



IDSC

Instructional Development Support Center

Introduction to Blackboard Academic Suite I: Learning System

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Objectives

Blackboard is a powerful on-line course management tool that faculty can use to improve teaching and learning experiences. Blackboard Academic Suite consists of the following systems:

- **Learning System** – enables instructors to create and manage course content, use publisher content, evaluate student performance and communicate with students.
- **Content System** – provides an online repository for content storage equivalent to a web-based virtual hard drive.
- **Community System** – provides the same online course environment/structure for academic support activities (such as Instructional Development Support Center) and non-academic needs (such as organizations, ECAs and sports)

Introduction to **Blackboard Academic Suite I** focuses on the Blackboard Learning System. After this workshop, you should be able to:

- Add, modify and remove course content
- Communicate with students using discussion boards, collaboration tools, email, announcements, etc.
- Customize the course menu
- Import/Export/Archive a course
- Manage users and groups
- Create and deploy assessments and surveys
- Create question pools
- Use the Gradebook to manage student grades

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Access the Learning System

Log in to Blackboard

1. Open up a web browser and go to <https://blackboard.usna.edu/>.
2. Enter your Username and Password. Your username and password to access this system will be the same as your USNA Network username and password.

Welcome & Login

Welcome to the USNA Blackboard System!

If you need assistance please contact the [Information Resource Center \(IRC\)](#) at syshelp@usna.edu, call 410-293-3500 or click [here](#) to submit a SysHelp Request.

Warning: For Security purposes, please logout and exit the browser when PC is unattended.

 **Blackboard Outage:** There will be an outage of Blackboard on **Saturday, January 28, 2012 from 0700-0900** to perform DoD-mandated security updates. We sincerely apologize for any inconvenience this may cause.

Browser Requirements

Blackboard Academic Suite can be accessed using any web browser. The browser must have Java and JavaScript enabled and allow pop-ups and cookies from this site. The cookie is used to ensure that you, *and only you*, are able to access information in the courses, assessments, gradebooks and other features which are authorized for you. This cookie is not stored permanently on your computer, and will be removed when you close your browser.

 **Maintenance Schedule:** Blackboard is unavailable on **Saturdays from 0100 to 0630** for weekly backups.

Login Here

Blackboard Username and Password is the same as your USNA Network Account.

For assistance email syshelp@usna.edu or call 410-293-3500.

Username:

Password:

[Privacy & Security Notice](#)

Note: If you do not have a username or have forgotten your password, please contact syshelp at 3-3500, or email syshelp@usna.edu

Access the Learning System

Click the **Courses** tab to access your Blackboard courses.

Functions of the Control Panel

The content area on the main page displays courses you are currently teaching or enrolled in. To enter a course site, click the course name title under **Courses you are teaching** in the **My Courses** module.



My Courses

Courses you are teaching:

[HUMAN BEHAVIOR:NL200/1101_3101_5101\(SPRING-2011-1\)](#)
(unavailable)

Announcements
No Announcements.

[PLEBE ONLY - THE WEST IN THE PREMODERN WORLD:HH215P/1001_2001\(SPRING-2012-1\)](#)

Announcements
No Announcements.

All course administration is done through the course **Control Panel**. To begin setting up your course web site, click the **Control Panel** link (bottom left) on the course menu.



Tools

- Communication
- Course Tools
- Course Map
- Control Panel**
- Quick Unenroll
- Refresh
- Detail View

Note: The **Control Panel** is only available to instructors, teaching assistants, graders and the Blackboard administrator.

The course **Control Panel** is comprised of six areas:



Area	Function
Content Areas	This area provides tools for you to add text, files, assessments surveys, and other information into a course.
Course Tools	This area contains the communication tools for you to post announcements, send emails, create tasks, discussion boards, and collaborations sessions, etc.
Course Options	This area contains tools for you to customize course components, import/export/archive courses, etc.
User Management	This area provides tools for you to manage users and enrollments.
Assessment	This area provides tools for you to build quizzes, surveys, and question pools, record grades, and track user activity.
Help	This area offers support contacts and online documentation.

Add Content to Your Course

Content Areas

Instructors can use course content areas to organize all of the course materials:



- **Course Information:** may include descriptive materials about the course, such as the

syllabus, course objectives, etc.

- **Course Documents:** may include learning materials and lesson aids, such as lecture notes, PowerPoint presentations, audio and video clips, etc.
- **External Links:** may include any web sites that you think would be useful for your students to access for your course.

Note: You can add/edit content areas through **Manage Course Menu** under **Course Options** area.

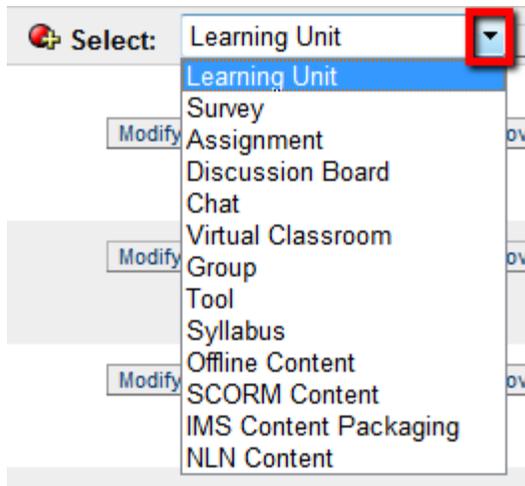
Add Content to Content Areas

To open a content area page, select a content area, such as **Course Information**, under the **Content Areas** subheading. Once inside a content area you can add the following content:



- **Add Item:** Allows you to enter text into a textbox and/or upload your Word, Excel, PowerPoint, etc. documents into Blackboard.
- **Add Folder:** Allows you to organize your course materials using folders.
Note: It's recommended to create a folder first with a designated subject so that you can more easily organize your information throughout the semester. Once you have created a folder, click it to open the folder and then add content.
- **Add External Link:** Allows you to add links to outside web sites related to the course. When entering a URL, always enter the full Web address to the link, e.g., <http://www.google.com>
- **Add Course Link:** Allows you to add links to other items in your courses. All items that appear in the course map can be linked to from this area.
- **Add Test:** Allows you to create a new test or select an existing test you have already created in **Test Manager**.

Additional types of content are also available from the drop-down list on the upper right corner:



- **Add Learning Unit:** Allows you to set a structured path for progressing through the content within a course. Instructors will find that the development of self-paced learning is intuitive with Blackboard Learning Units. Students can now access content, including assessments, in a sequential order. The instructor may either allow students to access content nonlinearly within a Learning Unit or enforce a sequential path.
- **Add Survey:** Allows you to add surveys for polling purposes, evaluations, and random checks of knowledge.
- **Add Assignment:** Allows you to create a dropbox area which lists the assignment name, point value and a description of class work. Students can then submit their files to this dropbox area. The instructor can access student submissions through the **Gradebook**.
- **Add Discussion Board:** Allows you to link to the **Discussion Board** page, link to a specific **Discussion Board** forum, or create a new **Discussion Board** forum.
- **Add Chat:** Allows you to link to the **Collaboration Sessions** page, link to a specific chat session, or create a new chat session.
- **Add Virtual Classroom:** Allows you to link to the **Collaboration Sessions** page, link to a specific **Virtual Classroom** session, or create a new **Virtual Classroom** session.
- **Add Group:** Allows you to link to the **Groups** administration page, link to a specific group, or create a new group.
- **Add Tool:** Allows you to create a link to a specific tool.
- **Add Syllabus:** Allows you to create a new syllabus using the syllabus builder, or upload a syllabus file from your local computer, or create a link to the syllabus file on the **Content Collection**.
- **Add Offline Content:** Allows you to create a link to a specified file on a drive, usually a CD-ROM. To access this file, user must have the correct CD-ROM in his/her computer.
- **Add SCORM Content:** Allows you to add content that adheres to **Sharable Content Object Reference Model (SCORM)** standards.
- **Add IMS Content:** Allows you to add content that matches **IMS** specifications.

Additional information may be found at <http://www.imsproject.org>.

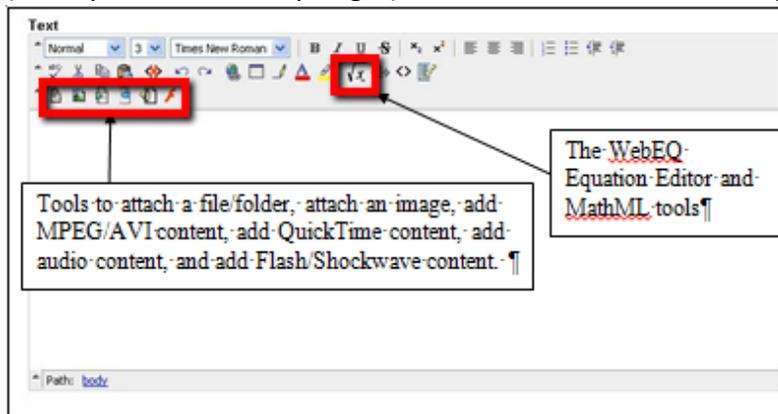
- **Add NLN Content:** Allows you to add a package of content developed by the **National Learning Network. (NLN)**. Additional information may be found at <http://www.nln.ac.uk>.

