

BLACKBOARD

QUICKSTART: ANNOUNCEMENTS, SYLLABUS, GRADES

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SAC student surveys have shown that students have an expectation that at a minimum, the course syllabus and grades are available to them online (24/7). Faculty can achieve this easily by using Blackboard.

Remember to delete the template examples, and either hide or delete any menu items that will not be used in the course. This helps streamline the student experience by increasing the ease of finding and accessing the material quickly.

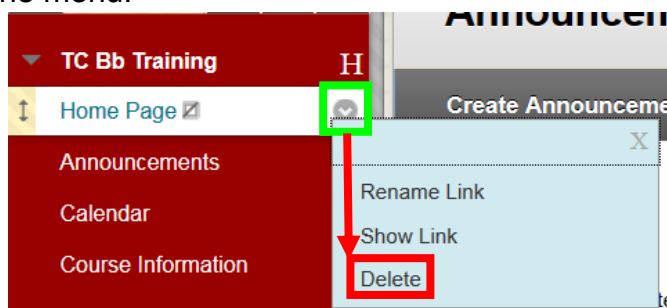
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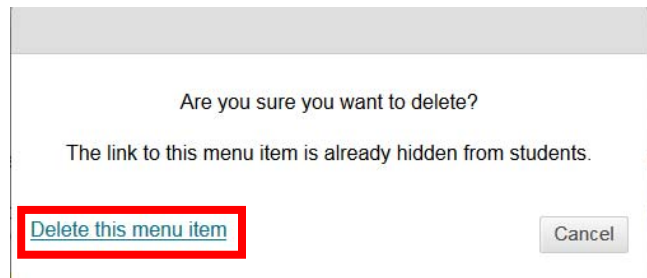
COURSE MENU

Delete Unused Course Menu Item

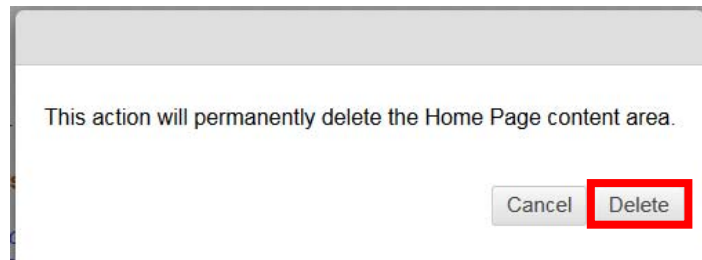
To delete an unused template menu item, click the down arrow to the right of the menu item, then select **Delete** from the menu.



A confirmation box asking “Are you sure you want to delete?” will appear. Click **Delete this menu item**.

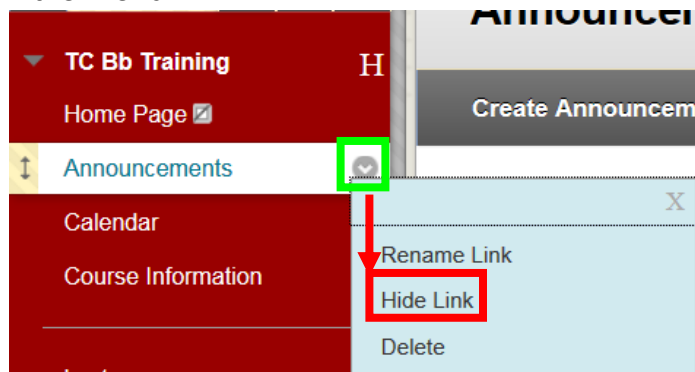


Deletion of menu items is permanent, and cannot be undone. Delete menu items and content would have to be recreated. A confirmation box stating that “This action will permanently delete the <Menu Item> content area.” Click **Delete** to continue.

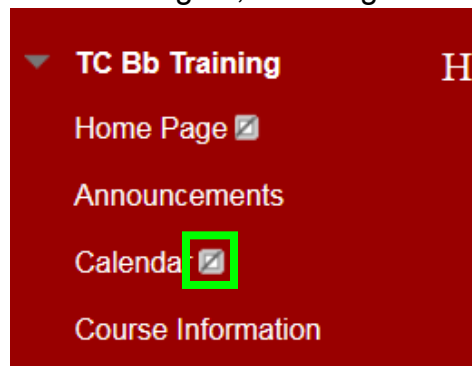


Hide Unused Course Menu Item

To hide an unused template menu item, click the down arrow to the right of the menu item, then select **Hide Link** from the menu.



