

## Bb Quick Start 9.1 SP11 Basics

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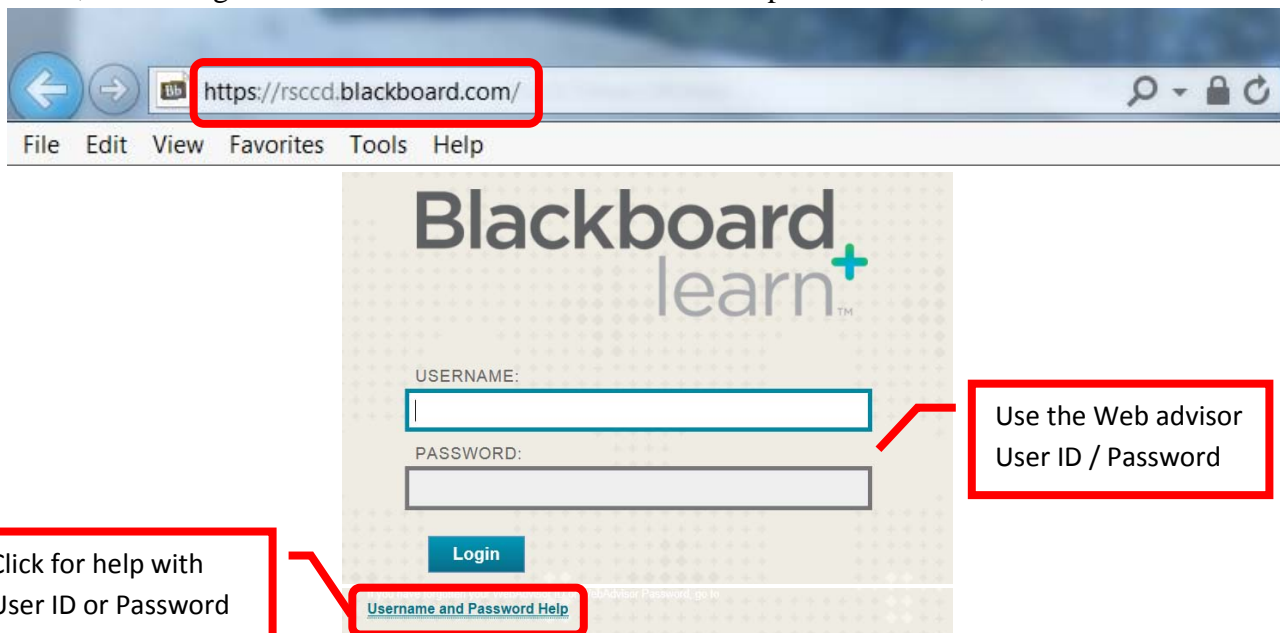
Blackboard Basics provides an overview of Blackboard, and basic instruction on how to use some of the most popular features.

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### Accessing Blackboard

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

To access Blackboard directly, open a browser window. It is recommended to use a recent version of Internet Explorer or Firefox. *HINT: To ensure functionality, view Blackboard in “Compatibility Mode.”* Enter <https://rscdd.blackboard.com> in the address window, then click “Go.” Enter the Web Advisor User ID / Password, click “Login.” Click “User Name and Password Help” for assistance, if needed.



https://rscdd.blackboard.com/

File Edit View Favorites Tools Help

Blackboard  
learn<sup>+</sup>

USERNAME:

PASSWORD:

Login

[Username and Password Help](#)

Use the Web advisor  
User ID / Password

Click for help with  
User ID or Password

## Institution Home Page

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

The screenshot displays the Blackboard Institution Home Page for Santa Ana College. The page features a red header with the college logo and name. Below the header, there are several navigation and utility links. The main content area is divided into several sections, each with a title and a brief description. Red boxes and arrows highlight specific features and links throughout the page.

**Labels and Links:**

- Link to SAC Website**: Points to the Santa Ana College logo in the header.
- Global Navigation Panel**: Points to the top navigation bar containing links like SAC, Notifications Dashboard, and Personalize Page.
- Log Off Bb**: Points to the user profile and logout button in the top right corner.
- Link to Notifications Dashboard**: Points to the Notifications Dashboard link in the top navigation bar.
- Add a module to the page**: Points to the Add Module button in the top navigation bar.
- Great resource for students**: Points to the NBC In The News section.
- Instructor's Course(s) Link**: Points to the My Organizations section.
- Great resource for instructors**: Points to the My Courses section.
- Modules provide information and quick links**: Points to the Internships & Jobs Announcement section.
- Browser Test**: Points to the Browser Test button in the bottom left section.
- Help and Support**: Points to the Blackboard Help and Distance Education Support sections in the bottom right.

**Page Content:**

- Header**: Santa Ana College logo and name.
- Navigation Bar**: SAC, Notifications Dashboard, Add Module, Personalize Page, Log Off Bb.
- Internships & Jobs Announcement**: Try out the and Job search internships. For resum 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**: Search for internships and jobs.
- NBC In The News**: NBC Learn in The News. Analysis: Governor Christie Cannot E... CHRISTIE BRIDGE CONTROVERSY WILL SCANDAL TARNISH 2016 APPEAL?
- 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).
- Santa Ana College Mission Statement**: The mission of Santa Ana College is to partner in meeting the needs of the community and workforce development. 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.
- Browser Test**: Use the button below to check if your web browser is properly configured to use Blackboard. Test your Browser.
- 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

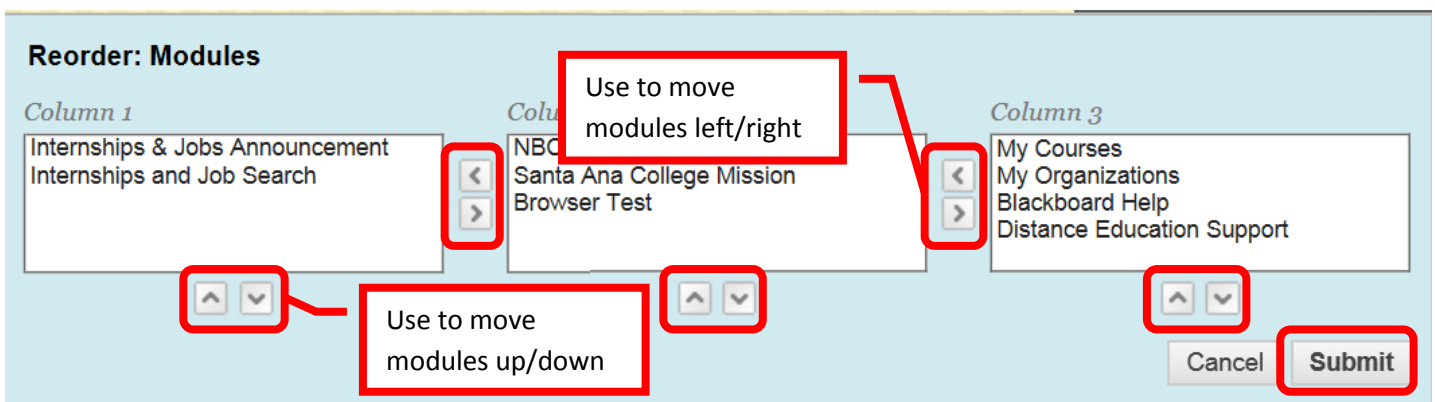
- **Browser Test:** It is recommended that all users perform the browser test when first accessing Blackboard.
  - **HINT:** Use Internet Explorer or Firefox, but ensure that Compatibility Mode is enabled for the site.
- **My Organizations:** Provides links to orientations, practice courses and other organizations.
  - **HINT:** The Student Online Orientation is a great place for students to start. It provides 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:

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.”



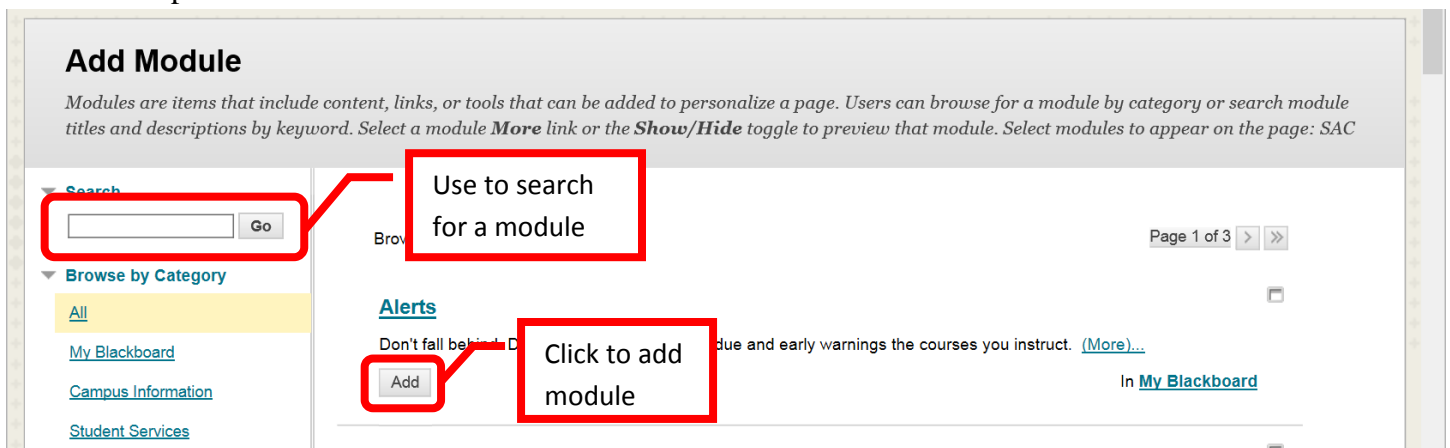
The “Reorder Modules” box will appear on the screen. Click on modules, then use the up (^), down (v), left (<), and right (>) arrows to move the module to the desired location. When all of the modules have been placed, click “Submit.”



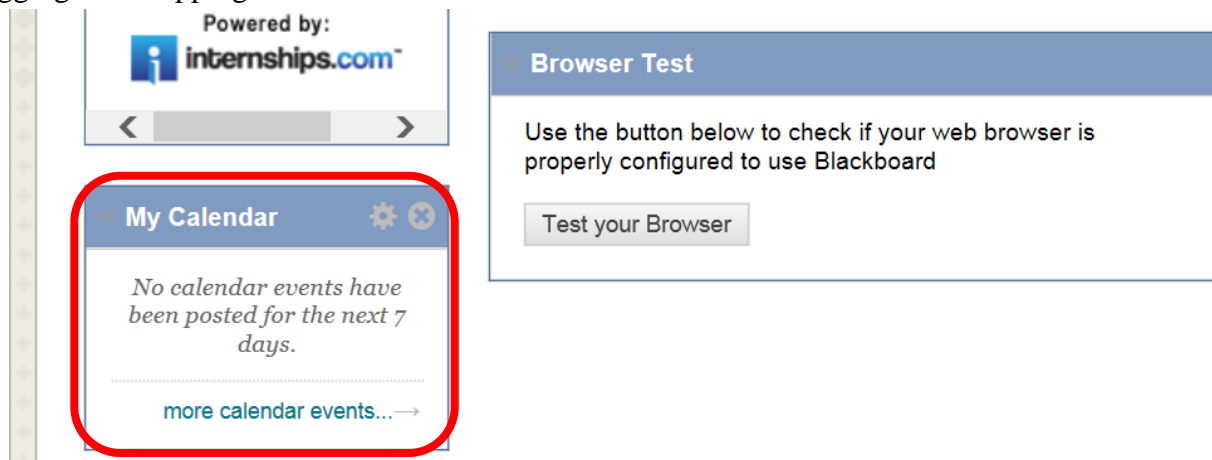
To add a module, click the “Add Module” icon in the upper left corner of the page.



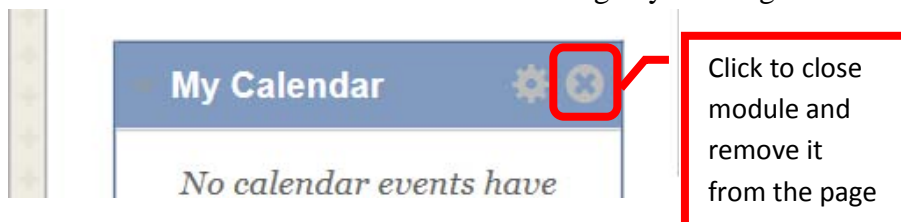
Scroll down the list of modules to find the desired one. Then click the “Add” button. Use the “Search” field to search for a specific module.



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.



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

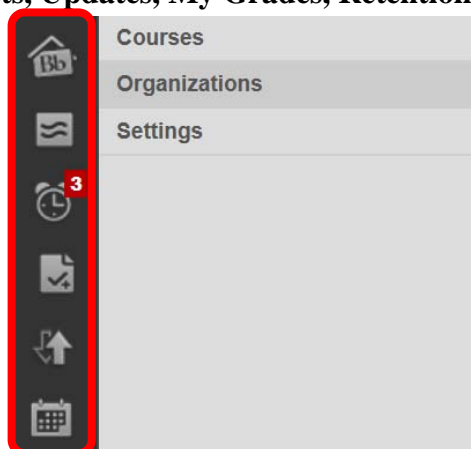


A dialog box to confirm the deletion will appear on the screen. Click “OK” to remove the module from the Institution Home Page.

To access the **Global Navigations Panel**, click on your name in the upper right corner of Blackboard.



