



Blackboard Academic Suite™ **Instructor Manual**

Release 6.1 – 6.2
Blackboard Learning System™
Blackboard Portal System™
Blackboard Learning System - Basic Edition

Release 2.0
Blackboard Content System™

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About the *Blackboard Academic Suite* (Release 6.1) Instructor Manual

Overview

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

How the manual is organized

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

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.
Steps	Tasks users should perform.
<i>Italics</i> in a title	Additional information in a title that may not be included on the Web page.
[r]	Required field

Using this manual

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

Manual Updates

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. Updates are listed in the [Appendix](#).

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 Learning System*

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 Learning System* environment

The *Blackboard Learning System* 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

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

Tabs

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 Portal 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 Portal System* enables the institution to create custom tabs and present different tabs to users based on Institution Roles.

Courses

Overview

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 Portal System*.

Functions

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
Announcements	Announcements post timely information critical to course success. Click Announcements from the Course Menu to view Announcements.
Staff Information	Staff Information provides background and contact information on Instructors and Teaching Assistants.
Course areas	Course areas can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.
Communication	The Communication area allows users to: <ul style="list-style-type: none"> • send and receive messages • open Discussion Boards • enter the Virtual Classroom • view roster • view Group pages
External Links	External Links connect users to learning materials outside of the <i>Blackboard Academic Suite</i> .
Tools	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.
Course Map	Navigate through a collapsible tree directory.

Course Menu

Overview

The Course Menu appears on the left side of a Course. This frame holds buttons or text links to areas within the course. The Instructor can customize the appearance of the Course Menu and the content and tools available to Students.

The Control Panel, located under the course links or buttons, only appears to users with privileges to manage some aspect of the Course.

Functions

The table below details the functions available from the Course Menu.

To . . .	click . . .
access a course area	the link or button associated with the course area.
open the Control Panel	Control Panel.
view the course map	Course Map. The Course Map will appear in a separate window.

Control Panel

Overview

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

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

Functions

The Control Panel is comprised of six areas:

Part	Function
Course area	Provides the tools necessary to add text, files, and information into a course.
Course Tools	Contains the communication tools to send email, create tasks, and work with groups.
Course Options	Contains security and customization options.
User Management	Provides tools to manage users and enrollments.
Assessment	Provides tools for building Assessments, recording grades, and tracking user activity.
Support	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 | • Settings |
| • *Course Documents | • Import Course Cartridge |
| • *Assignments | • Import Package |
| • *External Links | • *Resources |
| • *Announcements | • Course Copy |
| • *Course Calendar | • Export Course |
| • *Staff Information | • List / Modify Users |
| • *Tasks | • Create User |
| • *Discussion Boards | • Batch Create Users for Course |
| • *Send Email | • Enroll User |
| • *Collaboration | • Remove Users from the Course |
| • *Digital Drop Box | • *Manage Groups |
| • Manage Course Menu | • *Test Manager |
| • Archive Course | • *Survey Manager |
| • Recycle Course | • *Pool Manager |
| • *Manage Tools | |

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

Grader

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 has 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 be 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*

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

In this chapter

This chapter includes the following topics.

Topic	Description
Navigation	Move throughout the <i>Blackboard Academic Suite</i> .
Searching for Users and Courses	Locate records.
Entering Text	Input information.
Text Box Editor	Input information using the Text Box Editor.

Navigation

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
Tab	Click a tab to open it.
Button	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.
Link	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> .
Path	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

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.

Quick Edit

Overview

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

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

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

User search options

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

Course search options

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
Smart Text	<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 <i>must</i> 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, , is entered in Smart Text, the <i>Blackboard Academic Suite</i> will automatically prompt you to upload the image.</p>
Plain Text	Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.
HTML	Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.

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.

Selecting Dates

Overview

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 `` tag means "start bold here." The end tag, ``, 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: ` text `
- Italic text tag: `<I> text </I>`
- Underlined text tag: `<U> text </U>`
- Font format tags: ` text `
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® Word™, Corel® WordPerfect™, Apple® AppleWorks™, Sun® StarOffice™, 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® Dreamweaver™, Adobe® GoLive™, NetObjects® Fusion, and Microsoft® FrontPage™.
 - **HTML Editors-** Applications like BareBones® Software's BBEdit™ and Macromedia® Allaire HomeSite™ 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. Follow the steps below:
 - Step 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'.
 - Step 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.
 - Step 3** Paste the copied HTML into the text box.
 - Step 4** Choose the HTML text-formatting option.
 - Step 5** Submit the form.
 - Step 6** If there are 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

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.

Text Box Editor

Overview

The Text Box Editor adds content through a simple editor. The editor resembles a word processor. Users may format text, correct spelling errors, add equations using WebEQ or MathML, and upload multimedia files.

Note: The Text Box editor is only available to Windows Operating System users with Internet Explorer Version 5.x or a later. System Administrators also have the option of turning off the Text Box editor, Spell Check, Web EQ and MathML for all users. Users without the Text Box Editor have access to alternate [Text Box Options](#).

The Text Box Editor appears throughout the *Blackboard Academic Suite*.

Users may select characters to cut or copy and paste words, sentences or paragraphs.

Actions

The 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.

First Row – Basic Actions

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

Second Row – Additional Basic Actions

Function	Description
Find	Search for a word or phrase in the text area.
Spell Check	Select the ABC checkmark to open Spell Check .
Cut	Cut the selected items.
Copy	Copy the selected items.
Paste	Paste copied or cut content.
Undo	Select the circular arrow pointing to the left to undo the previous action.
Redo	Select the circular arrow pointing to the right to redo the previous action.
Hyperlink	Add a hyperlink.

Create Table	Add a table.
Horizontal Line	Add a line.
Background Color	Add a highlight color to the selected text.
Text Color	Specify the color of the text.
WebEQ Editor	Open the WebEQ Equation Editor icon (x^2) to add an equation.
MathML Editor	Open the MathML Equation Editor icon (\sqrt{x}) to add an equation.
HTML View	View the HTML code that is generated by the Text Box Editor. Users may also edit the HTML in this view.
Preview	Preview the content as it will be seen by the end users.
Help	Select the question mark to launch the Help page.

Third Row – File Attachment Actions

Note: The System Administrator may choose to disable these options.

Function	Description
Attach file	Add a file to the text area. The Insert Link to File page will appear.
Attach image	Add an image to the text area. The Insert Image page will appear.
Attach MPEG/AVI	Add MPEG/AVI media content to the text area. The Insert MPEG file page will appear.
Add Quick Time file	Add Apple QuickTime media to the text area. The Insert QuickTime File page will appear.
Add audio	Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page will appear.
Add Flash/Shockwave	Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page will appear.

Attaching files

Users have the option of attaching different types of files. These files should always be uploaded and not added from another content item. 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 Text Box Editor is used to add different file types.

File Extension	Text Box Editor Button
.doc	Attach File
.exe	Attach File
.html, .htm	Attach File
.pdf	Attach File
.ppt, .pps	Attach File
.txt	Attach File
.wpd	Attach File
.xls	Attach File
.zip	Attach File
.gif	Attach Image
.jif	Attach Image
.jpg, .jpeg	Attach Image
.tiff	Attach Image
.wmf	Attach Image

.avi	Add MPEG/AVI Content
.mpg, .mpeg	Add MPEG/AVI Content
.qt	Add QuickTime Content
.aiff	Add Audio Content
.asf	Add Audio Content
.au	Add Audio Content
.moov	Add Audio Content
.mov	Add Audio Content
.mpe	Add Audio Content
.ra	Add Audio Content
.ram	Add Audio Content
.wav	Add Audio Content
.wma	Add Audio Content
.wmv	Add Audio Content
.swa	Add Flash/Shockwave Content
.swf	Add Flash/Shockwave Content

Keyboard shortcuts

The Text Box Editor supports the following keyboard shortcuts:

Note: An absolutely positioned element is determined by pixels. For example, instead of aligned right or top, the object is located at x=0, y=100 pixels. The shortcut keys that move selected items one character left, right, up, or down will move absolutely positioned elements 1 pixel.

Key	Description
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.
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.
Editing	
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.
Formatting	
CTRL+B	Toggle bold formatting.
CTRL+I	Toggle italic formatting.
CTRL+U	Toggle underlining.

Link to File

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
Insert Link to File	
Browse:	Click Browse to locate a file.
OR Specify URL:	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 http://blackboard/images/picture1.jpeg .
Link to File Options	
Name of Link to File:	Enter the name of the link that users click to access the attached file.
Launch in new window:	Select Yes to have the file open in a new separate window. Select No 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
Insert Image	
Browse:	Click Browse to locate a file.
OR Specify URL:	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 http://blackboard/images/picture1.jpeg .
Image Options	
Set the Width:	Enter the width of the image in pixels.
Set the Height:	Enter the height of the image in pixels.
Border:	Choose a border for the image. If '0' is chosen there will be no border around the image.
Alt Text:	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
Insert MPEG File	
Browse:	Click Browse to locate a file.
OR Specify URL:	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 http://blackboard/images/picture1.jpeg .
MPEG File Options	
Set the Width:	Enter the width of the video in pixels.
Set the Height:	Enter the height of the video in pixels.
AutoStart:	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Controls:	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
Insert QuickTime File	
Browse:	Click Browse to locate a file.
OR Specify URL:	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 http://blackboard/images/picture1.jpeg .
QuickTime File Options	
Set the Width:	Enter the width of the video.
Set the Height:	Enter the height of the video.
AutoStart:	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop:	Choose whether the file should repeat continuously.
Controls:	Select to display controls.

Audio Fields

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

Field	Description
Insert Audio File	
Browse:	Click Browse to locate a file.
OR Specify URL:	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 http://blackboard/images/picture1.jpeg .
Audio File Options	
AutoStart:	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop:	Choose whether the file should repeat continuously.
Controls:	Select to display controls.

Flash or Shockwave Fields

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

Field	Description
Insert SWF File	
Browse:	Click Browse to locate a file.
OR Specify URL:	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 http://blackboard/images/picture1.jpeg .
SWF File Options	
Set the Width:	Enter the width of the video.
Set the Height:	Enter the height of the video.
AutoStart:	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop:	Choose whether the file should repeat continuously.
Set Quality:	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

Overview

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*.

Word lists

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.

Personal word list and cookies

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

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

Functions

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 Replace With field or select a suggestion from the list. Click Replace to change the word in the text to the word in the Replace With 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 Replace With field or select a suggestion from the list. Click Replace All to change every occurrence of the word in the text with the word in the Replace With field.
ignore the word and not make a correction	click Ignore . 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 Ignore All . 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 Learn . 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 Finish .

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

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

The MathML Equation Editor functions in the same way at 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

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

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

Functions

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 Equation Name: 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 Edit Equation: drop-down list. The equation will appear in the Editor. Click Modify to save the changes.
submit the equation and its name	click Add .

Tip

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—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
Course Content	Provides information for organizing content, such as course information, documents, assignments, and external links.
Learning Units	Provides information to create a structured path for progressing through content within a course.
Add Assessment	Explains how to add a Test or Survey to a Course area.
Add Assignment	Explains how to create and add an Assignment to a Course area.
Copy/Move Content	Provides information for copying course content and placing it in another area of the course.
Quick Edit	Explains how to edit content from the Student view.

Course Content

Overview

Instructors can use course areas to organize all of their course materials. The following are examples of some of the more common items incorporated into course areas:

- **Tests:** Tests are 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 [How to Create an Assessment](#).
- **Assignments:** Assignments include class work and a due date. Assignments often include attached files.
- **Learning Unit:** Learning Units set a structured path for progressing through a set of content.

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

Find this page

Select a course area, such as **Course Documents**, from the Control Panel to open it for editing.

Functions

The functions available when editing a course area are described in the table below.

To . . .	click . . .
add content	Add Item. The Add Content page will appear.
add a folder	Add Folder. The Add Folder page will appear.
add a link	Add URL. The Add URL page will open.
add a course link	Add Course Link. The Add Course Link page will appear.
add Test	Add Test. The Add Test page will appear.
add another type of content	the drop-down menu and choose a content type from the list: <ul style="list-style-type: none"> • Select Add Learning Unit and the Add Learning Unit page will appear. • Select Survey and the Add Survey page will appear. • Select Assignment and the Add Assignment page will appear. • Select LRN Package and the Add LRN Package page will appear.
set or modify test properties	Modify next to an assessment. The Modify Test page will appear.
view or modify the metadata associated with this item	Describe. The Content Metadata page will appear. A Describe button will only appear if the content item is set to use metadata.
view course statistics	Tracking. The Course Statistics page will appear. The Tracking button will only appear if the number of views for the item is tracked.
preview an Assessment	the name of the Assessment.
modify an item, folder, Learning Unit, link, or assignment	Modify.
remove an item, folder, Learning Unit, or link	Remove. A warning will appear. Removing an item or folder is irreversible.
order content	the drop-down arrow and select a number. Content will appear to Students in the order selected.

