



An Instructor's Guide

My Bradley Page



1. **Tabs** – navigation shortcuts that access areas of Blackboard.
2. **Tools Menu** – links to common tools.
3. **Modify Content/Modify Layout Buttons** – allow you to customize your 'My Bradley' page view, select which course modules are showing.
4. **Content Frame** – displays student specific information (for example, the courses you are teaching).

Note: The Blackboard Learning System is a highly customizable application; therefore, your views and features may differ from the ones contained in this guide or the views of another instructor's account.

Customizing the 'My Bradley' Page

- To customize what is included on your main page, click the **Content** button, select the modules you want to display, uncheck boxes for modules you want to remove, click the **Submit** button, and click **OK**. (*Note: you cannot remove modules with red checkmarks.*)
- To customize how your page looks, click the **Layout** button, make changes to layout options, click **Submit**, and **OK**.

*Note: it is also possible to **Minimize** a module, **Edit** or **Remove** the module by clicking the appropriate buttons in the upper-right corner of the module.*

Changing Your Password

1. Under the **Tools Menu**, click the **Personal Information** shortcut.
2. Click **Change Password**.
3. Enter your new password in the **Password** box.
4. Re-enter your new password in the **Verify Password** box.
5. Click the **Submit** button and click **OK**.
6. Exit the **Personal Information** page by clicking **OK**.

*Note: To edit other personal information, click **Edit Personal Information**. Make all necessary changes, click the **Submit** button, and click **OK**.*

Opening a Course Page

1. From the 'My Bradley' page, click the next tab – **Courses**.

2. Under **Course List**, click the name of the course you want to open.

*Note: You can also open a course page from the 'My Bradley' page, by clicking on the appropriate course, listed in the **My Courses** module.)*

The Course Page



This is what students will see when they enter your course.

1. **Course Menu** – contains shortcuts to content areas of the course web site.
2. **Navigation Path** – these are the hyperlinks of the pages you have viewed to get to the current page.
3. **Content Frame** – displays course content. (*By default, the Announcements page is displayed when you and your students access your course page.*)
4. **Announcement** – this is where your announcements are shown. By default, only the last seven days are displayed. Click the appropriate tab to see earlier announcements.
5. **Course Map/Control Panel** – **Course Map** displays a tree directory of the course navigation in a separate window. The **Control Panel** is only seen by the instructors. It allows instructors to manage their course.

Using the Course Menu

By default, the following course content areas are accessible from the **Course Menu**:

1. **Announcements** – permanent announcements to define the course and welcome students, and temporary announcements instructors might have throughout the term (such as a quiz or test notification).
2. **Course Information** – descriptive information about your course, such as the syllabus, course policies, course goals, etc.
3. **Staff Information** – information about the instructor. The instructor's name, e-mail, URL, phone, office, office hours and other useful information is placed here.
4. **Course Documents** – content information about your course, such as handouts, lecture materials, and other resources. Course materials can be divided into manageable units and kept separate (for example, by week, chapter, class meeting, or other).

5. **Assignments** – descriptions of class assignments and the assignments themselves.
6. **Communication** – discussion tools. Students utilize these features to communicate with instructors, classmates and group members.
7. **Discussion Board** – communication tool that can be used to enhance a course web site. This feature is similar to a chat, but is designed for asynchronous use, where students do not have to be present at the same time.
8. **External Links** – links to relevant course information and to additional resources on the Web.
9. **Tools** – links to various course tools, such as the address book, calendar, digital drop box, etc.

Getting Started & Managing Your Course



To begin creating/managing your Blackboard Course, click the **Control Panel** link.

1. To add an **Announcement**:
 - click on the **Announcement** link under **Course Tools**
 - create a new announcement by clicking on the **Add Announcement** button
 - type in the appropriate information; make sure to check the options – whether the announcement will always be shown or shown only for a period of time
 - click **Submit** and **OK**
2. To add **Course Information**
 - click on the **Course Information** link under **Content Areas**
 - add content by clicking **Add: Item**. (*Usually, the syllabus is placed here.*)
 - type in necessary information or attach and upload a file from your computer
 - check and uncheck options that apply
 - click **Submit** and **OK**
3. To add **Staff Information**
 - click on the **Staff Information** link under **Course Tools**
 - click on **Add: Profile** (*Note: if there are multiple instructors and teaching assistants, it might be better to group them by placing them in different folders. Therefore, you would first have to choose Add: Folder.*)
 - type in the appropriate information; upload images if necessary
 - click **Submit** and **OK**
4. To add **Course Documents**
 - click on the **Course Documents** link under **Content Areas**
 - individual items, related to the course in general, can be added through the **Add: Item** link; if the information is

for everyday/week use of the students and is already grouped into units – it would be more appropriate to use the **Add: Folder** link