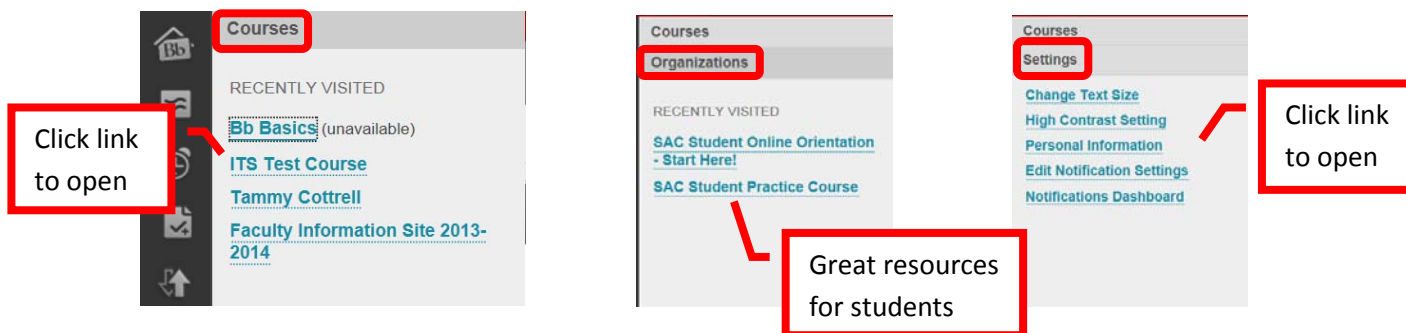
The Global Navigations Panel will appear as a drop down menu. The icons on the left side from top to bottom are: **Blackboard Home, Posts, Updates, My Grades, Retention Center, and Calendar.**



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



Click “**Courses**” tab to access links to all current courses. Click the link of the course to open it. The “**Organizations**” tab provides access links to assigned Organizations. The SAC Student Online Orientation and the Practice Course are great resources for students. It provides some instruction on being a successful online student, and provides a test course to practice their skills. The “Settings” tab, towards the bottom, provides links to Change Text Size, High Contrast Setting, Personal Information, Edit Notification Settings, and the Notification Dashboard.



## 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 the college name and user information (Tammy Cottrell). Below this, a sidebar on the left contains a 'Course Menu' with links like Home Page, Information, Content, Discussions, Tools, and Help. A 'Course Management Menu' is also visible, listing options such as Control Panel, Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area features several widgets: 'My Announcements', 'My Calendar', 'My Tasks', 'What's Past Due', 'What's Due', 'Needs Attention', and 'Alerts'. A red box highlights the 'Add Course Module' button, and another red box highlights the 'Edit Mode' toggle switch, which is currently set to 'ON'. A third red box highlights the 'Course Menu' link in the sidebar. A fourth red box highlights the 'Modules provide information & quick links to content' text in the 'What's Due' widget. A fifth red box highlights the 'Add a module to the page' text in the 'Add Course Module' button. A sixth red box highlights the 'Course Mgmt Menu (Instructor View Only)' text in the 'Course Management Menu'.

The default Course Home Page has links to:

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



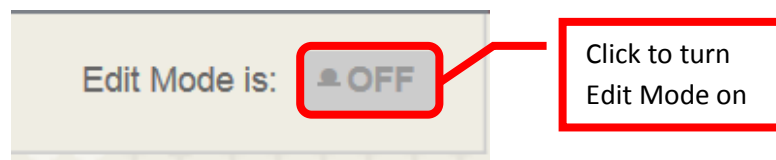
- Needs Attention: Newly submitted assignments, discussion boards, etc.
- My Calendar: Class Events
- To Do: This field will always be blank for instructors. The To Do module is to let students know what they need to complete to earn a grade.
- Alerts: Early Warning System that identifies students at 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.

### Edit Mode:

Edit mode must be “ON” in order for changes to be made to the course. Edit mode is displayed in the upper right corner of the Course Home Page.



If “Off” is displayed, click it and Edit mode will be turned back on.



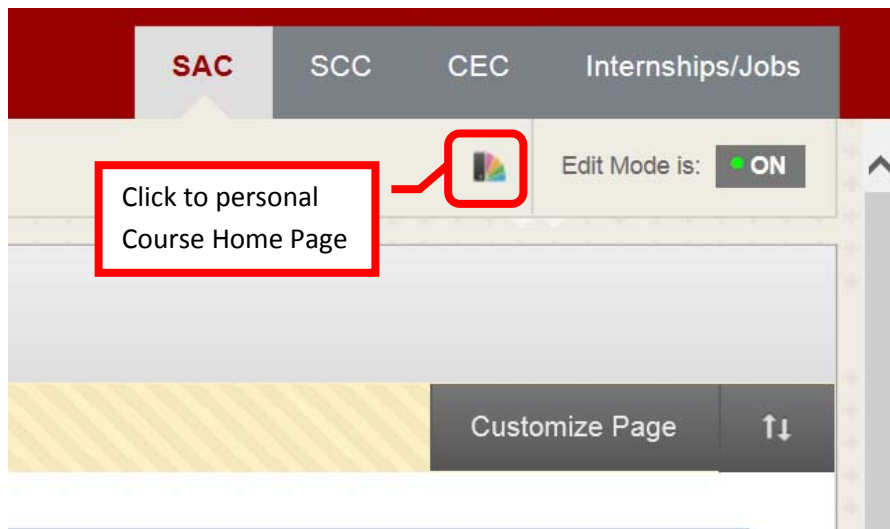
To view the course from the student perspective, turn Edit Mode “Off.” To turn Edit Mode off, click “On.” In this view, no hidden links or content will be visible.



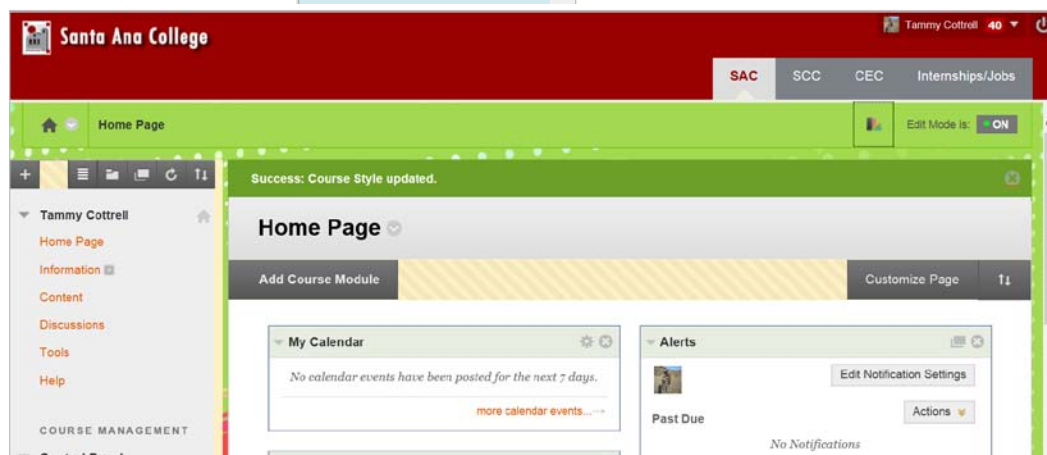
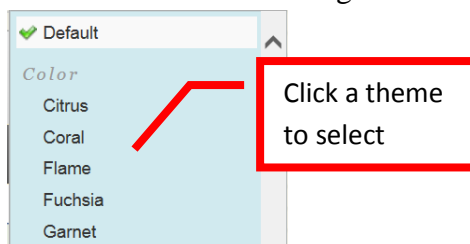
**NOTE:** Any changes to the Course Menu and Content Modules is made for both the instructor and students. This allows the instructor to customize the look and functionality of the course for the students, while preventing students from deleting critical course content.

**Customizing the Course Home Page** is the same as customizing the Institution Home Page as described in the previous section.

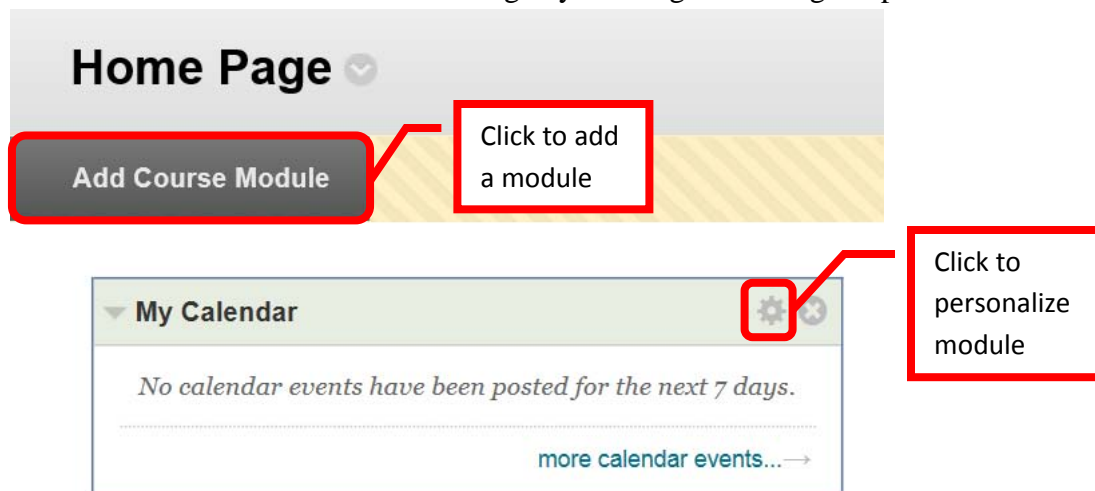
**Personalize the theme of the Course Home Page**, click the Change Course Theme “Color Wheel” icon in the upper right corner of the page. Customizing the course home page will also customize the student view of the course.



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



**Personalize Modules** on the Course Home Page by clicking the settings or personalize icon.





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

**Personalize: My Calendar**

Cancel

Submit

**1. Edit My Calendar View**

*Edit display settings for the Calendar module.*

Show Calendar Events for:

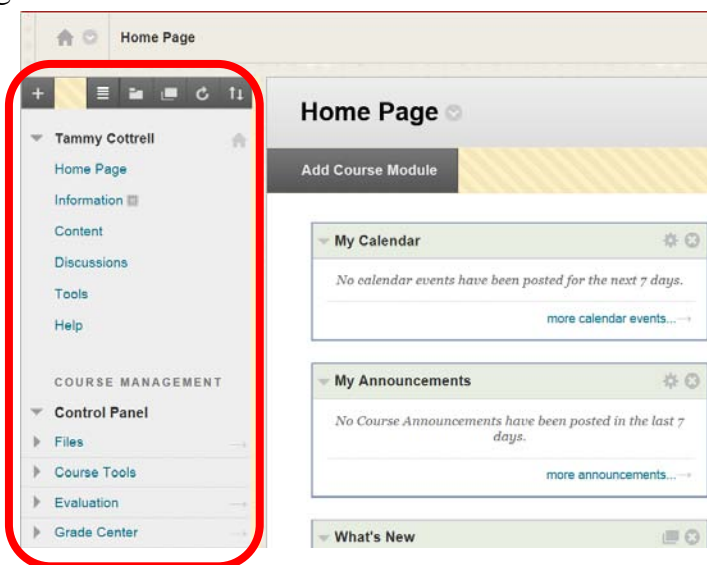
**2. Submit**

*Click Submit to proceed. Click Cancel to quit.*

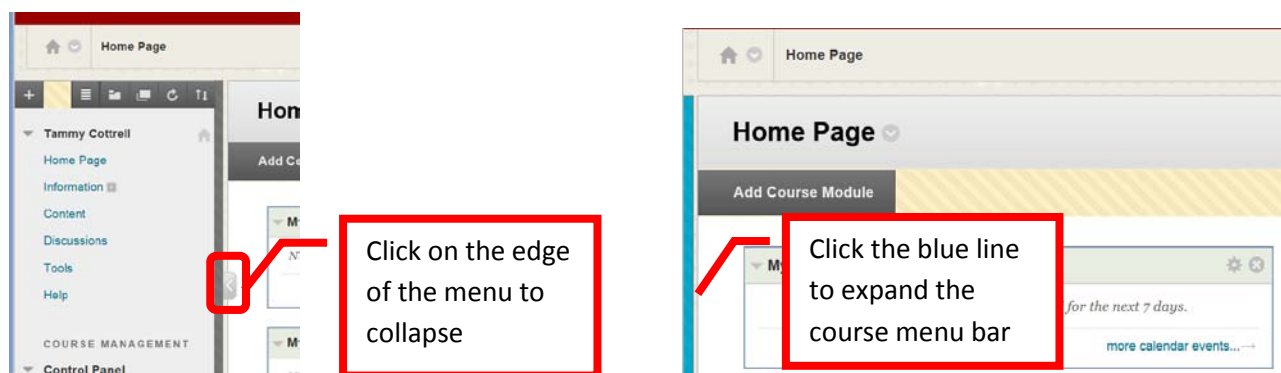
Cancel

Submit

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



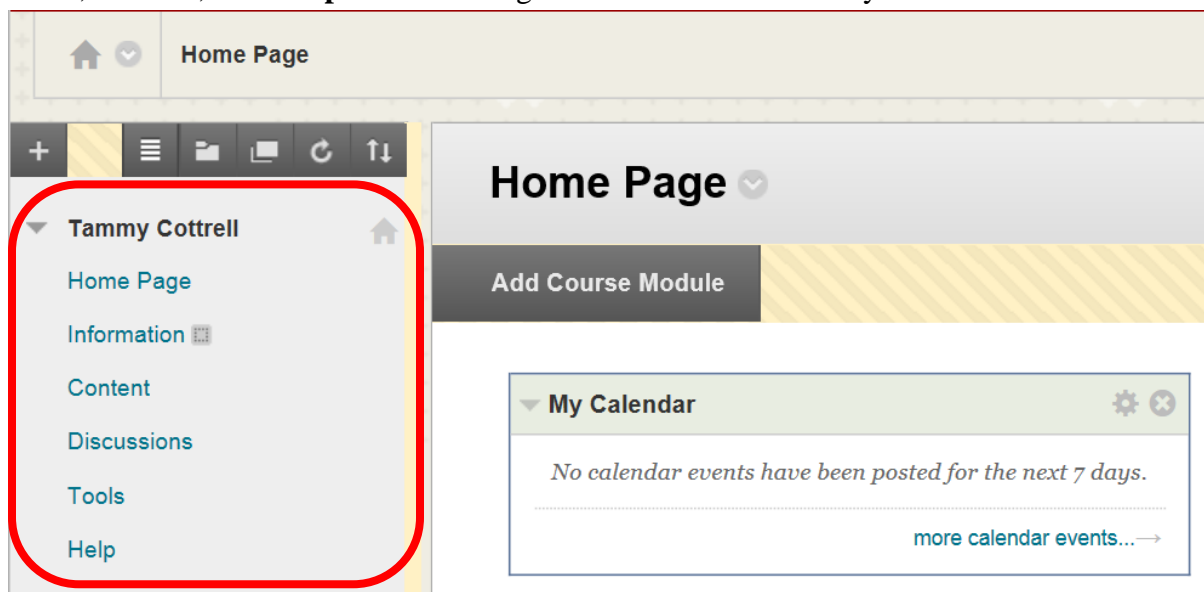
The Course Menu Bar can be collapsed by clicking on the right edge of the menu bar. The Course Menu Bar will collapse into a blue line on the left side of the screen. To expand the Course Menu Bar, click on the blue line.



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

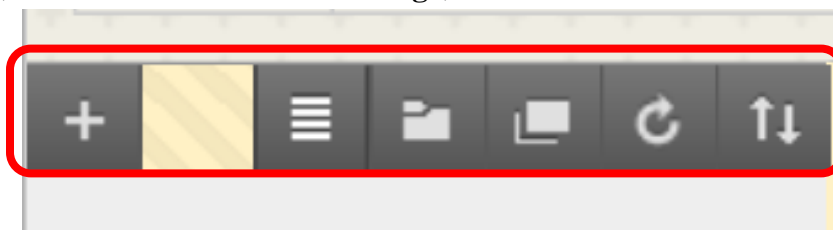


The **Course Menu** is located on the upper left menu bar on the Course Home Page. The course menu allows navigation through the course by clicking on default links for “**Home Page**,” “**Information**,” “**Content**,” “**Discussions**,” “**Tools**,” or “**Help**.” These categories can be customized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



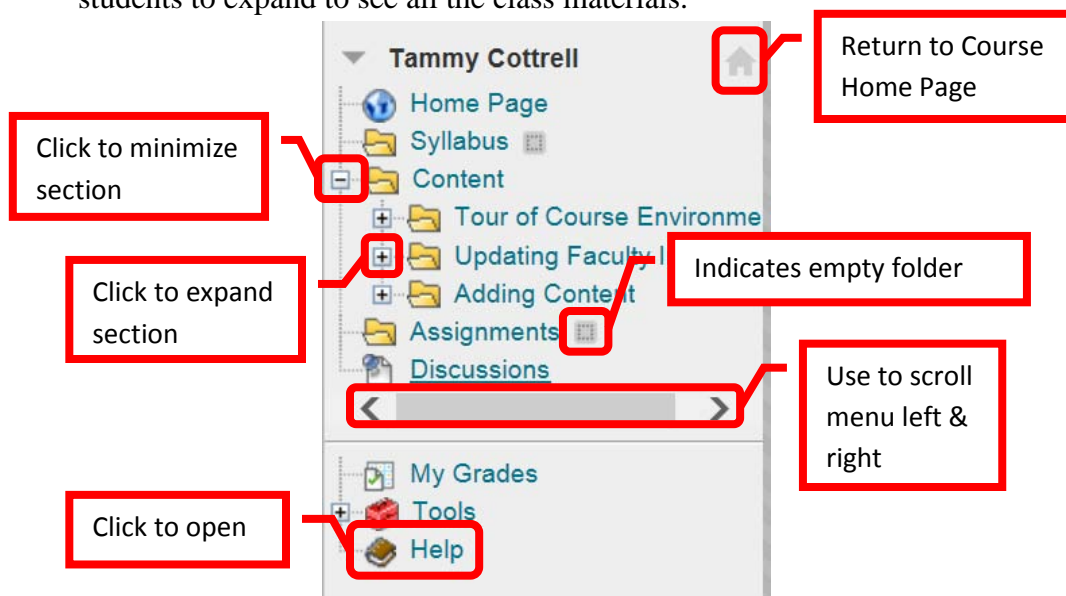
- Home Page = the Course Home Page
- Information = Content Area (can be changed, hidden or renamed)
- Content = Content Area (can be changed, hidden or renamed)
- Discussions = Discussion Board
- Tools = Student toolbox (e.g. Announcements, Calendar, Journals, etc.). This can be customized by the instructor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

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.

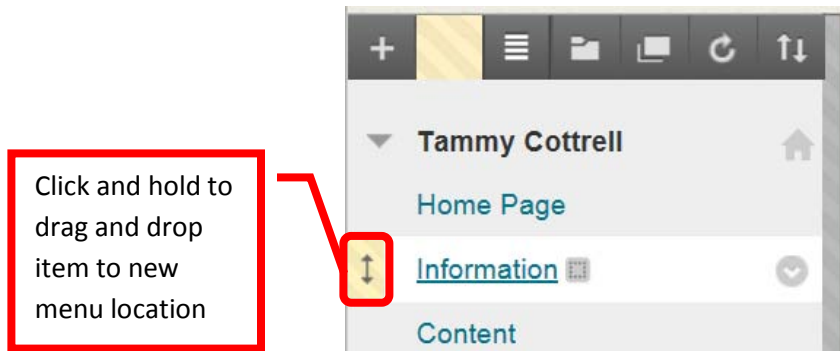
- Content Area = Adds a new content area
- Module Pages = Adds a link directly to a specific module (Alerts, Support, Announcements, Calendar, etc.) on the menu. Links can be added for frequently used modules for quick, easy access.
- Blank Pages = Adds a blank page
- Tool Links = Adds a link directly 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 is the third icon from the left. This allows users to view the content menu in a folder view. This could be a very helpful view for students, as it will show the folder structure and allows students to expand to see all the class materials.



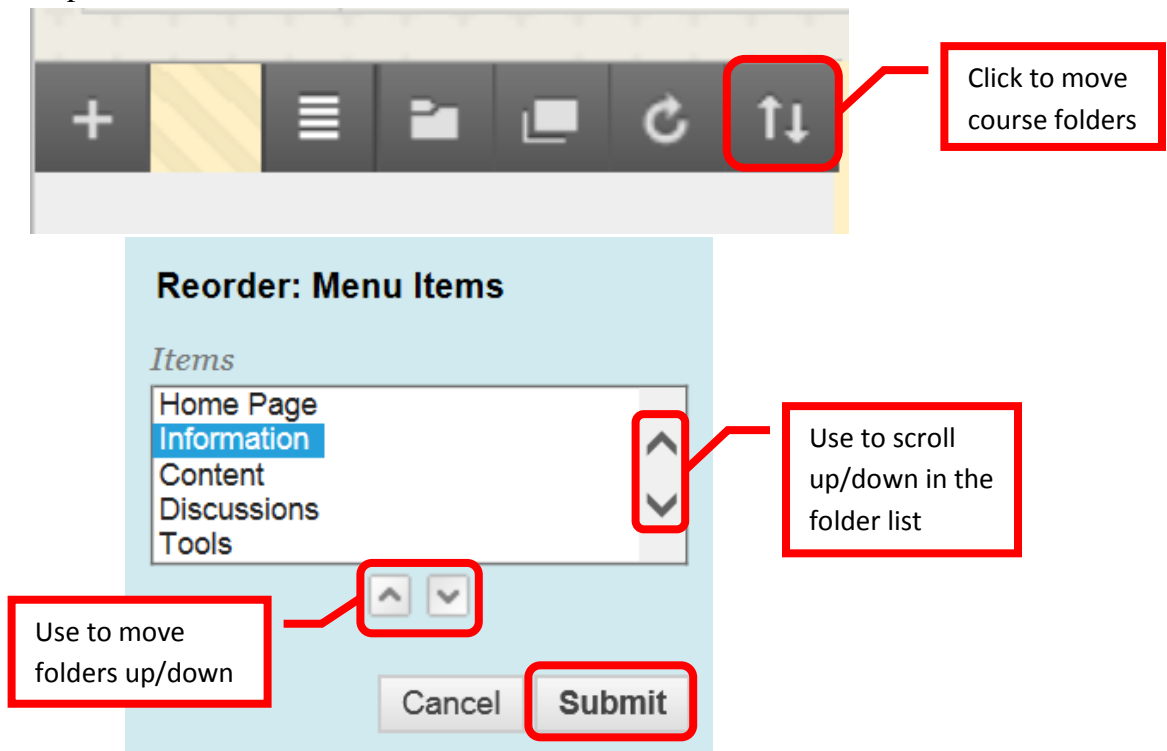
- Display Course Menu in a Window is the fourth icon from the left. Clicking this icon will open a new browser window and display the course menu.
- Refresh is the fifth icon from the left. Clicking this icon will refresh the window with newly added content on the course menu.
- Keyboard Accessible Reordering: Menu Items is the icon all the way to the right. This allows users to move items in the Course Menu.

## Reordering the Course Menu:

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.

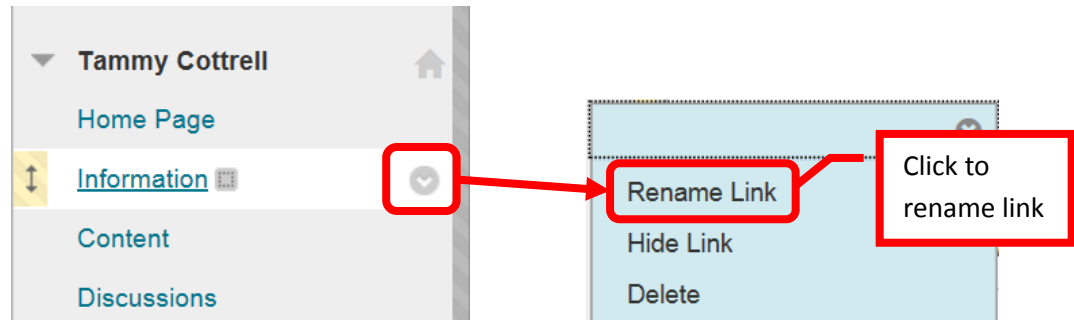


Folders can also be moved by clicking the up/down arrows located on the far right of the Course Menu Toolbar. The Course Menu “Reorder: Menu Items” dialog box will appear on the screen. Click the name of the folder to be moved, then use the up (^) and down (v) arrows to move the folder to the desired 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.

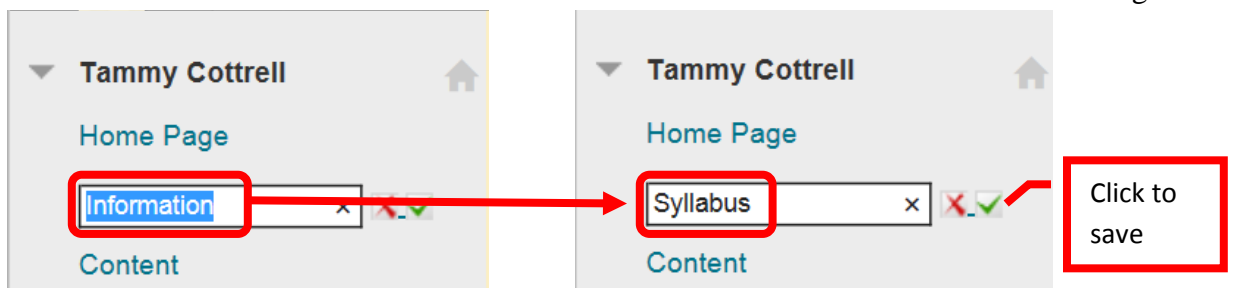


### Renaming Content Folders:

The default content items can be renamed. To **rename** an item, hover over it and click the down (v) arrow or chevron. Select the “Rename Link” option from the menu.

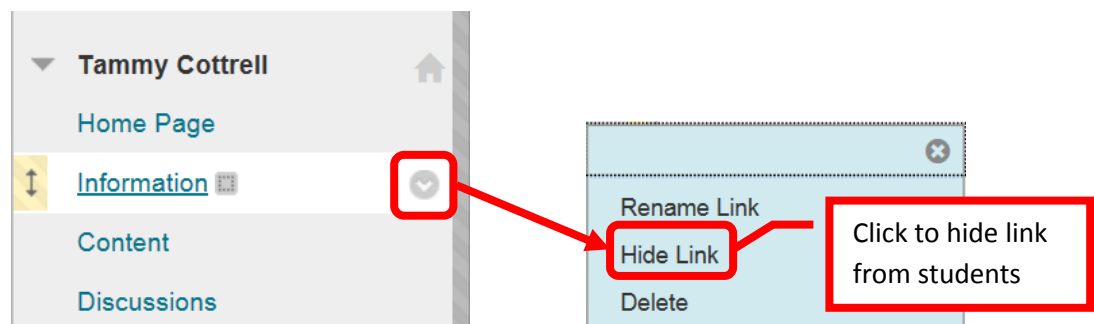


The link will be selected. Enter the new link name, then click the green check mark to save. The new name will be displayed on the content menu. Click the red “X” to cancel and return to the menu with no changes.



