Blackboard CE 8

Quick Start Guide for Designers and Instructors

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How to Get Access to Blackboard

All fully online [W] and hybrid [Y] classes are automatically created in the Blackboard system when the course is set up by the department or Banner personnel. The only exception to this is most math classes, which use an alternate online system.

Supplemental Use: Instructors that wish to use Blackboard to supplement traditional classes are set up in Blackboard on a case-by-case basis. **Faculty who wish to use Blackboard with their traditional classes will need to contact the Distance Learning Department with this request.** Please note that not all requests can be honored due to space and cost considerations of the Blackboard system.

Please also see Appendix A for more information about using Blackboard as a supplement to online courses.

Two Entry Points

Faculty and students generally access Blackboard classes through a link on the **My Courses** tab inside **My NWACC Connection**.

Alternate access is available via http://nwacc.blackboard.com This location will require you to have a username and password.

- Your username will be the same as the one for My NWACC Connection.
- Your password will be a 6-digit number that is usually your date of birth MMDDYY. For example, March 10, 1964 would be 031064.

Please see this web page for more information about your Blackboard password: http://www.nwacc.edu/disted/BlackboardPasswords.php

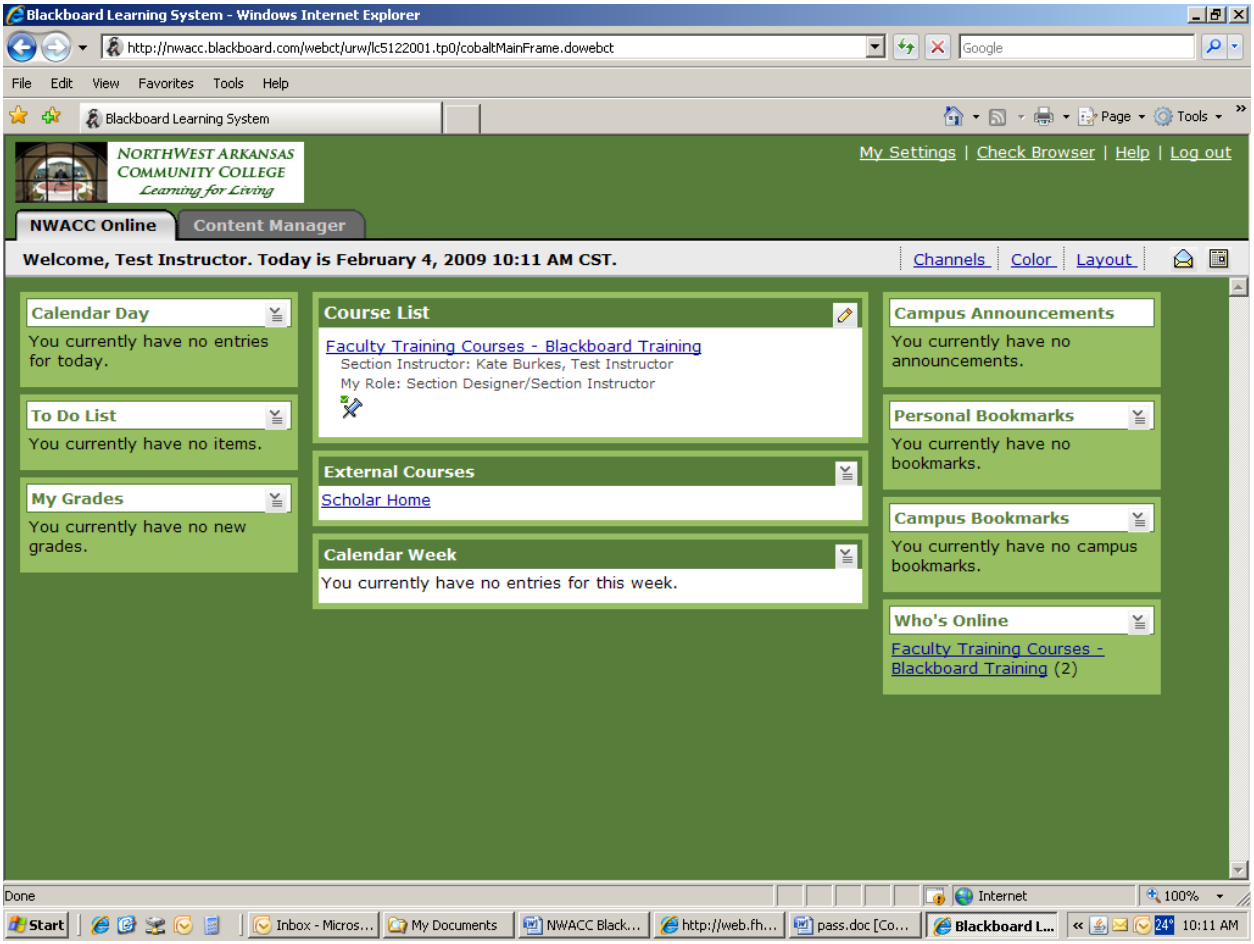
IT IS VERY IMPORTANT THAT ALL FACULTY AND STUDENTS KNOW HOW TO ACCESS BLACKBOARD VIA http://nwacc.blackboad.com Please check your Blackboard password to see if it works, and request that your students know their password also. Please contact dl@nwacc.edu for assistance with Blackboard passwords.

Important Information

Please also see the appendices for updated information about the Blackboard system, resources, and other important points.

Overview of the NWACC Online Portal

When you enter though http://nwacc.blackboard.com, you will see a page called **NWACC Online**. If you enter Blackboard through **My NWACC Connection**, you will not see this **NWACC Online** screen. If you wish to find this portal page, you can click on the **NWACC Online** link in the upper right corner of any Blackboard CE course.



