

Blackboard

Blackboard Academic Suite™

Instructor Manual

Blackboard Learning System™

Blackboard Community System™

Blackboard Learning System—Basic Edition

Release 7, Application Pack 2

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About the Blackboard Academic Suite Instructor Manual

Overview

The Instructor Manual provides detailed information about building and managing courses on the *Blackboard Learning System*. The *Blackboard Community System* offers the same set of functions and features for managing an Organization.

How the manual is organized

The *Blackboard Academic Suite Instructor Manual* begins by reviewing the teaching and learning environment for Instructors. The bulk of the manual details the functions available to Instructors through the Control Panel.

Manual Conventions

To make this manual easier to use a number of conventions have been put in place.

Symbol	Description
Bold type	A button or field name.
Courier font	Text that users should type.
Italics in a title	Additional information in a title that may not be included on the Web page.
[r]	Required field

Using this manual

This manual should be read as a reference guide. Do not read this manual from cover to cover.

Manual Updates

Please note that this manual is updated periodically. Check the Date of Last Revision at the beginning of the manual to ensure that it is the most recent copy.

The HTML version is available by clicking **Online Admin Manual** from the Control Panel and at http://www.blackboard.com/products/services/support. This site also includes the manual in PDF format.

To report any comments or suggestions regarding this manual, please contact Blackboard Support.

Welcome to the Blackboard Academic Suite

Introduction

The following are some things to keep in mind when using the *Blackboard Academic Suite*:

Certain tools may not be documented.

System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.

The openness of the Blackboard Academic Suite allows Instructors and Administrators to be very creative. The names for items in the Blackboard Academic Suite may differ from those in the documentation.

Building Blocks allows institutions to integrate external applications, tools, content, and services into the *Blackboard Academic Suite*.

The Blackboard environment

The Blackboard environment includes a header frame with images and buttons customized by the System Administrator and tabs that navigate to different areas. Clicking on a tab will open that area in the content frame.

Header frame

The header frame contains navigation buttons that allow the user to access the institution home page, access the help, and logout.

Tabs

Blackboard Learning System and *Blackboard Learning System*–Basic Edition include two common tabs for users:

My Institution: The My Institution tab contains tools and information specific to each user's preferences. Tools and information are contained in modules. Users can add and remove modules from their My Institution tab. The System Administrator may restrict access to or require specific modules.

Courses: Users click on a link from the Courses tab to access a Course.

Users also have access to the following tabs with the *Blackboard Community System*:

Community: The Community tab lists Organizations specific to each user, the Organization Catalog for the institution, and institution Discussion Boards. Users click on a link from the Community tab to access an Organization.

Services: The Services tab contains links to other institutional offerings outside of the Blackboard Learning System. The links are set by the System Administrator.

In addition, the *Blackboard Community System* enables the institution to create custom tabs and present different tabs to users based on Institution Roles.

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COURSES

Overview

Courses contain content and tools for teaching and learning. The Instructor assigned to a Course oversees the course through the Control Panel. While the Instructor has control over the Course, the Administrator can set overrides that restrict or require course areas and tools.

A Course consists of the Course Menu and a content frame. The Course Menu links users to content and tools. The content frame displays content and tools.

Organization Web Sites

Organization Web sites function in the same way as Courses. The Organization Manager uses the same Control Panel that appears in Courses to provide an online environment for the organization. Organizations are only available with the *Blackboard Community System*.

Functions

The table below includes information on the components of a Course. The names of the areas can be changed by the Instructor or the System Administrator.

AREA	DESCRIPTION
Announcements	Announcements post timely information critical to course success. Click **Announcements** from the Course Menu to view Announcements.
Staff Information	Staff Information provides background and contact information on Instructors and Teaching Assistants.
Course areas	Course areas can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.
Communication	The Communication area allows users to: • send and receive messages • open Discussion Boards • enter the Virtual Classroom • view roster • view Group pages
External Links	External Links connect users to learning materials outside of the Blackboard Academic Suite.
Tools	Tools that can be used in the Course. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, Student Manual, Tasks, The Electric Blackboard®, and Address Book.
Course Map	Navigate through a collapsible tree directory.

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COURSE MENU

About the Course Menu

The Course Menu appears on the left side of a course and contains links to materials and tools within the course. The Instructor can customize the appearance of the Course Menu and the content and tools available to users.

Two views may be made available to users; if both views are available users may toggle between them:

- Quick View – Displays top-level of course materials. Links may be displayed as buttons or text.
- Detail View – Displays course materials as seen in the Course Map. This view expands to show the hierarchy of course navigation.

A Tools Panel appears as part of the Course Menu. This box may contain links to the Course Map, Communication tools and/or Course Tools. Links to tools may also be added to the main part of the Course Menu so they appear in the Detail View or the Course Map.

The size of the Course Menu frame may be adjusted. Hold the mouse over the border that marks the right side of the Course Menu, an arrow pointer appears. Use the mouse to drag this border and expand or contract the frame.

Information about when the Course Menu was last refreshed is also available in the Course Menu. Hold the mouse over the Refresh icon to view the date and time the menu was last refreshed. In the Detail View the date and time information appears at the bottom.

View new Content

When content is added to the Course Menu or the Course Map it takes 20 minutes for it to cache; this means that new content in the Course Menu and Course Map does not appear for 20 minutes. To view content within the first 20 minutes it has been added click **Refresh**.

Set up Menu display options

The Instructor can make the Quick View and/or the Detail View available within a course. Follow the steps below to change the view:

1. Select **Course Design** on the Control Panel.
2. Select **Manage** on the Course Design page.
3. Select a default view for the Course Menu.



Note: Administrators control the default of the Course Menu for the entire system. This does not limit the Instructors ability to make changes within their courses; it only dictates the appearance of the default Course Menu.



Note: The Course Map may appear with a different color scheme when accessed from Quick View. When Quick View uses text links (not buttons) the color of the links may be modified. If the color is modified, the color of items in the Course Map will appear the same as the text links.

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Set up Tool box display

The Tools Panel may be set to display links to Course Tools, Communication tools, and/or the Course Map. The display of the Tools Panel is managed separately for the Detail View and the Quick View. This allows Instructors to set up the Tools Panel differently in the two separate views.

Follow the steps below to set up the Tools Panel display for the Quick View:

1. Select **Course Design on** the Control Panel
2. Select **Manage Tool Panel** on the Course Design page.
3. Select **Quick View Tool Panel Options** or **Detail View Tool Panel Options** on the Manage Tool Panel page.
4. Select which links to display in the box and enter a name to appear in the header. If no options are selected, the Tools Panel does not appear in the Course Menu. If **Header Name** is left blank, no header appears in the Tools panel. The background and text color for the header may also be selected.

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COURSE MAP

About the Course Map

The Course Map is a collapsible tree directory that is used for navigation within a course. The Course Map may be viewed from the Course menu, Collaboration Sessions, the Performance Dashboard and as a selection window.

Information about when the Course Map was last refreshed is also available at the bottom of the map.

View the Course Map from the Course Menu

The Course Map may be opened from the Display View and the Quick View of the Course Menu.

Select **Course Map** in the Tools Panel on the Course Menu to open the Course Map. All available content and tools appear within the Course Map.

When the Course Map is viewed from the Course Menu, the Instructor views the course content as a user. For example, if an item is made available to a group through an Adaptive Release rule, and the Instructor is not part of the Group, the item will not be visible to the Instructor through the Course Map.

View the Course Map from the Performance Dashboard

When the Course Map is viewed from the Performance Dashboard, the availability of items, tools, and Review Status for the specific user is displayed.

Select the icon in the Adaptive Release column to view the Course Map for a specific user. The availability of each item and the Review Status for the user selected is indicated.

This following table includes a description of the icons used in the Performance Dashboard:

ADAPTIVE RELEASE AND REVIEW STATUS ICONS:	
	**Visible** – this item is visible to that course user.
	**Invisible –** this item is not visible to that course user.
	**Reviewed –** this item has been marked as Reviewed by the course user.
	**Not Reviewed –** this item is displayed as Mark Reviewed to the course user.

View the Content Map from a Virtual Classroom

The Content Map is similar to the Course Map, except the tree directory only displays available Content Areas; it does not allow users to navigate to other course areas, such as tools. To open the Content Map, select Content Map in the Classroom Tool box of a Virtual Classroom.

Use the Course Map as a selection window

Course areas and items may be linked to from different pages within a course, such as the Add Announcement page and Add Course Link page. This selection process uses the Course Map,

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accessed by selecting the **Browse** button. The Course Map, accessed from these pages, displays all content items within a course. Click a link in the Course Map to select an item or tool.

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CONTROL PANEL

Overview

All course administration is done through the Control Panel. This area is only available to users with one of the following defined course roles:

- Instructor
- Teaching Assistant
- Grader
- System Administrator

Find the Control Panel

1. Open a course.
2. Click **Control Panel** on the Course Menu.

Functions

The Control Panel is comprised of six areas:

PART	FUNCTION
Content Areas	Provides the tools necessary to add text, files, and information into a course.
Course Tools	Contains the communication tools to send email, create tasks, and work with groups.
Course Options	Contains security and customization options.
User Management	Provides tools to manage users and enrollments.
Assessment	Provides tools for building Assessments, Recording grades, and tracking user activity.
Support	Offers support contacts and online documentation.

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COURSE ROLES

Overview

Course Roles control access to the content and tools within a course. Each user is assigned a role for each Course in which they participate. For example, a User with a role of Teaching Assistant in one Course can have a role of Student in another Course.

The Course Role is set when a User is enrolled. It can also be modified after enrollment from the Control Panel.

- Course Roles include:
- Course Builder
- Grader
- Guest
- Instructor
- Student
- Teacher's Assistant



Note: Administrators may modify the privileges associated with different Course Roles. Therefore, all of the privileges listed may not apply. Administrators also have the option to change the names of Course Roles.

Course Builder

The Course Builder role has access to most areas of the Control Panel. This role is appropriate for a user to manage the course without having access to Student grades.



Note: A Course Builder can still access the course if the course is unavailable to Students. A Course Builder cannot remove an Instructor from a Course.

Course Builders have access to the following areas of the Control Panel:

- *Course Information
- *Course Documents
- *Assignments
- *External Links
- *Announcements
- *Course Calendar
- Settings
- Import Course Cartridge
- Import Package
- *Resources
- Course Copy
- Export Course

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- *Staff Information
- *Tasks
- *Discussion Boards
- *Send Email
- *Collaboration
- *Digital Drop Box
- Manage Course Menu
- Archive Course
- Recycle Course
- *Manage Tools
- List / Modify Users
- Create User
- Batch Create Users for Course
- Enroll User
- Remove Users from the Course
- *Manage Groups
- *Test Manager
- *Survey Manager
- *Pool Manager

* Settings marked with an asterisk (*) cannot be modified by the Administrator. These privileges will always be available for this Course Role.

Grader

A Grader assists the Instructor in the creation, management, delivery, and grading of Assessments. A Grader also assists the Instructor with managing the Gradebook.



Note: A Grader cannot access a course if it is unavailable to Students.

Graders have access to the following areas of the Control Panel:

- *Announcements
- *Course Calendar
- *Digital Drop Box
- List/Modify Users – may not modify content
- *Test Manager
- *Survey Manager
- *Pool Manager
- *Gradebook
- *Gradebook Views
- *Course Statistics

* Settings marked with an asterisk (*) cannot be modified by the Administrator. These privileges will always be available for this Course Role.

Guest

Users with the role of Guest have no access to the Control Panel. Areas within the course can be made available to Guests.

Visitors such as prospective students, alumni or parents may be given the role of Guest.

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Instructor

Instructors have access to all areas in the Control Panel. This role is generally given to those developing, teaching or facilitating the class. Instructors may still access a course that is unavailable to Students.

Administrators may limit access to the following features:

- List / Modify Users
- Create User
- Batch Create Users for Course
- Remove Users from the Course
- Enroll User
- Settings
- Course Copy
- Recycle Course
- Import Course Cartridge
- Export Course
- Archive Course
- Manage Course Menu

Student

Student is the default Course Role. Students have no access to any areas on the Control Panel.

Teaching Assistant

Teaching Assistants have access to most features. If the course is unavailable to Students, Teaching Assistants may still access the course. Teaching Assistants are not listed in the Course Catalog listing for the course.



Note: A Teaching Assistant cannot remove an Instructor from a course.

WORKING IN THE BLACKBOARD ACADEMIC SUITE

Overview

This chapter discusses how to navigate and enter text in the *Blackboard Academic Suite*.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Navigation	Describes how to move throughout the *Blackboard Academic Suite*.
Language Packs	Explains how Language Packs are used to present information using different languages and cultural norms.
Quick Edit	Explains how to edit a course from within the view.
Searching for Users and Courses	Explains how to locate records in the system.
Entering Text	Describes how to input information.
Text Box Editors	Describes how to Input information using the Text Box Editor.
Link to File	Explains how to add a link to a file.
Insert Multimedia File	Explains how to add a multimedia file.
About Spell Check	Describes the Spell Check feature.
Using Spell Check	Explains how to use the Spell Check feature.
Math and Science Notation Tool	Describes the Math and Science Notation Tool – WebEQ Editor.
Adding and Editing Equations	Explains how to add and modify equations on the Math and Science Notation Tool.

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NAVIGATION

Overview

Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

NAVIGATION TOOL	DESCRIPTION
Tab	Click a tab to open it.
Button	Click a button to navigate to a page within the *Blackboard Academic Suite*. Some buttons also lead to areas outside of the *Blackboard Academic Suite*. Buttons also execute functions.
Link	Click a hypertext link to access another Web page within the *Blackboard Academic Suite*. Links can also open Web sites outside of the *Blackboard Academic Suite*.
Path	Click one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to return to the previous page that led to the current page.

Linking to a Course

To link to a Course, copy the URL from the address bar in the Web. Links to Courses can be posted inside or outside the *Blackboard Academic Suite*. Users will be prompted for authorization before accessing the Course.

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LANGUAGE PACKS

About Language Packs

Language Packs present the Blackboard Academic Suite using language and cultural norms matched to different audiences. Language Pack preferences are defined at the system level, the course or organization level, and finally at the user level.

At the system level, the Administrator defines one language pack as the system default. This is the language pack that appears when no other language pack are specified at the course level or at the user level.

At the course level, the Instructor can set a language pack and enforce it. Enforcing a language pack means that all users will see that language pack. If the language pack is not enforced, and a user has a preferred language pack associated with their account, the user's language pack will override the course language pack.

At the user level, individuals may select their preferred language pack .

	Note: Customized names, such as changing the name of a Content Area, are not changed with the language pack . These values stay the same through all language packs. The default names in the system are translated and appear differently in each language pack.

Set a Locale for a Course

Follow these steps to set a locale for a course.

1. Click **Settings** from the Control Panel.
2. Click **Set Language Pack**.
3. Select a language pack from the drop-down list.
4. Click **Enforce Language Pack** to always display this course in the selected language pack .
5. Click **Submit**.

If a language pack is not chosen for a course the course will display in the user's preferred language pack or, if the user has not set a preferred language pack , the system default language pack .

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Course Areas not Impacted by Language Pack Selections

For the most part, the Control Panel appears in the selected language pack of a course; it does not appear in the language pack selected for the user. In a few spots within a course, the page will display using the system default or the user's preferred language pack rather than the course language pack . The following pages will not display in the selected course language pack:

- Control Panel > Course Information > Modify Item, Copy Item, Add Item, Remove Item
- Control Panel > Copy Files to CS
- Control Panel > Discussion Board > Add Forum
- Control Panel > Announcements > Confirmation receipt.

Spell Check and Language Packs

The Spell Check tool supports American English, Great Britain English, French, and Spanish. The Spell Check tool will not work with other language packs. If Spell Check does not recognize the language pack it will use a supported dictionary.

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QUICK EDIT

Overview

Quick Edit allows Instructors to make changes to content from within the course view instead of navigating through the Control Panel to edit content. When an Instructor is viewing the course through the Student view, they may use this shortcut to edit course content, without going through the Control Panel. Quick Edit controls appear in the navigation bar in each Course area and any subfolders. System Administrators may disable this feature.

	NOTE: The Edit View link is displayed to users with a role of Instructor, TA, Course Builder, or System Administrator. Due to the size of the content editing pages, this method of editing is not recommended with an 800x600 screen resolution.

Functions

Select **Edit View** to open and edit the Course area or Content Item. A **Display View** link appears in the top right corner of the Control Panel view of the content page. Select **Display View** to go back to the course display view of the same content page. Instructors may use **Edit View** and **Display View** to toggle back and forth between the edit view and display view of course content.

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SEARCHING FOR USERS AND COURSES

Overview

There are several areas in the *Blackboard Academic Suite* where users can search for other users.

User search options

The table below details the available user search options. All options are not available in all search boxes.

TO . . .	THEN . . .
search for a user using last name or Username	1. Select the Search tab. 2. Enter either a last name or a Username. 3. Select either the Last Name or Username option. All matching entries will be displayed.
search for a group of last names or Usernames that start with a particular letter or number	1. Select the A-Z, 0-9 tab. 2. Click on the first letter of the last name or on the first number of the Username. All matching entries will be displayed.
search using a value found in the user's name	1. Select the Advanced tab. 2. Enter a value in the Containing field. 3. The search will return all users with that value in their Username. 4. Click the check boxes and select values from the drop-down list to narrow the search.
list all users	1. Select the tab. 2. Click List All to list all the names enrolled. All entries will be displayed.

Course search options

The following options are available when searching for a course:

- Search: The search parameters on this tab can be used separately or in tandem to further narrow the list generated. To use this tab: Click the **Course ID**, **Instructor**, or **Title/Description** option. Enter a value in the field. Then click the **All Courses**, **Month**, or **Day** option to define the list based on when the courses where created. The search function will create a list of courses with that value created in the time selected.
- A-Z, 0-9: Click the letter or number that represents the first character of a Course ID. A list of all courses with an ID that begins with that character will appear.
- List All: Click **List All** to view all the courses on the system.

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ENTERING TEXT

Overview

By default, *Blackboard Academic Suite* will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags or using the Text Box Editor.

Text boxes may appear using the Visual Text Box Editor or with the options shown below. For more information about the Visual Text Box Editor, please see the next topic.

Text box options

The following options are available in most text entry boxes in the *Blackboard Academic Suite*:

FORMAT OPTION	BEHAVIOR
Smart Text	Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source tag appears. Web addresses entered as URLs are converted to links. The URL must begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word. If an image tag, <IMG>, is entered in Smart Text, the Blackboard Academic Suite will automatically prompt you to upload the image.
Plain Text	Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.
HTML	Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.



Note: The Smart Text and Plain Text options are only available if the Administrator has turned off the Text Box Editor or if the user does not have a Windows Operating System and Internet Explorer Version 5.x or a later.

It is not possible to display a file in a content item and add a Smart Text or Plain Text description. Add the description as a separate content item and then add display the file in the next content item.

Smart text, Plain text, or HTML may be used in the Text Box Editor. Options at the bottom of the box allow the user to switch format at anytime.

Smart text should be used if the intent is to display the text in the exact way that it is typed in. Line breaks, tabbing, and other keyboard formatting will be retained with Smart text.

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Plain text strips any formatting from the text, except for line breaks. The result is completely unformatted text. This may be useful if the user needs to do a lot of copy and pasting of the content, or if the intent is to display code information. For example, if the user wants to show how to write something in HTML, Plain text should be used to retain the HTML tags in the content. Plain text does not work with MathML or the equation editor. Changing a text box that includes a mathematical formula to Plain text will make the formula unreadable.

The HTML option should be used if the user knows HTML and opts to type HTML tags into the Text Box Editor. The result will be content formatted by the HTML tags used.

File names

Blackboard allows the use of all characters in file names. However, the user's operating system and browser may limit the types characters accepted. For example, some browsers do not accept multi byte characters.

Missing image detection in the Text Box Editors

Missing Image Detection functionality is available when a user:

- pastes HTML with a broken image into the Text Box Editor and selects the HTML option
- pastes HTML with a broken image into the Text Box Editor selects the Smart Text option

Missing image detection functionality does not apply when a user:

- pastes HTML with a broken image into the Text Box Editor and selects the Plain text option
- links to an HTML file in the Content Collection with a broken image (either via the third row of the Visual Text Box Editor or as a URL in the Text Box Editor).



Note: Images are stored in HTML using the following syntax: <img scr="http://image_path">. The source location should be inside double of single quotations.

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VISUAL TEXT BOX EDITOR

About the Visual Text Box Editor

The Visual Text Box Editor presents controls for entering and formatting text, equations, and multimedia files. When it is enabled, it appears throughout the system as the default editor when adding text through a text box.

If the Visual Text Box Editor does not appear, first check the list of browsers below to ensure that the current browser is compatible. If it is, check that the Visual Text Box Editor is enabled through Personal Settings. If the Visual Text Box Editor still does not appear, it has most likely been disabled by the System Administrator.

Users who access the system through assistive technologies should use standard text entry options instead of the Visual Text Box Editor. Please see the previous topic, Entering Text, for more information.

Compatible Browsers

The Visual Text Box Editor is compatible with the following browsers on Windows Operating Systems:

- Microsoft Internet Explorer 6.0
- Mozilla Firefox 1.0
- Netscape 8.0

The Visual Text Box Editor will not work with older versions of these browsers. Instead, the standard options for entering text will appear.

The Visual Text Box Editor is compatible with the following browsers on Macintosh Operating Systems:

- Safari 2.0
- Mozilla Firefox 1.0

When run on Safari, the Visual Text Box Editor Lite Version appears. The Lite Version does not include the button controls for several features because Safari does not yet support those rich-text editing features. Some features that are not accessible from a button in the Lite Version may still be activated using keyboard shortcuts. For example, the cut, copy, and paste functions may still be used through the keyboard shortcuts. Macintosh users may also download and use the free Mozilla Firefox 1.0 (or higher)Web Browser to use all the features of the Text Box Editor.

Firefox users must perform an extra step to enable the cut, copy, and paste functions. The first time an attempt is made to cut, copy, or paste text in the Visual Text Box Editor, a message from Firefox will appear explaining that the action is not allowed. A link is provided for information on how to enable the cut, copy, and paste functions by editing a Firefox configuration file. The link currently points to http://www.mozilla.org/editor/midasdemo/securityprefs.html. Please check with Firefox for the most up-to-date information on using rich-text tools for cut, copy, and paste. Macintosh users may find that this does not fully resolve the problem, particularly because Fireflox does not permit pasting text from Microsoft Office files on Mac. To accomplish this task, paste the text into a basic text editor, such as TextEdit or Notepad and then paste the text into the Visual Text Box Editor.

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Visual Text Box Editor Features

The Visual Text Box Editor has three collapsible rows of buttons. The tables below define the functions of each button and identifies if the button is available in the Lite Version that runs on the Safari browser.

First row basic actions

Button	Description	Lite Version?
Font Style	Select a style for the text. The options correspond to standard HTML Style types.	
Font size	Select the size of the text.	
Font	Select the font.	Y
Bold	Make selected text bold.	Y
Italics	Make selected text italics.	Y
Underline	Underline the selected text.	Y
Strikethrough	Display text with a horizontal line through the characters. For example, ~~strikethrough~~.	
Subscript	Display text on the same line but slightly above the current text. For example, 7^{th}.	
Superscript	Display text on the same line but slightly below the current text. For example, H_20.	
Align left	Align text to the left.	Y
Align Center	Align text in the center.	Y
Align Right	Align text to the right.	Y
Ordered list	Create a numbered list or add a numbered list item.	
Unordered list	Create a bulleted list or add a bullet list item.	
Decrease Indent	Move text left.	
Increase Indent	Move text right.	

Second Row Additional Basic Actions

Button	Description	Lite Version?
Spell Check	Select the ABC checkmark to open Spell Check.	Y
Cut	Cut the selected items.	
Copy	Copy the selected items.	

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Second Row Additional Basic Actions		
Paste	Paste copied or cut content.	
Clear Formatting	Removes formatting tags that are shown in the Pathfinder at the bottom of the text box. Highlight the formatting tag to delete in the Pathfinder and then click Clear Formatting to remove. This is useful when copying and pasting text from another application yields discrepancies in formatting.	
Undo	Select the circular arrow pointing to the left to undo the previous action.	Y
Redo	Select the circular arrow pointing to the right to redo the previous action.	Y
Hyperlink	Add a hyperlink. Types include: file, ftp, gopher, http, https, mailto, news, telnet, and wais. Please keep in mind that when creating a hyperlink, the text that appears on the page is separate from the information about the link. Information on where the link points is stored in a tag that surrounds the text. Therefore, it is possible to change the link without changing the text that is displayed to users. Please be careful when constructing links to ensure that the text is consistent with where users will be taken when they click the link.	
Create Table	Add a table.	
Horizontal Line	Add a line.	
Background Color	Add a highlight color to the selected text.	Y
Text Color	Specify the color of the text.	Y
WebEQ Editor	Open the WebEQ Equation Editor icon (√x) to add an equation. Equations cannot be added to a cell in a table. Instead, create the equation outside the table and then cut and paste the equation into the cell.	
MathML Editor	Open the MathML Equation Editor icon to add an equation.	
Preview	Preview the content as it will be seen by end users.	Y
HTML View	Toggle to view the HTML code that is generated by the Visual Text Box Editor. Users may also edit the HTML in this view. Click HTML view again to toggle back to the standard view.	

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The following table includes a description of some options specific to each type of file attachment. This row will only appear where it is possible to attach a file or link to a file in the Blackboard Content System.

THIRD ROW FILE ATTACHMENT ACTIONS AND SPECIAL OPTIONS		
BUTTON	**DESCRIPTION**	**LITE VERSION?**
Attach file	Add a file to the text area. The Insert Link to File page will appear. • **Browse**: select a file from the local machine • **Link to Content Collection**: select an item or folder from the Content Collection, if Content System integration is allowed. • **Specify Source URL**: provide a URL where the item is located. • **Name of link to file**: provide a descriptive name of the content is helpful for the user. This allows the user to read the link in context, rather than simply read the name of the file being linked to. • **Launch in New Window**: Select whether to open the file in the current window or open a new browser window to display the file.	
Attach image	Add an image to the text area. The Insert Image page appears.	
Attach MPEG/AVI	Add MPEG/AVI media content to the text area. The Insert MPEG file page appears.	
Add Quick Time	Add Apple QuickTime media to the text area. The Insert QuickTime File page appears.	
Add audio	Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears.	
Add Flash/Shockwave	Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page appears.	

Attaching files in the Visual Text Box Editor

Users have the option of attaching different types of files to the Visual Text Box Editor. Do not copy and paste a file from one text box to another; this will cause errors. More information about the available options when adding a multimedia file can be found in the topic, Insert Multimedia File.

The table below explains which button in the Third Row of the Visual Text Box Editor is used to add different file types.

FILE ATTACHMENT TYPES	
Attach file	.doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip
Attach image	.gif, .jif, .jpg, .jpeg, .tiff, .wmf

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FILE ATTACHMENT TYPES	
Attach MPEG/AVI	.avi, .mpg, .mpeg
Add Quick Time	.qt
Add audio	.aiff, .asf, .moov, .mov, .mp, .wav, .wma, .wmv
Add Flash/Shockwave	.swa, .swf

Keyboard shortcuts for the Visual Text Box Editor

The Visual Text Box Editor supports the keyboard shortcuts listed in the table below. Please note that Macintosh users should use the CMD key instead of the CTRL key.



Note: If the shortcut keys that move selected items one character left, right, up, or down are used, the object being moved will be absolutely positioned. An absolutely positioned element is determined by pixels, so moving it up once will move it up one pixel.

KEYBOARD SHORTCUTS	
Movement	
RIGHT ARROW	Move one character to the right.
LEFT ARROW	Move one character to the left.
DOWN ARROW	Move down one line.
UP ARROW	Move up one line.
CTRL+RIGHT ARROW MAC: CMD+RGT ARROW	Move right one word.
CTRL+LEFT ARROW MAC: CMD+LFT ARROW	Move left one word.
END	Move to the end of the line.
HOME	Move to the start of the line.
CTRL+DOWN ARROW MAC: CMD+DWN ARROW	Move down one paragraph.
CTRL+UP ARROW MAC: CMD+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME MAC: CMD+HOME	Move to the beginning of the text.
CTRL+END MAC: CMD+END	Move to the end of the text.

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KEYBOARD SHORTCUTS	
Selection	
SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW MAC: CMD+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW MAC: CMD+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.
CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME MAC: CMD+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A MAC: CMD+A	Select all elements in the document.
Editing	
BACKSPACE	Delete the selection. Or, if there is no selection, delete the character to the left of the cursor.
CTRL+BACKSPACE MAC: CMD+BACKSPACE	Delete all of a word to the left of the cursor.
CTRL+C MAC: CMD+C	Copy the selection.
CTRL+V MAC: CMD+V	Paste cut contents or copied contents.
CTRL+X MAC: CMD+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z MAC: CMD+Z	Undo the most recent formatting command.
CTRL+Y MAC: CMD+Y	Re-do the most recent undone command.

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KEYBOARD SHORTCUTS	
CTRL+F MAC: CMD+F	Find text.
SHIFT+F10	Display the context menu. This is the same as a right-click.
Formatting	
CTRL+B MAC: CMD+B	Toggle bold formatting.
CTRL+I MAC: CMD+I	Toggle italic formatting.
CTRL+U MAC: CMD+U	Toggle underlining.

Missing image detection in the Text Box Editors

Missing Image Detection functionality is available when a user:

- pastes HTML with a broken image into the HTML view of the Visual Text Box Editor

Missing image detection functionality does not apply when a user:

- pastes HTML with a broken image into the Visual Text Box Editor
- uploads an HTML file with a broken image from the third row of the Visual Text Box Editor
- links to an HTML file in the Content Collection with a broken image (either via the third row of the Visual Text Box Editor or as a URL in the Text Box Editor).



Note: Images are stored in HTML using the following syntax: <img scr="http://image_path">. The source location should be inside double of single quotations.

Differences between Text Box Editor and Visual Text Box Editor

The Text Box Editor and Visual Text Box Editor both allow the entry of formatted text in the *Blackboard Academic Suite*.

The Text Box Editor allows Plain Text, Smart Text and HTML formatting. The Visual Text Box Editor allows users to modify content in an interface resembling a word processor, and perform basic HTML functions without knowledge of any HTML. These features include creating tables, bulleted lists, hyperlinks, horizontal lines, and more. Users may also format text and paragraphs, and upload multimedia files in the Visual Text Box Editor. Both editors may include WebEQ, MathML and SpellCheck features.

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SELECTING DATES

Overview

Availability of the course and individual content items, including Assessments and Learning Units, can be controlled by date. Content may only be available within a certain range, available from a certain date until the end of the course, or available from the date created until a specified end date.

Setting availability by date

Dates are set using drop-down lists to select the day, month, year, and in some cases, time. There is also a calendar interface that can be used to select the date.

- To set availability to a set range, select both a start date and an end date.
- To set availability from the current time until a certain date, only set an end date.
- To set availability from a date until the end of the course, only set a start date.

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HTML TIPS

Overview

This section provides some basic HTML codes and tips for adding simple formatting to a Course. Additional resources for learning more about HTML may be found at the end of this section.

What is HTML?

HTML is the set of codes used to format (or “mark up”) Web pages. A single piece of HTML code is called a "tag." HTML tags are surrounded by pointed brackets ("<" and ">"). Tags usually come in pairs.

For example the pair of HTML tags to create bold text looks like this:

This text will be bold.

The tag means "start bold here." The end tag, , means "end bold here." End tags always include the forward slash ("/").

Paragraph formatting

In HTML, a paragraph break is used to put a single blank line between paragraphs. A hard return inserts no blank line.

The tag can be used alone at the end of a paragraph, or as a pair. If used as a pair, the "align=left|center|right" modifier may be included in the beginning tag to control placement.

For example, the following tag would create a right-aligned paragraph:

<P align=right>Fourscore and seven years ago, our founding father set forth upon this continent a new nation.</P>

Text formatting

The following tags are used for basic text formatting:

Bold text tag: <B> text </B>

Italic text tag: <I> text </I>

Underlined text tag: <U> text </U>

Font format tags: <FONT> text </FONT>
(Font formats include FACE=fontstyle COLOR=fontcolor SIZE=fontsize)

The FONT tag requires at least one of the modifiers (FACE, COLOR, or SIZE).

The FACE modifier can be set to any font, but the person viewing the page must also have that font installed on their computer. For that reason, it is best to stick to common fonts like Times New Roman, Arial, or Courier New.

The COLOR modifier will recognize basic colors, including black, white, gray, red, blue, yellow,

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green, purple, orange, cyan, magenta, and so forth.

The SIZE modifier does not refer to typical font point sizes. In HTML fonts can be sizes 1 through 7. The default font size is 3.



Note: Since each user may set the default font point at which their browser will display text, these font sizes can be relative. For example, one user might have their browser's default font set to 10-point Times while another has their browser's default font set to 12-point Times. The HTML tag would create 10-point Times text on the first computer, and 12-point on the latter, since 3 is the default size.

Users may use plus or minus signs to indicate sizes relative to the default. For example, the following HTML would create text that is two steps larger than the default font size:

<FONT size=+2>Bigger, Better, Faster!</FONT>

Creating Links with HTML

Links are created using the 'anchor' tag.

<A href="URL">Clickable text</A>

In the following example, the words 'Blackboard Inc.' will turn into a link that directs the user to the Blackboard home page.

<A href="http://www.blackboard.com/">Blackboard Inc.</A>

Creating HTML with other tools

Course developers do not have to learn everything about HTML. They may also use Web authoring tools to generate HTML. There are many applications that may be used for this. Some examples are:

- **Word processors**- Microsoft© Word™, Corel© WordPerfect™, Apple© AppleWorks™, Sun© StarOffice™, and almost every other contemporary word processor contains the ability to convert word processing documents to a Web page coded in HTML. However, the conversion from a word processing document to an HTML Web page is often not perfect, especially for documents with complex formatting.
- **WYSIWYG (What You See Is What You Get) Web-authoring tools**- These tools provide an environment similar to a word processor for developing Web pages and entire Web sites. There are many products to choose from, including, Macromedia© Dreamweaver™, Adobe© GoLive™, NetObjects© Fusion, and Microsoft© FrontPage™.
- **HTML Editors-** Applications like BareBones© Software's BBEdit™ and Macromedia© Allaire HomeSite™ provide an editing environment for HTML documents. While they are not WYSIWYG, HTML editors usually have a "preview" mode that allows users to switch between viewing the raw HTML codes and previewing how those codes will look in the browser. These products help write HTML faster and easier, but they presume the user is already knowledgeable about HTML.

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Incorporating HTML generated with other applications

Instructors may decide to incorporate HTML generated content with other applications into their Course. There are two options for including this content:

Save the content as an HTML file and upload the HTML file itself into Blackboard Learning System. In the Course area, next to the **Special Action** field, select **Create a link to this file**. The *Blackboard Learning System* will automatically detect images in an HTML file and prompt the user to upload the images as well.

Copy and paste the HTML code into a text box.

To copy and paste HTML code, follow the steps below:

1. View the HTML code. Most of the tools discussed above will have a mechanism (usually part of a View menu) to allow the user to see the 'HTML source'.
2. Copy all of the HTML tags between but not including the <BODY> and </BODY> tags. The *Blackboard Learning System* dynamically generates the HTML above and below the BODY tags, so this portion of the HTML source must not be copied.
3. Paste the copied HTML into the text box.
4. Choose the HTML text-formatting option.
5. Submit the form.
6. If there are <IMG> tags in the HTML, the *Blackboard Learning System* will automatically detect them when the page is submitted. Users will receive a second page prompting them to upload the appropriate images.

Troubleshooting

Blackboard recommends that users **do not use** the following in a Course:

- Do not use multiple frames.
- Do not add Web pages that contain additional navigational items, for example, buttons. Only include links that directly point to a URL.
- Do not add <body> tags, <html> tags, <head> tags, <form> tags, or <form element> tags. Entering these tags will cause issues when the page is viewed.
- Do not use inline style sheets. Inline style sheets are not supported by all browsers.
- Do not use <applet> tags inside the text box. These tags may cause errors in the content.

Other HTML resources

There are many online resources for additional information about HTML. One that users may want to visit is The World Wide Web Consortium located at www.w3.org.

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LINK TO FILE

Overview

Users may include a link to a file from the Text Box editor.

Fields

The table below details the fields on the Insert Link to File page:

FIELD	DESCRIPTION
Insert Link to File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Link to File Options	
Name of Link to File	Enter the name of the link that users click to access the attached file.
Launch in new window	Select **Yes** to have the file open in a new separate window. Select **No** to have the file open in the content frame.

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INSERT MULTIMEDIA FILE

Overview

Users may add the following multimedia files when authoring content in the Text Box Editor.

- **Image**.
- **MPEG or AVI**. MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
- **Quicktime**. QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.
- **Audio**.
- **Flash or Shockwave**. Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

The options to control how a multimedia file displays, such as should it loop, should the controls display, will not be available after the file has been inserted. To edit these options, use the HTML view and edit the options directly.

Image Fields

The table below details the fields on the Insert Image page:

FIELD	DESCRIPTION
Insert Image	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Image Options	
Set the Width	Enter the width of the image in pixels.
Set the Height	Enter the height of the image in pixels.
Border	Choose a border for the image. If '0' is chosen there will be no border around the image.
Alt Text	Enter text that will be used display if the image fails to load. Alternate text is important for visually impaired users who access the Web.

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MPEG or AVI Fields

The table below details the fields on the Insert MPEG File page:

Field	Description
Insert MPEG File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
MPEG File Options	
Set the Width	Enter the width of the video in pixels.
Set the Height	Enter the height of the video in pixels.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Controls	Select the size of controls to appear to users. Controls must be available if users are to start the video manually.

Quicktime Fields

The table below details the fields on the Insert QuickTime File page:

Field	Description
Insert QuickTime File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
QuickTime File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

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Audio Fields

The table below details the fields on the Insert Audio File page:

Field	Description
Insert Audio File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Audio File Options	
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

Flash or Shockwave Fields

The table below details the fields on the Insert SWF File page:

Field	Description
Insert SWF File	
Browse	Click **Browse** to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
SWF File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Set Quality	Select the quality of the images that will appear to users. Please note that the better the quality of an image the larger the file. Larger files take longer to open.

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About Spell Check

Overview

The Spell Check feature supports a full English dictionary, a supplemental word list configured by the System Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text. It is also available as a module with the *Blackboard Community System*.

Word lists

Misspelled words are determined by the following three sources:

- **Spell Check Dictionary**: A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- **Supplemental Word List**: A list of additional terms added by the System Administrator that do not appear in the default dictionary.
- **Personal Word List**: This word list is stored as a cookie on each user's local machine. Words are added to this list using the **Learn** function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words.

Extensive personal word lists may slow performance of the Spell Check tool.

Personal word list and cookies

The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

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USING SPELL CHECK

Overview

When Spell Check is launched it will review the text block and sequentially bring up any words it does not recognize for review.

Functions

The table below details the functions available with Spell Check.

TO . . .	THEN . . .
replace the occurrence of a word with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace** to change the word in the text to the word in the **Replace With** field. If the misspelled word appears later in the text block it will be flagged again for correction.
replace every occurrence of a word in the text with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace All** to change every occurrence of the word in the text with the word in the **Replace With** field.
ignore the word and not make a correction	click **Ignore**. The word will not be changed. If the word appears again in the text block it will be flagged for correction.
ignore every occurrence of the word in the text block	click **Ignore All**. The word will not be changed and Spell Check will not flag it for correction again in the text.
teach Spell Check to recognize the word as correct	click **Learn**. The word will be added to the personal word list. Whenever Spell Check is run on the local machine the word will be recognized and not flagged.
close the spell check without finishing	click **Finish**.

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Recognized errors

Note how Spell Check handles the following circumstances:

- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.
- Words in ALL CAPS are checked for spelling errors.
- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list must be entered as a correction during a spell check (these words do not appear as suggestions). The Spell Check tool must be run again to verify that the word is spelled correctly.

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MATH AND SCIENCE NOTATION TOOL – WEBEQ EQUATION EDITOR

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor. The Math and Science Notation Tool enables users to use mathematical and scientific notation. Users can add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XML.

Users may receive a pop-up box when launching WebEQ that asks the user to trust an applet provided by Design Science, the maker of WebEQ. If users click Always, the pop-up will no longer appear on that computer when launching WebEQ.

For best performance on a Windows® operating system use Internet Explorer 6.0.

For best performance on a Macintosh®:

Mac OS X v10.2 or later

Install the MRJPlug-in. http://homepage.mac.com/pcbeard/MRJPlugin/

MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

Functions

The table below details how to access the Equation Editors.