Add an Item

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

To add an item:

1. Open a **Content Area**, such as **Course Documents**, from the **Control Panel**.
2. Select **Add Item** from the menu bar.
3. Fill in the fields as applicable. You can cut and paste your text into the textbox under **Content Information** subheading. You are presented with a WYSIWIG (what you see is what you get) editor with which to format your text.



4. You may attach a local file or create a link to an item on the **Content Collection** under the **Content** subheading.

Content	
Files can be attached to the above information. Click Browse to select the file to attach and specify a name for the link to this file.	
Attach local file	<input type="text"/> <input type="button" value="Browse..."/>
Link to Content Collection item	<input type="text"/> <input type="button" value="Browse..."/>
Name of Link to File	<input type="text"/>
Special Action	<input type="text" value="Create a link to this file"/> <input type="button" value="v"/>

- To attach a local file, such as Word, Excel, Power Point, etc., on your computer, click the **Browse** button next to the **Attach local file** box, and navigate and select the file on your local computer.
Note: when you want to make changes to a file that you have uploaded you must make the changes in the **ORIGINAL** document, you must upload it again. Remember you must remove the first uploaded item or it will continue to appear as a link.
- To create a link to an item on the **Content Collection**, click the **Browse** button next to the **Link to Content Collection Item** box. A window will take you to the **Content Collection** and you can navigate to the file or folder you

want to link to. Click on the corresponding radio button to select the file or folder and then click **Submit**. The path of the file will be displayed in the **Link from Content Collection** box.

Note: If you want to make changes to the linked file, you have to make changes to the file on the **Content Collection**.

- For the **Name of Link to File** box, enter the name of the link that the students will click to access the attached file.
- Select the **Special Action** for your attached file.
 - **Create a link to this file:** the file will be attached to this document and a link will appear below the document title to access the file.
 - **Display media file within the page:** embeds certain media files within the page itself instead of creating a link.
 - **Unpackage this file:** specify to the system that the file must be unpackaged before displaying.

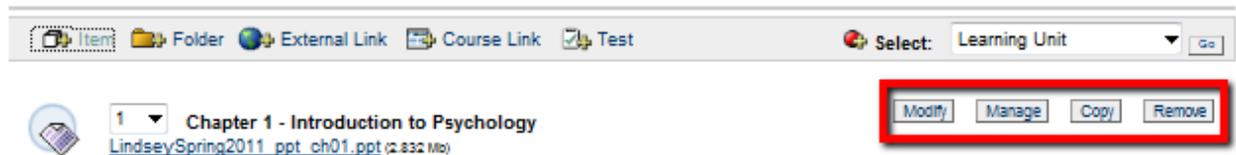
Additionally you can adjust extra options when adding an item to the content area:

- Do you want to make content visible: indicate whether the content will be available for viewing when a user access the content area.
- Do you want to tract number of views: indicate whether the system is to tract the number of times a user accesses this item.
- Choose date restrictions: indicate when the content will be displayed.

5. Click the **Submit** button when finished.

Manage an Item

Once an item is created, you can use the tools on the same row of the item to **Modify** the item properties, **Manage** the item, **Copy** the item to another course, or **Remove** the item from the course.



Note: If the item contains links to a file/folder in the **Content System**, the **Copy** option **DOES NOT** copy the permissions. That means students in the destination course won't be able to access the file/folder because they don't have appropriate permissions. In this case, you have to go to the **Content System** and manually set the permissions for that file/folder. Refer to the **Content System** handout for detailed instructions on how to set the permissions.

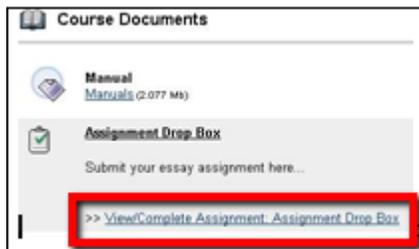
Add an Assignment

Assignments allow instructors to create coursework and manage the grades and feedback for each student separately. Instructors may create assignment submitting

area 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; submit their files to the assignment submitting area. The Instructor can then access the students' submissions through the gradebook, respond to each student separately, sending comments about their individual submissions and attaching feedback files, if necessary.

To add an assignment dropbox area:

1. Open a **Content Area**, such as **Course Documents**, from the **Control Panel**.
2. Select **Add Assignment** from the pull-down menu on the menu bar (upper right corner) and click **Go**.
3. Complete the **Add Assignment** page and click **Submit**.



When the student enters the course, they should click **Course Documents** from the course menu, and then click **View/Complete Assignment: Assignment Name** link to submit their files. The submissions will be imported into gradebook. Instructors can then go to the gradebook to view and grade their individual submissions (See the section below -**Modify Single Student Grade for a Specific Gradebook Item** - for detailed information).

Communication and Collaboration

Course Tools

Instructors can use the communication and collaboration tools in the **Course Tools** section to enhance interactions with the students and among the students themselves.

Course Tools	
Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Messages
Tasks	Content Collection
Send Email	Check Collection Links
Discussion Board	Copy Files to Collection
Collaboration	

- **Announcements:** Allows you to post an announcement to your students regarding any course changes or any information you want to pass along to them, such as assignment due dates, homework changes, tests or quizzes dates, or guest speakers.
- **Course Calendar:** Allows you to post course-related events on a calendar so that all students will be able to see.
- **Staff Information:** Allows you to post information about yourself, teaching assistants, and guest speakers for the course.
- **Tasks:** Allows you to create To Do Lists and set priorities for different tasks.
- **Send Email:** Gives you the option to send an e-mail to your students by group or individual students.
- **Discussion Board:** Allows you to create discussion forums so that the students can have asynchronous, on-line discussions. This is a threaded discussion that keeps a record of each student posting relating to a forum that you create. Students can see the posts of other students and respond to them.
- **Collaboration:** Allows you and your students to open up a chat room and communicate in Real Time. There is a lightweight chat which is more like instant message and a virtual classroom which is a full chat room.
- **Digital Drop Box:** Provides a way for exchanging files electronically for you and your students.
- **Glossary Manager:** You can create a glossary of terms for your students. You can add one glossary term at a time or create a Comma Separated Values (CSV) file (from Excel, just save the file in .csv format) and upload the entire glossary at once.
- **Messages:** 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 accessed through the **Communications** area of a course.

Discussion Board

The discussion board is a communication tool that allows you to set up an unlimited number of threaded discussions. Students can post and respond to messages asynchronously.

Create a Discussion Forum

To create a forum in the discussion boards:

1. Select the **Discussion Board** link under the **Course Tools** subheading.
2. Click your course title or group title.
3. Click the **Add Forum** button.

Discussion Board

Forum

Search After Jan 11 2012 Before Jan 11 2012

in Current Discussion Board

OK

4. Fill in the fields as applicable.

2 Forum Settings

- Allow anonymous posts
- Allow author to remove own posts
 - All posts
 - Only posts with no replies
- Allow author to modify own published posts
- Allow file attachments
- Allow members to create new threads
- Allow members to subscribe to threads
- Allow members to rate posts
- Force moderation of posts

Grade No grading in forum

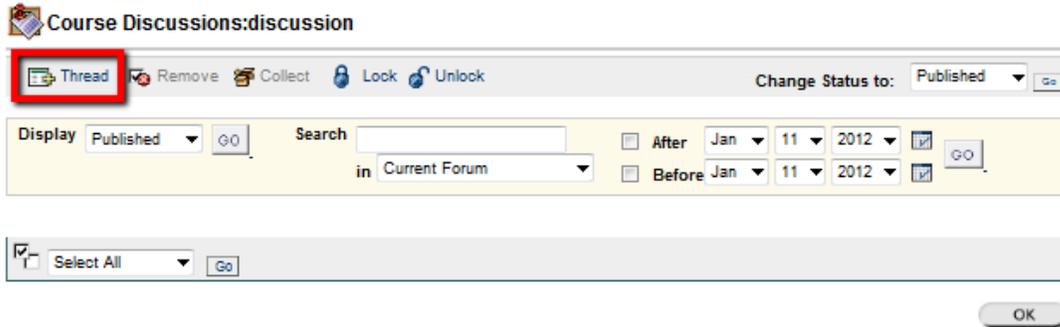
- Grade forum: Points possible:
- Grade threads

- Select **Allow members to rate posts** will enable 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.
- Select **Force moderation of posts** will require that all posts are reviewed by a responsible party, either a moderator or the instructor, before the content is shared with the class.
- You can also choose to either grade the forum or grade threads.
Note: If you choose to grade threads, a Points Possible option appears each time a thread is started. Users cannot create new threads if “Grade Threads” is selected for the forum.

Add a New Thread

Participants can start a discussion by adding a new thread:

1. Click the forum link to access a discussion forum. It will open the forum and you can see all the discussions threads within the forum.
2. Click the **Add Thread** button to start a new discussion.



