



# Blackboard Learn Training

Creating a Course Using Blackboard

Glenville State College Office of Technology

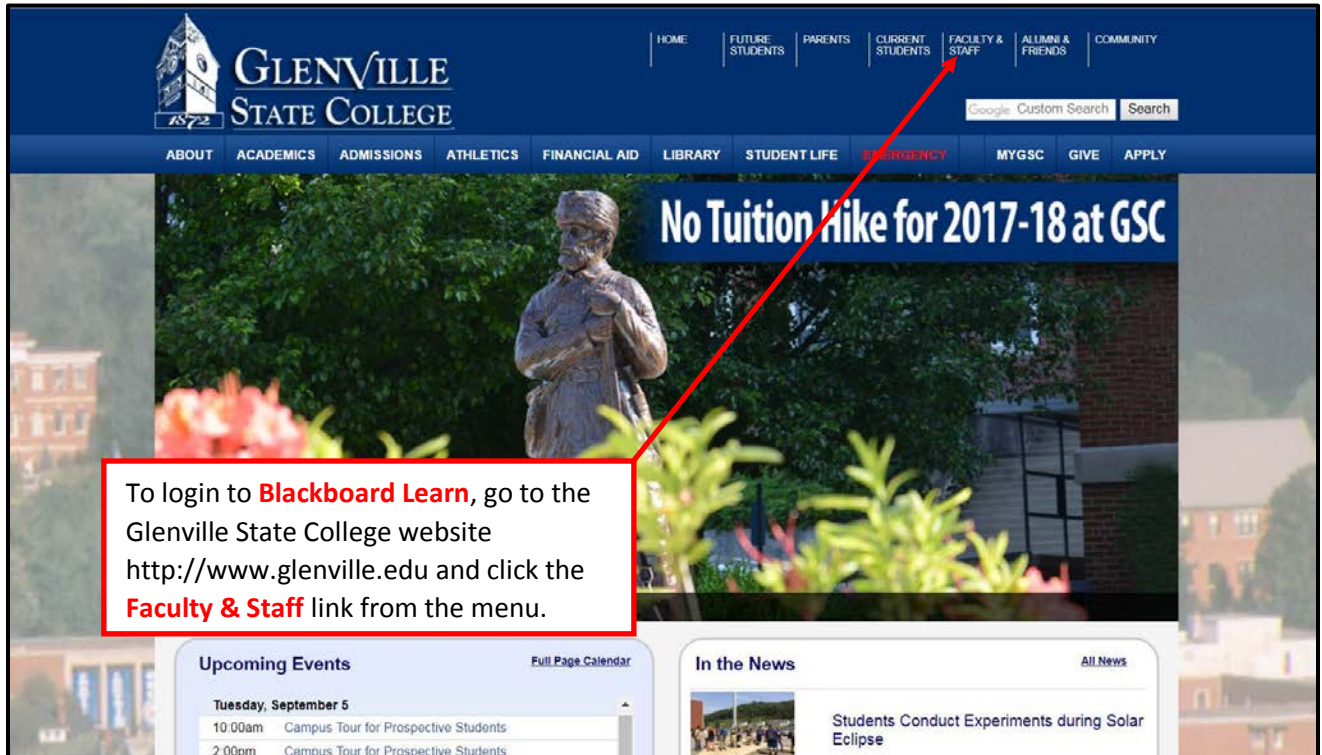


Fall 2017

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# Logging into Blackboard Learn



**GLENVILLE STATE COLLEGE**

HOME | FUTURE STUDENTS | PARENTS | CURRENT STUDENTS | **FACULTY & STAFF** | ALUMNI & FRIENDS | COMMUNITY

ABOUT | ACADEMICS | ADMISSIONS | ATHLETICS | FINANCIAL AID | LIBRARY | STUDENT LIFE | **EMERGENCY** | MYGSC | GIVE | APPLY

**No Tuition Hike for 2017-18 at GSC**

To login to **Blackboard Learn**, go to the Glenville State College website <http://www.glenville.edu> and click the **Faculty & Staff** link from the menu.

**Upcoming Events**

Tuesday, September 5

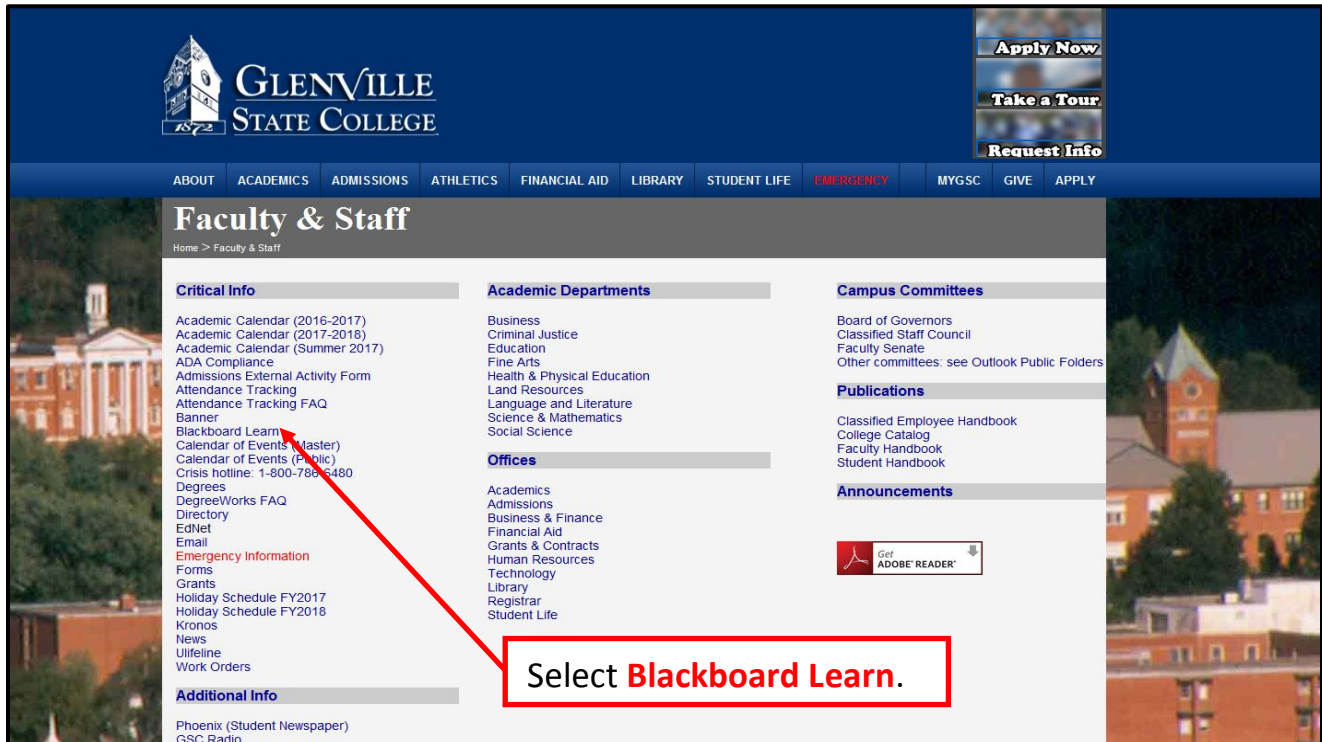
10:00am Campus Tour for Prospective Students

2:00pm Campus Tour for Prospective Students

**In the News**

Students Conduct Experiments during Solar Eclipse

## Logging into Blackboard Learn (cont.)



**GLENVILLE STATE COLLEGE**

ABOUT | ACADEMICS | ADMISSIONS | ATHLETICS | FINANCIAL AID | LIBRARY | STUDENT LIFE | **EMERGENCY** | MYGSC | GIVE | APPLY

**Faculty & Staff**

Home > Faculty & Staff

**Critical Info**

- Academic Calendar (2016-2017)
- Academic Calendar (2017-2018)
- Academic Calendar (Summer 2017)
- ADA Compliance
- Admissions External Activity Form
- Attendance Tracking
- Attendance Tracking FAQ
- Banner
- Blackboard Learn
- Calendar of Events (Master)
- Calendar of Events (Public)
- Crisis hotline: 1-800-786-6480
- Degrees
- DegreeWorks FAQ
- Directory
- EdNet
- Email
- Emergency Information**
- Forms
- Grants
- Holiday Schedule FY2017
- Holiday Schedule FY2018
- Kronos
- News
- Uifeline
- Work Orders

**Academic Departments**

- Business
- Criminal Justice
- Education
- Fine Arts
- Health & Physical Education
- Land Resources
- Language and Literature
- Science & Mathematics
- Social Science

**Offices**

- Academics
- Admissions
- Business & Finance
- Financial Aid
- Grants & Contracts
- Human Resources
- Technology
- Library
- Registrar
- Student Life

**Campus Committees**

- Board of Governors
- Classified Staff Council
- Faculty Senate
- Other committees: see Outlook Public Folders

**Publications**

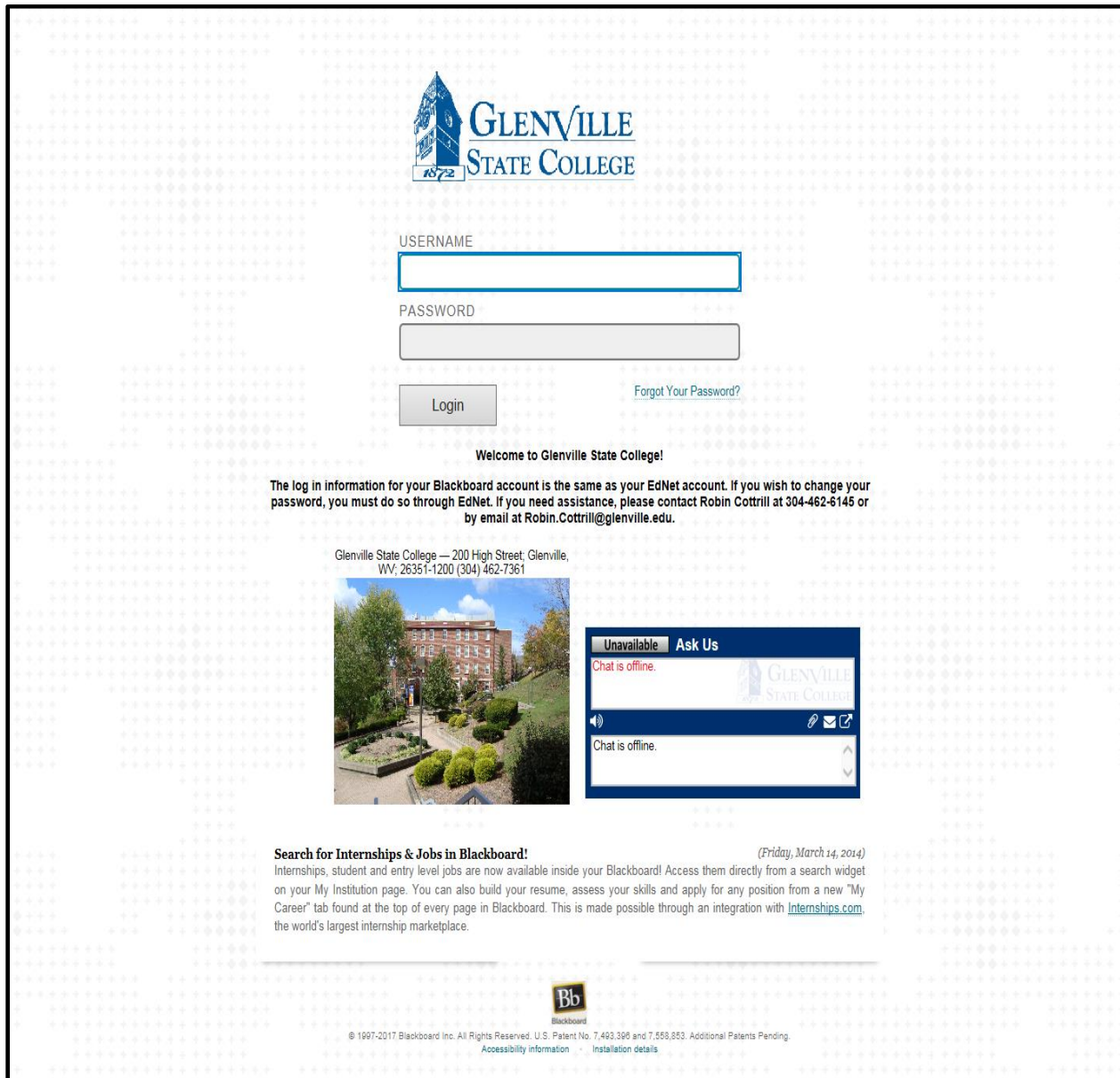
- Classified Employee Handbook
- College Catalog
- Faculty Handbook
- Student Handbook

**Announcements**

Get ADOBE READER

Select **Blackboard Learn**.

# Logging into Blackboard Learn (cont.)



**GLENVILLE STATE COLLEGE**

USERNAME

PASSWORD

Login [Forgot Your Password?](#)

Welcome to Glenville State College!

The log in information for your Blackboard account is the same as your EdNet account. If you wish to change your password, you must do so through EdNet. If you need assistance, please contact Robin Cottrill at 304-462-6145 or by email at [Robin.Cottrill@glenville.edu](mailto:Robin.Cottrill@glenville.edu).

Glenville State College — 200 High Street, Glenville, WV, 26351-1200 (304) 462-7361

**Search for Internships & Jobs in Blackboard!** *(Friday, March 14, 2014)*  
Internships, student and entry level jobs are now available inside your Blackboard! Access them directly from a search widget on your My Institution page. You can also build your resume, assess your skills and apply for any position from a new "My Career" tab found at the top of every page in Blackboard. This is made possible through an integration with [Internships.com](http://Internships.com), the world's largest internship marketplace.

Blackboard  
© 1997-2017 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending.  
[Accessibility information](#) [Installation details](#)

## Username/Password

Your user name and password are the same as your EdNet.

Your username is your ID number. Your password is more than likely your birthdate DDMMYY (make sure you have the correct format.) Students also log in with their EdNet credentials. If you want to change your password you must do so in Ednet.

# Overview of the Learn Dashboard

## Terms to Remember

### My Institution Tab

The **My Institution** tab displays an overview of the courses you are currently teaching or are enrolled in.

## Modules

The modules that you see on your **My Institution** tab provide you with quick access to the courses that you are currently enrolled in. With these modules you can see your courses, the announcements that have been created within those courses, any calendar events that have been, as well as the tasks.



## Courses

The screenshot shows the Blackboard user interface with the 'Courses' tab selected in the top navigation bar. Below the navigation bar, there are three main sections: 'Course Search' with a search box and 'Go' button, 'Course List' with the text 'Courses where you are: Instructor', and 'Course Catalog' with an 'Enhanced' link. A red arrow points from the 'Courses' tab in the navigation bar to the 'Course List' section. A red-bordered text box is overlaid on the 'Course List' section.

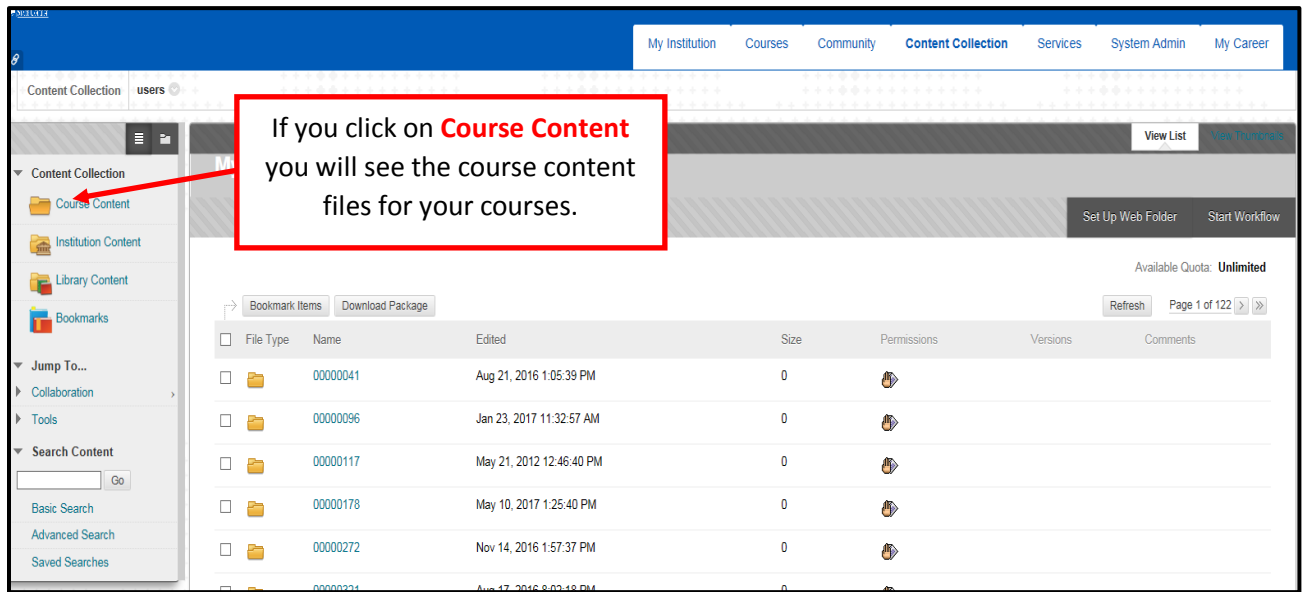
The **Courses** tab allows you to see a list of courses that you are currently teaching or are enrolled in. You access your courses from this

## Content Collection

The screenshot shows the Blackboard 'Content Collection' interface. The top navigation bar has 'Content Collection' selected. On the left, a sidebar contains a tree view with 'My Content' selected and circled in red. The main area is titled 'My Content:' and includes buttons for 'Upload', 'Create Folder', 'Build', and 'Link'. A red arrow points from the 'My Content' link in the sidebar to the 'My Content:' header. A red-bordered text box is overlaid on the main content area.

