



Blackboard

# Blackboard for Beginners

A Quick-Reference Guide to Five Key Functions



Blackboard Questions? Call the **Help Desk: 5555**

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# Using the Gradebook

1. Log into Blackboard using your user name and password.
2. Access the desired course by clicking on the course name.
3. Click on the Control Panel link.
4. Under the Assessment subheading click on Gradebook (Fig. 1).

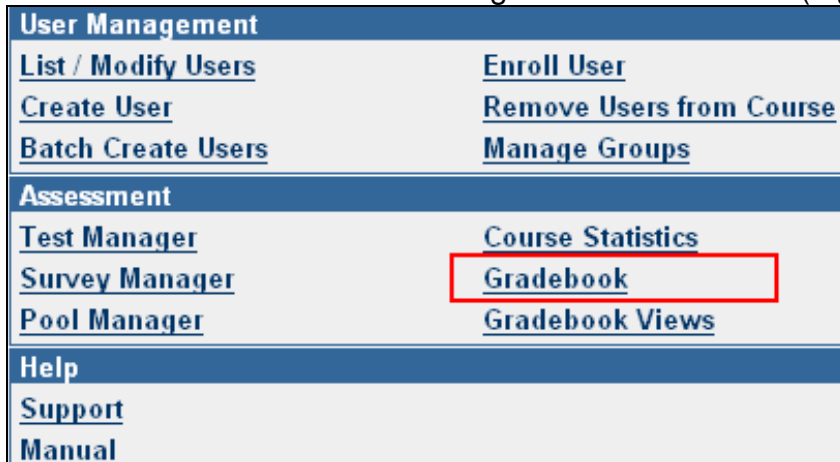


Figure 1-Gradebook on Control Panel page.

## Add Item

5. To add an item, click on Add Item on main Gradebook page (Fig.2).

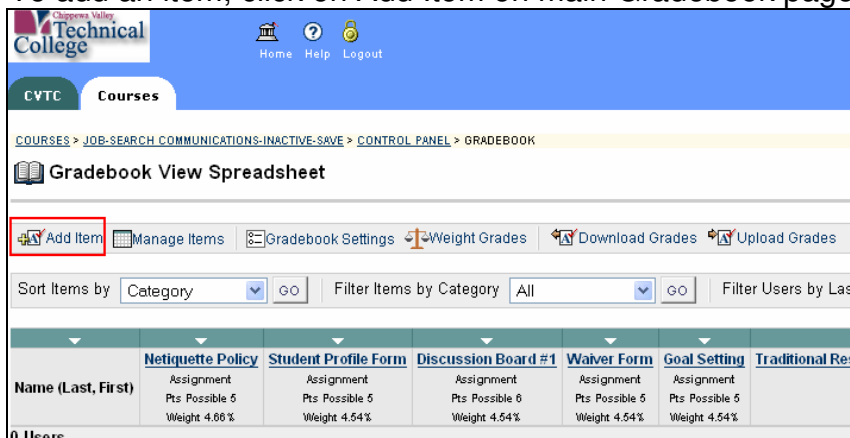


Figure 2-Click on Add Item.

6. Type in the Item Name, Points Possible, and set the Date (Fig.3).

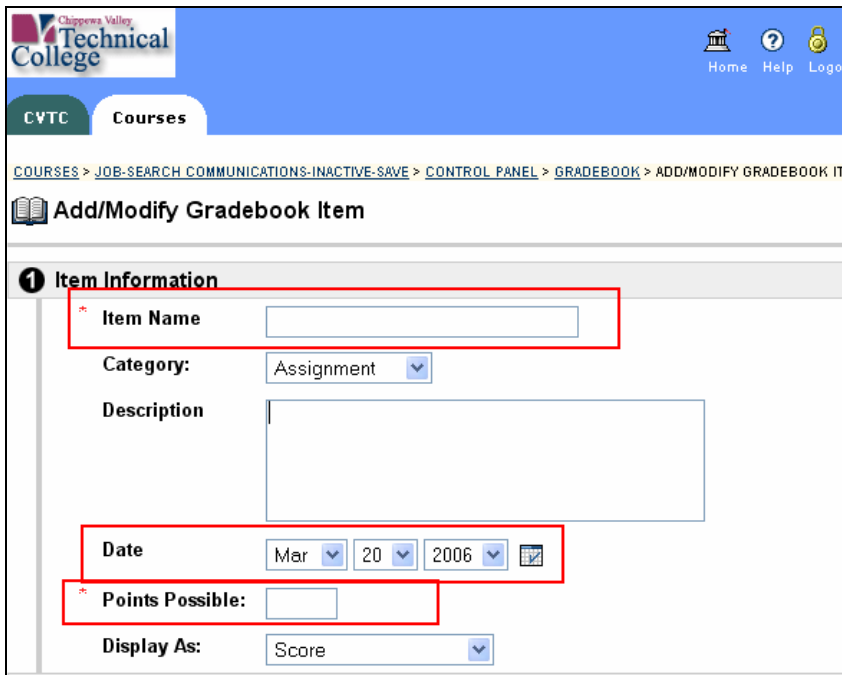


Figure 3-Set Item Name, Date, and Points Possible.

7. Click on Submit to update Gradebook.

## Manage Items

8. Click on Manage Items on main Gradebook page (Fig. 4).

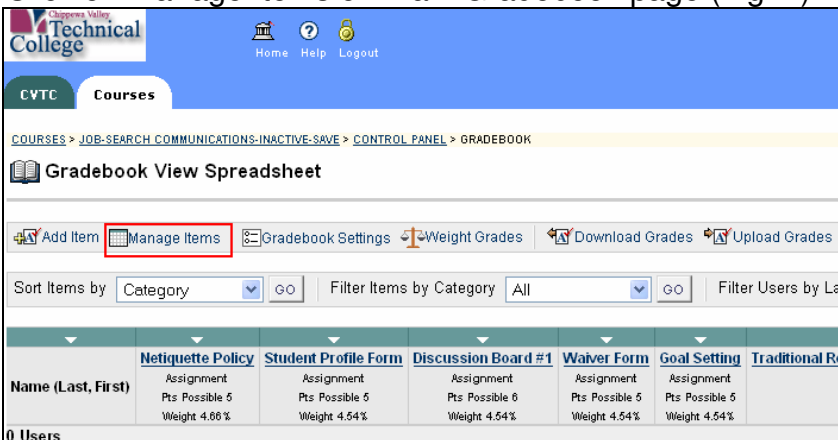


Figure 4-Click on Manage Items.

9. To reorder items, change the Order Number of one of the items (Fig. 5).

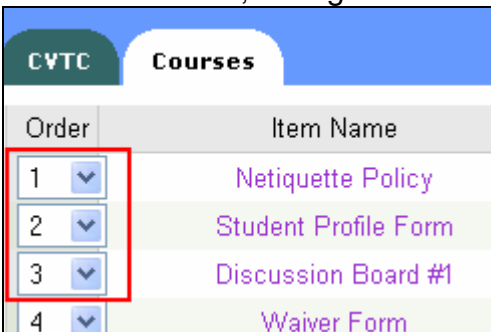


Figure 5-To change order of items, change the number of one of items in order column.

10. To remove an item, click the Remove button corresponding to the item (Fig. 6).

| Category:  | Date    |  |
|------------|---------|--|
| Assignment | 5/4/04  | Modify Netiquette Policy   |
| Assignment | 5/5/04  | Modify Student Profile Form  |
| Assignment | 2/27/04 | Modify Discussion Board #1<br><span style="border: 1px solid red; padding: 2px;">Remove Discussion Board #1</span> |
| Assignment | 2/26/04 | Modify Waiver Form   |
| Assignment | 2/19/04 | Modify Goal Setting  |

**Figure 6-Remove an item.**

11. To modify an item, click on the Modify button corresponding to the item (Fig. 7).

| Category:  | Date    |   |
|------------|---------|---|
| Assignment | 5/4/04  | Modify Netiquette Policy  |
| Assignment | 5/5/04  | Modify Student Profile Form   |
| Assignment | 2/27/04 | <span style="border: 1px solid red; padding: 2px;">Modify Discussion Board #1</span> <span style="margin-left: 20px;">Remove Discussion Board #1</span> |
| Assignment | 2/26/04 | Modify Waiver Form  |
| Assignment | 2/19/04 | Modify Goal Setting   |

**Figure 7-Modify an item.**

12. Click the OK button to return to the Gradebook page.

## Gradebook Settings

13. To change settings, click on Gradebook Settings on main Gradebook page (Fig. 8).

**Figure 8-Change by settings in Gradebook Settings.**

14. Select the desired setting to make a change (Fig. 9).

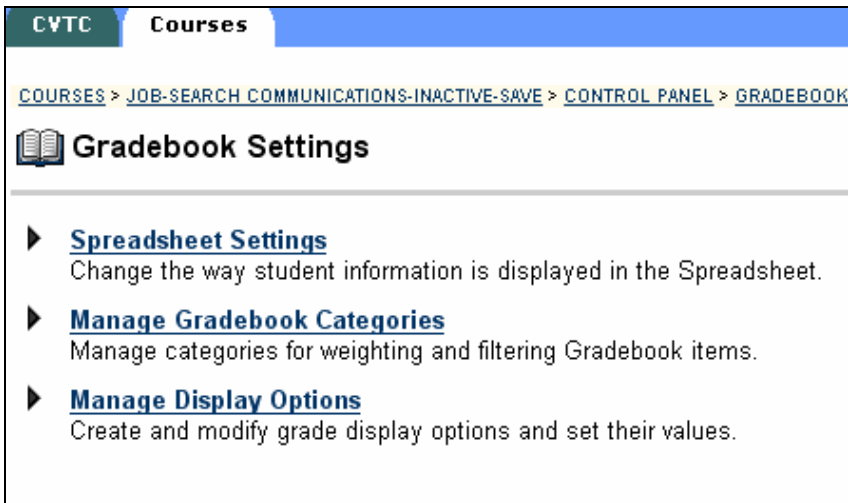


Figure 9-Gradebook Settings page.