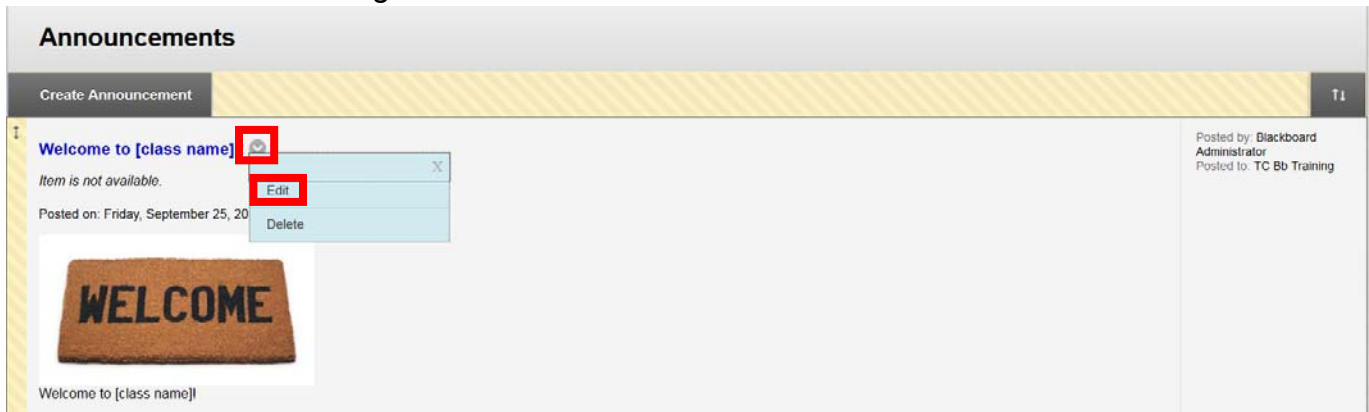
The menu item will be hidden from the student view. Hidden menu items are indicated by an icon, which is square with a line through it, to the right of the menu item.



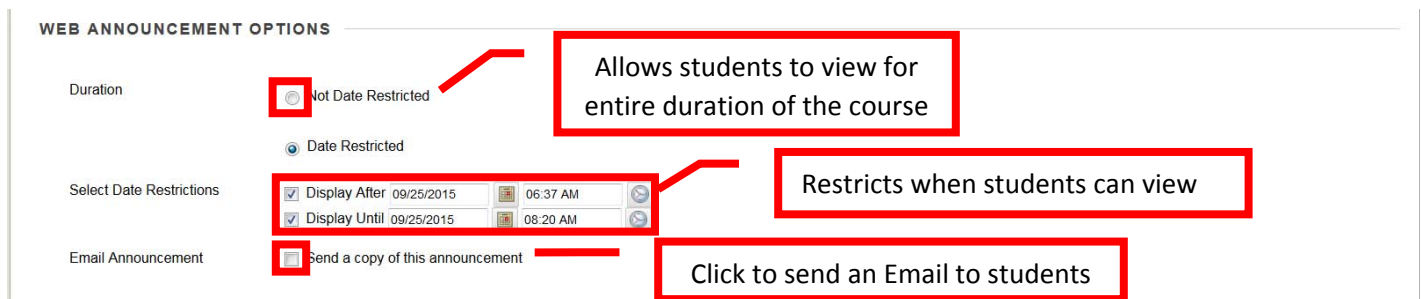
ANNOUNCEMENTS

Edit an Existing Announcement

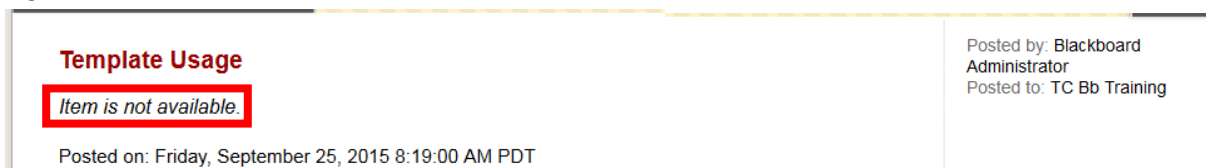
A sample Welcome Announcement is included in the course template. To **edit an announcement**, click the down arrow to the right of the announcement title. Select **Edit** from the menu.



