

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).

User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups
Assessment	
Test Manager	Course Statistics
Survey Manager	<u>Gradebook</u>
Pool Manager	Gradebook Views
Help	
Support	
Manual	
Eiguna 1 Cradabaak on Cantre	al Danal nama

Figure 1-Gradebook on Control Panel page.

Add Item

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

COURSES > JOB-SEAR							
	CH COMMUNICATIONS-	INACTIVE-SAVE > CONTROL	PANEL > GRADEBOOK				
🛄 Gradeboo	ok View Sprea	dsheet					
Add Item	fonogo Itomo	Gradahaak Sattinga 🍐	Aleight Grades	M Download G	radae 🕸 Vili	nload Grades	
🚓 Add Item 🔤 Manage Items 🗟 Gradebook Settings 🕂 Weight Grades 🕅 Download Grades 🖓 Upload Grades							
Sort Items by	ategory 🗸	GO Filter Items	by Category All	~	GO Filte		
Sort Items by C	ategory 💌	GO Filter Items	by Category All	~	GO Filte	er Users by La	
Sort Items by C	ategory 💌	GO Filter Items	by Category All	v	GO Filte		
			5 6 5				
				-		er Users by La	

Figure 2-Click on Add Item.

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

College College CVTC Courses		🛋 🥑 🁶 Home Help Logo
COURSES > JOB-SEARCH COMMUNIC	ations-inactive-save > control panel > gradebook > ; pook item	ADD/MODIFY GRADEBOOK I
1 Item Information		
* Item Name		
Category:	Assignment 👻	
Description		
Date	Mar 💌 20 💌 2006 💌 🕎	
* Points Possible:		
Display As:	Score	

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).

•	• Netiquette Policy	Student Profile Form	Discussion Board #1	Waiver Form	Goal Setting	Traditional R
	-	-	-	-	-	
· · ·						
	alegoly		ol ogroßol) VII			
Sort Items by	ategory 🗸	GO Filter Items	by Category All	~	GO Filte	er Users by La
And terr	lanage items	oradebook settings	Tevvelgin oracles 1		naues (Mg O	piùau Grades
🚓 Add Item 🥅	fanaga Itama	Gradebook Settings 🗳	Noight Grades	🕂 Download G	uradae ∳adara	nload Gradee
🛄 Gradeboo	k View Sprea	dsheet				
COURSES > JOB-SEAR	CH COMMUNICATIONS-	INACTIVE-SAVE > CONTROL	PANEL > GRADEBOOK			
CVTC Cours	ses					

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	2/27/04	Modify Discussion Board #1	Remove Discussion Board #1
Assignment 2	2/26/04	Modify Waiver Form	
Assignment 2	2/19/04	Modify Goal Setting	
Figure 6-F	lemov	ve 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	Modify Discussion Board #1	Remove Discussion Board #
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).

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CVTC Cours	es					
COURSES > JOB-SEAR	CH COMMUNICATIONS-	INACTIVE-SAVE > CONTROL	PANEL > GRADEBOOK			
🛄 Gradeboo	k View Sprea	dsheet				
🚓 Add Item 🔲 M	I	Gradebook Settings 4		🕂 Download G	wastan 🕅 🕬 🗆	ulas d Ovada a
da xoo iiem Eliji	lanage items	Gradebook Settings		A Download C	naues • Ag O	pidad Grades
Sort Items by C	ategory 💌	GO Filter Items	by Category All	*	GO Filte	er Users by L
-	-	•	-	-	-	
	Netiquette Policy	Student Profile Form	Discussion Board #1	Waiver Form	Goal Setting	Traditional F
Name (Last, First)	Assignment	Assignment	Assignment	Assignment	Assignment	
	Pts Possible 5 Weight 4.66%	Pts Possible 5 Weight 4.54%	Pts Possible 6 Weight 4.54%	Pts Possible 5 Weight 4.54%	Pts Possible 5 Weight 4.54%	
0 Users						

Figure 8-Change by settings in Gradebook Settings.

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

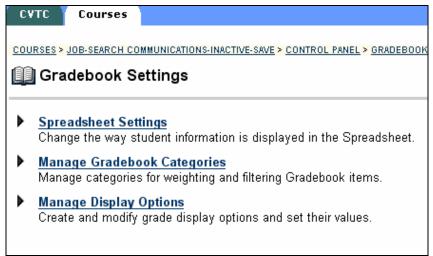


Figure 9-Gradebook Settings page.

