



**Blackboard**  
Blackboard Academic Suite™

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# Instructor Manual

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Blackboard Learning System™  
Blackboard Community System™  
Blackboard Learning System—Basic Edition  
Application Pack 3 (Release 6.3)

Instructor Manual (Doc #163002)

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## ABOUT THE BLACKBOARD ACADEMIC SUITE (RELEASE 6.3) INSTRUCTOR MANUAL

### Overview

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The Instructor Manual provides detailed information about building and managing courses on the *Blackboard Learning System*. The *Blackboard Community System* offers the same set of functions and features for managing an Organization.

### How the manual is organized

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The *Blackboard Academic Suite Instructor Manual* begins by reviewing the teaching and learning environment for Instructors. The bulk of the manual details the functions available to Instructors through the Control Panel.

### Manual Conventions

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To make this manual easier to use a number of conventions have been put in place.

SYMBOL	DESCRIPTION
Bold type	A button or field name.
Courier font	Text that users should type.
<i>Italics in a title</i>	Additional information in a title that may not be included on the Web page.
[r]	Required field

### Using this manual

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This manual should be read as a reference guide. Do not read this manual from cover to cover.

### Manual Updates

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Please note that this manual is updated periodically. Check the Date of Last Revision at the beginning of the manual to ensure that it is the most recent copy.

The HTML version is available by clicking **Online Admin Manual** from the Control Panel and at <http://www.blackboard.com/products/services/support>. This site also includes the manual in PDF format.

To report any comments or suggestions regarding this manual, please contact Blackboard Support.

# CHAPTER 1 - WELCOME TO THE BLACKBOARD ACADEMIC SUITE

## Introduction

---

The following are some things to keep in mind when using the *Blackboard Academic Suite*:

Certain tools may not be documented.

System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.

The openness of the Blackboard Academic Suite allows Instructors and Administrators to be very creative. The names for items in the Blackboard Academic Suite may differ from those in the documentation.

Building Blocks allows institutions to integrate external applications, tools, content, and services into the *Blackboard Academic Suite*.

## The Blackboard environment

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The Blackboard environment includes a header frame with images and buttons customized by the System Administrator and tabs that navigate to different areas. Clicking on a tab will open that area in the content frame.

## Header frame

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The header frame contains navigation buttons that allow the user to access the institution home page, access the help, and logout.

## Tabs

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*Blackboard Learning System* and *Blackboard Learning System–Basic Edition* include two common tabs for users:

- **My Institution:** The My Institution tab contains tools and information specific to each user's preferences. Tools and information are contained in modules. Users can add and remove modules from their My Institution tab. The System Administrator may restrict access to or require specific modules.
- **Courses:** Users click on a link from the Courses tab to access a Course.
- Users also have access to the following tabs with the *Blackboard Community System*:
- **Community:** The Community tab lists Organizations specific to each user, the Organization Catalog for the institution, and institution Discussion Boards. Users click on a link from the Community tab to access an Organization.
- **Services:** The Services tab contains links to other institutional offerings outside of the Blackboard Learning System. The links are set by the System Administrator.

In addition, the *Blackboard Community System* enables the institution to create custom tabs and present different tabs to users based on Institution Roles.

## COURSES

### Overview

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Courses contain content and tools for teaching and learning. The Instructor assigned to a Course oversees the course through the Control Panel. While the Instructor has control over the Course, the Administrator can set overrides that restrict or require course areas and tools.

A Course consists of the Course Menu and a content frame. The Course Menu links users to content and tools. The content frame displays content and tools.

### Organization Web Sites

---

Organization Web sites function in the same way as Courses. The Organization Manager uses the same Control Panel that appears in Courses to provide an online environment for the organization. Organizations are only available with the *Blackboard Community System*.

### Functions

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The table below includes information on the components of a Course. The names of the areas can be changed by the Instructor or the System Administrator.

AREA	DESCRIPTION
<b>Announcements</b>	Announcements post timely information critical to course success. Click <b>Announcements</b> from the Course Menu to view Announcements.
<b>Staff Information</b>	Staff Information provides background and contact information on Instructors and Teaching Assistants.
<b>Course areas</b>	Course areas can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.
<b>Communication</b>	The Communication area allows users to: <ul style="list-style-type: none"> <li>• send and receive messages</li> <li>• open Discussion Boards</li> <li>• enter the Virtual Classroom</li> <li>• view roster</li> <li>• view Group pages</li> </ul>
<b>External Links</b>	External Links connect users to learning materials outside of the Blackboard Academic Suite.
<b>Tools</b>	Tools that can be used in the Course. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, Student Manual, Tasks, The Electric Blackboard®, and Address Book.
<b>Course Map</b>	Navigate through a collapsible tree directory.

## COURSE MENU

### About the Course Menu

---

The Course Menu appears on the left side of a course and contains links to materials and tools within the course. The Instructor can customize the appearance of the Course Menu and the content and tools available to users.

Two views may be made available to users; if both views are available users may toggle between them:

- Quick View – Displays top-level of course materials. Links may be displayed as buttons or text.
- Detail View – Displays course materials as seen in the Course Map. This view expands to show the hierarchy of course navigation.

A Tools Panel appears as part of the Course Menu. This box may contain links to the Course Map, Communication tools and/or Course Tools. Links to tools may also be added to the main part of the Course Menu so they appear in the Detail View or the Course Map.

The size of the Course Menu frame may be adjusted. Hold the mouse over the border that marks the right side of the Course Menu, an arrow pointer appears. Use the mouse to drag this border and expand or contract the frame.

Information about when the Course Menu was last refreshed is also available in the Course Menu. Hold the mouse over the Refresh icon to view the date and time the menu was last refreshed. In the Detail View the date and time information appears at the bottom.

### View new Content

---

When content is added to the Course Menu or the Course Map it takes 20 minutes for it to cache; this means that new content in the Course Menu and Course Map does not appear for 20 minutes. To view content within the first 20 minutes it has been added click **Refresh**.

### Set up Menu display options

---

The Instructor can make the Quick View and/or the Detail View available within a course. Follow the steps below to change the view:

1. Select **Course Design** on the Control Panel.
2. Select **Manage** on the Course Design page.
3. Select a default view for the Course Menu.



**NOTE:** Administrators control the default of the Course Menu for the entire system. This does not limit the Instructors ability to make changes within their courses; it only dictates the appearance of the default Course Menu.



**NOTE:** The Course Map may appear with a different color scheme when accessed from Quick View. When Quick View uses text links (not buttons) the color of the links may be modified. If the color is modified, the color of items in the Course Map will appear the same as the text links.

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### Set up Tool box display

---

The Tools Panel may be set to display links to Course Tools, Communication tools, and/or the Course Map. The display of the Tools Panel is managed separately for the Detail View and the Quick View. This allows Instructors to set up the Tools Panel differently in the two separate views.

Follow the steps below to set up the Tools Panel display for the Quick View:

1. Select **Course Design on** the Control Panel
2. Select **Manage Tool Panel** on the Course Design page.
3. Select **Quick View Tool Panel Options** or **Detail View Tool Panel Options** on the Manage Tool Panel page.
4. Select which links to display in the box and enter a name to appear in the header. If no options are selected, the Tools Panel does not appear in the Course Menu. If **Header Name** is left blank, no header appears in the Tools panel. The background and text color for the header may also be selected.

## COURSE MAP

### About the Course Map

---

The Course Map is a collapsible tree directory that is used for navigation within a course. The Course Map may be viewed from the Course menu, Collaboration Sessions, the Performance Dashboard and as a selection window.

Information about when the Course Map was last refreshed is also available at the bottom of the map.

### View the Course Map from the Course Menu

---

The Course Map may be opened from the Display View and the Quick View of the Course Menu.

Select **Course Map** in the Tools Panel on the Course Menu to open the Course Map. All available content and tools appear within the Course Map.

When the Course Map is viewed from the Course Menu, the Instructor views the course content as a user. For example, if an item is made available to a group through an Adaptive Release rule, and the Instructor is not part of the Group, the item will not be visible to the Instructor through the Course Map.





### View the Course Map from the Performance Dashboard

---

When the Course Map is viewed from the Performance Dashboard, the availability of items, tools, and Review Status for the specific user is displayed.

Select the icon in the Adaptive Release column to view the Course Map for a specific user. The availability of each item and the Review Status for the user selected is indicated.

This following table includes a description of the icons used in the Performance Dashboard:

ADAPTIVE RELEASE AND REVIEW STATUS ICONS:	
	<b>Visible</b> – this item is visible to that course user.
	<b>Invisible</b> – this item is not visible to that course user.
	<b>Reviewed</b> – this item has been marked as Reviewed by the course user.
	<b>Not Reviewed</b> – this item is displayed as Mark Reviewed to the course user.

### View the Content Map from a Virtual Classroom

---

The Content Map is similar to the Course Map, except the tree directory only displays available Content Areas; it does not allow users to navigate to other course areas, such as tools. To open the Content Map, select Content Map in the Classroom Tool box of a Virtual Classroom.

### Use the Course Map as a selection window

---

Course areas and items may be linked to from different pages within a course, such as the Add Announcement page and Add Course Link page. This selection process uses the Course Map, accessed by selecting the **Browse** button. The Course Map, accessed from these pages, displays all content items within a course. Click a link in the Course Map to select an item or tool.

## CONTROL PANEL

### Overview

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All course administration is done through the Control Panel. This area is only available to users with one of the following defined course roles:

- Instructor
- Teaching Assistant
- Grader
- System Administrator

### Find the Control Panel

---

1. Open a course.
2. Click **Control Panel** on the Course Menu.

### Functions

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The Control Panel is comprised of six areas:

PART	FUNCTION
<a href="#">Content Areas</a>	Provides the tools necessary to add text, files, and information into a course.
<a href="#">Course Tools</a>	Contains the communication tools to send email, create tasks, and work with groups.
<a href="#">Course Options</a>	Contains security and customization options.
<a href="#">User Management</a>	Provides tools to manage users and enrollments.
<a href="#">Assessment</a>	Provides tools for building Assessments, recording grades, and tracking user activity.
<a href="#">Support</a>	Offers support contacts and online documentation.

## COURSE ROLES

### Overview

Course Roles control access to the content and tools within a course. Each user is assigned a role for each Course in which they participate. For example, a User with a role of Teaching Assistant in one Course can have a role of Student in another Course.

The Course Role is set when a User is enrolled. It can also be modified after enrollment from the Control Panel.

- Course Roles include:
- Course Builder
- Grader
- Guest
- Instructor
- Student
- Teacher's Assistant



**NOTE:** Administrators may modify the privileges associated with different Course Roles. Therefore, all of the privileges listed may not apply. Administrators also have the option to change the names of Course Roles.

### Course Builder

The Course Builder role has access to most areas of the Control Panel. This role is appropriate for a user to manage the course without having access to Student grades.



**NOTE:** A Course Builder can still access the course if the course is unavailable to Students. A Course Builder cannot remove an Instructor from a Course.

Course Builders have access to the following areas of the Control Panel:

- \*Course Information
- \*Course Documents
- \*Assignments
- \*External Links
- \*Announcements
- \*Course Calendar
- \*Staff Information
- \*Tasks
- Settings
- Import Course Cartridge
- Import Package
- \*Resources
- Course Copy
- Export Course
- List / Modify Users
- Create User



- \*Discussion Boards
- \*Send Email
- \*Collaboration
- \*Digital Drop Box
- Manage Course Menu
- Archive Course
- Recycle Course
- \*Manage Tools
- Batch Create Users for Course
- Enroll User
- Remove Users from the Course
- \*Manage Groups
- \*Test Manager
- \*Survey Manager
- \*Pool Manager
- 

\* Settings marked with an asterisk (\*) cannot be modified by the Administrator. These privileges will always be available for this Course Role.

## Grader

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A Grader assists the Instructor in the creation, management, delivery, and grading of Assessments. A Grader also assists the Instructor with managing the Gradebook.



**NOTE:** A Grader cannot access a course if it is unavailable to Students.

Graders have access to the following areas of the Control Panel:

- \*Announcements
- \*Course Calendar
- \*Digital Drop Box
- List/Modify Users – may not modify content
- \*Test Manager
- \*Survey Manager
- \*Pool Manager
- \*Gradebook
- \*Gradebook Views
- \*Course Statistics

\* Settings marked with an asterisk (\*) cannot be modified by the Administrator. These privileges will always be available for this Course Role.

## Guest

---

Users with the role of Guest have no access to the Control Panel. Areas within the course can be made available to Guests.

Visitors such as prospective students, alumni or parents may be given the role of Guest.

## Instructor

---

Instructors have access to all areas in the Control Panel. This role is generally given to those developing, teaching or facilitating the class. Instructors may still access a course that is unavailable to Students.

Administrators may limit access to the following features:

- List / Modify Users
- Create User
- Batch Create Users for Course
- Remove Users from the Course
- Enroll User
- Settings
- Course Copy
- Recycle Course
- Import Course Cartridge
- Export Course
- Archive Course
- Manage Course Menu

## Student

---

Student is the default Course Role. Students have no access to any areas on the Control Panel.

## Teaching Assistant

---

Teaching Assistants have access to most features. If the course is unavailable to Students, Teaching Assistants may still access the course. Teaching Assistants are not listed in the Course Catalog listing for the course.



**NOTE:** A Teaching Assistant cannot remove an Instructor from a course.

## CHAPTER 2—WORKING IN THE BLACKBOARD ACADEMIC SUITE

### Overview

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This chapter discusses how to navigate and enter text in the *Blackboard Academic Suite*.

### In this chapter

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This chapter includes the following topics.

TOPIC	DESCRIPTION
<a href="#">Navigation</a>	Describes how to move throughout the <i>Blackboard Academic Suite</i> .
<a href="#">Locales</a>	Explains how locales are used to present information using different languages and cultural norms.
<a href="#">Quick Edit</a>	Explains how to edit a course from within the view.
<a href="#">Searching for Users and Courses</a>	Explains how to locate records in the system.
<a href="#">Entering Text</a>	Describes how to input information.
<a href="#">Text Box Editors</a>	Describes how to input information using the Text Box Editor.
<a href="#">Link to File</a>	Explains how to add a link to a file.
<a href="#">Insert Multimedia File</a>	Explains how to add a multimedia file.
<a href="#">About Spell Check</a>	Describes the Spell Check feature.
<a href="#">Using Spell Check</a>	Explains how to use the Spell Check feature.
<a href="#">Math and Science Notation Tool</a>	Describes the Math and Science Notation Tool – WebEQ Editor.
<a href="#">Adding and Editing Equations</a>	Explains how to add and modify equations on the Math and Science Notation Tool.

## NAVIGATION

### Overview

---

Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

NAVIGATION TOOL	DESCRIPTION
<b>Tab</b>	Click a tab to open it.
<b>Button</b>	Click a button to navigate to a page within the <i>Blackboard Academic Suite</i> . Some buttons also lead to areas outside of the <i>Blackboard Academic Suite</i> . Buttons also execute functions.
<b>Link</b>	Click a hypertext link to access another Web page within the <i>Blackboard Academic Suite</i> . Links can also open Web sites outside of the <i>Blackboard Academic Suite</i> .
<b>Path</b>	Click one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to return to the previous page that led to the current page.

### Linking to a Course

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To link to a Course, copy the URL from the address bar in the Web. Links to Courses can be posted inside or outside the *Blackboard Academic Suite*. Users will be prompted for authorization before accessing the Course.

## LOCALES

### About Locales

---

Locales present the Blackboard Academic Suite using language and cultural norms matched to different audiences. Locales are defined at the system level, the course or organization level, and finally at the user level.

At the system level, the Administrator defines one locale as the system default. This is the locale that appears when no other locales are specified at the course level or at the user level.

At the course level, the Instructor can set a locale and enforce it. Enforcing a locale means that all users will see that locale. If the locale is not enforced, and a user has a preferred locale associated with their account, the user's locale will override the course locale.

At the user level, individuals may select their preferred locale.



**NOTE:** Customized names, such as changing the name of a Content Area, are not changed with the locale. These values stay the same through all locales. The default names in the system are translated and appear differently in each locale.

### Set a Locale for a Course

---

Follow these steps to set a locale for a course.

1. Click **Settings** from the Control Panel.
2. Click **Set Locale**.
3. Select a Locale from the drop-down list.
4. Click **Enforce Locale** to always display this course in the selected locale.
5. Click **Submit**.

If a locale is not chosen for a course the course will display in the user's preferred locale or, if the user has not set a preferred locale, in the system default locale.

### Course Areas not Impacted by Locale Selections

---

For the most part, the Control Panel appears in the selected locale of a course; it does not appear in the locale selected for the user. In a few spots within a course, the page will display using the system default or the user's preferred locale rather than the course locale. The following pages will not display in the selected course locale:

- Control Panel > Course Information > Modify Item, Copy Item, Add Item, Remove Item
- Control Panel > Copy Files to CS
- Control Panel > Discussion Board > Add Forum
- Control Panel > Announcements > Confirmation receipt.

**Spell Check and Locales**

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The Spell Check tool supports American English, Great Britain English, French, and Spanish. The Spell Check tool will not work with other locales. If Spell Check does not recognize the locale it will use a supported dictionary.

## QUICK EDIT

### Overview

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Quick Edit allows Instructors to make changes to content from within the course view instead of navigating through the Control Panel to edit content. When an Instructor is viewing the course through the Student view, they may use this shortcut to edit course content, without going through the Control Panel. Quick Edit controls appear in the navigation bar in each Course area and any subfolders. System Administrators may disable this feature.



**NOTE:** The Edit View link is displayed to users with a role of Instructor, TA, Course Builder, or System Administrator. Due to the size of the content editing pages, this method of editing is not recommended with an 800x600 screen resolution.

### Functions

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Select **Edit View** to open and edit the Course area or Content Item. A **Display View** link appears in the top right corner of the Control Panel view of the content page. Select **Display View** to go back to the course display view of the same content page. Instructors may use **Edit View** and **Display View** to toggle back and forth between the edit view and display view of course content.

## SEARCHING FOR USERS AND COURSES

### Overview

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There are several areas in the *Blackboard Academic Suite* where users can search for other users.

### User search options

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The table below details the available user search options. All options are not available in all search boxes.

To . . .	THEN . . .
search for a user using last name or Username	<ol style="list-style-type: none"> <li>1. Select the Search tab.</li> <li>2. Enter either a last name or a Username.</li> <li>3. Select either the Last Name or Username option. All matching entries will be displayed.</li> </ol>
search for a group of last names or Usernames that start with a particular letter or number	<ol style="list-style-type: none"> <li>1. Select the A-Z, 0-9 tab.</li> <li>2. Click on the first letter of the last name or on the first number of the Username. All matching entries will be displayed.</li> </ol>
search using a value found in the user's name	<ol style="list-style-type: none"> <li>1. Select the Advanced tab.</li> <li>2. Enter a value in the Containing field.</li> <li>3. The search will return all users with that value in their Username.</li> <li>4. Click the check boxes and select values from the drop-down list to narrow the search.</li> </ol>
list all users	<ol style="list-style-type: none"> <li>1. Select the tab.</li> <li>2. Click List All to list all the names enrolled. All entries will be displayed.</li> </ol>

### Course search options

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The following options are available when searching for a course:

- **Search:** The search parameters on this tab can be used separately or in tandem to further narrow the list generated. To use this tab: Click the **Course ID**, **Instructor**, or **Title/Description** option. Enter a value in the field. Then click the **All Courses**, **Month**, or **Day** option to define the list based on when the courses were created. The search function will create a list of courses with that value created in the time selected.
- **A-Z, 0-9:** Click the letter or number that represents the first character of a Course ID. A list of all courses with an ID that begins with that character will appear.
- **List All:** Click **List All** to view all the courses on the system.

## ENTERING TEXT



## Overview

By default, *Blackboard Academic Suite* will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags or using the Text Box Editor.

## Text box options

The following options are available in most text entry boxes in the *Blackboard Learning System*:

FORMAT OPTION	BEHAVIOR
<b>Smart Text</b>	<p>Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source tag appears.</p> <p>Web addresses entered as URLs are converted to links. The URL must begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word.</p> <p>If an image tag, &lt;IMG&gt;, is entered in Smart Text, the Blackboard Academic Suite will automatically prompt you to upload the image.</p>
<b>Plain Text</b>	<p>Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.</p>
<b>HTML</b>	<p>Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.</p>



**NOTE:** The Smart Text and Plain Text options are only available if the Administrator has turned off the Text Box Editor or if the user does not have a Windows Operating System and Internet Explorer Version 5.x or a later.

It is not possible to display a file in a content item and add a Smart Text or Plain Text description. Add the description as a separate content item and then add display the file in the next content item.

## File names

The characters a-z, 0-9, period '.' and underscore '\_' are acceptable in file names. Accented characters are not supported. Accented characters and spaces will be converted to underscores '\_' in the name of the uploaded file. Special characters are not supported in file names.

## Special Characters

Special characters, such as %&#<>=+ as well as spaces, should not be used when defining attributes such as a Course ID or a Username. Use a-z, 0-9, and underscore when naming attributes.

## TEXT BOX EDITORS

### About the Text Box Editor

Smart text, Plain text, or HTML may be used in the Text Box Editor. Options at the bottom of the box allow the user to switch format at anytime.

Smart text should be used if the intent is to display the text in the exact way that it is typed in. Line breaks, tabbing, and other keyboard formatting will be retained with Smart text.


Plain text strips any formatting from the text, except for line breaks. The result is completely unformatted text. This may be useful if the user needs to do a lot of copy and pasting of the content, or if the intent is to display code information. For example, if the user wants to show how to write something in HTML, Plain text should be used to retain the HTML tags in the content. Plain text does not work with MathML or the equation editor. Changing a text box that includes a mathematical formula to Plain text will make the formula unreadable.

The HTML option should be used if the user knows HTML and opts to type HTML tags into the Text Box Editor. The result will be content formatted by the HTML tags used.

Preview shows the user how the formatted text will appear when rendered in the browser. Features that appear in the Text Box Editor may include [WebEQ](#), [MathML](#), and [SpellCheck](#).

### About the Visual Text Box Editor

The Visual Text Box Editor has three rows of buttons. The first row is required and may not be collapsed. The second and third rows may be collapsed with the arrows to the left of the row.

	When using the Blackboard Content System, the third row options of the Visual Text Box Editor provide a Browse to Content Collection field. The Visual Text Box Editor allows the user to create content that includes links to items in their Content Collection.
---	--

#### FIRST ROW BASIC ACTIONS

<b>Font Style</b>	Select a style for the text. The options correspond to standard HTML Style types.
<b>Font size</b>	Select the size of the text.
<b>Font</b>	Select the font.
<b>Bold</b>	Make selected text bold.
<b>Italics</b>	Make selected text italics.
<b>Underline</b>	Underline the selected text.
<b>Align left</b>	Align text to the left.
<b>Align Center</b>	Align text in the center.
<b>Align Right</b>	Align text to the right.
<b>Ordered list</b>	Create a numbered list or add a numbered list item.
<b>Unordered list</b>	Create a bulleted list or add a bullet list item.

**FIRST ROW BASIC ACTIONS**

<b>Decrease Indent</b>	Move text left.
<b>Increase Indent</b>	Move text right.

**SECOND ROW ADDITIONAL BASIC ACTIONS**

<b>Find</b>	Search for a word or phrase in the text area.
<b>Spell Check</b>	Select the ABC checkmark to open Spell Check.
<b>Cut</b>	Cut the selected items.
<b>Copy</b>	Copy the selected items.
<b>Paste</b>	Paste copied or cut content.
<b>Undo</b>	Select the circular arrow pointing to the left to undo the previous action.
<b>Redo</b>	Select the circular arrow pointing to the right to redo the previous action.
<b>Hyperlink</b>	Add a hyperlink. Types include: file, ftp, gopher, http, https, mailto, news, telnet, and wais.
<b>Create Table</b>	Add a table.
<b>Horizontal Line</b>	Add a line.
<b>Background Color</b>	Add a highlight color to the selected text.
<b>Text Color</b>	Specify the color of the text.
<b>WebEQ Editor</b>	Open the WebEQ Equation Editor icon (x2) to add an equation. Equations cannot be added to a cell in a table. Instead, create the equation outside the table and then cut and paste the equation into the cell.
<b>MathML Editor</b>	Open the MathML Equation Editor icon ( $\sqrt{x}$ ) to add an equation.
<b>HTML View</b>	View the HTML code that is generated by the Visual Text Box Editor. Users may also edit the HTML in this view. If HTML is added or changed in this view, click Submit to view the change in the Visual Text Box Editor.
<b>Preview</b>	Preview the content as it will be seen by end users.
<b>Help</b>	Select the question mark to launch the Help page.

The following table includes a description of some options specific to each type of file attachment.

**THIRD ROW FILE ATTACHMENT ACTIONS AND SPECIAL OPTIONS**

<b>Attach file</b>	<p>Add a file to the text area. The Insert Link to File page will appear.</p> <ul style="list-style-type: none"> <li>• <b>Browse:</b> select a file from the local machine</li> <li>• <b>Link to Content Collection:</b> select an item or folder from the Content Collection</li> <li>• <b>Specify Source URL:</b> provide a URL where the item is</li> </ul>
--------------------	--

### THIRD ROW FILE ATTACHMENT ACTIONS AND SPECIAL OPTIONS

	located.
	<ul style="list-style-type: none"> <li>• <b>Name of link to file:</b> providing a descriptive name of the content is helpful for the user. This allows the user to read the link in context, rather than simply read the name of the file being linked to.</li> </ul>
<b>Attach image</b>	<p>Add an image to the text area. The Insert Image page appears.</p> <ul style="list-style-type: none"> <li>• <b>Set Width and Height:</b> leaving these fields blank renders the image in its original size.</li> <li>• <b>Image Target URL:</b> the URL entered here will make the image a link. When the user clicks the image, they will go to this URL.</li> <li>• <b>Alt text:</b> Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display</li> </ul>
<b>Attach MPEG/AVI</b>	<p>Add MPEG/AVI media content to the text area. The Insert MPEG file page appears.</p> <ul style="list-style-type: none"> <li>• <b>Set Width and Height:</b> the default width and height provided are standard sizes for MPEG/AVI content, but may be altered.</li> </ul>
<b>Add Quick Time</b>	<p>Add Apple QuickTime media to the text area. The Insert QuickTime File page appears.</p> <ul style="list-style-type: none"> <li>• <b>Loop:</b> QuickTime media allows the option to loop the movie. If this is set to Yes, the media will replay as long as the page is loaded.</li> </ul>
<b>Add audio</b>	<p>Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears.</p>
<b>Add Flash/Shockwave</b>	<p>Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page appears.</p> <ul style="list-style-type: none"> <li>• <b>Set Quality:</b> quality options are provided to allow the user to choose between highest quality vs. highest performance. The highest quality media will take the longest time to load in a browser.</li> </ul>

### Differences between Text Box Editor and Visual Text Box Editor

The Text Box Editor and Visual Text Box Editor allow the entry of formatted text in the *Blackboard Academic Suite*.

The Text Box Editor allows Plain Text, Smart Text and HTML formatting. The Visual Text Box Editor allows users to modify content in an interface resembling a word processor, and perform basic HTML functions without knowledge of any HTML. These features include creating tables, bulleted lists, hyperlinks, horizontal lines, and more. Users may also format text and paragraphs, and upload multimedia files in the Visual Text Box Editor. Both editors may include WebEQ, MathML and SpellCheck features.



**NOTE:** The Visual Text Box editor is only available to Windows Operating System users with Internet Explorer Version 5.x or a later.

	<p>System Administrators may turn off the Visual Text Box editor, Spell Check, Web EQ and MathML for all users. Users may turn off the Visual Text Box Editor in Personal Information settings.</p> <p>If the Visual Text Box Editor is off, or if users are not using Windows Internet Explorer, the Text Box Editor will be on.</p>
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### Attaching files in the Visual Text Box Editor

Users have the option of attaching different types of files to the Visual Text Box Editor. Do not copy and paste a file from one text box to another; this will cause errors.

The table below explains which button in the Third Row of the Visual Text Box Editor is used to add different file types.

FILE ATTACHMENT TYPES	
Attach file	.doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip
Attach image	.gif, .jif, .jpg, .jpeg, .tiff, .wmf
Attach MPEG/AVI	.avi, .mpg, .mpeg
Add Quick Time	.qt
Add audio	.aiff, .asf, .moov, .mov, .mp, .wav, .wma, .wmv
Add Flash/Shockwave	.swa, .swf


### Missing image detection in the Text Box Editors

Missing Image Detection functionality is available on the Add Item page under the following scenarios when a user:

- pastes HTML with a broken image into the HTML view of the Visual Text Box Editor
- pastes HTML with a broken image into the Text Box Editor and selects the HTML option
- pastes HTML with a broken image into the Text Box Editor selects the Smart Text option

Missing image detection functionality does not apply when a user:

- pastes HTML with a broken image into the Text Box Editor and selects the Plain text option
- pastes HTML with a broken image into the Visual Text Box Editor
- uploads an HTML file with a broken image from the third row of the Visual Text Box Editor
- links to an HTML file in the Content Collection with a broken image (either via the third row of the Visual Text Box Editor or as a URL in the Text Box Editor).

	<p><b>NOTE:</b> Images are stored in HTML using the following syntax: <code>&lt;img src="http://image_path"&gt;</code>. The source location should be inside double of single quotations.</p>
---	---

## Keyboard shortcuts for the Visual Text Box Editor

The Visual Text Box Editor supports the following keyboard shortcuts:



**NOTE:** If the shortcut keys that move selected items one character left, right, up, or down are used, the object being moved will be absolutely positioned. An absolutely positioned element is determined by pixels, so moving it up once will move it up one pixel.

### KEYBOARD SHORTCUTS

#### Movement

RIGHT ARROW	Move one character to the right.
LEFT ARROW	Move one character to the left.
DOWN ARROW	Move down one line.
UP ARROW	Move up one line.
CTRL+RIGHT ARROW	Move right one word.
CTRL+LEFT ARROW	Move left one word.
END	Move to the end of the line.
HOME	Move to the start of the line.
CTRL+DOWN ARROW	Move down one paragraph.
CTRL+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME	Move to the beginning of the text.
CTRL+END	Move to the end of the text.

#### Selection

SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.

**KEYBOARD SHORTCUTS**

CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A	Select all elements in the document.
<b>Editing</b>	
BACKSPACE	Delete the selection. Or, if there is no selection, delete the character to the left of the cursor.
CTRL+BACKSPACE	Delete all of a word to the left of the cursor.
CTRL+C	Copy the selection.
CTRL+V	Paste cut contents or copied contents.
CTRL+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z	Undo the most recent formatting command.
CTRL+Y	Re-do the most recent undone command.
CTRL+F	Find text.
SHIFT+F10	Display the context menu. This is the same as a right-click.
<b>Formatting</b>	
CTRL+B	Toggle bold formatting.
CTRL+I	Toggle italic formatting.
CTRL+U	Toggle underlining.

## SELECTING DATES

### Overview

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Availability of the course and individual content items, including Assessments and Learning Units, can be controlled by date. Content may only be available within a certain range, available from a certain date until the end of the course, or available from the date created until a specified end date.

### Setting availability by date

---

Dates are set using drop-down lists to select the day, month, year, and in some cases, time. There is also a calendar interface that can be used to select the date.

- To set availability to a set range, select both a start date and an end date.
- To set availability from the current time until a certain date, only set an end date.
- To set availability from a date until the end of the course, only set a start date.



## HTML TIPS

### Overview

---

This section provides some basic HTML codes and tips for adding simple formatting to a Course. Additional resources for learning more about HTML may be found at the end of this section.

### What is HTML?

---

HTML is the set of codes used to format (or "mark up") Web pages. A single piece of HTML code is called a "tag." HTML tags are surrounded by pointed brackets ("`<`" and "`>`"). Tags usually come in pairs.

For example the pair of HTML tags to create bold text looks like this:

```
<b>This text will be bold. </b>
```

The `<b>` tag means "start bold here." The end tag, `</b>`, means "end bold here." End tags always include the forward slash ("`/`").

### Paragraph formatting

---

In HTML, a paragraph break is used to put a single blank line between paragraphs. A hard return inserts no blank line.

The tag can be used alone at the end of a paragraph, or as a pair. If used as a pair, the "`align=left|center|right`" modifier may be included in the beginning tag to control placement.

For example, the following tag would create a right-aligned paragraph:

```
<P align=right>Fourscore and seven years ago, our founding father set forth upon this continent a new nation.</P>
```

### Text formatting

---

The following tags are used for basic text formatting:

Bold text tag: `<B> text </B>`

Italic text tag: `<I> text </I>`

Underlined text tag: `<U> text </U>`

Font format tags: `<FONT> text </FONT>`

(Font formats include `FACE=fontstyle` `COLOR=fontcolor` `SIZE=fontsize`)

The `FONT` tag requires at least one of the modifiers (`FACE`, `COLOR`, or `SIZE`).

The `FACE` modifier can be set to any font, but the person viewing the page must also have that font installed on their computer. For that reason, it is best to stick to common fonts like Times New Roman, Arial, or Courier New.

The `COLOR` modifier will recognize basic colors, including black, white, gray, red, blue, yellow, green, purple, orange, cyan, magenta, and so forth.

The `SIZE` modifier does not refer to typical font point sizes. In HTML fonts can be sizes 1 through 7. The default font size is 3.



**NOTE:** Since each user may set the default font point at which their browser will display text, these font sizes can be relative. For example, one user might have their browser's default font set to 10-point Times while another has their browser's default font set to 12-point Times. The HTML tag would create 10-point Times text on the first computer, and 12-point on the latter, since 3 is the default size.

Users may use plus or minus signs to indicate sizes relative to the default. For example, the following HTML would create text that is two steps larger than the default font size:

```
<FONT size=+2>Bigger, Better, Faster!</FONT>
```

### Creating Links with HTML

Links are created using the 'anchor' tag.

```
<A href="URL">Clickable text</A>
```

In the following example, the words 'Blackboard Inc.' will turn into a link that directs the user to the Blackboard home page.

```
<A href="http://www.blackboard.com/">Blackboard Inc.</A>
```

### Creating HTML with other tools

Course developers do not have to learn everything about HTML. They may also use Web authoring tools to generate HTML. There are many applications that may be used for this. Some examples are:

- **Word processors-** Microsoft<sup>®</sup> Word<sup>™</sup>, Corel<sup>®</sup> WordPerfect<sup>™</sup>, Apple<sup>®</sup> AppleWorks<sup>™</sup>, Sun<sup>®</sup> StarOffice<sup>™</sup>, and almost every other contemporary word processor contains the ability to convert word processing documents to a Web page coded in HTML. However, the conversion from a word processing document to an HTML Web page is often not perfect, especially for documents with complex formatting.
- **WYSIWYG (What You See Is What You Get) Web-authoring tools-** These tools provide an environment similar to a word processor for developing Web pages and entire Web sites. There are many products to choose from, including, Macromedia<sup>®</sup> Dreamweaver<sup>™</sup>, Adobe<sup>®</sup> GoLive<sup>™</sup>, NetObjects<sup>®</sup> Fusion, and Microsoft<sup>®</sup> FrontPage<sup>™</sup>.
- **HTML Editors-** Applications like BareBones<sup>®</sup> Software's BBEdit<sup>™</sup> and Macromedia<sup>®</sup> Allaire HomeSite<sup>™</sup> provide an editing environment for HTML documents. While they are not WYSIWYG, HTML editors usually have a "preview" mode that allows users to switch between viewing the raw HTML codes and previewing how those codes will look in the browser. These products help write HTML faster and easier, but they presume the user is already knowledgeable about HTML.

### Incorporating HTML generated with other applications

Instructors may decide to incorporate HTML generated content with other applications into their Course. There are two options for including this content:

Save the content as an HTML file and upload the HTML file itself into Blackboard Learning System. In the Course area, next to the **Special Action** field, select **Create a link to this file**. The *Blackboard Learning System* will automatically detect images in an HTML file and prompt the user to upload the images as well.

Copy and paste the HTML code into a text box.

To copy and paste HTML code, follow the steps below:

1. View the HTML code. Most of the tools discussed above will have a mechanism (usually part of a View menu) to allow the user to see the 'HTML source'.
2. Copy all of the HTML tags between but not including the <BODY> and </BODY> tags. The *Blackboard Learning System* dynamically generates the HTML above and below the BODY tags, so this portion of the HTML source must not be copied.
3. Paste the copied HTML into the text box.
4. Choose the HTML text-formatting option.
5. Submit the form.
6. If there are <IMG> tags in the HTML, the *Blackboard Learning System* will automatically detect them when the page is submitted. Users will receive a second page prompting them to upload the appropriate images.

---

### Troubleshooting

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Blackboard recommends that users **do not use** the following in a Course:

- Do not use multiple frames.
- Do not add Web pages that contain additional navigational items, for example, buttons. Only include links that directly point to a URL.
- Do not add <body> tags, <html> tags, <head> tags, <form> tags, or <form element> tags. Entering these tags will cause issues when the page is viewed.
- Do not use inline style sheets. Inline style sheets are not supported by all browsers.
- Do not use <applet> tags inside the text box. These tags may cause errors in the content.

---

### Other HTML resources

---

There are many online resources for additional information about HTML. One that users may want to visit is The World Wide Web Consortium located at [www.w3.org](http://www.w3.org).

## LINK TO FILE

### Overview

---

Users may include a link to a file from the Text Box editor.

### Fields

---

The table below details the fields on the Insert Link to File page:

FIELD	DESCRIPTION
<b>Insert Link to File</b>	
<b>Browse</b>	Click <b>Browse</b> to locate a file.
<b>OR Specify URL</b>	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be <code>http://blackboard/images/picture1.jpeg</code> .
<b>Link to File Options</b>	
<b>Name of Link to File</b>	Enter the name of the link that users click to access the attached file.
<b>Launch in new window</b>	Select <b>Yes</b> to have the file open in a new separate window. Select <b>No</b> to have the file open in the content frame.

## INSERT MULTIMEDIA FILE

### Overview

---

Users may add the following multimedia files when authoring content in the Text Box Editor.

- **Image.**
- **MPEG or AVI.** MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
- **Quicktime.** QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.
- **Audio.**
- **Flash or Shockwave.** Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

### Image Fields

---

The table below details the fields on the Insert Image page:

FIELD	DESCRIPTION
<b>Insert Image</b>	
<b>Browse</b>	Click <b>Browse</b> to locate a file.
<b>OR Specify URL</b>	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be <a href="http://blackboard/images/picture1.jpeg">http://blackboard/images/picture1.jpeg</a> .
<b>Image Options</b>	
<b>Set the Width</b>	Enter the width of the image in pixels.
<b>Set the Height</b>	Enter the height of the image in pixels.
<b>Border</b>	Choose a border for the image. If '0' is chosen there will be no border around the image.
<b>Alt Text</b>	Enter text that will be used display if the image fails to load. Alternate text is important for visually impaired users who access the Web.

## MPEG or AVI Fields

The table below details the fields on the Insert MPEG File page:

FIELD	DESCRIPTION
<b>Insert MPEG File</b>	
<b>Browse</b>	Click <b>Browse</b> to locate a file.
<b>OR Specify URL</b>	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be <a href="http://blackboard/images/picture1.jpeg">http://blackboard/images/picture1.jpeg</a> .
<b>MPEG File Options</b>	
<b>Set the Width</b>	Enter the width of the video in pixels.
<b>Set the Height</b>	Enter the height of the video in pixels.
<b>AutoStart</b>	Select <b>Yes</b> to start playing when the page is opened. Select <b>No</b> to let users start playing manually after opening the page.
<b>Controls</b>	Select the size of controls to appear to users. Controls must be available if users are to start the video manually.

## Quicktime Fields

The table below details the fields on the Insert QuickTime File page:

FIELD	DESCRIPTION
<b>Insert QuickTime File</b>	
<b>Browse</b>	Click <b>Browse</b> to locate a file.
<b>OR Specify URL</b>	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be <a href="http://blackboard/images/picture1.jpeg">http://blackboard/images/picture1.jpeg</a> .
<b>QuickTime File Options</b>	
<b>Set the Width</b>	Enter the width of the video.
<b>Set the Height</b>	Enter the height of the video.
<b>AutoStart</b>	Select <b>Yes</b> to start playing when the page is opened. Select <b>No</b> to let users start playing manually after opening the page.
<b>Loop</b>	Choose whether the file should repeat continuously.
<b>Controls</b>	Select to display controls.

## Audio Fields

---

The table below details the fields on the Insert Audio File page:

FIELD	DESCRIPTION
<b>Insert Audio File</b>	
<b>Browse</b>	Click <b>Browse</b> to locate a file.
<b>OR Specify URL</b>	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be <a href="http://blackboard/images/picture1.jpeg">http://blackboard/images/picture1.jpeg</a> .
<b>Audio File Options</b>	
<b>AutoStart</b>	Select <b>Yes</b> to start playing when the page is opened. Select <b>No</b> to let users start playing manually after opening the page.
<b>Loop</b>	Choose whether the file should repeat continuously.
<b>Controls</b>	Select to display controls.

## Flash or Shockwave Fields

---

The table below details the fields on the Insert SWF File page:

FIELD	DESCRIPTION
<b>Insert SWF File</b>	
<b>Browse</b>	Click <b>Browse</b> to locate a file.
<b>OR Specify URL</b>	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be <a href="http://blackboard/images/picture1.jpeg">http://blackboard/images/picture1.jpeg</a> .
<b>SWF File Options</b>	
<b>Set the Width</b>	Enter the width of the video.
<b>Set the Height</b>	Enter the height of the video.
<b>AutoStart</b>	Select <b>Yes</b> to start playing when the page is opened. Select <b>No</b> to let users start playing manually after opening the page.
<b>Loop</b>	Choose whether the file should repeat continuously.
<b>Set Quality</b>	Select the quality of the images that will appear to users. Please note that the better the quality of an image the larger the file. Larger files take longer to open.