TO . . .	CLICK . . .
access the WebEQ Equation Editor	the Math and Science Notation Tool icon.
insert XML	the MathML Equation Editor icon.

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ADDING AND EDITING EQUATIONS

Overview

Once an equation has been created it can be copied and used again or copied and modified using the Notation Tool features.

Functions

The table below describes the functions available in the Math and Science Notation Tool.

TO . . .	THEN . . .
create a name for the equation	enter a name in the **Equation Name:** field. To accept the default name do not make any changes.
create an equation	use the equation symbols available on the keyboard or in the toolbar to create equations.
modify an existing equation	select the equation from the **Edit Equation:** drop-down list. The equation will appear in the Editor. Click **Modify** to save the changes.
submit the equation and its name	click **Add**.

Tip

If an equation is more then one line or uses a large font size, the equation may be cut off when it appears in a course. Add an empty line after the final line in the equation to prevent this error.

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COURSE CREATION WIZARD

Overview

The Course Creation Wizard enables users to create courses through an easy workflow. The Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. Instructors can use the wizard to complete the initial setup of a course in one easy-to–follow process.



Note: Only courses may be created through the Course Creation Wizard. Organizations may not be created through this method.

Find this page

To open the Course Creation Wizard, select the link in the Course Creation Wizard Module on the My Institution tab. The wizard will appear in a pop-up window.

Wizard navigation

Users may use the links at the bottom of each Wizard page to navigate within the Wizard. These links include options for Cancel, Back, Next, and Finish. All links may not be available on all pages within the Wizard.

Wizard Progress Tracker

The Wizard Progress Tracker appears on the left side of each page in the Wizard and represents the entire workflow of the Course Creation Wizard. Users can view where they are in the workflow as they build a course. There are no navigation options in the Wizard Progress Tracker.

Wizard steps

The Welcome page gives an overview of the different steps for creating a course through the Course Creation Wizard. Users may choose to skip some of these steps.



Note: If the user skips steps in the Wizard, these options will automatically be set to the system defaults. These settings may be modified through the Control Panel once the course is created.

The following list includes all of the steps for creating a course:

SECTION	DESCRIPTION
Course Information	Enter course information, such as Course Name, Course ID, and a description of the course.
Course Materials	Select a template, course cartridge, or an existing course to use as the basis of the course, or create a new course.

SECTION	DESCRIPTION
Course Design	Design the buttons and text for the course
Course Menu	Add or remove options that appear on the Course Menu.
Availability and Duration	Select which users this course will be available to.
Enrollment Options	Select how users will be enrolled the course.

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COURSE CREATION WIZARD - COURSE INFORMATION

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The user enters course details, such as the Title and Course ID on the Course Information page.

Fields

The table below details the entry fields on the Course Information page:

FIELD	DESCRIPTION
Course Information	
Course Name	Enter a name for the course.
Course ID	Enter a unique Course ID. The Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (_), and period (.). Do not use special characters. Special characters include: %&#<>=+ as well as spaces. When creating attributes a good rule to follow is only use alphanumeric characters, underscores, dots, and dashes.
Description	Enter a description of the course. The description will appear in the listing with the course name and ID. A summary and enrollment instructions should be included in the description.



Note: If the user returns to this page after the course has been created, he or she will see a read-only view of this page. The data in these fields may not be changed after the wizard is complete.

COURSE CREATION WIZARD - COURSE MATERIALS

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The Course Content page allows the user to choose a template, an existing course, or a Course Cartridge as the basis for the new course. Users may also choose to create an entirely new course.

Fields

The table below details options on the Course Content page:

FIELD	DESCRIPTION
Create an entirely new course.	Select this option to create a course that is not based on an existing course, template or Course Cartridge.
Create a course using a Template	Select this option to create a course using a course Template in the system.
Template drop-down list	A list of course templates available in the system. Select a template to use for this course. When a template is used, all of the course content in the template course is copied to the new course. The Instructor may change course settings and course content in the destination course once they have completed the Wizard.
Create a course from an existing course	Select this option to create the course by copying an existing course.
Course drop-down list	A list of courses in which the user is an Instructor, TA or Course Builder. Select the course to copy to create this new course. Only the course content (not user data) will be copied from the existing course into the new course. The Instructor may modify the course content in the destination course.
Create the course using a Course Cartridge	Select this option to create a course using a Course Cartridge.
Course Cartridge Instructor Download key	Enter the download key for the Course Cartridge.

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COURSE CREATION WIZARD - COURSE DESIGN

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. Instructors select the appearance of a Course on the Course Design page.

Fields

The table below details the fields on the Course Design page.

FIELD	DESCRIPTION
Select a Navigation Style	
Navigation Style	Select **Buttons** to make the areas of the Course Menu appear in a button format. Select **Text Navigation** to make areas of the Course Menu appear in a text format.

Select a Button Style

When the Button Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for buttons.

FIELD	DESCRIPTION
Select Style Properties	
Button Type	Choose the Button Type from the drop-down list.
Button Shape	Click an option to choose the Button Shape.
Button Style	Use the drop-down list to select the color of the buttons. Click **Gallery of Buttons** to view all of the button options.

Select Text Navigation Colors

When the Text Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for text.

FIELD	DESCRIPTION
Select Style Properties	
Select background color for navigation	Click **Pick** and select a background color for the Course Menu.

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FIELD	DESCRIPTION
Select a highlight color for the navigation	Click **Pick** and select a color for the text in the Course Menu.

COURSE CREATION WIZARD - COURSE MENU

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The Course Menu page allows the user to choose which options will appear in the Course Menu.

Functions

If the user selected to create a new course they may add and remove items on the Course Menu. If the user selected an option to use a template, an existing course or a Course Cartridge on the Course Content page, he or she will be unable to modify the Course Menu. The Course Menu is automatically copied from the existing course, template or cartridge. Users can modify the Course Menu after the course is created from the Control Panel.

Adding a menu item creates a Course area with a name specified by the user. New Course areas are automatically available to Students, and unavailable to Guests and Observers.

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COURSE CREATION WIZARD – AVAILABILITY AND DURATION

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The Availability and Duration page is used to control access to the course and the course duration.

Fields

The table below details options on the Availability and Duration page:

FIELD	DESCRIPTION
Guest Access	
Guest Access	Select either **Yes** or **No** to make the course available to Guests.
Course Availability	
Availability	Select either **Yes** or **No** to make the course available to users. If the course is set to available, all users participating in the course will have access. If the course is set to unavailable, access is determined by course role. Courses that are unavailable will not appear in the Course Catalog.
Course Duration	
Continuous	Select this option to make the course continuously available. If this option is selected the course will always be available.
Select Dates	Select this option to set the course availability for a specific number of days. Use the drop down list to select the starting and ending dates of the course or click the calendar icon to select dates from the calendar interface. The course may also begin on a specific date and not have a specific end date. After the end date, the course is no longer available for Students but is otherwise unchanged. Students who attempt to login to the Course are told that the course has ended.
Days (from the date of enrollment)	Select this option to place a time limit on a self-paced course. The course will be available for that number of days from the time a Student enrolls. For example, if the number of days is set to 10, the course will be available for 10 days to each Student who enrolls.

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Role availability

The following table describes what type of access different user roles have to a course that is unavailable:

COURSE ROLE	ACCESS WHEN COURSE IS UNAVAILABLE
Students	Courses set to **Unavailable** will not appear at all in the Student's My Courses module on the My Institution tab, or in the Student's Course List on the Courses tab. Students may not access a Course that is set to **Unavailable**.
Instructors	Courses set to **Unavailable** will appear in the **Courses you are teaching:** section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as **Unavailable**, but will still be accessible by the Instructor.
Course Builders and Teaching Assistants	Courses set to **Unavailable** will appear in the **Courses in which you are participating:** section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as **Unavailable**. The course is still accessible by Course Builders and Teaching Assistants.
Graders	Courses set to **Unavailable** will appear in the **Courses in which you are participating:** section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as **Unavailable** to others but is accessible by Graders.

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COURSE CREATION WIZARD - COURSE ENROLLMENT

Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. Instructors set the enrollment process for a course from the Course Enrollment page. Enrollment can also be limited to a set time and to those Students that receive approval and are granted an access code.

Fields

The table below details the fields on the Course Enrollment page.

FIELD	DESCRIPTION
Select Enrollment Options	
Instructor/Admin	Select this option to make course enrollment Instructor and Administrator led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
Self Enrollment	Select this option to allow Students to enroll in a course as determined by the limits defined in the starting date, ending date, and access code.
Select Enrollment Options	
Start Date	Select this option to set an enrollment start date. Choose an enrollment start date by clicking the drop-down arrow and selecting date values or click the calendar icon to select a date from the calendar interface. If **Self Enrollment** is selected this date is required.
End Date	Select this option to set an enrollment end date. Choose an enrollment end date by clicking the drop-down arrows and selecting date values or click the icon to select a date from the calendar interface. If **Self Enrollment** is selected this date is required.
Require Access Code to Enroll	Select this option to require an access code to enroll. Enter an access code that will be distributed to approved Students. If selected, this access code will be required for Students to enroll in the course.

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CONTENT

Introduction

Instructors use the tools available through the Course areas section of the Control Panel to manage information, materials, Assignments, and Assessments used in the course.



Note: Instructors can set the name of Course areas and add additional Course areas from Manage Course Menu.

In this chapter

This chapter includes information on the following functions:

SECTION	DESCRIPTION
Content Areas	Reviews Content Areas. Content Areas are the top-level containers that organize and store content.
Course Content	Describes how content is used in courses.
Items	Introduces individual content Items.
File Attachments	Describes how to upload files.
Add SCORM, IMS and NLN Content	Explains how to add SCORM, NLN, and IMS content to a Content Area.
Folders	Reviews the organization of Content Areas into folders.
Content Metadata	Presents the attributes that can be used to describe content.
External Links	Describes how to link to an outside Web site.
Course Link	Describes how to link to content in another course.
Learning Units	Presents information on Learning Units. Learning Units organize content sequentially.
Tests	Describes how to deploy a test in a Content Area.
Test Options	Reviews the options available when deploying a test.
Assignments	Describes Assignments.
Tool Linking	Describes how to create a link to a tool within a Content Area.
Copy and Move Content	Reviews how to copy and move Items.
The Open Standards Content Player	Provides detailed information on using the Open Standards Content Player to present SCORM, NLN, and IMS content.
Syllabus	Describes how to build a syllabus for the course.
Adaptive Release	Introduces the concept of adaptive release of content.
Adaptive Release	Describes the functions used to manage adaptive release.

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SECTION	DESCRIPTION
Functions	
Adaptive Release Criteria	Explains the rules that govern adaptive release.
Review Status	Describes how Instructors can check that Students have viewed content.
User Progress	Explains how adaptive release can be used to track Student progress through the content a Student views.
Performance Dashboard	Describes the Performance Dashboard view into Student progress.

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CONTENT AREAS

About Content Areas

Course Content Areas are used to organize all course content materials. A link to each Content Area creates the first level of the Course Menu tree directory. Course developers organize and manage Content Areas from the Control Panel.

While the Instructor has almost complete control over the Content Areas through the Control Panel, the Administrator is able to set defaults and overrides that define the names and default availability of course areas in each course.

Adding a Content Area

By default, a specific number of Content Areas appear in a course. Instructors may decide to add additional Content Areas or modify existing Content Areas. For example, a Content Area for Assessments may be added and the name of the Assignments area may be changed to Homework.

Follow the steps below to add a Content Area:

1. Select **Manage Course Menu** under Course Options on the Control Panel.
2. Select **Add Content Area**.
3. Complete the Add New Area page. The availability of this area is also set on this page. The new Content Area may be made available to Guests, Observers, and/ or Students in the course.
4. Existing Content Areas may be changed by selecting **Modify** next to a Content Area on the Manage Course Menu page and updating the information.

Manage Content Areas

Once Content Areas for the course have been created, content creation may begin. All content is added and modified within the Content Areas. Select a Content Area on the Control Panel to open the main Content Area page. All actions related to managing content are available from this page. This includes:

- Add, remove and edit items
- Organize the order of items
- Add and manage Adaptive Release rules
- Create and modify content metadata
- Manage Statistics Tracking
- Enable / Disable Review Status
- View User progress

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COURSE CONTENT

About Content Types

Instructors may add a number of different kinds of content to course Content Areas; these are referred to as Content Types. Content Types generally fall into two different categories:

- Content – Content that adds information to a course, for example, a file or a Learning Unit.
- Reference – Content that references something that lies outside the Content Area, such as an External Link or a Course Link.

All content shares a few similarities; each piece of content includes a name and description. Many Content Types also allow the Instructor to set options such as availability and date restrictions.

Content Type descriptions

Content Types may be selected from the Action Bar and drop-down list of a Content Area page.

CONTENT TYPE	DESCRIPTION
Item	A general piece of content to which items may be attached.
Test	On-line evaluations of Student knowledge and skills. Test properties, such as availability and presentation options, are managed through the course area where the Test appears. For information on building Tests and other Assessments see the section on How to Create an Assessment.
Assignment	Content that Instructors may mark based on a given number of points possible, such as class work.
Learning Unit	A set of content that includes a structured path for progressing through the items.
Folder	A folder within a Content Area to which other content types may be added. Folders allow Instructors to organize a Content Area into a structured area with a hierarchy or categories.
External Link	Link to an outside Web site.
Course Link	Link to another item in a course.
Survey	Similar to Tests, Surveys are useful to

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Content Type	Description
	polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.
Tool	Link to a tool in the course, such as a Discussion Board or Virtual Classroom session.
Offline Content	A direct path to a specified file on a drive, usually a CD-ROM. To access this file, users must have the correct CD-ROM in their computer.
Syllabus Builder	Content item that enables an Instructor to build a course syllabus by walking through a series of steps.
SCORM Content	Content that adheres to Sharable Content Object Reference Model (SCORM) standards.
IMS Content	Content that matches IMS specifications. Additional information may be found at http://www.imsproject.org.
NLN Content	A package of content developed by the National Learning Network. (NLN) Additional information may be found at http://www.nln.ac.uk.

Content Availability

When a content item is added to a course it is not automatically available. An availability option on the Add and Modify pages allows the user to set the content to available or unavailable. This allows the Instructor to create content and save it in a draft format before it is made available within a course. This availability setting is separate from Adaptive Release. If an item is not available users may not access it regardless of the Adaptive Release rules.

Content Options

When an item is added to a Content Area a number of options are available on the Add page. The options available depend on the Content Type; not all options are always available. These options are used to set availability, date restrictions, and tracking. The following is a description of all of the options that may be available:

Content Type	Description
Make the content available	Select **Yes** to make the content available to users. If **No** is selected this content is unavailable, regardless of Adaptive Release rules.

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CONTENT TYPE	DESCRIPTION
Open in new window	Select **Yes** to open the item in a separate browser window. This is helpful as users may continue viewing the Content Area along with the item.
Choose date restrictions	Select the range of dates that this item will appear. Select the Display After checkbox for the item to appear after a specific date. If this option is checked, select the corresponding date and time below. Select the Display Until checkbox for the item to appear until a specific date. If this option is checked, select the corresponding date and time below.
Track number of views	Select **Yes** to track the Course Statistics and generate reports on usage and activity for the item.

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ITEMS

About Items

Items are general pieces of content added to a course to which items may be attached.

Add an Item

Follow the steps below to add an item to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Complete the Add Item page and click **Submit**.

Attach a file to an item

Files from a local system may be attached to an item in a Content Area. See File Attachments for additional information about file types and file names. Follow the steps below to attach a file to an item:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Complete Section 1 – Content Information of the Add Item page.
4. Select **Browse** next to **Attach Local file** or **Link to Content Collection**. Select the file.
5. Complete the **Name of Link to File** field. This name appears to users; they will select this link to open the attached file.
6. Select an option in the drop-down list in the **Special Action** field. See Special Actions for more information about these options.
7. Complete Section 3 – Options and click **Submit**.



Files may also be attached to an item from the Content Collection. In Step 4, select **Browse** next to **Link to Content Collection**. Select the file on the Content Collection window that appears.



Note: The Blackboard Learning System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.



Note: Users who have the third row of the Visual Text Box Editor available may use the options in the third row to add items.

Special Actions

Section two of the Add Item page contains a Special Action field which allows users to select the behavior of files attached to an item. The following Special Actions are available:

- **Create a link to this file:** Attach the file to the item. A link is automatically inserted below the document title to access the file.
- **Display media file within the page:** Display media file within the page: Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) If this option is selected, the attached file must be a format recognizable by the Blackboard Learning System. If it is not, a link to the file is automatically created.
- **Unpackage this file:** Indicates to the system that the file must be unpackaged before displaying.



Note: If the file format is not one of the supported digital media formats, the Display media file within the page feature will default to the Create a link to this file feature.

Imbed image files

Image files may be embedded in Items. The following steps explain how to embed an image file (for example, a .jpg file) in a Content Area.

1. In the Control Panel, open a Content Area such as Course Documents.
2. Select **Add Item** on the Content Area page. The Add Item page appears.
3. Enter a title for the content item and add a description or introduction to the image in the text box.
4. Click **Browse** next to **Attach local file** and locate the image to add.
5. The **Name of Link to File** field may be left blank. The image is being displayed on the page.
6. Select **Display media file within the page** in the **Special Action** drop-down list.
7. Select the appropriate options for the item.
8. Click **Submit** and then **OK**. The Content Actions page appears.
9. Select the position of the image in the **Alignment** and **Placement** fields.
10. In the **Set Width** and **Set Height** field enter the width and height of the image in pixels.
11. To create a link to a file outside of the local system, enter the URL in **Image Target URL**. For example, if the image exists in a central repository, the URL may be http://blackboard/images/picture1.jpeg.
12. Use the drop-down list in **Border** to choose a border for the image. This option determines the thickness of the border around the image. If '0' is chosen there will be no border around the image.
13. Enter a description for the image in **Alt Text**. Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display.
14. Select **Yes** in **Launch in New Window** so the image will appear in a separate browser window. This is especially important if a URL has been entered in **Image Target URL**.

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15. Click **Submit**.



Note: The file will not appear in the Currently Attached Files field after the page is submitted. An image tag for the file will appear in the Text box.

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FILE ATTACHMENTS

About file attachments

File attachments may be added to different places in a course, for example, to an Item, an Assignment, or a File in a Learning Unit. There are two options for adding file attachments:

- **Files on local network**: Select **Browse** next to **Browse Local Files** to navigate to a file on the network.
- **Files in the Blackboard Content System**: Select **Browse** next to **Link to Content Collection item** to navigate to a file in the *Blackboard Content System*.

Users will open the file by clicking a link to the file that appears in the course. After selecting a file to attach, users may enter a name for the link to the file. This name will appear to users, instead of the name of the document. For example, users would see “Biology Syllabus” instead of syllabus_bio_101.doc.

Accepted characters in file names

Blackboard allows the use of all characters in file names. However, the user's operating system and browser may limit the types characters accepted. For example, some browsers do not accept multi byte characters.

Recognized content attachments

The following file types are recognized by the Blackboard Learning System. These files can be displayed within a content item.



Note: The Blackboard Learning System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.

EXTENSION	FILE TYPE	PROGRAMS ASSOCIATED WITH THE FILE TYPE
.aam	Multimedia	Macromedia® Authorware® plug-in Note that the .aam file is the starting point for a series of files that must be enclosed in a .ZIP file.
.aiff	Audio	Audio program
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh® compatible)

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Extension	File Type	Programs associated with the File Type
.doc	Text	Microsoft® Word® or other word processor
.exe	Executable	Executable file
.gif	Image	Graphics program or Web browser
.html, .htm	Web page	HTML editor or Web browser
.jpg, .jpeg	Image	Graphics program or Web browser
.jif	Image	Graphics program or Web browser
.mp3	Audio	Audio program
.mpe	Audio/Video	Audio program
.mpg, .mpeg	Image	Graphics program or Web browser
.moov,movie	Movie	QuickTime® movie
.mov	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.png	Image	Portable Network Graphics
.ppt, .pps	Slide show	Microsoft® PowerPoint® and PowerPoint Player®
.qt	Movie	QuickTime®
.ra	Audio	Real Audio Player™
.ram	Video	Real Audio Movie™
.rm	Audio	Audio program
.rtf	Text	Rich Text Format
.swf	Multimedia	Macromedia® Shockwave® plug-in
.tiff, .tif	Image	Graphics program or Web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio program
.wma	Audio	Audio program
.wmf	Graphic	Microsoft® Windows®
.wmv	Media/Audio	Microsoft® Windows®

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EXTENSION	FILE TYPE	PROGRAMS ASSOCIATED WITH THE FILE TYPE
.wpd	Text	WordPerfect® or other word processor
.xls	Spreadsheet	Microsoft® Excel®
.zip	Text	WinZip®

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ADD SCORM, IMS, AND NLN CONTENT

Overview

The processes for adding SCORM, IMS or NLN are generally the same. Interaction options for navigation, Gradebook options, and content options are set at this time.

Add SCORM Content

The table below details the fields on the Add and Modify SCORM Content pages.

FIELD	DESCRIPTION
Required Information	
Title	Select a name that best describes the content.
Add Content Package	**Browse** to select a SCORM package to add. This option only appears on the **Add SCORM Content** page.
Name of Link	The default link name is Click to Launch. Rename this on the **Modify SCORM Content** page.
Text	Add instructions or other text on the **Modify SCORM Content** page.
Interactions Options	
Navigation Control Type	If **Choice** is selected, the viewer can use a left navigation menu to select which content to view. If **Flow** is selected, the left navigation menu does not appear and the viewer must use the **Next** and **Previous** buttons to view content sequentially.
Gradebook Options	
Add Gradebook Item	Select **Yes** to add a Gradebook Item to the Gradebook for the content item. The name will be the name of the package and may be modified and managed from the Gradebook once added.
Points Possible	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Gradebook item properties can be modified and managed from the Gradebook.
Track Attempt Details	Select **Yes** to be able to view user interaction with the content, such as total viewing time and question responses. From the **Modify Grade** page, click the **View** button to see the Attempt Details.
First Attempt Only	If **Yes** is selected for **First Attempt Only**, attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as **No** will always show the last attempt data. This setting is for tracking data only; it does not

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Field	Description
	restrict how often the content can be viewed by the user.
Content Options	
Do you want to make the assignment visible?	Select **Yes** to make the SCORM content available.
Do you want to track number of views?	Select **Yes** to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Availability Dates	Select the range of dates that the content will appear.

Add IMS Content

The table below details the fields on the Add IMS Content and Modify IMS Content pages.

Field	Description
Required Information	
Title	Select a name that best describes the content.
Add Content Package	**Browse** to select an IMS package to add. This option shows on the **Add IMS Content** page only.
Name of Link	The default link name is Click to Launch. You can rename this on the **Modify IMS Content** page.
Text	To add instructions or other text, add it on the **Modify IMS Content** page.
Interactions Options	
Navigation Control Type	If **Choice** is selected, the viewer can use a left navigation menu to select which content to view. If **Flow** is selected, the left navigation menu does not appear and the viewer must use the **Next** and **Previous** buttons to view content sequentially.
Gradebook Options	
Add Gradebook Item	Selecting **Yes** will add a Gradebook Item to the Gradebook for the content item. The name will be the name of the package, and can be modified and managed from the Gradebook once added.
Points Possible	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Gradebook item properties can be modified and managed from the Gradebook.
Track Attempt Details	Select **Yes** to be able to view user interaction with the content, such as total viewing time and question responses. From the **Modify Grade** page, click the **View** button to see the Attempt Details.
First Attempt Only	If **Yes** is selected for **First Attempt Only**, attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will

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Field	Description
	not be tracked. Leaving this value as **No** will always show the last Attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.
Content Options	
Do you want to make the assignment visible?	Select **Yes** to make the IMS content available.
Do you want to track number of views?	Select **Yes** to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Availability Dates	Select the range of dates that the content will appear.

Add NLN Content

The table below details the fields on the Add NLN Content and Modify NLN Content pages.

Field	Description
Required Information	
Title	Select a name that best describes the content.
Add Content Package	**Browse** to select a NLN package to add. This option shows on the **Add NLN Content** page only.
Name of Link	The default link name is Click to Launch. You can rename this on the **Modify NLN Content** page.
Text	To add instructions or other text, add it on the **Modify NLN Content** page.
Interactions Options	
Navigation Control Type	If **Choice** is selected, the viewer can use a left navigation menu to select which content to view. If **Flow** is selected, the left navigation menu does not appear and the viewer must use the Next and Previous buttons to view content sequentially.
Gradebook Options	
Add Gradebook Item	Selecting **Yes** will add a Gradebook Item to the Gradebook for the content item. The name will be the name of the package, and can be modified and managed from the Gradebook once added.
Points Possible	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Gradebook item properties can be modified and managed from the Gradebook.
Track Attempt Details	Select **Yes** to be able to view user interaction with the content, such as total viewing time and question responses. From the **Modify Grade** page, click the **View** button to see the Attempt Details.
First Attempt Only	If **Yes** is selected for **First Attempt Only**, attempt details will only

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FIELD	DESCRIPTION
	display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as **No** will always show the last Attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.
Content Options	
Do you want to make the assignment visible?	Select **Yes** to make the NLN content available.
Do you want to track number of views?	Select **Yes** to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Availability Dates	Select the range of dates that the content will appear.

FOLDERS

About Folders

Folders are useful for organizing and structuring content in a Content Area. For example, Instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Assessments, and Group Projects.

Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

Add a Folder

Follow the steps below to add a folder to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Folder** from the Action Bar.
3. Complete the Add Folder page and click **Submit**.

Folder content availability

Availability of items in a Content Area can be established on an item-by-item basis, but the actual display of items to users is contingent upon the availability of any parent folder on up to the root of the content area. If any parent folder is unavailable, the items within it are unavailable. For example, if a folder is set to Unavailable, but items within the folder are set to Available, users would be unable to view the items within the folder.

This is also true for items with Adaptive Release rules. If a folder has a rule that makes it unavailable to a Student, all content wihin that folder is also unavailable to the user.

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CONTENT METADATA

About Content Metadata

Content Metadata stores information about a piece of content. Metadata allows for IMS compatibility when content is imported and exported. Click **Manage** next to the item in the Content Area to open the Manage item page which includes a link to Metadata.



Note: The information entered in Content Metadata cannot be tracked or reported on. It can only be viewed on the Content Metadata page as reference information for the Content Item.

Metadata options

The table below describes the fields on the Content Metadata page. Select Edit to display the fields in each section.

FIELD	DESCRIPTION
Item Information	
Title	Displays the title of the content item.
Catalog Entry	The catalog and version information in the Source and Entry Fields. Once a Catalog Entry is made a check box appears next to the item. Select the check box and click Submit to remove an entry.
Source	The name of the catalog or source of the content.
Entry	The number or version of the catalog.
Language	The language of the content item.
Description	A description of the content item.
Life Cycle Information	
Creation Date	Displays the date and time the content item was created.
Contributors	The names of others who contributed to this content item. Once a Contributor is entered a check box appears next to the item. Select the check box and click Submit to remove a Contributor.
Person	The name of the author or editor.
Role	The role of the person, such as author, contributor, or editor.
Organization	The name of the organization associated with the person.
Date	The date the person made these changes or updates.
Technical Information	

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FIELD	DESCRIPTION
Resource Format	The type of application this content item uses.
Resource Location	The location of the item displays in this field.
Rights Management Information	
Free Resource:	Establish if the Content was free or if it was purchased.
Copyright/Restriction	Establish if this Content is copyrighted or if it has any restrictions.
Description	Comment on any conditions of use for this item.

EXTERNAL LINKS

About External Links

Links to outside Web sites may be added to Content Areas as External Links. When entering a URL, always enter the full Web address to the link. For example, enter http://www.blackboard.com, not www.blackboard.com or blackboard.com.

Add an External Link

Follow the steps below to add an External Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add External Link** from the Action Bar.
3. Complete the Add External Link page with a **Name**, **Description**, and **URL** for the link. Note that the URL is required.
4. Click **Submit**.

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COURSE LINK

About Course Links

Course Links are used to link to other items within a course. All items that appear in the Course Map may be linked to using a Course Link. For example, an Instructor may create a Discussion Board where users discuss the class readings. A link to this Discussion Board may be placed in the Content Area where the articles are posted, such as Course Documents.



Note: A Course Link may be viewed as long as it is available to users in the course. The Course link may be opened if the user has access to the item based on the item's availability and adaptive release rules. For example, if a user does not have access to the item, a message appears when the link is selected.

Add a Course Link

Follow the steps below to add a Course Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Course Link** from the Action Bar. The Add Course Link page appears.
3. In Section 1 of the page enter a name and description. In Section 2, click **Browse** to open the Course Map. Click the link for an item in the Course Map to select it as the Course Link. In Section 3, set the options for the Course Link. Click **Submit**.

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LEARNING UNITS

About Learning Units

Learning Units enable Instructors to set a structured path for progressing through content within a course. This allows Students to view content in an intuitive, self-paced style. All types of content, such as items, Assignment, and Assessments may be included in a Learning Unit. The Instructor may allow Students to access content in a Learning Unit nonlinearly or force them to view it sequentially. For example, a Learning Unit on Shakespeare is created, including files, Assignments and an Assessment. The Instructor may require Students to proceed through the Learning Unit in a specific order or they may allow Students to view the contents in any order.

Content within a Learning Unit is added and managed just like content in a folder. The Learning Unit is a shell to which other content, such as files, is added. Learning Units can be modified like any other item within a Content Area.

Add a Learning Unit

Follow the steps below to add a Learning Unit to a course Content area.

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Learning Unit** in the drop-down list on the Action Bar and click **Go**.
3. Complete the Add Learning Unit page and click **Submit**.

Create a Learning Unit slide show

After a Learning Unit is added to a Content Area, a slide show within it may be created. The slide show will allow users to view the content of the Learning Unit, sequentially.

1. Open the Content Area that contains the Learning Unit.
2. Click the name of the Learning Unit to open it.
3. Select **Add File** in the Action Bar. The Add File page is used to add files to a Learning Unit and create a slideshow. This includes Course Links, links to local files and links to files in the *Blackboard Content System* to the Learning Unit. This option may be used multiple times to add multiple files to a Learning Unit.
4. Use the numbers to the left of each item to order the content. If the Learning Unit is viewed sequentially, this is the order in which the content appears.

Sequential and non-sequential Learning Units

Learning Units may be viewed sequentially or non-sequentially. If sequential viewing is enforced, Students will view the Learning Unit in the order items within it are listed. Students will not be able to advance to a page within the unit without having viewed the previous page. If sequential viewing is not enforced, items in the Learning Unit may be viewed in any order from the Contents page.

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MANAGING TESTS

About Tests in Content Areas

Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Test properties, such as availability and presentation options, are managed through the Content Area where the Test is added. For information on building Tests see the section on How to Create an Assessment.



Note: Instructors may view and grade Tests submitted by Students in the Gradebook, Tests submitted by Students may not be viewed or graded from the Content Area where the Test is posted.

Add a Test to a Content Area

Follow the steps below to add a Test to a Content Area:

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Add Test** on the Action Bar.

There are two options for adding a test on the Add Test page.

- Create a New Test – Click **Create**.
- Select an existing Test – Select a Test in the **Add Test** box and click **Submit**.

After a Test is added to a Content Area, the Modify Test page appears. This page includes links to the Test Canvas page, to modify the Test itself, and to the Test Options page. The Test Options page includes options for setting the availability, feedback, and presentation of the Test



Note: Settings on the Survey Options page are the same as the Test Options page, with the exception of Survey Feedback.



- Warning: A warning appears if any Students have already taken a Test when the Modify the Test option is selected. **Certain areas of the Test will not be available for modification if the Test has already been taken by Students.**
- **If the Instructor modifies a Test after a Student has submitted it, the Student will view the new, modified Test when they view their grade and feedback. They will not view the original Assessment they completed.**

Remove a deployed Assessment

When an Assessment is removed from a Content Area it is deleted from that Content Area and the details of any Student attempts are deleted. The Assessment will still be available in the Test Manager or Survey Manager. Grades can be preserved, but the details of the Student attempts will be lost.

Removing an Assessment from a Content Area does not delete the Assessment from the system. The Assessment must be removed from the Test Manager or Survey Manager to completely delete it from the course.



Tip: If any Students have already taken an Assessment be cautious and consider the consequences before removing the Assessment . It is recommended that an Assessment first be made Unavailable before considering the more drastic step of removing the Assessment.

Follow the steps below to remove an Assessment from a Content Area:

1. Open the Course area from the Control Panel.
2. Locate the Assessment and click Remove next to the Assessment.

A warning appears. Click Yes to continue.

If a Student has not yet attempted the Assessment, the Assessment will be removed from the Course area. The Assessment is still in the Test or Survey Manager. If a Student has attempted the Assessment, please continue to Step 5.

Select the appropriate option and click **Submit**.

- Preserve - This option removes the Assessment from the Course area. Any Grades in the Gradebook related to this Assessment will remain but the attempt itself will be deleted.

  In this instance, the grade stays but the Assessment and any attempts are removed. It will not be possible to view any of the Student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after removing the Assessment because the details of the attempt were removed.

  It is important to note that if the Assessment is deployed again, it is done as a new Assessment. There is no connection or shared data between the first and second deployments and the Gradebook will treat each deployment as separate Gradebook Items.

- **Remove** - This option removes the Assessment from the Course area and erases any record of the Assessment from the Gradebook. This will destroy all record of Student performance on the Assessment.

Remove an Assessment from the Test or Survey Manager

Assessments are removed by selecting the corresponding **Remove** button on the Test or Survey Manager. An Assessment can only be removed from the Test or Survey Manager if it is not deployed in a Course area. If a **Remove** button does not appear for an Assessment in the Test or Survey Manager, follow the instructions for removing a deployed Assessment before trying to remove the Assessment from the Test or Survey Manager.

Removing an Assessment from the Test or Survey Manager destroys the Assessment but does not have any impact on the Gradebook. Test Options

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About Test Options

Test Options allow the Instructor to modify the name and description of a Test, as well as, set up the availability, presentation, and feedback for a Test. These options are only available once a Test is added to a Content Area.

After a Test is added, the Modify Test page appears, select Modify the Test Options to open the Test Options page. To make modifications to existing Test Options select Modify next to the Test in the Content Area.

Modify Test Availability

Test availability may only be set after a Test has been added to a Content Area. Availability is managed on the Test Options page.



Note: When an Assessment is unavailable it is deployed to a Content Area but a link does not appear to Students. The unavailable Assessment can be seen when accessing the Course area through the Control Panel.

The following are descriptions of the Test Availability options:

Option	Description
Make the link available	Select Yes to make a link to this Assessment appear to Students. If this option is set to **No**, it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
Add a new announcement for this Test	Select Yes to create an Announcement about the Test. The Announcement will include the date and state “an Assessment has been made available in [Course area that includes the link to the Assessment]”. This Announcement will appear in the course Announcements.
Allow multiple attempts	This option allows Students to take the Test multiple times. The status of multiple attempts is displayed to Students at the top of the Assessment. Select **Allow unlimited attempts** for Students to take the test as many times as they wish. Select **Allow <blank> attempts** to indicate a specific number of attempts that is allowed. Fill in the applicable number in the blank.
Force Completion	Students must complete the

OPTION	DESCRIPTION
	Assessment the first time it is launched if Force Completion is selected. Students may not exit the Assessment and continue working on it at a later date. The Save button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment. If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment. If Force Completion is not enabled, Students may save their progress and complete the Assessment at another time.
Set Timer	Select this check box to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed is displayed to the Student during the Assessment. A one-minute warning is also displayed as Students approach the time limit.
Display After	Select the date and time when the Test will become available to Students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.
Display Until	Select the date and time the Test will be made unavailable to Students. This field may be left blank.
Password	Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.
Include this test in Gradebook score calculations	Select this option to include this test in Gradebook calculations. If the test is not included, the score will not affect any Gradebook calculations.
Hide the score of this test from the Gradebook	Select this option to hide this test score in the Gradebook. If selected, this item behaves as a survey. The display in the

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OPTION	DESCRIPTION
	Gradebook will read Complete / Incomplete and N/A or zero appears on the grade detials pages.

Unavailable Assessments

There is a difference between unavailable Assessments and removed Assessments. Removed Assessments have been removed from the Test or Survey Manager. Unavailable Assessments are deployed to a Course area but a link does not appear to Students. The Assessment can be seen when accessing the Course area through the Control Panel.

Assessment availability is managed on the Test Options page. Assessment availability can be limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date. If the link to the Assessment is available, but neither date is set, the Assessment is immediately and always available.

Test Feedback

The Test feedback options determine the type of results users receive after a Test is submitted. One or more options may be selected.

FEEDBACK MODE	DESCRIPTION
Score	Present the final score to Students.
Submitted answers	Present the Student's answers.
Correct answers	Present the correct answers to the questions.
Feedback	Present the question feedback to the Student.

Differences between Test feedback and Survey Feedback

When a Test is deployed, four options for Test Feedback appear on the Test Options page. When a Survey is deployed, only two options are available:

- Status – Allows Students to see if the Survey is complete or incomplete
- Submitted answers – Allows users to see the answers they submitted.

Modify Test presentation

There are a number of options for presenting Tests to Students. These options may be modified on the Test Options page.

The following are descriptions of each option:

OPTION	DESCRIPTION
All at Once	Present the entire Assessment on one

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OPTION	DESCRIPTION
	screen.
One at a Time	Display one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the Test.
Prohibit Backtracking	Prevent Students from returning to questions they have already answered. If backtracking is prohibited, the buttons <<, <, or >> do not appear to Students during the test. These buttons will appear if backtracking is not prohibited.
Randomize Questions	Display questions in a random order each time the Assessment is taken.

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ASSIGNMENTS

About Assignments

Assignments allow Instructors to create coursework and manage the grades and feedback for each Student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor may respond to each Student separately, sending comments about their individual Assignment and attaching files, if necessary.



Note: Once a Student completes and submits an Assignment the Instructor may access this file in the Gradebook.

Add an Assignment

Follow the steps below to add an Assignment to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Assignment** from the Action Bar.
3. Complete the Add Assignment page and click **Submit**.

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TOOL LINKING

About Tool Linking

Links to Tools can be placed anywhere in a course that content can. Tools such as Discussion Board forums and Virtual Classroom sessions can exist in the same Content Area as content such as Learning Unit slideshows, files, and Assessments. Adding tools to folders creates a seamless experience for users because all materials related to a certain subject can be accessed from the same location.

Instructors may also explain the context of the Tool when it is added to the Content Area, including a description of what it is used for and attached files. For example, the Instructor may add a link to a Discussion Board, explain that users should participate in the forum during a specific week, and attach an article they should discuss.

Add a tool to a Content Area

Follow the steps below to add a tool to a Content Area:

1. Select a Content Area, such as Course Documents, in the Control Panel.
2. From the main Content Area page, or from any nested folder, select a tool from the drop-down list and click **Go**. The Add Tool page will appear.
3. Link to the tool, an instance of the tool, or create a new instance. For example, link to the Discussion Board page where users can select a forum, link to an existing forum directly, or create a new forum and link to it. Click **Submit** to add the tool to the folder.

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COPY AND MOVE CONTENT

About Copy and Move

Instructors are able to copy or move content and place it in another area within the same course or in another course. Entire folders and Learning Units can also be copied. Instructors must have an Instructor role in the destination course when content is moved or copied to another course. Instructors can choose whether to delete an item after it is copied (in a move operation) or to also keep it in its original place (in a copy operation).

	Copy and Move are not available with *Bb Learning System – Basic*.

Note: Folders may not be copied from other parts of a course into a Learning Unit.

Copy or Move content

Follow the steps below to copy or move a piece of content:

1. Open the Content Area that holds the piece of content from the Control Panel.
2. Select **Copy** next to the content. (If **Copy** does not appear, this option in not available). The Copy or Move Item page appears.
3. Complete the Copy or Move Item page with the following information:

- **Destination Course:** Select a destination from the drop-down list for the item. Only those courses in which the Instructor has an Instructor role appear in the list.
- **Destination Folder:** Select Browse to view the Course Map. Select a folder on the Course Map and click **Submit**.
- **Remove item after copy:** If the item is being copied (it will exist in multiple places) select **No**. If the item is being moved to a different location elect **Yes**. If **Yes** is selected the item is removed from the current Content Area.

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THE OPEN STANDARDS CONTENT PLAYER

About the Content Player Building Block

The Content Player Building Block allows an Instructor to add content that conforms to SCORM, IMS, or NLN standards to a course. Instructors see IMS, SCORM, and NLN (depending on which the Administrator has made available) as additional types of content items, available in the Action Bar dropdown list in Content Areas.