Spreadsheet Settings

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

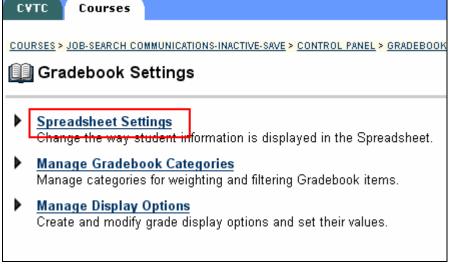


Figure 10-Spreadsheet Settings.

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

ľ.	Cours	es							
rea	readsheet Settings								
tio	ns								
С	hoose	spreadsheet display options (at least one must be selected):							
	٧N	ame: Last, First (example: Public, John Q.)							
	ΠN	ame: First Last (example: John Q. Public)							
	Πu	sername							
	□s	tudent ID							
bm	it								
С	lick Sı	ubmit to finish. Click Cancel to quit.							
		Cancel Submit							

Figure 11-Select how information is displayed.

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

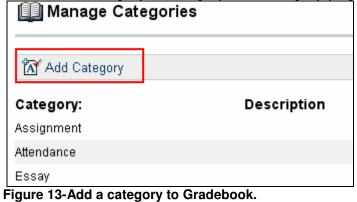
Manage Gradebook Categories

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

сутс \	Courses	
~~~	JOB-SEARCH CO	IMMUNICATIONS-INACTIVE-SAVE > CONTROL PANEL > GRADEBOOK
Char Man	age Gradebo	tudent information is displayed in the Spreadsheet.
Man	age Display	<del>s for weighting an</del> d filtering Gradebook items. <u>Options</u> grade display options and set their values.

Figure 12-Manage Gradebook Categories

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



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

* Nai	me				
Des	scription				
) Submit					
Clic	k Submi	it to finish. C	lick Cancel	to quit.	
* Rec	quired Fie	ld			

#### 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).

Category:	Description	
Assignmen:		
Attendance		
Essay		
Exam		
Example A		Modify Renove Example Example
Extra Credit		

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.

Category:	Description	
Assignment		
Attendance		
Essay		
Exam		
Example A		Modify Remove Example A A
Extra Credit		

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).

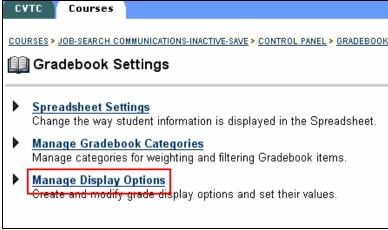


Figure 17-Manage Display Categories.

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

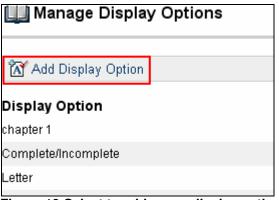


Figure 18-Select to add a new display option.

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

	ame
	* Name
<b>2</b> Ac	Id Symbols and Values
	Gradebook Items that are automatically graded (such as assessin according to the translations provided below. In order to enter grad
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).

Autor	matica	lly-	graded it	ems	s with a grade of	Manually-graded item	is entered as				
60	%	to	70	%	will display as	D	will be calculated as	65	%	Insert	Remove
0	%	to	60	%	will display as	F	will be calculated as	50	%	Insert	Remove

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).

parpoor								
Autom	atically-gr	aded items	s with a grade of	Manually-graded item	ns entered as			
70	% to 8	30 %	will display as	С	will be calculated as	75 9	% Insert	Remove
60	% to 7	70 %	will display as	D	will be calculated as	65 <u>9</u>	% Insert	Remove
0	% to €	60 %	will display as	F	will be calculated as	50 9	6 Insert	Remove
				· ·	to the lower limit of th ). The highest range d	· · ·		
nit								

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).

0	Nam	ıe				
	*	Name				
0	Add	Symbo	ls and Value	s		