On the Edit Announcement page, change the necessary information in the Subject and Message fields. Date restrictions can be added in under Duration in the Web Announcement Options. Date Restrictions will allow students to see the announcement only during the time frame specified. If the students should be able to view the announcement for the duration of the course, click the check box next to **Not Date Restricted** to select it. To send a copy of the announcement to students via Email, click the check box next to **Send a Copy of this Announcement** to select it. Once all the changes have been made, click the **Submit** button located at both the top and bottom right of the screen to save.

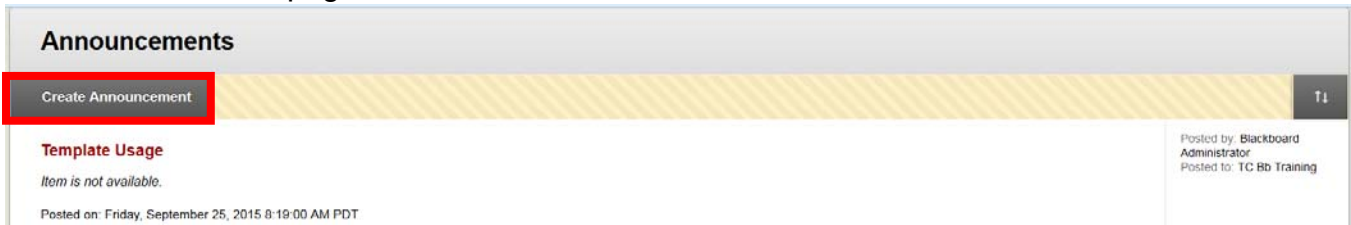


Item is not Available indicates that the students are not able to view the announcement. To make the announcement available to students, edit the announcement and either remove the date restrictions in the Web Announcement Options, or change the date restrictions to include the current date / time.



Create Course Announcement

To **create a new course announcement**, click the **Create Announcement** button located at the top of the Announcements page.

