

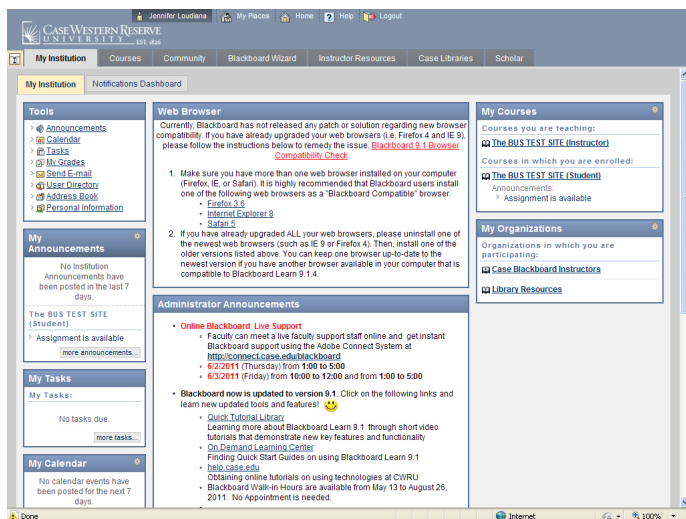
QUICK GUIDE FOR USING BLACKBOARD LEARN 9.1

This quick reference guide will get you started using Blackboard Learn 9.1. The guide includes:

- Getting Started page 1
- Using the Virtual Collaboration Tools page 3
- Using the Blackboard Wizard..... page 4
- Using the Grade Center page 5

For a full guide and more materials please refer to the Blackboard page in the training section on help.case.edu. For additional assistance contact the ITS Service Desk at 216.368.HELP(4357). To request training, email help@case.edu

GETTING STARTED



CREATING A NEW SITE

1. Log into Blackboard at blackboard.case.edu
 2. Click the Blackboard Wizard gray tab located at the top of the starting page
 3. Click **"Add a New Blackboard Site"** on the left menu
 4. Choose the Desired Semester and click **"Next"**
 5. Choose the Course
 6. Create a Site Description
 7. Create the Course Site ID (no more than 50 characters). **This CANNOT be changed** (even by the administrator). If you plan to reuse the course, avoid any unique identifiers (such as a specific semester label)
 8. Click **"Next"** button
 9. A confirmation page will appear. Review information and click the **"Create Site"** button
- NOTE: **Course site creation may take several seconds or even minutes.** Please be patient; clicking **"Reload"** or **"Cancel"** after submitting the request may cause errors.

MAKE THE SITE AVAILABLE

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Select **"Customization"** from the Control Panel on the left side
4. Select **"Properties"**
5. Under **"Set Availability,"** select **"Yes"** to make the course available. If you do not want to make the site available, select **"No"**

2. Set Availability

Make this course available to users?

Make Course Available Yes No

6. Under **"Set Course Duration,"** select whether you would like the course to continuously appear or if you would like the course to only appear during select dates

3. Set Course Duration

Duration

Continuous Select Dates

Start Date
Enter dates as mm/dd/yyyy

End Date
Enter dates as mm/dd/yyyy

Days from the Date of Enrollment

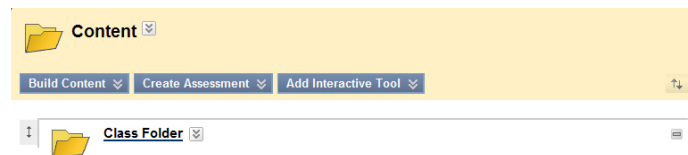
7. Click the **"Submit"** button

CREATING CONTENT FOLDERS WITHIN A SITE

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Click on a content area from the menu options on the left
4. Select the **"Build Content"** tab and then **"Content Folder"**
5. Type in a name for the folder in the **"Name"** box. If you would like to add a more detailed description of the folder, type this within the text box provided
6. Set user permissions within the **"Options"** window
7. Click the **"Submit"** button

ADDING CONTENT TO A FOLDER

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Select a content area from the menu options on the left
4. Select the folder into which you would like to add content



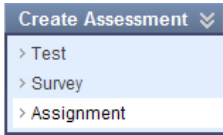
5. Select the **"Build Content"** tab. The content types that available are listed under the **"Create"** column.

