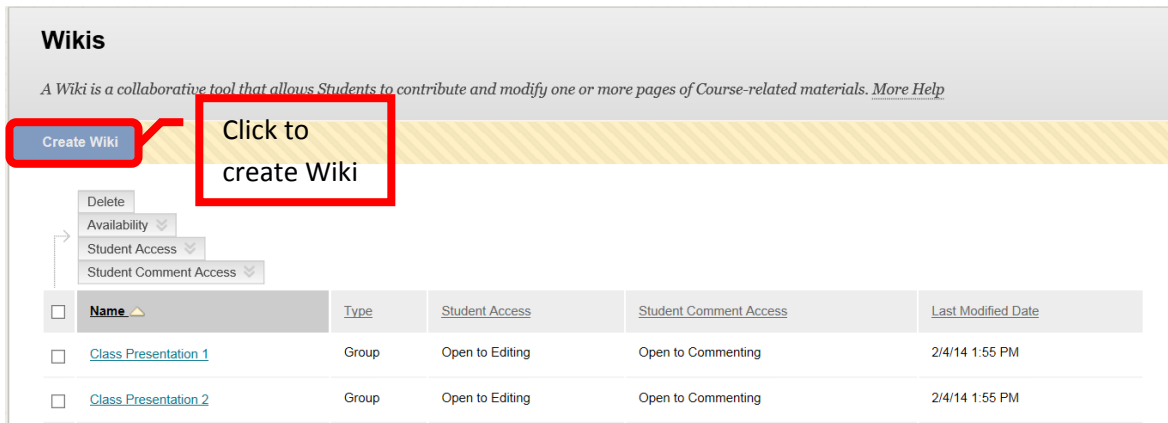
	Title	Priority	Due Date	Not Started	In Progress	Completed
	Select Term Paper Topic	!	Sunday, December 15, 2013	3	0	0

Shows student progress on task

Deleting 1 of 1 items

Displaying 1 to 1 of 1 items Show All Edit Paging...

56. **Wikis** are a tool that can be used by students to collaborate, learn and share. Wikis allow students to create, edit and answer a post. Click the Wiki link under Course Tools from the Course Management Menu. To create a new Wiki, click the “Create Wiki” icon near the top left of the page.



57. Complete the “Name” field on the creation page. Enter and format “Instructions” in the text box. Select “Yes” for Wiki Availability. Date restrictions can be added if desired in the “Limit Availability” section. Wiki participation allows the instructor to set the student access for editing and comments.

The screenshot shows the 'Create Wiki' form. It is divided into three main sections: 1. Wiki Information, 2. Wiki Date and Time Restrictions, and 3. Wiki Participation. In the 'Wiki Information' section, the 'Name' field is highlighted with a red box and a callout 'Enter Wiki Name'. The 'Instructions' text area is also highlighted with a red box and a callout 'Enter Wiki Instructions'. In the 'Wiki Date and Time Restrictions' section, the 'Wiki Availability' radio button for 'Yes' is selected, with a callout 'Makes available to students'. The 'Limit Availability' section has two date pickers: 'Display After' and 'Display Until', both highlighted with red boxes and callouts 'Set display start date' and 'Set display end date' respectively. In the 'Wiki Participation' section, the 'Student Access' radio button for 'Open to Editing' is selected, and the 'Student Comment Access' radio button for 'Open to Commenting' is selected, with a callout 'Select student editing options'.

58. Grading can be added in the Wiki Settings section. If the instructor chooses to grade the Wiki, the total points possible must be added. Once the information on the creation page is complete, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

4. Wiki Settings

Grade Wiki

☒ No grading
☐ Grade : Points possible :

Select Grading Options

5. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel **Submit**

59. A green confirmation banner will appear at the top of the page, and the new Wiki will be added at the bottom. Wiki settings can be changed directly from the Wiki page. Simply click the box next to the Wiki(s), then select the option from the top pull down menus. “Delete” will delete the selected Wikis and all of their content. Once deleted, neither the Wiki or the content can be recovered. “Availability” will make the Wiki available or unavailable to students. “Student Access” will either open or close editing for students. “Student Comment Access” will either open or close comment editing for students. Double click on the Wiki to access it.

Success: Wiki created

Wikis

A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)

Create Wiki

Delete
Availability
Student Access
Student Comment Access

Delete selected Wikis

Available / Unavailable

Open / Close Student Editing

Click to select

Double click Wiki name to access

Name	Type	Student Access	Student Comment Access	Last Modified Date
<input type="checkbox"/> Class Presentation 1	Group	Open to Editing	Open to Commenting	2/4/14 1:55 PM
<input type="checkbox"/> Class Presentation 2	Group	Open to Editing	Open to Commenting	2/4/14 1:55 PM
<input type="checkbox"/> Group Project 1	Group	Open to Editing	Open to Commenting	2/5/14 10:44 AM
<input type="checkbox"/> Group Project 2			Open to Commenting	2/5/14 10:44 AM
<input type="checkbox"/> Group Project 3			Open to Commenting	2/5/14 10:44 AM
<input type="checkbox"/> Questions			Open to Commenting	2/11/14 12:51 PM

60. To create content, double click on the Wiki name to access. Complete the “Name” field on the Create Wiki Page. Enter and format the “Content” in the text box. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Create Wiki Page

[Instructions](#)

If you have any questions during the course, post them here. You can also answer other student's questions.

* Indicates a required field.

Cancel **Submit**

1. Wiki Page Content

* Name

Enter name

Content

Enter Content

Path: _____ Words: 0

2. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel **Submit**

61. The new content will appear on the Wiki page. Students or the instructor can click the “Comment” icon to answer the question or comment on the post, or click the “Edit Wiki Content” to edit the content of the post.

Questions

Create Wiki Page

Participation Summary

Instructions

If you have any questions during the course, post them here. You can also answer other student's questions.

Photosynthesis

Created By Tammy Cottrell on Tuesday, February 11, 2014 1:10:00

What exactly is photosynthesis?

Click to edit content

Edit Wiki Content

Comment

Click to add a comment

About This Wiki

Number of Wiki Pages: 1

Number of Comments: 0

Creation Date: 2/11/14 12:51 PM

Questions

Photosynthesis

62. **Tests, Surveys, and Pools** allows instructors to create assessments in Blackboard. “Pools” are sets of questions that can be added to any test or survey. Pools are useful for storing common questions, and reusing them in more than one test or survey. “Surveys” are a tool for gathering data from students. They are not graded or used to evaluate student work. “Tests” are graded student assessment and a measure of student performance in the course.

63. Click “**Pools**” to create a set of questions.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

64. Click the “Build Pool” icon at the top of the page to start building the question pool. Question pools can also be imported.

Pools

Pools are sets of questions that can be used in multiple tests or surveys. Pools can be imported from outside the system and exported for reuse. [More Help](#)

Build Pool **Import Pool**

Click **Build Pool** to start.

65. Enter the name of the pool in the “Name” field. In the “Description” text box, enter a brief description. Enter instructions in the “Instructions” text box. The description and instructions are viewable only by the instructor, and are not visible to students. Click “Submit” to create the pool. Click “Cancel” to return to the menu with no changes.

Pool Information

*Type a **Name** for the Pool. This is a required field. Use a descriptive name to identify the Pool. [More Help](#)*

* Indicates a required field.

1. Pool Information

* Name Enter pool name

Description

Enter pool description

Path: Words:0

Instructions

Enter pool instructions

Path: Words:0

2. Submit

Click Submit to proceed. Click Cancel to quit.

Submit

66. A green confirmation banner will appear at the top of the page if the pool was successfully created. The new pool will appear in the list. Questions will need to be created for or added to the new pool. To create a question, click “Create Question.” Select the question type from the pull down menu.

Success: Current Event Questions created.

Pool Canvas: Current Event Questions

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question Find Questions Upload Questions Question Settings

Description Questions to be used in current event sections.
 Instructions Use this pool for current event in sections 1-4
 Total Questions 0
 Total Points 0

Select a question type from the Create Question drop-down list.

Calculated Formula

Calculated Numeric
 Either/Or
 Essay
 File Response
 Fill in Multiple Blanks
 Fill in the Blank
 Hot Spot
 Jumbled Sentence

Matching
 Multiple Answer
 Multiple Choice
 Opinion Scale/Likert
 Ordering
 Quiz Bowl
 Short Answer
 True/False

Select question type from list

67. Each question type has a creation page. The required elements may vary depending on the type of question. Follow the prompts for the type of question selected. All questions will prompt for a Question Title, Question Text, Correct Answer, Categories and Keywords, and Instructor Notes. Short answer was used for this example. Click “Submit” to create the question. Click “Cancel” to return to the menu with no changes.

Create/Edit Short Answer Question

Short Answer questions require students to enter an answer into one or more text boxes. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Question

Question Title

* Question Text

Enter question title

Enter question

Path: Words:0

2. Answer

Enter an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field.

Answer Text

Enter correct answer

Path: Words:0

3. Rubrics

Add Rubric Click to add a rubric

Name	Type	Show Rubric to Students

4. Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the **X** icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add
Keywords	None	Add

Add categories, keywords, difficulty levels or topics for indexing

5. Instructor Notes

Instructor Notes

Enter notes

Character count: 0

6. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

68. A green confirmation banner will appear at the top of the page if the question was successfully created. Questions can also be uploaded, or search for using the “Upload Questions” or “Find Questions” icons.

Success: Question created.

Pool Canvas: Current Event Questions

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Search for existing questions in course Find Questions Upload Questions **Upload questions** Question Settings

69. Click “**Tests**” from the main “Tests, Surveys, and Pools” menu to create a test.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

70. Click the “Build Test” icon at the top of the page to start building the assessment. Tests can also be imported. Test pools may be available from the publisher. Check with the Division or Department Chair for information specific to a course. ***NOTE: If importing a test, be sure that it is a Blackboard format.***

Tests

Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

Click **Build Test** to start.

71. Complete the Test Information. Enter a test name in the “Name” field. Enter a description in the “Description” text box, and instructions in the “Instructions” text box. Click “Submit” to create the test shell. Click “Cancel” to return to the menu with no changes.

Test Information

Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

* Indicates a required field.

Cancel **Submit**

1. Test Information

* Name

Enter test name

Description

Use tools to configure text

Enter description

Path: Words:0

Instructions

Enter instructions

Path: Words:0

72. A green confirmation banner will appear at the top of the page if the test shell was successfully created. Questions will need to be added to the test shell. Questions can be created, reused, and uploaded. Click “Create Question” and chose the question type.

The screenshot shows the 'Test Canvas: Civil War' interface. At the top, a green banner reads 'Success: Civil War created.' Below this, the title 'Test Canvas: Civil War' is followed by a description: 'The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)'. A navigation bar contains four buttons: 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. A red box highlights the 'Create Question' button, with an arrow pointing to a dropdown menu. Another red box highlights the 'Upload Questions' button, with a callout 'Click to upload questions'. A third red box highlights the 'Reuse Question' button, with a callout 'Click to reuse or find questions'. The dropdown menu for 'Create Question' is open, showing a list of question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False. A red box highlights this list, with a callout 'Select question type from list'. Below the dropdown, a text field contains the description 'This test covers the period leading up to and including the Civic War'. Below the text field, a table shows 'Total Questions 0' and 'Total Points 0'. At the bottom, a text prompt reads 'Select a question type from the Create Question drop-down list.'

73. Each question type has a creation page. The required elements may vary depending on the type of question. Follow the prompts for the type of question selected. All questions will prompt for a Question Title, Question Text, Correct Answer, Categories and Keywords, and Instructor Notes. Short answer was used for this example. Click “Submit” to create the question. Click “Cancel” to return to the menu with no changes.

The screenshot shows the 'Create/Edit Short Answer Question' form. At the top, the title 'Create/Edit Short Answer Question' is followed by a description: 'Short Answer questions require students to enter an answer into one or more text boxes. [More Help](#)'. Below this, a legend indicates that an asterisk (*) indicates a required field. A 'Cancel' button and a 'Submit' button are located at the top right. The form is divided into sections. The first section, '1. Question', contains a 'Question Title' field with a red box and a callout 'Enter question title'. Below this is a 'Question Text' field, marked with an asterisk, with a red box and a callout 'Enter question'. The 'Question Text' field has a rich text editor toolbar above it, including options for Paragraph, Arial, 3 (12pt), and various formatting tools. At the bottom, a 'Path:' field and a 'Words:0' counter are visible.

2. Answer

Enter an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field.

Answer Text

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, Link, Unlink, Undo, Redo, Source Code, Full Screen, Help.

Enter correct answer

Path: Words:0

3. Rubrics

Add Rubric Click to add a rubric

Name	Type	Show Rubric to Students

4. Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add
Keywords	None	Add

Add categories, keywords, difficulty levels or topics for indexing

5. Instructor Notes

Instructor Notes

Enter notes

Character count: 0

6. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

74. A green banner will appear at the top of the page if the question was successfully created. Repeat the process to add all of the test questions.

Success: Question created.

Test Canvas: Civil War

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question Reuse Question Upload Questions Question Settings

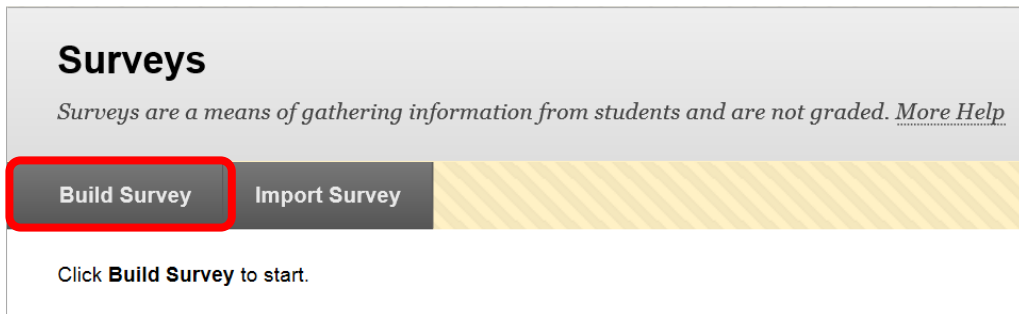
75. Once the questions have been added. Points can be edited. The default points per question is 10. To change the point value of a single question, click the points total on the right. In the dialog box, enter the new point value for the question. The question can also be designated as “Extra Credit” by clicking the check box. Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes. The point total and question points will be updates. A group of questions can also be selected, and the points entered in the “Point” field at the top. Click “Update,” and the point total for the selected questions will be changed. A green confirmation banner will appear if the change was successful and the new point value of the question will be displayed.

The screenshot shows the 'Question Settings' dialog box. At the top, there are tabs: 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. The 'Question Settings' tab is active. Below the tabs, there is a description field with the text 'This test covers the period leading up to and including the Civic War'. Below the description, there are fields for 'Instructions', 'Total Questions' (1), and 'Total Points' (10). Below these fields, there are buttons for 'Delete', 'Points', 'Update', and 'Hide Question'. The 'Points' button is highlighted with a red box and an arrow pointing to it with the text 'Use to edit the points for multiple selected questions'. Below the buttons, there is a list of questions. The first question is '1. Multiple Answer: Civil War Causes: What were the primary issues facing A...'. The 'Points' field for this question is highlighted with a red box and an arrow pointing to it with the text 'Enter new point value for question'. The 'Extra Credit' checkbox is highlighted with a red box and an arrow pointing to it with the text 'Click to make extra credit'. The 'Submit' button is highlighted with a red box and an arrow pointing to it with the text 'Submit'. Below the question list, there is a summary section showing 'Total Questions' (4) and 'Total Points' (50). Below this, there are buttons for 'Delete', 'Points', 'Update', and 'Hide Question Details'. The 'Points' button is highlighted with a red box and an arrow pointing to it with the text 'Points: 20'. Below the summary section, there is a green banner that says 'Success: Points updated.'.

76. Click “Surveys” to create a survey. *NOTE: A survey must be deployed to a content area in order to be available to students.*

The screenshot shows the 'Tests, Surveys, and Pools' section. At the top, there is a header 'Tests, Surveys, and Pools'. Below the header, there is a section for 'Tests' with a description: 'Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.' Below the 'Tests' section, there is a section for 'Surveys' with a description: 'Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.' The 'Surveys' section is highlighted with a red box.

77. Click the “Build Survey” icon at the top of the page to start building the survey. Surveys can also be imported.



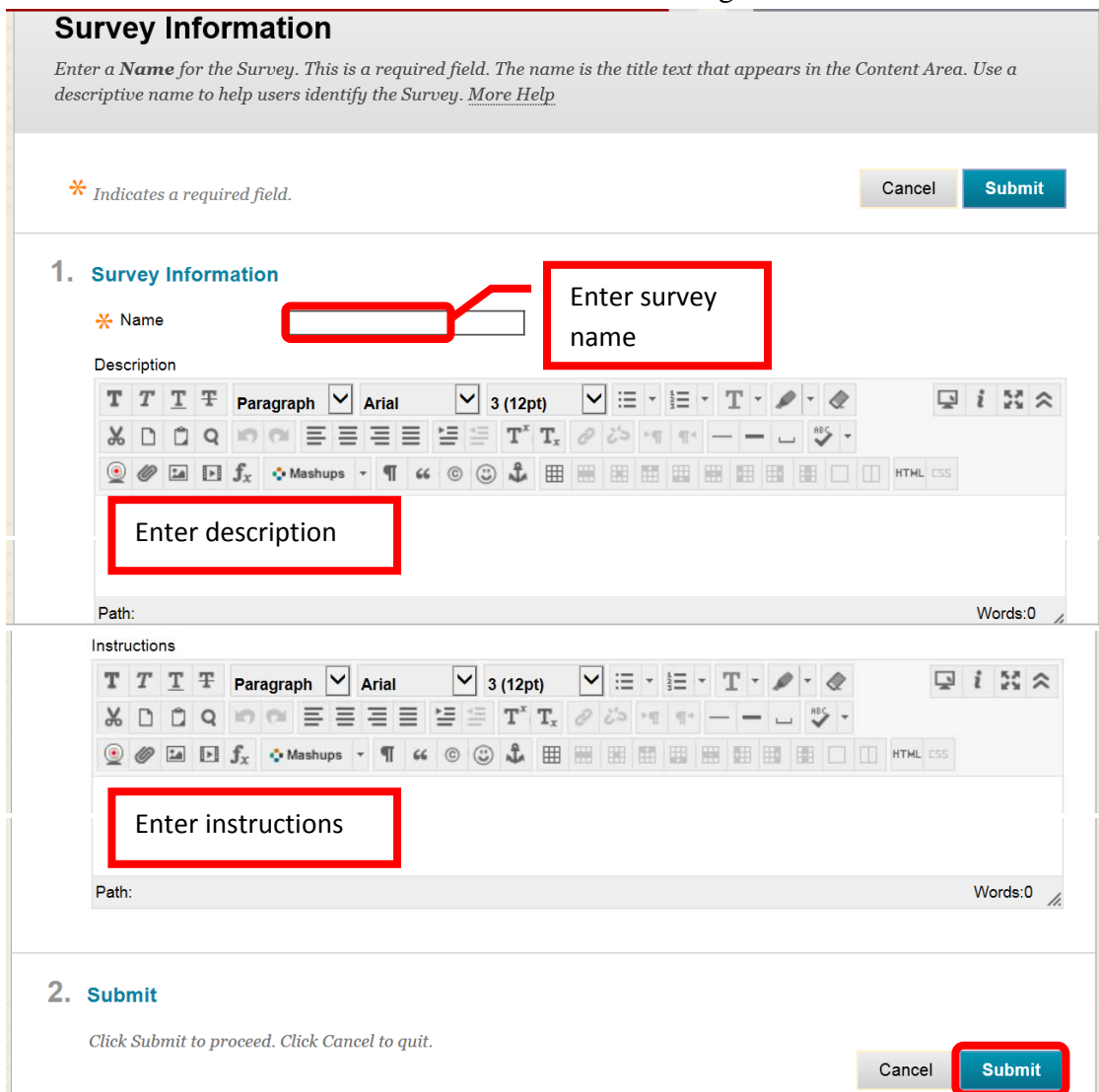
Surveys

Surveys are a means of gathering information from students and are not graded. [More Help](#)

Build Survey Import Survey

Click **Build Survey** to start.

78. Complete the Survey Information. Enter the survey name in the “Name” field, a description in the “Description” text box, and any instructions in the “Instructions” text box. Click “Submit” to create the survey shell. Click “Cancel” to return to the menu with no changes.



Survey Information

*Enter a **Name** for the Survey. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Survey. [More Help](#)*

* Indicates a required field.

Cancel Submit

1. Survey Information

* Name

Description

Enter description

Path: Words:0

Instructions

Enter instructions

Path: Words:0

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

79. A green banner will appear at the top of the page if the survey shell was successfully created. Questions can now be added to the survey shell. Questions can be created, located and uploaded. To create a question, click the “Create Question” icon and choose the question type.

Success: Course Evaluation created.

Survey Canvas: Course Evaluation

The Survey Canvas allows instructors to add and edit questions, reorder questions, and review the survey before deploying it to users. Surveys are intended to gather feedback from users and are not graded. [More Help](#)

Create Question Find Questions Upload Questions Question Settings

Click to upload questions

Click to find questions

Select a question type from the Create Question drop-down list.

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False

Select question type from list

80. Each question type has a creation page. The required elements may vary depending on the type of question. Follow the prompts for the type of question selected. All questions will prompt for a Question Title, Question Text, Correct Answer, Categories and Keywords, and Instructor Notes. Short answer was used for this example. Click “Submit” to create the question. Click “Cancel” to return to the menu with no changes.

Create/Edit Short Answer Question

Short Answer questions require students to enter an answer into one or more text boxes. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Question

Question Title

Enter question title

* Question Text

Enter question

Words:0

Enter an answer to provide an example of a correct response.

3 ✓

Path:

Words:0

Add Rubric

Name	Type	Id	Show Rubric to Students
	rubric		

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add
Keywords	None	Add

Instructor Notes

Character count: 0

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

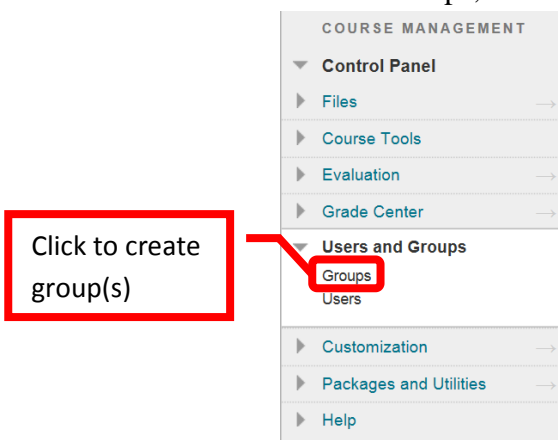
81. A green banner will appear at the top of the page if the question was successfully created. Repeat the process to add all of the survey questions. A survey must be deployed in a content area for it to be accessible to students. Survey results can be viewed in the Grade Center.

Users and Groups

Using groups can foster student collaboration, create an improved learning environment and help to develop a relationship between class participants. Groups can be useful for projects, study sessions, blogs, discussion boards, journals, wikis, file sharing, Email (communications), and more. Groups can be assigned by the instructor or self-enrolled (selected) by the students. Instructors can create “single” Group or a Group Set. Group sets allow instructors to randomly assign students (for example to work on a class project).

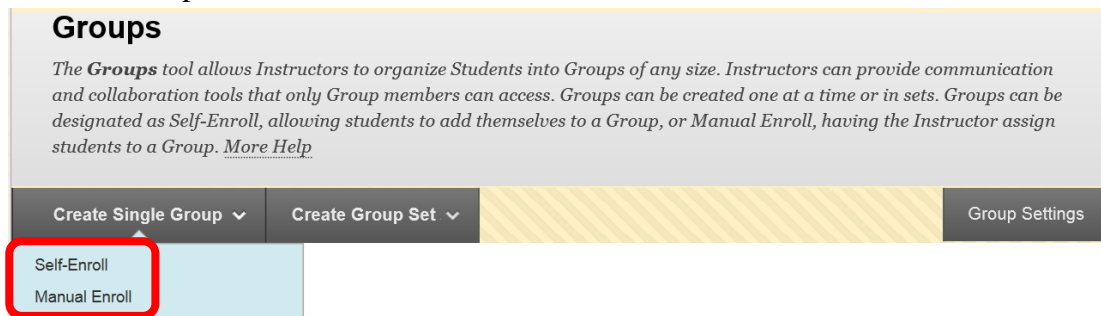
Create Groups

1. To create a **Single Group**, access the Course Management Control Panel, then click the down arrow (v) or chevron next to “Users and Groups,” and select “Groups.”



2. From the “Groups” page, select “Create Single Group” or “Create Group Set.” A single group allows instructors to create focused groups for students, some examples would be a study group, discussion board, or collaboration (chat). Instructors can create multiple single groups as needed. Group Sets allow and instructor to set up multiple groups for the same purpose – for example a class project or presentation. Click the “**Create Single Group**” icon. Select either “**Self-Enroll**” (the students sign up

for the group) or “**Manual Enroll**” (the instructor assigns the students to the group). “Self-Enroll” will be used for this example.



- On the Create Self-Enrollment Group page, under the “Group Information” section, complete the “Name” field. Directions for the group can be entered and configured in the “Description” text box. Select the group availability. **Availability** can be set to “No” (group is not available to students), “Yes” (group is available to students), or “Sign-Up Sheet Only” (group is not available, but students can sign up). The “**Tool Availability**” section selects which tools are available to the group. The tools include Blogs (graded / ungraded), Collaboration, Discussion Board, Email, File Exchange, Journals (graded / ungraded), Tasks, Commercial Content Tools, and Wikis (graded / ungraded). Multiple tools can be selected. In “**Sign-Up Option**” section, complete the “Name of Sign-Up Sheet” field. “Sign-Up Sheet Instructions” can be entered and configured in the text box. Complete the “**Maximum Number of Members**” field. The “**Show Members**” check box allows students to see the names of other students that have enrolled in the group, prior to enrolling themselves. Click “Submit” to create the group. Click “Cancel” to return to the menu with no changes.

The screenshot shows the 'Create Self-Enrollment Group' page. At the top, there is a header with the title 'Create Self-Enrollment Group' and a descriptive paragraph. Below the header, there are 'Cancel' and 'Submit' buttons. A red asterisk indicates a required field. The '1. Group Information' section contains the following fields and options:

- Name:** A text input field with a red box around it.
- Description:** A rich text editor with a toolbar. A red box highlights the toolbar with the text 'Use tool bar to configure text'. Below the toolbar, there is a text input field with the placeholder text 'Enter group description'.
- Path:** A text input field.
- Group Available:** Radio buttons for 'No', 'Yes', and 'Sign-up Sheet Only'. The 'Yes' option is selected and highlighted with a red box. A red box around the 'Yes' option has the text 'Make group available'.

At the bottom right, there is a 'Words:0' counter.

2. Tool Availability

- ☒ Blogs
 - ☒ No grading
 - ☐ Grade : Points possible :
- ☒ Collaboration
- ☒ Discussion Board
- ☒ Email
- ☒ File Exchange
- ☒ Journals
 - ☒ No grading
 - ☐ Grade : Points possible :
- ☒ Tasks
- ☒ Commercial Content Tools
- ☒ Wikis
 - ☒ No grading
 - ☐ Grade : Points possible :

Select grading option / points

Select tools available to the group

3. Module Personalization Setting

Allow individual group members to personalize group space modules

- ☒ Allow Personalization

4. Sign-up options

Name of Sign-up Sheet

Sign-up Sheet Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various formatting tools like bold, italic, underline, link, unlink, and insert.

Enter sign up sheet instructions

Path: Words:0

Maximum Number of Members

Select maximum participants

Allow Students to see names of other members in a group before they sign-up

- ☐ Show Members

Shows who is signed up for group

The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up sheet.

- ☒ Allow Students to sign-up from the Groups listing page

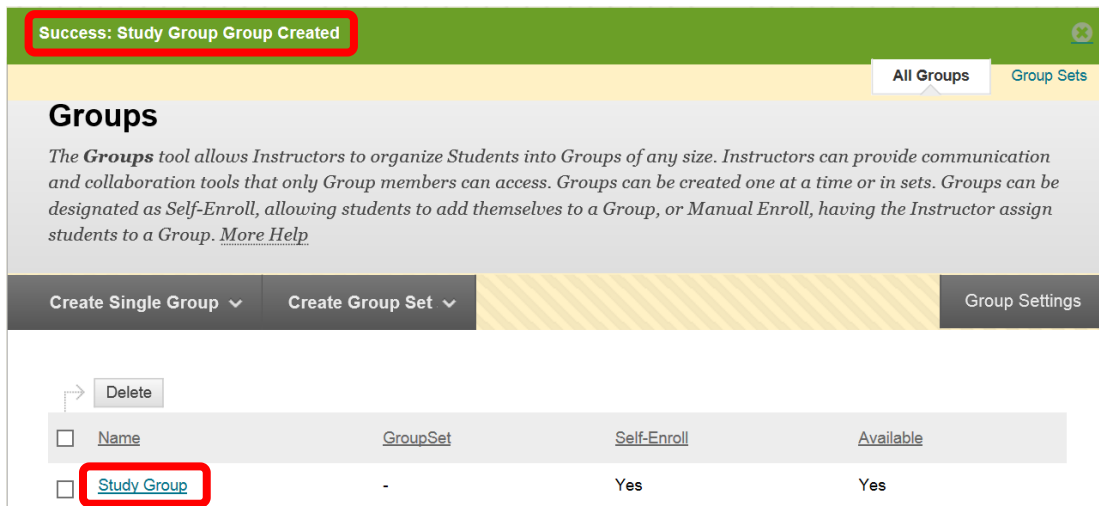
5. Submit

Click Submit to proceed. Click Cancel to quit.

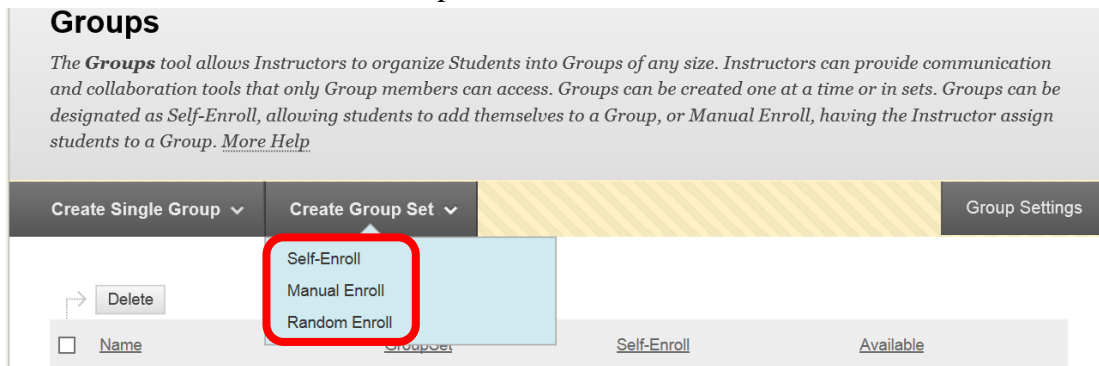
Cancel

Submit

4. A green confirmation banner will appear if the group was successfully created. The new group will appear on the “Groups” page.



5. Click “Create Group Set” from the Groups page. Next select the group enrollment type. Group Sets can be “Self-Enrolled” (students sign up for the group), “Manual Enroll” (the instructor assigns students to the group), or “Random Enroll” (Blackboard randomly assigns students to a group). Random enroll will be used for this example.



6. On the “Create Random Enrollment Group Set” page, under the “Group Information” section, complete the “Name” field. Directions for the group can be entered and configured in the “Description” text box. Select the group availability. **Availability** can be set to “No” (group is not available to students), or “Yes” (group is available to students). The “**Tool Availability**” section selects which tools are available to the group. The tools include Blogs (graded / ungraded), Collaboration, Discussion Board, Email, File Exchange, Journals (graded / ungraded), Tasks, Commercial Content Tools, and Wikis (graded / ungraded). Multiple tools can be selected. The “**Membership**” section allows instructors to how the students will randomly be assigned to a group. Distribution can be by “Number of Students per Group” or by the “Number of Groups.” Instructors then need to determine how any remaining students will be assigned to a group. The choices are to “Distribute the remaining members amongst the groups,” “put the remaining members in their own group,” or “Manually add the remaining members to groups.” Click “Submit” to create the group. Click “Cancel” to return to the menu with no changes.

Create Random Enrollment Group Set

Random Enrollment Groups distribute membership into Groups based on the desired number of Students per group, or the desired number of Groups. For example, if there are 24 Students enrolled in a Course, and the Instructor wanted 4 Students per Group, the system would create 6 Groups. If the Instructor wanted four Groups, the system would randomly enroll 6 Students per Group. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Group Information

* Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Decrease Indent, Increase Indent, Undo, Redo, and other formatting tools.

Enter group instructions

Use tool bar to configure text

Path:

Words:0

* Group Available

☐ No

☒ Yes

Make groups available

2. Tool Availability

☒ Blogs

☒ No grading

☐ Grade : Points possible :

Select grading options / points

☒ Collaboration

☒ Discussion Board

☒ Email

☒ File Exchange

☒ Journals

☒ No grading

☐ Grade : Points possible :

☒ Tasks

☒ Commercial Content Tools

☒ Wikis

☒ No grading

☐ Grade : Points possible :

Select tools available to groups

3. Module Personalization Setting

Allow individual group members to personalize group space modules

☒ Allow Personalization

4. Membership

Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.

Select the number of groups

★ Determine Number of Groups by

☒ Number of Students per Group

☐ Number of Groups

★ Determine How to Enroll any Remaining Members

☒ Distribute the remaining members amongst the groups

☐ Put the remaining members in their own group

☐ Manually add the remaining members to groups

Determine how the system will assign students

5. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

7. A green confirmation banner will appear at the top of the page. The new groups will be added (in alphabetical order) to the Groups page. Blackboard will automatically name the new groups based on the name entered and group assignment criteria.

Success: Class Presentation Group Set Created

All Groups Group Sets

Groups

*The **Groups** tool allows Instructors to organize Students into Groups of any size. Instructors can provide communication and collaboration tools that only Group members can access. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. [More Help](#)*

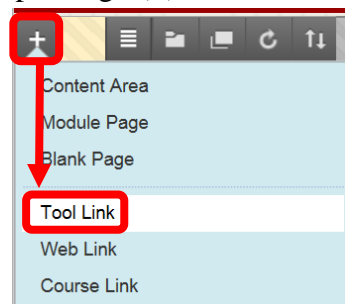
Create Single Group ▼ Create Group Set ▼ Group Settings

Delete

<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Class Presentation 1	Class Presentation	No	Yes
<input type="checkbox"/>	Class Presentation 2	Class Presentation	No	Yes
<input type="checkbox"/>	Study Group	-	Yes	Yes

Manage Groups

8. Students can access groups through the “Tools” button on the course menu. It may be helpful for students to have a direct link to Groups from the course menu. To add a “Groups” link on the student course menu, click the plus sign (+) above the course menu. Select “**Tool Link**.”

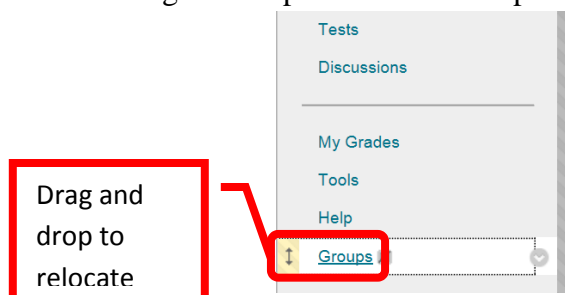


9. Enter the “Name” of the link and select the type “Groups” from the pull down menu. Check the “Available to Users” box, and click “Submit” to create the link. Click “Cancel” to return to the menu with no changes.

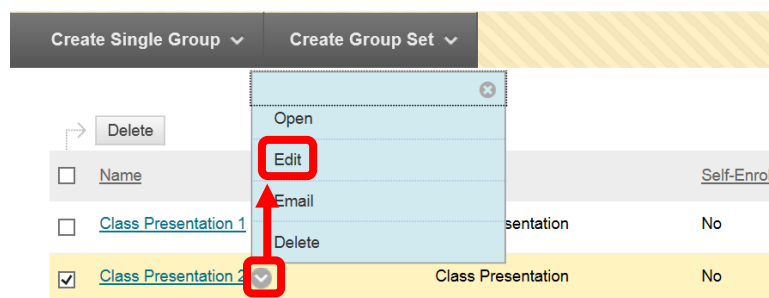
The screenshot shows the 'Add Tool Link' form. Annotations include:

- Enter Link Name:** Points to the 'Name' text input field.
- Select “Groups”:** Points to the 'Type' dropdown menu, which is currently set to 'Groups'.
- Check box to make link available:** Points to the 'Available to Users' checkbox, which is checked.
- Submit:** Points to the 'Submit' button.

10. The new link will appear at the bottom of the course menu. Click the up/down arrow on the left side of the link to drag and drop it to the desired place in the course menu.



11. To **Add or Remove a Student from a Group**, click the down arrow (v) or chevron next to the group, and select “**Edit.**”



12. On the Edit Group page, scroll down to the “**Membership**” section. **To add a student**, click their name in the “**Items to Select**” column. Multiple students can be selected by pressing and holding the Control <Ctrl> key and clicking on the names. Use the right facing arrow (>) or chevron to move students to the “**Selected Items**” column. To remove a student, click their name in the “**Selected Items**” column. Multiple students can be selected by pressing and holding the Control <Ctrl> key and clicking on the names. Use the left facing arrow (<) or chevron to move students to the “**Items to Select**” column. When all the changes have been made, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Edit Group

Create a formal group of Students to collaborate on work. [More Help](#)

* Indicates a required field.

Cancel Submit

4. Membership

Items to Select

Cottrell, Tammy(Instructor)
Cottrell, Tammy

Invert Selection Select All

Selected Items

Cottrell, Tammy (Test Student)

Invert Selection Select All

Use to move students to other column

13. To **Email the group**, from the Groups page, click the down arrow (v) or chevron next to the desired group, and select “**Email**.”

Create Single Group v Create Group Set v

Delete

☐ Name

☐ Class Presentation 1

☒ Class Presentation v

Open

Edit

Email

Delete

14. Complete the **Email Information** section. Click the Students name(s) in the “Available to Select” column, then the right facing arrow (>) or chevron to select. Multiple students can be selected by pressing and holding the Control <Ctrl> key and clicking on the names. Click the “Select All” icon at the bottom of the “Available to Select” column to select all students. Enter the “**Subject**” for the Email then write the Email in the “**Message**” text box. Files can be attached by clicking the “**Attach a File**” link. Follow the prompts to select and attach a file. Click “Submit” to send the Email. Click “Cancel” to return to the menu with no changes.