Other tools in the Discussion Forum:

- **Collect:** If you select the threads and/or messages and then click the **Collect** button on the toolbar, the content of the multiple threads and/or messages will be displayed on one screen.
- **Lock:** if you select the threads and/or messages and then click the **Lock** button, the participants can view but not reply to a thread/message that is locked.
- **Grade Forum:** Click the **Grade Forum** button to give a grade for each student. The grades will be imported into the gradebook.
Note: If you choose to grade threads when you set up the forum, a grade thread option will appear on the menu bar when you enter the thread.

Collaboration Tools

The Collaboration tools allow you to hold real-time, online classroom discussions, TA sessions, and office hour type question/answer forums. Two collaboration tools are available:

- **Virtual Classroom:** Allows you and the students have a real-time discussion, access the web, and engage in questions and answers sessions.
- **Lightweight Chat:** is a part of the virtual classroom. It allows you and the students to open just the chat function of the virtual classroom.

By default, a virtual classroom called the **Lecture Hall** and a lightweight chat called **Office Hours** have been created for you.

To Create a **Virtual Classroom** or a **Lightweight Chat**:

1. Select the **Collaboration** link under the **Course Tools** subheading.
2. Click **Add Collaboration Session** button.

Collaboration Sessions

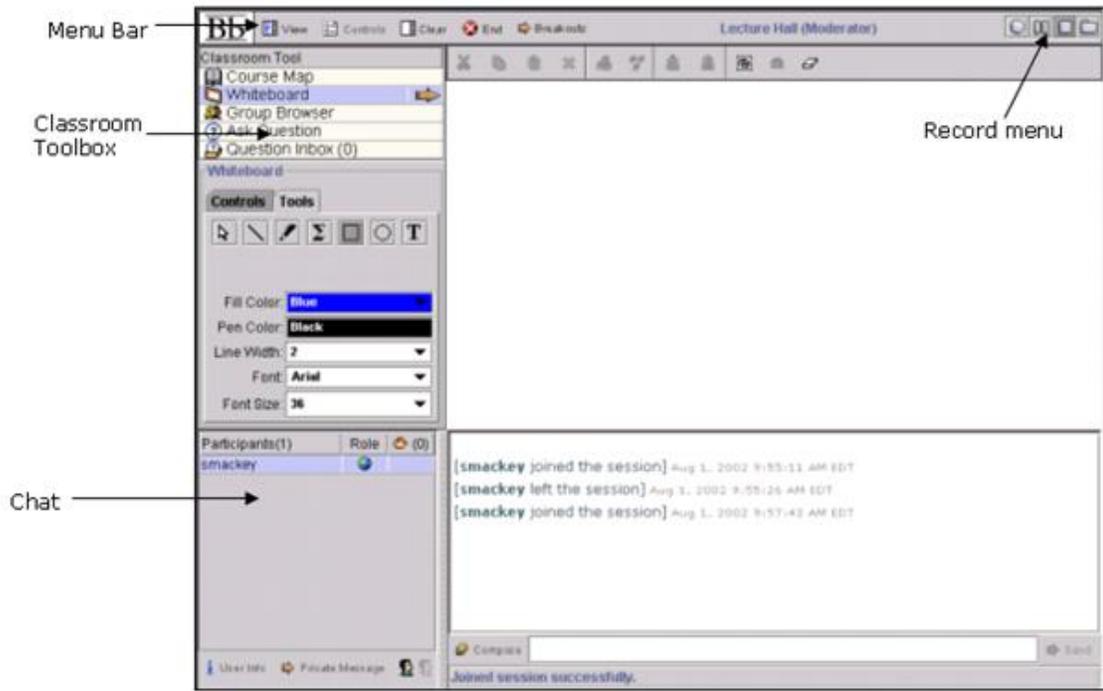


3. Fill in the fields as applicable.

To join a **Virtual Classroom** or a **Lightweight Chat**: click the **Join** button next to the session.

Virtual Classroom

In the virtual classroom, you can manage the session through the system controls, interact with students, use the whiteboard to post content and draw things, open web pages, and control access and functionality for students.



Part	Function
Menu Bar	Allows the instructor to manage participation, monitor breakout sessions, and end the session.
Record Menu	Allows the instructor to record and store the session for future use in the archives.
Classroom Toolbox	Includes all of the tools that allow participants to open course contents, search for Web sites, ask and answer questions and utilize the Whiteboard.
Chat	Allows participants to compose messages, raise their hands to ask questions, and activate private messages.

The Menu Bar



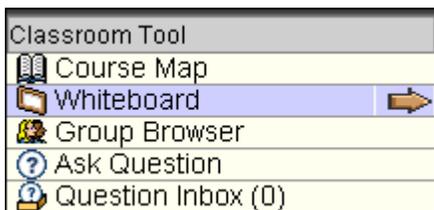
Function	Description
View	Choose an option for viewing Personal Messages.
Controls	Select the tools that are accessible to each type of users.
Clear	Clear the chat window for your local display or all users' display.
End	End the session and expel all users.
Breakouts	Create a separate room for a group of participants.

Record Menu



Button	Description
	Click Start to begin recording a session which will be saved into an archive. You will be prompted to name the archive.
	Click Pause to pause a recording once it has started.
	Click Stop to end recording the session.
	Click Bookmark to insert a bookmark anywhere in the archive of the session. You can also include a name for the bookmark.

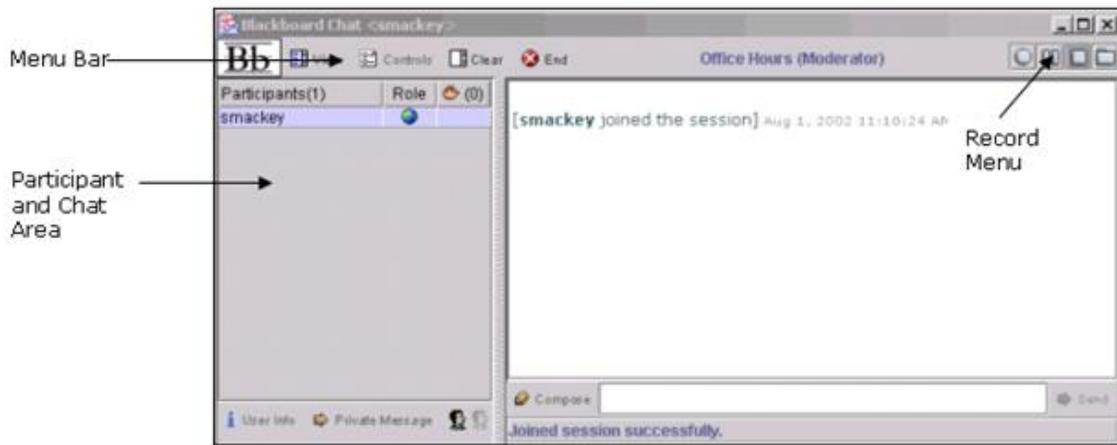
Classroom Toolbox



Part	Function
Course Map	Enables participants to browse and view the Course Contents while they are in a session.
Whiteboard	Enables participants to draw images, type text, and present equations to the Virtual Classroom participants.
Group Browser	Enables participants to collaboratively browse the Web during a session.
Ask Question	Enables participants to ask questions.
Question Inbox	Enables the instructor to manage questions from the participants during a session.

Lightweight Chat

Lightweight chat is a part of a virtual classroom. It only contains the text-based chat section without the rest of the tools that make up the virtual classroom.



- **User Info:** Displays personal information about the user such as name, email address, and any other information in the user's profile.
- **Private Message:** Enables participants to send and receive private messages.

Digital Dropbox

Digital Drop Box allows instructors and students to exchange files. The current version of Blackboard doesn't always display the **Send File** button in the **Digital Dropbox**. To get the **Send File** button to reappear, log out of Blackboard, close your web browser, and restart your computer. Then open your web browser, log back into Blackboard and access your **Digital Dropbox** again. The **Send File** button should reappear. Please note that Blackboard has removed the **Digital Dropbox** feature from future versions, so you should seriously consider using the **Assignment Tool** instead.

Note: students can access the **Digital Dropbox** from the **Tools** tab in the course menu on the course web site. Instructors must access their **Digital Dropbox** from the course control panel.

To send files:

1. Select the **Digital Dropbox** link under the **Course Tools** module.
2. Click on the **Add File** button.
3. Fill out the fields on the next screen as applicable and click the **Submit** button.
4. A link to the file will be added to the **Digital Dropbox**.

Note: Add a file to the **Digital Dropbox** only puts a copy of the document in the **Digital Dropbox**, it does not send it to any users.

5. Click the **Send File** button in the **Digital Dropbox**.

- Fill out the fields on the next screen as applicable. You can select the user(s) who will receive the file. Hold down the **Control** or **Shift** key to select more than one name.

Assignment Tool

The **Assignment Tool** lets instructors create assignments that list the name, point value and description of the assignment. Files pertaining to the assignment can also be attached. After an assignment is added to the **Content Area** students may access the assignment, complete it in a separate file, attach the file and send it back to the instructor through their assignment link in the course. The **Assignment Tool** automatically creates a grading column in the Gradebook area for each assignment so that attempts can be recorded.