Using the Content Player in a Course

Instructors and users interact with IMS, SCORM, and NLN content just as they would other types of content. From the users' perspective, IMS, SCORM, or NLN content items are accessed in the same way as any other course content. IMS, SCORM, or NLN content can even be added to a Learning Unit.

When adding SCORM, IMS, or NLN data, the Instructor can make selections about navigation and display. If the Instructor wishes to add an item to the Gradebook, this can also be done from the Add Content page. In addition to giving a grade in the Gradebook, when a user interacts with the content, the Instructor can view the user's progress in the Gradebook including total viewing time and completion status.

SCORM, NLN and IMS Packages

The Open Standards Content Player Building Block supports the SCORM standard and the IMS standard for Web content, as well as NLN Content, which conforms to SCORM and IMS.

The content that is created to meet these specifications is called a package because all the files are gathered in a zipped format. The Content Player unzips the package and accesses components as they are needed.



Note: The Instructor does not need to know what type of package is being uploaded. The Content Player will make this determination in order to play the content correctly.

IMS Content

The Content Player Building Block supports content that conforms to the IMS Content and Packaging 1.1.2 standard with the webcontent attribute. When adding this content type to a course, it is useful to note that most of these types of packages do not track User Attempt Details. Otherwise, no major differences will be seen.

Further information about IMS Content can be found at: http://www.imsproject.org

SCORM Content

The Content Player Building Block supports content that conforms to the SCORM 1.2 standard and the SCORM 2004 standard. The Instructor does not need to determine ahead of time whether the content is designed as 1.2 or 2004 compliant, as both types can be played.

Further information about SCORM Content can be found at: http://www.adlnet.org

NLN Content

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The Content Player Building Block supports NLN content, which conforms to SCORM and IMS standards. The United Kingdom NLN Materials Team is responsible for commissioning and developing e-learning materials for the NLN, and offers advice on best practices in integrating the NLN materials into teaching and learning schemes.

Further information about NLN Content can be found at: http://www.nln.ac.uk/

Who Creates the Content?

The Content packages are created to comply with the individual standards. Each institution may have a policy on which content it uses and where the content comes from. Some institutions build their own SCORM or IMS packages, and several private companies also produce the content. Some content may also be available for general use.



Note: Once the user begins working with the SCORM, IMS or NLN content, internal navigation and interaction is determined by the content packages, not the *Blackboard Learning System*.

Managing the Content Types

The availability of the Content Types can be controlled on the Manage Tools page from the Control Panel. The Content Types are controlled on the Content Type Availability page. Depending on the Administrator's settings, one or all of the Content Player Content types may be available for the Instructor to use.

Attempt Data

When a Gradebook Item is associated with the SCORM, IMS or NLN content item, the Instructor will be able to view data related to the users' interactions with the content. This is called Attempt Data.

The details may include the total time the user has viewed each learning object, the completion status, responses to any questions contained in the package, and whether the response was correct. The purpose of the attempt data is to help the Instructor in determining a score for the Gradebook item.

To access this information on the Attempt Details page:

1. Click **Gradebook**.
2. Click on the user attempt, the Modify Grade page loads.
3. Click **View** on the Modify Grade page, the Attempt Details page loads.



Note: Not all packages are designed to track all data. If the package does not provide the information to the Blackboard Learning System, the data will show as N/A.

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SYLLABUS

About the Syllabus

A Syllabus is a type of content that may be added to any Content Area. Simply link to an existing document that will serve as a Syllabus, or create a new Syllabus using the template provided. The Instructor may attach a file from their local computer, or link to a file in their Content Collection if the Content Collection has been enabled by the Administrator. Creating a new Syllabus allows the user to pre-build as many lessons as needed, or build lessons one at a time. Additionally, the user can apply custom designs to the Syllabus.



Tip: When using the Syllabus tool to create a new Syllabus, the user may first create a custom Content Area just for the Syllabus. Adding the Syllabus to it's own Content Area allows easy access and will not compete for attention with anything else in the Content Area.

Add a Syllabus

Follow the steps below to add a Syllabus to a course Content Area.

1. Select a Content Area, such as Course Documents, on the Control Panel or in the Edit View of the page.
2. Select Syllabus in the drop-down list on the Action Bar and click Go.
3. Complete the Add Syllabus page and click **Submit**.
4. If the option to Create a new Syllabus was selected, see more information in Creating a new Syllabus.
5. If the option to Use an Existing File was selected, the file will be attached to the Add Item page. For more information, see the documentation for Add Item.

Use an existing file or use the Syllabus Builder

Two options are available for adding a Syllabus; attach an existing file or create a Syllabus using the Syllabus Builder.

Attaching a file prompts the Instructor to select a file from their local computer. Linking to an item in the Content Collection allows the Instructor to select an item in the Content Collection. Either of these options will create a Syllabus that simply opens the attached or linked document. No design options are available for this selection.

Selecting to use the Syllabus Builder takes to the user to the Syllabus creation page. The Syllabus Builder allows the user to batch create lesson shells, and apply custom designs to the Syllabus. The lessons may be added, modified, reordered or removed at anytime. The design options may be changed even after the Syllabus has been created.

Create a new Syllabus

The first section of the Syllabus creation page provides three text boxes with suggested names for the content: Description, Topics and Required Materials. The titles are editable and any content may be included or not included in the text boxes.

The user can select a design option and customize the colors and patterns of the design. For more information, see Designing a Syllabus.

Lesson shells, which are placeholders for a set number of lessons the user wishes to add to the Syllabus, may be created by selecting Build Lessons and entering the number of lessons to be created.



Note: Build Lessons is only available upon creation. Once a Syllabus has been created, the user should create lessons by clicking Add Lesson on the Action bar of the Lessons page. See Syllabus Lessons for more information.

Clicking **Submit** takes the user to the next page for creating, modifying, ordering and removing Lessons. See Syllabus Lessons for more information.

Designing a Syllabus

The Syllabus provides six style options: Document image, Notepad, Modern, Classic, Contemporary, or None. Each style is unique, with a dramatic header font and thin or thick borders around the content. Some styles allow the user to select from a list of patterns for the background.

The table below describes the design and optional settings for each style.

SYLLABUS STYLES

Style	Description	Color options
Document image	Mainly white with an image of a document faintly visible in the background.	Headers, borders, text
Notepad	Similar to the appearance of a piece of notebook paper, the background contains faint blue horizontal lines.	Headers, borders, text
Modern	A thin border surrounds the entire Syllabus.	Headers, borders, text, background (color or pattern)
Classic	A wider frame around the entire Syllabus.	Headers, borders, text, frame, background (color or pattern)
Contemporary	A wider frame surrounds the content, but is separated into two boxes by the Lessons header.	Headers, borders, text, frame, background (color or pattern)
None	The item is styled like other content items with no borders or frames.	Headers, text

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Syllabus Lessons

Submitting the Create Syllabus page takes the user to the next part of the Syllabus Builder, the Lessons page. This is also the page that appears when Modify is selected on the Content Area page once the Syllabus has been created.

The content on the Lessons page is displayed with the design chosen on the Create Syllabus page. The **Modify** button at the top of the header information directs the user to the Create Syllabus page. Clicking **Modify** allows the user to change the description and other text at the top of the Syllabus, as well as the style and content options such as date of availability.

Lessons are listed below the header information. Lessons may be added, removed, modified or reordered from this list. To add a lesson, click **Add Lesson** on the Action bar. Lessons may include a date and time, or use the checkboxes to not display a date or time.

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ADAPTIVE RELEASE

About Adaptive Release

Adaptive Release of Content provides controls to release content to users based on a set of rules provided by the Instructor. The rules may be related to availability, date and time, individual users and user groups (such as course Groups), scores or attempts on any Gradebook item, or review status of another item in the course.

This feature may be used by all Instructors and course developers. Some Instructors and course developers may choose to take advantage of advanced rule functionality to create sophisticated combinations of release rules on items. Others may utilize the basic rule functionality to release content to specific users or groups and/or to allow users to view content based on their performance on an assignment.

The following options are available:

- Adaptive Release – Create basic rules for an item. Only one rule per item may be created.
- Adaptive Release: Advanced – Create advanced rules for an item. Multiple rules may be created.
- User Progress – View the details on an item for all users in a course. This page includes information on whether the item is visible to the user and whether the user has marked the item as reviewed.

Adaptive Release rules and criteria

An Adaptive Release rule consists of a set of criteria that defines the visibility of a content item to users. Criteria are the parts that make up the rule. For example, date and membership are two types of different criteria. Each content item may have multiple rules, and each rule may consist of multiple criteria. To view an item, a user must meet all of the requirements of the rule. This means that if a rule has multiple criteria, the user must meet all criteria before the item is available.

For example, the Instructor may add an Assignment to a course. One rule for this Assignment may allow all users in Group A to view the Assignment after a specific date. This rule would consist of Membership criteria and Date criteria. Another rule for this Assignment may allow all users in Group B to view the Assignment once they had completed Homework #1. This rule would consist of Membership criteria and Gradebook criteria.



Note: Only one Membership criteria and one Date criteria may be created for each rule. Multiple Gradebook criteria and Review Status criteria may be added to each rule.

Enable and disable the Adaptive Release feature

The System Administrator controls the availability of the Adaptive Release feature. If this feature is made available, course developers may add either basic or advanced Adaptive Release Rule.

If the Adaptive Release tool is disabled by the Administrator, all rules that have been created will disappear. Also, Adaptive Release related links on the Manage page will no longer appear. If the tool is later re-enabled, the links on the Manage page will reappear and any data associated with Adaptive Release (such as the rules) will be saved. Any Adaptive Release rules that had previously been set also re-appear.

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Visibility of items with Adaptive Release rules

Once any Adaptive Release rules have been established for an item, visibility of that item is restricted to those users who meet the criteria of those rules.

For example, the Instructor creates a content item called “Introduction” and makes the item available in Course Documents. At this point, all course users would be able to see Introduction. The Instructor then creates a rule restricting the item to Group A users. Now, only members of Group A can see Introduction—all other course users (who are not a member of Group A) do not see Introduction. The Instructor then adds other criteria to this rule, restricting it to Group A members who have received at least an 80 on Test #1. Now, only members of Group A who have also received an 80 or greater on the Test #1 will see Introduction. All other course users, including Group A members who scored less than an 80 on the Pre-Test, will not see Introduction.

If no Adaptive Release Rules have been created, the item is available to all users in the course depending on the item availability and date / time availability set on the Add Item page.

View availability of an item on User Progress page

Instructors may create one or more Adaptive Release rules which narrow the availability of a content item. It may be difficult to remember which users in a course may access each piece of content. The User progress page displays details on the visibility of a content item and the Adaptive Release rules pertaining to it. For example, this page lists the visibility of an item on a user-by-user basis. If Review Status is enabled for the item, an icon is displayed to show whether the user has reviewed the item or not along with a date and time stamp for when the review was registered for that user.

If no Adaptive Release rules have been created for that item, the visibility column is based simply on availability of the item itself. For example, if the item is available, the Visible icon is displayed for all users.

Differences between basic Adaptive Release and Advanced Adaptive Release

Advanced Adaptive Release allows users to create multiple rules per item. If a user wants to create different criteria for different users on the same item, the user will need to create more than one rule. For example, if different rules apply for different Groups in a course Advanced Adaptive Release is used. The Instructor may set up a rule for Group A that enabled all users in the Group to view an item once they receive an 85 on a Test. The Instructor may set up a separate rule for Group B that enables them to see the same content item after they receive an 80 on the Test.

Unavailable items and Adaptive Release rules

Item availability set on the Add Item page supersedes all Adaptive Release rules. If the item is unavailable, it is unavailable to all users regardless of any rules established. This allows course developers to build out their rules and only make items available when they are finished with rule creation.

View content with rules through the course

If Instructors view Content Areas through the course as a Student would (as opposed to through the Control Panel or Quick Edit), their view is based on item availability and Adaptive Release rules. For example, if Adaptive Release is used to make an item available to a Group, and they are not a member of the Group, they will not see the item if they access it through the Course Menu. The same is true for unavailable items. If an item is added to a course, but is not made available, the Instructor will not see it when they access the Content Area through the Course Menu.

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ADAPTIVE RELEASE FUNCTIONS

Add a basic Adaptive Release rule

The Basic Adaptive Release rule allows the user to add and modify one rule for a single piece of content. This single rule may have multiple criteria. For example, the rule may require the user to meet both date criteria and review status criteria before the content is available.



Note: Use Advanced Adaptive Release rules to add multiple rules to a single piece of content.

Follow the steps below to add a basic Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release**. The Adaptive Release page appears.
4. Complete one or more sections of the Adaptive Release page and select **Submit**.

Add an Advanced Adaptive Release rule

Advanced Adaptive Release allows Instructors to add multiple rules to a single content item. If multiple rules are created, the content is visible to the user if any of the rules are met. Each rule may have multiple criteria. For example, one rule may allow users in Group A with a score above an 85 on a Test to view the content item. Another rule for the same item may allow users in Group B to view the same content item only after a specific date.

Follow the steps below to add an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**.
5. Use the options in the Action Bar on the Manage Criteria page to build the rule. For example, select **Add Date** to add date criteria to the rule. When that criteria is complete, another option in the Action Bar may be selected to build on the rule. Select **OK** when the rule is complete.
6. Repeat Step 4 thru Step 6 to add multiple criteria to an item.

Copy an Adaptive Release rule

Instructors may find it beneficial to copy an Adaptive Release rule, rather than creating a new one from scratch. Once the rule is copied the name may be changed and the rule modified. Rules may only be copied within a single content item; a rule from one content item may not be copied to another content item.

Follow the steps below to copy an Adaptive Release Rule:

1. Open a Content Area from the Control Panel.

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2. Select **Manage** next to the content item with the rule you would like to copy. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Click the checkbox next to the rule you would like to copy and select **Copy** in the Action Bar.
5. An exact replica of the rule appears at the bottom of the list. It has the same name as the original rule with 'Copy of' in the beginning.
6. Click **Modify** next to the new rule to make changes to the name or criteria.

Modify an Adaptive Release rule

Rules are managed and modified from the Adaptive Release page. The criteria of a rule and the name of a rule are managed separately.

Follow the steps below to modify the name of a rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Manage** next to the Rule that needs to be updated. The Manage Rule page appears. Modify the **Rule Name** and select **Submit**.

Follow the steps below to modify the criteria of an advanced rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Modify** next to the Rule that needs to be updated. The Manage Criteria page appears. Criteria may be added, modified, and removed. Select **OK** when the changes are complete.
5. Repeat Step 4 to change any additional rules related to the content item.

Follow the steps below to modify a basic Adaptive Release Rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release**. The Adaptive Release page appears.
4. Make any necessary changes and select **Submit**.



Note: These steps may also be used to modify a rule with one criteria created on the Advanced Adaptive Release page.

Remove an Adaptive Release rule

Follow the steps below to remove an Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item with the rule you would like to remove. The Manage page appears.

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3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Click the checkbox next to the rule you would like to remove. Multiple rules may be selected. Click **Remove**.



Note: Basic Adaptive Release rules are also removed from the Adaptive Release: Advanced page.

Adaptive Release rules during copy, archive, and export

Adaptive Release rules and user progress information are only included during a full course copy with users and during archive and restore operations. Rules and user progress information are not saved during a copy of course materials into a new course or during a copy of course materials into an existing course. They are also not saved during export and import operations.

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ADAPTIVE RELEASE CRITERIA

About Adaptive Release Criteria

Criteria are the parts that define an Adaptive Release rule. Instructors have the option of applying one or more criteria to each rule. For example, one rule may make content available after a specific date, while another rule, with multiple criteria, may make content available to a course Group after a specific date. There are a number of different types of criteria available to Instructors.

The following is a brief description of each available criteria:

CRITERIA	DESCRIPTION
Date / Time	Display content based on a date or time. Options include: • after a specific date • until a specific date • after a specific date and until a specific date
Username	Display content to one or more users.
Group	Display content to members of one or more Groups in a course.
Gradebook: Item with at least one attempt	Display content based on a recorded attempt by the user. For example, the user has completed the Test or a grade has been entered for an Assignment.
Gradebook: Item with a specific score	Display content based on a required score. Options include: • less than or equal to • greater than or equal to • equal to
Gradebook: Item with a score between X and Y	Display content based on a range of scores. For example, if a Student scores between 85 and 100 on an exam.
Review Status an item	Display content to the user only after an associated item has been marked Reviewed by the user.

About Date Criteria

Date criteria enables content to be displayed according to date and time. Content may be displayed after a specific date, until a specific date, or after a specific date and until a specific date. For example, the Instructor may use the date criteria to release lecture notes only after the lecture has occurred or the date criteria option could be used to give one Group, such as Students with learning disabilities, more time to access content than another Group would receive.

Dates for availability may be set when the item is created or modified under options or through a Date criteria rule. The Instructor may decide to use both the date restrictions on the Modify page and the Date criteria rule. For example, the item can be made available on the Modify page from December 1 – December 30. Then the item may be made available to one small group of users from December 1 – December 15 and another small group of users from December 16 – December 30.

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Note: If the date is changed on the item itself, for example on the Modify Item page, and date criteria already exist, a warning message appears. The same is true if the user attempts to add date criteria and a date for the item has been set on the Add or Modify page.

Add Date criteria to a rule

Date criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to date criteria, to further narrow the availability of an item.

Follow the steps below to add date criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Date** in the Action Bar. The Date page appears.

DATE CRITERIA	SETTING
Display an item after a specific date	Click the checkbox next to Display After. Select a date and time in the drop-down lists below. The item will appear to users after this date and time.
Display an item until a specific date	Click the checkbox next to Display Until. Select a date and time in the drop-down lists below. The item will appear to users until this date and time.
Display an item after a specific date and until a specific date	Click the checkbox next to Display After and Display Until. Select a date and time in the drop-down lists below. The item will appear to users between these dates and times.

About Membership Criteria

Membership criteria allow content to be displayed according to username and course Group. The Instructor may set up criteria that use one or both of these options; the Instructor may make this item available to a course Group, or the Instructor may make this item available to a course Group and other specific individuals.

Make content available to specific users

Membership criteria are useful for making content available to a specific user. For example, if a Student requests a way to earn more points for class the Instructor may agree, but decide to not offer this option to the entire course. The Instructor creates an extra credit content item and only releases it to the single Student through the Membership criteria.

Make content available to Groups

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Membership criteria may be used to manage content for Groups within a course. For example, a class is divided into three groups and each group has a different assignment. They are instructed to learn the topic and then present the material to the entire class. The Instructor has materials for each Group. The Instructor loads the material for Group 1 as content items, and releases the material only to Group 1. Then the Instructor loads the material for Group 2 as content items, and releases that material only to Group 2. This same process is used for Group 3. When a Group presents the material to the class, the Instructor may then change the release rule on that material so it becomes available to the entire class. (Alternatively, if the Instructor knows the date of presentation ahead of time, the Date criteria may be used to make the content available for the rest of the class.)

Add Membership criteria to a rule

Membership criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Membership criteria, to further narrow the availability of an item.

Follow the steps below to add Membership criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Membership** in the Action Bar. The Membership page appears.

MEMBERSHIP CRITERIA	SETTING
Make content available to specific users	In the **Username** field enter one or more usernames, separated by commas or click **Browse** to search the system. Use the Search for User window to search for and select usernames to add to the field. Selected Usernames appear at the bottom of the section.
Make content available to Groups	All Groups in the course appear in Available Course Groups, even those that are unavailable. Use the arrows to move Groups from the **Available Course Groups** field to the **Selected** field. Content is displayed to all of the Groups that appear in the Selected field.

About Gradebook criteria

Gradebook criteria may be used to release content based on item attempt and score. A number of different score values may be selected, including the following:

- A score greater than a set value
- A score less than a set value
- A score that equals a specific value
- A score that falls within a range of values

Make content available based on Gradebook attempt

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Gradebook criteria are useful for Instructors who want to make content visibility dependent on attempts made by Students on Assessments or Assignments. An Instructor may prepare a pre-test for Students to prepare for the final. The idea is for the Students to pre-test themselves before seeing the review materials, to know how much they recall without extra studying. Using Gradebook criteria the Instructor creates the review materials, but only releases it to Students who have attempted the pre-test test at least once.

Another example of attempt based criteria is end-of-term surveys. Some institutions require end-of-term surveys about the course, before the final exam is taken. In this case, the Instructor can make the final exam item available only after the survey is attempted at least once.

Make content available based on Gradebook score

Gradebook criteria may be used to make content available based on the score a Student receives. Many courses rely on progression, such as foreign languages, where Students must learn one topic before moving onto another. If an Instructor is about to teach advanced verb conjugation, but wants Students to have passed the assignment on basic verb conjugation, the Instructor can create a rule that allows only those Students who have received at least a 70 on the basic verb conjugation assignment to view the advanced verb conjugation material.

Instructors can also establish a range of values for content release, such as releasing an item only to users who scored between a 70 and 80 and might need some remediation, but less remediation than users who received less than a 70. In this case, the Instructor creates two content items and releases one to users who fall into the 70-80 range and releases the other to Students who received less than a 70.

Add Gradebook criteria to a rule

Gradebook criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Gradebook criteria, to further narrow the availability of an item.



Tip: Only one Gradebook item may be selected for each Gradebook criteria. For example, one criteria may not be used to make an item visible based on the score of two different Gradebook items. However, multiple Gradebook criteria may be added to a single Advanced Adaptive Release rule. The Instructor may set up one criteria that makes Project A available after Test #1 is complete and another criteria in the same rule that makes Project A available after Test #2 is complete. In this example, only Students who have completed Test #1 and Test #2 may view Project A.

Follow the steps below to add Gradebook criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Gradebook Item** in the Action Bar. The Gradebook Item page appears.
6. Select the Gradebook item this criteria is based on in the **Select Gradebook Item** drop-down list. Only one item may be selected.

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GRADEBOOK CRITERIA	SETTING
Make content available based on Gradebook attempt	Select the option **Item has at least one attempt**.
Make content available based on less than, greater than, or equal to score	Use the options in the **Score** drop-down list to select **Less Than**, **Greater Than**, or **Equal To**. Enter a number in the field for the score this criteria is based on; this must be an integer.
Make content available for a score within a range of values	Select the option Score between _ and _. Enter the range of values in the fields within this option.

About Review Status criteria

Review Status criteria is used to release content based on the user's review of a specific content item. For example, the Instructor may create criteria that makes Assignment #1 available only after Students have marked Homework #1 reviewed.

Add Review Status criteria to a rule

Review Status criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Review Status, to further narrow the availability of an item. Review Status may be applied to a Learning Unit but may not be applied to indvidual files within a Learning Unit.

Follow the steps below to add Review Status criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Review Status** in the Action Bar. The Review Status page appears.
6. Select **Browse** to open the Course Map. Click an item in the Course Map to select it for Review Status criteria. Review Status will be turned on for this item. Users must mark the item reviewed before the content including this rule is available.

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REVIEW STATUS

About Review Status

The Review Status tool allows the Instructor to track user review of specific content items. Once the Instructor enables the tool for an item, each Student tracks their progress. A Mark Reviewed button appears on the item when the user opens the Content Area. After reviewing the item, the Student selects this button to mark it Reviewed. The Instructor may check the status of Student reviews on the User Progress page.

If the Review Status tool is enabled by the System Administrator, it is on by default in all courses.

Disable Review Status in a course

If the Review Status tool is disabled at the Administrator or course level, the Review Status links on the Manage page disappear and the Review / Mark Reviewed buttons on the course pages no longer appear. If the tool is later re-enabled, those links and buttons reappear and any data associated with Review Status (such as an individual user's progress) is restored.

Follow the steps below to disable Review Status in a course:

1. Select **Manage Tools** under Course Options on the Control Panel.
2. Select **Tool Availability** on the Manage Tools page. The Tool Availability page appears.
3. A check appears in the checkbox next to **Review Status**. Click this checkbox so the check disappears. Click **Submit**.

Enable Review Status for an item

When Review Status is enabled for an item a Mark Reviewed button appears next to the item when the Content Area is opened by the user. The user must select this button to mark the item Reviewed.

Follow the steps below to enable Review Status for an item in a course:

1. Open the Content Area that includes the item from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Review Status**. The Review Status page appears.
4. Select **Enable** and click **Submit**. The new status appears on the Manage page underneath the Review Status link.

View the status of user reviews

Once Review Status is enabled for an item, the Instructor may check the status of Student reviews from the User Progress page or the Performance Dashboard. These pages both indicate whether or not a Student has marked an item as 'Reviewed'.

The User Progress page allows the Instructor to see the Review Status of the item for all users in the course. Follow the steps below to open the User Progress page:

1. Open the Content Area that includes the item you would like to check from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.

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3. Select **Review Status: User Progress**. A check box appears in the Reviewed column next to each user who has marked the item as **Reviewed**. The time and date of the review also appear.

The Performance Dashboard allows the Instructor to see the Review Status of all currently available items for a single user in the course. Follow the steps below to view the status of the item on the Performance Dashboard:

1. Select **Performance Dashboard** under Assessments on the Control Panel. The Performance Dashboard appears
2. Select the number under the Review Status column next to the user in question. The Review Status page for this user appears. The Instructor may check the Review Status for each item that has Review Status Enabled, either through an Adaptive Release Rule or the Review Status option.

   OR

   Click the Adaptive Release icon to open the Course Map. The Map displays the Review Status for all items in the course for that user.



Note: If the user changes the status of an individual item from **Reviewed** to **Mark Reviewed**, all record of the previous status is erased. The Instructor will not be alerted to the change other than by seeing the new status in the User Progress page or in the Performance Dashboard.

Review Status during course copy, archive and export

Review Status settings and user status information are only included during a full course copy with users and during archive and restore operations. Review Status settings and status information are not saved during a copy of course materials into a new course or during a copy of course materials into an existing course. The same is true for export and import operations.

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USER PROGRESS

About User Progress

The User Progress page tracks the availability and review status for a specific content item. This page is only available if Adaptive Release or Review Status is enabled. The Instructor may use this page to view all users in the course, the availability of the item to them, the Review Status, and the date and time the item was reviewed. If Adaptive Release rules have been created, a rule summary is also displayed.

View User Progress

The User Progress page lists all enrolled users in a course. A link to each rule at the top of the page allows the Instructor to view and modify rules for this item.

All columns with unique information in the list may be sorted. Each user's first and last name, username, and role are noted. Additionally, the user's visibility for the item is listed. If the item is visible to the user an open eye appears in the column. If the item is not visible to the user the eye appears closed. The Review Status also appears on the page, along with the date the item was reviewed. This column only appears if Review Status is enabled for the item, either through the Review Status option or through an Adaptive Release Rule.

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PERFORMANCE DASHBOARD

About the Performance Dashboard

The Performance Dashboard tool provides a window into all types of user activity in a course or organization. All users enrolled in the course are listed, with pertinent information about that user's progress and activity in the course.

Enable the Performance Dashboard

If the System Administrator has made this tool available, it may be accessed by selecting Performance Dashboard under Assessments on the Control Panel.

View the Performance Dashboard

Administrators must enable the Performance Dashboard for it to appear in courses. If enabled by the Administrator, the Performance Dashboard will be on by default in all courses. The Performance Dashboard is accessed through the Assessment area of the Control Panel. This page displays the following information

- Last Name
- First Name
- Username
- Role
- Date / time of last login
- Days since last login
- Review Status - Only displayed if this tool is enabled. Displays how many items have been reviewed; a detailed view of items may be opened in a new window.
- Early Warning - Shows the number of warnings and the number of total rules that may trigger a warning. Clicking on the data in this column will open the Early Warning System. The Early Warning System column will only display if the tool is turned on in the course.
- Adaptive Release - Only displayed if this tool is enabled. An overview of the Student path may be opened in a new window.
- Discussion Board - Only displayed if this tool is enabled. Provides links to the Discussion Board comments.
- View Grades - Only displayed if the Gradebook is enabled. Provides links to the Gradebook: User Grade List page for that user.

Users can click Print to open the page in a new window in a printer-friendly format. All applicable columns may be sorted.

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Understanding the Review Status indicator

The numbers provided in the Review Status column of the Performance Dashboard indicate the number of items that the Student has marked as Reviewed.

Using Adaptive Release rules in a course creates multiple tracks for Students to progress through. This allows for the possibility that each Student will have a different requirement for marking certain items in a course as Reviewed. At any time in a course, items in a Student's track may or may not be visible to them. The Performance Dashboard provides an at-this-moment view of the item availability and the Student's progress on reviewing items.

The Review Status indicator links to a list of the items that the course user sees as Reviewed and Mark Reviewed in the course.

The Review Status column is only visible if Review Status has been enabled for the course.

Link to Adaptive Release

The Adaptive Release indicator in the Performance Dashboard for each user opens the Course Map, showing every possible item in the course. Icons beside each item in the Course Map indicate the visibility of an item to that course user, and the review status of any items with a review requirement, if applicable.

ADAPTIVE RELEASE AND REVIEW STATUS ICONS:	
	Visible – this item is visible to that course user.
	**Invisible –** this item is not visible to that course user.
	**Reviewed –** this item has been marked as Reviewed by the course user.
	**Mark Reviewed –** this item is displayed as Mark Reviewed to the course user.

The Adaptive Release column is only visible if Adaptive Release has been enabled for the course.

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STATISTICS TRACKING

About Statistics Tracking

Statistics Tracking at the content item level allows Instructors to view detailed statistics on content item usage for all course users. In addition to the availability and Review Status information available on the User Progress page, these detailed statistics can help Instructors determine how many times the particular content item was viewed and exactly when it was accessed. Select Manage next to an item in a Content area to enable, disable and view Statistics Tracking.

Statistics Tracking is separate from Course Statistics accessed from the Control Panel. Course Statistics provides information about Content Area access versus the item-by-item access displayed on the Statistics Tracking page for a content item.

Turning Statistics Tracking On and Off

The Instructor can turn Statistics Tracking on from the Manage page of any content item:

1. Select **Manage** next to an item in the Content Area. The current status is displayed on this page.
2. Select **Statistics Tracking**. The Statistics Tracking page appears.
3. Select **Enable/Disable Tracking**.
4. Select **Enable** to turn tracking on.

To disable Statistics Tracking, follow the same steps as above. In Step 3 select **Disable** on the **Enable/Disable Tracking** page.



Note: Statistics are only stored in the database when Statistics Tracking is enabled. If Statistics Tracking is turned on after some users have accessed the content item, the record of their access cannot be recovered. Data will only be displayed for those users who access the content item after Statistics Tracking was turned on.

Viewing Statistics for a Content Item

When Statistics Tracking is enabled, the View Statistics link is active on the Statistics Tracking page. (This link is displayed, but not in an active state, if Statistics Tracking is not enabled for the content item.)

Follow the steps below to view statistics for a content item:

1. Select **Manage** next to an item in the Content Area. The current status is displayed on this page.
2. Select **Statistics Tracking**. The Statistics Tracking page appears.
3. Select **View Statistics** on the Statistics Tracking page.
4. Select the Time Period for the report
5. Select the appropriate Users filter: **All Users** or **Selected Users**. Press CTRL to select more than one user from the list.

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6. Select **Submit** to run the report.

The report displays three sections of data: Access by Date, Access by Hour of the Day, and Access by Day of the Week. The Access by Date section displays information for all enrolled users. Access information for system guests and unenrolled users (previously enrolled users who were removed from the course) is displayed under the Guest user. Observer access to content items is not tracked.

Modifying, Printing and Exporting a Report

To change the report query (to add more users, remove users, or change the date range) select **Change Filter**. Modify the Time Period and/or Users selected as appropriate and select **Submit** to run the report.

To send the report to a printer in a printer-friendly format, select **Print**. The report will be printed exactly as it is displayed on the screen.

To export the report data for further, off-line data analysis, select **Export Data**. Save the data using the File Download pop-up windows that appears. The comma-separated values (CSV) file can now be opened in any statistical analysis program (such as Microsoft Excel).

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COURSE TOOLS

Overview

Course Tools are communication and collaboration tools that enhance interaction between users.

In this chapter

This chapter includes information on the following sections:

SECTION	DESCRIPTION
Announcements	Provides details for posting important information about the course, such as assignment due dates, content changes or guest speakers.
Course Calendar	Provides all the details for posting course-related events on a Calendar.
Staff Information	Describes how to post information about Instructors, Teaching Assistants, and guest speakers for the course.
Tasks	Explains how to organize course projects, priorities, and details.
Send Email	Provides information on how to send email to other participants or groups of participants within a course.
Digital Drop Box	Provides information for exchanging files between the Instructor and course participants.
Messages	Explains how messages are sent to users within a course.
Glossary	Explains how to create and modify the course Glossary. The Glossary may also be uploaded and downloaded.

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COURSE ANNOUNCEMENTS

Overview

Announcements post timely information critical to course success. The Instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:

- when assignments are due
- changes in the syllabus
- corrections/clarifications of materials
- exam schedules

When adding an Announcement, Instructors can also send the Announcement as an email to Students in the course. This ensures that Students receive the announcement even if they do not login to the course.

Find this page

Click **Announcements** in Course areas on the Control Panel to open the Announcements page.

Functions

The functions available on this page are described in the table below.

TO . . .	CLICK . . .
add an announcement	Add Announcement. The Add Announcement page will appear.
view announcements for a different time period	a tab to view events for the current day, last 30 days, the last seven days, or all announcements. View Last 7 days is the default.
modify an announcement	Modify. The Modify Announcement page will appear.
remove an announcement	**Remove**. A confirmation box will appear. Removing an Announcement is irreversible.

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ADD OR MODIFY ANNOUNCEMENT

Overview

The Add Announcement page is used to add Announcements to the Course. The Announcements will appear in the order posted with the most recent Announcements appearing first.

Find this page

Follow the steps below to open the Add Announcement page.

1. Click **Announcements** in Course areas of the Control Panel.
2. Click **Add Announcement** or **Modify**.

Fields

The table below details the fields on the Add Announcement Page and Modify Announcement page.

FIELD	DESCRIPTION
Announcement Information	
Subject	Enter a subject for the announcement. This will appear as the title of the announcement.
Message	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document.
Options	
Permanent Announcement	Select **Yes** to create a permanent Announcement. This Announcement is automatically displayed after the time and date it is created. There is no end date for this Announcement, unless the **Display Until** option is selected.
Choose date restrictions	Use these options to display an Announcement for a specific period of time. Select the date the Announcement begins in **Display After** and the date the Announcement ends in **Displ**ay **Unti**l.
Course Link	
Link Location	Click **Browse** to locate content in the course to link to the Announcement. If the link points to a content item that is not available the link will not appear in the Announcement until the content is available. Note that removing the content will remove the link to the content in the Announcement but The Announcement itself will remain.

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FIELD	DESCRIPTION
Email Announcement	Select this option to send an email to all Course users with the contents of the Announcements. This will ensure that all users are aware of the Announcement even if they do not login to the Course.

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STAFF INFORMATION

Overview

The Staff Information page allows Instructors to post information about themselves, Teaching Assistants, guest speakers, and other Course leaders. The page gives users a resource to look up names, email addresses, office hours, and photographs.

Find this page

To open the Staff Information page, click **Staff Information** in Course areas on the Control Panel.

Functions

The functions available on this page are described in the table below.

TO . . .	CLICK . . .
add a staff profile	**Add Profile**. The Add Profile page will appear.
add a new folder	**Add Folder**. The Add Folder page will appear.
modify a profile	**Modify**. The Modify Profile page will appear.
modify a folder	**Modify**. The Modify Folder page will appear.
remove an item or folder	**Remove**. A warning will appear. Removing a staff profile or folder is irreversible.
order profiles	the drop-down arrow and select a number. The items will appear on the Staff Information page in the order selected.

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ADD OR MODIFY PROFILE

Overview

Staff profiles may be added or modified through the Add Profile or Modify Profile page. The fields on the Add Profile page and Modify Profile page are the same. The Add Profile page opens with empty fields while the Modify Profile page opens with a profile already populated.

Find this page

Follow the steps below to open the Add Profile page.

1. Click **Staff Information** in Course areas of the Control Panel.
2. Click **Add Profile**. To modify a profile, click **Modify**.

Fields

The table below details the fields on the Add Profile or Modify Profile page.

FIELD	DESCRIPTION
Profile Information	
Title	Enter the staff member's title. This title will appear before the first name.
First Name	Enter a first name.
Last Name	Enter a last name.
Email	Enter an e-mail address.
Work Phone	Enter a work phone.
Office Location	Enter an office location.
Office Hours	Enter office hours.
Notes	Enter any additional information about the staff member.
Options	
Do you want to make the Profile visible	Select **Yes** or **No** to make the profile available to Students. If **No** is selected, none of the information entered on this page will appear to Students.
Current Image	The image that currently appears with the Staff Profile.
Profile image	Enter the path to a graphic file with a picture of the staff member or click Browse to search for a file. This image will be included next to the staff profile on the Staff Information page.
Personal link	Enter the URL for the staff member's home page. When adding a URL, do so as http://www.blackboard.com, not

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Field	Description
	www.blackboard.com or blackboard.com. This link appears with the staff profile on the Staff Information page.

CALENDAR

Overview

Instructors can use the Calendar to indicate important course related events. The dates and events that appear on the Calendar are for all users in the course.

Some typical items Instructors may include in the calendar are:

- section meetings
- assignment due dates
- exams
- guest speakers

Find this page

Click **Course Calendar** in Course Tools to open the Calendar page.

Functions

To use the functions available on the Calendar page, follow the table below.

TO . . .	CLICK . . .
create an event and add it to the Calendar	**Add Event**. The Add Calendar Event page will appear.
view events for a specific date and time	Quick Jump. The Quick Jump page will appear. Select a date and time and the calendar will immediately display events for that time.
view events by day, week, or month	the corresponding tab to view events for the current day, current week, current month, or current year.
view previous or future events	the right arrow to view future events or left arrow to view previous events.
view event details	the calendar event to view details, such as date, time, and event category.
modify an event	**Modify** corresponding to an event to make changes.
Remove an event	Remove corresponding to an event to remove it from the calendar. This action is irreversible.

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ADD OR MODIFY CALENDAR EVENT

Overview

Events may be added or modified by accessing the Add Calendar Event page or Modify Calendar Event page. The fields on the Add Calendar Event page and Modify Calendar Event page are the same. The Add Calendar Event page opens with empty fields where as the Modify Calendar Event page opens with an event already populated.

Find this page

Follow the steps below to open the Add Calendar Event page.

1. Click **Course Calendar** in the Course Tools area of the Control Panel**.**
2. Click **Add Event** from the Calendar page. To modify an event, click **Modify** next to an event and the Modify Event page will appear.

Fields

The table below details the fields on the Add Event page and Modify Event page.

FIELD	DESCRIPTION
Event Information	
Event Title	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
Event Description (4,000 characters maximum)	Enter a description of the event. The maximum number of characters is 4000.
Event Time	
Event Date	Select the date of the event from the drop-down list or click the icon to select a date from the calendar interface.
Event Start Time	Select the time the event will begin from the drop-down list.
Event End Time	Select the time the event will end from the drop-down list.

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CALENDAR QUICK JUMP

Overview

The Calendar Quick Jump page allows users to quickly access a month, week, or day in the Calendar. Calendar Quick Jump is useful when looking for events planned for months in advance of the current date.

Find this page

Follow the steps below to open the Quick Jump page.

1. Click **Course Calendar** in the Course Tools area of the Control Panel.
2. Click **Quick Jump** from the Calendar page.

Fields

The table below details the fields on the Calendar Quick Jump page.

FIELD	DESCRIPTION
Calendar Quick Jump	
Please select the date you wish to access.	Use the drop-down arrow to select a calendar date or click the icon to select a date from the Calendar interface. The Calendar page will appear with the selected date.
Please choose the type of view you wish to access the specified date.	Select an option to indicate the type of Calendar view: • **Month**. Display the month in which the date falls. • **Week**. Display the week in which the date falls. • **Day**. Display that date only.

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TASKS

Overview

The Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page, Instructors can post tasks to users participating in their courses, and System Administrators can post tasks to all users' Tasks pages. Task information is arranged in columns that display the priority, task name, status, and due date.

Find this page

Click **Tasks** in Course Tool on the Control Panel to open the Tasks page.

Functions

To use the functions available on the Tasks page, follow the table below.

TO . . .	CLICK . . .
view a task and the details of the task	the task link.
create and post a task	Add Task to access the Create Task page. The Add Task page will appear.
modify a task	**Modify** to access the Modify Task page for a particular task. The Modify Task page will appear.
remove a task	Remove to remove a task. This action is irreversible.
sort	the link at the top of the Priority, Subject, or Due Date column.