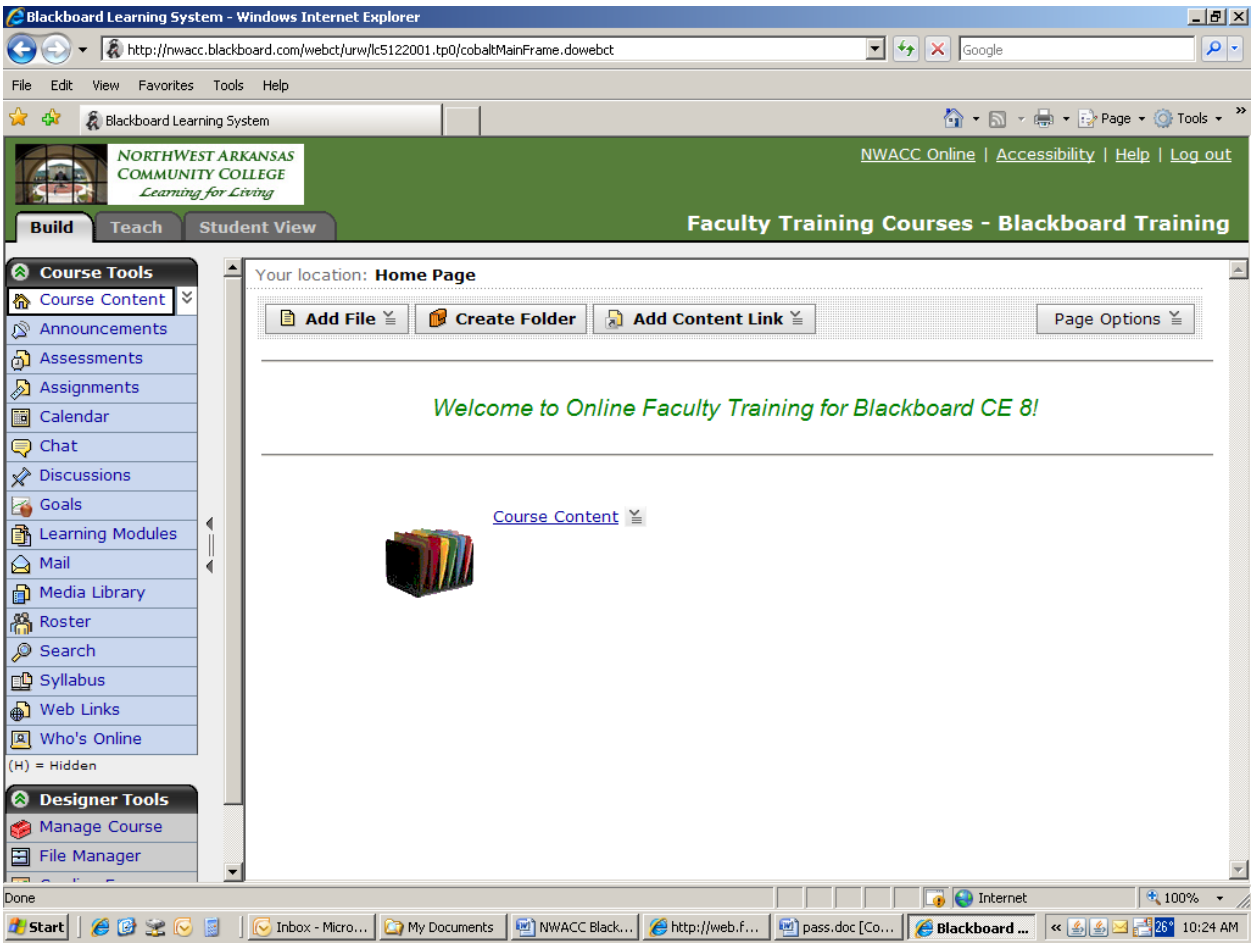
All your courses will be listed in the center **Course List**. Your uploaded files will be under the **Content Manager** tab.

Other aspects of the interface can also be customized using the Channels, Color, Layout links, as well as the My Settings link in the upper right corner.

If you would like to know more about using or customizing this page, please click on the Help button in the upper right-hand corner of the **NWACC Online** screen for more information.

Overview of the Course Interface

After clicking on the name of a course from the *Course List*, you will see the homepage for the course you have selected.



Each Blackboard course is divided into two sections: **Course Tools** and a large **Content Window.**

Course Tools are located on the bar to the left of your screen. These consist of the tools that provide various functions to the course – the Assessment tool for giving quizzes and tests; the Assignment tool that provides a place for students to submit their written work, etc. Items on this bar are added or removed by the designer, and can be hidden or revealed to the students.

The **Content Window** is where the designer can place documents and other files that make up the content of the course.

Three Tabs

In the top left of your screen you will notice three tabs: *Build*, *Teach*, and *Student View*.

- The **Build** tab contains tools and features that you use to design a course.
- The **Teach** tab contains tools and features that you use to present content, interact with students, and evaluate their work.
- The **Student View** tab allows you to view your courses in the same way that students will see your course. This is a fully functional **"**demo student" that allows you to do and see everything a student would.

Corresponding with each of the tabs, the bottom part of the left **Course Tools** menu changes to provide different functions depending on which tab you are on.

On the Build tab are **Designer Tools**:

Manage Course. You use the **Manage Course** area to add, hide, show, or remove tools. You can also manage the course menu, customize course appearance, and import content.

File Manager. You use **File Manager** to upload and organize files that you want to use in a course.

Grading Forms. You can create rubrics for assignments in your class here.

Selective Release. You use **Selective Release** to control the release of content and specific items in a course. For example, you can release an assignment to certain Students only.

On the Teach tab are **Instructor Tools**:

Manage Course. You use the **Manage Course** area to add, hide, show, or remove tools. You can also manage the course menu, edit tool settings, and customize course appearance.

Assessment Manager. You use the **Assessment Manager** to deliver assessments, including quizzes, surveys, and self tests, to Students. You can also view and grade quizzes completed by Students.

Assignment Dropbox. You use the **Assignment Dropbox** to view and grade assignments submitted by Students. You can also return assignments to Students if you want them to revise their original submission.

Grade Book. You use **Grade Book** to view, enter, and manage grades for Students.

