FACULTY GUIDE TO BLACKBOARD

Instructional Technology &
Academic Computing

August 27th, 2007

Email: facultysupport@case.edu
blackboard@case.edu

CASE
-FACULTY GUIDE TO BLACKBOARD-

Table of Contents

CASE
-FACULTY GUIDE TO BLACKBOARD-

Introduction to Blackboard

What is Blackboard? What can Blackboard do for you?

Blackboard is an example of a class of software called “course management tools.” This software allows faculty members to put course materials, links, and quizzes onto the World Wide Web without knowing HTML. In addition, Blackboard includes a number of communication tools, including discussion boards, chat and whiteboards, and email. Blackboard offers students and faculty access to their course materials through a common interface (or “portal”) that also includes tools for personal calendars and tasks lists. Blackboard can also provide groups or organizations a place to share documents and information. In other words, faculty, staff, and students can use Blackboard as on online, web-based organizer accessible from any computer.

Logging into and out of Blackboard

In order to use Blackboard you must have a valid Case network ID. If you do not have a Case ID, you can obtain one by setting up an affiliate account. An affiliate account requires a Case faculty or staff member to apply on your behalf at this page:
http://softwarecenter.case.edu/id_request/id_request.php

To log into Blackboard, follow these steps:
1. Go *http://blackboard.case.edu/*. Click on the **Login** button on the left.
2. Type your username and password in the appropriate fields (these will be the same as your Case network ID (e.g., abc12) and password.)
3. Click **Login**.

You are now logged into Blackboard.

When you are done using Blackboard, particularly if you are on a public computer, be sure to log out of the system so that nobody else can enter your Blackboard area. Just click the **Logout** icon at the top of the Blackboard screen and then close all open browser windows.

My Institution Page

When you log into Blackboard, the first screen you will always see is called **My Institution**. This page displays important announcements from Blackboard system administrators, as well as announcements from the courses you teach and from all the courses and organizations in which you are enrolled. By default, **My Institution** provides access to your courses, your organizations, the **Search** tool, and your personal account tools. You can personalize **My Institution** to make it more useful to you by adding (or removing) modules with the **Modify Content** button at the top right of the page.

Tools - your tools can be accessed from the left side of **My Institution**. This toolbox provides easy access to all of your announcements, Tasks, Blackboard calendar, and address book. More importantly, it points you to the **Personal Information** editor where you can update your information (physical address, and phone or fax numbers) and set your privacy options for this personal information.

> *Note: Changes you make to this personal information are only for the purpose of the Blackboard system and will not result in a modification of the information the Registrar or Human Resources has on file for you.*

Administrator Announcements - any important system announcements will appear here.

My Announcements - any current course announcements, organization announcements, or system announcements will appear here.

My Courses - a list of all Blackboard course sites you teach and/or are enrolled in. To access a course site, click on the class name from the list in **My Courses**. (Alternatively, you can choose the **My Course** tab at the top of the screen to view a list of all of your courses as well as the **Course Catalog** listing all Case Blackboard courses.)

My Organizations - this optional module contains the link to the Case Blackboard Instructors organization site along with any other organizations you are participating in. The Case Blackboard Instructors Organization provides a collection of course site management tools and supporting Blackboard documentation. It is in your best interest to leave the module visible on the My Institution page, for easy access to the Blackboard Course Wizard and other useful tools.

Creating a Course Site

Step 1:
The Blackboard Wizard is a tool designed to help instructors create new Blackboard course sites, populate them with your enrolled students, and add any co-instructors, TA's, or other assistants. The Wizard also lets you add cross-listings, multiple sections, and other courses. In addition, you can use it to remove course sections, cross-listings and individuals, and can reuse Blackboard course sites with the help of the Wizard.

Access to the Wizard is limited to faculty/staff/students who are listed with the University Registrar as the "Instructor of Record" for a University course. If you are teaching a course and are listed in the Registrar's Course Catalog as its instructor, you can use the Blackboard Wizard to create a Blackboard site for it. If you are teaching a course, but you do not see it listed in the Wizard, check with the Registrar.

Logging into the Blackboard Wizard:
You can reach the new Blackboard Wizard at *http://www.cwru.edu/its/itac/BBWizard/index.htm*
- Log in using your Case ID and password.

Step 2:
After Blackboard Wizard login is complete, the instructor can now create a Blackboard course site:
Please note: You can only create a new Blackboard site using the Registrar's data for an official university course.

1. Select Add a New Blackboard Site from the side menu.
2. Choose the semester in which you are teaching the course and select **Next**. Choose the course that you wish to create a site for, and select Next. You can change your selection at any time by clicking on Make a Different Selection.

- If a Blackboard site already exists for the university course in question, the system will request confirmation that you want to create another site for the course. Select the **Yes** button to create another course, or **No** to return to the first site-addition screen.

3. You will be asked to make changes to the course site title if desired. By default, the site title will be the Subject Number and description of the selected course. (For example, MATH 121: CALC FOR SCIENCE & ENGR) You can append a note to the course title indicating the semester, the instructor's name, or specific section of the course.
4. The last thing needed before you can create a new Blackboard course site is a Site ID, a unique identifier for each Blackboard course site. The Wizard suggests a site ID based on the course subject and number and your Case ID, but you can select your own. A site ID cannot have more than 50 characters, must contain no spaces, and cannot use control characters (see the Wizard for examples.)
5. Once you have selected your site ID, a confirmation box will appear, showing all of the course site information. Verify the information and select the **Create Site** button to create the site.
6. Once the site is created, you will be offered the option to **Add individual Users** to the site, add other course sections (or cross-listed course sections), or **Create Another Blackboard Site** for a different course.

Step 3:

Adding Users to your Blackboard Site
You can use this tool to add enrolled students (by adding entire course sections), or to add individual TA's, Instructors, Course Builder, Guests, or non-enrolled students to the Blackboard course site. If you add a course section to a Blackboard site, it will automatically enroll students who register for the course after you link your course site to the Registrars enrollment data. **Note:** Blackboard will not automatically remove users who have dropped the course. This is because removing a user will irretrievably delete any of their submissions, grades, etc. You should check your course roster after the drop-add period to remove any students who are no longer taking the course.

1. Select **Add Users to a Site** from the side menu

2. Choose the Blackboard course site to which you want to add users and select **Next**.
    a. The next screen offers the choice of adding either individuals or course sections to the site. If you wish to add individuals as TA's, Instructors, or other roles, select **Individuals**. If you want to add cross-listings or other courses to the Blackboard site, select **Course Sections**. Click **Next** to continue*.
    b. <u>Adding individuals:</u>
        i. For each individual you would like to add to the Blackboard course site, enter their Case ID (e.g. abc123) and the role you would like to assign to them; TA is the default setting, but Instructor, Course Builder, Grader, Student, and Guest are also options. You can add up to 10 individuals at once. Once you have entered the IDs and roles, click the **Add Users** button to add them.
    c. <u>Adding Course Sections:</u>
        i. If you have multiple courses, sections of courses, or cross-listings you would like to add to your Blackboard course site, you can do so. This helps instructors who teach several sections of one course who would like to use the same course content for all sections as well as instructors teaching cross-listed courses who need to enroll all students into one site. In the **Choose a Semester** menu, you must select the semester in which the course is being taught. Next, select the course section that you would like to add to the Blackboard site and confirm by clicking the **Add Course** button.

* If at any point in this process, you want to make another selection, you can do so by clicking on the **Make a Different Selection** link.

<u>Removing Users from your Blackboard Site</u>

You can use this tool to remove groups of enrolled students (by removing course sections), or to remove individual TA's, Instructors, Course Builder, Guests, or non-enrolled students from the Blackboard course site.

1. Select **Remove Users from a Site** from the side menu
2. Choose the Blackboard course site from which you want to remove users and select **Next**.
3. The next screen offers the choice of removing either individuals or course sections from the site. If you wish to remove individual users (such as TA's, Instructors, or non-registered students) select **Individuals**. If you want to remove cross-listings or other courses from the Blackboard site, select **Course Sections**. Click **Next** to continue*.
    a. <u>Removing individuals:</u>
        i. A list of all users will appear. Check the boxes next to the user(s)'s names to select them and click the **Remove Users** button. Be aware that this removal cannot be undone and will result in the deletion of any Gradebook entries.
    b. <u>Removing Course Sections:</u>
        i. From the drop-down list, choose the course section you want to remove and click **Next.** Confirm the removal of the course section by clicking the **Remove Course** button.

** If at any point in this process, you want to make another selection, you can do so by clicking on the **Make a Different Selection** link.*

Other Options:

<u>Editing your course title</u>

The course site title is taken from the Registrar's database and will always contain the subject, course number, and brief description that the Registrar's office has on file. You can edit your course title to add information about the current semester, the instructor's name, the section, or any distinguishing information you consider important. This information will appear in parentheses following the main title information.

1. To make changes to your site title, select **Update a Site Title** from the side menu.
2. From the list, you must choose the course site you would like to update. Click **Next**.
3. If you are working with a cross-listed course, this area will also allow you to select another course listing or section from which to use the title. If you would like to use another course title that is not appearing as an option, you must add that course to the site by selecting **Add That Course to This Site**.
4. Once you have selected the course title you would like to use, you may append text to the title, or edit text you have already added. Anything entered in the "Extra Title Text" box will appear in parentheses following the course site title. (This includes blank spaces or non-ASCII characters.)
5. Click **Update Title** to make the changes.

<u>Reusing your Blackboard Site</u>

You can reuse a Blackboard site from one semester to another by following the steps in the Wizard that are listed under **Reuse a Blackboard Site**.

1. Make the course site unavailable, removing it from the current students' view. This must be done through the course control panel within Blackboard.
2. Remove the existing course sections and individuals, such as students and TA's, using the **Remove Users** tool in the Blackboard Wizard.
3. Add enrolled students and other individuals to the site. To add all enrolled students, use the **Add Users** tool and select **Course Sections**. Then select the appropriate semester and course sections to add. To enroll individuals, select **Individuals** and enter their Case IDs and course site roles.
4. Modify the site content within the Blackboard course site itself. Use the Control Panel to access the course areas and add/remove documents.

If you wish to copy content from one course site to another, this can be accomplished through the course **Control Panel**.