### Hiding, Showing and Deleting Content Menu Items:

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. Select “Hide Link” from the menu.

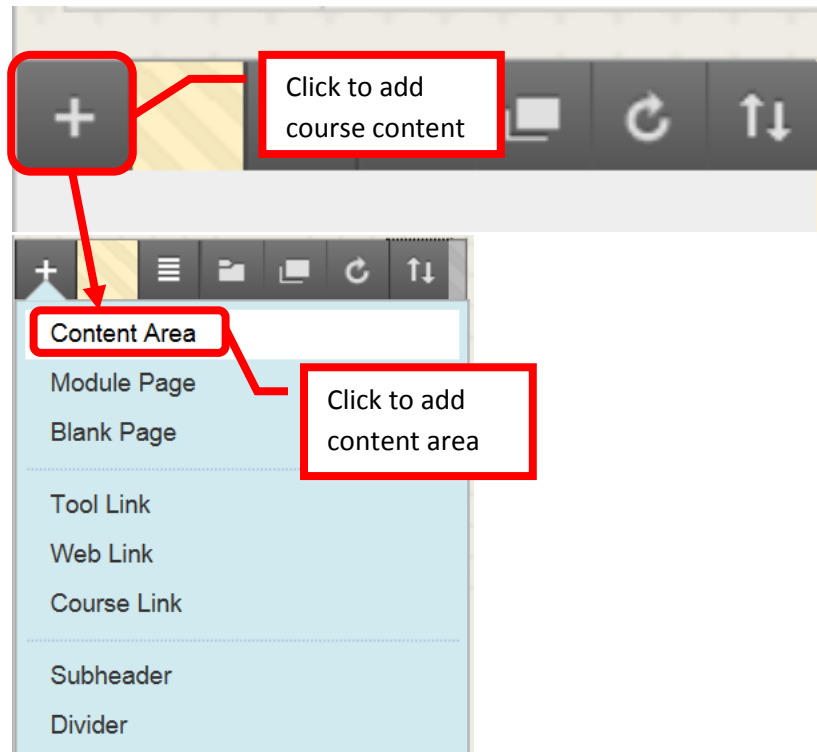


A hidden link icon, represented by a box with a line through, will appear next to the hidden link. To unhide an item, hover over it and click the down (v) arrow or chevron. Select “Show Link” from the menu.

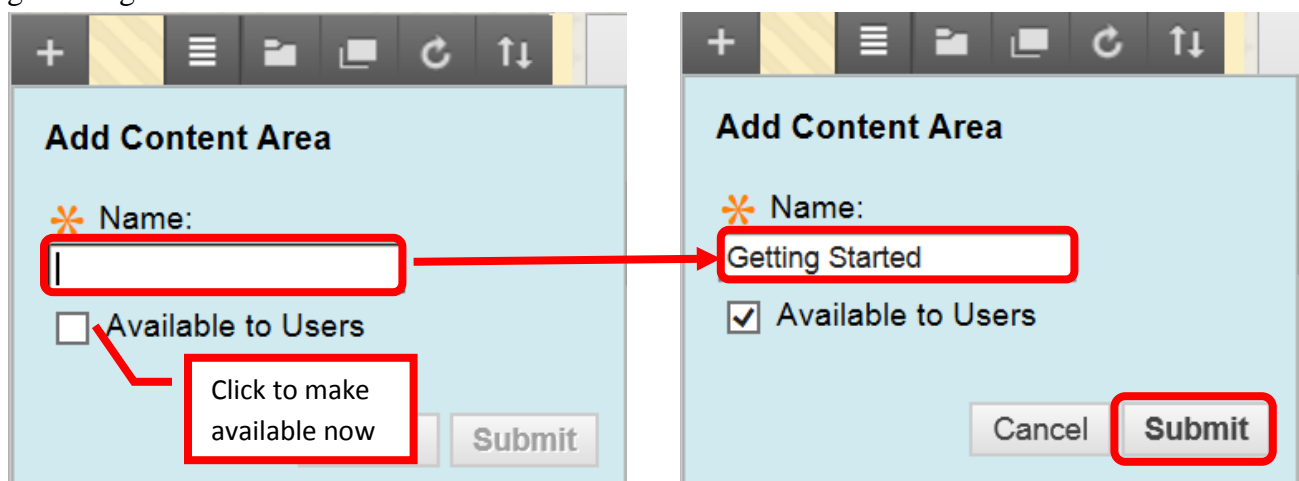


## Adding Content Links:

To add a content area, click the add (+) icon in the left of the tool bar. 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.



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

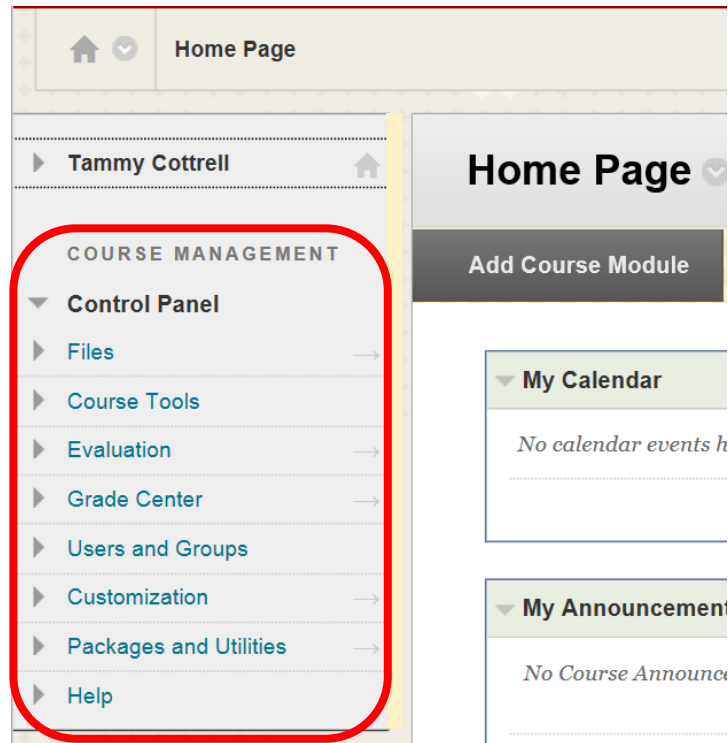


**Module Pages, Blank Pages, Tool Links** (direct links to specific tools for students), **Web Links** (direct links to external websites, articles, etc.), **Course Links** (link to a specific place or document within the course), **Subheaders**, and **Dividers** can be added in the same way. All added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



## Course Management Menu:

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. The Course Management menu is only available to and viewable by instructors – students cannot see this menu.



- 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

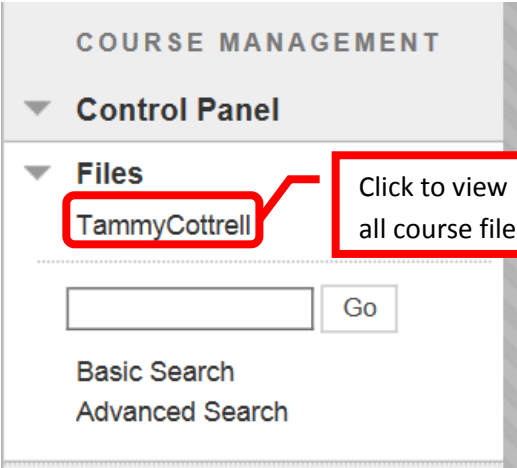
To expand a section on the Course Menu Bar, click the right arrow (>) or “chevron.” To minimize a section on the Course Menu Bar, click the down arrow (v) or “chevron.”



## Files:

“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 is also displayed.



**Files: TammyCottrell**

Course Files is a central file storage area for a single course. With Course Files, not only do you have access to all of your files, but you have the ability to manage, organize, and view those files as needed. When creating content for your course, you can link to any uploaded items. When you change an item, all links to the item in your course reflect those changes.  
[More Help](#)

Upload ▼ Create HTML Object Create Folder Click to create new folder Set Up Web Folder

Download Package Copy Move Delete Refresh

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>	Folder	<a href="#">TammyCottrell ImportedContent 20140116020712</a>	Jan 16, 2014 2:07:12 PM	2.1 MB	
<input type="checkbox"/>	Image	<a href="#">IMG_2280.JPG</a>	Dec 4, 2013 11:27:35 AM	2.21 MB	
<input type="checkbox"/>	Image	<a href="#">(1).JPG</a>	Jan 8, 2014 9:15:11 AM	1.77 MB	
<input type="checkbox"/>	Image	<a href="#">IMG_2783.JPG</a>	Jan 8, 2014 9:11:58 AM	1.77 MB	
<input type="checkbox"/>	Document	<a href="#">Lynda Bb Essentials.docx</a>	Dec 16, 2013 8:50:34 AM	16.1 KB	

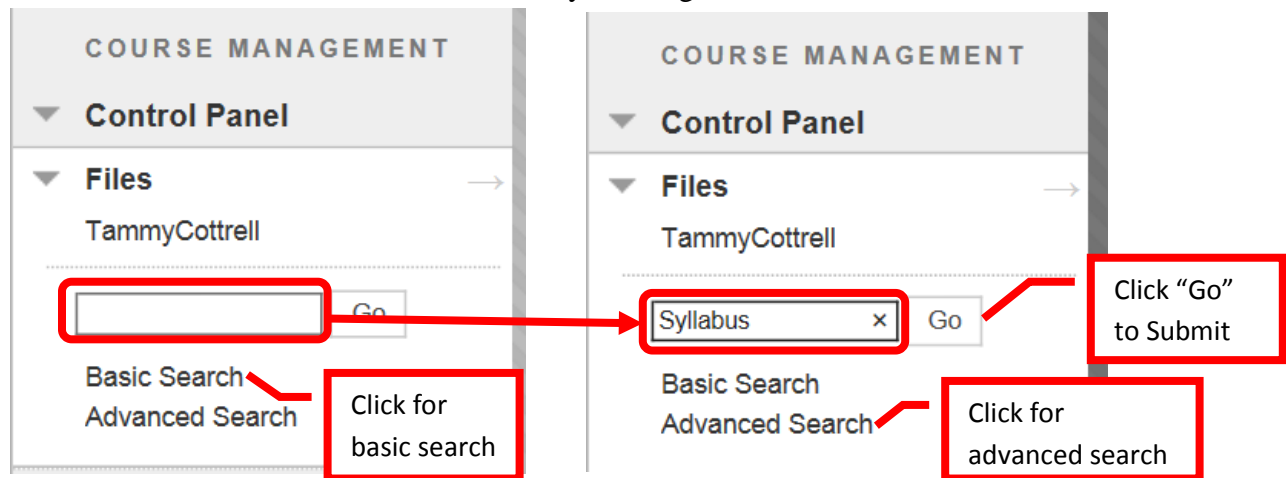
Imported files

Click to select

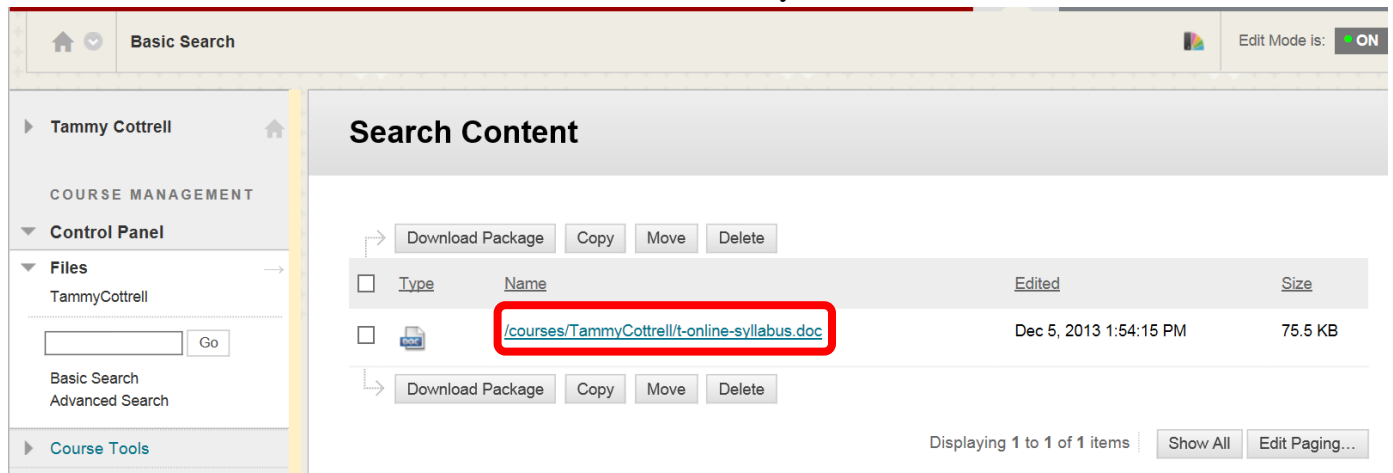
Total file size

Open  
360° View  
Edit Settings  
Overwrite File  
Permissions  
Alignments (None)  
Download Package  
Copy  
Move  
Delete