1. Email Information

* To

Available to Select

Cottrell, Tammy (Test Student)

Invert Selection Select All

Selected

Invert Selection Select All

Use to select students

From: Tammy Cottrell (cottrell_tammy@rscdd.edu)

Subject:

Message

Enter Email text

Path: Words:0

A copy of this email will be sent to the sender

Attachments: [Attach a file](#)

Click to attach file

Use tool bar to format text

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

15. A green confirmation banner will appear if the Email was successfully sent. *NOTE: The confirmation does not confirm delivery of the Email to the student(s). The confirmation only confirms that the Email was sent by Blackboard.*



16. To review group members, from the Groups page, click on the Group name.

Groups

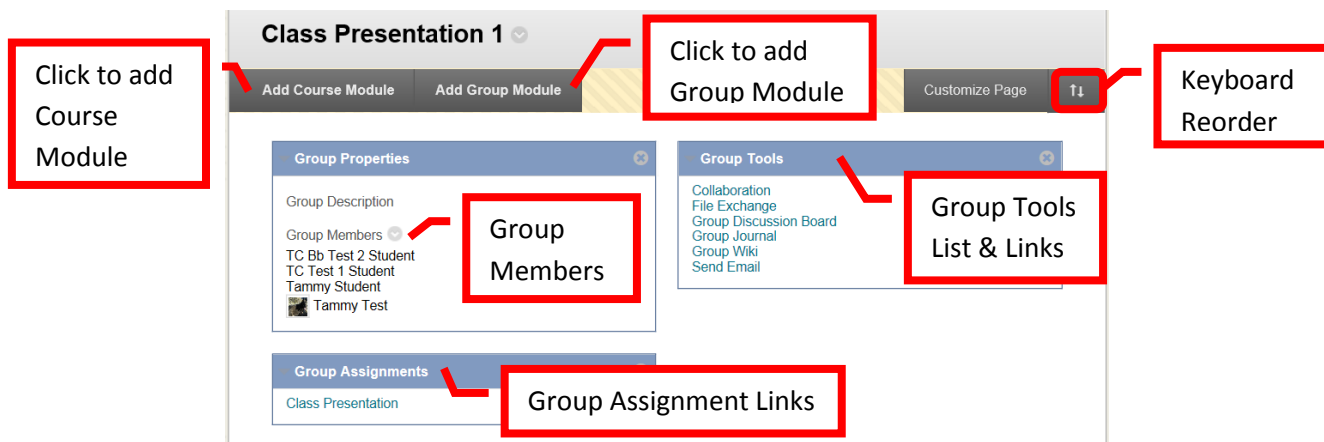
The **Groups** tool allows Instructors to organize Students into Groups of any size. Instructors can provide communication and collaboration tools that only Group members can access. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. [More Help](#)

Create Single Group Create Group Set Group Settings

Name	Self-Enroll	Available
Class Presentation 1	No	Yes
Class Presentation 2	No	Yes

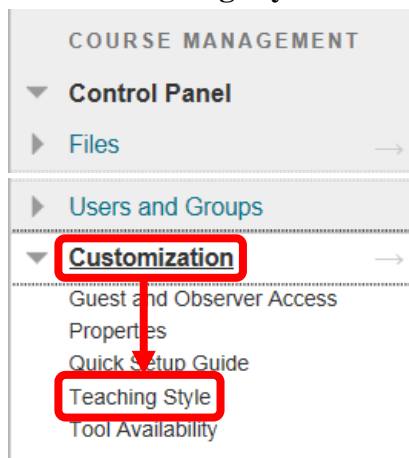
Click group name to access

17. Each group's page will contain several modules. "**Group Properties**" displays the group description and members. "**Group Tools**" lists and provides links to all the course tools available to the students in the group. For example, Collaboration, File Exchange, Group Discussion Board, Group Journal, Group Wiki, or Send Email. The available tools are selected when the group is created, or can be edited at a later date. "**Group Assignments**" will list and provide links to all of the group's assignments. The modules can be reordered by simply dragging and dropping the module in the desired location on the page, or using the keyboard reorder icon located in the upper right corner of the page. **Course Modules** and **Group Modules** can be added to the page by clicking the icons in the upper left corner of the page.



Adding Course Personalizations

1. A banner or picture, theme, and other customizations can be added to the course to help personalize it. The recommended size for banners is 480 x 80 pixels. From the **Course Management** menu, under “**Customization**,” and select “**Teaching Styles**”



2. Do not make any changes under section 1, Select Course Structure. The course entry point (the first screen that the students see when they enter the course) can be selected in section 2, Select **Course Entry Point**. The recommendation is that the Course Entry Point be left at the Home Page. This will cause less confusion for the less technology savvy students trying to navigate the course. The course theme (color scheme, background) can be changed in section 3, Select **Course Theme**. The menu style and color scheme can be changed from Text to Buttons in section 4, Select **Menu Style**. The default menu view can be changed from List View to Folder View in section 6, Default **Content View**. The recommendation is to select Icon and Text. The course banner is added in section 7, **Select Banner**. Click the “Browse My Computer” icon to attach a file. Select the banner file to be added from the computer. Recommended files types are .jpeg and .png. The ideal banner size is 480 x 80 pixels. Once all the customizations have been completed, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Teaching Style

Style settings control course appearance, including course theme, course structure, menu style and layout, content appearance, the course entry point, and banner image. [More Help](#)

Cancel

Submit

1. Select Course Structure

Course structures are predefined course materials and content examples that can jump-start your course organization. The selected course structure's content is **added** to your course and does not replace existing menu items and content. You can delete unnecessary items.

Existing Menu

Existing Menu

Focus on Activity

- Activity
- Case Study
- Conference Session
- Constructivism
- Expedition-Based
- Experiential Learning
- Lab Format
- Project Format

Focus on Communication

- Cooperative Learning
- Guided Discussion

To keep your existing Course Menu, continue to the next step.

Or, browse and select a new structure for your Course Menu.

Do Not change
this section

2. Select Course Entry Point

Select the first area users see when entering the course.

Entry Point

Home Page

Determines first screen
students see in course

3. Select Course Theme

Select a visual theme that will be applied to this course.

Color

يخواترانا Standardный
Tanaylan Padrão デフォルト
DEFAULT
Básico Standar 默認選項
STANDARD Standartinis
Default

Citrus

Coral

Select Course
Theme / Colors

4. Select Menu Style

Preview

Tammy Cottrell
(TammyCottrell)
Menu Item 1
Menu Item 2
Menu Item 3

Style

☒ Text ☐ Buttons

Background Color

Text Color



Transparent

Select menu style
(text or buttons)

5. Course Menu Display

Choose the default view of the Course Menu.

Default Menu View

☐ Folder View

☒ List View

☒ Permit Both Views

Select course
menu view

6. Default Content View

Changing the Default Content View affects new Content Areas only. To change the Default Content View for all new and existing Content Areas, select the check box.

Content View ☐ Icon Only ☐ Text Only ☒ Icon and Text

☐ Apply this view to all existing content.

7. Select Banner

The banner appears at the top of the course's entry point page.

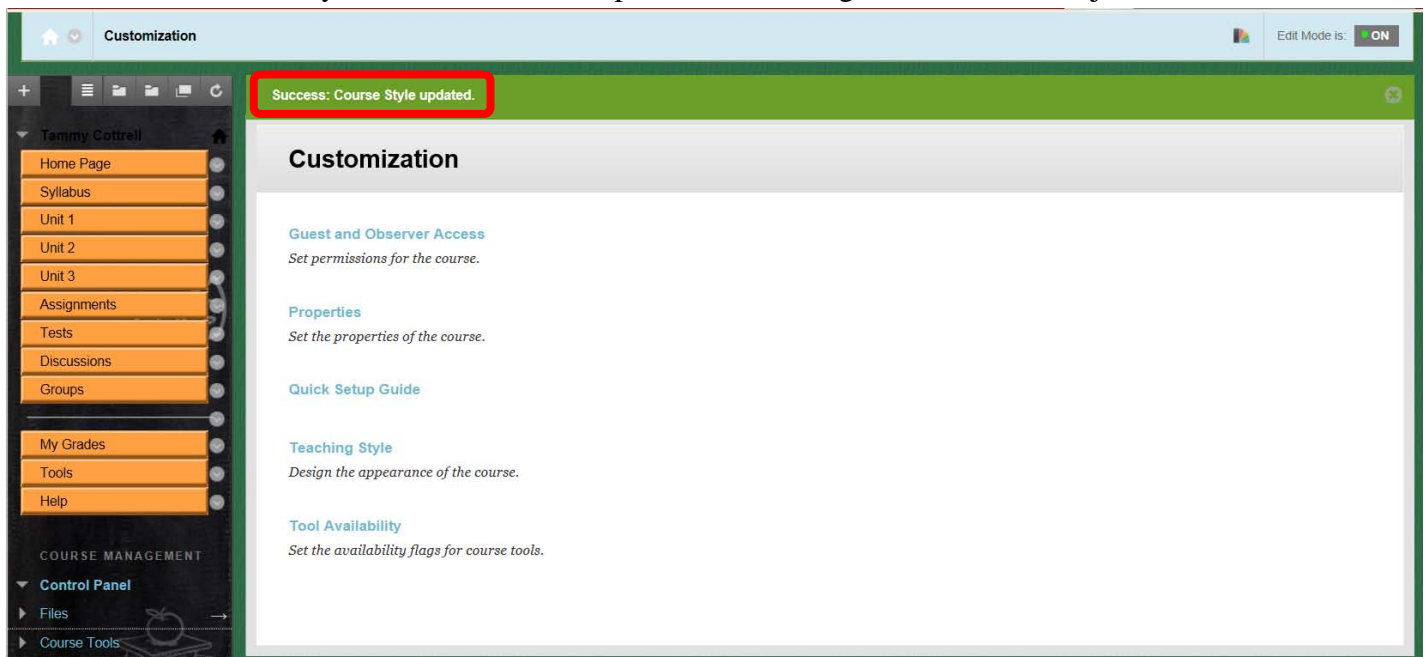
Current Banner Image

New Banner Image

8. Submit

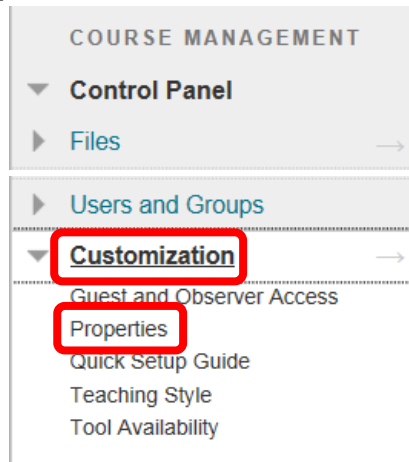
Click Submit to proceed. Click Cancel to quit.

- A green confirmation banner will appear at the top of the page if the style was successfully updated. The new look of the course should be displayed. Click the Home Page to display the course banner. The banner will always be centered at the top of the Home Page, it cannot be left justified.

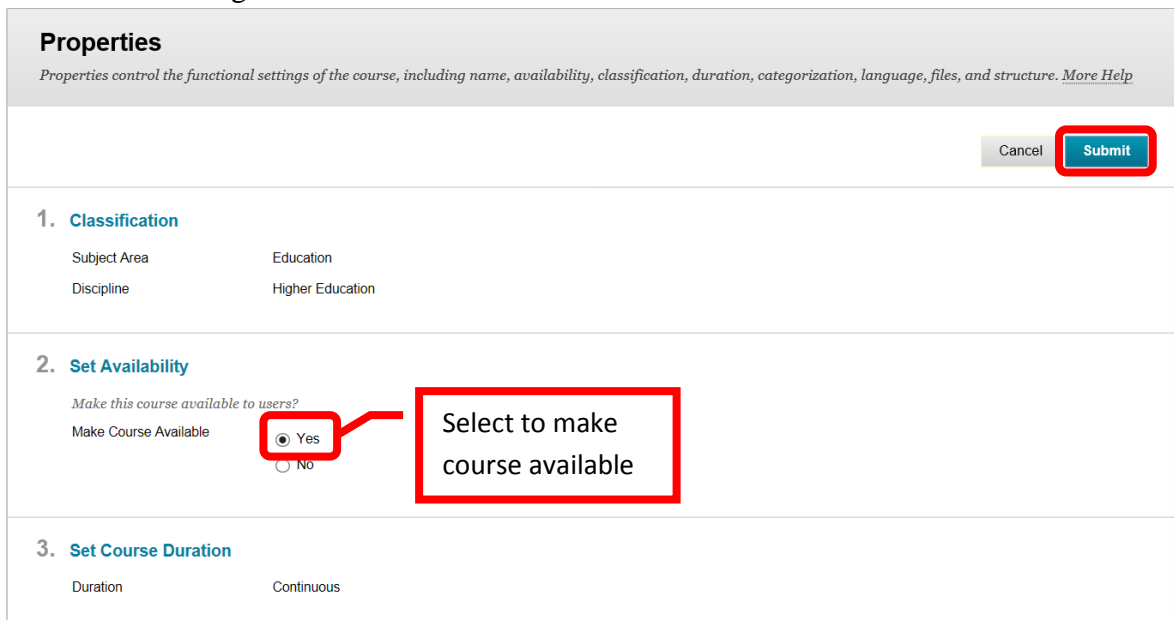


Making a Blackboard Course Available to Students

1. A course must be made available to students before they can access it in Blackboard. A course may be unavailable while an instructor builds it or before the semester begins. To make the course available to all students enrolled in it in Blackboard, from the **Course Management** menu, select “**Customization**,” and then “**Properties.**”



2. Under the Set Availability section, select “Yes.” Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

A screenshot of the Blackboard Properties page. The page title is 'Properties' and it includes a subtitle: 'Properties control the functional settings of the course, including name, availability, classification, duration, categorization, language, files, and structure. [More Help](#)'. There are 'Cancel' and 'Submit' buttons at the top right. The 'Set Availability' section is highlighted with a red box, and the 'Yes' radio button is selected. A red box also highlights the 'Submit' button. The 'Set Availability' section includes the text 'Make this course available to users?' and 'Make Course Available'. The 'Set Course Duration' section includes the text 'Duration' and 'Continuous'.

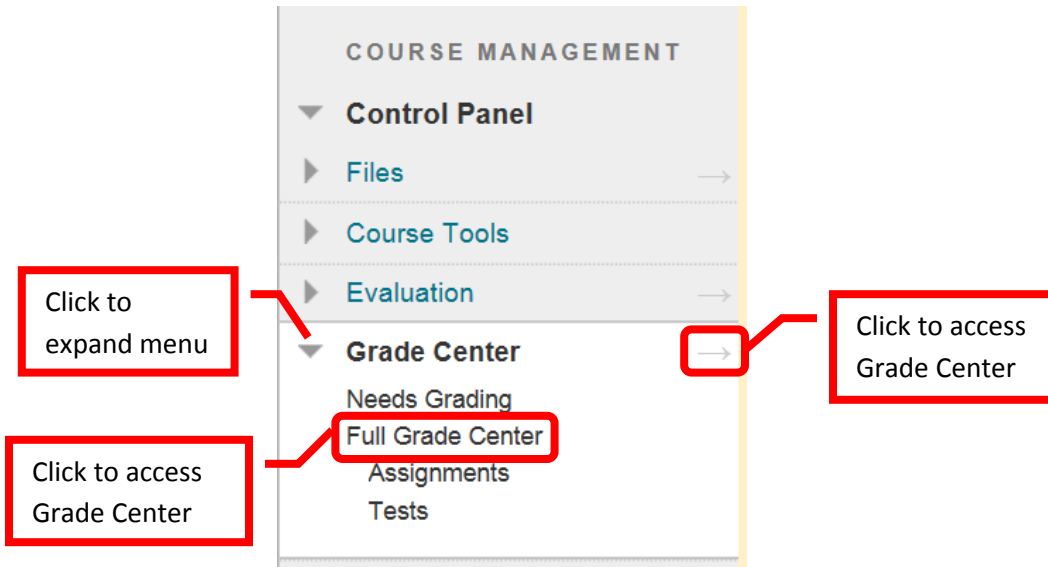
3. A green confirmation banner will appear if the course properties were successfully changed. Students will now be able to view and access the course in Blackboard.



Blackboard Grade Center

Accessing the Grade Center

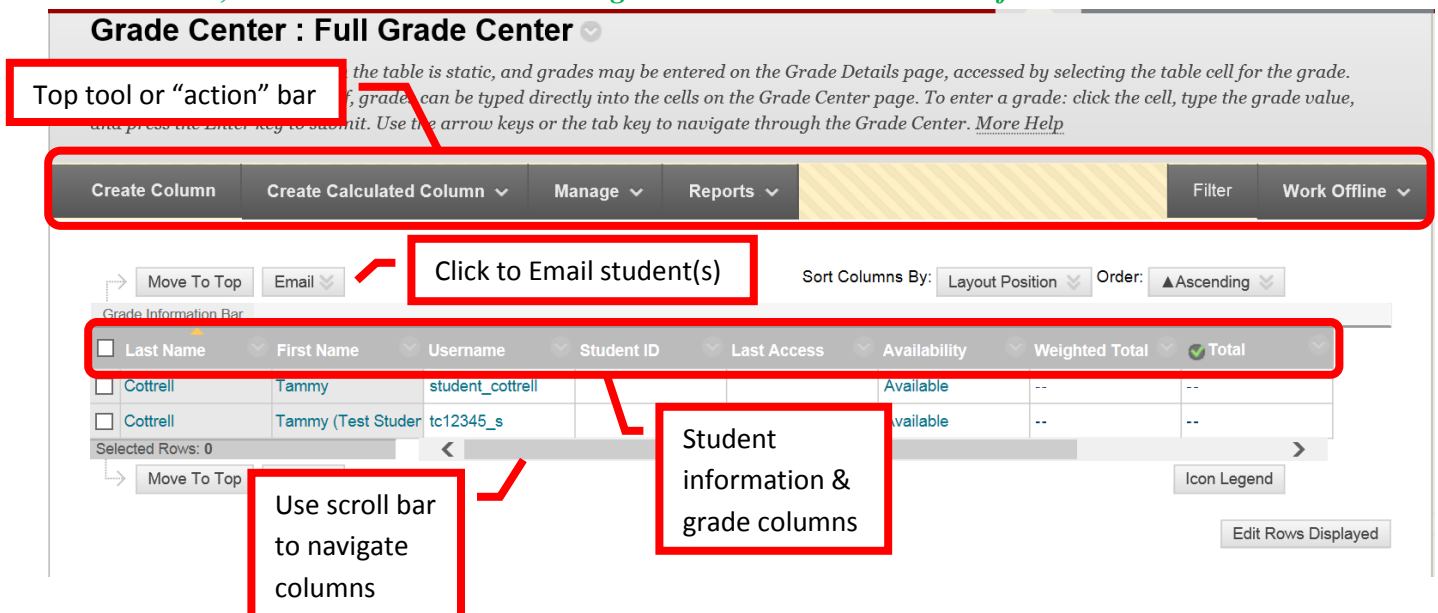
1. From the “Course Management” tools, click either on the right facing gray arrow (→), or the down arrow (v) or chevron next to “Grade Center” to expand the section. Then select “Full Grade Center.”



Grade Center Home Page Overview

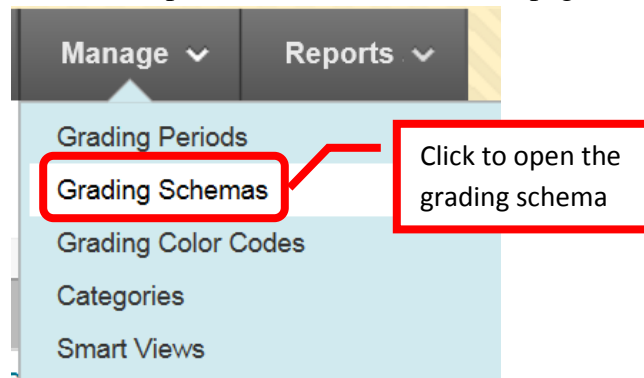
1. The Grade Center Home page will display the grade center, as well as the grade center options. The top tool bar allows instructors to “Create Column,” “Create Calculated Column,” “Manage,” “Reports,” “Filter,” and “Work Offline.” The home page will show each student, student information, and grading columns. The home page can be customized by changing the order and adding fields. Instructors can Email students using the Email icon.

NOTE: The Grade Center is spreadsheet application (similar to Excel) contained in Blackboard. Due to the complexity of the program, the speed of the internet connection, and the amount of data contained, Grade Center could take longer to load than other areas of Blackboard.

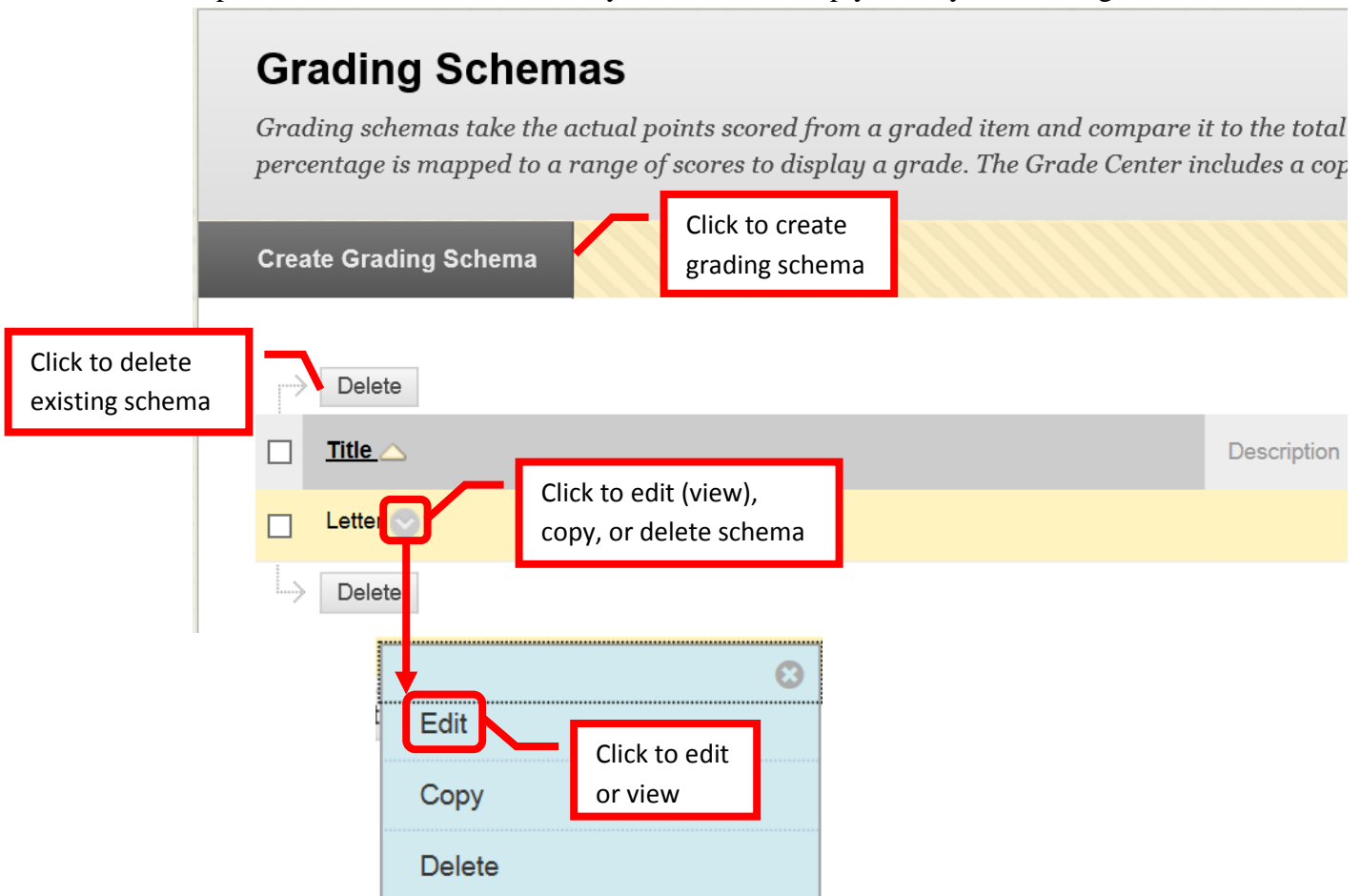


Grading Schema

- The Grading Schema is the manner in which Blackboard scores and displays student grades. A grading schema takes the actual points scored on a graded assignment, then compares it to the total points possible to derive a percentage. The percentage is then converted into a letter grade depending on the grade scheme set up. Blackboard provides a default Grade Schema. To access it, click the “Manage” icon on the action tool bar at the top of the Grade Center home page. Select “Grading Schemas.”



- The available grading schemas will be displayed. “Letter” is the default Blackboard grading schema. Click the down arrow (v) or chevron next to “Letter,” then “Edit” to view the schema. Schemas can be edited, copied, deleted and created. It may be easiest to simply modify the existing default schema.



4. On the “Edit Grading Schema” page, the schema name can be changed, and a description (visible to the instructor only) can be added.

Edit Grading Schema

Grading schemas map percent scores to letter grades or some other notation for reporting performance. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Schema Information

* Name Enter new schema name

Description

5. The default schema is displayed under “Schema Mapping.” The schema can be modified as desired. The grades can be changed, rows can be deleted or added, and calculation percentages can be modified. The grading schema can be as simple or complex as desired. Once the schema has been fully modified, click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
97 % and 100%	A+		98.5 %	
94 % and Less Than 97%	A	Enter desired percentage	95 %	Delete Row
90 % and Less Than 94%	A-		91.5 %	Delete Row
87 % and Less Than 90%	B+		88.5 %	Delete Row
84 % and Less Than 87%	B		85 %	Delete Row
80 % and Less Than 84%	B-		81.5 %	Delete Row
77 % and Less Than 80%	C+		78.5 %	Delete Row
74 % and Less Than 77%	C		75 %	Delete Row
70 % and Less Than 74%	C-		71.5 %	Delete Row
67 % and Less Than 70%	D+		68.5 %	Delete Row
64 % and Less Than 67%	D		65 %	Delete Row
61 % and Less Than 64%	D-		61.5 %	Delete Row
60 % and Less Than 61%	F		55 %	Delete Row

Enter desired value

Enter desired letter grade

Click to insert row

Click to delete row

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

- A green confirmation banner will appear at the top of the grading schema home page. The revised grading schema will now be in use.

Success: edited Grading Schema: Letter.

Grading Schemas

Grading schemas take the actual points scored from a graded item and compare it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores to display a grade. The Grade Center includes a copy of a default grading schema. [More Help](#)

Create Grading Schema

Delete

☐ Title

Description

Delete

☐ Letter

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
90 % and 100%	A	A	95 %
80 % and Less Than 90%	B	B	85 %
70 % and Less Than 80%	C	C	75 %
60 % and Less Than 70%	D	D	65 %
0 % and Less Than 60%	F	F	55 %

Create / Manage Grade Center Columns

- The Grade Center Home page shows instructors enrolled student information (automatically loaded), calculated columns (grades), and allows instructors to manage the grade center. The top menu is used to “Create Column,” “Create Calculated Column,” “Manage,” “Report,” “Filter,” and “Work Offline.”

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column | Create Calculated Column | Manage | Reports | Filter | Work Offline

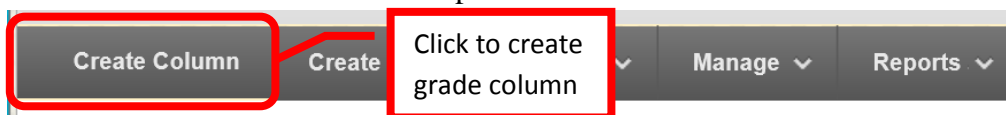
Move To Top | Email | Sort Columns By: Layout Position | Order: Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted
Cottrell	Tammy	student_cottrell			Available	--
Cottrell	Tammy (Test Studer	tc12345_s		December 11, 2013	Available	--

Selected Rows: 0 | Move To Top | Email | Icon Legend | Edit Rows Displayed

Student information automatically loaded

- Click the “**Create Column**” icon on the top action bar.



- Enter the column title in the “Column Name” Field. Ideally, column names should be short (up to 13 characters or less). Enter the “Grade Center Name” in the next field. The Grade Center Name is the name that students will see when viewing their grade in Grade Center. If no Grade Center Name is entered, students will see the Column Name. A description can be entered in the “Description” text box. Select the primary and secondary displays from the pull down menus. The grade can be displayed as a score, text, percentage, letter, complete/incomplete, or none. The method selected is the way the score must be entered into the grade center. Secondary displays are only visible to the instructor – students will not see this view. Categories can be assigned to the column. Categories can be useful for organizing the grade center, and for dropping grades or weighted scores. Due dates can be associated with a grade column.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Column Information

* Column Name

Grade Center Name

Description

Path: Words:0

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center.

Select category

* Points Possible

Associated Rubrics

Click to add rubric

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

2. Dates

Date Created Dec 16, 2013

Due Date

Click to select the time due

Select due date from calendar

4. Options allow the instructor to set the grading specifics for the column. “Include this column in Grade Center calculations” will include the grades entered in the column in the student’s cumulative grade for the course. For a column to be included in the grade, it must be assigned a score, percentage, or letter grade. Reason that a column may not be included in the calculation is that it is a part of a weighted grade column (this would include the grade twice in the total grade calculation). “Show this column to students” – if “Yes” is selected, students will see the column and grade in their “My Grades.” If “No” is selected, students will not be able to view this column or grade. “Show statistics for this column to students in My Grades” – if “Yes” is selected, students will see the average score. This can be misleading if a student views the grade before the instructor is finished grading it. It is recommended that this field be left at the default “No.” Once the column information has been added, click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

3. Options

Select **No** for the first option to exclude this grade from Grade Center Calculations. Select **Yes** for the third option to show column statistics to students in My Grades. Select **No** for the second option to hide this column from Students in My Grades.

Include this Column in Grade Center Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

Select to include in total grade

Determines if grade is visible to students

Shows students median score not recommended

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

5. A green confirmation banner will appear at the top of the Grade Center Home Page. The newly create column will appear to the far right. Repeat the process for all grading columns to be added.

NOTE: *Assignments or assessments created within Blackboard will have a column automatically added for the item in the Grade Center.*

Success: created column: Quiz 1.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: ▲ Ascending

Last Name	First Name	Availability	Weighted Total	Total	Current Events	Civil War	Quiz 1
Cottrell	Tammy	Available	--	--			--
Cottrell	Tammy (Test Student)	Available	--	--			--

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

Newly created column

6. **Text Columns** can be useful to add information such as a student's preferred name or other relevant notes. Text columns are added in the same manner as a grade column (see above). Enter "Text" as the primary display, zero (0) points possible, and select "No" for the selections in the "Options" section.

* Indicates a required field.

Cancel Submit

1. Column Information

* Column Name Preferred Name

Grade Center Name

Description

Student's preferred name, if different from the name on the roster.

Path: Words:11

Primary Display Text Select "Text"

Secondary Display None This display option is shown in the Grade Center only.

Category No Category

* Points Possible 0 Enter zero (0)

Associated Rubrics Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

2. Dates

Date Created Dec 16, 2013

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

3. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

7. **Extra Credit** column(s) can be added if an instructor wants to offer students opportunity for extra credit. Click "Create Column. Enter a zero (0) for "Points Possible." The points possible must be

equal to zero for the extra credit to help raise students' grades. Any point value other than zero, would lower the students grades. Click "Submit" to save. Any points added to the Extra Credit grading column will help to raise the total score of that student.

- To **Edit** a column, click the down arrow next to the column header. Select "Edit Column Information" from the menu. The menu also allows instructors access to "Quick Column Information," "View Grade History," "Column Statistics," "Set as External Grade," "Show / Hide to Users," "Sort Ascending," "Sort Descending," "Hide Column" (instructor view only), and "Delete Column." Make changes on the "Edit Column" page. To hide the column from the students view in "My Grades," select "No" in the "Show this column to students" field. Instructors may want to hide grading columns until the assignment is due. However, the instructor will need to remember to make the column visible to students at the appropriate time. Once all the changes have been made, click "Submit" to save. Click "Cancel" to return to the menu with no changes.

Success: created column: Term Paper.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the column header. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position Order:

Grade Information Bar	Last Name	First Name	Quiz 2	Quiz 3	Quiz 4	Midterm	Final Exam	Term Paper
<input type="checkbox"/>	Cottrell	Tammy	--	--	--	--	--	--
<input type="checkbox"/>	Cottrell	Tammy (Test Studer	--	--	--	--	--	--

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations ☒ Yes ☐ No

Show this Column to Students ☐ Yes ☒ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

Select "No" to hide from Student view

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

- Manage** Grade Center columns allows instructors to reorganize and customize the Grade Center Home Page. Manage allows instructors to set up Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, and Send an Email.

10. The Grade Center Home page shows instructors enrolled student information. This information is automatically loaded from Blackboard. The auto loaded student information columns cannot be edited or deleted. The only options are to “sort ascending,” “sort descending,” and “hide column.” The Hide Column option only hides the fields on the instructor’s view, students will still view the columns in “My Grades.” The grayed fields indicate a “frozen” column. These columns remain stationary when scrolling through the Grade Center. Only text columns can be frozen.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Reports Filter Work Offline

Gray columns are “frozen”

Student information automatically loaded and cannot be edited

Only hides column on instructor’s view

Sort Ascending
Sort Descending
Hide Column

Last Name	First Name	Username	Student ID	Last Access	Availability
Cottrell	Tammy	student_cottrell			Available
Cottrell	Tammy (Test Student)	tc12345_s		December 11, 2013	Available

11. Regular grade columns can be sorted in ascending or descending order just by clicking the column. A yellow arrow will show the direction of the sort. Columns can also be managed by clicking the down arrow (v) or chevron next to the column name. Column management options include “Quick Column Information,” “View Grade History,” “Edit Column Information,” “Column Statistics,” “Set as External Grade,” “Show / Hide to Users,” “Sort Ascending,” “Sort Descending,” “Hide Column,” and “Delete Column.” Column deletion is permanent. Deleted columns and the grades contained in them cannot be recovered once deleted.

Create Column Create Calculated Column Manage Reports Filter

Shows the direction of column sort

Quick Column Information
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users
Sort Ascending
Sort Descending
Hide Column
Delete Column

Last Name	First Name	Preference	Quiz 4	Term Paper
Cottrell	Tammy	TC	9.00 (90.00%)	91.00 (91.00%)
Cottrell	Tammy (Test Student)	--	10.00 (100.00%)	91.00 (91.00%)

12. To move and organize columns, click “Manage.” Then select “Column Organization.”

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column **Manage** Reports Filter Work Offline

Move To Top Email

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username
<input type="checkbox"/>	Cottrell	Tammy	student_cottre
<input type="checkbox"/>	Cottrell	Tammy (Test Studer	tc12345_s

Selected Rows: 0

Move To Top Email

Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization
Row Visibility
Send Email
WileyPLUS Grade Refresh
McGraw-Hill Connect To Do List
McGraw-Hill Connect Reports

Sort Columns By: Layout Position Order: ▲Ascending

	Availability	Weighted Total	Total
	Available	--	--
1, 2013	Available	--	--

Icon Legend

Edit Rows Displayed

13. The “Column Organization” page will show all the Grade Center columns in a list form. The “Frozen” columns are listed at the top gray area. Only text columns can be move to the frozen section. To move a column, click the arrow box to the left of the column. Drag and drop the column to the desired location. Columns can also be moved using the Keyboard Reorder Icon represented by the up and down arrow at the far right of the screen. Use the “Reorder Column” box to change the position of the columns. Click “Apply” when all the changes have been made. Click the check box next to a column to select it. “Show / Hide” allows instructors to “Hide Selected Columns,” “Show Selected Columns,” “Show Selected Columns in All Grade Center Views.” “Change Category To...” allows instructors to assign or reassign a column to a specific category. Categories are useful to help organize assignments, and if a grade is going to be dropped. “Change Grading Period” allows a column to be assigned to a specific grading period. Once the columns have been organized as desired, click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Cancel **Submit**

Show/Hide Change Category to... Change Grading Period to...

☐ **Shown in All Grade Center Views**

Name	Category
<input type="checkbox"/> Last Name (Frozen)	Institution
<input type="checkbox"/> First Name (Frozen)	Institution
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.	
<input type="checkbox"/> Username	Institution
<input type="checkbox"/> Student ID	Institution
<input type="checkbox"/> Last Access	Institution
<input type="checkbox"/> Availability	Institution

Frozen Columns

Use to move columns

Reorder Columns:

- Last Name
- First Name
- Preferred Name
- Student ID
- Frozen Bar
- Username
- Last Access
- Availability

Cancel **Apply**

Points Possible

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total (Extended)	Not in a Grading Period	Calculated Grade		None	450 (may vary by student)
<input type="checkbox"/> Current Events 12/15/13	Not in a Grading Period	Discussion	Dec 15, 2013	Dec 12, 2013	10
<input type="checkbox"/> Civil War	Not in a Grading Period	Test	None	Dec 16, 2013	100
<input type="checkbox"/> Quiz 1	Not in a Grading Period	Test	Dec 19, 2013	Dec 16, 2013	10
<input type="checkbox"/> Preferred Name	Not in a Grading Period	No Category	None	Dec 16, 2013	0
<input type="checkbox"/> Quiz 2	Not in a Grading Period	No Category	None	Dec 17, 2013	10
<input type="checkbox"/> Quiz 3	Not in a Grading Period	No Category	None	Dec 17, 2013	10
<input type="checkbox"/> Quiz 4	Not in a Grading Period	No Category	None	Dec 17, 2013	10
<input type="checkbox"/> Midterm	Not in a Grading Period	No Category	None	Dec 17, 2013	10
<input type="checkbox"/> Final Exam	Not in a Grading Period	Test	None	Dec 17, 2013	100
<input type="checkbox"/> Term Paper	Not in a Grading Period	No Category	None	Dec 17, 2013	100

Click to drag / drop column in new location

Click to select to show / hide, change category or grading period

1st 9 Weeks
2nd 9 Weeks
Not in a Grading Period

Show/Hide Change Category to... Change Grading Period to...

Click Submit to proceed. Click Cancel to quit.

Hide Selected Columns
Show Selected Columns
Show Selected Columns in All Grade Center Views

No Category
Assignment
Blog
Journal
Self and Peer
Survey
Test
Discussion

Cancel Submit

14. A green confirmation banner will appear at the top of the Grade Center Home page if the changes were successfully made. The Grade Center home page should reflect the reorganization.

Grade Center Edit Mode is: **ON**

Success: Grade Center Organized

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar


Last Name	First Name	Preferred Name	Student ID	Last Access	Availability	Current Events	Quiz 1
<input type="checkbox"/> Cottrell	Tammy	--			Available	--	--
<input type="checkbox"/> Cottrell	Tammy (Test Studer	--		December 11, 2013	Available	--	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

15. **Grading Periods** can be used to help organize a course. A grading period can be created and Grade Center columns can be assigned. The Grade Center view can be changed to only show a specific grading period or category. By selecting a grading period view, instructors can view only relevant or

current grading columns. The older or future grading columns will not be visible unless the view is changed back to “Full Grade Center.” To create, edit, or manage a Grading Period, click the “Manage” icon and then select “Grading Periods.”

Grade Center : Full Grade Center 

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ **Manage ▾** Reports ▾ Filter Work Offline ▾

Grading Periods
Grading Schemas
Grading Color Codes
Categories

Move To Top Email ▾

Grade Information Bar

☐ Last Name ▾ First Name ▾ Preferred I ▾ Availability ▾ Current Events ▾ Quiz 1 ▾

16. From the “Grading Periods” home page, click “Create Grading Period” at the top of the page.

Grading Periods


Grading Periods are used to sort Grade Center Columns into sections based on due date. These sections help manage the Grade Center by associating Grade Columns together so that viewing and reporting can be done based on a Grading Period instead of the entire Grade Center. [More Help](#)

Create Grading Period

17. Enter the Grading Period Name in the name field. A description (visible to the instructor only) can be added. A start and end date can be added to the Grading Period. There is a check box to select if all columns with a due date that falls during the Grading Period dates should be included in the Grading Period. Once the Grading Period has been configured, click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.


Create Grading Period

Grading Periods classify Grade Columns by Due Date. A Grade Column can only be associated with one Grading Period. [More Help](#)

 Indicates a required field.

