

The logo features a blue horizontal bar with a gold diagonal stripe on the left side. The text "United States Naval Academy" is in a smaller, gold serif font, and "Teaching and Learning Center" is in a larger, black serif font below it.

United States Naval Academy
Teaching and Learning Center

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. The new version of Blackboard is called enterprise Blackboard Academic Suite (Version 7.1) which is comprised of Learning System, Content System, and Community System.

- **Learning System** – enables instructors to create and manage course content, use publisher content, evaluate 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 and sports)

Introduction to Blackboard Academic Suite II 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, emails, announcements, etc.
- Customize the course menu
- Import/Export/Achieve a course
- Manage users and groups
- Create and deploy quizzes and surveys
- Create question pools
- Use Gradebook to manage student grades

Table of Contents

Access the Learning System	4
Functions of the Control Panel	4
Add Content to Your Course	5
Content Areas.....	5
Add Content to Content Areas.....	6
Add an Item.....	7
Manage an Item.....	9
Add an Assignment.....	9
Communication and Collaboration	10
Course Tools	10
Discussion Boards.....	11
Collaboration Tools	12
Virtual Classroom.....	13
Lightweight Chat	15
Digital Drop Box.....	15
Quick Edit.....	16
Course Options.....	17
User Management	18
List / Modify Users	18
Edit User Profiles.....	18
Manage Groups.....	19
Assessment.....	21
Create a Test	22
Deploy a Test	25
Create a Survey	26
Create a Question Pool.....	26
Gradebook.....	27
Add Item	28
Manage Item	29
Gradebook Settings.....	29
Weight Grades	30
Download Grades.....	31
Upload Grades	31
View/Modify Grades	33
Item Options for Tests and Surveys.....	37
Item Options for Assignments	37

Access the Learning System

Log on to Blackboard

Open up Internet Explorer (Blackboard works best in Explorer) and go to <http://www.blackboard.usna.edu/>.

Enter your Username and Password. Your username and password to access this system will be the same as your USNA Network username and password.



Note: If you do not have a Username or have forgotten your password, please contact Shelley Jordon, the Blackboard Administrator, at 3-1492, or email Jordon@usna.edu

Access the Learning System

Click on the “Courses” tab to access the Blackboard Learning System.

Functions of the Control Panel

The content area on the main page displays the courses you are currently teaching and you are currently enrolled. To enter a course, click on the title of your course under "Courses You Are Teaching" under “My Courses” subheading.

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



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

The Course Control Panel is comprised of six areas:

FEC-COURSE-WORKSHOP-INSTRUCTOR: TRAINING IN BLACKBOARD FROM A STUDENT PERSPECTIVE - TRAINER TRAINER (Instructor)	
Content Areas Course Information Course Documents External Links	User Management List / Modify Users Enroll User Manage Groups
Course Tools Announcements Course Calendar Staff Information Tasks Send Email Discussion Board Collaboration	Assessment Test Manager Survey Manager Pool Manager Course Statistics Help Support Manual
Course Options Manage Course Menu Course Design Manage Tools Settings Recycle Course	Digital Dropbox Glossary Manager Messages Content Collection Check Collection Links Copy Files to Collection Course Copy Import Course Cartridge Import Package Export Course Archive Course
	Gradebook Gradebook Views Performance Dashboard
	Contact System Administrator Quick Tutorials

Area	Function
Content Area	This area provides tools for you to add text, files, tests and 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.
Support	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:

Content Areas
Course Information
Course Documents
External Links

- **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 presentation, 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.

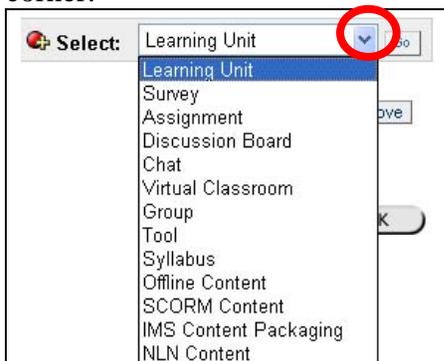
Add Content to Content Areas

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, and etc. document into Blackboard as a link.
- **Add Folder:** Allows you to organize your course materials.
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 on 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 an assignment drop box which lists the assignment name, point value and a description of class work. Students can then submit their files to this drop box. 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 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> .