	Г	to the tr translati	anslations prov ons from each	ided below. In crder t symbol into a rumer	io enter ic score	Ich as assessments) will be converted to this display option accordir grades into the Gradebook manually using this display option, e must also be provided (on the right) for calculation purposes. Illy-praded items entered as
		9)	% to 100	% will display as		will be calculated as 98 % Insert Remove
		0	% to 100	% will display as		will be calculated as 50 % Insert Remove
		8)	% to 90	% will display as	В	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).

College	-	🚉 🕜 🧔 Home Help Logout						
CVTC Cours	ies							
COURSES > JOB-SEAR	CH COMMUNICATIONS-	INACTIVE-SAVE > CONTROL	<u>PANEL</u> > GRADEBOOK					
🛄 Gradeboo	k View Sprea	dsheet						
Add Item Manage Items EGradebook Settings Weight Grades								
		E	by Category All					
Sort Items by C	ategory 💌	GO Filter Items	by Category All	<b>.</b>	GO Filte			
		E				er Users by L		
Sort Items by C	ategory 💌	L GO   Filter Items	by Category All	- 	GO Filte	pload Grades er Users by L <u>Traditional F</u>		

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%.

U Weight Grad	des								
1 Weighting									
Choose eit	her category or item.								
⊖ Weigh	t by Category			Weight by Item					
Assigni	ment	0	%	Netiquette Policy	4.66	%			
Attenda	ance	0	%	Student Profile Form	4.54	%			
Essay		0	%	Discussion Board #1	4.54	%			
Exam		0	%	Waiver Form	4.54	%			
Extra C	redit	0	%	Goal Setting	4.54	%			
Final E	xam	0	%	Traditional Resume and	4.54	%			
Group F	⊃roiect	0	%	Reference Sheet					

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).

Collège	H					
CVTC Cours	ses					
COURSES > JOB-SEAR	CH COMMUNICATIONS-	INACTIVE-SAVE > CONTROL	PANEL > GRADEBOOK			
Gradeboo	ok View Sprea	dsheet				
and the second					Surviva Brodu	
🚓 Add Item 🔜	Manage Items 🛛 🖺	Gradebook Settings 🗳	Weight Grades	A Download G	ades 🖓 🗸 U	pload Grades
						pload Grades er Lisers hy I
	vlanage Items 🛛 🔚 Category 🛛 💌		Weight Grades	A Download G		pload Grades er Users by L
Sort Items by C	Category 💌	GO Filter Items	by Category All	~	GO Filte	
Sort Items by C	ategory	GO Filter Items	by Category All	▼	GO Filte	er Users by I
Sort Items by C	ategory	GO Filter Items	by Category All	Waiver Form	GO Filte	er Users by L

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).

Download Gradebook
1 Select Delimiter
Select the delimiter type for the downloaded file
Delimiter Type: 🔘 Comma 🔍 Tab

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

40. On the next page <u>right click using right mouse button</u> 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).

CVTC Courses	
COURSES > JOB-SEARCH COMMUNICATIONS-INACTIVE-SAVE > CONTROL PANEL > GRADEBOOK > DOWNLOAD GRADES	
Download Gradebook	
Instructions:	
The Gradebook has been saved to a delimited file. Download this file and view it using any software t	that accepts such formats.
Click on Download with the right mouse button and select Save As to save the file locally.	
D	ownload) OK
	*
	Open Link in New <u>W</u> indow
	📴 Open Link in New <u>T</u> ab
	Open with Anonymouser
	Open with Anonymouser in New Tab
	Bookmark This Link
	le Save Link As
	Add Link to Download Queue
	🖗 Sen <u>d</u> Link
	Copy Link Location

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).