- individual files/folders should be named; additional information should be typed in or attached; additional options should be checked
- by adding a **Course Link**, instructors can give their students shortcuts to other parts of the course (*for example, a link to the Assignments area*)
- by clicking **Add: Test**, instructors can create tests (*creation of tests/quizzes will be discussed later*) and have students take them

5. To add Assignments

- click on the **Assignments** link under **Content Areas**
- place individual assignments or upload assignments into named folders; create links to other parts of the course; create and place tests, quizzes and other assessments

6. To add External Links

- click on the **External Links** link under **Content Areas**
- click on the **Add External Link** button
- fill in the name and the URL of the link
- click **Submit** and **OK**

Additional Tools and Communication

Course Calendar

Instructors can manage events (course, institution, or personal) through the **Calendar**. Upcoming and past events can be viewed daily, weekly, or monthly and organized into categories.

To **add** an event:

- go to the **Course Calendar** link under **Course Tools**
- click on the **Add Event** button
- type in the necessary information; set time restrictions
- click **Submit** and **OK**

Tasks

Instructors can create tasks and post them on the **Tasks** page for students participating in their course; task information will be arranged in columns that display the priority, task name, status, and due date.

To **create a new task**:

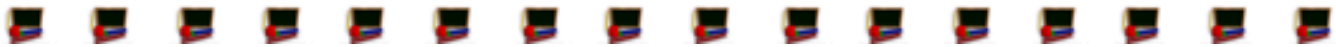
- go to the **Tasks** link under **Course Tools**
- click on the **Add Task** button
- type up the task; set its priority: low, normal or high
- click **Submit** and **OK**

Send Email

Through the **Send Email** link, instructors access email functions, which allow them to send messages to their course participants. When emailing, make sure to choose the appropriate function – send to individuals, to all students, to individual groups, etc.

Discussion Board

All conversations are grouped into threads that contain a main posting and all related replies. Students' replies are logged and organized.



To **add a new discussion thread**:

- go to the **Discussion Board** link under **Course Tools**
- click on the **Add Forum** button
- type in the title and a short description of what you want the students to discuss in this particular thread
- check all forum settings that apply

Note: Instructors have the ability to block and unblock specific students from seeing discussion threads.

Collaboration

- by clicking on the **Collaboration** link under **Course Tools**, you will have the opportunity to join a synchronous chat room for student and group communications
- **Virtual Classroom** can be used to hold live on-line classroom discussions and office-hour-type question/answer forums. You can even have guest speakers and subject matter experts from around the world talk with your students in the **Virtual Classroom**

Note: Virtual Classroom is a Java application and may initially take a few minutes to load. Before developing assignments that require the Virtual Classroom, be sure that all students have Java on their systems and also have Java enabled browsers. Multiple students must participate in the discussion at the same time. Be sure to notify students about a scheduled Virtual Classroom session to ensure attendance.

- once you have entered the **Virtual Classroom**, you can draw and create various shapes in the whiteboard area, you can also write messages and read/look at responses of your students

Digital Dropbox



This is a tool that instructor and students can use to exchange files. The **Dropbox** works by uploading a file from a disk or a computer to a central location. A participant can then download the file to work on it locally. Individual student access to the **Dropbox** is available from the **Digital Dropbox** area located in the Student **Tools** area.

1. To **Add a File** (only seen by the individual adding the file)
 - click on the **Add File** button
 - type in the name of the file; browse your computer for the file you want to attach; write any comments regarding the file
 - click **Submit** and **OK**
2. This is what you will see once a file is added (dropped).
3. To **Send a File**
 - click on the **Send File** button
 - select which students (or groups of students, *if you have groups set up*) will receive the file.

Note: students can only Send a file to the instructors.

- select the name of the file you want to send from the dropdown box *or* upload a new file
 - click **Submit** and **OK**
4. To **Remove a File**
 - click on the **Remove** button across from the name of the uploaded file
 - click **OK**

Note: Removing a file permanently deletes the file from Blackboard.