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ADD OR MODIFY TASK

Overview

Tasks may be added or modified by accessing the Add Task page or Modify Task page. The fields on the Add Task page and Modify Task page are the same. The Add Task page opens with empty fields where as the Modify Task page opens with a task already populated.

Find this page

Follow the steps below to open the Add Task page or the Modify Task page.

1. Click **Tasks** in the Course Tools area of the Control Panel.
2. Click **Add Task** from the Tasks page. To modify a task, click **Modify** and the Modify Task page will appear.

Fields

The table below details the fields on the Add Task or Modify Task page.

FIELD	DESCRIPTION
Task Information	
Task Title	Enter the title of the task.
Description	Enter a description of the task.
Due Date	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface.
Task Options	
Priority	Select a priority. The options are: • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up)

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SEND EMAIL

Overview

Instructors can send email to individuals who participate in the course from the Send Email page. Emails can be sent to individual users or to groups of users within the course, such as all Teaching Assistants.

Instructors cannot send email to others via the Internet with the Send Email function.

Find this page

Click **Send Email** in Course Tools on the Control Panel to open the Send E-mail page.

Functions

The following functions are available from the Send email page:

FUNCTION	DESCRIPTION
All Users	Sends email to all users in a specified course.
All Students	Sends an email to all Students in the course.
All Groups	Sends email to all of the groups in a specified course.
All Teaching Assistants	Sends email to all of the Teaching Assistants in the course.
All Instructors	Sends email to all of the Instructors in the course.
All Observers	Sends email to all of the Observers for a specified course
Single / Select Users	Sends email to a single user or select users in the course.
Single / Select Groups	Send email to a single group or select groups in the course.
Single / Select Observers	Send email to a single Observer or select Observers in the course.

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COMPOSE AND SEND AN EMAIL

Overview

Send Email enables users to send email to fellow classmates, Instructors, Teaching Assistants or Groups within a course.



Note: Recipients of each email will not see the email addresses of other recipients.

Find this page

Follow the steps below to open the Send Email-Compose Message page.

1. Click **Send Email** in Course Tools on the Control Panel.
2. Click one of the options to select the recipients. The Compose Message page will appear.

Fields

The table below details the fields on the Send Email page.

FIELD	DESCRIPTION
Enter Message Details	
To	Recipients display in this field. If the email is intended for a select audience, an interface for selecting users will appear. The interface will not appear if an email is intended for all users. To select user to receive an email, highlight the users in the **Available** column and click the arrow to move them to the **Selected** column. A back arrow is available to move a user out of the recipient list. The interface also includes an **Invert** button. Click Invert and highlighted users will no longer be highlighted and those users that are not selected will be highlighted.
From	The sender's email address will automatically be displayed in this field.
Subject	Enter the subject of the email.
Message	Enter the body of the email. Remember that a copy of the message will be also be sent to the sender. Also, a receipt page will appear after the message is sent listing all the users that were sent the message. The receipt page does not confirm that users received the message! It only confirms that the message was sent. The email tool can use HTML formatting in email

Field	Description
	messages.
Return Receipt	Check this box to receive a copy of this message that includes a list of recipients. If this box is not checked, the sender will receive a copy of this message without the list of recipients.
Add Attachments	
Add	Click here to add attachments. Select **Browse** and navigate to the file that should be attached to the email. After adding one file, the option to attach another file will appear.

DIGITAL DROP BOX

Overview

The Digital Drop Box enables Students to exchange files with the Instructor.



Note: A file added to the Drop Box will not appear to the Instructor until it has been sent. Once a file has been sent to the Instructor, it cannot be removed from the Drop Box.

Find this page

Follow the steps below to open the Digital Drop Box page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.

Functions

The following functions are available from the Digital Drop box page.

FUNCTION	DESCRIPTION
Add File	Upload files to the Drop Box.
Send File	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

Time stamps

The following date and time information is included in files:

- Files sent to the Instructor will show the date and time submitted.
- Files that are added to the Drop Box but not sent will show the date and time posted.
- Files sent from the Instructor will show the date and time received.



Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the Blackboard Academic Suite server.

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ADD FILE TO THE DIGITAL DROP BOX

Overview

Files are added to the Digital Drop Box from the Add File page. A file is not automatically sent if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent it will show the date and time sent.

Find this page

Follow the steps below to open the Add File page.

1. Open a Course.
2. Click **Control Panel.**
3. Select **Digital Drop Box**.
4. Click **Add File**.

Fields

The table below details the fields on the Add File page.

FIELD	DESCRIPTION
File Information	
Title	Enter the title of the file.
File	Click **Browse** to locate a file or enter the exact path.
Comments	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

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SEND FILE FROM THE DIGITAL DROP BOX

Overview

Users can select a file already in the Digital Drop Box to send. Users may also select a file not in the Digital Drop Box on the **Send File** page. A file sent that is not already in the user's Drop Box is added to the user's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to it will show the date and time sent.

Find this page

Follow the steps below to open the Send File page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.
4. Click **Send File**.

Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
File Information	
Select File	Click the drop-down arrow and select a file to send.
Title	Enter the title of the file.
File	Click **Browse** to upload a file and send it to the Instructor.
Comments	Enter any comments about the file. These comments will appear beneath the title.

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GLOSSARY MANAGER

-Overview

Each course has its own Glossary of terms. Each entry consists of the term and an accompanying definition. The Glossary must be enabled by the Instructor before Students can view it. To turn on the Glossary, simply enable it as a Course Tool and then add it to the Course Menu.

The Glossary Manager controls all of the entries in the Course Glossary.

Find this page

Click **Glossary Manager** from the Control Panel.

Fields

The table below details the functions on the Glossary Manager page.

TO . . .	CLICK . . .
Add a term	**Add Term** in the action bar. A page will appear with entry fields to create a term.
Delete a term	**Remove**. Each term in the Glossary has its own remove link.
Change a term	**Modify**. Each term in the Glossary has its own modify link.
Upload a file of terms	**Upload Glossary** in the action bar.
Download the Glossary	**Download Glossary** in the action bar.

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ADD GLOSSARY TERM

Overview

Glossary terms may be added one-by-one using the Add Glossary Term page. On this page, an Instructor may add a single term and its associated definition. To load a number of terms at once into the Glossary, use the Upload Glossary feature.

Find this page

Follow these steps to find the Add Glossary Term page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Add Term** from the action bar on the Glossary Manager page.

Fields

The table below details the entry fields on the Add Glossary Term page.

FIELD	DESCRIPTION
Term	Enter a term to add to the Glossary.
Definition	Enter a definition for the term. Definitions may include simple HTML to modify text, but more sophisticated HTML formatting should be avoided. Also, carriage returns are not recognized when entered in a definition, but HTML code to denote breaks in text will work.

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DOWNLOAD GLOSSARY

Overview

Downloading a Glossary creates a comma delimited data file (.CSV) of the Glossary. Each entry is separated by a hard return and within each entry the term and the definition are separated by a comma.

Downloading a Glossary is useful for adding terms to another course. The Glossary can be modified offline and then uploaded to another course.

Find this page

Follow these steps to find the Download Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

Download a Glossary

To download a Glossary, simply click **Download**. The Glossary may be edited in a spreadsheet program such as Excel or in a text editor like Notepad. Please see the next topic, Upload a Glossary,for details on the formatting of a Glossary file.

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UPLOAD GLOSSARY

Overview

Uploading a Glossary is a quick method of adding many terms to the Glossary. Uploading a Glossary can either replace the existing Glossary or supplement it by adding the terms in the file to the existing Glossary.

Find this page

Follow these steps to find the Upload Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

Fields

The table below details the entry fields on the Upload Glossary page.

FIELD	DESCRIPTION
Specify Upload File	
CSV File	Enter the full path to the Glossary file. The Glossary file must be a comma delimited data file (.CSV). Alternatively, click **Browse** to search your computer's files for a Glossary file.
Upload File Options	
Add the items in the list to the existing Glossary	Select this option to supplement the existing Glossary with a list of new terms. If a term appears in both the existing Glossary and the file, the definition in the file will replace the definition in the existing Glossary. If the same term appears two or more times in the file, the last definition for the term will appear in the Glossary.
Delete all existing Glossary terms and replace with the terms in this list	Select this option to remove the existing Glossary and replace it with the terms in the upload file.

Glossary file format

Within the CSV file, each entry is separated by a hard return and the term and the definition are separated by a comma. For example:

"Apple","A red fruit."

"Onion", "A vegetable."

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Although it is not always necessary to enclose the term and the definition in quotes, Blackboard strongly recommends this practice to avoid processing errors.

Example:

```
"Apple","A delicious fruit, usually <b>red</b> in color. Apples
are grown all over the world and are an important religious and
mythical symbol to several cultures. The Pacific Northwest region
of the United States, particularly Washington state, is famous
for its apples.<br><br> However, most refined apple lovers agree
that the best apples come from the Hudson River valley area of
New York. Perhaps this is why New York City is nicknamed, ""The
Big Apple."""

"Onion","Onions are a tasty vegetable with green stalks and a
white, yellow, or red bulb. For the best-tasting Onions, visit
the \"Onion Capital of the World\" Pine Island, New York."
```

Quotation marks that appear in a definition or a term must be escaped. This means that the quotation mark must be identified as part of the definition or the mark will be read as the end of the definition. Quotation marks may be escaped using a backslash (\") or another set of quotation marks ("").

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MESSAGES

Overview

The Messages feature gives each course a private and secure system for communication that functions similar to email. Keep in mind that Messages cannot be sent or received outside of the users in the course.

Messages are usually accessed through the Communications area of a course. Although, as with most features, the Instructor can restrict access or change the layout of the Course Menu so that Messages are accessible directly. For information about using Messages as a user, please see the *Blackboard Academic Suite User Guide*.

Find this page

Messages may be accessed through the Communications area of the Course Menu or Instructors may access Messages from the Control Panel.

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COLLABORATION TOOLS

Overview

Collaboration Tools allow users and Instructors to engage in synchronous communication.

In this chapter

This chapter includes information on the following topics:

TOPIC	DESCRIPTION
Collaboration Tools	Provides an overview of the Virtual Classroom and Chat features.
Collaboration Sessions	Explains how instances of each collaboration tool are organized.
Create/Modify Collaboration Session	Gives instructions for building a session.
Virtual Classroom	Provides an overview of the Virtual Classroom.
Menu Bar	Describes the functions available in the Menu Bar of the Virtual Classroom.
Classroom Tool Box	Describes the functions available in the Virtual Classroom tool box.
Whiteboard	Explains the Whiteboard function in the Virtual Classroom.
Group Browser	Describes how to view Web sites as a group during a session.
Content Map	Explains how to access course content from within the Virtual Classroom.
Ask Question	Describes how users pose a question to the session moderator.
Question Inbox	Describes how the moderator organizes and answers questions.
Chat	Explains the Chat tool.
Private Messages	Provides instructions for communicating with one other user in the chat without sharing the messages with the rest of the class.
User Information	Describes how to view details about another user in the chat.
Record Menu	Reviews the functions for Recording a session.
Session Recordings	Explains how users access the Recording of an earlier session.
Recording Properties	Describes the attributes of a session Recording.

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COLLABORATION TOOLS

Overview

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question-and-answer forums. Recording of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

Collaboration Tools

The following Collaboration Tools are available.

TOOL	DESCRIPTION
Virtual Classroom	Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.
Chat	Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.

Java Plug-in

The Java 2 Run Time Environment is required to use the Collaboration Tools. The plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at http://java.sun.com/products/plugin/index.html. Blackboard recommends using version 1.5 of the Java 2 Runtime Environment, however, the Collaboration Tools will also work with version 1.4.

Take care to uninstall any existing Java plug-ins before installing a new version.

Find this page

Follow the steps below to open the Collaboration Sessions page.

1. Click **Communication** on the Course Menu in a Course.
2. Select **Collaboration**.

Functions

The following table describes the functions available from this page.

TO . . .	CLICK . . .
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click **Filter**. The filters include: • **Show All** – The default filter that displays all of the

TO . . .	CLICK . . .
	Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are in use. • **Rooms with Archives** – Displays completed sessions that have an archive. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date**, or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session.
access the Recording for a session	**Recording** next to the session.

User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. The Session Admin controls user access and functionality during a Collaboration session by assigning Passive or Active roles. For example, Session Admins determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Student icon will appear in the Role column next to those Students who are Active.

Student roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can signal the Session Admin by clicking the hand icon. The Session Admin then makes the user Active.

Macintosh and the Collaboration Tool

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the **Window** menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users that wish to use Safari, be aware that Pop-Up Window Blocking must disabled.

Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available.

A link to this version appears when **Join** is selected on the Collaboration Sessions page. This link will open the Accessible version of the Collaboration Tool. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Session Admin takes a snapshot. A link will be created to the snapshot for users to view.

The sound of a door opening or closing will be audible to all participants when a user enters or leaves a session through the accessible version.

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COLLABORATION SESSIONS

Overview

The Collaboration Session page is used to manage the Collaboration Tools available in the *Blackboard Learning System*. From this page the Instructor can access all of the Collaboration Sessions for the course, including those that have already taken place and are archived and those that are scheduled for the future. Instructors can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.

Find this page

Click **Collaboration** in the Course Tools area of the Control Panel.

Default Collaboration Sessions

Each course and organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

Functions

The following functions are available from the Collaboration Sessions page:

TO . . .	CLICK . . .
create a new Collaboration Session	**Create Collaboration Session**. The Create Collaboration Session page will open.
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click Filter. The filters include: • **Show All** – The default filter that displays all of the Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are currently being used. • **Rooms with Recordings** – Displays completed sessions that have a Recording. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date** or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session. The Virtual Classroom or Chat for that session will open.
access the Recordings for a session	**Recordings** next to the session. The Session Recordings page will appear.
change the name, availability, or tools	**Manage** next to the session. The Modify Collaboration Session page will appear.

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TO . . .	CLICK . . .
used during the session	
delete a session	**Remove** next to the session. This action is irreversible.

CREATE/MODIFY COLLABORATION SESSION

Overview

Instructors create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Instructors can schedule sessions for specific dates and times. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with a session already populated.

Find this page

Follow the steps below to open the Create Collaboration Session page or the Modify Collaboration Session page.

1. Click **Collaboration** in Course Tools of the Control Panel.
2. Click **Create Collaboration Session** on the Collaboration Sessions page or click **Manage** next to a Collaboration Session.

Fields

The table below details the fields on the Create Collaboration Session page.

FIELD	DESCRIPTION
Name Your Session	
Session Name	Enter the name of the new session.
Schedule Availability	
Select Dates of Availability	A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users.
Available	Select **Yes** to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session	Select **Virtual Classroom** or **Chat**.

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VIRTUAL CLASSROOM

Overview

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

Find this page

Follow the steps below to open the Virtual Classroom.

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** next to a Virtual Classroom session.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

PART	FUNCTION
Menu Bar	Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
Classroom Tool box	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
Chat	Allows users to compose messages, raise their hands to ask questions, and activate private messages.

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MENU BAR

Overview

All users have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom.
- **Clear** - Clear the session display.
- **Breakouts** - Create a breakout room for a group of users.

View

Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Clear

Clear erases the users chat display.

Breakouts

Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

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CLASSROOM TOOL BOX

Overview

If granted access to these tools by the Session Admin, users can use the Whiteboard, access Web sites, and view the course map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.

Tools

The following tools are available in the Classroom Tool box.

TOOL	DESCRIPTION
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Course Map	Enables users to browse the Course Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

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WHITEBOARD

Overview

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Session Admin determines whether or not this function is made available to users.

Functions

The table below details the tools available for use on the Whiteboard.

TO . . .	CLICK . . .
select an item	the **Arrow** tool. Then click on an item for selection. The following may be performed on selected items: • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the desired location. • Cut: Click the Whiteboard item. Then click the Cut icon. • Copy: Click the Whiteboard item. Then click the Copy icon. • Paste: Click the Whiteboard item. Then click the Paste icon. • Delete: Click the Whiteboard item. Click on the selected object. Then click the Delete icon. • Group items: Click the Whiteboard items. Then click the Group icon. • Ungroup: Click a Whiteboard item in a group. Then click the Ungroup icon. • Bring front: Click the Whiteboard item. Click on selected object. Then click the Bring to front icon. • Bring back: Click the Whiteboard item. Click on selected object. Then click the Send to back icon. • Select all figures on the Whiteboard: Click the Selects all Figures icon.
draw free hand	the **Pen** tool. Choose the color of the pen in the **Fill Color** drop-down list.
enter text using the keyboard	the text tool (**T**) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color,

TO . . .	CLICK . . .
	font, and size.
draw a straight line	the **Slanted Line** tool.
highlight something with an arrow	the **Pointer**.
draw a square	the **Square** tool. Choose the color of the square from the **Fill Color** drop-down list.
draw a circle	the **Oval** tool. Choose the color of the circle from the **Fill Color** drop-down list.
input an equation	The Math and Science Equation Editor icon (∑). The Equation Editor will appear. Input the equation and click **Insert Equation**.

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GROUP BROWSER

Overview

The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session will be recorded in the Recording if one is created. The Session Admin will determine whether or not this function is made available to users.

Functions

The table below details the available functions in the Group Browser.

TO . . .	CLICK . . .
open a Web site	type the URL in the **Enter Address** field.
choose where to display the Web site	**Display To Class** to display the window in the Whiteboard or click **Preview in New Window** to open the Web site in a new browser window. The preview window will only be displayed to the user that opened it.

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CONTENT MAP

Overview

The Content Map enables users to browse the course while in a Virtual Classroom. By default, the Session Admin has access to operate the Content Map. Users must have Active privileges to use the Content Map in a Virtual Classroom.

Functions

The table below details the available functions in the Content Map.

TO . . .	CLICK . . .
display an element on the map to all users	the course area in the Content Map and select **Display To Class** in the drop-down list.
display an element on the map in a separate window	the course area in the Content Map and select **Preview in New Window** in the drop-down list. The new window is only visible to the User who opens it.
refresh the Content Map during a Collaboration Session	**Refresh Tree** in the drop-down list. This will update the Content Map to match the Course Menu.

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ASK QUESTION

Overview

Users are able to ask questions during the session. As users submit questions during the session the Session Admin can view and respond to them.



Note: Only users who have an Active role can ask questions.

Ask a Question

To ask a question, select **Compose** in the Ask Question area. Enter the question in the text box and click **Send**.

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QUESTION INBOX

Overview

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

Function

The table below details the functions available in the Question Inbox Tool.

TO . . .	CLICK . . .
respond to a question	the Username in the **From** list and click the **Respond to Question** icon. The Respond to Question pop-up window will appear.
delete a question	the Username in the **From** list and click the **Delete** icon.
view only questions that have not been answered	the checkbox next to **Show unanswered only**.

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

FIELD	DESCRIPTION
Question	Question that was submitted.
Response	Enter the response to the question.
Private	Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.

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CHAT

Overview

The Chat allows the users to interact with each other via a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately.

Find this page

Follow the steps below to open a Chat:

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** to next to a Chat session.

Functions

The table below details the functions available in the Chat.

TO . . .	THEN . . .
enter a message for the class to read	type the message in the **Compose** field. Click **Send**. The message will appear in the chat area. There 1000 character limit for chat messages.
become an Active user	click the hand symbol. A hand appears next to the Username. The Session Admin clicks on the hand to make the user Active.
view user information	Select a Username in the Participant list and then click **User Info**.
send a private message to a user	Select a Username in the Participant list and then click **Private Message**.

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PRIVATE MESSAGES

Overview

Users can send private messages to each other if the Session Admin enables this tool in the Session Controls. Private messages are not recorded or archived.

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USER INFORMATION

Overview

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

Click **User Info** in the Chat area and the User Information pop-up window will appear.

Send a Private Message

Click **Private Message** to send a message to the user. The Compose Private Message pop-up window will appear.

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RECORD MENU

Overview

Virtual Classroom and Chat sessions can be recorded and archived. Recordings can be started and stopped, as well as paused and un-paused by the Instructor during the session. A session can have more then one Recording. If the Instructor selects **End** to stop a session then the recorder will automatically stop recording the session.

Record menu

The table below details the buttons that appear on the Record menu.

BUTTON	DESCRIPTION
Start	Click **Start** to begin recording a session. The user will be prompted to name the Recording.
Pause	Click **Pause** to pause a Recording once it has started. Click this button again to u-pause the Recording and begin recording again. Pause and un-pause will be marked and timestamped in the Recording.
Stop	Click **Stop** to end recording the session. When **Stop** is selected the Recording is completed and a stop marker and time/date stamp will be included at the end of the Recording.
Bookmark	Click **Bookmark** to insert a bookmark anywhere in the Recording of the session.

Recording the Whiteboard

The **Snapshoot** button in the Whiteboard Tool bar is used to record the Whiteboard in the Recording. The Instructor clicks the **Snapshot** button to record an image of the Whiteboard. The image of the Whiteboard in the Recording corresponds with when it was recorded. The **Snapshot** button cannot be activated unless the session is being recorded.

Session Recordings

The Instructor must make a Recording available before Students can view it. For more information see Recording Properties.

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SESSION RECORDINGS

Introduction

Session Recordings allow users to review Collaboration Sessions. Sessions are archived by date. Sessions will not appear until the leader of the session has stopped recording.



Note: If an Instructor does not stop the Recording and exit the Collaboration Session, the Recording will not end and no information will be recorded in the Recording Duration column. Only when the leader stops recording or ends the session will the Recording stop and the duration display.

Find this page

Follow the steps below to access the Session Recordings page.

1. Open **Collaboration** in Course Tools on the Control Panel
2. Click **Recordings** for a session.

Functions

The table below describes the functions available on this page.

TO . . .	CLICK . . .
search for a Recording in the Collaboration Session	the **Recording Name** or Creation Date option in the **Search by** field. Enter the name of the Recording or the date it was created in the field and click Search.
open a Recording	the Recording under the Recording name column.
change the name or availability of a Recording	**Manage**. The Recording Properties page will appear.
remove a Recording	**Remove**. This action is irreversible.

RECORDING PROPERTIES

Introduction

The Recording Properties page allows the Instructor to change the name and availability of a Recording Session.



Note: Recordings are available to Students by default

Find this page

Follow the steps below to open the Recording Properties page.

1. Click **Collaboration** in the Course Tools section of the Control Panel.
2. Click R**ecordings** for a session.
3. Click **Manage** for a Recording.

Fields

The table below describes the fields available on this page.

FIELD	DESCRIPTION
Edit Recording Name	
Recording Name	Enter or modify the name of the Recording.
Availability to Students	
Available	Select **Yes** and Students will be able to view this Recording. Select **No** and this Recording will be unavailable to Students.

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DISCUSSION BOARD

Overview

This chapter reviews the Discussion Board feature.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
About the Discussion Board	Provides a general overview of the Discussion Board.
View and Organize Discussion Board	Content Explains how to open a forum and view the posts.
Initiate a Thread	Describes how to start a conversation in a forum.
Respond to a Discussion Board Post	Explains the different methods for posting a reaction to a message.
Grading Discussion Board Participation	Provides steps for assigning a grade to a Student for Discussion Board participation.
Peer Review Through the Discussion Board	Provides an example of how to use the Discussion Board for users to respond to the work of other users.
Keeping the Discussion Board Content Safe	Gives details on the security options for ensuring safe content.
Delegating Discussion Board Administration	Explains how to assign administrative roles within the Discussion Board to other users.
Incorporating Discussion Board Forums into the Learning Process	Describes how Discussion Boards work within a course.
Discussion Board Statistics	Explains how to access statistics on usage.

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About the Discussion Board

Overview

The Discussion Board is an outcomes based learning tool that can be applied in a number of ways to enhance learning and measure performance.

Discussion Board Terms

The table below outlines the terms used to describe Discussion Board features.

Term	Definition
Thread	The initial post and the entire series of replies to that post within a Disucssion Board forum.
Thread Detail	The page that displays the threaded view of all posts in a thread along with the selected post.
Post	A Discussion Board entry posted to a thread or used to start a thread. Also used as a verb to refer to the act of submitting a post.
Forum Role	A role type that is assigned to all members of the Discussion Board for each forum and enables specific privileges within the forum. A user may have one role per forum, however, a user's role in each forum may differ.
Blocked	A forum role that blocks the user from accessing the forum.
Reader	A forum role that grants the user the rights to read the contents of a forum. Users with this role may only view content and cannot add or respond to posts.
Participant	A forum role that grants the user read and write privileges in the forum.
Grader	A forum role that grants the user Participant privileges as well as the Grading privileges for the forum.
Moderator	A forum role that grants Participant privileges as well as the ability to modify, delete, and lock posts. If a Moderation Queue is used, the Moderator may also approve or reject posts in the queue.
Manager	A forum role that grants all privileges.
Grade Forum	The process of assigning a grade to a user for their performance in a forum.
Grade Thread	The process of assigning a grade to a user for their performance in a thread.
Rate Post	The process of evaluating a post based on a fixed, 5 point scale.
Collect Posts	The process of selecting one or more posts or threads

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TERM	DEFINITION
	for inclusion in on a page that can be sorted, filtered, printed, and saved as a document. The collection is gathered into a format that can be sorted, filtered, printed, and saved as a document that can be viewed in a browser.
Flag	A mark used to call attention to the post.
Copy Forum	The process of creating a clone of a forum or the forum settings in the same discussion board or in another discussion board in the same course or organization.
Save Posts	The act of saving a post as a draft.
Published Post	A post that has been submitted and, if necessary, approved by a moderator.
Post Position	The position of a post in a thread relative to the other posts.
Draft	A post that has been saved for future editing.
Locked Thread	A thread that is visible for reading but cannot be modified. Users may not post to a locked thread.
Unavailable Thread	A thread that is hidden and inaccessible to all users except forum Managers.
Hidden Thread	A Thread that is locked and not visible by default. Users may view hidden threads by enabling the Display Hidden Threads feature.
Moderation Queue	A list of posts that must be approved before they will appear in the Discussion Board.

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VIEW AND ORGANIZE DISCUSSION BOARD CONTENT

Overview

Forums can appear throughout a course, in any area where an Instructor chooses. Each group may also have a private Discussion Board with forums available only to those users that are a part of the group. All forums that are not a part of a group are accessible from various points in the course or by going to the Discussion Board tool. The Discussion Board tool centralizes all of the forums in the course.

Please keep in mind that when users open the Discussion Board tool they will only see those forums they can access.

Search

A search function appears at the top of the page throughout the Discussion Board. The search includes a keyword field, date restrictions, and options for where to search. The search function starts at the current level and options exist to work up. For example, in a thread, the default search option only searches that thread but options exist to search the entire forum or all forums From the search function, users can search all forums in the course, including any forums that appear in the user's groups.

Thread Status

The Forum Manager can change the status of a thread to one of the following:

- **Published**: A published thread is available to users.
- **Locked**: Users may read the thread but not make any additions or modifications. Locking a thread allows Grades to be assigned without users updating or changing posts.
- **Unlocked**: Unlocking a thread allows users to modify and add to the thread.
- **Hidden**: Hidden threads do not display unless the user chooses. Hidden threads may not be modified. Hidden threads may not be modified. Hiding threads removes outdated threads and makes relevant content easier to find.
- **Unavailable**: Unavailable threads are only visible to forum managers. Even then, forum managers must choose to view these threads. Making threads unavailable means that users can no longer view the thread.

Follow these steps to change the status of a thread:

1. Open a forum in the Discussion Board.
2. Select threads.
3. Choose a new status for the selected threads using the **Change Status to:** drop-down list.
4. Click **Go**.

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Forum View

The forum view lists the threads in the forum and includes several options for displaying and managing threads. The list of threads can be sorted by clicking the carat at the top of each column. Posts within the thread are viewed by clicking on the hyperlinked name of the thread in the Thread column.

The functions at the top of the page include a Display option to show threads of different status and a search function. There is also an action bar that includes the following functions:

FUNCTION	PURPOSE
Add Thread	Initiate a new thread.
Remove Thread	Remove the selected threads from the forum. Deleted threads cannot be restored. Use the unavailable function to completely hide threads from users without actually deleting the threads.
Collect	Gather selected threads onto one page where posts can be sorted, filtered, or printed.
Grade Forum	This option only appears if grading is turned on for the forum.
Change Status to:	Update the availability status of the selected threads.

Thread View

Clicking on a thread in a forum brings up the Thread Detail The thread view is divided into three parts. Post viewing and management functions appear at the top of the page. The middle of the page displays a list of posts, with replies nested underneath the original post. The bottom of the page displays the current post.

The following options are available when viewing a thread:

FEATURE	DESCRIPTION
Action Bar	
Collect	Group posts into an organized filterable and sortable set.
Flag	Mark a post for later attention.
Unflag	Remove a flag applied to a post.
Grade Thread	Enter a Grade for a user based on their performance in the Thread. This option only appears if the thread is graded.
Message List	
Select Threads	Select each thread using the checkboxes or the select all unselect all options. Selected Threads are included in Action Bar operations.

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FEATURE	DESCRIPTION
Current Post	
Subscribe	Receive an email alert when a post is updated or a user posts a reply.
Reply	Generate a response to a post.
Modify	Change the content of the post.
Remove	Remove the post. Removing a post also removes all the replies to that post.
Rate this Post	Select a score for the post on a 1 to 5 scale.
Previous Post/Next Post	Click these options to navigate through the posts in the thread.

Collections

Collections gather posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. Instructors can create displays of good posts by gathering them as a collection, printing to PDF or saving as HTML, and then loading the file into the course.

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INITIATE A THREAD

Overview

Threads are a series of posts related to a similar topic. When creating a forum, the Instructor has the option of allowing or not allowing users to start threads. If threads are graded, users cannot start threads. Generally, the purpose of the forum will dictate whether or not users can start threads. A moderated, graded forum used to evaluate student performance will usually be tightly controlled. In this case, it would not be appropriate to allow users to create threads. Other forums are designed for users to share opinions and thoughts on tangential or unrelated topics. In this case, it is safe to allow users to create threads and spark discussions.

Start a Thread

Follow these steps to start a thread.

1. Open a Discussion Board Forum.
2. Click **Add Thread** in the action bar. The Add Thread page will appear.
3. Enter a **Subject** and a **Message**. It is also possible to attach files to the post.
4. Click **Save** to store a draft of the post or click **Submit** to create the thread.

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RESPOND TO A DISCUSSION BOARD POST

Overview

Threads grow as users respond to the initial, and subsequent, posts. Replies build on one another to construct a conversation.

Reply to a Post

Follow these steps to reply to a post.

1. Open a thread in a forum.
2. Find a post.
3. Click **Reply** for that post.
4. Enter a **Subject** and a **Message**. It is also possible to attach files to the post. Only one file can be added using the Attachment function below the text box. When using the Visual Text Box Editor, multiple files may be added.
5. Click **Save** to store a draft of the post or click **Submit** to create the thread.
6. The post will appear in the thread underneath the original post.

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GRADING DISCUSSION BOARD PARTICIPATION

Overview

In a classroom setting, students are often expected to participate in class discussions and that participation is part of the equation when assessing performance. Within a classroom, participation performance can be ambiguous. It is sometimes difficult to differentiate the student who is active but does not advance the discussion from the student that speaks less frequently but with greater impact.

Student interactions with the Discussion Board are a permanent record of participation. The Instructor has the option to grade Students at the forum level or at the thread level. In this way the Instructor can accurately compare Student participation to the expectations set forth.

Enable Grading

Grading options are enabled when the forum is created or by modifying the forum. Click **Modify** on the Discussion Board for a forum to change its settings.

The **Grade** settings appear at the bottom of the Add Forum Page and the Modify Forum page. Select **Grade Forum** and enter a point value to evaluate participants on performance throughout the forum. Select **Grade Threads** to evaluate participants on performance in each thread. When the **Grade Threads** option is used, a **Points Possibl**e option appears each time a thread is started. Keep in mind that users cannot create new threads if **Grade Threads** is selected for the forum.

Grade User Participation in a Forum

Follow these steps to evaluate performance in a forum.

1. Open the Discussion Board. A list of forums will appear. For each forum that may be graded, an icon will appear in the **Grade** column.
2. Click the icon in the **Grade** column. Only users with a forum role of Grader or Manager may enter a grade for a forum. A Grader may not view their own work.
3. A list of users will appear. Click **Grade** for a user.
4. A collection of the user's posts in the forum will appear. Evaluate the posts and assign a **Grade**.
5. Click **Submit** to add the grade to the Gradebook.

Grade User Participation in a Thread

Follow these steps to evaluate performance within a thread.

1. Open a Discussion Board and then open a forum and select a thread.
2. Click **Grade Thread**. This button will only appear to users with a forum role of Grader or Manager.
3. A list of users will appear. Click **Grade** for a user.
4. A collection of the user's posts in the Thread will appear. Evaluate the posts and assign a **Grade**. Click **Submit** to add the grade to the Gradebook.

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Disable Grading for a Forum or Thread

Use the Modify Forum feature to change the grading option to select **No Grading**. If Grades have already been entered for the forum or its threads, a warning message will appear that changing the setting will remove the associated Gradebook Items. Click **OK** to continue or click **Cancel** to preserve the Gradebook Items.

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PEER REVIEW THROUGH THE DISCUSSION BOARD

Overview

A common learning tool in classrooms is providing feedback to other students on their work. Students prepare an essay, lab report, or presentation and share it with the class. Other students are asked to comment on the work and offer criticisms for improvement. This process helps the student improve their assignment, but is even more valuable to the students that review the work. Reviewing the work of another student enforces classroom learning and helps the reviewer practice important communication skills.

The Discussion Board is the perfect place in a course for peer review. Each student may start a thread and include their work in the initial post. Other students then review the work, assign a rating to the initial post, and include comments in a response. As users respond, the feedback expands as users reinforce and build on points made by other students.

Users can respond to a post using a 5-star rating system. To enable this feature, select **Allow members to rate posts** when creating the forum.

Rating a Discussion Board Post

Open a thread and view the posts. Each post has an **Overall Rating** field with five stars. The stars show the overall rating that the post has received from users. Click on the **Rate this Post** drop down list and select a rating from 0 to 5 stars. Your rating is now included in the **Overall Rating** and your individual rating appears in the **Rate this Post** field. A user may not rate the same post more than once..

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KEEPING THE DISCUSSION BOARD CONTENT SAFE

Overview

Discussion Boards give students the freedom to share their thoughts and opinions on class topics with other users. Occasionally, students may introduce material to the Discussion Board that is inappropriate for the class discussion. Depending on the maturity and the sensitivity of the students in the course, it may be important to review student posts for inappropriate content before sharing posts with the rest of the class.

Instructors can assign Discussion Board users to act as moderators. Moderators review posts before they are added to a thread and displayed to the class. The Moderator may be the Instructor or other responsible participants.

It is also possible to prevent an individual user from posting at all. Assigning a user the role of Blocked will prevent the user from accessing the forum. Assigning an individual user the role of Reader will allow the user to view content in the Discussion Board but prevent the user from posting content.

Security Settings

The following settings are available when creating a Discussion Board to ensure that content is appropriate.

SETTING	DESCRIPTION
Allow anonymous posts	If this feature is turned off users are identified by their username whenever they post a reply. Making members accountable for the content that they post is a deterrent for users that wish to post inappropriate content. Be careful when disabling this feature as there are instances where learning can benefit from anonymous posts, particularly when discussing sensitive topics If this feature is enabled, the forum cannot be graded.
Allow authors to remove own posts and **Allow author to modify own published posts**	Members are deterred from posting inappropriate content if they do not have control of the content once it is posted.
Allow members to create new threads	Preventing members from starting threads helps focus their posts on the topic.
Force moderation of posts	Moderating posts requires that all posts are reviewed by a responsible party before the content is shared with the class.

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Moderate a Forum

Set up a moderator on the Manage Forum Users page. Otherwise, the forum manager must take responsibility for approving posts.

Follow these steps to moderate forum posts.

Open the forum.

1. Click **Moderate Forum**. The **Moderate Forum** button will only appear in the action bar if you have a forum role of Manager or Moderator.
2. The Moderation Queue will appear with a list of posts that are awaiting approval. The posts appear in chronological order. Those at the top have been in the queue for longer than those at the bottom.
3. Click **Moderate** for a post. The Moderate Post page will appear displaying the message.
4. Select **Publish** or **Return**. If returning the post, add a message to the author explaining why the post is being returned and some suggestions for modifying the post so it is appropriate for the discussion.
5. Click **Submit**. If the post is approved it will now be shown in the forum. If the post is not approved, it will only appear to the author and the Moderator in the forum. The post will be marked returned and the Moderator comments when returning the post will appear as a reply.

Prevent a User from Posting

There may be an instance where a user should not be allowed to post at all because of past history of inappropriate posts or if the user has not been participating in discussions throughout the term. Assign a user the forum role of Reader if the user is allowed to view the forum but not add content. Assign a user the forum role of Blocked to prevent the user from accessing the forum.

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DELEGATING DISCUSSION BOARD ADMINISTRATION

Overview

Discussion Boards can serve several different purposes in a course. In many cases, the Instructor does not wish to be actively involved in the Discussion Board and would like to pass off some or all of the administration of the Discussion Board to another responsible user. Discussion Board forums include roles for each user involved in the forum. These roles define privileges within the forum. The forum roles with administrative roles that can be assigned to users in a forum are:

- Manager
- Moderator
- Grader

Manager

Managers have full control over the forum. Managers can change the forum settings, moderate posts, and assign grades. The role of Manager should only be assigned to the course Instructor or someone with similar responsibilities. Users with a course role of Instructor or Teaching Assistant are granted this forum role by default.

Moderator

Moderators review posts before they are made available to all users in the course. Moderators may also delete and modify all posts in any forum, even if the forum does not use the Moderation Queue. Make sure that Moderators are responsible and understand the criteria for appropriate posts. Users with a course role of Course Builder are granted this forum role by default.

Grader

Graders review Discussion Board posts and enter grades in the Gradebook. The Grader role has some access to the Gradebook and should only be assigned to users responsible for guiding and evaluating learning such as Instructors and Teaching Assistants. Graders do not have access to the Control Panel as part of their forum privileges. Users with a course role of Grader are granted this forum role by default.

Define a User's Role in a Forum

Follow these steps to assign a user a role in a forum.

1. Open the Discussion Board.
2. Click **Manage** for a forum.
3. The Manage Forum Users page will appear.
4. Select a role for users from the drop-down list. The default value is Participant. Participants can read and post but have no administrative privileges.
5. Click **OK**. The forum roles are now assigned.

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INCORPORATING DISCUSSION BOARD FORUMS INTO THE LEARNING PROCESS

Overview

Discussion Board forums can be accessed from the Discussion Board tool that lists all the forums in the course. This centralized view is an easy access point, but there are other ways to access Discussion Board forums that immerse the user in the learning experience. For example, Discussion Board forums can be placed in any content area. Thus, a Discussion Board forum may appear following lecture notes on the same topic. Further, using adaptive release or date availability restrictions, the forum may only appear after users complete the lesson or after the Instructor has delivered the lecture in class.

Add a Discussion Board forum to a Content Area

Follow these steps to add a forum within a content area.

1. Open the Control Panel and navigate to the Content Area and folder where the forum will appear.
2. On the right side of the action bar, select **Discussion Board** from the **Select** drop-down list. Click **Go**.
3. Choose **Select a Discussion Board Forum** and select a forum from the list. Click **Next**.

   Note that the **Discussion Board page** option will link to the Discussion Board Page and show all the forums in the course. Click **create new forum** to build a new forum. The forum will not appear in the desired content area after creation. Navigate back to the content area and use the **Select a Discussion Board Forum** option to place the new forum in the correct location.
4. Add information about the link on the next page. This determines how the link to the forum will appear in the content area. Click **Submit**.

Define Requirements for Viewing the Discussion Board forum

Discussion Board links are subject to date restrictions and adaptive release restrictions. When restrictions are in place users cannot access the forum from within the content area or from within the Discussion Board tool. The Instructor always has access to every forum through the Control Panel.

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DISCUSSION BOARD STATISTICS

Overview

The Performance Dashboard keeps track of user activity throughout the course, including the Discussion Board. This information can help Instructors quickly identify Students that are outside the normal range of participation. Instructor can use this information to reward achievement and assist students that are struggling with the material.

View Discussion Board Statistics

Follow these steps to view Discussion Board statistics for a user.

1. Click Performance Dashboard on the Control Panel.
2. The number of forums where a user has posted appears as a link in the Discussion Board column. Click the link to view details.
3. A page appears that lists the following information:

- Total Posts
- Date of Last Post
- Average Post Length (number of characters)
- Minimum Post Length (number of characters)
- Maximum Post Length (number of characters)
- Average Post Position
- Grade (if the post is not yet graded, the instructor may click a link to the Gradebook to add a grade)

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COURSE OPTIONS

Overview

Use the Course Options area to manage the availability and accessibility of a course as well as manage the appearance of course features. Course Options also includes tools to archive or recycle the course, and import content.