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Select the type of item that you would like to add. For example, a PowerPoint presentation (the type of item would be File) can be added to the Content Folder item titled **"Course Materials"**

6. Select the content type you would like to add
7. Click either **"Browse My Computer"** (to locate a file stored on your computer) or **"Browse Course"** to locate a file located within the course
8. Set user permissions within the **"Options"** panel
9. Click **"Submit."** The file will appear within the appropriate content folder

CREATING AN ASSIGNMENT

1. Log into Blackboard
 2. Click on the desired course from the My Courses list
 3. Click on a content area from the menu options on the left
 4. Select the folder into which you would like to place the assignment
 5. Select the **"Create Assessment"** tab and then **"Assignment"**
- 
6. Enter a name and color for the assignment, as well as instructions
 7. Enter the assignment information directly into the assignment section or click the **"Browse My Computer"** button to locate the assignment
 8. Enter the number of points possible for the assignment in the **"Points Possible"** text box
 9. Choose the availability options in the **"Availability"** box
 - a. The **"Make the Assignment Available"** box will enable students to see the assignment immediately
 - b. You can also limit the assignment availability by selecting the desired dates next to **"Limit Availability"**
 10. Choose whether or not to enforce a due date on the assignment by selecting the checkbox next to **"Due Date"**
 11. Choose the recipients for the assignment
 - a. All Students Individually – when each individual student is receiving a grade
 - b. Groups of Students – for group assignments (i.e. the group is receiving a grade)
 12. Click **"Submit"**

CREATING A QUIZ OR TEST

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Enter the **"Control Panel"** on the left and select **"Course Tools,"** then select **"Tests, Surveys, and Pools"**
4. Select **"Test"** from the list
5. You will be presented with the option to build a test or to import an existing test from Excel

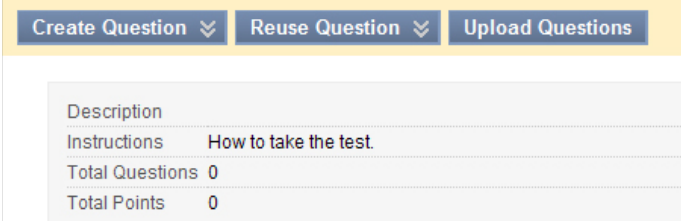
UPLOADING QUESTIONS FROM AN EXCEL FILE

To upload questions directly into Blackboard from an Excel file, the file must be formatted correctly as a tab-delimited text file. A formatting guide is located at help.case.edu in Training Documents -> Blackboard.

1. Follow Steps 1 – 5 under **"Creating a Quiz or Test"**
2. Click **"Import Test"**
3. Click **"Browse My Computer"** to upload an excel file from your computer. Similarly, select **"Browse Course"** to upload a file already on Blackboard
4. Click **"Submit"**

BUILDING A TEST

1. Follow Steps 1 – 5 under **"Creating a Test in Blackboard"**
2. Select **"Build Test"**
3. Enter a name and description for the test
4. Enter test instructions in the text box and click **"Submit"**
5. You will have the option of creating a question, reusing questions or uploading questions. For this example, **"Create Question"** was selected



Description	
Instructions	How to take the test.
Total Questions	0
Total Points	0

6. Select the type of question that you would like to create from the drop-down list
7. Type a title for the question section in the **"Question Title"** text box (e.g. Multiple Choice)
8. Enter the question in the **"Question Text"** area
9. Set options for the test questions in the **"Options"** box
10. Complete the Answers and Feedback sections as appropriate to the type of question chosen
11. If you would like to categorize test topics, set this in the **"Categories and Keywords"** section
12. Enter any desired notes in the **"Instructor"** section
13. Click **"Submit"**

DEPLOYING A TEST

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Select the content area from the left side menu
4. Select the area that you would like the test to be placed
5. Select the **"Create Assessment"** button and then **"Test"**
6. Select the test that you would like to deploy from the Add Test list