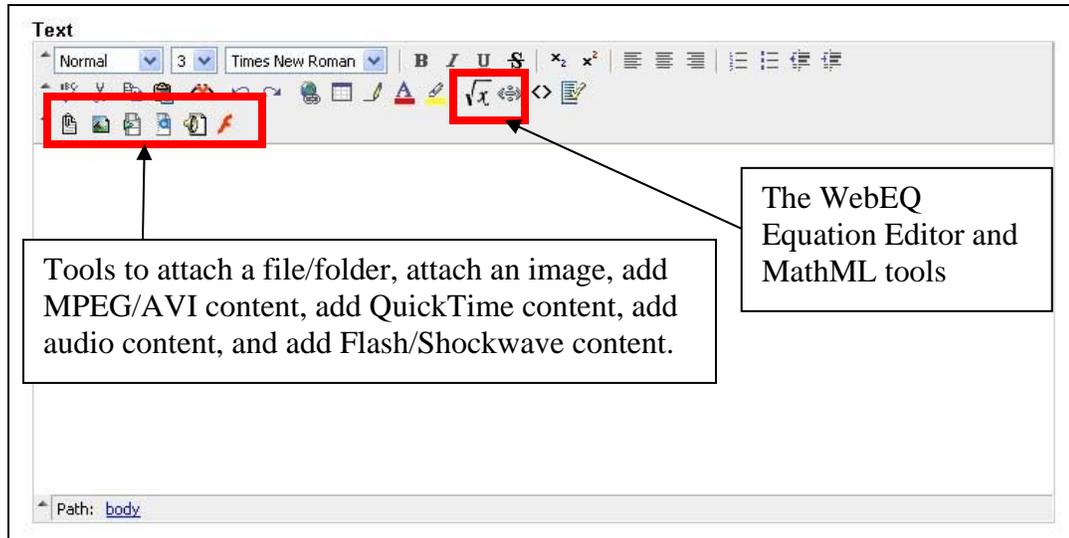
Add an Item

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 Action Bar.
3. Fill in the fields as applicable.

- a. You can cut and paste your text into the textbox under “Content Information” subheading. You have a WYSIWIG editor (what you see is what you get) with which to format your text.



- b. You may attach a local file or create a link to an item on the “Content Collection” under the “Content” subheading.

The screenshot shows a form titled "Content" with a question mark icon. Below the title is a text box containing the instruction: "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." Below this are four rows of input fields:

- Attach local file:** A text input field followed by a "Browse..." button.
- Link to Content Collection item:** A text input field followed by a "Browse..." button.
- Name of Link to File:** A text input field.
- Special Action:** A dropdown menu currently showing "Create a link to this file".

- To attach a local file, such as Word, Excel, Power Point, etc., on your computer, click on 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, be it in Word, Power Point or Excel, then 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 on 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 on “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.
- c. Options
 - 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.
- d. 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

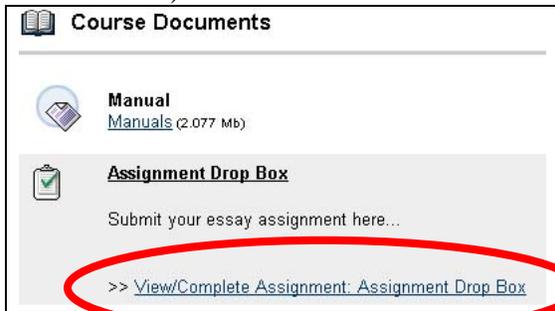
Assignments allow instructors to create coursework and manage the grades and feedback for each student separately. Instructors may create assignment drop box that lists the name, point value and description of the assignment; files may also be attached. After an assignment is added to a Content Area, Students may access the assignment, submit their files to the assignment drop box. 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 drop box:

1. Open a Content Area, such as “Course Documents,” from the “Control Panel.”

2. Select “Add Assignment” from the pull-down menu on the Action Bar (upper right corner) and click “Go.”
3. Complete the “Add Assignment” page and click “Submit.”