Creating Course areas

Course areas are added through [Manage Course Menu](#) on the Control Panel.

Add / Modify Course Content Item

Overview

Items may be added or modified by accessing the Add Item page or Modify Item page. The fields on the Add Item page and Modify Item page are the same. The Add Item page opens with empty fields. The Modify Item page opens with an item already populated.

Find this page

Follow the steps below to open the Add Item or Modify Content page.

- Step 1** Select a Course area in the Control Panel.
Step 2 Click **Add Item** or click **Modify** next to an existing item.

Fields

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

Field	Description
Item Information	
Name:	Select a name that best describes the content.
Or, specify your own name:	Enter a customized name for the item.
Choose Color of Name:	Click Pick to select a text color for the name of the item. The default color is black.
Text:	Enter content into the text field.
Content	
File to Attach:	Enter the file path or click Browse to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the Special Action field.
Name of Link to File:	Enter the name of the link to access the file.
Special Action:	Select the special action for the link from the following options: <ul style="list-style-type: none"> • Create a link to this file: attach the file to the document. A link is automatically inserted below the document title to access the file. • 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. An image tag for the file will appear in the Text box. • Unpackage this file: Selecting this option indicates to the system that the file must be unpackaged before displaying. <p>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. A list of the file types supported by <i>Blackboard Learning System</i> can be found in Content Attachments.</p>
Currently Attached Files:	The attached files are listed here.

Options	
Do you want to make content visible?	Select Yes to indicate that the item will be available to Students.
Do you want to add offline content?	Select Yes to add offline content. Offline content is 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.
Do you want to track number of views?	Select Yes to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Do you want to add metadata?	Select Yes to add metadata. Metadata is information about the added item, such as ownership, resource format, and copyright information. If this option is selected Describe will appear next to the item in the Course area. Click Describe to access the Content Metadata page.
Choose date restrictions	Select the range of dates that the content will appear.

Content

The Course area of the page includes options to create a link, display a media file, or unpackage a file. If **Display a media file within the page** is selected, the attached file must be a format recognizable by the *Blackboard Learning System*. If it is not, the *Blackboard Learning System* will automatically create a link to the file.

File Attachments

Overview

Instructors can attach files to many different areas of a Course, such as Course areas, Assessments and Assignments. When a file is attached, a link to the file will be displayed to users. The following information explains what types of files may be uploaded and how these files are treated by the *Blackboard Learning System*.

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.

Recognized content attachments

The following file types are recognized by the *Blackboard Learning System*. These files can be displayed within a content item. Other file types can be added to a content item and opened using the correct application on users' computers.

Extension	File Type	Programs associates 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	
.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
.mpe	Audio/Video	
.mpg, .mpeg	Image	Graphics program or Web browser
.moov	Movie	
.mov	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.ppt, .pps	Slide show	Microsoft® PowerPoint® and PowerPoint Player®
.qt	Movie	QuickTime®
.ra	Audio	Real Audio Player™
.ram	Video	Real Audio Movie™
.swa	Audio	Macromedia® Shockwave® plug-in
.swf	Multimedia	Macromedia® Shockwave® plug-in
.tiff	Image	Graphics program or Web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio program
.wma	Audio	
.wmf	Graphic	Microsoft® Windows®
.wmv	Media/Audio	Microsoft® Windows®
.wpd	Text	WordPerfect® or other word processor

.xls	Spreadsheet	Microsoft® Excel®
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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.

Adding an embedded image file

The following steps explain how to embed an image file (for example, a .jpg file) in a Course area.

- Step 1** In the Control Panel open a Course area such as **Course Documents**.
- Step 2** Select **Add Item** on the Course area page. The Add Content page will appear.
- Step 3** Select a name for the content item.
- Step 4** Choose a color for the name.
- Step 5** Enter a description or introduction to the image in the text box.
- Step 6** Click **Browse** and locate the image to add.
- Step 7** The **Name of Link to File** field may be left blank. The image is being displayed on the page.
- Step 8** Select **Display media file within the page**.
- Step 9** Select the appropriate options for the item.
- Step 10** Click **Submit**. Click **OK**. The File Options page will appear.
- Step 11** Select the position for the image in the **Alignment** and **Placement** fields.
- Step 12** Use the drop-down list in the **Border** field 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.
- Step 13** Enter a description for the image in the **Alternate Text** field. Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display.
- Step 14** Select **No** in the **Launch in New Window** field.
- Step 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.

Content Metadata

Overview

Content Metadata stores information about a content item. Metadata allows for IMS compatibility when content is imported and exported.

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.

Find this page

Click **Describe** next to a Content item to open the Content Metadata page.

Note: The content item must be set to use metadata for this option to be available. For more information see [Add / Modify Content](#).

Fields

The table below details the fields on the Content Metadata page. Click **Edit** to display the fields in each section.

Field	Description
General Information	
Title:	Displays the title of the content item.
Catalog Entry:	Enter the catalog and version information in the Source and Entry Fields. Once a Catalog Entry is made a check box will appear next to the item. Select the check box and click Submit to remove an entry.
Source:	The name of the catalog or source of the content.
Entry:	The number or version of the catalog.
Language:	Select the language of the content item.
Description:	Enter a description of the content item.
Life Cycle Information	
Creation Date:	Displays the date and time the content item was created.
Contributors:	Enter the names of others who contributed to this content item. Once a Contributor is entered a check box will appear next to the item. Select the check box and click Submit to remove a Contributor.
Person:	Enter the name of the author or editor.
Role:	Enter the role of the Person, such as author, contributor, or editor.
Organization:	Enter the name of the organization associated with the person.
Date:	Enter the date the person made these changes or updates.
Technical Information	
Resource Format:	Select the type of application this content item uses.
Resource Location:	The location of the item displays in this field.
Rights Management Information	
Free Resource:	Select Yes if this Content Item was free, click No if it was purchased.

Copyright/ Restriction:	Select Yes if this Content is copyrighted or if it has any restrictions. Select No if it is not copyrighted or restricted.
Description:	Enter comments on any conditions of use for this item.

Add / Modify Course Content Folder

Overview

Folders may be added or modified by accessing the Add Folder page or Modify Folder page. The fields on the Add Folder page and Modify Folder page are the same. The Add Folder page opens with empty fields while the Modify Folder page opens with a folder populated.

Find this page

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

- Step 1** Select a Course area in the Control Panel.
Step 2 Click **Add Folder** or **Modify** next to an existing folder.
-

Fields

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

Field	Description
Item Information	
Name:	Select a name that best describes the content of the folder.
Or, specify your own name:	Enter a customized name for the folder.
Choose Color of Name:	Click Pick to select a text color for the folder name. The default color is black.
Text:	Enter a description of the folder.
Options	
Choose date restrictions	Select the range of dates that the folder will appear.
Do you want to make the folder available?	Select Yes to indicate that the item is available to Students.

Add or Modify External Link

Overview

Links to outside Web sites may be added as External Links. The fields on the Add Link page and Modify Link page are the same. The Add Web Link page opens with empty fields while the Modify Web Link page opens with a link already populated.

Find this page

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

- Step 1** Select a Course area in the Control Panel.
Step 2 Click **Add URL** or **Modify** next to an existing link.
-

Fields

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

Field	Description
External Link Information	
Name:	Enter a name for the link.
URL:	Enter the full Web address to the link. When adding a URL, do so as http://www.blackboard.com , not www.blackboard.com or blackboard.com
Description:	Enter a description of the link.
Options	
Launch item in external window?	Select Yes to indicate that this item should open in a separate browser window.
Do you want to track number of views?	Select Yes to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Do you want to add metadata?	Select Yes to add metadata. Metadata is information about the added item, such as ownership, resource format, and copyright information. If this option is selected Describe will appear next to the item in the Course area. Click Describe to access the Content Metadata page.
Do you want to make External Link available?	Select Yes to make the content available to Students.
Choose date restrictions	Select the range of dates that the External Link will appear.

Add a Course Link

Overview

Instructors can link to other items in their courses through the Add Course Link Page. All items that appear in the Course Map can be linked to from this area.

Find this page

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

- Step 1** Select a Course area in the Control Panel.
Step 2 Click **Add Course Link**.
-

Fields

The table below details the fields on the Add Course Link page.

Field	Description
Course Link Information	
Name:	Select a name for the link from the drop-down list or specify a different name.
Choose Color of Name:	Click Pick and select a color for the name of the link.
Text:	Enter a description of the link.
Course Link Attachments	
Link location:	Click Browse and the Course Map will appear in a pop-up window. Select a course area or folder.
Options	
Do you want to make Course Link available?	Select Yes to make the content available to Students.
Do you want to track number of views?	Select Yes to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Do you want to add metadata?	Select Yes to add metadata. Metadata is information about the added item, such as ownership, resource format, and copyright information. If this option is selected Describe will appear next to the item in the Course area. Click Describe to access the Content Metadata page.
Choose date restrictions	Select the range of dates that the Course Link will appear.

Learning Units

Overview

Blackboard Learning Units enable the Instructor to set a structured path for progressing through the content within a course. Instructors will find that the development of self-paced learning is intuitive with Learning Units. Students can access content, including Assessments, in a sequential order. The Instructor may also allow Students to access content nonlinearly within a Learning Unit.

Content within a Learning Unit is added and managed just like content in a folder.

Learning Units can be modified like any other item within a course area. The fields on the Add Learning Unit page and Modify Learning Unit page are the same. The Add Learning Unit page opens with empty fields while the Modify Learning Unit page opens with a Learning Unit already populated.

Find this page

Follow the steps below to open the Add Learning Unit page.

- Step 1** Select a Course area in the Control Panel.
Step 2 Click **Add Learning Unit** or **Modify** next to an existing Learning Unit.
-

Fields

The table below details the fields on the Add Learning Unit page.

Field	Description
Information	
Name:	Select a name from the drop-down list.
Or, specify your own name:	Enter a name for the Learning Unit if one of the provided names is not appropriate.
Choose color of name:	Click Pick to select a color for the Learning Unit name.
Text:	Enter a description of the Learning Unit.
Options	
Do you want to enforce sequential viewing of the Learning Unit?	Click Yes and Students will view the Learning Unit in the order listed. Students will not be able to advance to a page without having viewed the previous page. Click No and Students will be able to view the pages in the Learning Unit in any order.
Do you want to make Learning Unit available?	Select Yes to make the content available to Students.
Launch item in external window?	Select Yes to indicate that this item should open in a separate browser window.
Do you want to track number of views?	Select Yes to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.

Do you want to add metadata?	Select Yes to add metadata. Metadata is information about the added item, such as ownership, resource format, and copyright information. If this option is selected Describe will appear next to the item in the Course area. Click Describe to access the Content Metadata page.
Choose date restrictions	Select the range of dates that the Learning Unit will appear.

Create a Learning Unit Slide Show

Overview

Files added to a Learning Unit open as a page within the Learning Unit. Adding files allows Students to view content as a slideshow, without having to click a link to open content.

Find this page

Follow the steps below to open the Add File page.

- Step 1** Open a Learning Unit in one of the Course areas.
Step 2 Click **Add File**.
-

Fields

The table below details the fields on the Add File page. The Modify File page includes a remove feature to replace a file.

Field	Description
File Information	
Name:	Select a name that describes the file. This name will appear in the Learning Unit contents.
File to Attach:	Enter the path to the file or select Browse to navigate to a file on the network.
Name of Link to File:	Enter a name for the link. This text will appear within the Learning Unit folder to the Instructor but will not appear to Students.

Add Test

Overview

Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Assessment properties, such as availability and presentation options, are managed through the Course area where the test appears to Students. For information on building assessments 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 in the Course area where the Test is posted.

Find this page

Follow the steps below to open the Add Test page.

- Step 1** Select a Course area in the Control Panel.
Step 2 Click **Add Test**.
-

Fields

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

Field	Description
Add Test	
Create a new test:	Click Create and the Assessment Info page will appear.
Select an existing test:	Select a test that has already been created. Click Submit and the Modify Assessment page will appear.

Modify Test / Survey

Overview

Instructors may open the Test Canvas and modify the Test from the Modify Test page. Changes may also be made to test options, such as test availability and presentation.

Find this page

Follow the steps below to open the Modify Test page.

- Step 1** Select a Course area in the Control Panel.
- Step 2** Click **Add Test**.
- Step 3** Create a new Test or select a Test in the **Select an existing Test** list and click **Submit**.

OR

- Step 1** Select a Course area in the Control Panel.
- Step 2** Select **Modify** next to a Test.
-

Functions

The table below details the functions available on this page.

Function	Description
Modify the test	Make changes to the Test on the Test Canvas, such as changing the instructions or adding and modifying Test questions. If a Student has already completed the Test a warning will appear.
Modify the test options	Modify Test options, such as Test availability and feedback.