Blackboard's Content Collection is a file repository that allows faculty and students to store, manage, and share content. The **My Content** area is much like the "One Drive" feature of Office 365. The **Course Content** section is your actual courses. The **Content Collection** functions as a virtual hard drive that can be accessed from any computer by logging into a user's Blackboard account. When a file resides in the **Content Collection**, it can be easily reused and linked to any Blackboard course. If a file that resides in **Content Collection** needs updating, faculty need to update it only once, eliminating the need to go into each course to upload an updated version of the file.

## Content Collection



If you click on **Course Content** you will see the course content files for your courses.

Content Collection users

View List View Thumbnails

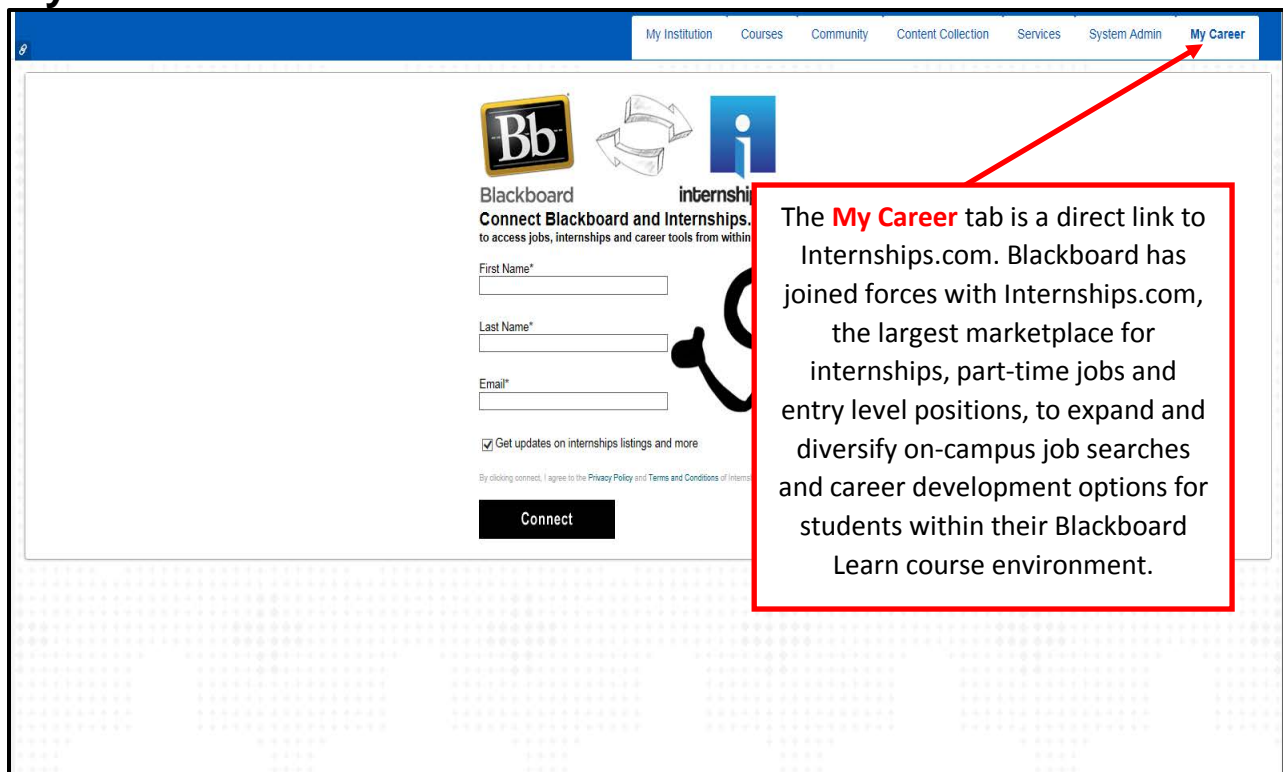
Set Up Web Folder Start Workflow

Available Quota: Unlimited

Refresh Page 1 of 122 > >>

	File Type	Name	Edited	Size	Permissions	Versions	Comments
<input type="checkbox"/>	Folder	00000041	Aug 21, 2016 1:05:39 PM	0			
<input type="checkbox"/>	Folder	00000096	Jan 23, 2017 11:32:57 AM	0			
<input type="checkbox"/>	Folder	00000117	May 21, 2012 12:46:40 PM	0			
<input type="checkbox"/>	Folder	00000178	May 10, 2017 1:25:40 PM	0			
<input type="checkbox"/>	Folder	00000272	Nov 14, 2016 1:57:37 PM	0			
<input type="checkbox"/>	Folder	00000331	Aug 17, 2016 8:02:18 PM	0			

## My Career



The **My Career** tab is a direct link to Internships.com. Blackboard has joined forces with Internships.com, the largest marketplace for internships, part-time jobs and entry level positions, to expand and diversify on-campus job searches and career development options for students within their Blackboard Learn course environment.

My Institution Courses Community Content Collection Services System Admin **My Career**

Blackboard internships

Connect Blackboard and Internships. to access jobs, internships and career tools from within

First Name\*

Last Name\*

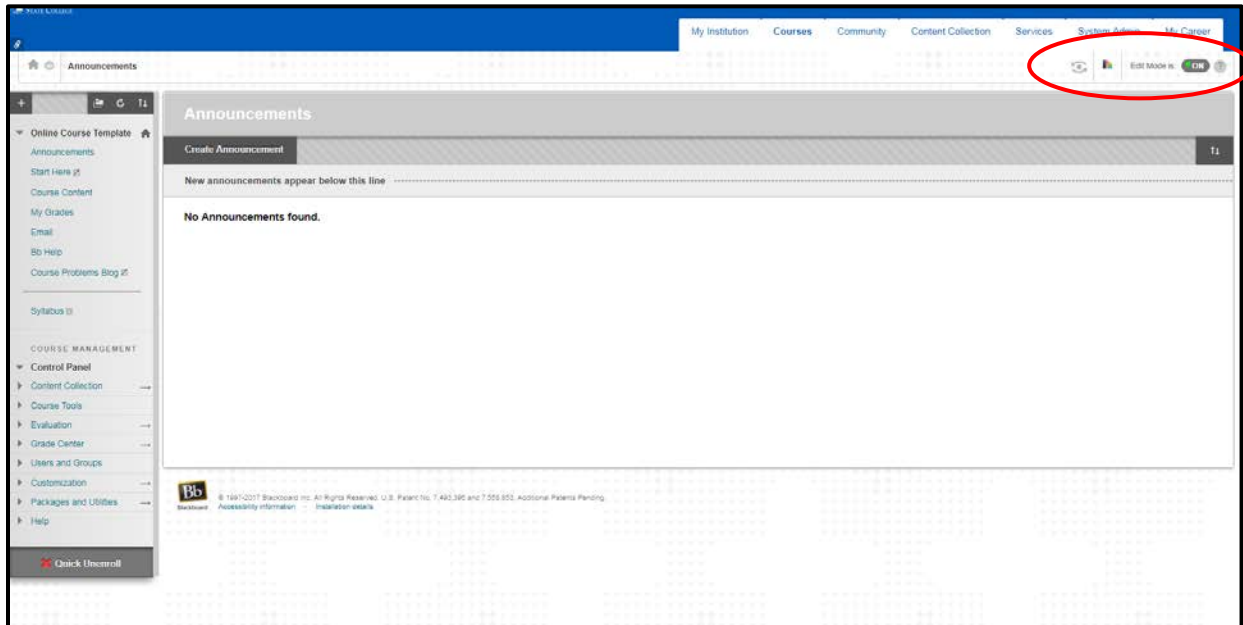
Email\*

☒ Get updates on internships listings and more

By clicking connect, I agree to the Privacy Policy and Terms and Conditions of Internships.com

Connect

# Creating Your Course

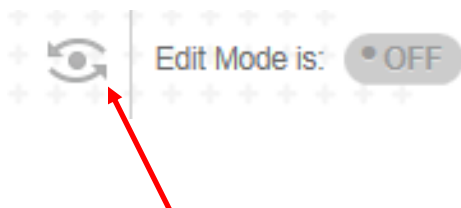


## Edit Mode



When **Edit Mode** is off, you can view the course as if you were the student. In **Edit Mode** on, you can rearrange modules, within your courses, as well as add and delete items, etc.

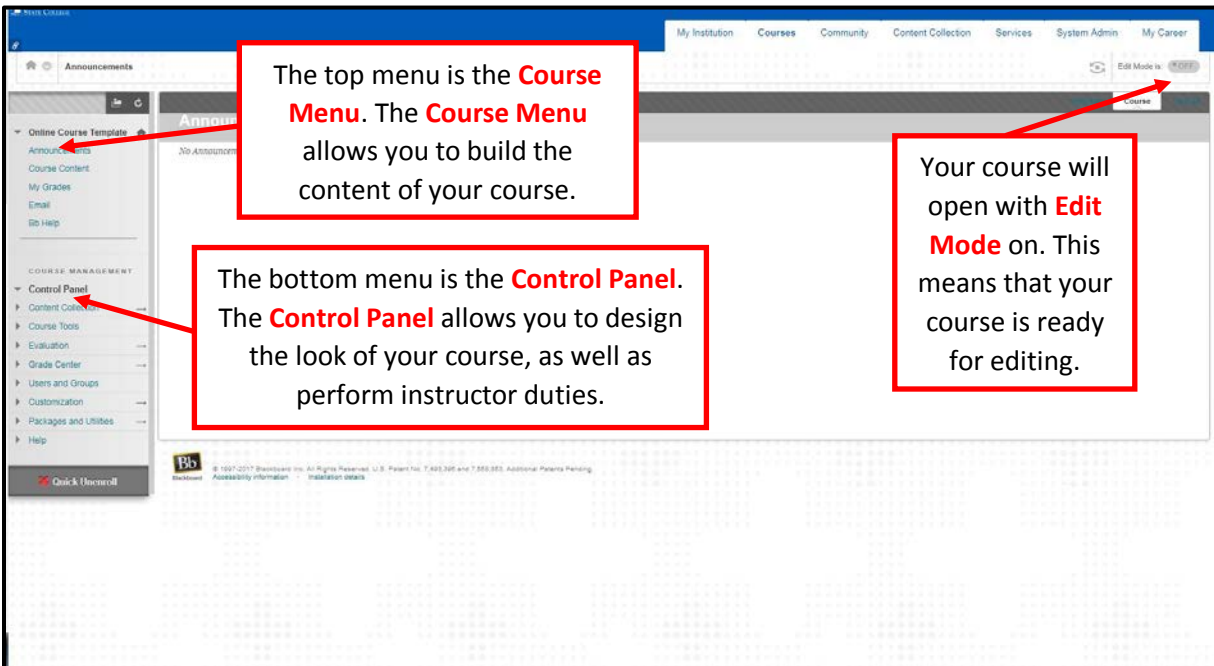
## Student Preview



The **Student Preview** allows you to view the course the way a student would see it. This is very helpful when designing your course.



# Your Course Home Page



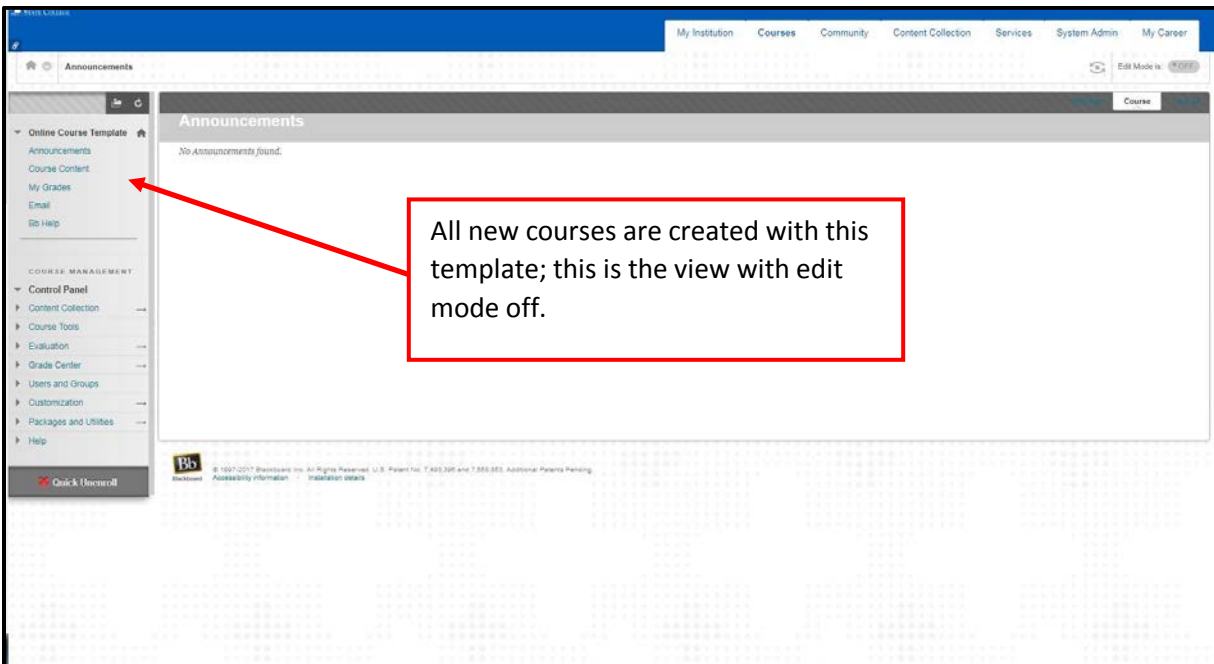
The top menu is the **Course Menu**. The **Course Menu** allows you to build the content of your course.

The bottom menu is the **Control Panel**. The **Control Panel** allows you to design the look of your course, as well as perform instructor duties.

Your course will open with **Edit Mode** on. This means that your course is ready for editing.

The screenshot shows the Blackboard interface with a top navigation bar (My Institution, Courses, Community, Content Collection, Services, System Admin, My Career) and a left sidebar (Online Course Template, Announcements, Course Content, My Grades, Email, Go Help). The main area displays 'No Announcements found.' and a 'Course' button in the top right corner.

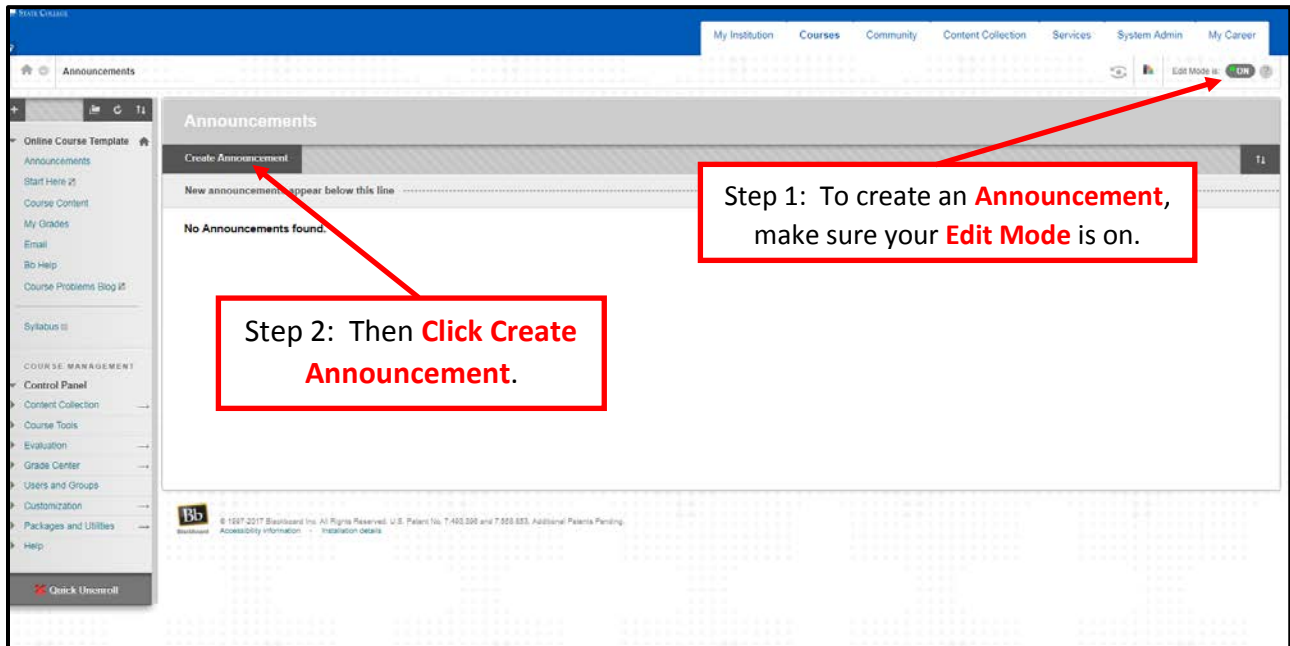
## Standard Template



All new courses are created with this template; this is the view with edit mode off.