Grading Forms. This is the same as on the Build tab.

Group Manager. You can use **Group Manager** to place Students into groups if you want them to work collaboratively.

Tracking. You use **Tracking** to create reports on various Student activities in the course.

Notes. With the **Notes** tool, you can create general or learning module notes to use as a reminder. Notes are private and cannot be viewed by other members of the course.

Selective Release. You can use **Selective Release** to control the release of content and specific items in a course. For example, you can release an assignment to certain Students only.

On the Student View tab are **My Tools:**

My Grades. The **My Grades** screen displays all released grades to each student. This is private to each student, and completely FERPA compliant.

My Progress. The **My Progress** tool displays a report that includes information about a student's participation in the course.

Notes. The **Notes** tools can be used by students to create reminders or study notes related to course content. Notes are private and cannot be viewed by other members of the course.

Remember, to make any changes or additions to the materials in your course, you must be on the **Build** tab to have access to the necessary designer functions.

Some Things to Remember

See the "**Help**" link for more information – upper right-hand corner of the screen.

The little **"ActionMenus"** at the end of most links hold many of the options.

Watch out for little "plus" signs that signal more items are hiding within them.

Select the **Enable HTML Creator** button to edit in plain English.

Customize your Homepage

1. Select the **Build** tab.

2. On the right of your content window, click the **Page Options** button.

3. If you desire to change the colors or layout of the page, select **Customize Page Display** from the drop-down menu and make selections.

4. **Headers and footers** appear above or below the icons. To make changes, select **Edit Header or Edit Footer** from the **Page Options** drop-down list.

Select the **Enable HTML Creator** button to edit in plain English.

If you wish to insert a banner or picture, click the picture icon on the editor bar.

Because there is now an **Announcements** tool on the left bar, you can only use **one** header or footer at a time.

Adding Content to the Course

It is best to use the **Learning Module** tool to present instructional content to the students. Learning Modules provide an organized structure for content, and allow you to place all the items for each chapter in one place. For example, for Chapter 1, you could have all of items you want the students to read or do placed in one Learning Module – lecture notes, discussion, assignment, quiz -- so that your students can move from chapter to chapter without having to hunt through the entire course.

The Learning Module Tool

IMPORTANT: Before building a Learning Module, you will need to have created all the content that you wish to include in the module. In other words, any documents, quiz, discussion topic, assignment, etc. should already be created and ready to go.

To Create a Learning Module

1. Be on the **Build** tab.

2. Click on **Learning Modules** on the Course Tools menu [on the left]. If the Learning Modules button is not there, you will need to add it to the course using the instructions below: **Add or Remove Course Tools**.

3. Click on the button: **Create Learning Module**

4. You will see several options:

   Create a **Title**: Usually something like “Module 1”.

   Description: This text will appear right under the link to the module under the Learning Modules button.

   Item Visibility – set to Show if you want students to see it ☺

   Select a **Numbering** scheme for the Module: You should pick the same one for every module for the sake of consistency.

   Display Table of Contents [TOC]: This puts a little TOC to the left of the main content window.

   First page of the learning module should be: If you chose to include the left-hand TOC [above], don’t use “The first page is the Table of Contents” option as it would be redundant.

   If you have created **Goals** [using the Goal tool] you can associate them to this module.

5. Click on one of the **Save** options.

To Add Content to the Learning Module

1. Be on the **Build** tab.

2. Click on **Learning Modules** on the Course Tools menu.

3. At the end of the Learning Module name is a little drop-down arrow. From this ActionMenu, select **Go to Learning Module**.

4. Now add content – there are two types:

   If you wish to add something that is located in one of the tools – a quiz, an assignment a discussion, etc. – click on the **Add Content Link** button at the top. A drop down menu will display, from which you can go to the tool and find what you want to add. Click **Add Selected**, which adds it to your Learning Module.

   If you wish to add something that is in document form on your computer – click on the **Add File** button and **Browse for Files**. Files on your machine can be found by clicking on **My Computer** on the left and browsing to where the file is located.

You can upload multiple files by holding down the CTRL key and clicking on the file name; then click the **Open** button.

5. Once you have added content to the Learning Module, you can reorganize and add headings using the buttons located in the module itself [click on **the Learning Modules** button and then the title of the module to locate].

Add Learning Modules to the Homepage

Creating **Learning Modules** places them inside the tool on the left bar. If you wish them to also appear on the main content window of the class, do the following:

1. On the **Build** tab, return to the main Course Content window [Course Content is always the first link at the top of the Course Tools menu on the left].

2. Chose the **Add Content Link** button at the top, and locate the Learning Module you wish to put on the main page.

3. Click to highlight the name of the module [hold down the CTRL key to select more than one], and then the **Add Selected** button.

Add Folders or Files to the Homepage

This can be used to add single documents to your homepage, or a sub-page onto which you can post additional items.

1. Be on the **Build** tab. The page on which you wish to post the content should be showing in the right window.

2. Click on **Add a Folder o**r **Add a File.**

The **folder** option creates a sub-page onto which you can then put items.
The **file** option puts a single file on the current page.

3. Find file and click OK

Basic Course Tools

The following is a list of instructions for some of the more common features of Blackboard. As the course instructor you are welcome to use fewer or additional course tools to meet your given needs.

Remember, you can click on the Help link to find further assistance.

Add or Remove Course Tools

To add or remove course tools from the left menu bar of the course:

1. You must be on the **Build** tab.

2. Under **Designer Tools [bottom left]**, click on **Manage Course**

3. On the Manage Course page, click **Tools**.

4. Check or uncheck the tools you want to add or remove from the left menu bar, then click **Save** at the bottom of the page.

Hide or Reveal tools

Do 1 and 2 as above, then **Course Menu** and "**Hide Link**" / "**Show Link**" buttons.

Announcement Tool

The Announcements tool allows you to post important information in a central location for all students to read. Messages created using this tool can also be viewed as pop-up messages.