## Spreadsheet Settings

15. Click on Spreadsheet Settings (Fig. 10).

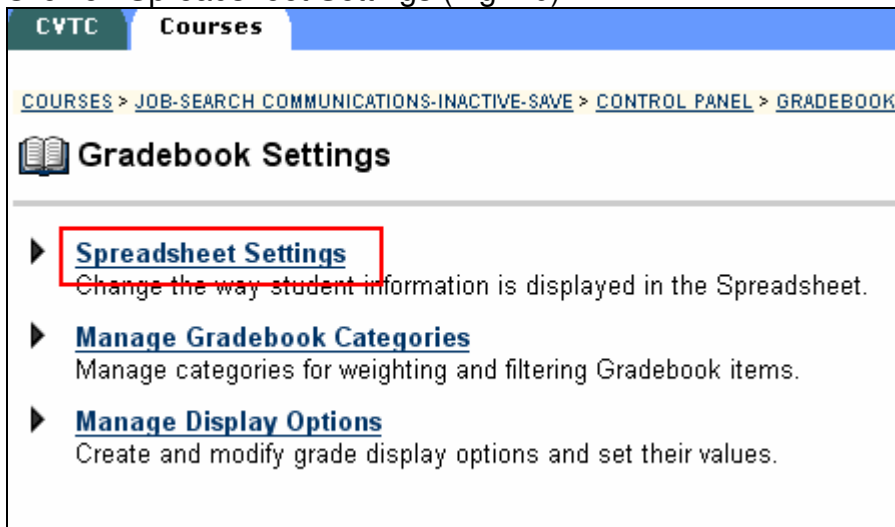


Figure 10-Spreadsheet Settings.

16. Check box to change the way information is listed (Fig. 11).

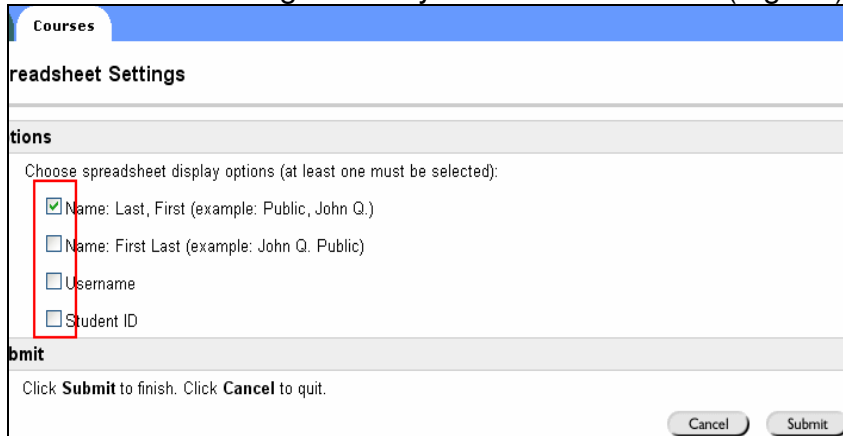


Figure 11-Select how information is displayed.

17. Click Submit to update changes.
18. Click OK to return to Gradebook Settings.

## Manage Gradebook Categories

19. Click on Manage Gradebook Categories (Fig. 12).

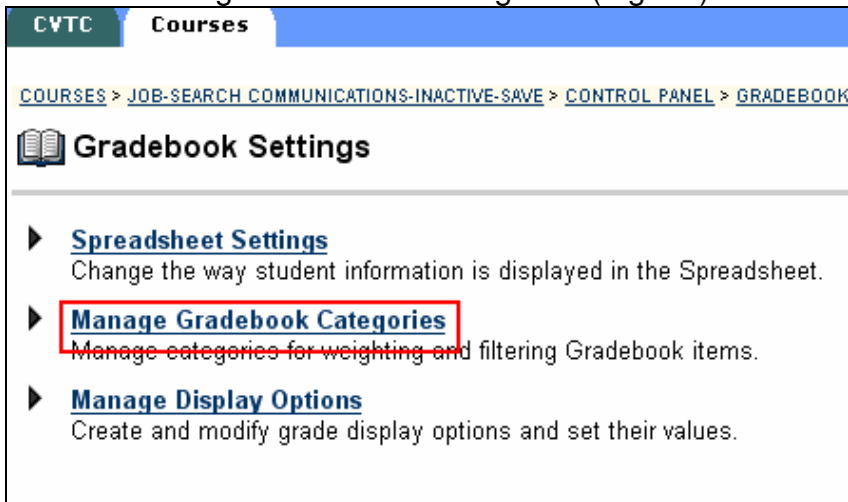


Figure 12-Manage Gradebook Categories

20. Click Add Category to bring up add category page (Fig. 13).

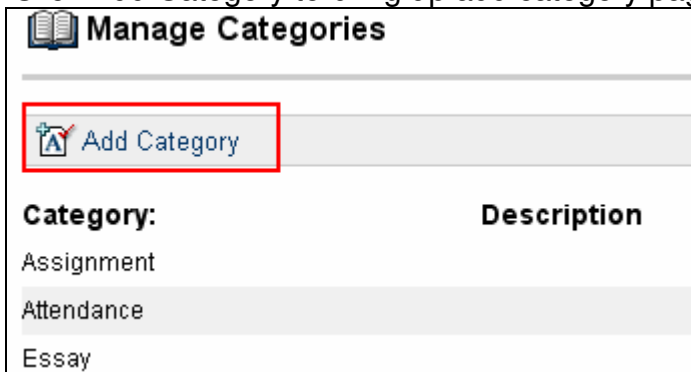


Figure 13-Add a category to Gradebook.

21. Type in a name and a description if desired (Fig.14).

The screenshot shows the 'Category Information' form. It has a heading '1 Category Information'. Below the heading, there are two input fields: 'Name' (with an asterisk indicating it is a required field) and 'Description'. The 'Name' field is a single-line text box, and the 'Description' field is a larger multi-line text box. Below the input fields, there is a section labeled '2 Submit' with the instruction 'Click **Submit** to finish. Click **Cancel** to quit.' and a legend for the asterisk: '\* Required Field'.



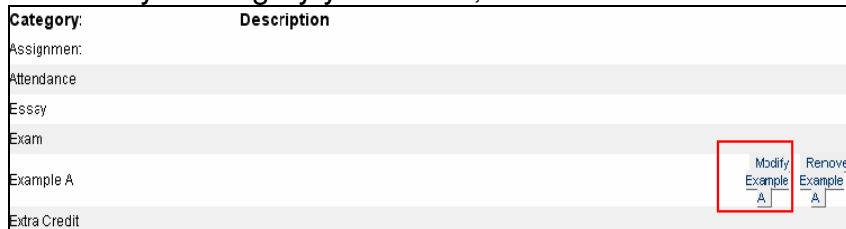
**Figure 14-Fields for adding new category.**

22. Click Submit to update changes.

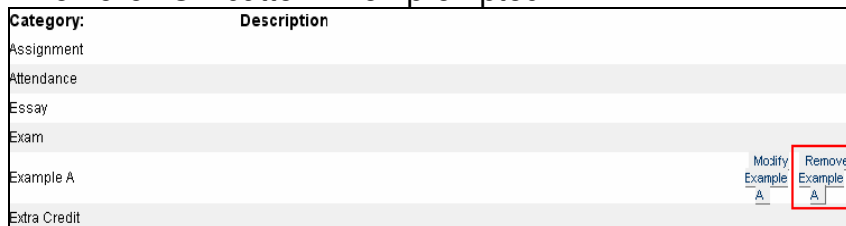
23. Click OK to return to Manage Gradebook Categories.

**NOTE:** You can only modify categories you add.

24. To modify a category you added, click on the button under the Modify button (Fig. 15).

**Figure 15-Left click Modify Example to modify and added category.**

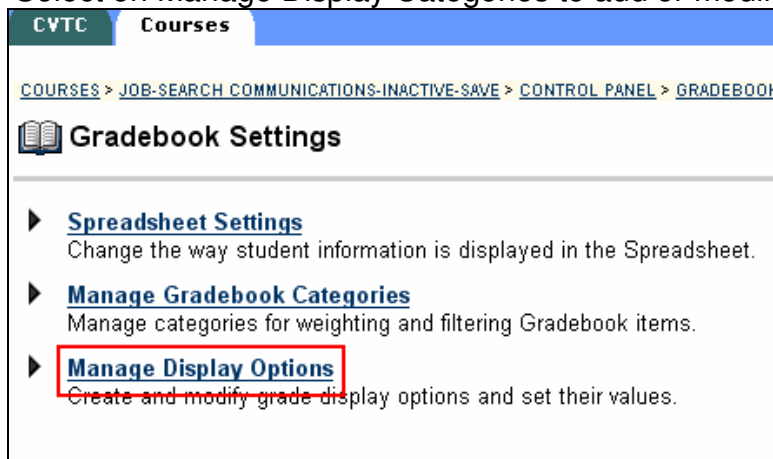
25. To remove a category you added, click on the button under the Remove button (Fig. 16). Then click OK button when prompted.

**Figure 16-Removing a new category by left clicking Remove Example.**

26. Click OK to return to Gradebook Settings.

### Manage Display Options

27. Select on Manage Display Categories to add or modify a listed category (Fig. 29).

**Figure 17-Manage Display Categories.**

28. Select Add Display Option to bring up add a display option (Fig. 30).

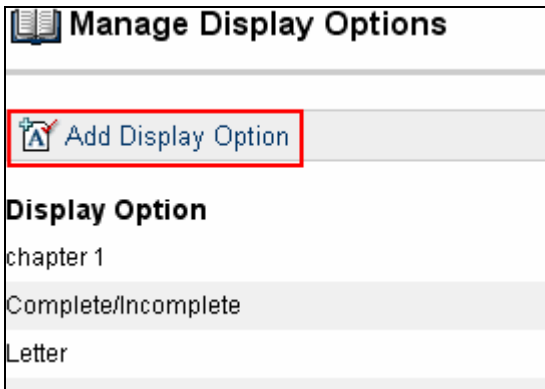


Figure 18-Select to add a new display option.

29. Type in a name in the Name field (Fig. 31).

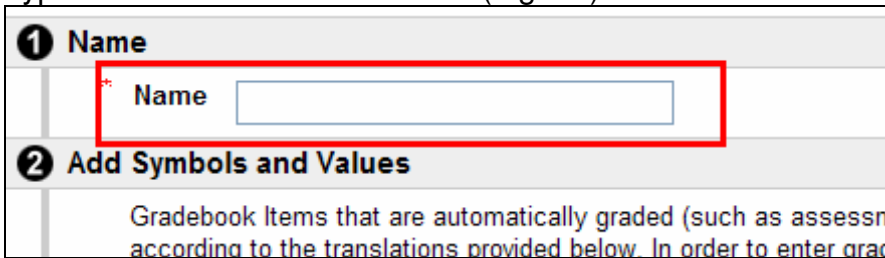


Figure 19-Fill in Name Box.