The screenshot shows the Blackboard interface with the same top navigation bar and left sidebar. The main area displays 'No Announcements found.' and a 'Course' button in the top right corner.

# Creating Announcements

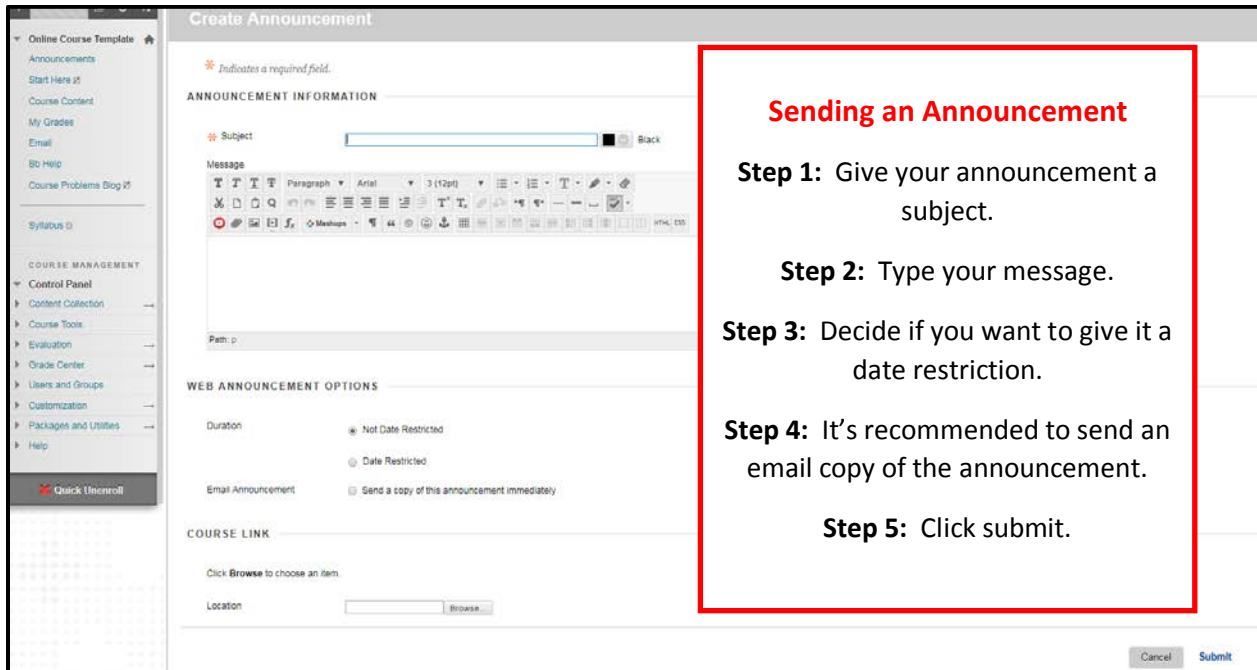


The screenshot shows the Blackboard 'Announcements' page. A red arrow points from the 'Edit Mode' toggle (set to 'ON') in the top right corner to a text box. Another red arrow points from the 'Create Announcement' button in the left sidebar to a second text box.

Step 1: To create an **Announcement**, make sure your **Edit Mode** is on.

Step 2: Then **Click Create Announcement**.

## Creating Announcements (cont.)

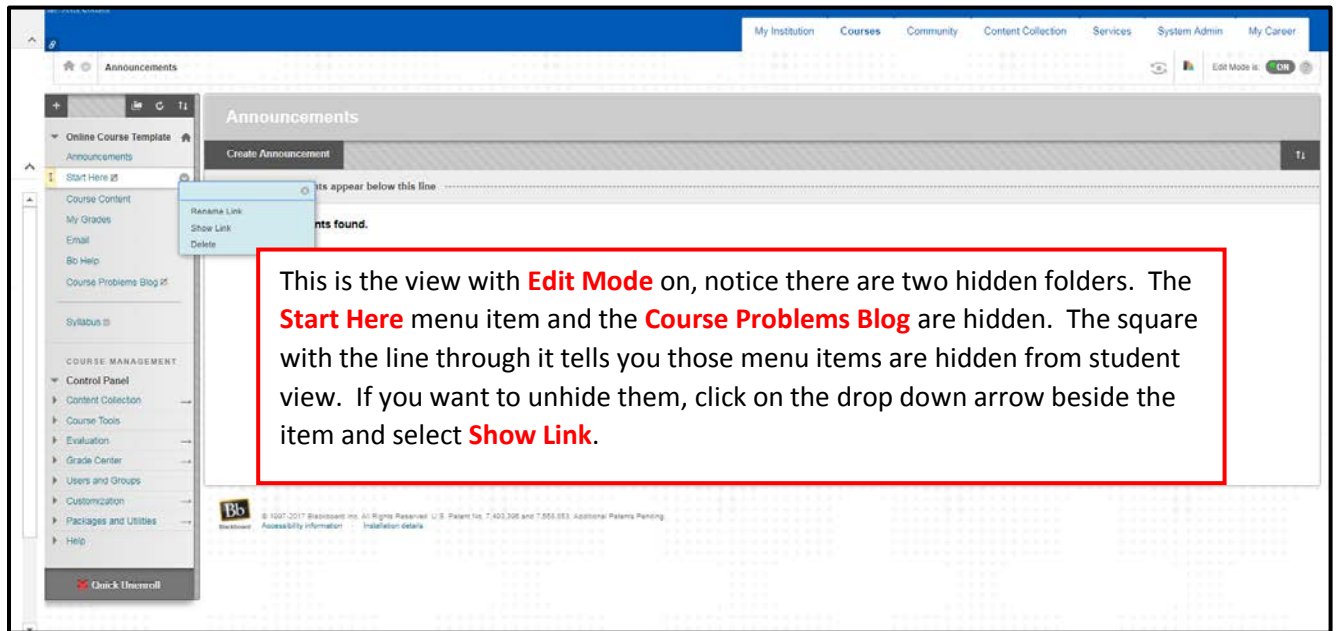


The screenshot shows the 'Create Announcement' form. It includes fields for 'Subject', a rich text editor for the 'Message', and options for 'Duration' and 'Email Announcement'. A red box on the right contains a list of five steps for sending an announcement.

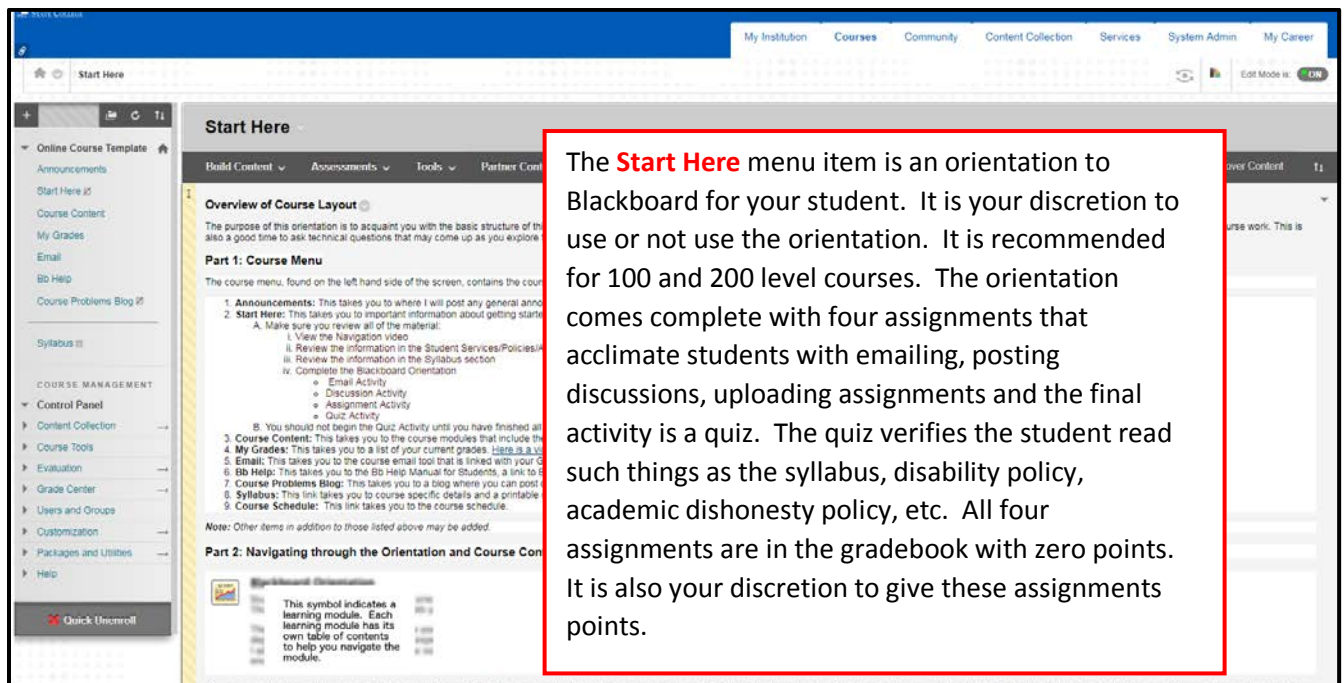
**Sending an Announcement**

- Step 1:** Give your announcement a subject.
- Step 2:** Type your message.
- Step 3:** Decide if you want to give it a date restriction.
- Step 4:** It's recommended to send an email copy of the announcement.
- Step 5:** Click submit.

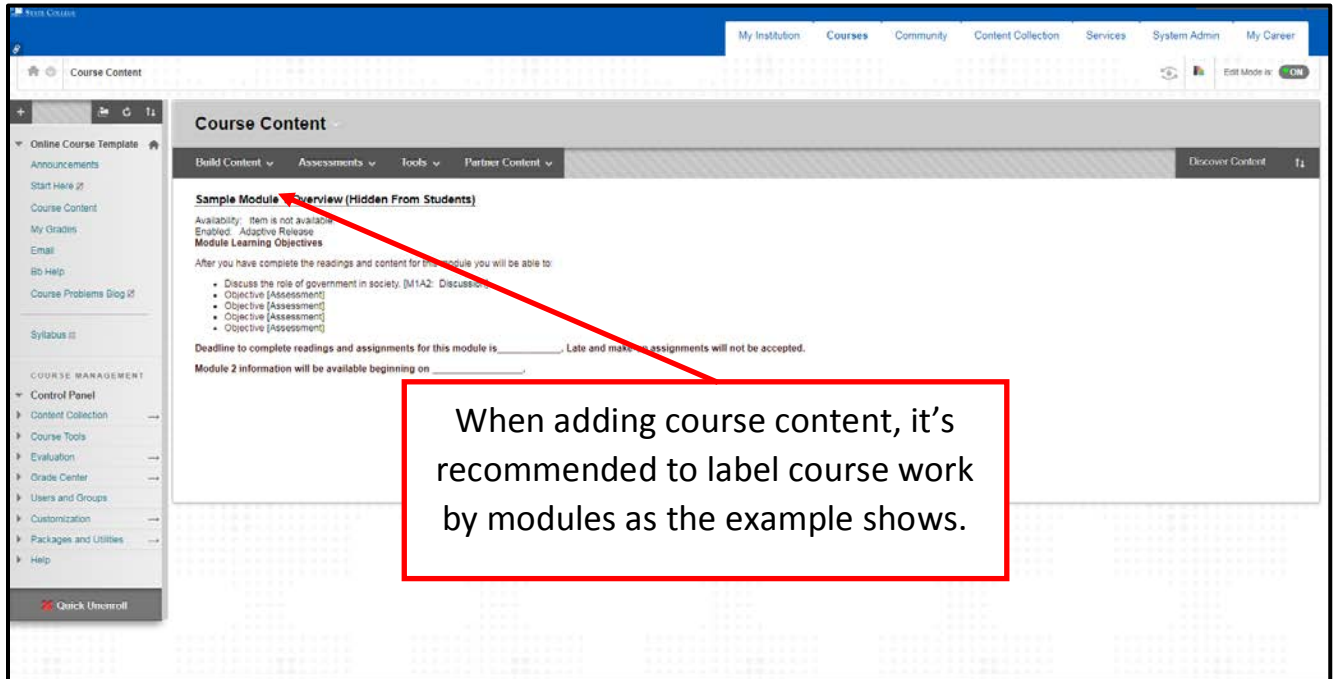
# Start Here



## Start Here (cont.)



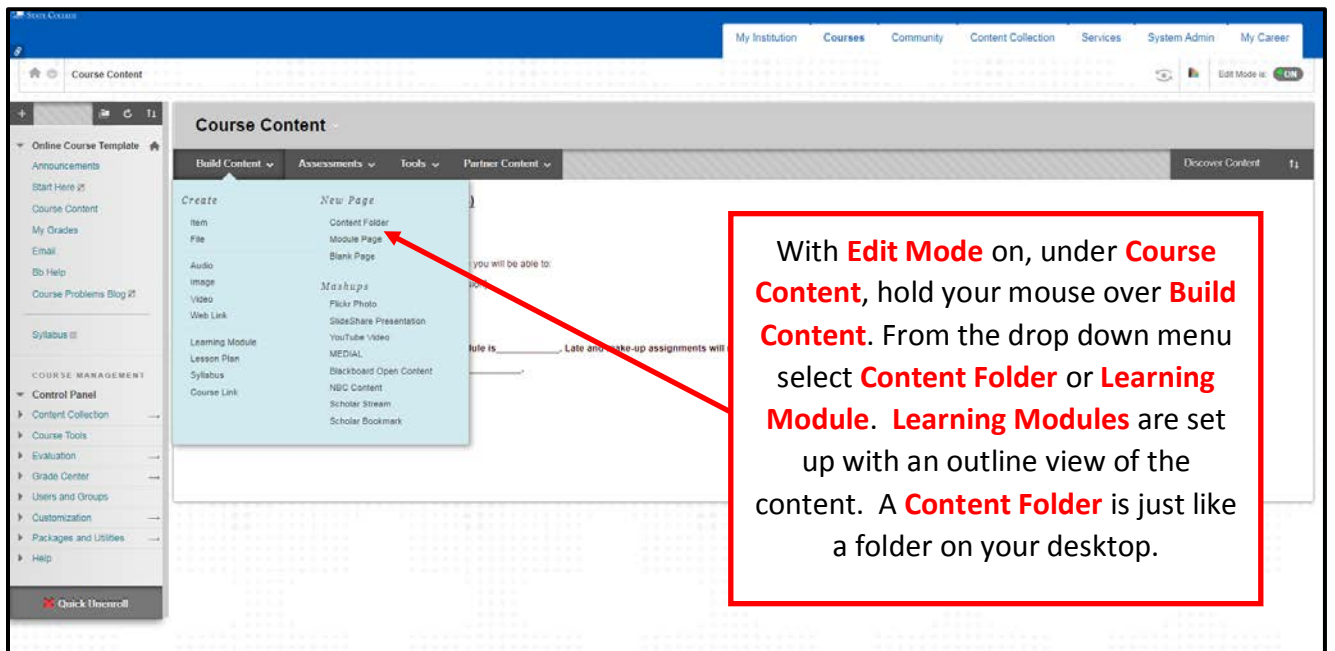
# Course Content



The screenshot shows the Blackboard Course Content interface. The left sidebar contains navigation links like 'Online Course Template', 'Announcements', 'Start Here', 'Course Content', 'My Grades', 'Email', 'Bo Help', 'Course Problems Blog', 'Syllabus', and 'COURSE MANAGEMENT'. The main area is titled 'Course Content' and has tabs for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. A red arrow points to the 'Sample Module Overview (Hidden From Students)' section. A red box highlights the following text:

When adding course content, it's recommended to label course work by modules as the example shows.

## Adding Course Content



The screenshot shows the Blackboard Course Content interface with the 'Build Content' dropdown menu open. The menu lists options under 'Create' and 'New Page'. A red arrow points to the 'Content Folder' option. A red box highlights the following text:

With **Edit Mode** on, under **Course Content**, hold your mouse over **Build Content**. From the drop down menu select **Content Folder** or **Learning Module**. **Learning Modules** are set up with an outline view of the content. A **Content Folder** is just like a folder on your desktop.

## Adding Course Content (cont.)

### Create Content Folder

*A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)*

*\* Indicates a required field.*

#### CONTENT FOLDER INFORMATION

*\* Name*

Color of Name Black

Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, and Mashups.

Path: Words: 0

Name your new folder and select a text color. In the textbox you can enter a description or directions along with a picture, sound, etc.