Creating Announcements

1. Click the **Teach** tab, then click the **Announcements** tool.
2. Click **Create Announcement.**
3. Type the title for your announcement and then type the content of the announcement. The content should be typed in the Message textbox.
4. In the **Recipients** section, select who you want to receive the announcement
5. In the **Delivery Dates** section, select the dates to start displaying the announcement, as well as, when to stop displaying it. If you want the message to also be delivered as a **pop-up** when the student enters the class, check the box for **Also deliver as a pop-up message.** *Pop-up's appear only to students, so you won't ever see them.*
6. Click **Send.** Your announcement has been added.

Note: You cannot edit your message after the "Start displaying on date" has passed.

You can edit or delete announcements by clicking on the **ActionMenu** [down arrow] at the end of the name of the announcement.

Reading Announcements

1. Click the **Teach** tab.

2. Click the **Announcements** button from the Course Tools menu. Once you've done this, the Announcements screen appears listing your announcements.

Assessment Tool

The types of assessments that can be delivered in Blackboard CE include:

- **Quizzes** – online assessments which are assigned and then recorded in the Grade Book
- **Surveys** – online, anonymous assessments; no grades assigned
- **Self Tests** – online assessments which are assigned and feedback is given, but no grades are recorded

In this document, quizzes will be explained. Instructions for Surveys and Self Tests can be found in the **Help** area inside Blackboard [link in the upper right-hand corner].

Question Database

Questions have to be added to the database before you will be able to construct assessments. If you don't have questions, you have the option of creating them by hand, or by getting question files from the publisher of the textbook you are using for the class. **Please contact Distance Learning if you need help with this.**

Once the database has questions, you can find them by going to the **Build** tab, **Assessments** button, and clicking on **Go to Question Database**. You can preview or edit questions by clicking on the name of the question or using the **ActionMenu** [dropdown arrow] located at the end of each question.

To Create a Question by Hand

1. Click the **Build** tab, the **Assessments** tool, and **Go to Question Database**.

2. Click **Create Question** and select type of question you wish to create.

Please see the **Help** section for an explanation of question types and instructions.

Creating a Quiz

1. Click the **Build** tab and then click the **Assessments** tool.

2. Click **Create Assessment** at the top of the Assessments screen.

3. Enter a **title** for the assessment. Enter a description for the assessment if desired.

4. Enter a title for the corresponding **Grade Book column** for the quiz or accept the default, which would be the same title that you gave the quiz.

5. In the section labeled **Type,** select **Quiz.**

6. If you have already created other assessments, in the section labeled **Template** you will generally select: **a**. Do not base on an existing template.

7. Click the **Save** button.

Adding Questions to a Quiz

1. Click the **Build** tab, then the **Assessments** tool.

2. Click the title of the Quiz that you want to add questions to.

3. Click **Add to Assessment** at the top of the screen. Assuming you already have questions, you will select the manner in which you want to add questions to the test.

> Generally, you will choose **Question Set** if all your questions will have the same point value [like a multiple choice test in which all questions are worth 1 point]. You also chose this option if you want to randomize the questions on the quiz, but be sure to add more questions to your set than you plan to offer to the students [for example, if you want to offer 50 questions on the quiz, choose 65 for your question set, so 50 can be randomly chosen from among the 65].
>
> **Existing Questions** has you select and add individual questions to the test. Each one can be assigned a different point value. This option cannot be randomized.

4. The **Question Database** will appear so you can select questions. Select each question to be added to the Quiz by clicking each corresponding checkbox. Preview a question by selecting **Preview** under the **ActionLink** at the end of the question title.

5. Once you have selected all your questions, click the **Add Selected** button at the bottom of the screen to add the questions to the Quiz

Assigning Point Values to Quiz Questions

1. If needed, click the **Build** tab, then the **Assessments** tool.

2. Click the title of the Quiz to be edited. A list of questions that have already been added to the quiz appears. *If it does not show a list of questions, please refer to the* ***Adding Questions to a Quiz*** *section above.*
3. If you previously added the questions **as a Question Set**:

From the first dropdown box, choose the number of questions to give to the student. This is where randomization comes in – to randomize, you select here the exact number you want to present to the student, but not the whole set.

Add the point value per question to the second box, under the points column [in this example, all the questions would be worth 10 points each].

4. If you added individual questions using the **Existing questions** option, just add the point value for each question.

5. Click the **Update Total** button at the bottom of the quiz questions

Edit Quiz Settings

1. Click the **Build** tab, then **Assessments**.

2. Locate the quiz to be edited and click on the **ActionLinks** dropdown arrow at the end of the quiz title.

3. Click the **Edit Properties** option.

4. The first steps (Title, Description and Gradebook Column name) were completed during the creation of the quiz, but you can edit them here again if needed.

5. **Question delivery:** Select an option, but it is recommended to not "Display question titles" as it can confuse the students.

6. Go to the **Display Assessment** section. It is recommended to select the option: "In the same browser window".

7. In the **Duration** section, input the amount of time that you would like to give your students to complete the assessment. You may also check the **Disallow answer submission if time has expired** option if you wish to.

8. In the **Attempts** section, select the number of times you want each student to be able to take the quiz.

> **Very Important:** If you added questions as a set [see instructions above] you should also check **Randomize the questions each time the quiz is attempted**.
>
> **Minimum Attempt Time:** If multiple attempts are allowed, you can specify the time that Students must wait before they can attempt the assessment again.

9. **Student score** section: You must choose one of the "**Release"** options for students to see their quiz score. Also pick **score type** if more than one attempt is allowed [see 8]

10. If you want Students to see summary and item statistics, select **Release statistics to Students after releasing the score.**

11. If you created goals using the **Goal** tool, you may associate them here. If not, this option will not be available.

12. **Dates Available:** Choose a start and end time for the quiz.

13. **Results Properties**: Select the way that a student can view their results. **You must have also chosen to <u>release</u> results in #9 above.**

14. **Submission Properties**:

> You may type in a message to display after the student submits the quiz.
>
> You may also send the student's submission to an external email address.