Removing a Blackboard Site

If you want to remove a Blackboard course site, you can do so through the **Course Wizard**. You may choose to do so if you are not going to teach the course again, if you have other course sites that duplicate the contents, or if you are simply not going to reuse the course site contents. Note: If you are sharing a course site with other instructors, this tool also enables you to remove yourself from the Blackboard course site, making it invisible to you but maintaining other Instructors' access to the course site.

1. Select the **Remove a Blackboard Site** option from the side menu.
2. Click the **Remove** button next to the site you wish removed.
3. If you are sharing the course site with other instructors, the system will ask you whether you would like yourself removed from the course site. If you think that your co-instructors may still need the site content, please remove yourself rather than the course site itself.

Archive a Blackboard Site

If you are done using a particular course site, but would like to be able to use it again in the future, you can use the archive feature through the Blackboard Wizard. When you archive a course site, it will disappear from your course lists, but a copy of it will be kept on an archival server. Whenever you would like to have the course site loaded back into Blackboard, simply follow the instructions below for restoring an archived course site.

1. Select **Archive a Blackboard Site** from the left-hand menu
2. Once you entered your login information, you will be presented with a list of courses in which you are an instructor. Click the '**Move to archives**' button next to the pertinent course site.

Note: If there are other instructors in the course who might wish to continue using the course site, you should consider removing yourself from the course sites enrollment list instead.

Restoring Your Blackboard Site

If you have previously archived a course site you may restore it by using the Blackboard Wizard.

1. Select **Restore an Archived Site**
2. Once you have entered your login information, you will be presented with a list of your archived course sites. Simply choose the site you would like to restore and click the button marked **Restore**.
3. Decide whether to retain the initial course site ID or change it to a new course site ID. Click **Restore**.

Note: The course site ID is a unique identification tag that refers specifically to its respective blackboard site. You are unable to change the course site ID once you have created or restored a course.

Check Site Quotas

If you have received a message in Blackboard that you are over your course quota limit, you may check the actual size of your course by clicking **Check Site Quota**. Every course site in which you are an instructor will appear in a table. By default, Blackboard course sites are limited to 100MB of storage. You may request an override for additional storage space should you require it.

Verifying Enrollment

If you are unsure that your Blackboard course roster matches the registrars course enrollment data, you may compare your Blackboard roster to the registrars data by clicking **Verify Enrollment**.

Managing the Look of your Course

Instructors may customize the appearance of their courses; you can change the menu options as well as the color schemes of the course site. You may add and remove menu items, reorder menu items or change the look of the course menu. Instructors may also create a course banner image or stipulate color schemes for the course. You may perform these operations from the **Control Panel** within your course site.

To add course menu items:

1. Click **Manage Course Menu**.
2. Click the **Add Content Area, Add Tool Link, Add Course Link** or **Add External Link** button.
3. Provide a name for your new menu item by choosing it from the drop-down menu or by manually entering it. If the item is an external link or a course link, you will have to respectively enter the web address or browse for the linked course.
4. Click **Submit**.

To change the order of menu items:

1. Click **Manage Course Menu**
2. Use the numbered drop-down menu next the pertinent item to select its desired order in the menu list.
3. Click **Submit**.

You may return to edit the names or links of any item within this list by returning to the **Manage Course Menu** screen and clicking the **Modify** button next to the pertinent item.

To change the look of the course menu, click **Course Design** from the **Control Panel**. You will then see a list of four options: Course Menu Design, Manage Menu Display Options, Manage tool Panel, and Course Banner.

To change the menu design (from Control Panel):

1. Click **Course Design**.
2. Click **Course Menu Design**.
3. Choose to display the menu options as either buttons or as text.
4. If you selected buttons, you will be able to stipulate the button style and shape; if text, then you may change the text color or background.
5. Click **Submit**.

To change the menu display options (from Control Panel):

1. Click **Course Design**.
2. Click **Manage Menu Display Options**.
3. Choose to have either the *Detail View* or the *Quick View* as the default appearance. Decide if you would like to allow students to choose this option for themselves by selecting *Allow use of both views*.
4. Click **Submit**.

To change which course tool panels you would like displayed (from Control Panel):

1. Click **Course Design**.
2. Click **Manage Tool Panel**.
3. Click **Quick View Tool Panel Options** to specify which tool panels will appear in the Quick View version of the course menu.
   Click **Detail View Tool Panel Options** to specify which tool panels will appear in the Detail View version of the course menu.

Note: If you wish to restrict access to a course tool, you will need to go through both of these options. If you have mandated either Quick View or Detail View within **Manage Menu Display Options,** you will only have to change the Tool Panel Options once. If you have left both display options available to students, you will need to modify both if you wish to restrict tool access. In most cases it is not recommended to restrict access to these tools.

4. On the next screen, toggle the tool panel display options on or off for Communication Tools, Course Tools, or Course Map. You may also choose a new name for the tool panel area by changing the **Header Name**. You may change the text and background colors as well.
5. Once you have made your choices, click **Submit**.

To add a banner image for display above the announcements page (from Control Panel):

1. Click **Course Design**.
2. Click **Course Banner**.
3. Click the **Browse** button to choose an image on your local machine. Your banner should be a standard web-based picture type (jpg, png, gif, jpeg) or composed of HTML.
4. Click **Submit**.

Managing Access to your Course

Once you have created a course site, you will need to make sure that your users can access the features of your site. There are a number of options within the control panel that you may use to customize the way that users access your site. These options, located in the **Settings** menu of your Control Panel, include **Course Availability**, G**uest Access**, **Course Duration**, **Enrollment Options**, **Course Entry Point**, **Observer Access** and **Set Language Pack**.

Course Availability is perhaps one of the most important options in this list. It is covered in its own section below, labeled *Site Availability*.

Guest Access allows the instructor to toggle the Guest Access feature on and off. Since the Case Blackboard System is accessible by any member of the Case community, you may choose to allow faculty, staff, students or affiliates into your site with the role of Guest. **Observer Access** is another form of restricted access to a Blackboard site. In the current configuration of the Case Blackboard System this is not a recommended or supported user role. Guest users have somewhat restricted access to a Blackboard site; you will need to review the specific features available to Guest users if you have enabled this user role.

If you would like to permit guest access to specific features of your course site, or would like to restrict student access to features, you may do so by changing the options within **Tool Availability**. Within the Tool Availability screen you can choose to allow guests or observers to view content areas or course features. It is not recommended that you restrict student users beyond the default settings unless there is a specific reason to do so.

To change Tool Availability (from Control Panel):

1. Click **Manage Tools**.
2. Click the feature you would like to modify (Tool, Building Block or Content Type); click the checkbox beneath the user group for whom you would like to modify the content.

Note: Clicking the 'Available' checkboxes toggles the tool or feature availability for all users. Clicking the 'Allow Guest' or 'Allow Observer' checkboxes will enable or disable the feature for those respective users. If you intend to allow guest or observer access, you will also need to enable guest or observer access from **Settings** within the **Control Panel**.

3. Once you have finished, click **Submit**.

Course Duration is a method of stipulating a start and end date for course availability. This feature is somewhat redundant in the Case Blackboard System. Since course sites are automatically marked as unavailable at the end of each semester, it is not necessary to stipulate the course duration unless different availability is desired.

Enrollment Options is another method of enrolling users into a Blackboard Site. It is recommended that instructors use the Case Blackboard Wizard to complete the enrollment process. Using the wizard will ensure that your Blackboard course roster matches the University Registrars course enrollment data.

Course Entry Point allows you to choose what section of your course site users see first when the enter the course. By default, the Announcements area is the course entry point. This ensures that users will see any applicable announcements or messages once they enter the course site.

To choose a different Course Entry Point:

1. Click **Settings** from the **Control Panel**.
2. Click **Course Entry Point**.
3. Use the drop-down menu to select another portion of your course site.
4. Click **Submit**.

Set Language Pack allows you to stipulate a different language in your course site, instead of the system default. The Case Blackboard System is set to English (United States) by default. You may choose another language from the following: German, Spanish, French or Italian. The option to enforce the use of your selected language within your course site is not available in the Case Blackboard System; users are able to choose the language that best suits their use.

User Management

Once you have created your course site in Blackboard, you may wish to change the roles of existing users, or even add new users. You can always revisit the Blackboard Wizard to perform these steps, or you can use the User Management area within your course sites **Control Panel**. If you would like to enroll additional users using the **Control Panel**:

1.) From the course site that you would like to add users to, click **Control Panel**.
2.) Select **Enroll Users** from the User Management box.
3.) Search for the user you wish to enroll by using either last name, user name or email as the search criteria.
Note: Clicking the **List All** button will list every Blackboard user in the Case community; this is difficult to search through and will take a long time to load.
4.) Click the checkbox next to the desired user/s, and then click **Submit**.

Once you have enrolled users, you may also use the Control Panel to modify their role within your course. To perform this task through the **Control Panel**:

1.) From the course site that you would like to add users to, click **Control Panel**.
2.) Select **List/Modify Users** from the User Management box.
3.) Search for the user you would like to modify by using last name, user name or email.
Note: Clicking **List All** in this situation will only bring up users already enrolled into your course. This may be an easier method of finding the user you wish to modify.

Site Availability

Once you have created a new Blackboard site, you can access it from the **My Courses** module on the **My Institution** page. The first thing you should do is decide if you are going to make it available to students before or after the content has been added. A new Blackboard site is, by default, not available to anybody besides the instructor(s) and assistants. ***To make your Blackboard course site available to your students***, you must go to the **Control Panel**, select **Course Options > Settings > Course Availability**, and then toggle the selection to **Yes** and press **Submit**

Adding Content to the Site

The Control Panel is the most important part of a course site for an Instructor; from the Control Panel, you can structure your site layout, add content, and edit all areas of your Blackboard course. Only instructors have access to all areas of the Control Panel. TA's and other course site assistants have more limited access to the Control Panel, but can still help build the site and grade. Students have no access to the Control Panel, and can only view content you make available to them.

Here are some examples of things you can do with the control panel:

- Add a course description, readings, homework, or other assignments.
- Set up and use communication features such as e-mail, discussion boards, chat, and student groups.
- Provide online quizzes for self-paced assessment.
- Track use of the site by students and other users, or determine which students have access to different parts of the course site.
- Customize the menu structure, color scheme and appearance of each course's Blackboard site.
- Manage the course site participants (add, remove, and change course roles).
- Create assignments, grade student work, and provide students their course grades privately.