## Adding Course Content (cont.)

#### STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

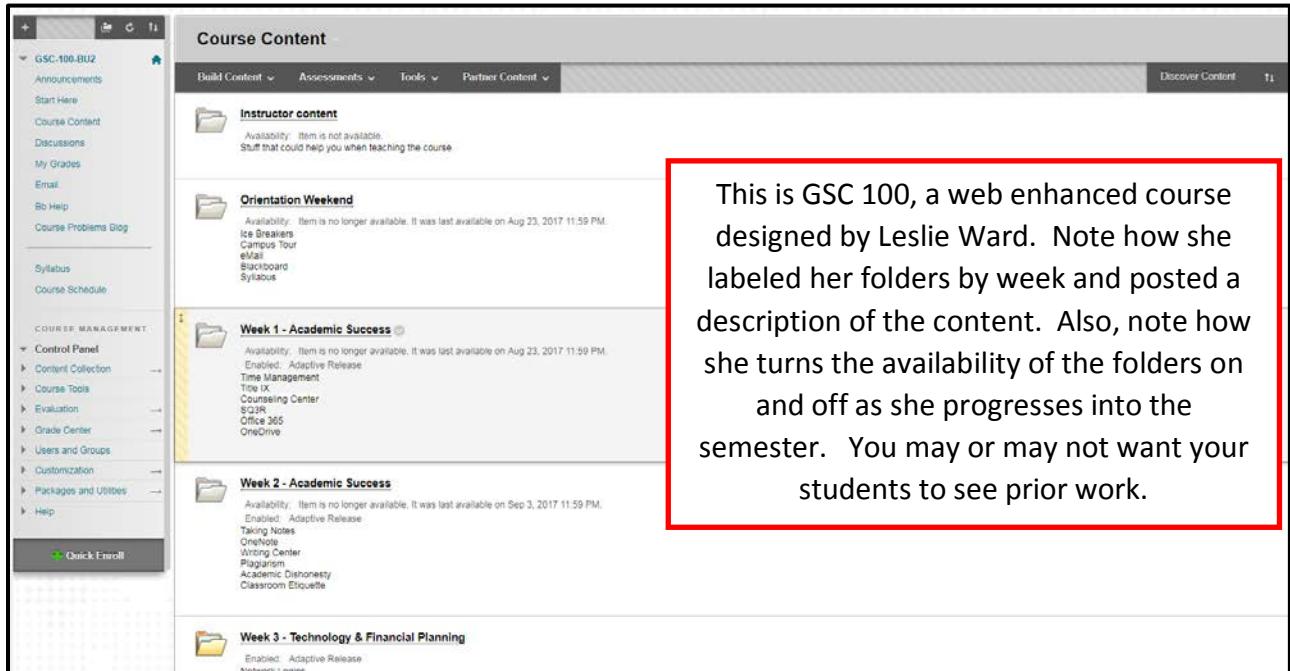
☐ Display After     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Display Until     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

*Click **Submit** to proceed. Click **Cancel** to go back.*

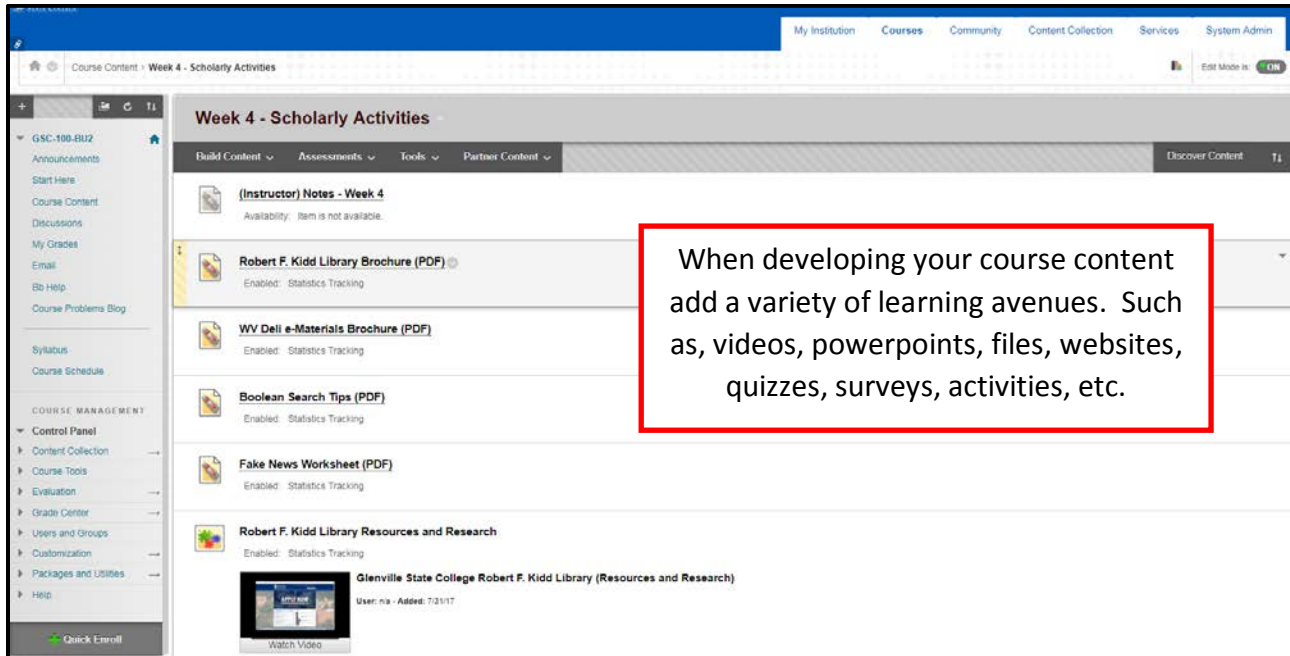
Make sure you have selected **Yes** to **Permit User to View this Content** if you want students to see this file. Also, select **Yes** if you want to **Track Number of Views**. You can also set **Date and Time Restrictions** on the availability of the item. When you are finished, click **Submit**.

## Example of a Course Layout



This is GSC 100, a web enhanced course designed by Leslie Ward. Note how she labeled her folders by week and posted a description of the content. Also, note how she turns the availability of the folders on and off as she progresses into the semester. You may or may not want your students to see prior work.

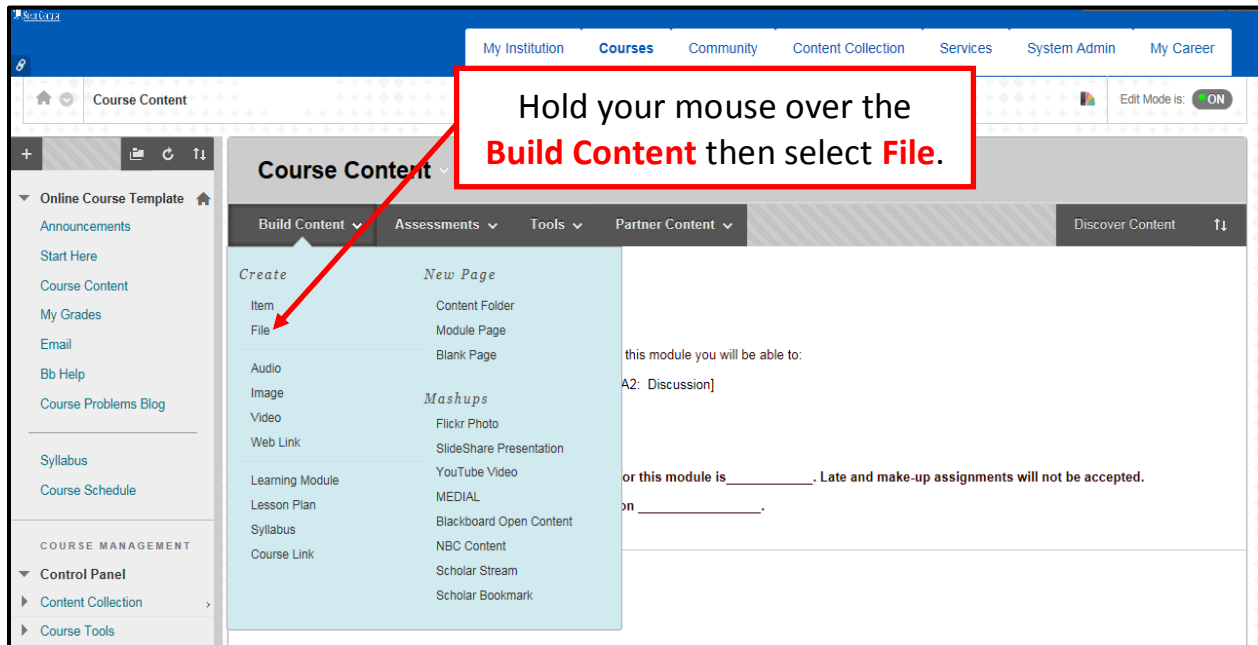
## Example of a Course Layout



When developing your course content add a variety of learning avenues. Such as, videos, powerpoints, files, websites, quizzes, surveys, activities, etc.



# Adding a File



## Adding a File (cont.)

**Create File**

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field.

**SELECT FILE**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection**. Click **Yes** to display the file within the Course content with no Course page heading. Click **No** to display the file within the Course content with no Course page heading.

\* Name

Color of Name

\* Find File

**FILE OPTIONS**

Open in New Window ☐ Yes ☒ No

Add alignment to content ☐ Yes ☒ No

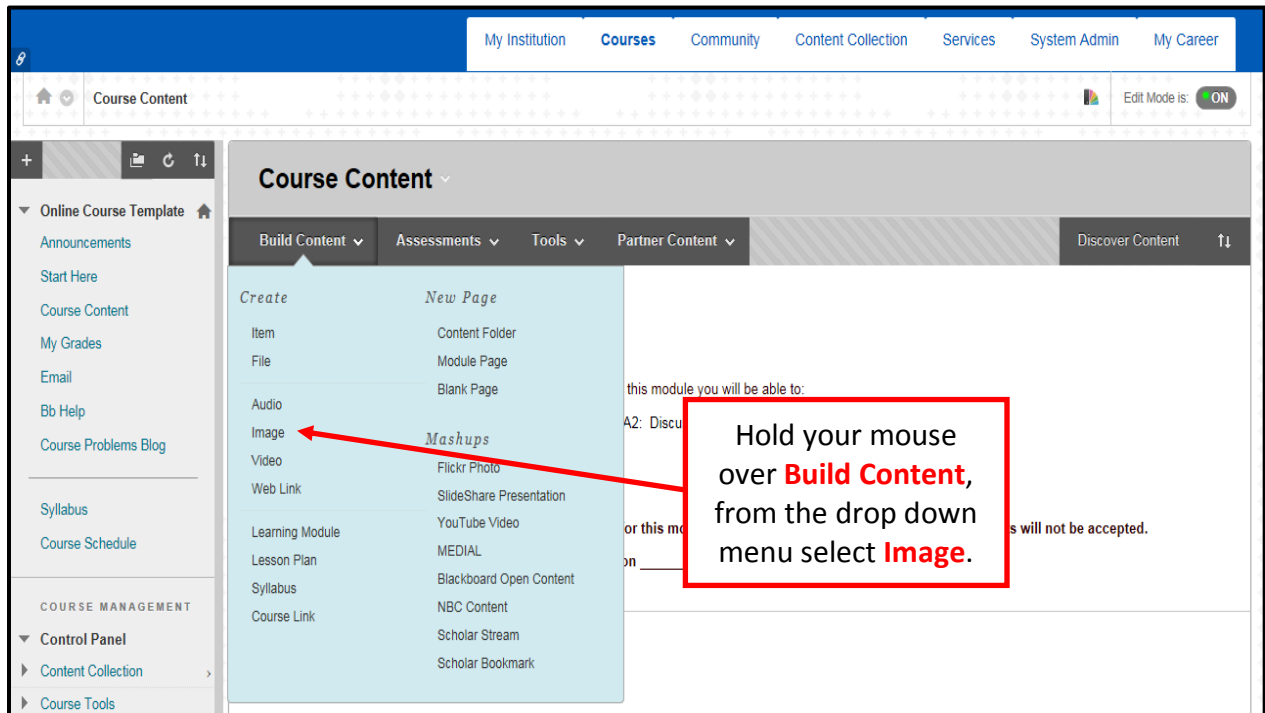
**STANDARD OPTIONS**

Permit Users to View this Content ☒ Yes ☐ No

Click **Submit** to proceed. Click **Cancel** to go back.

Name your file. Click **Browse My Computer** to select the file you wish to upload. You can set time and date restrictions and change the font color. You can select **Yes** to **Track Number of Views**. When finished, click **Submit**.

# Adding an Image



## Adding an Image (cont.)

The screenshot shows the 'Create Image' form in Blackboard. The form has a title 'Create Image' and a subtitle 'Blackboard Learn supports the following image file types: .gif, .jif, .jpg, .jpeg, .png, .tiff, and .wmf. Select an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those who cannot see the image. [More Help](#)'. Below the subtitle, there is a section 'SELECT IMAGE FILE' with a red asterisk indicating a required field. The 'Name' field is empty. The 'Color of Name' dropdown is set to 'Black'. The 'Find File' section has three buttons: 'Browse My Computer', 'Browse Content Collection', and 'Browse Mashups'. The 'Alt Text' field is empty. The 'Long Description' field is empty. A red box with text is overlaid on the right side of the form, stating: 'Name your file. Select **Browse My Computer** to find the image you wish to upload. [Note: Supported Images types are .png, .jpg and .gif.] You can also change the font color or add a description.' At the bottom of the form, there is a section 'IMAGE OPTIONS' and a note 'Click **Submit** to proceed. Click **Cancel** to go back.' The bottom of the form has three buttons: 'Cancel', 'Preview', and 'Submit'.

## Adding an Image (cont.)

Character count: 0

Provide a description for people who cannot see the image.

IMAGE OPTIONS

Dimensions

☒ Original  
☐ Custom

Border

None

Image Target URL

Open in New Window

☒ Yes ☐ No

Add alignment to content

☐ Yes ☒ No

STANDARD OPTIONS

Permit Users to View this Content

☒ Yes ☐ No

Track Number of Views

☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Preview

Submit

## Adding a URL (Web link)

[illegible]

## Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

\* Indicates a required field.

### WEB LINK INFORMATION

\*

Name

\*

URL

For example, <http://www.myschool.edu/>

☐ This link is to a Tool Provider. [What's a Tool Provider?](#)

### DESCRIPTION

Text

T T T T Paragraph Arial 3 (12pt) [font size dropdown] [bullet list icon] [numbered list icon] [indent left icon] [indent right icon] [text color icon] [background color icon]

[cut icon] [copy icon] [paste icon] [undo icon] [redo icon] [bulleted list icon] [numbered list icon] [link icon] [unlink icon] [text color icon] [background color icon] [dropdown menu icon]

[red circle icon] [eraser icon] [image icon] [video icon] [f\_x icon] [Mashups icon] [quote icon] [copyright icon] [smiley icon] [person icon] [grid icon] [table icon] [table icon] [table icon] [table icon] [table icon] [table icon] [table icon] [table icon] [table icon] [table icon] [HTML CSS icon]

Path: Words:0

Click **Submit** to proceed. Click **Cancel** to go back.

CancelSubmit

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## Adding a URL (Web link)(cont.)

Path: Words:0

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the repository. If you select a file you do not want, click **Do Not Attach** to remove it.

Attach Files

Browse My Computer

Browse Content Repository

WEB LINK OPTIONS



Open in New Window ☒ Yes ☐ No



STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

You can add **Date and Time Restrictions** and choose **tracking, viewing, and opening** options. Once you are finished, click **Submit**.