## ABOUT SPELL CHECK

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### Overview

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The Spell Check feature supports a full English dictionary, a supplemental word list configured by the System Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text. It is also available as a module with the *Blackboard Portal System*.

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### Word lists

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Misspelled words are determined by the following three sources:

- **Spell Check Dictionary:** A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- **Supplemental Word List:** A list of additional terms added by the System Administrator that do not appear in the default dictionary.
- **Personal Word List:** This word list is stored as a cookie on each user's local machine. Words are added to this list using the **Learn** function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words.

Extensive personal word lists may slow performance of the Spell Check tool.

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### Personal word list and cookies

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The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.



## USING SPELL CHECK

### Overview

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When Spell Check is launched it will review the text block and sequentially bring up any words it does not recognize for review.

### Functions

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The table below details the functions available with Spell Check.

To . . .	THEN . . .
replace the occurrence of a word with a correction or suggestion	enter a correction in the <b>Replace With</b> field or select a suggestion from the list. Click <b>Replace</b> to change the word in the text to the word in the <b>Replace With</b> field. If the misspelled word appears later in the text block it will be flagged again for correction.
replace every occurrence of a word in the text with a correction or suggestion	enter a correction in the <b>Replace With</b> field or select a suggestion from the list. Click <b>Replace All</b> to change every occurrence of the word in the text with the word in the <b>Replace With</b> field.
ignore the word and not make a correction	click <b>Ignore</b> . The word will not be changed. If the word appears again in the text block it will be flagged for correction.
ignore every occurrence of the word in the text block	click <b>Ignore All</b> . The word will not be changed and Spell Check will not flag it for correction again in the text.
teach Spell Check to recognize the word as correct	click <b>Learn</b> . The word will be added to the personal word list. Whenever Spell Check is run on the local machine the word will be recognized and not flagged.
close the spell check without finishing	click <b>Finish</b> .

### Recognized errors

---

Note how Spell Check handles the following circumstances:

- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.
- Words in ALL CAPS are checked for spelling errors.

- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list must be entered as a correction during a spell check (these words do not appear as suggestions). The Spell Check tool must be run again to verify that the word is spelled correctly.

## MATH AND SCIENCE NOTATION TOOL – WEBEQ EQUATION EDITOR

### Overview

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The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor. The Math and Science Notation Tool enables users to use mathematical and scientific notation. Users can add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XML.

For best performance on a Windows® operating system use Internet Explorer 6.0.

For best performance on a Macintosh®:

Mac OS X v10.2

Netscape® 6.2.3 (or a later version)

Install the MRJPlug-in. <http://homepage.mac.com/pcbeard/MRJPlugin/>

### MathML Equation Editor

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The MathML Equation Editor functions in the same way as the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

### Functions

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The table below details how to access the Equation Editors.

To . . .	CLICK . . .
access the WebEQ Equation Editor	the Math and Science Notation Tool icon.
insert XML	the MathML Equation Editor icon.

## ADDING AND EDITING EQUATIONS

### Overview

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Once an equation has been created it can be copied and used again or copied and modified using the Notation Tool features.

### Functions

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The table below describes the functions available in the Math and Science Notation Tool.

To . . .	THEN . . .
create a name for the equation	enter a name in the <b>Equation Name:</b> field. To accept the default name do not make any changes.
create an equation	use the equation symbols available on the keyboard or in the toolbar to create equations.
modify an existing equation	select the equation from the <b>Edit Equation:</b> drop-down list. The equation will appear in the Editor. Click <b>Modify</b> to save the changes.
submit the equation and its name	click <b>Add</b> .

### Tip

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If an equation is more than one line or uses a large font size, the equation may be cut off when it appears in a course. Add an empty line after the final line in the equation to prevent this error.

## CHAPTER 3 - COURSE CREATION WIZARD

### Overview

The Course Creation Wizard enables users to create courses through an easy workflow. The Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. Instructors can use the wizard to complete the initial setup of a course in one easy-to-follow process.



**NOTE:** Only courses may be created through the Course Creation Wizard. Organizations may not be created through this method.

### Find this page

To open the Course Creation Wizard, select the link in the Course Creation Wizard Module on the My Institution tab. The wizard will appear in a pop-up window.

### Wizard navigation

Users may use the links at the bottom of each Wizard page to navigate within the Wizard. These links include options for Cancel, Back, Next, and Finish. All links may not be available on all pages within the Wizard.

### Wizard Progress Tracker

The Wizard Progress Tracker appears on the left side of each page in the Wizard and represents the entire workflow of the Course Creation Wizard. Users can view where they are in the workflow as they build a course. There are no navigation options in the Wizard Progress Tracker.

### Wizard steps

The Welcome page gives an overview of the different steps for creating a course through the Course Creation Wizard. Users may choose to skip some of these steps.



**NOTE:** If the user skips steps in the Wizard, these options will automatically be set to the system defaults. These settings may be modified through the Control Panel once the course is created.

The following list includes all of the steps for creating a course:

SECTION	DESCRIPTION
<a href="#">Course Information</a>	Enter course information, such as Course Name, Course ID, and a description of the course.
<a href="#">Course Materials</a>	Select a template, course cartridge, or an existing course to use as the basis of the course, or create a new course.
<a href="#">Course Design</a>	Design the buttons and text for the course
<a href="#">Course Menu</a>	Add or remove options that appear on the Course Menu.

SECTION	DESCRIPTION
<a href="#">Availability and Duration</a>	Select which users this course will be available to.
<a href="#">Enrollment Options</a>	Select how users will be enrolled the course.

## COURSE CREATION WIZARD - COURSE INFORMATION

### Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The user enters course details, such as the Title and Course ID on the Course Information page.

### Fields

The table below details the entry fields on the Course Information page:

FIELD	DESCRIPTION
<b>Course Information</b>	
<b>Course Name</b>	Enter a name for the course.
<b>Course ID</b>	Enter a unique Course ID. The Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (_), and period (.). Do not use special characters. Special characters include: %&#<>=+ as well as spaces. When creating attributes a good rule to follow is only use alphanumeric characters, underscores, dots, and dashes.
<b>Description</b>	Enter a description of the course. The description will appear in the listing with the course name and ID. A summary and enrollment instructions should be included in the description.



**NOTE:** If the user returns to this page after the course has been created, he or she will see a read-only view of this page. The data in these fields may not be changed after the wizard is complete.

## COURSE CREATION WIZARD - COURSE MATERIALS

### Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The Course Content page allows the user to choose a template, an existing course, or a Course Cartridge as the basis for the new course. Users may also choose to create an entirely new course.

### Fields

The table below details options on the Course Content page:

FIELD	DESCRIPTION
<b>Create an entirely new course.</b>	Select this option to create a course that is not based on an existing course, template or Course Cartridge.
<b>Create a course using a Template</b>	Select this option to create a course using a course Template in the system.
<b>Template drop-down list</b>	A list of course templates available in the system. Select a template to use for this course. When a template is used, all of the course content in the template course is copied to the new course. The Instructor may change course settings and course content in the destination course once they have completed the Wizard.
<b>Create a course from an existing course</b>	Select this option to create the course by copying an existing course.
<b>Course drop-down list</b>	A list of courses in which the user is an Instructor, TA or Course Builder. Select the course to copy to create this new course. Only the course content (not user data) will be copied from the existing course into the new course. The Instructor may modify the course content in the destination course.
<b>Create the course using a Course Cartridge</b>	Select this option to create a course using a Course Cartridge.
<b>Course Cartridge Instructor Download key</b>	Enter the download key for the Course Cartridge.



## COURSE CREATION WIZARD - COURSE DESIGN

### Overview

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The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. Instructors select the appearance of a Course on the Course Design page.

### Fields

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The table below details the fields on the Course Design page.

FIELD	DESCRIPTION
<b>Select a Navigation Style</b>	
<b>Navigation Style</b>	Select <b>Buttons</b> to make the areas of the Course Menu appear in a button format. Select <b>Text Navigation</b> to make areas of the Course Menu appear in a text format.

### Select a Button Style

---

When the Button Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for buttons.

FIELD	DESCRIPTION
<b>Select Style Properties</b>	
<b>Button Type</b>	Choose the Button Type from the drop-down list.
<b>Button Shape</b>	Click an option to choose the Button Shape.
<b>Button Style</b>	Use the drop-down list to select the color of the buttons. Click <b>Gallery of Buttons</b> to view all of the button options.

## Select Text Navigation Colors

---

When the Text Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for text.

FIELD	DESCRIPTION
<b>Select Style Properties</b>	
<b>Select background color for navigation</b>	Click <b>Pick</b> and select a background color for the Course Menu.
<b>Select a highlight color for the navigation</b>	Click <b>Pick</b> and select a color for the text in the Course Menu.

## COURSE CREATION WIZARD - COURSE MENU

### Overview

---

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The Course Menu page allows the user to choose which options will appear in the Course Menu.

### Functions

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If the user selected to create a new course they may add and remove items on the Course Menu. If the user selected an option to use a template, an existing course or a Course Cartridge on the Course Content page, he or she will be unable to modify the Course Menu. The Course Menu is automatically copied from the existing course, template or cartridge. Users can modify the Course Menu after the course is created from the Control Panel.

Adding a menu item creates a Course area with a name specified by the user. New Course areas are automatically available to Students, and unavailable to Guests and Observers.

## COURSE CREATION WIZARD – AVAILABILITY AND DURATION

### Overview

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The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. The Availability and Duration page is used to control access to the course and the course duration.

### Fields

---

The table below details options on the Availability and Duration page:

FIELD	DESCRIPTION
<b>Guest Access</b>	
<b>Guest Access</b>	Select either <b>Yes</b> or <b>No</b> to make the course available to Guests.
<b>Course Availability</b>	
<b>Availability</b>	Select either <b>Yes</b> or <b>No</b> to make the course available to users. If the course is set to available, all users participating in the course will have access. If the course is set to unavailable, access is determined by course role. Courses that are unavailable will not appear in the Course Catalog.
<b>Course Duration</b>	
<b>Continuous</b>	Select this option to make the course continuously available. If this option is selected the course will always be available.
<b>Select Dates</b>	Select this option to set the course availability for a specific number of days. Use the drop down list to select the starting and ending dates of the course or click the calendar icon to select dates from the calendar interface. The course may also begin on a specific date and not have a specific end date.  After the end date, the course is no longer available for Students but is otherwise unchanged. Students who attempt to login to the Course are told that the course has ended.
<b>Days (from the date of enrollment)</b>	Select this option to place a time limit on a self-paced course. The course will be available for that number of days from the time a Student enrolls. For example, if the number of days is set to 10, the course will be available for 10 days to each Student who enrolls.

## Course role availability

The following table describes what type of access different user roles have to a course that is unavailable:

COURSE ROLE	ACCESS WHEN COURSE IS UNAVAILABLE
Students	Courses set to <b>Unavailable</b> will not appear at all in the Student's My Courses module on the My Institution tab, or in the Student's Course List on the Courses tab. Students may not access a Course that is set to <b>Unavailable</b> .
Instructors	Courses set to <b>Unavailable</b> will appear in the <b>Courses you are teaching:</b> section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as <b>Unavailable</b> , but will still be accessible by the Instructor.
Course Builders and Teaching Assistants	Courses set to <b>Unavailable</b> will appear in the <b>Courses in which you are participating:</b> section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as <b>Unavailable</b> . The course is still accessible by Course Builders and Teaching Assistants.
Graders	Courses set to <b>Unavailable</b> will appear in the <b>Courses in which you are participating:</b> section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as <b>Unavailable</b> to others but is accessible by Graders.

## COURSE CREATION WIZARD - COURSE ENROLLMENT

### Overview

The Course Creation Wizard consists of a series of pages that breaks up the numerous aspects of course creation into a sequence of manageable pieces. Instructors set the enrollment process for a course from the Course Enrollment page. Enrollment can also be limited to a set time and to those Students that receive approval and are granted an access code.

### Fields

The table below details the fields on the Course Enrollment page.

FIELD	DESCRIPTION
<b>Select Enrollment Options</b>	
<b>Instructor/Admin</b>	Select this option to make course enrollment Instructor and Administrator led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
<b>Self Enrollment</b>	Select this option to allow Students to enroll in a course as determined by the limits defined in the starting date, ending date, and access code.
<b>Select Enrollment Options</b>	
<b>Start Date</b>	Select this option to set an enrollment start date. Choose an enrollment start date by clicking the drop-down arrow and selecting date values or click the calendar icon to select a date from the calendar interface. If <b>Self Enrollment</b> is selected this date is required.
<b>End Date</b>	Select this option to set an enrollment end date. Choose an enrollment end date by clicking the drop-down arrows and selecting date values or click the icon to select a date from the calendar interface. If <b>Self Enrollment</b> is selected this date is required.
<b>Require Access Code to Enroll</b>	Select this option to require an access code to enroll. Enter an access code that will be distributed to approved Students. If selected, this access code will be required for Students to enroll in the course.

## CHAPTER 4 - CONTENT

### Introduction

Instructors use the tools available through the Course areas section of the Control Panel to manage information, materials, Assignments, and Assessments used in the course.



**NOTE:** Instructors can set the name of Course areas and add additional Course areas from Manage Course Menu.

### In this chapter

This chapter includes information on the following functions:

SECTION	DESCRIPTION
<a href="#">Content Areas</a>	Reviews Content Areas. Content Areas are the top-level containers that organize and store content.
<a href="#">Course Content</a>	Describes how content is used in courses.
<a href="#">Items</a>	Introduces individual content Items.
<a href="#">File Attachments</a>	Describes how to upload files.
<a href="#">Add SCORM, IMS and NLN Content</a>	Explains how to add SCORM, NLN, and IMS content to a Content Area.
<a href="#">Folders</a>	Reviews the organization of Content Areas into folders.
<a href="#">Content Metadata</a>	Presents the attributes that can be used to describe content.
<a href="#">External Links</a>	Describes how to link to an outside Web site.
<a href="#">Course Link</a>	Describes how to link to content in another course.
<a href="#">Learning Units</a>	Presents information on Learning Units. Learning Units organize content sequentially.
<a href="#">Tests</a>	Describes how to deploy a test in a Content Area.
<a href="#">Test Options</a>	Reviews the options available when deploying a test.
<a href="#">Assignments</a>	Describes Assignments.
<a href="#">Tool Linking</a>	Describes how to create a link to a tool within a Content Area.
<a href="#">Copy and Move Content</a>	Reviews how to copy and move Items.
<a href="#">The Open Standards Content Player</a>	Provides detailed information on using the Open Standards Content Player to present SCORM, NLN, and IMS content.
<a href="#">Syllabus</a>	Describes how to build a syllabus for the course.
<a href="#">Adaptive Release</a>	Introduces the concept of adaptive release of content.
<a href="#">Adaptive Release</a>	Describes the functions used to manage adaptive release.

SECTION	DESCRIPTION
<a href="#">Functions</a>	
<a href="#">Adaptive Release Criteria</a>	Explains the rules that govern adaptive release.
<a href="#">Review Status</a>	Describes how Instructors can check that Students have viewed content.
<a href="#">User Progress</a>	Explains how adaptive release can be used to track Student progress through the content a Student views.
<a href="#">Performance Dashboard</a>	Describes the Performance Dashboard view into Student progress.



## CONTENT AREAS

### About Content Areas

---

Course Content Areas are used to organize all course content materials. A link to each Content Area creates the first level of the Course Menu tree directory. Course developers organize and manage Content Areas from the Control Panel.

While the Instructor has almost complete control over the Content Areas through the Control Panel, the Administrator is able to set defaults and overrides that define the names and default availability of course areas in each course.

### Adding a Content Area

---

By default, a specific number of Content Areas appear in a course. Instructors may decide to add additional Content Areas or modify existing Content Areas. For example, a Content Area for Assessments may be added and the name of the Assignments area may be changed to Homework.

Follow the steps below to add a Content Area:

1. Select **Manage Course Menu** under Course Options on the Control Panel.
2. Select **Add Content Area**.
3. Complete the Add New Area page. The availability of this area is also set on this page. The new Content Area may be made available to Guests, Observers, and/ or Students in the course.
4. Existing Content Areas may be changed by selecting **Modify** next to a Content Area on the Manage Course Menu page and updating the information.

### Manage Content Areas

---

Once Content Areas for the course have been created, content creation may begin. All content is added and modified within the Content Areas. Select a Content Area on the Control Panel to open the main Content Area page. All actions related to managing content are available from this page. This includes:

- Add, remove and edit items
- Organize the order of items
- Add and manage Adaptive Release rules
- Create and modify content metadata
- Manage Statistics Tracking
- Enable / Disable Review Status
- View User progress

## COURSE CONTENT

### About Content Types

Instructors may add a number of different kinds of content to course Content Areas; these are referred to as Content Types. Content Types generally fall into two different categories:

- Content – Content that adds information to a course, for example, a file or a Learning Unit.
- Reference – Content that references something that lies outside the Content Area, such as an External Link or a Course Link.

All content shares a few similarities; each piece of content includes a name and description. Many Content Types also allow the Instructor to set options such as availability and date restrictions.

### Content Type descriptions

Content Types may be selected from the Action Bar and drop-down list of a Content Area page.

CONTENT TYPE	DESCRIPTION
Item	A general piece of content to which items may be attached.
Test	On-line evaluations of Student knowledge and skills. Test properties, such as availability and presentation options, are managed through the course area where the Test appears. For information on building Tests and other Assessments see the section on <a href="#">How to Create an Assessment</a> .
Assignment	Content that Instructors may mark based on a given number of points possible, such as class work.
Learning Unit	A set of content that includes a structured path for progressing through the items.
Folder	A folder within a Content Area to which other content types may be added. Folders allow Instructors to organize a Content Area into a structured area with a hierarchy or categories.
External Link	Link to an outside Web site.
Course Link	Link to another item in a course.
Survey	Similar to Tests, Surveys are useful to polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.

CONTENT TYPE	DESCRIPTION
Tool	Link to a tool in the course, such as a Discussion Board or Virtual Classroom session.
Offline Content	A direct path to a specified file on a drive, usually a CD-ROM. To access this file, users must have the correct CD-ROM in their computer.
Syllabus Builder	Content item that enables an Instructor to build a course syllabus by walking through a series of steps.
SCORM Content	Content that adheres to Sharable Content Object Reference Model (SCORM) standards.
IMS Content	Content that matches IMS specifications. Additional information may be found at <a href="http://www.imsproject.org">http://www.imsproject.org</a> .
NLN Content	A package of content developed by the National Learning Network. (NLN) Additional information may be found at <a href="http://www.nln.ac.uk">http://www.nln.ac.uk</a> .

### Content Availability

When a content item is added to a course it is not automatically available. An availability option on the Add and Modify pages allows the user to set the content to available or unavailable. This allows the Instructor to create content and save it in a draft format before it is made available within a course. This availability setting is separate from Adaptive Release. If an item is not available users may not access it regardless of the Adaptive Release rules.

### Content Options

When an item is added to a Content Area a number of options are available on the Add page. The options available depend on the Content Type; not all options are always available. These options are used to set availability, date restrictions, and tracking. The following is a description of all of the options that may be available:

CONTENT TYPE	DESCRIPTION
Make the content available	Select <b>Yes</b> to make the content available to users. If <b>No</b> is selected this content is unavailable, regardless of Adaptive Release rules.
Open in new window	Select <b>Yes</b> to open the item in a separate browser window. This is helpful as users may continue viewing the Content Area along with the item.
Choose date restrictions	Select the range of dates that this item will appear. Select the Display After checkbox

CONTENT TYPE	DESCRIPTION
	for the item to appear after a specific date. If this option is checked, select the corresponding date and time below. Select the Display Until checkbox for the item to appear until a specific date. If this option is checked, select the corresponding date and time below.
Track number of views	Select <b>Yes</b> to track the Course Statistics and generate reports on usage and activity for the item.

## ITEMS

### About Items

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Items are general pieces of content added to a course to which items may be attached.

### Add an Item

---

Follow the steps below to add an item to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Complete the Add Item page and click **Submit**.

### Attach a file to an item

---

Files from a local system may be attached to an item in a Content Area. See [File Attachments](#) for additional information about file types and file names. Follow the steps below to attach a file to an item:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Item** from the Action Bar.
3. Complete Section 1 – Content Information of the Add Item page.
4. Select **Browse** next to **Attach Local file**. Select the file on the local system and add it to the field.
5. Complete the **Name of Link to File** field. This name appears to users; they will select this link to open the attached file.
6. Select an option in the drop-down list in the **Special Action** field. See [Special Actions](#) for more information about these options.
7. Complete Section 3 – Options and click **Submit**.



Files may also be attached to an item from the Content Collection. In Step 4, select Browse next to Link to Content Collection. Select the file on the Content Collection window that appears.



**NOTE:** The Blackboard Learning System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.



**NOTE:** Users who have the third row of the Visual Text Box Editor available may use the options in the third row to add items.

## Special Actions

---

Section two of the Add Item page contains a Special Action field which allows users to select the behavior of files attached to an item. The following Special Actions are available:

- **Create a link to this file:** Attach the file to the item. A link is automatically inserted below the document title to access the file.
- **Display media file within the page:** Display media file within the page: Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) If this option is selected, the attached file must be a format recognizable by the Blackboard Learning System. If it is not, a link to the file is automatically created.
- **Unpackage this file:** Indicates to the system that the file must be unpackaged before displaying.



**NOTE:** If the file format is not one of the supported digital media formats, the Display media file within the page feature will default to the Create a link to this file feature.

## Embed image files

---

Image files may be embedded in Items. The following steps explain how to embed an image file (for example, a .jpg file) in a Content Area.

1. In the Control Panel, open a Content Area such as Course Documents.
2. Select **Add Item** on the Content Area page. The Add Item page appears.
3. Enter a title for the content item and add a description or introduction to the image in the text box.
4. Click **Browse** next to **Attach local file** and locate the image to add.
5. The **Name of Link to File** field may be left blank. The image is being displayed on the page.
6. Select **Display media file within the page** in the **Special Action** drop-down list.
7. Select the appropriate options for the item.
8. Click **Submit** and then **OK**. The Content Actions page appears.
9. Select the position of the image in the **Alignment** and **Placement** fields.
10. In the **Set Width** and **Set Height** field enter the width and height of the image in pixels.
11. To create a link to a file outside of the local system, enter the URL in **Image Target URL**. For example, if the image exists in a central repository, the URL may be `http://blackboard/images/picture1.jpeg`.
12. Use the drop-down list in **Border** to choose a border for the image. This option determines the thickness of the border around the image. If '0' is chosen there will be no border around the image.
13. Enter a description for the image in **Alt Text**. Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display.

14. Select **Yes** in **Launch in New Window** so the image will appear in a separate browser window. This is especially important if a URL has been entered in **Image Target URL**.
15. Click **Submit**.



**NOTE:** The file will not appear in the Currently Attached Files field after the page is submitted. An image tag for the file will appear in the Text box.

## FILE ATTACHMENTS

### About file attachments

File attachments may be added to different places in a course, for example, to an Item, an Assignment, or a File in a Learning Unit. There are two options for adding file attachments:

- **Files on local network:** Select **Browse** next to **Browse Local Files** to navigate to a file on the network.
- **Files in the Blackboard Content System:** Select **Browse** next to **Link to Content Collection item** to navigate to a file in the *Blackboard Content System*.

Users will open the file by clicking a link to the file that appears in the course. After selecting a file to attach, users may enter a name for the link to the file. This name will appear to users, instead of the name of the document. For example, users would see “Biology Syllabus” instead of syllabus\_bio\_101.doc.

### Accepted characters in file names

The characters a-z, 0-9, period ‘.’ and underscore ‘\_’ are acceptable in file names. Any ISO-8859-1 character (also referred to as Latin 1) may be used in a file name. Characters that are not ISO-8859-1 are not supported.

### Recognized content attachments

The following file types are recognized by the Blackboard Learning System. These files can be displayed within a content item.



**NOTE:** The Blackboard Learning System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.

EXTENSION	FILE TYPE	PROGRAMS ASSOCIATED WITH THE FILE TYPE
.aam	Multimedia	Macromedia® Authorware® plug-in Note that the .aam file is the starting point for a series of files that must be enclosed in a .ZIP file.
.aiff	Audio	Audio program
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh® compatible)
.doc	Text	Microsoft® Word® or other word processor
.exe	Executable	Executable file



EXTENSION	FILE TYPE	PROGRAMS ASSOCIATED WITH THE FILE TYPE
.gif	Image	Graphics program or Web browser
.html, .htm	Web page	HTML editor or Web browser
.jpg, .jpeg	Image	Graphics program or Web browser
.jif	Image	Graphics program or Web browser
.mp3	Audio	Audio program
.mpe	Audio/Video	Audio program
.mpg, .mpeg	Image	Graphics program or Web browser
.moov, movie	Movie	QuickTime <sup>®</sup> movie
.mov	Video	Movie or media player
.pdf	Text	Adobe <sup>®</sup> Acrobat <sup>®</sup> Reader <sup>®</sup>
.png	Image	Portable Network Graphics
.ppt, .pps	Slide show	Microsoft <sup>®</sup> PowerPoint <sup>®</sup> and PowerPoint Player <sup>®</sup>
.qt	Movie	QuickTime <sup>®</sup>
.ra	Audio	Real Audio Player <sup>™</sup>
.ram	Video	Real Audio Movie <sup>™</sup>
.rm	Audio	Audio program
.rtf	Text	Rich Text Format
.swf	Multimedia	Macromedia <sup>®</sup> Shockwave <sup>®</sup> plug-in
.tiff, .tif	Image	Graphics program or Web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio program
.wma	Audio	Audio program
.wmf	Graphic	Microsoft <sup>®</sup> Windows <sup>®</sup>
.wmv	Media/Audio	Microsoft <sup>®</sup> Windows <sup>®</sup>
.wpd	Text	WordPerfect <sup>®</sup> or other word processor
.xls	Spreadsheet	Microsoft <sup>®</sup> Excel <sup>®</sup>
.zip	Text	WinZip <sup>®</sup>

## ADD SCORM, IMS, AND NLN CONTENT

### Overview

The processes for adding SCORM, IMS or NLN are generally the same. Interaction options for navigation, Gradebook options, and content options are set at this time.

### Add SCORM Content

The table below details the fields on the Add and Modify SCORM Content pages.

FIELD	DESCRIPTION
<b>Required Information</b>	
<b>Title</b>	Select a name that best describes the content.
<b>Add Content Package</b>	<b>Browse</b> to select a SCORM package to add. This option only appears on the <b>Add SCORM Content</b> page.
<b>Name of Link</b>	The default link name is Click to Launch. Rename this on the <b>Modify SCORM Content</b> page.
<b>Text</b>	Add instructions or other text on the <b>Modify SCORM Content</b> page.
<b>Interactions Options</b>	
<b>Navigation Control Type</b>	If <b>Choice</b> is selected, the viewer can use a left navigation menu to select which content to view. If <b>Flow</b> is selected, the left navigation menu does not appear and the viewer must use the <b>Next</b> and <b>Previous</b> buttons to view content sequentially.
<b>Gradebook Options</b>	
<b>Add Gradebook Item</b>	Select <b>Yes</b> to add a Gradebook Item to the Gradebook for the content item. The name will be the name of the package and may be modified and managed from the Gradebook once added.
<b>Points Possible</b>	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Gradebook item properties can be modified and managed from the Gradebook.
<b>Track Attempt Details</b>	Select <b>Yes</b> to be able to view user interaction with the content, such as total viewing time and question responses. From the <b>Modify Grade</b> page, click the <b>View</b> button to see the Attempt Details.
<b>First Attempt Only</b>	If <b>Yes</b> is selected for <b>First Attempt Only</b> , attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as <b>No</b> will always show the last attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.
<b>Content Options</b>	
<b>Do you want to make the assignment visible?</b>	Select <b>Yes</b> to make the SCORM content available.

FIELD	DESCRIPTION
<b>Do you want to track number of views?</b>	Select <b>Yes</b> to track the number of times users access this item. Use the <a href="#">Course Statistics</a> page to view a comprehensive report.
<b>Availability Dates</b>	Select the range of dates that the content will appear.

## Add IMS Content

The table below details the fields on the Add IMS Content and Modify IMS Content pages.

FIELD	DESCRIPTION
<b>Required Information</b>	
<b>Title</b>	Select a name that best describes the content.
<b>Add Content Package</b>	<b>Browse</b> to select an IMS package to add. This option shows on the <b>Add IMS Content</b> page only.
<b>Name of Link</b>	The default link name is Click to Launch. You can rename this on the <b>Modify IMS Content</b> page.
<b>Text</b>	To add instructions or other text, add it on the <b>Modify IMS Content</b> page.
<b>Interactions Options</b>	
<b>Navigation Control Type</b>	If <b>Choice</b> is selected, the viewer can use a left navigation menu to select which content to view. If <b>Flow</b> is selected, the left navigation menu does not appear and the viewer must use the <b>Next</b> and <b>Previous</b> buttons to view content sequentially.
<b>Gradebook Options</b>	
<b>Add Gradebook Item</b>	Selecting <b>Yes</b> will add a Gradebook Item to the Gradebook for the content item. The name will be the name of the package, and can be modified and managed from the Gradebook once added.
<b>Points Possible</b>	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Gradebook item properties can be modified and managed from the Gradebook.
<b>Track Attempt Details</b>	Select <b>Yes</b> to be able to view user interaction with the content, such as total viewing time and question responses. From the <b>Modify Grade</b> page, click the <b>View</b> button to see the Attempt Details.
<b>First Attempt Only</b>	If <b>Yes</b> is selected for <b>First Attempt Only</b> , attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as <b>No</b> will always show the last Attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.
<b>Content Options</b>	
<b>Do you want to make</b>	Select <b>Yes</b> to make the IMS content available.

FIELD	DESCRIPTION
<b>the assignment visible?</b>	
<b>Do you want to track number of views?</b>	Select <b>Yes</b> to track the number of times users access this item. Use the <a href="#">Course Statistics</a> page to view a comprehensive report.
<b>Availability Dates</b>	Select the range of dates that the content will appear.

## Add NLN Content

The table below details the fields on the Add NLN Content and Modify NLN Content pages.

FIELD	DESCRIPTION
<b>Required Information</b>	
<b>Title</b>	Select a name that best describes the content.
<b>Add Content Package</b>	<b>Browse</b> to select a NLN package to add. This option shows on the <b>Add NLN Content</b> page only.
<b>Name of Link</b>	The default link name is Click to Launch. You can rename this on the <b>Modify NLN Content</b> page.
<b>Text</b>	To add instructions or other text, add it on the <b>Modify NLN Content</b> page.
<b>Interactions Options</b>	
<b>Navigation Control Type</b>	If <b>Choice</b> is selected, the viewer can use a left navigation menu to select which content to view. If <b>Flow</b> is selected, the left navigation menu does not appear and the viewer must use the Next and Previous buttons to view content sequentially.
<b>Gradebook Options</b>	
<b>Add Gradebook Item</b>	Selecting <b>Yes</b> will add a Gradebook Item to the Gradebook for the content item. The name will be the name of the package, and can be modified and managed from the Gradebook once added.
<b>Points Possible</b>	Enter the points possible for this item. If nothing is entered, the item will be given 0 points possible. This and other Gradebook item properties can be modified and managed from the Gradebook.
<b>Track Attempt Details</b>	Select <b>Yes</b> to be able to view user interaction with the content, such as total viewing time and question responses. From the <b>Modify Grade</b> page, click the <b>View</b> button to see the Attempt Details.
<b>First Attempt Only</b>	If <b>Yes</b> is selected for <b>First Attempt Only</b> , attempt details will only display for the first time the user accesses the content. If the user does not go through the whole package, subsequent attempts will not be tracked. Leaving this value as <b>No</b> will always show the last Attempt data. This setting is for tracking data only; it does not restrict how often the content can be viewed by the user.
<b>Content Options</b>	

FIELD	DESCRIPTION
<b>Do you want to make the assignment visible?</b>	Select <b>Yes</b> to make the NLN content available.
<b>Do you want to track number of views?</b>	Select <b>Yes</b> to track the number of times users access this item. Use the <a href="#">Course Statistics</a> page to view a comprehensive report.
<b>Availability Dates</b>	Select the range of dates that the content will appear.

## FOLDERS

### About Folders

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Folders are useful for organizing and structuring content in a Content Area. For example, Instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Assessments, and Group Projects.

Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

### Add a Folder

---

Follow the steps below to add a folder to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Folder** from the Action Bar.
3. Complete the Add Folder page and click **Submit**.

### Folder content availability

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Availability of items in a Content Area can be established on an item-by-item basis, but the actual display of items to users is contingent upon the availability of any parent folder on up to the root of the content area. If any parent folder is unavailable, the items within it are unavailable. For example, if a folder is set to Unavailable, but items within the folder are set to Available, users would be unable to view the items within the folder.

This is also true for items with Adaptive Release rules. If a folder has a rule that makes it unavailable to a Student, all content within that folder is also unavailable to the user.

## CONTENT METADATA

### About Content Metadata

Content Metadata stores information about a piece of content. Metadata allows for IMS compatibility when content is imported and exported. Click **Manage** next to the item in the Content Area to open the Manage item page which includes a link to Metadata.



**NOTE:** The information entered in Content Metadata cannot be tracked or reported on. It can only be viewed on the Content Metadata page as reference information for the Content Item.

### Metadata options

The table below describes the fields on the Content Metadata page. Select Edit to display the fields in each section.

FIELD	DESCRIPTION
<b>Item Information</b>	
<b>Title</b>	Displays the title of the content item.
<b>Catalog Entry</b>	The catalog and version information in the Source and Entry Fields. Once a Catalog Entry is made a check box appears next to the item. Select the check box and click Submit to remove an entry.
<b>Source</b>	The name of the catalog or source of the content.
<b>Entry</b>	The number or version of the catalog.
<b>Language</b>	The language of the content item.
<b>Description</b>	A description of the content item.
<b>Life Cycle Information</b>	
<b>Creation Date</b>	Displays the date and time the content item was created.
<b>Contributors</b>	The names of others who contributed to this content item. Once a Contributor is entered a check box appears next to the item. Select the check box and click Submit to remove a Contributor.
<b>Person</b>	The name of the author or editor.
<b>Role</b>	The role of the person, such as author, contributor, or editor.
<b>Organization</b>	The name of the organization associated with the person.
<b>Date</b>	The date the person made these changes or updates.
<b>Technical Information</b>	
<b>Resource Format</b>	The type of application this content item uses.
<b>Resource Location</b>	The location of the item displays in this field.

FIELD	DESCRIPTION
<b>Rights Management Information</b>	
<b>Free Resource:</b>	Establish if the Content was free or if it was purchased.
<b>Copyright/Restriction</b>	Establish if this Content is copyrighted or if it has any restrictions.
<b>Description</b>	Comment on any conditions of use for this item.



## EXTERNAL LINKS

### About External Links

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Links to outside Web sites may be added to Content Areas as External Links. When entering a URL, always enter the full Web address to the link. For example, enter `http://www.blackboard.com`, not `www.blackboard.com` or `blackboard.com`.

### Add an External Link

---

Follow the steps below to add an External Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add External Link** from the Action Bar.
3. Complete the Add External Link page with a **Name**, **Description**, and **URL** for the link. Note that the URL is required.
4. Click **Submit**.

## COURSE LINK

### About Course Links

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Course Links are used to link to other items within a course. All items that appear in the Course Map may be linked to using a Course Link. For example, an Instructor may create a Discussion Board where users discuss the class readings. A link to this Discussion Board may be placed in the Content Area where the articles are posted, such as Course Documents.



**NOTE:** A Course Link may be viewed as long as it is available to users in the course. The Course link may be opened if the user has access to the item based on the item's availability and adaptive release rules. For example, if a user does not have access to the item, a message appears when the link is selected.

### Add a Course Link

---

Follow the steps below to add a Course Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Course Link** from the Action Bar. The Add Course Link page appears.
3. In Section 1 of the page enter a name and description. In Section 2, click **Browse** to open the Course Map. Click the link for an item in the Course Map to select it as the Course Link. In Section 3, set the options for the Course Link. Click **Submit**.

## LEARNING UNITS

### About Learning Units

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Learning Units enable Instructors to set a structured path for progressing through content within a course. This allows Students to view content in an intuitive, self-paced style. All types of content, such as items, Assignment, and Assessments may be included in a Learning Unit. The Instructor may allow Students to access content in a Learning Unit nonlinearly or force them to view it sequentially. For example, a Learning Unit on Shakespeare is created, including files, Assignments and an Assessment. The Instructor may require Students to proceed through the Learning Unit in a specific order or they may allow Students to view the contents in any order.

Content within a Learning Unit is added and managed just like content in a folder. The Learning Unit is a shell to which other content, such as files, is added. Learning Units can be modified like any other item within a Content Area.

### Add a Learning Unit

---

Follow the steps below to add a Learning Unit to a course Content area.

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Learning Unit** in the drop-down list on the Action Bar and click **Go**.
3. Complete the Add Learning Unit page and click **Submit**.

### Create a Learning Unit slide show

---

After a Learning Unit is added to a Content Area, a slide show within it may be created. The slide show will allow users to view the content of the Learning Unit, sequentially.

1. Open the Content Area that contains the Learning Unit.
2. Click the name of the Learning Unit to open it.
3. Select **Add File** in the Action Bar. The Add File page is used to add files to a Learning Unit and create a slideshow. This includes Course Links, links to local files and links to files in the *Blackboard Content System* to the Learning Unit. This option may be used multiple times to add multiple files to a Learning Unit.
4. Use the numbers to the left of each item to order the content. If the Learning Unit is viewed sequentially, this is the order in which the content appears.

### Sequential and non-sequential Learning Units

---

Learning Units may be viewed sequentially or non-sequentially. If sequential viewing is enforced, Students will view the Learning Unit in the order items within it are listed. Students will not be able to advance to a page within the unit without having viewed the previous page. If sequential viewing is not enforced, items in the Learning Unit may be viewed in any order from the Contents page.

## TESTS

### About Tests in Content Areas

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Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Test properties, such as availability and presentation options, are managed through the Content Area where the Test is added. For information on building Tests see the section on [How to Create an Assessment](#).



**NOTE:** Instructors may view and grade Tests submitted by Students in the Gradebook, Tests submitted by Students may not be viewed or graded from the Content Area where the Test is posted.

### Add a Test to a Content Area

---

Follow the steps below to add a Test to a Content Area:

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Add Test** on the Action Bar.

There are two options for adding a test on the Add Test page.

- Create a New Test – Click **Create**.
- Select an existing Test – Select a Test in the **Add Test** box and click **Submit**.

After a Test is added to a Content Area, the Modify Test page appears. This page includes links to the Test Canvas page, to modify the Test itself, and to the Test Options page. The Test Options page includes options for setting the [availability](#), [feedback](#), and [presentation](#) of the Test



**NOTE:** Settings on the Survey Options page are the same as the Test Options page, with the exception of Survey Feedback.



**Warning: A warning appears if any Students have already taken a Test when the Modify the Test option is selected.** Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Test after a Student has submitted it, the Student will view the new, modified Test when they view their grade and feedback. They will not view the original Assessment they completed.

### Remove a deployed Assessment

---

When an Assessment is removed from a Content Area it is deleted from that Content Area and the details of any Student attempts are deleted. The Assessment will still be available in the Test Manager or Survey Manager. Grades can be preserved, but the details of the Student attempts will be lost.

Removing an Assessment from a Content Area does not delete the Assessment from the system. The Assessment must be removed from the Test Manager or Survey Manager to completely delete it from the course.



**TIP:** If any Students have already taken an Assessment be cautious and consider the consequences before removing the Assessment . It is recommended that an Assessment first be made [Unavailable](#) before considering the more drastic step of removing the Assessment.

Follow the steps below to remove an Assessment from a Content Area:

1. Open the Course area from the Control Panel.
2. Locate the Assessment and click Remove next to the Assessment.

A warning appears. Click Yes to continue.

If a Student has not yet attempted the Assessment, the Assessment will be removed from the Course area. The Assessment is still in the Test or Survey Manager. If a Student has attempted the Assessment, please continue to Step 5.

Select the appropriate option and click **Submit**.

- **Preserve** - This option removes the Assessment from the Course area. Any Grades in the Gradebook related to this Assessment will remain but the attempt itself will be deleted.

In this instance, the grade stays but the Assessment and any attempts are removed. It will not be possible to view any of the Student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after removing the Assessment because the details of the attempt were removed.

It is important to note that if the Assessment is deployed again, it is done as a new Assessment. There is no connection or shared data between the first and second deployments and the Gradebook will treat each deployment as separate Gradebook Items.

- **Remove** - This option removes the Assessment from the Course area and erases any record of the Assessment from the Gradebook. This will destroy all record of Student performance on the Assessment.

### **Remove an Assessment from the Test or Survey Manager**

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Assessments are removed by selecting the corresponding **Remove** button on the Test or Survey Manager. An Assessment can only be removed from the Test or Survey Manager if it is not deployed in a Course area. If a **Remove** button does not appear for an Assessment in the Test or Survey Manager, follow the instructions for [removing a deployed Assessment](#) before trying to remove the Assessment from the Test or Survey Manager.