Content Areas

When you open the control panel, you will see a menu on your upper left that lists Content Areas. Course Content Areas are used to organize the information that you post on your blackboard site. Content areas in this menu correspond to the links in the course menu. By default, content areas are titled *Course Information*, *Course Documents*, *Assignments*, and *External Links*. If you like, you may personalize this area by changing these titles or creating a new area. These items may be personalized by accessing **Manage Course Menu** under the *Course Options* box within the Control Panel.

All content areas behave in the same way.

When you want to add content to blackboard such as text, images, and PowerPoint presentations, you first must decide in which content area you want the information to be displayed. For example, if you want to add a syllabus to your blackboard site, you may want to display the syllabus under *Course Information*, or *Course Documents*.

Next, in the **Content Areas** menu click on the content area where you want the information to be displayed.

Decide what type of information you want to add to your blackboard site.

- If you want to add a document, text, or images click **Item**
- If you want to add a folder in which you will store content items click **Folder**
- If you want to add a link to a webpage, click **External Link**
- If you want to add a link which will guide students to a different area of your blackboard course, click **Course Link**.
- If you would like to add a Test, click **Test**.
- You may also notice a drop down menu bar on the right upper hand corner of the screen. You can choose to add any of the items listed there to your Blackboard course site as well.

<u>To Add an Item</u>

If you want to add an item to a Content Area, follow the instructions below. If you want to put a new item into a folder, open the folder and then click the Add Item button and follow the steps below.

1. Click on the **+ Item** button. A new screen will load
2. From the text box, choose a **Name** for the item you are adding. Choose the font color by clicking on the "pick" text and then selecting a color.
3. In the **Text** box, either directly type your information or copy and paste it from another document. To paste, you can either use the **<Ctrl>-V** keyboard combination or left click the mouse in the **Text** box and right click to select **paste**, alternatively you can use the browser to select **Edit > Paste** at the top of the window.
4. If you would like to link to a file (a copy of your syllabus or a reading assignment for example) you can do so in the **Content Attachments** area. Click **Browse** to locate the file that you want to upload to Blackboard. Next type in a name that will become the web link for the file. From the **Special Action** pull-down menu you can choose to Link the image (in which case a user clicks on the link and saves the file to their computer and reads it from there), **Display** the file on the page (where Blackboard and the browser will attempt to open the file within the Blackboard screen), or **Unpackage the file** (particularly useful for a zip file containing multiple linked web pages through which one can navigate).
5. Under **Options** you may choose whether to make the page visible to Blackboard users (you might not want to make them visible while they are under construction).
6. When you are finished making your selections, click the **Submit** button at the bottom of the page to continue, or click **Cancel** to erase all of the information you added.
7. You can **Modify** or **Remove** the information at any time by clicking the appropriate button next to the item in the instructor view of a content area.

<u>Sorting/Reordering Items in a Section</u>

Within any given section of the course, you may want to reorder the items within a content area. You will notice that each item has a numbered pull down box next to it. Pull down the menu and choose a different number to reorder the items.

<u>Batch Uploading: The Document Package Tool</u>

The Document Package tool is a Blackboard feature that helps you upload multiple files and folders to a Blackboard content area at a time. You can use the Document Package tool to completely populate a single content area, or simply to upload more than one file at a time. The Document Package tool works by reading the contents of a ZIP file that you will create on your computer, and then translating the directory and file structure of the ZIP file directly to Blackboard.

To collect multiple files for the ZIP package:

• Gather a batch of files (Word, Excel, or PowerPoint files, PDFs, etc.) that you want to upload to a Blackboard course Content Area such as Assignments, Course Documents, Course Information, etc.

• Organize the files however you would like them to appear on Blackboard. If you plan to put a large number of files into a content area, using folders to arrange the files can help you and the students navigate more easily.

  o Use as many folders and sub-folders as you need. Organization options include: sorting by class week, book chapter, subject, assignment type, or any other system you prefer.

  o Name the files and folders as you'd like them to be named on the Blackboard site.

Note*: Uploaded packages only sort their contents into one content area in Blackboard. If there's a file you want to appear in Assignments on your course site, don't put it in a package that will be uploaded to Course Documents.*

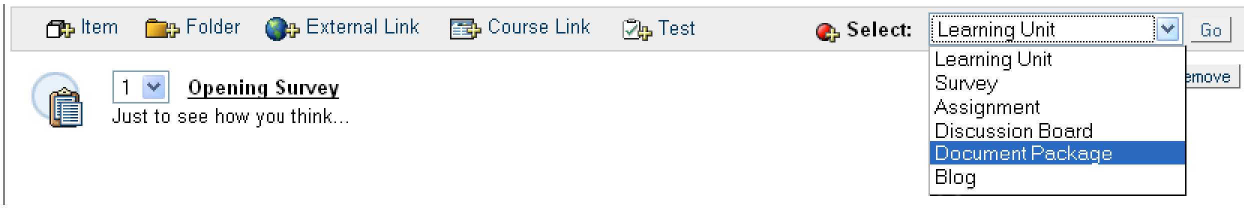
• When you have the files and folders organized as you'd like them to appear in Blackboard, add them all to a ZIP file. Save the archive where you can find it, making sure that the extension on the file is ".zip"

  o On a Windows machine, if you do not have file compression software (such as WinZip, 7-Zip, or WinRAR) installed on your system, Windows XP and Vista have built in compression systems. Highlight all of the folders and files you want to add to the .zip file and right click. In the menu that appears, highlight **"Send to"**. From the **"Send to"** submenu select **"Compressed (zipped) folder."**

  o On a Mac, if you don't have additional file compression software (such as StuffIt), you can create ZIP archives with Finder. Select the files and folders you want in the archive and click **"Create Archive"** under the File menu. The .zip file should appear in the same folder as the selected files and folders.

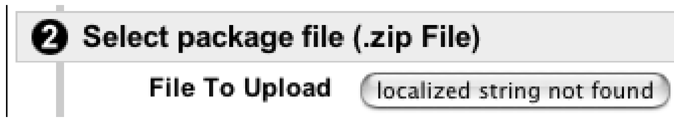
To upload the ZIP file:

• Enter Blackboard and go to the Control Panel of the appropriate course. Go to the content area where you want the files to appear. From the drop down box at the top right, select **Document Package** and click "**Go**".



• Change any settings such as color, availability, etc. and click the browse button next to **"File to Upload."** Select the .zip file from where you saved it before and hit **Open** or **OK**. Click **Submit** and wait for Blackboard to process the package. Processing may take some time, depending on the size of the uploaded files.

Note for Mac Users: *In some versions of the Safari browser, the button does not read "Browse…" but instead displays the words "localized string not found." This button has the same function as Browse. Clicking on it will allow you to select your local files. This is not an issue in Firefox for the Mac.*



• When uploading and processing is complete, Blackboard will display a confirmation screen. Check the results in the content area. Each file will be named the same as the original file, but without the extension (.doc, .xls, etc.) and any uploaded folders will appear at the bottom of the content area.

Note: *Uploaded empty folders will not be displayed in Blackboard.*

• To add more content to the Blackboard content area, repeat this process or add individual files or folders as usual.

Adding a Test

You may add a test to any content area within Blackboard. TO do so, click the button **Add Test**. Once you have done so, you will see a screen that asks you whether you would like to deploy an existing test, or create a new test. If you are adding a previously created test, choose that test from the menu and click **Submit**.

Adding Learning Units

Learning Units are designed to enable you to provide a self-contained learning module for students to progress through at their own pace. It is reminiscent of a slide show in that contains a series of items which are to be viewed in a particular sequence. Items for use in a Learning Unit can include Adobe Acrobat files, text, images, and documents the students can download. You can also link from the **Learning Unit** to an **Assessment**.

1. You can add a Learning Unit to any area of your course site except for the Announcements, Staff Information, or External Links. Learning Units cannot contain

folders. To add a Learning Unit, enter a content area, select **Learning Unit** from the drop-down menu, and click the **Go** button.
2. Give the Learning Unit a **Name** and provide any necessary description in the **Text** box.
3. Under **Options**, you may choose to make the Unit visible as well as specify dates and times when it is available. You may also choose whether to require that the unit be viewed in sequential order. You can also have the Learning Unit open in a new browser window.
4. Click **Submit**.
5. You may add items or files within the Learning Unit. An **Item** might include a file that you upload accompanied by descriptive text. If you choose to **Add File**, any file you upload will be displayed within the browser window. This works well for text files, audio and video, Shockwave, and graphics but not for Word or PowerPoint files.
6. Navigate through the Learning Unit by clicking the forward/back directional arrows. You may also view the "table of contents" of the Unit by clicking on the **Contents** button within the Unit.

To Incorporate an Assessment into a Learning Unit

1. Create the Learning Unit
2. Enter the Learning Unit, and click on **Add Test**. You will see the option to either create a new test or select an existing test (that has not yet been used.) If there is not an existing assessment you wish to use, click the **Create** button to create the test.
3. Once the test has been created and added to the learning unit, you can either modify the test or the test options. In order to make the test visible to your students, you must choose to modify the test options. Here you can set the availability of the test (dates, times, number of attempts permitted, whether a password is needed) as well as test feedback and presentation format. Once you have set the availability options, click **Submit**.

> ***Note***: Remember that if you change the availability of an Assessment after students have taken it, the scores will be irretrievably lost. You should synchronize the time/date restrictions of the Learning Unit and the Assessment linked to it—just because the availability of one expires does not mean that the other expires too.

Creating a Test or Survey

Overview

The **Test Manager** creates any type of graded assessment, either tests or quizzes. You can create a quiz, and indicate as such with name and point value, but Blackboard will always label it a "test."

The **Survey Manager** functions very similarly to the Test Manager. The content of the surveys it creates are similar to the tests of the Test Manager, but the Survey Manager does not allow for correct or incorrect answers and point values.

The **Pool Manager** allows you to create question pools for assessments. These question pools are similar to tests in that they have lists of questions with correct and incorrect answers, but these questions cannot be used unless they are exported to a test or survey. The advantage of question pools lies in the ability to export questions from a pool to any number of surveys and tests and to import question pool files from other courses or instructors. You cannot export surveys or tests to a file for later use, nor can you import questions from one test to a survey, or vice-versa.