In this chapter

This chapter contains information on the following sections:

SECTION	DESCRIPTION
Manage Course Menu	Select which course areas will appear in the Course Menu.
Manage Course Design	Create a design for the Course Menu and Course Banner.
Manage Tools	Enable *Blackboard Learning System*, Building Block, and Content tools.

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MANAGE COURSE MENU

Overview

Add and modify course areas from the Manage Course Menu page. For example, choose areas for Staff Information, specific content, and Course Links.

Course areas may include:

- folders that hold content such as files, Learning Units, Assessments, and Assignments.
- specific items such as a course syllabus.
- External Links, which link to URLs outside of the course.
- Course Links, which link to other areas within the course.
- Instructors have the option to include up to 10 different areas for each course.



Note: Administrators may restrict options to maintain a consistent appearance for all Courses. This may include making some areas unavailable or setting permanent area names.

Find this page

Click **Manage Course Menu** from the Control Panel to open the Manage Course Menu page.

Functions

The table below details the functions available on this page.

TO . . .	CLICK . . .
add a Course area	**Add Course area**. The Add New Area: Course area page will appear.
add a Tool area	**Add Tool Area**. The Add New Area: Tool Area will appear.
add an External Link	**Add External Link**. The Add New Area: External Link page will appear.
add a Course Link	**Add Course Link**. The Add New Area: Course Link page will appear.
modify an area	**Modify**.
remove an area	**Remove**. This action is irreversible.
order course areas	the drop-down arrow and select a number. Course areas will appear in the Course Menu in the order selected.

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ADD NEW CONTENT AREA

Overview

The Add New Content Area page enables the Instructor to add a new Course area to the Course and choose which Course Roles will have access to the content.

Find this page

Follow the steps below to open the Add New Content Area page.

1. Click **Manage Course Menu** from the Course Options on the Control Panel.
2. Click **Add Content Area**.

Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
Set Area Properties	
Area Type	Indicates that this is a Course area.
Area name [r]	Select a name for the area from the drop-down list or create a new name in the space below.
Allow guest access	Select the check box to make this area available to Guests in the course.
Allow observer access	Select the check box to make this area available to Observers in the course.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the course.

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ADD NEW TOOL AREA

Overview

The Add New Tool Area page enables the Instructor to add Tools to the Course Menu and choose which users will have access.

Find this page

Follow the steps below to open the Add New Tool Area page.

1. Click **Manage Course Menu** under Course Options in the Control Panel
2. Click **Add Tool Area**.

Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
Set Area Properties	
Area Type	Select a Tool to add to the Course Menu.
Area name [r]	Enter a name for the Tool. The name entered will appear on the Course Menu.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the course.

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ADD NEW COURSE LINK

Overview

Add a link to another part of the course to the Course Menu.

Instructors may add a link to an Assignment or an Assessment that is due. The item would then be listed in a Course area and also on the Course Menu.

A link to the Discussion Board could be added to the Course Menu.

Find this page

Follow the steps below to open the Add Course Link page.

1. Click **Manage Course Menu** under Course Options in the Control Panel.
2. Click **Add Course Link**.

Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
Set Area Properties	
Area Type	Indicates that this is a Course Link area.
Area name [r]	Enter a name for the area.
Link location	Click **Browse**. The Course Map will appear. Select a folder or item within the Course Map to link to and click **Submit**.
Allow quest access	Select the check box to make this area available to guests who view the course.
Allow observer access	Select the check box to make this area available to observers who view the course.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the course.

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ADD EXTERNAL LINK

Overview

Add an External Link to the Course Menu. When users select this area in the Course Menu they will automatically be taken to the URL linked to this area.

Find this page

Follow the steps below to open the Add External Link page.

1. Click **Manage Course Menu** under Course Options in the Control Panel.
2. Click **Add External Link**.

Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
Set Area Properties	
Area Type	Indicates that this is an External Link area.
Area name [r]	Enter a name for the area.
Target [r]	Enter a Web site address for the link to access. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Launch in a new window	Select the check box to open the URL in a new window when it is accessed by a user.
Allow quest access	Select the check box to make this area available to guests who view the course.
Allow observer access	Select the check box to make this area available to observers who view the course.
Make available for Student/ Participant users	Select the check box to make this area available to users enrolled in the course.

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COURSE DESIGN

Overview

Instructors manage the appearance of the Course Menu from the Course Design page. They can choose to use buttons or text links and select colors and design features.

Find this page

Follow the steps below to open the Course Design page.

1. Click **Course Design** under Course Options.
2. Click **Course Design**.

Select new style

Select **Buttons** to make the items in the Course Menu appear as buttons. Select **Text Navigation** to make the items in the Course Menu appear as text links.

Button Style Options

Define the following options after choosing the Button Navigation Style.

FIELD	DESCRIPTION
Select Style Properties	
Button Type	Choose the Button Type from the drop-down list.
Button Shape	Click an option to choose the button shape.
Button Style	Use the drop-down list to select the color of the buttons.

Select Text Style Options

Define the following options after choosing the Text Navigation Style.

FIELD	DESCRIPTION
Select Style Properties	
Select background color for navigation	Click **Pick** and select a background color for the Course Menu.
Select a highlight color for the navigation	Click **Pick** and select a color for the text in the Course Menu.

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COURSE BANNER

Overview

Instructors can add a banner to the top of the Announcements area on the Course from the Course Banner page.

Find this page

Follow the steps below to open the Course Banner page.

1. Click **Course Design** in Course Options on the Control Panel.
2. Click **Course Banner**.

Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
Select Course Banner	
Current Banner	Displays the banner that currently appears at the top of the Announcements area.
New Banner	Enter the path to the new banner file or click Browse to upload a new course banner.
Remove this banner	Select this check box to remove the banner image from the Course.

MANAGE TOOLS

Overview

Instructors can control the availability of Tools through Manage Tools Instructors can enable tools for use during a course and also decide which tools Guests and Observers may access.

Find this page

Click **Manage Tools** in the Course Options area on the Control Panel to open the Manage Tools page.

Functions

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The table below details the functions available on this page.

FUNCTION	DESCRIPTION
Enable Blackboard Tools	Select the Blackboard Tools that will be available in the course.
Enable Extension Tools	Select Building Blocks that will be available in the course.
Enable Content Tools	Select Content Tools that will be available in the course.

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ENABLE BLACKBOARD TOOLS

Overview

Course Tools appear directly on the Course Menu of the Courses tab or within areas of the Course Menu (such as under Tools). Instructors can manage the availability of all of these Tools, such as Collaboration Tools, the Drop Box, and Email through the Enable Blackboard Tools page. Instructors can also choose which tools will be available for Guests and Observers to view.



Note: Instructors may add Tools to the Course Menu from the Manage Course Menu page. The Enable Blackboard Tools page makes Tools available for use within a course.

Find this page

Follow the steps below to access the Enable Blackboard Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Blackboard Tools**.

Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
Available	Check this box next to those tools that will be used in the course.
Allow Guest	Check this box next to those tools that Guests are allowed to view. If a tool is marked with **N/A** then Guests cannot view it.
Allow Observer	Check this box next to those tools that Observers are allowed to view. If a tool is marked with **N/A** then Observers cannot view it.

Disabling Announcements

If the Instructor disables the Announcements Tool and resets the Course Entry Point to an area other than Announcements, course Announcements will still be available to Students from the My Institution tab. Remove each announcement or make them unavailable to prevent users from viewing them.

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ENABLE BUILDING BLOCKS TOOLS

Overview

Building Blocks are tools added to the *Blackboard Learning System*. **Enable Extension Tools** allows the Instructor to manage all the outside tools that the System Administrator has made available.

Find this page

Follow the steps below to access the Enable Extension Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Extension Tools**.



Note: Blocks are not available with *Blackboard Learning System* - Basic Edition.

Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
Enabled	Select the check box next to those tools that will be used in the course.
Allow Guest	Select the check box next to those tools that Guests are allowed to view. If a tool is marked with N/A then Guests cannot view it.

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ENABLE CONTENT TYPES

Overview

A Content Type is a new format for content that can be added to a course.. On this page, the Instructor may choose which types of content may be included in the course. Content Types that are enabled can be added throughout the course.

Find this page

Follow the steps below to open the Enable Content Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Content Tools**.

Enable Content Tools

Check the **Enabled** box next to those tools that will be used in the course. If the tool is not checked then it will not be available.

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COURSE SETTINGS

Overview

Course Settings, such as availability, access and enrollment are also managed on the Course Options area of the Control Panel.

In this chapter

This chapter contains information on the following sections:

SECTION	DESCRIPTION
Course Name and Description	Modify the name and description of the course.
Course Availability	Select the availability of a course.
Course Duration	Determine the length of the course.
Enrollment	Determine how users will enroll in the course.
Guest and Observer Access	Chooses whether or not this course is available to guests and observers.
Categorize Course	Add the course to a category in the Course Catalog.
Course Entry Point	Select an entry point for the course.

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COURSE NAME AND DESCRIPTION

Overview

Instructors change the name, description, and subject type of a course.

Find this page

Follow the steps below to open the Course Name and Description page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Name** and **Description**.

Fields

The table below details the fields on the Course Name and Description page.

FIELD	DESCRIPTION
Course Title/Description	
Course Name	Enter the name of the course. This name will appear as the course name throughout the Blackboard Academic Suite.
Description	Enter a description of the course.
Course Categorization	
Subject Area	Select the subject area that best describes the course.
Discipline	The subject area can be further defined by discipline.

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COURSE AVAILABILITY

Overview

The Course Availability page controlls access to the course.

Find this page

Follow the steps below to open the Course Availability page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Availability**.

Course role availability

Select either **Yes** or **No** to make the course available to users. If the course is set to available, all users participating in the course will have access. If the course is set to unavailable, access is determined by course role.



Note: Courses that are unavailable will not appear in the Course Catalog.

Fields

The following table describes what type of access different user roles have to a course that is unavailable:

COURSE ROLE	ACCESS WHEN COURSE IS UNAVAILABLE
Students	The course is not available to Students.
Instructors, Course Builders, Teaching Assistants, and Graders	Courses set to **Unavailable** will appear to the user. The course will be indicated as unavailable, but will still be accessible.

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GUEST ACCESS

Overview

The Guest Access page is used to control whether or not Guests, those users not participating in the course, have access to the course.

Find this page

Follow the steps below to open the Guest Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Guest Access**.

Guest Access

Select either **Yes** or **No** to make the course available for Guests to view.

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OBSERVER ACCESS

Overview

Instructors decide if Observers have access to the course. A person with an Observer role is assigned to follow specific users on the Blackboard Learning System without interacting with the system. Observers are able to view the course and track Student progress. Also, the Instructor can communicate Early Warning System notifications to Observers as well as the Student, or just to the Observers of the Student.

Find this page

Follow the steps below to open the Observer Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Observer Access**.

Allow Observers

Select **Yes** in the **Allow Observers**: field to allow Observers to access the course.

When set to **Yes**, Observers can access content in the course. Observers cannot access Assessments or Assignments. Observers can be restricted from viewing content or tools on an individual basis. Restrict Observer access to content on the Manage Course Menu page. Restrict Observer access to tools on the Manage Tools page. Both Manage Course Menu and Manage Tools are found under the Course Options heading on the Control Panel.

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COURSE DURATION

Overview

Instructors set the length of the course from the Course Duration page.

Find this page

Follow the steps below to open the Course Duration page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Duration**.

Fields

The table below details the fields on the Course Duration page.

FIELD	DESCRIPTION
Set Course Duration	
Continuous	Select this option to make the course always available.
Select Dates	Select this option to set the course availability for specific dates. The course may also begin on a specific date and not have a specific end date. After the end date, the course is no longer available for Students but is otherwise unchanged.
Days (from the date of enrollment)	Select this option to place a time limit on a self-paced course. The course will be available for that number of days from the time a Student enrolls.

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ENROLLMENT OPTIONS

Overview

Instructors can lead enrollment by processing enrollment requests from Students through the Control Panel. Enrollment can also be limited to a set time and to require an access code.

Find this page

Follow the steps below to open the Enrollment Options page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Enrollment Options**.

Fields

The table below details the fields on the Enrollment Options page.

FIELD	DESCRIPTION
Select Enrollment Options	
Instructor/Admin	Select this option to make course enrollment Instructor led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
Self Enrollment	Select this option to allow Students to enroll in a course.
Start Date	Select this option to set an enrollment start date. If Self Enrollment is selected this date is required.
End Date	Select this option to set an enrollment end date. If Self Enrollment is selected this date is required.
Require Access Code to Enroll	Select this option to require an access code to enroll. Enter an access code that must then be distributed to approved Students. This access code will be required for Students to enroll in the course.

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CATEGORIZE COURSE

Overview

Instructors indicate where in the Course Catalog the course will appear from the Categorize Course page. The Instructor may select multiple categories.

Find this page

Follow the steps below to open the Categorize Course page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Categorize Course**.

Fields

The table below details the fields on the Categorize Course page.

FIELD	DESCRIPTION
Categorize Course	
Add Category	Select a catalog category. Click **Add**. More than one category may be selected. Repeat the process to add another category. The course will appear under the selected categories.
Currently Categorized In	Displays the catalog categories that have been selected. To remove a category, click **Remove** next to the category that is to be removed.

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SET COURSE ENTRY POINT

Overview

The default course entry point is the Announcements page. In some courses, it may be advantageous to change the entry point to another area. This can be done on the Set Course Entry Point page.



Note: Setting a new course entry point takes effect immediately. However, the user that sets the new course entry point will not see the effect of the change until the user logs out of the *Blackboard Learning System* and logs back in.

Find this page

Follow the steps below to open the Set Course Entry Point page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Set Course Entry Point**.

Field

Click the drop-down arrow in the **Entry Point** field and choose the course area that will appear when a user enters the course.

If the Course Entry Point is changed, the Instructor must clear the cache or refresh the system to view the change. To refresh on Internet Explorer go to **View** and click Shift + **Refresh**. On Macintosh select Shift + Refresh.

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COPY, IMPORT, ARCHIVE AND RECYCLE

Overview

Course Options also includes tools to copy a course, archive or recycle the course, and import content.

In this chapter

This chapter contains information on the following sections:

SECTION	DESCRIPTION
Recycle Course	Recycle a course by selecting areas to keep and areas to remove.
Course Copy	Copy courses taught by the same Instructor.
Import Package	Add a package containing an exported course the current course.
Export/Archive Manager	Create course packages through Export and Archive features.

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RECYCLE COURSE

Overview

The Recycle Course page is a useful tool for Instructors to use at the end of a course. It allows Instructors to select information to be deleted from a course and keeps the rest of the course areas for use in the future. For example, remove Students and grades but keep content.

The Course Recycler will remove all users with a role of Student from the course. Teaching Assistants, Graders, and Course Builders will not be removed.



Note: Use Archive Course to create a permanent record of the course before recycling.

Find this page

Click **Recycle Course** in Course Options on the Control Panel to open the Recycle Course page.

Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
Select Content Materials to Remove	Select the check boxes for areas within the course that will be deleted. For example, if Staff Information is selected all of the data within Staff Information will be deleted.
Select Other Course Materials to Remove	Select the check boxes for areas within the course that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the course will be deleted.

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COPY COURSE

Overview

Copy Course can be used in several different ways:

- Copy selected course materials into a new course to create a new section of the same course.
- Copy selected course materials into an existing course to share content across several courses without having to recreate the content in each course.
- Copy just enrollments (or enrollments and selected content and tools) to easily move users from one sequential course to the next course.
- Create an exact copy of a course, including enrollments and user data.



Note: A user can only copy materials into a course where the user has a role of Instructor, Teaching Assistant, or Course Builder.

Find this page

Select **Copy Course** on the Control Panel to open the Copy Course page.

Available functions

The following functions are accessible from the Copy Course page.

TO . . .	CLICK . . .
Copy some or all of the course materials into a new course	Copy Course Materials into a New Course
Copy some or all of the course materials into an existing course	Copy Course Materials into an Existing Course
Make an exact copy of the course including enrollments	Copy Course with Users (Exact Copy)

Content System items

When a course is copied, links to Content Collection items within the course are included. The permissions to these items must be updated so users in the new course can successfully access these links. See the topic Course Copy and Content System Items for additional information.

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COPY COURSE MATERIALS INTO A NEW COURSE

Overview

Copying course materials into a new course creates a course in the system and populates it with content from a course already on the system. The Course Menu specified in the source course will replace the default Course Menu in the new course.

Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course Materials** into a New Course from the Copy Course page.

Destination Course ID

Enter a Course ID for the new course that will be created and populated with content from the current course. Please make sure that the new Course ID matches the naming convention used at the institution. Also, he Course ID should not have any spaces or characters other than numbers and letters (A-Z), dash (-), underscore (_), and period (.). The Course ID must be unique and remain static. It cannot be modified.

Select course materials

Select the check boxes for each course area and tool in the course that should be copied into the new course. The table below details what happens to each selectable option when the copy is performed.



Note: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
Content	Copies course materials, including uploaded files, Learning Units, links. Users may also select to include Course Information, Course documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.
Calendar	All Calendar events are copied to the new course.
Collaboration Sessions	Copies Collaboration Sessions.
Course Settings	Some Course Settings will be copied. See Course Settings below for more information.

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COURSE MATERIAL	BEHAVIOR WHEN COPIED
Discussion Board	Discussion Board forums, including the initial posts in each forum, are copied to the new course.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is copied to the new course.

Course Cartridge content

Copy Protected Cartridge content is only copied if the **Course Cartridge Materials** option is selected. This option only appears if there is Copy Protected Cartridge content in the course. The destination course maintains the availability settings for the source course.

Course Settings

When Course Settings is selected, certain settings are copied to the new course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Select Enrollments

If **Enrollment** is selected, the list of users in the course will be copied.

User records in the course will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)

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- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

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COPY COURSE MATERIALS INTO AN EXISTING COURSE

Overview

The Copy Course Materials into an Existing Course page enables Instructors to copy content from one course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information or Course areas to copy. Copy Course will add content to a course, but it will not remove existing content.

Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course Materials into an Existing Course** from the Copy Course page.

Destination Course ID

Enter a Course ID for the destination course or click **Browse** to open a Search function in a separate window.

Select course materials

Select the check boxes for each course area and tool in the course that should be copied into the existing course. The table below details what happens to each selectable option when the copy is performed.



Note: A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
Content	Copies course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.
Calendar	All Calendar events are copied to the new course.
Collaboration Sessions	Collaboration Sessions.

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COURSE MATERIAL	BEHAVIOR WHEN COPIED
Course Settings	Some Course Settings will be copied. See Course Settings below for more information.
Discussion Board	Discussion Board forums, including the initial posts in each forum, are copied to the new course.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is copied to the new course.

Course Settings

When **Course Settings** is selected, certain settings are copied to the existing course. These include the following:

- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Name
- Course Description
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Resolving Course Menu items

When copying content and tools from one course to an existing course, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

IF . . .	THEN . . .
a Course area in the source course does not exist in the destination course	the area will be added to the Course Menu in the destination course.
the Course area in the source course and the Course area in the destination	the content from the source course will be added, but will not replace, the content in

IF . . .	THEN . . .
course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the area within the destination course.
the Course area in the source course and the Course area in the destination course have the same name but are of different types	the Course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

Links

Links to parts of a course that are not included in the copy will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Assessments are not copied, the link to the test will break.

Course Cartridge content

The **Course Cartridge Materials** option is only successful if the source course includes Copy Protected cartridge content and the destination course does not have a Cartridge ID. If this option is selected, the Copy Protected cartridge content will be copied to the destination course with the Cartridge ID assigned. This option only appears if there is Copy Protected Cartridge content in the source course.

If the destination course already has a Cartridge ID (meaning it already includes Copy Protected cartridge content), neither the cartridge content nor the Cartridge ID may be copied from the source course to the destination course. If the **Course Cartridge Materials** option is selected, the copy operation will be successful, but a note in the receipt states that the Course Cartridge Materials will not be copied.

If the source course and the destination course have the same Cartridge ID, the content may be copied successfully.

Select Enrollments

If **Enrollment** is selected, the list of users in the course will be copied.

User records in the course will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

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User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

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COPY COURSE WITH USERS (EXACT COPY)

Overview

Copy Course with Users performs a complete copy of the course. This is the only Copy option that copies user records, such as grades and Discussion Board posts, to the new course. This option is useful if a course is split into multiple sections. The Instructor may do an exact copy and then un-enroll specific students to create two sections of the same course.

	Note: All Course Cartridge content is copied during a Copied Course with Users operation.

Find this page

Follow these steps to locate the Copy Course with Users (Exact Copy).

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course with Users (Exact Copy)** from the Copy Course page.

Copy the Course

Enter the Course ID for the Destination Course and select **Submit**. The new course will contain all of the same content and all of the same user enrollments and staff assignments as the current course.

Please make sure that the new Course ID matches the naming convention used at the institution. Also, the Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (_), and period (.). The Course ID must be unique and remain static. It cannot be modified.

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IMPORT PACKAGE

Overview

Instructors may use the Import Package page to upload course materials from another course. For example, if they have exported a course they may import the whole course package, or selected parts of the course through Import Package.

Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the course is imported.

Find this Page

Click **Import Package** under Course Options on the Control Panel to open the Import Course Cartridge page.

Fields

The table below details the fields on the Import Package page.

FIELD	DESCRIPTION
Select a Course	
Destination Course ID	Displays the Course ID for the course.
Select a Package	
Please Browse for the location of the packaged course	Either enter the path to the course package or click Browse to search for the course package.
Course areas	
Select the option for each course area and tool in the course that should be imported. The Select course materials section below details these options.	

Select course materials

The table below details what happens to each selectable option when the import is performed.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
Content	Imports course materials, including the following, from the package: • Uploaded files • Learning Units • Links

COURSE MATERIAL	BEHAVIOR WHEN COPIED
	• Course Information • Course Documents • Assignments • External Links • Building Block content
Announcements	All Announcements are imported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new course.
Calendar	All Calendar items are imported to the new course.
Course Settings	Some Course Settings will be imported. See Course Setting below for more information.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are imported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are imported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is imported.

Course Settings

When **Course Settings** is selected, certain settings are imported to the course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner

Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access

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- Course Duration
- Enrollment Options

Resolving the Course Menu items

When importing a package, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

IF . . .	THEN . . .
a Course area in the package does not exist in the destination course	the area will be added to the Course Menu in the destination course.
the Course area in the package and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the package will be added, but will not replace, the content in the area within the destination course.
the Course area in the package and the Course area in the destination course have the same name but are of different types	the Course area from the package will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

Course Links

Links to parts of a course that are not included in the export package will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Tests, Surveys and Pools are not exported, the link to the Test will break.

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EXPORT / ARCHIVE MANAGER

Overview

The Export / Archive Manager page organizes all export and archive packages that are created from the course. When the course is exported or archived, a link to the package appears on this page. The Instructor may download the package to a local computer, and then use it in the future for import or restore operations.

When a package is exported or archived, it does not appear on this page immediately. An email is sent to the user once the system has created the package; the user may then open this page to find the package and download it.

	Note: It is recommended that packages be removed from this page once they are downloaded. Each package counts against the course quota; so keeping packages on this page may result in limited space to add additional content to the course.

Find this page

Click **Export Courses** from the Control Panel to open the Export / Archive Manager page.

Functions

The following table details the functions available from the Export / Archive Manager page.

TO . . .	CLICK . . .
export a course	Export in the Action Bar. The Export Course page appears.
archive a course	Archive in the Action Bar. The Archive Course page appears.
download a course package	the link to the package in the File column. Save the .zip file to a local computer.
view the log details	Log next to the package. The Log page appears.
view the package creation details	Detailed Log next to the package. The Detailed Log page appears explaining the different parts of the operation.
remove a course package	**Remove** next to the package.

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EXPORT COURSE

Overview

The Export Course feature creates a package of the course content that can later be imported and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Find this page

Follow these steps to open the Manage Exports page.

1. Click **Export Course** from the Control Panel.
2. Click **Export** from the Action Bar of the Export / Archive Manager page.

Select course materials

The table below details what happens to each selectable option when the export is performed.

COURSE MATERIAL	BEHAVIOR WHEN EXPORTED
Content	Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
Announcements	All Announcements are exported.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported.
Calendar	All Calendar items are exported to the new course.
Course Settings	Some Course Settings will be exported. See Course Setting below for more information.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are exported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	All Staff Information is exported.

Course Settings

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When **Course Settings** is selected, settings are exported. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

	Note: For information on which settings are included in an import operation, see the Import Package topic.

Download the course package

After the Export Course page is submitted the system creates the course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, Instructors may open the Export / Archive Manager page in the Blackboard application and download the course package to the local computer.

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ARCHIVE COURSE

Overview

Archive Course creates a permanent record of a course including all the content and user interactions.

Archived courses are saved as .zip files. Archiving a course does not remove it from the system.

Find this page

Follow these steps to open the Archive Course page.

1. Click **Archive Course** from the Control Panel.
2. Click **Archive** from the Action Bar of the Export / Archive Manager page.

Create Archive

Select **Submit** to archive the course contents and save it for future use.

Download the course package

After the Archive Course page is submitted the system creates the course package. When the package is complete, the Instructor who initiated the operation receives an email. After the email is received, the Instructors may open the Export / Archive Manager page in the Blackboard application and download the course package to the local computer.

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COURSE CARTRIDGES

Overview

Course Cartridges allows Instructors to access sets of teaching tools provided by academic publishers. Chalk Titles are Course Cartridges that are integrated with external applications and content from publishers

In this chapter

This chapter contains information on the following sections:

SECTION	DESCRIPTION
Import Course Cartridges	Explains how to add Course Cartridges to the course.
About Chalk Titles	Provides and explanation of Chalk Titles and their features. Also gives tips in troubleshooting.
Manage Chalk Titles	Explains how to manage Chalk Titles within a course.

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IMPORT COURSE CARTRIDGE

Overview

Course Cartridges enable Instructors to gain access to complete sets of teaching tools provided by academic publishers. In one central location, Instructors can find relevant, publisher-created materials. Once the materials are downloaded to a *Blackboard Learning System* Course, Instructors are free to customize the content by adding and deleting materials as needed to correlate with specific topics covered in the classroom.

Course Cartridges can serve as supplements to existing online courses, or provide an excellent start for faculty who are just beginning to develop online teaching strategies. Instructors will benefit from the ease of use, variety, and professional quality of the materials available on Course Cartridges.

Instructors download Course Cartridges from the Course Cartridge Repository and install cartridges into Courses through the Control Panel.

Find this Page

Click **Import Course Cartridge** in Course Options on the Control Panel to open the Import Course Cartridge page.

Field

Enter the Course Cartridge Download Key in the field provided. Course Cartridge content will be added to course materials.



Note: The Download Key can be obtained from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.

Copy Protection

Cartridges may be designated as Copy Protected or Open Access. Only one Copy Protected cartridge may exist in a course. Open Access cartridges may be downloaded by Instructors into courses that already contain cartridge content. Therefore, a course may contain one Copy Protected cartridge and multiple Open Access cartridges.

Once an Open Access cartridge is added to a course, the content from this cartridge acts like all other content. This content is not differentiated during operations, such as Course Copy.

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Download a Course Cartridge

Follow the steps below to download a Course Cartridge.

1. Select a textbook with a companion Course Cartridge by browsing the Course Cartridge Catalog, located at http://cartridgecatalog.blackboard.com/catalog/
2. Obtain the Instructor Download Key from the textbook publisher.
3. Begin the Course creation process.
4. During the course creation process, enter the Instructor Download Key obtained in Step 2.
5. Click **Submit** to create the course.
6. An email will arrive when the Course Cartridge has finished loading into your new course.

How Students access course cartridges

Students must follow the steps below to access the Course Cartridge materials.

1. Enroll Students in the Course.
2. Instruct Students to purchase required textbook or other publisher provided materials that contain the Access Key.
3. When first accessing the Course content, Students will be required to enter an Access Key. Once validated, Students will no longer need the Access Key.

Cartridge functionality

There are no restrictions on Open Access cartridge content during import, export, archive, restore or copy operations. This content is treated like other content in the course

Copy Protected cartridge content functions in the following ways:

- **Archive**: When a course is archived all cartridge content in the course is saved with the archive.
- **Restore**: When an archived course is restored by the System Administrator, the cartridge content is included in the restored course.
- **Export**: When a course is exported, cartridge content is not included.
- **Import**: The only time cartridge content is included during a course import is if the package was created as an archive. Cartridge content is not included in exported packages.
- **Copy**: Cartridge content is always included in a Course Copy with Users (exact copy) operation. The user has the option to include cartridge content as part of a Copy Course Materials into a New course operation or a Copy Course Materials into an Existing Course operation.



Note: Content from only one Copy Protected cartridge may be copied into a course.

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ABOUT CHALK TITLES

Overview

Chalk Titles are Course Cartridges that are integrated with external applications and content from publishers. Chalk Titles include both content and tools. Tools included in a Chalk Title connect to an outside source to run each tool.

Chalk Titles are installed in the same way as other Course Cartridges. Like other Course Cartridges, Chalk Titles require a download key and student access keys.

Important features in Chalk Titles include:

- **Integration with the course:** Chalk Titles link courses to applications running on the publisher's servers. These applications are often popular tools that are familiar to Instructors. Please contact the publisher for more information about the applications included with a Chalk Title.
- **Single Sign-on:** Users that are logged into the course are logged into the publisher applications linked to the course. Users pass between the course and the publisher application seamlessly.
- **Roster synchronization:** Users enrolled in the course are automatically enrolled in the publisher application.
- **Grade passing:** Grades from the publisher application are passed to the course.

Chalk Title tools appear in the Tools area of the Control Panel after a Chalk Title is added to a course. Instructors can restrict availability to Chalk Title tools in the same way that they can restrict availability to other tools.

The System Administrator may restrict the availability of Chalk Title tools in all courses. By default, Instructors can use Chalk Title tools in courses.

Chalk Title Tools can synch with the Gradebook in a course to report Student performance. Note that Student attempts are stored on the server that runs the tool, not within the course. Therefore, Student attempts are not included when the course is archived. The reported grade is the only recorded information about a Student attempt.

Chalk Title tools will not work if a course that contains Chalk Title tools is exported or archived and later added to system that does not support Chalk Titles.

Troubleshooting

It is important to remember when reporting problems with a Chalk Title that Chalk Title tools and content are linked to outside servers hosted by publishers. In many cases, the problem may be with the publisher server. Make sure to let the System Administrator know that a problem is related to Chalk Title tool.

Privacy Settings

To fully use links added to a course by a Chalk Title, the user's browser settings must be set to **Accept All Cookies** or to be set to accept cookies from Chalk provider’s server.

If the browser privacy settings are set on Medium or High, cookies from third party content, including Chalk applications, are silently blocked. Users will receive an error message when attempting to access some of the links for a Chalk Title.

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The privacy settings can be maintained at Medium or High if the user specifically sets the browser to accept cookies from the Chalk provider's server. Contact the Chalk Title publisher for additional information.

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MANAGE CHALK TITLES

Overview

It is important to consider user privacy when making a Chalk Title available to Students. Outside servers use personal information, such as name and email address to provide the tool and link the tool with the Gradebook.

The Manage Chalk Title page presents options for controlling access to personal information. Instructors can require Students to fill out an authorization form before accessing a Chalk Title.

Instructors receive a privacy notice when they first access a Chalk Title. This message can be set to display each time an Instructor accesses a Chalk Title. It is a good idea to display this message each time if more than one user is responsible for teaching a course.

Find this page

Click **Manage Chalk Title** from the Control Panel.

Fields

The following fields appear on the Manage Chalk Title page.

FIELD	DESCRIPTION
Define Privacy Policy	
Does each student need to provide online authorization before that student's personal information can be displayed to the Publisher?	Select **Yes** to require authorization from Students to release their personal information to the publisher's server.
Specify your preference	
Should Instructors see a Privacy Notice each time they request a Publisher Resource?	Select **Yes** to display the privacy notice each time an Instructor accesses a Chalk Title tool.

USER MANAGEMENT

Overview

Instructors can manage the users in their Courses. For example, Instructors may:

- add and drop individuals or groups of Students to and from a course
- create new users

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- create groups of users within in a course

Some options for managing users may be turned off by the System Administrator.

In this chapter

This chapter contains information on the following sections:

TOPIC	DESCRIPTION
List/Modify Users	Explains how to update user information.
Create User	Provides information on creating user accounts.
Batch Create Users for Course	Describes the function to create a set of users for a course.
Enroll User	Explains how to enroll users in a course.
Remove Users from the Course	Explains how Instructors remove users from the course.
Manage Groups	Provides information for creating and modifying groups of users within a course.

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LIST/MODIFY USERS

Overview

User Management enables the Instructor to manage the users in their Course. The List/Modify Users page enables Instructors to change a user's role within a course and update user profiles. Instructors can also send email to a user.

If the User is unavailable, that user cannot access the *Blackboard Learning System*. If the User Enrollment record is unavailable, the user can access the system but cannot access the course.

Icons to denote a state of unavailable will appear next to the User Name if applicable to the User record. If applicable to the User Enrollment record, the icon will appear next to the User Role.

User records or User Enrollment records that are set to Unavailable are preceded by a circle symbol with a slash through it. Also, the record will appear in gray text with the exception of the email address, which may still be clicked to send a message to the user. To make a record available, click **Properties** to modify the User Enrollment record and change the availability setting.

Find this page

To open the List/Modify Users page, select **List/Modify Users** in the User Management area on the Control Panel.

Functions

The table below details the functions available on the List/Modify Users page after generating a list of users.

TO . . .	CLICK. . .
send an email to a user	the email address to open the Compose Email page.
edit a user password	**Password**.
edit a user profile	**Properties**.

CHANGE PASSWORD

Overview

Instructors can update a user's password from the Change Password page.

Find this page

Follow the steps below to open the Change Password page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Change Password** next to a user.

Fields

The table below details the fields on the Change Password page.

FIELD	DESCRIPTION
Change Password	
Password [r]	Enter the new password.
Verify Password [r]	Re-enter the new password.

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CREATE USER AND MODIFY USER

Overview

Instructors can create a profile for a user on the Create User page. Creating a user within a Course also enrolls the user in the Course.

After creating a user, Instructors can update a user's profile information, including the Course role, from the Modify User Properties page.



Note: The names of these fields can be changed by the System Administrator. If a link appears at the top of this page it will connect to another information system where some of the values that appear on this page may be edited.

Find this page

Click **Create User** in User Management on the Control Panel to open the Create User page.

Follow the steps below to open the Modify User Properties page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Properties** next to a user.

Fields

The table below details the fields on the Create User page and the Modify User page.

FIELD	DESCRIPTION
Personal Information	
First Name [r]	Enter the user's first name.
Middle Name	Enter the user's middle name.
Last Name [r]	Enter the user's last name.
Email [r]	Enter the user's email address.
Student ID	Enter the user's Student ID as defined by the institution.
Account Information	
Username [r]	Enter a user name for the new user. Do not include any spaces. This field is required.
Password	Enter a password for the user's account. The password must be at least one character and contain no spaces.
Verify Password	Enter the password again. Use the Change Password page to change the password of an existing user.

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FIELD	DESCRIPTION
Other Information	
Gender	Enter the user's gender.
Birthdate	Select the user's birthday.
Education Level	Enter the user's education level.
Company	Enter the user's company.
Job Title	Enter the user's job title.
Department	Enter the user's department.
Street 1	Enter the user's address.
Street 2	Enter any additional address information.
City	Enter the user's city.
State/Province	Enter the user's state or province.
ZIP/Postal Code	Enter the user's ZIP code or postal code.
Country	Enter the user's country.
Web Site	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone	Enter the mobile phone of the user. The phone number will display exactly as entered.
Role and Availability	
Role and Availability	Select a role option. Available roles are: • **Student**: User is able to access all available Course content and will be graded on Assessments. • **Instructor**: User is able to control all aspects of the course through the Control Panel. • **Teacher's Assistant**: User is able to control most aspects of the course through the Control Panel. • **Grader**: User is able to access all areas under Assessments. • **Course Builder**: User is able to add content to the course through the Control Panel. • **Guest**: Guests are able to view areas of the course, but cannot participate in any way.
Available (this	Select **Yes** or **No** from the drop-down list. If **Yes** is selected, the user will have access to the Course. If **No** is selected, the

FIELD	DESCRIPTION
course only)	user will not be able to access the Course. This option can be modified after the user is created to control access throughout the user's involvement with the course.

BATCH CREATE USERS FOR COURSE PAGE

Overview

Instructors may quickly add numbers of users to the course from the Batch Create Users for Course page. Users can be added with any Course Role.

	Note: If using a batch file created for a previous version of the Blackboard Learning System, verify that the fields are in the correct order for the current version.

Find this page

Click **Batch Create Users for Course** in User Management on the Control Panel to open the Batch Create Users for Course page.

Batch files

Batch files are .txt files that hold large quantities of information to upload to the system. Each batch utility contains specific instructions on creating the batch file. The following batch file standards are universal.

- Fields must be enclosed in double quotes.
  Example: “John”
- Each field must be separated with a delimiter. Commas, colons or tabs may be used; however, you may not use more than one as a delimiter in a batch file.

  Example:

  “John”,”Smith”
- Each record must be separated by a hard return.

  Example:

  “John”,”Smith”
  “Larry”,”Smith”
- Each batch file should not exceed 500 records due to time out restrictions associated with most browsers.
- Do not include blank lines between records. The blank line will be processed and return an error.
- If quotation marks appear in a field, it is necessary to use an escape character so the process knows that the next character does not mark the end of the field. The escape character is a backslash (\). For example, "\"NICKNAME\"".

Fields

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The table below details the fields on the Batch Create Users for Course page.

FIELD	DESCRIPTION
File Upload	
File Location	Enter the location of the batch user file.
Delimiter Type of Your File	Select Comma, Tab, or Colon delimiter for the file. Select Automatic and the delimiter will be determined automatically.

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ENROLL USER

Overview

Instructors may enroll an existing user into the course using the Enroll User page.

Find this page

Click **Enroll User** in User Management on the Control Panel to open the Enroll User page.

Enroll Users

Select the check box next to the names of the users to enroll and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit** before continuing to the next page.

Users are enrolled with a Course role of Student by default.

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REMOVE USERS FROM THE COURSE

Overview

Instructors may remove users from a course. When a user is removed from a course all of the information associated with the user, such as, Gradebook information, Drop Box files, is removed.



Note: Removed users cannot be restored to the course. To restore a removed user, the user must be enrolled in the course again.

Find this page

Click **Remove Users from the Course** in the User Management area of the Control Panel to open the Remove User from the Course page.

Select the check box next to the names of the users to remove and type **Yes** in the field at the bottom of the page. A message will appear verifying that the user should be removed. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.

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MANAGE GROUPS

Overview

On the Manage Groups page Instructors can build study or project groups. Instructors can also remove and modify groups from this page. The Instructor has the option of giving the group access to these features:

- Discussion Board
- Virtual Classroom
- Group File Exchange
- Group Email

The features that are chosen are displayed on the Manage Groups page under the group name.

Find this page

Click **Manage Groups** in User Management on the Control Panel to open the Manage Groups page.

Functions

The table below details the available functions on this page.

TO . . .	CLICK. . .
add a group	**Add Group**. The Add Group page will appear. Once a Group has been created Students must be added. Click **Modify** to access the Manage Group page and add users to that group.
modify a group	**Modify**. A Manage Group page will appear. On the Manage Group page group properties may be modified, new Students may be added, Group users may be listed or modified, and users may be removed from the group.
remove a group	**Remove**. This action is irreversible.

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ADD GROUP / GROUP PROPERTIES

Overview

Groups are created on the Add Group page. These options may be modified on the Group Properties page.

Find this page

From the Manage Groups page:

1. Click **Add Group** to create a new group.
2. Click **Modify** to change the properties for a specific group.

Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
Main Group Information	
Group name	Enter a Group name.
Description	Enter a description of the Group.
Group Options	
Enable Group Discussion Board Function	Select this check box to indicate that this Group will have access to the Discussion Board functions. If this check box is not selected this Group will not have access to the Discussion Board functions.
Enable Group Virtual Classroom Function	Select this check box to indicate that this Group will have access to the Virtual Classroom functions.
Enable Group File Exchange Function	Select this check box to indicate that this Group will have access to the group file exchange function.
Enable Group Email Function	Select this check box to indicate that this Group will have access to the group email function.
Make group visible now	Click **Yes** to make the group available.

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MODIFY GROUP

Overview

Once a Group is created Instructors can modify the group and assign users. The Instructor has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

Find this page

Follow the steps below to open the Manage Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.