Notes:

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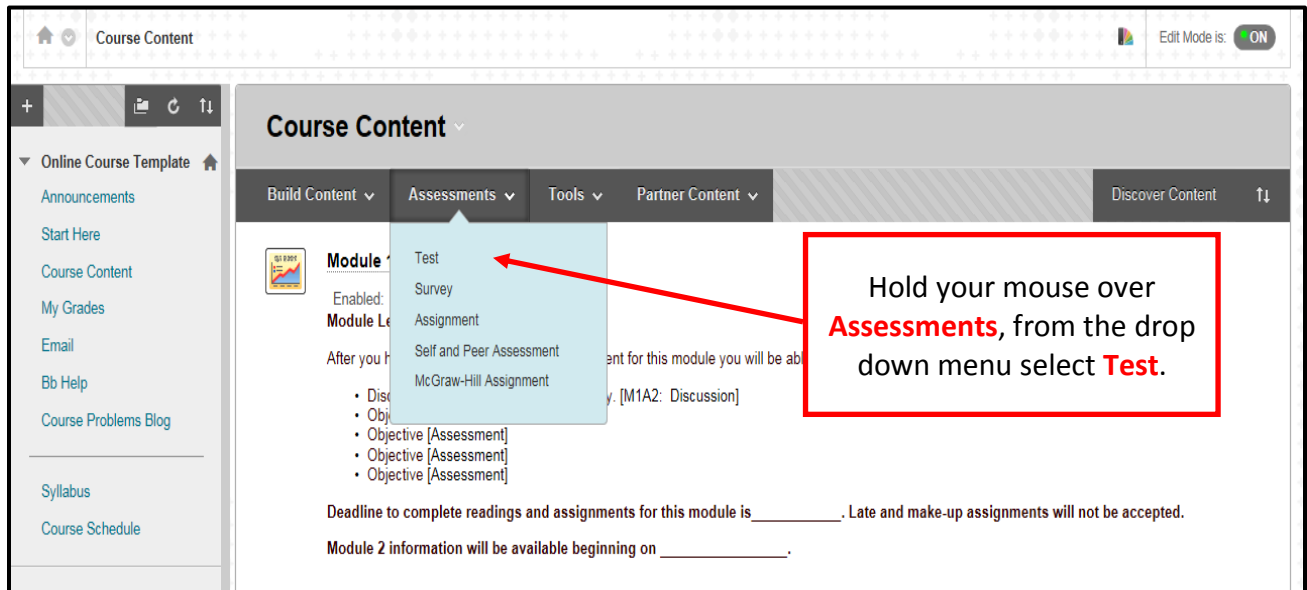
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---

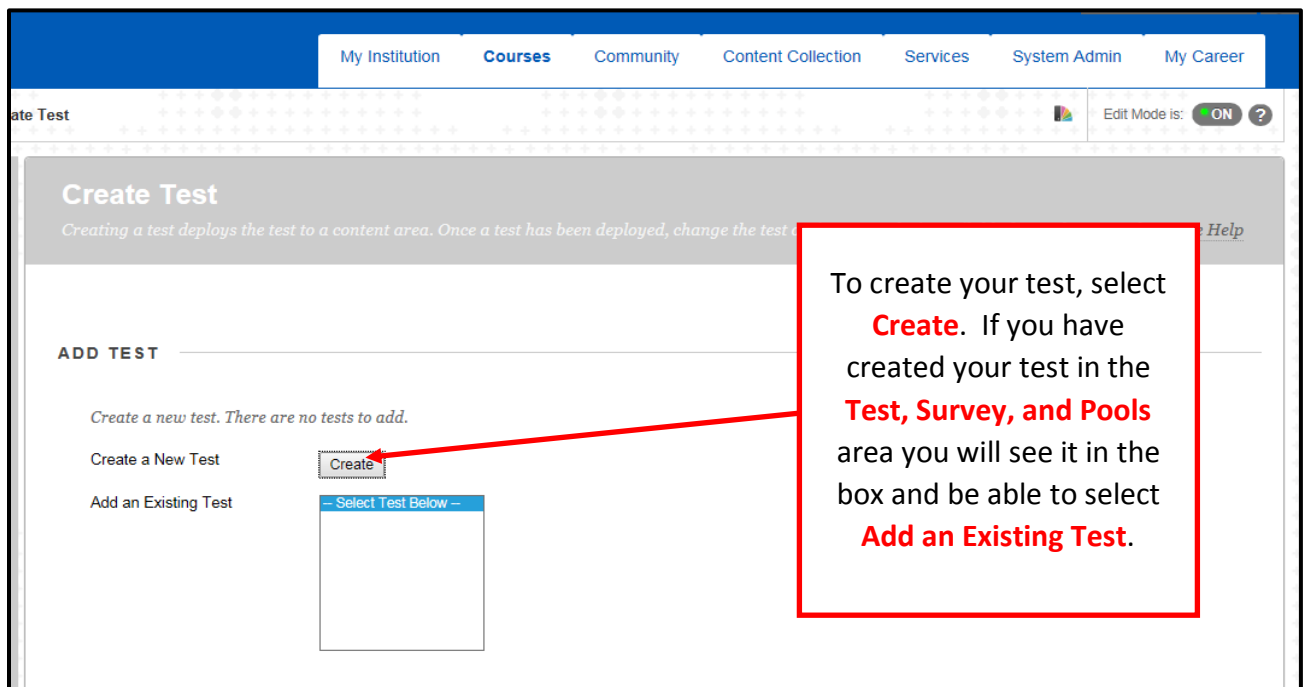
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# Creating a Test



## Creating a Test (cont.)





### Test Information

Type a Name for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [More Help](#)

*\* Indicates a required field.*

TEST INFORMATION

*\* Name*

Description

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, and other formatting options.

Path: Words: 0

Instructions

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, and other formatting options.

Name your test, give it a description, and provide instructions. Click **Submit**.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

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## Creating a Test (cont.)

Success: Test ! created.

Test Canvas: Test ! ▾

The Test Canvas allows you to add and edit questions, add question sets or random blocks.

Create Question ▾ Reuse Question ▾ Upload Questions

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

This test has no questions. Create questions or add question resources.

Hold your mouse over the **Create Question** action link; from the drop down menu select a type of question. In which some of these types include: **Multiple Choice, Short Answer, True/False**, etc. Each question has a slightly different creation process. We will demonstrate how to create a **Multiple Choice** question. To begin, select **Multiple Choice** from the menu.

## Creating a Test (cont.)

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

\* Indicates a required field.

QUESTION

Question Title

\* Question Text


Path: Words: 0


Title your question and add your text in the appropriate field.

## Creating a Test (cont.)

**OPTIONS**

*If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.*

Answer Numbering: None 


Answer Orientation: Vertical 

Allow Partial Credit: ☐

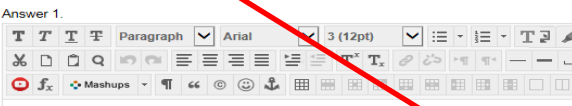
Show Answers in Random Order: ☐

**ANSWERS**

*Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.*

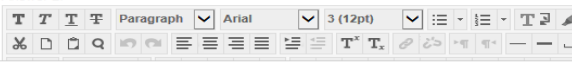
Number of Answers: 4 

Correct: ☒ Answer 1. Remove



Path:

☐ Answer 2.



*Click **Submit** to proceed. Click **Cancel** to go back. Click **Submit and Create Another** to save the test and create another.*

Cancel Submit and Create Another Submit

Select your **Answer Numbering** from the drop down menu. Then select your **Answer Orientation** and whether or not you would like your answers to be random.

Next select the **Number of Answers** you would like to have and type the answers in the boxes provided. Be sure to indicate which answer is the correct. Once you are finished, click **Submit**.

## Creating a Test (cont.)

**test taking tips**

Before starting your quiz or test, it is important for you to follow a few guidelines to ensure that you will not experience technical problems that might cause your assessment to "lock".

- Close all windows on the computer and then launch a new window to login to Blackboard
- Close other applications before taking the quiz/test (including chat programs).
- If there is a specific start time for the test, login 10-15 minutes early to test the connection.
- After opening the test, scroll to the bottom of the page to be sure the save and submit buttons are visible.
- Do NOT click "Save and Submit" until you have completed the exam.
- Do NOT use any of the browser navigation buttons (i.e. Back, Forward, Home, etc.) during the test.
- Do NOT leave the assessment page without completing the assessment and clicking the "Save and Submit" button.
- Do NOT click the Refresh or Reload buttons in your browser while taking the quiz/test.
- Do NOT open other browser windows or applications while taking a Forced Completion quiz.
- Do NOT click on the browser navigation buttons while taking a quiz/test.
- If you are having trouble, click on the "Help" button at the bottom of the page.

**Taking the Quiz**

- Access your course
- You will see a list of available quizzes
- Your quiz will be listed
- Begin taking the quiz

Here is a link to the Blackboard Learning Center: <https://www.youtube.com/watch?v=feature=youtu.be>

**Quiz Activity**

In this activity you will verify and confirm you agree to the policies and procedures related to taking an online course. You must complete this activity before the first module of your course can be accessed.

[https://listContentEditable.jsp?content\\_id=\\_246583\\_1&course\\_id=\\_13466\\_1#contextMenu](#)

**Understanding**

When you click on the drop-down arrow beside a test or quiz you have the ability to:

1. edit the actual test
2. edit the test options
3. set adaptive releases
4. move the test or quiz
5. delete the test

# Edit the Test Options

**Test Options**

*\* Indicates a required field.*

**TEST INFORMATION**

**Name**

**Choose Color of Name** ☒ Black

**Content Link Description**

In this activity you will verify and confirm you agree to the policies and procedures related to taking an online course. You must complete this activity before the first module of your course can be accessed.

**Path:** p

**Open test in new window** ☒ Yes ☐ No

**TEST AVAILABILITY**

**Make the link available** ☒ Yes ☐ No

**Add a new announcement for this test** ☒ Yes ☐ No

☐ Multiple Attempts

You can give your test a name and description. You can set it to open in a new window. **Test Availability** settings are very important. If **No** is selected for **Make the link available** students will not be able to see the test. You can also create an announcement for the test.

## Edit the Test Options (cont.)

**TEST AVAILABILITY EXCEPTIONS**

☒ Multiple Attempts

☒ Allow Unlimited Attempts

☐ Number of Attempts

**Score attempts using** ☒ Last Graded Attempt

☒ Force Completion

☒ Set Timer

☒ OFF ☐ ON

☒ Display After 09/13/2017 01:37 PM

☒ Display Until 09/13/2017 01:38 PM

☒ Password

**DUE DATE**

☒ Due Date

You can allow multiple attempts, force students to complete test, set a timer, have an exact start and end time and even make the test password protected.

## Edit the Test Options (cont.)

**DUE DATE**

☐ Due Date

☐ Do not allow students to start the Test if the due date has passed.

**SELF-ASSESSMENT OPTIONS**

☒ Include this Test in Grade Center score calculations ☐ Hide results for this Test

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
Choose...	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

**TEST PRESENTATION**

☒ All at Once ☐ One at a Time Prohibit Backtracking

☐ Randomize Questions

It's preselected for the test grade to post in the grade center. You can allow feedback to student. You can also select different test presentations, some of which prohibit cheating. When finished click **Submit**.

## Creating a Test (cont.)

**Assignment Activity**

All students should complete this orientation assignment. Some instructors will give you five points for completing it, others will give you bonus points, and others will make it a course requirement with no points attached. Regardless of how the instructor handles the assignment, you should complete it using the following directions:

1. Create a document on your computer in your word processing program that answers the following questions:
  1. What is the best phone number to use to reach you in the event of an emergency?
  2. What do you hope to gain from this course?
2. Save the document as: "firstInitialLastName.doc or firstInitialLastName.rtf" (i.e., humbert.doc or humbert.rtf). For all assignments in this course it is best to use a one-word filename. If you do not, you might receive the error message: Error: illegal characters in filename or directory.
3. Save the document to your computer as a .DOC file. If your word processor does not have DOC option, save the document a rich text file (RTF).
4. Select the Orientation Assignment hyperlink below these directions in the orientation.
5. Upload and submit your assignment file.

**Quiz/Test Tool Directions**

Instructors use the quiz tool in a variety of ways. In addition to quiz questions, you can also add text, images, and other content to your quiz.

**Test Taking Tips**

Before starting your quiz or test, it is important for you to follow a few guidelines:

- Close all windows on the computer and then launch a new browser window.
- Close other applications before taking the quiz/test (only one browser window should be open).
- If there is a specific start time for the test, login 10-15 minutes before the start time.
- After opening the test, scroll to the bottom of the page to begin the test.
- Do NOT click "Save and Submit" until you have completed the test.
- Do NOT use any of the browser navigation buttons (Back, Forward, Reload, etc.) while taking the test.
- Do NOT leave the assessment page without clicking the "Save and Submit" button.
- Do NOT open other browser windows or applications while taking a timed quiz. This will cause your test to be automatically submitted whether or not you intended to submit.
- Do NOT click the "Next" button while taking a quiz/test.
- If you are taking a timed quiz (questions present themselves on separate pages), make sure you only single-click the "Next" button to move forward.

**Taking the Quiz**

1. Access the quiz.
2. You will see the quiz questions.
3. Your quiz will be graded.
4. Begin taking the quiz.

Here is a link to: [Blackboard Learn](#)

Here is a link to: <https://www.blackboard.com/learn/quiz/test-tool.htm>

**Understanding the Quiz**

When you create a quiz, you can select the Learner's Responsibilities Quiz Activity when you are ready to begin the assessment. You must complete the quiz once you start, you will not be able to re-enter the quiz if you leave so do not click the "Begin" button until you are ready to take the assessment. You are not required to use the Save Answer button associated with each question but it is recommended that you do in the event something happens to your connection. You must SUBMIT your quiz in order for it to be graded. Make sure to select Save and Submit when you have completed the quiz.

Here are some directions for you to print and keep:

[Quiz Test Tool Directions](#)

**Quiz Activity**

In this activity you will verify and confirm you agree to the policies and procedures related to taking an online course. You must complete this activity before the first module of your course can be accessed.

From the drop down button of the **Quiz Activity** item you also have the ability to **Move** the test to another section within the course or **Delete** the test.

# Setting Adaptive Release

The screenshot shows the 'Course Content' interface. At the top, there's a header with 'Edit Mode is: ON'. Below it, a navigation bar includes 'Build Content', 'Assessments', 'Tools', 'Partner Content', and 'Discover Content'. The main content area is titled 'Module 1 Overview'. A dropdown menu is open next to a module item, showing options: 'Edit', 'Adaptive Release', 'Adaptive Release: Advanced', 'Set Review Status(Disabled)', 'Discussion', 'Metadata', 'Statistics Tracking (On/Off)', 'User Progress', 'Copy', 'Move', and 'Delete'. A red arrow points to the 'Adaptive Release' option. A red-bordered text box contains the following text: 'You can set adaptive releases for tests and other items. When you open the drop-down menu beside an item you will see **Adaptive Release**.'

## Notes:

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## Setting Adaptive Release (cont.)

**DATE**

Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.

Choose Date ☒ Display After      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**MEMBERSHIP**

This content item is visible to all users until a Membership criterion is created. Users must be specified by Username.

Username    
Enter one or more Username values or click **Browse** to Search. Separate multiple values with a comma.

**GRADE**

This content item is visible to all users until a Grade criterion is created. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric.

Select a Grade Center column

Select Condition ☒ User has at least one attempt for this item  
An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

☐ Score ☐ Percent    
☐ Score ☐ Percent Between  and

**REVIEW STATUS**

Click **Submit** to proceed. Click **Cancel** to go back.

Select the dates that you would like the item to be available. You may also choose to release to individual students or groups of students. Don't forget to add the item to the grade center and set grading options. Click **Submit** when finished.

Notes:

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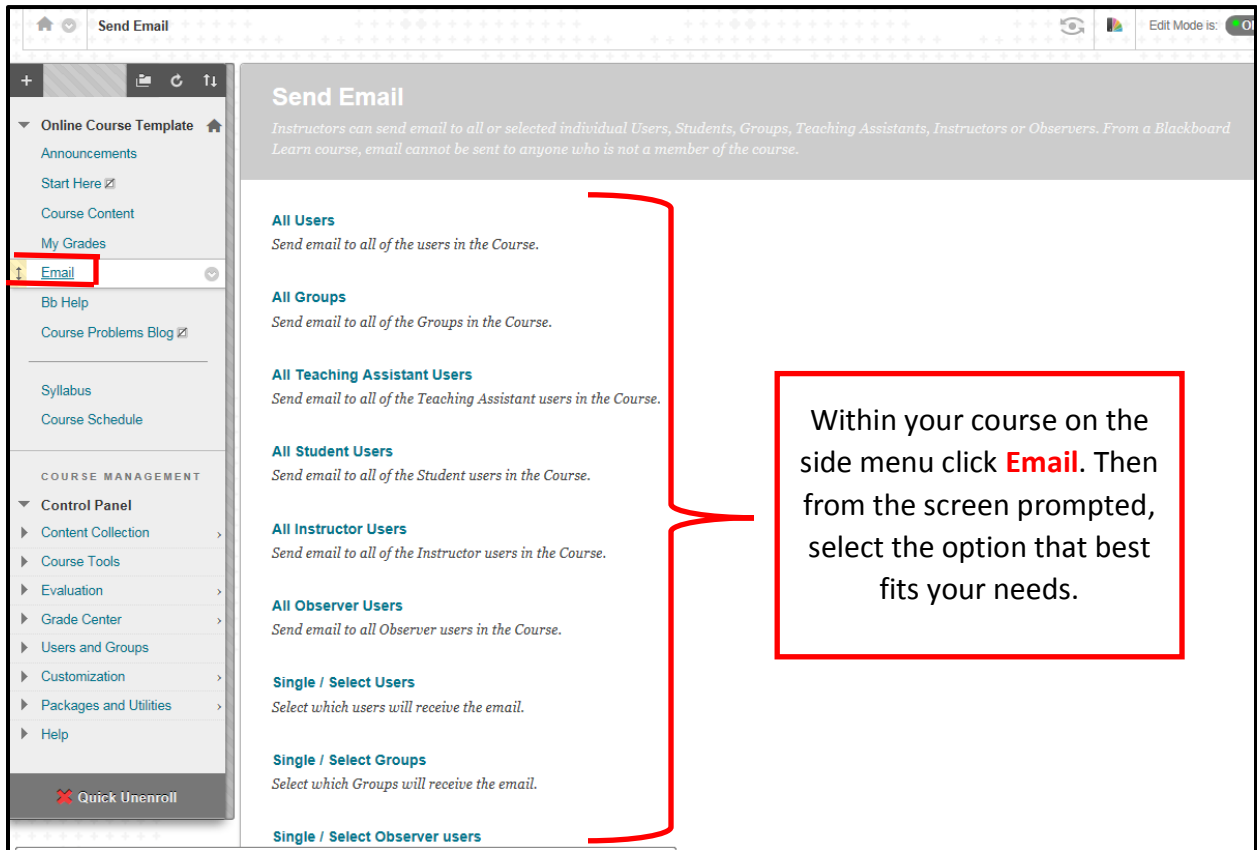
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# Sending Email



**Send Email**

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

- All Users**  
Send email to all of the users in the Course.
- All Groups**  
Send email to all of the Groups in the Course.
- All Teaching Assistant Users**  
Send email to all of the Teaching Assistant users in the Course.
- All Student Users**  
Send email to all of the Student users in the Course.
- All Instructor Users**  
Send email to all of the Instructor users in the Course.
- All Observer Users**  
Send email to all Observer users in the Course.
- Single / Select Users**  
Select which users will receive the email.
- Single / Select Groups**  
Select which Groups will receive the email.
- Single / Select Observer users**

Within your course on the side menu click **Email**. Then from the screen prompted, select the option that best fits your needs.