Cancel Submit

1. **Grading Period Information**


 Name


Description

2. Dates

Grading Period Dates

☒ None
☐ Range

Start Date  Click to select start date
Enter dates as mm/dd/yyyy

End Date  Click to select end date
Enter dates as mm/dd/yyyy

☐ Associate this Grading Period with all columns that have a due date range.

3. Submit

Click Submit to proceed. Click Cancel to quit.

18. A green confirmation banner will appear at the top of the Grading Period page if the grading period was successfully created. The new grading period will appear in date order. If no dates were entered, the new grading period will appear at the end of the list.

Success: Created Grading Period: 1st 9 Weeks.

Grading Periods

Grading Periods are used to sort Grade Center Columns into sections based on due date. These sections help manage the Grade Center by associating Grade Columns together so that viewing and reporting can be done based on a Grading Period instead of the entire Grade Center. [More Help](#)


Create Grading Period

<input type="checkbox"/> Title 	Description	Dates
<input type="checkbox"/> 1st 9 Weeks		Aug 1, 2013 - Sep 28, 2013

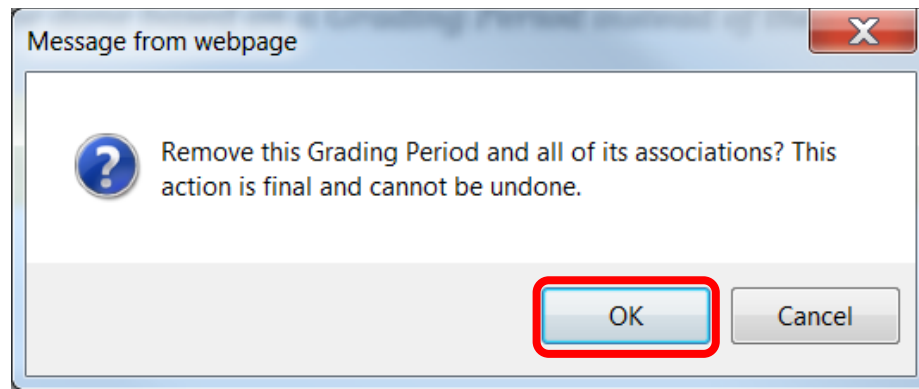
Displaying 1 to 1 of 1 items |

19. Once created, Grading Periods can be edited or deleted by clicking the down arrow (v) next to the appropriate grading period. Selecting “Edit” will redirect to the Grading Period creation page. Changes can be made and saved. To delete a grading period, click “Delete.” A pop up warning message indicates that deleting the grading period will remove all of its associations and is final. Deletions are permanent and cannot be undone. Click “Ok” to continue and delete the selected grading period.

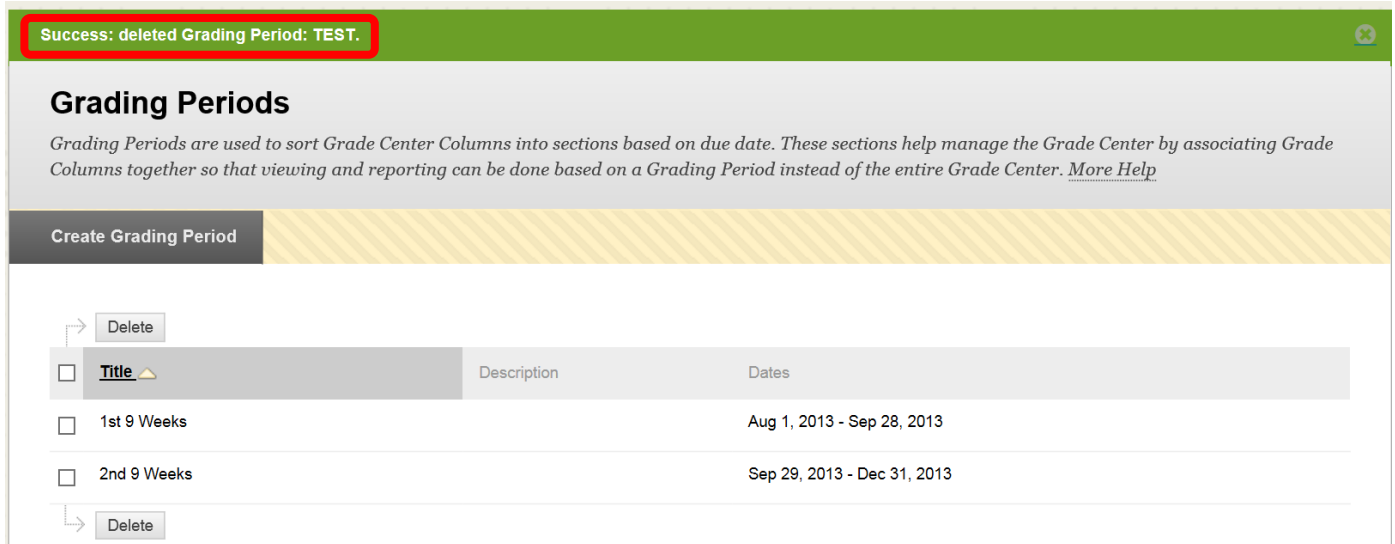
Create Grading Period

<input type="checkbox"/> Title 	Description	Dates
<input type="checkbox"/> 1st 9 Weeks		Aug 1, 2013 - Sep 28, 2013
<input type="checkbox"/> 2nd 9 Weeks		Sep 29, 2013 - Dec 31, 2013
<input checked="" type="checkbox"/> TEST		-

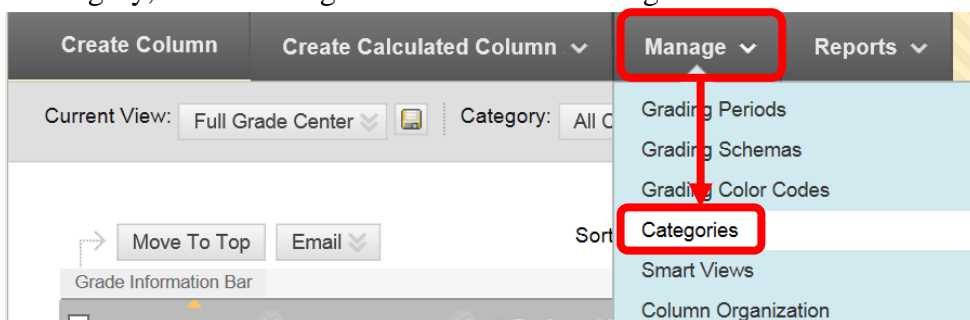
Click to edit
 Click to delete



20. A green confirmation banner will appear at the top of the page if the grading period was successfully deleted. The grading period will no longer appear in the list.



21. **Categories** can be used to help organize a course. Grade Center columns can be assigned to both a category and a grading period. Categories are useful if a grade is going to be dropped (e.g. lowest quiz score), and to simplify the view of the grade center (e.g. view only test columns). To create, edit or manage a category, click “Manage” and then select “Categories.”



22. Blackboard has several default categories: Assignment, Blog, Discussion, Journal, Self and Peer, Survey, and Test. These categories cannot be edited. Columns can be assigned to an existing category, or a new category can be created. To create a new category, click the “Create Category” icon in the top left of the page.

Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category Click to create new category

Title	Description	Columns
Assignment		
Blog		
Discussion		
Journal		
Self and Peer		
Survey		
Test		
		Current Events 12/15/13
		Civil War, Midterm, Final Exam

Default categories

Columns assigned to category

Displaying 1 to 7 of 7 items Show All Edit Paging...

23. Enter the new category name in the “Name” field. A description, viewable to the instructor only, can be added. Click “Submit” to save the changed. Click “Cancel” to return to the menu with no changes.

Create Category

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.

* Indicates a required field.

Cancel Submit

- Category Information**

* Name

Description

Enter category name

Enter description
- Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

24. A green confirmation banner will appear at the top of the page if the category was successfully created. The new category will appear alphabetically in the category list.

Success: Category created.

Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

<input type="checkbox"/>	Title ▴	Description	Columns
	Assignment		
	Blog		
	Discussion		Current Events 12/15/13
	Journal		
<input type="checkbox"/>	Quizes	Quizes	
	Self and Peer		
	Survey		
	Test		Civil War, Midterm, Final Exam

Display All Edit Paging...

← OK

25. Instructor created categories can be edited and deleted. To edit a category, click the down arrow (v) next to the category name. Then select “Edit.” This will redirect to the category creation page and changes can be made. To delete a category, click “Delete” from the pull down menu or select the check box next to the category, and click the “Delete” icon at the top of the page. When delete is selected, a warning message will pop up to confirm the deletion of the category. Category deletions are permanent and the deleted categories cannot be recovered. Click “OK” to confirm the deletion.

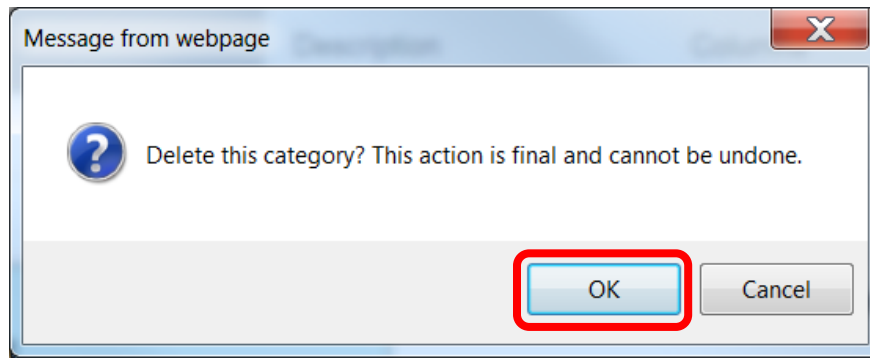
Delete

<input checked="" type="checkbox"/>	Title ▴	Description
	Assignment	
	Blog	
	Discussion	
	Journal	
<input checked="" type="checkbox"/>	Quizes ▾	Quizes
	Self and Peer	

Select to edit

Select to delete

To select category



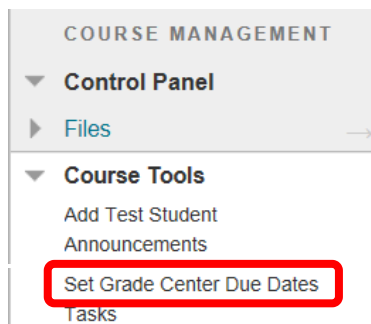
26. A green confirmation banner will appear at the top of the page if the category was successfully deleted.



27. Columns in the Grade Center can be assigned to a category when the column is created or by editing (Manage, Column Organization). In Column Organization, click the check boxes for the columns to be assigned, then “Change Category for...” and select the desired category. Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

Grade Center Due Dates

1. Assigning Due Dates is helpful to both faculty and students. When a due date is added, a calendar item is automatically added to the course calendar, and the assignment is added to the appropriate grading period (if applicable). Due Dates can be added at the time the assignment or assessment is created, or it can be added through the Grade Center. To **Add a Due Date**, click on “Course Tools” in the Course Management tool bar, and select “**Set Grade Center Due Dates.**”



2. Due dates can be assigned in a few ways. “**Edit Due Dates by Grading Period**” allows an instructor to set the same due date for all assignments in a particular grading period. “**Edit Individual Due Dates**” allows a different due date to be given to each assignment. To add a due date and time, simply enter the date and time in the fields, or click the date and time icons and select from the calendar. “**Time Part of All Due Dates**” allows an instructor to set or change the default “due” time for the course (e.g. the due time for all assignments is set to 11:59 pm). Check the “Use Same Time for All Due Dates” box to select this option, then enter the time in the field, or click the icon to select a time. When all the due dates and times have been set, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Grade Center Due Dates - individual due dates (all assignments listed)

* Indicates unsaved changes.

Cancel Submit

Edit Due Dates by Grading Period Assign due date to everything in a grading period

2. Time part of all due dates

Please specify if you would like to set time of all due dates to same value during submission.

Use same time for all due dates ☐ Time to use: 11:59 PM Sets default due time

Edit Individual Due Dates

Grading Period	Name	Category	Is Available?	Due Date
	Assignment Category	Turnitin Assignment	<input checked="" type="checkbox"/>	
	Assignment Name	Current Events Reflection	<input type="checkbox"/>	01/10/2014 11:59 PM
2nd 9 Weeks	Quiz 4		<input checked="" type="checkbox"/>	
2nd 9 Weeks	Term Paper		<input checked="" type="checkbox"/>	

Enter time hh:mm am

Enter date mm/dd/yyyy

Assigned Due Date

Indicates available to students

Click to select due date

Click to select due time

Grading period assigned

Submit

Click Submit to save and reload. Cancel acts as browser's back button.

Cancel Submit

Grade Center Email

- Instructors can **Email** students directly from Grade Center. Simply click the check box next to the student(s) name(s) to select, then click the “Email” icon. Select “**Email Selected Users.**”

Create Column Create Calculated Column Manage Reports

Current View: Full Grade Center Category: All Categories Status: All Statuses

Click to select all

Click to select

Move To Top Email

Email Selected Users

Email Selected Users and their Observers

Email Observers for Selected Users

Student ID	Current Events	Quiz 1
	--	--
	--	--

Selected Rows: 1

Move To Top Email

- Complete the “**Subject**” field, and enter the Email body into the “**Message**” text box. Additional Recipients (Bcc) can be added. Students will not see the full recipient list. From the student perspective, the Email is being sent only to them. It works much like a blind carbon copy. To add an attachment, click the “**Add a file**” link and click the “Browse” icon. Follow the prompts. If the box next to “**Include list of recipients**” is selected, the instructor will receive a copy of the Email including the

HINT: If teaching multiple classes, put the section number and class name in the “Subject” field followed by a brief subject. This will allow instructors and students to quickly and easily identify Emails.


3. A green confirmation banner will appear at the top of the page if the Email was successfully sent. Remember that grades cannot be sent via Email, as Email is unsecure. Grades are considered private information.


Success: The following Users were notified: Tammy Cottrell


Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)


Create Column

Create Calculated Column 


Manage 


Reports 

Filter


Work Offline 

Current View:


Full Grade Center 




Category:

All Categories 

Status:

All Statuses 



Student Grades

1. Some assignments and assessments created in Bb will be auto graded. To manually **Add a Grade**, click on a column under a student name and enter the total points for the assignment. Press <Enter> to continue to the next student. To **edit** a previously entered grade, simply click on the incorrect grade, and enter the new one. Press <Enter> to continue. The change will be noted in the grade history.

The screenshot shows the Blackboard Gradebook interface. At the top, there are navigation tabs: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below these, there are controls for 'Move To Top', 'Email', 'Sort Columns By', and 'Order'. The main table displays student information and grades. A red box highlights the 'Enter grade' button, and an arrow points to the grade input field for the 'Civil War' column.

Last Name	First Name	Preferred Na	Student ID	Current Events	Quiz 1	Quiz 2	Civil War
Cottrell	Tammy	TC		10.00	9.00 (90.00%)	10.00 (100.00%)	
Cottrell	Tammy (Test Studer	--		8.00	7.00 (70.00%)	5.00 (50.00%)	

2. **View Grade Details** can be accessed by clicking the down arrow (v) next to the grade and selecting “View Grade Detail.”

The screenshot shows the Blackboard Gradebook interface. A red box highlights the down arrow next to the grade in the 'Civil War' column, which has opened a dropdown menu with options: 'View Grade Details', 'Quick Comment', and 'Exempt Grade'.

Last Name	First Name	Preferred Na	Student ID	Current Events	Quiz 1	Quiz 2	Civil War
Cottrell	Tammy	TC		10.00 (100.00%)	9.00 (90.00%)	10.00 (100.00%)	
Cottrell	Tammy (Test Studer	--		8.00 (80.00%)	7.00 (70.00%)	5.00 (50.00%)	

3. The Grade Details provides a tab for “Attempts,” “Manual Override,” “Column Details,” and “Grade History.” **Attempts** shows the date and time of the student’s submission, the student’s current grade, the value and grading information. **Manual Override** allows an instructor to change the grade, add feedback for a student, and grading notes. **Grade history** shows the date, time, and the person who entered the grade. This is a history of any grade changes. “**Clear Attempt**” resets the assignment or assessment, and allows the student to access it if the access was restricted (e.g. tests, quizzes, etc.).

The screenshot shows the Blackboard Grade Details page for 'Quiz 2 (Quizzes)'. The 'Current Grade' is 10.00 out of 10 points. The 'Attempts' tab is selected. A red box highlights the 'Clear Attempt' button, and an arrow points to it from a text box that says “Resets” assignment, allows access.

User: Tammy Cottrell (student_cottrell) Column: Quiz 2 (Quizzes)

Current Grade: 10.00 out of 10 points Exempt
Grade based on Last Graded Attempt
Due: None

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback	Actions
Dec 17, 2013 2:20:18 PM	Dec 17, 2013 2:20:18 PM (Completed)	10.00		Clear Attempt Edit Grade

Attempts **Manual Override** Column Details Grade History

Override Grade

Feedback to User

Enter new grade

Enter feedback for student

Path: Words:0

Grading Notes

Enter grading notes

Attempts Manual Override **Column Details** Grade History

Column Name Quiz 2 (Quizzes)
 Column Description Civil War
 Primary Display Score
 Show to Users Yes
 Included in Calculations Yes
 Average Score 7.50
 Median 7.50

Attempts Manual Override Column Details **Grade History**

Date	Last Edited by	Value	Comments
Dec 17, 2013 2:20:18 PM	Tammy Cottrell	Attempt Grade 10	

Shows the date, time, and person who edited the grade

Click to return to Grade Center

Return to Grade Center

4. The **Total Column** will show the raw score – simply the sum of all entered points. The green check mark indicates that this is the external (or course) grade. The default settings do not “count” columns with nothing in the grade cell in the total score. Meaning that if a student did not complete an assignment, it will not lower their grade. To edit the Total Column, click the down arrow (v) next to the column.

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar

Last Name	First Name	Preferred Na	Student ID	edit	Total	Weighted Total
Cottrell	Tammy	TC			28.00 (6.22%)	
Cottrell	Tammy (Test Studer --				20.00 (4.44%)	

Green check mark indicates “external” grade

Edit Column Information

Column Statistics

Sort Ascending

Sort Descending

Hide Column

https://rscdd.blackboard.com/webapps/gradebook/do/instructor/enterGradeCenter?course_id=39199_1&focus_cell_id=cel...

5. On the “Edit Column” page, scroll down to the display settings. Set the Primary Display to “Score,” and the Secondary Display to “Percentage.” The secondary score is only visible to the instructor. This will provide a good benchmark of how the student is progressing in the course. The Score will provide the raw total of points in the class, while the percentage indicates progress. Next, select “No” in the “Calculate as Running Total” field. Yes would change the calculation to only include items that have grades entered, or have an attempt. If a student fails to do an assignment, it would not negatively impact their grade. Selecting No includes all items in the calculation, counting incomplete items as zero (0). Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

Primary Display **Score** Calculated grades display **Visible to students & instructors**

Secondary Display **Percentage** This display option is shown to the instructor only **Visible to instructors only**

2. Dates

Grading Period **None**

Date Created Dec 17, 2013

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

- ☒ All Grade Columns
- ☐ All Grade Columns in Grading Period
- ☐ Selected Columns and Categories

Calculate as Running Total

- ☐ Yes
- ☒ No **Select “No” to ensure incompletes will be counted as 0**

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

5. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

6. Click **Create a Calculated Column** to create an “Average Column,” “Maximum / Minimum Column,” “Total Column,” or “Weighted Column.” Select the calculated column to create. “Total Column” will be used for this example.

Create Column **Create Calculated Column** **Manage** **Reports** **Filter** **Work Offline**

Average Column
Minimum/Maximum Column
Total Column
Weighted Column

Sort Columns By: **Layout Position** Order: **Ascending**

Last Saved: December 17, 2013 3:13 PM

<input type="checkbox"/>	Last Name	First Name	Initials	Student ID	Final Exam	Extra Credit	Total	Weighted Total
<input type="checkbox"/>	Cottrell	Tammy	TC		90.00 (90.00%)	--	319.00 (70.89%)	--
<input type="checkbox"/>	Cottrell	Tammy (Test Studer	--		87.00 (87.00%)	--	305.00 (67.78%)	--

Selected Rows: 0

Move To Top **Email** **Icon Legend** **Edit Rows Displayed**

7. Enter the Column Name, Grade Center Name (what appears in “My Grades”), and Description (only visible to instructor). Enter the primary and secondary display types. A grading period can be assigned, but is not necessary. Select “Selected Columns and Categories” to create a total column for a specific set of assignments (e.g. quizzes). Either select the individual columns to include, or if the columns were assigned to a category (e.g. quizzes), simply select the category. Use the right facing arrow (>) to move the columns or categories to the “Selected” Columns field. Once the columns are selected, there will be an option to “Drop Grades” (either highest or lowest) or “Use Only the” lowest value or highest value to calculate. For example, to drop the lowest quiz score, select “Drop Grades,” and then enter a one (1) in the “Drop Lowest Grades” field. In the “Calculate as Running Total” field, ensure that “No” is selected. No ensures that uncompleted assignments are counted in the final grade calculation. “Yes” in this field would not count incomplete assignment and would not lower the student’s final grade. Select the option to “Include this Column in Grade Center Calculations,” and whether or not the column should be visible to students. It is recommended to set the “Show Statistics for this column to Students in My Grades” to “No.” Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

Create Total Column

A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score. Columns with text as the primary display cannot be totaled. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Column Information

* Column Name

Enter Column Name

Grade Center Name

Enter Column Name
for My Grades

Description

Enter Description (Visible to Instructor only)

Path:

Words:0

Primary Display

Score

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

None

This display option is shown in the

Visible only to instructor –
Percent is recommended

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the Grade Center. To include specific columns or categories, choose **Selected Columns and Categories**.

Will create total for all grade
columns or a “Course” grade

Click to select certain
columns or categories

☒ All Grade Columns

☐ All Grade Columns in Grading Period

☐ Selected Columns and Categories

Columns to Select:

Current Events 12/15/13
Quiz 1
Quiz 2
Civil War
Midterm
Quiz 3
Quiz 4
Term Paper
Final Exam
Extra Credit
Total
Weighted Total

Column Information

Categories to Select:

Assignment
Blog
Journal
Self and Peer
Survey
Test
Discussion
Quizzes

Category Information

Selected Columns:

Category: Quizzes

In Grading Period:

All

☒ Drop Grades
OR
☐ Use only the

Drop

Highest

Grades
Drop

Lowest

☐ Lowest Value to Calculate
☐ Highest Value to Calculate

Use to add columns or categories

Calculate as Running Total

☒ Yes
☐ No

Select "No"

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

4. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics.

Include this Column in Grade Center Calculations
☒ Yes
☐ No

Show this Column to Students
☒ Yes
☐ No

Show Statistics (average and median) for this column to Students in My Grades
☐ Yes
☒ No

Will include column in grade calculation

Recommended to leave as "No"

5. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

- A green confirmation banner will appear at the top of the page if the Calculated Column was successfully created. The new column will appear at the far right of the Grade Center.

Success: created column: CumQuiz.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column

Create Calculated Column ▾

Manage ▾

Reports ▾

Filter

Work Offline ▾

Grade Information Bar

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: December 17, 2013 3:13 PM

<input type="checkbox"/>	Last Name	First Name	Preferred Na	Student ID	Extra Credit	Total	Weighted Total	Cummulative Q
<input type="checkbox"/>	Cottrell	Tammy	TC		--	319.00 (70.89%)	--	28.00
<input type="checkbox"/>	Cottrell	Tammy (Test Studer	--		--	305.00 (67.78%)	--	25.00

Selected Rows: 0

Move To Top Email ▾

Icon Legend

9. To **Drop a Score** is a four step process. For example, to drop the lowest quiz score.
- Create or select an existing category. In this example, it would be the Quizzes category.
 - Assign the grade columns to the category. (For this example: Quiz 1, Quiz 2, Quiz 3 and Quiz 4)
 - Create a calculated column, selecting a new “Total Column” (see above example)
 - Change the “Total” column to exclude the individual (quiz) scores, and to only count the calculated (quiz) column. Failure to exclude the individual (quiz) scores will result in those columns being counted twice in the cumulative grade. Press and hold the <Alt> key to select all columns except the individual quiz columns. Click the right facing arrow (>) to add to the “Selected Columns” field. Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

☒ All Grade Columns

☐ All Grade Columns in Grading Period 1st 9 Weeks ▾

☐ Selected Columns and Categories

Calculate as Running Total

☐ Yes ☒ No

Columns to Select:

Current Events 12/15/13
Quiz 1
Quiz 2
Civil War
Midterm
Quiz 3
Quiz 4
Term Paper
Final Exam
Extra Credit
Weighted Total
Cummulative Quiz Score

Column Information

Current Events 12/15/13: Category:Discussion/ Grading Period:/ Points Possible:10
Civil War: Category:Test/ Grading Period:/ Points Possible:100
Midterm: Category:Test/ Grading Period:/ Points Possible:100
Term Paper: Category:None/ Grading Period:2nd 9 Weeks/ Points Possible:100
Final Exam: Category:Test/ Grading Period:/ Points Possible:100
Extra Credit: Category:None/ Grading Period:None/ Points Possible:0
Cummulative Quiz Score: Category:None/ Grading Period:None/ Points Possible:30

Selected Columns:

Column: Current Events 12/15/13

Column: Civil War

Column: Midterm

Column: Term Paper

Column: Final Exam

Column: Extra Credit

Column: Cummulative Quiz Score

10. **Weighted Grades** can be used in Blackboard. To set up, click the down arrow next to the Weighted Total column, then “Edit Column.” *NOTE: make sure that all grading columns have been added to the Grade Center before setting up the Weighted Total. Grading columns cannot be added once the grades are weighted.*

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Offline

Move To Top Email Sort Columns By: Layout Position

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Preferred Na	Student ID	Total	Weighted Total
<input type="checkbox"/>	Cottrell	Tammy	TC		311.00 (70.68%)	--
<input type="checkbox"/>	Cottrell	Tammy (Test Studer	--		300.00 (68.18%)	--

Selected Rows: 0

Move To Top Email Icon Legend

Quick Column Information Edit Column Information Column Statistics Set as External Grade Show/Hide to Users Sort Ascending Sort Descending Hide Column Delete Column

11. Select the category(s), assignment (s), or total column(s) to be used for the weighted total. To select multiple columns or categories, press and hold the Control <Ctrl> key, then click on the desired columns or categories. Click the right facing arrow (>) or chevron to add the columns and categories. If both columns and categories are selected, click the arrow for both sections. The selected items will disappear from the list on the left.

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Current Events 12/15/13
- Quiz 1
- Quiz 2
- Civil War
- Midterm
- Quiz 3
- Quiz 4
- Term Paper
- Final Exam
- Extra Credit
- Cummulative Quiz Score
- Total

Click to column(s) to select

Column Information

Term Paper: Category:None/ Grading Period:2nd 9 Weeks/ Points Possible:100

Extra Credit: Category:None/ Grading Period:None/ Points Possible:0

Cummulative Quiz Score: Category:None/ Grading Period:None/ Points Possible:30

Categories to Select:

- Assignment
- Blog
- Journal
- Self and Peer
- Survey
- Test
- Discussion
- Quizzes

Click to category(s) to select

Category Information

Test:Civil War, Midterm, Final Exam

Discussion:Current Events 12/15/13

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

Click to add selected columns

Click to add selected categories

Total Weight: 0%

12. The selected column(s) and category(s) will appear in the “Selected Columns” box. Enter the percentage to assign to each column.

Include in Weighted Grade

Columns to Select:

- Current Events 12/15/13
- Quiz 1
- Quiz 2
- Civil War
- Midterm
- Quiz 3
- Quiz 4
- Final Exam
- Total
- Extra Credit

Column Information

Categories to Select:

- Assignment
- Blog
- Journal
- Self and Peer
- Survey
- Quizzes

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- * 25 % Column: Term Paper
- * % Column: Cumulative Quiz Score
- * % Category: Discussion

In Grading Period: ☐ All

Total Weight: 50%

13. Scroll down in the “Selected Columns” box to enter the percentage assigned to each category. Grades within the category (highest or lowest) can be dropped. To drop the lowest grade, for example, make sure the “Drop Grades” box is selected, then enter a one (1) in the “Lowest Grade” category. This will drop the one lowest grade in that category.

Include in Weighted Grade

Columns to Select:

- Current Events 12/15/13
- Quiz 1
- Quiz 2
- Civil War
- Midterm
- Quiz 3
- Quiz 4
- Final Exam
- Total
- Extra Credit

Column Information

Categories to Select:

- Assignment
- Blog
- Journal
- Self and Peer
- Survey
- Quizzes

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- * % Category: Discussion

In Grading Period: ☐ All

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades

Drop Highest Grades

Drop Lowest Grades

☐ Use only the

☐ Lowest Value to Calculate

☐ Highest Value to Calculate

Total Weight: 50%

14. There is a running total located beneath the “Selected Columns.” This total will update as percentages are added. In the “Calculate as Running Total” column, select “No.” This will ensure that incomplete assignments are counted as a “0” and included in the final grade. Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes.

Columns to Select:

- Current Events 12/15/13
- Quiz 1
- Quiz 2
- Civil War

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

Drop Highest Grades

Total Weight: 100%

Must equal 100%

Calculate as Running Total ☐ Yes ☒ No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

15. A green confirmation banner will confirm the changes to the Weighted Total column. The new weighted grade will now appear in the Grade center.

Success: edited column: Weighted Total.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Last Saved December 17, 2013 3:13 PM

Last Name	First Name	Preferred Na	Student ID	Final Exam	Extra Credit	Cummulative Q	Total	Weighted Total
<input type="checkbox"/> Cottrell	Tammy	TC		90.00 (90.00%)	--	28.00	311.00 (70.68%)	80.35%
<input type="checkbox"/> Cottrell	Tammy (Test Studer--			87.00 (87.00%)	--	25.00	300.00 (68.18%)	75.05%

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

16. The **Current Student Grade** may not be reflected in the total column. To create a column to reflect the students' grades at a given point in the semester, first create a new grading Category. A suggested name for the category is "Grade through <Date>" (e.g. "Grade through 3/1/14"). Enter the desired date range for the grade snapshot, and be sure to check the box to include all assignments that fall within that date range. Next, click "**Create Calculated Column**" and select "**Total Column.**" Enter the grade column name in the name field. A suggested name would be "Grade through <Date>," the same as the grading period. A Grade Center Name can be added, if the student display should be different. Enter a description in the text box. Enter the primary display and secondary display (instructor view only). Select the newly created grading period in the "Dates" section. In the column selection, choose "All Grade Columns in Grading Period" then select the newly created grade period to include in the total. Ensure that "No" is selected for "Calculate as Running Total," to include incomplete assignments as a zero (0) in the grade calculation. In the Options section, be sure to select "No" for "Include this Column in Grade Center Calculations." Click "Submit" to create the new column. Click "Cancel" to return to Grade Center with no changes. **NOTE: To change the date of the grade snapshot, simply edit the Grading Period, changing the name and end date to the new date. Remember to edit the Grade Column name to reflect the new date.**

Create Total Column

A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score. Columns with text as the primary display cannot be totaled. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Column Information

* Column Name Enter name

Grade Center Name

Description

/Student grades through 2/28/14 Enter Description

Path: p Words: 4

Primary Display Select Primary & Secondary Display
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

2. Dates

Grading Period Select new grade period

Date Created Feb 12, 2014

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

☒ All Grade Columns

☒ All Grade Columns in Grading Period Select new grade period

☐ Selected Columns and Categories

Calculate as Running Total ☐ Yes ☒ No
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

4. Options

Select **No** for the first option to exclude this Grade Center column from the total. Select **Yes** for the third option to show column statistics to Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations ☐ Yes ☒ No Do not include column in students' course grade

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

5. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

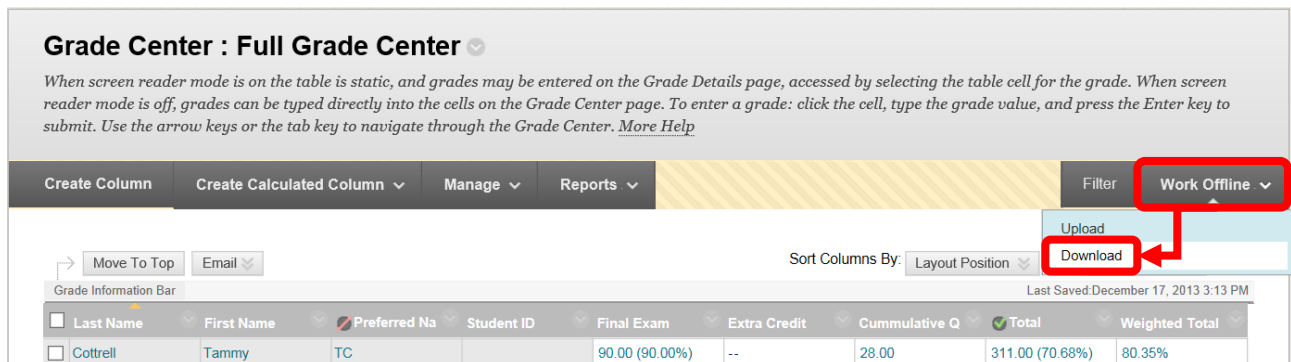
17. A green confirmation banner will appear at the top of the Grade Center page. The new grade column will appear with the calculation of the students' grades at a specific date.


Success: created column: Grade thru 2/28/14.

Last Name	First Name	Preferred Na	Test: Help and I	Grade thru 2/28	Assignment: NI	Term Paper	Olympic Athlete	Class Presenta
Cottrell	Student	--	6.00	14.00 (23.33%)	6.00	--	5.00	--
Cottrell	Tammy (Test Studer	--	--	0.00 (0.00%)	--	--	--	--
Student	Tammy	--	8.00	17.50 (29.17%)	6.00	--	5.00	80.00

Downloading Grade Center

1. The Grade Center can be downloaded into Excel and saved on a storage device (e.g. computer, flash drive, etc.). **Important: Remember that grades are FERPA protected, and must be stored securely. It is recommended that the Excel spreadsheet from the download be password protected.** Grades can be entered in the spreadsheet and then uploaded back onto Blackboard. Be sure to create all grading columns in Grade Center, do not create them in Excel as they will not upload correctly. Admissions and Records requires faculty to submit final grades in their courses. The download of Grade Center can be sent to Admissions and Records at the end of the semester.
2. Access the Grade Center. Click the “Work Offline” icon, then select “Download.”



Grade Center : Full Grade Center 

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

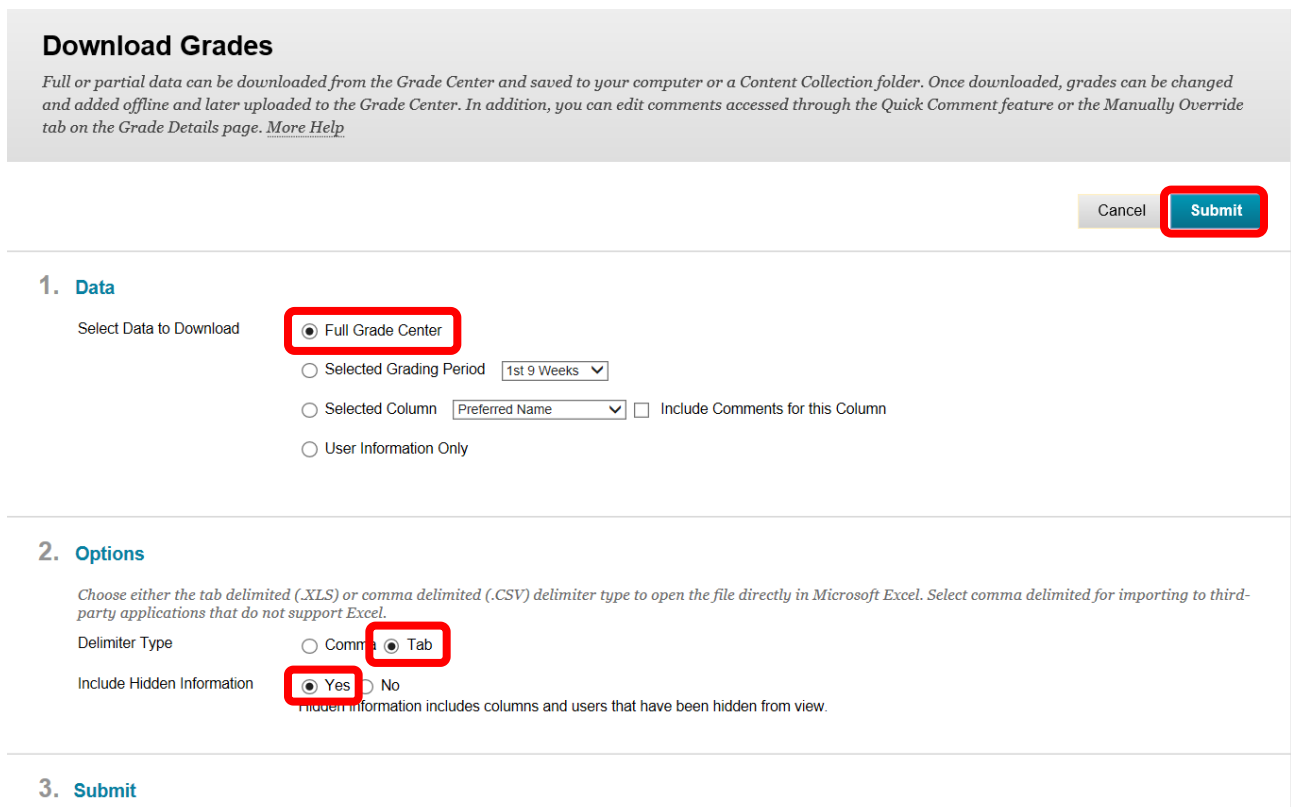
Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Move To Top Email Sort Columns By: Layout Position **Download** Upload

Grade Information Bar Last Saved: December 17, 2013 3:13 PM

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Preferred Na	<input type="checkbox"/> Student ID	<input type="checkbox"/> Final Exam	<input type="checkbox"/> Extra Credit	<input type="checkbox"/> Cumulative Q	<input type="checkbox"/> Total	<input type="checkbox"/> Weighted Total
<input type="checkbox"/> Cottrell	Tammy	TC		90.00 (90.00%)	--	28.00	311.00 (70.68%)	80.35%

3. Under the “Data” section on the Download Grades page, select “Full Grade Center.” Under the “Options” section, select the Delimiter Type of “Tab,” and “Yes” to Include Hidden Information. Click “Submit” to download the file.



Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel **Submit**

1. Data

Select Data to Download **Full Grade Center**

☐ Selected Grading Period 1st 9 Weeks

☐ Selected Column Preferred Name ☐ Include Comments for this Column

☐ User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

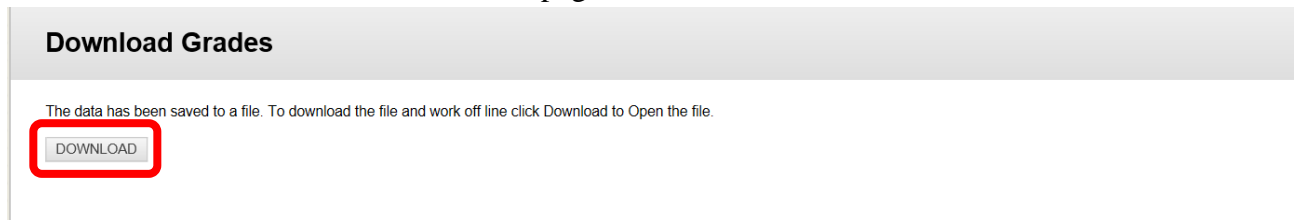
Delimiter Type ☐ Comma **Tab**

Include Hidden Information **Yes** ☐ No

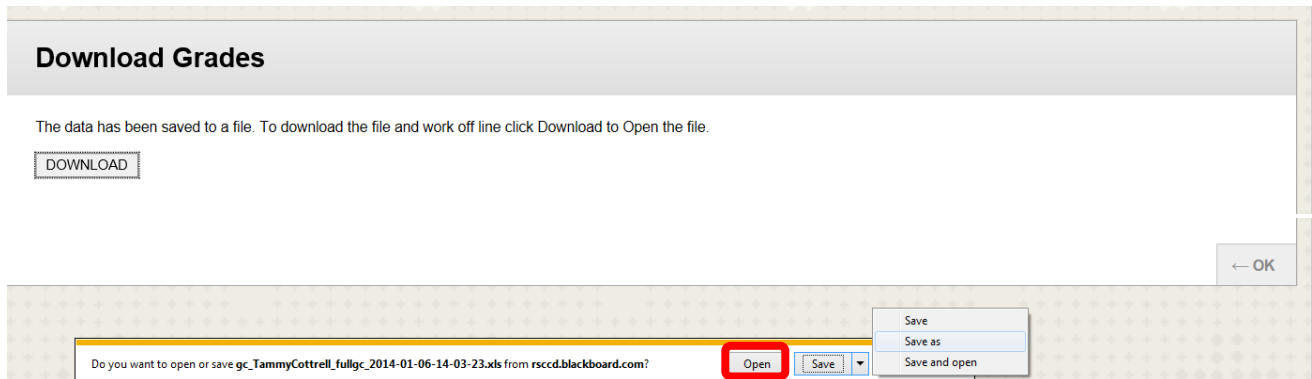
Hidden information includes columns and users that have been hidden from view.

3. Submit

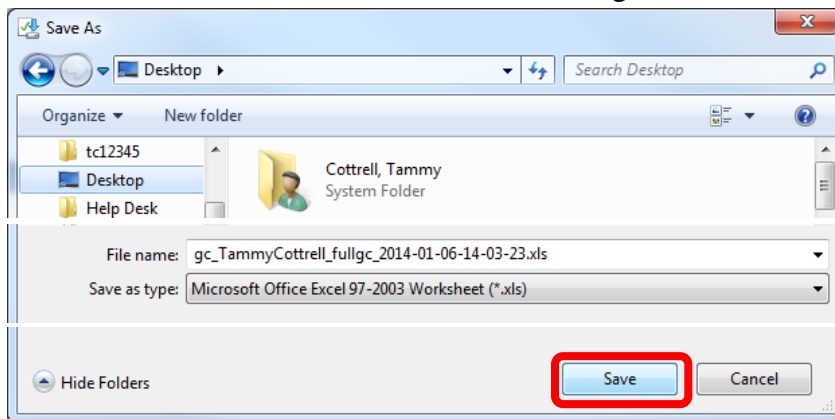
4. Click “Download” from the confirmation page.



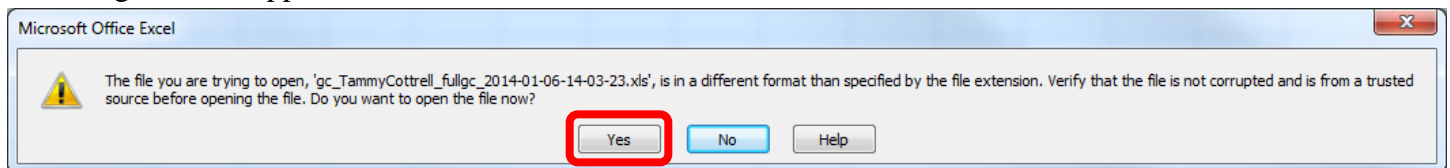
5. A dialog box will prompt “Do you want to open or save <File Name> from rscdd.blackboard.com?” Click “Open” and go to step 8. The message in step 7 may appear, click “Yes” to continue. The file can also be saved. To save the file, click the down arrow (v) or chevron next to “Save,” and select “Save As” and continue with step 6.



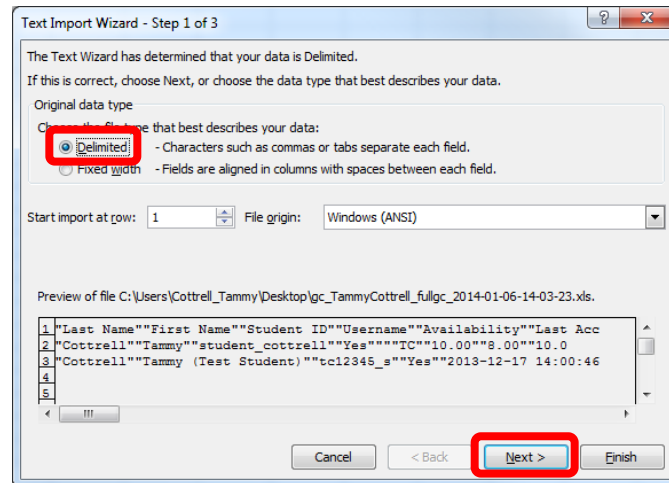
6. Select the location on the computer or device to save the file to. Click “Save” to complete the process. Click “Cancel” to return to Grade Center without saving the file.



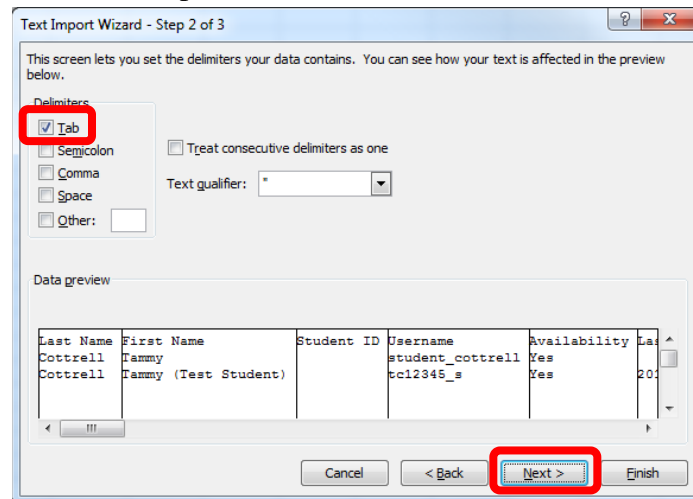
7. To open the file, launch Excel. Select “Open” from the file menu and then the Grade Center file. A dialog box will appear to inform that the file is in a different format. Click “Yes” to continue.



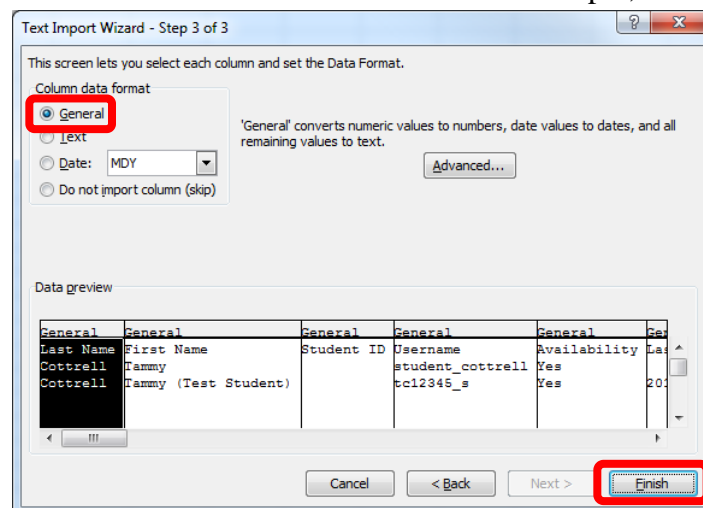
8. A “Text Import Wizard” will open. On the first screen, ensure that “Delimited” is selected, then click “Next” to continue.



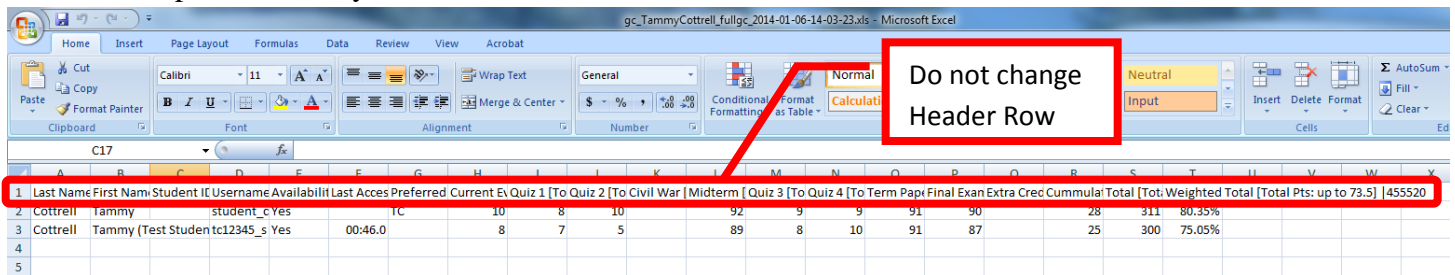
9. Select “Tab” as the Delimiter on step 2 of the wizard, then click “Next” to continue.



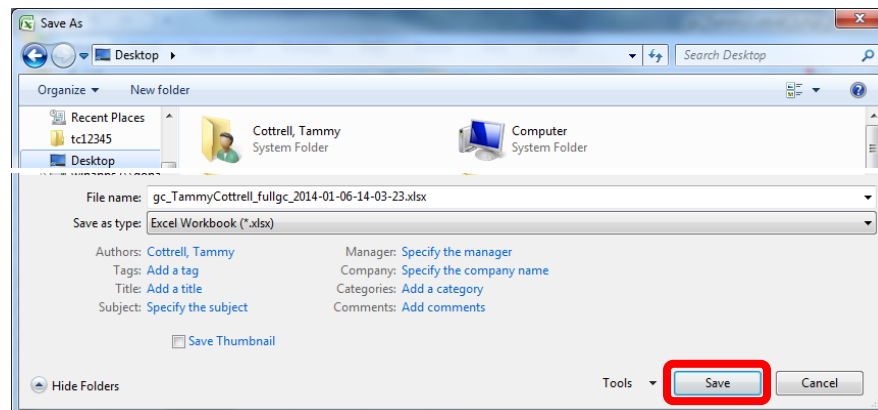
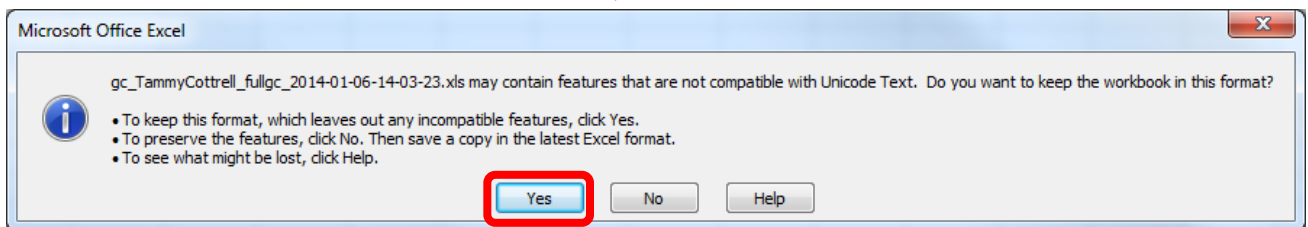
10. Ensure that “General” is selected as the Column Data Format on step 3, then click “Finish” to continue.



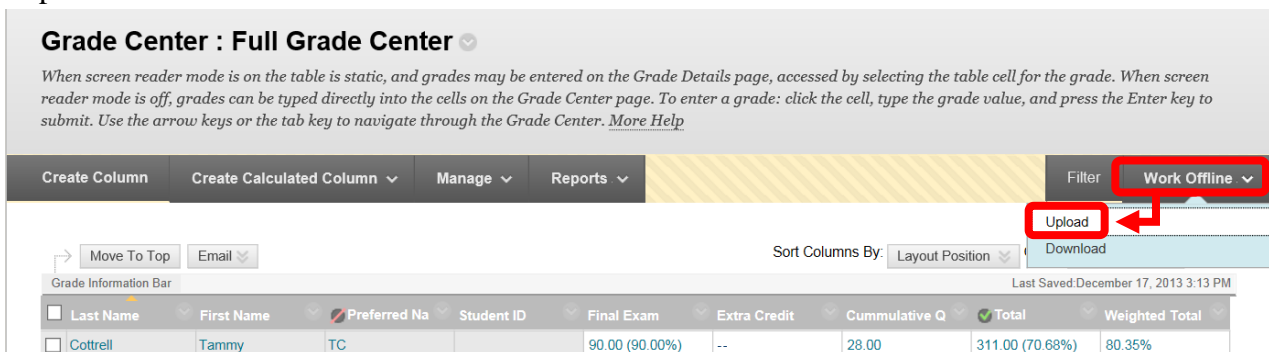
11. The spreadsheet will open. The column widths may need to be adjusted. **Important: Do not change any of the fields in the Header Row (line 1).** This is the column identifier and it must remain as it is in order to upload correctly back into Blackboard.



12. Grades can be changed and / or entered into the spread sheet and uploaded back into Blackboard. Ensure that the grades are entered for the correct student. The file must be saved in the same format (file extension) as it was downloaded. A dialog box may appear regarding the compatibility of the file. Click “Yes.” Select the location to save the file, then click “Save” to continue.



13. To **upload** the Excel file to Grade Center, access Grade Center, then click “Work Offline.” Select “Upload.”



14. On the “Upload Grades” page. Choose the file to upload by clicking “Browse My Computer” next to Attach File. Select the file, and click “Open” to continue.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

Cancel Submit

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

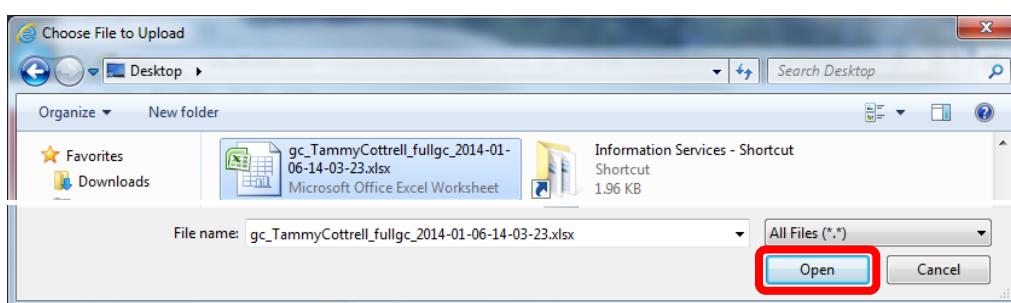
★ Attach File **Browse My Computer** Browse Course

Delimiter Type ☐ Auto ☐ Comma ☒ Tab

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit



15. The file name will now appear under the “Selected File” File Name section. Select “Tab” as the Delimiter Type, and click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

Cancel Submit

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

★ Attach File

Selected File

File Name **gc_TammyCottrell_fullgc_2014-01-06-14-03-23.xlsx** **Selected File**

Name of link to file gc_TammyCottrell_fullgc_2014-01-06-14-03-23.xlsx

Delimiter Type ☐ Auto ☐ Comma ☒ **Tab**

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

16. A confirmation page will appear that shows the columns and if any changes or updates were made. Click “Submit” to continue. Click “Cancel” to return to the menu without importing the file.

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Cancel Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Preferred Name	✓	Preferred Name	-	No Data Updates
	Current Events 12/15/13	✓	Current Events 12/15/13	-	No Data Updates
	Quiz 1	✓	Quiz 1	-	No Data Updates
	Quiz 2	✓	Quiz 2	-	No Data Updates
<input checked="" type="checkbox"/>	Civil War	✓	Civil War	75.50	
	Midterm	✓	Midterm	-	
	Quiz 3	✓	Quiz 3	-	
	Quiz 4	✓	Quiz 4	-	
	Term Paper	✓	Term Paper	-	No Data Updates
	Final Exam	✓	Final Exam	-	No Data Updates
	Extra Credit	✓	Extra Credit	-	No Data Updates
	Cumulative Quiz Score	✓	CumQuiz	-	Automatically calculated data will not be uploaded.
	Total	✓	Total	-	Automatically calculated data will not be uploaded.
	Weighted Total	✓	Weighted Total	-	Automatically calculated data will not be uploaded.

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Indicates no changes were made

Shows changes to the file

Calculated columns are never updated

17. A green confirmation banner will appear at the top of the Grade Center to confirm the upload. The revised grades will be reflected in the Grade Center.

Total Grades Uploaded:2

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: January 6, 2014 2:53 PM

Last Name	First Name	Preferred Na	Student ID	Final Exam	Extra Credit	Cumulative Q	Total	Weighted Total
<input type="checkbox"/> Cottrell	Tammy	TC		90.00 (90.00%)	--	28.00	386.00 (87.73%)	90.35%
<input type="checkbox"/> Cottrell	Tammy (Test Studer --			87.00 (87.00%)	--	25.00	350.00 (79.55%)	81.72%

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

Adding Course Content in Blackboard

It is recommended that the Course Menu be customized before content is added. The customized course menu will help students navigate the course by keeping the content and tools organized in clearly defined folders.

Courses have a maximum size limit of 10GB

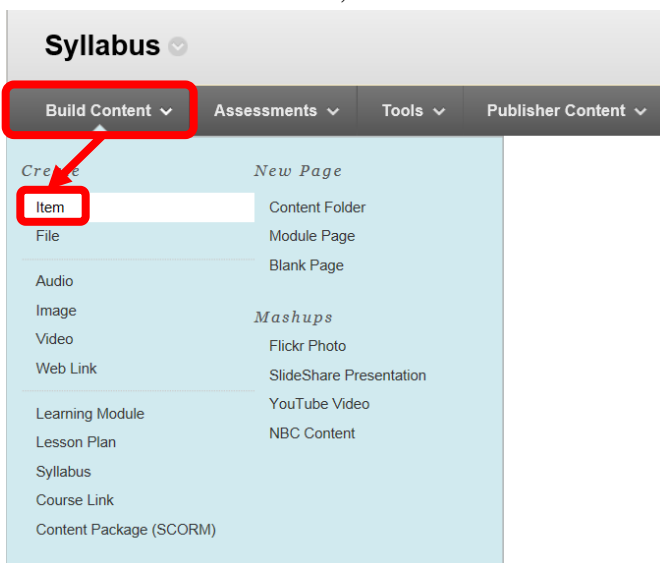
Be sure to check the file size of images and documents before adding to the course. High resolution pictures or documents containing numerous images may be very large file, which will take up significant storage space in the course. Pictures should be edited and sized prior to embedding. PDF files tend to take up less storage space than Word documents, and are recommended. In addition, PDF files cannot be altered by students, and can be accessed even if a student does not have Microsoft Office on the computer.

Adding Text Content

1. From the course home page, click on the content area the item will be added to access it.



2. Click the “Build Content” icon, and select “Item.”



3. On the “Create Item” page, under the Content Information section, complete the “Name” field. Enter the content in the “Text” box. Content can be formatted using the text box tool bar. Hover the mouse over the icon on the tool bar to see its function. External websites, videos, NBCLearn and YouTube videos (mashups), and images can be embedded in the text. Additional files can be attached to the item in the Attachments section. Click “Browse My Computer” or “Browse Course” to add a file. A file dialog box will allow the file to be selected and added to the item. The Standard Options section allows the item to be visible or hidden from students, track the number of views, and assign a date

and time restriction for viewing. Remember: If a file is hidden from the student view, the instructor will need to remember to make it visible at the appropriate time in the course. Instructors may find the Date and Time Restriction a more convenient way of managing the visibility. Once the Create Item page has been completed, click “Submit” to add to the course. Click “Cancel” to return to the menu with no changes.

Create Item
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field. Cancel Submit

1. Content Information

* Name

Color of Name Black

Text

Embed files or images

Add link to website

Embed NBC Learn or YouTube video

Enter and format text, embed images, videos, external websites, etc.

Path: Words:0

2. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the file. The file itself is not deleted.*

Attach File Browse My Computer Browse Course

Click to attach file

3. Standard Options

Permit Users to View this Content ☒ Yes ☐ No Allows students to view content

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

Click to set specific date & time for display

Display After Click to select time

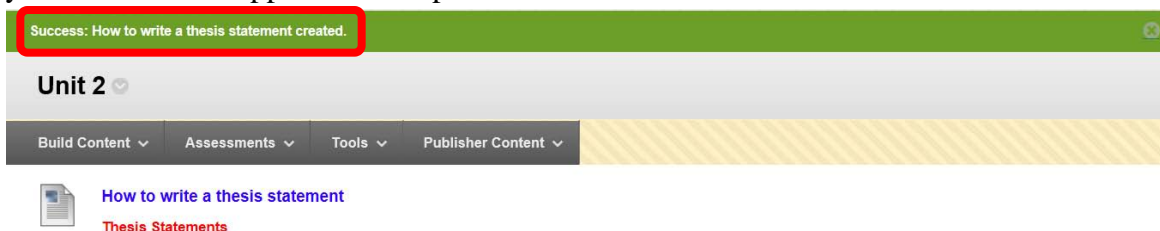
Display Until Click to select date

4. Submit

Click Submit to proceed. Click Cancel to quit.

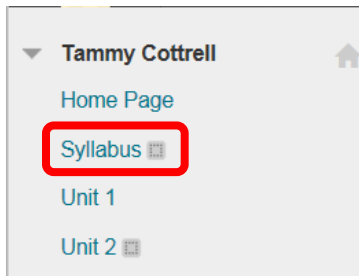
Cancel Submit

4. A green confirmation banner will appear to confirm the addition of the item to the content area. The newly added item will appear at the top of the content area.

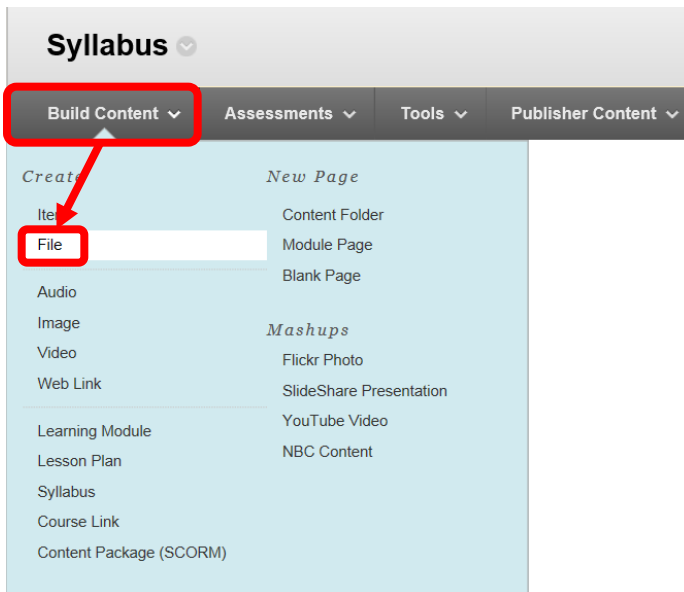


Adding a Document

- From the course home page, click on the content area the document will be added to access it.



- Click the “Build Content” icon, and select “File.”



- On the “Create File” page, under the Select File section, enter a name for the file. Attach the file by clicking the “Browse My Computer” or “Browse Course” icons next to “Find File.” A file dialog box will allow the file to be selected and added to the item. The File Options section offers options of opening the file in a new window, and to add alignment to content. The Standard Options section allows the item to be visible or hidden from students, track the number of views, and assign a date and time restriction for viewing. Remember: If a file is hidden from the student view, the instructor will need to remember to make it visible at the appropriate time in the course. Instructors may find the Date and Time Restriction a more convenient way of managing the visibility. Once the Create Item page has been completed, click “Submit” to add to the course. Click “Cancel” to return to the menu with no changes. **NOTE: PDF is the recommended file type. PDF documents tend to be smaller and take up less storage space than Word documents. PDF files cannot be altered by students, and students without Microsoft Office on their computer will be able to view them as there are a number of free PDF readers available.**

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

☐ Black ☐ Browse My Computer ☐ Browse Course

Click to attach file

2. File Options

Open in New Window ☐ Yes ☒ No

Add alignment to content ☐ Yes ☒ No

Determines if document will open in a new window

3. Standard Options

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

☐ Display Until

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

Click to set specific date & time for display

Click to select time

Click to select date

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

8. A green confirmation banner will appear if the file was added successfully. The new item will appear at the top of the content area. Items can be reordered in the content area by dragging and dropping them, or by using the keyboard reorder icon at the far right of the header.

Success: Course Syllabus created.

Syllabus

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

Course Syllabus

Newly added file

Click to reorder the content items

Online Course Syllabus Suggestions

The online course environment differs from the traditional classroom environment. The following are suggestions, including example verbiage, that instructors should consider adding to an online course syllabus.

- **Course Access:** The course can be accessed at <http://rscdd.blackboard.com>. You may access Blackboard (Bb) from your personal computer, the library, or the student labs on campus. Once you are officially enrolled in the course, you will have access to it on Blackboard. Students are expected

to monitor the course in Blackboard, complete all assignments in a timely manner, and log into Blackboard at least every two (2) weekdays during the semester.

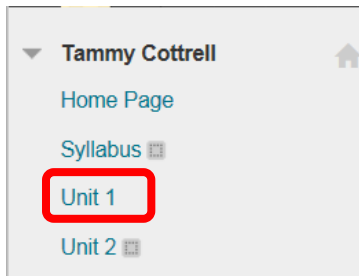
- **Communication:** The primary sources of communication in the course will be through Email and Discussion Boards. Please be sure to verify your Email address in Blackboard to ensure communications are being sent to the correct address. It is the responsibility of the student to maintain a working Email address in Blackboard.
 - **Personal or Individual Course Inquiries:** For questions regarding issues such as a grade, please contact me via Email. To help me respond more quickly, all Emails must contain the following information in the subject line – Course Section Number, Student Name, and a brief purpose for the communication (e.g. 65824: John Doe – Grade Inquiry).
 - **General Assignment and Course Questions:** General questions about the course, or any assignments, should be posted to the “Course Questions” Discussion Board. Please check the Discussion Board for the answer to your question prior to posting the question, to reduce repetitive information. Students are encouraged to post answers to each other’s questions. I will check the Discussion Board at least once each day (Monday through Friday between 9:00 am and 4:00 pm) to review questions, peer answers, and post answers.
 - **Estimated Response Times:** Generally, you can expect a response within 24-hours to Emails and posts that are received from 6:00 am on Monday through 4:00 pm on Friday, if the subject line is formatted as outlined above. Emails received over the weekend, on holidays, or school breaks, will be answered on the following “working” day (Monday through Friday). Responses to Emails with an incorrectly formatted subject line may be delayed.
- **Deadlines:** All assignments, projects, quizzes, tests, and Discussion Boards must be completed by the due date, or if no due date is specified by the end of the week assigned (submitted prior to Monday at 6:00 am) to receive credit. With the exception of tests, late work will be accepted, but the grade will be penalized by 10% of the total points.
- **Academic Honesty Policy:** Students are expected to be familiar with the Academic Honesty Policy at Santa Ana College. There is absolutely NO tolerance for cheating in this class. Academic dishonesty or cheating is defined as an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization. This includes but is not limited to engaging in acts of dishonesty, assisting other students in acts of dishonesty, coercing students into acts of dishonesty in course work or exams. Any student caught cheating, plagiarizing, or assisting another student in the act of cheating, will receive a zero (0) score for the assignment or assessment. Students will be reported to the Dean of Student Development upon a second breach of the Academic Honesty policy. If you have any questions regarding this policy or application of this policy, please contact me via Email.
- **Attendance Policy:** Online attendance is determined by a student’s participation in the course. In accordance with the college drop policy, students who do not access the course on Blackboard and/or submit the first assignments by the due date may be dropped as a no show. Students who fail to turn in the weekly assignments and/or participate in the Discussion Boards will be considered “absent” and may be dropped from the course for “excessive absences.” Students are responsible to officially drop the class or they will receive a grade based on their performance. If a student is going to be absent, or incapacitated and is unable to participate in the class, the student must contact the instructor as soon as possible. It is at the instructor’s discretion to allow the student to make-up (or submit early) any missed course work.

- **No Show Drop:** In this course, you must complete all of the following activities by Friday of the first week of classes, or you will be dropped from the course:
 - **Send your instructor an Email** using the following subject format: Course – Student Name – “First Email” (e.g. BUS100 – John Doe – First Email).
 - **Post a new thread on Discussion Board** titled “Getting to know you,” following the directions provided and described on the Forum.
 - **Respond to at least two (2) other student’s posts on Discussion Board.**
 - **Complete the Orientation Quiz.**
- **Excessive Absence Drop:** If two consecutive weeks of non-participation is observed by the instructor, the student will be dropped from the course.
- **Accommodations for Disabilities:** A student with a disability, who would like to request an academic accommodation, is responsible for identifying himself/herself to the instructor, and to the Disabled Student Programs and Services (DSPS) department at the college. To make arrangements for academic accommodations, contact the Disabled Student Office at (714) 564-6264, TTY (714) 564-6284, or at Santa Ana College, Johnson Center U-103 for a referral to the appropriate DSPS department.
- **Expectations:** This is a college level course. Many students falsely expect that an online course will be easier, or entail less time. The truth is that online classes take as much time as a traditional classroom course. On average, students can expect to spend about nine (9) hours per week on a three (3) unit course.
 - **Netiquette:** Netiquette is the etiquette or acceptable online behavior. Students are expected to adhere to the following Netiquette guidelines while participating in this course:
 - **Be Respectful of Others:** It is important to be courteous and respectful of others time, bandwidth, and opinions; behave in a manner that is professional; never “say” anything online that you wouldn’t be willing to say to someone in person; remember that there are many different viewpoints, beliefs and ideas – embrace the variety, you may change your opinion ... understand that we may disagree as it is part of the learning experience ... if you do disagree, remember to challenge the idea and not the person; be open minded and listen to others thoughts and ideas.
 - **Privacy:** Posting private information in the wrong place can have serious consequences. Respect the privacy of classmates and what is shared in the course.
 - **Appropriate Language and Communication:** Check your writing for errors before posting, either use a word processing program (such as Word) or use the spell check tool in the text boxes in the course. Use proper spelling and grammar. Refrain from using social media abbreviations (e.g. lol, omg, lmao, etc.) and any inappropriate or offensive words. Remember do not type in all capital letters – it is the same as yelling at someone and is considered rude. Be careful with the use of humor and sarcasm, both can be easily misunderstood.
 - **Just the Facts:** Respect other people’s time by keeping messages, posts, and comments short and to-the-point. Support stated opinions with facts and reliable sources. Review all discussion posting before posting your own to avoid redundancy. Remember to be friendly, positive, and self-reflective when participating.
 - **Preparation:** Are you ready to be successful in an online course?
 - This course is geared for students who are self-directed, manage their time and have basic computer skills.

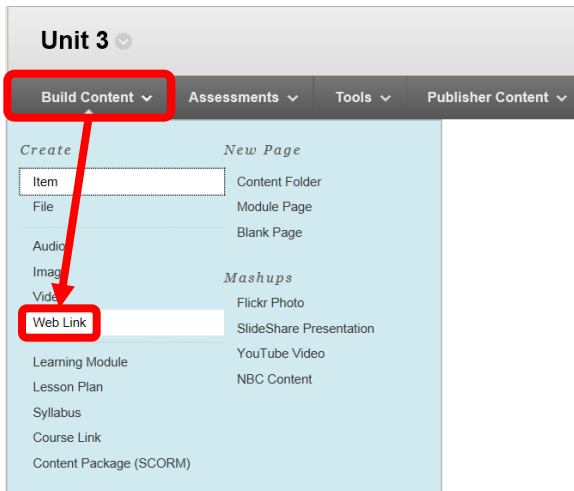
- It is mandatory to be able to use the Internet and type all assignments.
- Complete the “SAC Student Online Orientation on the Blackboard Home Page, under “My Organizations.” It will provide some technical training on the use of Blackboard, allow you to become familiar with navigating a course, and learn about time management, learning styles, and help you to determine the best approach for you in an online course (<http://rscdd.blackboard.com>).
- **Help, Resources, & Support:**
 - **Update Email Address in Blackboard:** Log into Blackboard, click the Global Navigation Panel in the upper right corner. Select “Settings,” and then “Personal Information.” Finally, select “Edit Personal Information.” Enter or change the Email address in the “Email” field. Step by step instructions can also be found on the SAC Distance Education website (www.sac.edu/disted), in the Student Blackboard Handbook.
 - **Technical Issues:** Please contact me via Email with any technical issues you may be having. There is also information on the Distance Education Website (www.sac.edu/disted), and in the Student Blackboard Handbook (available on the Distance Education Website).
 - **Technology Tips & Tricks**
 - Review the Guidelines: There are minimum technology requirements for online learning. Check with the instructor for the specifics for the course. Most online learning systems have browser and system (computer) minimum requirements, and many will need up-to-date operating systems and browsers.
 - Expect Glitches: Occasion glitches or technical difficulties will occur. Don’t be alarmed, but do contact your instructor with any problems that you encounter.
 - Test: Test your equipment (computer, web cam, microphone, etc.) before you need it in the course. This is especially important before a taking a test.
 - Download: Some features of the online class may require you to download a plug-in, add on or application. Be sure to follow the onscreen prompts. Contact your instructor if you have any questions or concerns about the download.
 - Tips –
 - Do not use a wireless connection, the connectivity could be interrupted. Use a computer that is physically plugged into the network.
 - Do not use a mobile device as some content, assessments or other course tools may not be available or work properly – this includes cell phone and tablets. Use a desktop or laptop computer.
 - Only have one (1) browser window open. Opening multiple windows or trying to access other sites while participating in a course can cause the browser window to experience errors, and may lose the connection or kick you out of the course. This is especially important when taking tests.
 - The college has computers available for student use, in the event that your personal equipment is malfunctioning or not compatible. Ask your instructor where and how to access the resources.
 - **Distance Education Office:** Located at Santa Ana College in the Cesar Chavez Building, Room A-101. Phone: (714) 564-6725 and Email: disted@sac.edu.

Adding an External Web Link

9. From the course home page, click on the content area the link will be added to access it.



10. Click the “Build Content” icon, and select “Web Link.”



11. On the Create Web Link page, under the “Web Link Information” section, complete the Name field. Enter the full web address in the URL field, including the <http://> (e.g. <http://www.rsccd.edu>). Supporting text, such as a description or instructions, can be entered and configured in the text box.

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Web Link Information

* Name

* URL

For example, <http://www.myschool.edu/>

☐ This link is to a Tool Provider. [What's a Tool Provider?](#)

2. Description

Text

Paragraph Arial 3 (12pt)

Enter and format supporting text

Path: Words:0

12. Attachments can be added to the link under the Attachments section. Click the “Browse My Computer” or “Browse Course” links. A dialog box will allow the file to be selected and added to the web link. Select whether the link will open in a new window. As web links will take students out of Blackboard, it is recommended to open external web links in a new window, so that students will be able to close it and easily navigate back to Blackboard. The Standard Options section has selections to “Permit Users to View this Content,” “Track Number of Views,” and set Date and Time Restricts. Remember, if the content is not made visible, the instructor will need to remember to go into the content and make it available at the appropriate time in the course. Instructors may find the date and time restrictions to be a more convenient way of managing the content visibility. Once the Create Web Link page has been completed, click “Submit” to add the link to the content area. Click “Cancel” to return to the menu with no changes. **NOTE: When linking to an external website, students will see all of the content on that webpage (e.g. pop up, ads, etc.).**

The screenshot shows the 'Create Web Link' form in Blackboard with several sections and annotations:

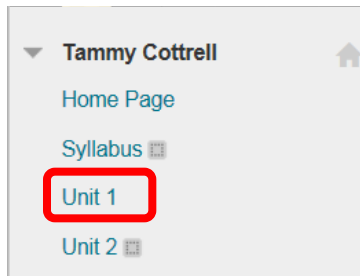
- 3. Attachments:** Includes buttons for 'Browse My Computer' and 'Browse Course'. An annotation points to the 'Browse My Computer' button with the text 'Click to add a file'.
- 4. Web Link Options:** Includes the 'Open in New Window' option with radio buttons for 'Yes' (selected) and 'No'. An annotation points to the 'Yes' radio button with the text 'Select to open in new window (recommended)'.
- 5. Standard Options:**
 - 'Permit Users to View this Content' with radio buttons for 'Yes' (selected) and 'No'. An annotation points to the 'Yes' radio button with the text 'Makes content available to students'.
 - 'Track Number of Views' with radio buttons for 'Yes' and 'No' (selected).
 - 'Select Date and Time Restrictions': Includes 'Display After' and 'Display Until' checkboxes and date/time pickers. An annotation points to the 'Display After' checkbox with the text 'Click to set specific date & time for display'. Another annotation points to the 'Display Until' date picker with the text 'Click to select date'. A third annotation points to the 'Display Until' time picker with the text 'Click to select time'.
- 6. Submit:** Includes 'Cancel' and 'Submit' buttons. An annotation points to the 'Submit' button with the text 'Click to select date'.

13. A green confirmation banner will confirm the addition, and the new content will appear at the top of the page.

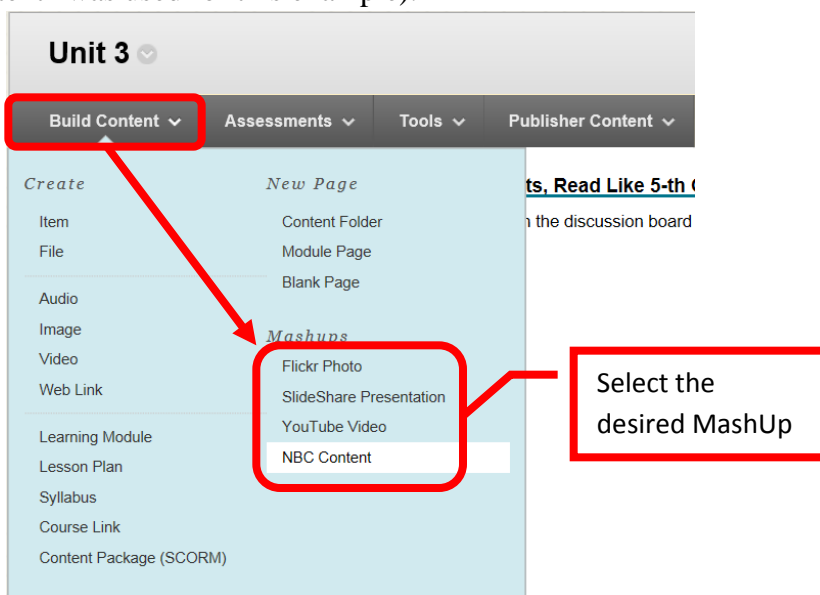
The screenshot shows the Blackboard interface with a green success banner at the top that reads 'Success: CNN: Some College Athletes Play Like Adults, Read Like 5-th Graders created.' Below the banner, the 'Unit 3' section is visible. Under the 'Build Content' tab, a new web link is listed with the title 'CNN: Some College Athletes Play Like Adults, Read Like 5-th Graders'. An annotation points to this link with the text 'New web link'.