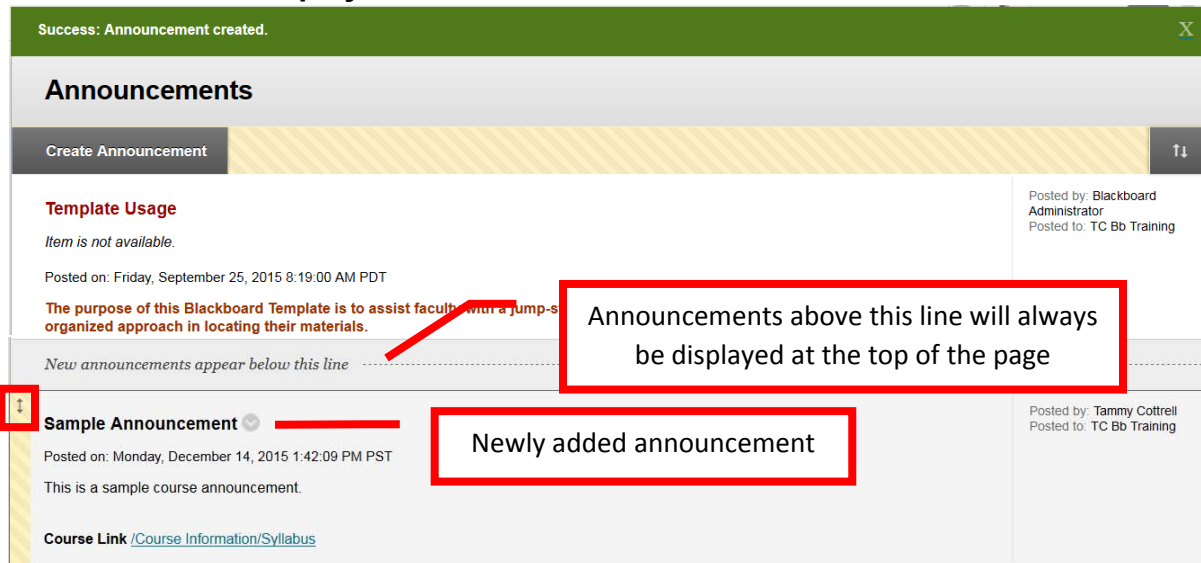


Complete the **Subject** field on the Create Announcement page. The announcement can be entered in the provided **Message** text box. The Web Announcement Options allow instructors to limit the availability of the announcement to student. Select the **Display After** and **Display Until** boxes, and choose the start and end date and time. Click the check box next to **Send a Copy of this Announcement** to send an Email of the announcement to students. A course link can be added under the **Course Link** section. To add a link, click the **Browse** button, and select the desired place to link in the course. Once the create page is complete, click the **Submit** button located at both the top and bottom right of the page to save and post the announcement in the course.

The screenshot shows the 'Create Announcement' page with several sections and fields highlighted by red boxes and callouts:

- ANNOUNCEMENT INFORMATION**:
 - Subject**: A text field with a red box around it. A callout points to the toolbar of the message editor below it, stating 'Click to expand the toolbar'.
 - Message**: A rich text editor with a toolbar. A red box highlights the entire editor area with the text 'Enter the body of the announcement. Pictures, web links, files, and embedded video can be included by using the tool bar above.'
- WEB ANNOUNCEMENT OPTIONS**:
 - Duration**: Two radio buttons, 'Not Date Restricted' and 'Date Restricted'. 'Not Date Restricted' is selected and highlighted with a red box. A callout points to it, stating 'Allows students to view for entire course'.
 - Select Date Restrictions**: Two checkboxes, 'Display After' and 'Display Until'. Both are highlighted with a red box. A callout points to them, stating 'Restricts when students can view'.
 - Email Announcement**: A checkbox 'Send a copy of this announcement immediately' is highlighted with a red box. A callout points to it, stating 'Click to send an Email of announcement to students'.
- COURSE LINK**:
 - Location**: A text field with a 'Browse...' button next to it. The 'Browse...' button is highlighted with a red box. A callout points to it, stating 'Click to add a link to a place in the course'.
 - A callout points to the 'Browse...' button, stating 'Click to expand the toolbar'.
- Submit Button**: A blue 'Submit' button is highlighted with a red box at the bottom right of the page.

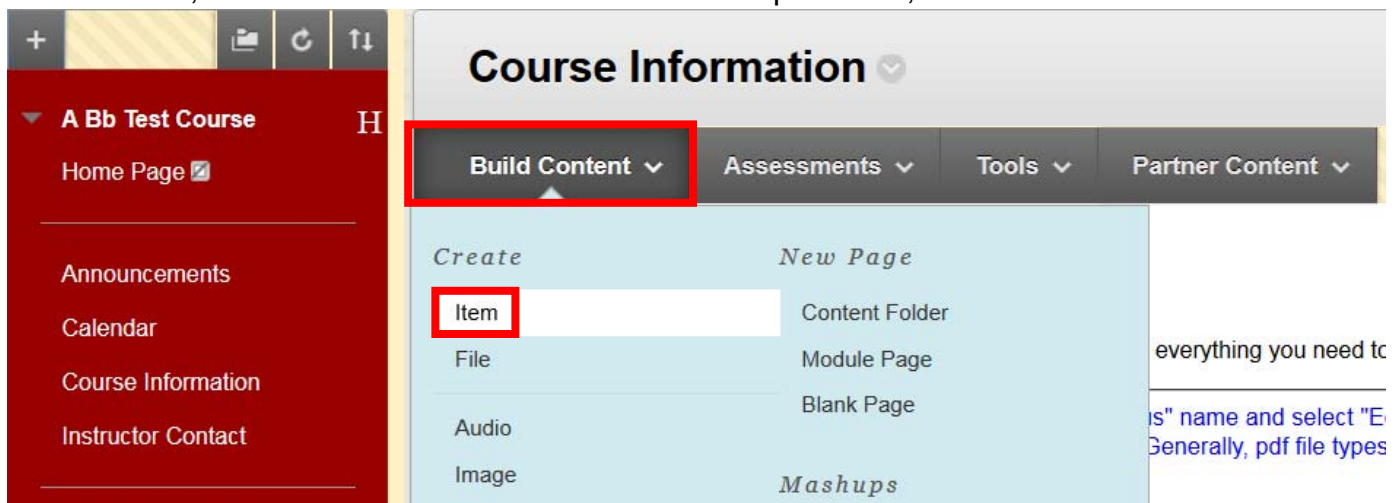
A green confirmation banner will appear at the top of the page, and the new announcement will appear directly under the “New Announcements Appear Below This Line.” **Announcements can be reordered** by hovering over the title of the announcement, click and hold the arrows in the left margin, then drag and drop the announcement to the desired place. Announcements moved above the “New announcements appear below this line” heading will always be the first announcements displayed on the Announcement page. If no announcements are above the line, the **announcements will be displayed in newest to oldest order**.