- Click **"Submit"**
- Complete the **"Test Availability"** settings
- Complete the **"Due Date"** and **"Self-assessment"** sections
- Select the type of feedback displayed upon completion

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

- Score
- Submitted Answers
- Correct Answers
- Feedback

- Select whether to present the entire test at once or one question at a time in the **"Test Presentation"** section
- Click **"Submit"**

VIRTUAL COLLABORATION BLOGS, WIKIS AND DISCUSSION BOARDS

SETTING UP A DISCUSSION BOARD: CREATING FORUMS

- Log into Blackboard
- Click on the desired course from the My Courses list
- Click on **"Control Panel"** from the menu on the left
- Click on **"Course Tools"** and then **"Discussion Board"**
- Click on the name of the Discussion Board. By default, it will appear as the Site ID of your Blackboard site
- Click the **"Create Forum"** button at the top of the screen
- Enter the name for your forum as well as a description
- Set the **"Forum Availability"**
- Set the **"Forum Settings"**

3. Forum Settings

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
 - All posts
 - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Post Tagging
- Allow Users to Reply with Quote
- Allow File Attachments
- Allow Members to Create New Threads

- Subscribe
- Do not allow subscriptions
 - Allow members to subscribe to threads
 - Allow members to subscribe to forum
 - Include body of post in the email
 - Include link to post

- Allow Members to Rate Posts
- Force Moderation of Posts

- Grade
- No Grading in Forum
 - Grade Forum: Points possible:
 - Grade Threads

- Click **"Submit"**

THE DISCUSSION BOARD: THREADS

- Log into Blackboard
- Click on the desired course from the My Courses list
- Click on **"Control Panel"** from the menu on the left
- Click on **"Discussion Board"** under the **"Course Tools"** box
- Click on the name of the Discussion Board. By default, it will appear as the Site ID of your Blackboard site
- Click on the name of the Forum under which you wish to make a thread
- Click the **"Create Thread"** button located at the top of the screen
- Enter a subject and message for your thread
- You may choose to attach a file to your thread
- Click **"Submit"**

THE DISCUSSION BOARD: REPLIES

- Log into Blackboard
- Click on the desired course from the My Courses list
- From the **"Control Panel"** click on **"Discussion Board"** under the **"Course Tools"** box
- Click on the name of the Discussion Board. By default, it will appear as the Site ID of your Blackboard site
- Click on the name of the Forum under which you wish to make a thread
- Click on the name of the Thread under which you would like to leave your reply
- Navigate to the post you wish to reply to, then click on the **"Reply"** button
- Type your message. You may choose to attach a file
- Click **"Submit"**

CREATING GROUPS

- Log into Blackboard
- Click on the desired course from the My Courses list
- Click on **"Control Panel"** from the menu on the left
- Select **"Users and Groups"** and then **"Groups"**
- Click **"Create Single Group"** at the top of the screen
- Choose whether to Self-Enroll or Manually Enroll Individuals into the group
- Add a name and description for the group
- Set the **"Group Available"** option
- Set the **"Tool Availability."** Please note: If you would like to have a group discussion board, verify that the **"Discussion Board"** box is selected
- Select whether to allow group members to personalize the group space modules by checking the checkbox in the **"Module Personalization Setting"** section
- Enter the name and instructions in the **"Sign-up options."** Check the box **"Allow Students to sign-up from the Groups listing page"**
- Click **"Submit"**

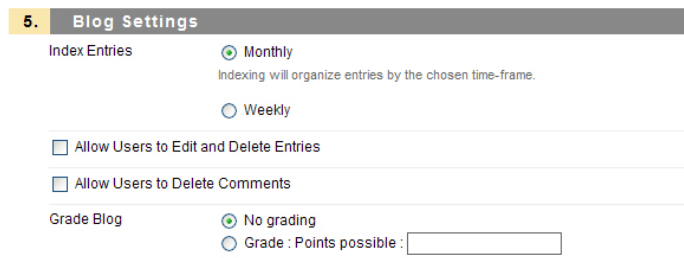
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USING A GROUP DISCUSSION BOARD