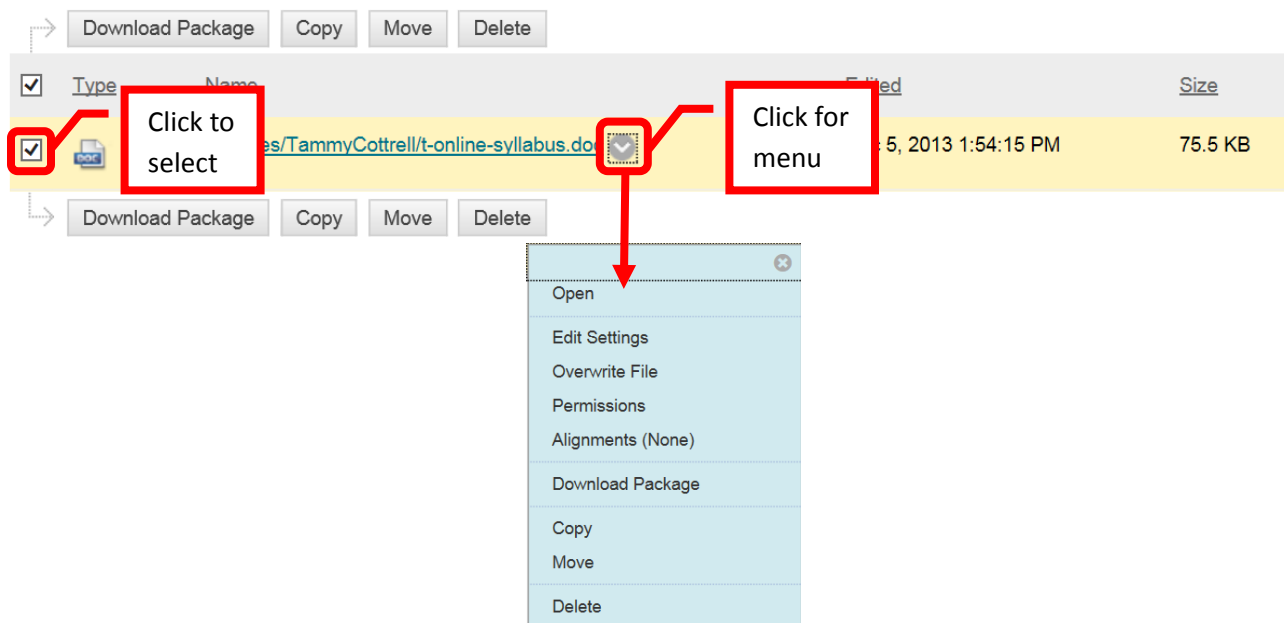
To find a file, simply enter the full or partial file name in the “Search” box, and click “Go.” A “Basic Search” and “Advanced Search” feature are also available by clicking the links below the search box.



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

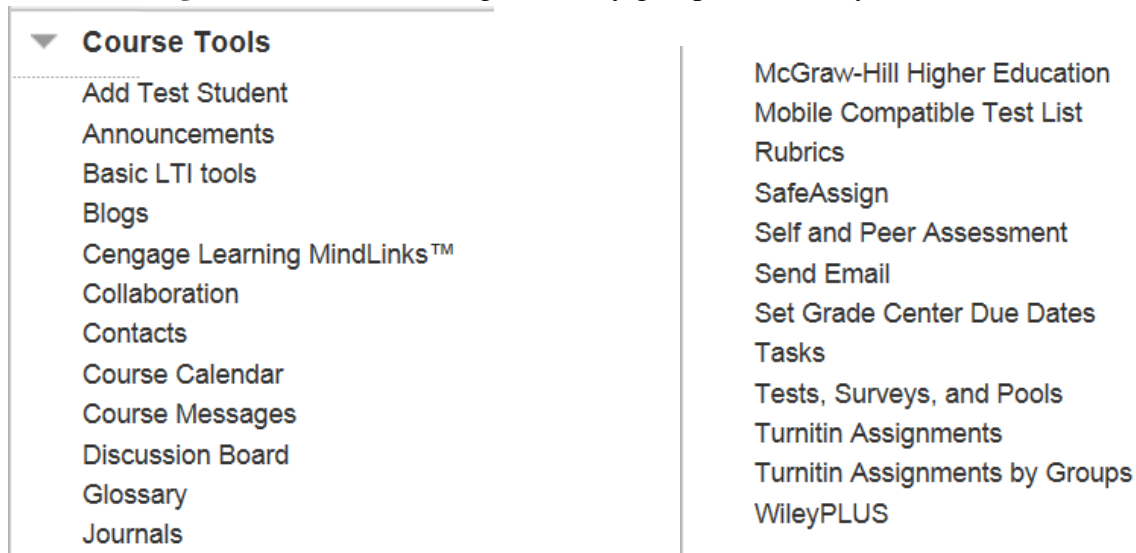


Click the check box next to the document to select it. Then click the down arrow (v) or chevron to access the menu. From the menu, the user can open the document, edit the settings, overwrite the file, access file permissions, download package, copy, move and delete.

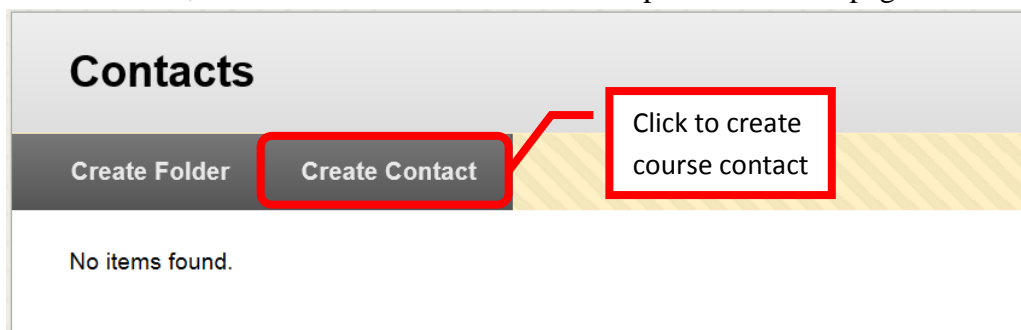


## Course Tools:

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, and WileyPLUS.



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



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.

## Create Contact

Indicates a required field.

Cancel Submit

### 1. Profile Information

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

Email

Work Phone

Office Location

☒ ☐

Enter office location (building / room)

Character count: 0

Office Hours

☒ ☐

Enter physical and virtual office hours

Character count: 0

Notes

Paragraph Arial 3 (12pt)

Enter notes

Path: Words:0

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](mailto: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 can 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 should be 150 x 150 pixels.

Current Image: None

Attach Image: Browse Click to add a picture

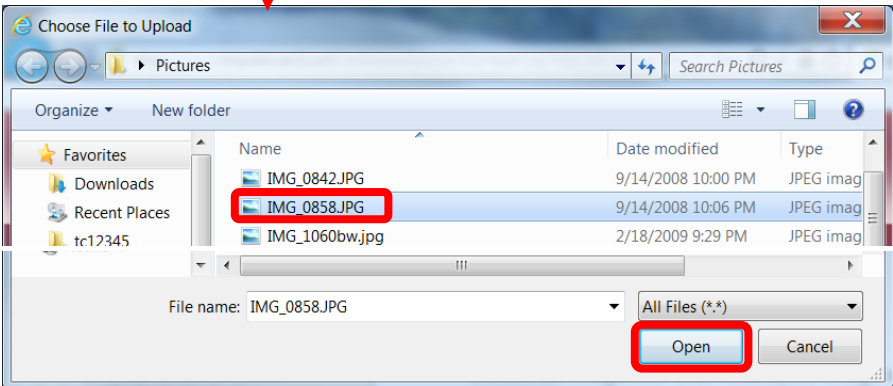
Personal Link:

---

**3. Submit**

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

Cancel Submit



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.

**“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 whether the account should be enrolled 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?

Enroll



Check box to enroll  
test account in course

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.

### Users / Groups:

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

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.

Username	First Name	Last Name	Email	Role	Observer	Available
tc12345	Tammy	Cottrell	<a href="mailto:cottrell_tammy@rscsd.edu">cottrell_tammy@rscsd.edu</a>	Instructor		Yes
tc12345_s	Tammy (Test Student)	Cottrell	<a href="mailto:test_tammy@gmail.com">test_tammy@gmail.com</a>	Student		Yes
student_cottrell	Tammy	Cottrell	<a href="mailto:cottrell_tammy@rscsd.edu">cottrell_tammy@rscsd.edu</a>	Student		Yes

### Managing the Class Roster in Blackboard

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.”

**Users**

Search: Username ▼ Not blank ▼  Go

Refresh

Username	First Name	Last Name ▼	Email	Role	Observer	Available
tc12345	Tammy	Cottrell	cottrell_tammy@rscsd.edu	Instructor		Yes
tc12345	Tammy (Test Student)	Cottrell	test_tammy@gmail.com	Student		Yes
student_cottrell		Cottrell	cottrell_tammy@rscsd.edu	Student		Yes

Refresh

Displaying 1 to 3 of 3 items Show All Edit Paging...

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.

Users > Change User's Availability in Course

**Change User's Availability in Course**

Cancel Submit

1. **Role and Availability**


Role Student

Available (this course only)  Select "No" to make course unavailable

2. **Submit**

Click Submit to proceed. Click Cancel to quit.


Cancel Submit

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.

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼

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

Grade Information Bar

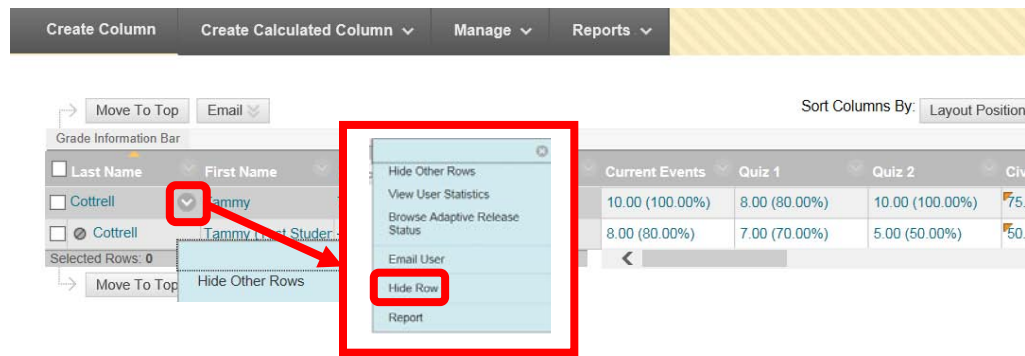
Last Name	Student ID	Current Events	Quiz 1	Quiz 2	Civil War
Cottrell		10.00 (100.00%)	8.00 (80.00%)	10.00 (100.00%)	75.00
 Cottrell		8.00 (80.00%)	7.00 (70.00%)	5.00 (50.00%)	50.00

Selected Rows: 0

Move To Top Email ▼

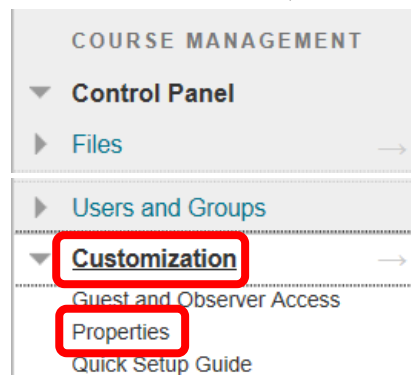
Indicates course is unavailable for student

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.



## Customization:

**Making a Blackboard Course Available to Students** - 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**.”



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

### Properties

Properties control the functional settings of the course, including name, availability, classification, duration, categorization, language, files, and structure. [More Help](#)

Cancel

Submit

#### 1. Classification

Subject Area

Education

Discipline

Higher Education

#### 2. Set Availability

Make this course available to users?

Make Course Available

☒ Yes
 ☐ No

Select to make course available

## Packages and Utilities:

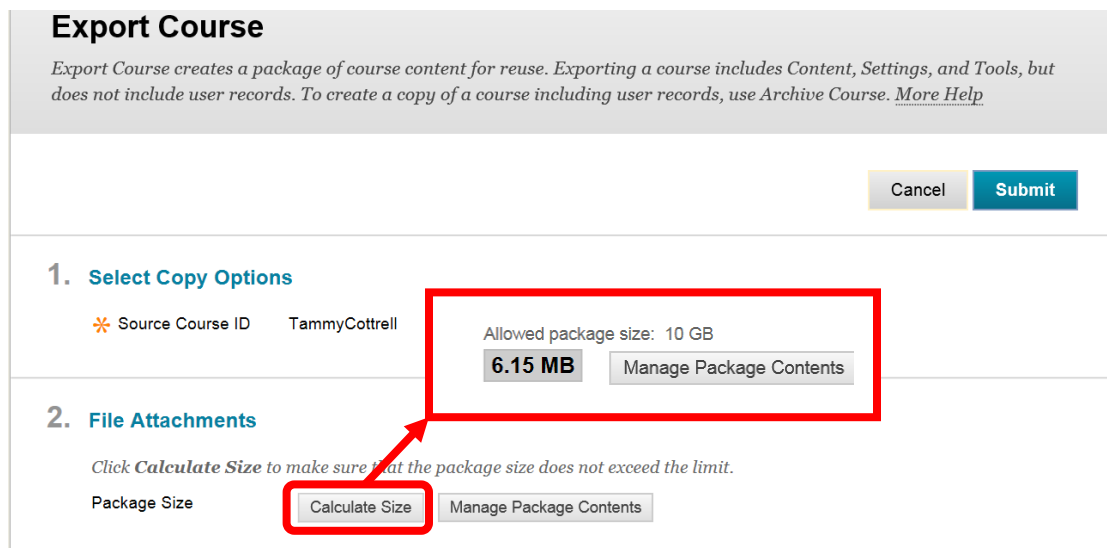
**Export a Course** from the **Course Home Page**, in the Course Management Menu, under “Packages and Utilities,” click “**Export / Archive Course**.”