15. **Security Properties:** Generally you leave this section blank to allow the students to take the quiz from any location.

> Only specify a password if you plan to have the quiz proctored. In that case you will need to also transmit the password to the proctor.
>
> **Do not use** the IP Address option unless you know what you are doing.

16. You may enter a set of instructions for the quiz in the **Custom Instructions** section. These will appear when Students begin the assessment, or can appear with every question if questions are delivered one at a time [#5 above].

17. Click the **Save** button at the bottom of the page.

Viewing Quiz Submissions

1. Click the **Teach** tab.

2. Click the **Assessments Manager** located under the **Instructor Tools** menu.
3. Locate the quiz you wish to view and click the **name of the quiz** to expand it.

4. Click the **Graded** tab to view submissions that have been graded, or click any of the other tabs to view those submissions.

5. To view the student's attempt, click the link under the **Attempt** column. While viewing the submission, you may add comments or update the grade.

Assignment Tool

This tool is where your students can submit written assignments, and you can grade and give feedback.

Create Assignments

1. You should be on the **Build** tab.

2. Click the **Assignments** button.

3. Click the **Create Assignments** button.

4. Enter a title for your assignment in the **Title:** text entry box.

5. Enter a description and instructions in the corresponding **Description:** and **Instructions:** text entry boxes.

> IMPORTANT: You should indicate in your instructions whether you want students to type put their work directly into the assignment box, or if you wish them to attach a formatted document.

6. To include a file (e.g., a Word document, Excel file) with the assignment, click the **Add Attachments** button and browse to add an attachment to the assignment.

7. Indicate how you would like students to submit their work to you. Generally you will choose "**Text**", as most assignments will be submitted in this format.

8. Indicate which of your students should receive the assignment. If you want all students to do the assignment, choose "**All Students individually**."

9. Under dates, enter the appropriate **Due Date** and **Cutoff Date** for the assignment.

Also, enter a checkmark in the "Create a Corresponding event in the Calendar Tool" if you desire to have the given assignment automatically added to the course calendar.

10. Enter a checkmark in the "**Allow the assignment to be graded**" box, and enter a title in the corresponding text entry box to indicate the name for the grade book column.

11. Enter a checkmark in the "**Release grade to Students in My Grades**" checkbox.

12. Indicate how you want the assignment to be graded. Choose between a numeric value, an alphanumeric grade, and a Grading Form (i.e., a Rubric).

> Note: Only if you have already created a grading form in the **Grading form** tool will you have that option here. Students will be able to preview the grading form when they view their assignment previous to submitting, and a when you grade you will fill out a copy of the grading form with the grade and comments.

14. If you have already created goals in the **Goal tool**, you can associate them here.

15. To set additional preferences, click the **More Options** link.

> **Students can take back and correct work after submission** -- You probably don't want to use this without a good reason, since checking this prevents you from being able to grade any submissions for this assignment until the due date is past. This is **not** the same as being able to return a draft to a student for correction. That ability is given automatically in the assignment dropbox using the option "Return to student for further editing".
>
> **Publishing Submissions** -- "Publishing" means displaying student work so the whole class can see it. Generally you only want the instructor to do this.
>
> **Section Instructor Notification** – You can have a notification sent to your external email address [like your NWACC address] every time a student submits this assignment, but be forewarned that this tends to feel like being bombarded!

16. Click the **Save** button.

How to Grade Assignments

1. Click the **Teach** tab.

2. Under the **Instructor Tools**, click the **Assignment Dropbox**

3. Use the tabs at the top of the page to see submitted assignments. Make a selection from the "View by" dropbox to see a particular assignment.

4. Click the **title** of a student's assignment you want to review and grade.

5. In the Submission box, view the student's assignment, which may be in the form of an attachment. Click on the attachment link, and then Open or Save.

6. After reviewing the students work, enter comments into the **Grader/Comments** text entry box and the grade into the box provided. Or if this assignment is to be graded using a grading form/rubric, click the **Complete Grading Form** button to make selections and give comments. It also totals up the points automatically.

7. Click the **Save** button.

Discussion Tool

In Blackboard CE, there are three types of discussion topics:

Threaded -- this is the traditional type of discussion topic.

Class blog -- creates a chronological list of entries accessible to the whole class.

Journal -- creates a topic that can be kept private between student and instructor.

NOTE: Once the discussion type is chosen, it cannot be converted to another type.

Please see the Help topics for Class Blog and Journal if you wish to learn more about these options.

To Create a Regular Discussion Topic

1. From the **Build** tab, click on **Discussions**.
2. Click **Create Topic**.
3. Select the topic type and click **Next**.
4. Enter a **title.**
5. Enter a description: **This is where you will put your question**.
6. **Item Visibility**: Select whether to show or hide the item from Students.
7. **Category**: If you want to add the topic to a category, either create a new category or add to an existing category.
8. Under ***Grading***, select an option. If you want the topic to be gradable, under ***Allow the topic to be graded***, select a grading scheme:

   To assign a numeric grade, select *Numeric grade* and, in the *Out of* text box enter the maximum grade that can be attained.

To grade the topic using a **grading form**, you need to have already created it in the **Grading Form** tool.

9. If you want the **Grade Book** column for this topic to have a name other than the topic title, enter the name in the **Grade Book column title** text box.
10. If you want Students to see their grades for this topic, you must select **Release grade to Students in My Grades.**
11. Under ***Goals***, If you want to associate a goal with this topic, you must have already created goals in the **Goal Tool**.
12. Click the expand/collapse icon to set **peer review** preferences. Please see the Help topic "Using Peer Review" if you wish to learn more about this option.
13. Click the expand/collapse icon to set **Student Posting Rules** for the topic. Generally, you will use **Students can post messages and reply to messages**.
14. Under **Author Identification**, specify whether Students' names should display with their messages: Generally you will select ***Authors are identified by user names.***
15. Click **Save**.