30. Start at the bottom and type in the lowest grade. Select the Insert button when done with the first line to add a line above it (Fig. 32).

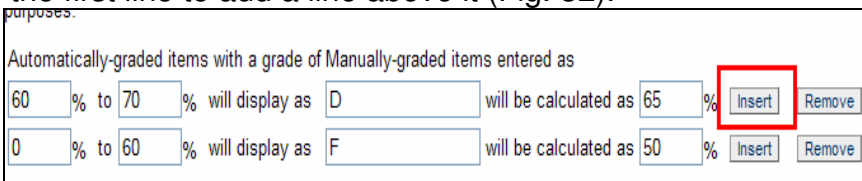


Figure 20-Fill out first two rows starting with the lowest grade on the bottom and working up. The select Insert button to add a new line.

31. A new line appears. Now enter information about the next grade. Press Insert button on that line until all grade ranges are filled in for that assignment (Fig. 33).

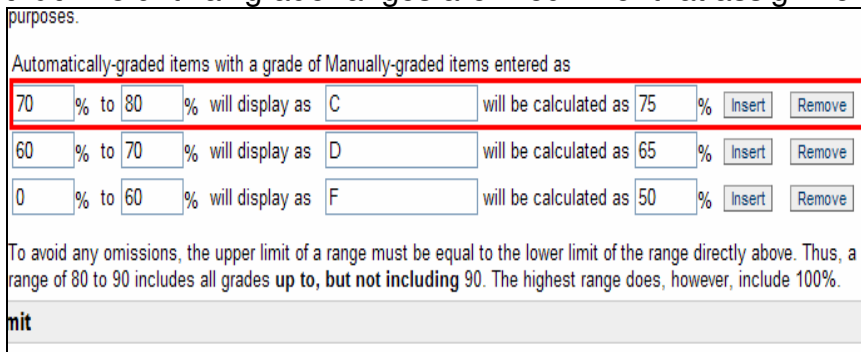


Figure 21-When next line appears fill that line in and select Insert button on that line.

32. Follow the directions on the Add Symbols and Values section.

**NOTE:** The first % box is for the lowest percent, for example 90. The next % box is for the highest percent, for example 100. The next box is for the display name, for example

A. The final box is for the calculation, for example 95. Clicking the insert button adds a row above the lowest row (Fig. 19).

**1 Name**

Name

**2 Add Symbols and Values**

Gradebook Items that are automatically graded (such as assessments) will be converted to this display option according to the translations provided below. In order to enter grades into the Gradebook manually using this display option, translations from each symbol into a numeric score must also be provided (on the right) for calculation purposes.

Automatically-graded items with a grade of Manually-graded items entered as

|      |    |       |                 |   |                       |      |        |        |
|------|----|-------|-----------------|---|-----------------------|------|--------|--------|
| 90 % | to | 100 % | will display as | A | will be calculated as | 98 % | Insert | Remove |
| 0 %  | to | 100 % | will display as |   | will be calculated as | 50 % | Insert | Remove |
| 80 % | to | 50 %  | will display as | B | will be calculated as | 88 % | Insert | Remove |

Figure 19- Gradebook Display.

## Weight Grades

33. To set the weight of grades, click Weight Grades (Fig. 20).

CVTC Courses

COURSES > JOB-SEARCH COMMUNICATIONS-INACTIVE-SAVE > CONTROL PANEL > GRADEBOOK

Gradebook View Spreadsheet

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

Sort Items by Category Filter Items by Category All Filter Users by Last

|                    | Netiquette Policy                             | Student Profile Form                          | Discussion Board #1                           | Waiver Form                                   | Goal Setting                                  | Traditional Res |
|--------------------|---|---|---|---|---|-----------------|
| Name (Last, First) | Assignment<br>Pts Possible 5<br>Weight 4.66 % | Assignment<br>Pts Possible 5<br>Weight 4.54 % | Assignment<br>Pts Possible 6<br>Weight 4.54 % | Assignment<br>Pts Possible 5<br>Weight 4.54 % | Assignment<br>Pts Possible 5<br>Weight 4.54 % |                 |

0 Users

Figure 20- Weight Grades.

34. Choose to weight grades by Category or Item (Fig. 21).

35. Enter the percentages for each category or item (Fig. 21).

**Note:** All percentages must equal 100%.

**Weight Grades**

**1 Weighting**

Choose either category or item.

Weight by Category

Weight by Item

|               |                                  |  |                                     |
|---------------|----------------------------------|--|-------------------------------------|
| Assignment    | <input type="text" value="0"/> % | Netiquette Policy                      | <input type="text" value="4.66"/> % |
| Attendance    | <input type="text" value="0"/> % | Student Profile Form                   | <input type="text" value="4.54"/> % |
| Essay         | <input type="text" value="0"/> % | Discussion Board #1                    | <input type="text" value="4.54"/> % |
| Exam          | <input type="text" value="0"/> % | Waiver Form                            | <input type="text" value="4.54"/> % |
| Extra Credit  | <input type="text" value="0"/> % | Goal Setting                           | <input type="text" value="4.54"/> % |
| Final Exam    | <input type="text" value="0"/> % | Traditional Resume and Reference Sheet | <input type="text" value="4.54"/> % |
| Group Project | <input type="text" value="0"/> % |  |                                     |

Figure 21-Choosing a grade weight type and adding percentages.

36. Click Submit to add changes.

37. Click OK return to main Gradebook page.

## Download Gradebook

38. To download Gradebook, left click Download Gradebook (Fig. 22).

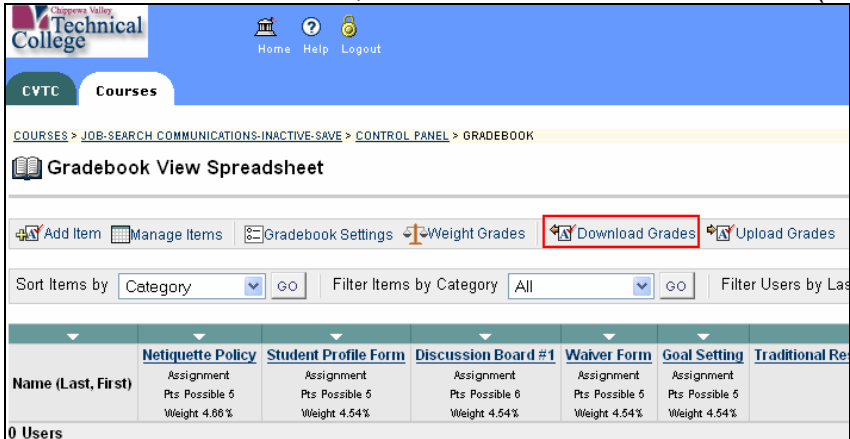


Figure 22-Downloading grades.

39. Select the Delimit Type and left click Submit.

**NOTE:** Comma produces a spreadsheet file, Tab produces text file (Fig. 23).

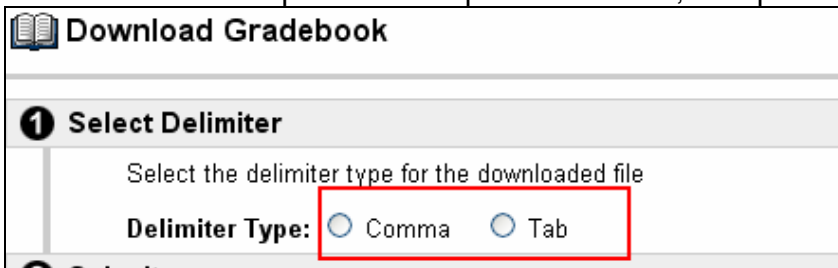


Figure 23-Select Comma for spreadsheet type file or Tab for text type file.

40. On the next page right click using right mouse button on the Download button to Save Target As or Save Link As the file (Fig. 24). Then in the Save As box, save the file to the folder that you want to use (Fig. 44).

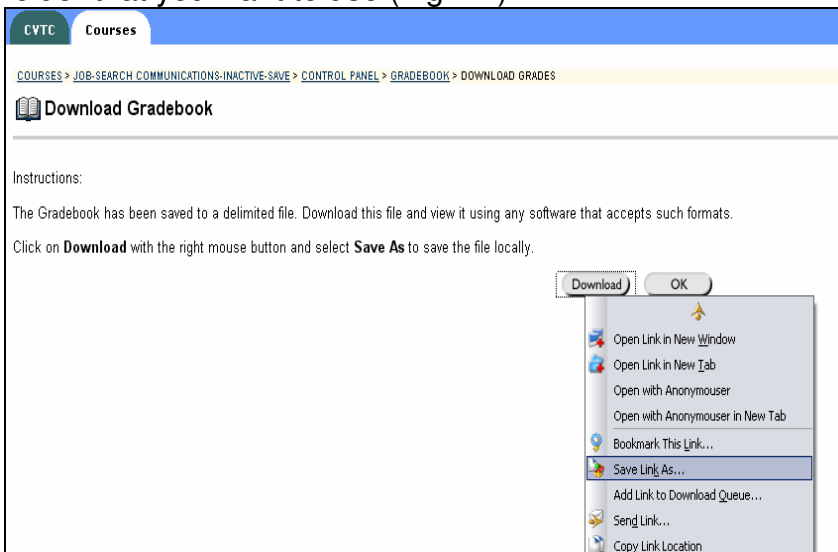


Figure 24-Right clicking in browser.

41. Click OK to add changes and return to main Gradebook page.

## Upload Gradebook

42. To upload a Gradebook file to the Blackboard site that was either downloaded to your computer or created on your computer, select Upload Gradebook (Fig. 25).