Warning

The following warning will appear if any Students have already taken a Test when **Modify the test options** 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 the original Assessment they took.

Assessment Options

Overview

The Assessment Options page manages Assessment settings. These settings include:

- the availability of the Assessment
- the type of feedback Students receives
- options for presentation

The current settings for the assessment appear on the page.

Note: Settings on the Survey Options page are the same as the Test Options page, with the exception of [Survey Feedback](#).

Find this page

Follow the steps below to open the Test Options page.

- Step 1** Select a Course area in the Control Panel.
- Step 2** Click **Add Test**.
- Step 3** Create a new Test or select a Test in the **Select an existing Test** list and click **Submit**.
- Step 4** Select **Modify Test Options**.

OR

- Step 1** Select a Course area in the Control Panel.
- Step 2** Select **Modify** next to a Test.
- Step 3** Select **Modify Test Options**.
-

Fields

The table below details the fields on this page:

Field	Description
Test Information	
Name:	Enter the name of the Assessment.
Choose Color of Name:	Click Pick to select color for the Assessment name.
Description:	Enter a description of the assessment.
Launch Item in external window:	Select Yes to have the Assessment open in a new separate window.
Test Availability	
Do you want to make this Assessment available?	Select Yes to make this Assessment available.

Do you want to create an announcement for this Quiz?	Select Yes to create an Announcement about the Assessment. The Announcement will include the date and state "an Assessment has been made available in [Course area that includes the link to the Assessment]".
Allow multiple attempts:	Select this check box to allow Students to take this Assessment multiple times. The status of multiple attempts is displayed to Students at the top of the Assessment.
Force Completion:	Students must complete the Assessment the first time it is launched if Force 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. If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment. If Force Completion is not enabled Students may save their progress and complete the Assessment at another time.
Set time limit:	Select this check box to set a time limit for finishing the Assessment. If selected, select the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed will be displayed to the Student during the Assessment. A one-minute warning will be displayed as Students approach the time limit.
Display After:	Select the date and time for this Assessment to be available to Students.
Display Until:	Click the Display Until check box to stop displaying the link on a specific date.
Set Password:	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.
Test Feedback	
Score Only:	Present only the final score to Students.
Detailed Results:	Present both the Student's answers and the final score to Students.
Show Correct Answers:	Present the Student's answers, the correct answers, and the final score.
Detailed Results, Correct Answers, and Feedback:	Present the Student's answers, the correct answers, the final score, and question feedback to the Student.
Test Presentation	
All at Once:	Select this option to present the entire Assessment on one screen to the Student.
One at a Time:	Select this option to display one question at a time. Students will be given navigation tools to move between questions. The Submit button will only appear on the last page.
Prohibit Backtracking:	Select this option to prevent Students from returning to questions they have already answered. If backtracking is prohibited, the buttons <<, <, or >> do not appear. These buttons will appear if backtracking is not prohibited.
Randomize Questions:	Select this option to display questions in a random order each time the assessment is taken.

Survey Feedback

Survey Feedback offers the Instructor two different Feedback Modes for Students.

Status Only allows Students to see if the Survey is complete or incomplete. **Detailed Results** allows Students to see the answers they submitted on the Survey.

Removing an Assessment

Overview

There are several options for limiting or removing access to Assessments.

Unavailable or Remove?

It is important to understand the difference between making an Assessment unavailable and removing an Assessment.

Unavailable: when an Assessment is unavailable it is 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.

Assessments availability can be limited to a specific time period by setting a start date or an end date. The availability can also be open ended by setting only a start date or only an end date. If neither date is set, the Assessment is immediately and always available.

Unavailable is useful to limit Student access to an Assessment.

Remove: when an Assessment is removed from a Course area it is deleted from that Course area and the details of any Student attempts are deleted. The Assessment will only appear in the Test or Survey Manager. Grades can be preserved, but remember that the details of the Student attempts will be lost.

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

Note: If any Students have already taken an Assessment be cautious and consider the consequences before removing the Assessment. As a best practice, it is recommended that an Assessment first be made Unavailable before considering the more drastic step of removing the Assessment.

Removing a deployed Assessment

Follow the steps below to remove an Assessment from a Course area.

- Step 1** Open the Course area from the Control Panel.
- Step 2** Locate the Assessment.
- Step 3** Click **Remove** for the Assessment.
- Step 4** A warning will appear. Click **Yes** to continue.
- Step 5** 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 test, please continue to Step 6.

Step 6 Select the appropriate option and click **Submit**.

Option	Description
Preserve . . .	<p>This option will remove the Assessment from the Course area. Any Grades in the Gradebook related to this Assessment will remain but the attempt itself will be deleted.</p> <p>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.</p> <p>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.</p>
Remove . . .	<p>This option will remove the Assessment from the Course area and erase any record of the Assessment from the Gradebook.</p> <p>This will destroy all record of Student performance on the Assessment.</p>

The Assessment is removed from the Course area. The Assessment is still available to Instructors through the Test or Survey Manager.

Removing an Assessment from the Test or Survey Manager

Assessments 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.

Add Assignment

Overview

Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back to the Instructor.

Note: Once a Student completes and submits an Assignment the Instructor may access this file in the [Gradebook](#).

Find this page

Follow the steps below to open the Add Assignment page.

- Step 1** Select a Course area in the Control Panel.
- Step 2** Click the **Add other content type:** drop-down menu and select **Assignment**.
-

Fields

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

Field	Description
Content Information	
Name:	Enter the name of the assignment. If the name of the assignment is changed after it is created the new name will not appear in the Gradebook. To change the name in the Gradebook as well, change the Item Information for the assignment in the Gradebook.
Color:	Click Pick and select a color for the assignment name.
Points Possible:	Enter the maximum number of points possible for this item.
Instructions:	Enter instructions for completing the assignment.
Availability Options	
Do you want to make the assignment visible?:	Select Yes to make the assignment available.
Do you want to track number of views?:	Select Yes to track the number of times users access this item. Use the Course Statistics page to view a comprehensive report.
Availability Dates:	Select the range of dates that the Assignment will appear.
Assignment Attachments	
File to Attach:	Click Browse and select a file to attach.
Name of Link to File:	Enter a name for the file to appear in the Assignment.
Currently Attached Files:	Lists the files that are currently attached to the Assignment.

Copy and Move Content

Overview

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 or to also keep it in its original place.

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

Find this page

Follow the steps below to open the Copy/Move Content page.

- Step 1** Open a Course Course area in the Control Panel.
Step 2 Click **Copy** next to a content item.

Note: This feature is not available in *Blackboard Learning System – Basic Edition*.

Fields

The table below details the fields on the Copy/Move Content page.

Field	Description
Content Information	
The name and description of the item appears here.	
Destination	
Destination Course:	Select the destination for the item being copied from the drop-down list.
Destination Folder	Click Browse . A map of the course areas for the destination course appears. Select the folder where the item should be copied.
Delete item after copy?	Select Yes to delete this item from the current course once it is copied. Select No and this item will remain in the course after it is copied.

Chapter 4—Course Tools

Overview

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

In this chapter

This chapter includes information on the following sections:

Section	Description
Announcements	Provides details for posting important information about the course, such as assignment due dates, content changes or guest speakers.
Course Calendar	Provides all the details for posting course-related events on a Calendar.
Staff Information	Describes how to post information about Instructors, Teaching Assistants, and guest speakers for the course.
Tasks	Explains how to organize course projects, priorities, and details.
Discussion Boards	Details how users participate in an online Discussion Board.
Send Email	Provides information on how to send email to other participants or groups of participants within a course.
Collaboration	Explains the Virtual Classroom and Lightweight Chat, which enable users to participate in an on-line collaboration with Instructor and Students.
Digital Drop Box	Provides information for exchanging files between the Instructor and course participants.

Course Announcements

Overview

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	Add Announcement. 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	Modify. The Modify Announcement page will appear.
remove an announcement	Remove. A confirmation box will appear. Removing an Announcement is irreversible.

Add or Modify Announcement

Overview

The Add Announcement page is used to add Announcements to the Course. The Announcements will appear in the order posted with the most recent Announcements appearing first.

Find this page

Follow the steps below to open the Add Announcement page.

- Step 1** Click **Announcements** in Course areas of the Control Panel.
Step 2 Click **Add Announcement** or **Modify**.
-

Fields

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

Field	Description
Announcement Information	
Subject:	Enter a subject for the announcement. This will appear as the title of the announcement.
Message:	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document.
Options	
Always show this announcement on the course's main page	Select Yes and the announcement will always appear on the Announcements area in the course.
Restrict dates to show this announcement	Select the range of dates that the announcement will appear.
Course Link	
Link Location	Click Browse to locate content in the course to link to the Announcement. If the link points to a content item that is not available the link will not appear in the Announcement until the content is available. Note that removing the content will remove the link to the content in the Announcement but The Announcement itself will remain.

Staff Information

Overview

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	Add Profile. The Add Profile page will appear.
add a new folder	Add Folder. The Add Folder page will appear.
modify a profile	Modify. The Modify Profile page will appear.
modify a folder	Modify. The Modify Folder page will appear.
remove an item or folder	Remove. 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.

Step 1 Click **Staff Information** in Course areas of the Control Panel.

Step 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
Profile Information	
Title:	Enter the staff member's title. This title will appear before the first name.
First Name:	Enter a first name.
Last Name:	Enter a last name.
Email:	Enter an e-mail address.
Work Phone:	Enter a work phone.
Office Location:	Enter an office location.
Office Hours:	Enter office hours.
Notes:	Enter any additional information about the staff member.
Options	
Do you want to make the Profile visible:	Select Yes or No to make the profile available to Students. If No is selected, none of the information entered on this page will appear to Students.
Current Image:	The image that currently appears with the Staff Profile.
Profile image:	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.
Personal link:	Enter the URL for the staff member's home page. When adding a URL, do so as http://www.blackboard.com , 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	Add Event . The Add Calendar Event page will appear.
view events for a specific date and time	Quick Jump . 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	Modify 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.

- Step 1** Click **Course Calendar** in the Course Tools area of the Control Panel.
- Step 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
Event Information	
Event Title:	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.
Event Description: (4,000 characters maximum)	Enter a description of the event. The maximum number of characters is 4000.
Event Time	
Event Date:	Select the date of the event from the drop-down list or click the icon to select a date from the calendar interface.
Event Start Time:	Select the time the event will begin from the drop-down list.
Event End Time:	Select the time the event will end from the drop-down list.

Calendar Quick Jump

Overview

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

Follow the steps below to open the Quick Jump page.

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

Fields

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

Field	Description
Calendar Quick Jump	
Please select the date you wish to access.	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.
Please choose the type of view you wish to access the specified date.	Select an option to indicate the type of Calendar view: <ul style="list-style-type: none"> • Month. Display the month in which the date falls. • Week. Display the week in which the date falls. • Day. Display that date only.

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	Add Task to access the Create Task page. The Add Task page will appear.
modify a task	Modify 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.

- Step 1** Click **Tasks** in the Course Tools area of the Control Panel.
- Step 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
Task Information	
Task Title:	Enter the title of the task.
Description:	Enter a description of the task.
Due Date:	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface..
Task Options	
Priority:	Select a priority. The options are: <ul style="list-style-type: none"> • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up)

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	Add Forum . 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	Modify . 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.

- Step 1** Click **Discussion Board** in the Course Tools area of the Control Panel.
- Step 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
Forum Information	
Title:	Enter a title. This title will appear as the name of the Discussion Board forum to all users.
Description:	Enter a description of the forum.
Forum Settings:	
Check the appropriate boxes to:	
<ul style="list-style-type: none"> • Allow anonymous posts. • Allow author to edit message after posting. • Allow author to remove his or her posts. • Allow file attachments. • Allow new threads. 	
Forum User Settings	
Highlight a user and click the appropriate button to assign Forum User Settings.	
Normal	Normal settings allow users to read posts and create posts in a forum.
Admin	Assigns forum administrator privileges to a selected user. <ul style="list-style-type: none"> • Permanent Forum Administrator – the person who created the forum. No one can take away these privileges. • Forum Administrator privileges – assigned by the Permanent Forum Administrator. Enables another user to manage the forum.
Block	Blocks a user from posting to the Discussion Board forum. Only the Forum Administrator or the Permanent Forum Administrator can block a user.
Unblock	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	Add New Thread . 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	EXPAND ALL (+) . All threads and responses will appear.
see only the threads	COLLAPSE ALL (-) . 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	Options 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 Sort By : <ul style="list-style-type: none"> • Author: to have the messages sort by author. • Date: to have the messages sort by the earliest date. This is the default. • Subject: to have the messages sort by the subject.