College		🛋 🕜 🇔 Home Help Logout				
CVTC Cours	ses					
COURSES > JOB-SEAR	CH COMMUNICATIONS-	INACTIVE-SAVE > CONTROL	_ PANEL > GRADEBOOK			
🛄 Gradeboo	ok View Sprea	dsheet				
🚓 Add Item 🔜	vlanage Items 🛛 😂	Gradebook Settings 🤞	💤 Weight Grades 🛛 🕈	A Download G	ades 🏜 U	pload Grade
	vlanage Items 🛛 🔚 Category 🛛 💌		TeWeight Grades	A Download G		pload Grade er Users by
		-				
Sort Items by C	Category 💌	GO Filter Items	s by Category All			er Users by
Sort Items by C	Netiquette Policy	GO Filter Items	s by Category All	- 	GO Filte	

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).

olle	ge		
сутс	Courses		
URSES	S > JOB-SEARCH CO	MMUNICATIONS-INACTIVE-SAVE > CONTROL PANEL >	GRADEBO
🗐 Up	oload Grade	book	
	<b>F</b> 11		
	100se File		
	When upload	ling grades, download the Gradebook, the	n modify
	* Select File	Browse	
3) Si	ıbmit		
	Click Submi	it to finish. Click Cancel to quit.	

Figure 26-Select browse to find grade file.

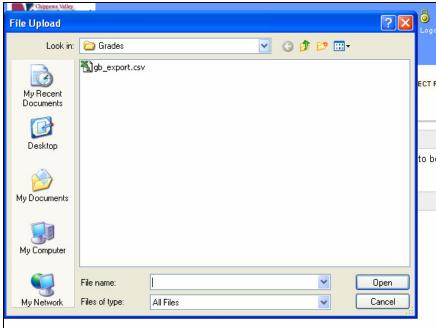


Figure 27-File upload box showing the folder and file to be uploaded.

- 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).

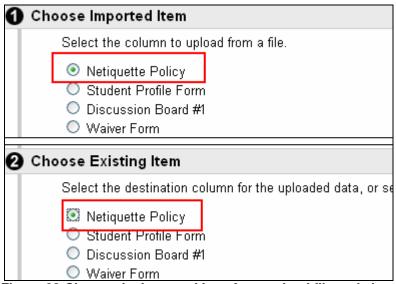


Figure 28-Choose the Imported Item from upload file and choose and Existing Item to upload it to.

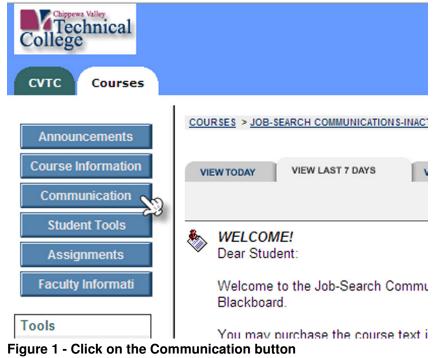
46. Select Submit button to import information.

- 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).



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).

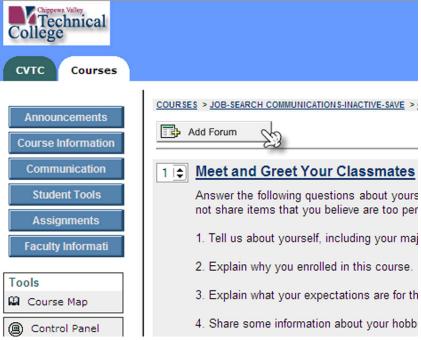


Figure 3 - Click on the Add Forum button

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	Type the title of the new forum in this box.	
Description		
	Type a description of the new forum in this box. This text will be displayed to users on the Discussion Board bage.	
	● Smart Text ◯ Plain Text ◯ HTML 🛛 🗸 «३» 💖 型Previe	w

#### 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.

 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

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

#### Forum User Settings:



Figure 6 - Set user privileges

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

#### Modifying an existing forum

- 1. 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.
- 2. Modify the properties of the forum as needed. This process is identical to creating a new forum (see step 6).
- 3. 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

6. 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).

( )	
College	童
CVTC Courses	
COURSES > JOB-SEARCH COMMUNICATIONS	S-INACTIVE-SAVE > <u>CONTROL PANEL</u> > <u>ASSIGNMENTS</u> > ADD ASSIGNMENT
Assignment Information	
* Name	Sample Assignment -1
Choose Color of Name	( Pick )
Points Possible	10
Instructions	This assignment is due mm/dd/yy. Please work individually.
	Smart Text ○ Plain Text ○ HTML √ _χ ≪⇒ ^{★E} ₽ Preview
Assignment Files	
File To Attach Figure 3 - Enter assign	Iment information

- 7. 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.
- 8. Select the Choose File button in the Assignment Files section (Fig. 4).

College	🛋 😧 👌 Home Help Logout
CVTC Courses	
Assignment Files	
File To Attach	Choose File no file selected
Name of Link to File	
Currently Attached Files:	