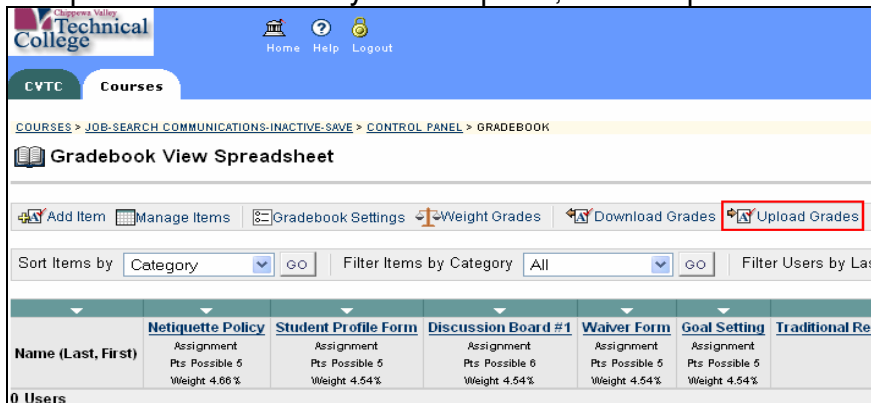


Figure 25-Uploading grades from a file to Gradebook.

43. Select Browse to find the file you wish to upload. In the File Upload box, select the file and select Open (Fig. 26 and Fig. 27).

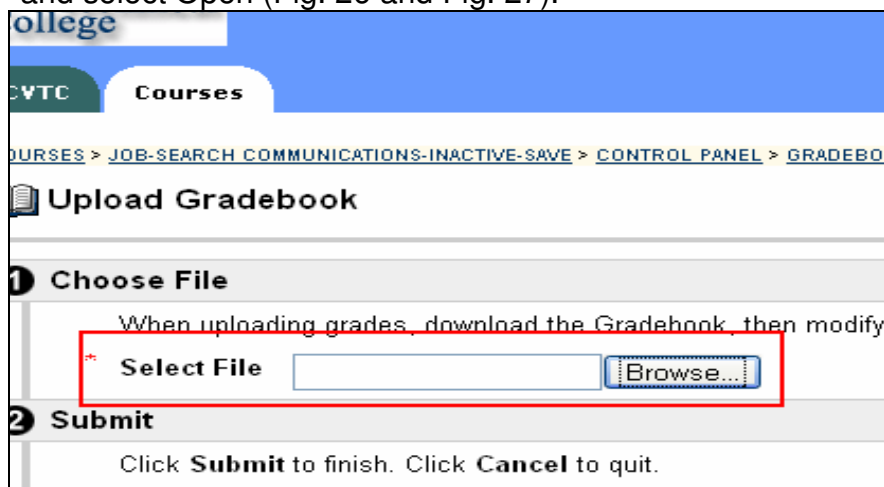


Figure 26-Select browse to find grade file.

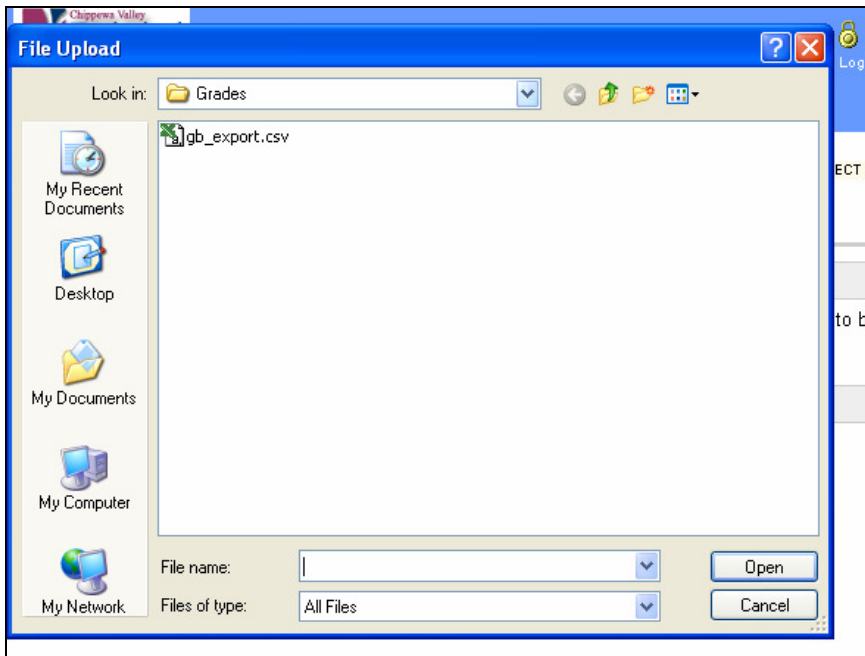


Figure 27-File upload box showing the folder and file to be uploaded.

44. Select Submit to upload file.
45. On the next page, select the column to import item and its existing column. In the Existing Item column there is an option to Create New Gradebook Item if the information is. (Fig. 28).

**1 Choose Imported Item**

Select the column to upload from a file.

Netiquette Policy

Student Profile Form

Discussion Board #1

Waiver Form

---

**2 Choose Existing Item**

Select the destination column for the uploaded data, or se

Netiquette Policy

Student Profile Form

Discussion Board #1

Waiver Form

Figure 28-Choose the Imported Item from upload file and choose and Existing Item to upload it to.

46. Select Submit button to import information.
47. Select Submit button again to update information in column.
48. Select on OK button to return to return to main Gradebook page.

# Using the Discussion Board

## Creating a new forum

1. Log into Blackboard using your username and password.
2. Access the desired course by clicking on the course name.
3. Click on the Communication button located in the menu on the left of the screen (Fig. 1).

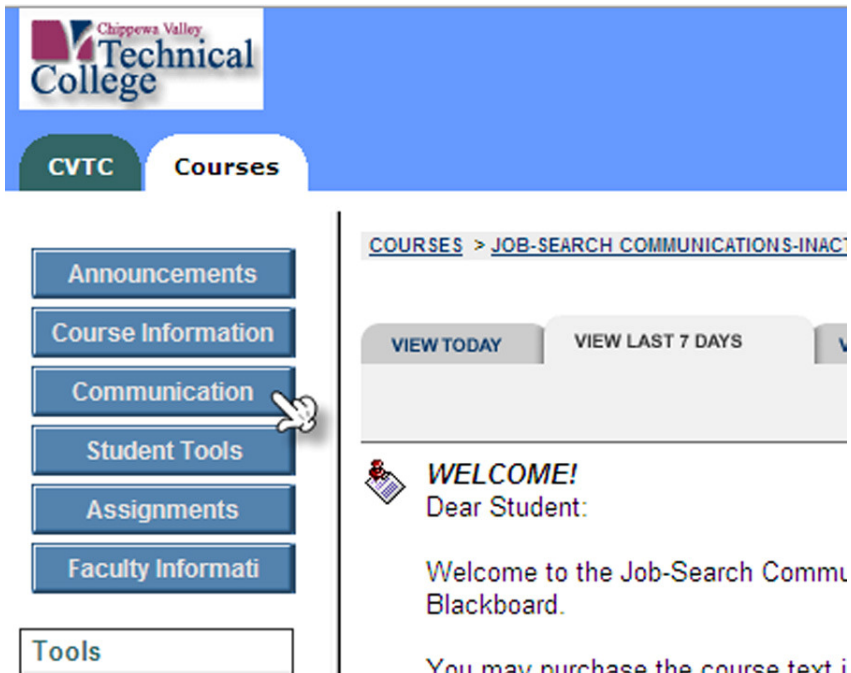


Figure 1 - Click on the Communication button

4. Click on the Discussion Board link (Fig. 2).



Figure 2 - Click on the Discussion Board link

5. Click on the Add Forum button located in the upper portion of the screen, near the breadcrumbs area (Fig. 3).

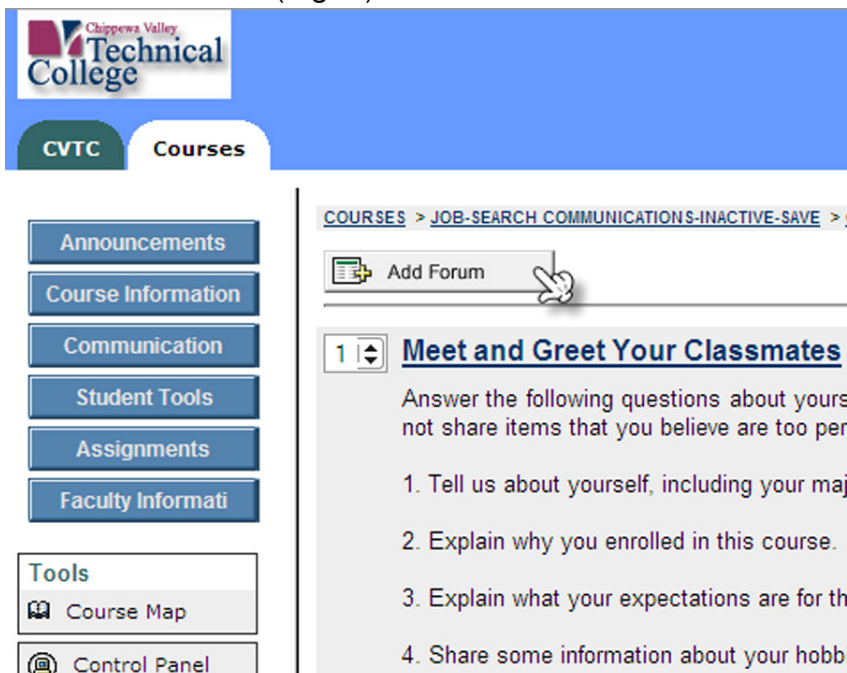


Figure 3 - Click on the Add Forum button



6. Enter the title of the new forum in the Title box (Fig. 4).

COURSES > JOB-SEARCH COMMUNICATIONS-INACTIVE-SAVE > COMMUNICATIONS > DISCUSSION BOARD > ADD FOR

**Title**

**Description**

Smart Text
  Plain Text
  HTML

**Figure 4 - Enter a title and, optionally, a description**

Optionally, enter a description of the new forum in the Description box. This text is displayed to users on the Discussion Board page.

7. Check the selection boxes to allow users to perform certain actions in the forum. Actions allowed by default include anonymous posting, file attachments, and new thread creation (Fig. 5). Unchecking a selection box will not allow the action to be performed.

**Forum Settings:**

- Allow anonymous posts.
- Allow author to modify message after posting.
- Allow author to remove own posted messages.
- Allow file attachments.
- Allow new threads.