Functions

The following functions are available from the Manage Group page:

FUNCTION	DESCRIPTION
Group Properties	Modify the Group name, description, or options.
Add Users to Group	Add Students to the group.
List Users in Group	List or modify users in a Group.
Remove Users From Group	Remove users from a Group.

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ADD USERS TO GROUP

Overview

Users are added to the Group using the Add Users to Group page.

Find this page

Follow the steps below to open the Add Users to Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Add Users** to Group.

Add a User to a Group

Once the search has been completed, select the check box next to a user to add to the Group and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit** before continuing to the next page.

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LIST USERS IN GROUP

Overview

Users in a Group can be viewed and contacted using the List Users in Group page. Click on an email address to send a message to that user.

Find this page

Follow the steps below to open the List Users in Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **List Users in Group**.

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REMOVE USERS FROM GROUP

Overview

Instructors may drop users from a Group. If a user is removed from a Group all of the information associated with that user, such as files in the File Exchange and Discussion Board messages, is removed. Removed users cannot be restored to the Group. Removed users must be added again.

Find this page

Follow the steps below to open the Remove Users From Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Remove Users From Group**.

Remove a User from the Group

Select the check boxes of the users to remove. Type **Yes** in the entry field at the bottom of the page and click **Submit**. The selected users and all information associated with those users will be removed from the Group. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.

ASSESSMENT

Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading. The results are recorded in the Gradebook.
- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value. Surveys are not graded.

In this chapter

This chapter includes information on the following sections:

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SECTION	DESCRIPTION
About Assessments	An overview for planning and organizing Assessments.
Test Manager	Explains how to create and manage Tests.
How to Create or Modify a Test	Describes the process for creating a Test.
Test Info	Explains the data used to describe a test.
Test Canvas	Describes the area used to add questions and organize a Test.
Test Creation Settings	Explains the options used to control the availability of Test features.
Question Completion Status	Describes how the question completion status feature informs users of which questions they have answered.
Multiple Choice Questions	Reviews how to add or modify questions.
True/False Questions	Describes True/False questions.
Fill in the Blank Questions	Describes Fill in the Blank questions.
Multiple Answer Questions	Describes Multiple Answer questions.
Matching Questions	Describes Matching questions.
Ordering Questions	Describes Ordering questions.
Essay Questions	Describes Essay questions.
Calculated Questions	Describes Calculated questions.
Numeric Response Questions	Describes Numeric Response questions.
File Response Questions	Describes File Response questions.
Hot Spot Questions	Describes Hot Spot questions.
Multiple Fill in the Blank Questions	Describes Multiple Fill in the Blank questions.
Jumbled Sentence Questions	Describes Jumbled Sentence questions.
Opinion Scale Questions	Describes Opinion Scale questions.
Short Response Questions	Describes Short Response questions.
Either/Or	Describes Either/Or questions.

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SECTION	DESCRIPTION
Questions	
Quiz Bowl Questions	Describes Quiz Bowl questions.
Add/Modify Random Block	Explains how to add a random set of questions to a Test.
Upload Questions	Describes the process and file format for uploading questions to a Test.
Search Pool and Assessments	Reviews the search function for finding questions.
Categorize Question	Details how to organize questions into groups.
Category Manager	Describes the feature used to control categories.
Survey Manager	Explains how to create and manage Surveys.
Pool Manager	Describes how to create and manage Pools of questions.
Pool Import	Explains how to import a pool of questions

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ABOUT ASSESSMENTS

Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. When creating an Assessment there are a number of things the Instructor should consider before creating the Assessment:

- The structure of the Assessment and the types of questions that will be included
- Deployment and setting options, such as test presentation and feedback
- How the Assessment will be graded and the availability of multiple attempts

Assessment Creation

Before creating an Assessment, the Instructor should consider what type of knowledge is being tested and select question types tailored to the subject matter. For example, on an English test a series of Short Answer questions may be the best format, while for a Science test a mix of Multiple Choice, Matching and Fill in the Blank questions would better test Student's knowledge.

It is also helpful to consider flexibility when scoring questions. Will partial credit be acceptable for some or all questions? Are some questions very difficult and may count as extra credit?

Note that questions on the Test Canvas may be reorganized or re-arranged - so the order in which questions are added is not too important.

Assessment Deployment and Settings

Before creating an Assessment it is important to ask how the Assessment will be deployed and what settings will be added. This section discusses some use cases and examples for different options available.



Note: The deployment and settings for an Assessment are selected on the Test Options page. This page appears when an Assessment is added to a Content Area.

practice exercise Instructors may want to make multiple attempts available, or they may decide to give Students a specific number of available attempts. If it is a practice exercise for a standardized test, the option for enforce a time limit may be helpful.

Self Assessment options allow the Instructor to determine how the Assessments is treated in the Gradebook. The **Do not include this test in Gradebook score calculations** options allows the Instructor to view the grade, but the score does not count towards the grade. This would allow the Instructor to see the areas where additional instruction is needed and direct Students towards specific topics to review. The **Hide the score of this test from the Gradebook** option encourages self discovery by students and encourages Students to work on their own.

Options in the Test Presentation section determine how the Test is viewed by Students. There are different benefits to each option. The **All at Once** option may be useful for short quizzes, for example a ten question Multiple Choice quiz. Is an Assessment includes over 25 questions, the **One Question at a Time** option should be selected. This option automatically saves the answers

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to questions as Students move through the Assessment. Students may focus on one question at a time and, if necessary, Instructors may enable backtracking, so Students may revisit previously answered questions.

Grading Assessments

Instructors have a lot of flexibility when grading Assessments. Grading within Blackboard provides an automated system, but allows for the flexibility of real life scenarios.

When multiple attempts are permitted for an Assessment the Instructor can customize grading; the option to include the average score may be selected, but if the Instructor changes his or her min, this may be changed. For example, if the Instructor would like to give Students a bonus this could be switched so the highest score on the Assessment is included.

The override and clear attempts options are helpful in dealing with real-life scenarios. Clear attempts allows Instructors to erase a grade from the Gradebook. For example, the Instructor could give Students a trial run of the Assessment in class; then clear the attempts before they take the Assessment. Or, if there is a technical failure at the institution, all attempts for the Assessment taken on that date may be removed. This option also enables the Instructor to allow a Student to retake a test if the situation arises.

The Override option allows the Instructor to enter a grade that supplants the existing grade or grades (in the case of multiple attempts) in the Gradebook. For example, in the case of extenuating circumstances, the Instructor could use Override to make a Student's grade higher or lower. This score is used when calculating the grade.



Note: Grading is managed in the Gradebook.

TEST MANAGER

Overview

The Test Manager is used to create, modify, and remove Tests.

	Note: Surveys include many of the same features and functions as Tests. Differences between the two are noted throughout this section. Surveys are managed through the Survey Manager, which functions like the Test Manager.

Find this page

Click **Test Manager** in the Assessment area on the Control Panel to open the Test Manager.

Functions

The functions available on this page are described in the table below.

To . . .	click. . .
create a Test	**Add Test**. The Test Info page will appear.
modify a Test	Modify next to the Test. The Test Canvas page will appear.
remove a Test	**Remove** next to the Test. A confirmation box appears. Removing a Test is irreversible.
export a Test	**Export** next to the Test. The Export Test page will appear. Tests may be exported to the local computer or to the Content Collection.
import a Test	**Import**. The Test Import page will appear. Tests may be imported from a local file or from the Content Collection. Tests must be imported from files that were created in Blackboard and exported out.

Questions to consider before creating an Assessment

Below are questions to consider when planning an Assessment:

- How many questions?
- Are there instructions for this Assessment?
- What type of questions?
- What is the point value associated with each question?

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Warning

A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view their original Assessment attempt.

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How to Create or Modify a Test

Overview

This topic describes how to create a Test.

Find this page

Click **Test Manager** in the Assessments area on the Control Panel to open the Test Manager.

How to create a Test

Follow the steps below to create a Test.

1. Select Add Test on the Test Manager page.
2. Enter a name, description, instructions and click Submit.
3. Select a question type on the Test Canvas and click **Go**.
4. Create a question.
5. Enter the Point Value for the question.
6. Attach a file or URL.
7. Enter answers to choose from and select the correct answer.
8. Enter feedback that Students will see based on their answer.
9. Repeat Step 3 through Step 8 until finished adding questions.

How to make a Test available

Follow the steps below to make a Test available.

1. Open a course area and select Add Test.
2. Select the Test to add and click Submit.
3. Select the Properties, Availability, Feedback, and Presentation options for the Test.

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TEST INFO

Overview

On the Test Info page the Instructor begins creating a test by selecting a name, description, and instructions.

Find this page

Follow the steps below to open the Test Info page.

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Add Test**.

OR

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Modify** next to an existing Test.
3. Click **Modify** in the first section on the Test Canvas.

Fields

The table below details the fields on the Test Info page.

FIELD	DESCRIPTION
Test Info	
Name [r]	Enter the name of the Test. If the Test name is changed after it is created the name of the test in the Gradebook will not be changed. To change the name of the Test in the Gradebook as well, edit the Item Information in the Gradebook.
Description	Enter a description of the Test.
Instructions	Enter instructions for the users taking the Test.

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TEST CANVAS

Overview

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Assessments should not be modified if Students have already begun taking the Assessment.

Find this page

Follow these steps to open the Test Canvas page for an existing test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Modify** next to an existing Test.

Follow these steps to open the Test Canvas page for a new test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the **Add Test** page and select **Submit**.

Functions

The functions available on the Test Canvas page are described in the table below.

TO . . .	CLICK . . .
add a question	the drop-down menu in the Add Question: field, select a type of question to add and click Go.
add a question in between existing questions	the drop-down menu in the Add Question: field, select a type of question to add and click Add Question Here in the location where the question should appear.
change the settings for this Test	**Creation Settings**. The Test Creation Settings page will appear. Creation Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
change the name, description, or instructions for the Test	**Modify** to the right of the Name, Description, and Instructions.
change the order of the questions	the drop-down list to the left of the question header. Select a new order for the questions using the numbers in the drop-down list. Modify to the right of the question header.

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modify a question	
remove a question	**Remove** to the right of the question header. A confirmation box will appear. Removing a question is irreversible.

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TEST CREATION SETTINGS

Overview

The Test Creation Settings page allows Instructors to adjust settings for a Test. These settings control options, such as question feedback, categorization of questions, and default point value.



Note: The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the Specify default point values for questions option is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the Add Categories to questions option is not available on the Survey Creation Settings page.

Find this page

Follow the steps below to open the Test Creation Settings page.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the Add Test page and select **Submit**.
4. Select **Creation Settings**.

Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
Creation Settings	
Provide feedback for individual answers	Select this check box to include the option to enter feedback for individual answers rather then just one set of feedback for correct or incorrect answers. Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.
Add images, files, and URLs to questions	Select this check box to include the option to attach images, files, and URLs to questions.
Add images and files to answers	Select this check box to include the option to attach images and files to answers.
Add categories and keywords to questions	Select this check box to include the option to create categories for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for

FIELD	DESCRIPTION
	questions by category and keyword.
Specify default point value for questions	Select this option and all questions will automatically have the same point value. Enter the point value in the Default point value: field. This only sets a default.
Specify partial credit options for answers	Select this option to make partial credit available for questions included in this Assessment. If selected, an option to give partial credit appears when questions are created.
Specify extra credit option for questions	Select this option to make extra credit available for questions included in this Assessment. If selected, an extra credit option appears when each question is created. This option allows the Instructor to make the questions an extra credit questions as opposed to a regular question. If this options is selected points are added to the score if the question is answered correctly; no points are taken away if the questions is answered incorrectly.

Default Point Value

Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

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QUESTION COMPLETION STATUS

About Question Completion Status

The Questions Status Indicator is a tool to provide users with a quick up-to-date look at their progress (complete or incomplete questions) in an assessment at all times. The **Save** button next to each question provides a visual reminder to Students to save their work periodically**.**

Completion status of assessment questions is displayed at the top of the page when a student is taking an assessment. The status of which questions have been answered is displayed at the top of the page, just below the Name and Instructions box.

When the user answers a question and moves on to the next question in a question-by-question assessment, the status box will be updated on the next page to show that the previous question was answered. If the user does not answer a question and moves on to the next page in a question by question assessment, the status box will show on the next page that the previous question was not answered. The user can navigate between questions by clicking on the question number in the status indicator. This is applicable only to assessments deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, the user will be able to use a **Save** button to the right of each question to save this specific question without scrolling to the bottom of the page to save. Saving either a single question or all of the questions that have been answered (with the **Save** button at the bottom of the page) changes the status indicator to show which questions have been completed.

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QUESTION METADATA

Overview

Instructors have the option to create categories, keywords, Learning Objectives, and Levels of Difficulty for questions to help organize them for future use.



Note: The Question Metadata options are only available if Add categories and keywords to questions is selected in Creation Settings.

Add Metadata to a Question

Follow these steps to add metadata to a question.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question**: field or select **Modify** next to an existing question.
4. Click **Categorize** to add a category, **Set Learning Objective** to add a Learning Objective, or **Set Level of Difficulty** to add a Level of Difficulty. For Keywords, enter the words, separated by commas, directly into the **Keywords** field.
5. Select a value from the drop-down list and click **Add**. The metadata will be assigned to the question. To organize the list of available values, click **Manage**.

Manage Metadata

Metadata values can be added, removed, and changed. Metadata created in one question can be used when creating other questions in the same course. Follow these steps to add values for metadata.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question**: field or select **Modify** next to an existing question.
4. Click **Manage Categories**, **Set Learning Objective**, or **Set Level of Difficulty**.
5. To add a value to the list of available values, enter it in the field and click **Add**. Available values appear below. Click **Modify** to change the name of a value or **Remove** to delete the value from the list.

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MULTIPLE CHOICE QUESTIONS

About Multiple Choice Questions

Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.



Note: Use the Multiple Answer question type to create multiple choice questions with more then one answer.

Find this page

1. Open the Test Canvas for an assessment..
2. Select **Multiple Choice** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value** and complete the partial credit options if necessary.
5. Select the number of answers and complete the answer options.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

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TRUE/FALSE QUESTIONS

About True/False Questions

True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.

Create a True/False question

1. Open the Test Canvas for an assessment.
2. Select **True/False** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. This should be in the form of a statement that users will mark either True or False.
4. Assign a **Point Valu**e.
5. Select the Answer Orientation and correct answer for the question.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

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MULTIPLE CHOICE QUESTIONS

About Multiple Choice Questions

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Note: Use the Multiple Answer question type to create multiple choice questions with more then one answer.

Find this page

1. Open the Test Canvas for an assessment..
2. Select **Multiple Choice** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value** and complete the partial credit options if necessary.
5. Select the number of answers and complete the answer options.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

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FILL IN THE BLANK QUESTIONS

About Fill in the Blank Questions

Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling. Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors.
- Provide answers that allow for abbreviations or partial answers.
- Create the question that indicates to Students the best way to answer the question.
- Phrase the question so there is only one answer

Try to keep answers limited to one word to avoid mismatched answers due to extra spaces or order of answer terms. If the answer may be more then one word, list all possibilities as answers. For example, if Benjamin Franklin is the answer, include Benjamin Franklin, Franklin, and Ben Franklin as correct answers.



Note: Use the Fill in Multiple Blanks question type to create a question with multiple answers.

Create a Fill in the Blank Question

1. Open the Test Canvas for an assessment.
2. Select **Fill in the Blank** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Enter all of the possible answers to the question.
5. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
6. Click **Submit** to add the question to the assessment.

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MULTIPLE ANSWER QUESTIONS

About Multiple Answer Questions

Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20. This type of question may be used when more then one answer is correct; users can select the incorrect answers. For example, in the medical field, this type of question may be used to select symptoms associated with a medical condition.

Create a Multiple Answer Question

1. Open the Test Canvas for an assessment.
2. Select **Multiple Answer** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Select options for how answers are displayed. This includes:
    - **Answer Numbering** - determines how the answers are numbered
    - **Answer orientation** - determines if answers appear vertically or horizontally
    - **Allow Partial Credit** - select if partially correct answers receive any credit
    - **Show Answers in Random Order** - displays answers in a random order when users take the assessment
5. Enter the number of answers and complete the text box for each answer. Indicate the correct answers by selecting the check box to the left of the question.
6. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

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MATCHING QUESTIONS

About Matching Questions

Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question. For example, the question may include a list of animals and a list of food they eat (herbivore, carnivore, omnivore). The users would match each animal with their diet.

Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.

Create a Matching Question

1. Open the Test Canvas for an assessment.
2. Select **Matching Question** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Select options for question layout and partial credit.
5. Select the number of questions and enter the text for each question. The number of questions and answers may be uneven. For example, the Instructor may include extra answers to make the question more difficult.
6. Select the number of answers and enter the text for each answer. Click **Next**.
7. Match each Question with the correct Answer.
8. Complete any advanced features for the question as defined by the Creation Settings of the Assessment.
9. Click **Submit** to add the question to the assessment.

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ORDERING QUESTIONS

Overview

Ordering questions require users to provide an answer by selecting the correct order of a series of items. For example, an Instructor may give users a list of historical events and ask them to place these events in chronological order.

Users will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points.

Create an Ordering Question

1. Open the Test Canvas for an assessment.
2. Select **Ordering Question** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Select options for numbering and partial credit.
5. Select the number of answers and enter them in the correct order. Click **Next**.
6. Select the order in which to display the answers.
7. Complete any advanced features for the question as defined by the Creation Settings of the Assessment.
8. Click **Submit** to add the question to the assessment.

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ESSAY QUESTIONS

Overview

Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page. Essay questions may use the Math and Science Notation Tool.



Note: A Short Answer Question type is also available; this question type allows the instructor to limit the length of the response. Like Essay questions; Short Answer Questions are manually graded.

Other Question types that allow user input are File Response, Fill in the Blank, and Fill in Multiple Blank.

Create an Essay Question

1. Open the Test Canvas for an assessment.
2. Select **Essay Question** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Enter a sample answer for users to view with the question.
5. Click **Submit** to add the question to the assessment.

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CALCULATED FORMULA QUESTIONS

About Calculated Formula Questions

A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated. The correct answer can be a specific value or a range of values. Partial credit may be granted for answers falling in a range.

Since this question allows the Instructor to randomize the value of variables in an equation it may be useful when creating math drills to when giving a test when Students are seated close together.

Adding a calculated question to an Assessment is a three step process:

- Create the question and formula.
- Define the values for the variables.
- Confirm the variables and answers.

Create the Question and Formula

The question is the information presented to students. The formula is the mathematical expression used to find the answer. Be sure to enclose variables in square brackets.

Follow these steps to create the question and formula:

1. Open the Test Canvas for an assessment.
2. Select **Calculated Formula** from the question type drop-down list. Click **Go**.
3. Enter the information that will display to Students in the **Question Text** box. Surround any variables with square brackets, for example, [x]. The value for this variable will be populated based on the formula. In the example [x] + [y] = z, [x] and [y] will be replaced by values when shown to Students. Students would be asked to define z.

   Variables should be composed of alphabets, digits (0-9), periods (.), underscores (_) and hyphens (-). All other occurrences of the opening rectangular brace ("[") character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Define the formula used to answer the question in the **Formula** box. For example, x + y. Operations are chosen from the buttons across the top of the **Formula** box.
5. Assign a point value for the question. Several other options may appear based on the Creation Settings.
6. Set the **Answer Range**. This defines which submitted answers will be marked correct. If the exact value must be entered, enter 0 and select **Numeric** from the drop-down list. If the answer can vary, enter a value and select **Numeric** or **Percent**. **Numeric** will mark every answer as correct that falls within a range of plus or minus the **Answer Range** from the exact answer. **Percent** will mark every answer as correct that falls within a percentage of plus or minus the **Answer Range** from the exact answer.
7. Select **Yes** or **No** for **Units Required**. If **Yes**, correct answers must include the correct unit of measurement, for example, Seconds or Grams. Enter the correct unit of measurement and choose if the unit of measurement is case sensitive. The answer may still receive partial credit if the unit of measurement is not correct. Enter a percentage in **Unit Points Percentage**. The unit of measurement will account for that percentage of the total credit.

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8. Define partial credit for answers that fall outside the correct **Answer Range**. Select **Yes** or **No** for **Allow Partial Credit**. Enter a value for the **Partial Credit Points Percentage**. Now, set the range for partial credit by entering a value and selecting **Numeric** or **Percent** for the **Partial Credit Range**. Answers falling within this range will receive a portion of the total points possible for the question equal to the **Partial Credit Points Percentage**.
9. When finished with the question, click **Continue** to proceed.

Define the Variables

The next page in the three step process defines the variables in the formula. Follow these steps to define the variables.

1. For each variable, set a minimum and a maximum value.
2. For each variable, select a decimal place using the drop-down list that appears in the **Decimal Places** column.
3. Under **Answer Set Options**, select the **Decimal places for answer** from the drop-down list. Users must provide the correct answer to this decimal place.
4. Enter the number of different **Answer Sets**. The Answer Sets will be randomized so that different Students will be presented with a different set of variables.
5. Click Continue to proceed. Or, Click **Back** to return to the previous page or click **Calculate** to reset the variables after making a change.

Confirm the Variables and Answers

The last step in the process displays the Answer Sets in a table. For each set, each variable and the answer are displayed. Make any changes or remove any unwanted answer sets and click **Calculate**.

Below the Answer Sets are the standard options for adding feedback and metadata to questions.

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CALCULATED NUMERIC RESPONSE QUESTIONS

About Calculated Numeric Response Questions

This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers. Please note that the answer must be numeric, not alphanumeric. For example, in a Geography class the Instructor may ask for the estimated population of a specific city.

Create a Calculated Numeric Response Question

Follow these steps to create a Numeric Response question.

1. Open the Test Canvas for an assessment.
2. Select **Numeric** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the **Correct Answer**. This value must be a number.
6. Enter the **Answer Range**. If the answer must be exact for Students to receive credit, enter 0. Any value that is less than or more than the **Correct Answer** by less than the **Answer Range** value will be marked as correct.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question metadata.
8. Click **Submit** to add the question to the assessment.

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FILE RESPONSE QUESTIONS

About File Response Questions

Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually. This question type is a good option if the Instructor would like Students to work on something before a test and submit it with a test, or if the response to the questions is expected to take a long time to read. Submitting the answer this way allows the Instructor to read and grade the question without worrying that the browser will time out.



Note: Short Answer and Essay questions may also be used for questions that may require a shorter answer from a Student. These questions types must also be manually graded.

Other Question types that allow user input are File Response, Fill in the Blank, and Fill in Multiple Blank.

Create a File Response Question

Follow these steps to create a File Response question.

1. Open the Test Canvas for an assessment.
2. Select **File Response** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Assign the question any metadata.
6. Click **Submit** to add the question to the assessment.

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HOT SPOT QUESTIONS

About Hot Spot Questions

Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer. The following are some examples of uses for this type of question:

- Anatomy - to locate different parts of the body
- Geography - to locate areas on a map
- Foreign Language - to select different articles of clothing

Create a Hot Spot Question

Follow these steps to create a Hot Spot question.

1. Open the Test Canvas for an assessment.
2. Select **Hot Spot** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the path to the file in the **Attach Local File** field under the **Upload Image** heading. Make sure to upload the image in the correct field. Remember that **Creation Settings** allows uploading a file as part of the **Question Text**.
6. Click **Next**. The uploaded image will appear.
7. Click the mouse and drag it to create a rectangle over the correct answer. When Students select a point within the rectangle they will receive credit for a correct answer. The area of the hot spot is defined by pixels. Click **Clear** to remove the hot spot and select a new hot spot.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other metadata.
9. Click **Submit** to add the question to the assessment.

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FILL IN MULTIPLE BLANKS QUESTIONS

About Fill In Multiple Blanks Questions

This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank. This question type may be used if there are multiple variables, such as "What color is the Italian flag?" This question type is also useful in foreign language classes. In this case the identifier and adjective may be left blank in a sentence, so as not to give away the gender of an object.

Create a Multiple Fill-in-the-Blanks Question

Follow these steps to create a Fill In Multiple Blanks question.

1. Open the Test Canvas for an assessment.
2. Select **Fill In Multiple Blanks** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets. For example, William [blank_1] wrote Romeo and [blank_2].

   Variables should be composed of alphabets, digits (0-9), periods (.), underscores (_) and hyphens (-). All other occurrences of the opening rectangular brace ("[") character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Click **Next**.
6. A list of variables found in the question will appear. Enter one or more correct answers for each variable.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other metadata.
8. Click **Submit** to add the question to the assessment.

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JUMBLED SENTENCE QUESTIONS

About Jumbled Sentence Questions

Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists. This type of question may be useful when teaching about proper grammatical order in a sentence, such as the location of a noun, verb, or adjective,

Create a Jumbled Sentence Question

Follow these steps to create a Jumbled Sentence question.

1. Open the Test Canvas for an assessment.
2. Select **Jumbled Sentence** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets.

   Variables should be composed of alphabets, digits (0-9), periods (.), underscores (_) and hyphens (-). All other occurrences of the opening rectangular brace ("[") character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Assign a **Point Value**.
5. Select the **Number of Answers** and enter a value for each. These values will appear in a drop-down list for each variable when users view the question. Enter the answers in the order they should display to Students in the drop-down.
6. Click **Next**.
7. The question will appear with the drop-down lists in place of the variables. Select the correct answers.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other metadata.
9. Click **Submit** to add the question to the assessment.

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OPINION SCALE/LIKERT QUESTIONS

About Opinion Scale/Likert Questions

Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction. When the instructor creates an opinion scale question, six answer fields are pre-populated with the following answers:

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

Create an Opinion Scale/Likert Question

Follow these steps to create an Opinion Scale/Likert question.

1. Open the Test Canvas for an assessment.
2. Select **Opinion Scale** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Determine how the answers will be displayed by selecting **Answer Numbering** and **Answer Orientation**.
6. Check **Allow Partial Credit** and options will appear under each answer to assign a percentage of points possible.
7. The Answer fields are pre-populated with values on a Likert scale. Select a correct answer and change any of the answer values.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question metadata.
9. Click **Submit** to add the question to the assessment.

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SHORT ANSWER QUESTIONS

About Short Answer Questions

Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box. Essay questions, Short Answer questions must be graded manually.

The number of rows is meant as a guideline when entering an answer, it does not impose an absolute limit on answer length.

Create a Short Answer Question

Follow these steps to create a short response question.

1. Open the Test Canvas for an assessment.
2. Select **Short Answer** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Select a number of rows for the answer.
6. Enter an example of a correct answer to assist Graders.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign question metadata.
8. Click **Submit** to add the question to the assessment.

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EITHER/OR QUESTIONS

About Either/Or Questions

Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers, such as:

- Yes/No
- Agree/Disagree
- Right/Wrong

This question type is very useful in Surveys to gage user's opinions. It is a slight variation on the True/False question type, except more descriptive and meaningful answers may be used.

Create an Either/Or Question

Follow these steps to create an Either/Or question.

1. Open the Test Canvas for an assessment.
2. Select **Either/Or** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Correct Answer** and select a positive value and a negative value from the drop-down lists.
6. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question metadata.
7. Click **Submit** to add the question to the assessment.

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QUIZ BOWL QUESTIONS

About Quiz Bowl Questions

Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as who, what, or where, to be marked as correct. For example, the question may be "The person who invented the cotton gin", with the answer being "Who is Eli Whitney?" Partial credit may be given if the question word is not included in the answer.

Create a Quiz Bowl Question

Follow these steps to create a Quiz Bowl question.

1. Open the Test Canvas for an assessment.
2. Select **Quiz Bowl** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Allow Partial Credit** and enter a percentage of credit. This is the amount of credit that will be given to answers that include the correct phrase but do not include the correct interrogative word.
6. Select the **Number of Interrogative Words**. Enter each acceptable interrogative word in the fields below. One of these words must appear in the response for the Student to receive full credit.
7. Select the **Number of Answer Phrases**. Enter each acceptable phrase into the fields below. One of these phrases must appear in the response for the Student to receive any credit.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question metadata.
9. Click **Submit** to add the question to the assessment.

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ADD/MODIFY RANDOM BLOCK

Overview

Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.



Note: Random Blocks cannot be included in a Survey or a Pool.

Find this page

Click **Add** or **Modify a question** from the Test Canvas.

Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
Search	
Search the pools below:	Select a Pool from which to draw the group of questions.
Choose question types to import	Select the check boxes next the question types to choose which to include in the Random Block. If **All** is selected no other options can be selected. If **All** is not selected one or more options may be chosen.
Number of questions to import	Enter the number of questions to include in the Random Block.
Points per question	Enter the number of points each question in the Random Block will be worth.

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UPLOAD QUESTIONS

Overview

Instructors may import files containing questions into an Assessment.

The questions in the uploaded file must match the file structure explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.



Note: Files with questions may be imported into Pools and Surveys. When uploaded to a Survey, the correct/incorrect answer assignment is ignored, but the file must follow the same format as described for Tests and Pools.

Please note that this feature is not available in *Blackboard Learning System – Basic Edition*.

The following information is important to note when importing Assessment questions:

- Once uploaded, questions can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the Assessment questions.

Find this page

Select **Upload Questions** from the Test Canvas.

Function

Click **Browse** and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment.

Point Value

When questions are imported they automatically default to the point value set in Creation Settings. If a default value has not been chosen in Creation Settings questions will automatically have a point value of '0' and Instructors must then enter a point value for each question.

File Structure

Questions in the file must conform to a specific structure to be uploaded to an Assessment successfully. Each field in the file is separated by a tab. Each row is a separate question.

Multiple Choice questions are structured as follows:

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'MC' **TAB** question text (**TAB** answer text **TAB** 'correct' or 'incorrect')

Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.

Multiple Answer questions are structured as follows:

'MA' **TAB** question text (**TAB** answer text **TAB** 'correct' or 'incorrect')

Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.

True/False questions are structured as follows:

'TF' **TAB** question text **TAB** 'true' or 'false'

Essay questions are structured as follows:

'ESS' **TAB** question text **TAB** [example]

Text within [ ] is optional. The Instructor may choose to add a sample essay question or leave this blank.

Ordering questions are structured as follows:

'ORD' **TAB** question text (**TAB** answer text)

Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20.

The order entered in the file is the correct order. The system will randomly order the answers.

Matching questions are structured as follows:

'MAT' **TAB** question text (**TAB** answer text **TAB** matching text)

Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20.

The system will randomly order the answers and their question.

When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.

Fill in the Blank questions are structured as follows:

'FIB' **TAB** question text (**TAB** answer text)

Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.

File Response questions are structured as follows:

'FIL' **TAB** question

Numeric Response questions are structured as follows:

'NUM' **TAB** question **TAB** answer **TAB** [optional]tolerance

Short Response questions are structured as follows:

'SR' **TAB** question **TAB** sample_answer

Opinion/Likert Scale questions are structured as follows:

OP **TAB** question

Multiple Fill-in-the-Blank questions are structured as follows:

FIB_PLUS **TAB** question **TAB** variable1 **TAB** answer1 **TAB** answer2 **TAB** variable2 **TAB** answer3

The format consists of a list of variable-answers where each variable- answer

is composed of the variable name and a list of correct answers for that

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variable. variable-answers are delimited by an empty field.

Jumbled Sentence questions are structured as follows:

JUMBLED_SENTENCE **TAB** question **TAB** choice1 **TAB** variable1 **TAB** choice2 **TAB TAB** choice3 **TAB** variable2

The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that that choice is not the correct answer for any variable.

Quiz Bowl questions are structured as follows:

QUIZ_BOWL **TAB** question **TAB** question_word1 **TAB** question_word2 **TAB** phrase1 **TAB** phrase2

The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

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SEARCH POOLS AND ASSESSMENTS

Overview

This section discusses how to select specific questions from Pools and other Assessments. Instructors may choose questions based on category, keyword and question type.

Find this page

Click **Search Pools and Assessments** for a question from the Test Canvas page.

Field

The table below details the fields on this page.

FIELD	DESCRIPTION
Search the pools and assessments below	Select a Test or question Pool from which to select the questions.
Question Types	Select All to choose questions from all question types or select one or more question types.
Related Categories	Select a category to choose questions from. This option is on the Advanced tab.
Keywords	Enter keywords to search for questions. When entering more then one keyword, insert a comma between keywords. If more than one keyword is entered, only questions that have all of the keywords will be retrieved. This option is on the Advanced tab.

Points

Once questions from a Pool are imported to a Test a point value must be assigned. If a default point value has been set in Test Creation Settings the imported questions will automatically be set to the default.

Choose Questions

Select one or more questions to include on the Test. Click **Preview** to view the question as it will appear on the Test.

Instructors may select 20 questions at a time from a Pool or another Assessment to add to a Test. When the search is performed 20 questions will appear on a page, if more the 20 questions are found during the search, multiple pages may be viewed. Instructors may only select and submit questions from one page at a time. For example, if the search returns three pages of questions, the Instructor must select the questions to add on the first page and click **Submit**, then proceed to the second page of the search, select questions on that page and select **Submit**, and so on until finished.

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SURVEY MANAGER

Overview

Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge. The Survey Manager is used to create, add, preview, modify, and remove Surveys.

Find this page

To open the Survey Manager, click **Survey Manager** in the Assessment Area on the Control Panel.

Functions

The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing Surveys, Survey questions and settings.

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.
- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

Survey Creation Settings

The Survey Creation Settings function in the same way as the Test Creation Settings. The only difference is there are not options to **Add categories to questions** or to **Specify default point values for questions**.

Survey Results

Instructors may view the results of Surveys on the Assessment Stats page. This page will show how Students responded to questions on the Survey by percentage.

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POOL MANAGER

Overview

The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools from other courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a Pool should not be modified if Students have already begun taking an Assessment that draws questions from the Pool.

	Note: When creating question Pools for Surveys, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Survey.

Find this page

Click **Pool Manager** in Assessments on the Control Panel to open the Pool Manager page.

Functions

The Pool Manager functions in the same way as the Test Manager and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Course areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test.

Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting **Import**.
- A file of Pool questions may be exported from the Pool Manager page by selecting **Export**. The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.

Pool Creation Settings

The Pool Creation Settings function in the same way as the Test Creation Settings. The only difference is there is not an option to **Specify default point values for questions**. Pool questions are not associated with a point value until they are added to a Test.

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Warning

When questions are selected from a Pool to be included in a Test links are created between the Test and the Pool for those questions. Instructors should not make changes to Pool questions that have been deployed in a Test once Students have begun taking the Test. A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected on the Pool Manager. Certain areas of the questions will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Pool question after a Student has submitted a Test it was included on, the Student will view the new, modified question when they view their grade and feedback. They will not view the original question.

Export Pool

A Question Pool may be exported by selecting **Export** on the Pool Manager page. The exported Pool is packaged in a .ZIP file. Once a pool is exported, questions may not be added to it.

Instructors can choose to export a Question Pool to their local computer or to the *Blackboard Content System* (if it is available). If the *Blackboard Content System* is not available, selecting to **Export** a pool prompts the Instructor to store the pool on their local computer.



If Instructors select to export the pool to the Blackboard Content System, they must enter a destination by either typing a valid path or by selecting Browse. If Browse is selected, the Blackboard Content System will open in a new window. Instructors may select any folder on which they have Write permission. It is not possible to export a pool to an existing file; therefore, only folders inside the Blackboard Content System can be selected. If an Instructor manually enters a Blackboard Content System path without Write permission on that path, an error message appears. In addition, if exporting a pool exceeds the quota of the destination path, an error message appears and the export does not occur.



Note: *Blackboard Content System* Destination paths that are manually entered are case-sensitive.

POOL IMPORT

Overview

Instructors may import a Pool of questions for use in Tests. Pools are exported from the *Blackboard Learning System* and imported as .ZIP packages.

Find this page

Follow the steps below to open the Pool Import page.

1. Select **Pool Manager** in Assessments on the Control Panel.
2. Click **Import** in the Action Bar.

Field

Instructors may import a pool from either their local computer or from the *Blackboard Content System*, if it is available. Instructors may manually enter a path in either the **Attach local file** field or in the **Copy file from Content System** field. Alternatively, Instructors may select the **Browse** button next to a field to select the appropriate location of the package file. If the Instructor enters both a local path and a *Blackboard Content System* path, an error message appears.



If the Instructor selects Browse next to Copy file from Content System, the Blackboard Content System opens in a new window. Select the appropriate package file, and click Submit. Folders cannot be selected, and only files on which the Instructor has Read permission will be appear.

GRADEBOOK

Overview

Instructors record and manage all Student grades in the Gradebook.

In this chapter

This chapter includes information on the following sections:

SECTION	DESCRIPTION
Gradebook	Describes how the Gradebook manages all aspects of Student grades.
Add/Modify Gradebook Item	Provides instructions for creating and changing Gradebook items.
Manage Items	Details the options available for Gradebook Items.

SECTION	DESCRIPTION
Spreadsheet Settings	Describes the options for viewing the Gradebook.
Manage Categories	Explains how to organize Gradebook Items into groups.
Create/Modify Item Category	Provides instructions for creating and changing Gradebook Item categories.
Manage Display Options	Describes the settings for controlling what information is displayed in the Gradebook.
Create/Modify Grade Display Options	Describes the settings for displaying individual grades.
Weigh Grades	Explains how Gradebook Items can be given more or less importance when calculating the final grade.
Calculating Total and Weighted Total in the Gradebook	Describes how grades are calculated and the options for displaying final grades to users.
Download Gradebook	Provides instructions for downloading the Gradebook.
Upload Gradebook	Provides instructions for uploading the Gradebook.
Choose Column to Import: Items	Explains the option to import only certain Gradebook Items.
Choose Column to Import: Students	Explains the option to import data about specific Students.
Modify Grade: Assessment	Explains how to change the grade of an Assessment.
Grade Assessment	Provides instructions for reviewing and manually grading Assessment questions.
Item Options: Tests and Surveys	Reviews the Gradebook settings associated with Assessments.
View Item Grades	Provides instructions for viewing Student Grades for an item.
View Item Detail	Provides instructions for viewing detailed results.
Assessment Stats	Provides instructions for viewing detailed statistics about Assessment results.
Download Assessment Results	Provides instructions for downloading the results of an Assessment for statistical analysis.
Modify Grades: Assignment	Explains how to change the grade for an Assignment.
Grade Assignment	Explains how to review and assign a grade to an Assigment submission.
Item Options:	Describes the page that displays links for managing and

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SECTION	DESCRIPTION
Assignments	grading Assignments.
Download Assignment	Provides instructions for downloading an Assignment submission.
Delete Assignment Files	Provides instructions for deleting Assignment submissions.
User Options	Reviews the page that displays links with more information about a user.
View User Information	Reviews the page that shows personal information about the user.
View User Grades	Reviews the page that shows all the grades for a user.
View User Detail	Reviews the page that shows performance statistics for an individual user.
Gradebook Views	Explains the different Gradebook Views available to Instructors.
View Grades by Gradebook Item	Details a Gradebook view that shows Gradebook Items. Grades can be viewed for individual items.
View Grades by User	Details a Gradebook view that shows users in a course. Grades can be viewed for individual users.
Course Statistics	Explains how to generate reports on the course usage and activity.

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GRADEBOOK

Overview

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores grades for work completed outside of the *Blackboard Learning System*. Instructors may also view the results of Surveys through the Gradebook.

The Gradebook opens to the View Spreadsheet page. The Spreadsheet lists Students in rows and graded items in columns. All features of the Gradebook can be accessed through the Spreadsheet.

Items in the Gradebook are categorized. This enables Instructors to:

- sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page.
- weight categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.



Note: Assessments that are not available to Students do not appear in the Gradebook.

Find this page

Click **Gradebook** in the Assessment area on the Control Panel to open the Gradebook.

Functions

The following functions are available from the View Spreadsheet page.

TO . . .	CLICK . . .
add a Gradebook item	Add Item. The Modify Grade page will appear.
manage items	**Manage Items**. The Manage Items page will appear.
change Spreadsheet display and options	**Gradebook Settings**. The Gradebook Settings page will appear.
manage grade weighting	**Weight Grades**. The Weight Grades page will appear.
download grades	**Download Grades**. The Download Gradebook page will appear.
upload grades	**Upload Grades**. The Upload Gradebook page will appear.
modify a grade	the **grade** that needs to be modified. The View Grades page will appear.
view and modify the details for an Assessment	the **Assessment Name**. The Item Options page will appear.

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TO . . .	CLICK . . .
view and modify the details for an Assignment	the **Assignment Name**. The Item Options page will appear.
view statistics for a user	the **user's name**. The User Options page will appear.
sort items	an option in the Sort Item by: drop-down list to sort the items by: • Category • Date Added • Position • Title Click **Go**.
view a specific category of Gradebook items	an option in the **Filter Items by Category:** drop-down list, then click **Go**. Only items that match that type will appear in the Spreadsheet View.