Edit a Discussion Topic

To edit a discussion topic, click on the **ActionLink** at the end of the topic title and choose **Edit Properties**. Make changes and click **Save.**

Grade a Discussion Topic

To grade a discussion topic, click on the **ActionMenu** at the end of the topic, and select **Grade Topic.** Click on student names to see posts, enter grade in box, and click **Save Grades.**

Gradebook

The Gradebook is located on the **Teach** tab at the lower left.

Remember that most items should be graded through the grading functions built into the assessment, assignment and discussion tools, which **automatically creates a column in the gradebook. You will not need to add additional columns for these items.**

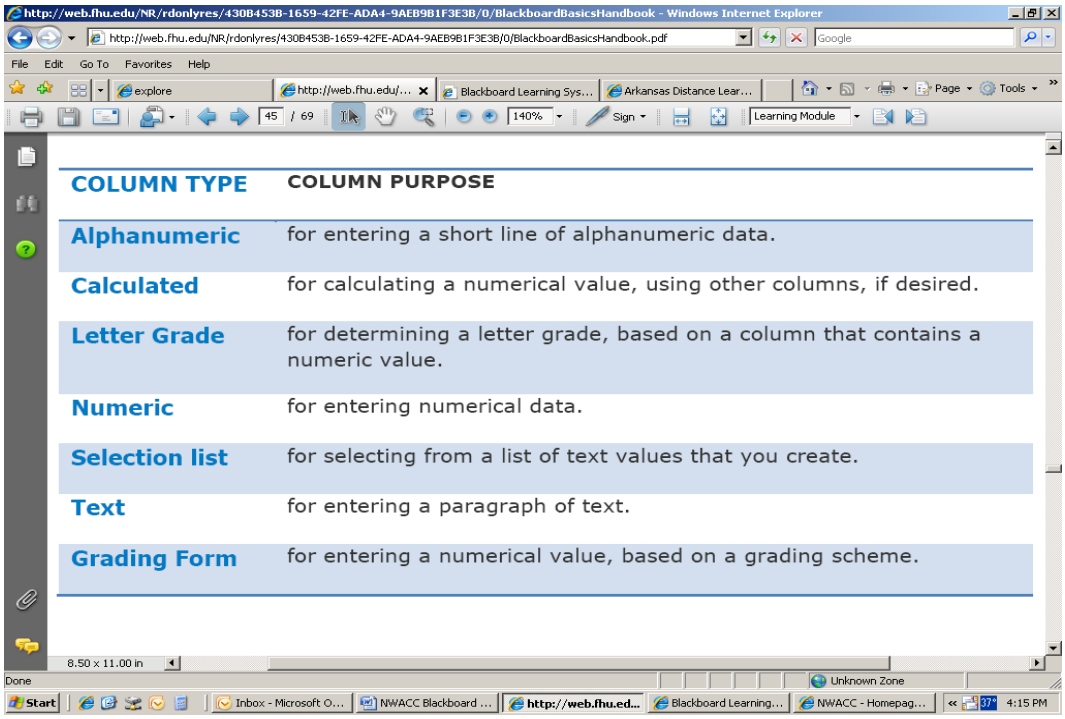
Adding Columns

If you need to add additional columns, here is the process:

1. From the **Teach** tab, enter the Gradebook.

2. To add a column to your Grade Book, click the **Create Column** button

3. A menu will appear with all the types of columns on it. See the screenshot for an explanation of the types:



COLUMN TYPE	COLUMN PURPOSE
Alphanumeric	for entering a short line of alphanumeric data.
Calculated	for calculating a numerical value, using other columns, if desired.
Letter Grade	for determining a letter grade, based on a column that contains a numeric value.
Numeric	for entering numerical data.
Selection list	for selecting from a list of text values that you create.
Text	for entering a paragraph of text.
Grading Form	for entering a numerical value, based on a grading scheme.

4. Assuming your grades for the new column will be numbers, select **Numeric**. The **Numeric Column** page will appear.

In the **Column label** text entry box, enter a name (e.g., Quiz 1, Test 1, Article Summary 1) for your grade book column. Shorter is better. **WARNING:** You cannot duplicate the name of a column already in existence.

In the **Maximum value** text entry box, enter the maximum number of points possible for the given assignment.

If you want your students to be able to compare their grade on this assignment with other students in your class, select *average only* or *all* from the selection box. However, you may prefer to leave the option at *None*. *The comparison feature is completely FERPA compliant, since it reveals no identifying information about the other students or their individual grades.*

If you want your students to have access to their grades, leave the rest of the options in their default setting, ensuring that a **check** is entered into **Grade-related column** and **Released to Student**.

5. Click the **Save** button, located at the bottom of the screen.

To Add or Change Grades

All types of grades can be edited from within the gradebook.

There are two ways to enter grades into the **Blackboard grade book**:

1. To enter multiple grades into a grade book column, click the dropdown arrow next to the title of the grade book column you would like to modify and choose **Edit Values**.

2. To enter a single grade into the grade book, click the dashed line in the cell that corresponds to the student's assignment you would like to modify.

Be sure to click **Save** to save the changes.

To Modify Column Settings

1. From within the Gradebook, click on the righthand button **Grade Book Options**.

2. Choose **Column Settings.**

3. Settings can be modified by clicking on the heading, the **ActionLink** located under the down arrow next to the column title, or on the item in the individual cells.

To Reorder Gradebook Columns

1. From within the Gradebook, click on the **Reorder Columns** button.

2. Put a check next to the item you want to move.

3. Click on the symbol just under the location to where you wish to move the checked item. This will insert your checked item right above.

4. When finished moving columns, click on the **Save** button at the bottom of the screen.

Export Gradebook Content to Excel

1. From within the Gradebook, click on the click the Export to Spreadsheet button.

2. You generally want to keep all the setting as they are unless you have a reason to change them.

3. Click **Export** and chose the **Save** option.

4. Open the file using MS Excel.

Grading Forms

Grading forms are rubrics that can be attached to assignments. Students can preview a grading form to see how they will be evaluated. Feedback can be given to students using the form if it is associated during the assignment creation process.