Removing an Assessment from the Test or Survey Manager destroys the Assessment but does not have any impact on the Gradebook.

## TEST OPTIONS

### About Test Options

Test Options allow the Instructor to modify the name and description of a Test, as well as, set up the availability, presentation, and feedback for a Test. These options are only available once a Test is added to a Content Area.

After a Test is added, the Modify Test page appears, select Modify the Test Options to open the Test Options page. To make modifications to existing Test Options select Modify next to the Test in the Content Area.

### Modify Test Availability

Test availability may only be set after a Test has been added to a Content Area. Availability is managed on the Test Options page.



**NOTE:** When an Assessment is unavailable it is deployed to a Content Area but a link does not appear to Students. The unavailable Assessment can be seen when accessing the Course area through the Control Panel.

The following are descriptions of the Test Availability options:

OPTION	DESCRIPTION
<b>Make the link available</b>	Select <b>Yes</b> to make a link to this Assessment appear to Students. If this option is set to <b>No</b> , it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
<b>Create an announcement for this Test</b>	Select <b>Yes</b> to create an Announcement about the Test. The Announcement will include the date and state “an Assessment has been made available in [Course area that includes the link to the Assessment]”. This Announcement will appear in the course Announcements.
<b>Allow multiple attempts</b>	This option allows Students to take the Test multiple times. The status of multiple attempts is displayed to Students at the top of the Assessment. The grade for the most recent attempt is recorded and appears in the Gradebook.
<b>Force Completion</b>	Students must complete the Assessment the first time it is launched if Force

OPTION	DESCRIPTION
	<p>Completion is selected. Students may not exit the Assessment and continue working on it at a later date. The Save button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment.</p> <p>If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment.</p> <p>If Force Completion is not enabled, Students may save their progress and complete the Assessment at another time.</p>
<b>Set Timer</b>	<p>Select this check box to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed is displayed to the Student during the Assessment. A one-minute warning is also displayed as Students approach the time limit.</p>
<b>Display After</b>	<p>Select the date and time when the Test will become available to Students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.</p>
<b>Display Until</b>	<p>Select the date and time the Test will be made unavailable to Students. This field may be left blank.</p>
<b>Password</b>	<p>Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.</p>

### Unavailable Assessments

There is a difference between unavailable Assessments and removed Assessments. Removed Assessments have been removed from the Test or Survey Manager. Unavailable Assessments are deployed to a Course area but a link does not appear to Students. The Assessment can be seen when accessing the Course area through the Control Panel.

Assessment availability is managed on the Test Options page. Assessment availability can be limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date. If the link to the Assessment is available, but neither date is set, the Assessment is immediately and always available.

## Modify Test Feedback

The Test feedback mode determines the type of results users receive after a Test is submitted.

FEEDBACK MODE	DESCRIPTION
<b>Score only</b>	Present the final score to Students.
<b>Detailed Results</b>	Present both the Student's answers and the final score to Students. This option displays the points for each question as well as the points possible.
<b>Show correct answers</b>	Present the Student's answers, the correct answers, and the final score.
<b>Detailed results, correct answers and feedback</b>	Present the Student's answers, the correct answers, the final score, and question feedback to the Student.

## Differences between Test feedback and Survey Feedback

When a Test is deployed, four options for Test Feedback appear on the Test Options page.

- **Score Only** – Only the final score is presented.
- **Detailed Results** – Allows users to see their answers, whether they are correct and the final score. The correct answers are not presented.
- **Show correct answers** – Allows users to see their answers, the correct answers and the final score.
- **Detailed Results, Correct Answers and Feedback** – Allows users to see their answers, the correct answers, feedback for the questions and the final score.

When a Survey is deployed, only two options are available:

- **Status only** – Allows Students to see if the Survey is complete or incomplete
- **Detailed Results** – Allows users to see the answers they submitted.

## Modify Test presentation

There are a number of options for presenting Tests to Students. These options may be modified on the Test Options page.

The following are descriptions of each option:

OPTION	DESCRIPTION
<b>All at Once</b>	Present the entire Assessment on one screen.
<b>One at a Time</b>	Display one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the Test.



OPTION	DESCRIPTION
<b>Prohibit Backtracking</b>	Prevent Students from returning to questions they have already answered. If backtracking is prohibited, the buttons <<, <, or >> do not appear to Students during the test. These buttons will appear if backtracking is not prohibited.
<b>Randomize Questions</b>	Display questions in a random order each time the Assessment is taken.

## ASSIGNMENTS

### About Assignments

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Assignments allow Instructors to create coursework and manage the grades and feedback for each Student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor may respond to each Student separately, sending comments about their individual Assignment and attaching files, if necessary.



**NOTE:** Once a Student completes and submits an Assignment the Instructor may access this file in the Gradebook.

### Add an Assignment

---

Follow the steps below to add an Assignment to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Assignment** from the Action Bar.
3. Complete the Add Assignment page and click **Submit**.

## TOOL LINKING

### About Tool Linking

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Links to Tools can be placed anywhere in a course that content can. Tools such as Discussion Board forums and Virtual Classroom sessions can exist in the same Content Area as content such as Learning Unit slideshows, files, and Assessments. Adding tools to folders creates a seamless experience for users because all materials related to a certain subject can be accessed from the same location.

Instructors may also explain the context of the Tool when it is added to the Content Area, including a description of what it is used for and attached files. For example, the Instructor may add a link to a Discussion Board, explain that users should participate in the forum during a specific week, and attach an article they should discuss.

### Add a tool to a Content Area

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Follow the steps below to add a tool to a Content Area:

1. Select a Content Area, such as Course Documents, in the Control Panel.
2. From the main Content Area page, or from any nested folder, select a tool from the drop-down list and click **Go**. The Add Tool page will appear.
3. Link to the tool, an instance of the tool, or create a new instance. For example, link to the Discussion Board page where users can select a forum, link to an existing forum directly, or create a new forum and link to it. Click **Submit** to add the tool to the folder.

## COPY AND MOVE CONTENT

### About Copy and Move

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Instructors are able to copy or move content and place it in another area within the same course or in another course. Entire folders and Learning Units can also be copied. Instructors must have an Instructor role in the destination course when content is moved or copied to another course. Instructors can choose whether to delete an item after it is copied (in a move operation) or to also keep it in its original place (in a copy operation).



Copy and Move are not available with *Bb Learning System – Basic*.



**NOTE:** Folders may not be copied from other parts of a course into a Learning Unit.

### Copy or Move content

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Follow the steps below to copy or move a piece of content:

1. Open the Content Area that holds the piece of content from the Control Panel.
2. Select **Copy** next to the content. (If **Copy** does not appear, this option is not available). The Copy or Move Item page appears.
3. Complete the Copy or Move Item page with the following information:
  - **Destination Course:** Select a destination from the drop-down list for the item. Only those courses in which the Instructor has an Instructor role appear in the list.
  - **Destination Folder:** Select Browse to view the Course Map. Select a folder on the Course Map and click **Submit**.
  - **Remove item after copy:** If the item is being copied (it will exist in multiple places) select **No**. If the item is being moved to a different location elect **Yes**. If **Yes** is selected the item is removed from the current Content Area.

## THE OPEN STANDARDS CONTENT PLAYER

### About the Content Player Building Block

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The Content Player Building Block allows an Instructor to add content that conforms to SCORM, IMS, or NLN standards to a course. Instructors see IMS, SCORM, and NLN (depending on which the Administrator has made available) as additional types of content items, available in the Action Bar dropdown list in Content Areas.

### Using the Content Player in a Course

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Instructors and users interact with IMS, SCORM, and NLN content just as they would other types of content. From the users' perspective, IMS, SCORM, or NLN content items are accessed in the same way as any other course content. IMS, SCORM, or NLN content can even be added to a Learning Unit.

When adding SCORM, IMS, or NLN data, the Instructor can make selections about navigation and display. If the Instructor wishes to add an item to the Gradebook, this can also be done from the Add Content page. In addition to giving a grade in the Gradebook, when a user interacts with the content, the Instructor can view the user's progress in the Gradebook including total viewing time and completion status.

### SCORM, NLN and IMS Packages

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The Open Standards Content Player Building Block supports the SCORM standard and the IMS standard for Web content, as well as NLN Content, which conforms to SCORM and IMS.

The content that is created to meet these specifications is called a package because all the files are gathered in a zipped format. The Content Player unzips the package and accesses components as they are needed.



**NOTE:** The Instructor does not need to know what type of package is being uploaded. The Content Player will make this determination in order to play the content correctly.

#### IMS Content

The Content Player Building Block supports content that conforms to the IMS Content and Packaging 1.1.2 standard with the webcontent attribute. When adding this content type to a course, it is useful to note that most of these types of packages do not track User Attempt Details. Otherwise, no major differences will be seen.

Further information about IMS Content can be found at: <http://www.imsproject.org>

#### SCORM Content

The Content Player Building Block supports content that conforms to the SCORM 1.2 standard and the SCORM 2005 standard. The Instructor does not need to determine ahead of time whether the content is designed as 1.2 or 2005 compliant, as both types can be played.

Further information about SCORM Content can be found at: <http://www.adlnet.org>

#### NLN Content

The Content Player Building Block supports NLN content, which conforms to SCORM and IMS standards. The United Kingdom NLN Materials Team is responsible for commissioning and

developing e-learning materials for the NLN, and offers advice on best practices in integrating the NLN materials into teaching and learning schemes.

Further information about NLN Content can be found at: <http://www.nln.ac.uk/>

### Who Creates the Content?

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The Content packages are created to comply with the individual standards. Each institution may have a policy on which content it uses and where the content comes from. Some institutions build their own SCORM or IMS packages, and several private companies also produce the content. Some content may also be available for general use.



**NOTE:** Once the user begins working with the SCORM, IMS or NLN content, internal navigation and interaction is determined by the content packages, not the *Blackboard Learning System*.

### Managing the Content Types

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The availability of the Content Types can be controlled on the Manage Tools page from the Control Panel. The Content Types are controlled on the Content Type Availability page. Depending on the Administrator's settings, one or all of the Content Player Content types may be available for the Instructor to use.

### Attempt Data

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When a Gradebook Item is associated with the SCORM, IMS or NLN content item, the Instructor will be able to view data related to the users' interactions with the content. This is called Attempt Data.

The details may include the total time the user has viewed each learning object, the completion status, responses to any questions contained in the package, and whether the response was correct. The purpose of the attempt data is to help the Instructor in determining a score for the Gradebook item.

To access this information on the Attempt Details page:

1. Click **Gradebook**.
2. Click on the user attempt, the Modify Grade page loads.
3. Click **View** on the Modify Grade page, the Attempt Details page loads.



**NOTE:** Not all packages are designed to track all data. If the package does not provide the information to the Blackboard Learning System, the data will show as N/A.

## SYLLABUS

### About the Syllabus

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A Syllabus is a type of content that may be added to any Content Area. Simply link to an existing document that will serve as a Syllabus, or create a new Syllabus using the template provided. The Instructor may attach a file from their local computer, or link to a file in their Content Collection if the Content Collection has been enabled by the Administrator. Creating a new Syllabus allows the user to pre-build as many lessons as needed, or build lessons one at a time. Additionally, the user can apply custom designs to the Syllabus.



**TIP:** When using the Syllabus tool to create a new Syllabus, the user may first create a custom Content Area just for the Syllabus. Adding the Syllabus to it's own Content Area allows easy access and will not compete for attention with anything else in the Content Area.

### Add a Syllabus

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Follow the steps below to add a Syllabus to a course Content Area.

1. Select a Content Area, such as Course Documents, on the Control Panel or in the Edit View of the page.
2. Select Syllabus in the drop-down list on the Action Bar and click Go.
3. Complete the Add Syllabus page and click **Submit**.
4. If the option to Create a new Syllabus was selected, see more information in [Creating a new Syllabus](#).
5. If the option to Use an Existing File was selected, the file will be attached to the Add Item page. For more information, see the documentation for [Add Item](#).

### Use an existing file or use the Syllabus Builder

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Two options are available for adding a Syllabus; attach an existing file or create a Syllabus using the Syllabus Builder.

Attaching a file prompts the Instructor to select a file from their local computer. Linking to an item in the Content Collection allows the Instructor to select an item in the Content Collection. Either of these options will create a Syllabus that simply opens the attached or linked document. No design options are available for this selection.

Selecting to use the Syllabus Builder takes to the user to the Syllabus creation page. The Syllabus Builder allows the user to batch create lesson shells, and apply custom designs to the Syllabus. The lessons may be added, modified, reordered or removed at anytime. The design options may be changed even after the Syllabus has been created.


### Create a new Syllabus

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The first section of the Syllabus creation page provides three text boxes with suggested names for the content: Description, Learning Objectives and Required Materials. The titles are editable and any content may be included or not included in the text boxes.

The user can select a design option and customize the colors and patterns of the design. For more information, see [Designing a Syllabus](#).

Lesson shells, which are placeholders for a set number of lessons the user wishes to add to the Syllabus, may be created by selecting Build Lessons and entering the number of lessons to be created.

	<p><b>NOTE:</b> Build Lessons is only available upon creation. Once a Syllabus has been created, the user should create lessons by clicking Add Lesson on the Action bar of the Lessons page. See <a href="#">Syllabus Lessons</a> for more information.</p>
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Clicking **Submit** takes the user to the next page for creating, modifying, ordering and removing Lessons. See [Syllabus Lessons](#) for more information.

## Designing a Syllabus

The Syllabus provides six style options: Document image, Notepad, Modern, Classic, Contemporary, or None. Each style is unique, with a dramatic header font and thin or thick borders around the content. Some styles allow the user to select from a list of patterns for the background.

The table below describes the design and optional settings for each style.

SYLLABUS STYLES		
Style	Description	Color options
<b>Document image</b>	Mainly white with an image of a document faintly visible in the background.	Headers, borders, text
<b>Notepad</b>	Similar to the appearance of a piece of notebook paper, the background contains faint blue horizontal lines.	Headers, borders, text
<b>Modern</b>	A thin border surrounds the entire Syllabus.	Headers, borders, text, background (color or pattern)
<b>Classic</b>	A wider frame around the entire Syllabus.	Headers, borders, text, frame, background (color or pattern)
<b>Contemporary</b>	A wider frame surrounds the content, but is separated into two boxes by the Lessons header.	Headers, borders, text, frame, background (color or pattern)
<b>None</b>	The item is styled like other content items with no borders or frames.	Headers, text

## Syllabus Lessons

Submitting the Create Syllabus page takes the user to the next part of the Syllabus Builder, the Lessons page. This is also the page that appears when Modify is selected on the Content Area page once the Syllabus has been created.

The content on the Lessons page is displayed with the design chosen on the Create Syllabus page. The **Modify** button at the top of the header information directs the user to the Create Syllabus page. Clicking **Modify** allows the user to change the description and other text at the top of the Syllabus, as well as the style and content options such as date of availability.

Lessons are listed below the header information. Lessons may be added, removed, modified or reordered from this list. To add a lesson, click **Add Lesson** on the Action bar. Lessons may include a date and time, or use the checkboxes to not display a date or time.



## ADAPTIVE RELEASE

### About Adaptive Release

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Adaptive Release of Content provides controls to release content to users based on a set of rules provided by the Instructor. The rules may be related to availability, date and time, individual users and user groups (such as course Groups), scores or attempts on any Gradebook item, or review status of another item in the course.

This feature may be used by all Instructors and course developers. Some Instructors and course developers may choose to take advantage of advanced rule functionality to create sophisticated combinations of release rules on items. Others may utilize the basic rule functionality to release content to specific users or groups and/or to allow users to view content based on their performance on an assignment.

The following options are available:

- Adaptive Release – Create basic rules for an item. Only one rule per item may be created.
- Adaptive Release: Advanced – Create advanced rules for an item. Multiple rules may be created.
- User Progress – View the details on an item for all users in a course. This page includes information on whether the item is visible to the user and whether the user has marked the item as reviewed.

### Adaptive Release rules and criteria

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An Adaptive Release rule consists of a set of criteria that defines the visibility of a content item to users. Criteria are the parts that make up the rule. For example, date and membership are two types of different criteria. Each content item may have multiple rules, and each rule may consist of multiple criteria. To view an item, a user must meet all of the requirements of the rule. This means that if a rule has multiple criteria, the user must meet all criteria before the item is available.

For example, the Instructor may add an Assignment to a course. One rule for this Assignment may allow all users in Group A to view the Assignment after a specific date. This rule would consist of Membership criteria and Date criteria. Another rule for this Assignment may allow all users in Group B to view the Assignment once they had completed Homework #1. This rule would consist of Membership criteria and Gradebook criteria.



**NOTE:** Only one Membership criteria and one Date criteria may be created for each rule. Multiple Gradebook criteria and Review Status criteria may be added to each rule.

### Enable and disable the Adaptive Release feature

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The System Administrator controls the availability of the Adaptive Release feature. If this feature is made available, course developers may add either basic or advanced Adaptive Release Rule.

If the Adaptive Release tool is disabled by the Administrator, all rules that have been created will disappear. Also, Adaptive Release related links on the Manage page will no longer appear. If the tool is later re-enabled, the links on the Manage page will reappear and any data associated with Adaptive Release (such as the rules) will be saved. Any Adaptive Release rules that had previously been set also re-appear.

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### Visibility of items with Adaptive Release rules

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Once any Adaptive Release rules have been established for an item, visibility of that item is restricted to those users who meet the criteria of those rules.

For example, the Instructor creates a content item called "Introduction" and makes the item available in Course Documents. At this point, all course users would be able to see Introduction. The Instructor then creates a rule restricting the item to Group A users. Now, only members of Group A can see Introduction—all other course users (who are not a member of Group A) do not see Introduction. The Instructor then adds other criteria to this rule, restricting it to Group A members who have received at least an 80 on Test #1. Now, only members of Group A who have also received an 80 or greater on the Test #1 will see Introduction. All other course users, including Group A members who scored less than an 80 on the Pre-Test, will not see Introduction.

If no Adaptive Release Rules have been created, the item is available to all users in the course depending on the item availability and date / time availability set on the Add Item page.

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### View availability of an item on User Progress page

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Instructors may create one or more Adaptive Release rules which narrow the availability of a content item. It may be difficult to remember which users in a course may access each piece of content. The User progress page displays details on the visibility of a content item and the Adaptive Release rules pertaining to it. For example, this page lists the visibility of an item on a user-by-user basis. If Review Status is enabled for the item, an icon is displayed to show whether the user has reviewed the item or not along with a date and time stamp for when the review was registered for that user.

If no Adaptive Release rules have been created for that item, the visibility column is based simply on availability of the item itself. For example, if the item is available, the Visible icon is displayed for all users.

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### Differences between basic Adaptive Release and Advanced Adaptive Release

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Advanced Adaptive Release allows users to create multiple rules per item. If a user wants to create different criteria for different users on the same item, the user will need to create more than one rule. For example, if different rules apply for different Groups in a course Advanced Adaptive Release is used. The Instructor may set up a rule for Group A that enabled all users in the Group to view an item once they receive an 85 on a Test. The Instructor may set up a separate rule for Group B that enables them to see the same content item after they receive an 80 on the Test.

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### Unavailable items and Adaptive Release rules

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Item availability set on the Add Item page supersedes all Adaptive Release rules. If the item is unavailable, it is unavailable to all users regardless of any rules established. This allows course developers to build out their rules and only make items available when they are finished with rule creation.

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### View content with rules through the course

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If Instructors view Content Areas through the course as a Student would (as opposed to through the Control Panel or Quick Edit), their view is based on item availability and Adaptive Release rules. For example, if Adaptive Release is used to make an item available to a Group, and they are not a member of the Group, they will not see the item if they access it through the Course Menu. The same is true for unavailable items. If an item is added to a course, but is not made available, the Instructor will not see it when they access the Content Area through the Course Menu.

## ADAPTIVE RELEASE FUNCTIONS

### Add a basic Adaptive Release rule

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The Basic Adaptive Release rule allows the user to add and modify one rule for a single piece of content. This single rule may have multiple criteria. For example, the rule may require the user to meet both date criteria and review status criteria before the content is available.



**NOTE:** Use Advanced Adaptive Release rules to add multiple rules to a single piece of content.

Follow the steps below to add a basic Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release**. The Adaptive Release page appears.
4. Complete one or more sections of the Adaptive Release page and select **Submit**.

### Add an Advanced Adaptive Release rule

---

Advanced Adaptive Release allows Instructors to add multiple rules to a single content item. If multiple rules are created, the content is visible to the user if any of the rules are met. Each rule may have multiple criteria. For example, one rule may allow users in Group A with a score above an 85 on a Test to view the content item. Another rule for the same item may allow users in Group B to view the same content item only after a specific date.

Follow the steps below to add an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**.
5. Use the options in the Action Bar on the Manage Criteria page to build the rule. For example, select **Add Date** to add date criteria to the rule. When that criteria is complete, another option in the Action Bar may be selected to build on the rule. Select **OK** when the rule is complete.
6. Repeat Step 4 thru Step 6 to add multiple criteria to an item.

### Copy an Adaptive Release rule

---

Instructors may find it beneficial to copy an Adaptive Release rule, rather than creating a new one from scratch. Once the rule is copied the name may be changed and the rule modified. Rules may only be copied within a single content item; a rule from one content item may not be copied to another content item.

Follow the steps below to copy an Adaptive Release Rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item with the rule you would like to copy. The Manage page appears.

3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Click the checkbox next to the rule you would like to copy and select **Copy** in the Action Bar.
5. An exact replica of the rule appears at the bottom of the list. It has the same name as the original rule with 'Copy of' in the beginning.
6. Click **Modify** next to the new rule to make changes to the name or criteria.

### Modify an Adaptive Release rule

---

Rules are managed and modified from the Adaptive Release page. The criteria of a rule and the name of a rule are managed separately.

Follow the steps below to modify the name of a rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Manage** next to the Rule that needs to be updated. The Manage Rule page appears. Modify the **Rule Name** and select **Submit**.

Follow the steps below to modify the criteria of an advanced rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Select **Modify** next to the Rule that needs to be updated. The Manage Criteria page appears. Criteria may be added, modified, and removed. Select **OK** when the changes are complete.
5. Repeat Step 4 to change any additional rules related to the content item.

Follow the steps below to modify a basic Adaptive Release Rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release**. The Adaptive Release page appears.
4. Make any necessary changes and select **Submit**.



**NOTE:** These steps may also be used to modify a rule with one criteria created on the Advanced Adaptive Release page.

### Remove an Adaptive Release rule

---

Follow the steps below to remove an Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item with the rule you would like to remove. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. Click the checkbox next to the rule you would like to remove. Multiple rules may be selected. Click **Remove**.



**NOTE:** Basic Adaptive Release rules are also removed from the Adaptive Release: Advanced page.

### **Adaptive Release rules during copy, archive, and export**

---

Adaptive Release rules and user progress information are only included during a full course copy with users and during archive and restore operations. Rules and user progress information are not saved during a copy of course materials into a new course or during a copy of course materials into an existing course. They are also not saved during export and import operations.

## ADAPTIVE RELEASE CRITERIA

### About Adaptive Release Criteria

Criteria are the parts that define an Adaptive Release rule. Instructors have the option of applying one or more criteria to each rule. For example, one rule may make content available after a specific date, while another rule, with multiple criteria, may make content available to a course Group after a specific date. There are a number of different types of criteria available to Instructors.

The following is a brief description of each available criteria:

CRITERIA	DESCRIPTION
Date / Time	Display content based on a date or time. Options include: <ul style="list-style-type: none"> <li>• after a specific date</li> <li>• until a specific date</li> <li>• after a specific date and until a specific date</li> </ul>
Username	Display content to one or more users.
Group	Display content to members of one or more Groups in a course.
Gradebook: Item with at least one attempt	Display content based on a recorded attempt by the user. For example, the user has completed the Test or a grade has been entered for an Assignment.
Gradebook: Item with a specific score	Display content based on a required score. Options include: <ul style="list-style-type: none"> <li>• after a specific date</li> <li>• less than or equal to</li> <li>• equal to</li> <li>• greater than</li> <li>• greater than or equal to</li> </ul>
Gradebook: Item with a score between X and Y	Display content based on a range of scores. For example, if a Student scores between 85 and 100 on an exam.
Review Status an item	Display content to the user only after an associated item has been marked Reviewed by the user.

### About Date criteria

Date criteria enables content to be displayed according to date and time. Content may be displayed after a specific date, until a specific date, or after a specific date and until a specific date. For example, the Instructor may use the date criteria to release lecture notes only after the lecture has occurred or the date criteria option could be used give one Group, such as Students with learning disabilities, more time to access content than another Group would receive.

Dates for availability may be set when the item is created or modified under options or through a Date criteria rule. The Instructor may decide to use both the date restrictions on the Modify page and the Date criteria rule. For example, the item can be made available on the Modify page from December 1 – December 30. Then the item may be made available to one small group of users

from December 1 – December 15 and another small group of users from December 16 – December 30.



**NOTE:** If the date is changed on the item itself, for example on the Modify Item page, and date criteria already exist, a warning message appears. The same is true if the user attempts to add date criteria and a date for the item has been set on the Add or Modify page.

### Add Date criteria to a rule

Date criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to date criteria, to further narrow the availability of an item.

Follow the steps below to add date criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Date** in the Action Bar. The Date page appears.

DATE CRITERIA	SETTING
Display an item after a specific date	Click the checkbox next to Display After. Select a date and time in the drop-down lists below. The item will appear to users after this date and time.
Display an item until a specific date	Click the checkbox next to Display Until. Select a date and time in the drop-down lists below. The item will appear to users until this date and time.
Display an item after a specific date and until a specific date	Click the checkbox next to Display After and Display Until. Select a date and time in the drop-down lists below. The item will appear to users between these dates and times.

### About Membership Criteria

Membership criteria allow content to be displayed according to username and course Group. The Instructor may set up criteria that use one or both of these options; the Instructor may make this item available to a course Group, or the Instructor may make this item available to a course Group and other specific individuals.

### Make content available to specific users

Membership criteria are useful for making content available to a specific user. For example, if a Student requests a way to earn more points for class the Instructor may agree, but decide to not offer this option to the entire course. The Instructor creates an extra credit content item and only releases it to the single Student through the Membership criteria.

## Make content available to Groups

Membership criteria may be used to manage content for Groups within a course. For example, a class is divided into three groups and each group has a different assignment. They are instructed to learn the topic and then present the material to the entire class. The Instructor has materials for each Group. The Instructor loads the material for Group 1 as content items, and releases the material only to Group 1. Then the Instructor loads the material for Group 2 as content items, and releases that material only to Group 2. This same process is used for Group 3. When a Group presents the material to the class, the Instructor may then change the release rule on that material so it becomes available to the entire class. (Alternatively, if the Instructor knows the date of presentation ahead of time, the Date criteria may be used to make the content available for the rest of the class.)

## Add Membership criteria to a rule

Membership criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Membership criteria, to further narrow the availability of an item.

1. Follow the steps below to add Membership criteria to an advanced Adaptive Release rule:
2. Open a Content Area from the Control Panel.
3. Select **Manage** next to the content item. The Manage page appears.
4. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
5. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
6. Select **Membership** in the Action Bar. The Membership page appears.

MEMBERSHIP CRITERIA	SETTING
Make content available to specific users	In the <b>Username</b> field enter one or more usernames, separated by commas or click <b>Browse</b> to search the system. Use the Search for User window to search for and select usernames to add to the field. Selected Usernames appear at the bottom of the section.
Make content available to Groups	All Groups in the course appear in Available Course Groups, even those that are unavailable. Use the arrows to move Groups from the <b>Not Selected</b> field to the <b>Selected</b> field. Content is displayed to all of the Groups that appear in the Selected field.

## About Gradebook criteria

Gradebook criteria may be used to release content based on item attempt and score. A number of different score values may be selected, including the following:

- A score greater than a set value
- A score less than a set value
- A score that equals a specific value
- A score that falls within a range of values



### Make content available based on Gradebook attempt

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Gradebook criteria are useful for Instructors who want to make content visibility dependent on attempts made by Students on Assessments or Assignments. An Instructor may prepare a pre-test for Students to prepare for the final. The idea is for the Students to pre-test themselves before seeing the review materials, to know how much they recall without extra studying. Using Gradebook criteria the Instructor creates the review materials, but only releases it to Students who have attempted the pre-test test at least once.

Another example of attempt based criteria is end-of-term surveys. Some institutions require end-of-term surveys about the course, before the final exam is taken. In this case, the Instructor can make the final exam item available only after the survey is attempted at least once.

### Make content available based on Gradebook score

---

Gradebook criteria may be used to make content available based on the score a Student receives. Many courses rely on progression, such as foreign languages, where Students must learn one topic before moving onto another. If an Instructor is about to teach advanced verb conjugation, but wants Students to have passed the assignment on basic verb conjugation, the Instructor can create a rule that allows only those Students who have received at least a 70 on the basic verb conjugation assignment to view the advanced verb conjugation material.

Instructors can also establish a range of values for content release, such as releasing an item only to users who scored between a 70 and 80 and might need some remediation, but less remediation than users who received less than a 70. In this case, the Instructor creates two content items and releases one to users who fall into the 70-80 range and releases the other to Students who received less than a 70.

### Add Gradebook criteria to a rule

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Gradebook criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Gradebook criteria, to further narrow the availability of an item.



**TIP:** Only one Gradebook item may be selected for each Gradebook criteria. For example, one criteria may not be used to make an item visible based on the score of two different Gradebook items. However, multiple Gradebook criteria may be added to a single Advanced Adaptive Release rule. The Instructor may set up one criteria that makes Project A available after Test #1 is complete and another criteria in the same rule that makes Project A available after Test #2 is complete. In this example, only Students who have completed Test #1 and Test #2 may view Project A.

Follow the steps below to add Gradebook criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Gradebook** in the Action Bar. The Membership page appears.
6. Select the Gradebook item this criteria is based on in the **Select Gradebook Item** drop-down list. Only one item may be selected.

GRADEBOOK CRITERIA	SETTING
Make content available based on Gradebook attempt	Select the option <b>Item has at least one attempt</b> .
Make content available based on less than, greater than, or equal to score	Use the options in the <b>Score</b> drop-down list to select <b>Less Than</b> , <b>Greater Than</b> , or <b>Equal To</b> . Enter a number in the field for the score this criteria is based on; this must be an integer.
Make content available for a score within a range of values	Select the option Score between _ and _. Enter the range of values in the fields within this option.

### About Review Status criteria

Review Status criteria is used to release content based on the user's review of a specific content item. For example, the Instructor may create criteria that makes Assignment #1 available only after Students have marked Homework #1 reviewed.

### Add Review Status criteria to a rule

Review Status criteria fields are filled out with the same information for both basic Adaptive Release rules and advanced Adaptive Release rules. Instructors may add additional criteria to a rule, in addition to Review Status, to further narrow the availability of an item. Review Status may be applied to a Learning Unit but may not be applied to individual files within a Learning Unit.

Follow the steps below to add Review Status criteria to an advanced Adaptive Release rule:

1. Open a Content Area from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Adaptive Release: Advanced**. The Adaptive Release: Advanced page appears.
4. To add a new rule, select **Add Rule** in the Action Bar. The Add Rule page appears. Enter a name for the rule and click **Submit**. Alternatively, the criteria may be added to an existing rule. In this case, select **Modify** next to a rule on the Adaptive Release page.
5. Select **Review Status** in the Action Bar. The Review Status page appears.
6. Select **Browse** to open the Course Map. Click an item in the Course Map to select it for Review Status criteria. Review Status will be turned on for this item. Users must mark the item reviewed before the content including this rule is available.

## REVIEW STATUS

### About Review Status

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The Review Status tool allows the Instructor to track user review of specific content items. Once the Instructor enables the tool for an item, each Student tracks their progress. A Mark Reviewed button appears on the item when the user opens the Content Area. After reviewing the item, the Student selects this button to mark it Reviewed. The Instructor may check the status of Student reviews on the User Progress page.

If the Review Status tool is enabled by the System Administrator, it is on by default in all courses.

### Disable Review Status in a course

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If the Review Status tool is disabled at the Administrator or course level, the Review Status links on the Manage page disappear and the Review / Mark Reviewed buttons on the course pages no longer appear. If the tool is later re-enabled, those links and buttons reappear and any data associated with Review Status (such as an individual user's progress) is restored.

Follow the steps below to disable Review Status in a course:

1. Select **Manage Tools** under Course Options on the Control Panel.
2. Select **Tool Availability** on the Manage Tools page. The Tool Availability page appears.
3. A check appears in the checkbox next to **Review Status**. Click this checkbox so the check disappears. Click **Submit**.

### Enable Review Status for an item

---

When Review Status is enabled for an item a Mark Reviewed button appears next to the item when the Content Area is opened by the user. The user must select this button to mark the item Reviewed. Follow the steps below to enable Review Status for an item in a course:

Open the Content Area that includes the item from the Control Panel.

1. Select **Manage** next to the content item. The Manage page appears.
2. Select **Review Status**. The Review Status page appears.
3. Select **Enable** and click **Submit**. The new status appears on the Manage page underneath the Review Status link.

### View the status of user reviews

---

Once Review Status is enabled for an item, the Instructor may check the status of Student reviews from the User Progress page or the Performance Dashboard. These pages both indicate whether or not a Student has marked an item as 'Reviewed'.

The User Progress page allows the Instructor to see the Review Status of the item for all users in the course. Follow the steps below to open the User Progress page:

1. Open the Content Area that includes the item you would like to check from the Control Panel.
2. Select **Manage** next to the content item. The Manage page appears.
3. Select **Review Status: User Progress**. A check box appears in the Reviewed column next to each user who has marked the item as **Reviewed**. The time and date of the review also appears.

The Performance Dashboard allows the Instructor to see the Review Status of all currently available items for a single user in the course. Follow the steps below to view the status of the item on the Performance Dashboard:

1. Select **Performance Dashboard** under Assessments on the Control Panel. The Performance Dashboard appears
2. Select the number under the Review Status column next to the user in question. The Review Status page for this user appears. The Instructor may check the Review Status for each item that has Review Status Enabled, either through an Adaptive Release Rule or the Review Status option.

OR

Click the Adaptive Release icon to open the Course Map. The Map displays the Review Status for all items in the course for that user.



**NOTE:** If the user changes the status of an individual item from **Reviewed** to **Mark Reviewed**, all record of the previous status is erased. The Instructor will not be alerted to the change other than by seeing the new status in the User Progress page or in the Performance Dashboard.

### **Review Status during course copy, archive and export**

---

Review Status settings and user status information are only included during a full course copy with users and during archive and restore operations. Review Status settings and status information are not saved during a copy of course materials into a new course or during a copy of course materials into an existing course. The same is true for export and import operations.

## USER PROGRESS

### About User Progress

---

The User Progress page tracks the availability and review status for a specific content item. This page is only available if Adaptive Release or Review Status is enabled. The Instructor may use this page to view all users in the course, the availability of the item to them, the Review Status, and the date and time the item was reviewed. If Adaptive Release rules have been created, a rule summary is also displayed.

### View User Progress

---

The User Progress page lists all enrolled users in a course. A link to each rule at the top of the page allows the Instructor to view and modify rules for this item.

All columns with unique information in the list may be sorted. Each user's first and last name, username, and role are noted. Additionally, the user's visibility for the item is listed. If the item is visible to the user an open eye appears in the column. If the item is not visible to the user the eye appears closed. The Review Status also appears on the page, along with the date the item was reviewed. This column only appears if Review Status is enabled for the item, either through the Review Status option or through an Adaptive Release Rule.

## PERFORMANCE DASHBOARD

### About the Performance Dashboard

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The Performance Dashboard tool provides a window into all types of user activity in a course or organization. All users enrolled in the course are listed, with pertinent information about that user's progress and activity in the course.

### Enable the Performance Dashboard

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If the System Administrator has made this tool available, it may be accessed by selecting Performance Dashboard under Assessments on the Control Panel.

### View the Performance Dashboard

---

Administrators must enable the Performance Dashboard for it to appear in courses. If enabled by the Administrator, the Performance Dashboard will be on by default in all courses. The Performance Dashboard is accessed through the Assessment area of the Control Panel. This page displays the following information

- Last Name
- First Name
- Username
- Role
- Date / time of last login
- Days since last login
- Review Status - Only displayed if this tool is enabled. Displays how many items have been reviewed / number of items with Review Status enabled. A detailed view of items may be opened in a new window.
- Adaptive Release - Only displayed if this tool is enabled. An overview of the Student path may be opened in a new window.
- View Grades - Only displayed if the Gradebook is enabled. Provides links to the Gradebook: User Grade List page for that user.
- Users can click Print to open the page in a new window in a printer-friendly format. All applicable columns are may be sorted.

### Understanding the Review Status indicator

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The numbers provided in the Review Status column of the Performance Dashboard indicate the number of items that the Student has marked as Reviewed.

Using Adaptive Release rules in a course creates multiple tracks for Students to progress through. This allows for the possibility that each Student will have a different requirement for marking certain items in a course as Reviewed. At any time in a course, items in a Student's track may or may not be visible to them. The Performance Dashboard provides an at-this-moment view of the item availability and the Student's progress on reviewing items.





The Review Status indicator links to a list of the items that the course user sees as Reviewed and Mark Reviewed in the course.

The Review Status column is only visible if Review Status has been enabled for the course.

## Link to Adaptive Release

---

The Adaptive Release indicator in the Performance Dashboard for each user opens the Course Map, showing every possible item in the course. Icons beside each item in the Course Map indicate the visibility of an item to that course user, and the review status of any items with a review requirement, if applicable.

ADAPTIVE RELEASE AND REVIEW STATUS ICONS:	
	<b>Visible</b> – this item is visible to that course user.
	<b>Invisible</b> – this item is not visible to that course user.
	<b>Reviewed</b> – this item has been marked as Reviewed by the course user.
	<b>Mark Reviewed</b> – this item is displayed as Mark Reviewed to the course user.

The Adaptive Release column is only visible if Adaptive Release has been enabled for the course.

## STATISTICS TRACKING

### About Statistics Tracking

---

Statistics Tracking at the content item level allows Instructors to view detailed statistics on content item usage for all course users. In addition to the availability and Review Status information available on the User Progress page, these detailed statistics can help Instructors determine how many times the particular content item was viewed and exactly when it was accessed. Select **Manage** next to an item in a Content area to enable, disable and view Statistics Tracking.

Statistics Tracking is separate from Course Statistics accessed from the Control Panel. Course Statistics provides information about Content Area access versus the item-by-item access displayed on the Statistics Tracking page for a content item.

### Turning Statistics Tracking On and Off

---

The Instructor can turn Statistics Tracking on from the Manage page of any content item:

1. Select **Manage** next to an item in the Content Area. The current status is displayed on this page.
2. Select **Statistics Tracking**. The Statistics Tracing page appears.
3. Select **Enable/Disable Tracking**.
4. Select **Enable** to turn tracking on.

To disable Statistics Tracking, follow the same steps as above. In Step 3 select **Disable** on the **Enable/Disable Tracking** page.



**NOTE:** Statistics are only stored in the database when Statistics Tracking is enabled. If Statistics Tracking is turned on after some users have accessed the content item, the record of their access cannot be recovered. Data will only be displayed for those users who access the content item after Statistics Tracking was turned on.

### Viewing Statistics for a Content Item

---

When Statistics Tracking is enabled, the View Statistics link is active on the Statistics Tracking page. (This link is displayed, but not in an active state, if Statistics Tracking is not enabled for the content item.)

Follow the steps below to view statistics for a content item:

1. Select **Manage** next to an item in the Content Area. The current status is displayed on this page.
2. Select **Statistics Tracking**. The Statistics Tracking page appears.
3. Select **View Statistics** on the Statistics Tracking page.
4. Select the Time Period for the report
5. Select the appropriate Users filter: **All Users** or **Selected Users**. Press CTRL to select more than one user from the list.
6. Select **Submit** to run the report.

The report displays three sections of data: Access by Date, Access by Hour of the Day, and Access by Day of the Week. The Access by Date section displays information for all enrolled users. Access



information for system guests and unenrolled users (previously enrolled users who were removed from the course) is displayed under the Guest user. Observer access to content items is not tracked.

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### Modifying, Printing and Exporting a Report

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To change the report query (to add more users, remove users, or change the date range) select **Change Filter**. Modify the Time Period and/or Users selected as appropriate and select **Submit** to run the report.

To send the report to a printer in a printer-friendly format, select **Print**. The report will be printed exactly as it is displayed on the screen.

To export the report data for further, off-line data analysis, select **Export Data**. Save the data using the File Download pop-up windows that appears. The comma-separated values (CSV) file can now be opened in any statistical analysis program (such as Microsoft Excel).

## CHAPTER 5—COURSE TOOLS

### Overview

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Course Tools are communication and collaboration tools that enhance interaction between users.

### In this chapter

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This chapter includes information on the following sections:

SECTION	DESCRIPTION
<a href="#">Announcements</a>	Provides details for posting important information about the course, such as assignment due dates, content changes or guest speakers.
<a href="#">Course Calendar</a>	Provides all the details for posting course-related events on a Calendar.
<a href="#">Staff Information</a>	Describes how to post information about Instructors, Teaching Assistants, and guest speakers for the course.
<a href="#">Tasks</a>	Explains how to organize course projects, priorities, and details.
<a href="#">Send Email</a>	Provides information on how to send email to other participants or groups of participants within a course.
<a href="#">Digital Drop Box</a>	Provides information for exchanging files between the Instructor and course participants.
<a href="#">Messages</a>	Explains how messages are sent to users within a course.
<a href="#">Glossary</a>	Explains how to create and modify the course Glossary. The Glossary may also be uploaded and downloaded.