Glossary Manager

Each course on Blackboard can have its own glossary of terms. Instructors can use this glossary to post terms that are used throughout the course. Students can then use these terms as a reference when working on assignments or reviewing for a test.

(Students can access the glossary from the Tools link.)

1. To **Add** terms to the course glossary
 - go to the **Glossary Manager** link under **Course Tools**
 - click on the **Add Term** button
 - in the **Term** textbox – enter the term to be added to the glossary; in the **Definition** textbox – enter the definition for the term
 - press **Submit** and **OK**
- Note: When adding terms to the glossary, they do not need to be added in alphabetical order. Terms will automatically be sorted as they are added.*

2. To **Modify** a term
 - click on the **Modify** button across from the term
3. To **Remove** a term
 - click on the **Remove** button across from the term

4. Downloading the Glossary

By downloading the glossary, you can reuse it in another course, in which the same glossary terms are applicable.

- click on the **Download Glossary** button
- click on the **Download** button to open the **File Download** dialog box (or, you might have to right-click on the Download button and choose ‘Save Target As...’)
- **save** the file to your computer
- click **Return** to go back to the **Glossary Manager**

5. **Uploading** a list of terms to the glossary
 - click on the **Upload Glossary** button
 - click the **Browse** button and locate the .csv file
 - under the **Upload File Option** section, choose whether you would like these glossary terms to be added to the existing terms or if you would like to replace the current terms in the glossary with the ones being uploaded
 - click **Submit** and **OK**

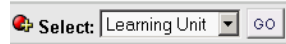
Learning Units

Learning Units are modules constructed by the instructor to guide the progress of students through a structured presentation of materials. With regular files uploaded in the *Course Documents* area, students may have to jump around to read the material while following the syllabus, especially when the number of files gets large. With a **Learning Unit**, materials are sequenced in the order in which they should be

read by the students, aiding them to stay on track. The materials are accessed using slide-show type navigation buttons and can be specified to open within the browser.

To Create a Learning Unit:

- from the **Control Panel** of your course, select the content area in which the learning unit should be placed
- select the **Learning Unit** link and click **Go**
- type in the name and the descriptions of the **Learning Unit**
- check the options: make the learning unit is available, enforce sequential viewing of the **Learning Unit**, choose date restrictions (if necessary); click **Submit** and **OK**
- click the link for your new **Learning Unit** and begin adding content



Adding Content to the Learning Unit:

Many different types of materials can be added to a **Learning Unit**. A physical document residing on your hard drive can be added as an “**item**” or a “**file**”.

When adding something as an “**item**”, students will see the description of the file that you have typed in, and will need to click on the attached file to open it in the browser window.

When adding something as a “**file**”, students will see the information (attached documents) automatically opened up within the page.

The **Learning Unit** has slide-show style navigation buttons (plug-ins/viewers should be properly configured in the browser).



Course Options

Course Options	
Manage Course Menu — 1	Import Package — 7
Manage Tools — 2	Export Course — 6
Recycle Course — 4	Archive Course — 3
Settings — 9	Course Copy — 5
Import Course Cartridge — 8	

1. Manage Course Menu

This feature allows instructors to customize their Blackboard course by creating a navigation menu with functions of their choice. Additional content areas can be created and tool functions can be added to the navigation menu. Instructors can also rename any of the navigation buttons/links. Existing areas of the course menu may be modified or removed through the **modify** or **remove** buttons next to each heading. **Important: removing a menu item will remove all content within that item. If you would like to temporarily disable it, choose modify and change the Availability.**

To **add** an additional **Content Area** to your course menu:

- click on the **Add Content Area** button
- choose a name for the link from the dropdown box or type in your own
- check or uncheck the **Allow Guest Access** box to give/take away the ability of outside students to view this area
- click **Submit** and **OK**

To **add** a **tool** link to your course menu:

- click on the **Add Tool Link** button

- choose the tool for which you want to create a link; if a different name would be more appropriate, specify this name in the next box
- click **Submit** and **OK**

To **add** a **Link** (to the course menu) to any part of your course:

- click on the **Add Course Link** button
- type in a name for the link and click on the **Browse** button to locate the file/folder/content area you want to link to
- click **Submit** and **OK**

To **add** an **External Link** to your course menu:

- click on the **Add External Link** button
- type in the name and the URL of the link
- click **Submit** and **OK**

To change the **order** of your links in the course menu:

- click on the dropdown number box next to the name of the link
- select the appropriate place (number)

2. Manage Tools

Instructors can control the availability of Tools (such as Collaboration Tools, the Drop Box, Email, etc.) through the **Tool Availability** link under **Manage Tools**. They can also choose which tools will be available for Guests/Observers to view. **Content Types** (such as external links, tests, surveys, etc.) can also be managed through **Manage Tools**.