1. From the **Build** Tab, select **Grading Forms** from the Designer Tools [lower left].

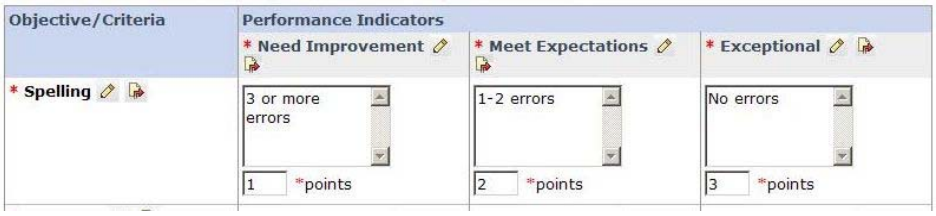
2. Click the **Create Grading Form** button.

3. Type a title for your grading form into the **Title:** text entry box. For example, "Presentation Grading Form" or "Research Paper Rubric".

4. Notice the **Objective/Criteria** column of the grading form. By default, this column includes criteria for "Spelling", "Grammar", and "Style". To change one of these existing names or rows, click on the icon of the pencil next to the name of the item you want to modify.

> **EXAMPLE**: To change the criterion "Spelling", click the icon. A text entry box will appear which will allow you to enter a new name for the row.

5. In each cell of the form, type your criteria and the point value. For example, for the Spelling row you might put:



6. If your grading form needs additional criteria, click the **Add Criterion** button. After clicking the button, an additional row will be added to the bottom of your grading form.

7. Click **Save** at the bottom.

Goal Tool

1. From the **Build** tab, click **Goals** on the left bar.

2. Click **Create Goal**

3. Enter a title and description: The **description** should be the goal statement itself.

4. Under **Item Visibility**, select to show or hide the item for Students.

5. Click **Save.**

Selective Release

Selective Release allows you to open content to one or more students but not to others. Most commonly it would be used when an instructor needs to re-open a quiz or assignment to just one student after the regular due date is past.

Remember, by default everything is released to all your students, so you don't need to use this tool if you want everyone to have access.

Please contact Distance Learning for more information.

Syllabus Tool

Note: The imported syllabus must be in plain text or HTML format.

1. From the *Build* tab, click the **Syllabus** tool.
2. From the **Select Syllabus Type** option, select **Use File.** Click **Select.**
3. To find or your syllabus file, select ***Browse*.** Locate, select, and click **Open.**
4. Once you have selected your syllabus file, it will appear in the window below.

Web Links Tool

Web Links manages links from Blackboard CE pages to an external web page. A web link cannot be added to a page unless the Web Links tool has been included in the course.

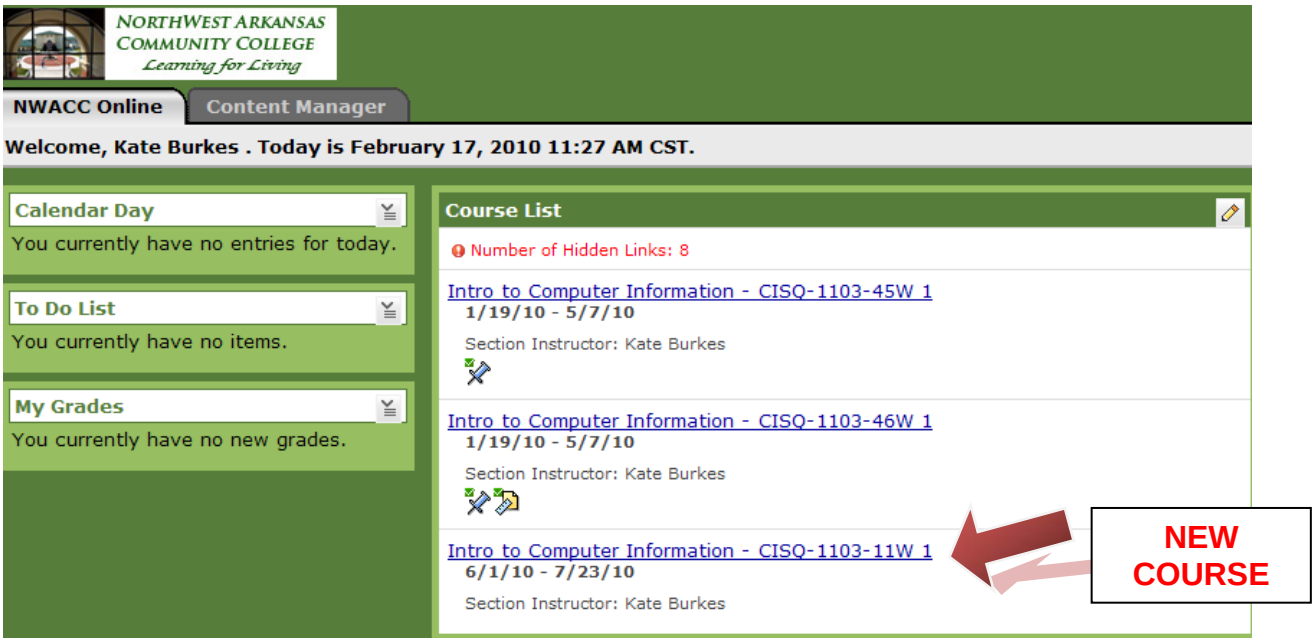
> Web Links does not apply to links placed in email or included in documents that are uploaded into the course. Only links on actual Blackboard pages [such as on the homepage page] are included in the Web Links tool.