## COURSE ANNOUNCEMENTS

### Overview

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Announcements post timely information critical to course success. The Instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:

- when assignments are due
- changes in the syllabus
- corrections/clarifications of materials
- exam schedules

### Find this page

---

Click **Announcements** in Course areas on the Control Panel to open the Announcements page.

### Functions

---

The functions available on this page are described in the table below.

To . . .	CLICK . . .
add an announcement	<a href="#">Add Announcement</a> . The Add Announcement page will appear.
view announcements for a different time period	a tab to view events for the current day, last 30 days, the last seven days, or all announcements. View Last 7 days is the default.
modify an announcement	<a href="#">Modify</a> . The Modify Announcement page will appear.
remove an announcement	<b>Remove</b> . A confirmation box will appear. Removing an Announcement is irreversible.

## STAFF INFORMATION

### Overview

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The Staff Information page allows Instructors to post information about themselves, Teaching Assistants, guest speakers, and other Course leaders. The page gives users a resource to look up names, email addresses, office hours, and photographs.

### Find this page

---

To open the Staff Information page, click **Staff Information** in Course areas on the Control Panel.

### Functions

---

The functions available on this page are described in the table below.

To . . .	CLICK . . .
add a staff profile	<b><u>Add Profile</u></b> . The Add Profile page will appear.
add a new folder	<b>Add Folder</b> . The Add Folder page will appear.
modify a profile	<b><u>Modify</u></b> . The Modify Profile page will appear.
modify a folder	<b>Modify</b> . The Modify Folder page will appear.
remove an item or folder	<b>Remove</b> . A warning will appear. Removing a staff profile or folder is irreversible.
order profiles	the drop-down arrow and select a number. The items will appear on the Staff Information page in the order selected.

## ADD OR MODIFY PROFILE

### Overview

Staff profiles may be added or modified through the Add Profile or Modify Profile page. The fields on the Add Profile page and Modify Profile page are the same. The Add Profile page opens with empty fields while the Modify Profile page opens with a profile already populated.

### Find this page

Follow the steps below to open the Add Profile page.

1. Click **Staff Information** in Course areas of the Control Panel.
2. Click **Add Profile**. To modify a profile, click **Modify**.

### Fields

The table below details the fields on the Add Profile or Modify Profile page.

FIELD	DESCRIPTION
<b>Profile Information</b>	
<b>Title</b>	Enter the staff member's title. This title will appear before the first name.
<b>First Name</b>	Enter a first name.
<b>Last Name</b>	Enter a last name.
<b>Email</b>	Enter an e-mail address.
<b>Work Phone</b>	Enter a work phone.
<b>Office Location</b>	Enter an office location.
<b>Office Hours</b>	Enter office hours.
<b>Notes</b>	Enter any additional information about the staff member.
<b>Options</b>	
<b>Do you want to make the Profile visible</b>	Select <b>Yes</b> or <b>No</b> to make the profile available to Students. If <b>No</b> is selected, none of the information entered on this page will appear to Students.
<b>Current Image</b>	The image that currently appears with the Staff Profile.
<b>Profile image</b>	Enter the path to a graphic file with a picture of the staff member or click Browse to search for a file. This image will be included next to the staff profile on the Staff Information page.
<b>Personal link</b>	Enter the URL for the staff member's home page. When adding a URL, do so as <a href="http://www.blackboard.com">http://www.blackboard.com</a> , not www.blackboard.com or blackboard.com. This link appears with the staff profile on the Staff Information page.

## CALENDAR

### Overview

---

Instructors can use the Calendar to indicate important course related events. The dates and events that appear on the Calendar are for all users in the course.

Some typical items Instructors may include in the calendar are:

- section meetings
- assignment due dates
- exams
- guest speakers

### Find this page

---

Click **Course Calendar** in Course Tools to open the Calendar page.

### Functions

---

To use the functions available on the Calendar page, follow the table below.

To . . .	CLICK . . .
create an event and add it to the Calendar	<b>Add Event</b> . The Add Calendar Event page will appear.
view events for a specific date and time	<a href="#">Quick Jump</a> . The Quick Jump page will appear. Select a date and time and the calendar will immediately display events for that time.
view events by day, week, or month	the corresponding tab to view events for the current day, current week, current month, or current year.
view previous or future events	the right arrow to view future events or left arrow to view previous events.
view event details	the calendar event to view details, such as date, time, and event category.
modify an event	<b>Modify</b> corresponding to an event to make changes.
Remove an event	Remove corresponding to an event to remove it from the calendar. This action is irreversible.

## ADD OR MODIFY CALENDAR EVENT

### Overview

Events may be added or modified by accessing the Add Calendar Event page or Modify Calendar Event page. The fields on the Add Calendar Event page and Modify Calendar Event page are the same. The Add Calendar Event page opens with empty fields where as the Modify Calendar Event page opens with an event already populated.

### Find this page

Follow the steps below to open the Add Calendar Event page.

1. Click **Course Calendar** in the Course Tools area of the Control Panel.
2. Click **Add Event** from the Calendar page. To modify an event, click **Modify** next to an event and the Modify Event page will appear.

### Fields

The table below details the fields on the Add Event page and Modify Event page.

FIELD	DESCRIPTION
<b>Event Information</b>	
<b>Event Title</b>	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
<b>Event Description</b> (4,000 maximum)	Enter a description of the event. The maximum number of characters is 4000.
<b>Event Time</b>	
<b>Event Date</b>	Select the date of the event from the drop-down list or click the icon to select a date from the calendar interface.
<b>Event Start Time</b>	Select the time the event will begin from the drop-down list.
<b>Event End Time</b>	Select the time the event will end from the drop-down list.

## CALENDAR QUICK JUMP

### Overview

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The Calendar Quick Jump page allows users to quickly access a month, week, or day in the Calendar. Calendar Quick Jump is useful when looking for events planned for months in advance of the current date.

### Find this page

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Follow the steps below to open the Quick Jump page.

1. Click **Course Calendar** in the Course Tools area of the Control Panel.
2. Click **Quick Jump** from the Calendar page.

### Fields

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The table below details the fields on the Calendar Quick Jump page.

FIELD	DESCRIPTION
<b>Calendar Quick Jump</b>	
<b>Please select the date you wish to access.</b>	Use the drop-down arrow to select a calendar date or click the icon to select a date from the Calendar interface. The Calendar page will appear with the selected date.
<b>Please choose the type of view you wish to access the specified date.</b>	Select an option to indicate the type of Calendar view: <ul style="list-style-type: none"> <li>• <b>Month.</b> Display the month in which the date falls.</li> <li>• <b>Week.</b> Display the week in which the date falls.</li> <li>• <b>Day.</b> Display that date only.</li> </ul>



## TASKS

### Overview

---

The Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page, Instructors can post tasks to users participating in their courses, and System Administrators can post tasks to all users' Tasks pages. Task information is arranged in columns that display the priority, task name, status, and due date.

### Find this page

---

Click **Tasks** in Course Tool on the Control Panel to open the Tasks page.

### Functions

---

To use the functions available on the Tasks page, follow the table below.

To . . .	CLICK . . .
view a task and the details of the task	the task link.
create and post a task	<a href="#">Add Task</a> to access the Create Task page. The Add Task page will appear.
modify a task	<b>Modify</b> to access the Modify Task page for a particular task. The Modify Task page will appear.
remove a task	Remove to remove a task. This action is irreversible.
sort	the link at the top of the Priority, Subject, or Due Date column.

## ADD OR MODIFY TASK

### Overview

---

Tasks may be added or modified by accessing the Add Task page or Modify Task page. The fields on the Add Task page and Modify Task page are the same. The Add Task page opens with empty fields where as the Modify Task page opens with a task already populated.

### Find this page

---

Follow the steps below to open the Add Task page or the Modify Task page.

1. Click **Tasks** in the Course Tools area of the Control Panel.
2. Click **Add Task** from the Tasks page. To modify a task, click **Modify** and the Modify Task page will appear.

### Fields

---

The table below details the fields on the Add Task or Modify Task page.

FIELD	DESCRIPTION
<b>Task Information</b>	
<b>Task Title</b>	Enter the title of the task.
<b>Description</b>	Enter a description of the task.
<b>Due Date</b>	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface.
<b>Task Options</b>	
<b>Priority</b>	Select a priority. The options are: <ul style="list-style-type: none"><li>• Low (task appears with a blue arrow pointed down)</li><li>• Normal</li><li>• High (task appears with a red arrow pointed up)</li></ul>

## SEND EMAIL

### Overview

---

Instructors can send email to individuals who participate in the course from the Send Email page. Emails can be sent to individual users or to groups of users within the course, such as all Teaching Assistants.

Instructors cannot send email to others via the Internet with the Send Email function.

### Find this page

---

Click **Send Email** in Course Tools on the Control Panel to open the Send E-mail page.

### Functions

---

The following functions are available from the Send email page:

FUNCTION	DESCRIPTION
All Users	Sends email to all users in a specified course.
All Groups	Sends email to all of the groups in a specified course.
All Teaching Assistants	Sends email to all of the Teaching Assistants in the course.
All Instructors	Sends email to all of the Instructors in the course.
All Observers	Sends email to all of the Observers for a specified course
Single / Select Users	Sends email to a single user or select users in the course.
Single / Select Groups	Send email to a single group or select groups in the course.
Single / Select Observers	Send email to a single Observer or select Observers in the course.

## SEND EMAIL TO ALL USERS

### Overview

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Send Email enables users to send email to fellow classmates, Instructors, Teaching Assistants or Groups within a course.



**NOTE:** Recipients of each email will not see the email addresses of other recipients.

### Find this page

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Follow the steps below to open the Send Email-Compose Message page.

1. Click **Send Email** in Course Tools on the Control Panel.
2. Click one of the options to select the recipients. The Compose Message page will appear.

### Fields

---

The table below details the fields on the Send Email page.

FIELD	DESCRIPTION
<b>Enter Message Details</b>	
<b>To</b>	Recipients display in this field.
<b>From</b>	The sender's email address will automatically be displayed in this field.
<b>Subject</b>	Enter the subject of the email.
<b>Message</b>	Enter the body of the email.
<b>Set Message Options</b>	
<b>Copy of message to self</b>	Select the check box to send a copy of the message to the sender.
<b>Add Attachments</b>	
<b>Add</b>	Click here to add attachments. Select <b>Browse</b> and navigate to the file that should be attached to the email.

## DIGITAL DROP BOX

### Overview

---

The Digital Drop Box enables Students to exchange files with the Instructor.



**NOTE:** A file added to the Drop Box will not appear to the Instructor until it has been sent. Once a file has been sent to the Instructor, it cannot be removed from the Drop Box.

### Find this page

---

Follow the steps below to open the Digital Drop Box page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.

### Functions

---

The following functions are available from the Digital Drop box page.

FUNCTION	DESCRIPTION
<a href="#">Add File</a>	Upload files to the Drop Box.
<a href="#">Send File</a>	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

### Time stamps

---

The following date and time information is included in files:

- Files sent to the Instructor will show the date and time submitted.
- Files that are added to the Drop Box but not sent will show the date and time posted.
- Files sent from the Instructor will show the date and time received.



**NOTE:** The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the Blackboard Academic Suite server.

## ADD FILE TO THE DIGITAL DROP BOX

### Overview

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Files are added to the Digital Drop Box from the Add File page. A file is not automatically sent if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent it will show the date and time sent.

### Find this page

---

Follow the steps below to open the Add File page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.
4. Click **Add File**.

### Fields

---

The table below details the fields on the Add File page.

FIELD	DESCRIPTION
<b>File Information</b>	
<b>Title</b>	Enter the title of the file.
<b>File</b>	Click <b>Browse</b> to locate a file or enter the exact path.
<b>Comments</b>	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

## SEND FILE FROM THE DIGITAL DROP BOX

### Overview

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Users can select a file already in the Digital Drop Box to send. Users may also select a file not in the Digital Drop Box on the **Send File** page. A file sent that is not already in the user's Drop Box is added to the user's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to it will show the date and time sent.

### Find this page

---

Follow the steps below to open the Send File page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.
4. Click **Send File**.

### Fields

---

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>File Information</b>	
<b>Select File</b>	Click the drop-down arrow and select a file to send.
<b>Title</b>	Enter the title of the file.
<b>File</b>	Click <b>Browse</b> to upload a file and send it to the Instructor.
<b>Comments</b>	Enter any comments about the file. These comments will appear beneath the title.

## GLOSSARY MANAGER

### -Overview

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Each course has its own Glossary of terms. Each entry consists of the term and an accompanying definition. The Glossary must be enabled by the Instructor before Students can view it. To turn on the Glossary, simply enable it as a Course Tool and then add it to the Course Menu.

The Glossary Manager controls all of the entries in the Course Glossary.

### Find this page

---

Click **Glossary Manager** from the Control Panel.

### Fields

---

The table below details the functions on the Glossary Manager page.

To . . .	CLICK . . .
Add a term	<a href="#">Add Term</a> in the action bar. A page will appear with entry fields to create a term.
Delete a term	<b>Remove.</b> Each term in the Glossary has its own remove link.
Change a term	<b>Modify.</b> Each term in the Glossary has its own modify link.
Upload a file of terms	<a href="#">Upload Glossary</a> in the action bar.
Download the Glossary	<a href="#">Download Glossary</a> in the action bar.



## ADD GLOSSARY TERM

### Overview

---

Glossary terms may be added one-by-one using the Add Glossary Term page. On this page, an Instructor may add a single term and its associated definition. To load a number of terms at once into the Glossary, use the [Upload Glossary](#) feature.

### Find this page

---

Follow these steps to find the Add Glossary Term page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Add Term** from the action bar on the Glossary Manager page.

### Fields

---

The table below details the entry fields on the Add Glossary Term page.

FIELD	DESCRIPTION
<b>Term</b>	Enter a term to add to the Glossary.
<b>Definition</b>	Enter a definition for the term. Definitions may include simple HTML to modify text, but more sophisticated HTML formatting should be avoided. Also, carriage returns are not recognized when entered in a definition, but HTML code to denote breaks in text will work.

## DOWNLOAD GLOSSARY

### Overview

---

Downloading a Glossary creates a comma delimited data file (.CSV) of the Glossary. Each entry is separated by a hard return and within each entry the term and the definition are separated by a comma.

Downloading a Glossary is useful for adding terms to another course. The Glossary can be modified offline and then uploaded to another course.

### Find this page

---

Follow these steps to find the Download Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

### Download a Glossary

---

To download a Glossary, simply click **Download**. The Glossary may be edited in a spreadsheet program such as Excel or in a text editor like Notepad. Please see the next topic, [Upload a Glossary](#), for details on the formatting of a Glossary file.

## UPLOAD GLOSSARY

### Overview

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Uploading a Glossary is a quick method of adding many terms to the Glossary. Uploading a Glossary can either replace the existing Glossary or supplement it by adding the terms in the file to the existing Glossary.

### Find this page

---

Follow these steps to find the Upload Glossary page:

1. Click **Glossary Manager** from the Control Panel.
2. Click **Download Glossary** from the action bar on the Glossary Manager page.

### Fields

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The table below details the entry fields on the Upload Glossary page.

FIELD	DESCRIPTION
<b>Specify Upload File</b>	
<b>CSV File</b>	Enter the full path to the Glossary file. The Glossary file must be a comma delimited data file (.CSV). Alternatively, click <b>Browse</b> to search your computer's files for a Glossary file.
<b>Upload File Options</b>	
<b>Add the items in the list to the existing Glossary</b>	Select this option to supplement the existing Glossary with a list of new terms. If a term appears in both the existing Glossary and the file, the definition in the file will replace the definition in the existing Glossary. If the same term appears two or more times in the file, the last definition for the term will appear in the Glossary.
<b>Delete all existing Glossary terms and replace with the terms in this list</b>	Select this option to remove the existing Glossary and replace it with the terms in the upload file.

### Glossary file format

---

Within the CSV file, each entry is separated by a hard return and the term and the definition are separated by a comma. For example:

"Apple", "A red fruit."

"Onion", "A vegetable."

Although it is not always necessary to enclose the term and the definition in quotes, Blackboard strongly recommends this practice to avoid processing errors.

Example:

"Apple","A delicious fruit, usually <b>red</b> in color. Apples are grown all over the world and are an important religious and mythical symbol to several cultures. The Pacific Northwest region of the United States, particularly Washington state, is famous for its apples.<br><br> However, most refined apple lovers agree that the best apples come from the Hudson River valley area of New York. Perhaps this is why New York City is nicknamed, ""The Big Apple.""

"Onion","Onions are a tasty vegetable with green stalks and a white, yellow, or red bulb. For the best-tasting Onions, visit the \"Onion Capital of the World\" Pine Island, New York."

Quotation marks that appear in a definition or a term must be escaped. This means that the quotation mark must be identified as part of the definition or the mark will be read as the end of the definition. Quotation marks may be escaped using a backslash (\) or another set of quotation marks (").

## MESSAGES

### Overview

---

The Messages feature gives each course a private and secure system for communication that functions similar to email. Keep in mind that Messages cannot be sent or received outside of the users in the course.

Messages are usually accessed through the Communications area of a course. Although, as with most features, the Instructor can restrict access or change the layout of the Course Menu so that Messages are accessible directly.

### Find this page

---

Messages may be accessed through the Communications area of the Course Menu or Instructors may access Messages from the Control Panel.

## CHAPTER 6—COMMUNICATION

### Overview

---

Collaboration Tools and Discussion Boards allow users and Instructors to engage in synchronous and asynchronous communication.

### In this chapter

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This chapter includes information on the following sections:

SECTION	DESCRIPTION
<a href="#">Discussion Boards</a>	Details how users participate in an online Discussion Board.
<a href="#">Collaboration</a>	Explains the Virtual Classroom and Lightweight Chat, which enable users to participate in an on-line collaboration with Instructor and Students.

## DISCUSSION BOARD

### Overview

---

The Discussion Board is a communication medium for posting and responding to messages. Conversations are grouped as threads that contain a main posting and all related replies. An advantage of the Discussion Board is that threads are logged and organized.

### Find this page

---

To open the Discussion Board page, click **Discussion Board** in Course Tools on the Control Panel.

### Functions

---

The functions available on this page are described in the table below:

To . . .	CLICK . . .
add a new discussion forum	<a href="#">Add Forum</a> . The Add Forum page will appear.
access a forum listed on the Discussion Board	a forum topic link. That forum will appear.
modify a forum	<a href="#">Modify</a> . The Modify Forum page will appear.
remove a forum	Remove. A confirmation box will appear. Removing a forum is irreversible.
change the order of forums	the drop-down arrow and select a number. The forums will appear on the Discussion Board in the order selected.

## ADD OR MODIFY FORUM

### Overview

Forums are used to organize threads. While Instructors must create new forums, they can enable other users to manage a forum once it is created. The fields on the Add Forum page and the Modify Forum page are the same. The Add Forum page opens with empty fields while the Modify Forum page opens with a forum already populated.

### Find this page

Follow the steps below to open the Add Forum page or Modify Forum page.

1. Click **Discussion Board** in the Course Tools area of the Control Panel.
2. Click **Add Forum**. To modify a forum, click **Modify** and the Modify Forum page will appear.

### Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Forum Information</b>	
<b>Title</b>	Enter a title. This title will appear as the name of the Discussion Board forum to all users.
<b>Description</b>	Enter a description of the forum.
<b>Forum Settings</b>	
Check the appropriate boxes to	
<ul style="list-style-type: none"> <li>• Allow anonymous posts.</li> <li>• Allow author to edit message after posting.</li> <li>• Allow author to remove his or her posts.</li> <li>• Allow file attachments.</li> <li>• Allow new threads.</li> </ul>	
<b>Forum User Settings</b>	
Highlight a user and click the appropriate button to assign Forum User Settings.	
<b>Normal</b>	Normal settings allow users to read posts and create posts in a forum.
<b>Admin</b>	Assigns forum administrator privileges to a selected user. <ul style="list-style-type: none"> <li>• <b>Permanent Forum Administrator</b> – the person who created the forum. No one can take away these privileges.</li> <li>• <b>Forum Administrator privileges</b> – assigned by the Permanent Forum Administrator. Enables another user to manage the forum.</li> </ul>



FIELD	DESCRIPTION
<b>Block</b>	Blocks a user from posting to the Discussion Board forum. Only the Forum Administrator or the Permanent Forum Administrator can block a user.
<b>Unblock</b>	Unblocks a blocked user.

## FORUMS

### Overview

Forums are used to organize discussions on related topics. Students and Instructors click discussion links to access a forum from the main Discussion Board page. When a discussion is started within a forum it is called a thread.

### Find this page

Double-click on a forum link to access a discussion forum. The forum opens and the discussion threads within the forum appear.

### Functions

The table below details the functions available within a forum.

To . . .	CLICK . . .
start a new discussion thread	<b>Add New Thread.</b> The Add Thread page will appear.
view all messages	the View all Messages up arrow. All messages will be shown.
view unread messages	the View Unread Messages down arrow. All unread messages will be shown.
see all the threads and responses	<b>EXPAND ALL (+).</b> All threads and responses will appear.
see only the threads	<b>COLLAPSE ALL (-).</b> The topic threads will appear.
read a message	a link to a message. The message will appear along with any available options for modifying the message, removing the message, or responding to the message.
Send an email to the author of a thread	the name of the person. The email program associated with the browser is activated and an email will appear with their name in the To: field.
view tool bar	<b>Options</b> tab. The options tool bar will appear. These options are described in the next table.
archive a Discussion Board thread	Click Here for Archives.
resort the list of messages	the drop-down arrow and select one of the following options to <b>Sort By:</b> <ul style="list-style-type: none"> <li>• <b>Author:</b> to have the messages sort by author.</li> <li>• <b>Date:</b> to have the messages sort by the earliest date. This is the default.</li> <li>• <b>Subject:</b> to have the messages sort by the subject.</li> </ul>

## Options tab

---

The table below describes the functions available on the Options tab.

To . . .	THEN . . .
select all threads and posts in the forum	click <b>Select All</b> .
unselect the posts selected	click <b>Unselect All</b> .
unselect the threads and posts that have been selected and select the threads and posts that have not been selected	click <b>Invert</b> .
mark posts as read	select the posts and click <b>Read</b> .
mark posts as unread	select the posts and click <b>Unread</b> .
view multiple threads or posts	select the posts and click <b>Collect</b> .
lock a thread or post	select the post and click <b>Lock</b> . Participants can view but not reply to a post that is locked.  If a thread is locked, all of the posts within the thread are locked. The thread must be unlocked, for the posts within to be unlocked.
unlock a thread or post	select the posts and click <b>Unlock</b> .
remove a thread or post	select the posts and click <b>Remove</b> .

## POST AND REPLY

### Overview

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A new post starts a thread. All responses to the post appear in the same thread.

### Find this page

---

Follow the steps below to open the Add New Thread page.

1. Click **Discussion Board** from the Communication area.
2. Click on a forum link to open it.
3. Click **Add New Thread**.

### Fields

---

The table below details the fields on the Add New Thread page.

FIELD	DESCRIPTION
<b>Message Information</b>	
<b>Current Forum</b>	The name of the Discussion Board Forum appears in this field.
<b>Date</b>	The date appears in this field.
<b>Author</b>	The name of the author appears here.
<b>Subject</b>	Add a subject for the post.
<b>Message</b>	Enter a message.
<b>Options</b>	
<b>Post Anon</b>	Select the check box to post an anonymous message. This option may or may not be available depending on the Discussion Forum.
<b>Attachment</b>	Enter the file path or click <b>Browse</b> to locate a file.
<b>Preview</b>	Preview the message as it will appear on the Discussion Board.

## FORUM ARCHIVES

### Overview

---

Discussion Board threads can be archived by the Instructor and made available to Students. Archived threads are removed from the forum and stored separately.

### Find this page

---

Follow the steps below to open a Forum Archive page.

1. Click **Discussion Board in** the Course Tools area of the Control Panel.
2. Double-click on a forum. The forum opens and the Discussion threads appear.
3. Select **Click Here for Archives**.

### Functions

---

The table below details the functions available on this page.

To...	CLICK...
view the archived threads in a forum	the name of the forum. A page will appear that displays all of the archived threads in the forum.
archive a thread	<a href="#">Add Archive</a> . The Add Archive page will appear.
add threads to the archive or modify archive	<a href="#">Modify</a> . The Modify Archive page will appear.
remove the archive	<b>Remove</b> . All of the archived threads will be removed from the system. This action is irreversible.

## ADD ARCHIVE

### Overview

---

New archives are created on the Add Archive page. Once a new archive is created, threads can be added through the Modify Archive page.

### Find this page

---

Follow the steps below to open the Add Archive page.

1. Click **Discussion Board** in the Course Tools area of the Control Panel.
2. Double-click on a forum link.
3. Select **Click Here for Archives**.
4. Click **Add Archive**.

### Fields

---

The table below details the available fields on this page.

FIELD	DESCRIPTION
<b>Add Archive</b>	
<b>Archive Title</b>	Enter a title for the archive.
<b>Description</b>	Enter a description for the archive.
<b>Available</b>	Select this option to make this archive available for Students to view.

## MODIFY ARCHIVE

### Overview

---

After an archive is created threads can be added to it from the Modify Archive page. This page also enables the Instructor to modify the title, description, and availability of the archive.

### Find this page

---

Follow the steps below to open the Modify Archive page.

1. Click **Discussion Board** in the Course Tools area of the Control Panel.
2. Double-click on a forum.
3. Select **Click Here for Archives**.
4. Click **Modify next to an archive**.

### Fields

---

The table below details the available fields on this page.

FIELD	DESCRIPTION
<b>Modify Archive</b>	
<b>Archive Title</b>	Enter a title for the archive.
<b>Description</b>	Enter a description for the archive.
<b>Available</b>	Select this option to make this archive available for Students to view.
<b>Release archived thread into Forum</b>	Select the check boxes next to threads that will be removed from the archive and returned to the forum.
<b>Select threads to move to Archive</b>	Select the check boxes next to threads that will be placed in the archive.

## COLLABORATION TOOLS

### Overview

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question and answer forums. Archives of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

### Collaboration Tools

The following Collaboration Tools are available.

TOOL	DESCRIPTION
<a href="#">Virtual Classroom</a>	Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.
<a href="#">Chat</a>	Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.

### Java Plug-in

The Java 2 Run Time Environment 1.3.1\_04 or higher is required to use the Collaboration Tools. The plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at <http://java.sun.com/products/plugin/index.html>.

Take care to uninstall any existing Java plug-ins before installing a new version.

### Find this page

Follow the steps below to open the Collaboration Sessions page.

1. Click **Communication** on the Course Menu in a Course.
2. Select **Collaboration**.

### Functions

The following table describes the functions available from this page.

To . . .	CLICK . . .
filter the sessions listed on the page	<p>the arrow next to the drop-down list and select the type of session to display. Click <b>Filter</b>. The filters include:</p> <ul style="list-style-type: none"> <li>• <b>Show All</b> – The default filter that displays all of the Collaboration Sessions.</li> <li>• <b>Open Rooms</b> – Displays all of the sessions that are in use.</li> <li>• <b>Rooms with Archives</b> – Displays completed sessions that have an archive.</li> </ul>



To . . .	CLICK . . .
	<ul style="list-style-type: none"> <li>• <b>Rooms Available in the Future</b> – Displays sessions that are scheduled to take place in the future.</li> </ul>
search for a session	the <b>Session Name</b> , <b>Start Date</b> , or <b>End Date</b> option and then enter a value in the field. Click <b>Search</b> .
enter a session	<b>Join</b> next to the session.
access the archives for a session	<b>Archives</b> next to the session.

## User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. The Session Admin controls user access and functionality during a Collaboration session by assigning Passive or Active roles. For example, Session Admins determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Student icon will appear in the Role column next to those Students who are Active.

Student roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can signal the Session Admin by clicking the hand icon. The Session Admin then makes the user Active.

## Macintosh and the Collaboration Tool

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the **Window** menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users that wish to use Safari, be aware that Pop-Up Window Blocking must be disabled.

Macintosh users running OS 8 or OS 9 must use the Accessible version of the Collaboration Tool. See below for more information on running the Accessible Collaboration Tool.

## Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available. Users running Macintosh Operating System 8 or 9 should also use this version.

A link to this version appears when **Join** is selected on the Collaboration Sessions page. This link will open the Accessible version of the Collaboration Tool. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Session Admin takes a snapshot. A link will be created to the snapshot for users to view.

The sound of a door opening or closing will be audible to all participants when a user enters or leaves a session through the accessible version.

## COLLABORATION SESSIONS

### Overview

The Collaboration Session page is used to manage the Collaboration Tools available in the *Blackboard Learning System*. From this page the Instructor can access all of the Collaboration Sessions for the course, including those that have already taken place and are archived and those that are scheduled for the future. Instructors can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.

### Find this page

Click **Collaboration** in the Course Tools area of the Control Panel.

### Default Collaboration Sessions

Each course and organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

### Functions

The following functions are available from the Collaboration Sessions page:

To . . .	CLICK . . .
create a new Collaboration Session	<a href="#">Create Collaboration Session</a> . The Create Collaboration Session page will open.
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click <b>Filter</b> . The filters include: <ul style="list-style-type: none"> <li>• <b>Show All</b> – The default filter that displays all of the Collaboration Sessions.</li> <li>• <b>Open Rooms</b> – Displays all of the sessions that are currently being used.</li> <li>• <b>Rooms with Archives</b> – Displays completed sessions that have an archive.</li> <li>• <b>Rooms Available in the Future</b> – Displays sessions that are scheduled to take place in the future.</li> </ul>
search for a session	the <b>Session Name</b> , <b>Start Date</b> or <b>End Date</b> option and then enter a value in the field. Click <b>Search</b> .
enter a session	<b>Join</b> next to the session. The Virtual Classroom or Chat for that session will open.
access the archives for a session	<b>Archives</b> next to the session. The Session Archives page will appear.
change the name, availability, or tools	<a href="#">Manage</a> next to the session. The Modify Collaboration Session page will appear.

To . . .	CLICK . . .
used during the session	
delete a session	<b>Remove</b> next to the session. This action is irreversible.

## CREATE/MODIFY COLLABORATION SESSION

### Overview

Instructors create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Instructors can schedule sessions for specific dates and times. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with a session already populated.

### Find this page

Follow the steps below to open the Create Collaboration Session page or the Modify Collaboration Session page.

1. Click **Collaboration** in Course Tools of the Control Panel.
2. Click **Create Collaboration Session** on the Collaboration Sessions page or click **Manage** next to a Collaboration Session.

### Fields

The table below details the fields on the Create Collaboration Session page.

FIELD	DESCRIPTION
<b>Name Your Session</b>	
<b>Session Name</b>	Enter the name of the new session.
<b>Schedule Availability</b>	
<b>Select Dates of Availability</b>	A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users.
<b>Available</b>	Select <b>Yes</b> to make the session available.
<b>Collaboration Tools</b>	
<b>Choose a collaboration tool for this session</b>	Select <b>Virtual Classroom</b> or <b>Chat</b> .

## VIRTUAL CLASSROOM

### Overview

---

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

### Find this page

---

Follow the steps below to open the Virtual Classroom.

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** next to a Virtual Classroom session.

### Virtual Classroom areas

---

The table below details the areas of the Virtual Classroom.

PART	FUNCTION
<a href="#">Menu Bar</a>	Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
<a href="#">Classroom Tool box</a>	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
<a href="#">Chat</a>	Allows users to compose messages, raise their hands to ask questions, and activate private messages.

## MENU BAR

### Overview

---

All users have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom.
- **Clear** - Clear the session display.
- **Breakouts** - Create a breakout room for a group of users.

### View

---

Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

### Clear

---

Clear erases the users chat display.

### Breakouts

---

Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

## CLASSROOM TOOL BOX

### Overview

---

If granted access to these tools by the Session Admin, users can use the Whiteboard, access Web sites, and view the course map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.

### Tools

---

The following tools are available in the Classroom Tool box.

TOOL	DESCRIPTION
<a href="#">Whiteboard</a>	Enables users to present different types of information as they would on a blackboard in a classroom.
<a href="#">Group Browser</a>	Enables users to collaboratively browse the Web.
<a href="#">Course Map</a>	Enables users to browse the Course Contents while they are in a Virtual Classroom.
<a href="#">Ask Question</a>	Enables users to ask questions during the session.
<a href="#">Question Inbox</a>	Enables users to answer questions submitted by other users during a session.

## WHITEBOARD

### Overview

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Session Admin determines whether or not this function is made available to users.

### Functions

The table below details the tools available for use on the Whiteboard.

To . . .	CLICK . . .
<b>select an item</b>	<p>the <b>Arrow</b> tool. Then click on an item for selection. The following may be performed on selected items:</p> <ul style="list-style-type: none"> <li>• Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size.</li> <li>• Move: Click the item and move it to the desired location.</li> <li>• Cut: Click the Whiteboard item. Then click the Cut icon.</li> <li>• Copy: Click the Whiteboard item. Then click the Copy icon.</li> <li>• Paste: Click the Whiteboard item. Then click the Paste icon.</li> <li>• Delete: Click the Whiteboard item. Click on the selected object. Then click the Delete icon.</li> <li>• Group items: Click the Whiteboard items. Then click the Group icon.</li> <li>• Ungroup: Click a Whiteboard item in a group. Then click the Ungroup icon.</li> <li>• Bring front: Click the Whiteboard item. Click on selected object. Then click the Bring to front icon.</li> <li>• Bring back: Click the Whiteboard item. Click on selected object. Then click the Send to back icon.</li> <li>• Select all figures on the Whiteboard: Click the Selects all Figures icon.</li> </ul>
<b>draw free hand</b>	the <b>Pen</b> tool. Choose the color of the pen in the <b>Fill Color</b> drop-down list.
<b>enter text using the keyboard</b>	the text tool ( <b>T</b> ) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click <b>Insert</b> . Use the options in the Tools palette to select color, font, and size.
<b>draw a straight line</b>	the <b>Slanted Line</b> tool.



To . . .	CLICK . . .
<b>highlight something with an arrow</b>	the <b>Pointer</b> .
<b>draw a square</b>	the <b>Square</b> tool. Choose the color of the square from the <b>Fill Color</b> drop-down list.
<b>draw a circle</b>	the <b>Oval</b> tool. Choose the color of the circle from the <b>Fill Color</b> drop-down list.
<b>input an equation</b>	The Math and Science Equation Editor icon ( $\Sigma$ ). The Equation Editor will appear. Input the equation and click <b>Insert Equation</b> .

## GROUP BROWSER

### Overview

---

The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session will be recorded in the archive if one is created. The Session Admin will determine whether or not this function is made available to users.

### Functions

---

The table below details the available functions in the Group Browser.

To . . .	CLICK . . .
open a Web site	type the URL in the <b>Enter Address</b> field.
choose where to display the Web site	<b>Display To Class</b> to display the window in the Whiteboard or click <b>Preview in New Window</b> to open the Web site in a new browser window. The preview window will only be displayed to the user that opened it.

## CONTENT MAP

### Overview

---

The Content Map enables users to browse the course while in a Virtual Classroom. By default, the Session Admin has access to operate the Content Map. Users must have Active privileges to use the Content Map in a Virtual Classroom.

### Functions

---

The table below details the available functions in the Content Map.

To . . .	CLICK . . .
display an element on the map to all users	the course area in the Content Map and select <b>Display To Class</b> in the drop-down list.
display an element on the map in a separate window	the course area in the Content Map and select <b>Preview in New Window</b> in the drop-down list. The new window is only visible to the User who opens it.
refresh the Content Map during a Collaboration Session	<b>Refresh Tree</b> in the drop-down list. This will update the Content Map to match the Course Menu.

## ASK QUESTION

### Overview

---

Users are able to ask questions during the session. As users submit questions during the session the Session Admin can view and respond to them.



**NOTE:** Only users who have an Active role can ask questions.

### Ask a Question

---

To ask a question, select **Compose** in the Ask Question area. Enter the question in the text box and click **Send**.

## QUESTION INBOX

### Overview

---

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

### Function

---

The table below details the functions available in the Question Inbox Tool.

To . . .	CLICK . . .
respond to a question	the Username in the <b>From</b> list and click the <b>Respond to Question</b> icon. The Respond to Question pop-up window will appear.
delete a question	the Username in the <b>From</b> list and click the <b>Delete</b> icon.
view only questions that have not been answered	the checkbox next to <b>Show unanswered only</b> .

### Respond to Question fields

---

The table below details the fields on the Respond to Question pop-up window.

FIELD	DESCRIPTION
<b>Question</b>	Question that was submitted.
<b>Response</b>	Enter the response to the question.
<b>Private</b>	Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.

## CHAT

### Overview

---

The Chat allows the users to interact with each other via a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately.

### Find this page

---

Follow the steps below to open a Chat:

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** to next to a Chat session.

### Functions

---

The table below details the functions available in the Chat.

To . . .	THEN . . .
enter a message for the class to read	type the message in the <b>Compose</b> field. Click <b>Send</b> . The message will appear in the chat area. There 1000 character limit for chat messages.
become an Active user	click the hand symbol. A hand appears next to the Username. The Session Admin clicks on the hand to make the user Active.
view user information	Select a Username in the Participant list and then click <a href="#">User Info</a> .
send a private message to a user	Select a Username in the Participant list and then click <a href="#">Private Message</a> .

## PRIVATE MESSAGES

### Overview

---

Users can send private messages to each other if the Session Admin enables this tool in the Session Controls. Private messages are not recorded or archived.

## USER INFORMATION

### Overview

---

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

Click **User Info** in the Chat area and the User Information pop-up window will appear.

### Send a Private Message

---

Click **Private Message** to send a message to the user. The [Compose Private Message](#) pop-up window will appear.



## RECORD MENU

### Overview

---

Virtual Classroom and Chat sessions can be recorded and archived. Archive recording can be started and stopped, as well as paused and un-paused by the Instructor during the session. A session can have more than one archive. If the Instructor selects **End** to stop a session then the recorder will automatically stop recording the session.

### Record menu

---

The table below details the buttons that appear on the Record menu.

BUTTON	DESCRIPTION
<b>Start</b>	Click <b>Start</b> to begin recording a session. The user will be prompted to name the archive.
<b>Pause</b>	Click <b>Pause</b> to pause a recording once it has started. Click this button again to u-pause the recording and begin recording again. Pause and un-pause will be marked and timestamped in the archive.
<b>Stop</b>	Click <b>Stop</b> to end recording the session. When <b>Stop</b> is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.
<b>Bookmark</b>	Click <b>Bookmark</b> to insert a bookmark anywhere in the archive of the session.

### Recording the Whiteboard

---

The **Snapshot** button in the Whiteboard Tool bar is used to record the Whiteboard in the archive. The Instructor clicks the **Snapshot** button to record an image of the Whiteboard. The image of the Whiteboard in the archive corresponds with when it was recorded. The **Snapshot** button cannot be activated unless the session is being recorded.

### Session Archives

---

The Instructor must make an archive available before Students can view it. For more information see [Archive Properties](#).

## SESSION ARCHIVES

### Introduction

Session Archives allow users to review Collaboration Sessions. Sessions are archived by date. Sessions will not appear until the leader of the session has stopped recording.



**NOTE:** If an Instructor does not stop the archive and exit the Collaboration Session, the archive will not end and no information will be recorded in the Archive Duration column. Only when the leader stops recording or ends the session will the archive stop and the duration display.

### Find this page

Follow the steps below to access the Session Archives page.

1. Open **Collaboration** in Course Tools on the Control Panel
2. Click **Archives** for a session.

### Functions

The table below describes the functions available on this page.

To . . .	CLICK . . .
search for an Archive in the Collaboration Session	the <b>Archive Name</b> or Creation Date option in the <b>Search by</b> field. Enter the name of the archive or the date it was created in the field and click Search.
open an archive	the archive under the Archive name column.
change the name or availability of an archive	<b>Manage</b> . The Archive Properties page will appear.
remove an archive	<b>Remove</b> . This action is irreversible.

## ARCHIVE PROPERTIES

### Introduction

---

The Archive Properties page allows the Instructor to change the name and availability of an archive session.



**NOTE:** Archives are available to Students by default

### Find this page

---

Follow the steps below to open the Archive Properties page.

1. Click **Collaboration** in the Course Tools section of the Control Panel.
2. Click **Archives** for a session.
3. Click **Manage** for an archive.

### Fields

---

The table below describes the fields available on this page.

FIELD	DESCRIPTION
<b>Edit Archive Name</b>	
<b>Archive Name</b>	Enter or modify the name of the archive.
<b>Availability to Students</b>	
<b>Available</b>	Select <b>Yes</b> and Students will be able to view this archive. Select <b>No</b> and this archive will be unavailable to Students.

## CHAPTER 7—COURSE OPTIONS

### Overview

---

Use the Course Options area to manage the availability and accessibility of a course as well as manage the appearance of course features. Course Options also includes tools to archive or recycle the course, and import content.

### In this chapter

---

This chapter contains information on the following sections:

SECTION	DESCRIPTION
<a href="#">Manage Course Menu</a>	Select which course areas will appear in the Course Menu.
<a href="#">Manage Course Design</a>	Create a design for the Course Menu and Course Banner.
<a href="#">Manage Tools</a>	Enable <i>Blackboard Learning System</i> , Building Block, and Content tools.