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Create a Group (see the “**Creating Groups**” section), verifying that the Discussion Board box is selected in the “**Tool Availability**” section. If this box is NOT selected:
 - a. Click the “**Control Panel;**” select “**Users and Groups**” and “**Groups**”
 - b. Click on the double-chevron arrow to the right of the group and select “**Edit**”
 - c. Ensure that the “**Discussion Board**” checkbox is selected under “**Tool Availability**”
 - d. Click “**Submit**”
2. Click the “**Control Panel;**” select “**Course Tools**” and “**Discussion Board**”
3. Click on the discussion board that is named after the group that you created. From here, you can modify or manage the group discussion board, read posts or remove the forum

CREATING A BLOG

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Click on a content area from the menu on the left
4. Select the area into which the blog will be placed
5. Click the “**Control Panel;**” select “**Course Tools**” and “**Blogs**”
5. Click “**Create Blog**”
6. Enter a name and instructions for the blog
7. Set the blog availability
8. Set the date and time restrictions for the blog
9. Set the participation options
10. Select the desired blog settings. You can choose to create a Grade Center entry for posting within the blog



11. Click “**Submit**”

CREATING A WIKI

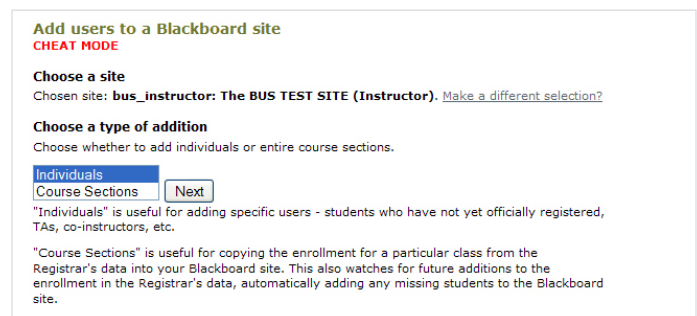
1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. Click on a content area from the menu on the left

3. Select the area into which the wiki will be placed
4. Click the “**Control Panel;**” select “**Course Tools**” and “**Wikis**”
5. Click “**Create Wiki**”
6. Enter a name for the wiki and instructions for its use
7. Set the Date and Time Restrictions for the wiki
8. Select Participation options for students
9. Set the grade settings
10. Click “**Submit**”

BLACKBOARD WIZARD

ADDING INDIVIDUAL USERS TO A SITE

1. Access the Blackboard Wizard at case.edu/its/blackboard/BBWizard
2. Select “**Add Users to Site**” from the side menu
3. Choose the class to which you’ll add users and click “**Next**”
4. Click “**Individuals**” and then “**Next**”



5. Type in the CWRU network ID of the individuals that you would like to add in the “**Network ID**” box and select their role from the drop-down list
6. Click “**Add Users**”
7. This may take a few minute. A page will appear that displays that users have been added successfully

REMOVING A USER FROM A CLASS

1. Access the Blackboard Wizard at case.edu/its/blackboard/BBWizard
2. Select “**Remove Users from a Site**” from the side menu
3. Using the drop down menu, choose the class you want to remove users from and click “**Next**”
4. Click on “**Individuals**” and then “**Next**”
5. The users are categorized by roles. Check the boxes of the users that you want to remove. Click “**Remove Users.**” **WARNING!** This will permanently delete all Blackboard data specific to the selected users in this course site, particularly gradebook entries for students
6. This may take a few minutes. A page will appear that displays that users have been removed successfully

ARCHIVING A BLACKBOARD SITE

1. Access the Blackboard Wizard at *case.edu/its/blackboard/BBWizard*
2. Select **"Archive a Blackboard Site"** from the side menu
3. Click the button **"move to archives"** on the left of the class you want to archive