Options tab

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

To . . .	then . . .
select all threads and posts in the forum	click Select All .
unselect the posts selected	click Unselect All .

unselect the threads and posts that have been selected and select the threads and posts that have not been selected	click Invert .
mark posts as read	select the posts and click Read .
mark posts as unread	select the posts and click Unread .
view multiple threads or posts	select the posts and click Collect .
lock a thread or post	select the post and click Lock . 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 Unlock .
remove a thread or post	select the posts and click Remove .

Post and Reply

Overview

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.

- Step 3** Click **Discussion Board** from the Communication area.
 - Step 4** Click on a forum link to open it.
 - Step 5** Click **Add New Thread**.
-

Fields

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

Field	Description
Message Information	
Current Forum:	The name of the Discussion Board Forum appears in this field.
Date:	The date appears in this field.
Author:	The name of the author appears here.
Subject:	Add a subject for the post.
Message:	Enter a message.
Options	
Post message Anonymous	Select the check box to post an anonymous message. This option may or may not be available depending on the Discussion Forum.
Attachment	Enter the file path or click Browse to locate a file.
Preview	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.

- Step 1** Click **Discussion Board** in the Course Tools area of the Control Panel.
 - Step 2** Double-click on a forum. The forum opens and the discussion threads appear.
 - Step 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	Add Archive . The Add Archive page will appear.
add threads to the archive or modify archive	Modify . The Modify Archive page will appear.
remove the archive	Remove . 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.

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

Fields

The table below details the available fields on this page.

Field	Description
Add Archive	
Archive Title:	Enter a title for the archive.
Description:	Enter a description for the archive.
Available:	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.

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

Fields

The table below details the available fields on this page.

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

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

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

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

- Step 1** Click **Send Email** in Course Tools on the Control Panel.
 - Step 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
Enter Message Details	
To:	Recipients display in this field.
From:	The sender's email address will automatically be displayed in this field.
Subject:	Enter the subject of the email.
Message:	Enter the body of the email.
Set Message Options	
Copy of message to self:	Select the check box to send a copy of the message to the sender.
Add Attachments	
Add:	Click here to add attachments. Select Browse and navigate to the file that should be attached to the email.

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
Virtual Classroom	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.
Chat	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.

- Step 3** Click **Communication** on the Course Menu in a Course.
Step 4 Select **Collaboration**.
-

Functions

The following table describes the functions available from this page.

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

- Step 1** Click **Collaboration** in Course Tools of the Control Panel.
 - Step 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
Name Your Session	
Session Name:	Enter the name of the new session.
Schedule Availability	
Select Dates of Availability:	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.
Available:	Select Yes to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session:	Select Virtual Classroom or Chat.

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.

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

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
Classroom Tool box	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.
Chat	Allows users to compose messages, raise their hands to ask questions, and activate private messages.

Menu Bar

Overview

Only users with Active privileges 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
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Course Map	Enables users to browse the Course Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	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 . . .
select an item	<p>the Arrow tool. Then click on an item for selection. The following may be performed on selected items:</p> <ul style="list-style-type: none"> • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the desired location. • Cut: Click the Whiteboard item. Then click the Cut icon. • Copy: Click the Whiteboard item. Then click the Copy icon. • Paste: Click the Whiteboard item. Then click the Paste icon. • Delete: Click the Whiteboard item. Click on the selected object. Then click the Delete icon. • Group items: Click the Whiteboard items. Then click the Group icon. • Ungroup: Click a Whiteboard item in a group. Then click the Ungroup icon. • Bring front: Click the Whiteboard item. Click on selected object. Then click the Bring to front icon. • Bring back: Click the Whiteboard item. Click on selected object. Then click the Send to back icon. • Select all figures on the Whiteboard: Click the Selects all Figures icon.
draw free hand	the Pen tool. Choose the color of the pen in the Fill Color drop-down list.
enter text using the keyboard	the text tool (T) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click Insert . Use the options in the Tools palette to select color, font, and size.
draw a straight line	the Slanted Line tool.

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

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

Course Map

Overview

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

Functions

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

To . . .	click . . .
display an element on the map to all users	the course area in the Course Map and select Display To Class in the drop-down list.
display an element on the map in a separate window	the course area in the Course Map and select Preview in New Window in the drop-down list. The new window is only visible to the User who opens it.
refresh the Course Map during a Collaboration Session	Refresh Tree in the drop-down list. This will update the Course 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 From list and click the Respond to Question icon. The Respond to Question pop-up window will appear.
delete a question	the Username in the From list and click the Delete icon.
view only questions that have not been answered	the checkbox next to Show unanswered only .

Respond to Question fields

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

Field	Description
Question	Question that was submitted.
Response	Enter the response to the question.
Private	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:

- Step 1** Click **Communication** on the Course Menu.
 - Step 2** Select **Collaboration Tools**.
 - Step 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 Compose field. Click Send . 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 User Info .
send a private message to a user	Select a Username in the Participant list and then click Private Message .

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

- Step 1** Open Collaboration in Course Tools on the Control Panel
Step 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 Archive Name or Creation Date option in the Search by: 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	Manage . The Archive Properties page will appear.
remove an archive	Remove . 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.

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

Fields

The table below describes the fields available on this page.

Field	Description
Edit Archive Name	
Archive Name:	Enter or modify the name of the archive.
Availability to Students	
Available:	Select Yes and Students will be able to view this archive. Select No and this archive will be unavailable to Students.

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.

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

Functions

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

Function	Description
Add File	Upload files to the Drop Box.
Send File	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

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.

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

Fields

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

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Click Browse to locate a file or enter the exact path.
Comments:	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

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.

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

Fields

The table below details the fields on this page.

Field	Description
File Information	
Select File:	Click the drop-down arrow and select a file to send.
Title:	Enter the title of the file.
File:	Click Browse to upload a file and send it to the Instructor.
Comments:	Enter any comments about the file. These comments will appear beneath the title.

Chapter 5—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
Manage Course Menu	Select which course areas will appear in the Course Menu.
Manage Tools	Enable <i>Blackboard Learning System</i> , Building Block, and Content tools.
Settings	Manage the availability and accessibility of a course.
Recycle Course	Recycle a course by selecting areas to keep and areas to remove.
Course Copy	Copy courses taught by the same Instructor.
Import Course Cartridge	Import a Course Cartridge into this course.
Import Package	Add a package containing an exported course the current course.
Export Course	Export course areas to save and use at a later time.
Archive Course	Create an incremental backup of a specific course.

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 page.

Functions

The table below details the functions available on this page.

To . . .	click . . .
add a Course area	Add Course area. The Add New Area: <i>Course area</i> page will appear.
add a Tool area	Add Tool Area. The Add New Area: <i>Tool Area</i> will appear.
add an External Link	Add External Link. The Add New Area: <i>External Link</i> page will appear.
add a Course Link	Add Course Link. The Add New Area: <i>Course Link</i> page will appear.
modify an area	Modify.
remove an area	Remove. 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.

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

Fields

The table below details the fields available on this page.

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

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

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type:	Select a Tool to add to the Course Menu.
Area name: [r]	Enter a name for the Tool. The name entered will appear on the Course Menu.
Make available for Student/ Participant users:	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.

Step 1 Click **Manage Course Menu** under Course Options in the Control Panel.

Step 2 Click **Add Course Link**.

Fields

The table below details the fields available on this page.

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

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

Fields

The table below details the fields available on this page.

Field	Description
Set Area Properties	
Area Type:	Indicates that this is an External Link area.
Area name: [r]	Enter a name for the area.
Target: [r]	Enter a Web site address for the link to access. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Launch in a new window:	Select the check box to open the URL in a new window when it is accessed by a user.
Allow quest access:	Select the check box to make this area available to guests who view the course.
Allow observer access:	Select the check box to make this area available to observers who view the course.
Make available for Student/Participant users:	Select the check box to make this area available to users enrolled in 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
Enable Blackboard Tools	Select the Blackboard Tools that will be available in the course.
Enable Extension Tools	Select Building Blocks that will be available in the course.
Enable Content Tools	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.

Step 1 Click **Manage Tools** in the Course Options area of the Control Panel.

Step 2 Click **Enable Blackboard Tools**.

Fields

The table below details the fields available on this page.

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

Step 3 Click **Manage Tools** in the Course Options area of the Control Panel.

Step 4 Click **Enable Extension Tools**.

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

Fields

The table below details the fields available on this page.

Field	Description
Enabled	Select the check box next to those tools that will be used in the course.
Allow Guest	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.

Step 1 Click **Manage Tools** in the Course Options area of the Control Panel.

Step 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.

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.

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

Fields

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

Field	Description
Course Title/Description	
Course Name:	Enter the name of the course. This name will appear as the course name throughout the <i>Blackboard Academic Suite</i> .
Description:	Enter a description of the course.
Course Categorization	
Subject Area:	Select the subject area that best describes the course.
Discipline:	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.

- Step 1** Select **Settings** in Course Options on the Control Panel.
Step 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.

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 Unavailable 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.

Step 1 Select **Course Settings** in Course Options on the Control Panel.

Step 2 Click **Guest Access**.

Guest Access

Select either **Yes** to make the course available for Guests to view.

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.

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

Fields

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

Field	Description
Set Course Duration	
Continuous	Select this option to make the course always available.
Select Dates	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.
Days (from the date of enrollment)	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.

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

Fields

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

Field	Description
Select Enrollment Options	
Instructor/Admin:	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.
Self Enrollment:	Select this option to allow Students to enroll in a course.
Start Date:	Select this option to set an enrollment start date. If Self Enrollment is selected this date is required.
End Date:	Select this option to set an enrollment end date. If Self Enrollment is selected this date is required.
Require Access Code to Enroll:	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.

Step 1 Select **Course Settings** in Course Options on the Control Panel.

Step 2 Click **Categorize Course**.

Fields

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

Field	Description
Categorize Course	
Add Category	Select a catalog category. Click Add . More than one category may be selected. Repeat the process to add another category. The course will appear under the selected categories.
Currently Categorized In:	Displays the catalog categories that have been selected. To remove a category, click Remove 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.

Step 1 Select **Course Settings** in Course Options on the Control Panel.

Step 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.

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.

- Step 1** Select **Course Settings** in Course Options on the Control Panel.
 - Step 2** Click **Course Design**.
 - Step 3** 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
Select Style Properties	
Button Type:	Choose the Button Type from the drop-down list.
Button Shape:	Click an option to choose the Button Shape.
Button Style:	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
Select Style Properties	
Select background color for navigation:	Click Pick and select a background color for the Course Menu.
Select a highlight color for the navigation:	Click Pick 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.

- Step 1** Select **Course Settings** in Course Options on the Control Panel.
 - Step 2** Click **Course Design**.
 - Step 3** Click **Course Banner**.
-

Fields

The table below details the fields on this page.

Field	Description
Select Course Banner	
Current Banner:	Displays the banner that currently appears at the top of the Announcements area.
New Banner:	Enter the path to the new banner file or click Browse to upload a new course banner.
Remove this banner	Select this check box to remove the banner image from the Course.

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.

Step 1 Select **Course Settings** in Course Options on the Control Panel.

Step 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.

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
Select Content Materials to Remove	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.
Select Other Course Materials to Remove	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	Copy Course Materials into a New Course
Copy some or all of the course materials into an existing course	Copy Course Materials into an Existing Course
Make an exact copy of the course including enrollments	Copy Course with Users (Exact Copy)

Content System items

When a course is copied, links to Content System 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.

- Step 1** Click **Course Copy** from the Control Panel.
Step 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
Content	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.
Announcements	All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.
Calendar	All Calendar events are copied to the new course.
Collaboration Sessions	Copies Collaboration Sessions.
Course Settings	Some Course Settings will be copied. See Course Settings below for more information.

Discussion Board	Discussion Board forums, including the initial posts in each forum, are copied to the new course.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	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.

- Step 1** Click **Course Copy** from the Control Panel.
- Step 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
Content	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.
Announcements	All Announcements are copied to the new course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new course.
Calendar	All Calendar events are copied to the new course.
Collaboration Sessions	Collaboration Sessions.
Course Settings	Some Course Settings will be copied. See Course Settings below for more information.
Discussion Board	Discussion Board forums, including the initial posts in each forum, are copied to the new course.

Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are copied to the new course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	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.
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).

- Step 1** Click **Course Copy** from the Control Panel.
 - Step 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 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.

- Step 1** Select a textbook with a companion Course Cartridge by browsing the Course Cartridge Catalog, located at <http://cartridgecatalog.blackboard.com/catalog/>
- Step 2** Obtain the Instructor Download Key from the textbook publisher.
- Step 3** Begin the Course creation process.
- Step 4** During the course creation process, enter the Instructor Download Key obtained in Step 2.
- Step 5** Click **Submit** to create the course.

-
- Step 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.

- Step 1** Enroll Students in the Course.
- Step 2** Instruct Students to purchase required textbook or other publisher provided materials that contain the Access Key.
- Step 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.