## MANAGE COURSE MENU

### Overview

Add and modify course areas from the Manage Course Menu page. For example, choose areas for Staff Information, specific content, and Course Links.

Course areas may include:

- folders that hold content such as files, Learning Units, Assessments, and Assignments.
- specific items such as a course syllabus.
- External Links, which link to URLs outside of the course.
- Course Links, which link to other areas within the course.
- Instructors have the option to include up to 10 different areas for each course.



**NOTE:** Administrators may restrict options to maintain a consistent appearance for all Courses. This may include making some areas unavailable or setting permanent area names.

### Find this page

Click **Manage Course Menu** from the Control Panel to open the Manage Course Menu page.

### Functions

The table below details the functions available on this page.

To . . .	CLICK . . .
add a Course area	<a href="#">Add Course area</a> . The Add New Area: Course area page will appear.
add a Tool area	<a href="#">Add Tool Area</a> . The Add New Area: Tool Area will appear.
add an External Link	<a href="#">Add External Link</a> . The Add New Area: External Link page will appear.
add a Course Link	<a href="#">Add Course Link</a> . The Add New Area: Course Link page will appear.
modify an area	<b>Modify</b> .
remove an area	<b>Remove</b> . This action is irreversible.
order course areas	the drop-down arrow and select a number. Course areas will appear in the Course Menu in the order selected.

## ADD NEW CONTENT AREA

### Overview

---

The Add New Content Area page enables the Instructor to add a new Course area to the Course and choose which Course Roles will have access to the content.

### Find this page

---

Follow the steps below to open the Add New Content Area page.

1. Click **Manage Course Menu** from the Course Options on the Control Panel.
2. Click **Add Content Area**.

### Fields

---

The table below details the fields available on this page.

FIELD	DESCRIPTION
<b>Set Area Properties</b>	
<b>Area Type</b>	Indicates that this is a Course area.
<b>Area name [r]</b>	Select a name for the area from the drop-down list or create a new name in the space below.
<b>Allow guest access</b>	Select the check box to make this area available to Guests in the course.
<b>Allow observer access</b>	Select the check box to make this area available to Observers in the course.
<b>Make available for Student/ Participant users</b>	Select the check box to make this area available to users enrolled in the course.

## ADD NEW TOOL AREA

### Overview

---

The Add New Tool Area page enables the Instructor to add Tools to the Course Menu and choose which users will have access.

### Find this page

---

Follow the steps below to open the Add New Tool Area page.

1. Click **Manage Course Menu** under Course Options in the Control Panel
2. Click **Add Tool Area**.

### Fields

---

The table below details the fields available on this page.

FIELD	DESCRIPTION
<b>Set Area Properties</b>	
<b>Area Type</b>	Select a Tool to add to the Course Menu.
<b>Area name [r]</b>	Enter a name for the Tool. The name entered will appear on the Course Menu.
<b>Make available for Student/ Participant users</b>	Select the check box to make this area available to users enrolled in the course.

## ADD NEW COURSE LINK

### Overview

---

Add a link to another part of the course to the Course Menu.

Instructors may add a link to an Assignment or an Assessment that is due. The item would then be listed in a Course area and also on the Course Menu.

A link to the Discussion Board could be added to the Course Menu.

### Find this page

---

Follow the steps below to open the Add Course Link page.

1. Click **Manage Course Menu** under Course Options in the Control Panel.
2. Click **Add Course Link**.

### Fields

---

The table below details the fields available on this page.

FIELD	DESCRIPTION
<b>Set Area Properties</b>	
<b>Area Type</b>	Indicates that this is a Course Link area.
<b>Area name [r]</b>	Enter a name for the area.
<b>Link location</b>	Click <b>Browse</b> . The Course Map will appear. Select a folder or item within the Course Map to link to and click <b>Submit</b> .
<b>Allow quest access</b>	Select the check box to make this area available to guests who view the course.
<b>Allow observer access</b>	Select the check box to make this area available to observers who view the course.
<b>Make available for Student/ Participant users</b>	Select the check box to make this area available to users enrolled in the course.



## ADD EXTERNAL LINK

### Overview

---

Add an External Link to the Course Menu. When users select this area in the Course Menu they will automatically be taken to the URL linked to this area.

### Find this page

---

Follow the steps below to open the Add External Link page.

1. Click **Manage Course Menu** under Course Options in the Control Panel.
2. Click **Add External Link**.

### Fields

---

The table below details the fields available on this page.

FIELD	DESCRIPTION
<b>Set Area Properties</b>	
<b>Area Type</b>	Indicates that this is an External Link area.
<b>Area name [r]</b>	Enter a name for the area.
<b>Target [r]</b>	Enter a Web site address for the link to access. When adding a URL, do so as <a href="http://www.blackboard.com">http://www.blackboard.com</a> , not <a href="http://www.blackboard.com">www.blackboard.com</a> or <a href="http://www.blackboard.com">blackboard.com</a>
<b>Launch in a new window</b>	Select the check box to open the URL in a new window when it is accessed by a user.
<b>Allow guest access</b>	Select the check box to make this area available to guests who view the course.
<b>Allow observer access</b>	Select the check box to make this area available to observers who view the course.
<b>Make available for Student/ Participant users</b>	Select the check box to make this area available to users enrolled in the course.

## COURSE DESIGN

### Overview

---

Instructors manage the appearance of the Course Menu from the Course Design page. They can choose to use buttons or text links and select colors and design features.

### Find this page

---

Follow the steps below to open the Course Design page.

1. Click **Course Design** under Course Options.
2. Click **Course Design**.

### Select new style

---

Select **Buttons** to make the items in the Course Menu appear as buttons. Select **Text Navigation** to make the items in the Course Menu appear as text links.

### Button Style Options

---

Define the following options after choosing the Button Navigation Style.

FIELD	DESCRIPTION
<b>Select Style Properties</b>	
<b>Button Type</b>	Choose the Button Type from the drop-down list.
<b>Button Shape</b>	Click an option to choose the button shape.
<b>Button Style</b>	Use the drop-down list to select the color of the buttons.

### Select Text Style Options

---

Define the following options after choosing the Text Navigation Style.

FIELD	DESCRIPTION
<b>Select Style Properties</b>	
<b>Select background color for navigation</b>	Click <b>Pick</b> and select a background color for the Course Menu.
<b>Select a highlight color for the navigation</b>	Click <b>Pick</b> and select a color for the text in the Course Menu.

## COURSE BANNER

### Overview

---

Instructors can add a banner to the top of the Announcements area on the Course from the Course Banner page.

### Find this page

---

Follow the steps below to open the Course Banner page.

1. Click **Course Design** in Course Options on the Control Panel.
2. Click **Course Banner**.

### Fields

---

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Select Course Banner</b>	
<b>Current Banner</b>	Displays the banner that currently appears at the top of the Announcements area.
<b>New Banner</b>	Enter the path to the new banner file or click Browse to upload a new course banner.
<b>Remove this banner</b>	Select this check box to remove the banner image from the Course.

## MANAGE TOOLS

### Overview

---

Instructors can control the availability of Tools through Manage Tools. Instructors can enable tools for use during a course and also decide which tools Guests and Observers may access.

### Find this page

---

Click **Manage Tools** in the Course Options area on the Control Panel to open the Manage Tools page.

### Functions

---

The table below details the functions available on this page.

FUNCTION	DESCRIPTION
<a href="#">Enable Blackboard Tools</a>	Select the Blackboard Tools that will be available in the course.
<a href="#">Enable Extension Tools</a>	Select Building Blocks that will be available in the course.
<a href="#">Enable Content Tools</a>	Select Content Tools that will be available in the course.

## ENABLE BLACKBOARD TOOLS

### Overview

Course Tools appear directly on the Course Menu of the Courses tab or within areas of the Course Menu (such as under Tools). Instructors can manage the availability of all of these Tools, such as Collaboration Tools, the Drop Box, and Email through the Enable Blackboard Tools page. Instructors can also choose which tools will be available for Guests and Observers to view.



**NOTE:** Instructors may add Tools to the Course Menu from the Manage Course Menu page. The Enable Blackboard Tools page makes Tools available for use within a course.

### Find this page

Follow the steps below to access the Enable Blackboard Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Blackboard Tools**.

### Fields

The table below details the fields available on this page.

FIELD	DESCRIPTION
<b>Available</b>	Check this box next to those tools that will be used in the course.
<b>Allow Guest</b>	Check this box next to those tools that Guests are allowed to view. If a tool is marked with <b>N/A</b> then Guests cannot view it.
<b>Allow Observer</b>	Check this box next to those tools that Observers are allowed to view. If a tool is marked with <b>N/A</b> then Observers cannot view it.

### Disabling Announcements

If the Instructor disables the Announcements Tool and resets the Course Entry Point to an area other than Announcements, course Announcements will still be available to Students from the My Institution tab. Remove each announcement or make them unavailable to prevent users from viewing them.

## ENABLE BUILDING BLOCKS TOOLS

### Overview

---

Building Blocks are tools added to the *Blackboard Learning System*. **Enable Extension Tools** allows the Instructor to manage all the outside tools that the System Administrator has made available.

### Find this page

---

Follow the steps below to access the Enable Extension Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Extension Tools**.



**NOTE:** Blocks are not available with *Blackboard Learning System - Basic Edition*.

### Fields

---

The table below details the fields available on this page.

FIELD	DESCRIPTION
<b>Enabled</b>	Select the check box next to those tools that will be used in the course.
<b>Allow Guest</b>	Select the check box next to those tools that Guests are allowed to view. If a tool is marked with N/A then Guests cannot view it.

## ENABLE CONTENT TYPES

### Overview

---

A Content Type is a new format for content that can be added to a course.. On this page, the Instructor may choose which types of content may be included in the course. Content Types that are enabled can be added throughout the course.

### Find this page

---

Follow the steps below to open the Enable Content Tools page.

1. Click **Manage Tools** in the Course Options area of the Control Panel.
2. Click **Enable Content Tools**.

### Enable Content Tools

---

Check the **Enabled** box next to those tools that will be used in the course. If the tool is not checked then it will not be available.

## CHAPTER 8—COURSE SETTINGS

### Overview

---

Course Settings, such as availability, access and enrollment are also managed on the Course Options area of the Control Panel.

### In this chapter

---

This chapter contains information on the following sections:

SECTION	DESCRIPTION
<a href="#">Course Name and Description</a>	Modify the name and description of the course.
<a href="#">Course Availability</a>	Select the availability of a course.
<a href="#">Course Duration</a>	Determine the length of the course.
<a href="#">Enrollment</a>	Determine how users will enroll in the course.
<a href="#">Guest and Observer Access</a>	Chooses whether or not this course is available to guests and observers.
<a href="#">Categorize Course</a>	Add the course to a category in the Course Catalog.
<a href="#">Course Entry Point</a>	Select an entry point for the course.



## COURSE NAME AND DESCRIPTION

### Overview

---

Instructors change the name, description, and subject type of a course.

### Find this page

---

Follow the steps below to open the Course Name and Description page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Name** and **Description**.

### Fields

---

The table below details the fields on the Course Name and Description page.

FIELD	DESCRIPTION
<b>Course Title/Description</b>	
<b>Course Name</b>	Enter the name of the course. This name will appear as the course name throughout the Blackboard Academic Suite.
<b>Description</b>	Enter a description of the course.
<b>Course Categorization</b>	
<b>Subject Area</b>	Select the subject area that best describes the course.
<b>Discipline</b>	The subject area can be further defined by discipline.

## COURSE AVAILABILITY

### Overview

---

The Course Availability page controls access to the course.

### Find this page

---

Follow the steps below to open the Course Availability page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Availability**.

### Course role availability

---

Select either **Yes** or **No** to make the course available to users. If the course is set to available, all users participating in the course will have access. If the course is set to unavailable, access is determined by course role.



**NOTE:** Courses that are unavailable will not appear in the Course Catalog.

### Fields

---

The following table describes what type of access different user roles have to a course that is unavailable:

COURSE ROLE	ACCESS WHEN COURSE IS UNAVAILABLE
Students	The course is not available to Students.
Instructors, Course Builders, Teaching Assistants, and Graders	Courses set to <b>Unavailable</b> will appear to the user. The course will be indicated as unavailable, but will still be accessible.

## GUEST ACCESS

### Overview

---

The Guest Access page is used to control whether or not Guests, those users not participating in the course, have access to the course.

### Find this page

---

Follow the steps below to open the Guest Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Guest Access**.

### Guest Access

---

Select either **Yes** or **No** to make the course available for Guests to view.

## OBSERVER ACCESS

### Overview

---

Instructors decide if Observers have access to the course. A person with an Observer role is assigned to follow a specific user on the *Blackboard Learning System* without interacting with the system.

### Find this page

---

Follow the steps below to open the Observer Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Observer Access**.

### Allow Observers

---

Select **Yes** in the **Allow Observers:** field to allow Observers to access the course.

When set to **Yes**, Observers can access content in the course. Observers cannot access Assessments or Assignments.

## COURSE DURATION

### Overview

---

Instructors set the length of the course from the Course Duration page.

### Find this page

---

Follow the steps below to open the Course Duration page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Duration**.

### Fields

---

The table below details the fields on the Course Duration page.

FIELD	DESCRIPTION
<b>Set Course Duration</b>	
<b>Continuous</b>	Select this option to make the course always available.
<b>Select Dates</b>	Select this option to set the course availability for specific dates. The course may also begin on a specific date and not have a specific end date.  After the end date, the course is no longer available for Students but is otherwise unchanged.
<b>Days (from the date of enrollment)</b>	Select this option to place a time limit on a self-paced course. The course will be available for that number of days from the time a Student enrolls.

## ENROLLMENT OPTIONS

### Overview

---

Instructors can lead enrollment by processing enrollment requests from Students through the Control Panel. Enrollment can also be limited to a set time and to require an access code.

### Find this page

---

Follow the steps below to open the Enrollment Options page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Enrollment Options**.

### Fields

---

The table below details the fields on the Enrollment Options page.

FIELD	DESCRIPTION
<b>Select Enrollment Options</b>	
<b>Instructor/Admin</b>	Select this option to make course enrollment Instructor led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
<b>Self Enrollment</b>	Select this option to allow Students to enroll in a course.
<b>Start Date</b>	Select this option to set an enrollment start date. If Self Enrollment is selected this date is required.
<b>End Date</b>	Select this option to set an enrollment end date. If Self Enrollment is selected this date is required.
<b>Require Access Code to Enroll</b>	Select this option to require an access code to enroll. Enter an access code that must then be distributed to approved Students. This access code will be required for Students to enroll in the course.

## CATEGORIZE COURSE

### Overview

---

Instructors indicate where in the Course Catalog the course will appear from the Categorize Course page. The Instructor may select multiple categories.

### Find this page

---

Follow the steps below to open the Categorize Course page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Categorize Course**.

### Fields

---

The table below details the fields on the Categorize Course page.

FIELD	DESCRIPTION
<b>Categorize Course</b>	
<b>Add Category</b>	Select a catalog category. Click <b>Add</b> . More than one category may be selected. Repeat the process to add another category. The course will appear under the selected categories.
<b>Currently Categorized In</b>	Displays the catalog categories that have been selected. To remove a category, click <b>Remove</b> next to the category that is to be removed.

## SET COURSE ENTRY POINT

### Overview

---

The default course entry point is the Announcements page. In some courses, it may be advantageous to change the entry point to another area. This can be done on the Set Course Entry Point page.



**NOTE:** Setting a new course entry point takes effect immediately. However, the user that sets the new course entry point will not see the effect of the change until the user logs out of the *Blackboard Learning System* and logs back in.

### Find this page

---

Follow the steps below to open the Set Course Entry Point page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Set Course Entry Point**.

### Field

---

Click the drop-down arrow in the **Entry Point** field and choose the course area that will appear when a user enters the course.

If the Course Entry Point is changed, the Instructor must clear the cache or refresh the system to view the change. To refresh on Internet Explorer go to **View** and click Shift + **Refresh**. On Macintosh select Shift + Refresh.



## CHAPTER 9—COPY, IMPORT, ARCHIVE AND RECYCLE

### Overview

---

Course Options also includes tools to copy a course, archive or recycle the course, and import content.

### In this chapter

---

This chapter contains information on the following sections:

SECTION	DESCRIPTION
<a href="#">Recycle Course</a>	Recycle a course by selecting areas to keep and areas to remove.
<a href="#">Course Copy</a>	Copy courses taught by the same Instructor.
<a href="#">Import Package</a>	Add a package containing an exported course the current course.
<a href="#">Export Course</a>	Export course areas to save and use at a later time.
<a href="#">Archive Course</a>	Create an incremental backup of a specific course.

## RECYCLE COURSE

### Overview

The Recycle Course page is a useful tool for Instructors to use at the end of a course. It allows Instructors to select information to be deleted from a course and keeps the rest of the course areas for use in the future. For example, remove Students and grades but keep content.

The Course Recycler will remove all users with a role of Student from the course. Teaching Assistants, Graders, and Course Builders will not be removed.



**NOTE:** Use Archive Course to create a permanent record of the course before recycling.

### Find this page

Click **Recycle Course** in Course Options on the Control Panel to open the Recycle Course page.

### Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Select Content Materials to Remove</b>	Select the check boxes for areas within the course that will be deleted. For example, if Staff Information is selected all of the data within Staff Information will be deleted.
<b>Select Other Course Materials to Remove</b>	Select the check boxes for areas within the course that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the course will be deleted.

## COPY COURSE

### Overview

---

Copy Course can be used in several different ways:

- Copy selected course materials into a new course to create a new section of the same course.
- Copy selected course materials into an existing course to share content across several courses without having to recreate the content in each course.
- Copy just enrollments (or enrollments and selected content and tools) to easily move users from one sequential course to the next course.
- Create an exact copy of a course, including enrollments and Student interactions.



**NOTE:** A user can only copy materials into a course where the Instructor has a role of Instructor, Teaching Assistant, or Course Builder.

### Find this page

---

Select **Copy Course** on the Control Panel to open the Copy Course page.

### Available functions

---

The following functions are accessible from the Copy Course page.

To . . .	CLICK . . .
Copy some or all of the course materials into a new course	<a href="#">Copy Course Materials into a New Course</a>
Copy some or all of the course materials into an existing course	<a href="#">Copy Course Materials into an Existing Course</a>
Make an exact copy of the course including enrollments	<a href="#">Copy Course with Users (Exact Copy)</a>

### Content System items

---

When a course is copied, links to Content Collection items within the course are included. The permissions to these items must be updated so users in the new course can successfully access these links. See the topic [Course Copy and Content System Items](#) for additional information.

## COPY COURSE MATERIALS INTO A NEW COURSE

### Overview

Copying course materials into a new course creates a course in the system and populates it with content from a course already on the system. The Course Menu specified in the source course will replace the default Course Menu in the new course.

### Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course Materials** into a New Course from the Copy Course page.

### Destination Course ID

Enter a Course ID for the new course that will be created and populated with content from the current course. Please make sure that the new Course ID matches the naming convention used at the institution. Also, The Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (\_), and period (.). The Course ID must be unique and remain static. It cannot be modified.

### Select course materials

Select the check boxes for each course area and tool in the course that should be copied into the new course. The table below details what happens to each selectable option when the copy is performed.



**NOTE:** A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
<b>Content</b>	Copies course materials, including uploaded files, Learning Units, links, and Course Cartridge content (including content that is copy protected). Users may also select to include Course Information, Course documents, Assignments, and External Links.
<b>Announcements</b>	All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.
<b>Tests, Surveys, and Pools</b>	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.
<b>Calendar</b>	All Calendar events are copied to the new course.
<b>Collaboration Sessions</b>	Copies Collaboration Sessions.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
<b>Course Settings</b>	Some Course Settings will be copied. See <a href="#">Course Settings</a> below for more information.
<b>Discussion Board</b>	Discussion Board forums, including the initial posts in each forum, are copied to the new course.
<b>Gradebook Items and Settings</b>	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.
<b>Group Settings</b>	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
<b>Staff Information</b>	All Staff Information is copied to the new course.

### Course Settings

---

When Course Settings is selected, certain settings are copied to the new course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

### Select Enrollments

---

If **Enrollment** is selected, the list of users in the course will be copied.

User records in the course will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions

- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

## COPY COURSE MATERIALS INTO AN EXISTING COURSE

### Overview

The Copy Course Materials into an Existing Course page enables Instructors to copy content from one course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information or Course areas to copy. Copy Course will add content to a course, but it will not remove existing content.

### Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course Materials into an Existing Course** from the Copy Course page.

### Destination Course ID

Enter a Course ID for the destination course or click **Browse** to open a Search function in a separate window.

### Select course materials

Select the check boxes for each course area and tool in the course that should be copied into the existing course. The table below details what happens to each selectable option when the copy is performed.



**NOTE:** A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
<b>Content</b>	Copies course materials, including uploaded files, Learning Units, links, and Course Cartridge content (including content that is copy protected). Users may also select to include Course Information, Course documents, Assignments, and External Links.
<b>Announcements</b>	All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.
<b>Tests, Surveys, and Pools</b>	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.
<b>Calendar</b>	All Calendar events are copied to the new course.
<b>Collaboration Sessions</b>	Collaboration Sessions.
<b>Course Settings</b>	Some Course Settings will be copied. See <a href="#">Course Settings</a> below for more information.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
<b>Discussion Board</b>	Discussion Board forums, including the initial posts in each forum, are copied to the new course.
<b>Gradebook Items and Settings</b>	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.
<b>Group Settings</b>	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
<b>Staff Information</b>	All Staff Information is copied to the new course.

### Course Settings

When **Course Settings** is selected, certain settings are copied to the existing course. These include the following:

- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Name
- Course Description
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

### Resolving Course Menu items

When copying content and tools from one course to an existing course, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

IF . . .	THEN . . .
a Course area in the source course does not exist in the destination course	the area will be added to the Course Menu in the destination course.
the Course area in the source course and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the source course will be added, but will not replace, the content in the area within the destination course.



IF . . .	THEN . . .
the Course area in the source course and the Course area in the destination course have the same name but are of different types	the Course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

## Links

---

Links to parts of a course that are not included in the copy will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Assessments are not copied, the link to the test will break.

## Course Cartridge content

---

If the source course includes Course Cartridge content and the destination course does not have a Cartridge ID, the cartridge content will be copied to the destination course with the Cartridge ID assigned. This includes content that is copy protected.

If the destination course already has a Cartridge ID, neither the cartridge content nor the Cartridge ID will be copied from the source course to the destination course.

## Select Enrollments

---

If **Enrollment** is selected, the list of users in the course will be copied.

User records in the course will not be copied. This includes the following:

- Gradebook Records
- Discussion Board posts (including Groups Discussion Board posts)
- Archived Discussion Board messages (including Groups Discussion Board posts)
- Drop Box files
- Assessment attempts
- Assignment submissions
- Course Statistics
- Collaboration session logs
- User Home pages
- The Electric Blackboard® entries

User records are only copied if the **Copy Course with Users (Exact Copy)** option is selected.

## COPY COURSE WITH USERS (EXACT COPY)

### Overview

---

Copy Course with Users performs a complete copy of the course. This is the only Copy option that copies user records, such as grades and Discussion Board posts, to the new course. This option is useful if a course is split into multiple sections. The Instructor may do an exact copy and then un-enroll specific students to create two sections of the same course.

### Find this page

---

Follow these steps to locate the Copy Course with Users (Exact Copy).

1. Click **Course Copy** from the Control Panel.
2. Click **Copy Course with Users (Exact Copy)** from the Copy Course page.

### Copy the Course

---

Enter the Course ID for the Destination Course and select **Submit**. The new course will contain all of the same content and all of the same user enrollments and staff assignments as the current course.

Please make sure that the new Course ID matches the naming convention used at the institution. Also, the Course ID should not have any spaces or characters other than numbers and letters, dash (-), underscore (\_), and period (.). The Course ID must be unique and remain static. It cannot be modified.

## IMPORT PACKAGE

### Overview

Instructors may use the Import Package page to upload course materials from another course. For example, if they have exported a course they may import the whole course package, or selected parts of the course through Import Package.

Never upload an Exported Course package that has been modified since it was created and downloaded. Opening the .ZIP file and changing any of the files in the Exported Course package will result in unstable and unpredictable behavior when the course is imported.

### Find this Page

Click **Import Package** under Course Options on the Control Panel to open the Import Course Cartridge page.

### Fields

The table below details the fields on the Import Package page.

FIELD	DESCRIPTION
<b>Select a Course</b>	
<b>Destination Course ID</b>	Displays the Course ID for the course.
<b>Select a Package</b>	
<b>Please Browse for the location of the packaged course</b>	Either enter the path to the course package or click Browse to search for the course package.
<b>Course areas</b>	
Select the option for each course area and tool in the course that should be imported. The <a href="#">Select course materials</a> section below details these options.	

### Select course materials

The table below details what happens to each selectable option when the import is performed.

COURSE MATERIAL	BEHAVIOR WHEN COPIED
<b>Content</b>	Imports course materials, including the following, from the package: <ul style="list-style-type: none"> <li>• Uploaded files</li> <li>• Learning Units</li> <li>• Links</li> <li>• Course Information</li> <li>• Course Documents</li> </ul>

COURSE MATERIAL	BEHAVIOR WHEN COPIED
	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• External Links</li> <li>• Building Block content</li> </ul>
<b>Announcements</b>	All Announcements are imported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
<b>Tests, Surveys, and Pools</b>	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new course.
<b>Calendar</b>	All Calendar items are imported to the new course.
<b>Course Settings</b>	Some Course Settings will be imported. See <a href="#">Course Setting</a> below for more information.
<b>Discussion Board</b>	Discussion Board forums, including the initial message in the Discussion Board, are imported.
<b>Gradebook Items and Settings</b>	Items in the Gradebook, and their settings, such as type, categories, and display options, are imported.
<b>Group Settings</b>	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
<b>Staff Information</b>	All Staff Information is imported.

### Course Settings

When **Course Settings** is selected, certain settings are imported to the course. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner

Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not imported as part of this operation:

- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

## Resolving the Course Menu items

---

When importing a package, the Course Menu must resolve itself in the destination course. The table below describes the how Course Menu items are resolved.

IF . . .	THEN . . .
a Course area in the package does not exist in the destination course	the area will be added to the Course Menu in the destination course.
the Course area in the package and the Course area in the destination course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the package will be added, but will not replace, the content in the area within the destination course.
the Course area in the package and the Course area in the destination course have the same name but are of different types	the Course area from the package will be added to the destination course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials1).

## Course Links

---

Links to parts of a course that are not included in the export package will break when the links appear in the destination course. For example, if there is a link to a Test in a course area and Tests, Surveys and Pools are not exported, the link to the Test will break.

## EXPORT COURSE

### Overview

The Export Course feature creates a package of the course content that can later be imported and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course—it only includes the content and the tools.

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

### Find this page

Click **Export Course** in Course Options on the Control Panel to open the Export Course page.

### Exporting a Course

A receipt page will appear after selecting Course Materials and clicking **Submit**. The exported package must be downloaded from this page and saved to the local computer. Select **Click here to download the generated package file** to save the file. The package will not be saved in the *Blackboard Learning System!* If the package is not downloaded from this page it will be lost and the export operation must be repeated.

### Select course materials

The table below details what happens to each selectable option when the export is performed.

COURSE MATERIAL	BEHAVIOR WHEN EXPORTED
<b>Content</b>	Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
<b>Announcements</b>	All Announcements are exported. If Assessment links appear in Course areas, then this option must be selected, or the link to the Assessment will be broken.
<b>Tests, Surveys, and Pools</b>	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported to the new course.
<b>Calendar</b>	All Calendar items are exported to the new course.
<b>Course Settings</b>	Some Course Settings will be exported. See <a href="#">Course Setting</a> below for more information.
<b>Discussion Board</b>	Discussion Board forums, including the initial message in the Discussion Board, are exported.
<b>Gradebook Items and Settings</b>	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.

COURSE MATERIAL	BEHAVIOR WHEN EXPORTED
<b>Group Settings</b>	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
<b>Staff Information</b>	All Staff Information is exported.

## Course Settings

---

When **Course Settings** is selected, certain settings are exported. These include the following:

- Course Name
- Course Description
- Course Entry Point
- Course Design
- Course Banner
- Blackboard Tools
- Building Block Tools
- Content Tools
- Course ID
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options



**NOTE:** For information on which settings are included in an import operation, see the [Import Package](#) topic.

## ARCHIVE COURSE

### Overview

---

Archive Course creates a permanent record of a course including all the content and user interactions. Archived Courses are a permanent record of the course.

Archived courses are saved as .zip files. Archiving a course does not remove it from the system.

### Find this page

---

Open the Control Panel and click **Archive Course** in Course Options to open the Archive Course page.

### Create Archive

---

Select **Submit** to export the course contents and save it for future use.

On the following page, select **Click here to download the generated package file** to save the file. The package will not be saved in the *Blackboard Learning System!* If the package is not downloaded from this page it will be lost and the export operation must be repeated.



## CHAPTER 10—COURSE CARTRIDGES

### Overview

---

Course Cartridges allows Instructors to access sets of teaching tools provided by academic publishers. Chalk Titles are Course Cartridges that are integrated with external applications and content from publishers

### In this chapter

---

This chapter contains information on the following sections:

SECTION	DESCRIPTION
<a href="#">Import Course Cartridges</a>	Explains how to add Course Cartridges to the course.
<a href="#">About Chalk Titles</a>	Provides and explanation of Chalk Titles and their features. Also gives tips in troubleshooting.
<a href="#">Manage Chalk Titles</a>	Explains how to manage Chalk Titles within a course.

## IMPORT COURSE CARTRIDGE

### Overview

---

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 Learning System* 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. Instructors will benefit from the ease of use, variety, and professional quality of the materials available on Course Cartridges.

Instructors download Course Cartridges from the Course Cartridge Repository and install cartridges into Courses through the Control Panel.

### Find this Page

---

Click **Import Course Cartridge** in Course Options on the Control Panel to open the Import Course Cartridge page.

### Field

---

Enter the Course Cartridge Download Key in the field provided. Course Cartridge content will be added to course materials.



**NOTE:** The Download Key can be obtained from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.

### Copy Protection

---

Cartridges may be designated as Copy Protected or Open Access. Only one Copy Protected cartridge may exist in a course. Open Access cartridges may be downloaded by Instructors into courses that already contain cartridge content. Therefore, a course may contain one Copy Protected cartridge and multiple Open Access cartridges.

### Download a Course Cartridge

---

Follow the steps below to download a Course Cartridge.

1. Select a textbook with a companion Course Cartridge by browsing the Course Cartridge Catalog, located at <http://cartridgecatalog.blackboard.com/catalog/>
2. Obtain the Instructor Download Key from the textbook publisher.
3. Begin the Course creation process.
4. During the course creation process, enter the Instructor Download Key obtained in Step 2.
5. Click **Submit** to create the course.
6. An email will arrive when the Course Cartridge has finished loading into your new course.

### How Students access course cartridges

---

Students must follow the steps below to access the Course Cartridge materials.

1. Enroll Students in the Course.
2. Instruct Students to purchase required textbook or other publisher provided materials that contain the Access Key.
3. When first accessing the Course content, Students will be required to enter an Access Key. Once validated, Students will no longer need the Access Key.

### Cartridge functionality

---

Course Cartridges function in the following ways:

- **Archive:** When a course is archived all cartridge content in the course is saved with the archive.
- **Restore:** When an archived course is restored by the System Administrator, the cartridge content is included in the restored course.
- **Export:** When a course is exported, cartridge content is not included.
- **Import:** The only time cartridge content is included during a course import, is if it is part of the package.
- **Copy:** Cartridge content is included during a course copy action. For example, if cartridge content is included in a Course area, and **Content** is selected during Course Copy, the cartridge content will be copied.



**NOTE:** Content from only one Copy Protected cartridge may be copied into a course. If content from a second Copy Protected cartridge is copied (from another course) or imported, it will over-write the existing Copy Protected cartridge content.

## ABOUT CHALK TITLES

### Overview

---

Chalk Titles are Course Cartridges that are integrated with external applications and content from publishers. Chalk Titles include both content and tools. Tools included in a Chalk Title connect to an outside source to run each tool.

Chalk Titles are installed in the same way as other Course Cartridges. Like other Course Cartridges, Chalk Titles require a download key and student access keys.

Important features in Chalk Titles include:

- **Integration with the course:** Chalk Titles link courses to applications running on the publisher's servers. These applications are often popular tools that are familiar to Instructors. Please contact the publisher for more information about the applications included with a Chalk Title.
- **Single Sign-on:** Users that are logged into the course are logged into the publisher applications linked to the course. Users pass between the course and the publisher application seamlessly.
- **Roster synchronization:** Users enrolled in the course are automatically enrolled in the publisher application.
- **Grade passing:** Grades from the publisher application are passed to the course.

Chalk Title tools appear in the Tools area of the Control Panel after a Chalk Title is added to a course. Instructors can restrict availability to Chalk Title tools in the same way that they can restrict availability to other tools.

The System Administrator may restrict the availability of Chalk Title tools in all courses. By default, Instructors can use Chalk Title tools in courses.

Chalk Title Tools can synch with the Gradebook in a course to report Student performance. Note that Student attempts are stored on the server that runs the tool, not within the course. Therefore, Student attempts are not included when the course is archived. The reported grade is the only recorded information about a Student attempt.

Chalk Title tools will not work if a course that contains Chalk Title tools is exported or archived and later added to system that does not support Chalk Titles.

### Troubleshooting

---

It is important to remember when reporting problems with a Chalk Title that Chalk Title tools and content are linked to outside servers hosted by publishers. In many cases, the problem may be with the publisher server. Make sure to let the System Administrator know that a problem is related to Chalk Title tool.

### Privacy Settings

---

To fully use links added to a course by a Chalk Title, the user's browser settings must be set to **Accept All Cookies** or to be set to accept cookies from Chalk provider's server.

If the browser privacy settings are set on Medium or High, cookies from third party content, including Chalk applications, are silently blocked. Users will receive an error message when attempting to access some of the links for a Chalk Title.

The privacy settings can be maintained at Medium or High if the user specifically sets the browser to accept cookies from the Chalk provider's server. Contact the Chalk Title publisher for additional information.

## MANAGE CHALK TITLES

### Overview

---

It is important to consider user privacy when making a Chalk Title available to Students. Outside servers use personal information, such as name and email address to provide the tool and link the tool with the Gradebook.

The Manage Chalk Title page presents options for controlling access to personal information. Instructors can require Students to fill out an authorization form before accessing a Chalk Title.

Instructors receive a privacy notice when they first access a Chalk Title. This message can be set to display each time an Instructor accesses a Chalk Title. It is a good idea to display this message each time if more than one user is responsible for teaching a course.

### Find this page

---

Click **Manage Chalk Title** from the Control Panel.

### Fields

---

The following fields appear on the Manage Chalk Title page.

FIELD	DESCRIPTION
<b>Define Privacy Policy</b>	
<b>Does each student need to provide online authorization before that student's personal information can be displayed to the Publisher?</b>	Select <b>Yes</b> to require authorization from Students to release their personal information to the publisher's server.
<b>Specify your preference</b>	
<b>Should Instructors see a Privacy Notice each time they request a Publisher Resource?</b>	Select <b>Yes</b> to display the privacy notice each time an Instructor accesses a Chalk Title tool.

## CHAPTER 11—USER MANAGEMENT

### Overview

---

Instructors can manage the users in their Courses. For example, Instructors may:

- add and drop individuals or groups of Students to and from a course
- create new users
- create groups of users within in a course

Some options for managing users may be turned off by the System Administrator.

### In this chapter

---

This chapter contains information on the following sections:

TOPIC	DESCRIPTION
<a href="#">List/Modify Users</a>	Explains how to update user information.
<a href="#">Create User</a>	Provides information on creating user accounts.
<a href="#">Batch Create Users for Course</a>	Describes the function to create a set of users for a course.
<a href="#">Enroll User</a>	Explains how to enroll users in a course.
<a href="#">Remove Users from the Course</a>	Explains how Instructors remove users from the course.
<a href="#">Manage Groups</a>	Provides information for creating and modifying groups of users within a course.

## LIST/MODIFY USERS

### Overview

---

User Management enables the Instructor to manage the users in their Course. The List/Modify Users page enables Instructors to change a user's role within a course and update user profiles. Instructors can also send email to a user.

If the User is unavailable, that user cannot access the *Blackboard Learning System*. If the User Enrollment record is unavailable, the user can access the system but cannot access the course.

Icons to denote a state of unavailable will appear next to the User Name if applicable to the User record. If applicable to the User Enrollment record, the icon will appear next to the User Role.

User records or User Enrollment records that are set to Unavailable are preceded by a circle symbol with a slash through it. Also, the record will appear in gray text with the exception of the email address, which may still be clicked to send a message to the user. To make a record available, click **Properties** to modify the User Enrollment record and change the availability setting.

### Find this page

---

To open the List/Modify Users page, select **List/Modify Users** in the User Management area on the Control Panel.

### Functions

---

The table below details the functions available on the List/Modify Users page after generating a list of users.

To . . .	CLICK . . .
send an email to a user	the email address to open the Compose Email page.
edit a user password	<a href="#">Password</a> .
edit a user profile	<a href="#">Properties</a> .

## CHANGE PASSWORD

### Overview

---

Instructors can update a user's password from the Change Password page.

### Find this page

---

Follow the steps below to open the Change Password page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Change Password** next to a user.

### Fields

---

The table below details the fields on the Change Password page.

FIELD	DESCRIPTION
<b>Change Password</b>	
<b>Password</b> [r]	Enter the new password.
<b>Verify Password</b> [r]	Re-enter the new password.



## CREATE USER AND MODIFY USER

### Overview

Instructors can create a profile for a user on the Create User page. Creating a user within a Course also enrolls the user in the Course.

After creating a user, Instructors can update a user's profile information, including the Course role, from the Modify User Properties page.



**NOTE:** The names of these fields can be changed by the System Administrator. If a link appears at the top of this page it will connect to another information system where some of the values that appear on this page may be edited.

### Find this page

Click **Create User** in User Management on the Control Panel to open the Create User page.

Follow the steps below to open the Modify User Properties page.

1. Select **List/Modify Users** in the User Management area of the Control Panel.
2. Search for a user.
3. Click **Properties** next to a user.

### Fields

The table below details the fields on the Create User page and the Modify User page.

FIELD	DESCRIPTION
<b>Personal Information</b>	
<b>First Name</b> [r]	Enter the user's first name.
<b>Middle Name</b>	Enter the user's middle name.
<b>Last Name</b> [r]	Enter the user's last name.
<b>Email</b> [r]	Enter the user's email address.
<b>Student ID</b>	Enter the user's Student ID as defined by the institution.
<b>Account Information</b>	
<b>Username</b> [r]	Enter a user name for the new user. Do not use special characters in the user name. When creating attributes a good rule to follow is only use alphanumeric characters, underscores, dots, and dashes. This field is required.
<b>Password</b>	Enter a password for the user's account. The password must be at least one character and contain no spaces or special characters.
<b>Verify Password</b>	Enter the password again. Use the Change Password page to change the password of an existing user.

FIELD	DESCRIPTION
<b>Other Information</b>	
<b>Gender</b>	Enter the user's gender.
<b>Birthdate</b>	Select the user's birthday.
<b>Education Level</b>	Enter the user's education level.
<b>Company</b>	Enter the user's company.
<b>Job Title</b>	Enter the user's job title.
<b>Department</b>	Enter the user's department.
<b>Street 1</b>	Enter the user's address.
<b>Street 2</b>	Enter any additional address information.
<b>City</b>	Enter the user's city.
<b>State/Province</b>	Enter the user's state or province.
<b>ZIP/Postal Code</b>	Enter the user's ZIP code or postal code.
<b>Country</b>	Enter the user's country.
<b>Web Site</b>	Enter the URL of the user's personal Web site. When adding a URL, do so as <code>http://www.blackboard.com</code> , not <code>www.blackboard.com</code> or <code>blackboard.com</code>
<b>Home Phone</b>	Enter the home phone number of the user. The phone number will display exactly as entered.
<b>Work Phone</b>	Enter the work phone number of the user. The phone number will display exactly as entered.
<b>Work Fax</b>	Enter the fax of the user. The fax number will display exactly as entered.
<b>Mobile Phone</b>	Enter the mobile phone of the user. The phone number will display exactly as entered.
<b>Role and Availability</b>	
<b>Role and Availability</b>	<p>Select a role option. Available roles are:</p> <ul style="list-style-type: none"> <li>• <b>Student:</b> User is able to access all available Course content and will be graded on Assessments.</li> <li>• <b>Instructor:</b> User is able to control all aspects of the course through the Control Panel.</li> <li>• <b>Teacher's Assistant:</b> User is able to control most aspects of the course through the Control Panel.</li> <li>• <b>Grader:</b> User is able to access all areas under Assessments.</li> <li>• <b>Course Builder:</b> User is able to add content to the course through the Control Panel.</li> <li>• <b>Guest:</b> Guests are able to view areas of the course, but cannot participate in any way.</li> </ul>

FIELD	DESCRIPTION
<b>Available (this course only)</b>	Select <b>Yes</b> or <b>No</b> from the drop-down list. If <b>Yes</b> is selected, the user will have access to the Course. If <b>No</b> is selected, the user will not be able to access the Course. This option can be modified after the user is created to control access throughout the user's involvement with the course.

## BATCH CREATE USERS FOR COURSE PAGE

### Overview

---

Instructors can quickly add numbers of users to the course from the Batch Create Users for Course page. Users can be added with any Course Role.