COURSE CONTENT

Create a Content Item

The next step is to add content such as a syllabus, lecture notes, or other course material. To **create a content item**, click the **Build Content** button on the top tool bar, and select **Item** from the menu.



On the Create Item page, complete the **Name** field. Enter any instructions or information in the provided **Text** box. Images, web links, embedded documents, and embedded videos can be added in the provided text box using the tool bar.

Create Item

* Indicates a required field.

Cancel Submit

CONTENT INFORMATION

* Name

Color of Name Black

Text

Enter the text, description, information, etc. Pictures, web links, files, and embedded video can be included by using the tool bar above.

Path: p Words:0

Attachments can be added by clicking the **Browse My Computer** or Browse Course buttons in the Attachments section. In the File Upload box, find and click the desired file to select it. Once selected, click the Open button at the bottom to upload and attach the file to the content item. The **Standard Options** is where the content is made available to students. In the **Permit Users to View this Content** field, select **Yes**. The number of views can be tracked. Display date and time restrictions can be set. This will allow students to only view and access the content item during the date range selected. Once the Create Item page has been completed, click the **Submit** button located at both the top and bottom right of the page to save and create the content. v

ATTACHMENTS

Attach File

STANDARD OPTIONS

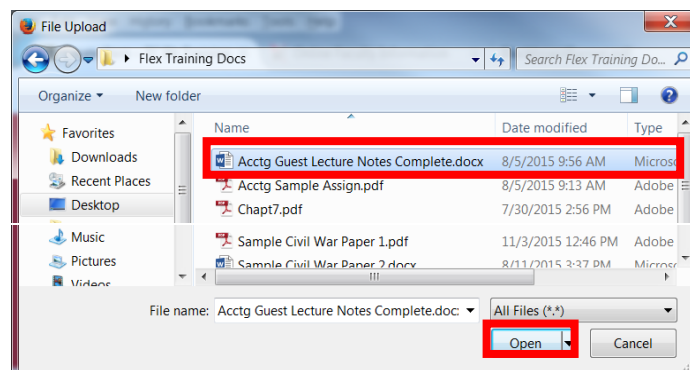
Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions ☐ Display After ☐ Display Until

Limits when students can view/access content

Cancel Submit




A green confirmation banner will appear at the top of the page. The newly created item will appear at the bottom of the page, and may need to be reordered.


Success: Pre Columbian America created.

Unit 1: Pre Columbian America

Build Content Assessments Tools Partner Content

 Pre Columbian America

Attached Files: [Sample Civil War Paper 1.pdf](#) (57.246 KB)




Read the attached handout on [America before it was discovered by Columbus](#)



Edit a Content Item


Previously created content items can be edited or changed. To **edit a content item**, click the down arrow to the right of the item to be changed. Select **Edit** from the menu.


↑




Pre Columbian America

Attached Files:  [Sample C...](#) 



Read the attached handout on [the impact of Columbus](#) 



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

On the **Edit Item** page, make any changes to the content. Once the item has been updated, click **Submit**, located at both the top and bottom right of the screen, to save the changes.

Edit Item

* Indicates a required field.