When the student enter 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.



- **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 Boards:** 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 .CSV file (from Excel, just save it as .csv) 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 usually accessed through the Communications area of a course.

Discussion Boards

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 Boards” link under the “Course Tools” subheading.
2. Click on your course title or group title.
3. Click on the “Add Forum” button.

The screenshot shows the 'Discussion Board' interface. At the top, there is a 'Discussion Board' header with a small icon. Below it, a 'Forum' button is circled in red. Underneath, there is a search bar with a 'GO' button. To the right of the search bar, there are two date selection options: 'After' and 'Before', each with dropdown menus for month, day, and year (set to Sep 11 2006).

4. Fill in the fields as applicable.

The screenshot shows the 'Forum Settings' configuration page. It includes several checkboxes and radio buttons for configuring the forum's behavior:

- 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 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 on 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 on the “Thread” button to start a new discussion.

Course Discussions: Suggestions to Improve Faculty Workshops

Thread Remove Collect Lock Unlock Grade Forum Change Status to: Published Go

Display Published GO Search in Current Forum After Sep 11 2006 Before Sep 11 2006 GO

Date	Thread	Author	Status	Unread Posts	Total Posts
9/11/06 7:53 PM	I think we need more workshops like this...	TRAINER TRAINER	Published	0	1

Select All Go

OK

Other tools in the Discussion Forum:

- Collect: If you select the threads and/or messages and then click on 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 on the “Lock” button, the participants can view but not reply to a thread/message that is locked.
- Grade Forum: Click on 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 Action 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 on “Add Collaboration Session” button.