Adding a Mashup

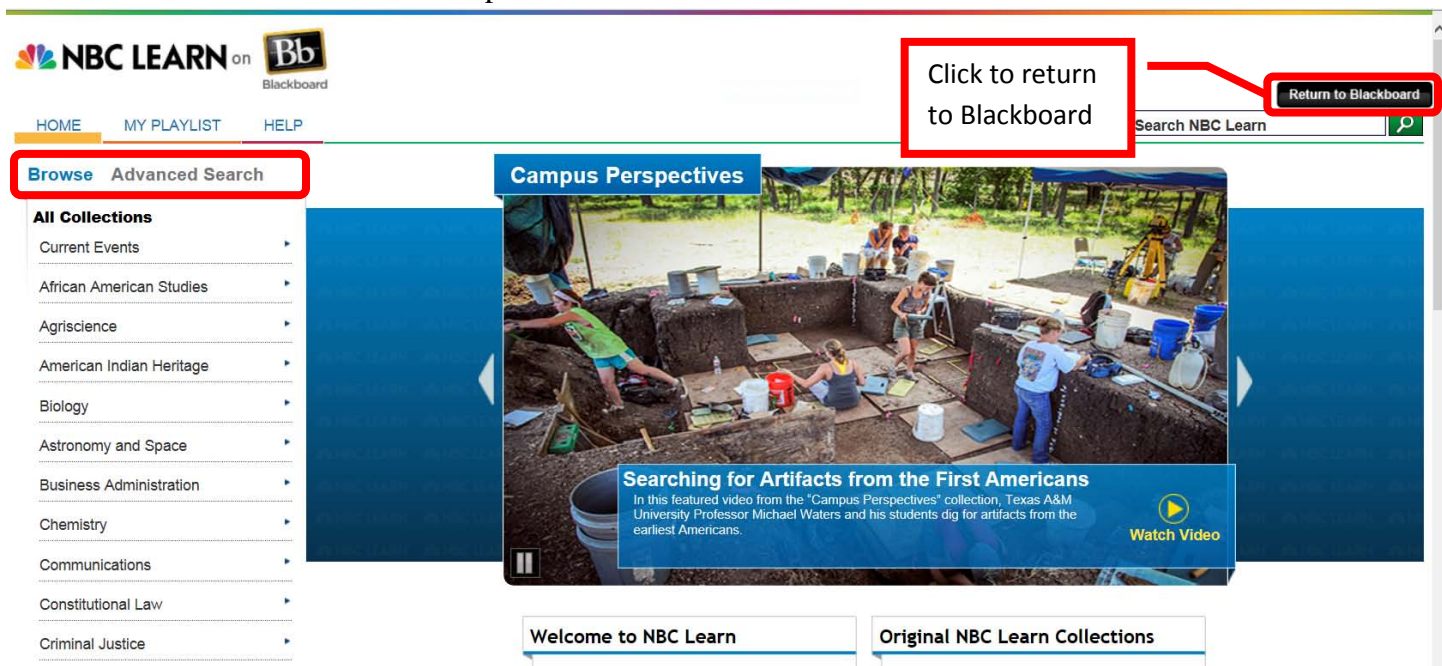
14. “Mashups” are an easy way to embed content in a course. Currently, Mashups can be added from NBCLearn, YouTube, Flickr Photo, and SlidShare Presentation. From the course home page, click on the content area the mashup will be added to access it.



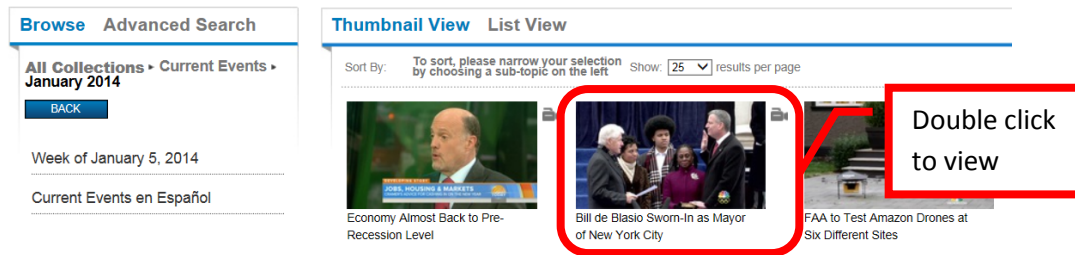
15. Click the “Build Content” icon on the tool bar. Select the desired Mashup (NBCLearn or “NBC Content” was used for this example).



16. Blackboard will redirect to the provider’s site. Browse or search the site to find the desired content.



17. Double click on the content to view.



18. The content will open in a new window. In the example of NBCLearn, the video opens in a new window. The video can be previewed. Transcripts are provided and can be accessed by clicking the “Transcript” tab to the right of the video. A Cue Card provides information on the video (e.g. source, publish date, length, citation, keywords, etc.) which can be accessed by clicking the curved arrow in the upper right corner of the video. Click the arrow again to return to the video. To add the video to the content of the course, click the “Embed” icon on the bottom tool bar. To close the video, click the “X” located in the upper right corner.



19. Once embedded, the video will appear in the content area selected. Students only need to double click on the image to launch the video.

Unit 3

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾ T1

CNN: Some College Athletes Play Like Adults, Read Like 5-th Graders
Please read this article and be prepared to discuss on the discussion board on Thursday.

00:02:00 FAA to Test Amazon Drones at Six Different Sites
The retail website Amazon.com gives NBC News a look at their future plan to use drones to deliver packages. Now the FAA is looking at the project to make sure the drones operate at the "highest level of safety."

Dec 30, 2013

Double click to launch video

20. Mashup content item properties can be edited (returns to NBCLearn) or deleted by clicking the down arrow (v) or chevron next to the title.

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾ T1

CNN: Some College Athletes Play Like Adults, Read Like 5-th Graders
Please read this article and be prepared to discuss on the discussion board on Thursday.

00:02:00 FAA to Test Amazon Drones at Six Different Sites
The retail website Amazon.com gives NBC News a look at their future plan to use drones to deliver packages. Now the FAA is looking at the project to make sure the drones operate at the "highest level of safety."

Dec 30, 2013

Click for Mashup options

- Edit
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Move
- Delete

Adding Assessments

21. From the course home page, click on the content area the media will be added to access it.

Tammy Cottrell

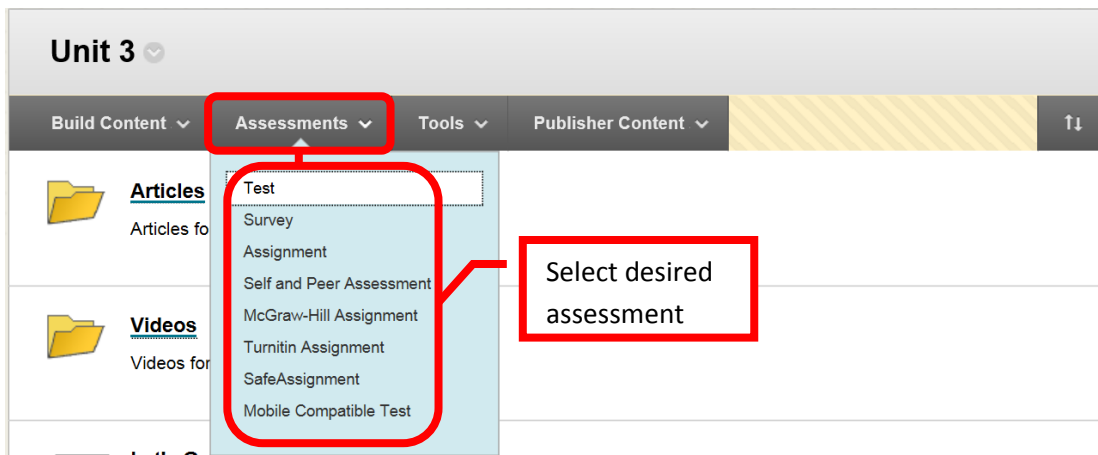
Home Page

Syllabus

Unit 1

Unit 2

22. Assessments can be added directly from a content folder. Click the “**Assessments**” menu in the content folder, then select the assessment type to add.



23. The assessment can either be created, or an existing one can be used. On the Create page, either click “**Create**” or select the appropriate assessment from the “**Add an Existing**” column. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)

Cancel Submit

1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test **Create**

Add an Existing Test

— Select Test Below —
Quiz #3

Click an existing assessment to select

2. Submit

Click **Submit** to add this Test. Click **Cancel** to quit.

Cancel **Submit**

24. Complete the “**Test Options**” page. The name and description should pre-populate. Choose if the test will open in a new window.

Success: Quiz #3 created.

Test Options

Test Options control information about the Test, including instructions, availability, feedback, and presentation. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Test Information

* Name

Choose Color of Name Black

Description

T T T T Paragraph Arial 3 (12pt)

This quiz covers Unit 3.

Path: p Words: 5

Open Test in New Window ☐ Yes ☒ No

25. Complete the “**Test Availability**” section, which allows the instructor to make the assessment available, determine if (and how many) multiple attempts are allowed (useful for practice tests), force completion (must be completed once started), set a timer, allow or disallow student to continue once time has expired, set display dates / times, and password protect the assessment. If the assessment is not made available, the instructor must remember to make it available at the correct time during the course. It must be available to use the display dates / times. A password would allow an instructor to make the course available, but prohibit students from accessing it until the proper time. At the appropriate time, the instructor would provide the students with the password.

2. Test Availability

Make the Link Available ☒ Yes ☐ No

Add a New Announcement for this Test ☐ Yes ☒ No

☐ Multiple Attempts

☐ Allow Unlimited Attempts

☐ Number of Attempts

☐ Force Completion

Once started, this Test must be completed in one sitting.

☐ Set Timer

Set expected completion time. Selecting this option will add a timer to this Test. Students will see the timer option before they begin the Test.

Hours Minutes

Auto-Submit

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

☐ OFF ☒ ON

☐ Display After 01/23/2014 02:20 PM

☐ Display Until 01/23/2014 02:21 PM

☐ Password

Password

Use to set display date & time range

Password protect test

Enter password

26. Enter a **Due Date** for the assessment. Due dates will auto add a calendar item for the assessment.

3. Due Date

Due Date

Use to set due date

27. Complete the “**Self Assessment**” options, “**Test Feedback**,” and “**Test Presentation**” options. Self Assessment determines if the test will be visible in Grade Center. Test Feedback allows the instructor to provide feedback to the student immediately upon completion, such as the score, submitted answers, correct answers, and feedback. Test Presentation determines if the student will view all of the questions on the same page, or one question at a time. There is an option to prohibit the student from backtracking to previous questions, and to randomly display the questions. Randomly displaying questions will reduce the possibility of students “sharing” test answers. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

4. Self-assessment Options

☒ Include this Test in Grade Center Score Calcululations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

☐ Hide Results for this Test Completely from Instructor and the Grade Center

If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Determines if appears in Grade Center

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

☒ Score

☐ Submitted Answers

☐ Correct Answers

☐ Feedback

Select student feedback

6. Test Presentation

Presentation Mode

☒ All at Once
Present the entire Test on one screen.

☐ One at a Time
Present one question at a time.

☐ Prohibit Backtracking
Prevent changing the answer to a question.

☐ Randomize Questions
Randomize questions for each Test.

7. Submit

Click **Submit** to edit options for this Test. Click **Cancel** to quit.

Cancel Submit

28. A green confirmation banner will appear if the assessment was successfully added to the content area. The new assessment will appear at the bottom.

Success: Quiz #3 Options Edited.

Unit 3

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

Articles
Articles for Unit 3

Quiz #3
This quiz covers Unit 3.

Adding Tools

29. From the course home page, click on the content area the media will be added to access it.

Tammy Cottrell

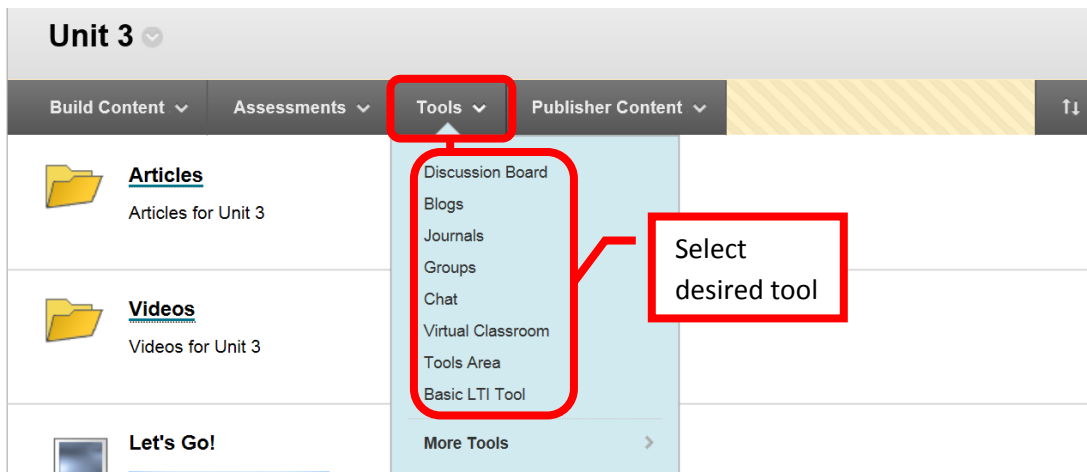
Home Page

Syllabus

Unit 1

Unit 2

30. Tools, such as Discussion Boards, Blogs, Journals, Groups, Chats, Virtual Classroom, and Basic LTI (publisher content) can be added from directly from a content folder. Click the “**Toolss**” menu in the content folder, then select the tool to add.



31. Complete the **Create Link** page. The link can be to the Tool (e.g. Journal) page, link to a specific tool or entry (e.g. a specific journal) which is selected from the Link to a <Tool> field, or create a new one. Click “Next” to continue. Click “Cancel” to return to the menu with no changes.

Create Link: Journal

Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials. [More Help](#)

Cancel Next

1. Create Link: Journal

Link to the Journal page, link to a specific Journal, or create a new Journal.

☐ Link to the Journal Page

☒ Link to a Journal

Link to a Journal

—Select Journal below—
Reflections on Current Events

Create New Journal

Create New Journal

Link to the tool page

Link to existing

Create a new one

2. Submit

*Click **Next** to continue. Click **Cancel** to quit.*

Cancel Next

32. Complete the second Create Link page. Ensure the Link Name field is completed. Explanatory text can be entered in the text box. It is recommended to provide students with clear instructions and expectations. Select the link options. Select “Yes” for “Available” to make the link available to students. Instructors can choose track the number of views, and apply date restrictions to only have the tool available for a specific period of time. Do not complete the date restriction section if the link should be available for the duration of the course. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Create Link: Journal

* Indicates a required field.

Cancel Submit

1. Link Information

* Link Name

Color of Name Black

Link Journal: Reflections on Current Events

Text

Paragraph Arial 3 (12pt)

Enter instructions and expectations

Path: Words:0

2. Options

Available ☒ Yes ☐ No

Track views

Track Number of Views ☐ Yes ☒ No

Makes link available to students

Date Restrictions

☐ Display After

☐ Display Until

Set display restriction

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

33. A green confirmation banner will appear if the link was successful. The newly created content will appear at the bottom.

Success: Link Reflections on Current Events created.

Unit 3

Build Content Assessments Tools Publisher Content

Articles

Articles for Unit 3

Reflections on Current Events

Enabled: Statistics Tracking

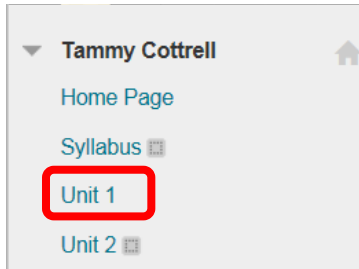
Keep a journal to record your thoughts and reflections on the current event articles that you read. The journal will be graded as a "pass" / "no pass" strictly on completion - the content will not be graded. As this is your reflection, thoughts and feelings, there is no need to provide references. There is no "right" or "wrong" answer. I encourage you to write whatever is on your mind. I will periodically provide feedback on your work.

Adding a Publisher Content

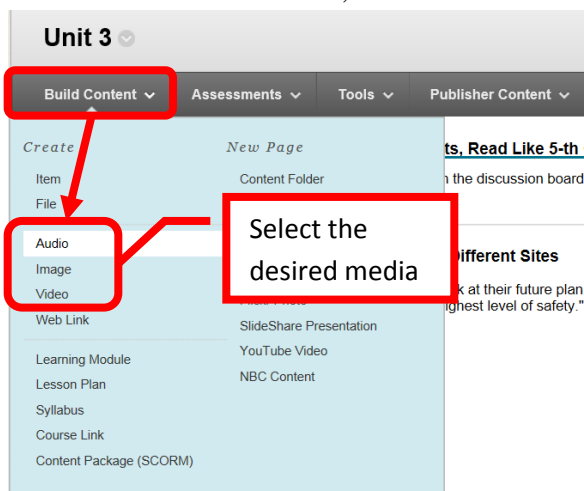
Publisher textbooks or test banks may be available. Please inquire with the Division or Department Chair if Publisher materials are available for the course, and for assistance in linking and using Publisher materials in Blackboard.

Adding Audio, Video or Picture Content

34. From the course home page, click on the content area the media will be added to access it.



35. Click the “Build Content” icon, and select the desired media type.



36. Complete the creation page, following the prompts for the media type selected. Click “Submit” to add the media, or “Cancel” to return to the content area with no changes.

Create Image

Blackboard Learn supports the following image file types: .gif, .jif, .jpg, .jpeg, .png, .tiff, and .wmf. Select an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those who cannot see the image. [More Help](#)

* Indicates a required field.

Cancel Preview Submit

1. Select Image File

* Name

Color of Name Black

* Find File

Alt Text

Long Description

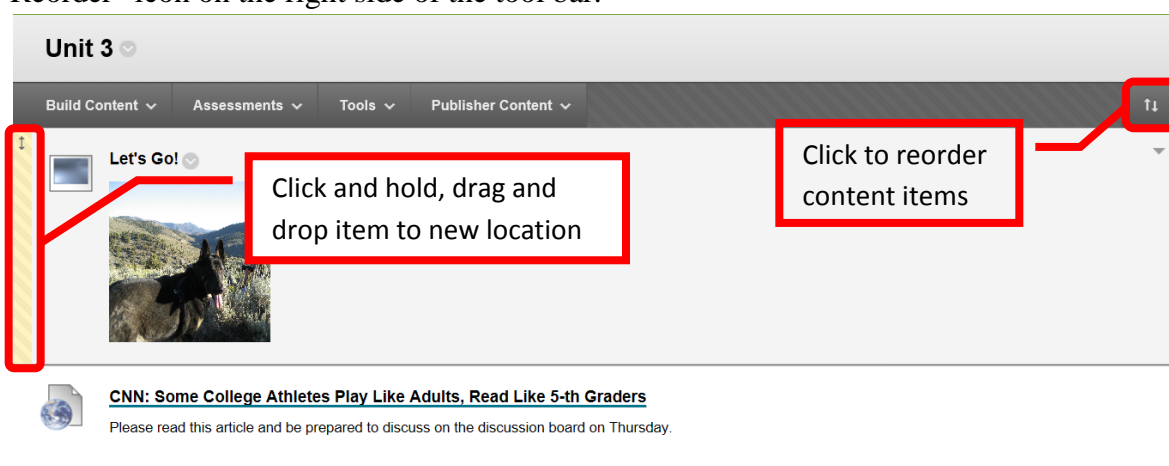
Blackboard Media Guidelines, Tips, and Tricks

Here are some recommendations, tips and tricks to help make multimedia content easier for students to access and view in Blackboard:

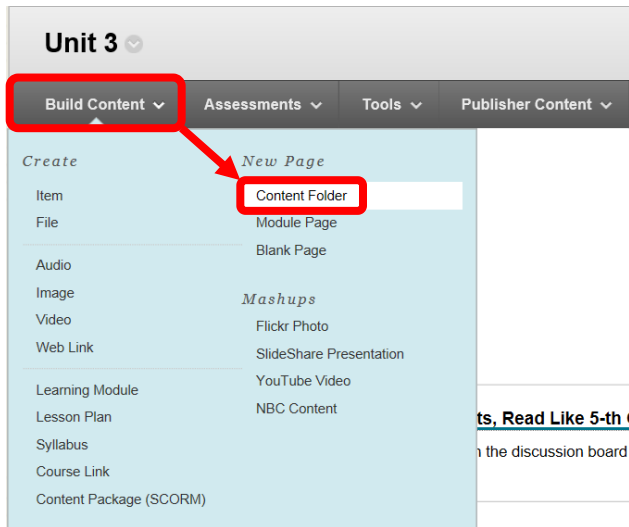
- A Student's internet connections can affect the time and ability to open and view media files. For example a broadband connection can open a 10MB file in about 1 minute, while a 56K modem connection (there are still some out there) would take about 30 minutes downloading the same file.
- **Audio:** files should not exceed 5MB. Wave (.wav) files are usually too large to be used in Blackboard. MP3 files or other "compressed" formats are a better choice. *Audio files must have a transcript.*
- **Images:** files should not exceed 500k (the average should be 60k-100k). JPEG (.jpeg) and GIF (.gif) are recommended formats. Blackboard recommends an image size of 150 x 150 pixels. Larger images may require the student to scroll to view the entire image. Images pixel size can be adjust on the Image Creation page. *Images must contain a description or tag.*
- **Power Point:** slide shows should be limited to 10mb. To help keep the file small, use "compressed" images in the presentation. A PDF version of the presentation should be made available as an alternate format. 3 slides per page on a PDF is a common size.
- **Video:** files should not exceed 100MB. It is recommended to only add video directly to Blackboard when absolutely necessary. Links to external sites containing videos (e.g. NBCLearn, CNN, etc.) are preferred. Common video file types are Quicktime (.mov), Windows Media Viewer (.wmv), MP4 (.mp4), and Flash Video (.swf or .flv). Flash video is designed specifically for web delivery and is usually the preferred file type. Audio-video Interleave (.avi) files are not recommended as it is not suited for web delivery. *Videos must be close captioned.*
- **ADA Compliance:** Remember that all content media must comply with ADA guidelines. ADA guidelines can be found in the Faculty Information Site on Blackboard or by contacting DSPS on campus. DSPS can also provide compatibility consulting for the course. Contact DSPS at (714) 564-6295 for more information or assistance.
- **Additional Resources:** Educational Multimedia Services can provide assistance with all media (video, images, audio, etc.) and captioning. Contact Joe Pacino at Pacino_Joe@sac.edu or (714) 564-6723.

Reordering and Organizing Content

37. Content can be reordered and organized. To reorder content items, click on left margin the item, then drag and drop it to the desired location. Content can also be moved by clicking the "Keyboard Reorder" icon on the right side of the tool bar.



38. Content can be organized, but creating folders within a content area. To create a new folder, click the “Build Content” icon in the content area, then select “Content Folder.”



39. On the “Create Content Folder” page, under the Content Folder Information, complete the Name field. A description or supporting information can be entered and formatted in the text box. Select “Yes” in the “Permit Uses to View this Content” field. This will allow students to access the folder. When the Create Content Folder page is complete, click “Submit” to create the new folder. Click “Cancel” to return to the menu with no changes.

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

Cancel Submit

1. **Content Folder Information**

* Name

Color of Name ☐ Black

Text

Paragraph Arial 3 (12pt)

Description or additional information can be entered and formatted

Path: Words:0

2. Standard Options

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

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

☐ Display Until

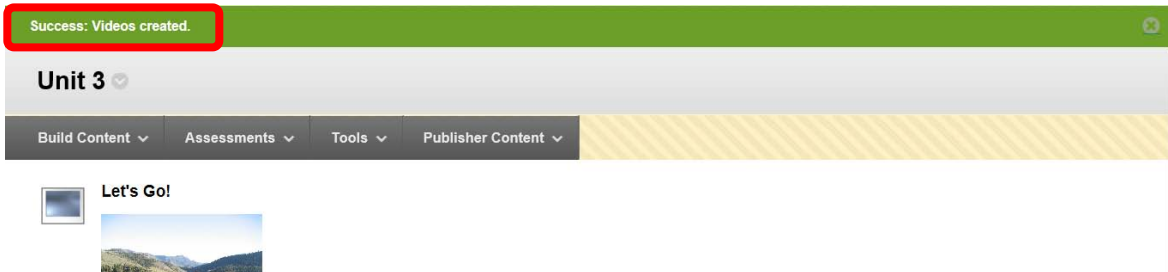
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Submit

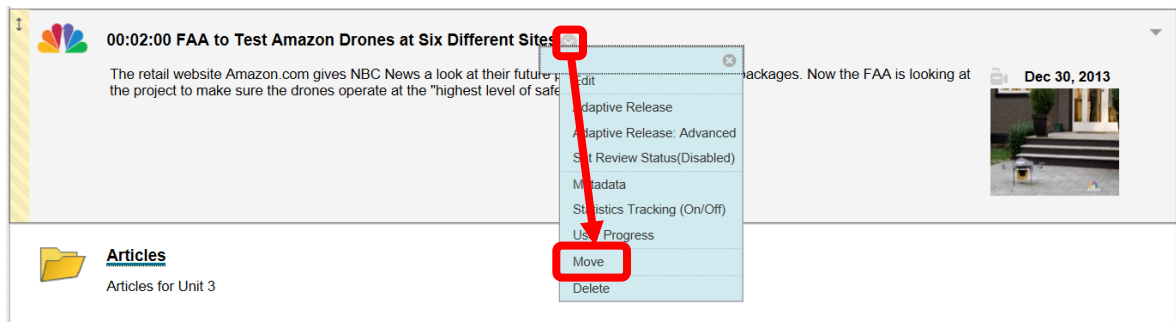
Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

40. A green confirmation banner will appear if the folder was successfully created.



41. Items can be moved to the newly created folder by clicking the down arrow (v) or chevron next to the item, and selecting “Move.”



42. Select the new destination folder on the “Move” page, by clicking the “Browse” button. A “Select Location” dialog box will appear. Click on the new location for the content item. The folder location will be added to the “Destination Folder” field. Click “Submit” to move the item. Click “Cancel” to return to the menu with no changes.

Move

Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools can be moved between Courses and Folders. Moving content deletes the content from the original location. [More Help](#)

Cancel Submit

- Content Information**

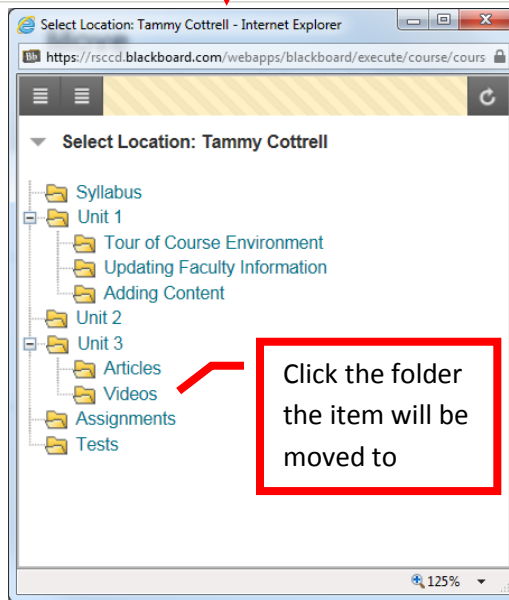
Name 00:02:00 FAA to Test Amazon Drones at Six Different Sites
- Destination**

Destination Course Tammy Cottrell

Destination Folder Browse... Click to select new folder
- Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit



43. A green confirmation banner will appear at the top if the item was successfully moved. The content will now appear only in the selected folder.

Success: Item moved.

Unit 3

Build Content Assessments Tools Publisher Content

Articles
Articles for Unit 3

Videos
Videos for Unit 3

Videos

00:02:00 FAA to Test Amazon Drones at Six Different Sites

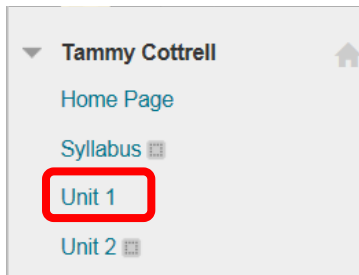
The retail website Amazon.com gives NBC News a look at their future plan to use drones to deliver packages. Now the FAA is looking at the project to make sure the drones operate at the "highest level of safety."

Dec 30, 2013

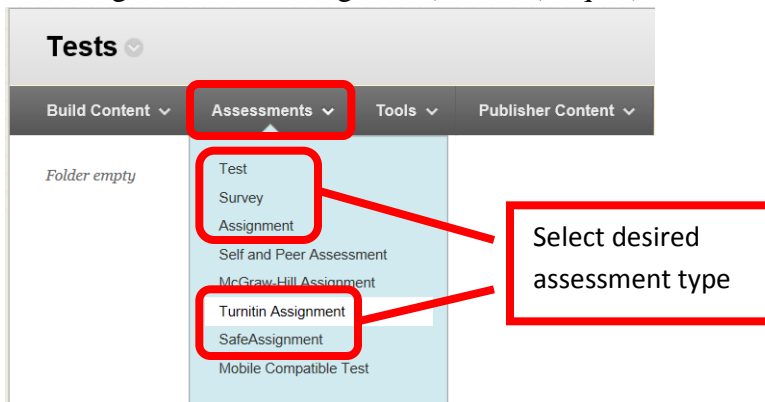
Adding an Assessment and Grading in Blackboard

Adding an Assessment (Test, Quiz, Assignment, Group Assignment, Turn It In Assignment or Survey)

44. From the course home page, click on the content area the assessment will be added to access it. *Note: A Survey must be deployed in a content area for students to be able to access it.*



45. Click the “Assessments” icon, and select the desired assessment type (Test, Survey, Assignment, Turnitin Assignment, SafeAssignment). Test (or quiz) was used for this example.



46. From the “Create Test” page, either select an existing test within the course, or click “Create” to create a new assessment. If an existing test is selected, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)

Cancel Submit

1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Create

Add an Existing Test

Select Test Below

Quiz 1: Early American History

Click to create a new test

Select existing test

2. Submit

Click **Submit** to add this Test. Click **Cancel** to quit.

Cancel Submit

47. If creating a test or quiz, the Test Information page will appear. Complete the “Name” field. A description can be entered in the “Description” text box. This is only visible to the instructor.

Instructions for the students should be entered into the “Instruction” text box. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Test Information

*Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)*

* Indicates a required field.

Cancel Submit

1. **Test Information**

* Name

Description

Use to tools to configure text

Enter description or note (for Instructor only)

Path: p Words: 0

Instructions

Enter directions for students

Path: p Words: 0

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

48. A green confirmation banner will appear at the top of the page if the test shell was successfully created. Questions will need to be added to the test shell. Questions can be created, reused from other assessments, and uploaded. If uploading questions, ensure that the questions are in a Blackboard format. To create a question, click “**Create Question**” and chose the question type. Question types include **Calculated Formula**, **Calculated Numeric**, **Either / Or**, **Essay**, **File Response**, **Fill in Multiple Blanks**, **Fill in the Blank**, **Hot Spot**, **Jumbled Sentence**, **Matching**, **Multiple Answer**, **Multiple Choice**, **Opinion Scale / Likert**, **Order**, **Quiz Bowl**, **Short Answer**, and **True / False**.

Success: Civil War created.

Test Canvas: Civil War

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

[Create Question](#)
[Reuse Question](#)
[Upload Questions](#)
[Question Settings](#)

Description: This test covers the period leading up to and including the Civil War
 Instructions:
 Total Questions: 0
 Total Points: 0

Select a question type from the Create Question drop-down list.

Calculated Formula

Calculated Numeric

Either/Or

Essay

File Response

Fill in Multiple Blanks

Fill in the Blank

Hot Spot

Jumbled Sentence

Matching

Multiple Answer

Multiple Choice

Opinion Scale/Likert

Ordering

Quiz Bowl

Short Answer

True/False

49. Each question type has a creation page. The required elements may vary depending on the type of question. Follow the prompts for the type of question selected. All questions will prompt for a Question Title, Question Text, Correct Answer, Categories and Keywords, and Instructor Notes. Short answer was used for this example. Click “Submit” to create the question. Click “Cancel” to return to the menu with no changes.

Create/Edit Short Answer Question

Short Answer questions require students to enter an answer into one or more text boxes. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Question

Question Title

* Question Text

Enter question title

Enter question

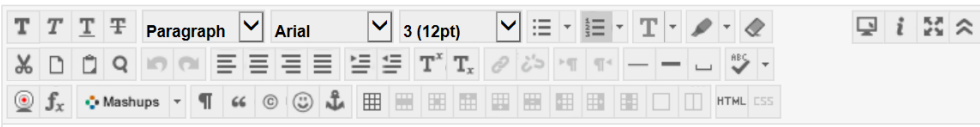
Path: Words:0

2. Answer

Enter an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field.

Answer Text



Path: Words:0

3. Rubrics

Click to add a rubric

Name	Type	Show Rubric to Students

4. Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

Add categories, keywords, difficulty levels or topics for indexing

5. Instructor Notes

Instructor Notes

Character count: 0

6. Submit

Click Submit to proceed. Click Cancel to quit.

50. A green banner will appear at the top of the page if the question was successfully created. Repeat the process to add all of the test questions.

Success: Question created.

Test Canvas: Civil War

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

51. Questions and random blocks of questions can be added from established Pools. To create a random block of questions, click the “**Reuse Questions**” icon, then select “**Create Random Block.**” A new window will open. On the left side menu, select the pool(s) to use, then the question type(s). Click the check box(es) to select. The questions will appear on the right of the screen. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

Create Random Block

A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria

View ▾ Reset to Default

Pool

☒ Current Event Questions

Question types

☐ All Pool Questions

☐ Calculated Formula

☐ Calculated Numeric

☐ Either/Or

☐ Essay

☐ File Response

☐ Fill in Multiple Blanks

☒ Fill in the Blank

☐ Hot Spot

☐ Jumbled Sentence

☒ Matching

☐ Multiple Answer

☒ Multiple Choice

☐ Opinion Scale/Likert

☐ Ordering

☐ Quiz Bowl

☒ Short Answer

☒ True/False

Selected Criteria

+ Pool Current Event Questions + Question types Fill in the Blank Matching Multiple Choice Short Answer True/False

Preview questions that match selected criteria

Displaying 1 to 4 of 4 items

Question Text	Question Type	Source Name
Nelson Mandela's Global Contribution: Nelson Mandela recently passed away. What change did he affect in South Africa?	Short Answer	Current Event Questions
North Korean Political Execution: What did North Korean leader, who recently executed his uncle, Kim Jong-il, do?	Multiple Choice	Current Event Questions
President Obama takes a selfie: At Nelson Mandela's service, President Obama was caught taking a "selfie" with...	True/False	Current Event Questions
President of the United States: _____ was the 43rd President of the United States.	Fill in the Blank	Current Event Questions

Displaying 1 to 4 of 4 items | Show All Edit Paging...

Click to select question type(s)

Select pool

Selected questions

Question type

Name of pool taken from

Cancel Submit

52. A green confirmation banner will appear above the random block of questions. The newly added block will appear at the end of the question list. On the test, the system will then randomly select one of the questions in the block to display to the student. The number of questions selected from the random block can be changed. Enter the desired number of questions from the block in the “Number of Questions to Display” field. Click “OK” at the bottom of the page to return to the menu.

3. **Random Block** Points per question: 10 Total Points: 10

Success: Random block saved. Edit number of questions to display and points.

Total Questions: 5

Number of Questions to display: 1

Source Pool: Test Pool #3

Question Types: True/False

Total # of ?'s in block

of questions to be displayed from block

Default points

53. Once the questions have been added. Points can be edited. The default points per question is ten (10). To change the point value of a single question, click the points total on the right. In the dialog box, enter the new point value for the question. The question can also be designated as “Extra Credit” by clicking the check box. Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes. The point total and question points will be updates. A group of questions can also be selected, and the points entered in the “Point” field at the top. Click “Update,” and the point total for the selected questions will be changed. A green confirmation banner will appear if the change was successful and the new point value of the question will be displayed. If extra credit was selected, “Extra Credit” will appear next to the points for that question in the list. When finished, click “OK” in the lower right corner to return to the “Create Test” screen.

The screenshot displays the 'Create Question' interface with several annotations in red boxes and arrows:

- Top Bar:** 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings' tabs.
- Form Fields:** 'Description' (This test covers the period leading up to and including the Civic War), 'Instructions', 'Total Questions' (1), and 'Total Points' (10).
- Question List:** A list of questions with a 'Points' column. The first question is '1. Multiple Answer: Civil War Causes: What were the primary issues facing A...' with 10 points.
- Annotations:**
 - 'Use to edit the points for multiple selected questions' points to the 'Update' button in the top bar.
 - 'Enter new point value for question' points to the 'Points' input field in the top bar.
 - 'Click to make extra credit' points to the 'Extra Credit' checkbox in the top bar.
 - 'New total score' points to the 'Total Points' field (50) in the middle section.
 - 'New point total' points to the 'Points' field (20) next to the first question.
 - 'Indicates an extra credit question' points to the 'Extra Credit' label next to the 'Points' field (2) for the second question.
- Buttons:** 'Delete', 'Update', 'Hide Question', 'Cancel', and 'Submit'.
- Confirmation:** A green banner at the bottom says 'Success: Points updated.'
- Question Details:** A table showing details for the first question:

Question	What were the primary issues facing American that lead to the Civil War?
Answer	True
Correct Feedback	That is correct.
Incorrect Feedback	Sorry, that is incorrect.

54. The newly added test will now appear in the “Add Existing Test” field. Click to select it, then click “Submit.”

Create Test
Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)

Cancel Submit

1. Add Test
Create a new Test or select an existing Test to deploy.
Create a New Test
Add an Existing Test Quiz #2: Civil War

2. Submit
Click **Submit** to add this Test. Click **Cancel** to quit.

Cancel **Submit**

55. A green confirmation banner will appear if the test was successfully selected. The “Test Options” page allows instructors to set up the specifics for the test. The previously completed information (e.g. Name, description, etc.) will auto fill. The “Test Information” section includes the test name, a description (visible only to the instructor), and the option to open the test in a new window.

Success: Quiz #2: Civil War created.

Test Options
Test Options control information about the Test, including instructions, availability, feedback, and presentation. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Test Information
* Name Quiz #2: Civil War
Choose Color of Name Black
Description
Quiz #2: Civil War - to be used with unit 2
Path: p
Open Test in New Window ☐ Yes ☒ No

Visible only to instructor

Option for opening test in new window

56. The “Test Availability” section includes an option to “Make the Link Available,” “Add a New Announcement for this Test,” allow multiple attempts (and how many), “Forced Completion,” “Set Timer,” display dates and times, and “Password.” The “**Make the Link Available**” field allows instructors to make the test available to students. *If “No” is selected, the instructor must remember to make the test available at the appropriate time – otherwise students will not be able to see, access, or complete the test.* “Add a New Announcement for this Test” will add an announcement

to the students course home page. This is recommended. **“Multiple Attempts”** allows students the opportunity to take the assessment more than one time. Unlimited attempts or a specific number of attempts can be set. **“Force Completion”** ensures that the student will complete the assessment in one sitting. **“Set Time”** allows the instructor to set a maximum time the student has to complete the assessment once they start it. **“On / Off”** relates the to the assessment timer. **“Off”** allows a student to continue the assessment after time expires. **“On”** will terminate the assessment when the allotted time has expired. **“Display After”** and **“Display Until”** allow instructors to have the assessment only visible for a specified period of time. **“Password”** allows an instructor to put a password on a test. *The instructor must provide students with the test password, or they will not be able to access it.*

2. Test Availability

Make the Link Available ☐ Yes ☒ No

Add a New Announcement for this Test ☐ Yes ☒ No

☐ Multiple Attempts

☒ Allow Unlimited Attempts

☐ Number of Attempts

☐ Force Completion

Once started, this Test must be completed in one sitting

☐ Set Timer

Set expected completion time. Selecting this option also records completion time. Select the timer option before they begin the Test.