Creating an Assignment

To create an assignment, follow these steps:

- Navigate to the **Control Panel** within your Blackboard course.
- Select the content area where you wish to create the assignment.

TESTCRS > CONTROL PANEL

TESTCRS: TestCRS - Blackboard Administrator (Instructor)

Content Areas	
Syllabus	Assignments
Course Documents	External Links

User Management	
List / Modify Users	
Manage Groups	

Course Tools	
Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Messages
Tasks	Content Collection
Send Email	Check Collection Links
Discussion Board	Copy Files to Collection
Collaboration	Course Health Check

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

Help	
Support Manual	Contact System Administrator
	Quick Tutorials

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

- Choose **Assignment** from the **Select** pull-down list on the right side of the page.

Select:

- Click on the **Go** button located to the right of the **Select** pull down list.

- To track the number of views, select either the **Yes** or **No** radio button.

3 Options

Make the assignment available Yes No

Track number of views Yes No

Choose date restrictions Display After Display Until

Jul 07 2011 11 40 AM Jul 07 2011 11 40 AM

- When your assignment is ready to be created scroll to the bottom of the page, click on the **Submit** button and then click the **OK** button.

Reviewing and Grading Assignments

Instructors can retrieve **Assignments** through the course **Gradebook**. Assignments can be viewed and downloaded individually or all at once.

Retrieving a Single Assignment

- Enter the **Gradebook** for the course through the link in the **Control Panel**.

TESTCRS > CONTROL PANEL

TESTCRS: TestCRS - Blackboard Administrator (Instructor)

<p>Content Areas</p> <p>Syllabus Assignments</p> <p>Course Documents External Links</p>	<p>User Management</p> <p>List / Modify Users</p> <p>Manage Groups</p>
<p>Course Tools</p> <p>Announcements Digital Dropbox</p> <p>Course Calendar Glossary Manager</p> <p>Staff Information Messages</p> <p>Tasks Content Collection</p> <p>Send Email Check Collection Links</p> <p>Discussion Board Copy Files to Collection</p> <p>Collaboration Course Health Check</p>	<p>Assessment</p> <p>Test Manager Gradebook</p> <p>Survey Manager Gradebook Views</p> <p>Pool Manager Performance Dashboard</p> <p>Course Statistics</p>
<p>Course Options</p> <p>Manage Course Menu Course Copy</p> <p>Course Design Import Course Cartridge</p> <p>Manage Tools Import Package</p> <p>Settings Export Course</p> <p>Recycle Course Archive Course</p>	<p>Help</p> <p>Support Contact System Administrator</p> <p>Manual Quick Tutorials</p>

- Click once on the **red** exclamation point next to the student's assignment entry for that assignment.

	test assignment	Midterm Essay	Total	Weighted Total
Name (Last, First)	Assignment Pts Possible 4 Weight 0%	Assignment Pts Possible 15 Weight 0%	Pts Possible 19	
DOE, JESSICA		-	-	-

3. Within the **Modify Grade** screen click on the **View** button, to view the assignment, comments, and any file attachments.

Modify Grade

User Name: JESSICA DOE (student05)
 Item Name: test assignment (Assignment)
 Item Date: Jul 7, 2011
 Average Score for All Users: 0
 Points Possible: 4
 Weight: 0
 Override Manual Grade:

Enter or modify a grade for the assignment. Click View to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Manual Grade	
Jul 7, 2011 1:39:34 PM	Jul 7, 2011 1:39:34 PM	Needs Grading	<input type="text"/>	View Clear Attempt

User's Comments: adding my assignment here
 Feedback to User
 Instructor Notes

[Cancel](#) [Submit](#)

4. Under the **Student's Work** section, you may read any student's comments and download any file attachments.

2 User's Work

[User's Comments](#) adding my assignment here

[User's Files](#)

5. After downloading the files, you can click on the **Cancel** button to exit this screen.

Retrieving Multiple Assignments

When using the **Assignment Tool**, you can download a completed assignment for multiple students at one time. To download multiple files at one time:

1. Enter the Gradebook for the course through the link in the Control Panel.

TESTCRS > CONTROL PANEL

TESTCRS: TestCRS - Blackboard Administrator (Instructor)

Content Areas Syllabus Course Documents	Assignments External Links	User Management List / Modify Users Manage Groups
Course Tools Announcements Course Calendar Staff Information Tasks Send Email Discussion Board Collaboration	Digital Dropbox Glossary Manager Messages Content Collection Check Collection Links Copy Files to Collection Course Health Check	Assessment Test Manager Survey Manager Pool Manager Course Statistics
Course Options Manage Course Menu Course Design Manage Tools Settings Recycle Course	Course Copy Import Course Cartridge Import Package Export Course Archive Course	Help Support Manual

[Gradebook](#)
[Gradebook Views](#)
[Performance Dashboard](#)
[Contact System Administrator](#)
[Quick Tutorials](#)

2. Within the **Gradebook**, click once on the name of the **Assignment** that you want to download.

3. From the **Item Options** screen select the **Item Download** link.

Item Options: Midterm Exam

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Item Information](#)
Modify the name, description, availability, and other properties of the Gradebook item.
- ▶ [Item Download](#)
Download files submitted by users for this item.
- ▶ [Item File Cleanup](#)
Remove files submitted by users for this item.

Other options located within the Item Options screen will allow you to enter all students' grades at once, modify instructions, descriptions, point values, clean up files, and to see statistics for an assignment.

4. By selecting the check boxes located to the left of the student names, you can download one, some, or all of the student's assignments.

1 Select Students

[Select All](#) | [Select Ungraded](#) | [Unselect All](#)

	Name	Date	Grade
<input checked="" type="checkbox"/>	DOE, JESSICA	Thursday, July 7, 2011 1:39:34 PM EDT	Needs Grading

2 Submit

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

5. Click the **Submit** button.

Blackboard will create a **.zip** file containing all the download files. Each downloaded assignment entry will automatically include the student's username. You will need to save this file to your computer.

Clearing a Student's Assignment Attempt

Once an assignment has been submitted, the student will not be able to access that assignment to modify or attach any additional files. If the student needs to complete the assignment, or attach additional files after it has already been submitted, you will need to clear the assignment attempt. Clearing the attempt will remove any comments and

attachments that have already been submitted. Students will need to resubmit all comments and files.

1. Enter the **Gradebook** for the course through the link in the **Control Panel**.

TESTCRS > CONTROL PANEL

TESTCRS: TestCRS - Blackboard Administrator (Instructor)

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Course Options Manage Course Menu Course Design Manage Tools Settings Recycle Course	Course Copy Import Course Cartridge Import Package Export Course Archive Course

User Management List / Modify Users Manage Groups
Assessment Test Manager Survey Manager Pool Manager Course Statistics
Gradebook Gradebook Views Performance Dashboard
Help Support Manual
Contact System Administrator Quick Tutorials

Click once on the **red** exclamation point next to the student's assignment entry.

	<u>test assignment</u>	<u>Midterm Essay</u>	<u>Total</u>	<u>Weighted Total</u>
Name (Last, First)	Assignment Pts Possible 4 Weight 0%	Assignment Pts Possible 15 Weight 0%	Pts Possible 19	
DOE, JESSICA	!	-	-	-

2. Click the **View** button.

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Manual Grade	
Jul 7, 2011 1:39:34 PM	Jul 7, 2011 1:39:34 PM	Needs Grading	!	View
				Clear Attempt

User's Comments adding my assignment here

Feedback to User

Instructor Notes

3. In the **Assignment Information** area, click on the **Clear Attempt** button.

 **Grade Assignment: test assignment**

1 Assignment Information

Name test assignment

Instructions

Clear Attempt Click this button to clear this attempt. Clear Attempt

4. Next a window opens up and confirms whether to remove the attempt or not, click the **OK** button in the dialog box that appears.

Remove this attempt?

OK
Cancel

Grading and Returning a Student's Assignment

Through the course Gradebook, you can enter a final grade for the assignment, return a student's graded assignment, and enter feedback.

1. Enter the **Gradebook** for the course.

TESTCRS > CONTROL PANEL

TESTCRS: TestCRS - Blackboard Administrator (Instructor)	
<p>Content Areas</p> <p>Syllabus Assignments</p> <p>Course Documents External Links</p>	<p>User Management</p> <p>List / Modify Users</p> <p>Manage Groups</p>
<p>Course Tools</p> <p>Announcements Digital Dropbox</p> <p>Course Calendar Glossary Manager</p> <p>Staff Information Messages</p> <p>Tasks Content Collection</p> <p>Send Email Check Collection Links</p> <p>Discussion Board Copy Files to Collection</p> <p>Collaboration Course Health Check</p>	<p>Assessment</p> <p>Test Manager Gradebook</p> <p>Survey Manager Gradebook Views</p> <p>Pool Manager Performance Dashboard</p> <p>Course Statistics</p>
<p>Course Options</p> <p>Manage Course Menu Course Copy</p> <p>Course Design Import Course Cartridge</p> <p>Manage Tools Import Package</p> <p>Settings Export Course</p> <p>Recycle Course Archive Course</p>	<p>Help</p> <p>Support Contact System Administrator</p> <p>Manual Quick Tutorials</p>

- Click once on the **red exclamation point**, located in the assignment column, for the individual.

	test assignment	Midterm Essay	Total	Weighted Total
Name (Last, First)	Assignment Pts Possible 4 Weight 0%	Assignment Pts Possible 15 Weight 0%	Pts Possible 19	
DOE, JESSICA		-	-	-

- Click on the **View** button.