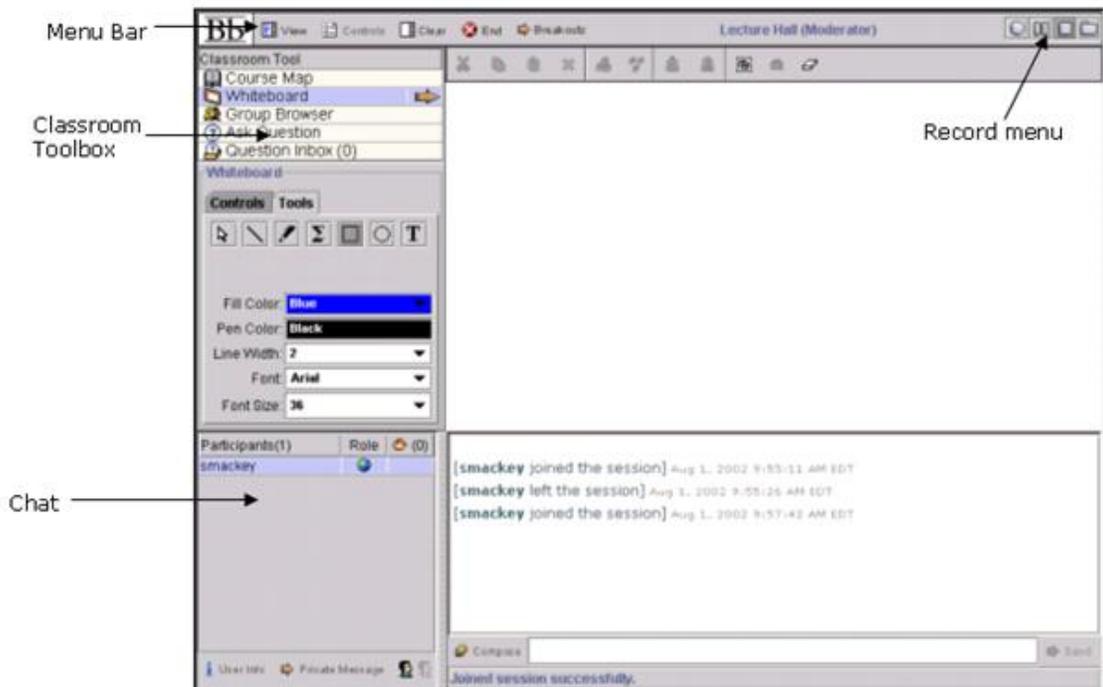


3. Fill in the fields as applicable.

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



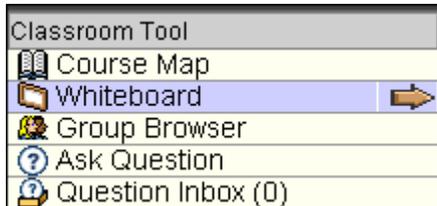
Function	Description
View	Choose an option for viewing Personal Messages.
Controls	Select the tools that are accessible to each type of users.
Clear	Clear the chat window for your local display or all users' display.
End	End the session and expel all users.
Breakouts	Create a separate room for a group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

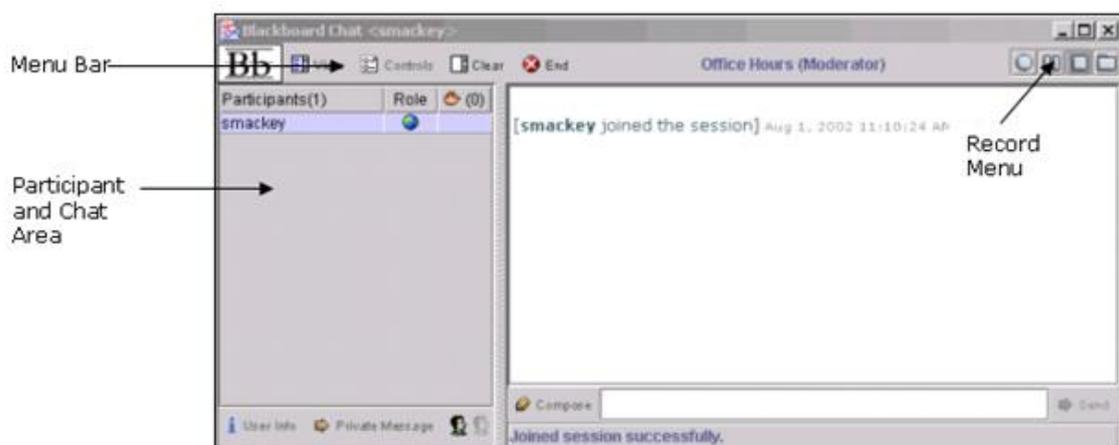
Classroom Toolbox



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.

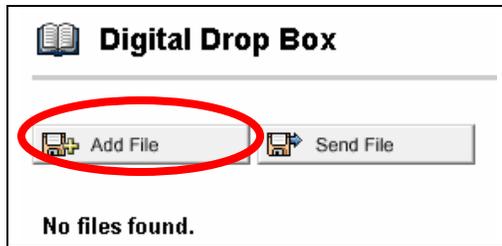
Digital Drop Box

Digital Drop Box allows instructors and students to exchange files.

Note: students can access the digital drop box from the "Tools" tab in the "Course Menu" on the course web site. Instructors must access their digital drop box from the course control panel.

To send files:

1. Select "Digital Drop Box" link under the "Course Tools" subheading.
2. Click on "Add File" button.



3. Fill out the fields on the next screen as applicable and click “Submit.”
4. A link to the file will be added to the digital drop box.
Note: Add a file to the Digital Drop Box only puts a copy of the document in the Digital Drop Box, it does not send it to any users.
5. Click the “Send File” button in the digital drop box.

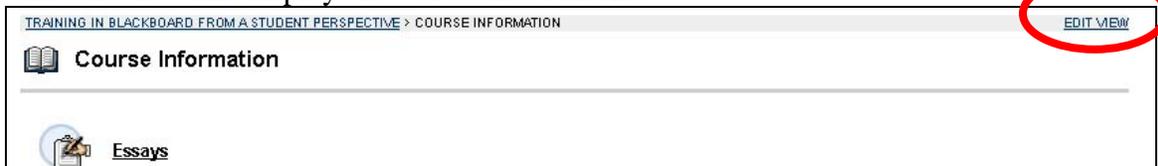


6. Fill out the fields on the next screen as applicable. You can select the user(s) who will receive the file. Hold down the “CONTROL” or “SHIFT” key to select more than one name.