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**.



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.



The **Select Course Materials** section allows instructors to select which components of the course will be exported. 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.

**3. Select Course Materials**

Select materials to include in the export package to serve as an exact record, including user records, use archive instead of export.

☐ Content Areas

☐ Syllabus

☐ Unit 1

☐ Unit 2

☐ Unit 3

☐ Assignments

☐ Tests

☐ Adaptive Release Rules for Content

☐ Announcements

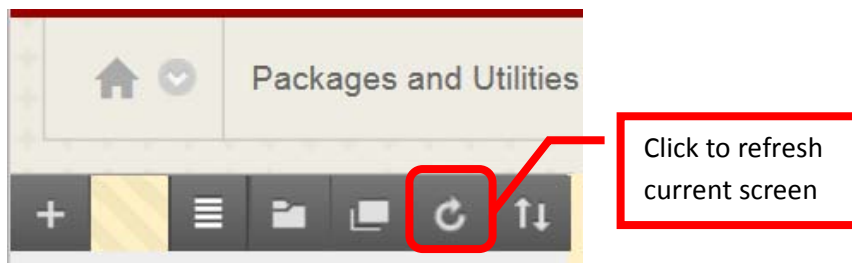
☐ Blogs

☒ Assignments

**4. Submit**

Click Submit to proceed. Click Cancel to quit.

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. Blackboard will send an Email when the export process has been completed. When complete, click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen.



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.

Export/Archive Course

Export Package

Archive Course

Export Common Cartridge Package

File Name

ExportFile\_TammyCottrell\_20140116011925.zip

Export Zip File

Date Created

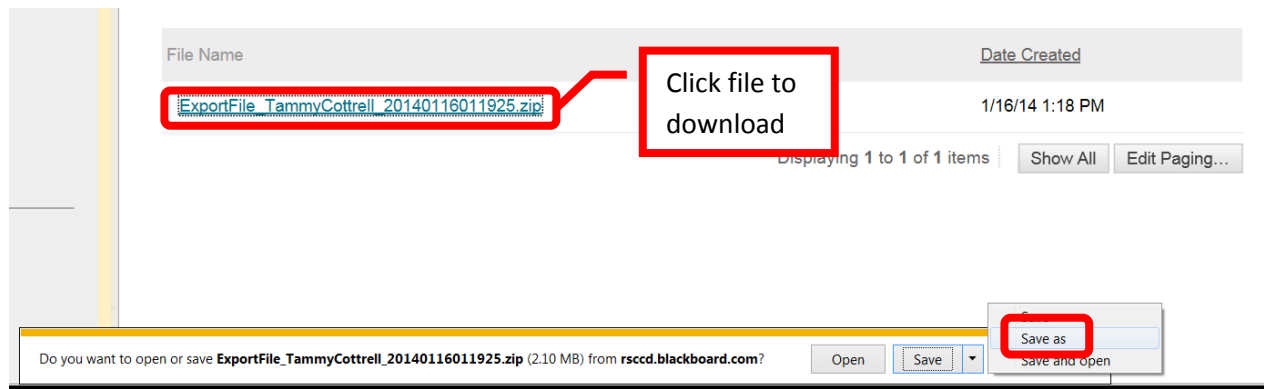
1/16/14 1:18 PM

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

Click the link for the exported file. An action box will inquire “Do you want to save <File Name> from rscdd.blackboard.com?” Click the down arrow (v) or chevron next to “Save” and select “**Save As.**”

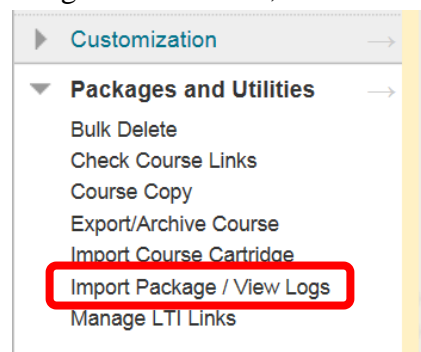


- **For MAC Users:** Press and Hold the **Control** key before clicking the link. Then select **Save Link As** to download the zip file without opening it.

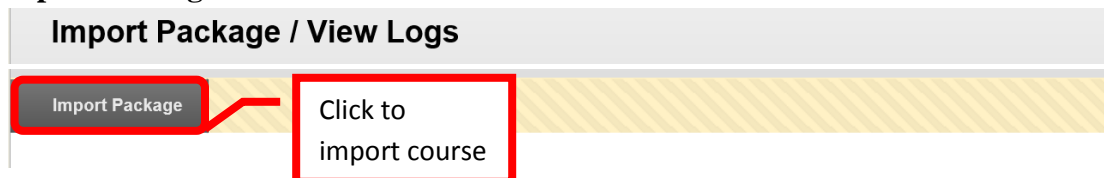
Select the destination of the export file on the computer. For this example, the file will be saved to the desktop. Once the location is selected, click “**Save**” to continue. Click “**Cancel**” to return to the menu with no changes. A folder should appear in the selected location. The “Z” and .zip extension 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.***

To **Import a Course**, open the new course shell in Blackboard. From the **Course Home Page**, in the Course Management Menu, under “**Packages and Utilities**,” click “**Import Package / View Logs**.”



The **Import Package / View Logs** page allows instructors to import a full course, or a component from a course. Click **Import Package**.



On the “**Import Package**” page, under “**Select a Package**,” click **Browse My Computer**.



## Import Package

An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)

Cancel Submit

- Select Copy Options**

✦ Destination Course ID TammyCottrell

Course the files will import to
- Select a Package**

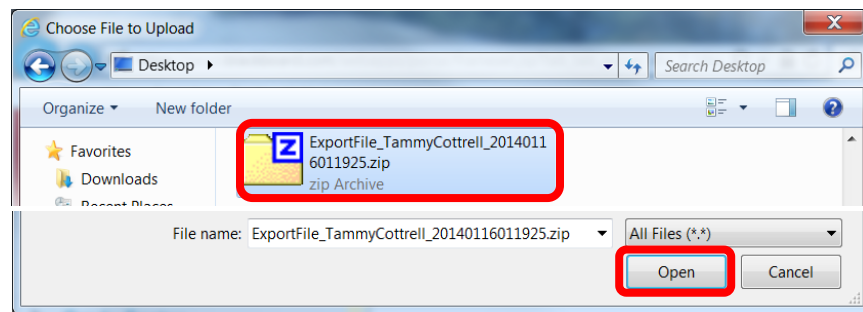
Click **Browse** to locate the course package:

Uploading large packages may take a long time.

✦ Select a Package

Browse My Computer

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.



The file name will now appear in the “**Selected File**” section. Click “Do not attach” to remove the file.

- Select a Package**

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

✦ Select a Package

Browse My Computer

Click to remove file

File Name

ExportFile\_TammyCottrell\_20140116011925.zip

Do not attach

File to be imported

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.

**3. Select Course Materials**

Select materials to include in the course package to serve as an exact record, including user records, use archive instead of export.

Click to select entire course

Click to select individual component

☐ Content Areas

☐ Syllabus

☐ Unit 1

☐ Unit 2

☐ Unit 3

☒ Assignments

☐ Tests

☐ Adaptive Release Rules for Content

☐ Announcements

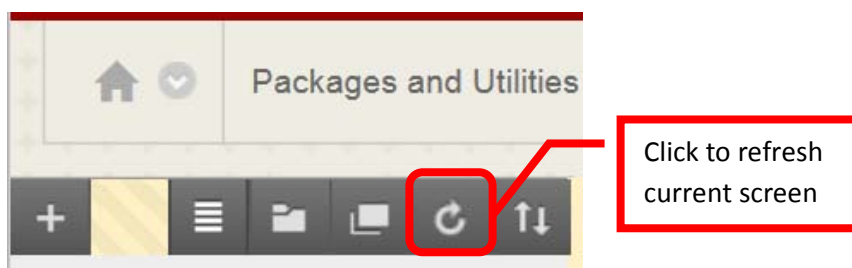
☐ Tests, Surveys, and Pools

☐ Wikis

**4. Submit**

Click Submit to proceed. Click Cancel to quit.

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. Blackboard will send a confirmation Email when the import process has completed. An orange confirmation banner may also appear when the process is complete. Click the **Refresh** icon on the **Course Tool Bar** to refresh the current screen. The imported content will now be in the new course shell, and available to the instructor for updating, modification, and use.



## Adding Course Content

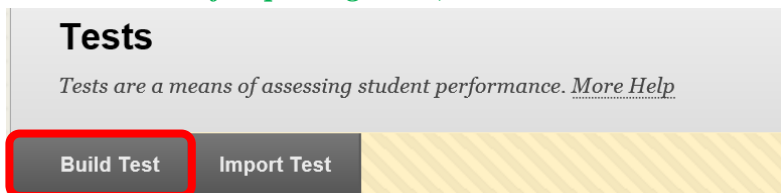
Tests can be created either in the content area they will be deployed in, or by using the Course Management tools. Click “**Tests**” from the main “Tests, Surveys, and Pools” menu to create a test.

**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.

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.**



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.

Questions will need to be added to the test shell. Questions can be created, reused, and uploaded. To create a question, click “**Create Question.**” Select the question type from the pull down menu. 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, Ordering, Quiz Bowl, Short Answer, and True/False.

**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

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. Categories and keywords are helpful for searching pools at a later date. Short answer was used for this example. Click “Submit” to create the question. Click “Cancel” to return to the menu with no changes. Repeat this process for all questions to be added to the pool.

**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

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	<b>Add</b>
Topics	None	<b>Add</b>
Levels of Difficulty	None	<b>Add</b>
Keywords	None	<b>Add</b>

**Add categories, keywords, difficulty levels or topics for indexing**

---

**5. Instructor Notes**

Instructor Notes

**Enter notes**

Character count: 0

Questions can also be uploaded, or search for using the “Upload Questions” or “Find Questions” icons.

**Create Question** **Reuse Question** **Upload Questions** **Question Settings**

**Click to create questions** **Click to reuse or find questions** **Click to upload questions**

This test covers the period

Civic War

Total Questions 0

Total Points 0

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

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. “**Question Settings**” can also be used to change the point value, add images and links, scoring options, and display.

The screenshot shows the 'Question Settings' interface. At the top, there are tabs: 'Create Question', 'Reuse Question', and 'Upload Questions'. 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). A red callout points to the 'Question Settings' tab with the text 'Click to edit settings'. Below the description, there is a 'Select' dropdown menu with 'All' and 'None' options, and a 'Select by Type' dropdown menu with '- Question Type -' selected. A red callout points to the 'Points' field with the text 'Use to edit the points for multiple selected questions'. Below the 'Select' dropdown, there is a 'Delete' button and an 'Update' button. A red callout points to the 'Update' button with the text 'Click to make extra credit'. Below the 'Update' button, there is a 'Points' field with the value '10' and an 'Extra Credit' checkbox. A red callout points to the 'Points' field with the text 'Enter new point value for question'. Below the 'Points' field, there is a 'Submit' button. A red callout points to the 'Submit' button with the text 'Click to make extra credit'.

The screenshot shows the 'Test Question Settings' page. The title is 'Test Question Settings'. Below the title, there is a subtitle: 'Question Settings control the options available when creating Test questions. Not all options are available for all question types [More Help](#)'. At the top right, there are 'Cancel' and 'Submit' buttons. The page is divided into five sections: 1. Feedback, 2. Images, Files, and Web Links, 3. Question Metadata, 4. Scoring, and 5. Display. Each section contains various options and checkboxes. In the 'Scoring' section, there is a 'Default point value' field with the value '10'. In the 'Display' section, there are checkboxes for 'Specify random ordering of answers', 'Specify the horizontal or vertical display of answers', and 'Specify numbering options for answers'.

## Set the Test Options

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.



## 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

Description

Quiz #2: Civil War - to be used with unit 2

Path: p

Open Test in New Window ☐ Yes ☒ No

Words: 10

Visible only to instructor

Option for opening test in new window

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.

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

Adds Class Announcement

Makes test accessible to students

Requires completion in one sitting

Sets time limit for completion

Allows multiple or unlimited attempts

☐ Display After 01/08/2014 02:28 PM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until 01/08/2014 02:29 PM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password  
Require a password to access this Test.  
Password

Sets date / time the test is visible

Password protects test

“**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.

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 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.

Includes score in student's grade

5. **Test Feedback**  
Select the Type of Feedback Displayed Upon Completion  
☒ Score  
☐ Submitted Answers  
☐ Correct Answers  
☐ Feedback

Feedback provided to student upon completion of assessment

“**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.

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 that has already been submitted.  
☐ Randomize Questions  
Randomize questions for each Test attempt.