If you think that you may want to re-use questions from tests in Blackboard, you may find it most convenient in the long term to input all your questions into pools, before constructing tests with them. This is especially recommended with surveys. While pools can import questions from other pools and tests, they cannot import questions from surveys at this time. Creating the questions in a pool first will let you save the questions for later use.

The biggest change in assessment is making tests and surveys available to students. Creating tests and surveys in the Test and Survey Managers will not let the students see them. They simply save the test contents, to be added to a course content area (such as Assignments) at a later time.

Using the Pool Manager, Test Manager, and Survey Manager

1. Go to the course's Control Panel:
    a. On the main Blackboard page, click on the relevant course page.
    b. Click the button labeled Control Panel on the bottom left of the page.
    c. In the box labeled "Assessment" select either the **Test, Survey** or **Pool Manager**.
        - In Test Manager, click **Add Test**.
        - In Survey Manager, click **Add Survey**.
        - In Pool Manager, click **Add Pool**.

    d. Type the Name, Description, and Instructions for your Pool, Test or Survey and click **Submit** when you are done.
    e. You are now in the canvas section for the Assessment. Here you can begin making questions for your Assessment. There are many different types of questions to choose from. Choose the type of question you want to add and click **GO**.
    f. Now you must enter the text of the question. If dealing with tests, you must enter the point value of the question. If dealing with a Test or Pool, the correct answer must be selected in certain types of questions. Multiple Choice and True/False questions' correct answers are marked with the radio button to the left. When you are done click **Submit**.

g. To return to the test canvas section at a later time, go back to the Pool, Test or Survey Manager and click **Modify** next to the item. You can click Creation Settings for some additional options

Exporting/Importing Pools

1. To Export, simply click **Export** to the right of the Pool in the Pool Manager. It will save a zip file onto your computer.
2. To Import, click **Import** at the top in the Pool Manager. It will load a previously exported zip file.

Importing Questions from an Assessment into a Test or Survey

1. Get to the Test Canvas or Survey Canvas (in the Test or Survey Manager click **Modify** next to the Assessment).
2. From the drop down menu "Add Question:" select **From a Question Pool or Assessment.**
3. Now select the item you want to import from. Tests can import from other tests, surveys can import from others surveys, and both can import from question pools. When you are done click **Search**.
4. Click the boxes next to the questions you want to import. When you are done click **Submit**.

Batch Uploading Questions to a Pool, Assessment or Survey

It is possible to save a great deal of time when creating Blackboard assessments (either tests or surveys) by uploading the assessment questions in a single file. To do this, the test or survey questions must be saved in a text file (filename.txt) Each question in the file must conform to the structure given below, and will possibly need modification once uploaded.

To upload the question file, go to the Test Manager and choose either to Add a new test or to Modify an existing test. If adding a new test, enter a title, description, and instructions for the test and Submit them. From the Test Canvas page, go to the drop-down menu of question types. Select the “Upload Questions” option and click the “Go” button. Browse for the text file containing the questions, set the point value for each question, and submit.

Formatting the text file:
Each new question must be typed on a new row and each required or optional field in the file must be separated by a Tab (a single hit of the Tab key). Each question with multiple options (Multiple Choice, Multiple Answer, Opinion Scale) default to a vertical presentation, but may be changed to horizontal once the questions are uploaded.

Multiple Choice Questions:
MC (tab) Question Text [(tab) Answer Text (tab) correct or incorrect]

The text between the square brackets [] may be repeated as many times as is necessary to include all possible answers. When indicating the correct or incorrect answer, do not use single quotes around the words. The maximum number of answers is 20.

Formatting example:
MC Which of the following are not marsupials? Koala incorrect wallaby incorrect wombat incorrect emu correct

Multiple Answer Questions:
MA (tab) Question Text [(tab) Answer Text (tab) correct or incorrect]
The text between the square brackets [] may be repeated as many times as is necessary to include all possible answers. Do not use the single quotes around 'in/correct.' The maximum number of answers is 20.

Formatting example:
MA The following are poisonous snakes: Copperhead correct Water moccasin correct Garter snake incorrect Rattlesnake correct

Essay Questions:
ESS (tab) Question Text (tab) [Example]
The text between the square brackets [] is optional; the instructor may add a sample essay question or leave this blank.

Formatting example:
ESS Please tell us what you would like to see improved in the course:

Short Response Questions:
SR (tab) Question Text (tab) [Example]
The text between the square brackets [] is optional; the instructor may add a sample essay question or leave this blank.

Formatting example:
SR What was your favorite aspect of this course?

Opinion Scale Questions:
OP (tab) Question Text
Opinion (Likert) scale questions default to a standard 6-option scale that ranges from Strongly Agree to Strongly Disagree. Any desired changes must be input once the question is uploaded.

Formatting example:
OP How interested are you in herpetology? (1 = Very interested, 5 = Not at all interested)

Fill-in-the-Blank Questions:
FIB (tab) Question Text [(tab) Answer Text]

The text between the square brackets [] may be repeated as many times as is necessary to include all possible answers. The maximum number of answers is 20.

Formatting example:
FIB Herpetology is the study of____. Reptiles reptile amphibians reptiles

Examples of Formatted Questions: (the following would be the text file contents)
OP Overall rating of the course (1 = very poor, 5 = excellent)
OP How interested are you in herpetology? (1 = Very interested, 5 = Not at all interested)
MC Which of the following are not marsupials? koala incorrect wallaby incorrect wombat incorrect emu correct
MA The following are poisonous snakes: Copperhead correct Water moccasin correct Garter snake incorrect Rattlesnake correct
ESS Please tell us what you would like to see improved in the course:
FIB Herpetology is the study of____. Reptiles reptile amphibians reptiles

Making an Assessment Available

1. In the Control Panel, select the Content Area in which you would like your students to see the Test or Survey (ie. Course Information, Course Documents, or Assignments)
2. To add a test, click the button add the top that reads **Add Test**. To add a survey, click the drop down menu on the right and select **Survey**. Then click **GO**.
3. In the white box, select the test or survey you wish to deploy. When you have selected the test or survey, click **Submit**. ***Note:*** You can create a new test or survey here by clicking **Create**, but note that it will not automatically deploy in the given Content Area. You will have to follow the above steps again.
4. A page telling you the test or survey was added should come up. Click **OK**.
5. To make the assessment available (or to set the date in which you want it available), click **Modify the test options** or **Modify the Survey Options**.
6. In the section marked Test Availability or Survey Availability, you can set the time limit on the test and when it will be available. If the button next to "Do you want the link to be made visible?" is set to **Yes**, it will not be visible to the student until the time and date specified under "Display After" are met. You can also choose for the test to go away after a certain time and date by checking the box next to "Display Until" and filling in a date and time underneath. You can also require a password to take the test, if you wish. (This option can be useful for students who must take the test earlier or later than their classmates.)
   - If you are modifying survey options, you must also select whether to present the students with feedback about their **Status Only** (complete/incomplete) or **Detailed Results** (with the students' answers.)
7. When you are done configuring the test or survey, click **Submit**. If you want to return to the Test Options area again, you must:
   a. Go to the content area that contains the test
   b. Click the button to the right of the Assessment labeled **Modify**.
   c. Click **Modify the Test Options**.

Some question types available are multiple choice, true/false, multiple answer, ordering, matching, fill in the blank, and essay. Blackboard also includes some new question types such as Calculated Formula, Calculated Numeric, Either/Or, Fill in Multiple Blanks, File Response, Hot Spot, Opinion/Likert, Jumbled Sentence and Quiz Bowl. Blackboard will grade any of the objective questions, but will require an instructor, teaching assistant or grader to read and grade short answer and essay questions. (This will be indicated by an exclamation point in the student's gradebook entry.)

You can modify exams at any point before a students takes them, but once a student has started the exam, the settings of the exam cannot be changed. You may still make textual changes to correct a typo or confusingly worded question, but you may not change point values, add or remove questions, or add or remove answers or feedback. If you feel the need to make any of these changes, the best option is to create a new assessment.
Once you have deployed an assessment, and students have taken it, the easiest way to track responses and grades on the assessment is in the Gradebook. Once there, you can view either the "item information", which offers data on all assessment attempts, or you can view an individual students' responses.

Grading: Assessment & Assignments

Assignment Manager

The Assignment Manager lets instructors add assignments to any content area of a Blackboard course and manage them easily through the Gradebook. All completed assignments and submitted files are accessible through the Gradebook, are organized by student name and can be downloaded individually or together for offline grading.

1. Using the pull-down menu at the right of a course content area, select Assignment. Click the “Go” button.
2. Name the assignment, provide instructions and upload any necessary files.
3. A Gradebook entry will be created. To access completed assignments, enter the Gradebook and look for the Assignment column. All the submissions are accessible together through the column header.

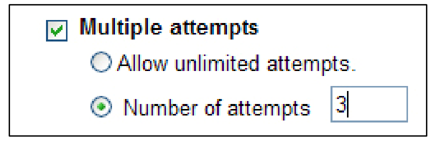
indicates text requires formatting and editing

Assessments: Multiple Attempts

Assessments can now be set to allow either unlimited attempts or a specific number of attempts. The Gradebook will display all of the attempts. The Gradebook column is then scored based on the grading option selected in that column’s Item Information: last attempt, first attempt, highest score, lowest score, or average of scores can be used. In addition, an override field is available to allow the instructor to determine the final score for him or herself.

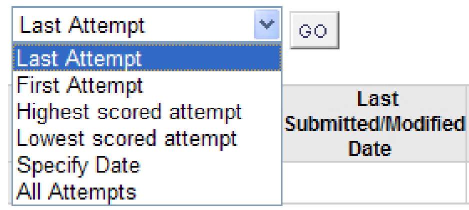
Configuring an existing assessment for multiple attempts:

1. navigate to the **Control Panel** and click on the content area housing the assessment
2. click the **Modify** button next your Assessment, then choose **Modify the Test Options**.
3. scroll down to Test Availability and click the checkbox next to **Multiple Attempts**.
4. select either **allow unlimited attempts**, or specify a **Number of attempts**.
5. once you have established your multiple attempt criteria, click **Submit**.