RESTORING AN ARCHIVED SITE

1. Access the Blackboard Wizard at *case.edu/its/blackboard/BBWizard*
2. Select **"Restore an Archived Site"** from the side menu
3. Click the **"restore"** button to the right of the class site you want to restore
4. Type in a new course site ID in the box. Click the **"restore"** button

CHANGING A BLACKBOARD SITE TITLE

1. Access the Blackboard Wizard at *case.edu/its/blackboard/BBWizard*
2. Select **"Update a Site Title"** from the side menu
3. From the list, choose the course site you would like to update and click **"Next"**
4. Choose the course and then type an extension in the **"Extra Title Text"** box. The extension will be shown after the course title
5. Optionally, enter an extra description in the large text box
6. Click **"Update title"**

VERIFYING SITE ENROLLMENT

1. Access the Blackboard Wizard at *case.edu/its/blackboard/BBWizard*
2. Select **"Verify Enrollment"** from the side menu
3. Choose your class from the drop down menu and click **"Next"**

CHECKING COURSE QUOTA

1. Access the Blackboard Wizard at *case.edu/its/blackboard/BBWizard*
2. Select **"Check Site Quotas"** from the side menu

REMOVING AN EXISTING BLACKBOARD SITE

1. Access the Blackboard Wizard at *case.edu/its/blackboard/BBWizard*
2. Select **"Remove a Blackboard Site"** from the side menu
3. Click the **"remove"** button next to the site that you would like to remove
4. A page will display that the site has been removed successfully

REMOVING AN ARCHIVED SITE

1. Access the Blackboard Wizard at *case.edu/its/blackboard/BBWizard*
2. Click on the **"Restore an Archived Site"** link
3. Click the **"remove"** button to the right of the class site you want to restore
4. Click the **"Delete"** button to confirm deletion

GRADE CENTER

ACCESSING THE GRADE CENTER

1. Log into Blackboard
2. Click on the desired course from the My Courses list
3. From the **"Control Panel"** select **"Grade Center"**
 - a. To view only assignments that need grading, select the **"Needs Grading"** option
 - b. To obtain full access to the Grade Center, select **"Full Grade Center"**

ADDING GRADE COLUMNS

1. Access the Grade Center and select **"Full Grade Center"**
2. Click the **"Create Column"** button
3. Enter a name and display name for the column, as well as a description
4. Set the primary and secondary grade displays

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

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

Category:

Points Possible:

5. Optionally, categorize the column
6. Enter the **"Points Possible"** for the column
7. Select a due date
8. Set the display option for the column and its contents

3. Options

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

Include this Column in Grade Center Calculations: Yes No

Show this Column to Students: Yes No

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

9. Click **"Submit"**

CATEGORIES IN THE GRADE CENTER

1. Access the Grade Center and select **"Full Grade Center"**
2. Click on the double chevron arrow next to **"Manage"** and select **"Categories"**
3. To add a category, select the **"Create Category"** button
4. Enter the category name and description
5. Click **"Submit"**

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CALCULATED COLUMNS

Within the Grade Center there are 4 different types of calculated columns. Calculated columns are capable of performing computations that some users find convenient when calculating student grades. Using calculated columns is completely optional in the Grade Center

WEIGHTED COLUMNS

1. Access the Grade Center and select **"Full Grade Center"**
2. Click the **"Create Calculated Column"** button and select **"Weighted Column"**
3. Enter a **"Column Name"** and display name for the column, as well as a description
4. Set the primary and secondary display options
5. Select either individual columns or entire categories to include in the weighted column calculations. Use the arrow button to move items over
6. Enter percentages that each item should contribute to the total for the weighted column. Make sure that the **"Total Weight"** shows 100% when finished
7. Select how to display the weighted column
8. Click **"Submit"**

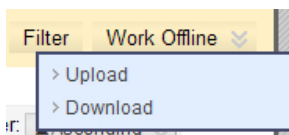
TOTAL, AVERAGE, MINIMUM AND MAXIMUM CALCULATED COLUMNS