CANCEL **SUBMIT**

CONTENT INFORMATION

Name Pre Columbian America

Color of Name Black

Text

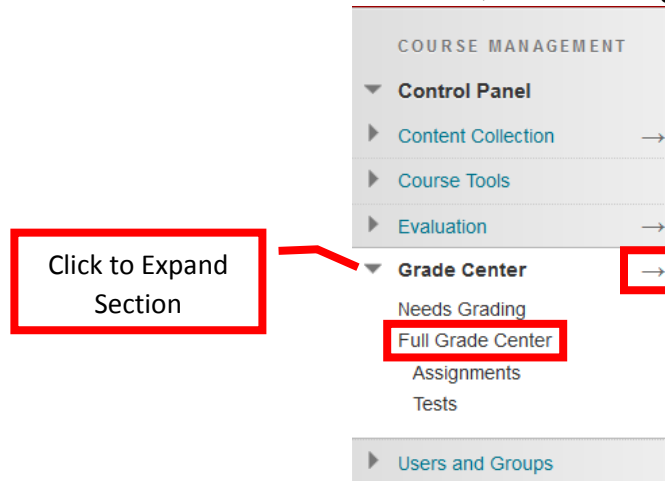
Read the attached handout on America before it was discovered by Columbus.
Path: p » img

Words: 12

GRADE CENTER

Access Grade Center

To **Access Grade Center**, under the Course Management Menu, either click **Grade Center** to expand the section then click **Full Grade Center**; or click the gray arrow to the of Grade Center.



Grade Center will contain the following default columns: Last Name, First Name, User Name, Student ID, (Date of) Last Access, (Course) Availability, Weighted Total, and Total. The Grade Center Tool bar is located at the top and has options to Create Column, Create Calculated Column, Manage, Reports, and Work Offline. There are is an **Email button** at both the top and bottom of the grade book that can be used to Email selected students by simply clicking the check box next to the desired student name(s) and then clicking the Email button. The **Icon Legend** button at the bottom right will show all of the grade center icons and provide an explanation. There will be a yellow arrow above the column that Grade Center is sorted on. An upward facing arrow indicates the column is sorted in ascending order. A downward facing arrow indicates the column is sorted in descending order. Click the column title to change the sort order.

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email

Sort Order

	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Assignment 1:	Unit 1 Q
<input type="checkbox"/>	Cottrell	Student	student_cottrell		February 20, 2014	Available	--	--	--	--
<input type="checkbox"/>	Student	Tammy	student_tammy		February 20, 2014	Available	--	--	--	--
<input type="checkbox"/>	Student	TC BB Test 1	tcbbstud1		October 22, 2015	Available	--	--	--	--
<input type="checkbox"/>	Student	TC Bb Test 2	tcbbstud2		September 16, 201	Available	--	--	--	--
<input type="checkbox"/>	Student	TC Bb Test 3	tcbbstud3		August 18, 2014	Available	--	--	--	--
<input type="checkbox"/>	Student	TC Bb Test 4	tcbbstud4		September 15, 201	Available	--	--	--	--
<input type="checkbox"/>	Test	TC	td12345		August 18, 2014	Available	--	--	--	--

Select Rows: 0

Move To Email

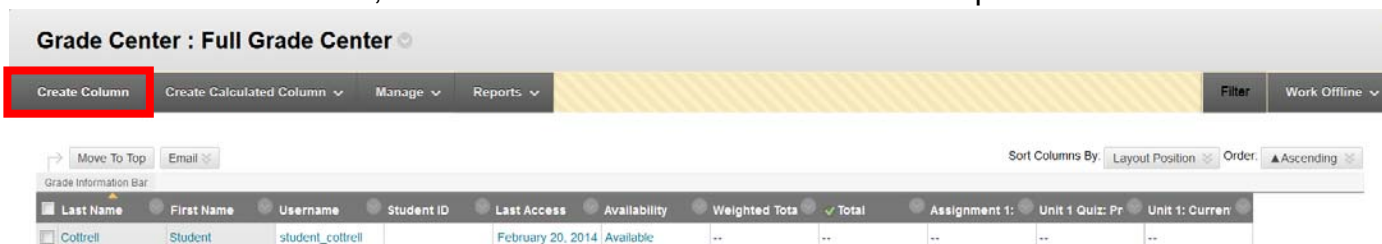
Icon Legend

- User Unavailable
- Column Not Visible to Users
- Completed
- Needs Grading
- Override
- Attempt in Progress
- External Grade
- Grade Exempted for this User
- Error
- Not Participating
- Anonymous Grading is enabled for this item

Edit Rows Displayed

Adding a Grade Center Column

To **Add a Grade Column**, click the **Create Column** button on the top tool bar.