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Manual Grade	
Jul 7, 2011 1:39:34 PM	Jul 7, 2011 1:39:34 PM	Needs Grading	!	 View <input type="button" value="Clear Attempt"/>

User's Comments adding my assignment here

Feedback to User

Instructor Notes

4. In the **Feedback to User** section, you can enter the student's grade, add comments, and attach graded files.

3 Feedback to User

Grade out of 4.0

Comments

Attach local file

or Copy file from Content Collection

Currently Attached Files:

5. In the **Instructor's Notes** section, you can add additional notes and add file attachments for your own reference. The student does not see this section.

4 Instructor Notes

Notes

Attach local file

or Copy file from Content Collection

Currently Attached Files:

6. Click on the **Submit** button to submit the changes.

Quick Edit

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.

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 **Edit 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.

[HUMAN BEHAVIOR:NL200/1101 3101 5101\(SPRING-2011-1\)](#) > COURSE DOCUMENTS

[EDIT VIEW](#)

Course Documents



Chapter 1 - Introduction to Psychology

[LindseySpring2011_ppt_ch01.ppt](#) (2.832 Mb)



Chapter 3 - Neuroscience and Behavior

[LindseySpring2011_ppt_ch03.ppt](#) (2.115 Mb)

NOTE: The **Edit View** link is displayed to users with a role of **Instructor, TA, Course Builder, or System Administrator**.

Course Options

Instructors can use the **Course Options** module on the **Control Panel** page, to manage all aspects of the course, such as setting the availability and accessibility of a course, manage the appearance of course features, and import and export a course.

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

- **Manage Course Menu:** Allows you to add and modify the course areas that will appear in the course menu.
- **Course Design:** Allows you to create a design for the course menu and course banner.
- **Manage Tools:** Allows you to control the availability of all tools. You can enable

these tools for use during a course and also decide which tools guests and observers may access.

- **Settings:** Allows you to manage the logistics, availability and accessibility of a course and course contents. It also allows you to set a language pack for the course.
- **Recycle Course:** Allows you to recycle a course by selecting areas to keep and areas to remove.
- **Course Copy:** Allows you to copy course/section materials to other course/section taught by the same instructor.

Note: If an item contains links to a file/folder in the **Content System**, the **Course Copy** option will also copy the permissions to that file/folder. In this case, you **DO NOT** have to go to the **Content System** and set the permissions.

- **Import Course Cartridge:** Allows you to gain access to complete set of teaching tools provided by academic publishers.
- **Import Package:** Allows you to upload information into a course.
- **Export Package:** Allows you to create a package of the course content that can later be imported into Blackboard and used to teach another course with the same content.

Note: **Export Course** does not include any user interactions with the course, it only includes the content of the course.

- **Archive Course:** Allows you to create a permanent record of a course including all the content and user interactions. Unlike the **Export Course** feature, it is not useful when trying to create a package of content to be used at a later time or with another course.

User Management



- **List/Modify Users:** Allows you to list users in your course, change a user's role within a course, update user profiles, and send emails to a user.
- **Manage Groups:** Allows you to create and modify user groups.

List / Modify Users

To list users in your course or modify user profiles, click the **List/Modify Users** link under the **User Management** subheading. You have the following options to search for users by selecting from the search tabs:

A screenshot of a search interface. At the top, there are four tabs: "SEARCH", "STARTS WITH", "ADVANCED", and "LIST ALL". Below the tabs is a search input field with a "Search" button to its right. Underneath the input field, there is a "Search by:" label followed by three radio button options: "Last Name" (which is selected), "Username", and "Email".

- Select the **SEARCH** tab to search for a user using the user’s last name, user name or email.
- Select the **STARTS WITH** tab to search for a group of last names or a user name that starts with a particular character.
- Select the **ADVANCED** tab to limit the search based on activity. You can enter a value (e.g., a user’s last name) in the containing field, check the checkbox “Active within the past _ days,” and enter the number of days to narrow the search. The results will return all relevant users that have access the course within the past number of days entered.
- Select the **LIST ALL** tab, and then click the **List All** button to list all users enrolled.

Edit User Profiles

To edit a use’s profile, click the “Properties” button correspondent to the user’s name.

19 users located.

Displaying records 1-19.

Name	Username	Email	Role	Password	Properties
AHMAD, AYESHA	m130060	m130060@usna.edu	Student	Password	Properties
BROZ, EMILY	m120756	m120756@usna.edu	Student	Password	Properties
CARLSON, REBECCA	m120948	m120948@usna.edu	Student	Password	Properties
CASTRO, ANDREW	m121020	m121020@usna.edu	Student	Password	Properties
CUOMO, MICHAEL	m131398	m131398@usna.edu	Student	Password	Properties
DAUS, ERIK	m121488	m121488@usna.edu	Student	Password	Properties
DIAZ, MICHAEL	m121668	m121668@usna.edu	Student	Password	Properties
DOE, JANE	student02	janedoe@usna.edu	Student	Password	Properties
DOE, JESSICA	student05	doe@usna.edu	Student	Password	Properties
ELLIS, ABIGAIL	m121914	m121914@usna.edu	Student	Password	Properties
LINDSEY, KATHRYN	lindsey	lindsey@usna.edu	Instructor	Password	Properties

The Properties button features are disabled, any adjustments need to be made by contacting your system administrator.

Roles define user’s access rights to Blackboard tools:

- **Course Builder:** User is able to add content to the course through the **Control Panel**. User does not have access to the Gradebook.
- **Grader:** User is able to access all areas under **Assessments**.
- **Guest:** Guests are able to view areas of the course, but cannot participate in any way.
- **Instructor:** User is able to control all aspects of the course through the **Control Panel**.
- **Student:** User is able to access all available course content and will be graded on **Assessments**.
- **Teacher’s Assistant:** User is able to control most aspects of the course through the **Control Panel**, including adding content and using the **Gradebook**.

Manage Groups

Instructors can build study or project groups (If you have several sections of the same course, you can divide students into groups according to their sections) and have the options to give the group discussion board, virtual classroom, group file exchange and group email.

Create a Group

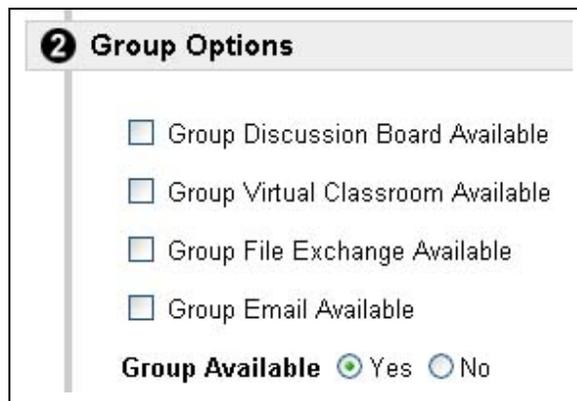
To create group:

1. Click the **Manage Groups** link
2. Click the **Add Group** button on the next screen.

Manage Groups



- **Group options:** The instructor has the option to give the group: discussion board, virtual classroom, and group file exchange and group email.

A dialog box titled "2 Group Options" with a vertical scrollbar on the left. It contains four unchecked checkboxes: "Group Discussion Board Available", "Group Virtual Classroom Available", "Group File Exchange Available", and "Group Email Available". At the bottom, there is a "Group Available" label followed by two radio buttons: "Yes" (which is selected) and "No".

- **Group Discussion Board:** Enables users to conduct asynchronous discussions among group members.
- **Group Virtual Classroom:** Enables users to create Collaboration Sessions for their group and view session archives.
- **Group File Exchange:** Enables users to exchange files with members of the group.
- **Group Email:** Enables users to send email messages to other group members.

Once the group is created, instructors can add/list/remove group users.

1. Click the **Modify** button next to a group's name in the list.



2. You will see the options to modify group properties as well as Add or Remove group users.



Assessment

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

- **Test Manager:** Allows you to create tests to check the knowledge and skill level of students. It allows you to assign point values to each question in the test. Once a student completes a test, it is submitted for grading, and the results are recorded in **Gradebook**.
- **Survey Manager:** Allows you to create surveys for polling purposes, evaluations, and random checks of knowledge. Surveys include many of the same features and functions as tests. However, questions in surveys are not assigned a point value, and surveys are not graded.
- **Pool Manager:** Allows you to create a pool of questions from which they can later draw on to create exams/quizzes. Instructors have similar options here to what **Test Manager** looks like except it creates no quiz for students to take, but rather a question bank for the instructors to draw upon when creating the actual

quiz. Pools are exportable whereas quizzes are not.