- to set the availability of certain tools, click on the **Tools Availability** link and check/uncheck various options
- to set the availability of **Content Types**, click on the **Content Type Availability** link; check and uncheck options that apply

3. Archive Course

This feature allows you to archive your courses and save them in a .zip format. The .zip files can be stored on a disc or hard drive and can be reloaded into Blackboard for future use. This feature is useful if you want to keep a copy your course for future reference, or if you have developed a summer or interim session version that may not be used again for a year or more. *Note: Archiving a course does not remove the original from the system.*

All courses are archived by Blackboard Administration at the end of the semester. Courses are stored on disks and instructors can get access to them when needed. **However, we strongly recommend that you archive your own courses and store them on your computer.**

To **Archive** your course:

- click on the **Archive Course** link
- click **Submit**
- follow the instructions and save the .zip file to your computer
- click **OK**

4. Recycle Course

Any part of your course that is "recycled" is deleted permanently. By choosing this option, you can quickly remove content and data from your course.

You *do not* have to recycle your courses at the end of the semester. All courses are archived by Blackboard Administration and deleted from the server after the end of a semester.

To **Recycle** your course:

- click on the **Recycle Course** link
- check boxes next to items you want to remove
- type the word **Remove** in the space provided
- click **Submit**

5. Course Copy

Instructors have the ability to copy their whole course or parts of their course into another Blackboard course they are teaching. This approach may be used for copying things such as content items, tests and surveys, staff information.

It is also possible to fill out an *Online Request Form* (available at <http://blackboard.bradley.edu>) to have your course copied to a course you will be teaching in the future or are teaching now. This should primarily be used when courses are *no longer available on the server*. In all other situations use **Course Copy**.

To **Copy** a Course or part of a course to an existing one:

- click on the **Copy Course Materials into an Existing Course** link under **Course Copy**
- type in the **Destination Course ID** (course ID's have a special format) or click the **Browse** button and search for the course
- select which course materials you want to copy
- click **Submit** and **OK**

6. Export Course

This feature allows you to download and save a .zip file of your course. The compressed exported course can later be reloaded into Blackboard. The **Export Course** feature is also used to save older versions of course sites for future reference or for course storage between uses.

- click on the **Export Course** link
- choose the areas you want to export by clicking on the appropriate check boxes
- click **Submit**
- follow the instructions and save the .zip file to your computer; click **OK**

7. Import Package

This feature allows instructors to upload information from an exported Blackboard course to a current course. Once a course is exported, instructors can import the whole course package, or selected parts of the course into another course site.

If the **Course Settings** are imported, the settings from the exported course will overwrite the settings of the destination. If other areas are chosen, they will be added to the destination course and the existing materials will remain.

To **import** a previously exported course:

- click on the **Import Package** link
- click on the **Browse** button to search for the .zip file that contains the exported course site you want to upload (this may several minutes if the file is large)
- select materials to include in the import process

*Note: To recreate a course from an archive package, including student records, use **Restore** instead of **Import**.*

- click **Submit**

8. Import Course Cartridge

Course Cartridges enable Instructors to gain access to complete sets of teaching tools provided by academic publishers. In one central location, instructors can find relevant, publisher-created materials. Once the materials are downloaded to a Blackboard Course, instructors are free to customize the content by adding and deleting materials as needed, to correlate with specific topics covered in the classroom.

Course Cartridges can serve as supplements to existing online courses, or provide an excellent start for faculty who are just beginning to develop online teaching strategies.