Only 1 question is displayed per page

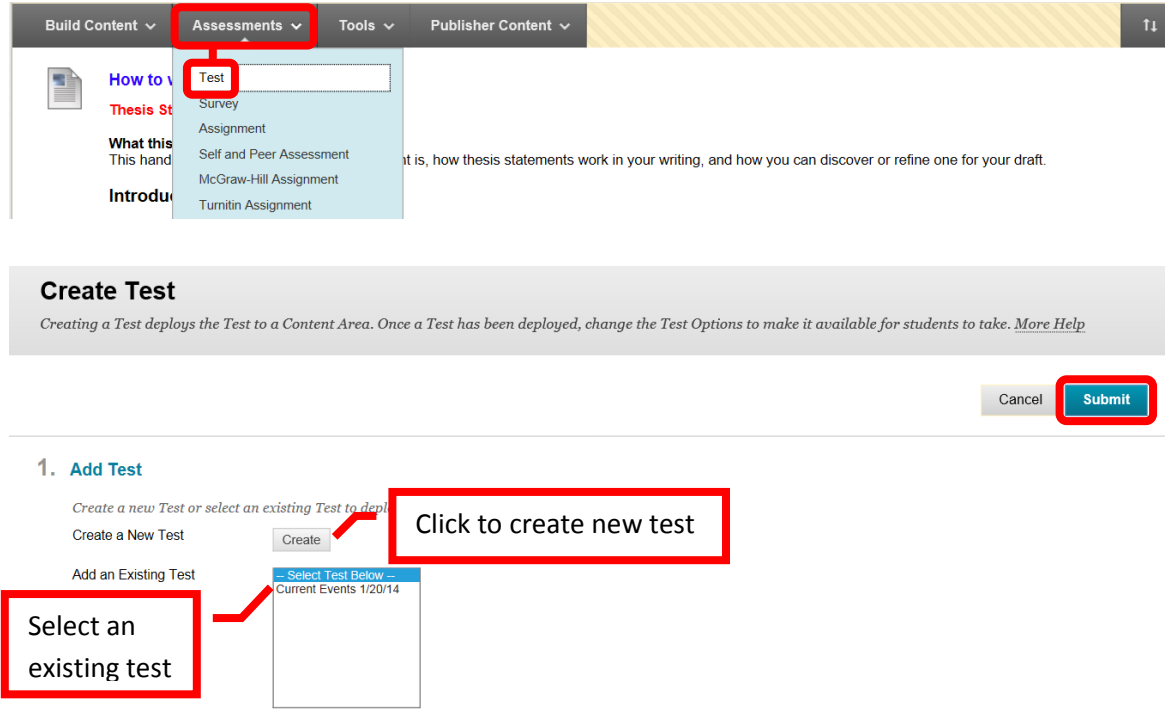
Displays all questions on 1 page

Prohibits backtracking

Presents questions in random order

**Publisher Test Banks** may be available for use. Inquire with the Division Office as to the availability and procedures for uploading into a Blackboard course.

**Adding a Test** to the course by clicking on the folder of the content area the test will be added to. Click the “**Assessments**” icon, and select “**Test**” or the desired assessment. Complete the “**Create Test**” page. Under the “**Add Test**” section, click the “**Create**” icon to create a new test or select an existing test from the selection. Click “**Submit**” to continue. Click “**Cancel**” to return to the menu with no changes.



**Build Content** **Assessments** **Tools** **Publisher Content**

**Test**

**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**

**Select an existing test**

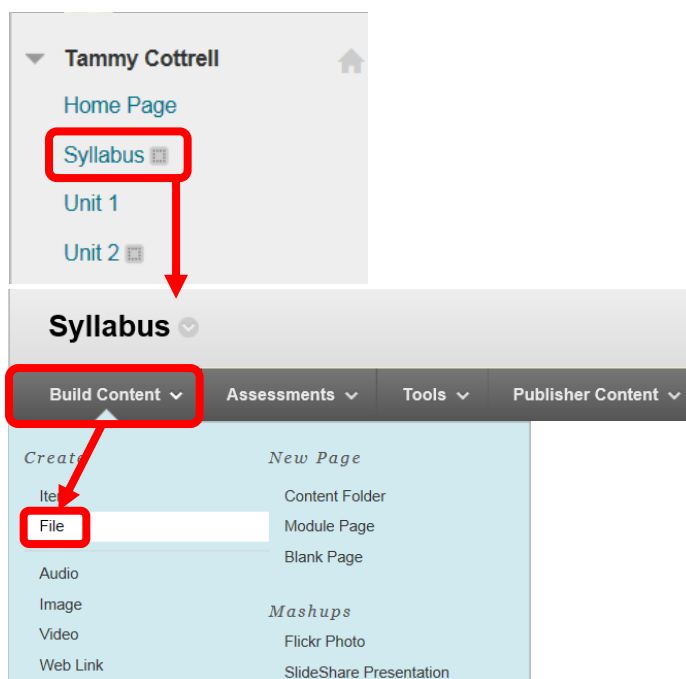
**Click to create new test**

## Assignments

Assignments added to the content area the same way as described in the test section.

## 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**.”



**Tammy Cottrell**

**Home Page**

**Syllabus**

**Unit 1**

**Unit 2**

**Syllabus**

**Build Content** **Assessments** **Tools** **Publisher Content**

**Create** **New Page**

**File** **Content Folder**

**Module Page**

**Blank Page**

**Audio** **Mashups**

**Image** **Flickr Photo**

**Video** **SlideShare Presentation**

**Web Link**

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. 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. ***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 ☐

#### 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

Allows students to view content

Select Date and Time Restrictions

☐ Display After

☐ Display Until

Click to set specific date & time for display

Click to select time

Click to select date

#### 4. Submit

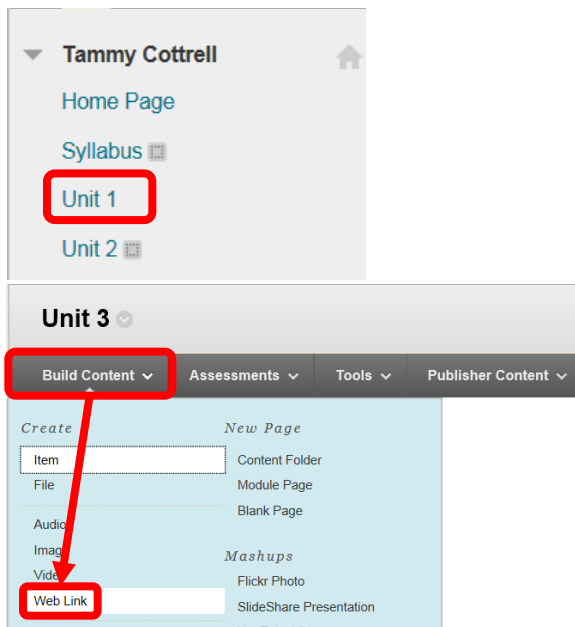
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

**Text Content** can be added in the same way as a described above. From the course home page, click on the content area the item will be added to. Then click “Build Content,” and select “Item” from the menu.

## Adding an External Web Link

From the course home page, click on the content area the link will be added to access it. Click the “Build Content” icon, and select “Web Link.”



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.

A screenshot of the 'Create Web Link' page. The page has a header with the title 'Create Web Link' and a subtitle: '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](#)'. Below the header, there are 'Cancel' and 'Submit' buttons. The main content area is divided into two sections: '1. Web Link Information' and '2. Description'. In the 'Web Link Information' section, there are two required fields: 'Name' and 'URL'. The 'URL' field is highlighted with a red rectangle, and a red arrow points from it to a text box that says 'Enter full website address including http://'. Below the 'URL' field, there is a checkbox labeled 'This link is to a Tool Provider.' with a link 'What's a Tool Provider?'. The '2. Description' section contains a rich text editor with various formatting options (bold, italic, underline, etc.) and a text area. The text area is highlighted with a red rectangle and contains the text 'Enter and format supporting text'. At the bottom of the page, there is a 'Path:' field and a 'Words: 0' counter.

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 a multi-step form for creating a web link. Red boxes and arrows highlight specific features:

- 3. Attachments:** A box labeled "Click to add a file" points to the "Browse My Computer" button.
- 4. Web Link Options:** A box labeled "Select to open in new window (recommended)" points to the "Yes" radio button under "Open in New Window".
- 5. Standard Options:**
  - A box labeled "Makes content available to students" points to the "Yes" radio button under "Permit Users to View this Content".
  - A box labeled "Click to set specific date & time for display" points to the "Display After" date input field.
  - A box labeled "Click to select date" points to the date selection calendar icon.
  - A box labeled "Click to select time" points to the time selection clock icon.
- 6. Submit:** A box labeled "Submit" points to the "Submit" button at the bottom right.

**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.*

<a href="#">Discussion Board</a>	<a href="#">Forums</a>	<a href="#">Participants</a>	<a href="#">Posts</a>
<a href="#">TammyCottrell</a>	0	0	0

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

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.

The screenshot shows the "Discussion Board" page with a yellow banner at the bottom containing a "Create Forum" button and a "Search" button. The "Create Forum" button is highlighted with a red box.

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

Paragraph Arial 3 (12pt)

Path: Words:0

### 2. Forum Availability

Available ☒ Yes ☐ No

Enter Date and Time Restrictions

☐ Display After

☐ Display Until

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

### 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

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

Due Date

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

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

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

Search

in Current Discussion Board

After 12/12/2013 12:00 AM

Before 12/12/2013 09:48 AM

Go

**Annotations:**

- Click to search discussion boards
- Enter search criteria
- Click to reorder

**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.

**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

No rubrics

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.



## Create Rubric

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric define the evaluation and score of an assignment. You can create as many rubrics as needed. [More Help](#)

\* Indicates a required field.

Cancel Submit

### 1. Rubric Information

\* Name  Enter rubric name

Description

☒ RBC

Enter description (instructor view only)

Character count: 0

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

Criteria

Formatting

Weight: 33.00 %

Enter row percentage

Novice

Percent: 0

Enter column percentage

Proficient

Percent: 100

Enter grading criteria

No Points  
Points  
Point Range  
Percent  
Percent Range

Organization [dropdown] Weight [34.00] %

Click to access menu

Edit Delete this column

Proficient Cancel Save

Total Weight: 100.00% Balance Weights

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

## Communication:

Course **Announcements** can be used to communicate assignments, assessments, reminders or class information with students. Announcements will display in the module in newest to oldest order. Announcements can be created from the module or the Course Management Control panel, under Course Tools. Click the “Create Announcement” icon.

### 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

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 the message in the text box, if necessary set date restriction, 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

Black

Message

T T Arial 3 (12pt) T : : ABC

Enter announcement message

Click to expand tool bar

Path:

Words:0

### 2. Web Announcement Options

Duration

☐

Not Date Restricted

Click to post for duration of course

☒

Date Restricted

Click to only post for specific dates

Date Restrictions

☐

Display After

Select start / end time

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.

Email Announcement

☐

Send a copy of this announcement immediately

Select start / end date

Select to send Email copy

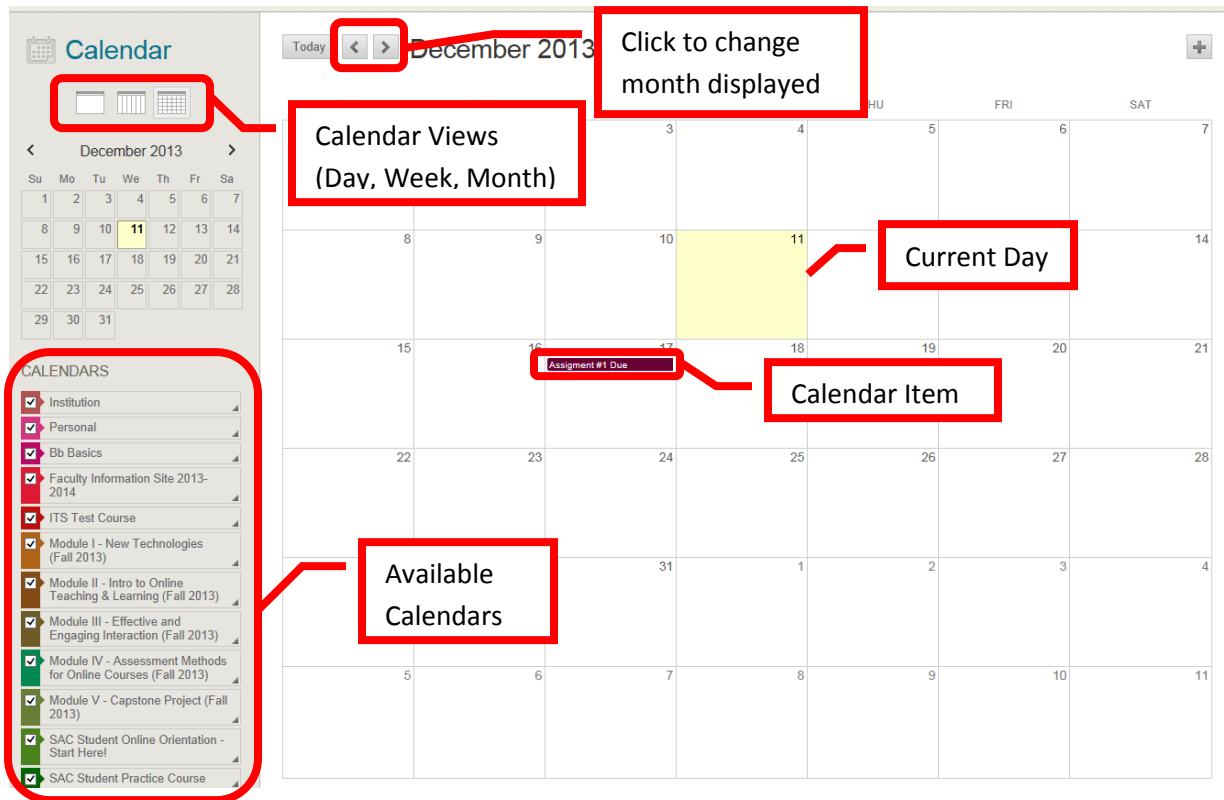
Students are still notified of this announcement even if this option is not selected

### 4. Submit

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

Cancel Submit

**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 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.**



To add a calendar item, double click on the day the calendar item will be for. 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 screenshot shows the 'Create Event' dialog box. Annotations include: 'Enter Event Name' pointing to the event name input field; 'Select Course Calendar' pointing to the 'Calendar' dropdown menu; 'Check for all day event' pointing to the 'All Day' checkbox; 'Repeating Event' pointing to the 'Repeat' checkbox; 'Enter Event Description' pointing to the event description text area; and 'Save' pointing to the 'Save' button at the bottom right.