- **Gradebook:** This reports the student grades on a test or an assignment. The **Gradebook** also allows you to create grade weighting for your course tests and assignments. Instructors can also export the gradebook, which saves it as a comma-delimited text file that can be imported in MS Excel. They can also import that comma-delimited (.csv) file back into Blackboard. Grades can be set up as letter, percentage, text or raw scores as well.
- **Gradebook Views:** Allows you to view the **Gradebook** by item or by user.
- **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.

Create a Test

To create a test:

1. Select **Test Manager** under the **Assessment** subheading.
2. Click the **Add Test** button on the **Test Manager** page.

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook.

Only test packages may be imported into the Test Manager.

 Add Test  Import

3. Fill out the fields on the following **Test Info** page and click the **Submit** button when you are done.
4. On the **Test Canvas** screen (you can also access the **Test Canvas** page by clicking on the **Modify** button next to an existing test), click the **Creation Settings** button.

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use **Creation Settings** to establish which default options, such as feedback and images, are available for question creation.

Add **Creation Settings**

Name Chapter 5
Description
Instructions Fill in the blanks.

5. On the **Test Creation Settings** screen, you can adjust settings and add options during the creation of the test.

Test Creation Settings

Display the following options during the creation of this Test

1 Feedback

Provide feedback for individual answers.

2 Images, Files, and External Links

Add images, files, and external links to questions.

Add images, files, and external links to answers.

3 Question Metadata

Add categories, topics, levels of difficulty, and keywords to questions.

4 Scoring

Specify default point value for questions.
Default point value

Specify partial credit options for answers.

Provide option to assign questions as extra credit.

5 Display

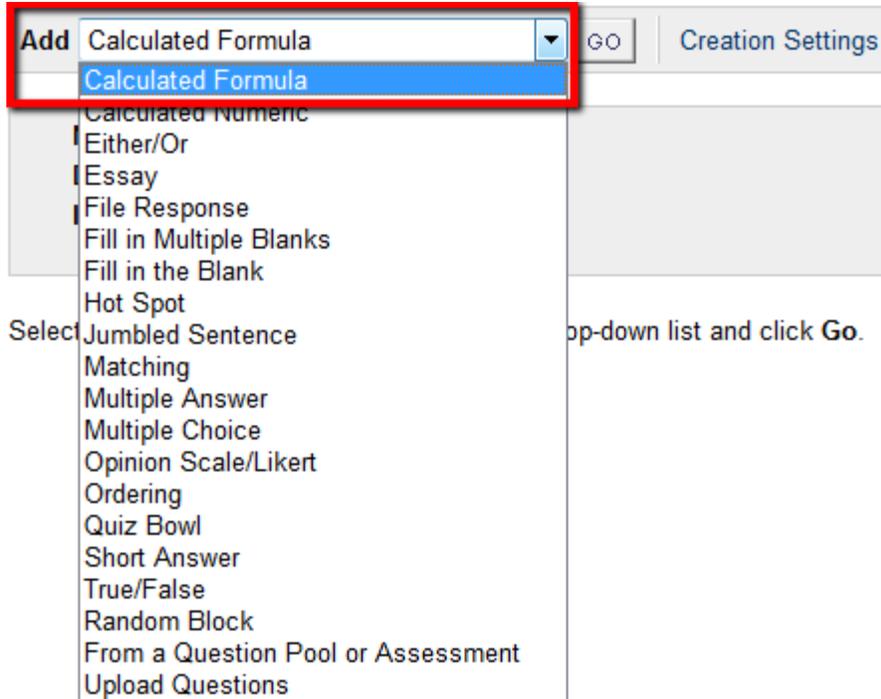
Specify random ordering of answers.

Specify the horizontal or vertical display of answers.

Specify numbering options for answers.

- a. **Provide feedback for individual answers:** Select this checkbox to add the option to enter feedback for individual answers instead of a general feedback for correct or incorrect answers.
Note: For answers in True/False questions, Multiple Answer Questions, and Matching questions, individual feedback cannot be provided.
- b. **Add images, files and external links to questions:** Select this checkbox to add the option to attach images, files and URLs to questions in the test.
- c. **Add images and files and external links to answers:** Select this checkbox to add the option to attach images, files and URLs to individual answers.
- d. **Question Metadata:** Select this checkbox to add the option to create categories and assign questions to them. You can also add topics, levels of difficulty and keywords to questions. When you choose the option to select questions **From a Question Pool or Assessment**, you can search for questions by categories, topics, levels of difficulty, and keywords.
- e. **Specify default point values for questions:** Select this checkbox to assign the same default point value to all questions. You can still change the point value for each question.
- f. **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.
- g. **Provide option to assign questions as extra credit:** 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 option 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.

6. Click the **Submit** button when you are done.
 - When you return to the **Test Canvas** screen, select a question type from the **Add Question** drop down list and click **Go** button. You have the options to create the following types of questions:



- **Calculated Formula:** 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.
- **Calculated Numeric:** 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.
- **Either/Or:** 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.**
- **Essay:** 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.
- **File Response:** 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.

- **Fill in Multiple Blanks:** 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.
- **Fill in the Blank:** **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.
- **Hot Spot:** 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.
- **Jumble Sentence:** 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.
- **Matching:** Allows 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. Students will be granted partial credit for matching questions if they answer part of the question correctly.
- **Multiple Answer:** Allows users to choose more than one answer. The number of answer choices to a question is limited to 20. This type of question may be used when more than one answer is correct; users can select the incorrect answers.
- **Multiple Choice:** Allows 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.
- **Option Scale/Likert:** 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.**
- **Ordering:** Ordering questions require users to provide an answer by selecting the correct order of a series of items. Users will be granted partial credit for ordering questions if they answer part of the question correctly.
- **Quiz Bowl:** **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. Partial credit may be given if the question word is not

included in the answer.

- **Short Answer: 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.
 - **True/False:** Allows the user to choose either **True** or **False**. **True** and **False** answer options are limited to the words **True** and **False**.
 - **Random Block:** 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.
 - **From a Question Pool or Assessment:** Randomly select a number of questions from questions pools as well as other tests You can search questions by question type, category and keyword.
Tip: you can hold down the shift key to select multiple questions pools and tests.
 - **Upload Questions:** Instructors may import files containing questions into an Assessment. The questions in the uploaded file must match specific file structure (See Manual p. 274-276). The file may include **Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False** questions.
7. Repeat the above steps to add more questions.
 8. Click **OK** when you are done.

Deploy a Test

Even you have created a test in the **Test Manager**, it is still not accessible to the students yet. You have to add the test to the content areas in order to make it visible to the students.

1. Open the content area, such as **Assignments**, where you wish to put your test.
2. Click **Add Test** on the content area page.



3. Select an existing test that you've already created in **Test Manager** and then click **Submit**.
4. You will get a confirm message saying "The test was successfully added," click **OK**.
5. On the next screen, you can choose to modify the test which allows you to modify the test in the test canvas or **Modify the test options** which allows you to modify the test options such as test availability and feedback.
6. The test should appear at the bottom of the content area.

Create a Survey

The **Survey Manager** functions in the same way as the **Test Manager** and offers most of the same options for creating and managing surveys and survey questions. Follow the same procedure to create surveys and survey questions as described above for Tests. Surveys differ from tests in the following ways:

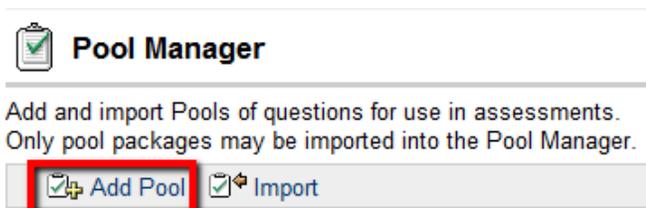
- Questions on surveys cannot be assigned points.
- Surveys cannot include **Random Block** questions.
- Instructors cannot give students feedback.
- Surveys cannot be graded.
- Questions may be imported into a survey. Questions that are imported into a survey may not include correct and incorrect answers.

Create a Question Pool

The **Pool Manager** allows instructors to store questions for future use. You can create new questions to include in pools or add questions that have been created in other tests or pools.

To add a question pool:

1. Select the **Pool Manager** from the **Assessment** subheading.
2. Click **Add Pool** on the **Pool Manager** screen.



Click **Add Pool** to begin.

3. Fill out the fields on the **Pool Info** screen and click **Submit**.

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 **Content Areas** for users to view and complete. Pools contain questions that can be imported into 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 Block** questions 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.

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 imported into a survey.