**NOTE:** If using a batch file created for a previous version of the Blackboard Learning System, verify that the fields are in the correct order for the current version.

### Find this page

---

Click **Batch Create Users for Course** in User Management on the Control Panel to open the Batch Create Users for Course page.

### Batch files

---

Batch files are .txt files that hold large quantities of information to upload to the system. Each batch utility contains specific instructions on creating the batch file. The following batch file standards are universal.

- Fields must be enclosed in double quotes.  
Example: "John"
- Each field must be separated with a delimiter. Commas, colons or tabs may be used; however, you may not use more than one as a delimiter in a batch file.  
**Example:**  
"John","Smith"
- Each record must be separated by a hard return.  
**Example:**  
"John","Smith"  
"Larry","Smith"
- Each batch file should not exceed 500 records due to time out restrictions associated with most browsers.
- Do not include blank lines between records. The blank line will be processed and return an error.
- If quotation marks appear in a field, it is necessary to use an escape character so the process knows that the next character does not mark the end of the field. The escape character is a backslash (\). For example, "\"NICKNAME\"".

---

**Fields**

---

The table below details the fields on the Batch Create Users for Course page.

FIELD	DESCRIPTION
<b>File Upload</b>	
<b>File Location</b>	Enter the location of the batch user file.
<b>Delimiter Type of Your File</b>	Select Comma, Tab, or Colon delimiter for the file. Select Automatic and the delimiter will be determined automatically.

## ENROLL USER

### Overview

---

Instructors may enroll an existing user into the course using the Enroll User page.

### Find this page

---

Click **Enroll User** in User Management on the Control Panel to open the Enroll User page.

### Enroll Users

---

Select the check box next to the names of the users to enroll and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit** before continuing to the next page.

Users are enrolled with a Course role of Student by default.

## REMOVE USERS FROM THE COURSE

### Overview

---

Instructors may remove users from a course. When a user is removed from a course all of the information associated with the user, such as, Gradebook information, Drop Box files, is removed.



**NOTE:** Removed users cannot be restored to the course. To restore a removed user, the user must be enrolled in the course again.

### Find this page

---

Click **Remove Users from the Course** in the User Management area of the Control Panel to open the Remove User from the Course page.

Select the check box next to the names of the users to remove and type **Yes** in the field at the bottom of the page. A message will appear verifying that the user should be removed. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.

## MANAGE GROUPS

### Overview

---

On the Manage Groups page Instructors can build study or project groups. Instructors can also remove and modify groups from this page. The Instructor has the option of giving the group access to these features:

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

The features that are chosen are displayed on the Manage Groups page under the group name.

### Find this page

---

Click **Manage Groups** in User Management on the Control Panel to open the Manage Groups page.

### Functions

---

The table below details the available functions on this page.

To . . .	CLICK. . .
add a group	<b>Add Group.</b> The Add Group page will appear. Once a Group has been created Students must be added. Click <b>Modify</b> to access the Manage Group page and add users to that group.
modify a group	<b>Modify.</b> A Manage Group page will appear. On the Manage Group page group properties may be modified, new Students may be added, Group users may be listed or modified, and users may be removed from the group.
remove a group	<b>Remove.</b> This action is irreversible.



## ADD GROUP / GROUP PROPERTIES

### Overview

---

Groups are created on the Add Group page. These options may be modified on the Group Properties page.

### Find this page

---

From the Manage Groups page:

1. Click **Add Group** to create a new group.
2. Click **Modify** to change the properties for a specific group.

### Fields

---

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Main Group Information</b>	
<b>Group name</b>	Enter a Group name.
<b>Description</b>	Enter a description of the Group.
<b>Group Options</b>	
<b>Enable Discussion Board Function</b>	Select this check box to indicate that this Group will have access to the Discussion Board functions. If this check box is not selected this Group will not have access to the Discussion Board functions.
<b>Enable Group Virtual Classroom Function</b>	Select this check box to indicate that this Group will have access to the Virtual Classroom functions.
<b>Enable Group File Exchange Function</b>	Select this check box to indicate that this Group will have access to the group file exchange function.
<b>Enable Group Email Function</b>	Select this check box to indicate that this Group will have access to the group email function.
<b>Make group visible now</b>	Click <b>Yes</b> to make the group available.

## MODIFY GROUP

### Overview

---

Once a Group is created Instructors can modify the group and assign users. The Instructor has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

### Find this page

---

Follow the steps below to open the Manage Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.

### Functions

---

The following functions are available from the Manage Group page:

FUNCTION	DESCRIPTION
<a href="#">Group Properties</a>	Modify the Group name, description, or options.
<a href="#">Add Users to Group</a>	Add Students to the group.
<a href="#">List Users in Group</a>	List or modify users in a Group.
<a href="#">Remove Users From Group</a>	Remove users from a Group.

## ADD USERS TO GROUP

### Overview

---

Users are added to the Group using the Add Users to Group page.

### Find this page

---

Follow the steps below to open the Add Users to Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Add Users** to Group.

### Add a User to a Group

---

Once the search has been completed, select the check box next to a user to add to the Group and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit** before continuing to the next page.

## LIST USERS IN GROUP

### Overview

---

Users in a Group can be viewed and contacted using the List Users in Group page. Click on an email address to send a message to that user.

### Find this page

---

Follow the steps below to open the List Users in Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **List Users in Group**.

## REMOVE USERS FROM GROUP

### Overview

---

Instructors may drop users from a Group. If a user is removed from a Group all of the information associated with that user, such as files in the File Exchange and Discussion Board messages, is removed. Removed users cannot be restored to the Group. Removed users must be added again.

### Find this page

---

Follow the steps below to open the Remove Users From Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Remove Users From Group**.

### Remove a User from the Group

---

Select the check boxes of the users to remove. Type **Yes** in the entry field at the bottom of the page and click **Submit**. The selected users and all information associated with those users will be removed from the Group. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.

## CHAPTER 12 – ASSESSMENT

### Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading. The results are recorded in the Gradebook.
- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value. Surveys are not graded.

### In this chapter

This chapter includes information on the following sections:

SECTION	DESCRIPTION
<a href="#">Test Manager</a>	Explains how to create and manage Tests.
<a href="#">How to Create or Modify a Test</a>	Describes the process for creating a Test.
<a href="#">Test Info</a>	Explains the data used to describe a test.
<a href="#">Test Canvas</a>	Describes the area used to add questions and organize a Test.
<a href="#">Test Creation Settings</a>	Explains the options used to control the availability of Test features.
<a href="#">Question Completion Status</a>	Describes how the question completion status feature informs users of which questions they have answered.
<a href="#">Multiple Choice Questions</a>	Reviews how to add or modify questions.
<a href="#">True/False Questions</a>	Describes True/False questions.
<a href="#">Fill in the Blank Questions</a>	Describes Fill in the Blank questions.
<a href="#">Multiple Answer Questions</a>	Describes Multiple Answer questions.
<a href="#">Matching Questions</a>	Describes Matching questions.
<a href="#">Ordering Questions</a>	Describes Ordering questions.
<a href="#">Essay Questions</a>	Describes Essay questions.
Calculated Questions	Describes Calculated questions.
Numeric Response Questions	Describes Numeric Response questions.
<a href="#">File Response</a>	Describes File Response questions.

SECTION	DESCRIPTION
<a href="#">Questions</a>	
<a href="#">Hot Spot Questions</a>	Describes Hot Spot questions.
Multiple Fill in the Blank Questions	Describes Multiple Fill in the Blank questions.
<a href="#">Jumbled Sentence Questions</a>	Describes Jumbled Sentence questions.
Opinion Scale Questions	Describes Opinion Scale questions.
Short Response Questions	Describes Short Response questions.
<a href="#">Either/Or Questions</a>	Describes Either/Or questions.
<a href="#">Quiz Bowl Questions</a>	Describes Quiz Bowl questions.
<a href="#">Add/Modify Random Block</a>	Explains how to add a random set of questions to a Test.
<a href="#">Upload Questions</a>	Describes the process and file format for uploading questions to a Test.
<a href="#">Search Pool and Assessments</a>	Reviews the search function for finding questions.
Categoryize Question	Details how to organize questions into groups.
Category Manager	Describes the feature used to control categories.
<a href="#">Survey Manager</a>	Explains how to create and manage Surveys.
<a href="#">Pool Manager</a>	Describes how to create and manage Pools of questions.
<a href="#">Pool Import</a>	Explains how to import a pool of questions

## TEST MANAGER

### Overview

---

The Test Manager is used to create, modify, and remove Tests.



**NOTE:** Surveys include many of the same features and functions as Tests. Differences between the two are noted throughout this section. Surveys are managed through the Survey Manager, which functions like the Test Manager.

### Find this page

---

Click **Test Manager** in the Assessment area on the Control Panel to open the Test Manager.

### Functions

---

The functions available on this page are described in the table below.

To . . .	click. . .
create a Test	<b>Add Test.</b> The Test Info page will appear.
modify a Test	<a href="#">Modify</a> next to the Test. The Test Canvas page will appear.
remove a Test	<b>Remove</b> next to the Test. A confirmation box appears. Removing a Test is irreversible.

### Questions to consider before creating an Assessment

---

Below are questions to consider when planning an Assessment:

- How many questions?
- Are there instructions for this Assessment?
- What type of questions?
- What is the point value associated with each question?

### Warning

---

A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view their original Assessment attempt.



## HOW TO CREATE OR MODIFY A TEST

### Overview

---

This topic describes how to create a Test.

### Find this page

---

Click **Test Manager** in the Assessments area on the Control Panel to open the Test Manager.

### How to create a Test

---

Follow the steps below to create a Test.

1. Select Add Test on the Test Manager page.
2. Enter a name, description, instructions and click Submit.
3. Select a question type on the Test Canvas and click **Go**.
4. Create a question.
5. Enter the Point Value for the question.
6. Attach a file or URL.
7. Enter answers to choose from and select the correct answer.
8. Enter feedback that Students will see based on their answer.
9. Repeat Step 3 through Step 8 until finished adding questions.

### How to make a Test available

---

Follow the steps below to make a Test available.

1. Open a course area and select Add Test.
2. Select the Test to add and click Submit.
3. Select the Properties, Availability, Feedback, and Presentation options for the Test.

## TEST INFO

### Overview

---

On the Test Info page the Instructor begins creating a test by selecting a name, description, and instructions.

### Find this page

---

Follow the steps below to open the Test Info page.

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Add Test**.

OR

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Modify** next to an existing Test.
3. Click **Modify** in the first section on the Test Canvas.

### Fields

---

The table below details the fields on the Test Info page.

FIELD	DESCRIPTION
<b>Test Info</b>	
<b>Name</b> [r]	Enter the name of the Test.  If the Test name is changed after it is created the name of the test in the Gradebook will not be changed. To change the name of the Test in the Gradebook as well, edit the Item Information in the Gradebook.
<b>Description</b>	Enter a description of the Test.
<b>Instructions</b>	Enter instructions for the users taking the Test.

## TEST CANVAS

### Overview

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Assessments should not be modified if Students have already begun taking the Assessment.

### Find this page

Follow these steps to open the Test Canvas page for an existing test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Modify** next to an existing Test.

Follow these steps to open the Test Canvas page for a new test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the **Add Test** page and select **Submit**.

### Functions

The functions available on the Test Canvas page are described in the table below.

To . . .	CLICK . . .
add a question	the drop-down menu in the Add Question: field, select a type of question to add and click Go.
add a question in between existing questions	the drop-down menu in the Add Question: field, select a type of question to add and click Add Question Here in the location where the question should appear.
change the settings for this Test	<a href="#">Creation Settings</a> . The Test Creation Settings page will appear. Creation Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
change the name, description, or instructions for the Test	<a href="#">Modify</a> to the right of the Name, Description, and Instructions.
change the order of the questions	the drop-down list to the left of the question header. Select a new order for the questions using the numbers in the drop-down list.  Modify to the right of the question header.
modify a question	
remove a question	<b>Remove</b> to the right of the question header. A confirmation box will appear. Removing a question is irreversible.

## TEST CREATION SETTINGS

### Overview

The Test Creation Settings page allows Instructors to adjust settings for a Test. These settings control options, such as question feedback, categorization of questions, and default point value.



**NOTE:** The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the Specify default point values for questions option is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the Add Categories to questions option is not available on the Survey Creation Settings page.

### Find this page

Follow the steps below to open the Test Creation Settings page.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the Add Test page and select **Submit**.
4. Select **Creation Settings**.

### Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Creation Settings</b>	
<b>Provide feedback for individual answers</b>	Select this check box to include the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers.  Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.
<b>Add images, files, and URLs to questions</b>	Select this check box to include the option to attach images, files, and URLs to questions.
<b>Add images and files to answers</b>	Select this check box to include the option to attach images and files to answers.
<b>Add categories and keywords to questions</b>	Select this check box to include the option to create categories for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.

FIELD	DESCRIPTION
<b>Specify default point value for questions</b>	Select this option and all questions will automatically have the same point value. Enter the point value in the Default point value: field. This only sets a default.

---

### Default Point Value

---

Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

## QUESTION COMPLETION STATUS

### About Question Completion Status

---

The Questions Status Indicator is a tool to provide users with a quick up-to-date look at their progress (complete or incomplete questions) in an assessment at all times. The **Save** button next to each question provides a visual reminder to Students to save their work periodically.

Completion status of assessment questions is displayed at the top of the page when a student is taking an assessment. The status of which questions have been answered is displayed at the top of the page, just below the Name and Instructions box.

When the user answers a question and moves on to the next question in a question-by-question assessment, the status box will be updated on the next page to show that the previous question was answered. If the user does not answer a question and moves on to the next page in a question by question assessment, the status box will show on the next page that the previous question was not answered. The user can navigate between questions by clicking on the question number in the status indicator. This is applicable only to assessments deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, the user will be able to use a **Save** button to the right of each question to save this specific question without scrolling to the bottom of the page to save. Saving either a single question or all of the questions that have been answered (with the **Save** button at the bottom of the page) changes the status indicator to show which questions have been completed.

## QUESTION METADATA

### Overview

---

Instructors have the option to create categories, keywords, Learning Objectives, and Levels of Difficulty for questions to help organize them for future use.



**NOTE:** The Question Metadata options are only available if Add categories and keywords to questions is selected in [Creation Settings](#).

### Add Metadata to a Question

---

Follow these steps to add metadata to a question.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
4. Click **Categorize** to add a category, **Set Learning Objective** to add a Learning Objective, or **Set Level of Difficulty** to add a Level of Difficulty. For Keywords, enter the words, separated by commas, directly into the **Keywords** field.
5. Select a value from the drop-down list and click **Add**. The metadata will be assigned to the question. To organize the list of available values, click **Manage**.

### Manage Metadata

---

Metadata values can be added, removed, and changed. Metadata created in one question can be used when creating other questions in the same course. Follow these steps to add values for metadata.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
4. Click **Manage Categories**, **Set Learning Objective**, or **Set Level of Difficulty**.
5. To add a value to the list of available values, enter it in the field and click **Add**. Available values appear below. Click **Modify** to change the name of a value or **Remove** to delete the value from the list.

## MULTIPLE CHOICE QUESTIONS

### Overview

Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

FIELD	DESCRIPTION
<b>Multiple Choice Question</b>	
<b>Question text</b> [r]	Enter the question.
<b>Point Value</b> [r]	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answers</b>	
<b>Number of Answers</b>	Select the number of possible answers to this question from the drop-down list.
<b>Answer</b>	Enter answers to the question. Select the <b>Correct</b> option next to the correct answer to the question. Click <b>Remove</b> and the answer will be removed. This action is irreversible.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this answer.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the answer.
<b>Title</b>	Enter a title for the URL as it should appear on the Test.
<b>Feedback</b>	Enter feedback that Students will view for this answer.



FIELD	DESCRIPTION
<b>File</b>	Use <b>Browse</b> to select a file to attach to this feedback.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the feedback.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Feedback</b>	
<b>Correct Response</b>	Enter a response that will appear if the Student answers the question correctly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear on the Test.
<b>Incorrect Response</b>	Enter a response that will appear if the Student answers the question incorrectly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## TRUE/FALSE QUESTIONS

### Overview

True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

FIELD	DESCRIPTION
<b>True/False Question</b>	
<b>Question text</b> [r]	Enter the question.
<b>Point Value</b> [r]	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answers</b>	
<b>Correct Answer Values</b>	Select <b>True</b> if the statement in the <b>Question Text</b> field is correct. Select <b>False</b> if the statement in the <b>Question Text</b> field is incorrect.
<b>Feedback</b>	
<b>Correct Response</b>	Enter a response that will appear if the Student answers the question correctly.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Incorrect Response</b>	Enter a response that will appear if the Student answers the question incorrectly.

FIELD	DESCRIPTION
<b>File</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"><li>• Create a link to the file</li><li>• Display the media file within the page</li></ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## MULTIPLE CHOICE QUESTIONS

### Overview

Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

FIELD	DESCRIPTION
<b>Multiple Choice Question</b>	
<b>Question text [r]</b>	Enter the question.
<b>Point Value [r]</b>	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answers</b>	
<b>Number of Answers</b>	Select the number of possible answers to this question from the drop-down list.
<b>Answer</b>	Enter answers to the question. Select the <b>Correct</b> option next to the correct answer to the question. Click <b>Remove</b> and the answer will be removed. This action is irreversible.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this answer.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the answer.
<b>Title</b>	Enter a title for the URL as it should appear on the Test.
<b>Feedback</b>	Enter feedback that Students will view for this answer.

FIELD	DESCRIPTION
<b>File</b>	Use <b>Browse</b> to select a file to attach to this feedback.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the feedback.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Feedback</b>	
<b>Correct Response</b>	Enter a response that will appear if the Student answers the question correctly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear on the Test.
<b>Incorrect Response</b>	Enter a response that will appear if the Student answers the question incorrectly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## FILL IN THE BLANK QUESTIONS

### Overview

Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling. Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors.
- Provide answers that allow for abbreviations or partial answers.
- Create the question that indicates to Students the best way to answer the question.

Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or order of answer terms. For example if the question is Ben's favorite colors are \_\_\_\_\_ and the correct answer is Ben's favorite colors are red and blue but the Student types blue, red, the answer will be marked incorrect.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

FIELD	DESCRIPTION
<b>Fill in the Blank Question</b>	
<b>Question text</b> [r]	Enter the question, as it is to appear on the Test.
<b>Point Value</b> [r]	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answers</b>	
<b>Number of Answers</b>	Select the number of correct answers that will be accepted for this question. This number will determine the number of Answer fields that appear on the page. The maximum number of answers is 20.
<b>Answer 1</b>	Enter a correct answer to the question. Click <b>Remove</b> to remove the answer. The number of answers will automatically be updated if an answer is removed.

FIELD	DESCRIPTION
<b>Feedback</b>	Enter feedback that Students will view for the correct answer to the question.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this feedback.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the feedback.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Feedback</b>	
<b>Correct Response</b>	Enter a response that will appear if the Student answers the question correctly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Incorrect Response</b>	Enter a response that will appear if the Student answers the question incorrectly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## MULTIPLE ANSWER QUESTIONS

### Overview

Multiple answer questions allow users to choose more than one answer. Partial credit is not given for partially correct answers, but Instructors may manually change the number of points a Student receives on the [Grade Assessment](#) page.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

FIELD	DESCRIPTION
<b>Multiple Answer Question</b>	
<b>Question text</b> [r]	Enter the question.
<b>Point Value</b> [r]	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answers</b>	
<b>Number of Answers</b>	Select the number of correct answers that will be accepted for this question. This number will determine the number of Answer fields that appear on the page. The maximum number of answers is 20.
<b>Answer</b>	Enter an answer to the question. Select the <b>Correct</b> option if the answer is correct. Click <b>Remove</b> to remove the answer. The number of answers will automatically be updated if an answer is removed.
<b>File</b>	Use Browse to select a file to attach to this answer.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the answer.
<b>Title</b>	Enter a title for the URL as it should appear in the question.



FIELD	DESCRIPTION
<b>Feedback</b>	
<b>Correct Response</b>	Enter a response that will appear if the Student answers the question correctly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Incorrect Response</b>	Enter a response that will appear if the Student answers the question incorrectly.
<b>File</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Categories</b>	
<b>Categorize</b>	Click Categorize and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## MATCHING QUESTIONS

### Overview

Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.

Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

FIELD	DESCRIPTION
<b>Matching Question</b>	
<b>Question text</b> [r]	Enter the question.
<b>Point Value</b> [r]	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Question Items</b>	
<b>Number of Questions</b>	Select the number of questions. This number will determine the number of Question fields that appear on the page. The maximum number is 20.
<b>Question Text</b>	Enter a question in each of the <b>Question</b> fields. Click <b>Remove</b> to remove a question. The number of questions will automatically be updated if an answer is removed.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.

FIELD	DESCRIPTION
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answer Items</b>	
<b>Number of Answers</b>	Select the number of answers. This number will determine the number of Answer fields that appear on the page. The maximum number of answers is 20.
<b>Answer Text</b>	Enter an answer in each of the <b>Answer</b> fields. Click <b>Remove</b> to remove an answer. The number of answers will automatically be updated if an answer is removed.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the answer.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the answer.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Submit Information</b>	
<b>Cancel</b>	Select this option to return to cancel this question and return to the Test Canvas.
<b>Continue</b>	Select this option to finish creating the Matching Question.
<b>Assign</b>	
<b>Match Question Items and Answer Items</b>	Select the corresponding letter value from the Answer Items column next to each number in the Question Items column.
<b>Feedback</b>	
<b>Correct Response</b>	Enter a response that will appear if the Student answers the question correctly.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Incorrect Response</b>	Enter a response that will appear if the Student answers the question incorrectly.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.

FIELD	DESCRIPTION
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## ORDERING QUESTIONS

### Overview

Ordering questions require Students to provide an answer by selecting the correct order of a series of items.

Students will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

FIELD	DESCRIPTION
<b>Ordering Question</b>	
<b>Question text</b> [r]	Enter the question.
<b>Point Value</b> [r]	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answers</b>	
<b>Number of Answers</b>	Enter the number of answers to choose from. The maximum number of answers is 20.
<b>Correct Order</b>	Enter the answers in the correct order. Click <b>Remove</b> to remove an answer. The number of Answers will automatically be updated if an answer is removed.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.

FIELD	DESCRIPTION
<b>Submit Information</b>	
<b>Cancel</b>	Select this option to cancel this question and return to the Test Canvas.
<b>Continue</b>	Select this option to finish creating the Matching Question.
<b>Answers</b>	
<b>Display Order</b>	Select the order for the answers are to appear on the Test.
<b>Correct Order</b>	Displays the correct order for the answers.
<b>Feedback</b>	
<b>Correct Response</b>	Enter a response that will appear if the Student answers the question correctly.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Incorrect Response</b>	Enter a response that will appear if the Student answers the question incorrectly.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the response.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## ESSAY QUESTIONS

### Overview

Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or graders to use as a reference. These types of questions must be graded manually on the [Grade Assessment](#) page. Essay questions may use the Math and Science Notation Tool.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Essay Question</b>	
<b>Question text</b> [r]	Enter the question.
<b>Point Value</b> [r]	Enter the point value for this question.
<b>File</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action</b>	Select an action for the attached file in the drop-down list <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL</b>	Enter a URL to include with the question.
<b>Title</b>	Enter a title for the URL as it should appear in the question.
<b>Answer</b>	
<b>Answer</b>	Enter an example of an answer. Students will be able to view this sample.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the Add categories to questions option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords</b>	Enter keywords for this question. Questions may be searched by keyword.

## CALCULATED FORMULA QUESTIONS

### About Calculated Formula Questions

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A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated. The correct answer can be a specific value or a range of values. Partial credit may be granted for answers falling in a range.

Adding a calculated question to an Assessment is a three step process:

- Create the question and formula.
- Define the values for the variables.
- Confirm the variables and answers.

### Create the Question and Formula

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The question is the information presented to students. The formula is the mathematical expression used to find the answer. Be sure to enclose variables in square brackets.

Follow these steps to create the question and formula:

1. Open the Test Canvas for an assessment.
2. Select **Calculated Formula** from the question type drop-down list. Click **Go**.
3. Enter the information that will display to Students in the **Question Text** box. Surround any variables with square brackets, for example, [x]. The value for this variable will be populated based on the formula. In the example  $[x] + [y] = z$ , [x] and [y] will be replaced by values when shown to Students. Students would be asked to define z.

Variables should be composed of alphabets, digits (0-9), periods (.), underscores (\_) and hyphens (-). All other occurrences of the opening rectangular brace ("[" character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.

4. Define the formula used to answer the question in the **Formula** box. For example,  $x + y$ . Operations are chosen from the buttons across the top of the **Formula** box.
5. Assign a point value for the question. Several other options may appear based on the Creation Settings.
6. Set the **Answer Range**. This defines which submitted answers will be marked correct. If the exact value must be entered, enter 0 and select **Numeric** from the drop-down list. If the answer can vary, enter a value and select **Numeric** or **Percent**. **Numeric** will mark every answer as correct that falls within a range of plus or minus the **Answer Range** from the exact answer. **Percent** will mark every answer as correct that falls within a percentage of plus or minus the **Answer Range** from the exact answer.
7. Select **Yes** or **No** for **Units Required**. If **Yes**, correct answers must include the correct unit of measurement, for example, Seconds or Grams. Enter the correct unit of measurement and choose if the unit of measurement is case sensitive. The answer may still receive partial credit if the unit of measurement is not correct. Enter a percentage in **Unit Points Percentage**. The unit of measurement will account for that percentage of the total credit.
8. Define partial credit for answers that fall outside the correct **Answer Range**. Select **Yes** or **No** for **Allow Partial Credit**. Enter a value for the **Partial Credit Points Percentage**. Now, set the range for partial credit by entering a value and selecting **Numeric** or **Percent**.



for the **Partial Credit Range**. Answers falling within this range will receive a portion of the total points possible for the question equal to the **Partial Credit Points Percentage**.

9. When finished with the question, click **Continue** to proceed.

---

### Define the Variables

---

The next page in the three step process defines the variables in the formula. Follow these steps to define the variables.

1. For each variable, set a minimum and a maximum value.
2. For each variable, select a decimal place using the drop-down list that appears in the **Decimal Places** column.
3. Under **Answer Set Options**, select the **Decimal places for answer** from the drop-down list. Users must provide the correct answer to this decimal place.
4. Enter the number of different **Answer Sets**. The Answer Sets will be randomized so that different Students will be presented with a different set of variables.
5. Click Continue to proceed. Or, Click **Back** to return to the previous page or click **Calculate** to reset the variables after making a change.

---

### Confirm the Variables and Answers

---

The last step in the process displays the Answer Sets in a table. For each set, each variable and the answer are displayed. Make any changes or remove any unwanted answer sets and click **Calculate**.

Below the Answer Sets are the standard options for adding feedback and [metadata](#) to questions.

## CALCULATED NUMERIC RESPONSE QUESTIONS

### About Calculated Numeric Response Questions

---

This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.

### Create a Calculated Numeric Response Question

---

Follow these steps to create a Numeric Response question.

1. Open the Test Canvas for an assessment.
2. Select **Numeric** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the **Correct Answer**. This value must be a number.
6. Enter the **Answer Range**. If the answer must be exact for Students to receive credit, enter 0. Any value that is less than or more than the **Correct Answer** by less than the **Answer Range** value will be marked as correct.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question [metadata](#).
8. Click **Submit** to add the question to the assessment.

## FILE RESPONSE QUESTIONS

### About File Response Questions

---

Users upload a file from the local drive or from the *Blackboard Content System*<sup>™</sup> as the answer to the question. This type of question is graded manually.

### Create a File Response Question

---

Follow these steps to create a File Response question.

1. Open the Test Canvas for an assessment.
2. Select **File Response** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Assign the question any [metadata](#).
6. Click **Submit** to add the question to the assessment.

## HOT SPOT QUESTIONS

### About Hot Spot Questions

---

Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.

### Create a Hot Spot Question

---

Follow these steps to create a Hot Spot question.

1. Open the Test Canvas for an assessment.
2. Select **Hot Spot** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the path to the file in the **Attach Local File** field under the **Upload Image** heading. Make sure to upload the image in the correct field. Remember that **Creation Settings** allows uploading a file as part of the **Question Text**.
6. Click **Next**. The uploaded image will appear.
7. Click the mouse and drag it to create a rectangle over the correct answer. When Students select a point within the rectangle they will receive credit for a correct answer. The area of the hot spot is defined by pixels. Click **Clear** to remove the hot spot and select a new hot spot.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other [metadata](#).
9. Click **Submit** to add the question to the assessment.

## FILL IN MULTIPLE BLANKS QUESTIONS

### About Fill In Multiple Blanks Questions

---

This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.

### Create a Multiple Fill-in-the-Blanks Question

---

Follow these steps to create a Fill In Multiple Blanks question.

1. Open the Test Canvas for an assessment.
2. Select **Fill In Multiple Blanks** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets. For example, William [blank\_1] wrote Romeo and [blank\_2].  
  
Variables should be composed of alphabets, digits (0-9), periods (.), underscores (\_) and hyphens (-). All other occurrences of the opening rectangular brace ("[" character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Click **Next**.
6. A list of variables found in the question will appear. Enter one or more correct answers for each variable.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other [metadata](#).
8. Click **Submit** to add the question to the assessment.

## JUMBLED SENTENCE QUESTIONS

### About Jumbled Sentence Questions

---

Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.

### Create a Jumbled Sentence Question

---

Follow these steps to create a Jumbled Sentence question.

1. Open the Test Canvas for an assessment.
2. Select **Jumbled Sentence** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets.  
  
Variables should be composed of alphabets, digits (0-9), periods (.), underscores (\_) and hyphens (-). All other occurrences of the opening rectangular brace ("[" character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.
4. Assign a **Point Value**.
5. Select the **Number of Answers** and enter a value for each. These values will appear in a drop-down list for each variable when users view the question. Enter the answers in the order they should display to Students in the drop-down.
6. Click **Next**.
7. The question will appear with the drop-down lists in place of the variables. Select the correct answers.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other [metadata](#).
9. Click **Submit** to add the question to the assessment.

## OPINION SCALE/LIKERT QUESTIONS

### About Opinion Scale/Likert Questions

---

Question type based on a rating scale designed to measure attitudes or reactions. Users indicate the multiple choice answer that represents their attitude or reaction. When the instructor creates an opinion scale question, six answer fields are pre-populated with the following answers:

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

### Create an Opinion Scale/Likert Question

---

Follow these steps to create an Opinion Scale/Likert question.

1. Open the Test Canvas for an assessment.
2. Select **Opinion Scale** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Determine how the answers will be displayed by selecting **Answer Numbering** and **Answer Orientation**.
6. Check **Allow Partial Credit** and options will appear under each answer to assign a percentage of points possible.
7. The Answer fields are pre-populated with values on a Likert scale. Select a correct answer and change any of the answer values.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question [metadata](#).
9. Click **Submit** to add the question to the assessment.

## SHORT ANSWER QUESTIONS

### About Short Answer Questions

---

Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box.

The number of rows is meant as a guideline when entering an answer, it does not impose an absolute limit on answer length.

### Create a Short Answer Question

---

Follow these steps to create a short response question.

1. Open the Test Canvas for an assessment.
2. Select **Short Answer** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Select a number of rows for the answer.
6. Enter an example of a correct answer to assist Graders.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign question [metadata](#).
8. Click **Submit** to add the question to the assessment.



## EITHER/OR QUESTIONS

### About Either/Or Questions

---

Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers, such as:

- Yes/No
- Agree/Disagree
- Right/Wrong

### Create an Either/Or Question

---

Follow these steps to create an Either/Or question.

1. Open the Test Canvas for an assessment.
2. Select **Either/Or** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Correct Answer** and select a positive value and a negative value from the drop-down lists.
6. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question [metadata](#).
7. Click **Submit** to add the question to the assessment.

## QUIZ BOWL QUESTIONS

### About Quiz Bowl Questions

---

The user is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as who, what, or where, to be marked as correct. Partial credit may be given if the question word is not included in the answer.

### Create a Quiz Bowl Question

---

Follow these steps to create a Quiz Bowl question.

1. Open the Test Canvas for an assessment.
2. Select **Quiz Bowl** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Allow Partial Credit** and enter a percentage of credit. This is the amount of credit that will be given to answers that include the correct phrase but do not include the correct interrogative word.
6. Select the **Number of Interrogative Words**. Enter each acceptable interrogative word in the fields below. One of these words must appear in the response for the Student to receive full credit.
7. Select the **Number of Answer Phrases**. Enter each acceptable phrase into the fields below. One of these phrases must appear in the response for the Student to receive any credit.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question [metadata](#).
9. Click **Submit** to add the question to the assessment.

## ADD/MODIFY RANDOM BLOCK

### Overview

Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.



**NOTE:** Random Blocks cannot be included in a Survey or a Pool.

### Find this page

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Search</b>	
<b>Search the pools below:</b>	Select a Pool from which to draw the group of questions.
<b>Choose question types to import</b>	Select the check boxes next the question types to choose which to include in the Random Block. If <b>All</b> is selected no other options can be selected. If <b>All</b> is not selected one or more options may be chosen.
<b>Number questions import</b>	<b>of to</b> Enter the number of questions to include in the Random Block.
<b>Points question</b>	<b>per</b> Enter the number of points each question in the Random Block will be worth.

## UPLOAD QUESTIONS

### Overview

---

Instructors may import files containing questions into an Assessment.

The questions in the uploaded file must match the file structure explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.



**NOTE:** Files with questions may be imported into Pools and Surveys. When uploaded to a Survey, the correct/incorrect answer assignment is ignored, but the file must follow the same format as described for Tests and Pools.

Please note that this feature is not available in *Blackboard Learning System – Basic Edition*.

The following information is important to note when importing Assessment questions:

- Once uploaded, questions can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the Assessment questions.

### Find this page

---

Select **Upload Questions** from the Test Canvas.

### Function

---

Click **Browse** and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment.

### Point Value

---

When questions are imported they automatically default to the point value set in [Creation Settings](#). If a default value has not been chosen in Creation Settings questions will automatically have a point value of '0' and Instructors must then enter a point value for each question.

### File Structure

---

Questions in the file must conform to a specific structure to be uploaded to an Assessment successfully. Each field in the file is separated by a tab. Each row is a separate question.

#### **Multiple Choice questions are structured as follows:**

'MC' **TAB** question text (**TAB** answer text **TAB** 'correct' or 'incorrect')

Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.

**Multiple Answer questions are structured as follows:**

'MA' TAB question text (TAB answer text TAB 'correct' or 'incorrect')

Text within ( ) may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.

**True/False questions are structured as follows:**

'TF' TAB question text TAB 'true' or 'false'

**Essay questions are structured as follows:**

'ESS' TAB question text TAB [example]

Text within [ ] is optional. The Instructor may choose to add a sample essay question or leave this blank.

**Ordering questions are structured as follows:**

'ORD' TAB question text (TAB answer text)

Text within ( ) may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20.

The order entered in the file is the correct order. The system will randomly order the answers.

**Matching questions are structured as follows:**

'MAT' TAB question text (TAB answer text TAB matching text)

Text within ( ) may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20.

The system will randomly order the answers and their question.

When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.

**Fill in the Blank questions are structured as follows:**

'FIB' TAB question text (TAB answer text)

Text within ( ) may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.

**File Response questions are structured as follows:**

'FIL' TAB question

**Numeric Response questions are structured as follows:**

'NUM' TAB question TAB answer TAB [optional]tolerance

**Short Response questions are structured as follows:**

'SR' TAB question TAB sample\_answer

**Opinion/Likert Scale questions are structured as follows:**

OP TAB question

**Multiple Fill-in-the-Blank questions are structured as follows:**

FIB\_PLUS TAB question TAB variable1 TAB answer1 TAB answer2 TAB variable2 TAB answer3

The format consists of a list of variable-answers where each variable- answer is composed of the variable name and a list of correct answers for that variable. variable-answers are delimited by an empty field.

**Jumbled Sentence questions are structured as follows:**

JUMBLED\_SENTENCE TAB question TAB choice1 TAB variable1 TAB choice2 TAB TAB choice3 TAB variable2

The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that that choice is not the correct answer for any variable.

**Quiz Bowl questions are structured as follows:**

QUIZ\_BOWL TAB question TAB question\_word1 TAB question\_word2 TAB phrase1 TAB phrase2

The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

## SEARCH POOLS AND ASSESSMENTS

### Overview

---

This section discusses how to select specific questions from Pools and other Assessments. Instructors may choose questions based on category, keyword and question type.

### Find this page

---

Click **Search Pools and Assessments** for a question from the Test Canvas page.

### Field

---

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Search the pools and assessments below</b>	Select a Test or question Pool from which to select the questions.
<b>Question Types</b>	Select All to choose questions from all question types or select one or more question types.
<b>Related Categories</b>	Select a category to choose questions from. This option is on the Advanced tab.
<b>Keywords</b>	Enter keywords to search for questions. When entering more than one keyword, insert a comma between keywords. If more than one keyword is entered, only questions that have all of the keywords will be retrieved. This option is on the Advanced tab.

### Points

---

Once questions from a Pool are imported to a Test a point value must be assigned. If a default point value has been set in [Test Creation Settings](#) the imported questions will automatically be set to the default.

### Choose Questions

---

Select one or more questions to include on the Test. Click **Preview** to view the question as it will appear on the Test.

Instructors may select 20 questions at a time from a Pool or another Assessment to add to a Test. When the search is performed 20 questions will appear on a page, if more the 20 questions are found during the search, multiple pages may be viewed. Instructors may only select and submit questions from one page at a time. For example, if the search returns three pages of questions, the Instructor must select the questions to add on the first page and click **Submit**, then proceed to the second page of the search, select questions on that page and select **Submit**, and so on until finished.

## SURVEY MANAGER

### Overview

---

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.

### Find this page

---

To open the Survey Manager, click **Survey Manager** in the Assessment Area on the Control Panel.

### Functions

---

The Survey Manager functions in the same way as the [Test Manager](#) and offers most of the same options for creating and managing Surveys, Survey questions and settings.

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.
- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

### Survey Creation Settings

---

The Survey Creation Settings function in the same way as the [Test Creation Settings](#). The only difference is there are not options to **Add categories to questions** or to **Specify default point values for questions**.

### Survey Results

---

Instructors may view the results of Surveys on the [Assessment Stats](#) page. This page will show how Students responded to questions on the Survey by percentage.



## POOL MANAGER

### Overview

---

The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools from other courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a Pool should not be modified if Students have already begun taking an Assessment that draws questions from the Pool.



**NOTE:** When creating question Pools for Surveys, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Survey.

### Find this page

---

Click **Pool Manager** in Assessments on the Control Panel to open the Pool Manager page.

### Functions

---

The Pool Manager functions in the same way as the [Test Manager](#) and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Course areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test.

Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting [Import](#).
- A file of Pool questions may be exported from the Pool Manager page by selecting [Export](#). The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.

### Pool Creation Settings

---

The Pool Creation Settings function in the same way as the [Test Creation Settings](#). The only difference is there is not an option to **Specify default point values for questions**. Pool questions are not associated with a point value until they are added to a Test.

### Warning

---

When questions are selected from a Pool to be included in a Test links are created between the Test and the Pool for those questions. Instructors should not make changes to Pool questions that have been deployed in a Test once Students have begun taking the Test. A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected on the Pool Manager. Certain areas of the questions will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Pool question after a Student has submitted a Test it was included on, the Student will view the new, modified question when they view their grade and feedback. They will not view the original question.

## Export Pool

A Question Pool may be exported by selecting **Export** on the Pool Manager page. The exported Pool is packaged in a .ZIP file. Once a pool is exported, questions may not be added to it.

Instructors can choose to export a Question Pool to their local computer or to the *Blackboard Content System* (if it is available). If the *Blackboard Content System* is not available, selecting to **Export** a pool prompts the Instructor to store the pool on their local computer.



If Instructors select to export the pool to the Blackboard Content System, they must enter a destination by either typing a valid path or by selecting Browse. If Browse is selected, the Blackboard Content System will open in a new window. Instructors may select any folder on which they have Write permission. It is not possible to export a pool to an existing file; therefore, only folders inside the Blackboard Content System can be selected. If an Instructor manually enters a Blackboard Content System path without Write permission on that path, an error message appears. In addition, if exporting a pool exceeds the quota of the destination path, an error message appears and the export does not occur.



**NOTE:** *Blackboard Content System* Destination paths that are manually entered are case-sensitive.

## POOL IMPORT

### Overview

---

Instructors may import a Pool of questions for use in Tests. Pools are exported from the *Blackboard Learning System* and imported as .ZIP packages.

### Find this page

---

Follow the steps below to open the Pool Import page.

1. Select **Pool Manager** in Assessments on the Control Panel.
2. Click **Import** in the Action Bar.

### Field

---

Instructors may import a pool from either their local computer or from the *Blackboard Content System*, if it is available. Instructors may manually enter a path in either the **Attach local file** field or in the **Copy file from Content System** field. Alternatively, Instructors may select the **Browse** button next to a field to select the appropriate location of the package file. If the Instructor enters both a local path and a *Blackboard Content System* path, an error message appears.



If the Instructor selects Browse next to Copy file from Content System, the Blackboard Content System opens in a new window. Select the appropriate package file, and click Submit. Folders cannot be selected, and only files on which the Instructor has Read permission will be appear.

## CHAPTER 13 – GRADEBOOK

### Overview

Instructors record and manage all Student grades in the Gradebook.