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.



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 area 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.
- **Enroll Users:** Allows you to add users to your courses (This feature is currently turned off).
- **Manage Groups:** Allows you to create and modify user groups.

List / Modify Users

To list users in your course or modify user profiles, click on 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:



- 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 on the “Properties” button correspondent to the user's name.

Name	Username	Email	Role	Password	Properties
TRAINEE-01, TRAINEE-01	trainee01		Student	Password	Properties
TRAINEE-02, TRAINEE-02	trainee02		Student	Password	Properties
TRAINEE-03, TRAINEE-03	trainee03		Student	Password	Properties
TRAINEE-04, TRAINEE-04	trainee04		Student	Password	Properties
TRAINEE-05, TRAINEE-05	trainee05		Student	Password	Properties
TRAINEE-06, TRAINEE-06	trainee06		Student	Password	Properties
TRAINEE-07, TRAINEE-07	trainee07		Student	Password	Properties
TRAINEE-08, TRAINEE-08	trainee08		Student	Password	Properties
TRAINEE-09, TRAINEE-09	trainee09		Student	Password	Properties
TRAINEE-10, TRAINEE-10	trainee10		Student	Password	Properties

Note: the change “Password” function has been disabled.

On the “Modify User Properties” page, you can modify a user’s profile information, including the user role.

4 Role and Availability

User Role

Course Builder
 Grader
 Guest
 Instructor
 Student
 Teacher's Assistant

Available (this course only)

Yes

Roles define user’s access rights to Blackboard tools:

- **Course Builder:** User is able to add content to the course through the Control Panel.
- **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.

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 on “Manage Groups” link
2. Click on the “Add Group” button on the next screen.



3. Fill out the fields as applicable on the “Add Group” page.
 - Group options: The instructor has the option to give the group: discussion board, virtual classroom, group file exchange and group email.

A screenshot of a form titled "2 Group Options". It contains four unchecked checkboxes:

- Group Discussion Board Available
- Group Virtual Classroom Available
- Group File Exchange Available
- Group Email Available

At the bottom, there is a label "Group Available" followed by two radio buttons: "Yes" (which is selected) and "No".

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

Manage a Group

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

1. Click the “Modify” button next to a group.



- You will see the options to modify group properties as well as manage group users.



Assessment

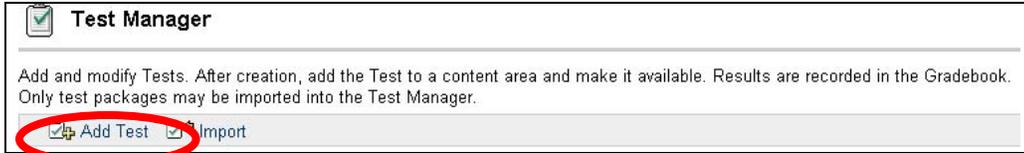
Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

- **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.

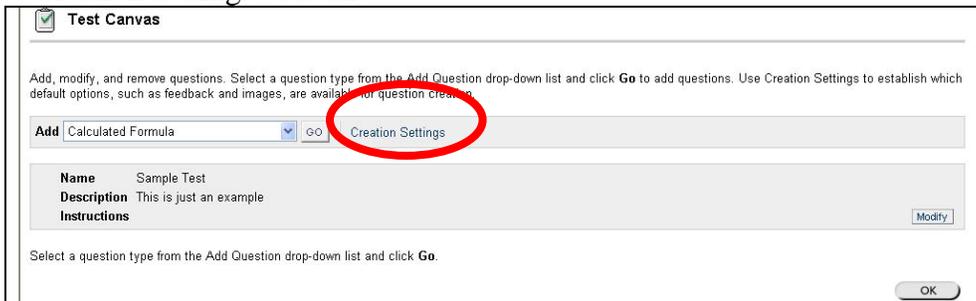
Create a Test

To create a test:

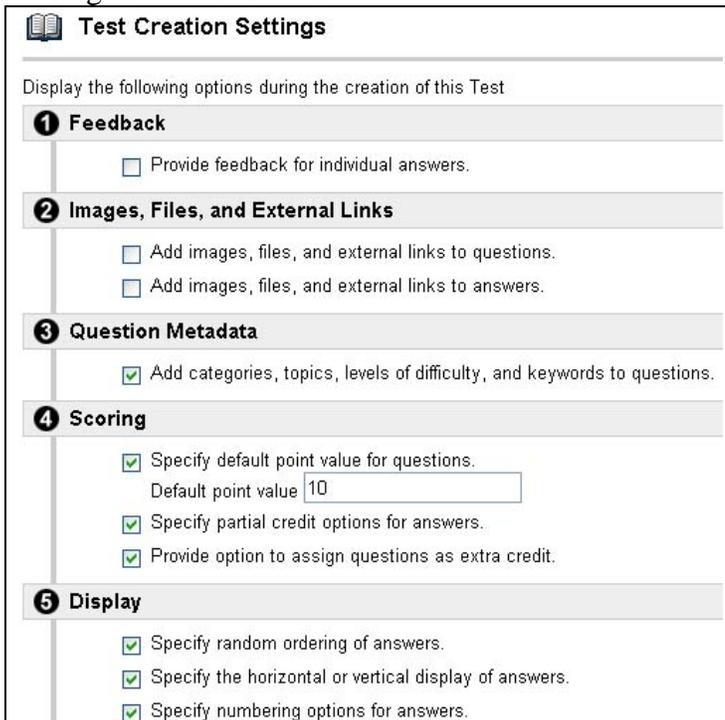
1. Select “Test Manager” under the “Assessment” subheading.
2. Click on the “Add Test” button on the “Test Manager” page.



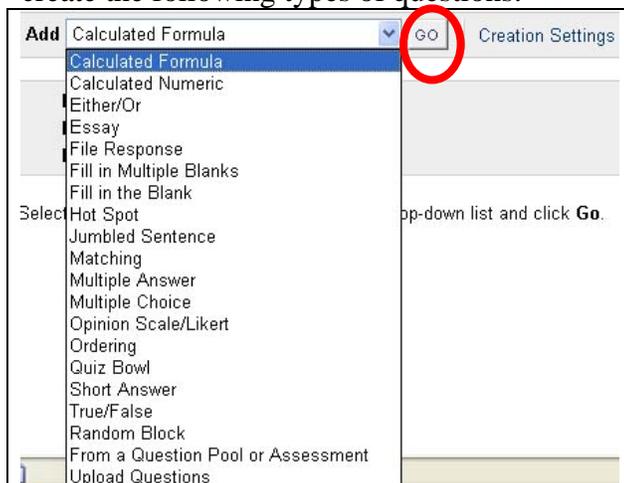
3. Fill out the fields on the following “Test Info” page and click the “Submit” button when you are done.
4. On the “Test Canvas” screen (you can also access the “Test Canvas” page by clicking on the “Modify” button next to an existing test), first click on the “Creation Settings” button.



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



- 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 can not 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 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
6. Click on “Submit” button when you are done.
 7. When you return to the “Test Canvas” screen, select a question type from the “Add Question” drop down list and click on “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:** 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. Students will be granted partial credit for matching questions if they answer part of the question correctly.
- **Multiple Answer:** 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 than one answer is correct; users can select the incorrect answers.
- **Multiple Choice:** 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.

- **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 inclass 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:** allow 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 (**Tip:** you can hold down the Shift key to select multiple questions pools and tests). You can search questions by question type, category and keyword.
 - **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.
8. Repeat the above steps to add more questions.
 9. Click “OK” when you are done.

Deploy a Test

Even you’ve 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 on “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 on "Add Pool" on the "Pool Manager" screen.