*Note: Instructors must obtain a **Download Key** from the publisher to add **Course Cartridge** content.*

9. Settings

Use the **Settings** tool to specify various options for a course. Some of the settings you may want to change are:

- **Course Name and Description:** Set the title, description and category for the course
- **Course Availability:** Make your course available to students
- **Guest Access:** Allow or disallow guest access
- **Course Duration:** Specify the duration of the course
- **Set Course Entry Point:** Select the default page that students will see when they enter your course web site
- **Course Design:** Change the appearance of your course, place a banner, change the buttons and color of your site

User Management



1. List and Modify Users

Instructors have the ability to see all students registered in their class, as well as their emails. Instructors cannot modify student roles. If you want to add/modify students to be teaching assistants (who can access most aspects of the course), graders (who can access *Assignments, Gradebook & Dropbox*) or course builders (who can add content through the *Control Panel*), the student must fill out a request form to have their Blackboard role changed. Request forms are available at the Instructional Technology Assistance Center (Library Room 20). The forms must then be signed by the student, instructor and department chair.

To **see** the students enrolled in your course:

- click on the **List/Modify Users** link
- type in the last name, username or email of the student; or choose the **List All** tab
- click **OK** to return

2. Enroll User

Instructors can enroll students in their course. But keep in mind that *students are automatically enrolled in Blackboard courses*. All Blackboard class rosters are consistent with the

Registrar's data. If students add your course late, they should have access to the course in one to two days.

To **enroll a student**:

- click on the **Enroll Student** link
- type in the last name, username or email of the student you want to enroll
- place a checkmark next to the name of the student you want to enroll
- click **Submit** and **OK**

3. Remove Students From Course

Students are automatically enrolled in courses, but they are not automatically deleted, if they drop your course. Instructors have the ability to delete students from their course. However, *this action cannot be undone*. Make sure you only delete those students who have dropped your class. Any work or grades associated with the student will be permanently removed as well.

To **remove a student** from your course:

- click on the **Remove Students From Course** link
- type in the last name, username or email of the student you want to delete; or choose the **List All** tab
- place checkmarks next to students you want to remove
- type in the word **Yes** in the designated textbox
- click **Submit** and **OK**

4. Manage Groups

On the **Manage Groups** page instructors can build study or project groups. Instructors can also add, remove, and modify groups from this page. The instructor has the option of giving the group:

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

To **add a new group**:

- click on the **Add Group** button
- specify the name of the group; write a description
- check various group options
- click **Submit** and **OK**

To **modify** a group:

- click on the **modify** button across from the group name
- by **modifying** a group, you can set/change group options, add students to a group, list students in the group, remove students from the group

To **remove** a group:

- click on the **remove** button across from the group name
- click **OK**

Note: By removing a group, you will permanently delete it.

Assessment

Assessment	
Test Manager — 1	Gradebook — 4
Survey Manager — 2	Gradebook Views — 5
Pool Manager — 3	Course Statistics — 6

An assessment is a series of questions an instructor presents to students. The purpose of the assessment can be to

evaluate concepts, provide drill and practice exercises, perform opinion polls or administer course evaluations. Blackboard provides a number of evaluations and assessments. There are two basic kinds: the **Survey** and the **Quiz/Test**.

Surveys record answers anonymously. They are typically used for course evaluations and opinion polls.

The **Quiz/Test** format allows the instructor to assign points to questions, to have the questions graded, and have the results for each student added into the **Gradebook**. The result can be a score, letter grade, or a pass-fail. It is possible to mix together different kinds of questions in a single assessment.

1. Test Manager

How to **Create/Modify a Test**:

- click on the **Add Test** link from the **Test Manager** page
- enter a name, description, instructions; click **Submit**
- select a question type (choose from Multiple Choice, True/False, Fill in the Blank, Multiple Answer, Matching, Ordering, Essay) on the **Test Canvas**; see/modify the **Creation Settings** (if needed)
- click **Go**
- enter the *Point Value* for the question
- enter answers to choose from (if you are creating a Multiple Choice question) and *select the correct answer* by clicking on the box next to the question
- enter *Response Feedback* that the student will see if the answer is correct or incorrect; click **Submit**
- repeat the process until you have added all of the necessary questions
- to **modify** a Test, click **Modify** next to the Test that needs to be modified

How to **Make a Test Available**:

- after a test is created in **Test Manager**, it must be deployed in a content area
 - go to the **Assignments** area (or any other area where you want to place your assessment) ; click on the **Add Test** button
 - from the list, select the test you want to add (or click **Create** if you have not created the test yet)
 - click **Submit** and **OK**
 - to modify *general information* about the test (name, instructions), click on the **Modify the Test** link
 - to modify *test options* (**availability**, **feedback**.) click on the **Modify the Test Options** link
- Note: Once a test is deployed, students are still not able to see it. You must make the test available/visible for the students.*
- check the **Yes** box after **Make the link available** under **Test Availability**; also choose additional options (such as allowing multiple attempts, forcing completion the first time, setting a timer for the assessment, setting the feedback mode and test presentation)
 - click **Submit** and **OK**



2. Survey Manager

Surveys provide instructors with an assessment tool that is useful for polling purposes, evaluations, and random checks of

knowledge. The **Survey Manager** is used to create, add, preview, modify, and remove Surveys.

To **Add a Survey**:

- click on **Add Survey** link under **Survey Manager**
- enter a name, description and instructions
- click **Submit** and **OK**
- from the dropdown box, select the type of question you would like to create
- type up the questions and the appropriate responses
- click **OK** once all questions are done

The survey is not deployed anywhere yet, so you must place it in a content area.

- go to a content area (such as Course Documents, Assignments, etc.), and select **Survey** from the dropdown list
- click **GO**
- choose the survey you have created earlier from the list
- click **Submit** and **OK**
- to make the survey available for the students, click on the **Modify the Survey Options** link and under **Survey Availability**, check the **Yes** box after **Make the link available**; change other settings or place restrictions
- click **Submit** and **OK**



To **Modify a Survey**:

- click on the **Modify** button across from the survey name
- make necessary changes; click **Submit** and **OK**

3. Pool Manager

Instructors have the ability to pull together questions from all of their existing assessments (and add new questions, if needed) into a **Pool**. **Pools** can be used to pull randomized questions for a test or to store questions for later use.

To **Create a Pool** of questions:

- click on the **Add Pool** button under **Pool Manager**
- type in the name, description and the instructions
- click **Submit**
- to add a new question, follow the same steps that you would take to add a **Test** question
- to add questions from existing **Assessments**, choose the 'From a Question Pool or an Assessment' option from the dropdown box
- click **GO**
- select the Tests and Pools from which you would like to get the questions; also, select the type of questions you would like to place in your new Pool
- click the **Search** button; (*Blackboard will search for and put together all of the questions you have selected*)
- select the actual questions to add to the Pool
- click **Submit** to finish
- to modify/remove the Pool you have created, click on the **Modify / Remove** button across from the Pool name



To **Export a Pool** of questions for future use:

- click on the **Export** button across from the Pool name
- save the .zip file to your computer (do not unzip)

To **Import a Pool**:

- click on the **Import** button under **Pool Manager**
- click **Browse** to locate a file to import
- click **Submit** and **OK**; you should now see the imported pool on the **Pool Manager** page

To **deploy** the assessment questions in a pool:


- choose the content area in which you want the pool to be placed
- click **Add Test** and **Create**
- type in the name, description and instructions
- click **Submit**
- from the **Add** dropdown box, choose 'From a Question Pool or an Assessment'; click **Go**
- in the list, find the pool you have previously created; select the question types to be added; click **Search**
- select the actual questions to add to the assessment
- click **Submit** to finish
- now click on **Modify the Test Options** to make the assessment available; change any settings/restrictions
- click **Submit** and **OK**


4. Gradebook

Blackboard has a built-in **Gradebook** that allows an instructor to input grades for a variety of activities and allows students to check their grades online. Students only see their own scores. Instructors can weigh grades, export the **Gradebook** to a spreadsheet, and view statistics for each assessment or item.


Blackboard uses icons in the **Gradebook** to indicate the status of a particular assessment for a student. The **Gradebook** also displays scores, percentages, text (such as Pass/Fail), or letter grades for assessments that were successfully completed and submitted. Clicking these icons/scores provides additional information about a student's responses and allows instructors to correct grades and clear attempts (so that students can re-take tests/quizzes, if needed).

Gradebook Icons:

 **No Information.** A dash shows that the student has not begun to take the assessment and no grade has been assigned. Clicking on this icon will allow you to manually enter a grade for this student.