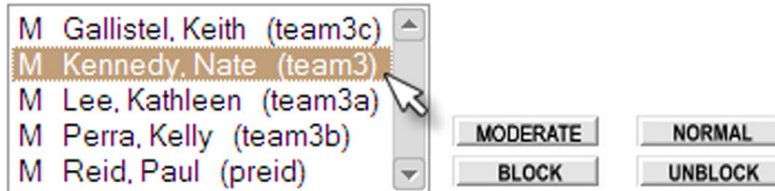
**Figure 5 - Choose the forum settings**

## Modifying a user's forum privileges

- Highlight a user from the user list (Fig. 6).

**Forum User Settings:**

m = Forum moderator privileges  
 M = Permanent forum moderator  
 b = Blocked Users



**Figure 6 - Set user privileges**

- Click on the Moderate, Normal, Block, or Unblock button to change the user's forum privileges (Fig. 6).
- Click on the Submit button to create the new forum.

## Modifying an existing forum

- Click on the Modify button for the course you wish to modify. The button is located parallel to the forum title on the right edge of the screen.
- Modify the properties of the forum as needed. This process is identical to creating a new forum (see step 6).
- Click on the Submit button to finalize changes.

# Creating a New Assignment Link

1. Log into Blackboard using your user name and password.
2. Access the desired course by clicking on the course name.
3. Click on the Control Panel link.
4. Click on Assignments in the Content Areas section (Fig. 1).



Figure 1 - Click on Assignments

5. Click on the drop down menu where it says Select on the upper right hand side of screen. Select Assignment from the list (Fig. 2). Click the Go button.

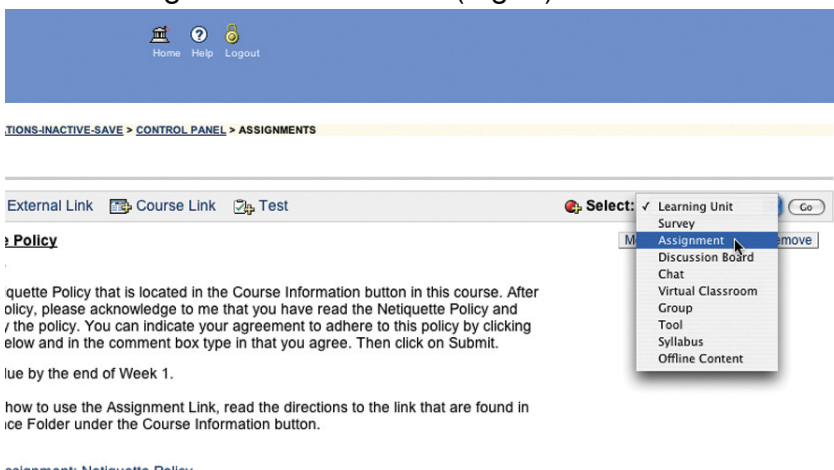


Figure 2 – Select Assignments from drop down menu

- Enter the title of the assignment in the Name box, the number of points possible in the Points Possible box, and a short summary of the assignment’s instructions in the instructions box (Fig. 3).

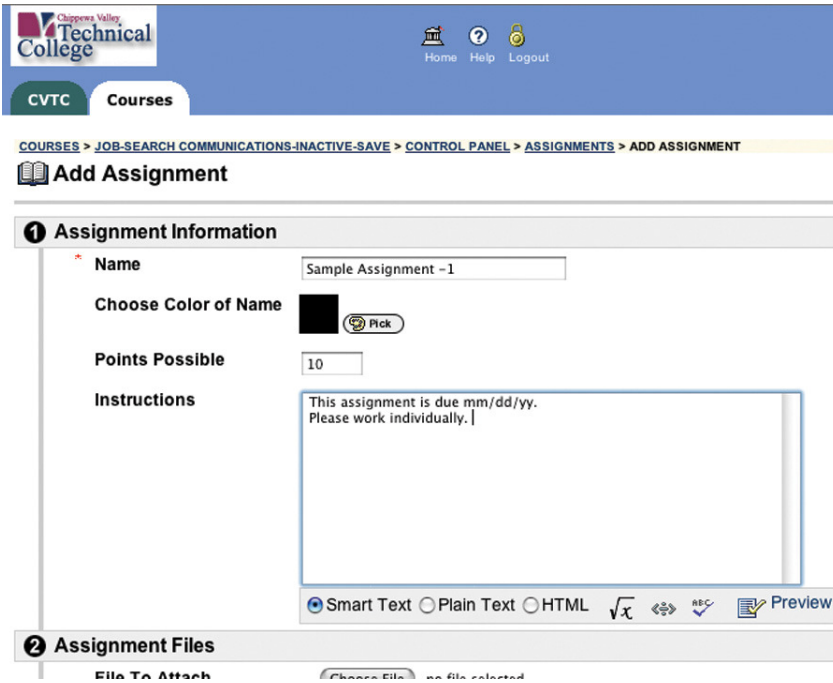


Figure 3 - Enter assignment information

- If you are attaching a file to the link, go to next step. If not, leave the Assignment Files section blank and move on to step 11.
- Select the Choose File button in the Assignment Files section (Fig. 4).

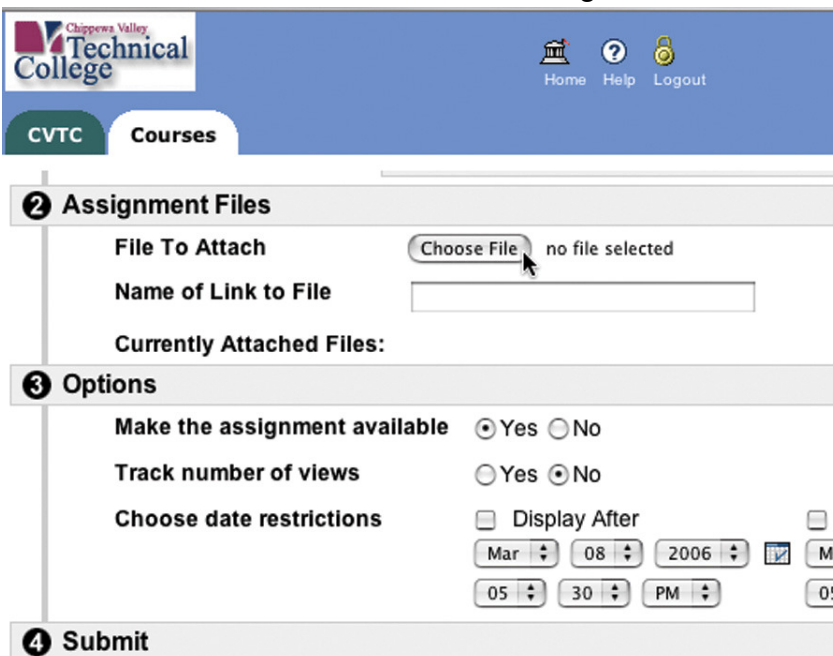


Figure 4 – Select Choose File

9. Select the document you want loaded (Fig. 5). Click the Choose button.

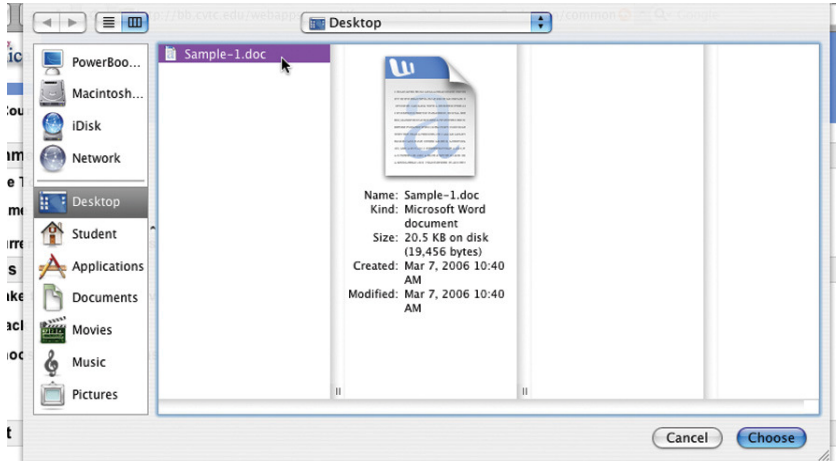
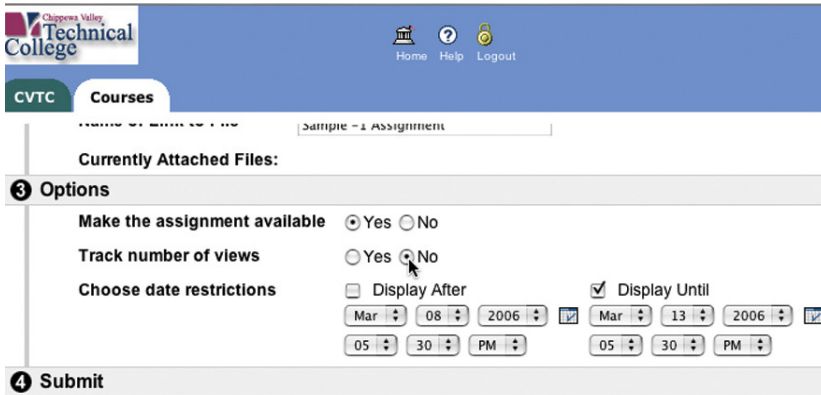


Figure 5 – Select document

10. Enter the title of the document in the Name of Link to File box (Fig. 6).

Figure 6 – Enter title

11. Edit your options for the assignment in the Options section by clicking with the cursor (Fig. 7). Once satisfied with all information, select Submit button.



The screenshot shows the Blackboard interface for editing assignment options. At the top left is the Clippens Valley Technical College logo. The navigation bar includes 'Home', 'Help', and 'Logout' links. Below the navigation bar, the page title is 'Sample - 1 Assignment'. The 'Options' section is highlighted with a grey bar and a circled '3'. It contains three main settings: 'Make the assignment available' with radio buttons for 'Yes' and 'No'; 'Track number of views' with radio buttons for 'Yes' and 'No', where the 'No' button is selected; and 'Choose date restrictions' with two sections: 'Display After' (unchecked) and 'Display Until' (checked). Each date section has dropdown menus for month, day, and year, and a time selection dropdown (05, 30, PM).

Figure 7 – Edit options

12. When the updated page appears, select OK to return to the previous screen.

# Creating and Posting a Test/Quiz

1. Log into Blackboard using your username and password.
2. Click on the Assignments tab on the left side of the screen.
3. Click on the Edit View link in the upper right hand corner (Fig. 1).