Notes:

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## Sending Email (cont.)

All Instructor Users

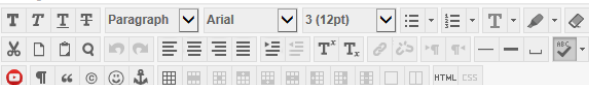
EMAIL INFORMATION

To: Cottrill, Robin

From: Robin Cottrill - robin.cottrill@glennville.edu (robin.cottrill@glennville.edu)

Subject:

Message



Path:

A copy of this email will be sent to the sender.  
Return Receipt ☐

Attachments [Attach a file](#)

Click **Submit** to proceed. Click **Cancel** to go back.

Browse to select your **recipient**, and then provide a **subject** and message for the email. Attach a file if you wish, click **Submit** when finished.

Once you have sent your email, a copy of the message will be sent to your Glennville email and the actual message will be sent to the student's Glennville email account. [Note: Messages are external and will NOT be saved in the Learn system!]

## Bb Help

My Institution Courses Community Content Collection Services System Admin My Career

Bb Help

Build Content Assessments Tools Partner Content Discover Content

**Technical Support**  
For Blackboard technical support, please contact the Blackboard help desk at 304-462-6449 between the hours of 8:00am and 4:00pm or by email at [Blackboard.Help@glennville.edu](mailto:Blackboard.Help@glennville.edu).

**After Hours Help Desk**  
Instructors and Students: If you need Blackboard help after 4:00pm but before 8:00am please contact WVNET at 1-304-293-5192.

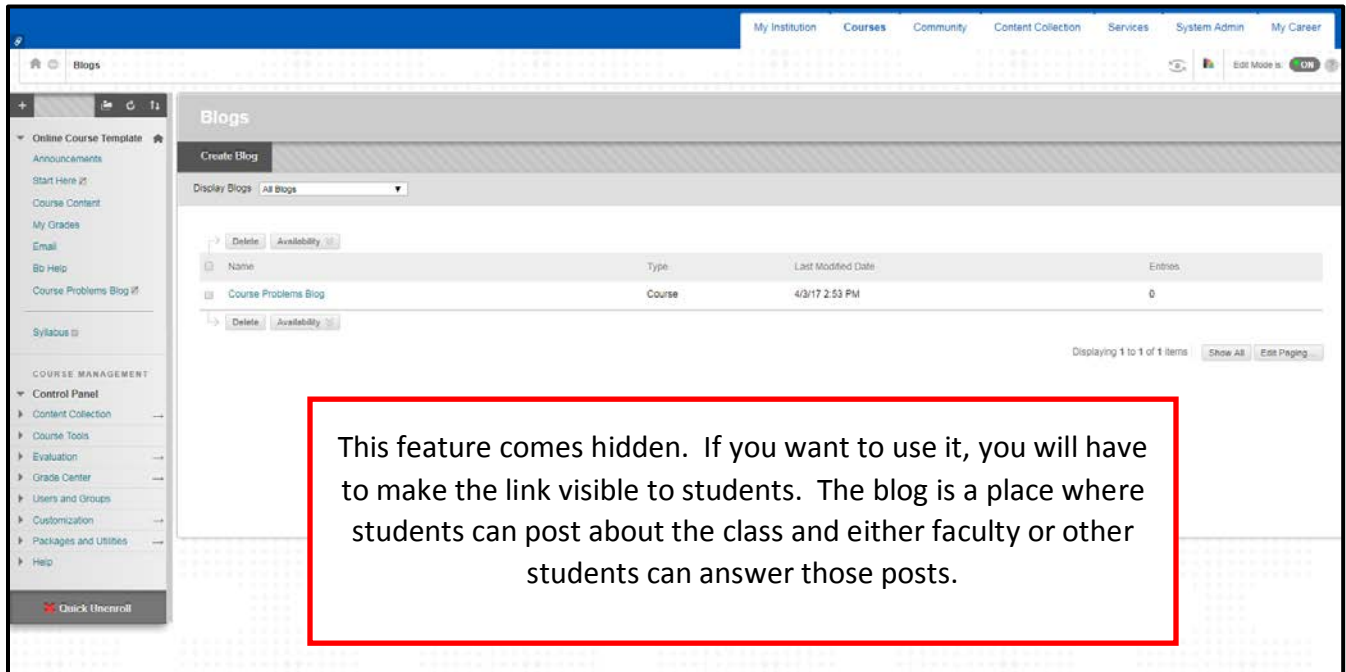
**Blackboard On Demand Learning Center**  
Enabled: Statistics Tracking  
Click on this link for: [Blackboard On Demand Learning Center](#)

**Bb Help** is built into every course, it has contact information for local and after hours help. It also has educational videos for faculty and students.

Online Course Template  
Announcements  
Start Here 20  
Course Content  
My Grades  
Email  
Bb Help  
Course Problems Blog 20  
Syllabus 20  
COURSE MANAGEMENT  
Control Panel  
Content Collection  
Course Tools  
Evaluation  
Grade Center  
Users and Groups  
Customization  
Packages and Utilities  
Help  
Quick Threaded

Action Center  
Management course details

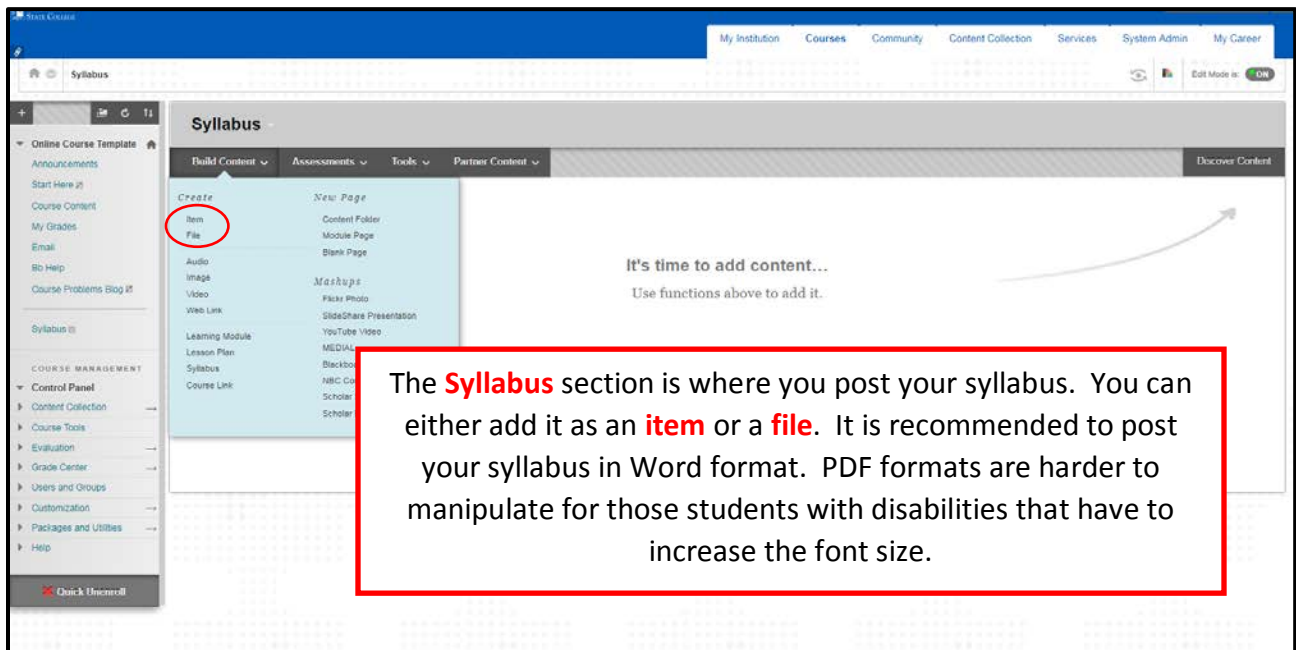
# Course Problems Blog



The screenshot shows the 'Blogs' section of a learning management system. The top navigation bar includes links for 'My Institution', 'Courses', 'Community', 'Content Collection', 'Services', 'System Admin', and 'My Career'. The left sidebar contains a 'Course Management' menu with options like 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area is titled 'Blogs' and features a 'Create Blog' button. Below this, there is a table listing blogs. The table has columns for 'Name', 'Type', 'Last Modified Date', and 'Entries'. A single entry is visible: 'Course Problems Blog' of type 'Course', last modified on '4/3/17 2:53 PM', with '0' entries. A red box highlights the text: 'This feature comes hidden. If you want to use it, you will have to make the link visible to students. The blog is a place where students can post about the class and either faculty or other students can answer those posts.'

This feature comes hidden. If you want to use it, you will have to make the link visible to students. The blog is a place where students can post about the class and either faculty or other students can answer those posts.

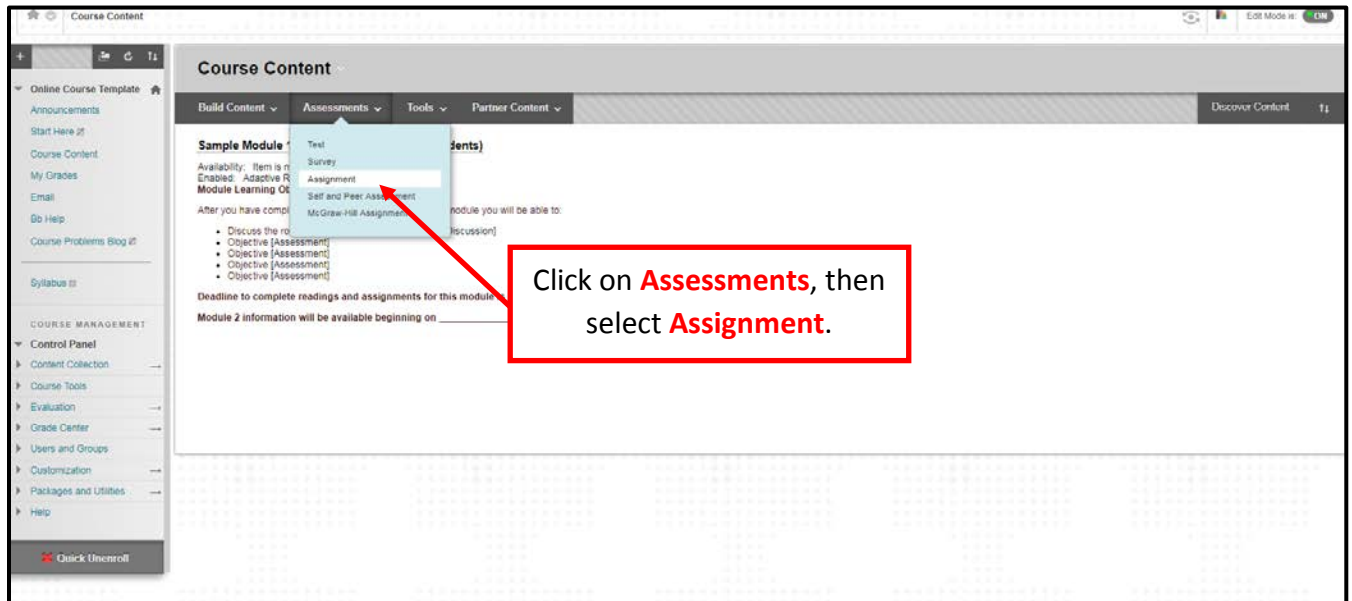
# Syllabus



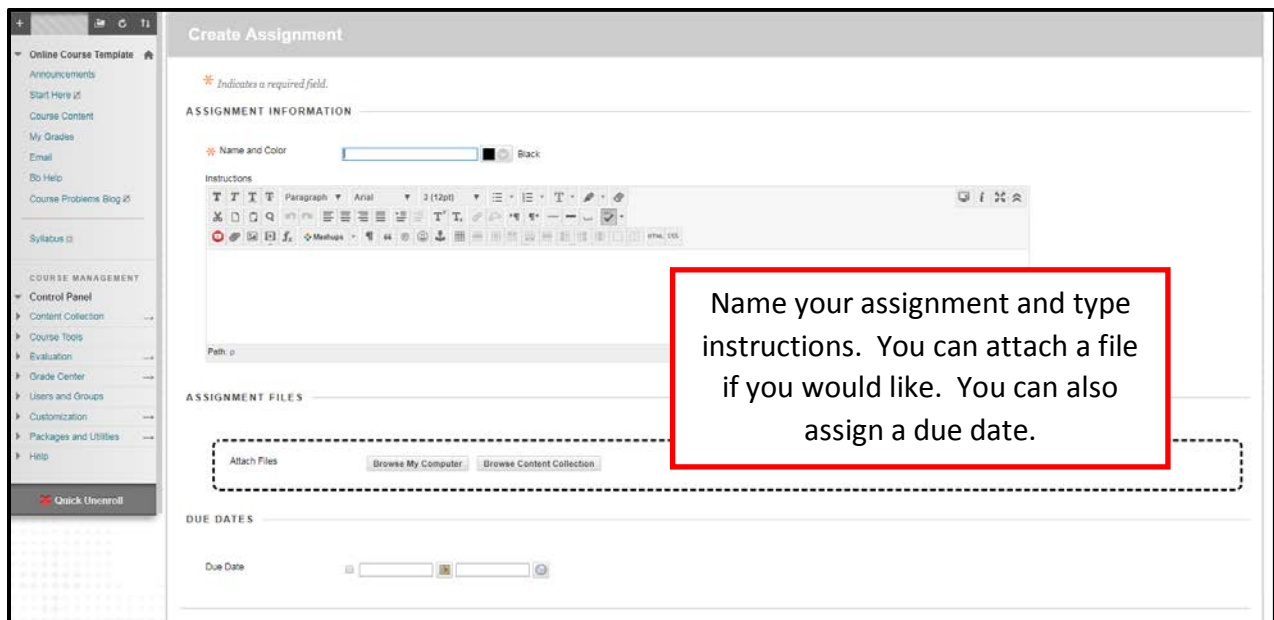
The screenshot shows the 'Syllabus' section of a learning management system. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'Syllabus' and features a 'Build Content' dropdown menu. The 'Build Content' menu is open, showing options like 'Create', 'New Page', 'Content Folder', 'Module Page', 'Blank Page', 'Audio', 'Image', 'Video', 'Web Link', 'Learning Module', 'Lesson Plan', 'Syllabus', 'Course Link', 'Markups', ' Flickr Photo', 'SlideShare Presentation', 'YouTube Video', 'MEDIAL', 'Blackboard', 'NRC Co', 'Scholar', and 'Scholar'. A red circle highlights the 'File' option under the 'Create' section. A red box highlights the text: 'The **Syllabus** section is where you post your syllabus. You can either add it as an **item** or a **file**. It is recommended to post your syllabus in Word format. PDF formats are harder to manipulate for those students with disabilities that have to increase the font size.'

The **Syllabus** section is where you post your syllabus. You can either add it as an **item** or a **file**. It is recommended to post your syllabus in Word format. PDF formats are harder to manipulate for those students with disabilities that have to increase the font size.

# Creating an Assignment



## Creating an Assignment (cont.)



## Creating an Assignment (cont.)

The screenshot shows the 'GRADING' section of the assignment creation interface. It includes a 'Due Date' field, a 'Points Possible' field, and an 'Associated Rubric' dropdown. Below these are 'Submission Details' with options for 'Assignment Type' (Individual Submission, Group Submission, Portfolio Submission), 'Number of Attempts' (Single Attempt), and 'Plagiarism Tools' (Check submissions for plagiarism using SafeAssign, Allow students to view SafeAssign originality report for their attempts, Exclude submissions from the Institutional and Global References Databases). There are also 'Grading Options' for 'Enable Anonymous Grading' and 'Enable Delegated Grading'.