### In this chapter

This chapter includes information on the following sections:

SECTION	DESCRIPTION
<a href="#">Gradebook</a>	Describes how the Gradebook manages all aspects of Student grades.
<a href="#">Add/Modify Gradebook Item</a>	Provides instructions for creating and changing Gradebook items.
<a href="#">Manage Items</a>	Details the options available for Gradebook Items.
<a href="#">Spreadsheet Settings</a>	Describes the options for viewing the Gradebook.
<a href="#">Manage Categories</a>	Explains how to organize Gradebook Items into groups.
<a href="#">Create/Modify Item Category</a>	Provides instructions for creating and changing Gradebook Item categories.
<a href="#">Manage Display Options</a>	Describes the settings for controlling what information is displayed in the Gradebook.
<a href="#">Create/Modify Grade Display Options</a>	Describes the settings for displaying individual grades.
<a href="#">Weigh Grades</a>	Explains how Gradebook Items can be given more or less importance when calculating the final grade.
<a href="#">Calculating Total and Weighted Total in the Gradebook</a>	Describes how grades are calculated and the options for displaying final grades to users.
<a href="#">Download Gradebook</a>	Provides instructions for downloading the Gradebook.
<a href="#">Upload Gradebook</a>	Provides instructions for uploading the Gradebook.
<a href="#">Choose Column to Import: Items</a>	Explains the option to import only certain Gradebook Items.
<a href="#">Choose Column to Import: Students</a>	Explains the option to import data about specific Students.
<a href="#">Modify Grade: Assessment</a>	Explains how to change the grade of an Assessment.
<a href="#">Grade Assessment</a>	Provides instructions for reviewing and manually grading Assessment questions.
<a href="#">Item Options: Tests and Surveys</a>	Reviews the Gradebook settings associated with Assessments.

SECTION	DESCRIPTION
<a href="#">View Item Grades</a>	Provides instructions for viewing Student Grades for an item.
<a href="#">View Item Detail</a>	Provides instructions for viewing detailed results.
<a href="#">Assessment Stats</a>	Provides instructions for viewing detailed statistics about Assessment results.
<a href="#">Download Assessment Results</a>	Provides instructions for downloading the results of an Assessment for statistical analysis.
<a href="#">Modify Grades: Assignment</a>	Explains how to change the grade for an Assignment.
<a href="#">Grade Assignment</a>	Explains how to review and assign a grade to an Assignment submission.
<a href="#">Item Options: Assignments</a>	Describes the page that displays links for managing and grading Assignments.
<a href="#">Download Assignment</a>	Provides instructions for downloading an Assignment submission.
<a href="#">Delete Assignment Files</a>	Provides instructions for deleting Assignment submissions.
<a href="#">User Options</a>	Reviews the page that displays links with more information about a user.
<a href="#">View User Information</a>	Reviews the page that shows personal information about the user.
<a href="#">View User Grades</a>	Reviews the page that shows all the grades for a user.
<a href="#">View User Detail</a>	Reviews the page that shows performance statistics for an individual user.
<a href="#">Gradebook Views</a>	Explains the different Gradebook Views available to Instructors.
<a href="#">View Grades by Gradebook Item</a>	Details a Gradebook view that shows Gradebook Items. Grades can be viewed for individual items.
<a href="#">View Grades by User</a>	Details a Gradebook view that shows users in a course. Grades can be viewed for individual users.
<a href="#">Course Statistics</a>	Explains how to generate reports on the course usage and activity.

## GRADEBOOK

### Overview

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores grades for work completed outside of the *Blackboard Learning System*. Instructors may also view the results of Surveys through the Gradebook.

The Gradebook opens to the View Spreadsheet page. The Spreadsheet lists Students in rows and graded items in columns. All features of the Gradebook can be accessed through the Spreadsheet.

Items in the Gradebook are categorized. This enables Instructors to:

- sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page.
- weight categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.



**NOTE:** Assessments that are not available to Students do not appear in the Gradebook.

### Find this page

Click **Gradebook** in the Assessment area on the Control Panel to open the Gradebook.

### Functions

The following functions are available from the View Spreadsheet page.

To . . .	CLICK . . .
add a Gradebook item	<a href="#">Add Item</a> . The Modify Grade page will appear.
manage items	<a href="#">Manage Items</a> . The Manage Items page will appear.
change Spreadsheet display and options	<a href="#">Gradebook Settings</a> . The Gradebook Settings page will appear.
manage grade weighting	<a href="#">Weight Grades</a> . The Weight Grades page will appear.
download grades	<a href="#">Download Grades</a> . The Download Gradebook page will appear.
upload grades	<a href="#">Upload Grades</a> . The Upload Gradebook page will appear.
modify a grade	the <a href="#">grade</a> that needs to be modified. The View Grades page will appear.
view and modify the details for an Assessment	the <a href="#">Assessment Name</a> . The Item Options page will appear.
view and modify the details for an Assignment	the <a href="#">Assignment Name</a> . The Item Options page will appear.
view statistics for a user	the <a href="#">user's name</a> . The User Options page will appear.

To . . .	CLICK . . .
sort items	<p>an option in the Sort Item by: drop-down list to sort the items by:</p> <ul style="list-style-type: none"> <li>• Category</li> <li>• Date Added</li> <li>• Position</li> <li>• Title</li> </ul> <p>Click <b>Go</b>.</p>
view a specific category of Gradebook items	<p>an option in the <b>Filter Items by Category</b>: drop-down list, then click <b>Go</b>. Only items that match that type will appear in the Spreadsheet View.</p>

### Gradebook legend

Every Student has a value for every Gradebook item. If the value is not a representation of the grade, it will be one of the following symbols:

- **Padlock**: In Progress. A Student is currently using the Assessment or Assignment.
- **Dash**: No Information. A Student has not taken the Assessment or submitted the Assignment.
- **Exclamation Point**: Needs Grading. The item has been submitted by the Student and needs to be reviewed by the Instructor. Tests that include Essay questions will have this symbol when they are submitted.
- **Question Mark**: Gradebook Error.
- **Checkmark**: Item has been completed by the Student.
- **Asterisk**: Item is not visible.

## ADD/MODIFY GRADEBOOK ITEM

### Overview

Gradebook Items may be added or modified from the Modify Gradebook Item page. Instructors may add items and grades to the Gradebook for work that has been done outside the *Blackboard Learning System*. For example, if Students manually hand in a project, the Instructor may add the Item and all of the grades for the project to the Gradebook.

### Find this page

Follow the steps below to open the Modify Gradebook Item page.

1. Select **Gradebook** in Assessments on the Control Panel.
  2. Select **Add Item**.
- OR
3. Select **Gradebook** in Assessments on the Control Panel.
  4. Select the name of a Gradebook Item.
  5. Click **Item Information** on the Item Options page.

### Fields

The table below details the fields on the Modify Gradebook Item page.

FIELD	DESCRIPTION
<b>Item Information</b>	
<b>Item Name</b> [r]	Enter a title for the new Gradebook item.  When editing an Assignment or Assessment created in the course, be aware that changing the Item Name will only change the Item Name in the Gradebook. It must also be changed in the course area where the item appears if Students are to see the new name.
<b>Category</b>	Select a category, such as Homework or Quiz, from the drop-down list.
<b>Description</b>	Enter a description of the Gradebook Item.
<b>Date</b>	Select a date for the Gradebook Item from the drop-down list or click the Calendar icon and choose a date.
<b>Points Possible</b>	Enter the maximum number of points possible for this item.
<b>Display As</b>	Select how the grade should be displayed from the drop-down list.
<b>Options</b>	
<b>Make item visible to Students</b>	Select <b>Yes</b> to allow Students to view the item.
<b>Include item in Gradebook score calculations</b>	Select <b>Yes</b> and this item will be included in Gradebook calculations. Select <b>No</b> and this item will not be included in calculating the Total column.



## MANAGE ITEMS

### Overview

---

The Manage Items page allows the Instructor to modify Gradebook items and select the order for them to appear in the Gradebook.

### Find this page

---

Follow the steps below to open the Manage Items page.

1. Select **Gradebook** in Assessments on the Control Panel.
2. Select **Manage Items**.

### Functions

---

The following functions are available from the Manage Items page.

To . . .	CLICK . . .
set the order for items to be listed on the View Spreadsheet page	the drop-down list next to each item name and select the order for them to appear.
modify the Gradebook item	<a href="#">Modify</a> . The Modify Gradebook Item page will appear.
remove a Gradebook item	Remove. A warning will appear. Removing a Gradebook item is irreversible.
Add a Gradebook item	<a href="#">Add Item</a> . The Modify Gradebook Item page will appear.

### Remove items

---

Items that have been uploaded to the Gradebook, or input directly into the Gradebook, may be removed from this page. Items that have been created in the *Blackboard Learning System* (Tests, Surveys, and Assignments) must be removed from the area where they were created. For example, a Test created in the *Blackboard Learning System*, must be removed from the Test Manager.

## SPREADSHEET SETTINGS

### Overview

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Instructors use the Spreadsheet Settings page to adjust the Student information that displays in the Gradebook.

### Find this page

---

Follow the steps below to open the Spreadsheet Settings page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Spreadsheet Settings**.

### Fields

---

The table below details the fields on the Spreadsheet Settings page.

FIELD	DESCRIPTION
<b>Options</b>	
<b>Student Name, Last Name, First Name</b>	Select this check box to display the Student names with the last names before the first names.
<b>Student Name, First Name, Last Name</b>	Select this check box to display the Student names with the first names before the last names.
<b>User ID</b>	Select this check box to display the Usernames on the spreadsheet.
<b>Student ID</b>	Select this check box to display the Student IDs on the spreadsheet.



**NOTE:** More than one check box may be selected. For example, the Instructor may choose to include both the Student Name and the Username on the spreadsheet. Hold **Control** to select more than one option. Also, keep in mind that the filter on the Spreadsheet will continue to filter by last name even if users' last names are not displayed.

## MANAGE CATEGORIES

### Overview

The Manage Gradebook Categories page displays categories and category descriptions that are included in the Gradebook. Instructors may create new Gradebook categories. Categories can be used in weighting grades. For example, items in the Exam Category may have a greater weight than items in the Assignment category.

### Find this page

Follow the steps below to open the Manage Categories page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Gradebook Categories**.

### Functions

The functions available on this page are described in the table below.

To . . .	CLICK . . .
add a category	<a href="#">Add Category</a> . The Create/Modify Item Category page will appear. On the Add Category page new categories can be entered.
modify a category	<a href="#">Modify</a> . The Create/Modify Item Category page will appear. On the Modify Category page the category name and description may be changed.
remove a category	Remove. A warning will appear. Removing a category is irreversible.



**NOTE:** Categories included with the *Blackboard Learning System* cannot be modified or removed.

## CREATE/MODIFY ITEM CATEGORY

### Overview

---

The Instructors may create new Gradebook categories and make changes to existing categories from the Manage Gradebook Categories page. Categories can be added to the Gradebook and modified from the Create/Modify Category page.

### Find this page

---

Follow the steps below to open the Create/Modify Item Category page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Gradebook Categories**.
4. Click **Add Category**.

### Fields

---

The table below details the fields on the Create/Modify Item Category page.

FIELD	DESCRIPTION
<b>Category Information</b>	
<b>Title [r]</b>	Enter the name of the Gradebook category.
<b>Description</b>	Enter a description of the Gradebook category.

## MANAGE DISPLAY OPTIONS

### Overview

Instructors may make changes to the display options from the Manage Display Options page. Display Options define the scale for presenting grades.

### Find this page

Follow the steps below to open the Manage Display Options page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Display Options**.

### Functions

The table below details the available functions on the Manage Display Options page.

To . . .	CLICK . . .
add a grade display option	<b>Add Display Option</b> . The Create/Modify Grade Display Option page will appear. On the Add Grade Display Option page new options may be created with a name, symbols, and values.
modify a grade display option	<b>Modify</b> . The Create/Modify Grade Display Options page will display all of the current information. On the Create/Modify Display Option page the name, symbols, and options may be changed. Score and Percentage display options cannot be modified.
copy a grade display option	Copy. The Manage Display Options page will appear with all of the information filled in. The copy may be modified by selecting <b>Modify</b> . Score and Percentage display options cannot be copied.
remove a grade display option	<b>Remove</b> . A warning pop-up window will appear. Removing a category is irreversible. Display options included with the <i>Blackboard Learning System</i> may not be removed and do not have a Remove button associated with them.

### Grade Display Options

The following Grade Display Options are included with the *Blackboard Learning System*:

**Score** – Score is the raw score earned by the Student. There is a limit of 6 digits. For example, 100.00 or 123456.

**Percentage** – Percentage is calculated by using the following calculation: (Raw Score/Points Possible) \*100

**Letter** – Letter is a letter grade that equals a specific range of Percentages. For example, 94% to 97% equals an “A” Letter grade. The following Letter grades are built into the Blackboard Learning System. Instructors may modify these on the Modify Grade Display Options page.

- 97% to 100% (or higher) = A+

- 94% to 97% = A
- 90% to 94% = A-
- 87% to 90% = B+
- 84% to 87% = B
- 80% to 84% = B-
- 77% to 80% = C+
- 74% to 77% = C
- 70% to 74% = C-
- 67% to 70% = D+
- 64% to 67% = D
- 60% to 64% = D-
- 59% or below = F

**Text** – Text allows the Instructor to enter any string as the score for a Gradebook item. It does not have any calculable value. Scores that are entered as Text cannot be set to a numerical range. It is not possible to copy this display option, or modify the possible values.

**Complete / Incomplete** – This option signifies that a Student has completed an item. It is the default option for Surveys.

## CREATE/MODIFY GRADE DISPLAY OPTIONS

### Overview

Instructors can add and modify Grade Display Options in the Gradebook from the Create/Modify Grade Display Options page. Instructors can select a range of numeric grades to be associated with a letter grade, or create new Grade Displays, such as Pass/Fail. Grade Display Options are case sensitive. An “A” and “a” will not represent the same thing in the Gradebook.

### Find this page

Follow the steps below to open the Create/Modify Grade Display Options page.

1. Select **Gradebook** on the Control Panel.
2. Click **Gradebook Settings**.
3. Click **Manage Grade Display Options**.
4. Select **Add Display Option**.

### Fields

The table below details the fields on the Create/Modify Grade Display Options page.

FIELD	DESCRIPTION
<b>Name</b>	
<b>Name [r]</b>	Enter the name of the new Grade Display Option.
<b>Add Symbols and Values</b>	
<b>System-graded items with a grade of</b>	Enter the numeric values of the range for each grade. The system will automatically treat the numbers within each range the same.
<b>Manually-graded items entered as</b>	Enter the symbol the Instructor will use to manually enter grades. Each symbol will correspond to the range in the system-graded items.
<b>Will be calculated as</b>	Enter a single numeric value for each symbol in the Manually-graded items column. The number in this row will be used in Gradebook calculations, such as for the final grade and grade weight.
<b>Add</b>	Click <b>Add</b> to add a row in the <b>Add Symbols and Values</b> section.
<b>Remove</b>	Click <b>Remove</b> to remove a row in the <b>Add Symbols and Values</b> section.

## WEIGHT GRADES

### Overview

Instructors can set a weight for each Gradebook item to determine a final grade. For example, a final exam may be worth 25 percent of a Student's grade while a reading quiz may be worth only 10 percent. Instructors can adjust Gradebook weights according to category or item.

### Find this page

Follow the steps below to open the Weight Grades page.

1. Select **Gradebook** on the Control Panel.
2. Select **Weight Grades**.

### Fields

The table below details the fields on the Weight Grades page.

FIELD	DESCRIPTION
<b>Weighting</b>	
<b>Weight Category</b>	Click <b>Weight by Category</b> to weight grades by the category. For example, all Assignments will have the same weight and all Quizzes will have the same weight. Enter the percentage to weight each category in the boxes to the left.
<b>Weight by Item</b>	Click <b>Weight by Item</b> to weight grades by name as they are defined in the Gradebook. For example, the mid-term exam can be weighted differently than the final exam. Enter the percentage to weight each item in the boxes to the left.

### Weighted Total

The following information is important when weighting grades:

- Gradebook items that have not been completed by Students are still calculated in the weight. Instructors may also exclude items from calculations on [the Add/Modify Gradebook Item](#) page.
- The percentages in the selected option (**Weight by Category** or **Weight by Option**) must add up to 100 percent. An error message will appear if the percentages do not add up to 100 percent.
- If an item has a weight of 0 percent, the item will not be calculated in the grade weight. This will occur if a new Gradebook item is added and a percentage for the item is not added to the Weight by Item column.

When **Weight by Category** is selected, the following information will apply:

- Each item in a category is worth the same weight, regardless of total points. For example, if quizzes are worth 25% as a category, a quiz worth 50 points will not be weighted more than a quiz worth 15 points.



- The weight for each item is calculated by taking the weight for the category and dividing that by the number of items in the category.
- The number of items in the category is counted as the number of items the Instructor has created in that category. Therefore, if Quizzes have a 100% weight and a Student takes an exam and gets a perfect score, his or her weighted total will be 100%. If the Instructor adds a second quiz, the Students weighted total will drop to 50%, since the weight for each item is divided by two. Since, the Student has not taken the second exam yet, their score for it is zero.

## CALCULATING TOTAL AND WEIGHTED TOTAL IN THE GRADEBOOK

### About Totals

Current Gradebook calculations for Total and Weighted Total include item that have not been scored. For example, picture a course where the grade is determined by two tests weighted equally. Using the current Gradebook settings, a Student with a score of 90 percent on the first quiz would have a weighted total of 45 percent. This shows that the student has accumulated a score of at least 45 percent in the course.

A new option to ignore ungraded items, or nulls, when calculating the total and weighted total appears in Application Pack 3. In the example above, the student's progress would be reported as 90 percent.

When nulls are ignored, the Total and Weighted Total columns in the Gradebook are renamed to Running Total and Running Weighted Total.

### Calculating the Total and the Weighted Total

The table below details how Student progress is calculated in the Gradebook. Running Total and Running Weighted Total are calculated without including ungraded items (nulls).

CALCULATED ITEM	WEIGHT-BY	DISPLAY OPTION / CALCULATION	FORMULA
Total & Running Total		Points Possible	$\sum (\text{Item.PointsPossible})$
Total		Score	$\sum (\text{Item.Attempt.PointsGiven})$
Running Total		Score	Same as Total above
Total		Percentage	$\frac{\sum (\text{Item.Attempt.PointsGiven})}{\sum (\text{Item.PointsPossible})}$
Running Total		Percentage	$\frac{\sum (\text{Item.Attempt.PointsGiven})}{\sum (\text{Item.PointsPossible} \text{ not including items where Attempt.PointsGiven=NULL)}$
Weighted Total & Running Weighted Total	Item	Points Possible	$\sum (\text{Item.PointsPossible} * \text{Item.Weight})$

CALCULATED ITEM	WEIGHT-BY	DISPLAY OPTION / CALCULATION	FORMULA
Weighted Total & Running Weighted Total	Category	Points Possible	$\sum (\text{Item.PointsPossible} * \text{Category.Weight})$
Weighted Total	Item	Score	$\sum (\text{Item.Attempt.PointsGiven} * \text{Item.Weight})$
Weighted Total	Category	Score	$\sum (\text{Category}^1 \text{Attempt.PointsGiven}) * \text{Category}^1.\text{Weight} + \sum (\text{Category}^2 \text{Attempt.PointsGiven}) * \text{Category}^2.\text{Weight} + \sum (\text{Category}^3 \text{Attempt.PointsGiven}) * \text{Category}^3.\text{Weight} + \dots$
Running Weighted Total	Item	Score	Same as Item Weighted Total above
Running Weighted Total	Category	Score	Same as Category Weighted Total above
Weighted Total	Item	Percentage	$\frac{\sum [ (\text{Item.Attempt.PointsGiven} / \text{Item.PointsPossible}) * \text{Item.Weight} ]}{\sum (\text{Item.Weight})}$
Weighted Total	Category	Percentage	$\frac{\sum [ (\text{Item.Attempt.PointsGiven} / \text{Item.PointsPossible}) * (\text{Category.Weight} / \text{Category.Number-Of-Items}) ]}{\sum (\text{Category.Weight})}$
Running Weighted Total	Item	Percentage	$\frac{\sum [ (\text{Item.Attempt.PointsGiven} / \text{Item.PointsPossible}) * \text{Item.Weight} ]}{\sum (\text{Item.Weight} \text{ not including items where Attempt.PointsGiven=NULL)}$

CALCULATED ITEM	WEIGHT-BY	DISPLAY OPTION / CALCULATION	FORMULA
Running Weighted Total	Category	Percentage	$\frac{\sum [ (Item.Attempt.PointsGiven / Item.PointsPossible) * (Category.Weight / Category.Number-Of-NonNULL-Items) ]}{\sum (Category.Weight \text{ not including where ALL items Attempt.PointsGiven=NULL})}$

The table shows that when calculated based on Points Possible ignoring ungraded items has no effect.



**TIP:** The Running Total and Running Weighted Totals should use the Percentage or Letter Grade display option when ignoring ungraded items. This will display student performance only on completed items.

### Set the Total or Weighted Total to Ignore Ungraded Items

The ability to include or ignore ungraded items is not available in all courses. The Administrator must first turn on the feature. Existing courses will continue to include ungraded items until this feature is enabled in the specific course. After confirming that the option is available, follow the steps below to set the Gradebook to ignore ungraded items.

1. Open the Gradebook.
2. Click **Total** or **Weighted Total**. After setting one to ignore or include ungraded items, be sure to set the other one.
3. Click **Item Information**.
4. Select **Yes** or **No** for **Ignore Ungraded Attempts**.

### Example Calculation using Ignore Ungraded Items

The example below shows how ignoring ungraded items will affect the reported progress for one user throughout a course. Keep in mind:

- The final grade is made up of four quizzes, two tests, one paper, and one final exam.
- The final grade is determined by totaling the scores of all Gradebook items and weighting them by type. Quizzes are worth a total of 20 percent. Tests are worth 20 percent. The paper is worth 30 percent and the final is worth 30 percent.
- The Gradebook is set to display scores as percentages.
- In the tables below, grades are listed in chronological order and percentages are rounded to the nearest whole number.

The table below shows the Total and Weighted Total displayed after each assignment is completed. Ungraded items are included in the calculation. The formulas to generate the Total and Weighted Total are:

- **Total:**  $\sum (\text{Item.Attempt.PointsGiven}) / \sum (\text{Item.PointsPossible})$
- **Weighted Total:**  $\sum [ (\text{Item.Attempt.PointsGiven} / \text{Item.PointsPossible}) * (\text{Category.Weight} / \text{Category.Number-Of-Items}) ] / \sum (\text{Category.Weight})$

GRADEBOOK ITEM	GRADE	TOTAL	WEIGHTED TOTAL
Quiz 1	85	10%	4%
Quiz 2	90	22%	9%
Test 1	88	33%	18%
Quiz 3	75	42%	21%
Quiz 4	80	52%	25%
Paper	90	63%	52%
Test 2	80	73%	60%
Final Exam	92	85%	88%
Final Grade			88%

The table below shows the Running Total and Running Weighted Total displayed after each assignment is completed. Keep in mind that ungraded items are included in the calculation. The formulas to generate the Total and Weighted Total are:

- **Running Total:**  $\sum (\text{Item.Attempt.PointsGiven}) / \sum (\text{Item.PointsPossible not including null values})$
- **Running Weighted Total:**  $\sum [ (\text{Item.Attempt.PointsGiven} / \text{Item.PointsPossible}) * (\text{Category.Weight} / \text{Category.Number-Of-NonNULL-Items}) ] / \sum (\text{Category.Weight not including where ALL items Attempt.PointsGiven=NULL})$

GRADEBOOK ITEM	GRADE	RUNNING TOTAL	RUNNING WEIGHTED TOTAL
Quiz 1	85	85%	85%
Quiz 2	90	88%	88%
Test 1	88	88%	88%
Quiz 3	75	84%	86%
Quiz 4	80	84%	85%
Paper	90	85%	87%
Test 2	80	84%	86%
Final Exam	92	85%	88%

GRADEBOOK ITEM	GRADE	RUNNING TOTAL	RUNNING WEIGHTED TOTAL
Final Grade			88%

For some added insight into Gradebook calculations look at how the Running Weighted Total is calculated after the Student received a grade on the Paper. Remember that the formula to calculate the Running Weighted Total is:

$$\sum [ ( \text{Item.Attempt.PointsGiven} / \text{Item.PointsPossible} ) * ( \text{Category.Weight} / \text{Category.Number-Of-NonNULL-Items} ) ] / \sum ( \text{Category.Weight not including where ALL items Attempt.PointsGiven=NULL} )$$

$$Q1: [ (85/100) * (.2/4) ] = .0425$$

$$Q2: [ (90/100) * (.2/4) ] = .045$$

$$T1: [ (88/100) * (.2/1) ] = .176$$

$$Q3: [ (75/100) * (.2/4) ] = .0375$$

$$Q2: [ (80/100) * (.2/4) ] = .04$$

$$P : [ (90/100) * (.3/1) ] = .27$$

$$\text{Sum} = .611$$

$$\text{Running Total} = .611/.7 = .873$$

## DOWNLOAD GRADEBOOK

### Overview

---

Instructors can download and save a Gradebook as a comma-delimited file for use in a spreadsheet program. This file, or Gradebook items in this file, can be uploaded to a Gradebook at a later date.

### Find this page

---

Follow the steps below to open the Download Gradebook page.

1. Select **Gradebook** on the Control Panel.
2. Select **Download Grades**.

### Download Gradebook

---

Click **Download** and select where to save the Gradebook file. Downloading a Gradebook does not remove any information from the Gradebook.



**NOTE:** The Total and Weighted Total columns are included in a Gradebook download. However, these columns will not be included in a Gradebook Upload, because they are generated by calculations within the Gradebook. The Instructor cannot manipulate the data for these areas.

## UPLOAD GRADEBOOK

### Overview

Instructors may upload Gradebook information into the *Blackboard Learning System* from the Upload Gradebook page.

The Gradebook Upload will fail if the user name for each row of data is not present. Also, the Gradebook will not process the data for any Username that is not enrolled as a user in the *Learning System* course. Changes to the first name and last name columns will not be processed.



**NOTE:** For best results, Instructors should manipulate and upload a Gradebook that has been downloaded from the *Blackboard Learning System* (Release 6 or higher). It is not advised that Instructors create a new Gradebook from scratch then upload it. Also, it is not possible to upload a Gradebook from an earlier version of the Blackboard Learning System, such as Blackboard 5.

### Find this page

Follow the steps below to open the Upload Gradebook page.

1. Select **Gradebook** on the Control Panel.
2. Click **Upload Gradebook**.

### Upload a Gradebook

Click [Browse](#) and select the file to upload to the Gradebook. The Choose Column to Import page will appear. On this page the Instructor may specify which item he or she would like to upload to the Gradebook. When a Gradebook is uploaded the existing grades are not automatically written over or lost. In the following Web pages the Instructor chooses which information is uploaded and written over.

Gradebooks may be uploaded as .csv files (using a spreadsheet) or as .txt (flat files). When uploading as a .txt file, check to make sure that the file uses the following format:

```
"Last Name, First Name (User Name) | Student Id","item1","item2","test
4","survey","Total","Weighted Total"
```

Keep in mind that the values for total and weighted total will not be processed as part of the upload. Only the scores for the individual Gradebook Items will be uploaded.

If the name of a column in the source does not match the name of a column in the destination, the user will be notified. They may decide whether or not they would like to proceed with the operation.



**NOTE:** The Total and Weighted Total columns cannot be included in a Gradebook upload because this data is generated by calculations within the Gradebook. Instructors cannot manipulate the data for these areas.



## CHOOSE COLUMN TO IMPORT: ITEMS

### Overview

---

Instructors select which items in a Gradebook file they would like to upload to the *Blackboard Learning System* from the Choose Column to Import page. Instructors may choose to overwrite an existing item (this will not automatically overwrite Students' grades) or create a new Gradebook item.

### Find this page

---

Follow the steps below to open the Choose Column to Import page.

1. Select **Gradebook** on the Control Panel.
2. Click **Upload Gradebook**.
3. Select a file to upload on the Upload Gradebook page and click **Submit**.

### Fields

---

The table below details the fields on the Choose Column to Import page.

FIELD	DESCRIPTION
<b>Choose Imported Item</b>	Select the column in the file that should be uploaded to the Gradebook.
<b>Choose Existing Item</b>	Select the column in the Gradebook where the name of the uploaded Gradebook item should appear. If the information should appear in a new column in the Gradebook select Create New Gradebook Item. If Create New Gradebook Item is selected the Modify Gradebook Item will appear.

### Functions

---

If a Gradebook item in **Choose Import Item** is uploaded to an existing item, the only data that is uploaded and changed is the Gradebook item name. The Instructor selects which Student's grades should be uploaded and written over on the [Choose Column to Import: Students](#) page.

## CHOOSE COLUMN TO IMPORT: STUDENTS

### Overview

When uploading Gradebook information, Instructors select one or more items in a Gradebook file they would like to upload from the first Choose Column to Import page. On the second Choose Column to Import page Instructors choose which Student information is uploaded from the Gradebook file. Only those Student's grades that are selected on this page will be uploaded to the destination file.

### Find this page

Follow the steps below to open the Choose Column to Import: Students page.

1. Select **Gradebook** on the Control Panel.
2. Click **Upload Gradebook**.
3. Select a file to upload on the Upload Gradebook page and click **Submit**.
4. Select which item in the file to upload and click **Submit**.

### Functions

The table below details the available functions on the Choose Column to Import: Students page.

To . . .	CLICK . . .
upload information from the file for one or more Students	the checkboxes next to the Student's names.
add information for all of the Students in the file to the Gradebook	Select <b>All</b> . All of the check boxes next to the Student names will be selected.
clear the checkboxes next to all of the Student names	Select <b>None</b> . All of the check boxes next to the Student names will be removed.
select the opposite Students then those whose checkboxes are selected.	Select <b>Inverse</b> . The checkboxes for those Students who had been selected will be cleared and those Students who had not been selected will be chosen.

## MODIFY GRADE: ASSESSMENT

### Overview

---

Instructors can modify a single Student grade on the Modify Grade page. On this page Instructors can also add comments for the Student.

### Find this page

---

Follow the steps below to open the Modify Grades: *Assessment* page.

1. Select **Gradebook** on the Control Panel.
2. Select a grade on the spreadsheet.

### Functions

---

The table below details the functions available on this page.

To...	THEN...
change the grade a Student received on the Assessment	enter the new grade in the Grade field. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
view the details of the Assessment submitted by the Student	click <a href="#">View</a> to open the Grade Assessment: Assessment Name page. This page enables the Instructor to view the answers a Student submitted for a Test and the correct answers. Instructors can also change the number of points a Student is awarded for a question.
clear a Grade	<b>Clear Attempt.</b> The Grade for the item will be reset.

### Change Grade

---

Instructors may change the Student's grade on this page in the Grade column. The points a Student receives for a specific questions may be changed on the Grade Assessment: *Assessment Name* page, which may be accessed by selecting [View](#).

## GRADE ASSESSMENT

### Overview

The Gradebook enables Instructors to manage all aspects of Student grades. The Grade Assessment page enables the Instructor to view a Student's answers to Assessment questions as well as the correct answers. Instructors may also modify the number of points a Student is given for their answer to a question.



**NOTE:** Instructors may read and grade Essay questions on this page

### Find this page

Follow the steps below to open the Grade Assessment page.

1. Select **Gradebook** on the Control Panel.
2. Select a grade on the spreadsheet. The My Grades page will appear.
3. Click **Grades**.

### Functions

The table below details the functions available on this page.

To...	THEN...
clear the Student's submission and enable them to take the Assessment again	click <b>Clear Attempt</b> . The Student will be able to re-take the Assessment.
change the number of points a Student received for a question	change the number of points in the field corresponding to the question. Points received for an Essay question are input here.

## ITEM OPTIONS: TESTS AND SURVEYS

### Overview

---

The Item Options page enables Instructors to access areas where they can modify the Gradebook item and view item statistics. These options enable the Instructor to:

- view all Students' grades for this Item
- view details and statistics about the Gradebook item, such as, the class average and the high and low score received
- view and modify the Item, for example, make changes to the description or change the availability of the Item

### Find this page

---

Follow the steps below to open the Item Options page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item.

### Functions

---

The table below details the functions available on this page.

FUNCTION	DESCRIPTION
<a href="#">Item Grade List</a>	View a list of Students and their grades for this Assessment.
<a href="#">Item Detail</a>	View the Assessment statistics, such as the average score and the percentage of Student who answered questions correctly and incorrectly.
<a href="#">Item Information</a>	Modify the Gradebook item information, such as item name and description.
<a href="#">Assessment Attempt Details</a>	View the statistics for how Students answered questions on an Assessment.
<a href="#">Download Results</a>	Download the results from tests and surveys.

## VIEW ITEM GRADES

### Overview

---

Instructors may view a list of Student grades for a specific Gradebook item on the View Item Grades page.



**NOTE:** When this page is accessed for a Survey the fields will contain a check mark for those Students who have completed the Survey. Surveys are not graded; therefore, individual grades will not appear on this page. If a user has exceeded the time limit set for a survey, an exclamation point will be displayed. The Instructor may enter a value in the Grade field. After the value is entered, a check mark will be displayed in the Gradebook for the survey.

### Find this page

---

Follow the steps below to open the View Item Grades page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item. The Item Options page will appear.
3. Click **Item Grade List**.

### Function

---

Instructors may change the grade a Student has received on the View Item Grades page. Enter the new grade in the Grade column and click **Submit**.

## VIEW ITEM DETAIL

### Overview

---

Instructors can view details for a Gradebook item on the My Grades page. These details include:

- the number of possible points
- the class average
- the high score in the class
- the low score in the class
- the variance of how far scores diverge from the average



**NOTE:** This is an informational page. No data may be modified or deleted.

### Find this page

---

Follow the steps below to open the View Item Detail page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item. The Item Options page will appear.
3. Click **Item Detail**.

### Surveys

---

When this page is accessed for a Survey the fields will not contain any information. Surveys are not graded and Survey questions do not have points.

## ASSESSMENT STATS

### Overview

---

The Assessment Stats page allows Instructors to view the statistics for a specific Assessment and Assessment questions. Statistics include:

- the average score Students receive on the Assessment
- the average number of points a Student received for each question
- the percentage of correct and incorrect answers on a question by question basis



**NOTE:** This is an informational page. No data may be modified or deleted

### Find this page

---

Follow the steps below to open the Assessment Stats page.

1. Select **Gradebook** on the Control Panel.
2. Select a Gradebook item. The Item Options page will appear.
3. Click **Assessment Attempt Details**.

### Surveys

---

Instructors may view the results of surveys on this page. Results to individual Student attempts on Surveys are not available.



## DOWNLOAD ASSESSMENT RESULTS

### Overview

---

The results of Assessments may be downloaded for statistical analysis. Analysis is done through another application, such as Microsoft Excel. Only the results of Multiple Choice and True/False questions are included in a results download because these questions have a limited set of defined answers. Other question types, such as essay or fill-in-blank, are not included.

The results download file is a comma-delimited (.CSV) file.

### Download the results of an Assessment

---

Follow these steps to download results.

1. Click on a Gradebook Item from the Gradebook spreadsheet view.
2. Click **Download Results** from the Item Options page.
3. Select to download the results **By User** or **By Question and User**.
4. Click **OK** on the Download Results page.
5. The file download box will appear. Select a location and a name for the file.



**NOTE:** If the Assessment has over 40 questions select the option **By Question and User**. If the **By User** option is selected an error message may appear.



**NOTE:** The Instructor may notice that one or more attempts are missing in the download. This may occur because of a bad import, data corruption or similar incident. When this occurs, a warning will appear in the Administrator's log file stating "Gradebook grade entry found with no matching attempt. Possible database corruption. "

### Analyze the data

---

Consider the following points when analyzing results:

- Each row represents an assessment attempt. If a user attempts an assessment twice, only the most recent attempt will appear.
- Questions and answers are reported in the order presented to the Student. If an assessment includes random questions then each line in the results will report questions in a different order (question 1 for one Student may be question 5 for another Student).
- Survey results will not show user data for each attempt.
- Results from a user with a course role of Instructor, Grader, or Teaching Assistant will not be reported.

## MODIFY GRADES: ASSIGNMENT

### Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can modify a single Student grade on the Modify Grades page, make notes and add comments for the Student. Students access their grades and comments from the Instructor through the Course Menu.



**NOTE:** Assignments are created by selecting Add Assignment in a Course area.

### Find this page

Follow the steps below to open the View Grades: *Assignment* page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment grade on the View Spreadsheet page.

### Functions

The table below details the functions available on this page.

To...	THEN...
enter or change the grade the Student received on the Assignment	enter the new grade in the Grade field. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
view the Assignment and add comments	click <a href="#">View</a> to open the Grade Assignment: Assignment Name page. This page enables the Instructor to view the Assignment submitted by the Student. Instructors may enter a grade, submit comments for the Student, and upload files.
clear a Grade	<b>Clear Attempt.</b> The Grade for the item will be reset.

## GRADE ASSIGNMENT

### Overview

When a Student submits an Assignment a link to their work will appear in the Gradebook, where Instructors can review, respond, and grade it. Instructors can review the Student's Assignment on the Grade Assignment page. Students may only submit an Assignment once unless their attempt has been cleared by the Instructor on the Grade Assignment page.

### Find this page

Follow the steps below to open the Grade Assignment page.

1. Select **Gradebook** on the Control Panel.
2. Click on the individual user's score of the Assignment that needs to be graded.
3. Click **View** on the Modify Grade page.

### Field

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Assignment Information</b>	
<b>Name</b>	The name of the Assignment.
<b>Instructions</b>	The instructions for this Assignment.
<b>Assignment Files</b>	Files uploaded by the Instructor when the Assignment was created.
<b>Clear Attempt</b>	Click Clear Attempt to delete the Student's Assignment. The Student will be able to re-submit the Assignment once this option is chosen.
<b>Student's Work</b>	
<b>Student's Comments</b>	Comments entered by the Student when the Assignment was submitted.
<b>Student's Files</b>	Files uploaded by the Student when the Assignment was submitted.
<b>Feedback to Students</b>	
<b>Grade</b>	Enter a grade for the Assignment.
<b>Comments</b>	Enter comments for the Student to view when they access the grade for this Assignment.
<b>Attach local file</b>	Click <b>Browse</b> to select a file stored locally. Click <b>Submit</b> or <b>Add Another File</b> to attach.
<b>Copy file from Content Collection</b>	Click <b>Browse</b> and select a file to add as an attachment from the Content Collection

FIELD	DESCRIPTION
<b>Currently Attached Files</b>	Lists the files currently attached to the Instructor Comments. The Student will be able to view these files when they access their grade for the Assignment. If multiple files should be attached, click <b>Add Another File</b> to add additional files.
<b>Remove a file</b>	Once a file has been added, a Remove button appears next to it. Click this button to remove the file.
<b>Instructor Notes</b>	
<b>Notes</b>	Enter notes for this Assignment. These notes are only viewed by the Instructor.
<b>Attach local file</b>	Click <b>Browse</b> to select a file stored locally. Click <b>Submit</b> or <b>Add Another File to attach</b> .
<b>Copy file from Content Collection</b>	Click <b>Browse</b> and select a file from the Content Collection to add as an attachment from the Content Collection
<b>Currently Attached Files</b>	Lists the files currently attached to the Instructor Notes. These files are only viewable by the Instructor. If multiple files should be attached, click <b>Add Another File</b> to add additional files.
<b>Remove a file</b>	Once a file has been added, a Remove button appears next to it. Click this button to remove the file.

### Copy files from the Content Collection

Users may select files stored in the Content Collection to add to different course areas, such as Assignments, items, and Assessments. Select **Browse** next to **Copy file from Content Collection**. A new window opens displaying the Content Collection view. Once the file has been selected, choose **Submit** or **Add Another File** to attach the file.

When files are attached, users must select either **Attach Local File** or **Copy File from Content Collection**. If files that are stored both locally and in the Content Collection should be submitted, use one of the options to select a file, click **Add Another File**, then use the other option to select the other files.



**NOTE:** The Copy File from Content Collection option is only available if the Blackboard Content System is installed and the option has been made available by the System Administrator.

## ITEM OPTIONS: ASSIGNMENTS

### Overview

---

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Item Options page enables Instructors to access areas where they can grade the Assignment, view Student statistics for the Assignment and delete files associated with Assignments.

### Find this page

---

Follow the steps below to open the Item Options: Assignments page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook.

### Functions

---

The table below details the functions available on this page:

FUNCTION	DESCRIPTION
<a href="#">Item Grade List</a>	View a list of Students and their grades for this Assignment.
<a href="#">Item Detail</a>	View the Assignment statistics.
<a href="#">Item Information</a>	Modify the Gradebook item information, such as item name and description.
<a href="#">Item Download</a>	Download Assignments submitted by Students.
<a href="#">Item File Clean Up</a>	Delete files for specific Students.

## DOWNLOAD ASSIGNMENT

### Overview

---

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Download Assignments page enables the Instructor to download Student assignments and save them.

### Find this page

---

Follow the steps below to open the Download Assignment page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook. The Item Options page will appear.
3. Click **Item Download**.

### Fields

---

The following table details the fields on this page.

FIELD	DESCRIPTION
<b>Select Students</b>	
<b>Check All</b>	Select this option to download the files for all of the Students on the list who have submitted Assignments.
<b>Check Ungraded</b>	Select this option to select the check boxes and download the files for those Student's whose Assignments have not been graded.
<b>Uncheck All</b>	Select this option to deselect all of the check boxes.