Hours Minutes

Auto-Submit

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

☒ OFF ☐ ON

☐ Display After

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

☐ Display Until

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

☐ Password

Require a password to access this Test.

Password

Callouts:

- Adds Class Announcement
- Makes test accessible to students
- Requires completion in one sitting
- Allows multiple or unlimited attempts
- Sets time limit for completion
- Sets date / time the test is visible
- Password protects test

57. **“Due Date”** allows an instructor to set a due date for the assessment to be completed. **“Self-Assessment Options”** let the instructor **“Include this Test in Grade Center Score Calculations,”** or **“Hide Results for this Test Completely from the Instructor and the Grade Center.”** **“Test Feedback”** allows the instructor to select what kind of feedback the student will see upon completion of the assessment.

3. Due Date

Due Date

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

Callout: Creates Due Date and Calendar Item

4. Self-assessment Options

☒ Include this Test in Grade Center Score Calculations

Grade Center items excluded from summary calculations are also excluded from weighted items. If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

☐ Hide Results for this Test Completely from Instructor and the Grade Center

Callout: Includes score in student's grade

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

☒ Score

☐ Submitted Answers

☐ Correct Answers

☐ Feedback

Callout: Feedback provided to student upon completion of assessment

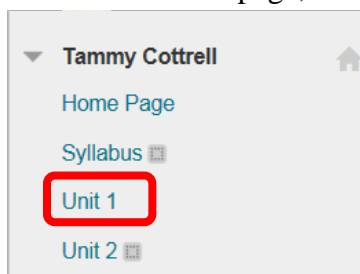
58. “**Test Presentation**” allows the instructor to select how the test will be viewed by the student. The choices are either “**All at Once**” (all the questions on one screen), or “**One at a Time**.” If “One at a Time” is selected, the instructor can prohibit students from backtracking and changing previous answers by selecting the “**Prohibit Backtracking**” check box. The instructor also has the option of “**Randomize Questions**” which will present the test questions in a random order to students. Once the Test Options have been completed, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

The screenshot shows the '6. Test Presentation' section of a test configuration interface. It includes the following elements and annotations:

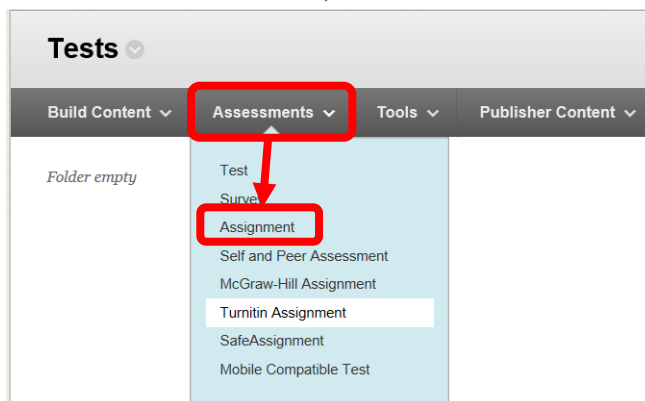
- 6. Test Presentation**: Section header.
- Presentation Mode**:
 - ☒ **All at Once**: Annotates "Displays all questions on 1 page".
 - ☐ **One at a Time**: Annotates "Only 1 question is displayed per page".
- ☐ **Prohibit Backtracking**: Annotates "Prohibits backtracking".
- ☐ **Randomize Questions**: Annotates "Presents questions in random order".
- 7. Submit**: Section header.
- Buttons: **Cancel** and **Submit** (highlighted with a red box).

Creating an Assignment / Group Assignment

59. From the course home page, click on the content area the assignment will be added to access it.



60. Click the “Assessments” icon, and select the desired Assignment.



61. On the “**Create Assignment**” page, complete the “**Name**” field. Enter and format the “**Instructions**” for the assignment in the text box. Under Assignment Files, use the “**Browse My Computer**” or “**Browse Course**” to add any applicable documents. Enter the total “**Possible Points**” in the Grading section, and add a **Rubric** if needed. Ensure the “**Make the Assignment Available**” check box is

selected to allow students to access it. Set the number of attempts, and any date restrictions. Enter the assignment due date. Remember, a calendar item will be automatically created for all assignments when a due date is entered.

Create Assignment
Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Assignment Information

* Name and Color

Enter assignment name

Instructions

Use tool bar to format text

Enter Assignment Instructions

Path: Words 0

2. Assignment Files

Attach File

Browse My Computer Browse Cloud

Click to add a file

3. Grading

* Points Possible

Enter total points

Associated Rubrics

Add Rubric

Add Rubric

Name Type Date Last Edited Show Rubric to Students

4. Availability

☒ Make the Assignment Available

This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

☒ Allow single attempt

☐ Allow unlimited attempts

Number of attempts:

Set # of attempts

Limit Availability

☐ Display After

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

☐ Display Until

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

Select and set date & time restrictions

☐ Track Number of Views

5. Due Dates

Submissions are accepted after this date, but are marked Late

Due Date

Enter due date (auto adds to calendar)

62. Select the assignment recipients, either “**All Students Individually**” or assign it to “**Groups of Students.**” To assign to a Group of Students, the groups must already be created in the course. The available groups will be displayed for selection. Click on the group to select, then use the left arrow (>) or chevron to select. Multiple groups can be selected by holding the <Ctrl> key and clicking on the desired groups. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

6. Recipients

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients

☐ All Students Individually

☒ Groups of Students

Items to Select

- Class Presentation 1
- Class Presentation 2
- Group Project 1
- Group Project 2
- Group Project 3

Selected Items

Click to select

Use to select or unselect group(s)

Invert Selection Select All Invert Selection Select All

7. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel **Submit**

63. A green confirmation banner will appear at the top of the content page. The new assignment will be at the bottom.

Success: Class Presentation created.

Unit 3

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾ T1

Content: Example 1

Attached Files: [Bb Sample Content PDF 3.pdf](#) (15.919 KB)

Example of course content

Class Presentation

Attached Files: [Bb Sample Content F](#)

Please work with your assigned group to create a presentation about the effect of the Civil Rights Movement on American Society and Politics. You will have all the tools (Wiki, Discussion, Chat, File Share, etc.) available to your group.

New Group Assignment

Creating a Turn It In Assignment

64. Turnitin.com is a site that provides rich feedback to help improve student writing, detects plagiarism for instructors, and helps ensure academic integrity. From the course home page, click on the content area the assessment will be added to access it.

Tammy Cottrell

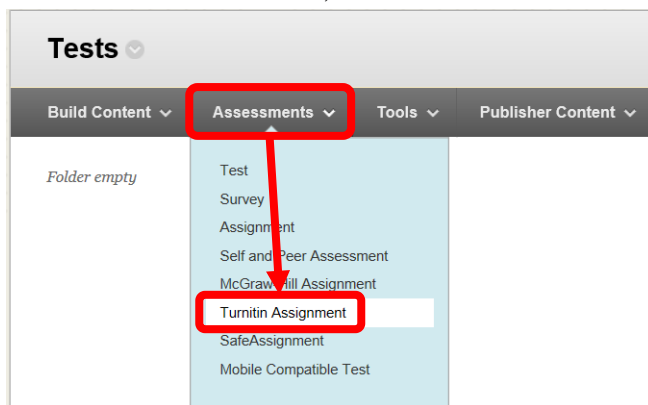
Home Page

Syllabus

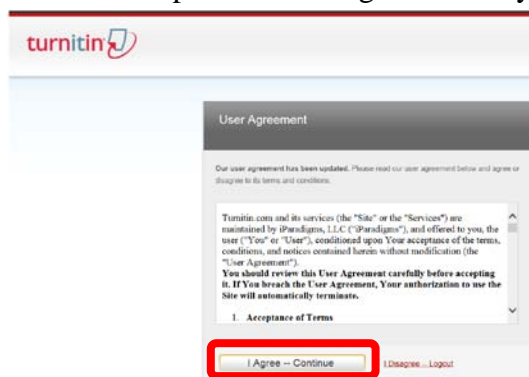
Unit 1

Unit 2

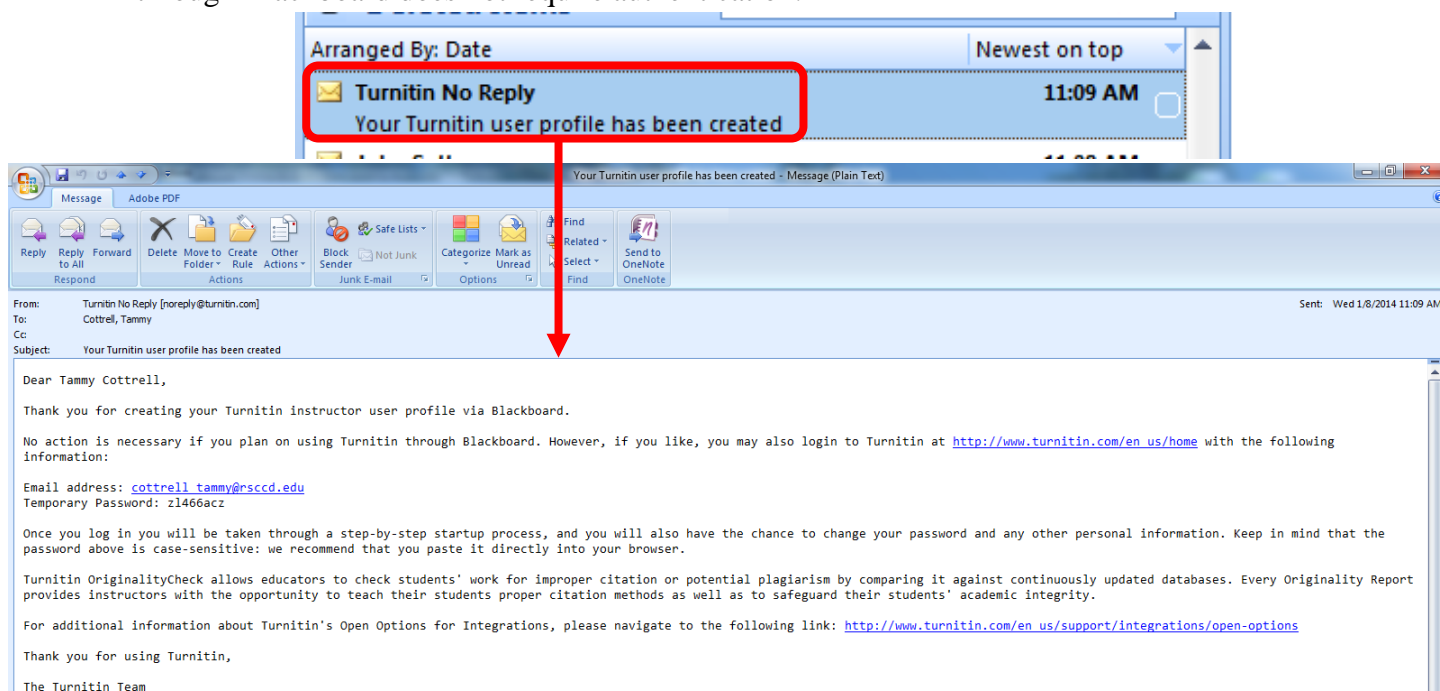
65. Click the “Assessments” icon, and select “Turnitin Assignment.”



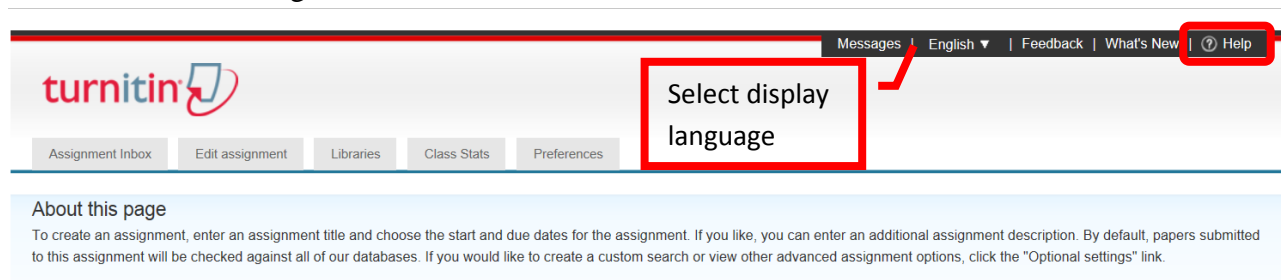
66. First time users will need to accept the “User Agreement” by clicking the “I Agree – Continue” icon.



67. Turnitin will send a confirmation Email from “Turnitin No Reply” with the subject “Your Turnitin user profile has been created.” The Email contains account information for Turnitin. For security reasons, it is recommended that the Turnitin password be changed. Instructors should follow the instructions in the Email to change the Turnitin password. The Turnitin User ID / password will only be necessary if the instructor accesses Turnitin through the website (www.turnitin.com). Access through Blackboard does not require authentication.



68. The “Add Turnitin Assignment” page will appear. The top right tool bar has links for “Messages,” site display language, “Feedback,” “What’s New,” and “Help.” The “**Help**” feature will provide Instructors with FAQ’s, step by step instructions and videos. The site language display allows users to select the language that Turnitin is displayed in. The header also contains links for “Assignment Inbox,” “Edit Assignment,” “Libraries,” “Class Status,” and “Preferences.”



69. To add an assignment, complete the “**Assignment Title**” and “**Point Value**” fields on the left. Set the start, due and post dates and times on the right. The “**Start Date**” is the date that the assignment will be made available to the student and students can submit. The “**Due Date**” is the date that the student must complete and submit the assignment. The “**Post Date**” is the date that the marked papers or grades will be available to the student to view. The Post Date can be set prior to the due date. It may be useful for students to receive feedback prior to the final submission of the paper. Hover the mouse over the blue circle with “?” to display the field help.

The screenshot shows the "New Assignment" form. On the left, there are two input fields: "Assignment title" (with a blue question mark icon) and "Point value" (with a blue question mark icon). A red box highlights the "Assignment title" field with the text "Enter the title of the assignment that your students will see in their assignments list for the class." On the right, there are three date and time selection fields: "Start date", "Due date", and "Post date". Each field has a calendar icon and a time selector. Red boxes highlight each of these fields with the text "Click to select Start date", "Click to select Due date", and "Click to select Post date" respectively. Below the date fields, there is a note: "NOTE: In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Center." Red arrows point from the text boxes to the corresponding fields in the form.

70. There are optional settings for the assignment. Click the “+” next to “**Optional Settings**” to expand the section. The Optional Settings allow instructors to “Enter special instructions,” “**Allow submissions after the due date**,” “**Generate Originality Reports for student submissions**,” “Exclude bibliographic materials from Similarity Index for all papers in this assignments,” “Exclude quoted materials from Similarity Index for all papers in this assignment,” “Exclude small matches,” “**Allow students to see Originality Reports**,” “Reveal grades to students only on post date,” “Submit papers to,” “Search options,” “**Attach a rubric / form to this assignment**,” “Enable grammar checking using e-rater technology,” and “**Would you like to save these options as your defaults for future assignments**.” The default settings will generally not need to be changed. There are couple of more frequently used options. “Allow submissions after the due date” allows students

to submit late papers if “Yes” is selected. **“Allow students to see originality reports”** will provide students with a copy of the originality report for each submission. Originality reports provide students with timely and structured feedback to help them hone their writing skills. For the option to **“Generate Originality Reports for student submissions”** the recommended choice is **“Immediately (can overwrite reports until due date)”**. This allows students to receive the Originality Report each time they submit their paper. Students can submit their paper as many times as needed prior to the due date. **“Attach a rubric / form to this assignment”** allows a rubric to be created or uploaded and assigned. If the check box next to **“Would you like to save these options as your defaults for future assignments”** is selected, Turnitin will remember the selections and apply them to all future assignments. Hover the mouse over the blue circle with “?” to display the field help. Once all the options have been set, click “Submit” to continue.

The image shows a screenshot of the Turnitin assignment settings page. The page is titled "Optional settings" and has a "Close options" button. The settings are organized into sections: "Enter special instructions", "Allow submissions after the due date?", "Originality Report", "Generate Originality Reports for student submissions", "Exclude bibliographic materials from Similarity Index for all papers in this assignment?", "Exclude quoted materials from Similarity Index for all papers in this assignment?", "Exclude small matches?", "Allow students to see Originality Reports?", "Reveal grades to students only on post date?", "Submit papers to:", and "Search options:". Red boxes and arrows highlight specific settings and help text. A red box labeled "Hover mouse over to display field help" points to a blue circle with a question mark. A red box labeled "Recommended setting: 'Yes'" points to the "Yes" radio button for "Allow students to see Originality Reports?". A red box labeled "Recommended to change selection to 'Immediately (can overwrite reports...)' " points to the dropdown menu for "Generate Originality Reports for student submissions". A red box labeled "This setting allows the instructor to select whether they will allow late submissions to the assignment. If set to yes, students will be able to submit to the assignment after the due date if they have not previously made a submission. If set to no, students will not be able to submit after the due date of the assignment." points to the "Allow submissions after the due date?" section.

Optional settings

Close options

Enter special instructions ?

Allow submissions after the due date? ?

☐ Yes

☒ No

Originality Report

Generate Originality Reports for submissions? ?

☒ Yes

☐ No

Generate Originality Reports for student submissions ?

Immediately first report is final

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

☐ Yes

☒ No

Exclude quoted materials from Similarity Index for all papers in this assignment? ?

☐ Yes

☒ No

Exclude small matches? ?

☐ Yes

☒ No

Allow students to see Originality Reports? ?

☐ Yes

☒ No

Reveal grades to students only on post date?

☐ Yes

☒ No

Submit papers to: ?

standard paper repository

Search options: ?

☒ Student paper repository

☒ Current and archived internet

☒ Periodicals, journals, & publications

Hover mouse over to display field help

This setting allows the instructor to select whether they will allow late submissions to the assignment. If set to yes, students will be able to submit to the assignment after the due date if they have not previously made a submission. If set to no, students will not be able to submit after the due date of the assignment.

Recommended setting: "Yes"

Recommended to change selection to "Immediately (can overwrite reports...)"

Use to add a rubric to assignment

Create a rubric

Makes selected options the default on all assignments

☐
☒

Submit

GradeMark

Attach a rubric/form to this assignment ⓘ
Note: students will be able to view the attached rubric/form and its content prior to submitting.

Create a rubric

Launch Rubric/Form Manager

ETS® e-rater® Settings (Beta)
 Enable grammar checking using e-rater® technology? ⓘ
☐ Yes
☒ No
Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

☐ Would you like to save these options as your defaults for future assignments?

71. A confirmation page will appear if the assignment was successfully created. Click “OK” to continue.

Santa Ana College

Tammy Cottrell 76

SAC SCC CEC Internships/Jobs

Assignments > ADD TURNITIN ASSIGNMENT

Add Turnitin Assignment

Turnitin Assignment successfully added.
 Thu Jan 09 09:15:36 PST 2014

OK

72. The Turnitin assignment will now appear in the content area.

Assignments

Build Content Assessments Tools Publisher Content

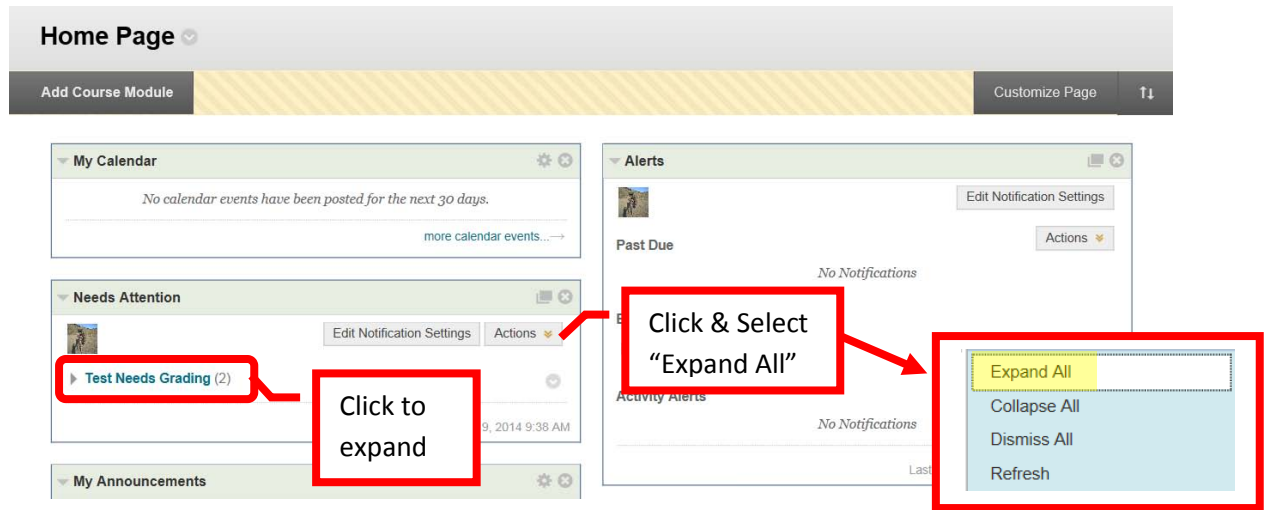
Current Events Reflection
 Select and read an article from www.cnn.com. Write a one paragraph summary of the article and a minimum of one paragraph reflection on the impact you think it will have on American society.

Submit term paper topic
 Availability: Item is no longer available. It was last available on Jan 8, 2014 11:59 PM.
 Please submit your term paper topic and a one paragraph summary of the thesis of your paper and what it will cover.

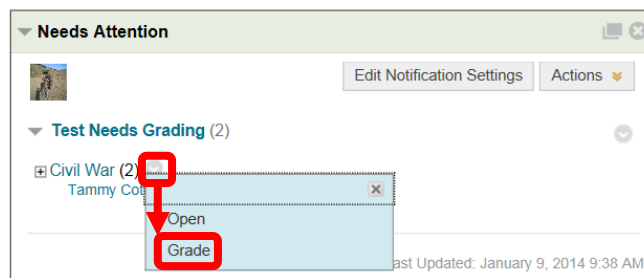
Civil War Term Paper
 >> [View/Complete](#)

Manual Grading in Blackboard

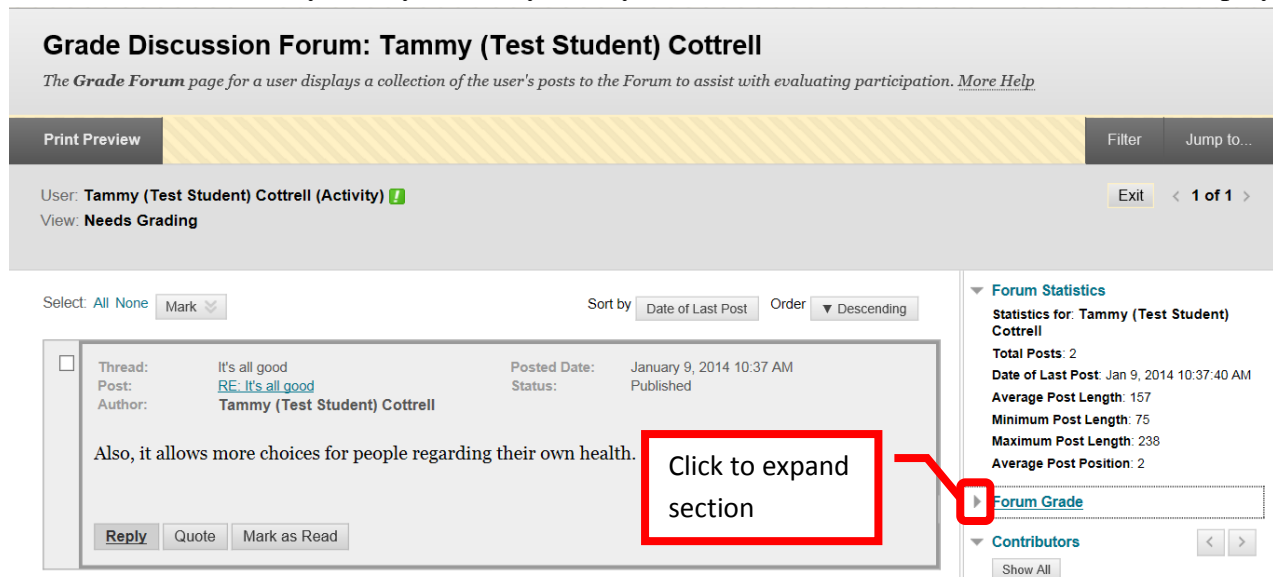
7. There are multiple ways to access and grade submitted student work. Assignments or assessments that need grading will appear in the “Needs Attention” module on the course home page. Click on the item to expand the section, or click the “Actions” icon in the upper right corner, and select “Expand All” from the pull down menu.



8. The items will be displayed. Click the down arrow (v) or chevron next to the item. The menu allows the instructor to either “Open” or “Grade” the item. Click “Grade.”



9. This will access the selected assignment. In the right margin, click the right facing arrow (>) or chevron next to “Forum Grade” to display the grading box. For some assignments, grading will be accessed by clicking the down arrow next to the assignment or “Item Name.” Then selecting either “Grade All Users” or “Grade Anonymously.” Anonymously means that the student’s name will not be displayed.



Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories Item: Term Paper Topic User: All Users Date Submitted: Any Date

Enter dates as mm/dd/yyyy

1 total items to grade.

Category	Item Name	Date Submitted	Due Date
Assignment	Term Paper Topic	January 9, 2014 9:58:11 AM	January 8, 2014

Displaying 1 to 1 of 1 items Show All Edit Paging...

Grade All Users (1)

Grade Anonymously (1)

Click for grading options

10. Enter the points in the “Current Grade Value” field. Comments can be left for the student in the “Feedback” field. There is a “Grading Notes” field that is only visible to the instructor. Click “Save Grade” to submit the grade.

Forum Grade

Enter grade (points)

Current Grade Value: out of 10

Feedback:

Provide feedback for student

Grading Notes:

Instructor grading notes

Text Editor Cancel Save Grade

11. The grade, feedback, and grading notes will appear under the “Forum Grade” in the right margin.

Print Preview Filter Jump to...

User: **Tammy (Test Student) Cottrell (Activity)** Exit < 1 of 1 >

View: **Needs Grading**

Select: All None Mark Sort by: Date of Last Post Order: Descending

Thread: It's all good

Post: [It's all good](#)

Author: Tammy (Test Student) Cottrell

Posted Date: January 9, 2014 10:01 AM

Status: Published

I think American families will like it. Now everyone will get healthcare. Even those that may not be able to afford it before. It's important to keep everyone healthy so that they can go out and be a productive part of society.

Reply Quote Mark as Read

Select: All None Mark Exit < 1 of 1 >

Forum Statistics

Statistics for: **Tammy (Test Student) Cottrell**

Total Posts: 1

Date of Last Post: Jan 9, 2014 10:01:32 AM

Average Post Length: 238

Minimum Post Length: 238

Maximum Post Length: 238

Average Post Position: 1

Forum Grade

Edit Grade

Grade for: **Tammy (Test Student) Cottrell**

Grade: 3 out of 10

Grade Date: 1/9/14 10:24 AM

Feedback:
Please provide more detail regarding how families will get healthcare, and think about if there is any cost associated with it.

Grading Notes:
Needs to include more details.

Contributors

Show All

Tammy (Test Student) Cottrell (1)

Grading Using a Rubric

1. Access the item to be graded. Click the down arrow (v) or chevron next to the assignment or “Item Name.” Select “Grade All Users.” “Grade Anonymously” allows instructors to grade assessments without seeing the student identity.

Needs Grading
Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories Item: Term Paper Topic User: All Users Date Submitted: Any Date Go

Enter dates as mm/dd/yyyy

1 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Term Paper Topic	Tammy (Test Student) Cottrell	January 9, 2014 9:58:11 AM	January 8, 2014

Displaying 1 to 1 of 1 items Show All Edit Paging...

2. This will access the assignment. The student’s uploaded content will be displayed on the left side of the screen. The grading tools will be in the right margin. **NOTE: If the student work contains special fonts, formatting, or some image types that are unique or uncommon, the fonts or images may not display properly in the preview. These will display correctly if the assignment is downloaded.**

Grade Assignment: Term Paper Topic

Jump to... Hide User Names

User: Tammy (Test Student) Cottrell (Attempt 1 of 1) Exit < 1 of 1 >

View: Needs Grading

Comment 1 of 1

Powered by crocodoc

Student document

Term Paper Topic:
The effect of reconstruction on the South's economy after the Civil War

Thesis:
This paper will study the effect of reconstruction on the economy of southern states after the Civil War. While the reconstruction was envisioned to rebuild the south's decimated landscape and economy, it effectively bolstered the manufacturing economies of the northern states while providing little to no real economic benefit to southerners.

Summary:
My paper will provide a brief overview of reconstruction. I will then examine the effect of reconstruction on the South's economy and analyze the economic stimulus and the distribution of wealth generated by the effort. I will also briefly detail the social and socio-economic effects of reconstruction on southern society.

Assignment Details

GRADE
Last Graded Attempt: /10

ATTEMPT (LATE)
1/9/14 9:58 AM: /10

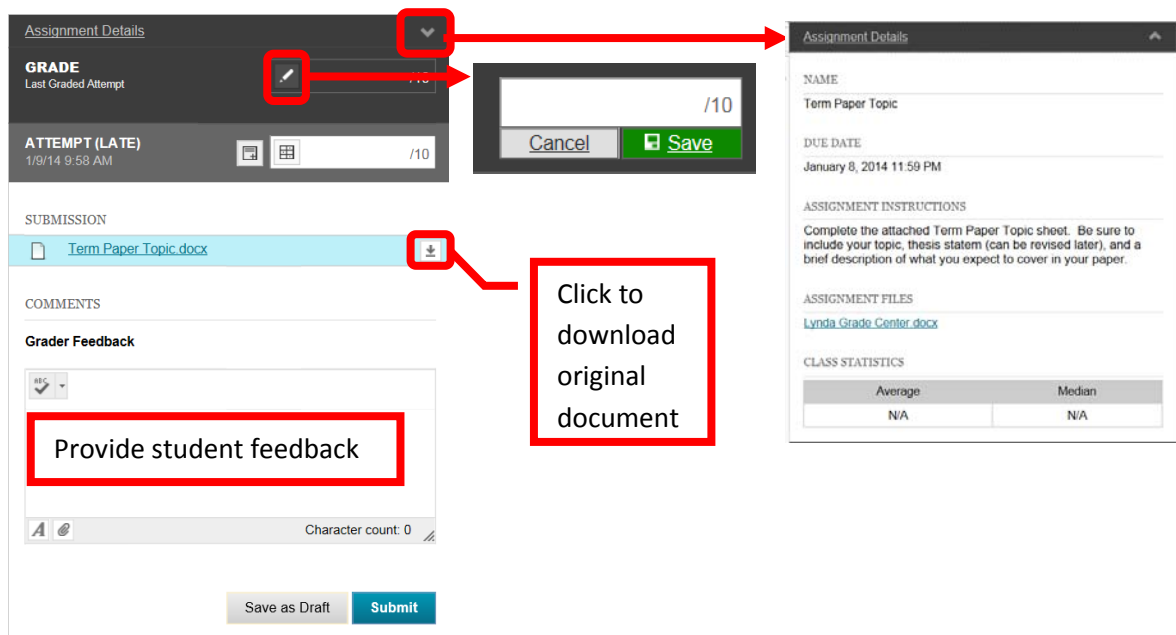
SUBMISSION
Term Paper Topic.docx

COMMENTS

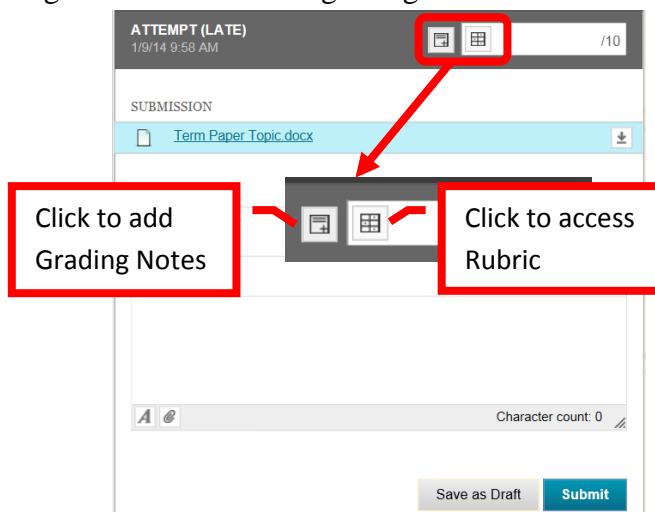
Grader Feedback

Character count: 0

3. The Assignment Details can be accessed by clicking the down arrow. “Grade” allows a manual override grade to be entered. Click the Edit (pencil) icon and enter the total points awarded in the box. Click “Save” to submit the grade. Click “Cancel” to exit the grade manual grade box. Comments for the student can be left in the “Grader Feedback” field. The student’s document is under the “Submissions” section. The original document can be downloaded if necessary by clicking the download icon at the far right.



4. “**Attempt**” shows the date and time the student submitted the assignment. In the example below, it was after the due date – indicated by the “(Late).” Grading Notes, visible only to the instructor, can be added by clicking the icon next to the grading box. Click the “**Rubric**” icon in the grading box.



5. A new page will open with the Rubric Detail. Select the student’s performance for each row of the rubric. The percentage and total points assigned for each row and column will be displayed. Once selected, a green checkbox will appear next to the column and a “Feedback” field will be provided for each row. Comments can be entered for the student. The “Raw Total” will provide the total of the points based on the columns in the rubric. The raw total score can be overridden by entering the score in the “Change the number of point out of 10.0 to:” field. There is a “Feedback” text box where additional comments can be provided for the students. However, this field will not be visible to students unless the grading score has been set as visible in the rubric properties. Once the rubric has been completed, click “Save” to submit. Click “Cancel” to return to the menu with no changes. Once saved, the Rubric can be edited by clicking on the Rubric icon again.

Rubric Detail

You can interact with a rubric to grade in **Grid View** or **List View**. [More Help](#)

Name: **Term Paper Topic**

Description: **Students will complete a term paper topic form, including the topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit

Save

Grid View

List View

	Novice	Competent	Proficient
Topic	<input type="radio"/> Points: 0 (0%) Student did not provide a topic	<input type="radio"/> Points: 1.7 (17%) N/A	<input type="radio"/> Points: 3.4 (34%) Student provided a topic
Thesis	<input type="radio"/> Points: 1.65 (16.5%) Student provided a thesis statement that was not fully developed and did not follow the provided guidelines	<input type="radio"/> Points: 1.65 (16.5%) Student provided a thesis statement that was not fully developed and did not follow the provided guidelines	<input checked="" type="radio"/> Points: 3.4 (34%) Student provided a topic Feedback: Good topic.
Summary	<input type="radio"/> Points: 0 (0%) Student did not provide a summary	<input type="radio"/> Points: 1.65 (16.5%) Student provided a summary that did not meet the required elements	

Raw Total: 0.00 (of 10.0)

Change the number of points out of 10.0 to:

Feedback Students will not see this feedback unless you click the checkbox. More to be visible to the students.

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, and other formatting tools.

Enter student feedback

Path:

Words:1

Name: **Term Paper Topic**

Description: **Students will complete a term paper topic form, including the topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit

Save

6. The total points assigned in the Rubric will appear in the “Attempt” column. Additional feedback can be left for the student in the “Grader Feedback” field. Click “Submit” to save. Click “Save as Draft” to save the work to come back to finish at a later time.

ATTEMPT (LATE)
1/9/14 9:58 AM

8.35 /10

SUBMISSION

Term Paper Topic.docx

COMMENTS

Grader Feedback

Enter additional student feedback

Character count: 0

Save as Draft Submit

Total points assigned from rubric

7. A green confirmation banner will appear at the top of the page. The grade will now be posted in the Grade Center.

Success: Grade submitted.

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category All Categories Item All Items User All Users Date Submitted Any Date Go

Enter dates as mm/dd/yyyy

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: January 9, 2014 12:18 PM

Last Name	First Name	Preferred Na	Student ID	Weighted Total	Obamacare Imp	Current Events	Submit term pa	Term Paper Top
Cottrell	Tammy	TC		71.64%		--	--	--
Cottrell	Tammy (Test Studer...			75.16%	3.00	--	--	8.35

Selected Rows: 0

Grading a Turn It In Assignment

1. Access the assignment from either the content area or in the Grade Center. In Grade Center, click on the green exclamation point (!). This symbol indicates that an item needs to be graded. Click down arrow (v) or chevron to the right of the grade box. Select “Attempt <Date>” to access the assignment.

Grade Center : Full Grade Center ▼

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼ Filter Work Offline ▼

Move To Top Email ▼ Sort Columns By: Layout Position Order: ▲ Ascending ▼

Grade Information Bar Last Saved: February 11, 2014 10:53 AM

Last Name	First Name	Preferred Na	Assignment	Grade	Test: Blackboa	Test: Help and I	Assignment: Nf
Cottrell	Student	--	--	--	--	6.00	8.00
Cottrell	Tammy (Test Studer	--	--	--	--	--	--
Student	Tammy	--	--	9.50	--	8.00	7.00
Student	TC Bb Test 2	Tommy	--	5.50	--	8.00	9.00
Student	TC Test 1	--	--	8.50	--	--	6.50
Student	TC Test 3	--	--	6.50	--	--	8.00
Test	Tammy	--	!	10.00	!	--	8.00

Selected Rows: 0

Move To Top Email ▼

Test Tammy -- ! 10.00 ! 25.00 4.00 8.00

Selected Rows: 0

Move To Top Email ▼

View Grade Details
Exempt Grade
Attempt 2/11/14 !

Icon Legend

Edit Rows Displayed

Annotations:

- Assignment not completed (points to exclamation point in Assignment column)
- Item to be graded (points to exclamation point in Grade column)
- Resets assignment (points to Clear Attempt button)
- Link to submission (points to User's Paper link)
- Link to Originality Report (points to Originality Report link)
- Enter Grade (points to Grade input field)
- Feedback for student (points to Comments text box)

2. The Modify Grade page will provide assignment information, a link to clear the attempt (reset the assignment), a link to the student's submitted work and originality report, a grade box, student feedback text box, and instructor notes text box. Click the “User's Paper” link to access the Turn It In submission.

Modify Grade

Cancel Submit

1. Assignment Information

Name Term Paper

Instructions

Clear Attempt Click this button to clear this attempt Clear Attempt

2. User's Work

User's Comments

User's Paper Term%20Paper Link to submission

Originality Report Link to Originality Report

Enter Grade User

Grade 1 out of 100.0

Comments Feedback for student

Annotations:

- Resets assignment (points to Clear Attempt button)
- Link to submission (points to User's Paper link)
- Link to Originality Report (points to Originality Report link)
- Enter Grade (points to Grade input field)
- Feedback for student (points to Comments text box)

Attach local file

Currently Attached Files

4. Instructor Notes

Notes

Instructor Notes (not visible to students)

Attach local file

Currently Attached Files

5. Submit

Click Submit to proceed. Click Cancel to quit.

3. A new page will open, connecting to Turn It In. The submitted work will be displayed on the left part of the screen. The grading or “Quick Mark” template will be displayed on the right. Quick Mark allows the instructor to select feedback, and drag/drop it into the paper. The “Comment” text box can also be inserted for unique instructor comments. “Originality” is a link to the Originality Report. This report will highlight in red any area(s) of the paper that match a submission in the database.