You must enter the number of points possible. [Note: Setting **Points Possible** automatically creates a column in the Grade Center]

You can choose to add a **rubric**. If you click on **Submission Details** you have more choices. If you decide to use the **plagiarism tools**, the student's work will be checked for violations and you will receive a report.

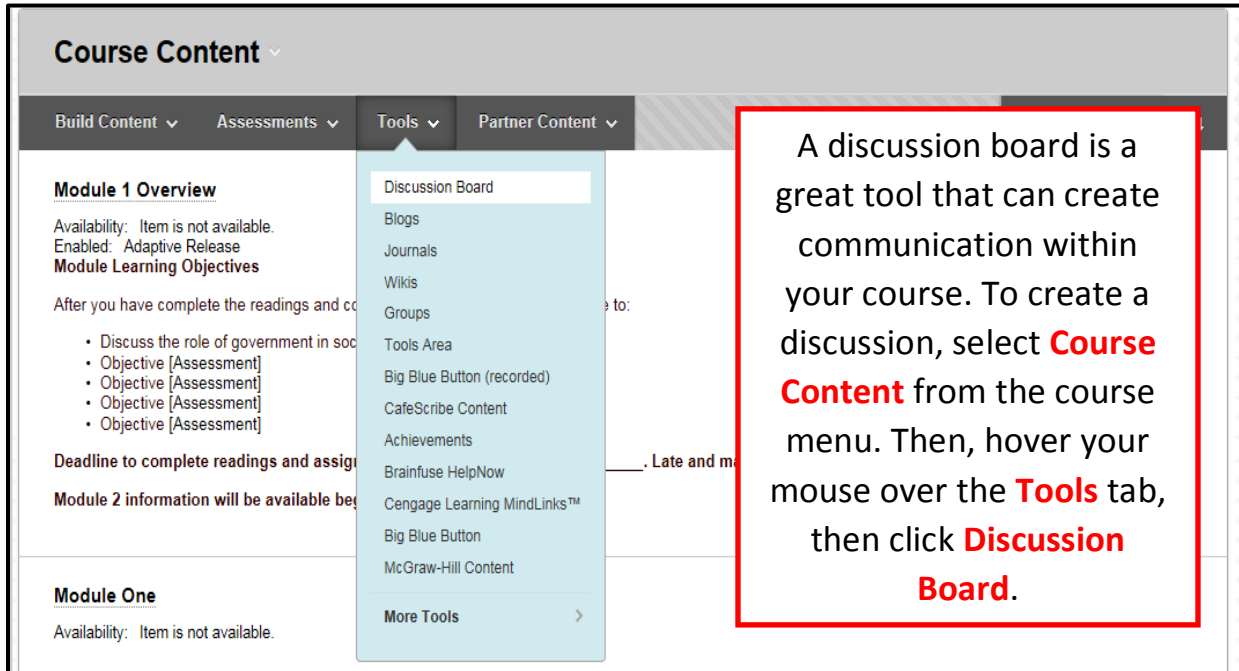
## Creating an Assignment (cont.)

The screenshot shows the 'Display of Grades' and 'AVAILABILITY' sections of the assignment creation interface. The 'Display of Grades' section includes options for 'Display grade as' (Primary Score), 'Include in Grade Center grading calculations', 'Show to students in My Grades', and 'Show Statistics (average and median) for this item to students in My Grades'. The 'AVAILABILITY' section includes options for 'Make the Assignment Available', 'Limit Availability' (Display After, Display Until), and 'Track Number of Views'. There are 'Cancel' and 'Submit' buttons at the bottom right.

When you click on **Grading Options** and **Display of Grades** more options become visible. You can set the availability of the assignment and track the number of views and then click **Submit** when finished.



# Creating a Discussion Board



**Course Content** ▾

Build Content ▾ Assessments ▾ **Tools ▾** Partner Content ▾

**Module 1 Overview**

Availability: Item is not available.  
Enabled: Adaptive Release  
**Module Learning Objectives**

After you have complete the readings and co...

- Discuss the role of government in soc...
- Objective [Assessment]
- Objective [Assessment]
- Objective [Assessment]
- Objective [Assessment]

**Deadline to complete readings and assign...**

**Module 2 information will be available be...**

**Module One**

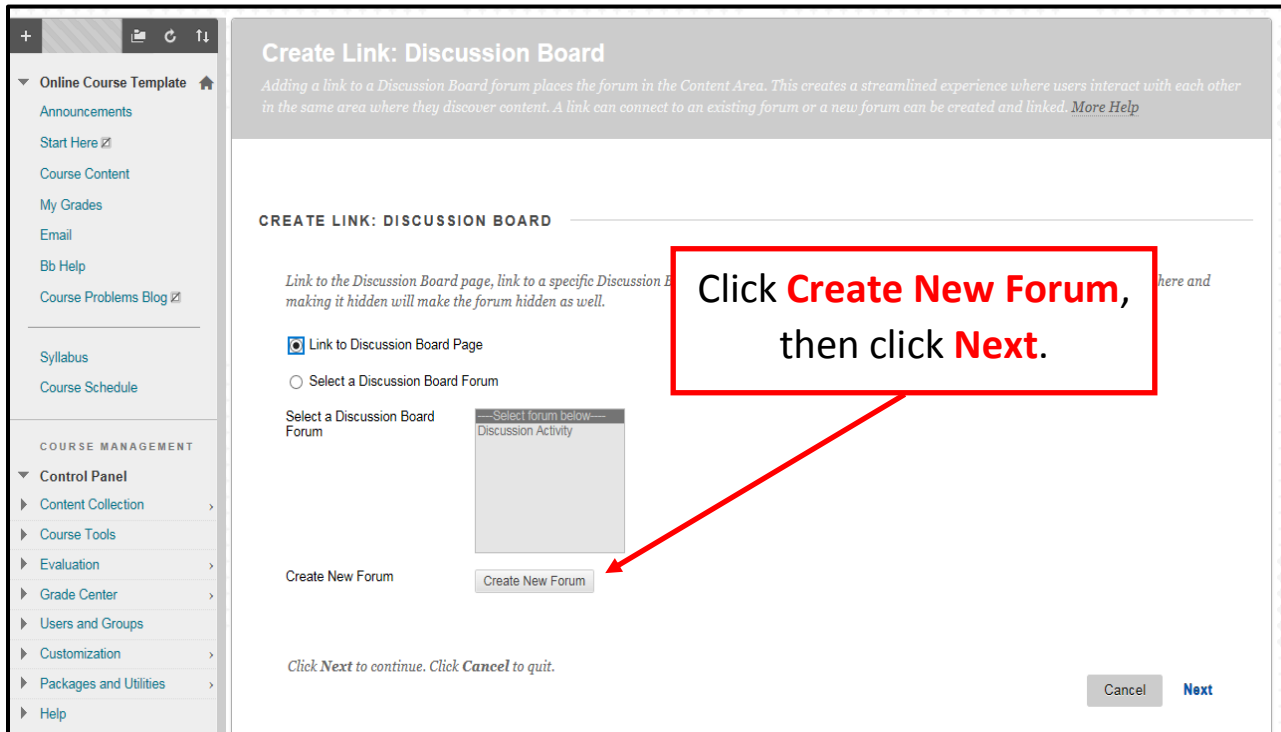
Availability: Item is not available.

Discussion Board  
Blogs  
Journals  
Wikis  
Groups  
Tools Area  
Big Blue Button (recorded)  
CafeScribe Content  
Achievements  
Brainfuse HelpNow  
Cengage Learning MindLinks™  
Big Blue Button  
McGraw-Hill Content  
More Tools >

A discussion board is a great tool that can create communication within your course. To create a discussion, select **Course Content** from the course menu. Then, hover your mouse over the **Tools** tab, then click **Discussion Board**.

\*If you are teaching a course that is 100% online is it imperative that you have several discussion activities thought out the semester to show good communication between faculty and students.

## Creating a Discussion Board (cont.)



**Create Link: Discussion Board**

Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and linked. [More Help](#)

**CREATE LINK: DISCUSSION BOARD**

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new forum. Making it hidden will make the forum hidden as well.

☒ Link to Discussion Board Page  
☐ Select a Discussion Board Forum

Select a Discussion Board Forum

—Select forum below—  
Discussion Activity

Create New Forum

Create New Forum

Click **Next** to continue. Click **Cancel** to quit.

Cancel Next

Click **Create New Forum**, then click **Next**.

## Creating a Discussion Board (cont.)

Course Content > Create Forum

Create Forum

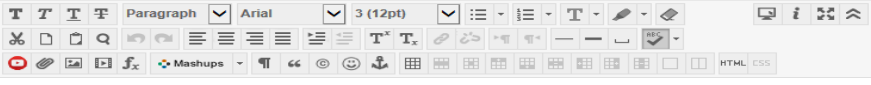
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

\* Indicates a required field.

FORUM INFORMATION

\* Name

Description



Path: Words:0



**Title your forum and add a description.**



## Creating a Discussion Board (cont.)

FORUM AVAILABILITY

Available ☒ Yes ☐ No

Enter Date and Time Restrictions

☐ Display After     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies ☒ Standard View

☐ Participants must create a thread in order to view other threads in this forum.  
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

☒ No Grading in Forum

☐ Grade Discussion Forum: Points possible:

☐ Grade Threads

Subscribe

☐ Do not allow subscriptions

☐ Allow members to subscribe to threads

☒ Allow members to subscribe to forum

☐ Include body of post in the email

☒ Include link to post

Create and Edit

☐ Allow Anonymous Posts

☐ Allow Author to Delete Own Posts

☐ Allow Author to Edit Own Published Posts

☒ Allow Members to Create New Threads

Click **Submit** to proceed. Click **Cancel** to go back.

**Set the availability and choose the settings that would like, and then click **Submit**.**

## Creating a Discussion Board (cont.)

### Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search Discover Content ↑↓

<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Discussion Activity	<p>Knowing more about each other is helpful in building good interaction in the discussions. Introduce yourself to the class. In your introduction, address the following questions:</p> <ol style="list-style-type: none"><li>1. Tell us about your background?</li><li>2. What is your major?</li><li>3. Your goals for this course.</li><li>4. How computer literate do you consider yourself?</li></ol> <p><b>Response Guideline:</b> For this discussion question, you only need to have your initial response.</p>	0	0	0

Displaying 1 to 1 of 1 items | Show All Edit Paging...

Once you have created your forum, you can start a **thread**. Click on the name of your forum.

## Creating a Discussion Board (cont.)

### Forum: Discussion Activity

Organize Forum Threads on this page and apply settings to several or all threads. This can be done by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Grade Discussion Forum Subscribe Search Discover Content Display ▾

Click **Create Thread**.

## Creating a Discussion Board (cont.)

## Create Thread

A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message. [More Help](#)

\* Indicates a required field.

### FORUM DESCRIPTION

Knowing more about each other is helpful in building good interaction in the discussions. Introduce yourself to the class. In your introduction, address the following questions:

1. Tell us about your background?
2. What is your major?
3. Your goals for this course.
4. How computer literate do you consider yourself?

**Response Guideline:**  
For this discussion question, you only need to have your initial response.

### MESSAGE

\* Subject

Message

Path: Words:0

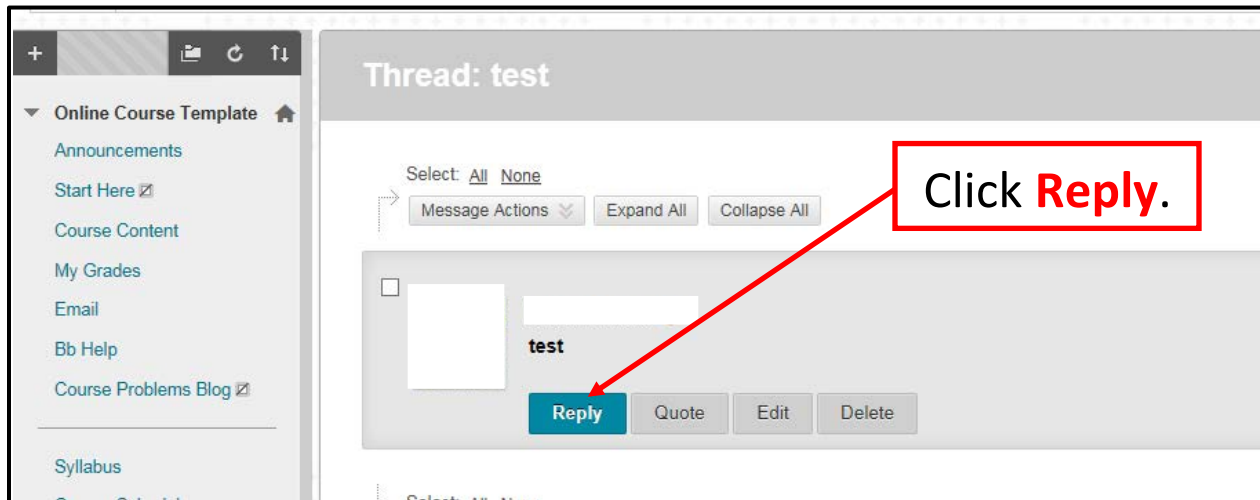
Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save Draft Submit

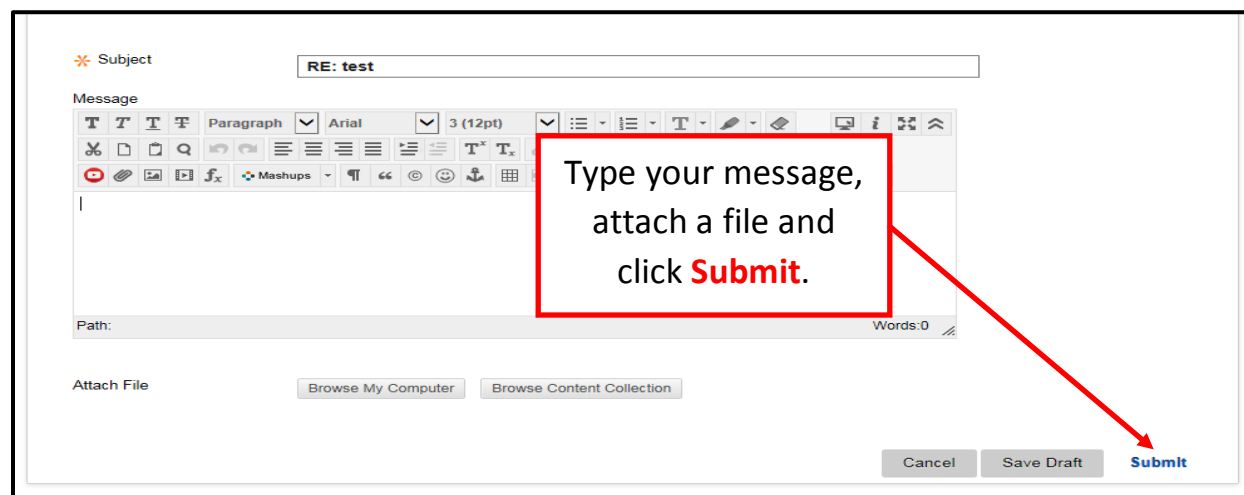
## Creating a Discussion Board (cont.)

To reply to a message in the forum, click on **Thread**.

## Creating a Discussion Board (cont.)



## Creating a Discussion Board (cont.)



# Navigating the Grade Center

The screenshot shows the Blackboard Grade Center interface. On the left is a navigation menu with sections: 'Online Course Template' (containing Announcements, Start Here, Course Content, My Grades, Email, Bb Help, Course Problems Blog) and 'COURSE MANAGEMENT' (containing Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, and Users and Groups). The 'Grade Center' menu item is highlighted with a red arrow. A red-bordered text box on the right contains the following text:

The **Grade Center** is broken down into four areas: **Needs Grading**, **Full Grade Center**, **Assignments**, and **Tests**.

**Needs Grading** shows only items that need graded.

**Full Grade Center** shows all users and all items in the course.

**Assignments** shows only assignments for all users.

**Tests** shows only tests for all uses.

Below the text box, a numbered list is visible:

1. Email Tool (Linked to your GSC Email account)
2. Discussion Tool
3. Assignment Tool
4. Quiz/Test Tool

At the bottom of the page, a note states: 'The rest of this orientation will provide you with information on how to use these tools as well as provide you with an opportunity to practice using them.'