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
Select a Course	
Destination Course ID:	Displays the Course ID for the course.
Select a Package	
Please Browse for the location of the packaged course:	Either enter the path to the course package or click Browse to search for the course package.
Course areas	
Select the option for each course area and tool in the course that should be imported. The Select course materials 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
Content	Imports course materials, including the following, from the package: <ul style="list-style-type: none"> • Uploaded files • Learning Units • Links • Course Information • Course Documents • Assignments • External Links • Building Block content
Announcements	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.

Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are imported to the new course.
Calendar	All Calendar items are imported to the new course.
Course Settings	Some Course Settings will be imported. See Course Setting below for more information.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are imported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are imported.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	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
Content	Exports course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments and External Links.
Announcements	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.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are imported. All Pools are exported to the new course.
Calendar	All Calendar items are exported to the new course.
Course Settings	Some Course Settings will be exported. See Course Setting below for more information.
Discussion Board	Discussion Board forums, including the initial message in the Discussion Board, are exported.
Gradebook Items and Settings	Items in the Gradebook, and their settings, such as type, categories, and display options, are exported.

Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board forum names.
Staff Information	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

The following settings are not exported as part of this operation:

- Course ID
 - Course Availability
 - Guest Access
 - Observer Access
 - Course Duration
 - Enrollment Options
-

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 6—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:

Section	Description
List/Modify Users	Explains how to update user information.
Create User	Provides information on creating user accounts.
Batch Create Users for Course	Describes the function to create a set of users for a course.
Enroll User	Explains how to enroll users in a course.
Remove Users from the Course	Explains how Instructors remove users from the course.
Manage Groups	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	Password.
edit a user profile	Properties.

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.

- Step 1** Select **List/Modify Users** in the User Management area of the Control Panel.
 - Step 2** Search for a user.
 - Step 3** Click **Change Password** next to a user.
-

Fields

The table below details the fields on the Change Password page.

Field	Description
Change Password	
Password: [r]	Enter the new password.
Verify Password: [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.

- Step 1** Select **List/Modify Users** in the User Management area of the Control Panel.
- Step 2** Search for a user.
- Step 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
Personal Information	
First Name: [r]	Enter the user's first name.
Middle Name:	Enter the user's middle name.
Last Name: [r]	Enter the user's last name.
Email: [r]	Enter the user's email address.
Student ID:	Enter the user's Student ID as defined by the institution.
Account Information	
Username: [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.
Password	Enter a password for the user's account. The password must be at least one character and contain no spaces or special characters.
Verify Password	Enter the password again. Use the Change Password page to change the password of an existing user.
Other Information	
Gender:	Enter the user's gender.
Birthdate:	Select the user's birthday.
Education Level:	Enter the user's education level.
Company:	Enter the user's company.
Job Title:	Enter the user's job title.

Department:	Enter the user's department.
Street 1:	Enter the user's address.
Street 2:	Enter any additional address information.
City:	Enter the user's city.
State/Province:	Enter the user's state or province.
ZIP/Postal Code:	Enter the user's ZIP code or postal code.
Country:	Enter the user's country.
Web Site:	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>
Home Phone:	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the user. The phone number will display exactly as entered.
Role and Availability	
Role and Availability:	<p>Select a role option. Available roles are:</p> <ul style="list-style-type: none"> • Student: User is able to access all available Course content and will be graded on Assessments. • Instructor: User is able to control all aspects of the course through the Control Panel. • Teacher's Assistant: User is able to control most aspects of the course through the Control Panel. • Grader: User is able to access all areas under Assessments. • Course Builder: User is able to add content to the course through the Control Panel. • Guest: Guests are able to view areas of the course, but cannot participate in any way.
Available (this course only)	Select Yes or No from the drop-down list. If Yes is selected, the user will have access to the Course. If No 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 may 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.
 - 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
File Upload	
File Location:	Enter the location of the batch user file.
Delimiter Type of Your File:	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	Add Group. The Add Group page will appear. Once a Group has been created Students must be added. Click Modify to access the Manage Group page and add users to that group.
modify a group	Modify. 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	Remove. 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:

Click **Add Group** to create a new group.

Click **Modify** to change the properties for a specific group.

Fields

The table below details the fields on this page.

Field	Description
Main Group Information	
Group name:	Enter a Group name.
Description:	Enter a description of the Group.
Group Options	
Enable Group Discussion Board Function:	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.
Enable Group Virtual Classroom Function:	Select this check box to indicate that this Group will have access to the Virtual Classroom functions.
Enable Group File Exchange Function:	Select this check box to indicate that this Group will have access to the group file exchange function.
Enable Group Email Function:	Select this check box to indicate that this Group will have access to the group email function.
Make group visible now:	Click Yes 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.

Step 1 Click **Manage Groups** in the User Management area of the Control Panel.

Step 2 Click **Modify** next to a Group.

Functions

The following functions are available from the Manage Group page:

Function	Description
Group Properties	Modify the Group name, description, or options.
Add Users to Group	Add Students to the group.
List Users in Group	List or modify users in a Group.
Remove Users From Group	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.

- Step 1** Click **Manage Groups** in the User Management area of the Control Panel.
 - Step 2** Click **Modify** next to a Group.
 - Step 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.

- Step 1** Click **Manage Groups** in the User Management area of the Control Panel.
 - Step 2** Click **Modify** next to a Group.
 - Step 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.

- Step 1** Click **Manage Groups** in the User Management area of the Control Panel.
 - Step 2** Click **Modify** next to a Group.
 - Step 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 7 – 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
Test Manager	Explains how to create and manage Tests.
Survey Manager	Explains how to create and manage Surveys.
Pool Manager	Describes how to create and manage Pools of questions.
Gradebook	Describes how to manage all aspects of Student grades.
Gradebook Views	Explains the different Gradebook Views available to Instructors.
Course Statistics	Explains how to generate reports on the course usage and activity.

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	Add Test . The Test Info page will appear.
modify a Test	Modify next to the Test. The Test Canvas page will appear.
remove a Test	Remove 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 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.

- Step 1** Select **Add Test** on the Test Manager page.
- Step 2** Enter a name, description, instructions and click **Submit**.
- Step 3** Select a question type on the Test Canvas and click **Go**.
- Create one of the following questions:
- [Multiple Choice](#)
 - [True/False](#)
 - [Fill in the Blank](#)
 - [Multiple Answer](#)
 - [Matching](#)
 - [Ordering](#)
 - [Essay](#)
- Step 4** Enter the Point Value for the question.
- Step 5** Attach a file or URL.
- Step 6** Enter answers to choose from and select the correct answer.
- Step 7** Enter feedback that Students will see based on their answer.
- Step 8** Repeat Step 4 through Step 8 until finished adding questions.
-

How to make a Test available

Follow the steps below to make a Test available.

- Step 1** Open a course area and select **Add Test**.
- Step 2** Select the Test to add and click **Submit**.
- Step 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.

Step 1 Select **Test Manager** in the area of the Control Panel.

Step 2 Click **Add Test**.

OR

Step 1 Select **Test Manager** in the area of the Control Panel.

Step 2 Click **Modify** next to an existing Test.

Step 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
Test Info	
Name: [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.
Description:	Enter a description of the Test.
Instructions:	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.

Step 1 Select **Test Manager** in the Assessment area of the Control Panel.

Step 2 Click **Modify** next to an existing Test.

Follow these steps to open the Test Canvas page for a new test.

Step 1 Select **Test Manager** in the Assessment area of the Control Panel.

Step 2 Click **Add Test**.

Step 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	Creation Settings . 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	Modify 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 a question	Modify to the right of the question header.
remove a question	Remove 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.

- Step 1** Select **Test Manager** in the Assessment area of the Control Panel.
- Step 2** Click **Add Test**.
- Step 3** Complete the Add Test page and select **Submit**.
- Step 4** Select **Creation Settings**.

Fields

The table below details the fields on this page.

Field	Description
Creation Settings	
Provide feedback for individual answers	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. Note: Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, and Matching questions.
Add images, files, and URLs to questions	Select this check box to include the option to attach images, files, and URLs to questions.
Add images and files to answers	Select this check box to include the option to attach images and files to answers.
Add categories and keywords to questions	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.
Specify default point value for questions	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.

Add or Modify 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

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
Multiple Choice Question	
Question text: [r]	Enter the question.
Point Value: [r]	Enter the point value for this question.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Answers	
Number of Answers:	Select the number of possible answers to this question from the drop-down list.
Answer:	Enter answers to the question. Select the Correct option next to the correct answer to the question. Click Remove and the answer will be removed. This action is irreversible.
File:	Use Browse to select a file to attach to this answer.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the answer.
Title:	Enter a title for the URL as it should appear on the Test.
Feedback:	Enter feedback that Students will view for this answer.
File:	Use Browse to select a file to attach to this feedback.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the feedback.
Title:	Enter a title for the URL as it should appear in the question.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly.
File:	Use Browse to select a file to attach to this response.

Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly.
File:	Use Browse to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Categories	
Categorize	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 Test Creation Settings page.
Keywords:	Enter keywords for this question. Questions may be searched by keyword.

Add/Modify Question – True/False

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

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
True/False Question	
Question text: [r]	Enter the question.
Point Value: [r]	Enter the point value for this question.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Answers	
Correct Answer Values	Select True if the statement in the Question Text: field is correct. Select False if the statement in the Question Text: field is incorrect.
Feedback	
Correct Response:	<ul style="list-style-type: none"> • Enter a response that will appear if the Student answers the question correctly.
File:	Click Browse to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Incorrect Response:	<ul style="list-style-type: none"> • Enter a response that will appear if the Student answers the question incorrectly.
File:	Click Browse to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Categories	
Categorize	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 Test Creation Settings page.

Keywords:	Enter keywords for this question. Questions may be searched by keyword.
------------------	---

Add/Modify Question – Fill in the Blank

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

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
Fill in the Blank Question	
Question text: [r]	Enter the question, as it is to appear on the Test.
Point Value: [r]	Enter the point value for this question.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Answers	
Number of Answers:	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.
Answer 1:	Enter a correct answer to the question. Click Remove to remove the answer. The number of answers will automatically be updated if an answer is removed.
Feedback:	Enter feedback that Students will view for the correct answer to the question.
File:	Use Browse to select a file to attach to this feedback.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page

URL:	Enter a URL to include with the feedback.
Title:	Enter a title for the URL as it should appear in the question.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly.
File:	Use Browse to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly.
File:	Use Browse to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Categories	
Categorize	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 Test Creation Settings page.
Keywords:	Enter keywords for this question. Questions may be searched by keyword.

Add/Modify Question – Multiple Answer

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

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
Multiple Answer Question	
Question text: [r]	Enter the question.
Point Value: [r]	Enter the point value for this question.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Answers	
Number of Answers:	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.
Answer:	Enter an answer to the question. Select the Correct option if the answer is correct. Click Remove to remove the answer. The number of answers will automatically be updated if an answer is removed.
File:	Use Browse to select a file to attach to this answer.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the answer.
Title:	Enter a title for the URL as it should appear in the question.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly.
File:	Use Browse to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly.
File:	Use Browse to select a file to attach to this response.

Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none">• Create a link to the file• Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Categories	
Categorize	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 Test Creation Settings page.
Keywords:	Enter keywords for this question. Questions may be searched by keyword.

Add/Modify Question – Matching

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

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
Matching Question	
Question text: [r]	Enter the question.
Point Value: [r]	Enter the point value for this question.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question
Title:	Enter a title for the URL as it should appear in the question.
Question Items	
Number of Questions:	Select the number of questions. This number will determine the number of Question fields that appear on the page. The maximum number is 20.
Question Text:	Enter a question in each of the Question fields. Click Remove to remove a question. The number of questions will automatically be updated if an answer is removed.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Answer Items	
Number of Answers:	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.
Answer Text:	Enter an answer in each of the Answer fields. Click Remove to remove an answer. The number of answers will automatically be updated if an answer is removed.
File:	Click Browse to select a file to attach to the answer.

Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the answer.
Title:	Enter a title for the URL as it should appear in the question.
Submit Information	
Cancel	Select this option to return to cancel this question and return to the Test Canvas.
Continue	Select this option to finish creating the Matching Question.
Assign	
Match Question Items and Answer Items	Select the corresponding letter value from the Answer Items column next to each number in the Question Items column.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly.
File:	Click Browse to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly.
File:	Click Browse to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Categories	
Categorize	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 Test Creation Settings page.
Keywords:	Enter keywords for this question. Questions may be searched by keyword.