Gradebook

The **Gradebook** records all student grades associated with tests and assignments. The grades for manually graded items, such as essay questions, and the grades for work completed outside Blackboard, such as labs, can also be entered into gradebook. The Gradebook enables Instructors to manage all aspects of student grades, including:

- Gradebook display settings and options
- Grade weighting
- Grade downloads and uploads

Gradebook View Spreadsheet

Add Item Manage Items Gradebook Settings Weight Grades Download Grades Upload Grades									
Sort Items by		Position	Filter Items by Category		All	Filter Users by Last Name			
Name (Last, First)	Midterm Exam Assignment Pts Possible 4 Weight 0%	Final Discussion Assignment Pts Possible 25 Weight 0%	new assignment Assignment Pts Possible 15 Weight 0%	Midterm Essay Assignment Pts Possible 25 Weight 0%	survey Survey Pts Possible 0 Weight 0%	i-learn test Exam Pts Possible 50 Weight 0%	survey Survey Pts Possible 0 Weight 0%	Total Pts Possible 100	Weighted Total
DOE, JANE	-	<u>20</u>	<u>15</u>	<u>50</u>	-	-	-	85	0
DOE, JESSICA	-	<u>20</u>	<u>18</u>	<u>50</u>	-	-	-	88	0

2 Users
Displaying records 1 - 2

- **Add Item:** Allows you to add items and grades to gradebook for offline items, such as course projects.
- **Manage Items:** Allows you to modify gradebook items and select the order for them to appear in the gradebook.
- **Gradebook Settings:** Allows you to change the way student information are displayed, create categories for gradebook items, and control the way grades are displayed.
- **Weight Grades:** Allows you to set a weight for each gradebook item to determine a final grade. You have the option to **Weight by Category** or **Weight by Item**.
- **Download Gradebook:** Allows you download and save a Gradebook for use in a spreadsheet program or as a comma-delimited file. This file, or Gradebook items in this file, can be uploaded to a Gradebook at a later date.
- **Upload Gradebook:** Allows you to upload Gradebook information. You may select a specific Gradebook item, such as a quiz or a test, to upload, as well as, specific student grades within the Gradebook item to upload.

Add Item

By default, the grades for tests and surveys that are deployed to the students (added to the **Content Areas**), assignments (when the content is added as an **Assignment** under the **Content Areas**), and discussion boards (when instructor chooses to grade forum or thread) are automatically submitted and graded in the gradebook. You may add items and grades to the gradebook for work that has been done outside Blackboard, such as attendance, labs, etc.

To add a **Gradebook** item:

1. Click **Add Item**.
2. Fill out the fields as applicable.

Add/Modify Gradebook Item

1 Item Information

Item Name:

Category:

Description:

Date:

Points Possible:

Display As:

2 Options

Select 'No' for the first choice if you do not want students to see this Gradebook item in the Student Gradebook. Select 'No' for the second choice if you want this Gradebook item to be excluded from summary calculations. Please note that if Gradebook items are excluded from summary calculations, they are also excluded from weighting.

Make item visible to students: Yes No

Include item in gradebook score calculations: Yes No

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Note: You can create some “Dummy” item, such as “Group” (If you have several sections for a course, you may divide students into different groups according to their sections. Adding a “Group” item in gradebook allows you to sort students according to their groups/sections). Leave the **Point Possible** field blank. For the **Display As** field, choose **Text**, and for the option to **Include item in Gradebook score calculation**, choose **No**.

Manage Item

You can modify gradebook items and/or arrange the order for them to appear in gradebook:

1. Click **Manage Item**.
2. Do one of the following:

Manage Items

 Add Item

Select the order in which to display items and access the Modify Grade page. Select Remove to remove a Gradebook Item and all of its contents from the Gradebook.

Order	Item Name	Category	Date	
1	Mid-Term Exam	Exam	Jan 5, 2006	Modify
2	Final Exam	Exam	Mar 10, 2006	Modify
3	Essay	Assignment	Mar 10, 2006	Modify
4	Survey	Survey	Mar 10, 2006	Modify
5	Lab	Lab	Feb 26, 2006	Modify Remove

OK

- Click **Add Item** to add a gradebook item. The **Add/Modify Gradebook Item** page will open.
- Click the drop down list next to each item name and select the order for them to appear in Gradebook.
- Click the “Modify” button next to the gradebook item, the **Add/Modify Gradebook Item** page will open.
- Click the **Remove** button to remove an item from gradebook.
Note: This operation is irreversible. **Remove** buttons are only available to items that have been added, uploaded to, or input directly into the gradebook. The **Remove** buttons are not available for tests, surveys and assignments that are added to the content areas, those items must be removed from content areas in order to remove them from gradebook.

Gradebook Settings

Instructors can use gradebook settings option to:

- Change the way student information is displayed
- Manage gradebook categories
- Control the way grades are displayed

Gradebook Settings

- ▶ [Spreadsheet Settings](#)
Change the way student information is displayed in the spreadsheet.
- ▶ [Manage Gradebook Categories](#)
Create new categories into which gradebook items can be grouped.
- ▶ [Manage Display Options](#)
Create and modify grade display options and set their values.

Weight Grades

Instructors can set a weight for each gradebook item:

1. Click **Weight Grades**.

2. You can do one of the following:

 **Weight Grades**

1 Weighting

Choose either category or item.

Weight by Category

Assignment	0.0	%
Attendance	0.0	%
Essay	0.0	%
Exam	0.0	%
Extra Credit	0.0	%
Final Exam	0.0	%
Group Project	0.0	%
Homework	0.0	%
Journal	0.0	%
Lab	0.0	%
Midterm Exam	0.0	%
Other	0.0	%
Paper	0.0	%
Presentation	0.0	%
Problem Set	0.0	%
Quiz	0.0	%
Survey	0.0	%

Weight by Item

Mid-Term Exam	30.0	%
Final Exam	30.0	%
Essay	20.0	%
Survey	10.0	%
Lab	10.0	%

- **Weight by category:** Allows you to weight grades by the category they are assigned.
- **Weight by item:** Allows you to assign weight for each gradebook item.
 - Note:** When **Weight by Category** is selected, the following information will apply:
 - The weight for each item is calculated by taking the weight for the category it's in 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.
 - Each item in a category is worth the same weight, regardless of total points.

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 also exclude items from all calculations on the **Add/Modify Gradebook Item** page.
- 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.
- If an item has a weight of 0%, 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 or if an item falls into a category that is weighted 0% and the category weight is not adjusted.

Download Grades

Instructors can download and save a gradebook as a spreadsheet file which can be opened in Excel. This file, or the gradebook items in this file, can be uploaded to a gradebook later. To download a gradebook:

1. Click **Download Grades**.
2. Select the delimiter type for the downloaded file and click **Submit**.

1 Select Delimiter

Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

Select the delimiter type for the downloaded file

Delimiter Type: Comma Tab

Upload Grades

Instructors can upload grades to a gradebook. You have the options to select a specific gradebook item, such as a test, to upload. You can also choose to upload grades for specific students. **Note:**

- You can't upload grades if the user name for each row of data is not present, or is not enrolled as a user in this course.
- It is advised that you upload a gradebook that has been downloaded from Blackboard.
- Gradebook maybe uploaded as .csv file (using a spreadsheet) or as .txt (flat files). When uploaded as a .txt file, make sure that the file uses the following format:
"Last Name, First Name (User Name) | Student Id", "item1", "item2", "item3," "Total,"
"Weighted Total"
- The values for **Total** and **Weighted Total** will not be uploaded.

To upload grades:

1. Click **Upload Grades**.
2. Click **Browse** and select the file to be uploaded.

1 Choose File

When uploading grades, download the Gradebook, then modify that file with the data to be uploaded. This will help ensure that users listed in the upload file match those in the Gradebook.

* Select File

Browse...

2 Submit

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

* Required Field

Cancel

Submit

3. Click the **Submit** button. The **Choose Column to Import** page will appear.
4. Select the column in the file that you wish to be uploaded to the gradebook.
5. Select the column in the existing gradebook where the name of the uploaded gradebook item should appear or choose to **Create New Gradebook Item**.
 - a. If the name of the existing item is different from name of the uploaded item, a pop up window will appear asking whether you want to replace the existing item. Click **Yes** if you want to overwrite the name of the existing column (This will not automatically overwrite students' grades, the instructor will choose which students' grades should be uploaded and overwritten on the next **Choose Rows to Import** page).
 - b. If **Create New Gradebook item** is selected, the **Modify Gradebook Item** page will appear, fill out the forms as applicable, and click **Submit**.

 **Choose Column to Import**

1 Choose Imported Item

Please select the column you wish to upload from a file.

- Mid-Term Exam
- Final Exam
- Essay
- Survey
- Lab
- Total
- Weighted Total

2 Choose Existing Item

Please select the destination column for the uploaded data, or select "Create New Gradebook Item" if you want the data to appear as a new gradebook item.

- Group
- Posttest
- Pretest
- Essay
- Sample Test
- Sample Survey
- lab
- Faculty Computing Survey
- Create New Gradebook Item

3 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

6. The **Choose Rows to Import** page will appear. Instructors can choose which students' grades are uploaded to the destination column. Only those students' grades that are selected on this page will be uploaded. Check the checkbox next to the student names to upload those students' grades.

[Select All](#) [Select None](#) [Invert Selection](#)

User	Source Value from Uploaded File	Destination Current Value in Gradebook
<input type="checkbox"/> DOE, JANE (student02)	-	
<input type="checkbox"/> DOE, JESSICA (student05)	5	

7. Click the **Submit** button, and you should get a confirmation messaging saying "Gradebook Item successfully updated."