Gradebook legend

Every Student has a value for every Gradebook item. If the value is not a representation of the grade, it will be one of the following symbols:

- **Padlock**: In Progress. A Student is currently using the Assessment or Assignment.
- **Dash**: No Information. A Student has not taken the Assessment or submitted the Assignment.
- **Exclamation Point**: Needs Grading. The item has been submitted by the Student and needs to be reviewed by the Instructor. Tests that include Essay questions will have this symbol when they are submitted.
- **Question Mark**: Gradebook Error.
- **Checkmark**: Item has been completed by the Student.
- **Asterisk**: Item is not visible.

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ADD/MODIFY GRADEBOOK ITEM

Overview

Gradebook Items may be added or modified from the Modify Gradebook Item page. Instructors may add items and grades to the Gradebook for work that has been done outside the *Blackboard Learning System*. For example, if Students manually hand in a project, the Instructor may add the Item and all of the grades for the project to the Gradebook.

Find this page

Follow the steps below to open the Modify Gradebook Item page.

1. Select **Gradebook** in Assessments on the Control Panel.
2. Select **Add Item**.

   OR

3. Select **Gradebook** in Assessments on the Control Panel.
4. Select the name of a Gradebook Item.
5. Click **Item Information** on the Item Options page.

Fields

The table below details the fields on the Modify Gradebook Item page.

FIELD	DESCRIPTION
Item Information	
Item Name [r]	Enter a title for the new Gradebook item. When editing an Assignment or Assessment created in the course, be aware that changing the Item Name will only change the Item Name in the Gradebook. It must also be changed in the course area where the item appears if Students are to see the new name.
Category	Select a category, such as Homework or Quiz, from the drop-down list.
Description	Enter a description of the Gradebook Item.
Due Date	Select a date for the Gradebook Item from the drop-down list or click the Calendar icon and choose a date. This date can be used with the Early Warning System to generate an alert if an Assignment or Assessment is not submitted by the due date.
Points Possible	Enter the maximum number of points possible for this item.
Display As	Select how the grade should be displayed from the drop-down list.

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FIELD	DESCRIPTION
Score attempts using	Select the score that is used in the Gradebook for this Assessment.
Options	
Make item visible to Students	Select **Yes** to allow Students to view the item.
Include item in Gradebook score calculations	Select **Yes** and this item will be included in Gradebook calculations. Select **No** and this item will not be included in calculating the Total column.

Comments

Instructors can add comments to each Graded Attempt. Comments are viewed by Students when they review their grades. Click **Comments** from the Modify Grade page to add or edit a comment.

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MANUAL GRADES

Overview

Instructors can add and manage gradebook items even if the work is not completed and reviewed within the course. Entering a grade for work done outside of the Blackboard Academic Suite requires the instructor to manually create the gradebook item and manually assign grades for each student.

Create a Gradebook Item

Follow these steps to create a gradebook item manually.

1. Select **Gradebook** on the Control Panel.
2. Click Add Item.
3. The Add Gradebook Item page will appear.
4. Enter the necessary information about the item and click **Submit**. Use the table below as a guide.

FIELD	DESCRIPTION
Item Information	
Item Name [r]	Enter a title for the new Gradebook item.
Category	Select a category, such as Homework or Quiz, from the drop-down list.
Description	Enter a description of the Gradebook Item.
Date	Select a date for the Gradebook Item from the drop-down list or click the Calendar icon and choose a date.
Points Possible	Enter the maximum number of points possible for this item.
Display As	Select how the grade should be displayed from the drop-down list.
Score attempts using	Select the score that is used in the Gradebook for this Item.
Options	
Make item visible to Students	Select **Yes** to allow Students to view the item.

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FIELD	DESCRIPTION
Include item in Gradebook score calculations	Select **Yes** and this item will be included in Gradebook calculations. Select **No** and this item will not be included in calculating the Total column, however, the item's weight will still be used in calculations for the weighted total. Only select **No** if the item will never be used to calculate student grades. In many situations, the instructor will want to include the grade but is unsure of the weight to give the grade until the class is farther along in the term. If this is the case, select **Yes** and modify the weight of the grade throughout the term using the Weight Grades feature.

Enter a Grade for a manually created Gradebook Item

Follow these steps to enter a grade for student work outside of the Blackboard Academic Suite.

1. Select **Gradebook** on the Control Panel.
2. Select a cell on the spreadsheet for the student and the Gradebook Item.
3. The Modify Grade page will appear, listing information about the student and the gradebook item. Use the Manual Grade field to enter the grade. Note that there is an Override field on this page as well. Enter a value in the Override field and that value will be displayed as the grade for the item. Instructors may find it useful to store a grade in the Manual Grade field and later replace it (but not remove a record of the original score) by entering a new grade in the Override field. The grade that is used for calculations and shown to the Student is always the grade in the Current Grade field.

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MANAGE ITEMS

Overview

The Manage Items page allows the Instructor to modify Gradebook items and select the order for them to appear in the Gradebook.

Find this page

Follow the steps below to open the Manage Items page.

1. Select **Gradebook** in Assessments on the Control Panel.
2. Select **Manage Items**.

Functions

The following functions are available from the Manage Items page.

TO . . .	CLICK . . .
set the order for items to be listed on the View Spreadsheet page	the drop-down list next to each item name and select the order for them to appear.
modify the Gradebook item	**Modify**. The Modify Gradebook Item page will appear.
remove a Gradebook item	Remove. A warning will appear. Removing a Gradebook item is irreversible.
Add a Gradebook item	**Add Item**. The Modify Gradebook Item page will appear.

Remove items

Items that have been uploaded to the Gradebook, or input directly into the Gradebook, may be removed from this page. Items that have been created in the *Blackboard Learning System* (Tests, Surveys, and Assignments) must be removed from the area where they were created. For example, a Test created in the *Blackboard Learning System*, must be removed from the Test Manager.

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SPREADSHEET SETTINGS

Overview

Instructors use the Spreadsheet Settings page to adjust the Student information that displays in the Gradebook.

Find this page

Follow the steps below to open the Spreadsheet Settings page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Spreadsheet Settings**.

Fields

The table below details the fields on the Spreadsheet Settings page.

FIELD	DESCRIPTION
Options	
Student Name, Last Name, First Name	Select this check box to display the Student names with the last names before the first names.
Student Name, First Name, Last Name	Select this check box to display the Student names with the first names before the last names.
User ID	Select this check box to display the Usernames on the spreadsheet.
Student ID	Select this check box to display the Student IDs on the spreadsheet.



Note: More then one check box may be selected. For example, the Instructor may choose to include both the Student Name and the Username on the spreadsheet. Hold **Control** to select more then one option. Also, keep in mind that the filter on the Spreadsheet will continue to filter by last name even if users' last names are not displayed.

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MANAGE CATEGORIES

Overview

The Manage Gradebook Categories page displays categories and category descriptions that are included in the Gradebook. Instructors may create new Gradebook categories. Categories can be used in weighting grades. For example, items in the Exam Category may have a greater weight than items in the Assignment category.

Find this page

Follow the steps below to open the Manage Categories page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Gradebook Categories**.

Functions

The functions available on this page are described in the table below.

TO . . .	CLICK . . .
add a category	Add Category. The Create/Modify Item Category page will appear. On the Add Category page new categories can be entered.
modify a category	Modify. The Create/Modify Item Category page will appear. On the Modify Category page the category name and description may be changed.
remove a category	Remove. A warning will appear. Removing a category is irreversible.



Note: Categories included with the *Blackboard Learning System* cannot be modified or removed.

CREATE/MODIFY ITEM CATEGORY

Overview

The Instructors may create new Gradebook categories and make changes to existing categories from the Manage Gradebook Categories page. Categories can be added to the Gradebook and modified from the Create/Modify Category page.

Find this page

Follow the steps below to open the Create/Modify Item Category page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Gradebook Categories**.
4. Click **Add Category**.

Fields

The table below details the fields on the Create/Modify Item Category page.

FIELD	DESCRIPTION
Category Information	
Title [r]	Enter the name of the Gradebook category.
Description	Enter a description of the Gradebook category.

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MANAGE DISPLAY OPTIONS

Overview

Instructors may make changes to the display options from the Manage Display Options page. Display Options define the scale for presenting grades.

Find this page

Follow the steps below to open the Manage Display Options page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Display Options**.

Functions

The table below details the available functions on the Manage Display Options page.

TO . . .	CLICK . . .
add a grade display option	**Add Display Option**. The Create/Modify Grade Display Option page will appear. On the Add Grade Display Option page new options may be created with a name, symbols, and values.
modify a grade display option	**Modify**. The Create/Modify Grade Display Options page will display all of the current information. On the Create/Modify Display Option page the name, symbols, and options may be changed. Score and Percentage display options cannot be modified.
copy a grade display option	Copy. The Manage Display Options page will appear with all of the information filled in. The copy may be modified by selecting **Modify**. Score and Percentage display options cannot be copied.
remove a grade display option	**Remove**. A warning pop-up window will appear. Removing a category is irreversible. Display options included with the *Blackboard Learning System* may not be removed and do not have a Remove button associated with them.

Grade Display Options

The following Grade Display Options are included with the *Blackboard Learning System*:

Score – Score is the raw score earned by the Student. There is a limit of 6 digits. For example, 100.00 or 123456.

Percentage – Percentage is calculated by using the following calculation: (Raw Score/Points Possible) *100

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Letter – Letter is a letter grade that equals a specific range of Percentages. For example, 94% to 97% equals an "A" Letter grade. The following Letter grades are built into the Blackboard Learning System. Instructors may modify these on the Modify Grade Display Options page.

- 97% to 100% (or higher) = A+
- 94% to 97% = A
- 90% to 94% = A-
- 87% to 90% = B+
- 84% to 87% = B
- 80% to 84% = B-
- 77% to 80% = C+
- 74% to 77% = C
- 70% to 74% = C-
- 67% to 70% = D+
- 64% to 67% = D
- 60% to 64% = D-
- 59% or below = F

Text – Text allows the Instructor to enter any string as the score for a Gradebook item. It does not have any calculable value. Scores that are entered as Text cannot be set to a numerical range. It is not possible to copy this display option, or modify the possible values.

Complete / Incomplete – This option signifies that a Student has completed an item. It is the default option for Surveys.

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CREATE/MODIFY GRADE DISPLAY OPTIONS

Overview

Instructors can add and modify Grade Display Options in the Gradebook from the Create/Modify Grade Display Options page. Instructors can select a range of numeric grades to be associated with a letter grade, or create new Grade Displays, such as Pass/Fail. Grade Display Options are case sensitive. An “A” and “a” will not represent the same thing in the Gradebook.

Find this page

Follow the steps below to open the Create/Modify Grade Display Options page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Grade Display Options**.
4. Select **Add Display Option**.

Fields

The table below details the fields on the Create/Modify Grade Display Options page.

FIELD	DESCRIPTION
Name	
Name [r]	Enter the name of the new Grade Display Option.
Add Symbols and Values	
System-graded items with a grade of	Enter the numeric values of the range for each grade. The system will automatically treat the numbers within each range the same.
Manually-graded items entered as	Enter the symbol the Instructor will use to manually enter grades. Each symbol will correspond to the range in the system-graded items.
Will be calculated as	Enter a single numeric value for each symbol in the Manually-graded items column. The number in this row will be used in Gradebook calculations, such as for the final grade and grade weight.
Add	Click **Add** to add a row in the **Add Symbols and Values** section.
Remove	Click **Remove** to remove a row in the **Add Symbols and Values** section.

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WEIGHT GRADES

Overview

Instructors can set a weight for each Gradebook item to determine a final grade. For example, a final exam may be worth 25 percent of a Student's grade while a reading quiz may be worth only 10 percent. Instructors can adjust Gradebook weights according to category or item.

Find this page

Follow the steps below to open the Weight Grades page.

1. Select **Gradebook** on the Control Panel.
2. Select **Weight Grades**.

Fields

The table below details the fields on the Weight Grades page.

FIELD	DESCRIPTION
Weighting	
Weight by Category	Click **Weight by Category** to weight grades by the category. For example, all Assignments will have the same weight and all Quizzes will have the same weight. Enter the percentage to weight each category in the boxes to the left.
Weight by Item	Click **Weight by Item** to weight grades by name as they are defined in the Gradebook. For example, the mid-term exam can be weighted differently then the final exam. Enter the percentage to weight each item in the boxes to the left.

Important Information about Weighted Grades

The following information is important when weighting grades:

- Gradebook items that have not been completed by Students are still calculated in the weight. Instructors may exclude items from calculations on the Add/Modify Gradebook Item page, however, this is not optimal if the grade will be considered as part of the final grade at a later point. If the instructor is unsure, include the Gradebook Item in the calculations and give it a weight of zero. It is then quite easy to change the weight of grades throughout the term.
- The percentages for Weight by Category must add up to 100 percent. An error message will appear if the percentages do not add up to 100 percent.
- The percentages for Weight by Item need not equal 100 percent. This allows the Instructor the freedom to adjust weighting throughout the term. Please note that a total of more than 100 percent is not allowed, and a total of less than 100 percent, while allowed, will slightly inflate the weighted total of individual items.

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- If an item has a weight of 0 percent, the item will not be calculated in the grade weight. This will occur if a new Gradebook item is added and a percentage for the item is not added to the Weight by Item column.

When Weight by Category is selected, the following information will apply:

- Each item in a category is worth the same weight, regardless of total points. For example, if quizzes are worth 25% as a category, a quiz worth 50 points will not be weighted more then a quiz worth 15 points.
- The weight for each item is calculated by taking the weight for the category and dividing that by the number of items in the category.
- The number of items in the category is counted as the number of items the Instructor has created in that category. Therefore, if Quizzes have a 100% weight and a Student takes an exam and gets a perfect score, his or her weighted total will be 100%. If the Instructor adds a second quiz, the Students weighted total will drop to 50%, since the weight for each item is divided by two. Since, the Student has not taken the second exam yet, their score for it is zero.

Tips for Weighting Grades

- When creating Gradebook Items, always include items in the Gradebook calculations unless there is no possibility that the item will be used to form students' final grades. Instead, give items a weight of zero until it is decided what the weight of the grade should be.
- Use a running total to give students a more accurate view of their progress to date. The Total and Weighted Total columns in the gradebook can be modified to exempt items that have not yet been graded. This will create a running total and a running weighted total.
- Often, the weights of gradebook items will change throughout the term. In some cases, this may be handled by weighting grades by category. For example, a final exam may be worth 40 percent, essays may be worth 30 percent, and quizzes may be worth 30 percent. In this manner, the instructor may add or remove quizzes and essays throughout the term to coincide with student progress in key areas. If the gradebook is weighted by category, such changes will be taken into account and applied automatically.

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CALCULATING TOTAL AND WEIGHTED TOTAL IN THE GRADEBOOK

About Totals

Current Gradebook calculations for Total and Weighted Total include item that have not been scored. For example, picture a course where the grade is determined by two tests weighted equally. Using the current Gradebook settings, a Student with a score of 90 percent on the first quiz would have a weighted total of 45 percent. This shows that the student has accumulated a score of at least 45 percent in the course.

A new option to ignore ungraded items, or nulls, when calculating the total and weighted total appears in Application Pack 3. In the example above, the student's progress would be reported as 90 percent.

When nulls are ignored, the Total and Weighted Total columns in the Gradebook are renamed to Running Total and Running Weighted Total.

Calculating the Total and the Weighted Total

The table below details how Student progress is calculated in the Gradebook. Running Total and Running Weighted Total are calculated without including ungraded items (nulls).

CALCULATED ITEM	WEIGHT-BY	DISPLAY OPTION / CALCULATION	FORMULA
Total & Running Total		Points Possible	`Σ (Item.PointsPossible)`
Total		Score	`Σ (Item.Attempt.PointsGiven)`
Running Total		Score	`Same as Total above`
Total		Percentage	`Σ (Item.Attempt.PointsGiven) / Σ (Item.PointsPossible)`
Running Total		Percentage	`Σ (Item.Attempt.PointsGiven) / Σ (Item.PointsPossible not including items where Attempt.PointsGiven=NULL)`

CALCULATED ITEM	WEIGHT-BY	DISPLAY OPTION / CALCULATION	FORMULA
Weighted Total & Running Weighted Total	Item	Points Possible	∑ (Item.PointsPossible * Item.Weight)
Weighted Total & Running Weighted Total	Category	Points Possible	∑ (Item.PointsPossible * Category.Weight)
Weighted Total	Item	Score	∑ (Item.Attempt.PointsGiven * Item.Weight)
Weighted Total	Category	Score	∑ (Category^1 Attempt.PointsGiven) * Category^1.Weight + ∑ (Category^2 Attempt.PointsGiven) * Category^2.Weight + ∑ (Category^3 Attempt.PointsGiven) * Category^3.Weight + …
Running Weighted Total	Item	Score	Same as Item Weighted Total above
Running Weighted Total	Category	Score	Same as Category Weighted Total above
Weighted Total	Item	Percentage	∑ [(Item.Attempt.PointsGiven / Item.PointsPossible) * Item.Weight] / ∑ (Item.Weight)
Weighted Total	Category	Percentage	∑ [(Item.Attempt.PointsGiven / Item.PointsPossible) * (Category.Weight / Category.Number-Of-Items)] / ∑ (Category.Weight)

CALCULATED ITEM	WEIGHT-BY	DISPLAY OPTION / CALCULATION	FORMULA
Running Weighted Total	Item	Percentage	∑ [(Item.Attempt.PointsGiven / Item.PointsPossible) * Item.Weight] / ∑ (Item.Weight not including items where Attempt.PointsGiven=NULL)
Running Weighted Total	Category	Percentage	∑ [(Item.Attempt.PointsGiven / Item.PointsPossible) * (Category.Weight / Category.Number-Of-Non*NULL*-Items)] / ∑ (Category.Weight not including where ALL items Attempt.PointsGiven=NULL)

The table shows that when calculated based on Points Possible ignoring ungraded items has no effect.



Tip: The Running Total and Running Weighted Totals should use the Percentage or Letter Grade display option when ignoring ungraded items. This will display student performance only on completed items.

Set the Total or Weighted Total to Ignore Ungraded Items

The ability to include or ignore ungraded items is not available in all courses. The Administrator must first turn on the feature. Existing courses will continue to include ungraded items until this feature is enabled in the specific course. After confirming that the option is available, follow the steps below to set the Gradebook to ignore ungraded items.

1. Open the Gradebook.
2. Click **Total** or **Weighted Total**. After setting one to ignore or include ungraded items, be sure to set the other one.
3. Click **Item Information**.
4. Select **Yes** or **No** for **Ignore Ungraded Attempts**.

Example Calculation using Ignore Ungraded Items

The example below shows how ignoring ungraded items will affect the reported progress for one user throughout a course. Keep in mind:

- The final grade is made up of four quizzes, two tests, one paper, and one final exam.
- The final grade is determined by totaling the scores of all Gradebook items and weighting them by type. Quizzes are worth a total of 20 percent. Tests are worth 20 percent. The paper is worth 30 percent and the final is worth 30 percent.

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- The Gradebook is set to display scores as percentages.
- In the tables below, grades are listed in chronological order and percentages are rounded to the nearest whole number.

The table below shows the Total and Weighted Total displayed after each assignment is completed. Ungraded items are included in the calculation. The formulas to generate the Total and Weighted Total are:

- `Total: ∑ (Item.Attempt.PointsGiven) / ∑ (Item.PointsPossible)`
- `Weighted Total: ∑ [ (Item.Attempt.PointsGiven / Item.PointsPossible) * (Category.Weight / Category.Number-Of-Items) ] / ∑ (Category.Weight)`

GRADEBOOK ITEM	GRADE	TOTAL	WEIGHTED TOTAL
Quiz 1	85	10%	4%
Quiz 2	90	22%	9%
Test 1	88	33%	18%
Quiz 3	75	42%	21%
Quiz 4	80	52%	25%
Paper	90	63%	52%
Test 2	80	73%	60%
Final Exam	92	85%	88%
Final Grade			88%

The table below shows the Running Total and Running Weighted Total displayed after each assignment is completed. Keep in mind that ungraded items are included in the calculation. The formulas to generate the Total and Weighted Total are:

- `Running Total: ∑ (Item.Attempt.PointsGiven) / ∑ (Item.PointsPossible not including null values)`
- `Running Weighted Total: ∑ [ (Item.Attempt.PointsGiven / Item.PointsPossible) * (Category.Weight / Category.Number-Of-Non`***`NULL`***`-Items) ] / ∑ (Category.Weight not including where ALL items Attempt.PointsGiven=NULL)`

GRADEBOOK ITEM	GRADE	RUNNING TOTAL	RUNNING WEIGHTED TOTAL
Quiz 1	85	85%	85%
Quiz 2	90	88%	88%

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GRADEBOOK ITEM	GRADE	RUNNING TOTAL	RUNNING WEIGHTED TOTAL
Test 1	88	88%	88%
Quiz 3	75	84%	86%
Quiz 4	80	84%	85%
Paper	90	85%	87%
Test 2	80	84%	86%
Final Exam	92	85%	88%
Final Grade			88%

For some added insight into Gradebook calculations look at how the Running Weighted Total is calculated after the Student received a grade on the Paper. Remember that the formula to calculate the Running Weighted Total is:

```
∑ [ (Item.Attempt.PointsGiven / Item.PointsPossible) *
(Category.Weight / Category.Number-Of-NonNULL-Items)] / ∑
(Category.Weight not including where ALL items
Attempt.PointsGiven=NULL)


Q1: [(85/100) * (.2/4)] = .0425
Q2: [(90/100) * (.2/4)] = .045
T1: [(88/100) * (.2/1)] = .176
Q3: [(75/100) * (.2/4)] = .0375
Q2: [(80/100) * (.2/4)] = .04
P : [(90/100) * (.3/1)] = .27
Sum                     = .611
Running Total           = .611/.7 = .873
```

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DOWNLOAD GRADEBOOK

Overview

Instructors can download and save a Gradebook as a comma-delimited file for use in a spreadsheet program. This file, or Gradebook items in this file, can be uploaded to a Gradebook at a later date.

Find this page

Follow the steps below to open the Download Gradebook page.

1. Select **Gradebook** on the Control Panel.
2. Select **Download Grades**.

Download Gradebook

Click **Download** and select where to save the Gradebook file. Downloading a Gradebook does not remove any information from the Gradebook.



Note: The Total and Weighted Total columns are included in a Gradebook download. However, these columns will not be included in a Gradebook Upload, because they are generated by calculations within the Gradebook. The Instructor cannot manipulate the data for these areas.

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UPLOAD GRADEBOOK

Overview

Instructors may upload Gradebook information into the *Blackboard Learning System* from the Upload Gradebook page.

The Gradebook Upload will fail if the user name for each row of data is not present. Also, the Gradebook will not process the data for any Username that is not enrolled as a user in the *Learning System* course. Changes to the first name and last name columns will not be processed.



Note: For best results, Instructors should manipulate and upload a Gradebook that has been downloaded from the *Blackboard Learning System* (Release 6 or higher). It is not advised that Instructors create a new Gradebook from scratch then upload it. Also, it is not possible to upload a Gradebook from an earlier version of the Blackboard Learning System, such as Blackboard 5.

Find this page

Follow the steps below to open the Upload Gradebook page.

1. Select **Gradebook** on the Control Panel.
2. Click **Upload Gradebook**.

Upload a Gradebook

Click **Browse** and select the file to upload to the Gradebook. The Choose Column to Import page will appear. On this page the Instructor may specify which item he or she would like to upload to the Gradebook. When a Gradebook is uploaded the existing grades are not automatically written over or lost. In the following Web pages the Instructor chooses which information is uploaded and written over.

Gradebooks may be uploaded as .csv files (using a spreadsheet) or as .txt (flat files). When uploading as a .txt file, check to make sure that the file uses the following format:

```
"Last Name, First Name (User Name) | Student
Id","item1","item2","test 4","survey","Total","Weighted Total"
```

Keep in mind that the values for total and weighted total will not be processed as part of the upload. Only the scores for the individual Gradebook Items will be uploaded.

If the name of a column in the source does not match the name of a column in the destination, the user will be notified. They may decide whether or not they would like to proceed with the operation.



Note: The Total and Weighted Total columns cannot be included in a Gradebook upload because this data is generated by calculations within the Gradebook. Instructors cannot manipulate the data for these areas.

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CHOOSE COLUMN TO IMPORT: ITEMS

Overview

Instructors select which items in a Gradebook file they would like to upload to the *Blackboard Learning System* from the Choose Column to Import page. Instructors may choose to overwrite an existing item (this will not automatically overwrite Students' grades) or create a new Gradebook item.

Find this page

Follow the steps below to open the Choose Column to Import page.

1. Select **Gradebook** on the Control Panel.
2. Click **Upload Gradebook**.
3. Select a file to upload on the Upload Gradebook page and click **Submit**.

Fields

The table below details the fields on the Choose Column to Import page.

FIELD	DESCRIPTION
Choose Imported Item	Select the column in the file that should be uploaded to the Gradebook.
Choose Existing Item	Select the column in the Gradebook where the name of the uploaded Gradebook item should appear. If the information should appear in a new column in the Gradebook select Create New Gradebook Item. If Create New Gradebook Item is selected the Modify Gradebook Item will appear.

Functions

If a Gradebook item in **Choose Import Item** is uploaded to an existing item, the only data that is uploaded and changed is the Gradebook item name. The Instructor selects which Student's grades should be uploaded and written over on the Choose Column to Import: *Students* page.

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CHOOSE COLUMN TO IMPORT: STUDENTS

Overview

When uploading Gradebook information, Instructors select one or more items in a Gradebook file they would like to upload from the first Choose Column to Import page. On the second Choose Column to Import page Instructors choose which Student information is uploaded from the Gradebook file. Only those Student's grades that are selected on this page will be uploaded to the destination file.

Find this page

Follow the steps below to open the Choose Column to Import: Students page.

1. Select **Gradebook** on the Control Panel.
2. Click **Upload Gradebook**.
3. Select a file to upload on the Upload Gradebook page and click **Submit**.
4. Select which item in the file to upload and click **Submit**.

Functions

The table below details the available functions on the Choose Column to Import: Students page.

TO . . .	CLICK . . .
upload information from the file for one or more Students	the checkboxes next to the Student's names.
add information for all of the Students in the file to the Gradebook	Select **All**. All of the check boxes next to the Student names will be selected.
clear the checkboxes next to all of the Student names	Select **None**. All of the check boxes next to the Student names will be removed.
select the opposite Students then those whose checkboxes are selected.	Select **Inverse**. The checkboxes for those Students who had been selected will be cleared and those Students who had not been selected will be chosen.

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MODIFY GRADE: ASSESSMENT

Overview

Instructors can modify a single Student grade on the Modify Grade page. On this page Instructors can also add comments for the Student.

Find this page

Follow the steps below to open the Modify Grades: *Assessment* page.

1. Select **Gradebook** on the Control Panel.
2. Select a grade on the spreadsheet.

Functions

The table below details the functions available on this page. If multiple attempts are allowed for the item, each attempt will be listed with the same set of options.

TO...	THEN...
change the grade a Student received on the Assessment	enter the new grade in the Grade field. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
view the details of the Assessment submitted by the Student	click View to open the Grade Assessment: Assessment Name page. This page enables the Instructor to view the answers a Student submitted for a Test and the correct answers. Instructors can also change the number of points a Student is awarded for a question.
clear a Grade	**Clear Attempt**. The Grade for the item will be reset.

Change Grade

Instructors may change the Student's grade on this page in the Calculated Grade column. The points a Student receives for a specific questions may be changed on the Grade Assessment: *Assessment Name* page, which may be accessed by selecting **View**.

Override Grade

Instructors may manually override a Student's grade on this page in the **Override Grade** field. This grade appears in the Gradebook regardless of the grading option chosen. For example, if the Instructor has selected the lowest scores to display in the Gradebook, but inputs a higher score then the lowest in this field, the score in in the Override Grade field will appear.

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GRADE ASSESSMENT

Overview

The Gradebook enables Instructors to manage all aspects of Student grades. The Grade Assessment page enables the Instructor to view a Student's answers to Assessment questions as well as the correct answers. Instructors may also modify the number of points a Student is given for their answer to a question.



Note: Instructors may read and grade Essay questions on this page

Find this page

Follow the steps below to open the Grade Assessment page.

1. Select **Gradebook** on the Control Panel.
2. Select a grade on the spreadsheet. The My Grades page will appear.
3. Click **Grades**.

Functions

The table below details the functions available on this page.

TO...	THEN...
clear the Student's submission and enable them to take the Assessment again	click **Clear Attempt**. The Student will be able to re-take the Assessment.
change the number of points a Student received for a question	change the number of points in the field corresponding to the question. Points received for an Essay question are input here.

Comments

Instructors can add comments to each Graded Attempt. Comments are viewed by Students when they review their grades. Click **Comments** from the Modify Grade page to add or edit a comment.

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ITEM OPTIONS: TESTS AND SURVEYS

Overview

The Item Options page enables Instructors to access areas where they can modify the Gradebook item and view item statistics. These options enable the Instructor to:

- view all Students' grades for this Item
- view details and statistics about the Gradebook item, such as, the class average and the high and low score received
- view and modify the Item, for example, make changes to the description or change the availability of the Item

Find this page

Follow the steps below to open the Item Options page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item.

Functions

The table below details the functions available on this page.

FUNCTION	DESCRIPTION
Item Grade List	View a list of Students and their grades for this Assessment.
Item Detail	View the Assessment statistics, such as the average score and the percentage of Student who answered questions correctly and incorrectly.
Item Information	Modify the Gradebook item information, such as item name and description.
Assessment Attempt Details	View the statistics for how Students answered questions on an Assessment.
Download Results	Download the results from tests and surveys.

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VIEW ITEM GRADES

Overview

Instructors may view a list of Student grades for a specific Gradebook item on the View Item Grades page.

	Note: When this page is accessed for a Survey the fields will contain a check mark for those Students who have completed the Survey. Surveys are not graded; therefore, individual grades will not appear on this page. If a user has exceeded the time limit set for a survey, an exclamation point will be displayed. The Instructor may enter a value in the Grade field. After the value is entered, a check mark will be displayed in the Gradebook for the survey.

Find this page

Follow the steps below to open the View Item Grades page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item. The Item Options page will appear.
3. Click **Item Grade List**.

View Attempt

Instructors may view a Student attempt by clicking the grade that appears in the **Published Grade** field.

Override grade

Instructors may overwrite the grade a Student has received in the Override Grade field. Enter the new grade and click **Submit**. When this option is used, the grade entered in this field will always be used to calculate the grade. For example, if the Instructor has allowed multiple attempts and selects the highest grade option for grading purposes, the score in the Override Grade column in used to calculate the grade, not the highest grade.

Clear attempts for all students

The **Clear attempts for all students** option allows the Instructor to delete an Assessment attempt for all Students in the class. For example, the Instructor may decide to have the class retake a quiz taken on a specific date; this option may be used to remove the existing grades from that day. Select an option in the drop-down list and click **Go**. For example, if the **Lowest scored attempt** is selected, the lowest score for each student will be removed.

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VIEW ITEM DETAIL

Overview

Instructors can view details for a Gradebook item on the My Grades page. These details include:

- the number of possible points
- the class average
- the high score in the class
- the low score in the class
- the variance of how far scores diverge from the average



Note: This is an informational page. No data may be modified or deleted.

Find this page

Follow the steps below to open the View Item Detail page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item. The Item Options page will appear.
3. Click **Item Detail**.

Surveys

When this page is accessed for a Survey the fields will not contain any information. Surveys are not graded and Survey questions do not have points.

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ASSESSMENT STATS

Overview

The Assessment Stats page allows Instructors to view the statistics for a specific Assessment and Assessment questions. Statistics include:

- the average score Students receive on the Assessment
- the average number of points a Student received for each question
- the percentage of correct and incorrect answers on a question by question basis



Note: This is an informational page. No data may be modified or deleted

Find this page

Follow the steps below to open the Assessment Stats page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item. The Item Options page will appear.
3. Click **Assessment Attempt Details**.

Surveys

Instructors may view the results of surveys on this page. Results to individual Student attempts on Surveys are not available.

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DOWNLOAD ASSESSMENT RESULTS

Overview

The results of Assessments may be downloaded for statistical analysis. Analysis is done through another application, such as Microsoft Excel. Only the results of Multiple Choice and True/False questions are included in a results download because these questions have a limited set of defined answers. Other question types, such as essay or fill-in-blank, are not included.

The results download file is a comma-delimited (.CSV) file.

Download the results of an Assessment

Follow these steps to download results.

1. Click on a Gradebook Item from the Gradebook spreadsheet view.
2. Click **Download Results** from the Item Options page.
3. Select to download the results **By User** or **By Question and User**.
4. Click **OK** on the Download Results page.
5. The file download box will appear. Select a location and a name for the file.

	Note: If the Assessment has over 40 questions select the option **By Question and User**. If the **By User** option is selected an error message may appear.

	Note: The Instructor may notice that one or more attempts are missing in the download. This may occur because of a bad import, data corruption or similar incident. When this occurs, a warning will appear in the Administrator's log file stating "Gradebook grade entry found with no matching attempt. Possible database corruption. "

Analyze the data

Consider the following points when analyzing results:

- Each row represents an assessment attempt. If a user attempts an assessment twice, only the most recent attempt will appear.
- Questions and answers are reported in the order presented to the Student. If an assessment includes random questions than each line in the results will report questions in a different order (question 1 for one Student may be question 5 for another Student).
- Survey results will not show user data for each attempt.
- Results from a user with a course role of Instructor, Grader, or Teaching Assistant will not be reported.

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MODIFY GRADES: ASSIGNMENT

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can modify a single Student grade on the Modify Grades page, make notes and add comments for the Student. Students access their grades and comments from the Instructor through the Course Menu.



Note: Assignments are created by selecting Add Assignment in a Course area.

Find this page

Follow the steps below to open the View Grades: *Assignment* page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment grade on the View Spreadsheet page.

Functions

The table below details the functions available on this page.

TO...	THEN...
enter or change the grade the Student received on the Assignment	enter the new grade in the Grade field. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
view the Assignment and add comments	click View to open the Grade Assignment: Assignment Name page. This page enables the Instructor to view the Assignment submitted by the Student. Instructors may enter a grade, submit comments for the Student, and upload files.
clear a Grade	**Clear Attempt**. The Grade for the item will be reset.

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GRADE ASSIGNMENT

Overview

When a Student submits an Assignment a link to their work will appear in the Gradebook, where Instructors can review, respond, and grade it. Instructors can review the Student's Assignment on the Grade Assignment page. Students may only submit an Assignment once unless their attempt has been cleared by the Instructor on the Grade Assignment page.

Find this page

Follow the steps below to open the Grade Assignment page.

1. Select **Gradebook** on the Control Panel.
2. Click on the individual user's score of the Assignment that needs to be graded.
3. Click **View** on the Modify Grade page.

Field

The table below details the fields on this page.

FIELD	DESCRIPTION
Assignment Information	
Name	The name of the Assignment.
Instructions	The instructions for this Assignment.
Assignment Files	Files uploaded by the Instructor when the Assignment was created.
Clear Attempt	Click Clear Attempt to delete the Student's Assignment. The Student will be able to re-submit the Assignment once this option is chosen.
Student's Work	
Student's Comments	Comments entered by the Student when the Assignment was submitted.
Student's Files	Files uploaded by the Student when the Assignment was submitted.
Feedback to Students	
Grade	Enter a grade for the Assignment.
Comments	Enter comments for the Student to view when they access the grade for this Assignment.
Attach local file	Click **Browse** to select a file stored locally. Click **Submit** or **Add Another File** to attach.
Copy file from	Click **Browse** and select a file to add as an attachment from the

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FIELD	DESCRIPTION
Content Collection	Content Collection
Currently Attached Files	Lists the files currently attached to the Instructor Comments. The Student will be able to view these files when they access their grade for the Assignment. If multiple files should be attached, click **Add Another File** to add additional files.
Remove a file	Once a file has been added, a Remove button appears next to it. Click this button to remove the file.
Instructor Notes	
Notes	Enter notes for this Assignment. These notes are only viewed by the Instructor.
Attach local file	Click **Browse** to select a file stored locally. Click **Submit** or **Add Another File to attach**.
Copy file from Content Collection	Click **Browse** and select a file from the Content Collection to add as an attachment from the Content Collection
Currently Attached Files	Lists the files currently attached to the Instructor Notes. These files are only viewable by the Instructor. If multiple files should be attached, click **Add Another File** to add additional files.
Remove a file	Once a file has been added, a Remove button appears next to it. Click this button to remove the file.

Copy files from the Content Collection

Users may select files stored in the Content Collection to add to different course areas, such as Assignments, items, and Assessments. Select **Browse** next to **Copy file from Content Collection**. A new window opens displaying the Content Collection view. Once the file has been selected, choose **Submit** or **Add Another File** to attach the file.

When files are attached, users must select either **Attach Local File** or **Copy File from Content Collection**. If files that are stored both locally and in the Content Collection should be submitted, use one of the options to select a file, click **Add Another File**, then use the other option to select the other files.



Note: The Copy File from Content Collection option is only available if the Blackboard Content System is installed and the option has been made available by the System Administrator.

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ITEM OPTIONS: ASSIGNMENTS

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Item Options page enables Instructors to access areas where they can grade the Assignment, view Student statistics for the Assignment and delete files associated with Assignments.

Find this page

Follow the steps below to open the Item Options: Assignments page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook.

Functions

The table below details the functions available on this page:

FUNCTION	DESCRIPTION
Item Grade List	View a list of Students and their grades for this Assignment.
Item Detail	View the Assignment statistics.
Item Information	Modify the Gradebook item information, such as item name and description.
Item Download	Download Assignments submitted by Students.
Item File Clean Up	Delete files for specific Students.

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DOWNLOAD ASSIGNMENT

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Download Assignments page enables the Instructor to download Student assignments and save them.

Find this page

Follow the steps below to open the Download Assignment page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook. The Item Options page will appear.
3. Click **Item Download**.

Fields

The following table details the fields on this page.

FIELD	DESCRIPTION
Select Students	
Check All	Select this option to download the files for all of the Students on the list who have submitted Assignments.
Check Ungraded	Select this option to select the check boxes and download the files for those Student's whose Assignments have not been graded.
Uncheck All	Select this option to deselect all of the check boxes.

Download Assignments

The Instructor selects the check boxes next to the Student Assignments he or she would like to download. Individual or multiple check boxes may be selected. After **Submit** is selected a Download Assignment page appears. Click the link on this page to save the exported assignments to a location on the hard drive, where they can be accessed. The file name automatically includes the user name of the Student who submitted the file.

For example, a file submitted by Mary Wallace (user name 'mwallace') for Week 1 Assignment:

Week_1_Assignment_mwallace

DELETE ASSIGNMENT FILES

Overview

When a Student submits an Assignment it will appear in the Gradebook where Instructors can access and grade it. The Delete Assignment Files page enables the Instructor to delete files that are attached to an Assignment. This includes:

- files submitted by a Student
- files the Instructor has included in his or her feedback on the Grade Assignment page
- files the Instructor has included in his or her notes on the Grade Assignment page

Find this page

Follow the steps below to open the Delete Assignment Files page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook. The Item Options page will appear.
3. Click **Item File Clean Up**.

Fields

The following table details the fields on this page:

FIELD	DESCRIPTION
Select Students	
Check All	Select this option to select and delete all files associated with an Assignment.
Check All Student Files	Select this option to select and delete all files submitted by a Student for an Assignment.
Check All Instructor's Files for Students	Select this option to select and delete files sent to a Student from an Instructor for an Assignment. These files are attached on the Grade Assignment: Assignment Name page.
Check All Instructor's Personal Files	Select this option to delete files an Instructor attached to an Assignment for personal notes. These files are attached on the Grade Assignment: Assignment Name page.
Check Graded	Select this option to select and delete those files for Assignments that have been graded.
Uncheck All	Select this option to deselect all of the check boxes.



Note: Single or multiple files may be selected in the left-side check boxes by clicking **Control**.

USER OPTIONS

Overview

Instructors can view details about a Student from the User Options page. This includes their personal information, such as address and phone number, and statistical information about their performance in the course.

Find this page

Follow the steps below to open the User Options page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet.

Functions

The table below details the functions available on this page:

FUNCTION	DESCRIPTION
User Grade List	View a list of Students and their grades for this Assessment.
User Detail	View statistics about a Student, such as their average grade on an Assessment.
User Information	View information about a Student, such as name and address.