### Download Assignments

---

The Instructor selects the check boxes next to the Student Assignments he or she would like to download. Individual or multiple check boxes may be selected. After **Submit** is selected a Download Assignment page appears. Click the link on this page to save the exported assignments to a location on the hard drive, where they can be accessed. The file name automatically includes the user name of the Student who submitted the file.

For example, a file submitted by Mary Wallace (user name 'mwallace') for Week 1 Assignment:

Week\_1\_Assignment\_mwallace

## DELETE ASSIGNMENT FILES

### Overview

When a Student submits an Assignment it will appear in the Gradebook where Instructors can access and grade it. The Delete Assignment Files page enables the Instructor to delete files that are attached to an Assignment. This includes:

- files submitted by a Student
- files the Instructor has included in his or her feedback on the Grade Assignment page
- files the Instructor has included in his or her notes on the Grade Assignment page

### Find this page

Follow the steps below to open the Delete Assignment Files page.

1. Select **Gradebook** on the Control Panel.
2. Select an Assignment item in the Gradebook. The Item Options page will appear.
3. Click **Item File Clean Up**.

### Fields

The following table details the fields on this page:

FIELD	DESCRIPTION
<b>Select Students</b>	
<b>Check All</b>	Select this option to select and delete all files associated with an Assignment.
<b>Check All Student Files</b>	Select this option to select and delete all files submitted by a Student for an Assignment.
<b>Check Instructor's Files for Students</b>	<b>All</b> Select this option to select and delete files sent to a Student from an Instructor for an Assignment. These files are attached on the Grade Assignment: Assignment Name page.
<b>Check Instructor's Personal Files</b>	<b>All</b> Select this option to delete files an Instructor attached to an Assignment for personal notes. These files are attached on the Grade Assignment: Assignment Name page.
<b>Check Graded</b>	Select this option to select and delete those files for Assignments that have been graded.
<b>Uncheck All</b>	Select this option to deselect all of the check boxes.



**NOTE:** Single or multiple files may be selected in the left-side check boxes by clicking **Control**.

## USER OPTIONS

### Overview

---

Instructors can view details about a Student from the User Options page. This includes their personal information, such as address and phone number, and statistical information about their performance in the course.

### Find this page

---

Follow the steps below to open the User Options page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet.

### Functions

---

The table below details the functions available on this page:

FUNCTION	DESCRIPTION
<a href="#">User Grade List</a>	View a list of Students and their grades for this Assessment.
<a href="#">User Detail</a>	View statistics about a Student, such as their average grade on an Assessment.
<a href="#">User Information</a>	View information about a Student, such as name and address.



## VIEW USER INFORMATION

### Overview

---

Instructors can view Student information, such as address and phone number, on the View User Information page.



**NOTE:** is an informational page. No data may be modified or deleted.

### Find this page

---

Follow the steps below to open the View User Information page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet. The User Options page will appear.
3. Select **User Information**.

## VIEW USER GRADES

### Overview

---

Instructors can view all grades for an individual Student on the View User Grades page.

### Find this page

---

Follow the steps below to open the View User Grades page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet. The User Options page will appear.
3. Select **User Grade List**.

### Function

---

Instructors may view and modify a Student's grades from the View User Grades page. To modify a grade, enter it in the box next to the date and click **Submit**. The Grade will be updated in the Gradebook.



**NOTE:** Surveys are not graded; therefore, individual grades will not appear on this page. A check mark will appear in place of the grade. If a user has exceeded the time limit set for a survey, an exclamation point will be displayed. The Instructor may enter a value in the Grade field. After the value is entered, a check mark will be displayed for the survey.

## VIEW USER DETAIL

### Overview

---

The View User Detail page displays the overall Gradebook statistics for an individual Student, such as their average grade.



**NOTE:** This is an informational page. No data may be modified or deleted.

### Find this page

---

Follow the steps below to open the View User Detail page.

1. Select **Gradebook** on the Control Panel.
2. Select a Student Name on the Spreadsheet. The User Options page will appear.
3. Select **User Detail**.

## GRADEBOOK VIEWS

### Overview

---

Gradebook Views allows the Instructor to view the Gradebook by item or by user. This is especially useful for locating and modifying information in courses with a great number of users and a great number of Gradebook items.

The Gradebook Views page includes links that show the Users in the Gradebook or the Items in the Gradebook. This is a tool for quick searching in the Gradebook.

### Find this page

---

Click **Gradebook Views** from the Assessment section of the Control Panel to open this page.

### Functions

---

The following functions are available from the Gradebook Views page.

To . . .	CLICK . . .
access a list of Gradebook items	<a href="#">View Grades by Item</a>
access a list of users that appear in the Gradebook	<a href="#">View Grades by User</a>

## VIEW GRADES BY GRADEBOOK ITEM

### Overview

---

The View Grades by Gradebook Item page shows a list of all the items that are in the Gradebook. Gradebook details about each item can be accessed through this page. The page also contains a filter to make finding items easier.

### Find this page

---

Follow these steps to find the View Grades by Item page.

1. Click **Gradebook Views** on the Control Panel.
2. Click **View Grades by Item**.

### Features

---

The following features are available on the View Grades By Gradebook Item page.

To . . .	CLICK . . .
sort Items	Click the caret at the top of each column to sort the list of items by that column. Items will appear in alphabetical order (A to Z), chronological order (most recent to earliest), or numerical order (greatest to least).
show only certain items	the drop-down list, <b>Filter Items by Category</b> , and select a category. Click <b>Go</b> to display a list of items in that category.
view details of a particular item	the name of the item in the list. The Item Options page for that category of item will appear.

## VIEW GRADES BY USER

### Overview

---

The View Grades by User page shows a list of all the Users that are in the Gradebook. Gradebook details about each User can be accessed through this page. The page also contains a filter to make finding users easier.

### Find this page

---

Follow these steps to find the View Grades by User page.

1. Click **Gradebook Views** on the Control Panel.
2. Click **View Grades by User**.

### Features

---

The following features are available on the View Grades By User page.

To . . .	CLICK . . .
show only certain Users	the drop-down list, Filter Users by Last Name, and select a letter. Click Go to display a list of Users whose last name begins with that letter.
view details of a particular User	the name of the User in the list. The <a href="#">User Options</a> page will appear.

## COURSE STATISTICS

### Overview

Instructors can use the Course Statistics area to generate reports on the course usage and activity. Instructors can view specific Student's usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to the *Blackboard Learning System*. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a forum (3 hits), and clicks a message to read (4 hits).

### Find this page

Follow the steps below to open the Course Statistics page.

1. Select a course you are teaching and open the Control Panel.
2. Click **Course Statistics in Assessments**.

### Fields

The table below details the fields on the Course Statistics page.

FIELD	DESCRIPTION
<b>Select Report Filer</b>	
<b>Report Type</b>	Select one of the following reports: <ul style="list-style-type: none"> <li>• Overall Summary of Usage</li> <li>• Accesses by Course area</li> <li>• Accesses by Groups</li> <li>• Accesses by Forum</li> </ul>
<b>Time Period</b>	Click <b>Start Date</b> and select a date to begin the report on. Select <b>End Date</b> and choose a date to end the report. If <b>End Date</b> is not selected the report will begin on the <b>Start Date</b> and end on the current date.
<b>Users</b>	Select <b>All Users</b> to view a report containing information from all users who have accessed the Course. Select <b>Selected Users</b> to view a report for specific users. If this option is selected, choose users in the box below to include in the report. To choose more than one user hold down <b>Shift</b> or <b>Control</b> .

## TOP OF FORM CHAPTER 14 – ASSISTANCE

### Introduction

---

Assistance allows the Instructor to research the online support site, browse the online Instructor Manual, and contact support.

### Support

---

Support appears in the right column of the Control Panel.

### Online Support

---

Click **Support** to open the Behind the Blackboard Web site in a separate browser window.

### Online Instructor Manual

---

Click **Manual** to open the Instructor Manual in a separate browser window. Please note that the online manuals are updated regularly. Check here first for help with any of the features and functions in the *Blackboard Learning System*.

### Contact System Administrator

---

Click **Contact System Administrator** to send email to the System Administrator at the institution for support.



## CHAPTER 15 - ORGANIZING AND MANAGING CONTENT

### About organizing and managing content

---

The Content Collection allows Instructors to store, share, and publish content within personal user folders, course folders and institution folders. This chapter explains how to organize and manage content in ways that are beneficial to them and to other users in the system.

### In this chapter

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This chapter includes information on the following topics:

TOPIC	DESCRIPTION
<a href="#">Organize content in folders</a>	Describes how content is organized within folders.
<a href="#">Organize folder permissions</a>	Explains how folder permissions are managed.
<a href="#">Tools for sharing and finding content</a>	Describes tools available for searching and sharing content.
<a href="#">Organize course content</a>	Explains how to organize content and permissions for courses.

## ORGANIZE CONTENT IN FOLDERS

### About Organizing Content

---

Before adding any content to the Content Collection, users should plan out how they will manage their content. This will allow them to organize content in a way which best meets their individual needs.

Files in the Content Collection are organized in a tree structure of nested folders up to, and including, the content area level. This means that each folder may contain other subfolders and files. The term “items” refers to files and folders.

A folder stores both files and other folders. Folders are automatically available to the user who added the folder but must be shared if other users are to view the folder and its contents. It is important to remember that all folders are contained within other folders up to the root (/) folder. Root folders are folders in which all other folders are placed. Content areas, such as Users, Courses, Institution, and Library, are simply folders stored under the root folder.

The system does not allow subfolders with the same name in a single parent folder. For example, two folders named Group Projects may not be created in the top-level of the username folder. The system also does not allow files with the same name to exist in a folder.

### Private content space and Public content space

---

Creating separate folders for personal content (private space) and folders that are available to other users (public space) is very helpful. This method allows the user to have certain folders available only to them, where they can store personal content. For example, one personal folder may contain papers and projects that are in progress, while another contains professional content that is not ready to be shared, such as resumes and cover letters for jobs. Additional permissions for these personal folders are not granted to anyone else.

When a document is ready to be shared, it may be copied or moved to a public folder. For example, if an Instructor is working on a course document he or she can create the draft in a personal folder, and then move it to a shared folder when it is complete. The shared folder is shared with all users enrolled in the class (public space that is set to be available to only course members), and allows for collaboration.

### Creating a private folder

---

A private folder is created in the same way as other folders in the Content Collection, through the **Add Folder** option. The permissions granted on the folder determine whether or not it is private.

In the username folder, a private folder is a subfolder that is not shared with any other users. A user may create a subfolder in his or her username folder and not grant any other users permissions to it.

In a course folder, a private folder may be specifically for the Instructor, or it may also be accessible by users with other course roles. For example, a private subfolder may be created with permissions granted to the Instructor, Teaching Assistant, and Course Builder. This folder would not be available to any Students enrolled in the course.

### Creating a Public folder

---

Similar to private folders, public folders are created in the same way as other folders, using the **Add Folder** option. The permissions granted on a folder determine whether or not it becomes to multiple users and groups of users. Any user with Manage Permissions may share the item with a wider audience.

In a username folder, a public folder may be created and shared with a group of users collaborating on a project.

In a course folder, a public folder may be created and shared with all users enrolled in the course. This folder would include course information or articles that the whole class needs to read.

## ORGANIZE FOLDER PERMISSIONS

### Organizing Folders

---

It is helpful if users organize folders in a way that allows them to manage permissions by folder, rather than by file. For example, create a folder that contains all files used in a group project. This way the entire folder may be shared with the group members, rather than trying to manage permissions on separate items stored in different folders.

Only Read permission should be added to a top-level folder, for example the username folder. Anytime a Permission is added or changed on the top-level folder, check any subfolders or files designated as Private and verify that additional permissions have not inadvertently been added that would expose protected information.

### Sharing Folders

---

When adding folders and files to the Content Collection, keep in mind which users and user lists the content will be shared with. Try to create folders in which all items are to be shared with the same users. When items shared with the same users are spread out among different folders, it may become very difficult to manage. For example, if the user plans on creating documents that will be applicable to all users at the institution, they should create a folder that will be shared with All System Users, then add the specific items to this folder.

### Sharing files

---

Files are automatically available to the user that added the file but must be shared if other users are to view the item.

Files inherit permissions from the folder they reside in. This means that if a file is added to a folder that already has Read and Write permission for certain users or user lists, the those same users will also have Read and Write permission on the newly added file.

### Overwrite Option on Folders

---

When modifying or adding permissions to a parent folder, the user has the option to force all files and subfolders to inherit these permissions. For example, if the Read and Write permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, Remove permissions would be removed from the file. All subfolders and files within the parent folder would be granted Read and Write permissions.

If this option is not selected, the files and subfolders are automatically granted any additional permission given to the parent folder, but existing permissions are not removed. For example, if Read, Write and Manage permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, the permissions for the file would remain Read, Write and Remove, and Manage would be added.

After modifying permissions on a folder, the user may modify the permissions on an item, but these will be overwritten the next time permissions on the parent folder are modified. This is one reason storing items with the same purpose and audience in a single folder makes managing permissions much easier.

## TOOLS FOR SHARING AND FINDING CONTENT

### About Tools for sharing and finding content

---

A number of tools are available to facilitate sharing content and searching for content that has been shared. These options are dependent on the level of the folder shared, for example granting permission on a top-level folder versus a subfolder. Remember that when a folder is shared, permissions are granted to all content in the folder.

### Find Folder

---

The Find Folder option allows users to search for top-level folders they have permissions to, for example if another user has granted him or her Read permission on a username folder. When a user is granted permissions to a top-level folder, the Find Folder option allows the user to locate the folder and add it to his or her Content Collection menu, making it easy to access the folder on a regular basis.

Users may decide to share a top-level folder with another user, and then adjust the permissions on the content within, limiting the content this user may access. For example, grant the user Read permission on the username folder. Then open the folder and remove Read permission for the content this user should not view. The user may still use the Find Folder option, but they will only view specific content in the folder.

### Search

---

Search allows users to locate all files and folders that have been shared with them. When a search is performed only those items to which a user has permissions will be returned. If permissions are granted on a nested folder (and not the top-level folder) the user may search for the folder and bookmark it; the Find Folder option may not be used on nested folders.

### Go To Location

---

Go to Location allows users to go directly to a specific folder that has been shared with them in the Content Collection. This time-saver allows users to enter the path to open a folder and Bookmark the location at the same time.

### Bookmarks

---

Bookmarks enable quick access to frequently used content without having to navigate through several folders. Bookmarks can be organized into folders and subfolders as needed by the user. This tool is helpful when permissions are granted on a nested folder, since the Find Folder tool may not be used.

### Workflow Activities

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If a user is expected to take action or respond to an item, it is helpful to send a Workflow Activity with the item. When a Workflow Activity is created users are selected to share the item with and permissions are granted. An option may also be selected to send an email to these users stating that this item has been shared with them and that a Workflow Activity is attached to it.

### Passes

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Passes may be used to share a file with a user for a specific amount of time. This is especially useful for sharing files with users who do not have system accounts. When a pass is created, the

user decides whether to grant Read or Read and Write permission to the file with the pass. When the time allotted for the pass is over, the user will no longer be able to access the file.

## Portfolios

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Portfolios allow users to collect and organize files into custom Web pages. These Portfolios can then be presented to individuals and groups of users. It is important that users consider the permissions granted to files that are linked to in a Portfolio. If another user has permissions (other than Read) to a file that is linked to a Portfolio, the file may be modified or removed, resulting in issues for the Portfolio users.

## ORGANIZE COURSE FOLDERS

### About course folders

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A course folder for each course appears by default under Courses. The default roles that have full permissions (Read, Write, Manage, and Remove) to this folder when the folder is first created are Instructors, Teaching Assistants and Course Builders. The Administrator may modify this default. For example, the Administrator may set it so that when a Course folder is first created, only Instructors and TAs have full permissions. It is very important to understand which permissions have been granted to the folder before proceeding with setting up subfolders and additional permissions.

Any user with Manage permission on the course folder can grant additional permissions on that folder to other users. An Instructor may want to grant Read permission to all Students in the course to the course folder, and Read and Write permission to a public folder created beneath the main course folder.

### Storing single course content

---

The temporary nature of courses makes the course folder (tied to the Course ID) useful for storing content that is specific to a single course. If a course is removed, the folder tied to the Course ID is no longer accessible. If content that is stored in the course folder does need to be reused, options for copying and moving items are available.

It may be easier to store content that is used in multiple courses in the institution folder or the instructor's user folder. This also depends on how the Administrator configures the Institution folder and its availability. Keep in mind that if course-related content is stored in a user folder, and it has not been shared. This content will be unavailable if the user leaves the institution and is removed from the system.

### Folder examples

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Subfolders within the course folder may be used to store both private and public content. The following are some examples of folders that may be created in the course folder:

#### Private Folder

A folder shared with the Instructor, Teaching Assistant, and other applicable course roles that contain private course information, such as test and survey results. These users all have Read, Write, Manage and Remove permission on the folder.



**NOTE:** The Instructor may decide to retain the course folder as a workspace for the course, and not allow users to access any items in the course folder. Instead, the Instructor may link to Content Collection items from the course. In this scenario, the entire course folder would be a private folder.

#### Group Folders

Folders shared with course groups, which may be used as group collaboration areas. There are a few options for setting this up:

Grant all Students in the course Read access on the top-level course folder. Remove Read permission for Students to all private folders. Add permissions for each group to their respective Group folder. This option allows Students to use the Find Folder tool to locate the Group folder.

Grant each course Group permission to their respective Group folder in the course (do not grant any permission for course users to the top-level course folder). The Students may use Search, Go To Location, and Bookmarks to locate the folder.

**Public Folder**

Folder shared with all course users where they may access course related materials, such as the syllabus or reading list. There are a few options for setting this up:

- Grant all Students in the course Read access on the top-level course folder. Remove Read permission for Students to all private folders. Add permissions for all course users to the public folder. This option allows Students to use the Find Folder tool to locate the public folder.
- Grant all course users permissions to the public folder (do not grant any permission for course users to the top-level course folder). The Students may use Search, Go To Location, and Bookmarks to locate the public folder.



## CHAPTER 16—USING CONTENT SYSTEM CONTENT

### Introduction

Instructors may use items from the Content Collection throughout courses in the *Blackboard Learning System*. Files and Portfolios may be linked to from different areas in a course and items from a course may be added to a folder in the Content Collection.

### In this chapter

This chapter includes information on the following sections:

SECTION	DESCRIPTION
<a href="#">Add Content Collection Items to a Course</a>	Explains how to add items from the Content Collection to a course.
<a href="#">Add Portfolios to a Course</a>	Explains how to add Portfolios to a course.
<a href="#">Course Link Checker</a>	Describes how to check permissions for Content Collection items linked to in a course.
<a href="#">Copy files to the Content Collection</a>	Explains how to copy files from a course to the Content Collection.
<a href="#">Content Collection Items during Export/Import and Archive/Restore</a>	Explains how Content Collection items behave when a course package is imported or restored.
<a href="#">Course Copy and Content Collection Items</a>	Explains how Content Collection items function during a course copy.

## ADD CONTENT SYSTEM ITEMS TO A COURSE

### Overview

It is easy for Instructors to quickly add materials stored in the Content Collection to their *Blackboard Learning System* courses. Content Collection items are supported as another type of content, such as Learning Units, that can be added to a course.

Instructors have two options for adding items from the Content Collection to a course. Items may be added through the Add Content Collection Content option available in Content Areas, or through the third row action buttons available in the Text Box Editor.



**NOTE:** The System Administrator may disable the Text Box Editor. The third row action buttons will not be available if this feature is disabled.

### Adding Content System Content to a course

Content Collection Content may be added to any Content Area in a course, such as Course Information or Course Documents. To add an item from the Content Collection to a Content Area, follow the steps below:

1. Open the Control Panel for a course.
2. Open a Content Area, such as **Course Documents**.
3. Select **Content System Content** from the drop-down list in the action bar and click **Go**.

Complete the Add Content Collection Content page with the following information:

FIELD	DESCRIPTION
<b>Content Information</b>	
<b>Name</b>	Enter a title for the content item. This title will appear in the course.
<b>Color</b>	Specify the color of the text.
<b>Text</b>	Enter a description for the Content item. Users have the option to use the Text Box Editor features to format their text.
<b>Choose Content System Item or Folder</b>	
<b>Browse Content System</b>	Enter the path to the content item or click <b>Browse</b> to search the Content Collection and select a file.
<b>Name of Link to Content</b>	Enter the name of the link that Users click to access the attached file.
<b>Options</b>	
<b>Make the content visible?</b>	Select <b>Yes</b> to make the content available to Students immediately. Select <b>No</b> to hide the content from Students. If availability is controlled by date limits, select <b>Yes</b> in this field.
<b>Launch link in new window?</b>	Select <b>Yes</b> to launch to open this item in a new window. Select <b>No</b> to open the item in the existing browser window.

FIELD	DESCRIPTION
<b>Track number of views?</b>	Select <b>Yes</b> to include this item in reports on Student views. Select <b>No</b> and information about which Students have viewed the content will not be tracked.
<b>Add metadata?</b>	Select <b>Yes</b> to add metadata to the item. Metadata is information related to the item. In the <b>Blackboard Learning System</b> , metadata is primarily used to ensure compliance with industry standards. Select <b>No</b> if you do not wish to add metadata.
<b>Dates Available</b>	Select <b>Display After</b> and use the drop-down lists to select a date. This will hide the content until the date selected. Select <b>Display Until</b> and use the drop-down lists to enter a date. This will hide the content after the date selected. The <b>Display After</b> and <b>Display Until</b> features can be combined to set restrictions to display content for a set period of time.

### Adding a link to a Content System item from the Text Box Editor

Users may add links to items in the Content Collection from the Text Box Editor. Follow the steps below to add a link to a Content Collection item:

1. Open the Control Panel for a course.
2. Open a course area meant to hold content where the Text Box Editor is available, such as an Announcement or a Discussion Board.
3. Select an option in the third row of the Text Box Editor.

The Content Collection item to link to is selected on the page that appears. Select Browse next to the Link from Content Collection field. The Content Collection will open in a new window. Locate the Content Collection item, select it and click Submit.

It is very important that the Browse field and the Specify URL field are left blank. These fields are not used for adding items from the Blackboard Content Collection.

Depending on the type of item being added, additional options may also be available on this page. For more information, see the Text Box Editor topic in this manual.



**NOTE:** The System Administrator may disable the Text Box Editor Links. The third row action buttons will not be available if this feature is disabled.

### Permission granted to items added to Courses

When an item from the Content Collection is added to a course, all users in the course will automatically be granted Read permission to the item. The Permissions page for the item in the Content Collection will list All Course Users as having Read permission.

## ADD PORTFOLIOS TO A COURSE

### Overview

---

It is easy for Instructors to quickly add Portfolios stored in the Content Collection to their *Blackboard Learning System* courses. These Portfolios may be viewed by all users enrolled in the course.



**NOTE:** The System Administrator may disable Portfolios. This option will not be available within courses if this tool is disabled.

### Sharing a Portfolio with a course

---

1. Portfolios created in the Content Collection may be shared with users in a *Blackboard Learning System* course. To share a Portfolio with a course, follow the steps below:
2. Select folder view for the Content Collection menu.
3. Under the heading Portfolios, click **My Portfolios**.
4. Select **Manage** next to the Portfolio to share with the course.
5. Click **Share Portfolio**.
6. Select **Share with Course** from the drop-down list in the Action Bar and click **Go**.
7. Enter the Course ID of the course. The Portfolio may be shared with multiple courses; separate each Course ID with a comma.
8. A receipt page appears stating which courses were granted access to the Portfolio.

Once a Portfolio is shared, it must be made available in the course before it may be accessed by users.

### Make Portfolios available to users in a course

---

Portfolios are made available to users in a course through the Course Menu. Before adding Portfolios to the Course Menu, the Instructor must enable Portfolios in the course. Follow the steps below:

1. Select **Manage Tools** under Course Options on the Control Panel.
2. Select **Enable Blackboard Tools**.
3. Select the **Availability** option next to Portfolios.
4. Return to the Control Panel.
5. Select **Manage Course Menu** under Course Options.
6. Select **Add Tool Area**.
7. Select **Portfolio** in the Area Type drop-down list and enter a name for the area (for example, Course Portfolios) in the **Area name** field. Select the option **Make available for Student/Participant users**.

A Course Portfolio area will appear in the Course Menu. Users may view Portfolios that have been shared with the course in this area.

### Location of Portfolios within Control Panel

---

All Portfolios that have been shared with a course are located on the Course Portfolios page. Follow these steps to open the Course Portfolios page.

1. Open the Control Panel for a *Blackboard Learning System* course.
2. Select **Course Portfolios** under Course Tools.
3. Select the title of a Portfolio to open and view it.

## COURSE LINK CHECKER

### Overview

---

The Course Link Checker allows Instructors to check the links to Content Collection items that have been added to a course. For example, if an item in the Content Collection is removed after the Instructor has created a link to the item in a course, the Course Link Checker will detect this and make the Instructor aware of the broken link. Depending on the situation, some broken links may be repaired; while others may not.

When a link to a Content Collection item is added to a course, All Course Users are given Read permission to this item in the Content Collection. When the Course Link Checker is run, the only permission that is checked is Read permission for All Course Users.

### Enabling the Course Link Checker

---

Instructors have the option of enabling or disabling the Course Link Checker for each of their courses. The tool is disabled by default when a course is created. The following steps explain how to enable the Course Link Checker:

1. Open the Control Panel for a *Blackboard Learning System* course.
2. Select **Manage Tools** under Course Tools.
3. Select **Enable Blackboard Tools**.
4. Select the check box under **Available for Check CS Links** and click **Submit**.



**NOTE:** The System Administrator may disable the Course Link Checker for the entire system. This tool will not be available within courses if it is disabled by the Administrator.

### Course areas checked by the Course Link Checker

---

Items may be added to courses through the Add Content Collection option available in Content Areas, or through the third row action buttons available in the Text Box Editor. The Course Link Checker will detect any broken links that appear for content added through the Add Content Collection option.

The Course Link Checker will detect any broken links added to the following areas through the Text Box Editor:

- Content Areas (for example, Course Documents, Course Information, and Assignments)
- Announcements, Calendar Events and Tasks
- Learning Units
- Discussion Boards



**NOTE:** Links to Content Collection items added to Assessments (including Tests, Surveys and Questions Pools) are not checked by the Course Link Checker.

## When to use the Course Link Checker





If links to Content Collection items are added to a course, it is important that the Course Link Checker is run on a periodic basis. This is especially true after a course is copied, restored or imported. Users with access to the items in the Content Collection may move and remove items, or modify the permissions on an item. These actions may impact the validity of a link to the item in a course.

For example, when a link to a Content Collection item is added to a course, all course users are automatically granted Read permission to the item in the Content Collection. If this permission is later removed by a user who has Manage permission to the item, selecting the link within the course will result in an error message.

## Steps to use the Course Link Checker

Running the Course Link Checker is a very simple operation.

1. Open the Control Panel, and select **Check CS Links** under Course Tools.
2. Select **Submit** on the Course Link Checker page. This operation may take a few minutes to run; the length of the process depends on the number of links within a course.
3. Read the results and repair broken links
4. After the Course Link Checker is run, a results page will appear, explaining the status of each link to a Content Collection item. Some broken links may be fixed by the Instructor, while others may not.

LEGEND	DESCRIPTION AND RESOLUTION
	<b>Valid Link.</b> These items are linked successfully and do not require any further action.
	<b>Repairable permissions error.</b> All Course Users do not have Read permission to these Content Collection items. When a user attempts to access this link in a course, a 'File Not Found' error will appear. The Instructor has Manage permission to the items and can therefore repair these links. Select the check boxes next to these items and click <b>Repair</b> . The system will grant Read permission to these items to All Course Users.
	<b>Path not found.</b> The items have been moved, removed or renamed within the Content Collection. The links are broken and the Instructor should remove them from the course. If the new locations or names of the items are known, new links may be created.
	<b>Permissions error.</b> The links to the items are valid but All Course Users do not have Read permission to these Content Collection items. The Instructor does not have Manage permission to the items and cannot repair these links. The Instructor should remove these links from the course or contact a user with Manage permissions to these items to add the appropriate permission.

## COPY FILES TO THE CONTENT COLLECTION

### Overview

---

The Copy Files to CS tool enables Instructors to copy content from their courses in the *Blackboard Learning System* to a folder in the Content Collection. This is very helpful for Instructors who have attached files that exist outside of the Content Collection to course Content Areas. Items that are added through to the Content Collection may be used in new courses, shared with other users, and added to Portfolios.

This tool is meant for adding new content to the Content Collection; it does not detect Content Collection items that have been added to a course or make changes to the course itself.



**NOTE:** The System Administrator may disable the Copy Files to CS tool. This tool will not be available if it is disabled by the Administrator.

### Types of content that may be copied

---

The Copy Files to CS tool copies files that have been attached to course Content Areas. These files are originally added the course through the **File to Attach** option available on specific pages in the application or the third row action buttons in the Text Box Editor.

The Copy Files to CS tool copies items attached to the following:

- Content folders
- Content items
- Course links
- Assignments
- Instructions
- External links
- Learning units



**NOTE:** All attachments associated with unprotected course cartridges are copied; protected cartridge content will not be copied.

### Types of content that are not copied

---

Attachments added to the following areas of a course are NOT added to the Content Collection through the Copy files to CS tool:

- Attachments added to any Assessment areas (this includes Tests, Surveys and Question Pools)
- Attachments added to Discussion Board messages, including Group Discussion Board messages
- Files uploaded to the Digital Drop Box by Instructors
- Items added to the Grade Assignment page by the Instructor are not copied. These items include comments for a specific user and are sent when the Assignment is graded. (Items added to the Add Assignment page by an Instructor are copied)



Student files added to a course are also not copied, this includes:

- Files uploaded to the Digital Drop Box by users
- Files uploaded by users to Assignments

### Enabling Copy Files to CS

---

Instructors have the option of enabling or disabling the Copy Files to CS tool for each of their courses. The tool is disabled by default when a course is created. Follow the steps below to enable the Course Link Checker:

- Open the Control Panel for a course.
- Select **Manage Tools** under Course Tools.
- Select **Enable Blackboard Tools**.
- Select the check box under **Available for Copy Files to CS** and click **Submit**.



**NOTE:** The System Administrator may disable the Copy Files to CS for the entire system. This tool will not be available within courses if it is disabled by the Administrator.

### Using Copy Files to CS

---

Instructors access the Copy Files to CS tool within the Control Panel of a course.

Follow the steps below to run the Copy Files to CS Tool:

1. Open the Control Panel, and select **Copy Files to CS** under Course Tools. The Copy Files to CS page appears.
2. In the Select Course Materials, select the check boxes for those areas that will be copied. In each area selected, attached items will be copied to the Content Collection.
3. The path in the Destination field defaults to the location of the course folder in Course Content in the Content Collection. The path to a different folder may be entered.



**NOTE:** Users can only copy content to folders within the Content Collection to which they have Write permission.

4. A receipt page appears after the copy is complete. The receipt states all areas that were successfully copied and any that have failed.
5. The copied items will appear in the Content Collection in a folder named Copied Content.

### Run the tool multiple times

---

The Copy Files to CS tool may be run on the same course multiple times. This may be helpful in the following situations:

- Too much or too little content was selected to copy and a clean copy is needed.
- If files were copied at the beginning of the term, the process may need to be run at the end of the term to copy additional files that have been uploaded.

Each time this tool is run, a new set of folders appears in the Content Collection. If the content is copied to the same area, for example Course Content, the Copied Content folder is appended with

the number of the copy. For example, the folder created after the tool is run a second time is named 'Course ID' Copied Content (2).

### File Structure in the Content Collection

---

All files copied to the Content Collection are stored in the destination folder selected on the Select Areas to Copy page. All of the content from the course is stored in a folder with the following naming convention: 'Course ID' Copied Content. The structure of files within Copied Content mimics the structure of the files in the course.

#### Example

The copy from History100 included Course Documents and Course Information.

Course Documents folder contained:

- A course item with the file Syllabus.doc attached
- A course folder named Chapter One (no items attached to the folder)
- In the Chapter One folder - A course item with the file WeekOne.doc attached

Course Information folder contained:

A course item with the file CourseOverview.doc attached. The structure of files within the Content Collection will be as follows:

```
>History 100 folder
    >History100 Copied Content folder
        >Course Documents folder
            >Syllabus.doc
        >Chapter One folder
            >WeekOne.doc
    >Course Information folder
        >CourseOverview.doc
```

### Copying special file attachments

---

There are a few cases where copied content receives special treatment in the Content Collection:

Content uploaded to the *Blackboard Learning System* as package files (for example, zip files) where the user selected to **unpackage this file** are copied to the Content Collection in the zip file format with the unpackaged items under a folder with the following format: **dir\_fileattachmentname.fileextension**. For example, a file called "unzipme.zip" is unpackaged at the root of the Course Information folder. The Content Collection will have both the unpackage.zip file at the root of the Course Information folder and also dir\_unzipme.zip that contains the contents of the original file.

All files uploaded through the Text Box Editor are copied to individual subfolders named **embedded(unique#)**. This is also true for files uploaded through the Text field when the Text Box Editor is not available.

When an HTML file that contains references to images is uploaded, the user is prompted to upload the images. These are "missing images". Missing images are copied to a folder with the following format: **dir\_fileattachmentname.fileextension**.

### Copying files with the same name

---

The Content Collection does not allow a folder to contain multiple files with the same name; this type of duplication is permitted within courses in the *Blackboard Learning System*. The same is true of folders with the same name.

When files and folders with the same name are copied to the same folder in the Content Collection, the names will be appended with a number. For example, if two files named Syllabus.doc are copied to the same folder, they will appear as Syllabus.doc and Syllabus1.doc.

## CONTENT SYSTEM ITEMS DURING EXPORT/IMPORT AND ARCHIVE/RESTORE

### Overview

---

When a course in the *Blackboard Learning System* is exported or archived, links to any Content Collection files are included. If a package is then imported or restored, these links are included in the content. The behavior of these links depends on the state of the items in the Content Collection.

### Items remain in the Content Collection

---

If the items are stored in the same location within the Content Collection, the links to these items in the course will function properly. The Instructor should check the permissions for these items as they may need to be updated. Permissions for this item should be granted to the Course User List so all users enrolled in the course may access the items. If users do not have permissions to the item, an 'Access Denied' error message appears when they select the link.

### Items restored or imported to a course without Content Collection installed

---

If a course package is restored or imported to a course in the *Blackboard Learning System* and the Content Collection is not installed, all of the links to Content Collection items in the imported or restored course will be broken. This is due to the fact that the course saves a link to each item, not the actual files.

The Instructor should remove the links to these items from the course. If the items are accessible, they can be added to the Content Collection and linked to again from the course.



**NOTE:** If the Content Collection is moved or deleted the same behavior described above will occur. All of the links to Content Collection items will be broken.

## COURSE COPY AND CONTENT SYSTEM ITEMS

### Overview

---

Links to Content Collection items in a course are copied during a course copy operation. Because links to Content Collection items are copied and not physical files, all users must have permission within the Content Collection to view these files. Users in the new course will not have the appropriate permission. When a user without the appropriate permission to the Content Collection item selects a link to the item in the course, an Access Denied message appears.

The Instructor must add permission for these users to the item in the Content Collection or the Administrator may enable the Copy Settings options to automatically update permissions when a course is copied.



**NOTE:** The automatic permissions update only applies to courses that are copied. If a course is imported or restored, user permissions to Content Collection items linked to in the course are not automatically updated. All of the links to Content Collection items will be broken.

### Automatic permission updates to Content Collection items

---

A Copy Settings option is available for Administrators to manage the permissions of Content Collection items that are copied as part of a course copy operation. There are two options the Administrator may enable in the system; one or both may be enabled. If these options are enabled, the permissions for Content Collection items located in almost all course areas will be automatically updated.

- **Update permissions for general links** – If this option is selected, all users enrolled in a copied course automatically receive Read permission to Content Collection items linked to in the course.
- **Update permissions for e-Reserve links** - If this option is selected, all users in a copied course automatically receive Read permission to e-Reserves items linked to in the course.



**NOTE:** The one exception to this is Assessments. The permissions for Content Collection items linked to in Tests, Surveys, and Questions Pools are not automatically updated. The Instructor must update the permissions to these items manually through the Content Collection.

### Item permissions in the Content Collection

---

When a Content Collection item is copied through course copy and the permissions are automatically updated, the new permissions are visible for the item in the Content Collection. When the Content Collection item is viewed in the Content Collection, Read permission will appear for All Course Users.

## CHAPTER 17 - USING LIBRARY CONTENT

### About the Library

---

Instructors can enhance their courses by adding content from the Library. The Library is used to post eReserves, electronic manuscripts, and other institution resources. It allows seamless integration with the *Blackboard Learning System*, making it a powerful way to share and distribute library materials. This document explains how Instructors can use the library to supplement their course offerings.

### In this chapter

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This chapter includes information on the following topics:

TOPIC	DESCRIPTION
<a href="#">Library areas</a>	Describes the main areas of the Library.
<a href="#">eReserve folders</a>	Explains how eReserve course folders are created and their availability.
<a href="#">Add Library content to courses</a>	Describes how to add content from the Library to a course.

## LIBRARY AREAS

### About Library Areas

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By default, there are two main areas within the Library, Library Content and eReserves. Additional areas may also be added to the Library to meet specific institution needs.

### Library Content

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Library Content may be organized according to the institution's needs. This area is intended for content that may be shared across the entire institution.

#### **User access to Library Content**

All users have read access to all content within Library Content by default.

#### **Instructor access to Library Content**

Instructors may add items from Library Content to courses within the *Blackboard Learning System*.

### eReserves

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eReserves are automatically organized by course; each course in the *Blackboard Learning System* has a corresponding course in eReserves. eReserves are only available for courses; eReserves are not available for organizations.

#### **User access to eReserves**

All users have automatic read access to eReserves for courses they are enrolled in; eReserve folders for other courses do not appear in the file tree.

#### **Instructor access to eReserves**

Instructors may add items from eReserves to courses within the *Blackboard Learning System*



**NOTE:** eReserves must be enabled by the System Administrator; if the Administrator does not activate this area it will not appear in the Library.

## **E**RESERVE FOLDERS

### **Generating course folders in eReserves**

---

Course folders within eReserves are automatically generated the first time the Instructor, Teaching Assistant or Course Builder accesses the Content Collection after the course is created. If a course is added to the *Blackboard Learning System*, the eReserve course folder will appear to course users the first time the Instructor accesses the Content Collection.

### **Course availability and eReserves**

---

The ability to see the course's eReserve folder when the course is made unavailable depends on the user's course role. Instructors, Course Builders, and Teaching Assistants can see the folder whether the course is available or unavailable. Students can only see the eReserve course folder when the course is available.

### **Course removal and eReserves**

---

If a course is removed from the *Blackboard Learning System*, the eReserve folder, and all of its content, is also removed.



## ADD LIBRARY CONTENT TO COURSES

### Add content from the Library to a course

Instructors may add items from the Library to their course Content Areas. This includes items that appear in their course folders within eReserves, as well as items from Library Content. Follow the steps below to add an item from the Library to a course:

1. Select a course and open the Course Control Panel.
2. Select a Content Area, such as **Course Documents**. The Course Documents page will appear.
3. Select **Add Content System Content** from the drop-down list in the action bar and click **Go**. The Add Content Collection Content page will appear.
4. Complete the Add Content Collection Content page with the following information:

FIELD	DESCRIPTION
<b>Content Information</b>	
<b>Name</b>	Enter a title for the content item. This title will appear in the course.
<b>Text</b>	Enter a description for the Content item. You may use the Test Box Editor options to format the text.
<b>Choose Content System Item or Folder</b>	
<b>Browse Content System</b>	Enter the path to the content item in the Library or click <b>Browse</b> to locate and select the file in a folder within the Library (for example, Library Content or eReserves).
<b>Name of Link to Content</b>	Enter the name of the link that users select to access the attached file.
<b>Options</b>	
<b>Do you want to make the content visible</b>	Select <b>Yes</b> to make the content available to Students immediately. Select <b>No</b> to hide the content from Students. If availability is controlled by date limits, select <b>Yes</b> in this field.
<b>Do you want to track views</b>	Select <b>Yes</b> to include this item in reports on Student views. Select <b>No</b> and information about which Students have viewed the content will not be tracked.
<b>Do you want to add metadata?</b>	Select <b>Yes</b> to add metadata to the item. Metadata is information related to the item. In the <i>Blackboard Learning System</i> , metadata is primarily used to ensure compliance with industry standards. Select <b>No</b> if you do not wish to add metadata.
<b>Choose date restrictions</b>	Select <b>Display After</b> and use the drop-down lists to select a date. This will hide the content until the date selected.  Select <b>Display Until</b> and use the drop-down lists to enter a date. This will hide the content after the date selected.  The <b>Display After</b> and <b>Display Until</b> features can be combined to set restrictions for the display the content for a set period of time.

Instructors also have the option of adding items in the Content Collection to courses through the Text Box Editor. The **Add Item** option in the third row action bar of Text Box Editor may be used to locate and add items in the Content Collection.



**NOTE:** Only items within the eReserve course folder that correspond with that course may be added to the course. Content in eReserve course folders for other courses you may be teaching may not be added. All items within Library Content are available to use within a course.