Add/Modify Question – Ordering

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

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
Ordering Question	
Question text: [r]	Enter the question.
Point Value: [r]	Enter the point value for this question.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Answers	
Number of Answers:	Enter the number of answers to choose from. The maximum number of answers is 20.
Correct Order:	Enter the answers in the correct order. Click Remove to remove an answer. The number of Answers will automatically be updated if an answer is removed.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Submit Information	
Cancel	Select this option to cancel this question and return to the Test Canvas.
Continue	Select this option to finish creating the Matching Question.
Answers	
Display Order	Select the order for the answers are to appear on the Test.
Correct Order	Displays the correct order for the answers.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly.
File:	Click Browse to select a file to attach to the response.

Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly.
File:	Click Browse to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear in the question.
Categories	
Categorize	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 Test Creation Settings page.
Keywords:	Enter keywords for this question. Questions may be searched by keyword.

Add/Modify Questions –Essay Question

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

Add or modify a question from the Test Canvas.

Fields

The table below details the fields on this page.

Field	Description
Essay Question	
Question text: [r]	Enter the question.
Point Value: [r]	Enter the point value for this question.
File:	Click Browse to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear in the question.
Answer	
Answer	Enter an example of an answer. Students will be able to view this sample.
Categories	
Categorize	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 Test Creation Settings page.
Keywords:	Enter keywords for this question. Questions may be searched by keyword.

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

Add a Random Block of questions from the Test Canvas.

Fields

The table below details the fields on this page.

Field	Description
Search	
Search the pools below:	Select a Pool from which to draw the group of questions.
Choose question types to import:	Select the check boxes next the question types to choose which to include in the Random Block. If All is selected no other options can be selected. If All is not selected one or more options may be chosen.
Number of questions to import:	Enter the number of questions to include in the Random Block.
Points per question:	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

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.
-

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

Search Pools and Assessments for a question from the Test Canvas page.

Field

The table below details the fields on this page.

Field	Description
Search the pools and assessments below:	Select a Test or question Pool from which to select the questions.
Question Types:	Select All to choose questions from all question types or select one or more question types.
Related Categories:	Select a category to choose questions from. This option is on the Advanced tab.
Keywords:	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.

Categorize Question

Overview

Instructors have the option to create categories for questions to help organize them for future use. The Categorize Question page allows the Instructor to add a question to multiple categories and to remove a question from a category. The Category Manager page may also be accessed from this page to create new categories.

Note: The Categorize Question options are only available if **Add categories and keywords to questions** is selected in [Creation Settings](#).

Find this page

Follow the steps below to open the Categorize Question page.

- Step 1** Select **Test Manager** in the Assessment area of the Control Panel.
 - Step 2** Create a new Test or select **Modify** next to an existing Test.
 - Step 3** Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
 - Step 4** Click **Categorize**.
-

Functions

The table below details the available functions on the Categorize Question page.

To . . .	click . . .
add a question to a category	the drop-down arrow and select a category for the question. Click Add .
remove the question from a category	Remove next to a category the question is currently categorized in.
add a new category	Category Manager . The Category Manager page will appear.

Category Manager

Overview

Instructors may add new categories, modify existing categories, or remove categories using the Category Manager page.

Find this page

Follow the steps below to open the Category Manager page.

- Step 1** Select **Test Manager** in the Assessment area of the Control Panel.
 - Step 2** Create a new Test or select **Modify** next to an existing Test.
 - Step 3** Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
 - Step 4** Click **Categorize**.
 - Step 5** Select **Category Manager**.
-

Functions

The table below details the available functions on the Category Manager page.

To . . .	then . . .
add a new category	enter a new category name in Add New Category: and click Add . There is a 64 character limit on Category names.
remove an existing category	click Remove next to the category name. This action is irreversible.
modify an existing category	click Modify . On the page that appears change the name of the category in the Existing Categories field and select Update . If a category is modified, all questions that are part of the category will be updated.

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: Assessment Name](#) 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.

Pool Import

Overview

Instructors may import a Pool of questions for use in Tests. Pools are exported and imported as .ZIP packages.

Find this page

Follow the steps below to open the Pool Import page.

- Step 1** Open the **Pool Manager** in Assessments on the Control Panel.
 - Step 2** Click **Import Pool**.
-

Field

Enter the path to the Pool or click **Browse** to locate the path. Click **Submit**.

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	Add Item . The Modify Grade page will appear.
manage items	Manage Items . The Manage Items page will appear.
change Spreadsheet display and options	Gradebook Settings . The Gradebook Settings page will appear.
manage grade weighting	Weight Grades . The Weight Grades page will appear.
download grades	Download Grades . The Download Gradebook page will appear.
upload grades	Upload Grades . The Upload Gradebook page will appear.
modify a grade	the grade that needs to be modified. The View Grades page will appear.
view and modify the details for an Assessment	the Assessment Name . The Item Options page will appear.
view and modify the details for an Assignment	the Assignment Name . The Item Options page will appear.
view statistics for a user	the user's name . The User Options page will appear.
sort items	an option in the Sort Item by: drop-down list to sort the items by: <ul style="list-style-type: none"> • Category • Date Added

	<ul style="list-style-type: none"> • Position • Title Click Go .
view a specific category of Gradebook items	an option in the Filter Items by Category: drop-down list, then click Go . Only items that match that type will appear in the Spreadsheet View.

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.

- Step 1** Select **Gradebook** in Assessments on the Control Panel.
Step 2 Select **Add Item**.

OR

- Step 1** Select **Gradebook** in Assessments on the Control Panel.
Step 2 Select the name of a Gradebook Item.
Step 3 Click **Item Information** on the Item Options page.
-

Fields

The table below details the fields on the Modify Gradebook Item page.

Field	Description
Item Information	
Item Name: [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.
Category:	Select a category, such as Homework or Quiz, from the drop-down list.
Description:	Enter a description of the Gradebook Item.
Date:	Select a date for the Gradebook Item from the drop-down list or click the Calendar icon and choose a date.
Points Possible:	Enter the maximum number of points possible for this item.
Display As:	Select how the grade should be displayed from the drop-down list.
Options	
Make item visible to Students:	Select Yes to allow Students to view the item.
Include item in Gradebook score calculations:	Select Yes and this item will be included in Gradebook calculations. Select No 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.

- Step 1** Select **Gradebook** in Assessments on the Control Panel.
Step 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	Modify . 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	Add Item . 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

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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Click **Gradebook Settings**.
 - Step 3** Click **Spreadsheet Settings**.
-

Fields

The table below details the fields on the Spreadsheet Settings page.

Field	Description
Options	
Student Name: Last Name, First Name:	Select this check box to display the Student names with the last names before the first names.
Student Name: First Name Last Name:	Select this check box to display the Student names with the first names before the last names.
User ID:	Select this check box to display the Usernames on the spreadsheet.
Student ID:	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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Click **Gradebook Settings**.
 - Step 3** Click **Manage Gradebook Categories**.
-

Functions

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

To . . .	click . . .
add a category	Add Category . The Create/Modify Item Category page will appear. On the Add Category page new categories can be entered.
modify a category	Modify . 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Click **Gradebook Settings**.
 - Step 3** Click **Manage Gradebook Categories**.
 - Step 4** Click **Add Category**.
-

Fields

The table below details the fields on the Create/Modify Item Category page.

Field	Description
Category Information	
Title: [r]	Enter the name of the Gradebook category.
Description:	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.

- Step 1** Select **Gradebook** on the Control Panel.
Step 2 Click **Gradebook Settings**.
Step 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	Add Display Option . 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	Modify . 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 Modify . Score and Percentage display options cannot be copied.
remove a grade display option	Remove . 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+	87% to 90% = B+	77% to 80% = C+
94% to 97% = A	84% to 87% = B	74% to 77% = C

90% to 94% = A-

80% to 84% = B-

70% to 74% = C-

67% to 70% = D+

59 or below = F

64% to 67% = D

60% to 64% = D-

- 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Click **Gradebook Settings**.
 - Step 3** Click **Manage Grade Display Options**.
 - Step 4** Select **Add Display Option**.
-

Fields

The table below details the fields on the Create/Modify Grade Display Options page.

Field	Description
Name	
Name: [r]	Enter the name of the new Grade Display Option.
Add Symbols and Values	
System-graded items with a grade of:	Enter the numeric values of the range for each grade. The system will automatically treat the numbers within each range the same.
Manually-graded items entered as:	Enter the symbol the Instructor will use to manually enter grades. Each symbol will correspond to the range in the System-graded items.
Will be calculated as:	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.
Add	Click Add to add a row in the Add Symbols and Values Section.
Remove:	Click Remove to remove a row in the Add Symbols and Values 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.

- Step 1** Select **Gradebook** on the Control Panel.
Step 2 Select **Weight Grades**.

Fields

The table below details the fields on the Weight Grades page.

Field	Description
Weighting	
Weight by Category:	Click Weight by Category 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.
Weight by Item:	Click Weight by Item 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.
-

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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Click **Upload Gradebook**.
 - Step 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
Choose Imported Item	Select the column in the file that should be uploaded to the Gradebook.
Choose Existing Item	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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Click **Upload Gradebook**.
 - Step 3** Select a file to upload on the Upload Gradebook page and click **Submit**.
 - Step 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 All. All of the check boxes next to the Student names will be selected.
clear the checkboxes next to all of the Student names	Select None. All of the check boxes next to the Student names will be removed.
select the opposite Students then those whose checkboxes are selected.	Select Inverse. 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.

- Step 1** Select **Gradebook** on the Control Panel.
Step 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 View to open the Grade Assessment: <i>Assessment Name</i> 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	Clear Attempt . 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a grade on the spreadsheet. The My Grades page will appear.
 - Step 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 Clear Attempt . 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.

- Step 1** Select **Gradebook** on the Control Panel.
Step 2 Select a Gradebook item.
-

Functions

The table below details the functions available on this page.

Function	Description
Item Grade List	View a list of Students and their grades for this Assessment.
Item Detail	View the Assessment statistics, such as the average score and the percentage of Student who answered questions correctly and incorrectly.
Item Information	Modify the Gradebook item information, such as item name and description.
Assessment Attempt Details	View the statistics for how Students answered questions on an Assessment.

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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a Gradebook item. The Item Options page will appear.
 - Step 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a Gradebook item. The Item Options page will appear.
 - Step 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a Gradebook item. The Item Options page will appear.
 - Step 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.

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.

- Step 1** Select **Gradebook** on the Control Panel.
Step 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 View to open the Grade Assignment: <i>Assignment Name</i> 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	Clear Attempt . The Grade for the item will be reset.

Grade Assignment

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can review the Student's Assignment on the Grade Assignment page.

Find this page

Follow the steps below to open the Grade Assessment page.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a grade for an Assignment on the Spreadsheet.
 - Step 3** Click **View**.
-

Field

The table below details the fields on this page.

Field	Description
Assignment Information	
Name:	The name of the Assignment.
Instructions:	The instructions for this Assignment.
Assignment Files:	Files uploaded by the Instructor when the Assignment was created.
Clear Attempt:	Click Clear Attempt to delete the Student's Assignment. The Student will be able to re-submit the Assignment once this option is chosen.
Student's Work	
Student's Comments:	Comments entered by the Student when the Assignment was submitted.
Student's Files:	Files uploaded by the Student when the Assignment was submitted.
Instructor Comments	
Grade:	Enter a grade for the Assignment.
Comments:	Enter comments for the Student to view when they access the grade for this Assignment.
File To Attach:	Click Browse and select a file to add as an attachment for the Student to view with their grade. Click Add to add the file selected.
Currently Attached Files:	Lists the files currently attached to the Instructor Comments. The Student will be able to access these files when they access their grade for the Assignment.
Instructor Notes	
Notes:	Enter notes for this Assignment. These notes are only viewed by the Instructor.
File To Attach:	Click Browse and select a file to add as an attachment. Click Add to add the file selected. These files are only viewed by the Instructor.
Currently Attached Files:	Lists the files currently attached to the Instructor Notes. These files are only accessed by the Instructor.

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.

- Step 1** Select **Gradebook** on the Control Panel.
Step 2 Select an Assignment item in the Gradebook.
-

Functions

The table below details the functions available on this page:

Function	Description
Item Grade List	View a list of Students and their grades for this Assignment.
Item Detail	View the Assignment statistics.
Item Information	Modify the Gradebook item information, such as item name and description.
Item Download	Download Assignments submitted by Students.
Item File Clean Up	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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select an Assignment item in the Gradebook. The Item Options page will appear.
 - Step 3** Click **Item Download**.
-

Fields

The following table details the fields on this page.

Field	Description
Select Students	
Check All	Select this option to download the files for all of the Students on the list who have submitted Assignments.
Check Ungraded	Select this option to select the check boxes and download the files for those Student's whose Assignments have not been graded.
Uncheck All	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.