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

View Spreadsheet

Add Item
 Manage Items
 Gradebook Settings
 Weight Grades
 Download Grades
 Upload Grades

Sort Items by:
 Filter Items by Category:
 Filter Users by Last Name:

Student Name (Last, First)	Mid-Term Exam	Final Exam	Essay	Lab	Survey	Total	Weighted Total
	Exam Pts Possible: 100 Weight: 30 %	Exam Pts Possible: 100 Weight: 30 %	Assignment Pts Possible: 100 Weight: 20 %	Lab Pts Possible: 30 Weight: 10 %	Survey Pts Possible: 20 Weight: 10 %	Pts Possible: 350	
Trainee1_Bb	80	85	95	25	✓	305	86.83%
Trainee2_Bb	90	70	80	20	✓	280	80.67%
Trainee3_Bb	100	90	85	30	✓	325	94%
Trainee4_Bb	70	95	90	25	✓	300	85.83%
Trainee5_Bb	85	100	75	30	✓	310	90.5%
Trainee6_Bb	80	95	80	30	✓	305	88.5%
Trainee7_Bb	75	80	95	25	✓	295	83.83%
Trainee8_Bb	95	85	90	20	✓	310	88.67%
Trainee9_Bb	85	90	80	30	✓	305	88.5%

9 Students
Displaying records 1 - 9

- **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

- a. Click on “Add Item” to add a gradebook item. The “Add/Modify Gradebook Item” page will open.
- b. Click the drop down list next to each item name and select the order for them to appear in gradebook.
- c. Click on the “Modify” button next to the gradebook item, the “Add/Modify Gradebook Item” page will open.
- d. Click on 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.”

Download Gradebook

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

2 Submit

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

Cancel Submit

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 .cvs 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.

Upload Gradebook

1 Choose File

Note: When uploading grades into the gradebook, it is recommended that you first download the gradebook, then modify the data to be uploaded. This will help ensure that students listed in the uploaded file match those in the gradebook. Also, students cannot be added via this upload file. Students must be added to the gradebook via the course control panel.

* Select File: **Browse...**

2 Submit

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

Cancel Submit

3. Click on 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.

Cancel Submit

- 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.

 **Choose Rows to Import**

[Select All](#) [Select None](#) [Select Inverse](#)

Student	Source Value From Uploaded File	Destination Current Value In Gradebook
<input type="checkbox"/> Trainee1, Bb (trainee1)	80	
<input type="checkbox"/> Trainee2, Bb (trainee2)	90	
<input type="checkbox"/> Trainee3, Bb (trainee3)	100	
<input type="checkbox"/> Trainee4, Bb (trainee4)	70	
<input type="checkbox"/> Trainee5, Bb (trainee5)	85	
<input type="checkbox"/> Trainee6, Bb (trainee6)	80	
<input type="checkbox"/> Trainee7, Bb (trainee7)	75	
<input type="checkbox"/> Trainee8, Bb (trainee8)	95	
<input type="checkbox"/> Trainee9, Bb (trainee9)	85	

- Click on 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 on a grade or a grade symbol (e.g., Dash, Exclamation Point) on the gradebook spreadsheet.

For Tests:

- Click on the “View” button on the “Modify Grade” page.

 **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 TRAINEE-01 TRAINEE-01 (trainee01)
Item Name Sample Test (Exam)
Item Date Monday, September 11, 2006
Average Score 25
Points Possible 50
Weight 0
Clear attempts Last Attempt
Grading Option Grade of last attempt
Override

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Calculated Grade	View	Clear Attempt
Monday, September 11, 2006 9:41:12 PM	Monday, September 11, 2006 9:41:17 PM	Completed	25.0	<input type="button" value="View"/>	<input type="button" value="Clear Attempt"/>

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.

Grade Assessment Sample Test

Name: Sample Test
User: TRAINEE-01 TRAINEE-01
Status: Completed
Score: 25 out of 50 points

Instructions
Clear Attempt: Click **Clear Attempt** to clear this user's attempt. Clear Attempt

Question 1 Multiple Choice 0 of 25 points

Which park was the first national park in the United States?