Viewing an individual student's attempts:

1. From the Control Panel, go to the Gradebook.
2. Click the Gradebook entry for the student within the assessments Gradebook column.
3. On the **Modify Grade** screen you will see every attempt that this user has submitted.



You can manually override the calculated score using the **Override Calculated Grade** box. You may also choose to clear this specific user's last attempt, first attempt, lowest or highest attempt, or any attempts within a specific date range. To remove a specific attempt:

1. Select the attempt(s) that you want to remove from the *Clear attempts* drop-down menu, click **Go**. You may also remove a specific attempt by clicking the **Clear Attempt** button next to the score you wish to clear.
2. Click **OK** to confirm your removal
3. Click **Submit** to return to the Gradebook.

Viewing attempts for all users:

You can view all attempts from all users, or clear specific attempts for all users. To do so:

1. Click the Gradebook column header for the assessment you wish to modify.
2. From the **Item Options** page, select **Item Grade List**.
3. On the **View Item Grades** page, use the drop-down menu in the middle of the page to Clear attempts for all users at once; you may remove their highest or lowest attempts, first or last attempts, all attempts, or you can specify the particular date range of attempts.
4. Once you have made your selection, click **Go**.
5. Confirm your removal by clicking **OK**.

From this page, you can also manually override scores for any or all users. When you are finished, click **Submit** and **OK** to return to the Gradeboook.

Assessments: Self-Assessment Options

Self-assessment is now possible, either allowing the student and instructor to view the results of an assessment or allowing only the student to see the results.

To create a self-assessment, the instructor will first remove the assessment from Gradebook score calculations. This will enable both the student and instructor to see the test assessment results, while keeping the grade out of the Gradebook. There are two possible methods to do so:

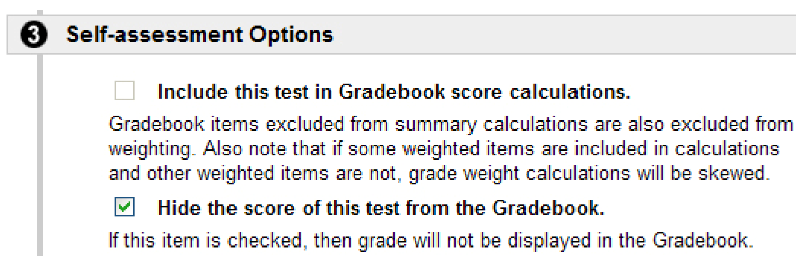
First option:

1. Navigate to the **Control Panel** and click on the content area housing the assessment
2. Click the **Modify** button next your Assessment, then choose **Modify the Test Options**.
3. Scroll down to the Self-assessment Options and uncheck **Include this test in Gradebook score calculations**

Second option:

1. Navigate to the **Control Panel** and click on the Gradebook
2. Select the column header of your assessment, then choose **Item Information**.
3. Uncheck the box marked **Include item in Gradebook score calculations**. Click **Submit**.

The instructor can also allow the student to take self-assessment tests without displaying the results to the instructor. To do this:

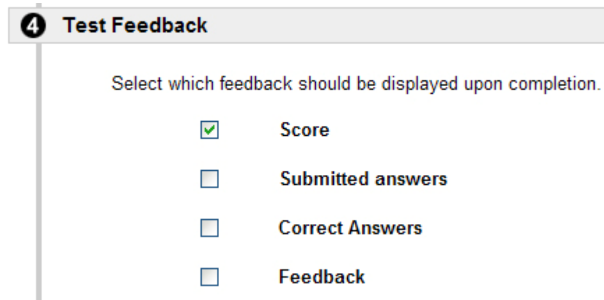


1. Navigate to the **Control Panel** and click on the content area housing the assessment
2. Click the **Modify** button next your Assessment, then choose **Modify the Test Options**.
3. Scroll down to the Self-assessment Options and check **Hide the score of this test from the Gradebook**. Click **Submit**.
4. ***Note:*** *Hiding the score from the Gradebook will automatically uncheck* ***Include this test in Gradebook score calculations****. Also note that making an assessment visible in the Gradebook after hiding it will remove any previously submitted attempts.*

Assessments: Extra Credit

When creating a test, it is possible to mark questions as ‘extra credit only.’ This means that successfully answering the question will score the appropriate number of points, but that there will be no score penalty if the question is answered incorrectly. You must select this option in the creation of each individual question.
Note: *Assessments developed before the upgrade do not automatically display this option. In order for it to appear, the instructor must go to the Test manager, choose to modify the test, and then must click on “Creation Settings” at the top of the test canvas. Simply clicking ‘OK’ to confirm the selections will make the Extra credit and partial credit options appear.*

Assessments: Customized Feedback



Feedback options were previously only the following: Score only, Score + detailed results, All of the above + correct answer, and all of the above + detailed results, and all of the above + feedback. Now users can select any combination of feedback desired, from score, submitted answers, correct answers, and feedback. You may choose the type of feedback provided from the **Test Options** page.

Assessments: Enhanced Submission Reports

Submission reports for assessments now include the student's first and last names, the assessment name, the course name, and the date/time of assessment. This can be used as a verification by the students that they have indeed submitted the assessment. (One verification technique requires students to print or send this information as a record of the activity.)

> ***Example:***
>
> Assessment successfully submitted.
>
> **Student:** Patricia Q Student
> **Assessment:** Practice Quiz 1
> **Course:** ITAC - New BB 7.1 (ITAC_new_demo)
> **Submitted:** 4/19/07 10:26 AM
>
> Click **OK** to review results.

<u>Gradebook</u>

The Gradebook can be used to post the scores of tests and assignments administered in Blackboard, but also accommodates essay questions as well as work completed outside the Blackboard environment.

The Gradebook enables Instructors to manage Gradebook display settings and options, grade weighting, and grade downloads and uploads. It also opens to the View Spreadsheet page where organizing grades can be made easier.

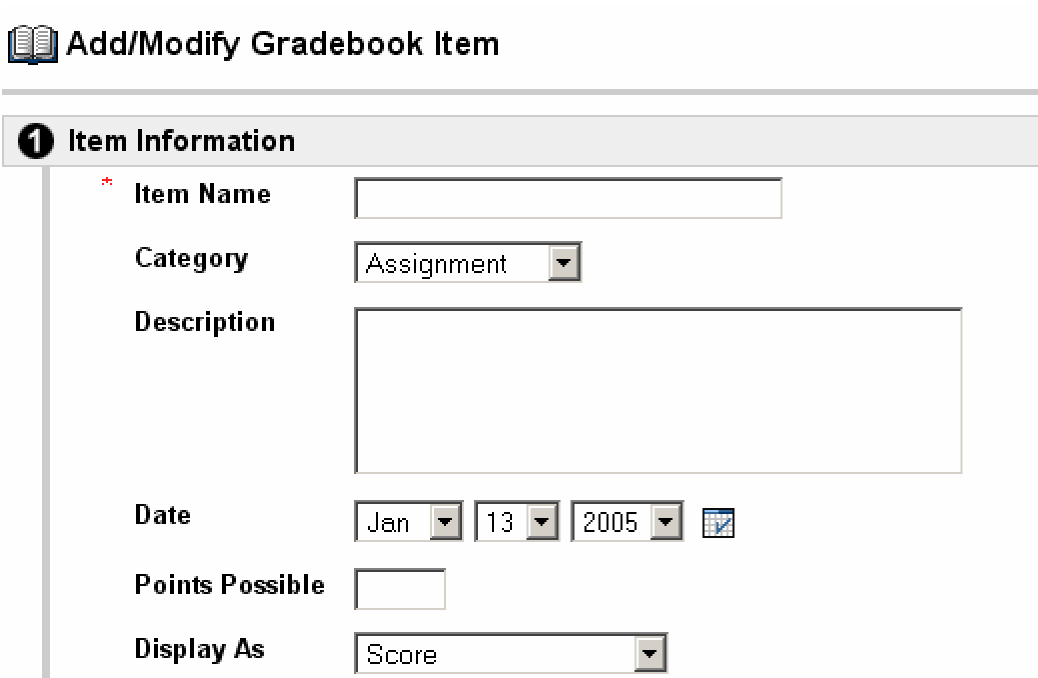
Managing Items

To add a Gradebook item

1. Click the **Add Item** button.
2. Provide the item a name and a point value (required). You may also stipulate a category for weighting purposes, a description and a date.
3. Choose whether or not to make this Gradebook item available to students. Decide if this item will be included in Gradebook score calculations. These options can help ensure that total grades are accurate throughout the semester if they are toggled once scores are available.
4. Click **Submit**.

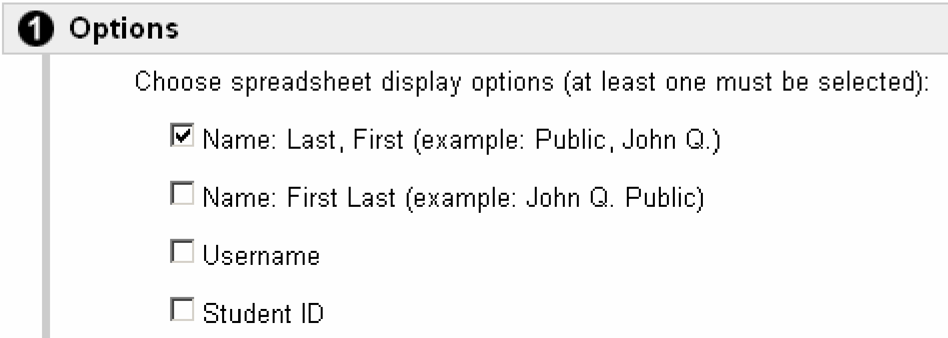
To modify a Gradebook item

1. To modify an item, click the column header, then select **Item Information**; you may also click the **Manage Items** button, and then the **Modify** button.
2. Make your changes and then click **Submit**.