- Step 1** Select **Gradebook** on the Control Panel.
- Step 2** Select an Assignment item in the Gradebook. The Item Options page will appear.
- Step 3** Click **Item File Clean Up**.
-

Fields

The following table details the fields on this page:

Field	Description
Select Students	
Check All	Select this option to select and delete all files associated with an Assignment.
Check All Student Files	Select this option to select and delete all files submitted by a Student for an Assignment.
Check All Instructor's Files for Students	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: <i>Assignment Name</i> page.
Check All Instructor's Personal Files	Select this option to delete files an Instructor attached to an Assignment for personal notes. These files are attached on the Grade Assignment: <i>Assignment Name</i> page.
Check Graded	Select this option to select and delete those files for Assignments that have been graded.
Uncheck All	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.

- Step 1** Select **Gradebook** on the Control Panel.
Step 2 Select a **Student Name** on the Spreadsheet.
-

Functions

The table below details the functions available on this page:

Function	Description
User Grade List	View a list of Students and their grades for this Assessment.
User Detail	View statistics about a Student, such as their average grade on an Assessment.
User Information	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: This 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a Student Name on the Spreadsheet. The User Options page will appear.
 - Step 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a Student Name on the Spreadsheet. The User Options page will appear.
 - Step 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.

- Step 1** Select **Gradebook** on the Control Panel.
 - Step 2** Select a Student Name on the Spreadsheet. The User Options page will appear.
 - Step 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	View Grades by Item
access a list of users that appear in the Gradebook	View Grades by User

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.

- Step 1** Click **Gradebook Views** on the Control Panel.
Step 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, Filter Items by Category , and select a category. Click Go 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.

- Step 1** Click **Gradebook Views** on the Control Panel.
Step 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 User Options 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.

- Step 1** Select a course you are teaching and open the Control Panel.
Step 2 Click Course Statistics in Assessments.
-

Fields

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

Field	Description
Select Report Filer	
Report Type:	Select one of the following reports: <ul style="list-style-type: none"> • Overall Summary of Usage • Accesses by Course area • Accesses by Groups • Accesses by Forum
Time Period:	Click Start Date and select a date to begin the report on. Select End Date and choose a date to end the report. If End Date is not selected the report will begin on the Start Date and end on the current date.
Users:	Select All Users to view a report containing information from all users who have accessed the Course. Select Selected Users 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 SHIFT or CONTROL.

Chapter 8 – 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 9—Application Pack 1 Features

Introduction to Application Pack 1 Features

Overview

Application Packs introduce new features to the *Blackboard Academic Suite* without disrupting existing courses. Administrators must activate a new feature before it can be used in a course. Once activated, it is up to the Instructor to incorporate a new feature.

Application Pack 1 updates Release 6.1 with several new features. The new features that may be used by Instructors are:

- *Course Creation Wizard*: A step-by-step, process driven series of screens for quickly creating a course.
 - *Course Templates*: Blueprints for new courses. Templates can be based on existing courses or new courses can be developed specifically as templates.
 - *Messages*: Internal course communication tool with the functions of an email account. Messages may not be sent or received outside of the course.
 - *Glossary*: Listing of important terms in a course and associated definitions.
 - *Report Card module*: Portal module that displays the overall grade of each course to the user.
-

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

Follow these steps to open the Messages feature.

- Step 1** Click **Communication** from the Course Menu.
- Step 2** Click **Messages**.

Instructors can also access Messages from the Control Panel.

Functions

The table below details the functions available on the initial Messages page.

To . . .	click . . .
Open the Inbox to see delivered messages	Inbox . The Inbox folder will open with messages that you have received.
View messages that you sent	Sent . The Sent folder will open with a list of messages that you have sent.
Add a new folder	Add Folder . Folders can be used to organize messages. Note that the system administrator may turn off the ability to add folders.
Change the name of a personal folder	Modify next to a personal folder. It is not possible to modify the Inbox folder or Sent folder.
Delete personal folders	The check box next to each folder that will be deleted. Then click Remove Folder in the action bar. The folders, and any messages in the folders, will be deleted.

Message Folder

Overview

Folders store messages and provide access to functions for creating and organizing messages. Each folder includes the same set of functions. Even the Inbox folder and Sent folder include the same set of functions.

Find this page

Follow these steps to open a folder, including the Inbox folder or Sent folder.

- Step 1** Click **Communication** from the Course Menu.
 - Step 2** Click **Messages**.
 - Step 3** Click on a folder.
-

Functions

The table below details the functions on the Course Menu page.

To . . .	click . . .
Read a message	the link that appears in the subject column for the message you wish to read. The View Message page will appear.
Draft and send a new message	New Message in the Action Bar.
Delete messages	The checkbox for each message to delete. Click Remove in the Action Bar to delete the messages.
Sort messages	The carat above each column to sort by that column.
Mark messages as unread	The checkbox for each message to mark as unread. Click Mark Unread to change the selected messages to unread. Unread messages appear with a closed envelope icon.
Mark messages as read	The checkbox for each message to mark as read. Click Mark Read to change the selected messages to read. Read messages appear with an open envelope icon.

View Message

Overview

When reading a message there are several options on the View Message page. The options for responding to a message are functions common to email programs (Reply, Reply All, and Forward).

Find this page

Follow these steps to open a message.

- Step 1** Click **Communication** in the Course Menu.
 - Step 2** Click **Messages**.
 - Step 3** Select a folder.
 - Step 4** Click the link in the subject column for a message. The message will appear.
-

Functions

The table below details the functions available on the View Message page.

To . . .	click . . .
View an attachment	a link in the Attachment field. Links will only appear if there are files attached to the message.
Reply to the sender	Reply on the Action Bar. A Compose Message page will appear with the sender of the message already populated in the To: field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.
Reply to the sender and all other recipients	Reply All on the Action Bar. A Compose Message page will appear with the sender and all other recipients of the message already populated in the To: field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.
Send a copy of the message to someone else	Forward on the Action Bar. A Compose Message will appear with the text of the message in the Body field.
Move the message to a personal folder	Move on the Action Bar. The Move Messages page will appear.
Delete a message	Remove on the Action Bar. The message will be deleted.
Print a message	Print on the Action Bar. The message will be printed using the Web browser's print settings.

Compose Message

Overview

Sending a message is the same process if generating a new message or replying to a message. The only difference is, when replying to a message, some of the fields will already be populated. However, this does not prevent you from adding or changing information in these fields. For example, when replying to a message, the subject of the message is populated as re: *original message*. Even though the **Subject** field is already filled out, it can still be changed.

Find this page

Follow these steps to open the Compose Message page.

- Step 1** Click **Communication** from the Course Menu.
 - Step 2** Click **Messages**.
 - Step 3** Click **New Message**.
-

Fields

The table below details the fields on the Compose Message page.

Field	Description
Recipients	
To:	Click the button to open a pop-up interface for choosing users to receive the message. Users in the course are listed in the left column and message recipients are listed in the right column. Select users and click one of the arrows to move users between columns. Click Submit and the users in the right column will be added to the To: field.
Cc:	Cc: stands for carbon-copy. Use this function to send the message to those users that may be interested in the message but are not the primary recipients.
Bcc:	Bcc: stands for blind carbon-copy. Use this function to send a copy of the message to those users that may be interested in the message but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the Bcc field are receiving the message.
Compose Message	
Subject	Enter a short title for the message.
Body	Enter the text of the message. The standard options for editing text in the Blackboard Learning System are available when entering text. There is also a Preview function.
Attachment	
Upload Attachment/ Include Attachment	Click Choose File to select a file from your files to attach to the e-mail message. If the message is a reply or a forward, you will have the option of including the original attachment. The ability to upload and include file attachments may be toggled on and off by the System Administrator.

Move Messages

Overview

Messages can be moved from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. Use the Move Messages function to move messages from one folder to another. Note that messages cannot be moved to the Sent folder or the Inbox folder.

Find this page

Follow these steps to open the Move Message page.

- Step 1** Click **Communication** from the Course Menu.
 - Step 2** Click **Messages**.
 - Step 3** Click a folder to view the messages in that folder.
 - Step 4** Select a message or messages and click **Move** in the Action Bar.
-

Fields

The table below describes the fields on the Move Message page.

Field	Description
Messages to Move	
This section displays a list of the messages that will be moved to the destination folder.	
Select a Folder	
Select a Personal destination folder	Select a personal folder from the drop-down list. This is the folder where the messages will be stored after clicking Submit . The messages will be removed from the old folder after they have been moved to the new folder.

Add Folder

Overview

Personal folders can be created to help organize messages. Personal folders are only for storing messages, messages received always appear in the Inbox folder first and messages sent always appear in the Sent folder first. Once a message appears, it can be moved into a personal folder.

Find this page

Follow these steps to open the Add Folder page.

- Step 1** Click **Communication** from the Course Menu.
 - Step 2** Click **Messages**.
 - Step 3** Click Add Folder from the Action Bar.
-

Fields

The Add Folder page only includes one field, **Name**. Enter the name of the new personal folder in this field and click **Submit** to create the folder.

Glossary Manager

Overview

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	Add Term in the action bar. A page will appear with entry fields to create a term.
Delete a term	Remove . Each term in the Glossary has its own remove link.
Change a term	Modify . Each term in the Glossary has its own modify link.
Upload a file of terms	Upload Glossary in the action bar.
Download the Glossary	Download Glossary 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:

- Step 1** Click **Glossary Manager** from the Control Panel.
 - Step 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
Term:	Enter a term to add to the Glossary.
Definition:	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:

- Step 1** Click **Glossary Manager** from the Control Panel.
 - Step 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

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:

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

Fields

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

Field	Description
Specify Upload File	
CSV File:	Enter the full path to the Glossary file. The Glossary file must be a comma delimited data file (.CSV). Alternatively, click Browse to search your computer's files for a Glossary file.
Upload File Options	
Add the items in the list to the existing Glossary	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.
Delete all existing Glossary terms and replace with the terms in this list	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.

 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 (").

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 (Administrators may also access the wizard from the System Control Panel). 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
Course Information	Enter course information, such as Course Name, Course ID, and a description of the course.
Course Materials	Select a template, course cartridge, or an existing course to use as the basis of the course, or create a new course.
Course Design	Design the buttons and text for the course
Course Menu	Add or remove options that appear on the Course Menu.
Availability and Duration	Select which users this course will be available to.
Enrollment Options	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
Course Information	
Course Name:	Enter a name for the course.
Course ID:	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.
Description:	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
Create an entirely new course.	Select this option to create a course that is not based on an existing course, template or Course Cartridge.
Create a course using a Template	Select this option to create a course using a course Template in the system.
Template drop-down list	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.
Create a course from an existing course	Select this option to create the course by copying an existing course.
Course drop-down list	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.
Create the course using a Course Cartridge	Select this option to create a course using a Course Cartridge.
Course Cartridge Instructor Download key	Enter the download key for the Course Cartridge.

Course Creation Wizard - Course Design

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 select the appearance of a Course on the Course Design page.

Fields

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

Field	Description
Select a Navigation Style	
Navigation Style:	Select Buttons to make the areas of the Course Menu appear in a button format. Select Text Navigation 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
Select Style Properties	
Button Type:	Choose the Button Type from the drop-down list.
Button Shape:	Click an option to choose the Button Shape.
Button Style:	Use the drop-down list to select the color of the buttons. Click Gallery of Buttons 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
Select Style Properties	
Select background color for navigation:	Click Pick and select a background color for the Course Menu.
Select a highlight color for the navigation:	Click Pick 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

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

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
Guest Access	
Guest Access	Select either Yes or No to make the course available to Guests.
Course Availability	
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. Courses that are unavailable will not appear in the Course Catalog.
Course Duration	
Continuous:	Select this option to make the course continuously available. If this option is selected the course will always be available.
Select Dates:	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.
Days (from the date of enrollment):	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 Unavailable 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 unavailable.

Instructors	Courses set to Unavailable will appear in the Courses you are teaching: section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable, but will still be accessible by the Instructor.
Course Builders and Teaching Assistants	Courses set to Unavailable will appear in the Courses in which you are participating: section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable. The course is still accessible by Course Builders and Teaching Assistants.
Graders	Courses set to Unavailable will appear in the Courses in which you are participating: section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable 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
Select Enrollment Options	
Instructor/Admin:	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.
Self Enrollment:	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.
Select Enrollment Options	
Start Date:	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 Self Enrollment is selected this date is required.
End Date:	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 Self Enrollment is selected this date is required.
Require Access Code to Enroll:	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 10—Application Pack 2 Features

Introduction to Application Pack 2

Overview

Application Packs introduce new features to the *Blackboard Academic Suite* without disrupting existing courses. Administrators must activate a some new features before they can be used in a course. Once activated, it is up to the Instructor to incorporate a new feature.

Application Pack 2 updates Release 6.1.5 with several new features. The new features that may be used by Instructors are:

- **SCORM Content:** Upload and display SCORM content (including NLN and IMS content).
 - **Chalkbox Titles:** Upload Course Cartridges that are integrated with publisher applications.
 - **Tool Linking:** Place tools anywhere in a course.
 - **Test Downloads:** Download the results of a test for statistical analysis.
-

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. The ability to support Chalk Titles is new with Application Pack 2. 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.