On the Create Grade Column page, complete the **Column Name** field. A **Description** can be added in the provided text box. The **Primary Display** is the way the grade will appear to students in My Grades and the main way the instructor will see the grade in Grade Center. The **Secondary Display** is only visible to instructors in Grade Center. The Secondary Grade will appear in parenthesis next to the Primary Grade in the grade column, but is not visible to students. Select the Primary and Secondary Displays from the pull down menus. A Grading **Category** can be selected from the pull down menu. Categories are helpful if using a Weighted Total or for dropping one or more test or assignment scores. Enter the **Points Possible** in the provided field. A grade column can be a **Text** column (e.g. Preferred Name, etc.), or **Extra Credit** - be sure to enter 0 (zero) in the Points Possible field. A [Rubric](#) can be associated with the grade column by clicking the **Add Rubric** button. If a Rubric is added, ensure that in the **Show Rubric to Students** column, Yes with Scores is selected.

Create Grade Column

** Indicates a required field.* Cancel Submit

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

Enter the grade center column description or instructions. Pictures, web links, files, and embedded video can be included by using the tool bar above.

Path: p

Primary Display

Secondary Display

Category

* Points Possible

Associated Rubrics Add Rubric

Score
Text
Percentage
Letter
Complete/Incomplete

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

The **Dates** section allows a Grading Period to be associated with the grade column, and displays the date the grade column was created. A **Due Date** can be added to the grade column, which will automatically add an event to the Course Calendar. Click the check box next to Due Date to select it, then use the Calendar and Clock icon to select the due date and time. The **Options** section determines if the grade will be included in the students' final course grade, and if the students will be able to view the grade column in My Grades. Ensure that Yes is selected for **Include this Column in**

Grade Center Calculations (for non-text columns), and **Show this Column to Students** fields. Once the create page is complete, click the **Submit** button located at both the top and bottom right of the page, to create the column.

DATES

Grading Period: None

Date Created: Dec 16, 2015

Due Date:

OPTIONS

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

Organizing Grade Center

The newly created columns appear at the end of Grade Center. To reorder, organize or move the grade columns, or to hide specific columns from the instructors view, click the **Manage** button on the top tool bar, and select **Column Organization** from the menu. Complete instructions for [Organizing Grade Center Data](#) can be found on the Blackboard Help page, or by clicking the link above. Use the individual grade column menu to hide a specific grade column from the students. The individual grade column menu can be accessed by clicking on the down arrow to the right of the grade column title.

Success: created column: Extra Credit.

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email

Grade Information Bar

Last Name First Name Username

Cottrell Student student_cottre

Student Tammy student_tamm

Student TC BB Test 1 tcbbstud1

Grading Periods

Grading Schemas

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

Send Email

Sort Columns By: Layout Position Order: Ascending

Availability	Weighted Total	Total	Assignment 1:	Unit 1 Quiz: Pr	Unit 1: Current	Extra Credit
2014 Available	--	--	--	--	--	--
2014 Available	--	--	--	--	--	--
2015 Available	--	--	--	--	--	--

Entering Student Grades

Grading can be initiated through grade center. Grades can be manually entered into a grade column. Click on the grade cell, then type in the points earned. Press <Enter> to save the grade and advance to the next grade cell. Grade Center is similar to Excel, in that there are columns, rows, and cells.

Grade Information Bar Grade Type: Grade Points Possible: 100.00 Displayed As: Score Visible to Users: Yes Last Saved: December 17, 2013 2:20 PM

Last Name First Name Preferred Name Student ID Current Events Quiz 1 Quiz 2 Civil War

Cottrell Tammy TC 10.00 Enter grade 100.00%

Cottrell Tammy (Test Studer) -- 8.00 0.00%

Selected Rows: 0

Note: If **Letter** is selected as the Primary or Secondary Display, the [Grading Schema](#) needs to be edited to reflect what is in the course syllabus. Instructions on how to edit the Grading Schema are on Blackboard Help, or click the link above.