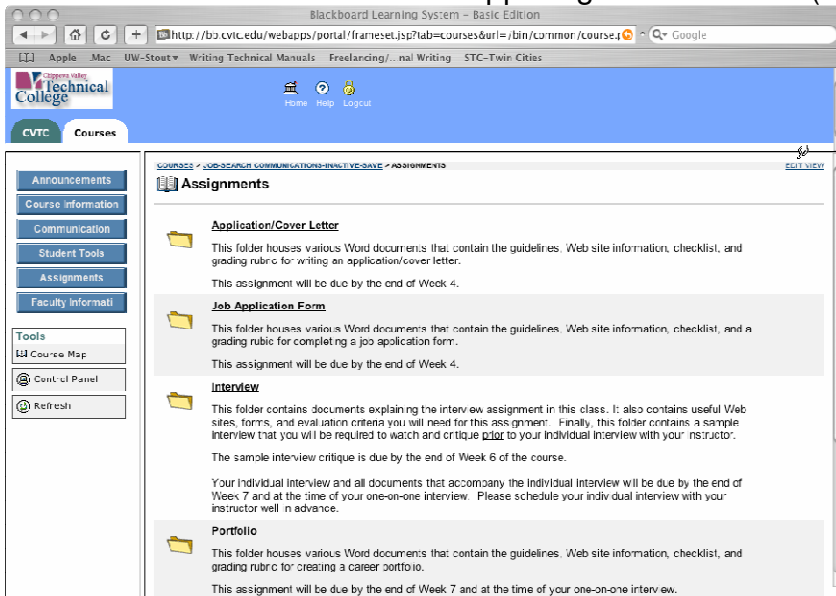


Figure 1 – Edit View

4. Click on the test icon (Fig 2).

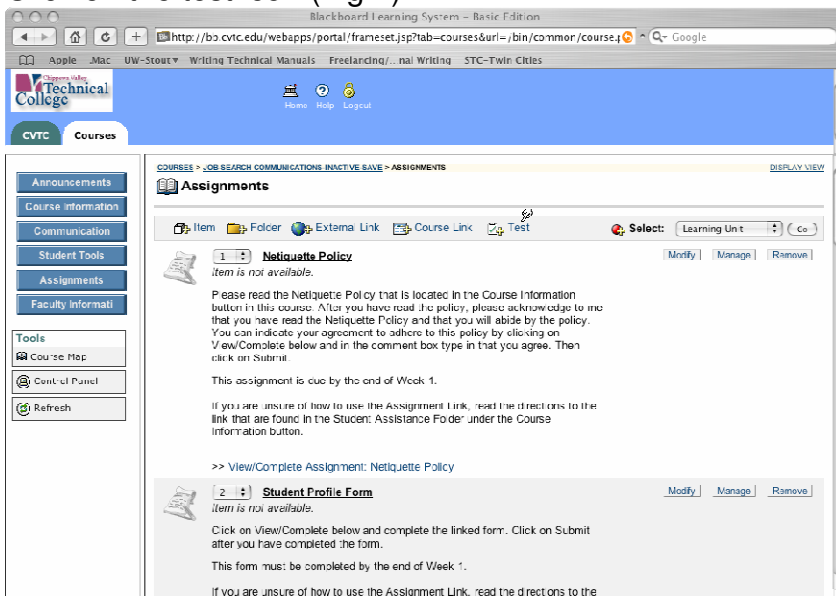


Figure 2 – Test Icon

5. Under Add Test next to Create new test, click Create (Fig. 3).

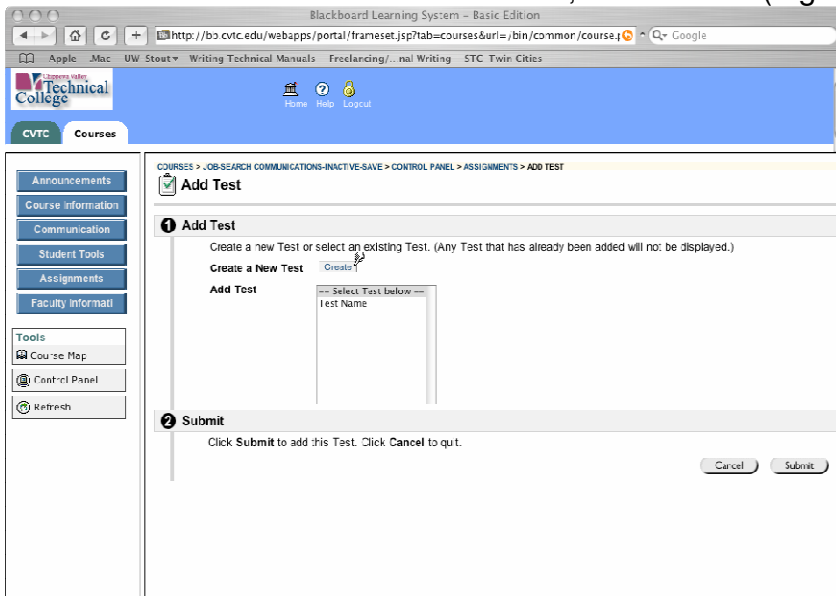


Figure 3 – Add Test

6. Type in the name of the test/quiz and add a description and instructions if needed (Fig. 4).

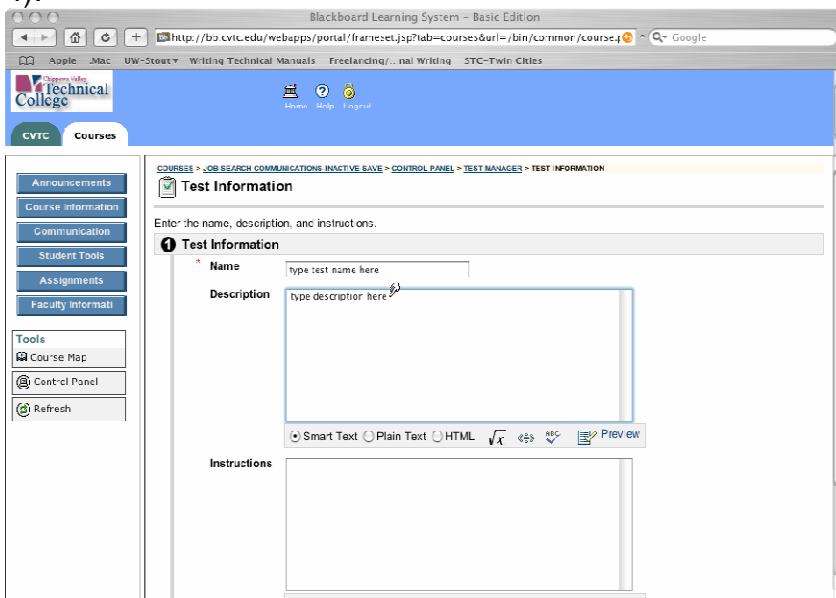


Figure 4 – Test Information

7. Select Smart Text (below the description) – smart text is the easiest way to make the text show up correctly on the test/quiz (Fig. 4).