Manage Chalk Title

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
Define Privacy Policy	
Does each student need to provide online authorization before that student's personal information can be displayed to the Publisher?	Select Yes to require authorization from Students to release their personal information to the publisher's server.
Specify your preference	
Should Instructors see a Privacy Notice each time they request a Publisher Resource?	Select Yes to display the privacy notice each time an Instructor accesses a Chalk Title tool.

Tool Linking

Overview

Tools can go anywhere in a course that content can. Tools such as discussion board forums and Virtual Classroom sessions can exist in the same folder as content such as slideshows, files, and Assessments. Adding tools to folders creates a seamless experience for users because all materials related to a certain subject matter can be accessed from the same location.

Links can be created to the following tools:

- Groups
 - Discussion Board forums
 - Chat sessions
 - Virtual Classroom sessions
-

Add a tool to a folder

Follow these steps to add a tool to a folder:

- Step 1** Open the Control Panel.
- Step 2** Select a Content Area, such as Course Documents.
- Step 3** From this folder, or any nested folder, select a tool from the drop-down list and click **Go**. The Add Tool page will appear.
- Step 4** 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.
-

Add NLN, SCORM, and IMS Content

Overview

NLN, SCORM, and IMS content can be added anywhere in a course. This content is added just like other content items. The System Administrator must make the Blackboard Content Player Building Block available before NLN, SCORM, and IMS content can be used.

About the NLN, SCORM, and IMS standards

For more information on the supported standards please see:

- NLN: <http://www.nln.ac.uk>
 - SCORM: <http://www.adlnet.org>
 - IMS: <http://www.imsproject.org> (Blackboard supports version 1.1.2)
-

IMS Content

Follow these steps to add an IMS content package to a course as a Content Item.

- Step 1** Through the Control Panel, access the folder where the content package will be made available to Students.
 - Step 2** Select IMS Content from the drop-down list in the **Add** action bar.
 - Step 3** Enter the name of the Content Item in the **Title** field.
 - Step 4** Enter the path to the package in the **Content Package** field or click **Browse** to search for the package.
 - Step 5** Click **Submit**. The File Options page will appear if the package was added successfully.
 - Step 6** Select the first page that Students will see when they open the Content Item from the list in the **Entry Point** field. If a page is not selected, the entry point defined in the package will be used.
 - Step 7** Click **Submit**.
 - Step 8** The IMS content package is now added to the folder.
-

SCORM and NLN Content

Follow these steps to add a SCORM or NLN content package to a course as a Content Item.

- Step 1** Through the Control Panel, access the folder where the content package will be made available to Students.
- Step 2** Select SCORM Content from the drop-down list in the **Add** action bar.
- Step 3** Enter the name of the Content Item in the **Title** field.
- Step 4** Enter the path to the package in the **Content Package** field or click **Browse** to search for the package.
- Step 5** Select the following **options**:

Field Name	Description
Navigation Control Type	Select Flow to enforce sequential advancement through the content package. Select Choice to allow Students to view pages in any order.
Do you want to make the content visible	Select Yes to display this content to Students. Select No to leave the content hidden until this flag is changed to Yes .
Do you want to track	Select Yes to record Student accesses and

number of views	report the data in the Course Statistics.
Do you want to add SCORM scores to the Online Gradebook	Select Yes to add a Gradebook item for this content. Student performance will be automatically recorded in the Gradebook upon completion.

- Step 6** Click **Submit**. The SCORM package is now added to the folder. If the SCORM package is set to be included in the Gradebook, the Manage SCORM Gradebook Items page will appear.
- Step 7** Check the components of the SCORM Lesson that should be included in the Gradebook and enter a name for the Gradebook Item in the corresponding field.
- Step 8** Click **Submit** to create the Gradebook Items.
-

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.

- | | |
|---------------|---|
| Step 1 | Click on a Gradebook Item from the Gradebook spreadsheet view. |
| Step 2 | Click Download Results from the Item Options page. |
| Step 3 | Click Submit on the Download Results page. |
| Step 4 | The file download box will appear. Select a location and a name for the file. |
-

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.
-

Options for Download Gradebook

Tab-delimited Gradebook available

Application Pack 2 includes a new feature for downloading the Gradebook. Users can choose between a comma-delimited Gradebook and a tab-delimited Gradebook.

The comma-delimited Gradebook works with most spreadsheet programs, including Microsoft Excel.

Appleworks does not support the comma-delimited format. Download the tab-delimited Gradebook for use with Appleworks.

Chapter 11—Using Content System Content

Introduction

Instructors may use items from the *Blackboard Content System* 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 *Blackboard Content System*.

In this chapter

This chapter includes information on the following sections:

Section	Description
Add Content System Items to a Course	Explains how to add items from the <i>Blackboard Content System</i> to a course.
Add Portfolios to a Course	Explains how to add Portfolios to a course.
Course Link Checker	Describes how to check permissions for Content System items linked to in a course.
Copy files to the Blackboard Content System	Explains how to copy files from a course to the <i>Blackboard Content System</i> .
Content System Items during Export/Import and Archive/Restore	Explains how Content System items behave when a course package is imported or restored.
Course Copy and Content System Items	Explains how Content System 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 *Blackboard Content System* to their *Blackboard Learning System* courses. Content System 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 *Blackboard Content System* to a course. Items may be added through the Add Content System 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 System Content may be added to any Content Area in a course, such as Course Information or Course Documents. To add an item from the *Blackboard Content System* to a Content Area, follow the steps below:

- Step 1** Open the Control Panel for a *Blackboard Learning System* course.
- Step 2** Open a Content Area, such as Course Documents.
- Step 3** Select **Content System Content** from the drop-down list in the action bar and click **Go**.
- Step 4** Complete the Add Content System Content page with the following information:

Field	Description
Content Information	
Name	Enter a title for the content item. This title will appear in the course.
Color	Specify the color of the text.
Text	Enter a description for the Content item. Users have the option to use the Text Box Editor features to format their text.
Choose Content System Item or Folder	
Browse Content System	Enter the path to the content item or click Browse to search the <i>Blackboard Content System</i> and select a file.
Name of Link to Content	Enter the name of the link that Users click to access the attached file.
Options	
Make the content visible?	Select Yes to make the content available to Students immediately. Select No to hide the content from Students. If availability is controlled by date limits, select Yes in this field.
Launch link in new window?	Select Yes to launch to open this item in a new window. Select No to open the item in the existing browser window.
Track number of views?	Select Yes to include this item in reports on Student views. Select No and information about which Students have viewed the content will not be tracked.

Add metadata?	Select Yes to add metadata to the item. Metadata is information related to the item. In the Blackboard Learning System , metadata is primarily used to ensure compliance with industry standards. Select No if you do not wish to add metadata.
Dates Available	<p>Select Display After and use the drop-down lists to select a date. This will hide the content until the date selected.</p> <p>Select Display Until and use the drop-down lists to enter a date. This will hide the content after the date selected.</p> <p>The Display After and Display Until features can be combined to set restrictions to display content for a set period of time.</p>

Adding a link to a Content System item from the Text Box Editor

Users may add links to items in the *Blackboard Content System* from the Text Box Editor. Follow the steps below to add a link to a Content System item:

- Step 1** Open the Control Panel for a *Blackboard Learning System* course.
- Step 2** Open a course area meant to hold content where the Text Box Editor is available, such as an Announcement or a Discussion Board.
- Step 3** Select an option in the third row of the Text Box Editor.

The Content System item to link to is selected on the page that appears. Select Browse next to the Link from Content System field. The *Blackboard Content System* will open in a new window. Locate the Content System 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 System.

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 *Blackboard Content System* 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 Blackboard Content System 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 *Blackboard Content System* 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

Portfolios created in the *Blackboard Content System* may be shared with users in a *Blackboard Learning System* course. To share a Portfolio with a course, follow the steps below:

- Step 1** Select folder view for the Content System menu.
- Step 2** Under the heading Portfolios, click **My Portfolios**.
- Step 3** Select **Manage** next to the Portfolio to share with the course.
- Step 4** Click **Share Portfolio**.
- Step 5** Select **Share with Course** from the drop-down list in the Action Bar and click **Go**.
- Step 6** Enter the Course ID of the course. The Portfolio may be shared with multiple courses; separate each Course ID with a comma.
- Step 7** 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:

- Step 1** Select **Manage Tools** under Course Options on the Control Panel.
- Step 2** Select **Enable Blackboard Tools**.
- Step 3** Select the Availability option next to **Portfolios**.
- Step 4** Return to the Control Panel.
- Step 5** Select **Manage Course Menu** under Course Options.
- Step 6** Select **Add Tool Area**.
- Step 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.

- Step 1** Open the Control Panel for a *Blackboard Learning System* course.

Step 2 Select **Course Portfolios** under Course Tools.

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 System items that have been added to a course. For example, if an item in the *Blackboard Content System* 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 System item is added to a course, All Course Users are given Read permission to this item in the *Blackboard Content System*. 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:

- Step 1** Open the Control Panel for a *Blackboard Learning System* course.
- Step 2** Select **Manage Tools** under Course Tools.
- Step 3** Select **Enable Blackboard Tools**.
- Step 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 System Content 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 System Content 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 System 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 System 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 *Blackboard Content*

System 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 System item is added to a course, all course users are automatically granted Read permission to the item in the *Blackboard Content System*. 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.

- Step 1** Open the Control Panel, and select **Check CS Links** under Course Tools.
- Step 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.

Read the results and repair broken links

After the Course Link Checker is run, a results page will appear, explaining the status of each link to a Content System item. Some broken links may be fixed by the Instructor, while others may not.

Legend	Description and Resolution
	Valid Link. These items are linked successfully and do not require any further action.
	Repairable permissions error. All Course Users do not have Read permission to these Content System 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 Repair . The system will grant Read permission to these items to All Course Users.
	Path not found. The items have been moved, removed or renamed within the <i>Blackboard Content System</i> . 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.
	Permissions error. The links to the items are valid but All Course Users do not have Read permission to these Content System 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 *Blackboard Content System*

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 *Blackboard Content System*. This is very helpful for Instructors who have attached files that exist outside of the *Blackboard Content System* to course Content Areas. Items that are added through to the *Blackboard Content System* may be used in new courses, shared with other users, and added to Portfolios.

This tool is meant for adding new content to the *Blackboard Content System*; it does not detect Content System 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 *Blackboard Content System* 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:

- Step 1** Open the Control Panel for a *Blackboard Learning System* course.
- Step 2** Select **Manage Tools** under Course Tools.
- Step 3** Select **Enable Blackboard Tools**.
- Step 4** 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:

- Step 1** Open the Control Panel, and select **Copy Files to CS** under Course Tools. The Copy Files to CS page appears.
- Step 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 *Blackboard Content System*.
- Step 3** The path in the **Destination** field defaults to the location of the course folder in Course Content in the *Blackboard Content System*. The path to a different folder may be entered.

Note: Users can only copy content to folders within the *Blackboard Content System* to which they have Write permission.

- Step 4** A receipt page appears after the copy is complete. The receipt states all areas that were successfully copied and any that have failed.
- Step 5** The copied items will appear in the Blackboard Content System 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 *Blackboard Content System*. 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 Blackboard Content System

All files copied to the *Blackboard Content System* 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 *Blackboard Content System* 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 *Blackboard Content System*:

- 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 Blackboard Content System 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 Blackboard Content System 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 *Blackboard Content System* 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 *Blackboard Content System*, 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 System 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 *Blackboard Content System*.

Items remain in the *Blackboard Content System*

If the items are stored in the same location within the *Blackboard Content System*, 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 *Blackboard Content System* installed

If a course package is restored or imported to a course in the *Blackboard Learning System* and the *Blackboard Content System* is not installed, all of the links to Content System 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 *Blackboard Content System* and linked to again from the course.

Note: If the *Blackboard Content System* is moved or deleted the same behavior described above will occur. All of the links to Content System items will be broken.

Course Copy and Content System Items

Overview

Links to Content System items in a course are copied during a course copy operation. Because links to Content System items are copied and not physical files, all users must have permission within the *Blackboard Content System* 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 System 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 *Blackboard Content System* 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 System items linked to in the course are not automatically updated.

Automatic permission updates to Content System items

A Copy Settings option is available for Administrators to manage the permissions of Content System 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 System 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 System 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 System 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 *Blackboard Content System*.

Item permissions in the *Blackboard Content System*

When a Content System item is copied through course copy and the permissions are automatically updated, the new permissions are visible for the item in the *Blackboard Content System*. When the Content System item is viewed in the *Blackboard Content System*, Read permission will appear for All Course Users.

Appendix—Updates Since Publication

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