1. Access the Grade Center and select **"Full Grade Center"**
2. Click the **"Create Calculated Column"** button at the top of the screen and select the type of column that you wish to create
3. Enter a column name, display name and description
4. Select the primary and secondary display options
5. Select whether to include all grade columns in the calculated column or only specific columns and categories
6. Select whether to calculate the column as a running total or not
7. Choose how to display the calculated column
8. Click **"Submit"**

IMPORTING AND EXPORTING THE GRADE CENTER

EXPORTING THE GRADE CENTER

1. Access the Grade Center and select **"Full Grade Center"**
2. Click on the double-chevron arrow next to the **"Work Offline"** button and select **"Download"**



3. Select the information to include in your download of the Grade Center
4. Set the delimiter type to **"Tab"** so that the file will open in Microsoft Excel

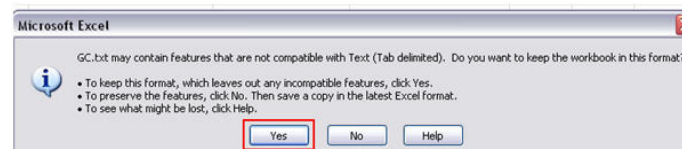
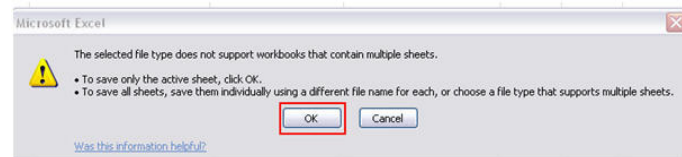
2. Options

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

5. Choose Download Location
6. Click **"Submit"** to process your request
7. Click the **"Download"** button
8. Optionally, if you chose My Computer, it will download in Microsoft Excel. Click **"Open or Save"** when the dialog box appears
9. If you choose Save, the dialog will open asking where to save your file on your computer. Click **"Save"**
10. If your document contains multiple sheets, you may see these messages:



11. Click **"OK"** or **"Yes"** to save the file in a Tab-delimited format

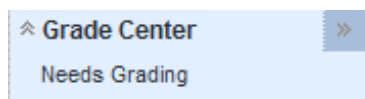
IMPORTING THE GRADE CENTER

1. Access the Grade Center and select **"Full Grade Center"**
2. Click on the double-chevron arrow next to the **"Work Offline"** button and select **"Upload"**
2. Browse for the file and select the delimiter type. The file should have been saved in a tab-delimited text form. Choose Tab as the **"Delimiter Type"**
3. Click **"Submit"**

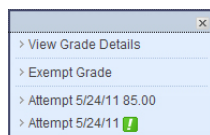
VIEWING GRADE ATTEMPTS

1. Access the Grade Center and select **"Full Grade Center"**
2. Submitted assignments that require grading are marked using a **!** in the Grade Center. Alternatively, you can reach the same screen by

clicking **"Needs Grading"** and then the name of the student next to the corresponding assignment



3. Click the double chevron arrow to the right of **"Grade Center"** to view the drop down menu
4. Click on **"Attempt (Date)"** from the drop down menu



4. Click on the file name under **"Review Current Attempt"** to view the assignment submission. Optionally, you may choose to enter a grade and feedback to provide to the user
5. Enter notes about the submission or grade that only the Instructor can view
6. Click **"Submit"**

EXTRA CREDIT

Two methods are available to record Extra Credit. Both are outlined below.

METHOD 1 - EXTRA COLUMN OUT OF 1 POINT

This method requires every student to have the initial value of 1 entered into the Extra Credit column. For example, if a student did not receive any extra credit, they would still have a 1 in the extra credit column, while a student that received 4 extra credit points would have a 5 in the Extra Credit Column.