**NOTE:** Click the ABC icon to use the spell check.

**NOTE:** Click the Preview icon to preview the text appearance.

8. Click on Submit to save the changes.



9. In the Add field, choose which type of test to make (Fig. 5).

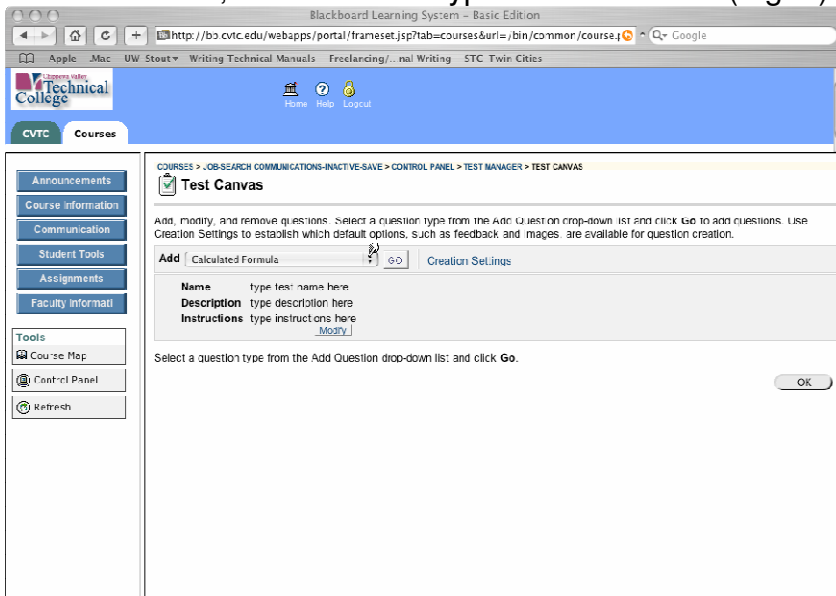


Figure 5 – Test Type

10. Click Go (Fig. 5).

11. Next to the Question Text field, write the first question to ask (Fig. 6).

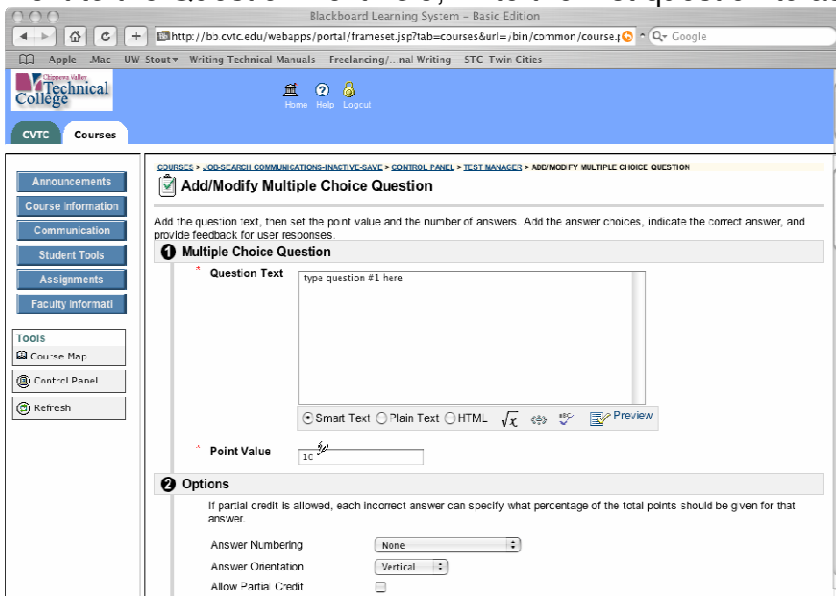


Figure 6 – Question Field

12. Choose how many points the question is going be worth (Fig 6.).

13. Under the Options section, choose how the answers will be labeled (Fig. 7).

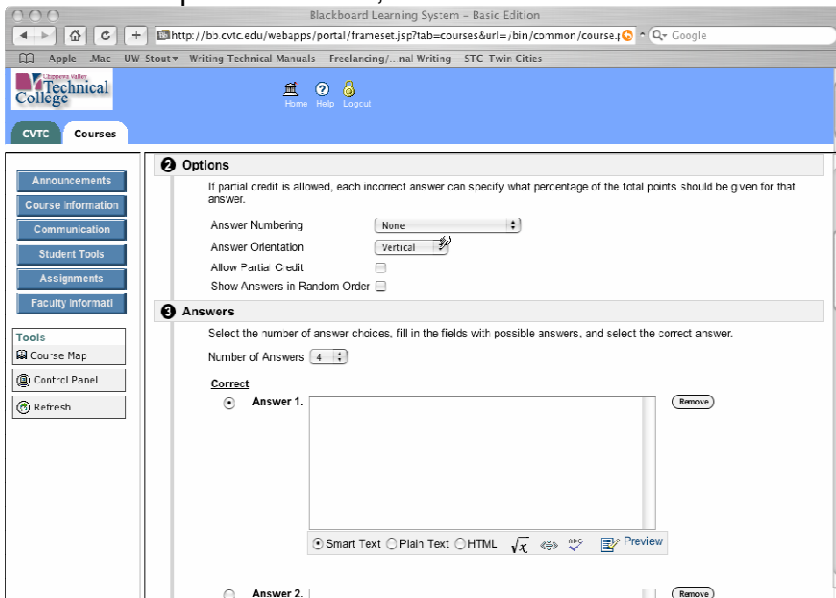


Figure 7: Labeling, Orientation, and Partial Credit

14. Choose how the answers will line up underneath the question (Fig. 7).
15. To allow partial credit, select the Partial Credit Field (Fig. 7).
16. To have the answers shown in random order, select the Show Answers in Random Order field (Fig. 7).
17. Next to the Number of Answers field, under the Answers section, select the number of answers to be displayed with the question (Fig. 8).

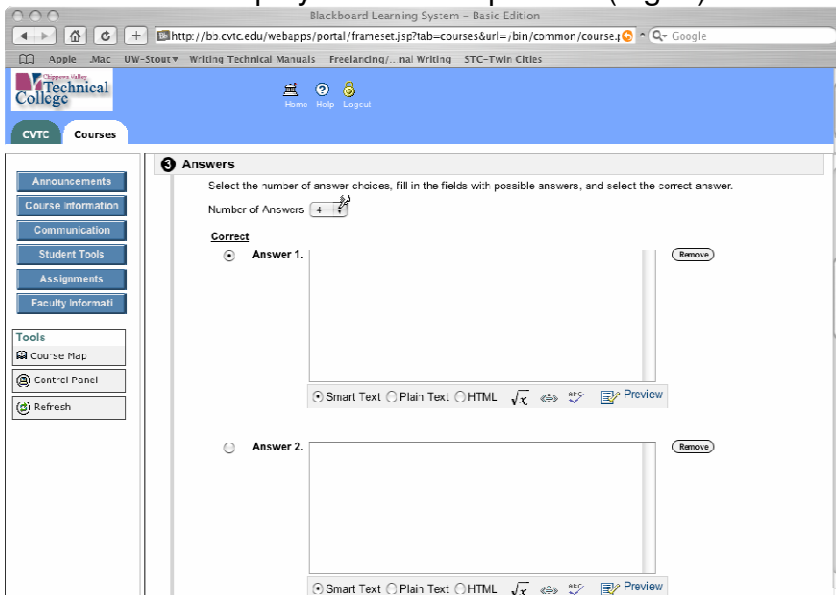


Figure 8 - Answers

18. Type in answers next to their corresponding numbers or letters. On the left, choose the answer to be the correct answer by clicking on the circle to the left of that question (Fig. 8).

**NOTE:** If you type an answer you'd like to remove, click the remove button, which is to the right of each answer.

## Correct/Incorrect response feedback

19. Insert a message to be displayed to the student if the correct or incorrect answer is chosen (Fig. 9).

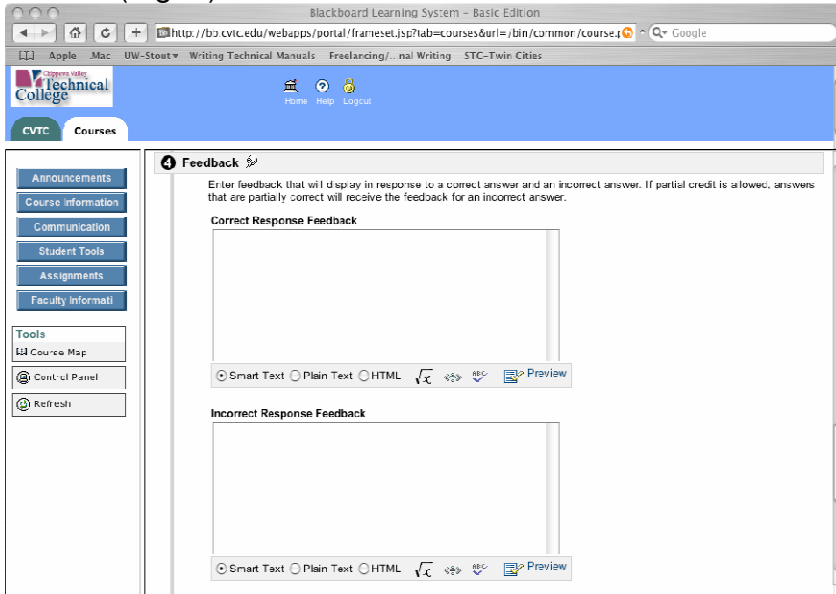


Figure 9 - Feedback

## Categories and keywords

20. To type in a category for the students so they know what chapter the question is based on, or what material the question is based on, click Modify (Fig. 10).

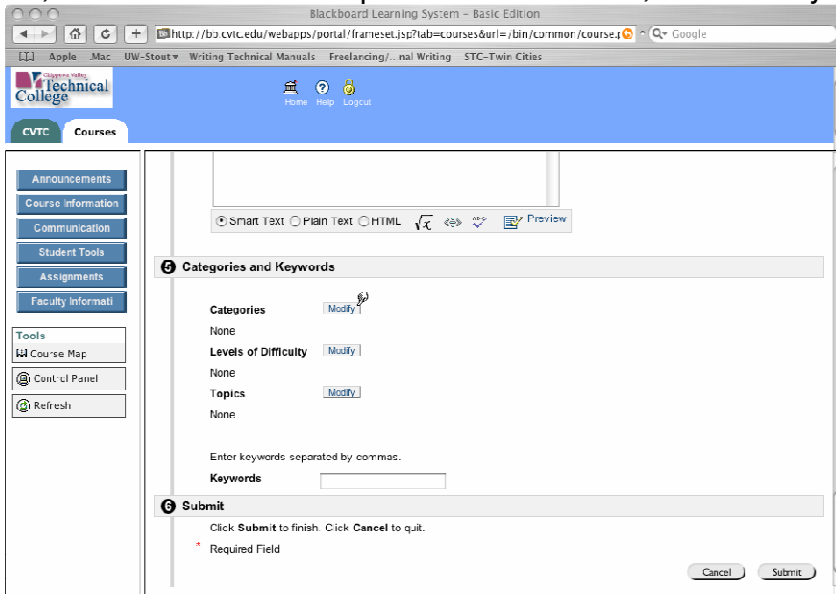


Figure 10: Categories and Keywords

21. To show the student the level of difficulty of this question, click Modify.

22. If you'd like to show the student what topic this question is on, click Modify.

**NOTE:** In the keywords section, you can type in any word(s). A comma will always separate that word(s) in this test/quiz.

23. Click Submit to save the changes.

24. Click Manage to modify and/or remove previously created categories.

## Add/Modify question categories

Available shows the categories that have already been created.

Selected shows the categories that are selected to be associated with this question (Fig. 11).