Options	
Make the assignment availa	ble ⊙Yes ⊖No
Track number of views	⊖Yes ⊙No
Choose date restrictions	Display After
	05 \$ 30 \$ PM \$ 05
4 Submit	

Figure 4 – Select Choose File

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

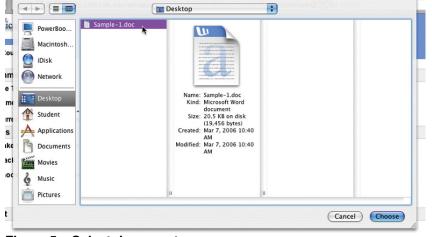


Figure 5 – Select document

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

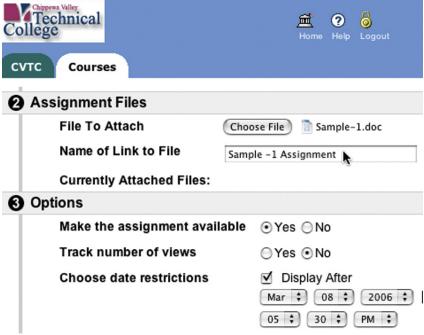


Figure 6 – Enter title

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.

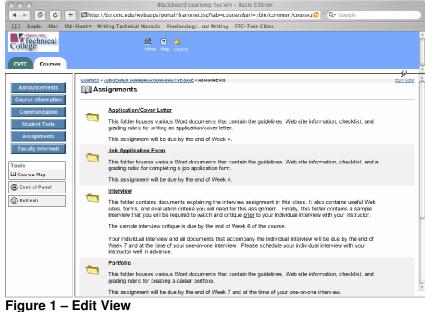
College	🟛 😧 🧔 Home Help Logout
CVTC Courses	ne - 1 Assignment
Currently Attached Files:	
Make the assignment available	⊙ Yes ⊜ No
Track number of views	
Choose date restrictions	Display Until           Mar         08         2006         ☑         Mar         13         2006         ☑           05         30         PM         05         30         PM         05         30         PM         05         13         2006         ☑
Submit	

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).



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

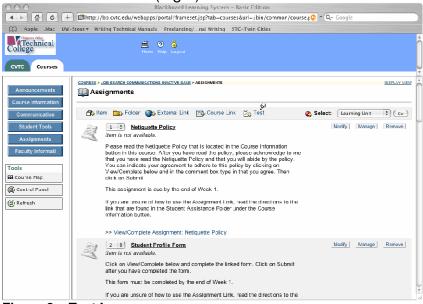


Figure 2 – Test Icon

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

000 ▲►@C+	Blackboard Learning System – Basic Edition
	Stout V Writing Technical Manuals Freelancing/ nal Writing STC Twin Cities
College	🖆 🤨 🤞
CVTC Courses	
Announcements Course information	COURSES > .08.52.APCH COMMUNICATIONS-INACTIVE-SAVE > CONTROL PANEL > ASSIGNMENTS > ADD TEST
Communication	Add Test
Student Tools	Create a new Test or select an existing Test. (Any Test that has already been added will no: be displayed.)
Assignments	Create a New Test Create
Faculty Informati	Add Tost Select Tax Laulow I est Name
🛞 Refresh	A Submit
	Click Submit to add this Test. Click Cancel to gut.
	Carcel Submit
Figure 3 –	Add Test

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

000		Blackboard Learning System – Basic Edition
▲ ► ☆ ↓	http://bb.cvtc.edu/wel	papps/portal/frameset.jsp?tab=courses&url=/bin/common/course.j 📀 ^ 🔍 Google
	Stout Villing Technical M	anuals Freelancing/nal Writing STC-Twin Cities
College		🖬 😧 🤞
CVTC Courses		
Announcements Course Information	COURSES > OB SEARCH COMMUN	ICATIONS INACTIVE BAVE > CONTROL PANEL > TEST INAVAGES > TEST INFORMATION
Communication	Enter the name, descriptio	n, and instructions.
Student Tools	Test Information	
	* Name	type test name here
Assignments Faculty Informati	Description	type description' here §
Tools		
(a) Control Panel		
(2) Refresh		
		💿 Smart Text 🔾 Plain Text 🔾 HTML 🗸 🤹 🦥 📴 Preview
	Instructions	

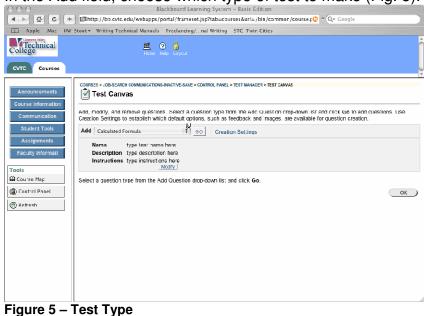
Figure 4 – Test Information

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).



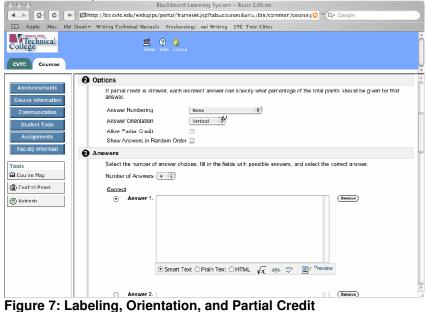
- 10. Click Go (Fig. 5).
- 11. Next to the Question Text field, write the first question to ask (Fig. 6).

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Communication	provide feedback for user responses.	- 1
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	^ Point Value	
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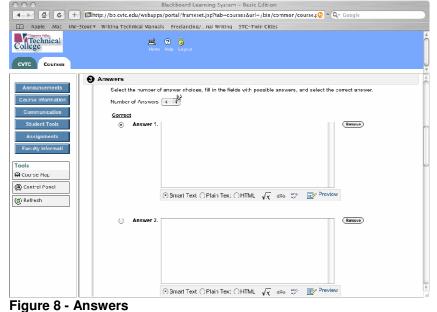
Figure 6 – Question Field

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).