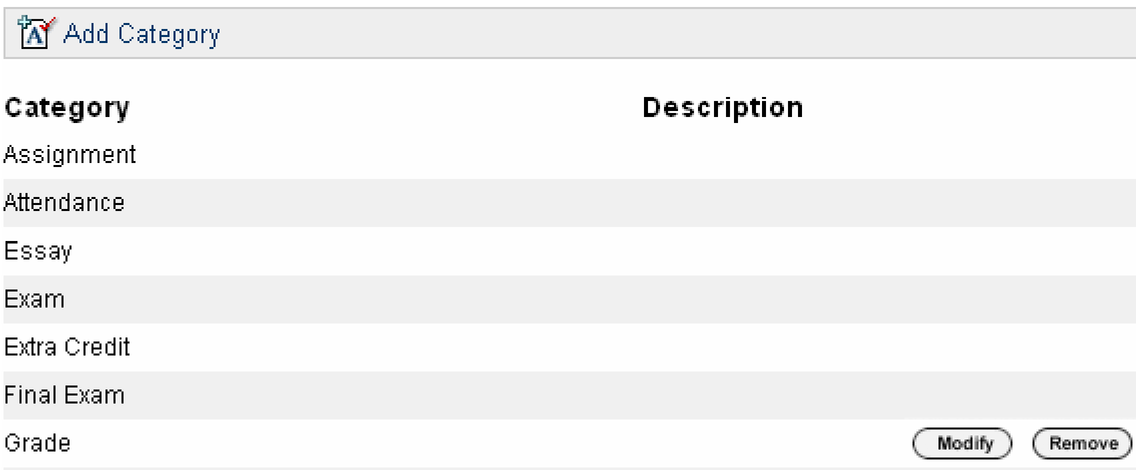


Gradebook Settings

- *Spreadsheet Settings* - You can change the way student grades are displayed based on name, user ID, or student ID.

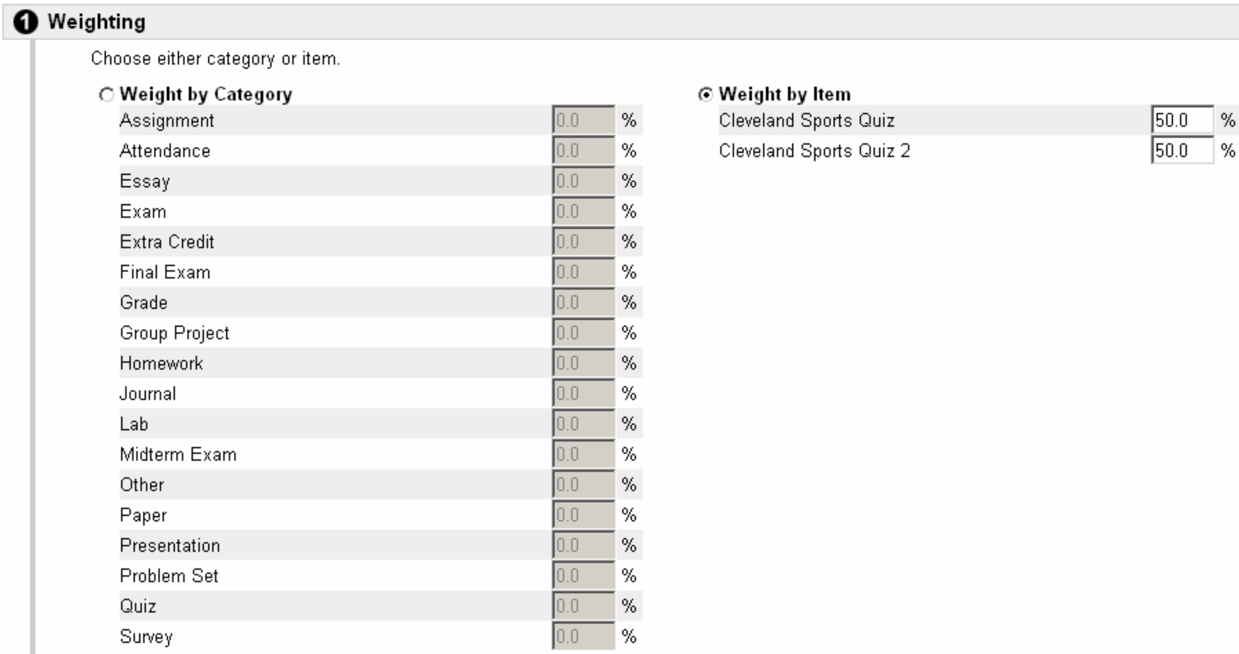


- *Manage Gradebook Categories* - You can Manage self-created categories for weighting and filtering Gradebook items. You cannot modify predefined categories.



- *Manage Display Options* -You can create and modify grade display options and set their values.

You can select which items within the Gradebook carry a percentage of the total grade. You can choose from either weighting each predefined category or weighting each individual item that has been added to the grades. Weighting values must add to 100%.



You can take information from a file and upload it into the Blackboard Gradebook. However it is recommended that you first download the Gradebook from Blackboard. You can modify and manipulate the downloaded file, and then upload it back to Blackboard. Taking an original file and uploading it into Blackboard can be problematic; Blackboard expects certain formatting of the Gradebook document that may not be correct if the document is an original creation. It is recommended that only scores are changed in a downloaded Gradebook. Creating or removing new Gradebook items may cause erratic behavior when uploading the file to Blackboard.

To Download the Gradebook

1. Navigate to the **Control Panel** of the pertinent Blackboard site
2. Click **Gradebook**
3. Click **Download Grades**
4. On the next page choose either a Tab or Comma delimited text file. Click **Submit**.
5. On the next screen right-click the **Download** button and choose **Save Target As…**
6. Save the file locally, and then click **OK**.

To Upload the Gradebook

1. Navigate to the **Control Panel** of the pertinent Blackboard site
2. Click **Gradebook**
3. Click **Upload Grades**
4. Click **Browse** to choose the Gradebook file
5. Once you have selected a file, click **Submit**

If the file matches up correctly, you will have the options to upload certain columns/items from your file and designate them to the proper existing item in Blackboard. Also, you can specify which students will be affected by the Gradebook changes on the screen that follows.

Communicating with Students

Announcements

Announcements are associated with a particular class. They will be displayed in the **My Institution** page of each user enrolled in the class as well as on the first page of the course site. If you wish to post the same message to several classes, you must log into each class separately to create announcements. Remember, you can always copy and paste the message from one class to another. To post an announcement:

1. Go to the **Control Panel**. From the **Course Tools** section, choose **Announcements**.
2. Click the **Add Announcement** button at the top of the screen.
3. Type in the subject of the announcement and then the content of the message. You can use HTML if you want to include a link to website in the message or to change the color of the text for emphasis -- just be sure to select the radio button by HTML in the text box options. You can also include a link to another point in the course site with the **Course Link** option below.
4. Enter the dates when you want the announcement displayed, or make the announcement permanent by clicking the appropriate radio button.
5. Click **Submit**. You will see a verification screen.

To edit announcements, return to the **Control Panel** and click **Announcements**. Click **Modify** to change the announcement. Click **Remove** to delete the announcement.

Roster

1. Find your class roster by clicking on the **Communication** button and choosing **Roster** from among the communication tools.
2. You can view the class list by choosing **List All**, or search by last name, user name or email. If you click on a student's name, you can view his/her Blackboard webpage for the current course. Student e-mail addresses may or may not be listed depending on how they have their personal information set up.

Messages

The **Messages** feature can be found in the **Control Panel**, or by clicking the **Communication** button within the course site. This function allows users to send messages to individuals, the entire class, or to selected members within the class.

Please Note: Sent messages will not appear in recipient's Case email account. Messages sent through the messages feature can only be retrieved when recipient will log into Blackboard.

Email

The e-mail function in Blackboard uses standard CASE e-mail addresses. Blackboard allows you to send the same message to an individual, the entire class, or to selected members or groups within that class. If you do send a message to multiple individuals, the system suppresses the recipient list, allowing each recipient of an email to see his or her own email address, but nobody else's.

The email system can be found in the **Control Panel**, or by clicking the **Communication** button.

Email recipients can include:

All Users (students, instructors, TAs, etc.)
All Groups
All TAs
All Instructors
All Observers
Select Users (check the box by name(s) you want)
Select Groups (check the box by the group(s) you want)

1. Choose message recipient(s). Choose multiple recipients by holding **Control**.
2. Type the subject and message.
3. You can also add attachments. Click the **Add** button and browse for the files to attach.
4. Click **Submit** to send, or **Cancel** to quit
5. After you send a message, you should receive a confirmation.
6. Retrieve messages in your regular e-mail program (e.g., Eudora, Outlook, Thunderbird)

Group Pages

The Blackboard Group Pages provide space for assigned groups of students to work together on and communicate about course projects. Instructors must create each group through the course **Control Panel**. Creating Groups within your course site may present several advantages. When using the Blackboard email feature, instructors may then choose to send email to specific groups about their respective projects. Creation of a *Group File Exchange* allows student users to trade files with each other on Blackboard, much like the *Digital Dropbox* does for instructors and students.

Note: *Students can only enter the Group Page of which they are a member*.

To create a Group within your course:

1. Go to the **Control Panel**.
2. Click **Manage Groups** from the *User Management* box.
3. Click the **Add Group** button.
4. Give the Group a name and possibly a description.

5. Select the features available to this Group (choose from Group Discussion Board, Group Virtual Classroom, Group File Exchange and Group Email). Set the Group Availability to allow the Group members access.
6. Click **Submit**.

Each Group Page can be found in **Communications** under the link **Group Pages**. You will see all of the groups that exist for the course, with the name of the group as a link, and a description of the group.

Tools available to the group will be listed at the top of the screen. The names of the members and their e-mail addresses will appear below. The instructor must enable each tool through **Manage Groups** under **User Management** in the **Control Panel**. Four tools are potentially available. Each tool works like the one available to the entire class but is separate from it and the only group members may participate.