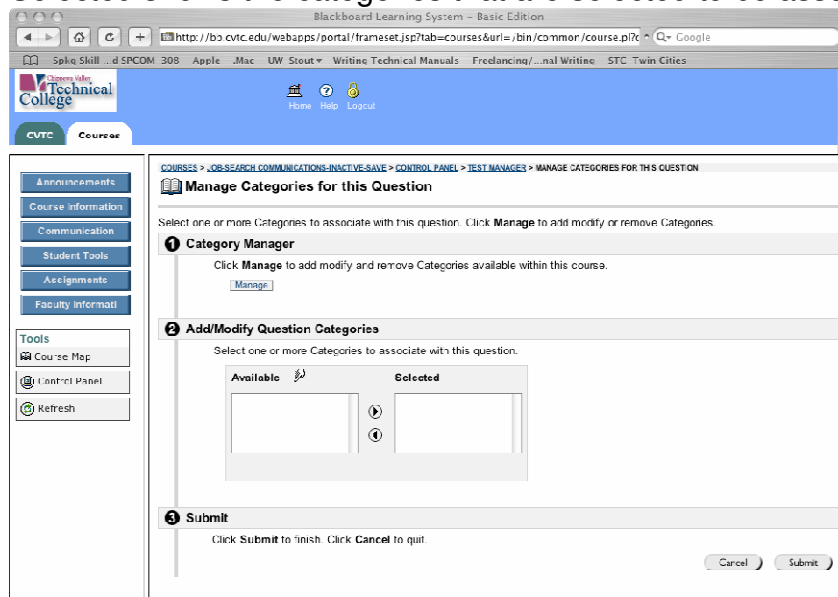


Figure 11: Add/Modify

25. Click on Submit.

26. To add another question to the test/quiz click Add Question Here.

27. If there are no more questions to be added, click OK.

## Add test

28. Go back to the Add Test page (see Steps 1-3)

29. Click on the name of the test that you'd like to add.

30. Click on Submit.

31. When the test added successfully appears, click OK.

## Modify the test

32. Click on Modify the Test to modify questions or Test options to change availability or feedback (Fig. 12).

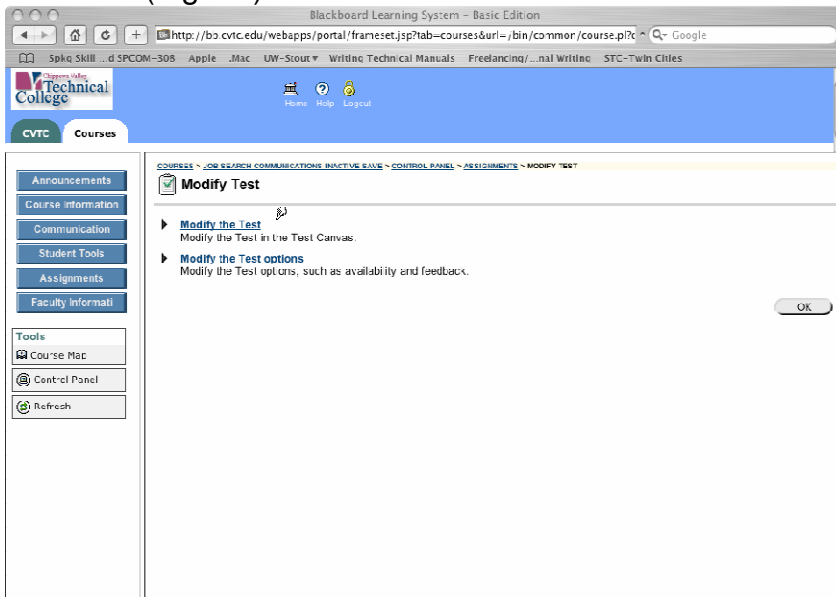


Figure 12 - Modify

33. Check the appropriate options to change availability and feedback (Fig. 13).

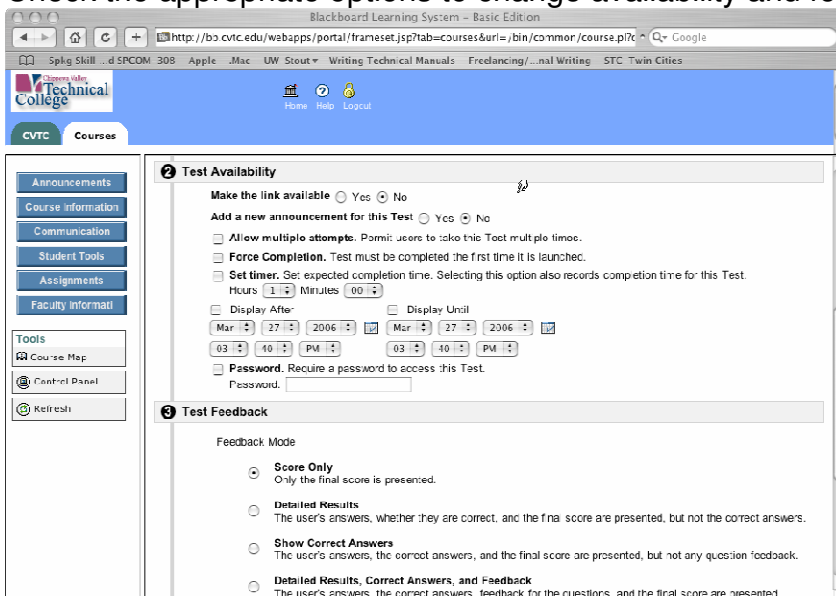


Figure 13 – Test Options

34. To change the test's availability, Select Display after.
35. Set the date and time to have the test to show up for the students to take.
36. Select Display Until.
37. Set the date and time to have the test to disappear from the students' view.

# Batch Enrolling Students in a Course

1. Locate the course's five-digit CRN number on either the student roster or the SIS (Student Information System).

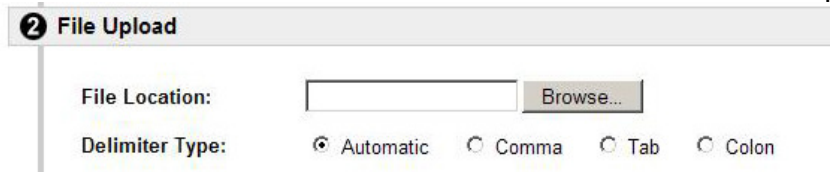
**Note:** These steps cannot be completed without the CRN number—make sure you have it prior to continuing.

2. Log into a computer at CVTC using your user name and password—this procedure must be completed from a computer on campus.
3. Log into Blackboard using your user name and password.
4. Access the desired course by clicking on the course name.
5. Click on the Control Panel link.
6. Click on Batch Create Users in the User Management section (Fig. 1).



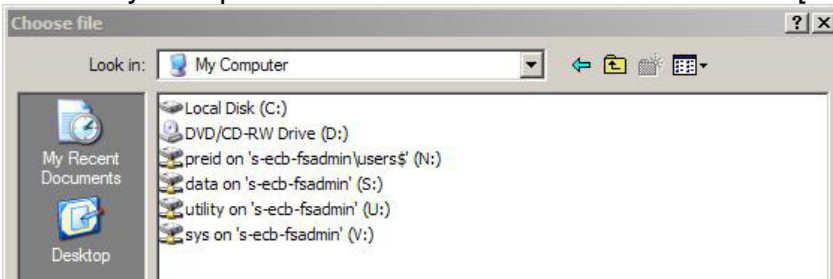
**Figure 1: Control Panel Screen**

7. Scroll down the Batch Create Users screen until the File Upload section appears (Fig. 2).



**Figure 2: File Upload Screen**

8. Click on the Browse button.
9. Select My Computer and then select Data on Cvtc-Adm [S:] (Fig. 3).



**Figure 3: My Computer Screen**

10. Open the CLT folder in the S drive (Fig. 4).



Figure 4: S Drive Screen

11. Scroll to the left and select the Rosters folder (Fig. 5).

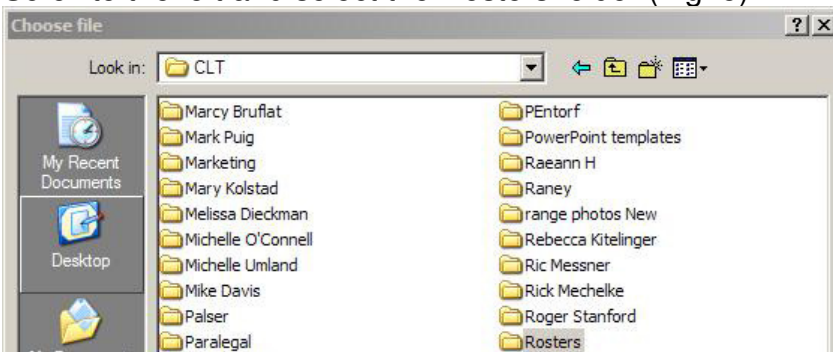


Figure 5: CLT Folder

12. Scroll to the right and highlight the CRN number for your course. Make sure you select the correct number—failure to do so will result in the wrong set of students being enrolled (Fig. 6).

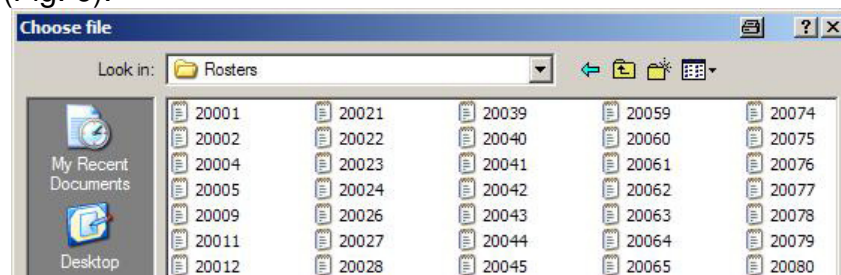


Figure 6: Rosters Folder

13. Click on Open. The file location will now appear next to the Browse button (Fig. 7).

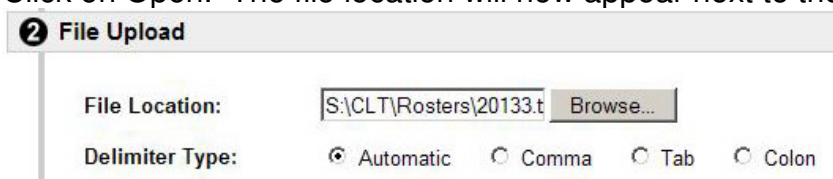


Figure 7: File Upload Screen

14. Click on Submit. A screen will appear displaying the results of the enrollment (Fig 8).

**Batch Create Users for Course**  
 Line 1: User 00356438 is already enrolled as S.  
 Line 2: User 00367193 is already enrolled as S.  
 Line 3: User 00303510 is already enrolled as S.  
 Line 4: User 00303510 is already enrolled as S.

Figure 8: Batch Enroll Results

Run the batch enroll procedure multiple times during the first two weeks of the semester, as changes in class rosters may happen on a daily basis.



# Glossary

## Breadcrumbs

A navigational “notation” that shows a user where he or she is located based on the website's structure or information hierarchy. This area is usually located near the top of the webpage. A user viewing the announcements in a communications course may see the following breadcrumbs:

Courses → Communications → Announcements

## Course Reference Number (CRN)

A five-digit number assigned to each course for identification purposes. These numbers are listed on semester schedules and also available via the Student Information System (SIS).

## Dropdown menu

A menu of commands, choices, or options that appear when the selection area is clicked. The initial item in a dropdown menu is generally located at the top of the display, and the menu appears just below it, as if the menu had dropped down.

## Item

Anything category that can be added to the gradebook is considered an item. This would include tests, quizzes, and assignment links, but would also include user-created additions like peer evaluations, discussion board grades, or extra credit assignments.

## Selection box

A clickable box generally used to set options or preferences. Checking a selection box generally allows an action or sets a preference; unchecking a box generally does not allow the action.

## User privileges

User privileges are rules that determine what actions users are allowed to perform within a system. A user may or may not be allowed to edit his or her post, for example. User privileges are most always set by administrators.