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VIEW USER INFORMATION

Overview

Instructors can view Student information, such as address and phone number, on the View User Information page.



Note: is an informational page. No data may be modified or deleted.

Find this page

Follow the steps below to open the View User Information page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet. The User Options page will appear.
3. Select **User Information**.

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VIEW USER GRADES

Overview

Instructors can view all grades for an individual Student on the View User Grades page.

Find this page

Follow the steps below to open the View User Grades page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet. The User Options page will appear.
3. Select **User Grade List**.

Function

Instructors may view and modify a Student's grades from the View User Grades page. To modify a grade, enter it in the **Override** box next to the **Calculated Grade** and click **Submit**. The Grade will be updated in the Gradebook.

	Note: Surveys are not graded; therefore, individual grades will not appear on this page. A check mark will appear in place of the grade. If a user has exceeded the time limit set for a survey, an exclamation point will be displayed. The Instructor may enter a value in the Grade field. After the value is entered, a check mark will be displayed for the survey.

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VIEW USER DETAIL

Overview

The View User Detail page displays the overall Gradebook statistics for an individual Student, such as their average grade.



Note: This is an informational page. No data may be modified or deleted.

Find this page

Follow the steps below to open the View User Detail page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet. The User Options page will appear.
3. Select **User Detail**.

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GRADEBOOK VIEWS

Overview

Gradebook Views allows the Instructor to view the Gradebook by item or by user. This is especially useful for locating and modifying information in courses with a great number of users and a great number of Gradebook items.

The Gradebook Views page includes links that show the Users in the Gradebook or the Items in the Gradebook. This is a tool for quick searching in the Gradebook.

Find this page

Click **Gradebook Views** from the Assessment section of the Control Panel to open this page.

Functions

The following functions are available from the Gradebook Views page.

TO . . .	CLICK . . .
access a list of Gradebook items	View Grades by Item
access a list of users that appear in the Gradebook	View Grades by User

VIEW GRADES BY GRADEBOOK ITEM

Overview

The View Grades by Gradebook Item page shows a list of all the items that are in the Gradebook. Gradebook details about each item can be accessed through this page. The page also contains a filter to make finding items easier.

Find this page

Follow these steps to find the View Grades by Item page.

1. Click **Gradebook Views** on the Control Panel.
2. Click **View Grades by Item**.

Features

The following features are available on the View Grades By Gradebook Item page.

TO . . .	CLICK . . .
sort Items	Click the caret at the top of each column to sort the list of items by that column. Items will appear in alphabetical order (A to Z), chronological order (most recent to earliest), or numerical order (greatest to least).
show only certain items	the drop-down list, **Filter Items by Category**, and select a category. Click **Go** to display a list of items in that category.
view details of a particular item	the name of the item in the list. The Item Options page for that category of item will appear.

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VIEW GRADES BY USER

Overview

The View Grades by User page shows a list of all the Users that are in the Gradebook. Gradebook details about each User can be accessed through this page. The page also contains a filter to make finding users easier.

Find this page

Follow these steps to find the View Grades by User page.

1. Click **Gradebook Views** on the Control Panel.
2. Click **View Grades by User**.

Features

The following features are available on the View Grades By User page.

TO . . .	CLICK . . .
show only certain Users	the drop-down list, Filter Users by Last Name, and select a letter. Click Go to display a list of Users whose last name begins with that letter.
view details of a particular User	the name of the User in the list. The User Options page will appear.

COURSE STATISTICS

Overview

Instructors can use the Course Statistics area to generate reports on the course usage and activity. Instructors can view specific Student's usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to the *Blackboard Learning System*. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a forum (3 hits), and clicks a message to read (4 hits).

Find this page

Follow the steps below to open the Course Statistics page.

1. Select a course you are teaching and open the Control Panel.
2. Click **Course Statistics in Assessments**.

Fields

The table below details the fields on the Course Statistics page.

FIELD	DESCRIPTION
Select Report Filer	
Report Type	Select one of the following reports: • Overall Summary of Usage • Accesses by Course area • Accesses by Groups • Accesses by Forum
Time Period	Click **Start Date** and select a date to begin the report on. Select **End Date** and choose a date to end the report. If **End Date** is not selected the report will begin on the **Start Date** and end on the current date.
Users	Select **All Users** to view a report containing information from all users who have accessed the Course. Select **Selected Users** to view a report for specific users. If this option is selected, choose users in the box below to include in the report. To choose more then one user hold down **Shift** or **Control**.

EARLY WARNING SYSTEM

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INTRODUCTION TO THE EARLY WARNING SYSTEM

About the Early Warning System

The Early Warning System is a tool used to communicate warnings to Students or Observers that a performance problem is beginning to appear or has become more serious. Warnings can be generated based on graded performance, late or missing course work, or attendance within the online course. The Instructor can choose to communicate a particular warning to just the Student, the Student and a parent or advisor that is assigned as an Observer, or just the Student's Observer. In addition, the Instructor has control over the message each time a warning is communicated. The Instructor can use the default message or modify it to more accurately communicate the seriousness of the situation.

Important Information about the Early Warning System

When using the Early Warning System, please keep the following key points in mind:

- The Early Warning System does not continuously monitor the course. The Instructor must check the Early Warning System periodically and click Refresh to discover incidents of Student performance that trigger an alert. The Early Warning System consolidates these incidents and allows the Instructor to easily report problems, the Early Warning System does not automatically detect problems and notify Students and Observers. Remember to refresh rules manually on a regular basis.
- The System Administrator may turn off access to the Early Warning System based on policies at the institution. If the Early Warning System is on at the system-level, the Instructor may still turn it off within the course.
- The Early Warning System keeps a log of alerts sent to users. The log is searchable and can be used to verify that a Student was alerted to a problem.

Early Warning System and the Gradebook

The Early Warning System is designed to work closely with the Gradebook. Early Warning System rules use gradebook results to create rules and create alerts to student performance based on those rules. In particular, the Early Warning System can trigger an alert based on grades recorded in the gradebook. As well, Assignments or Assessments that are not completed by the deadline may also be used to trigger an alert.

Early Warning System and the Performance Dashboard

The Performance Dashboard includes information about Early Warning System alerts. The Early Warning Column shows the number of warnings and the number of total rules that may trigger a warning. Clicking on the data in this column will open the Early Warning System. The Early Warning System column will only display if the tool is turned on in the course.

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MANAGE EARLY WARNING SYSTEM RULES

Overview

Rules determine when the Early Warning System flags student performance. It is up to the Instructor to communicate the warning to the user through the Notification Log. There are three options for rules:

- **Grade Rule**: Identifies when student performance on an Assignment, Assessment, or manually graded item is equal to or below a certain level. It is also possible to set a Grade Rule that identifies when a user exceeds a performance level. This can be a useful tool for positive feedback.
- **Due Date Rule**: Identifies when a Student does not complete course work when it is due. A Due Date Rule can only be used to track an Assignment or Assessment created through the Blackboard Learning System. Due Date Rules cannot be created for manually graded items.
- **Last Access Rule**: Identifies the last time a Student accessed the course online.

Please keep in mind that rules are not constantly running in the background checking for events. Regularly refresh the Early Warning System to run the rules and check for events that will trigger a warning.

Add rule

Follow these steps to add a rule.

1. Open the Control Panel.
2. Select **Early Warning System**.
3. Click **Add Grade Rule**, **Add Due Date Rule**, or **Add Last Access Rule**.
4. Enter a name and availability for the rule and then set the rule criteria.

Modify rule

Follow these steps to modify a rule.

1. Open the Control Panel.
2. Select **Early Warning System**.
3. Click **Modify** for a rule from the list.
4. Change the rule information and criteria.

It is also possible to change the availability of a rule by selecting it, along with several other rules if desired, from the list on the **Early Warning System** page and then clicking **Available** or **Unavailable** from the action bar.

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Remove rule

Follow these steps to remove a rule.

1. Open the Control Panel.
2. Select **Early Warning System**.
3. Select one or many rules from the list.
4. Click **Remove**. Confirm that the selected rules should be deleted.

Refresh Rules

Follow these steps to refresh rules.

1. Open the Control Panel.
2. Select **Early Warning System**.
3. Select one or more rules from the list.
4. Click **Refresh** from the action bar. The selected rules will be run and any events that trigger the rule will create a warning.

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REVIEW ALERTS AND NOTIFY USERS

Overview

The Early Warning System helps Instructors notifies Students and Observers when an alert is triggered. Instructors can view alerts and send notifications simply by clicking on a rule listed on the Early Warning System page.

View Alerts

Follow these steps to view alerts generated from a rule.

1. Open the Control Panel.
2. Select Early Warning System.
3. Click on the name of a rule in the list.
4. The Review Rule Status page will appear.

The Review Rule Status page lists all the users in the course and identifies whether or not their performance meets the criteria for the rule and lists details regarding performance. For example, if the Instructor set a Grade rule to trigger an alert for all users with a score less than 65, those users with a score with less than 65 would show Yes in the Meets Criteria column. The page also shows when the user was last notified regarding their performance. Please keep in mind that communicating an alert to users does not happen automatically. The Instructor can customize the message as well as who receives the alert.

Finally, click on the Username to see a detailed view of the user's performance against all rules.

Sending Email

Follow these steps to notify users when their performance triggers an alert.

1. Open the Control Panel.
2. Select **Early Warning System**.
3. Click on a rule in the list.
4. Select the users to notify from the list.
5. From the **Notify** drop-down list, choose the recipients of the notification. The choices are:

   Student User Only: This option will only send the notification message to the selected Students.
   Observer Users Only: This option will only send the notification to those users assigned as Observers to the selected Students.
   Student and Observer Users: This option will send the notification to the Student and any assigned Observers.
   Other: This option allows the sender to enter email addresses for the recipients of the notification.

   With all options, the sender can enter additional email addresses as blind carbon copy (bcc) recipients.

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6. Click **Go**. The Send Notification page will appear with the **To** field populated with the names of those users that will receive the notification.
7. Edit the **Subject** and **Message** and click **Submit** to send the notification. The notification may include attachments. Also, the sender may copy themselves on the message.

Notification log

The Notification Log serves as a record of Early Warning System communications to users. The log can be used to confirm that Students were made aware of performance problems. Follow these steps to view the log.

1. Open the Control Panel.
2. Select **Early Warning System**.
3. Click **Notification Log** from the action bar.

The Notification Log lists each notification by individual user. It includes a search function for narrowing the results to locate a particular notification.

ORGANIZING AND MANAGING CONTENT

About organizing and managing content

The Content Collection allows Instructors to store, share, and publish content within personal user folders, course folders and institution folders. This chapter explains how to organize and manage content in ways that are beneficial to them and to other users in the system.

In this chapter

This chapter includes information on the following topics:

TOPIC	DESCRIPTION
Organize content in folders	Describes how content is organized within folders.
Organize folder permissions	Explains how folder permissions are managed.
Tools for sharing and finding content	Describes tools available for searching and sharing content.
Organize course content	Explains how to organize content and permissions for courses.

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ORGANIZE CONTENT IN FOLDERS

About Organizing Content

Before adding any content to the Content Collection, users should plan out how they will manage their content. This will allow them to organize content in a way which best meets their individual needs.

Files in the Content Collection are organized in a tree structure of nested folders up to, and including, the content area level. This means that each folder may contain other subfolders and files. The term “items” refers to files and folders.

A folder stores both files and other folders. Folders are automatically available to the user who added the folder but must be shared if other users are to view the folder and its contents. It is important to remember that all folders are contained within other folders up to the root (/) folder. Root folders are folders in which all other folders are placed. Content areas, such as Users, Courses, Institution, and Library, are simply folders stored under the root folder.

The system does not allow subfolders with the same name in a single parent folder. For example, two folders named Group Projects may not be created in the top-level of the username folder. The system also does not allow files with the same name to exist in a folder.

Private content space and Public content space

Creating separate folders for personal content (private space) and folders that are available to other users (public space) is very helpful. This method allows the user to have certain folders available only to them, where they can store personal content. For example, one personal folder may contain papers and projects that are in progress, while another contains professional content that is not ready to be shared, such as resumes and cover letters for jobs. Additional permissions for these personal folders are not granted to anyone else.

When a document is ready to be shared, it may be copied or moved to a public folder. For example, if an Instructor is working on a course document he or she can create the draft in a personal folder, and then move it to a shared folder when it is complete. The shared folder is shared with all users enrolled in the class (public space that is set to be available to only course members), and allows for collaboration.

Creating a private folder

A private folder is created in the same way as other folders in the Content Collection, through the **Add Folder** option. The permissions granted on the folder determine whether or not it is private.

In the username folder, a private folder is a subfolder that is not shared with any other users. A user may create a subfolder in his or her username folder and not grant any other users permissions to it.

In a course folder, a private folder may be specifically for the Instructor, or it may also be accessible by users with other course roles. For example, a private subfolder may be created with permissions granted to the Instructor, Teaching Assistant, and Course Builder. This folder would not be available to any Students enrolled in the course.

Creating a Public folder

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Similar to private folders, public folders are created in the same way as other folders, using the **Add Folder** option. The permissions granted on a folder determine whether or not it becomes to multiple users and groups of users. Any user with Manage Permissions may share the item with a wider audience.

In a username folder, a public folder may be created and shared with a group of users collaborating on a project.

In a course folder, a public folder may be created and shared with all users enrolled in the course. This folder would include course information or articles that the whole class needs to read.

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ORGANIZE FOLDER PERMISSIONS

Organizing Folders

It is helpful if users organize folders in a way that allows them to manage permissions by folder, rather than by file. For example, create a folder that contains all files used in a group project. This way the entire folder may be shared with the group members, rather than trying to manage permissions on separate items stored in different folders.

Only Read permission should be added to a top-level folder, for example the username folder. Anytime a Permission is added or changed on the top-level folder, check any subfolders or files designated as Private and verify that additional permissions have not inadvertently been added that would expose protected information.

Sharing Folders

When adding folders and files to the Content Collection, keep in mind which users and user lists the content will be shared with. Try to create folders in which all items are to be shared with the same users. When items shared with the same users are spread out among different folders, it may become very difficult to manage. For example, if the user plans on creating documents that will be applicable to all users at the institution, they should create a folder that will be shared with All System Users, then add the specific items to this folder.

Sharing files

Files are automatically available to the user that added the file but must be shared if other users are to view the item.

Files inherit permissions from the folder they reside in. This means that if a file is added to a folder that already has Read and Write permission for certain users or user lists, the those same users will also have Read and Write permission on the newly added file.

Overwrite Option on Folders

When modifying or adding permissions to a parent folder, the user has the option to force all files and subfolders to inherit these permissions. For example, if the Read and Write permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, Remove permissions would be removed from the file. All subfolders and files within the parent folder would be granted Read and Write permissions.

If this option is not selected, the files and subfolders are automatically granted any additional permission given to the parent folder, but existing permissions are not removed. For example, if Read, Write and Manage permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, the permissions for the file would remain Read, Write and Remove, and Manage would be added.

After modifying permissions on a folder, the user may modify the permissions on an item, but these will be overwritten the next time permissions on the parent folder are modified. This is one reason storing items with the same purpose and audience in a single folder makes managing permissions much easier.

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TOOLS FOR SHARING AND FINDING CONTENT

About Tools for sharing and finding content

A number of tools are available to facilitate sharing content and searching for content that has been shared. These options are dependent on the level of the folder shared, for example granting permission on a top-level folder versus a subfolder. Remember that when a folder is shared, permissions are granted to all content in the folder.

Find Folder

The Find Folder option allows users to search for top-level folders they have permissions to, for example if another user has granted him or her Read permission on a username folder. When a user is granted permissions to a top-level folder, the Find Folder option allows the user to locate the folder and add it to his or her Content Collection menu, making is easy to access the folder on a regular basis.

Users may decide to share a top-level folder with another user, and then adjust the permissions on the content within, limiting the content this user may access. For example, grant the user Read permission on the username folder. Then open the folder and remove Read permission for the content this user should not view. The user may still use the Find Folder option, but they will only view specific content in the folder.

Search

Search allows users to locate all files and folders that have been shared with them. When a search is performed only those items to which a user has permissions will be returned. If permissions are granted on a nested folder (and not the top-level folder) the user may search for the folder and bookmark it; the Find Folder option may not be used on nested folders.

Go To Location

Go to Location allows users to go directly to a specific folder that has been shared with them in the Content Collection. This time-saver allows users to enter the path to open a folder and Bookmark the location at the same time.

Bookmarks

Bookmarks enable quick access to frequently used content a without having to navigate through several folders. Bookmarks can be organized into folders and subfolders as needed by the user. This tool is helpful when permissions are granted on a nested folder, since the Find Folder tool may not be used.

Workflow Activities

If a user is expected to take action or respond to an item, it is helpful to send a Workflow Activity with the item. When a Workflow Activity is created users are selected to share the item with and permissions are granted. An option may also be selected to send an email to these users stating that this item has been shared with them and that a Workflow Activity is attached to it.

Passes

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Passes may be used to share a file with a user for a specific amount of time. This is especially useful for sharing files with users who do not have system accounts. When a pass is created, the user decides whether to grant Read or Read and Write permission to the file with the pass. When the time allotted for the pass is over, the user will no longer be able to access the file.

Portfolios

Portfolios allow users to collect and organize files into custom Web pages. These Portfolios can then be presented to individuals and groups of users. It is important that users consider the permissions granted to files that are linked to in a Portfolio. If another user has permissions (other than Read) to a file that is linked to a Portfolio, the file may be modified or removed, resulting in issues for the Portfolio users.

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ORGANIZE COURSE FOLDERS

About course folders

A course folder for each course appears by default under Courses. The default roles that have full permissions (Read, Write, Manage, and Remove) to this folder when the folder is first created are Instructors, Teaching Assistants and Course Builders. The Administrator may modify this default. For example, the Administrator may set it so that when a Course folder is first created, only Instructors and TAs have full permissions. It is very important to understand which permissions have been granted to the folder before proceeding with setting up subfolders and additional permissions.

Any user with Manage permission on the course folder can grant additional permissions on that folder to other users. An Instructor may want to grant Read permission to all Students in the course to the course folder, and Read and Write permission to a public folder created beneath the main course folder.

Storing single course content

The temporary nature of courses makes the course folder (tied to the Course ID) useful for storing content that is specific to a single course. If a course is removed, the folder tied to the Course ID is no longer accessible. If content that is stored in the course folder does need to be reused, options for copying and moving items are available.

It may be easier to store content that is used in multiple courses in the institution folder or the instructor's user folder. This also depends on how the Administrator configures the Institution folder and its availability. Keep in mind that if course-related content is stored in a user folder, and it has not been shared. This content will be unavailable if the user leaves the institution and is removed from the system.

Folder examples

Subfolders within the course folder may be used to store both private and public content. The following are some examples of folders that may be created in the course folder:

Private Folder

A folder shared with the Instructor, Teaching Assistant, and other applicable course roles that contain private course information, such as test and survey results. These users all have Read, Write, Manage and Remove permission on the folder.



Note: The Instructor may decide to retain the course folder as a workspace for the course, and not allow users to access any items in the course folder. Instead, the Instructor may link to Content Collection items from the course. In this scenario, the entire course folder would be a private folder.

Group Folders

Folders shared with course groups, which may be used as group collaboration areas. There are a few options for setting this up:

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Grant all Students in the course Read access on the top-level course folder. Remove Read permission for Students to all private folders. Add permissions for each group to their respective Group folder. This option allows Students to use the Find Folder tool to locate the Group folder.

Grant each course Group permission to their respective Group folder in the course (do not grant any permission for course users to the top-level course folder). The Students may use Search, Go To Location, and Bookmarks to locate the folder.

Public Folder

Folder shared with all course users where they may access course related materials, such as the syllabus or reading list. There are a few options for setting this up:

- Grant all Students in the course Read access on the top-level course folder. Remove Read permission for Students to all private folders. Add permissions for all course users to the public folder. This option allows Students to use the Find Folder tool to locate the public folder.
- Grant all course users permissions to the public folder (do not grant any permission for course users to the top-level course folder). The Students may use Search, Go To Location, and Bookmarks to locate the public folder.

USING CONTENT SYSTEM CONTENT

Introduction

Instructors may use items from the Content Collection throughout courses in the *Blackboard Learning System*. Files and Portfolios may be linked to from different areas in a course and items from a course may be added to a folder in the Content Collection.

In this chapter

This chapter includes information on the following sections:

SECTION	DESCRIPTION
Add Content Collection Items to a Course	Explains how to add items from the Content Collection to a course.
Add Portfolios to a Course	Explains how to add Portfolios to a course.
Course Link Checker	Describes how to check permissions for Content Collection items linked to in a course.
Copy files to the Content Collection	Explains how to copy files from a course to the Content Collection.
Content Collection Items during Export/Import and Archive/Restore	Explains how Content Collection items behave when a course package is imported or restored.
Course Copy and Content Collection Items	Explains how Content Collection items function during a course copy.

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ADD CONTENT SYSTEM ITEMS TO A COURSE

Overview

It is easy for Instructors to quickly add materials stored in the Content Collection to their *Blackboard Learning System* courses. Content Collection items are supported as another type of content, such as Learning Units, that can be added to a course.

Instructors have two options for adding items from the Content Collection to a course. Items may be added through the Add Content Collection Content option available in Content Areas, or through the third row action buttons available in the Text Box Editor.



Note: The System Administrator may disable the Text Box Editor. The third row action buttons will not be available if this feature is disabled.

Adding Content System Content to a course

Content Collection Content may be added to any Content Area in a course, such as Course Information or Course Documents. To add an item from the Content Collection to a Content Area, follow the steps below:

1. Open the Control Panel for a course.
2. Open a Content Area, such as **Course Documents**.
3. Click **Add Item**. On the Add Item page, select **Browse** from **Link to Content Collection**.

Adding a link to a Content System item from the Text Box Editor

Users may add links to items in the Content Collection from the Text Box Editor. Follow the steps below to add a link to a Content Collection item:

1. Open the Control Panel for a course.
2. Open a course area meant to hold content where the Text Box Editor is available, such as an Announcement or a Discussion Board.
3. Select an option in the third row of the Text Box Editor.

The Content Collection item to link to is selected on the page that appears. Select Browse next to the Link from Content Collection field. The Content Collection will open in a new window. Locate the Content Collection item, select it and click Submit.

It is very important that the Browse field and the Specify URL field are left blank. These fields are not used for adding items from the Blackboard Content Collection.

Depending on the type of item being added, additional options may also be available on this page. For more information, see the Text Box Editor topic in this manual.



Note: The System Administrator may disable the Text Box Editor Links. The third row action buttons will not be available if this feature is disabled.

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Permission granted to items added to Courses

When an item from the Content Collection is added to a course, all users in the course will automatically be granted Read permission to the item. The Permissions page for the item in the Content Collection will list All Course Users as having Read permission.

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ADD PORTFOLIOS TO A COURSE

Overview

It is easy for Instructors to quickly add Portfolios stored in the Content Collection to their *Blackboard Learning System* courses. These Portfolios may be viewed by all users enrolled in the course.



Note: The System Administrator may disable Portfolios. This option will not be available within courses if this tool is disabled.

Sharing a Portfolio with a course

1. Portfolios created in the Content Collection may be shared with users in a *Blackboard Learning System* course. To share a Portfolio with a course, follow the steps below:
2. Select folder view for the Content Collection menu.
3. Under the heading Portfolios, click **My Portfolios**.
4. Select **Manage** next to the Portfolio to share with the course.
5. Click **Share Portfolio**.
6. Select **Share with Course** from the drop-down list in the Action Bar and click **Go**.
7. Enter the Course ID of the course. The Portfolio may be shared with multiple courses; separate each Course ID with a comma.
8. A receipt page appears stating which courses were granted access to the Portfolio.

Once a Portfolio is shared, it must be made available in the course before it may be accessed by users.

Make Portfolios available to users in a course

Portfolios are made available to users in a course through the Course Menu. Before adding Portfolios to the Course Menu, the Instructor must enable Portfolios in the course. Follow the steps below:

1. Select **Manage Tools** under Course Options on the Control Panel.
2. Select **Enable Blackboard Tools**.
3. Select the **Availability** option next to Portfolios.
4. Return to the Control Panel.
5. Select **Manage Course Menu** under Course Options.
6. Select **Add Tool Area**.
7. Select **Portfolio** in the Area Type drop-down list and enter a name for the area (for example, Course Portfolios) in the **Area name** field. Select the option **Make available for Student/Participant users**.

A Course Portfolio area will appear in the Course Menu. Users may view Portfolios that have been shared with the course in this area.

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Location of Portfolios within Control Panel

All Portfolios that have been shared with a course are located on the Course Portfolios page. Follow these steps to open the Course Portfolios page.

1. Open the Control Panel for a *Blackboard Learning System* course.
2. Select **Course Portfolios** under Course Tools.
3. Select the title of a Portfolio to open and view it.

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COURSE LINK CHECKER

Overview

The Course Link Checker allows Instructors to check the links to Content Collection items that have been added to a course. For example, if an item in the Content Collection is removed after the Instructor has created a link to the item in a course, the Course Link Checker will detect this and make the Instructor aware of the broken link. Depending on the situation, some broken links may be repaired; while others may not.

When a link to a Content Collection item is added to a course, All Course Users are given Read permission to this item in the Content Collection. When the Course Link Checker is run, the only permission that is checked is Read permission for All Course Users.

Enabling the Course Link Checker

Instructors have the option of enabling or disabling the Course Link Checker for each of their courses. The tool is disabled by default when a course is created. The following steps explain how to enable the Course Link Checker:

1. Open the Control Panel for a *Blackboard Learning System* course.
2. Select **Manage Tools** under Course Tools.
3. Select **Enable Blackboard Tools**.
4. Select the check box under **Available for Check CS Links** and click **Submit**.



Note: The System Administrator may disable the Course Link Checker for the entire system. This tool will not be available within courses if it is disabled by the Administrator.

Course areas checked by the Course Link Checker

Items may be added to courses through the Add Content Collection option available in Content Areas, or through the third row action buttons available in the Text Box Editor. The Course Link Checker will detect any broken links that appear for content added through the Add Content Collection option.

The Course Link Checker will detect any broken links added to the following areas through the Text Box Editor:

- Content Areas (for example, Course Documents, Course Information, and Assignments)
- Announcements, Calendar Events and Tasks
- Learning Units
- Discussion Boards



Note: Links to Content Collection items added to Assessments (including Tests, Surveys and Questions Pools) are not checked by the Course Link Checker.

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When to use the Course Link Checker

If links to Content Collection items are added to a course, it is important that the Course Link Checker is run on a periodic basis. This is especially true after a course is copied, restored or imported. Users with access to the items in the Content Collection may move and remove items, or modify the permissions on an item. These actions may impact the validity of a link to the item in a course.

For example, when a link to a Content Collection item is added to a course, all course users are automatically granted Read permission to the item in the Content Collection. If this permission is later removed by a user who has Manage permission to the item, selecting the link within the course will result in an error message.

Steps to use the Course Link Checker

Running the Course Link Checker is a very simple operation.

1. Open the Control Panel, and select **Check CS Links** under Course Tools.
2. Select **Submit** on the Course Link Checker page. This operation may take a few minutes to run; the length of the process depends on the number of links within a course.
3. Read the results and repair broken links
4. After the Course Link Checker is run, a results page will appear, explaining the status of each link to a Content Collection item. Some broken links may be fixed by the Instructor, while others may not.

LEGEND	DESCRIPTION AND RESOLUTION
	**Valid Link.** These items are linked successfully and do not require any further action.
	**Repairable permissions error.** All Course Users do not have Read permission to these Content Collection items. When a user attempts to access this link in a course, a 'File Not Found' error will appear. The Instructor has Manage permission to the items and can therefore repair these links. Select the check boxes next to these items and click **Repair**. The system will grant Read permission to these items to All Course Users.
	**Path not found.** The items have been moved, removed or renamed within the Content Collection. The links are broken and the Instructor should remove them from the course. If the new locations or names of the items are known, new links may be created.
	**Permissions error.** The links to the items are valid but All Course Users do not have Read permission to these Content Collection items. The Instructor does not have Manage permission to the items and cannot repair these links. The Instructor should remove these links from the course or contact a user with Manage permissions to these items to add the appropriate permission.

COPY FILES TO THE CONTENT COLLECTION

Overview

The Copy Files to CS tool enables Instructors to copy content from their courses in the *Blackboard Learning System* to a folder in the Content Collection. This is very helpful for Instructors who have attached files that exist outside of the Content Collection to course Content Areas. Items that are added through to the Content Collection may be used in new courses, shared with other users, and added to Portfolios.

This tool is meant for adding new content to the Content Collection; it does not detect Content Collection items that have been added to a course or make changes to the course itself.



Note: The System Administrator may disable the Copy Files to CS tool. This tool will not be available if it is disabled by the Administrator.

Types of content that may be copied

The Copy Files to CS tool copies files that have been attached to course Content Areas. These files are originally added the course through the **File to Attach** option available on specific pages in the application or the third row action buttons in the Text Box Editor.

The Copy Files to CS tool copies items attached to the following:

- Content folders
- Content items
- Course links
- Assignments
- Instructions
- External links
- Learning units



Note: All attachments associated with unprotected course cartridges are copied; protected cartridge content will not be copied.

Types of content that are not copied

Attachments added to the following areas of a course are NOT added to the Content Collection through the Copy files to CS tool:

- Attachments added to any Assessment areas (this includes Tests, Surveys and Question Pools)
- Attachments added to Discussion Board messages, including Group Discussion Board messages
- Files uploaded to the Digital Drop Box by Instructors
- Items added to the Grade Assignment page by the Instructor are not copied. These items include comments for a specific user and are sent when the Assignment is graded. (Items added to the Add Assignment page by an Instructor are copied)

Student files added to a course are also not copied, this includes:

- Files uploaded to the Digital Drop Box by users

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- Files uploaded by users to Assignments

Enabling Copy Files to CS

Instructors have the option of enabling or disabling the Copy Files to CS tool for each of their courses. The tool is disabled by default when a course is created. Follow the steps below to enable the Course Link Checker:

- Open the Control Panel for a course.
- Select **Manage Tools** under Course Tools.
- Select **Enable Blackboard Tools**.
- Select the check box under **Available for Copy Files to CS** and click **Submit**.



Note: The System Administrator may disable the Copy Files to CS for the entire system. This tool will not be available within courses if it is disabled by the Administrator.

Using Copy Files to CS

Instructors access the Copy Files to CS tool within the Control Panel of a course.

Follow the steps below to run the Copy Files to CS Tool:

1. Open the Control Panel, and select **Copy Files to CS** under Course Tools. The Copy Files to CS page appears.
2. In the Select Course Materials, select the check boxes for those areas that will be copied. In each area selected, attached items will be copied to the Content Collection.
3. The path in the Destination field defaults to the location of the course folder in Course Content in the Content Collection. The path to a different folder may be entered.



Note: Users can only copy content to folders within the Content Collection to which they have Write permission.

4. A receipt page appears after the copy is complete. The receipt states all areas that were successfully copied and any that have failed.
5. The copied items will appear in the Content Collection in a folder named Copied Content.

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Run the tool multiple times

The Copy Files to CS tool may be run on the same course multiple times. This may be helpful in the following situations:

- Too much or too little content was selected to copy and a clean copy is needed.
- If files were copied at the beginning of the term, the process may need to be run at the end of the term to copy additional files that have been uploaded.

Each time this tool is run, a new set of folders appears in the Content Collection. If the content is copied to the same area, for example Course Content, the Copied Content folder is appended with the number of the copy. For example, the folder created after the tool is run a second time is named 'Course ID' Copied Content (2).

File Structure in the Content Collection

All files copied to the Content Collection are stored in the destination folder selected on the Select Areas to Copy page. All of the content from the course is stored in a folder with the following naming convention: 'Course ID' Copied Content. The structure of files within Copied Content mimics the structure of the files in the course.

Example

The copy from History100 included Course Documents and Course Information.

Course Documents folder contained:

- A course item with the file Syllabus.doc attached
- A course folder named Chapter One (no items attached to the folder)
- In the Chapter One folder - A course item with the file WeekOne.doc attached

Course Information folder contained:

A course item with the file CourseOverview.doc attached. The structure of files within the Content Collection will be as follows:

>History 100 folder

>History100 Copied Content folder

>Course Documents folder

>Syllabus.doc

>Chapter One folder

>WeekOne.doc

>Course Information folder

>CourseOverview.doc

Copying special file attachments

There are a few cases where copied content receives special treatment in the Content Collection:

Content uploaded to the *Blackboard Learning System* as package files (for example, zip files) where the user selected to **unpackage this file** are copied to the Content Collection in the zip file format with the unpackaged items under a folder with the following format: **dir_fileattachmentname.fileextension**. For example, a file called "unzipme.zip" is unpackaged at the root of the Course Information folder. The Content Collection will have both the unpackage.zip

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file at the root of the Course Information folder and also dir_unzipme.zip that contains the contents of the original file.

All files uploaded through the Text Box Editor are copied to individual subfolders named **embedded(unique#).** This is also true for files uploaded through the Text field when the Text Box Editor is not available.

When an HTML file that contains refrences to images is uploaded, the user is prompted to upload the images. These are “missing images”. Missing images are copied to a folder with the following format: **dir_fileattachmentname.fileextension.**

Copying files with the same name

The Content Collection does not allow a folder to contain multiple files with the same name; this type of duplication is permitted within courses in the *Blackboard Learning System*. The same is true of folders with the same name.

When files and folders with the same name are copied to the same folder in the Content Collection, the names will be appended with a number. For example, if two files named Syllabus.doc are copied to the same folder, they will appear as Syllabus.doc and Syllabus1.doc.

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CONTENT SYSTEM ITEMS DURING EXPORT/IMPORT AND ARCHIVE/RESTORE

Overview

When a course in the *Blackboard Learning System* is exported or archived, links to any Content Collection files are included. If a package is then imported or restored, these links are included in the content. The behavior of these links depends on the state of the items in the Content Collection.

Items remain in the Content Collection

If the items are stored in the same location within the Content Collection, the links to these items in the course will function properly. The Instructor should check the permissions for these items as they may need to be updated. Permissions for this item should be granted to the Course User List so all users enrolled in the course may access the items. If users do not have permissions to the item, an 'Access Denied' error message appears when they select the link.

Items restored or imported to a course without Content Collection installed

If a course package is restored or imported to a course in the *Blackboard Learning System* and the Content Collection is not installed, all of the links to Content Collection items in the imported or restored course will be broken. This is due to the fact that the course saves a link to each item, not the actual files.

The Instructor should remove the links to these items from the course. If the items are accessible, they can be added to the Content Collection and linked to again from the course.



Note: If the Content Collection is moved or deleted the same behavior described above will occur. All of the links to Content Collection items will be broken.

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COURSE COPY AND CONTENT SYSTEM ITEMS

Overview

Links to Content Collection items in a course are copied during a course copy operation. Because links to Content Collection items are copied and not physical files, all users must have permission within the Content Collection to view these files. Users in the new course will not have the appropriate permission. When a user without the appropriate permission to the Content Collection item selects a link to the item in the course, an Access Denied message appears.

The Instructor must add permission for these users to the item in the Content Collection or the Administrator may enable the Copy Settings options to automatically update permissions when a course is copied.



Note: The automatic permissions update only applies to courses that are copied. If a course is imported or restored, user permissions to Content Collection items linked to in the course are not automatically updated.above will occur. All of the links to Content Collection items will be broken.

Automatic permission updates to Content Collection items

A Copy Settings option is available for Administrators to manage the permissions of Content Collection items that are copied as part of a course copy operation. There are two options the Administrator may enable in the system; one or both may be enabled. If these options are enabled, the permissions for Content Collection items located in almost all course areas will be automatically updated.

- **Update permissions for general links** – If this option is selected, all users enrolled in a copied course automatically receive Read permission to Content Collection items linked to in the course.
- **Update permissions for e-Reserve links** - If this option is selected, all users in a copied course automatically receive Read permission to e-Reserves items linked to in the course.



Note: The one exception to this is Assessments. The permissions for Content Collection items linked to in Tests, Surveys, and Questions Pools are not automatically updated. The Instructor must update the permissions to these items manually through the Content Collection.

Item permissions in the Content Collection

When a Content Collection item is copied through course copy and the permissions are automatically updated, the new permissions are visible for the item in the Content Collection. When the Content Collection item is viewed in the Content Collection, Read permission will appear for All Course Users.

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USING LIBRARY CONTENT

About the Library

Instructors can enhance their courses by adding content from the Library. The Library is used to post eReserves, electronic manuscripts, and other institution resources. It allows seamless integration with the *Blackboard Learning System*, making it a powerful way to share and distribute library materials. This document explains how Instructors can use the library to supplement their course offerings.

In this chapter

This chapter includes information on the following topics:

TOPIC	DESCRIPTION
Library areas	Describes the main areas of the Library.
eReserve folders	Explains how eReserve course folders are created and their availability.
Add Library content to courses	Describes how to add content from the Library to a course.

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LIBRARY AREAS

About Library Areas

By default, there are two main areas within the Library, Library Content and eReserves. Additional areas may also be added to the Library to meet specific institution needs.

Library Content

Library Content may be organized according to the institution's needs. This area is intended for content that may be shared across the entire institution.

User access to Library Content

All users have read access to all content within Library Content by default.

Instructor access to Library Content

Instructors may add items from Library Content to courses within the *Blackboard Learning System*.

eReserves

eReserves are automatically organized by course; each course in the *Blackboard Learning System* has a corresponding course in eReserves. eReserves are only available for courses; eReserves are not available for organizations.

User access to eReserves

All users have automatic read access to eReserves for courses they are enrolled in; eReserve folders for other courses do not appear in the file tree.

Instructor access to eReserves

Instructors may add items from eReserves to courses within the *Blackboard Learning System*



Note: eReserves must be enabled by the System Administrator; if the Administrator does not activate this area it will not appear in the Library.

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eRESERVE FOLDERS

Generating course folders in eReserves

Course folders within eReserves are automatically generated the first time the Instructor, Teaching Assistant or Course Builder accesses the Content Collection after the course is created. If a course is added to the *Blackboard Learning System*, the eReserve course folder will appear to course users the first time the Instructor accesses the Content Collection.

Course availability and eReserves

The ability to see the course's eReserve folder when the course is made unavailable depends on the user's course role. Instructors, Course Builders, and Teaching Assistants can see the folder whether the course is available or unavailable. Students can only see the eReserve course folder when the course is available.

Course removal and eReserves

If a course is removed from the *Blackboard Learning System*, the eReserve folder, and all of its content, is also removed.

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ADD LIBRARY CONTENT TO COURSES

Add content from the Library to a course

Instructors may add items from the Library to their course Content Areas. This includes items that appear in their course folders within eReserves, as well as items from Library Content. Follow the steps below to add an item from the Library to a course:

1. Select a course and open the Course Control Panel.
2. Select a Content Area, such as **Course Documents**. The Course Documents page will appear.
3. Select **Add Content System Content** from the drop-down list in the action bar and click **Go**. The Add Content Collection Content page will appear.
4. Complete the Add Content Collection Content page with the following information:

FIELD	DESCRIPTION
Content Information	
Name	Enter a title for the content item. This title will appear in the course.
Text	Enter a description for the Content item. You may use the Test Box Editor options to format the text.
Choose Content System Item or Folder	
Browse Content System	Enter the path to the content item in the Library or click **Browse** to locate and select the file in a folder within the Library (for example, Library Content or eReserves).
Name of Link to Content	Enter the name of the link that users select to access the attached file.
Options	
Do you want to make the content visible	Select **Yes** to make the content available to Students immediately. Select **No** to hide the content from Students. If availability is controlled by date limits, select **Yes** in this field.
Do you want to track views	Select **Yes** to include this item in reports on Student views. Select **No** and information about which Students have viewed the content will not be tracked.
Do you want to add metadata?	Select **Yes** to add metadata to the item. Metadata is information related to the item. In the *Blackboard Learning System*, metadata is primarily used to ensure compliance with industry standards. Select **No** if you do not wish to add metadata.
Choose date restrictions	Select **Display After** and use the drop-down lists to select a date. This will hide the content until the date selected. Select **Display Until** and use the drop-down lists to enter a date. This will hide the content after the date selected. The **Display After** and **Display Until** features can be combined

FIELD	DESCRIPTION
	to set restrictions for the display the content for a set period of time.

Instructors also have the option of adding items in the Content Collection to courses through the Text Box Editor. The **Add Item** option in the third row action bar of Text Box Editor may be used to locate and add items in the Content Collection.



Note: Only items within the eReserve course folder that correspond with that course may be added to the course. Content in eReserve course folders for other courses you may be teaching may not be added. All items within Library Content are available to use within a course.