**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 Student Users

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

### Single / Select Groups

Select which Groups will receive the email.

### Single / Select Observer users

Send an email to selected Observer users.

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. 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. The click the “Browse” button to select the file from the computer. 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@rscdd.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 ☐

Attachments [Attach a file](#)

Click to attach a file

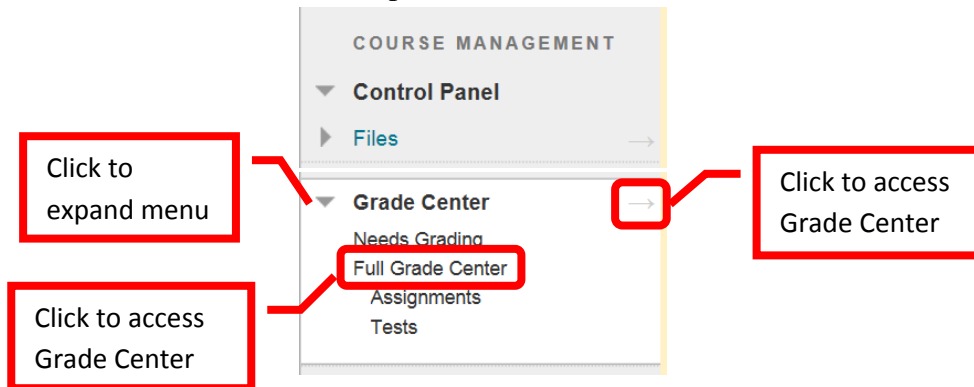
**2. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

## Accessing Grade Center

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.”



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 GC home page will show each student, student information, and grading columns. The home page can be customized by changing the order and adding fields. In addition to entering grades, instructors can add text columns for information, set up grading periods and categories to help organize, and sort columns to identify incomplete assignments or low achieving students. Instructors control what grades the students can view and how the grades appear (points or letter). 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.*

### Grade Center : Full Grade Center

the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. If, grade, 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 ColumnCreate Calculated ColumnManageReportsFilterWork Offline

Move To TopEmail

Click to Email student(s)

Sort Columns By:Layout PositionOrder:Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
Cottrell	Tammy	student_cottrell			Available	--	--
Cottrell	Tammy (Test Studer	tc12345_s			Available	--	--

Selected Rows: 0

Move To Top

Use scroll bar to navigate columns

Student information & grade column headers

Icon Legend

Edit Rows Displayed

**Adding a Grade Column**  
Click the “Create Column” icon on the top action bar.

Create ColumnCreate

Click to create grade column

ManageReports

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.

CancelSubmit

1. Column Information

\* Column Name

Enter column name

Grade Center Name

Enter grade center name (student view)

Description

Enter description

**Primary Display**: Score (dropdown menu with options: Score, Text, Percentage, Letter, Complete/Incomplete, None)

**Secondary Display**: None (dropdown menu with options: None, Percentage, Letter, Complete/Incomplete)

**Category**: No Category (dropdown menu)

**Points Possible**: (input field)

**Associated Rubrics**: Add Rubric (button)

**Enter points**: (input field)

**Click to select**: (calendar icon)

**Select due date from calendar**: (calendar icon)

**Click to select the time due**: (clock icon)

**Select category**: (dropdown menu)

**Click to add rubric**: (button)

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 Center column from 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

**4. Submit**

Click Submit to proceed. Click Cancel to quit.

**Cancel** **Submit**

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

**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.



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.

## Extra Credit

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.

## Grading

Some assignments will be auto graded by Bb. 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's a "Grade Information Bar" with details like "Grade Type: Grade", "Points Possible: 100.00", "Displayed As: Score", and "Visible to Users: Yes". The main table lists students with columns for "Last Name", "First Name", "Preferred Name", "Student ID", "Current Events", "Quiz 1", "Quiz 2", and "Civil War". A red box highlights the "Enter grade" prompt in the "Civil War" column for the first student, Tammy Cottrell. The table shows scores and percentages for each student across the different assignments.

Last Name	First Name	Preferred Name	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 Student)	--		8.00	7.00 (70.00%)	5.00 (50.00%)	--

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

This screenshot shows the same Blackboard Gradebook interface as the previous one, but with the "View Grade Details" menu open. A red box highlights the down arrow next to the grade in the "Civil War" column for the first student. The menu options are "View Grade Details", "Quick Comment", and "Exempt Grade". The URL at the bottom of the page is "https://rscdd.blackboard.com/webapps/gradebook/do/instructor/enterGradeCenter?course\_id=\_39199\_1#close".

The Grade Detail 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. “**Clear Attempt**” resets the assignment or assessment, and allows the student to access it if the access was restricted (e.g. tests, quizzes, etc.). 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. Click “Return to Grade Center” at the bottom right to return to the GC home page.

User **Tammy Cottrell (student\_cottrell)** Column **Quiz 2 (Quizzes)**

**Current Grade:** **10.00** out of 10 points **Exempt** Student's current grade  
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

“Resets” assignment, allows access

**Attempts** Manual Override Column Details **Grade History**

Date	Last Edited by	Value	Comments
Dec 17, 2013 2:20:18 PM	<a href="#">Tammy Cottrell</a>	Attempt Grade 10	

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

## Grading Using a Rubric

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

Grade All Users (1)  
Grade Anonymously (1)

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

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.

**Grade Assignment: Term Paper Topic**

User: **Tammy (Test Student) Cottrell (Attempt 1 of 1)** ! Exit < 1 of 1 >

View: **Needs Grading**

Comment

1 of 1

Powered by **crocodoc**

**Assignment Details**

**GRADE**  
Last Graded Attempt /10

**ATTEMPT (LATE)**  
1/9/14 9:58 AM /10

**SUBMISSION**

[Term Paper Topic.docx](#) Download

**COMMENTS**

**Grader Feedback**

REC Character count: 0

**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.

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.

**Assignment Details**

**GRADE**  
Last Graded Attempt /10

**ATTEMPT (LATE)**  
1/9/14 9:58 AM /10

**SUBMISSION**

[Term Paper Topic.docx](#) Download

**COMMENTS**

**Grader Feedback**

REC Character count: 0

**Provide student feedback**

**Click to download original document**

**Assignment Details**

**NAME**  
Term Paper Topic

**DUE DATE**  
January 8, 2014 11:59 PM

**ASSIGNMENT INSTRUCTIONS**  
Complete the attached Term Paper Topic sheet. Be sure to include your topic, thesis statement (can be revised later), and a brief description of what you expect to cover in your paper.

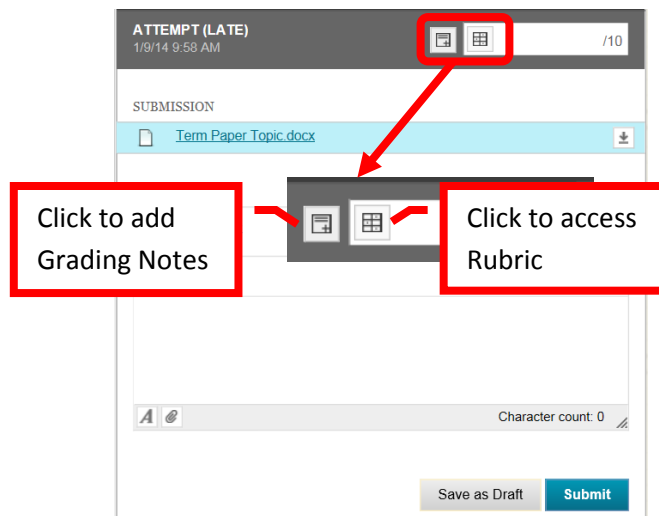
**ASSIGNMENT FILES**  
[Lynda Grade Center.docx](#)

**CLASS STATISTICS**

Average	Median
N/A	N/A

Save as Draft Submit

**"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.



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 on a 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 (30%) Student provided a topic
Thesis	<input type="radio"/> Points: 0 (0%) Student did not provide a thesis statement	<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:

Points based on column selection

Use to enter override score

Feedback Students will not see this feedback unless you click the "Show Feedback" button to be visible to the students.

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

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

## Due Dates

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.”

COURSE MANAGEMENT

Control Panel

Files

Course Tools

Set Grade Center Due Dates

Tasks

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. ***NOTE: If due dates are assigned and a course is copied to the next semester, the due dates will need to be updated.***

The screenshot shows the 'Grade Center Due Dates - individual due dates (all assignments listed)' page. It includes a 'Cancel' and 'Submit' button at the top right. A red box highlights the 'Edit Due Dates by Grading Period' button with the annotation 'Assign due date to everything in a grading period'. Below this, section '2. Time part of all due dates' has a checkbox 'Use same time for all due dates' (checked) and a 'Time to use' field set to '11:59 PM', with an annotation 'Sets default due time'. The main table is titled 'Edit Individual Due Dates' and has columns: 'Grading Period', 'Name', 'Category', 'Is Available?', and 'Due Date'. Annotations point to various elements: 'Assignment Category' points to the 'Category' column; 'Assignment Name' points to the 'Name' column; 'Grading period assigned' points to the 'Grading Period' column; 'Enter date mm/dd/yyyy' points to the date input field; 'Enter time hh:mm am' points to the time input field; 'Assigned Due Date' points to the 'Due Date' column; 'Indicates available to students' points to the 'Is Available?' checkbox; 'Click to select due date' points to the calendar icon; and 'Click to select due time' points to the clock icon. The table lists assignments like 'Turnitin Assignment', 'Current Events Reflection', 'Quiz 4', and 'Term Paper'.

## Exporting Grade Center

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. 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	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%

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.

Click “Download” from the confirmation page.

**Download Grades**

The data has been saved to a file. To download the file and work off line click Download to Open the file.

**DOWNLOAD**

A dialog box will prompt “Do you want to open or save <File Name> from rscdd.blackboard.com?” Click “Open.” If a message appears, 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.”

Do you want to open or save **gc\_TammyCottrell\_fullgc\_2014-01-06-14-03-23.xls** from rscdd.blackboard.com?

**Open** Save Save as Save and open

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



as the Delimiter on step 2 of the wizard, then click “Next” to continue. Ensure that “General” is selected as the Column Data Format on step 3, then click “Finish” to continue.

**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

**Text Import Wizard - Step 3 of 3**

This screen lets you select each column and set the Data Format.

Column data format

☒ General

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	General
Last Name	First Name	Student ID	Username	Availability	Last
Cottrell	Tammy		student_cottrell	Yes	
Cottrell	Tammy (Test Student)		tc12345_s	Yes	20

Cancel < Back Next > **Finish**

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.

gc\_TammyCottrell\_fullgc\_2014-01-06-14-03-23.xls - Microsoft Excel

Home

Insert

Page Layout

Formulas

Data

Review

View

Acrobat

Cut

Copy

Format Painter

Clipboard

Calibri

11

A

A

Font

Alignment

General

Number

Conditional Formatting

Format as Table

Normal

Calculati

Neutral

Input

Insert

Delete

Format

Cells

AutoSum

Fill

Clear

C17

<

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.

**Tip:** Starting to use online resources to teach can be intimidating due to the amount of planning, time, and set-up necessary. Instructors can set up a course gradually, creating and introducing one component at a time (e.g. start with posting the syllabus and grade center, the next semester add some assignments or assessments, etc.)



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## Help, Support and Resources

### On Blackboard:

- From the Institution Home Page, find the “Blackboard Help” module. Click the link for “**Blackboard Tutorials and Help.**”
  - 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.
- Distance Education also provides resources on the Blackboard Institution Home page. Locate the “**Distance Education Support**” module. Click on the appropriate link.
  - 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...”.
  - 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.
- 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.**”
  - A new page will open for the Official Blackboard Help site. Browse the **Table of Contents** or search for a topic or key words.
- From the Course Management Menu, select “**Help**”. Click “**Video Tutorials.**”
  - 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

- Visit the Distance Education Website at [www.sac.edu/disted](http://www.sac.edu/disted) for Blackboard information, help, support and resources.

### 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](mailto:sac_disted@sac.edu)

**Phone:** (714) 564-6725

**Santa Ana College  
Cesar Chavez Building, Room A-101  
1530 W. 17<sup>th</sup> Street  
Santa Ana, California 92706**