Discussion Board – the instructor must create a forum for the group to participate in a discussion.
Collaboration – Virtual Classroom and Virtual Chat capabilities
File Exchange – this works just like the Digital Drop Box so that group members can send each other files
Send Email – facilitates email communication within the group

<u>Blog & Wiki</u>

In order to facilitate communication and group projects within Blackboard, you can use Blog or Wiki tools. The course journals allow students to post their thoughts on a topic much like the discussion board, but journals can be made to be private for only the student and instructor to read, unlike discussion boards. The Wiki sites are a good way for students to collaborate in creating either text or multimedia content. Like the journals, this content can be restricted to only participating members of a group or can be made available to all members of a course

Blogs: Course blog and group blogs

Course Blog

- Settings – settings for the course blog are accessible through the **Control Panel**, under **Configure Blog Tool**. Here you can choose to allow students to create blog entries, view posts by other users, comment on entries, and limit the dates that the blog is available.
- Accessing the Blog – From the main course menu (not the Control Panel!), select **Tools** and from there, **Blog Tool**. Here you can add entries or view existing entries in the journal (15 or 25 at a time)

Group Blog

- Creating the blog – From the **Control Panel**, select a content area. From the drop-down menu at the top-right of the content area, select **Blog** and click “**Go**”. Give the blog a name and choose its members (either

individuals or groups). You can then set the blog availability, whether users can see each other's posts, select the date range and, if desired, create a related Gradebook item.
- Accessing the blog – From either the **Control Panel** or from the main course menu, enter the content area and click the "**View**" link for the blog.

Wikis: Course wiki and group wiki

Course Wiki

- Settings – settings are accessible through the **Control Panel**, under **Configure Wiki Tool**. Here you can choose whether to allow students to edit the site, comment on the site, and can select the available dates of the wiki.
- Accessing the Wiki Tool – From the main course menu, select **Tools** and then **Wiki Tool**. You can then edit the current page, add a new page, view the history of the current page, view a page list, or search the wiki.

Group Wiki

- Creating the site – From the Control panel, select a content area. From the drop-down menu at the top-right of the content area, select **Wiki** and click "**Go**". Give the wiki a name and description and choose its participants. You can then make the content visible, allow student comments and set the dates that group members can edit and non-group members can view the site. You can also create a related Gradebook item.
- Accessing the site – From either the **Control Panel** or the main course menu, enter the content area and click the "**View**" link for the site.
- Evaluating sites – It is possible to evaluate student participation in the group Wiki by going to the **Control Panel** and then **Assess Wikis**. Here you can view participation by the team members.

Discussion Board

Discussion boards allow for a forum of ideas on class topics. The Discussion Board system can be accessed under **Communications**, by clicking the **Discussion Board** button, or through the **Control Panel** under **Course Tools**.

Creating a Forum within Discussion Board

To create a forum within a discussion board, click on **Add Forum**. You will be asked to supply the title and a brief description of the forum as well as several settings. You can allow anonymous posts and grant the person who wrote the message the power to delete or edit the message after it has been posted. You can also let students create new threads or add attachments to their posts. You can also block users or give them administrative privileges. Click the **Submit** button at the bottom of the page when you have made your selections.

Using the Discussion Board

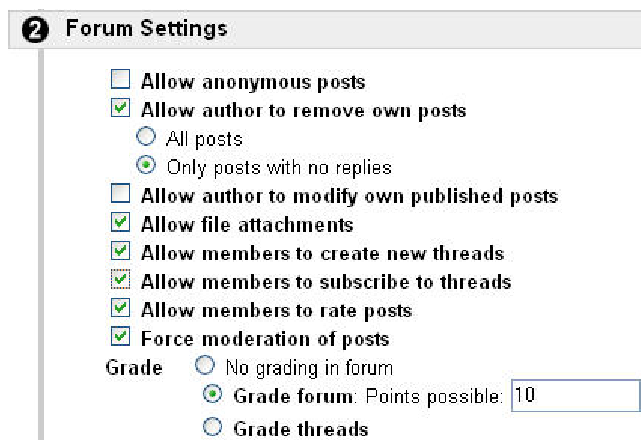
Choose a forum. It will show the threads submitted to the board and will have an indication of how many messages exist and how many are new or unread since your last visit.

The forum is organized like a table with several columns: a checkbox to select a particular thread, the thread topic, the author, and the date the message was sent. Sort messages by clicking the small arrow above the column header that matches your desired sorting criteria.

There are a number of functions for viewing and organizing the threads: you may display all, or display published, locked, hidden or unavailable threads. You may display threads on the basis of creation date. You can collect a certain group of threads for viewing or printing by clicking the checkbox next to each one and then clicking the **Collect** button. *Instructors* will also see **Lock**, **Unlock**, and **Remove** buttons; these will enable instructors to prevent the author from changing threads or to delete them.

Click on the thread subject to read its contents. Click on the author's name to send that person a personal response via e-mail. ***Note:*** *Clicking on the author's address will launch your preferred e-mail program.*

When reading a message, click the **Reply** button in the thread window to respond to a message. In the *Reply to Post* message window, simply type your response. It can be plain text or it can contain HTML. Users may be allowed to send an attachment along with the message. The original post can be seen by clicking **Show Original Post**. When you are done composing the message, click **Save** to return to your message later, or **Submit** to post it to the forum.



Forum and Thread Grading

Grading Settings are now available when creating or modifying a forum in course or organization. When grading is enabled, any Instructor, TA, Grader, or Manager (of a forum) will be able to access the Grade Forum Users page. Instructors can choose either to grade the forum or to enable thread grading. Thread grading can be turned on or off for each new thread.

Forum Moderation / User Management

By default, Discussion board users are given forum roles based on their course, organization, or system role. When creating a forum or modifying a forum's settings, instructors have the option of forcing moderation.

If moderation is enabled, any post submitted by a non-Manager or non-

Moderator will be saved to the Moderation Queue for review and publication by a moderator. If a post is denied and returned to the writer, a message can be attached indicating the reason.

Posting Rating
Users can rate posts in a forum on a scale of 1-5 stars. When enabled, post rating serves as a simple tool for peer review.

Thread Subscriptions
If enabled for a thread, this feature is available to any forum user (other than ‘blocked’ users.) Each time a new post is added to a thread, a notification can be sent to users. The notification is enabled by each user (**) and will be sent to the email address stored in the Personal Information section of Blackboard – the users’ Case email address.

Statistics
Discussion Board statistics are part of the Performance Dashboard. The total number of forums in which the user has participated is displayed. Clicking on the number in this column leads to a detailed page that displays links to all forums in which the user has participated and offers usage statistics for the user in each forum. (Statistics include Total Posts, Date of Last post, Average Post Length, Minimum and Maximum post lengths, and Average post position.) Additionally, the instructor can grade discussion board participation from this page.

Copying Discussion Boards
Note: the Discussion Board copy function (in which instructors can copy Discussion Board forums to a new place in the same DB or into another DB in the same course site) is not currently functional and will generate an error.

Message Drafts
Users can save posts as drafts, using the “Save” button. This allows them to continue working on a post for more than one Bb session before publishing the final post for the rest of the class to read. (Until the “Submit” button is clicked, however, only the user will see the post.

Limiting User Access to Forums
Selecting the Manage Button for any Discussion Board Forum lets the instructor assign access roles to all course members:

Manager - can control a forum, moderate posts, grade forum and thread participation, change user roles

Moderator – can moderate posts, remove threads, lock or unlock threads, and change thread statuses

Grader – can assign grades for forum participation for all other student users.

Participant – can participate in the forum

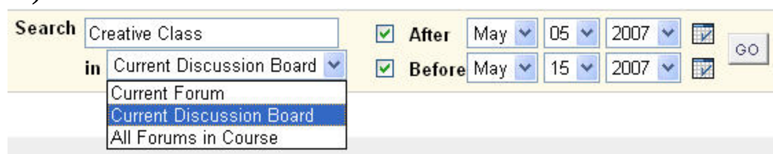
Reader – can read forum posts and can subscribe to threads; cannot contribute to the forum

Blocked – user is denied access to the forum.

With the exception of default Manager status for instructors and default Participant status for students, none of these roles apply to more than one forum. It is possible, therefore, to limit forum access to individuals and groups.

Searching forums

All users (except those blocked from a forum) can use the new Discussion Board search tools. Searches can be limited or expanded to include current forum, current thread, or all forums in the course, and can be limited to a specific date range.



Forum and Thread Availability

Instructors can now control the availability of all forums (through the Add/Modify Forum page.)

Thread availability options – which replace previous Archive functionality – are controlled within the threads. Threads can be made Published, Hidden, or Unavailable.

Published – visible to all forum participants, appears on forum page by default

Hidden – visible to all forum participants, does not appear on forum page by default. Hidden threads cannot be modified. To make hidden threads appear, users must use the "Display" drop-down menu, select either "Hidden" or "Show All" and click **Go**. ***Note:*** Any forums that were archived before the update to 7.1 will become Hidden.

Unavailable – not visible to any forum participants except for forum Managers. Forum Managers must use the Display drop-down menu to make Unavailable archives appear.

Additional Thread Status options can be set by forum moderators and participants. These include:

Locked – visible to all forum participants, appears on the forum page by default. No further thread activity is possible (from any category of forum participant, even Manager) unless the thread is unlocked. Grades can be assigned to a locked thread without the participants updating or changing posts.

Draft - A post saved and in progress, visible only to the writer. Any draft post will have (draft) in its title and Draft status. Until a post is submitted to the forum, it will not be visible to any other user.

Returned – When forum moderation is in effect, participants' posts must be approved by a forum moderator. If a post is not approved for publication, it is returned to the writer. The writer then has the chance to change and re-submit the post for approval.

Collaboration

Synchronous Communication: Virtual Classroom & Chat
Virtual Classroom and Virtual Chat run on a Java applet that can be slow to load, but once it's running, speed is not an issue. Start a virtual classroom session for a particular course by clicking **Communication**, and selecting **Collaboration**. Click **Join** next to a collaboration session to open a new virtual classroom or chat.

The Virtual Classroom window is similar to the window of many instant messaging clients, but with many more features included. Each element of the interface is discussed below.

Menu Bar
The buttons on the menu bar control the global aspects of the discussion.

The **View** button controls how private messages are displayed: either in-line with the rest of the chat, or in a separate window next to the main chat.

The **Control** button defines what features users have access to within the Virtual Classroom. All users will be able to see what happens within the classroom, but only users with access to a feature will be able to make changes. The two classes of users are active and passive. Instructors are active by default, and students are passive by default. Students can be made active if they request it by raising their hand.

The **Clear** button allows you to either clear only the whiteboard currently displayed or the whiteboards of all users.

The **End** button ends the session and expels all of the users from the session.

The **Breakouts** button defines a new session of the virtual classroom with whatever users you assign to it.