1. Access the Grade Center and select **"Full Grade Center"**
2. Click on the **"Create Column"** button located at the top of the screen
2. Enter in a name, display name and description for the column
3. Optionally, set the category
4. Enter **"1"** as the value in the **"Points Possible"** box
5. Click **"Submit"**
6. Return to the Grade Center and manually enter a point value of 1 for every student in the **"Extra Credit Column"**

METHOD 2 - EXTRA COLUMN OUT OF 0 POINTS

This method allows you to simply enter the corresponding number of points in the Extra Credit Column

1. Access the Grade Center and select **"Full Grade Center"**
2. Click on the **"Create Column"** button located at the top of the screen

3. Enter in a name, display name and description for the column
4. Optionally, set the category
5. Enter **"0"** as the value in the **"Points Possible"** box
6. Click **"Submit"**
7. Click on the double chevron arrow at the top of the **"Total"** column (or the column you are using that calculated the final grade) and select **"Edit Column Information"**
8. In the **"Select Columns"** section, either:
 - a. Select the **"All Grade Columns"** option for the Include in Total

3. Select Columns

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

Include in Total All Grade Columns Selected Columns and Categories

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

- b. Select **"Selected Columns and Categories"** option for the Include in Total and make sure the Extra Credit Column is selected under **"Columns to Select"**
9. Select **"No"** under the **"Calculate as running total"** option

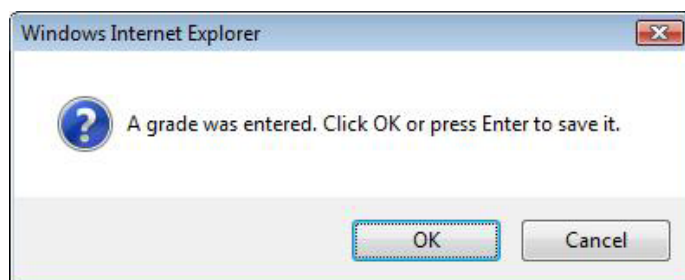
Calculate as Running Total Yes No
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

10. Click **"Submit"**

ENTERING GRADES IN THE GRADE CENTER

NOTE: If you are unable to click on a box and directly enter a grade, toggle the **"Edit Mode"** button located in the upper right-hand corner of the Grade Center. Verify that Edit Mode is **"ON."** If it is not, click the button to change it.

1. Access the Grade Center and select **"Full Grade Center"**
2. When you first click on a grade box, the box will turn blue and will allow you to type in a value
2. Type in the value and hit the **"Enter"** or **"Return"** key on your keyboard
3. If you enter a grade and do not push the **"Enter"** or **"Return"** key, you will see this warning message



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5. Click **"OK"** to save the grade or **"Cancel"** to abort changes
6. To navigate between grade boxes, up and down rows and side to side in columns, simply use the arrow keys on your keyboard
7. Alternatively, you can click directly on the box you wish to edit

OVERWRITING GRADES IN GRADE CENTER

1. Click on the double chevron arrow next to a grade. Then, select **"View Grade Details"** from the drop-down menu
2. Enter the new grade
3. Optionally, enter feedback to the user and grading notes
4. Click **"Save"**

EXPORTING GRADES FROM THE GRADE CENTER TO THE STUDENT INFORMATION SYSTEM (SIS)

1. Access the Blackboard Wizard at case.edu/its/blackboard/BBWizard
2. Click on **"Upload grades to SIS"** from the menu on the left
3. Follow the on-screen instructions to complete the grade transfer from the Grade Center into the SIS

BACKING UP THE GRADE CENTER

1. Access the Grade Center and select **"Full Grade Center"**
2. Click on the double-chevron arrow next to **"Work Offline"** button and select **"Download"**
3. Select the information to include in your download of the Grade Center
4. Set the delimiter type to **"Tab"** so that the file will open in Microsoft Excel
5. Choose Download Location
6. Click **"Submit"** to process your request
7. Click the **"Download"** button
8. Optionally, if you chose My Computer, it will download in Microsoft Excel. Click **"Open or Save"** when the dialog box appears
9. If you chose Save, you will be asked where to save the file on your computer. Click **"Save"**
10. If your document contains multiple sheets, you may see messages. Please refer to step 10 **"Exporting the Grade Center"** for images
11. Click **"OK"** or **"Yes"** to save the file in a Tab-delimited format

To request additional copies of the Quick Reference Guide, email help@case.edu with the quantity needed, your name, department and department location.



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