Given Answer: ✘
 Grand Canyon

Correct Answer: ✔
 Yellowstone

Question 2 Multiple Answer 25 of 25 points

Which words are the prepositions?

Given Answers: ✔ to
 ✔ over
 ✔ like

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: TRAINEE-01 TRAINEE-01 (trainee01)
Item Name: Sample Test (Exam)
Item Date: Monday, September 11, 2006
Average Score: 25
Points Possible: 50
Weight: 0
Clear attempts: Last Attempt

Grading Option: Grade on last attempt
Override:

Attempt Creation Date	Last Submitted/Modified Date	Attempt Status	Calculated Grade	
Monday, September 11, 2006 9:41:12 PM	Monday, September 11, 2006 9:41:17 PM	Completed	25.0	<input type="button" value="View"/> <input type="button" value="Clear Attempt"/>

For Assignments

1. Click on the “View” button on the “Modify Grade” page.

 **Modify Grade**

User Name TRAINEE-01 TRAINEE-01 (trainee01)
Item Name Assignment Drop Box (Assignment)
Item Date Monday, September 11, 2006
Average Score 0
Points Possible 100
Weight 0
Override

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	Calculated Grade	
Monday, September 11, 2006 9:51:26 PM	Monday, September 11, 2006 9:51:26 PM	Needs Grading	<input type="text"/>	View <input type="button" value="Clear Attempt"/>

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

2 User's Work

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

User's Files  [Essay_Trainee01.doc](#)

3 Feedback to User

Grade out of 100.0

Comments

Attach local file

or Copy file from Content Collection

Currently Attached Files:

4 Instructor Notes

Notes

Attach local file

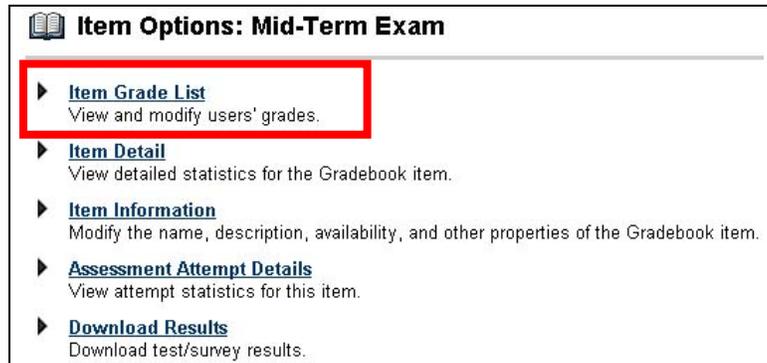
or Copy file from Content Collection

Currently Attached Files:

View/Modify All Student Grades for a Specific Gradebook Item

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

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



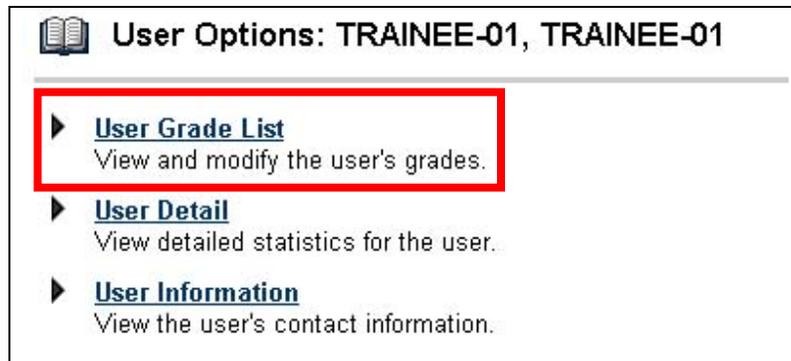
The “View Item Grades” page will open. You will see the grades for the all the students for this specific gradebook item. Enter the new grades in the “Override” fields if you want to change any grades.

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 on a student name on the gradebook spreadsheet.
2. Select “User Grade List.”



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.

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 on 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: Mid-Term 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.
- ▶ [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 on 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: Essay Assignment**

- ▶ [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.