- 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).



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).

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Announcements Course Information	Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.
Communication	Correct Response Feedback
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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).

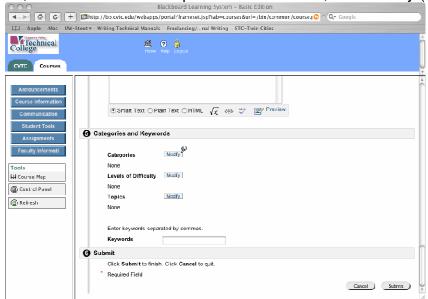


Figure 10: Categories and Keywords

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).

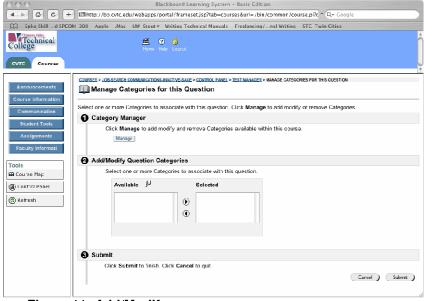


Figure 11: Add/Modify

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).

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CVTC Courses		
	2 Test Availability	
Announcements Course Information	Make the link available 🔿 Yes 💿 No	1
	Add a new announcement for this Test 🔘 YCS 🕙 No	- 1
Communication	□ Allow multiple attempte. Permit users to take this Test multiple times.	- 1
Student Tools	Force Completion. Test must be completed the first time it is launched.	- 1
Assignments	Set timer. Set expected completion time. Selecting this option also records completion time for this Test. Hours 1 + Minutes 00 +	
Faculty informati	📃 Display After 📃 Display Until	
Tools	Mar 🗘 27 🕯 2006 🕯 👿 Mar 🗘 27 🕯 2006 🕯 👿	
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-		
(2) Refresh	3 Test Feedback	
	Feedback. Mode	
	• Score Only Only the final score is presented.	
	O Detailed Results The user's enswers, whether they are correct, and the final score are presented, but not the correct answers.	
	<ul> <li>Show Correct Answers</li> <li>The user's creations, the correct answers, and the final score are presented, but not any question feedback.</li> </ul>	
	<ul> <li>Detailed Results, Correct Answers, and Feedback</li> <li>The user's answers, the correct answers, feedback for the cuestions, and the final score are presented.</li> </ul>	
Eiguro 12 7	Fact Options	

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).

User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

#### Figure 1: Control Panel Screen

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

Pile Upload					
File Locati	on:		Brow	wse	
Delimiter 1		<ul> <li>Automatic</li> </ul>	C Comma	C Tab	C Colon

#### 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).

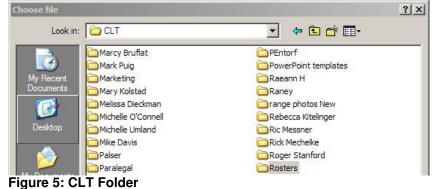


Figure 3: My Computer Screen

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



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



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).

Look in:	C Rosters		<u>•</u>	- 🔁 🖆 📰	
	20001	20021	20039	20059	20074
	20002	20022	20040	20060	20075
My Recent	20004	20023	20041	20061	20076
Documents	20005	20024	20042	20062	20077
	20009	20026	20043	20063	20078
	20011	20027	20044	20064	20079
Desktop	20012	20028	20045	20065	20080

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

Pile Upload				
File Location:	S:\CLT\Rosters\20133.t		Browse	
Delimiter Type:	<ul> <li>Automatic</li> </ul>	C Com	ima O Tab	C Colon

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  $\rightarrow$  Communications  $\rightarrow$  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.