TC Bb Training Term Paper - DUE 21-Feb-2014

Originality GradeMark PeerMark

Name of course / assignment

Term Paper BY TAMMY TEST

Similarity Score

100% SIMILAR OUT OF 100

Originality Report

Sample

How is Nursing Different from Medicine?

Medicine is an area of human knowledge and expertise aimed at restoring health. Broadly speaking, it is the science which relates to the prevention, detection, cure or alleviation of diseases. It is a highly important profession in any country as its performance directly affects the health of the general public who acts as a backbone for any economy. Medicine has two aspects: both as an area of knowledge (a science), and as an application of that knowledge (medical professions). This article tends to focus on the latter aspect of medicine along with one of the most crucial individual practice in medicine named as nursing.

By definition, nursing implies a profession that renders services necessary for the maintenance and improvement of health by giving attention to the requirements of sick people. It specifically includes the promotion of health, prevention of illness, provision of physical and mental care, promoting comfort and serving patients in every possible way to make their life better.

What nursing actually is has been a question that has received many different answers with the passage of time. There have been significant changes in the field of nursing, in how nursing is practiced and new developments and innovations that have been witnessed over the past century. The early 1990's was a very bleak period for the nurses as the profession was ill-defined. Nurses mainly had to work all day long working merely as maids and carrying out duties such as cleaning, scrubbing, dusting and etc. Then came the World War II, a major turning point for the nursing profession. Nurses, for the first time, were at the side of patients, helping them to recover using their own discretions and choices. The world got to know the nursing profession better and started giving them the respect they it much deserved. The medical setup changed even more dramatically in the 60's when for the first time Intensive Care Unit was established for the patients. As a result, nurses started working directly with their doctors at the patients' bedside. The advancements in medical technology meant that nurses had to be more flexible in terms of adaption of such innovations and contribute more positively towards the recovery of the patient. This discussion takes into account the current nursing practice.

Title and student

Grade Mark Tools

Submitted work

Comment

Select text and click the Comment button to highlight text associated with a comment.

Awk. C/S Citation Needed

Commonly Confused Del.

Improper Citation Insert:

Missing " P/V Run-on Sp.

Support Vague WC

Weak Transition

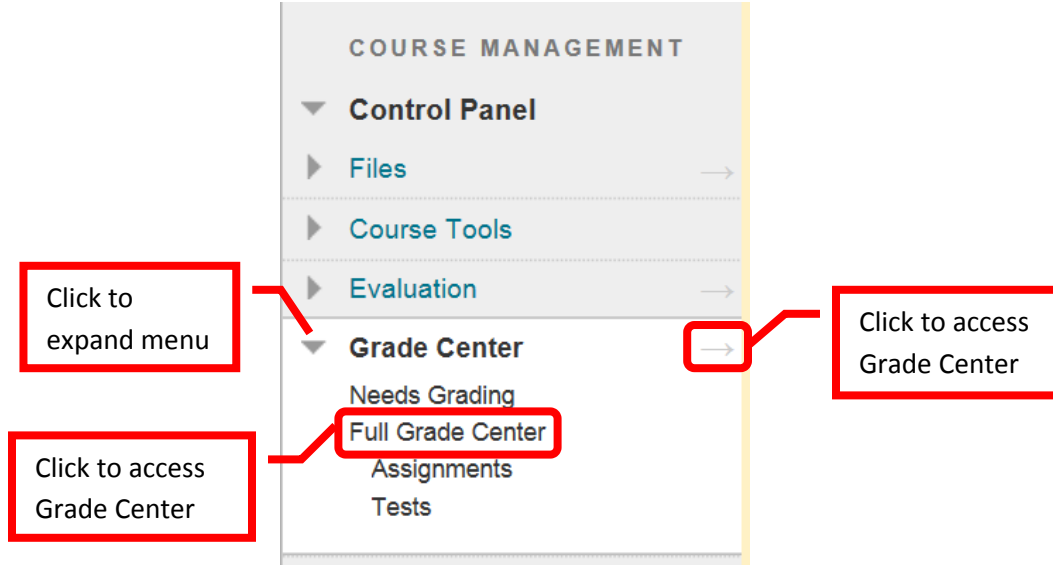
Comment has been deleted Undo

PAGE: 1 OF 4

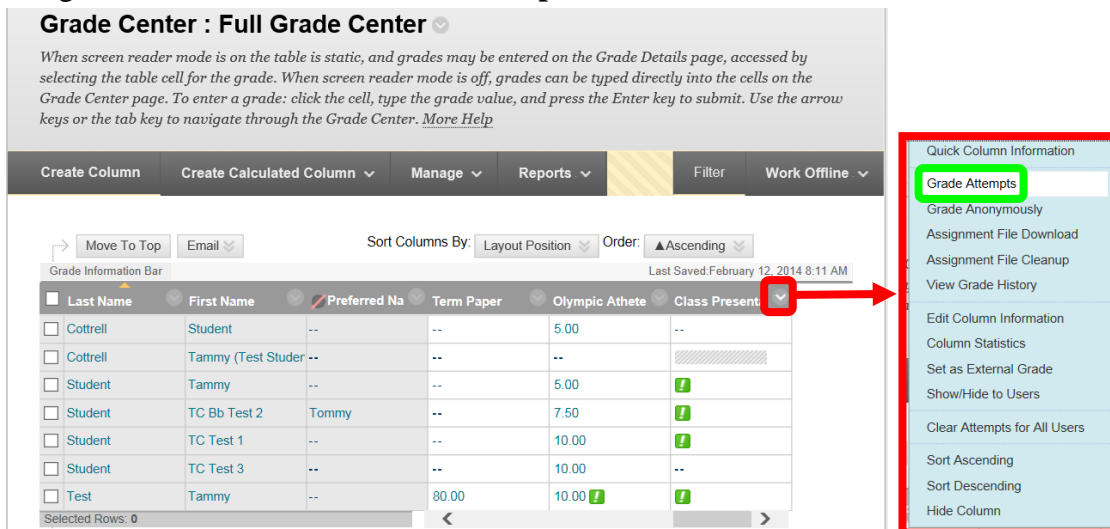
4. Once graded, click the “X” in the upper right corner to return to Blackboard. Enter the points earned in the “Grade” field. Feedback for the student can be left in the “Comments” text box. Instructor Notes are only visible to the instructor. Once the Modify Grade page is completed, click “Submit” to continue and post the grade. Click “Cancel” to return with no changes to Grade Center.

Grading a Group Assignment

5. Group Projects are most easily accessed and graded from Grade Center. From the “Course Management” tools, either click the gray arrow next to “Grade Center” or click on “Grade Center” to expand the option. Then select “Full Grade Center.”



6. Find the grade column for the group assignment. Click the down arrow (v) or chevron next to the group assignment grade column. Select “Grade Attempts.”



7. This will access the group assignment. The assignment page will display a preview of the submitted document on the left side. The preview tool bar allows the instructor to reduce or increase the display size, leave comments, and advance pages. **NOTE: If the student work contains special fonts, formatting, or some image types that are unique or uncommon, the fonts or images may not display properly in the preview. These will display correctly if the assignment is downloaded.** The grading panel on the right side provides assignment details, instructor grading notes text box, grade entry, download the original submitted document, shows the group members, and grader feedback text box. Enter the group’s grade in the “**Attempt**” field. Enter any feedback for the students in the **Grader Feedback** text box. Instructor notes can be entered in the Grading Notes text box. When everything has been completed, click “Submit” to continue. Click “Exit” to return to Grade Center with no changes.

9. The individual group participant's grades can be changed manually in Grade Center. For example, if the group indicates or the instructor knows that one group member did not contribute to the group or do a fair share of the work on the project, the instructor can adjust just that one group member's grade. To **adjust a single group member's grade**, click on that student's group assignment grade in Grade Center. Enter the adjusted grade, and press <Enter>. The new grade for that single student will be reflected in grade center. The grade history can be viewed by clicking the down arrow (v) or chevron next to the grade, and selecting "View Grade Details." The link to the group assignment will contain a note that the individual grade was overridden, the new grade, and the group score.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Grade Type: Grade Points Possible: 100.00 Displayed As: Score Visible to Users: Yes Last Saved: February 12, 2014 8:40 AM

Last Name	First Name	Preferred Na	Test: Blackboa	Test: Help and I	Assignment: NI	Term Paper	Olympic Athlete	Class Presenta
<input type="checkbox"/> Cottrell	Student	--	--	6.00	8.00	--	5.00	--
<input type="checkbox"/> Cottrell	Tammy (Test Studer	--	--	--	--	--	--	--
<input type="checkbox"/> Student	Tammy	--	--	8.00	7.00	--	5.00	80.00
<input type="checkbox"/> Student	TC Bb Test 2	Tommy	--	8.00	9.00	--	--	80.00
<input type="checkbox"/> Student	TC Test 1	--	--	10.00	6.50	--	--	80.00
<input type="checkbox"/> Student	TC Test 3	--	--	6.00	8.00	--	10.00	--
<input type="checkbox"/> Test	Tammy	--	25.00	4.00	8.00	80.00	10.00	80.00

Selected Rows: 0

Enter new score

70.00

View Grade Details

Quick Comment

Exempt Grade

Overridden Group Attempt
Class Presentation 1 2/12/14
70.00 Group Score: 80.00

Click to view details

Assignment Link reflects change

Grading in Grade Center

10. From the "Course Management" tools, either click the gray arrow next to "Grade Center" or click on "Grade Center" to expand the option. Then select "Full Grade Center."

COURSE MANAGEMENT

- Control Panel
- Files
- Course Tools
- Evaluation
- Grade Center
 - Needs Grading
 - Full Grade Center
 - Assignments
 - Tests

Click to expand menu

Click to access Grade Center

Click to access Grade Center

11. To **Add a Grade**, click on a column under a student name and enter the total points for the assignment. Press <Enter> to continue to the next student. To **edit** a previously entered grade, simply click on the incorrect grade, and enter the new one. Press <Enter> to continue. The change will be noted in the grade history.

The screenshot shows the Blackboard Gradebook interface. At the top, there are navigation tabs: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', and a yellow 'Enter grade' button. Below these are 'Filter' and 'Work Offline' buttons. The main area displays a table with columns: 'Last Name', 'First Name', 'Preferred Na', 'Student ID', 'Current Events', 'Quiz 1', 'Quiz 2', and 'Civil War'. The first row shows 'Cottrell, Tammy' with a grade of '10.00' in the 'Civil War' column. A red box highlights the 'Enter grade' dropdown menu, which is open, showing a text input field and a 'v' icon. A red arrow points from the text 'Enter grade' to the dropdown menu.

12. **View Grade Details** can be accessed by clicking the down arrow (v) next to the grade and selecting “View Grade Detail.”

The screenshot shows the Blackboard Gradebook interface. At the top, there are navigation tabs: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', and a yellow 'Enter grade' button. Below these are 'Filter' and 'Work Offline' buttons. The main area displays a table with columns: 'Last Name', 'First Name', 'Preferred Na', 'Student ID', 'Current Events', 'Quiz 1', 'Quiz 2', and 'Civil War'. The first row shows 'Cottrell, Tammy' with a grade of '10.00 (100.00%)' in the 'Civil War' column. A red box highlights the 'v' icon next to the grade. A red arrow points from the text 'View Grade Details' to the dropdown menu, which is open, showing options: 'View Grade Details', 'Quick Comment', and 'Exempt Grade'.

13. The Grade Details provides a tab for “Attempts,” “Manual Override,” “Column Details,” and “Grade History.” **Attempts** shows the date and time of the student’s submission, student’s current grade, the value and grading information. **Manual Override** allows an instructor to change the grade, add feedback for a student, and grading notes. **Grade history** shows the date, time, and the person who entered the grade. This is a history of any grade changes.

The screenshot shows the Blackboard Grade Details interface. At the top, there are navigation tabs: 'User Tammy Cottrell (student_cottrell)', 'Column Quiz 2 (Quizzes)', and a yellow 'Enter grade' button. Below these are 'Filter' and 'Work Offline' buttons. The main area displays a table with columns: 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to User', 'Grading Notes', and 'Actions'. The first row shows 'Dec 17, 2013 2:20:18 PM', 'Dec 17, 2013 2:20:18 PM (Completed)', '10.00', and 'Clear Attempt' and 'Edit Grade' buttons. A red box highlights the 'Attempts' tab, which is selected. A red arrow points from the text 'Student's current grade' to the '10.00 out of 10 points' value.

Attempts **Manual Override** Column Details Grade History

Override Grade

Feedback to User

Enter new grade

Enter feedback for student

Path: Words:0

Grading Notes

Enter grading notes (Instructor Only)

Attempts Manual Override **Column Details** Grade History

Column Name	Quiz 2 (Quizzes)
Column Description	Civil War
Primary Display	Score
Show to Users	Yes
Included in Calculations	Yes
Average Score	7.50
Median	7.50

Attempts Manual Override Column Details **Grade History**

Date	Last Edited by	Value	Comments
Dec 17, 2013 2:20:18 PM	Tammy Cottrell	Attempt Grade 10	

Shows the date, time, and person who edited the grade

Click to return to Grade Center

← Return to Grade Center

14. Assignments can also be accessed, viewed and graded from Grade Center. Click on the green exclamation point (!). This symbol indicates that an item needs to be graded. Click down arrow (v) or chevron to the right of the grade box. Select “Attempt <Date>” to access the assignment.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending Last Saved February 11, 2014 10:53 AM

Last Name	First Name	Preferred Na	Assignment: D	Test: Blackboa	Test: Help and I	Assignment: Nf
Cottrell	Student	--	--	--	6.00	8.00
Cottrell	Tammy (Test Studer	--	--	--	--	--
Student	Tammy	--	9.50	--	8.00	7.00
Student	TC Bb Test 2	Tommy	5.50	--	8.00	9.00
Student	TC Test 1	--	8.50	--	--	6.50
Student	TC Test 3	--	6.50	--	--	8.00
Test	Tammy	--	10.00	--	--	8.00

Selected Rows: 0

Move To Top Email

View Grade Details
Exempt Grade
Attempt 2/11/14

15. The assignment will be displayed, and can be graded. When the grading is complete, click “Submit” to continue. The grade will be added to the Grade Center column for that assignment.

Grade Assignment: Assignment: Doodle for Google

Jump to... Hide User Names

User: Tammy Test (Attempt 1 of 1) View: Full Grade Center

Exit < 1 of 1 >

Comment 1 of 1

Preview of submitted work

Submission Date/Time

Enter feedback for student

Grading Notes (Instructor Only)

Enter Grade

Download Student Work

Save as Draft Submit

16. Grades can also be uploaded. See “Grade Center” instructions for downloading and uploading grades into Blackboard.

Viewing Survey Results

1. Survey results can be viewed in Grade Center. Access Grade Center by clicking “Full Grade Center” or the right facing arrow (→). Click the down arrow (v) or chevron next to the Survey grade center column. Select “Attempts Statistics.”

The screenshot shows the 'Grade Center : Full Grade Center' interface. A dropdown menu is open next to the 'Survey' column, with 'Attempts Statistics' highlighted. Below the menu, a table lists student survey results. Red boxes and arrows highlight specific elements:

- A red box labeled 'Student has completed survey' points to a green checkmark in the 'Rate the Course' column for a student.
- A red box labeled 'Student has not completed survey' points to a '--' in the 'Rate the Course' column for another student.

Last Name	First	Rate the Course	Current Events	Current Events	Current Events	Online Courses
Cottrell	Stude	✓	--	--	--	--
Test	Tamm	✓	--	--	--	--
Student	TC T	--	--	--	--	--
Student	TC Bb Test 2	0.00	--	--	--	--
Student	TC Test 3	0.00	--	--	--	--

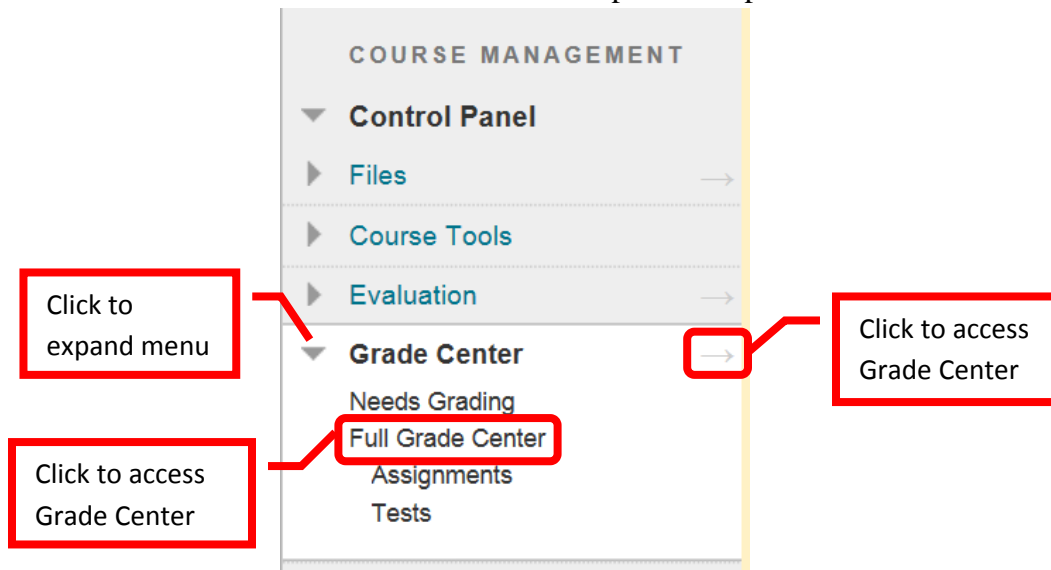
2. The survey results will be provided. All of the students' responses will be listed in the statistics. Click “OK” to return to Grade Center.

The screenshot shows the 'Survey Statistics: Rate the Course' page. Red boxes and arrows highlight the following elements:

- A red box labeled '# of Students that completed' points to the number '2' in the 'Attempts' row.
- A red box labeled 'Question' points to the question text: 'Overall, please rate your satisfaction with the course.'
- A red box labeled 'Provided choices' points to the list of response options: 'Strongly Agree', 'Agree', 'Neither Agree nor Disagree', 'Disagree', 'Strongly Disagree', 'Not Applicable', and 'Unanswered'.
- A red box labeled 'Responses' points to the 'Percent Answered' column, which shows '0%' for each response option.
- A red box labeled 'Question Type' points to the question type: 'Question 4: Short Answer'.
- A red box labeled 'Student Responses' points to the 'Given Answers' section, which shows 'Group assignment grading' and 'How to add a banner.'
- A red box labeled 'Click to return to GC' points to the '← OK' button at the bottom right.

Resetting a Student Assignment or Assessment

1. If a student experiences technical (or other) issues during the course of an assessment, and the assessment is set to allow only one attempt, it will need to be reset in order for the student to complete it. It is at the discretion of the faculty whether to allow the student to retake or complete the assessment. To reset a student assessment, from the “Course Management” tools, either click the gray arrow next to “Grade Center” or click on “Grade Center” to expand the option. Then select “Full Grade Center.”



2. In the Grade Center, locate the assessment to be reset. Click down arrow (v) or chevron next to student's grade and select “**View Grade Detail.**”

Grade Center : Full Grade Center ▾

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Grade Information Bar

Move To Top Email ▾ Sort Columns By: Layout Position ▾ Order: ▾

<input type="checkbox"/>	Last Name ▾	First Name ▾	Preferred Na ▾	Student ID ▾	Quiz 2	
<input type="checkbox"/>	Cottrell	Tammy	TC		10.00 (100.00%)	
<input type="checkbox"/>	Cottrell	Tammy (Test Studer --			5.00 (50.00%)	50.00

Selected Rows: 0

Move To Top Email ▾

Icon Legend

View Grade Details

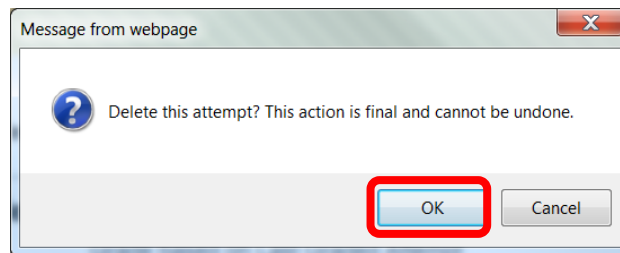
Quick Comment

Exempt Grade

3. Under the “Attempts” tab, click the “Clear Attempt” icon.

The screenshot shows the Blackboard assessment interface. At the top, the user is identified as 'User Tammy (Test Student) Cottrell (tc12345_s)' and the column is 'Quiz 2 (Quizzes)'. The 'Current Grade' is '5.00 out of 10 points' with an 'Exempt' status. Below this, there are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Attempts' tab is active, showing a table with columns: 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to User', 'Grading Notes', and 'Actions'. The first row shows a submission from 'Dec 17, 2013 2:20:21 PM' with a value of '5.00'. In the 'Actions' column, there is a 'Clear Attempt' button, which is highlighted with a red box. A red arrow points from a text box 'Click to reset assessment' to this button. Another red box highlights the student's name 'User Tammy (Test Student) Cottrell (tc12345_s)' with the label 'Selected student'. A third red box highlights the assessment name 'Quiz 2 (Quizzes)' with the label 'Selected Assessment'.

4. A confirmation dialog box will appear. *Clearing an attempt on an assessment will delete all previous work by the student, and cannot be undone and the information cannot be recovered.* It is important to verify that the correct student and assessment have been selected. The student will be able to access the assessment, but none of their previous answers will be saved. When prompted, “Delete this attempt? This action is final and cannot be undone.” Click “OK” to continue. Click “Cancel” to return to the menu with no changes.



5. A green confirmation banner will appear at the top of the page if the reset was successful.

The screenshot shows the Blackboard assessment interface after a successful reset. A green banner at the top reads 'Attempt was cleared successfully.' Below this, the 'Grade Details' section is visible. The user is still 'User Tammy (Test Student) Cottrell (tc12345_s)' and the column is 'Quiz 2 (Quizzes)'. The 'Current Grade' is now '- out of 10 points' with an 'Exempt' status. A red box highlights the text 'Grade reset' next to the grade. Below the grade, there are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Attempts' tab is active, showing a 'Current Grade Value' of '-' and a 'Feedback to User' section with a rich text editor. A red box highlights the 'Current Grade' field, which now shows '- out of 10 points'.

6. The original student attempt will still be in the in record. Click the “**View Complete History**” icon at the bottom of the record. The student’s original attempt and grade will be displayed under the date of the attempt.

User **Tammy (Test Student) Cottrell (tc12345_s)** < > Column **Quiz 2 (Quizzes)** < >

Current Grade: - out of 10 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts	Manual Override	Column Details	Grade History
Date	Last Edited by	Value	Comments
Jan 21, 2014 9:12:28 AM	Tammy Cottrell	Attempt Grade Cleared	
Dec 17, 2013 3:07:35 PM	Tammy Cottrell	Exemption Cleared	
View Complete History			

Original Attempt Date/Time

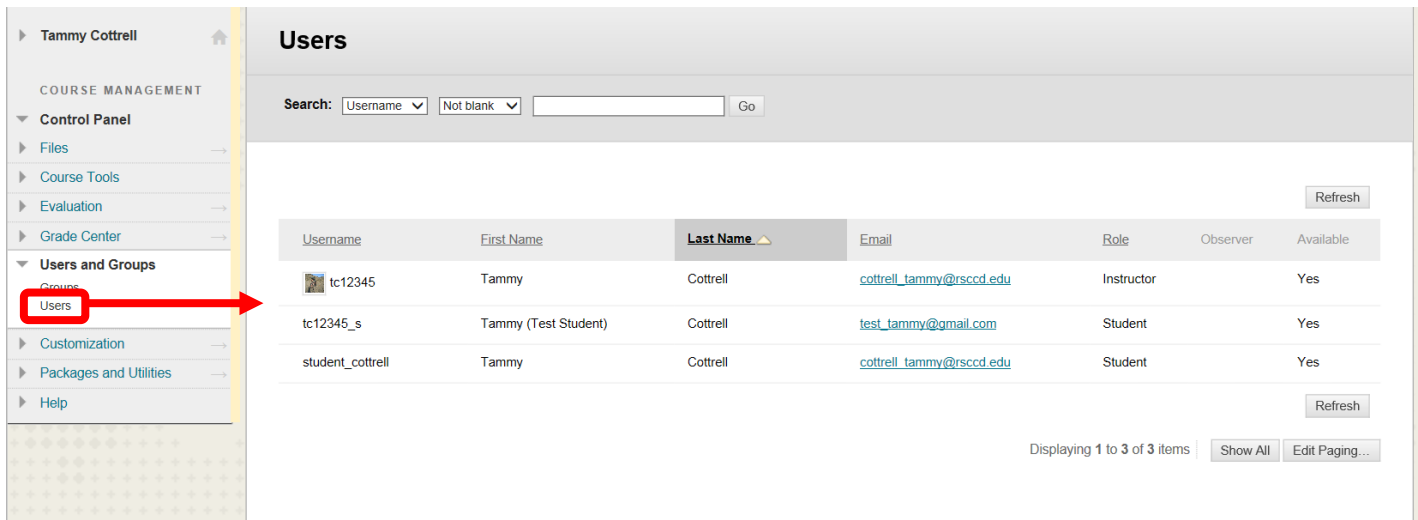
Attempt	Manual Override	Column Details	Grade History
Date	Last Edited by	Value	Comments
Jan 21, 2014 9:12:28 AM	Tammy Cottrell	Attempt Grade Cleared	Assessment reset
Dec 17, 2013 3:07:35 PM	Tammy Cottrell	Exemption Cleared	
Dec 17, 2013 3:07:26 PM	Tammy Cottrell	User Exempted	
Dec 17, 2013 3:06:37 PM	Tammy Cottrell	Exemption Cleared	
Dec 17, 2013 3:06:31 PM	Tammy Cottrell	User Exempted	
Dec 17, 2013 2:20:21 PM	Tammy Cottrell	Attempt Grade 5	Original grade assigned
Hide Complete History			

Viewing and Managing Blackboard Rosters

The “Official” course rosters are always the Rosters from Web Advisor. Students are automatically added to Blackboard after the register for the course (the addition process may take a day or two to complete). However, when a student drops a course, or is dropped by the instructor or Admissions and Records (for non-payment), the student is not removed from the course in Blackboard. **Instructors must manually manage the student drops in Blackboard.** Failure to remove the student from the Blackboard course will provide the student with continued access to the course, course materials, tests, discussion boards, announcements, communications, etc. Removing the student from the Blackboard course is particularly important so that the student does not have access and cannot claim that they were unaware of being dropped from the course.

Viewing Class Roster in Blackboard

1. From the Course Management Menu, click the down arrow (v) or chevron next to “Users and Groups.” Click “Users.” The class roster will be displayed on the screen. The roster will provide the User Name, First Name, Last Name, Email Address, Role (instructor, student, etc.), and whether the class is Available to that user.



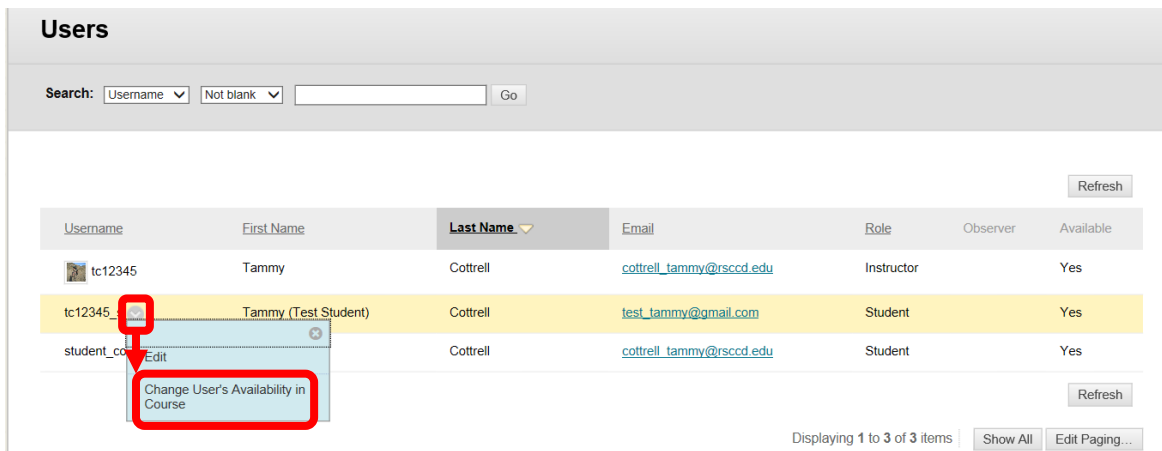
The screenshot shows the Blackboard interface for a user named Tammy Cottrell. On the left is a sidebar with a 'COURSE MANAGEMENT' menu. Under 'Users and Groups', the 'Users' link is highlighted with a red box and a red arrow points to the main content area. The main content area is titled 'Users' and contains a search bar and a table of users.

Username	First Name	Last Name	Email	Role	Observer	Available
tc12345	Tammy	Cottrell	cottrell_tammy@rscsd.edu	Instructor		Yes
tc12345_s	Tammy (Test Student)	Cottrell	test_tammy@gmail.com	Student		Yes
student_cottrell	Tammy	Cottrell	cottrell_tammy@rscsd.edu	Student		Yes

At the bottom right of the table, it says 'Displaying 1 to 3 of 3 items' and there are buttons for 'Show All' and 'Edit Paging...'. There are also 'Refresh' buttons above and below the table.

Managing the Class Roster in Blackboard

2. To drop a student from the course, access the class roster. Click the down arrow (v) or chevron next to the User Name of the student to be removed from the class. Select “Change User’s Availability in Course.”



This screenshot shows the same 'Users' page as before, but with the dropdown menu for the user 'tc12345_s' open. A red box highlights the dropdown menu, and another red box highlights the option 'Change User's Availability in Course'.

Username	First Name	Last Name	Email	Role	Observer	Available
tc12345	Tammy	Cottrell	cottrell_tammy@rscsd.edu	Instructor		Yes
tc12345_s	Tammy (Test Student)	Cottrell	test_tammy@gmail.com	Student		Yes
student_cottrell	Tammy	Cottrell	cottrell_tammy@rscsd.edu	Student		Yes

At the bottom right of the table, it says 'Displaying 1 to 3 of 3 items' and there are buttons for 'Show All' and 'Edit Paging...'. There are also 'Refresh' buttons above and below the table.

- On the Change User's Availability in Course screen, under "Role and Availability," click the pull down menu next to "Available (this course only)" and select "No." Click "Submit" to continue. Click "Cancel" to return to the menu with no changes.

Change User's Availability in Course

1. **Role and Availability**

Role: Student

Available (this course only): **No**

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

Buttons: Cancel, Submit


- A green confirmation banner will appear if the role was successfully changed. The new role is reflected on the course roster.

Success: Role edited.

Users


Username	First Name	Last Name	Email	Role	Observer	Available
tc12345	Tammy	Cottrell	cottrell_tammy			Yes
tc12345_s	Tammy (Test Student)	Cottrell	test_tammy@			No
student_cottrell	Tammy	Cottrell	cottrell_tammy			Yes

Displaying 1 to 3 of 3 items

- The student will still appear in the **Grade Center**, but at  symbol will appear next to the student's last name to indicate that the course is unavailable.

Grade Center

Sort Columns By: Layout Position

Last Name	Student ID	Current Events	Quiz 1	Quiz 2	Civil War
Cottrell		10.00 (100.00%)	8.00 (80.00%)	10.00 (100.00%)	75.00
 Cottrell		8.00 (80.00%)	7.00 (70.00%)	5.00 (50.00%)	50.00

Indicates course is unavailable for student

6. The student can be “hidden” in Grade Center. Click the down arrow (v) or chevron next to the last name of the student. Click “**Hide Row**” from the pull down menu.

The screenshot shows the Grade Center interface. At the top, there are buttons: "Create Column", "Create Calculated Column", "Manage", and "Reports". Below these is a "Grade Information Bar" with a "Last Name" column header. A dropdown menu is open for the student "Cottrell, Tammy". The menu options are: "Hide Other Rows", "View User Statistics", "Browse Adaptive Release Status", "Email User", "Hide Row", and "Report". The "Hide Row" option is highlighted with a red box. The student's row in the table shows scores for "Current Events", "Quiz 1", "Quiz 2", and "Civil War".

Last Name	First Name	Preferred Na	Student ID	Current Events	Quiz 1	Quiz 2	Civil War
Cottrell	Tammy	TC		10.00 (100.00%)	8.00 (80.00%)	10.00 (100.00%)	75.00
Cottrell	Tammy (Test Studen...			8.00 (80.00%)	7.00 (70.00%)	5.00 (50.00%)	50.00

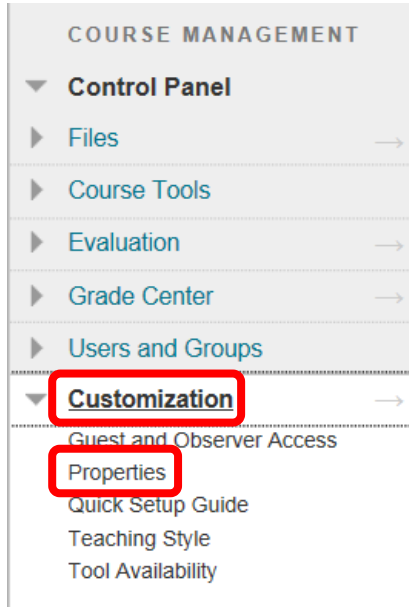
7. A green confirmation banner will appear at the top of the page, and the student will no longer appear visible in the Grade Center.

The screenshot shows the Grade Center interface after the student's row has been hidden. A green banner at the top reads: "Success: Row is hidden. Show the Row again by clicking Manage and then selecting Row Visibility." Below the banner, the "Grade Center : Full Grade Center" header is visible. The table now only shows the student "Cottrell, Tammy" with scores for "Current Events", "Quiz 1", "Quiz 2", "Civil War", and "Midterm".

Last Name	First Name	Preferred Na	Student ID	Current Events	Quiz 1	Quiz 2	Civil War	Midterm
Cottrell	Tammy	TC		10.00 (100.00%)	8.00 (80.00%)	10.00 (100.00%)	75.00	92.00 (92.00%)

Making a Blackboard Course Available to Students

1. A course must be made available to students before they can access it in Blackboard. A course may be unavailable while an instructor builds it or before the semester begins. To make the course available to all students enrolled in it in Blackboard, from the **Course Management** menu, select “**Customization**,” and then “**Properties**.”



2. Under the Set Availability section, select “Yes.” Click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

A screenshot of the Blackboard Properties page. The page title is 'Properties' and it includes a subtitle: 'Properties control the functional settings of the course, including name, availability, classification, duration, categorization, language, files, and structure. [More Help](#)'. The page is divided into three sections: 1. Classification, 2. Set Availability, and 3. Set Course Duration. In the 'Set Availability' section, the 'Make Course Available' section has two radio buttons: 'Yes' (selected) and 'No'. A red box highlights the 'Yes' radio button, and a red box with an arrow points to it with the text 'Select to make course available'. The 'Submit' button is also highlighted with a red box. The 'Cancel' button is visible in the top right corner.

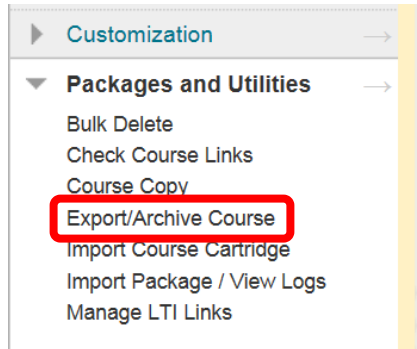
3. A green confirmation banner will appear if the course properties were successfully changed.



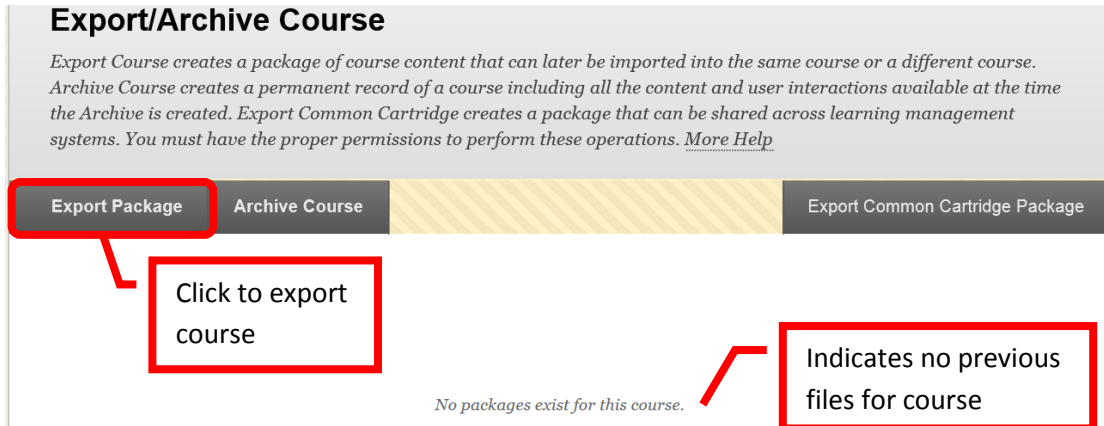
Exporting / Importing Blackboard Course

Export a Course:

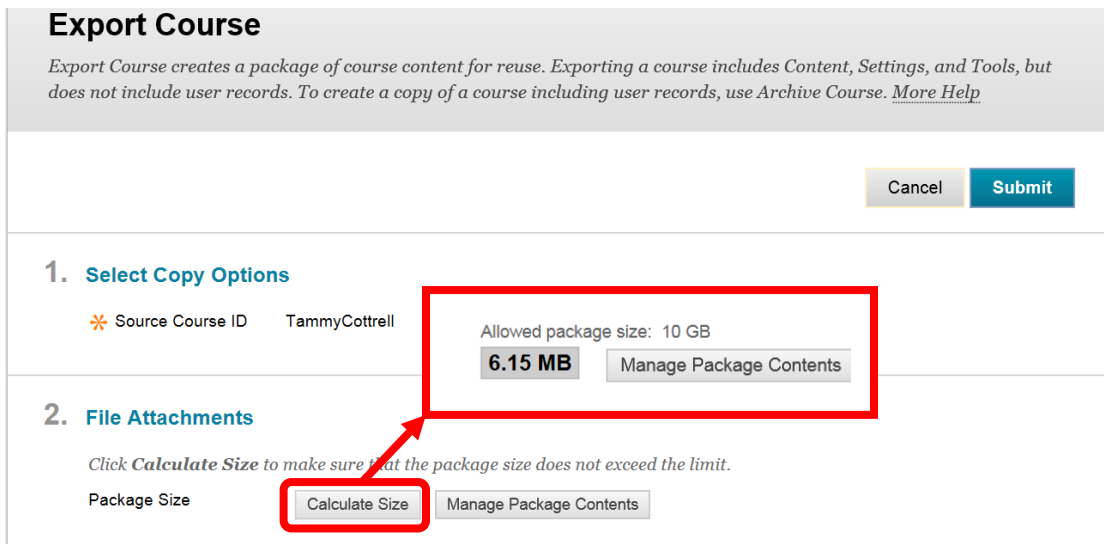
1. From the **Course Home Page**, in the Course Management Menu, under “Packages and Utilities,” click “**Export / Archive Course**.”



2. Any existing packages will be displayed on the **Export / Archive Course** page. It is recommended to remove or delete any existing files prior to exporting. Click the “Remove” icon to delete the files. Next, click **Export**.