## Notes:

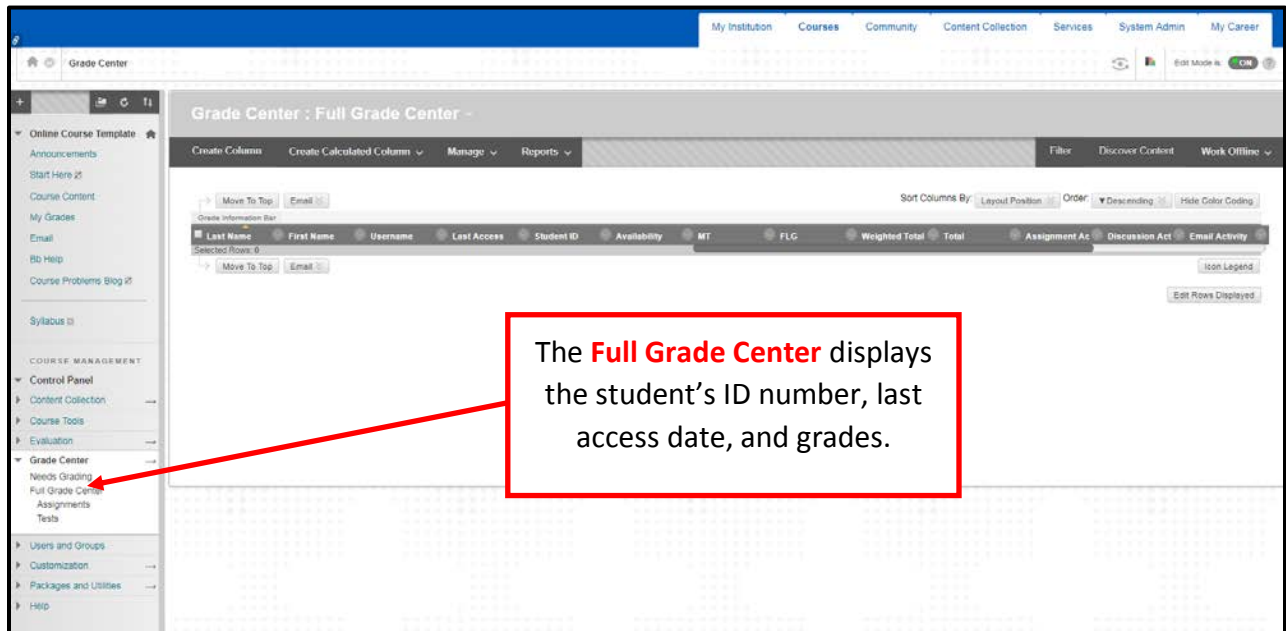
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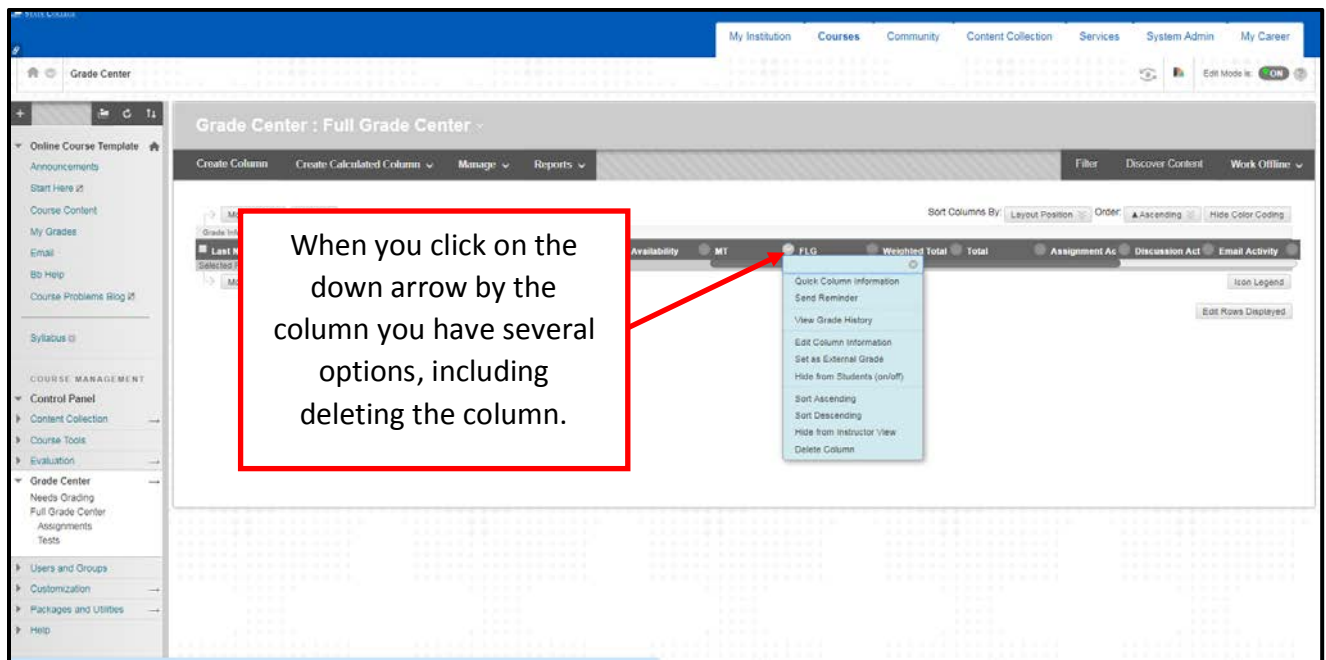
# Full Grade Center



The screenshot shows the 'Full Grade Center' interface. A red callout box points to the 'Grade Center' link in the left sidebar. The main area displays a table with columns for student information and grades. The table headers include: Last Name, First Name, Username, Last Access, Student ID, Availability, MT, FLG, Weighted Total, Total, Assignment Ac, Discussion Act, and Email Activity. The table body contains rows of student data.

The **Full Grade Center** displays the student's ID number, last access date, and grades.

## Full Grade Center (cont.)

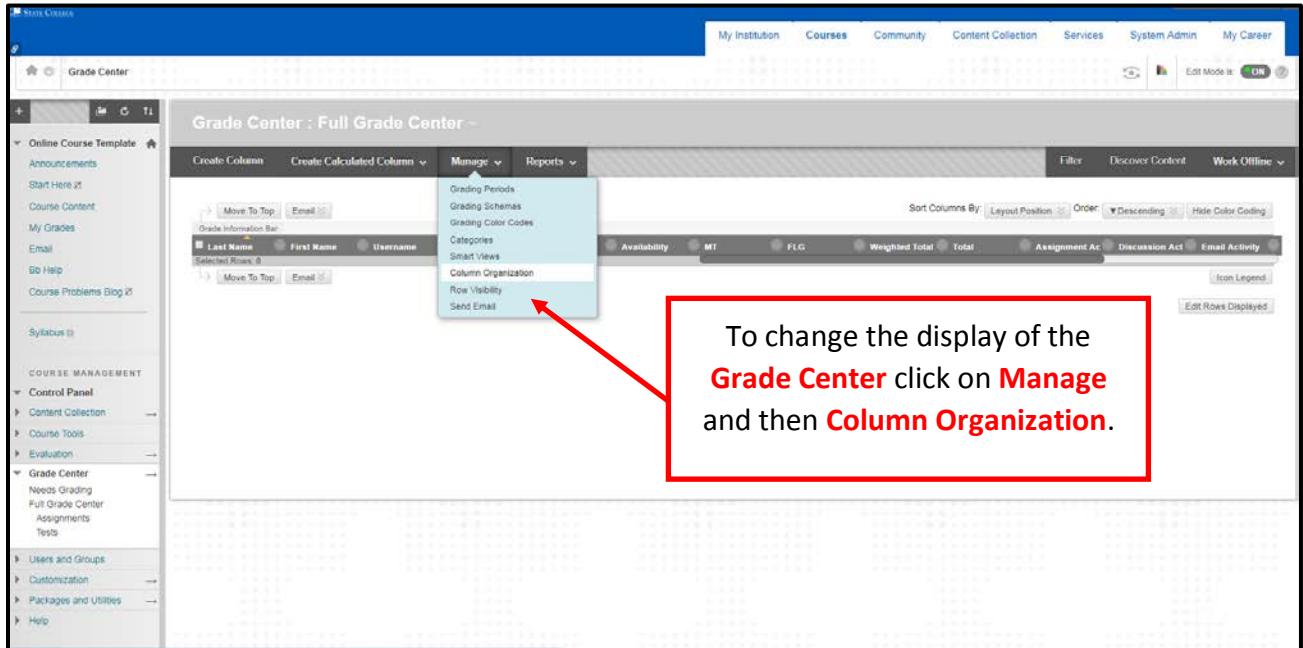


This screenshot shows the 'Full Grade Center' interface with a context menu open. A red callout box points to the 'FLG' column header. The context menu options are: Quick Column Information, Send Reminder, View Grade History, Edit Column Information, Set as External Grade, Hide from Students (on/off), Sort Ascending, Sort Descending, Hide from Instructor View, and Delete Column.

When you click on the down arrow by the column you have several options, including deleting the column.



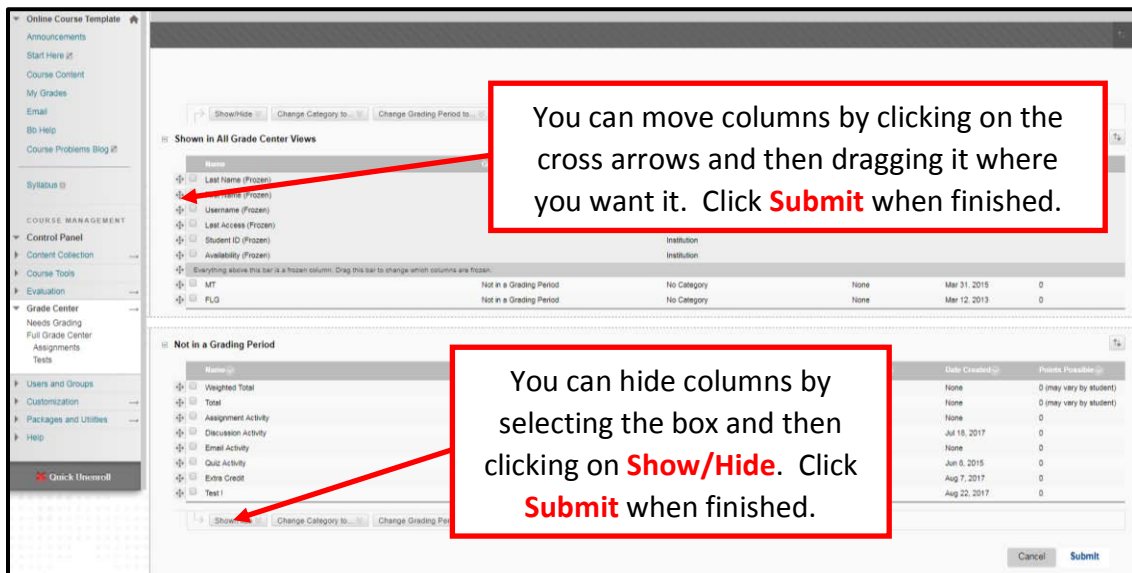
## Full Grade Center (cont.)



The screenshot shows the 'Full Grade Center' interface. The 'Manage' dropdown menu is open, and 'Column Organization' is highlighted. A red box with an arrow points to this option, containing the following text:

To change the display of the **Grade Center** click on **Manage** and then **Column Organization**.

## Full Grade Center (cont.)

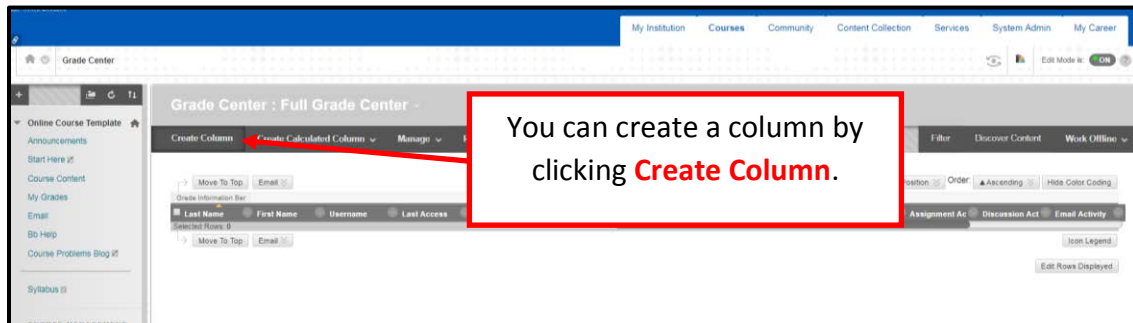


The screenshot shows the 'Full Grade Center' interface with two sections: 'Shown in All Grade Center Views' and 'Not in a Grading Period'. Red arrows point to the cross arrows and the 'Show/Hide' button, respectively. Two red boxes with arrows point to these elements, containing the following text:

You can move columns by clicking on the cross arrows and then dragging it where you want it. Click **Submit** when finished.

You can hide columns by selecting the box and then clicking on **Show/Hide**. Click **Submit** when finished.

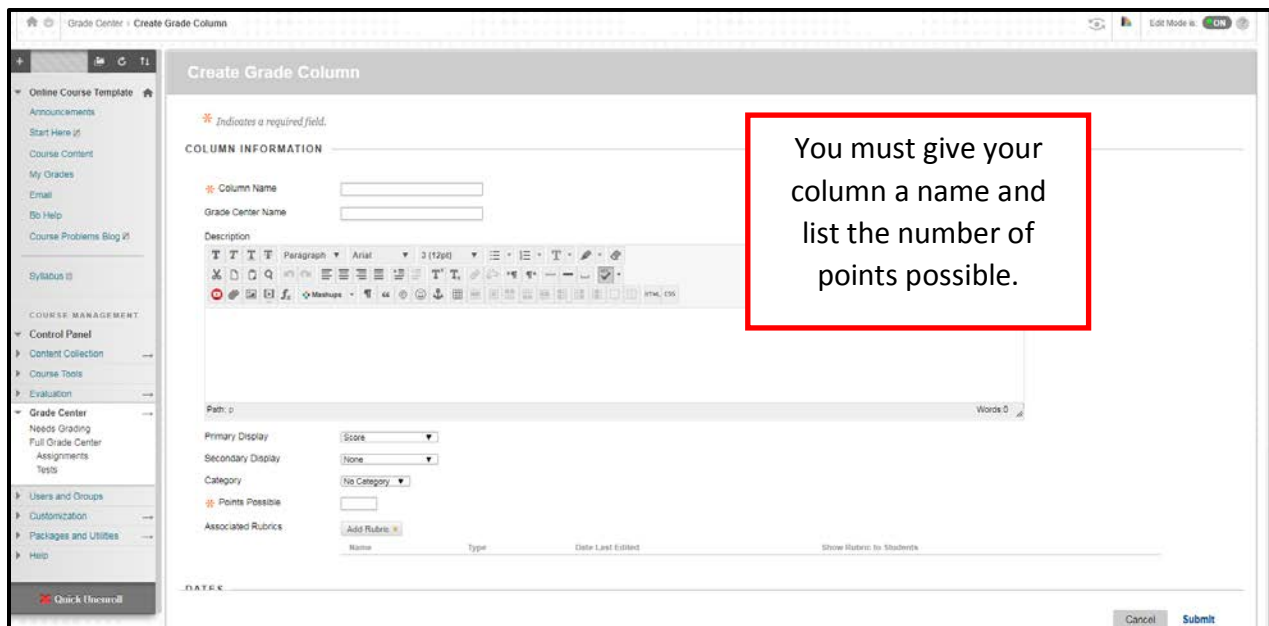
## Full Grade Center (cont.)



The screenshot shows the 'Full Grade Center' interface. A red box highlights the 'Create Column' button in the top navigation bar. A red arrow points from the text box to this button. The interface includes a sidebar with navigation links, a main content area with a table of student data, and a right-hand panel with various filters and settings.

You can create a column by clicking **Create Column**.

## Full Grade Center (cont.)



The screenshot shows the 'Create Grade Column' form. A red box highlights the 'Column Name' and 'Points Possible' fields. The form includes a sidebar with navigation links, a main content area with a text editor for the column description, and a right-hand panel with various filters and settings.

You must give your column a name and list the number of points possible.

## Full Grade Center (cont.)

Online Course Template

Announcements

Start Here i2

Course Content

My Grades

Email

Bo Help

Course Problems Blog i2

Syllabus i2

COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Customization

Packages and Utilities

Help

### Create Grade Column

\* Indicates a required field.

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

Description

Path: 0

Primary Display: **Score**

Secondary Display:

Category:

\* Points Possible

Associated Rubrics

Add Rubric

Name Type Date Last Edited Show Rubric to Students

Make sure you select the correct value.

## Full Grade Center (cont.)

Content Collection

Course Tools

Evaluation

Grade Center

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Customization

Packages and Utilities

Help

Quick Unenroll

Path: 0

Words 0

Primary Display: **Score**

Secondary Display: **None**

Category: **No Category**

\* Points Possible

Associated Rubrics

Add Rubric

Name Type Date Last Edited

**DATES**

Date Created: Sep 19, 2017

Due Date:

**OPTIONS**

Include this Column in Grade Center Calculations: ☒ Yes ☐ No

Show this Column to Students: ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades: ☐ Yes ☒ No

You can add a rubric and set due dates. The options are mostly likely set how you would like, but you do have the ability to change them. When finished click **Submit**.

Cancel Submit

## Notes:

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## Questions or for More Information

For Blackboard technical support, please contact the Blackboard help desk at 304-462-6449 between the hours of 8:00am and 4:00pm or by email at [Blackboard.Help@glennville.edu](mailto:Blackboard.Help@glennville.edu).

If you need Blackboard help after 4:00pm but before 8:00am please contact WVNET at 1-304-293-5192