Recording controls are located to the far right of the menu bar. The **Record**, **Pause**, and **Stop** buttons function like on any VCR, and the **Folder** button creates a bookmark within the recording. The recording will contain a record of all chat window activity, changes made to the whiteboard, and questions asked within the session. The recordings will be accessible from the Collaboration area in Blackboard.

Classroom Tools/Whiteboard
On the upper left of each Virtual Classroom window is a list of classroom tools. Course Map, Whiteboard, and Group Browser control what is displayed in the whiteboard, and Ask Question and Question Inbox are class interaction tools.

The Course Map allows you to display any content area within your Blackboard site on the Whiteboard. You can also preview the page in a separate window outside the Virtual Classroom. A permanent link to any site displayed is shown in the chat area.

The Whiteboard function is a simple drawing toolkit, like Paint in Windows or a very primitive Photoshop. It’s possible to draw lines, circles, and rectangles, or you can free draw with the pen tool. You can lay down text and equations with the “T” button and the “Sigma” buttons, respectively. Controls for the draw and text functions are below. Under the Controls tab, you can create and switch between multiple Whiteboards. To clear the whiteboard, click the eraser icon above the whiteboard.

The Group Browser works like the Course Map function. It allows you to display any website in the whiteboard space, though space is rather limited.

The Ask Question and Question Inbox functions are two linked elements of the same function. By default, Ask Question is the only tool that passive users (students) may access. Students enter questions there and submit them to the Question Inbox. The number next to the Question Inbox entry in Classroom Tools is the number of questions in the inbox. Clicking on the student’s name in the Question Inbox displays the student’s question, and by clicking on the arrow above the list of student’s names, instructors may respond to questions. When the response is submitted, both the question and the response will appear in the chat area.

Participant List

Each person within the session is listed here, along with an icon showing the person’s role in the classroom. Double-clicking on a participant’s name will open a window for sending a private message to that participant. You can also select a name and display some basic **User Info** using the button at the bottom of the window.

Students can “raise their hands” to ask for “the floor” of the Virtual Classroom. A hand icon will appear next to the participant’s name, and the number at the top of the column will show how many students have their hands raised. To give the floor to the student, in other words, to make the student active, click on the colored head icon at the lower right. The participant will now be able to chat publicly, send private messages, answer questions, and use any other tool available to active users. When the student has finished, click the grayed head icon to make the user passive again.

Chat Area

To send text to all users, use the text box below the chat area and hit send. For longer messages, use the compose tool at the left of the text box. Everything that appears in the chat area except private messages appears to all users. Changes made to the whiteboard along with questions asked and answered will appear here as well.

Student Homepage

Through Blackboard, students in a course have the capacity to create personal webpages to tell a little about themselves and their interests. There is space for personal information – even a photo – and a few links. Instructors must enable the Homepage Tool through the course Control Panel.

Viewing Student Homepages

To view a Student Page, go to the course's **Communication** button and then click on **Roster**. Search for a name or choose **List All**. View the student's page by clicking on the person's name.

Editing a Student Page

To edit a Student Page, the student must enter your course, click on the **Tools** button, and choose **Homepage**. There is no need to know any HTML to create and edit a student page. However, knowledge of HTML can spruce up a page with different fonts or different colors or even for adding other images or links. Instructors will also see the **Homepage** button, but the link goes nowhere.

1. To get to the page editor, click on **Tools** and choose **Homepage**.
2. In the **Introduction** space, type in some text to welcome visitors to your page.
3. Under **Personal Information**, add details about yourself. You can even include a picture in the **Upload Image** section. Click **Browse**... to select a file to upload. If you want to delete the picture at some later date, check the box by Remove This Image.
4. Scroll down to **Favorite Web Sites**. You have space to put in three different links to other webpages. Fill in the name of the link, the URL (it must contain the http:// part too), and a description of the site.
5. Next click **Submit** at the bottom of the Editor screen.
6. You should receive a success message.
7. Click **Back** to return to the **Tools**, or go to **Communication** then **Roster** and click on your name to view your page.
8. Any time you want to change your page, just go back to **Homepage**.

Digital Dropbox

The Digital Drop Box provides a way for students to send files to their instructors and for you to share files with students. Instructors must enter the Drop Box by going to the **Control Panel** and choosing **Digital Drop Box** from the **Course Tools**. View files sent by students by clicking on the name of the file. Click **Send a File** to return a file to a student. Choose the student's name from the list provided (hold the **Ctrl** (Windows) or **Apple** (Macintosh) key and click on more than one name to send the same file to multiple recipients). Choose from files in your Drop Box or select one from among the files on your hard drive, give the file a title, fill in any comments, and click **Submit**.

Students may share files with each other only if they are in the same student group. Then they may use the **File Exchange** function within the **Group Pages** area from the **Communication** button.

File Exchange

Instructors can create Groups in a course to allow students to collaborate and communicate with each other. The File Exchange function allows users within a Group to exchange files with their specific group members.

1. Access the course.

2. Click **Communication** from the course menu.
3. Click **Group Pages** and select a Group.
4. Click **File Exchange**.
5. Click **Add File** to upload files for Group members to view or modify. Users can upload portions of group assignments for review and editing by other group members within the group.

Note: If File Exchange does not show up (4) on the Group page. It must be enabled. To enable File Exchange follow the steps below.

1. Access the Control Panel.
2. Under User Management, select **Manage Groups.**
3. Find the Group in which you would like to enable File Exchange and click **Modify**
4. Click **Group Properties.**
5. Under Group Options check the Group File Exchange Available box
6. Click **Submit.**

Miscellaneous Tools

Search

After logging into Blackboard, the **Search** tool can be found in the upper right corner. This feature allows users to search information within enrolled courses, organizations and Google.

Tasks

Blackboard contains a tool called **Tasks** that lets you create a list of dated, prioritized tasks that you want to remember. Tasks are available under the **Tools** menu on the **My Institution** page. Instructors also have access to **Course Tasks** where they can designate tasks for each of their classes. Tasks for classes user-created tasks are both displayed on **My Institution** under **My Tasks.**

To add a new personal task, click **Tasks** under the **Tools** menu on the **My Institution** page, then click **Add Task** at the top of the page. Create a task name and description, and set a due date, priority (low, normal, high), and status (Not Started, In Progress, Completed) for the task. Click **Submit** to add the task to your task list.

Changing the status and priority of the task is accomplished by clicking on the icon representing the tasks priority or clicking the status of the task. To modify the due date, descriptions, or name of the task, click the **Modify** button next to the task in the task list. Delete the task with the **Remove** button.

Course Tasks are visible in **My Tasks** or can be viewed from each course site by clicking the **Tools** button and selecting **Tasks**. Adding course tasks must be done from the **Control Panel**, however. **Tasks** is listed under **Course Tools**. Adding and modifying tasks is the same as for personal tasks.

Calendar

Blackboard contains two calendars, the personal calendar and the course calendar. The Personal Calendar is under **Tools** on the **My Institution** page. This calendar will show events from any courses that the user is enrolled in or teaching and also any other events the user has added. The Course Calendars are built into each course site, and therefore unique to each site. They are accessible through the **Control Panel** of each site. Use the Course Calendar to post information and events relevant to each class. The events posted here will appear in each enrolled user's Personal Calendar as well. Students cannot add or edit events on the Course Calendar.

The Personal Calendar appears for each user as **My Calendar** on the **My Institution** page, showing events for today and the next few days. The Personal Calendar is also visible under **Tools** on the same page. This displays the full calendar, viewable by day, week, month, and year; click the appropriate tab to display each timeframe.

To add an event to the Calendar, click the **Add Event** button at the top of the screen. Enter an event name and description. Set the time and date for the event and click **Submit**. Click the **Modify** button to change details of the event, or click the **Remove** button to delete the event from the calendar.

The Course Calendar is accessible to all users from the **Tools** button in the course site. **Calendar** will be a link in the list, and the calendar displayed will be view-only. To add or edit events, go to the **Control Panel** and select **Course Calendar** from **Course Tools**. Adding or modifying events is the same as in the Personal Calendar, but events will be displayed in both the Course Calendar and the Personal Calendar of all enrolled users.

Managing the Course Site/Wrapping Up Semester

Recycle course

This feature allows you to recycle your course by removing (i.e., discarding) specific areas of the course while retaining others; keep or delete course information, materials, students, user groups, gradebook data, assessments, etc.

To recycle a course:

1. Access the **Control Panel**
2. Under *Course Options*, Click on **Recycle Course**
3. Choose which content areas you would like to remove in the first box. In the second
4. box you can choose to remove other items such as your course roster, groups, gradebook, announcements, digital dropbox, etc.
5. In the third box, you must type the word 'Remove' to confirm this irreversible action.
6. Click **Submit** when finished

Export Course

If you have content within a course site that you would like to copy or move to a new or different site, you may do so by exporting sections of your course site. After you have downloaded the exported file, you may then import the archive, or sections of it, into another course site. To export sections of your course site:

1. Navigate to the **Control Panel** of the course site you would like to export from; from the Course Options box, choose **Export Course**.
2. On the **Export/Archive Manager** screen click the button marked **Export**.
3. Click the checkbox next to each section of your course site that you would like to export.
4. Click **Submit**.

Blackboard will process the archive, and send an email to you when it is ready to download. The archive should appear in the **Export/Archive Manger** screen. You may have to click **OK** to return to the **Control Panel** first, and then re-enter the **Export/Archive Manager** by clicking **Export Course** again. You should now be able to see and download the archive file.

1. Right click the archive file that you wish to download; choose **Save Target As…**
2. Browse to the location on your computer where you would like to save your archive file. Click **Save**.

Archive a Blackboard Site

If you are done using a particular course site, but would like to be able to use it again in the future, you can use the archive feature through the Blackboard Wizard. When you archive a course site, it will disappear from your course lists, but a copy of it will be kept on an archival server. Whenever you would like to have the course site loaded back into Blackboard, simply follow the instructions below for restoring an archived course site.

1. From the Blackboard Wizard, select **Archive a Blackboard Site** from the left-hand menu
2. Once you entered your login information, you will be presented with a list of courses in which you are an instructor. Click the '**Move to archives**' button next to the pertinent course site.

Note: If there are other instructors in the course who might wish to continue using the course site, you should consider removing yourself from the course sites enrollment list instead.