 **Needs Grading.** An exclamation point icon indicates that the assessment has been attempted, but requires the attention of an Instructor, TA, or Grader before a grade can be calculated and displayed. This usually means one of two things has occurred:

- The assessment has been completed by the student, but includes essay questions that need to be evaluated and graded by the Instructor, TA, or Grader. Click the icon to view the student's response and add the appropriate points for the each essay question, the exclamation point will be automatically replaced with the grade.
- The student exceeded the pre-set time limit for the assessment. Click the icon and apply the appropriate value for the assessment.

 **In Progress.** A padlock indicates that a student has begun the assessment, but has not yet clicked **Submit**. The padlock icon will also appear if the student

experienced network or browser failure when taking the assessment and was unable to complete the assessment. If this is the case, you may click the padlock icon and click **Clear Attempt** to reset the student's attempt. If the student starts the assessment, but does not submit the assessment within three days, the padlock icon will change to the question mark icon (see below).

? **Grading Error.** A question mark alerts the instructor that the student began to take the assessment more than three days ago, but the attempt was never successfully submitted. The student may have experienced network or browser failure while taking the assessment, and was unable to return to the assessment to continue.

*Note: If you wish to allow a student to re-take an assessment, click on the icon and use the **Clear Attempt**. This will erase the student's score from the **Gradebook** and allow the student to begin the test again.*

✓ **Completed.** Student has completed the assessment.

***** **Unavailable Item.** The item is not available.

Weighting assessments:

- click on the **Weight Grades** button on the top bar
- choose a category or item and type in the weight
- click **Submit** (*Note: The total of all weights must equal 100%.*)

Downloading grades:

- click on the **Download Grades** button on the top bar
 - select the delimiter type for the downloaded file
 - click **Submit** and **Download** to save on your computer
- Note: You might have to right-click (control-click on Mac) on the Download button and choose Save Target As...*

Uploading grades:

- Once grades have been downloaded from Blackboard, they can be modified in Excel and uploaded to Blackboard.
- click on the **Upload Grades** button on the top bar
 - browse for the .csv file and click **Submit**
 - choose the columns to be imported; click **Submit**
 - click **Submit** again and **OK**

5. Gradebook views

Instructors have two options: they can view grades by the Gradebook item or by the students' names. If you choose **View Grades by Item**, you will see all of your gradebook items and details about the items, such as category, weight points possible, and date. If you choose **View Grades by Student**, you will see a list of the students enrolled in your course. By clicking on each student, you have the ability to access his or her *grade list, detail and information*.

6. Course Statistics

The **Course Statistics** can be used to help you effectively manage your course. Instructors can see which students are accessing their course site, and which are not, as well as how often they are doing so. Instructors can determine whether using the Blackboard Course Site they have set up has a connection to student achievement.

You can view the following course statistics: **Total Number of Accesses per Area; Number of Accesses over Time; Student Accesses per Hour of the Day; Student Accesses per Day of the Week; Total Accesses by Student**.

Instructors have the ability to adjust filters to look at a specific time period, specific student or list of students. If you do not choose specific students from the list, the statistics will include everyone who has visited your course site, including those that are not enrolled in your course. If you want the statistics to include just those enrolled, you must select them all using the **Selected Students** feature.

It is also possible to view statistics for an individual course item. But you would first have to set **Tracking**.

Tracking

As class sizes grow, it gets increasingly difficult to monitor student progress and identify learners who may be lagging behind or having trouble mastering the content of your course. This tip should help you monitor student progress.

To **turn on tracking** for an individual course item:

- go to the Content Area that holds the file, which you would like to track
- click to **Add** a new **Item**, or choose to **Modify** an existing item
- in the options area, choose to **Track number of views**; this will allow you to see statistics on how many times this item has been accessed
- click **Submit** and **OK**

Note: Tracking can only be set for individual items, not folders.

To **check tracking** for a particular item:

- go to the **Content Area** that holds the file, for which you have already set tracking
- click on the **Tracking** button across from the file name
- set **Time Period** restrictions (if you want to view the statistics for a specific period of time)
- choose **All Students** or **Selected Students** (select the students you would like to track)
- click **Submit** to view the data; click **OK** to return

Help

Help	
Support	1
Manual	2
Contact System Administrator	3

1. Support

This link will take you to the Behind Blackboard support site, where you can register and search for answers to any questions/problems you might have regarding Blackboard.

2. Manual

This link will take you to the Blackboard Academic Suite™ Instructor Manual.

3. Contact System Administrator

You can email the system administrator regarding any questions or problems with Blackboard.