View/Modify Grades

Instructors have the following options to modify student grades:

- Modify a single student grade for a specific gradebook item

- View and modify all student grades for a specific gradebook item
- View and modify a single student grades for all gradebook items

Modify Single Student Grade for a Specific Gradebook Item

To modify a single student grade for a specific gradebook item, click a grade or a grade symbol (e.g., dash, exclamation point) on the gradebook spreadsheet.

For Tests:

1. Click the **View** button on the **Modify Grade** page.

 **Modify Grade**

User Name	JANE DOE (student02)
Item Name	Midterm Essay (Assignment)
Item Date	Sep 16, 2011
Average Score for All Users	50
Points Possible	55
Weight	0
Override Manual Grade	<input type="text" value="50"/>

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Manual Grade	
			<input type="text"/>	<input type="button" value="View"/> <input type="button" value="Clear Attempt"/>

User's Comments
 Feedback to User
 Instructor Notes

2. You will see the student's answers to each question. You can click the **Clear Attempt** button to reset the grade as well as enter/change the number of points the student is awarded for each question in the grade field.

Note: for objectives questions, such as multiple choice questions, Blackboard automatically grades them when students submit their answers. For manually graded questions, such as essay, points need to be entered manually by the instructors.

Name Chapter 5 Test
User JESSICA DOE
Status Completed
Score 5 out of 50 points
Instructions Answer the questions according to what we covered in class.
Clear Attempt Click **Clear Attempt** to clear this user's attempt.

[Clear Attempt](#)

Question 1 Multiple Choice out of 5 points
 The Mesopotamian poet Enheduanna wrote an ode to what goddess of fertility?

Given Answer: ✓ Inanna
Correct Answer: ✓ Inanna

Question 2 Multiple Choice out of 0 points
 The Fertile Crescent is comprised of two mountain ranges, the Taurus and Zagros Mountains, and what region?

Given Answer: ✓ Levant
Correct Answer: ✓ Levant

Note: you can enter a grade in the **Override** field or **Calculated Grade** field on the **Modify Grade** page. It will override the grade generated by the gradebook. For example, if you have two multiple choice questions in the test, each is worth 25 points. The student answered one questions correctly, so he/she got 25 points. The **Calculated Grade** field in the **Modify Grade** page will be 25. However, you find out the other question itself was wrong and you want to give the student 25 points for that question, you can either click the **View** button and change the number of points for that question, or you can directly enter 50 in the **Calculated Grade** field or **Override** field on the **Modify Grade** page and it will override the 25 points generated by the gradebook.

Modify Grade

If multiple attempts are permitted for this item, each attempt will be listed below. The grade for each attempt will be presented in the **Calculated Grade** fields. If a ! appears instead of a grade, manual grading is needed. The Calculated Grade is based on the **Grading Option** for this item. To override the grading option, use the **Override** field. To revert to using the Calculated Grade, delete the Override and click **Submit**. Use the clearing options below to clear attempts. Clearing an attempt will remove it from the list below.

User Name JESSICA DOE (student05)
Item Name Chapter 5 Test (Exam)
Item Date Jan 13, 2012
Average Score for All Users 5
Points Possible 50
Weight 0
Clear attempts Last Attempt
Grading Option Grade of last attempt
Override Calculated Grade

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Calculated Grade	
Jan 13, 2012 9:05:25 AM	Jan 13, 2012 3:13:00 PM	Completed	<input type="text" value="5.0"/>	View Clear Attempt

For Assignments

1. Click the **View** button on the **Modify Grade** page.

 **Modify Grade**

User Name	JANE DOE (student02)
Item Name	Midterm Essay (Assignment)
Item Date	Sep 16, 2011
Average Score for All Users	50
Points Possible	55
Weight	0
Override Manual Grade	<input type="text" value="50"/>

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Manual Grade		
			<input type="text"/>	View	Clear Attempt

User's Comments
Feedback to User
Instructor Notes

2. You will see the student's comments as well as the files submitted by the student. You can click the **Clear Attempt** button to reset the grade, view student's comments and files submitted by the student, enter/change the grade in the enter grade field, add your own comments and/or attach a feedback file to the student, and enter notes and/or attach files for yourself for this assignment.

Note: the **Instructor Notes** are only viewed by the instructor.

Grade Assignment: Assignment Drop Box

1 Assignment Information

Name Essay
Instructions Submit your essay assignment here...
Clear Attempt Click this button to clear this attempt. [Clear Attempt](#)

2 User's Work

User's Comments Dear Professor:
 My essay is attached. Thank you!

User's Files Essay_Trained01.doc

3 Feedback to User

Grade out of 100.0
Comments

Attach local file [Browse](#)
or Copy file from Content Collection [Browse](#)
Currently Attached Files: [Add Another File](#)

4 Instructor Notes

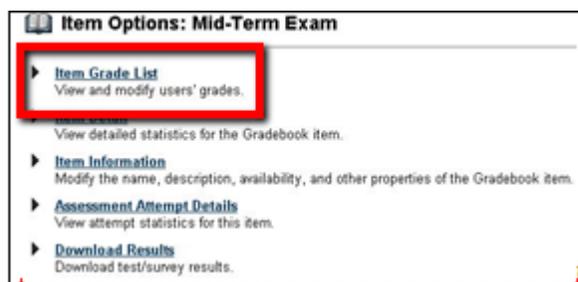
Notes

Attach local file [Browse](#)
or Copy file from Content Collection [Browse](#)
Currently Attached Files: [Add Another File](#)

View/Modify All Student Grades for a Specific Gradebook Item

To view and modify all student grades for a specific gradebook item:

1. Click the name of the gradebook item on the gradebook spreadsheet, e.g., Mid-Term Exam.
2. On the following page, click **Item Grade List**.



3. The **View Item Grades** page will open. You will see the grades for the all the students for this specific gradebook item. Enter the new grades in the **Override** fields if you want to change any grades.

Note: This option will not allow you to access answers and/or files submitted by individual student.

View and modify a single student grades for all gradebook items

To view and modify an individual student's grades for all gradebook items:

1. Click a student name on the gradebook spreadsheet.
2. Select the **User Grade List** link.

 **User Options: DOE, JANE**

- ▶ [User Grade List](#)
View and modify the user's grades.
- ▶ [User Detail](#)
View detailed statistics for the user.
- ▶ [User Information](#)
View the user's contact information.

3. On the **View User Grade** page, you will see this individual student's grades for all gradebook items. You also have the option to change those grades for this individual student.

 **View User Grades:DOE, JANE**

The Current Grade is the grade shown to the user if the item is available to users. Click on the Current Grade to show details and modify the grade for the particular user. The Calculated or Manual Grade is either the grade calculated by the system or the grade entered by hand. The Override can be used to supply a new current grade value without deleting the calculated or manual grade.

Item Name	Item Date	Last Submitted/Modified Date	Published Grade	Calculated or Manual Grade	Override	Points Possible	Average Score
Quiz #1	Jan 27, 2011		-		<input type="text"/>	15	12.67
Quiz #2	Jan 29, 2011		-		<input type="text"/>	15	12.19
Paper #1	Jan 29, 2011		-		<input type="text"/>	50	45.9
Exam #1	Jan 29, 2011		-		<input type="text"/>	100	83.19
Quiz #3	Jan 29, 2011		-		<input type="text"/>	15	12.9
Quiz #4	Jan 29, 2011		-		<input type="text"/>	15	11.51
Paper #2	Jan 29, 2011		-		<input type="text"/>	50	46.21
Exam #2	Jan 29, 2011		-		<input type="text"/>	100	86.4
Quiz #5	Jan 29, 2011		-		<input type="text"/>	15	12.02
Quiz #6	Jan 29, 2011		-		<input type="text"/>	15	11.51
Paper #3	Jan 29, 2011		-		<input type="text"/>	50	46.37
Final Exam	Jan 29, 2011		-		<input type="text"/>	150	130.97
test survey	Jan 25, 2012		-		<input type="text"/>	0	0

Cancel

Submit

Note: This option will not allow you to access answers and/or files submitted by the individual student.

Item Options for Tests and Surveys

The following are unique options that are available for tests and surveys in the Gradebook:

1. Click the name of the Test or Survey on the gradebook spreadsheet.
2. On the following page, you will see the options to view assessment attempt

details as well as download test/survey results.

Item Options: Chapter 5 Test

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Item Information](#)
Modify the name, description, availability, and other properties of the Gradebook item.
- ▶ [Assessment Attempt Details](#)
View attempt statistics for this item.
- ▶ [Download Results](#)
Download test/survey results.

Item Options for Assignments

The following are unique options that are available for assignments in the gradebook:

1. Click the name of the assignment on the gradebook spreadsheet.
2. On the following page, you will see the options to download or remove files submitted by students for this assignment.

Item Options: Midterm Essay

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Item Information](#)
Modify the name, description, availability, and other properties of the Gradebook item.
- ▶ [Item Download](#)
Download files submitted by users for this item.
- ▶ [Item File Cleanup](#)
Remove files submitted by users for this item.