3. The **Export Course** page allows instructors to calculate the size of the course, manage package contents, and select the course content to export. Click **Calculate Size** to display the course size. There is a 10GB maximum for courses.



4. The **Select Course Materials** section allows instructors to select which components of the course will be exported. Course material can be selected by clicking the check box next to the individual item, this is useful if only one section is needed for another class. Click the “**Select All**” icon at the top of the section to select the entire course. A check mark (✓) will appear next to the selected content. Once the course material has been selected, click “**Submit**” to continue. Click “**Cancel**” to return to the menu with no changes.

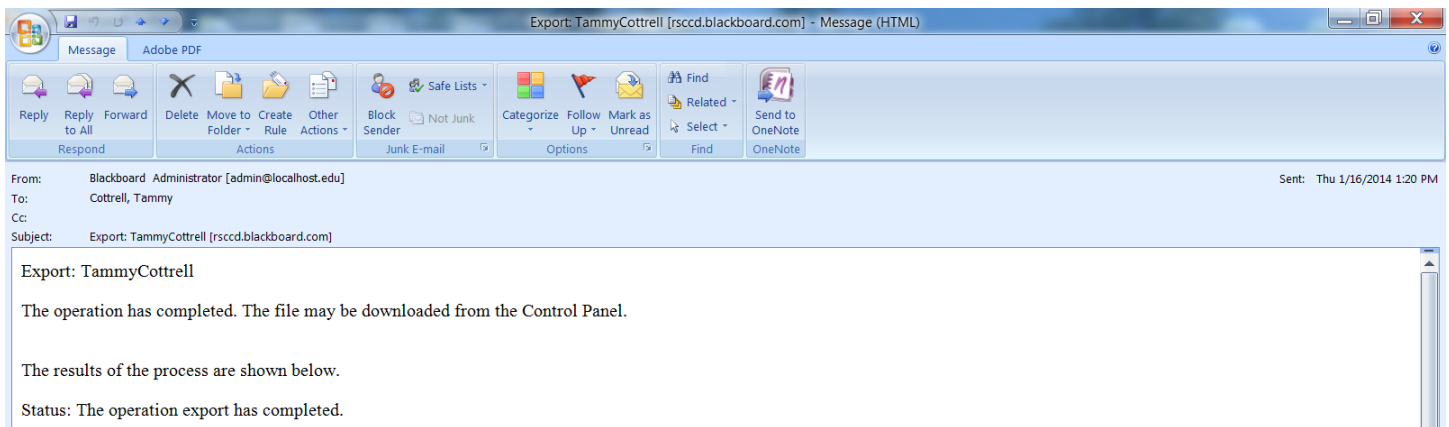
The screenshot shows the '3. Select Course Materials' section of a Blackboard interface. At the top, there are two buttons: 'Select All' and 'Unselect All'. A red box highlights the 'Select All' button with the annotation 'Click to select entire course'. Below these buttons is a list of course components with checkboxes. A red box highlights the 'Assignments' checkbox, which is checked, with the annotation 'Click to select individual component'. Another red box highlights the checked 'Assignments' checkbox with the annotation 'Assignments'. At the bottom of the section, there are 'Cancel' and 'Submit' buttons. A red box highlights the 'Submit' button.

5. A green confirmation banner will appear at the top of the page. While the process usually only takes a few minutes, if the size of the course is large, it may take a bit longer.

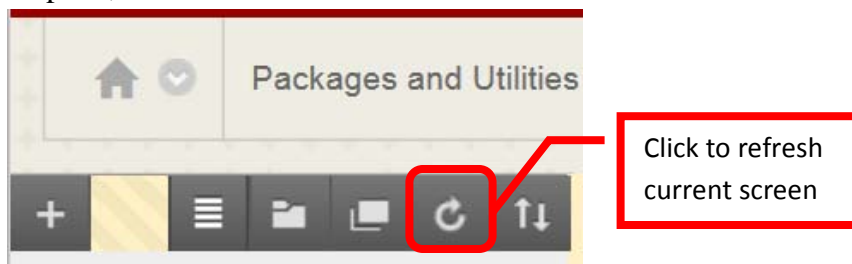
The screenshot shows a green confirmation banner at the top with the text: 'Success: This action has been queued. An email will be sent when the process is complete.' Below the banner is the 'Export/Archive Course' section. It contains the following text: 'Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)'

6. Blackboard will send an Email when the export process has been completed.

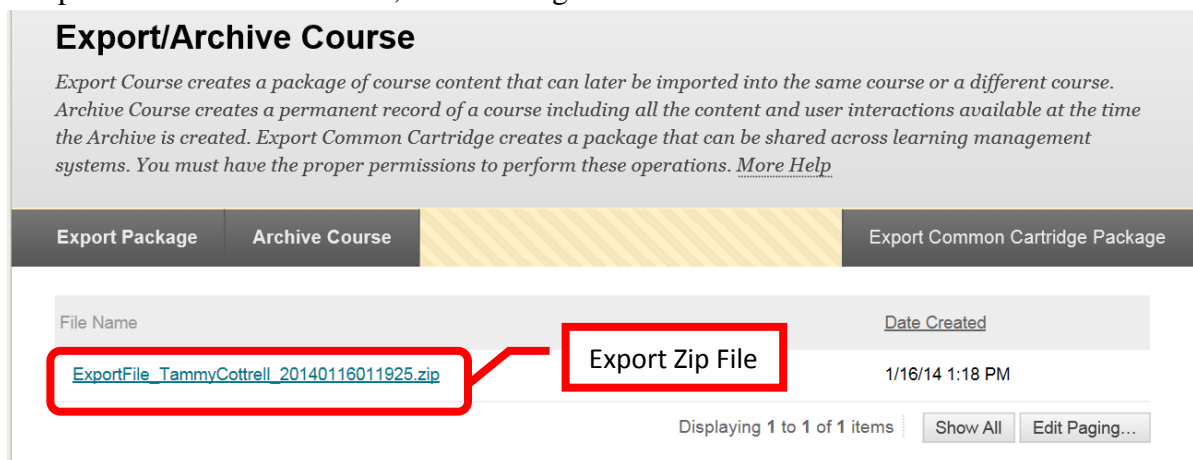
The screenshot shows an email inbox. The selected email is from 'Blackboard Administrator' with the subject 'Export: TammyCottrell [rsccd.blackboard.com]'. The email was received at '1:20 PM'. The email content is partially visible, showing 'Export: TammyCottrell [rsccd.blackboard.com]'.



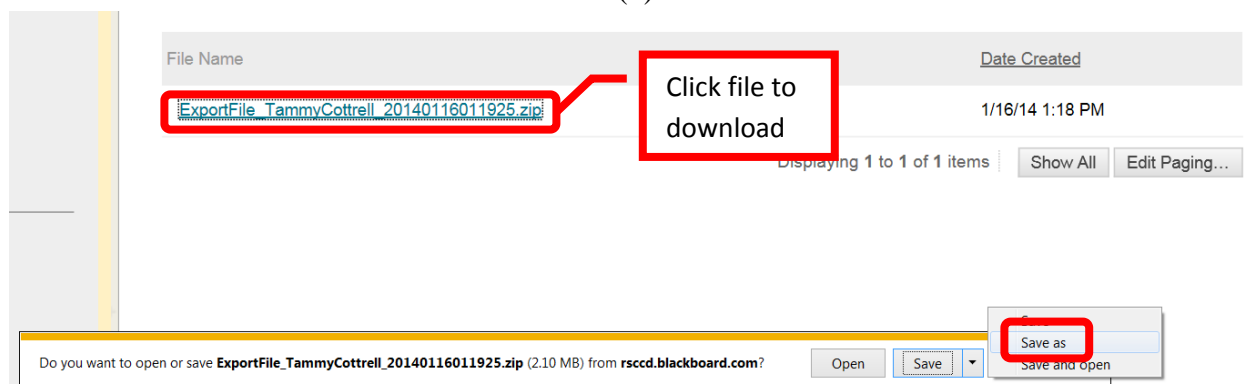
7. When complete, click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen.



8. The export file link should appear in the Export / Archive Course page. The export is saved as a zip file to “compress” the file to a smaller, more manageable size.

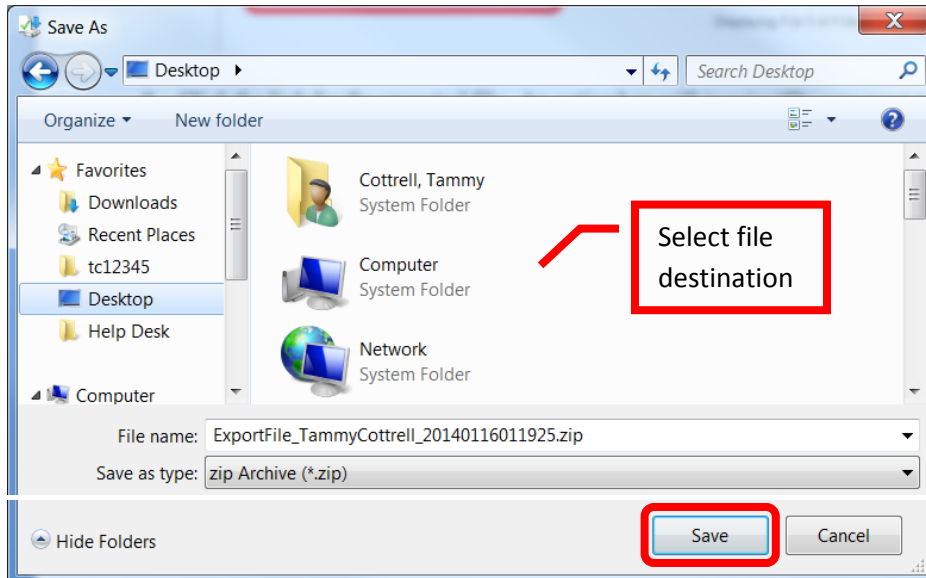


9. Click the link for the exported file. An action box will inquire “Do you want to save <File Name> from rsccd.blackboard.com?” Click the down arrow (v) or chevron next to “Save” and select “**Save As.**”



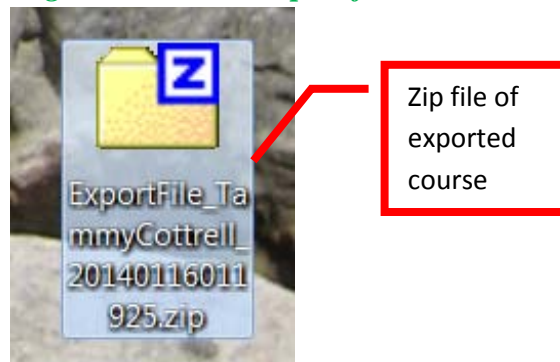
- **For MAC Users:** Press and Hold the **Control** key before clicking the link. Then select **Save Link As** to download the zip file without opening it.

10. Select the destination of the export file on the computer. For this example, the file will be saved to the desktop. Once the location is selected, click “**Save**” to continue. Click “**Cancel**” to return to the menu with no changes.



11. A folder should appear in the selected location. The “Z” indicates that it is a zipped file.

IMPORTANT: *Do not click on or open this zip file. Opening the file may corrupt it and the course contents rendering it useless. Corrupted files cannot be imported, recovered, or corrected.*



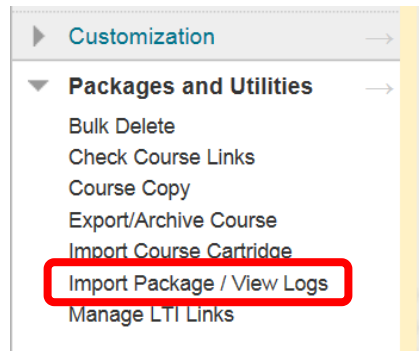
Archiving

Courses will only be left active on Blackboard for a period of two years. After Spring semester each year, courses that are older than two years will be archived. Archiving creates a permanent record of the course, including all content and user interaction. This record is stored on an archive server and is not readily available to instructors. The course can be restored when requested, however, the restoration process will take time.

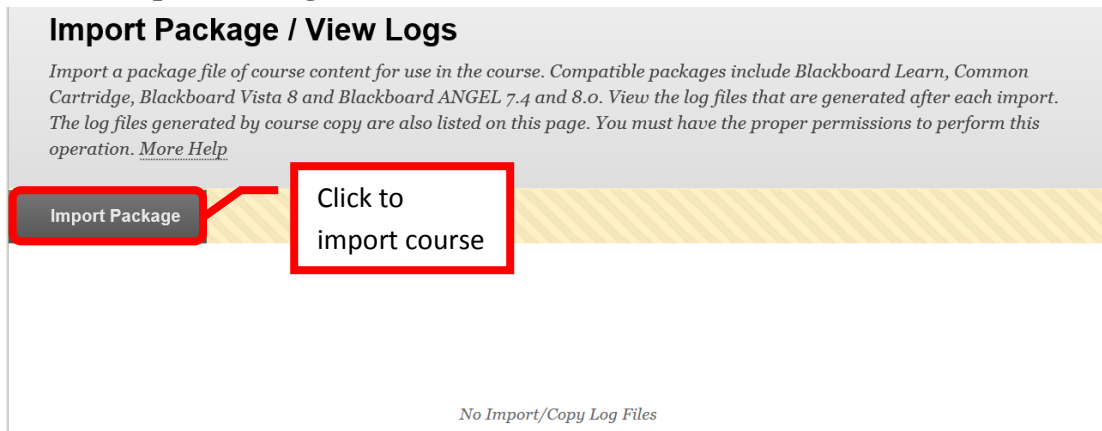
Therefore, it is recommended that if instructors would like copies of all their course content from older classes, that the instructor Export a copy of the course and save it on their own storage device. Archiving is necessary to reduce the total size of the active Blackboard server, thus reducing costs. By exporting a copy, instructors will have quick and easy course retrieval.

Import a Course:

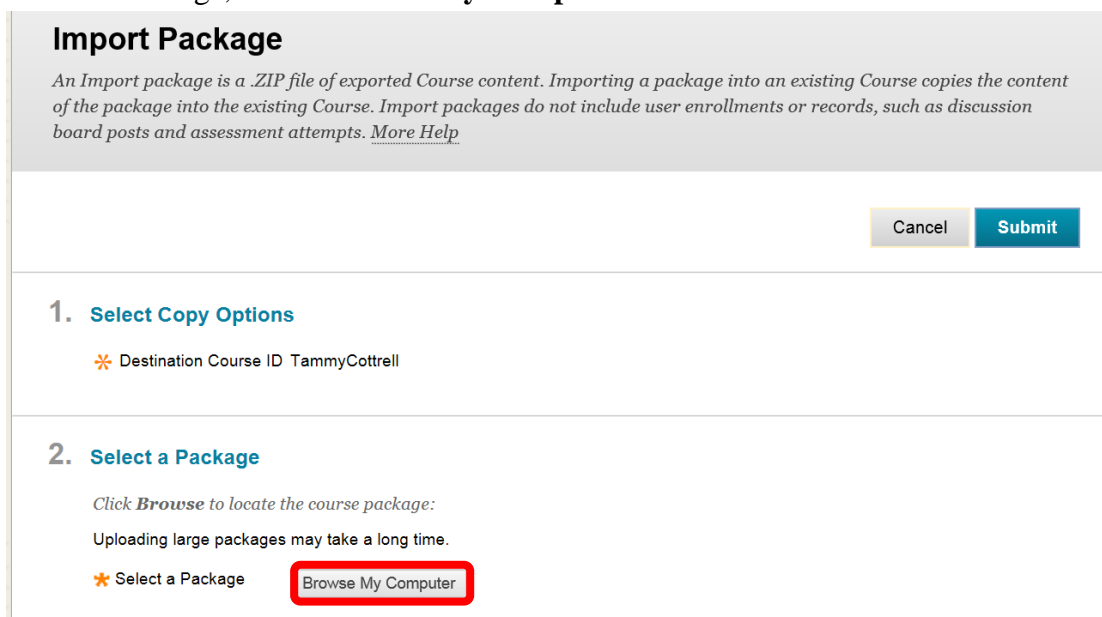
1. Open the new course shell in Blackboard.
2. From the **Course Home Page**, in the Course Management Menu, under “Packages and Utilities,” click **“Import Package / View Logs.”**



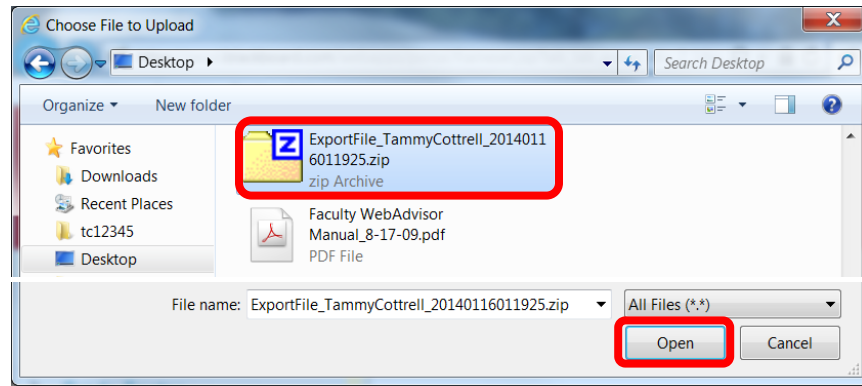
3. The **Import Package / View Logs** page allows instructors to import a full course, or a component from a course. Click **Import Package**.



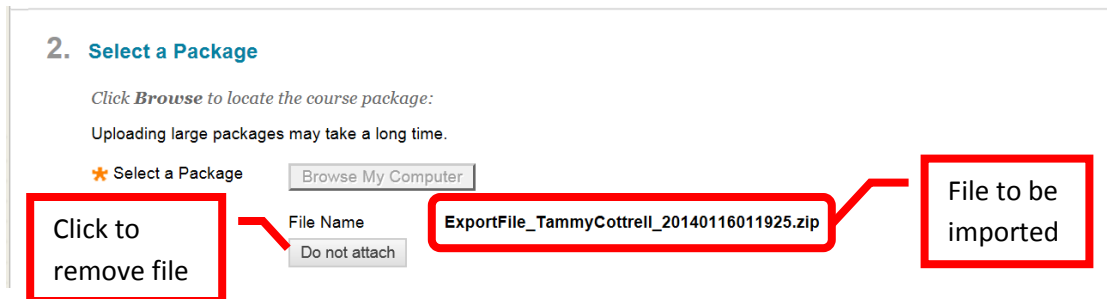
4. Under “Select a Package,” click **Browse My Computer**.



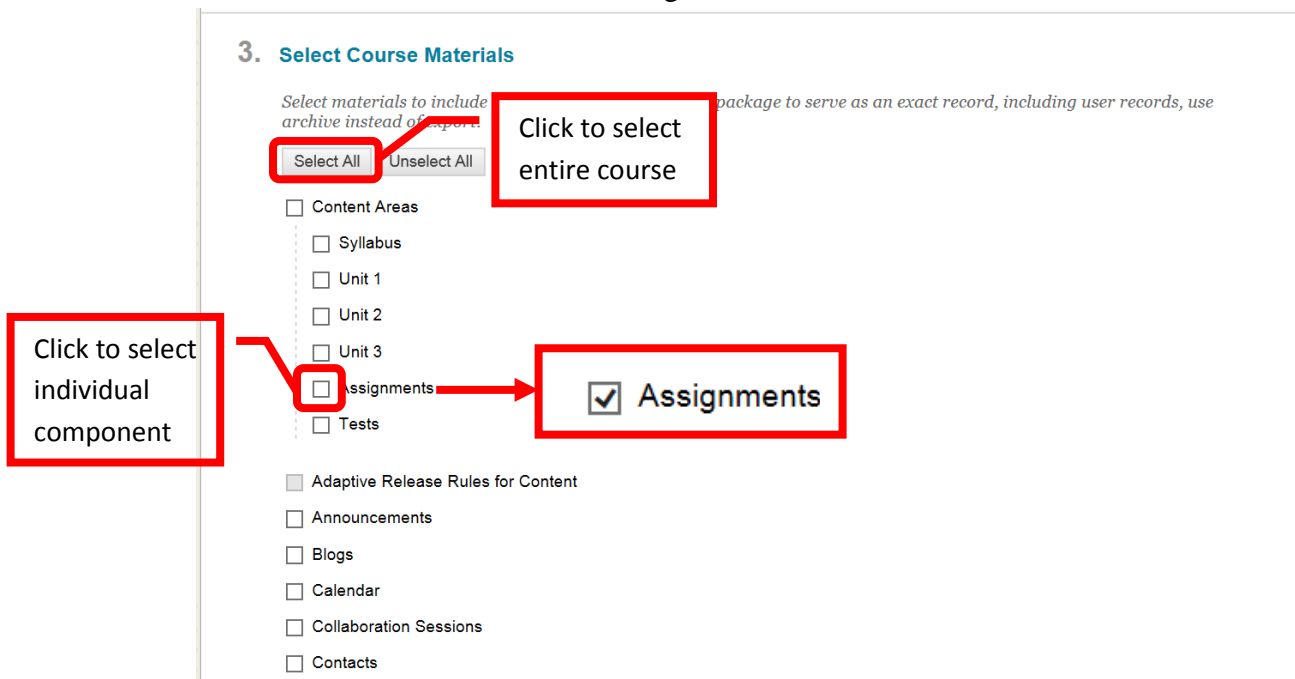
5. Locate the course zip file in the “Choose File to Upload” dialog box. Click the desired file to select it. Next, click “Open” to continue.



6. The file name will now appear in the “Selected File” section. Click “Do not attach” to remove the file.



7. The **Select Course Materials** section allows instructors to select which components of the course will be imported and added to the new course shell. Course material can be selected by click the check box next to the individual item, this is useful if only one section is needed for another class. Click the “Select All” icon at the top of the section to select the entire course. A check mark (✓) will appear next to the selected content. Once the course material has been selected, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.



☐ Tests, Surveys, and Pools
☐ Wikis

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel
 Submit

8. A green confirmation banner will appear at the top of the page. While the process usually only takes a few minutes, if the size of the course is large, it may take a bit longer.

Success: This action has been queued. An email will be sent when the process is complete.

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

9. Blackboard will send a confirmation Email when the import process has completed.

Mail

Favorite Folders

Mail Folders

All Mail Items

Mailbox - Cottrell, Tammy

Deleted Items (172)

Drafts

Inbox

Search Inbox

Arranged By: Date

Newest on top

Today

Blackboard Administrator 2:07 PM

Import: TammyCottrell [rscdd.blackboard.com]

From: Blackboard Administrator [admin@localhost.edu]
 To: Cottrell, Tammy
 Cc:
 Subject: Import: TammyCottrell [rscdd.blackboard.com]

Sent: Thu 1/16/2014 2:07 PM

Import: TammyCottrell

The operation has completed. The imported course or organization is now ready for access.

The results of the process are shown below.

Warning: A course resource link record will not be created because the parent with which it is associated cannot be located in the package.
 Warning: A course resource link record will not be created because the parent with which it is associated cannot be located in the package.
 Warning: A course resource link record will not be created because the parent with which it is associated cannot be located in the package.
 Warning: A course resource link record will not be created because the parent with which it is associated cannot be located in the package.
 Warning: A course resource link record will not be created because the parent with which it is associated cannot be located in the package.
 Status: The operation import has completed.

10. An orange confirmation banner may appear when the process is complete. Click the link provided to view the detailed import log.

Import: TammyCottrell is Complete. To access the detailed log, click [here](#)

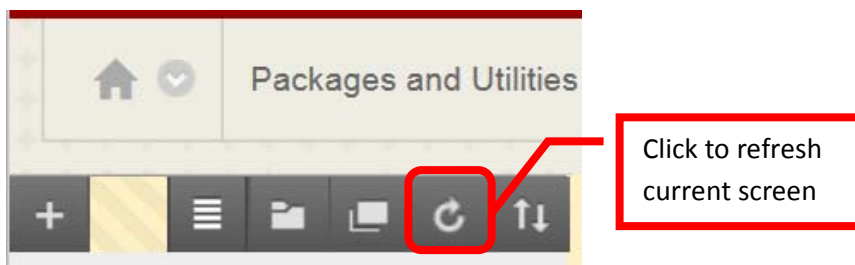
Success: This action has been queued. An email will be sent when the process is

Click "Here" link to view logs

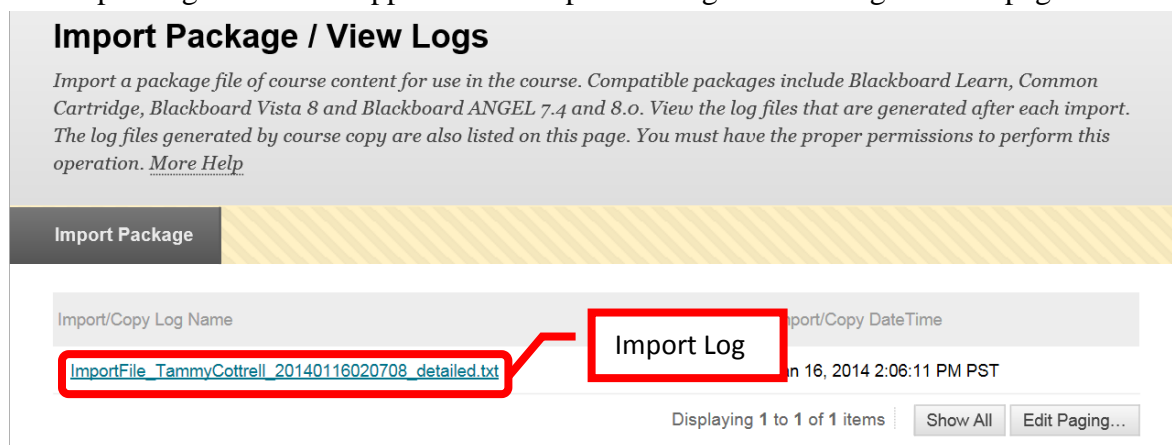
Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import.

12. The logs can also be accessed on the Import Package / View Logs page. Click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen.



11. The import log link should appear in the Import Package / View Logs Course page.



12. The imported content will now be in the new course shell, and available to the instructor for updating, modification, and use.

Blackboard (9.1 SP11) Help and Support

Help, Support and Resources on Blackboard

1. From the Institution Home Page, find the “Blackboard Help” module. Click the link for “**Blackboard Tutorials and Help.**”

The screenshot shows the Blackboard Institution Home Page. At the top, there is a navigation bar with 'SAC' and 'Notifications Dashboard'. Below this is a yellow banner with 'Add Module' and 'Personalize Page'. The main content area is divided into several modules. On the left, there are 'Internships & Jobs Announcement' and 'Internships and Job Search' modules. In the center, there is an 'NBC In The News' module with a video player and a 'Santa Ana College Mission' module. On the right, there is a 'My Organizations' module with links to 'SAC Student Online Orientation - Start Here!' and 'SAC Student Practice Course'. Below this is the 'Blackboard Help' module, which contains a link to 'Blackboard Tutorials and Help'. A red box highlights this link, and a callout bubble points to it with the text 'Click to access Blackboard Tutorials and Help'. Below the 'Blackboard Help' module is a 'Distance Education Support' module with links to 'Online class schedules', 'Blackboard student and faculty help', 'Online/hybrid degree advisement plans', 'Frequently Asked Questions', and 'Student Support at SAC for online/hybrid students'. At the bottom right, there is a 'My Courses' module with links to 'Bb Basics (unavailable)' and 'ITS Test Course'.

2. A new page will open to the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.

The screenshot shows the Blackboard On Demand Learning Center homepage. At the top, there is a navigation bar with links to 'Blackboard.com', 'Behind the Blackboard', 'Blackboard Training', 'Send Us Your Feedback', and 'Problems Viewing This Site?'. Below this is a teal banner with 'BLACKBOARD LEARN, RELEASE 9.1 On Demand Learning Center'. The main content area is divided into several sections. On the left, there is a 'What Are You Interested in Learning?' section with a video player and a 'What Are You Interested in Learning?' section. In the center, there is a 'Recommended' section with links to 'The Retention Center', 'My Blackboard Global Navigation', 'Using the New Calendar', 'My Blackboard Profile', and 'Blackboard Help'. Below this is a 'GET UPGRADE ASSISTANCE' section with a link to 'Visit the Upgrade Center'. To the right of this is a 'COURSE SITES' section with a link to 'Try Blackboard's Latest. Free.'. At the bottom right, there is an 'ASK THE DOCTORS' section with a link to 'Learn More!'. A red box highlights the 'What Are You Interested in Learning?' section, and a callout bubble points to it with the text 'Enter topic or keywords to search'. Another red box highlights the 'Recommended' section, and a callout bubble points to it with the text 'Categories to browse'.

3. Distance Education also provides resources on the Blackboard Institution Home page. Locate the “**Distance Education Support**” module. Click on the appropriate link.

SAC Notifications Dashboard

Add Module Personalize Page

Internships & Jobs Announcement

Try out the new Internships and Job search, through internships.com! For resume assistance, please see the Career/Job Resource Center: Santa Ana College: L-225, (714) 564-6254 Santiago Canyon College: D-106, (714) 628-4805

Internships and Job Search

Kickstart Your Career! Find Jobs and Internships Now!

What are you searching for: e.g. Marketing, Design, etc. Where: City, state, or zip code

Search

Powered by: internships.com

NBC In The News

NBC Learn In The News For Wearable Tech, "Form Has to Match the Function"

RELATED VIDEOS | TRANSCRIPT | SHARE CUE CARD

Santa Ana College Mission

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

My Organizations

Organizations where you are: Leader

[SAC Student Online Orientation - Start Here!](#)

[SAC Student Practice Course](#)

Blackboard Help

[Blackboard Tutorials and Help](#)

Distance Education Support

Use the [SAC Distance Education website](#) for:

- [Online class schedules](#)
- [Blackboard student and faculty help](#)
- [Online/Hybrid degree advisement plans](#)
- [Frequently Asked Questions](#)
- [Student Support at SAC for online/hybrid students](#)

My Courses

Courses where you are: Instructor

[Bb Basics \(unavailable\)](#)

[ITS Test Course](#)

4. All instructors have access to the **Faculty Information Site** in Blackboard. On the Institutions Home Page, find the “**My Courses**” module. Click on “Faculty Information Site...”.

My Courses

Courses where you are: Instructor

[Bb Basics \(unavailable\)](#)

[ITS Test Course](#)

[Tammy Cottrell](#)

Courses where you are: Student

[Faculty Information Site 2013-2014](#)

[Module I - New Technologies \(Fall 2013\)](#)

5. The Faculty Information Site contains resources for faculty using Blackboard for instruction. Explore the contents from the menu on the left side. Click “**Faculty Resources**” to access the resource folder.

Announcements

Faculty Information Site 2013-2014

Announcements

Survey - Summer Online Teaching

Refresh Title V Guidelines

QuickStarts

Blackboard Information

Student Information

Faculty Resources

Announcements

Welcome to our Online Resource for Blackboard!

Posted on: Thursday, August 22, 2013

- New **Online/Hybrid Instructors**, please begin at the "**New Online Intr.**" button.
- Instructors new to Bb 9.1, please begin at the "**Bb 9.1 Information**" button

Faculty Resources

SAC DE Website - Faculty Resources
Faculty Bb resource as well as Frequently Asked Questions can be found at our DE website!

Beginning of Semester Checklist

Video Resources

Accessibility

Some Great Ideas, Quick Tips, and Useful Websites.
In this folder you will find:

- 125 Ideas for Distance Education
- Things to Consider When Designing Your Online Class

6. Blackboard Help is also available from the Course. Click the down arrow (v) or chevron next to **“Help”** in the Course Management menu. Click **“Blackboard Help For Instructors.”**

Home Page

Add Course Module

My Calendar
No calendar events have been posted for the next 30 days.
[more calendar events...](#)

Needs Attention

[Discussion Board Forum Needs Grading \(1\)](#)

[Test Needs Grading \(2\)](#)

Last Updated: January 9, 2014 1:43 PM

7. A new page will open for the Official Blackboard Help site. Browse the **Table of Contents** or search for a topic or key words.

The Official Blackboard Help Site

Ask the Doctor | About the Blackboard | Blackboard Inc. | Sign In | English

Enter a query

Enter topic or key words to search

Table of Contents

- Instructor**
 - Finding the Right Help
 - What's New?
 - Browser Support for SP 10
 - Browser Support for SP 11
 - FAQs
 - Blackboard Learn Environment
 - My Blackboard
 - Course Options

Instructor
Last Modified 16:49, 7 Jan 2014

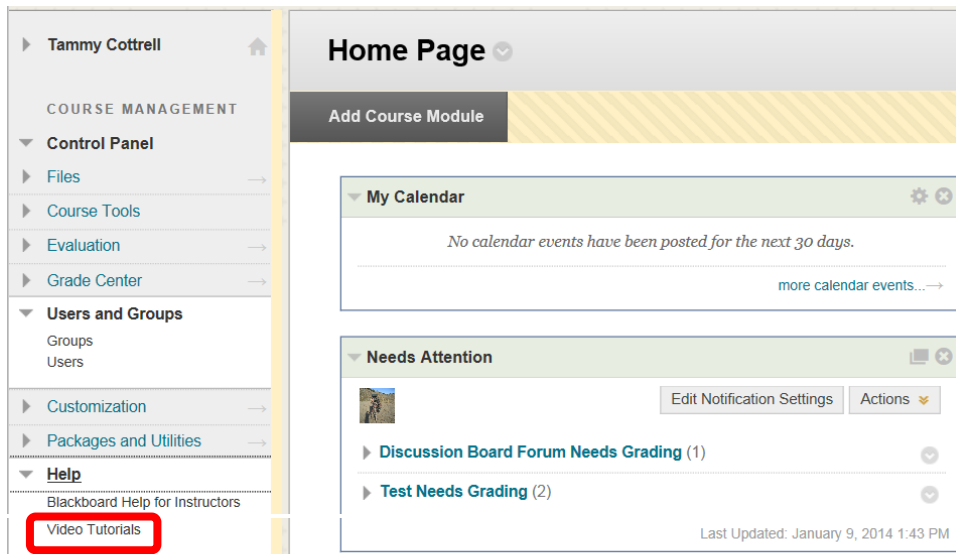
IMPORTANT! If you are not sure which version of Blackboard Learn you are using, see [Finding the Right Help](#).

Blackboard Recommends...

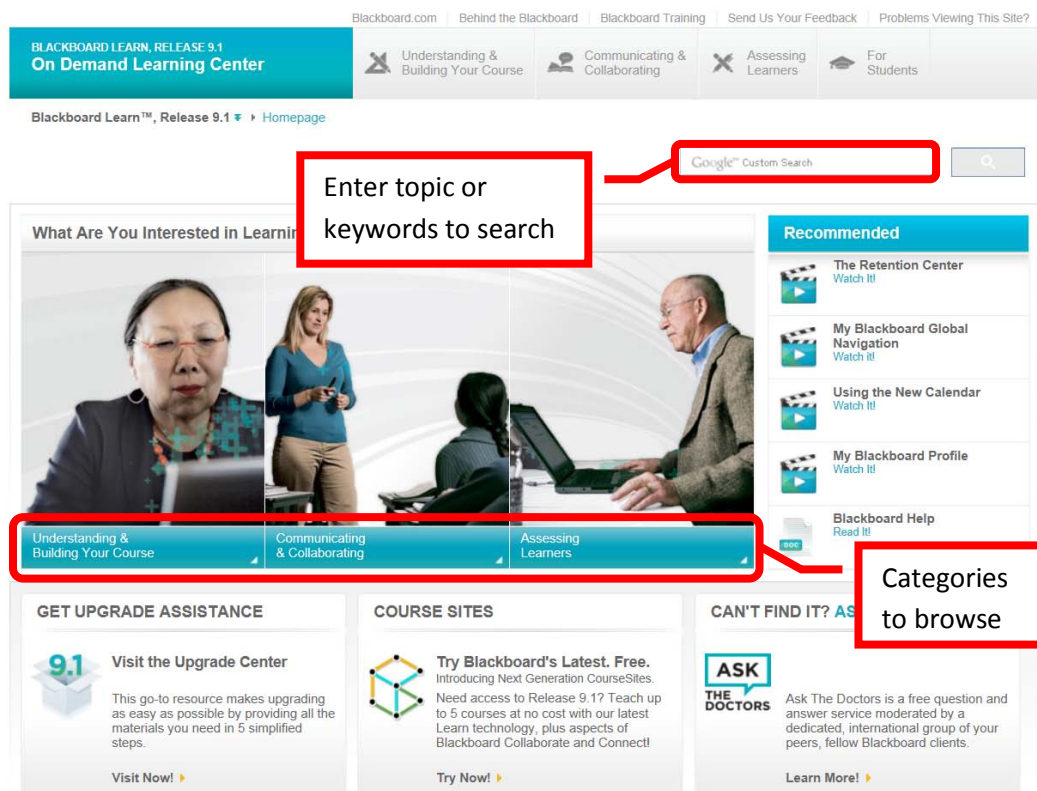
Look here for information about topics that are trending in the Blackboard Community.

Featured Video: Creating a Great First Impression
Creating a Great First Experience in Your Black...

8. From the Course Management Menu, select “**Help**”. Click “**Video Tutorials**.”



9. This will open a new page accessing the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.



Blackboard Online Help, Support and Resources

1. Visit the Distance Education Website at www.sac.edu/disted for Blackboard information, help, support and resources.

Online & Hybrid Courses

Contact Us

DISTANCE EDUCATION OFFICE

ONLINE CLASS SCHEDULES

- Intersession Spring 2014
- Spring 2014

STUDENT RESOURCES

- Blackboard Student Help
- Degree Advisement Plans
- Frequently Asked Questions
- How to Search for Online Classes
- Online Orientation & Student Support


FACULTY RESOURCES

- Online Faculty Information
- Frequently Asked Questions

ONLINE RESOURCES

- Blackboard
- Bookstore
- Learning Center
- Library (Remote Access)
- Online Counseling
- WebAdvisor (Student Information System)

Out of State Students



Welcome to Distance Education at Santa Ana College. Distance Education courses give you an opportunity to complete most of your work outside the traditional classroom.

- Earn your degree
- An education that works around your schedule
- An alternate to attending regular, on-campus classes
- Equivalent to standard classes that meet general education and university transfer requirements
- Convenient and flexible

What SAC students are saying:

"I prefer online classes versus traditional because of time constraints even though there is usually more work involved."

Distance Education Mission Statement:

Our mission in Distance Education at Santa Ana College is to provide our students and faculty with the highest quality distance education program. We accomplish this mission by assuring that our student coursework provides the depth and breadth of

Phone: 714-564 6725
FAX: 714-647-0761
Email: sac_disted@sac.edu

Address:

Distance Education
Office
Cesar Chavez Building
Room A-101
1530 W. Seventeenth St.
Santa Ana CA 92706

Operating Hours

Fall & Spring
Mon - Thur: 7:30 AM to 5:00 PM (Pacific time)
Friday: 7:00 AM to 12 Noon
Closed Saturday and Sunday

Summer
Mon - Thur: 7:30 AM to 5:00 PM (Pacific time)
Closed Friday, Saturday and Sunday

The Distance Education Office is closed during all college holidays and during Recess Breaks.

Distance Education Office

The Distance Education Office supports faculty and students in all areas of online learning and instruction. Contact or stop by the Distance Education Office at:

Email: sac_disted@sac.edu

Phone: (714) 564-6725

Santa Ana College
Cesar Chavez Building, Room A-101
1530 W. 17th Street
Santa Ana, California 92706

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