To add a Web Link to a course:

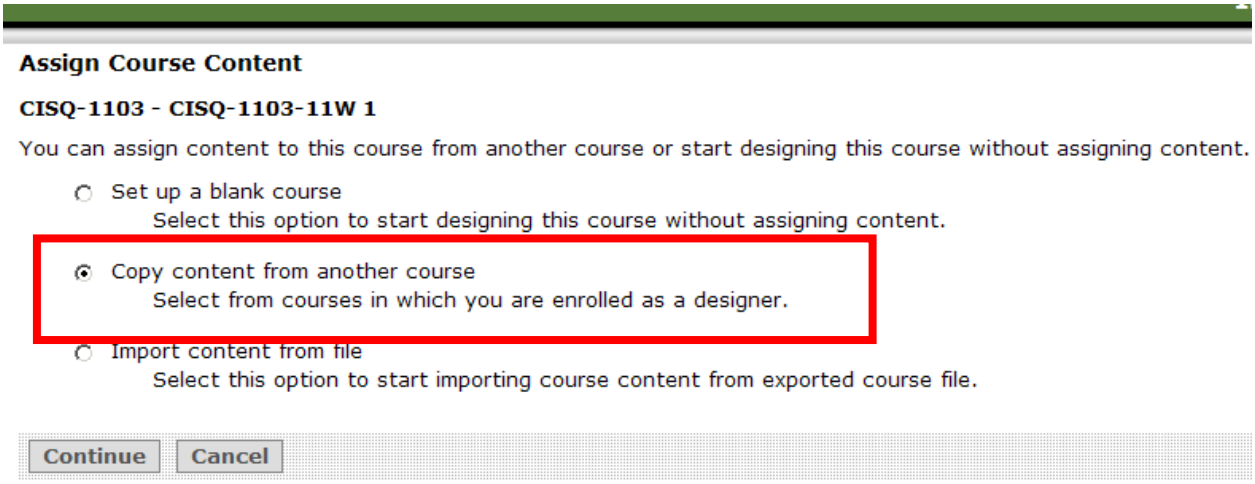
1. Click the *Build* tab.
2. From the *Course Tools*, click *Web Links*.
3. Click *Create Web Link* at the top of the page.
4. Enter the appropriate information into the fields that are given.
5. Click the *Save* button to save the *Web Link*.

Copying Content into the Next Semester

If you have taught a course previously, you can copy the content from the old course into the new one. **This only copies the content materials, not any of the student information or other items created by the students.**

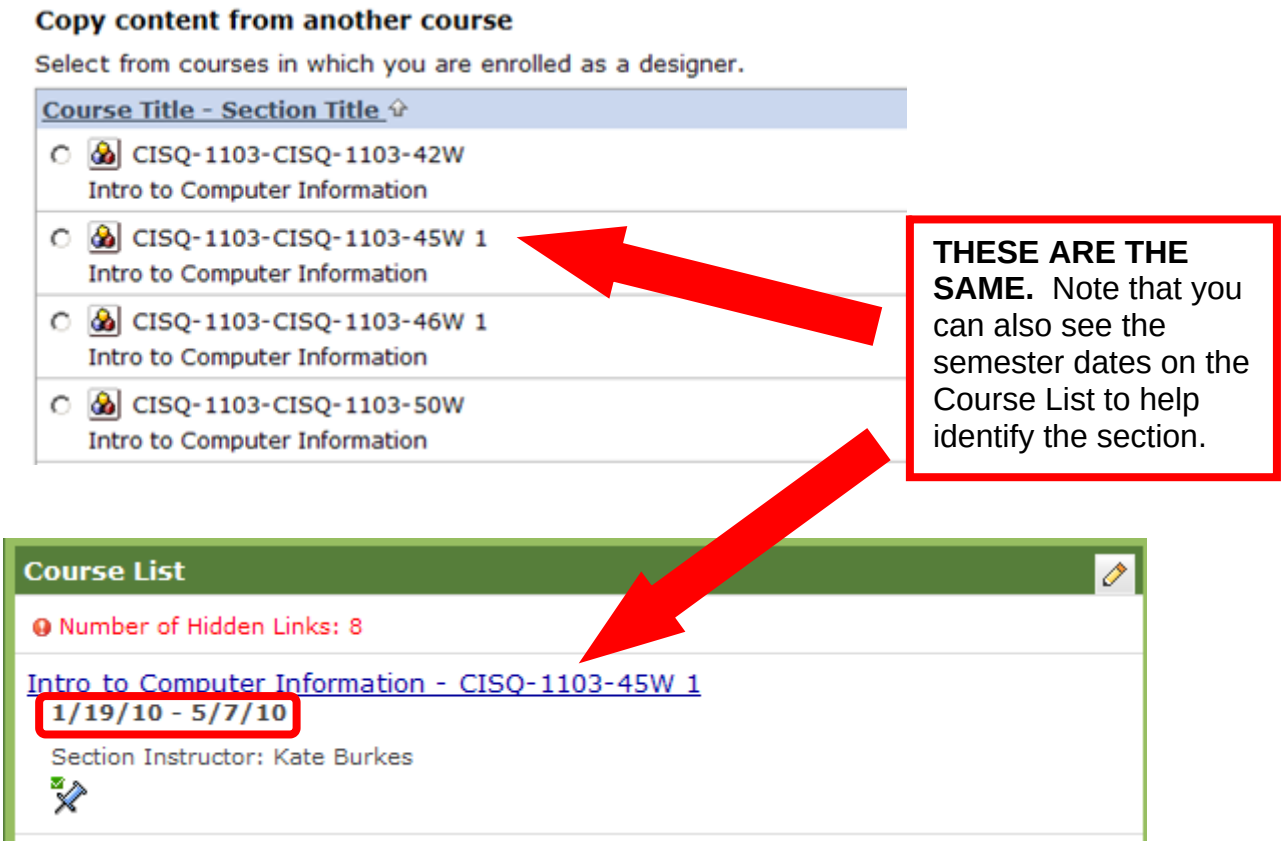


1. When you click on the new course, you will be presented with an **<u>Assign Course Content</u>** screen. Select ***Copy content from another course*** and click **Continue.**



2. Select the circle in front of the old course from which you want to copy content.

THIS IS THE VERY TRICKY PART. NOTICE THAT THE COURSE NUMBERS ARE VERY SIMILAR TO EACH OTHER. IF IN DOUBT, HIT CANCEL TO RETURN TO YOUR MAIN BLACKBOARD COURSE LIST TO DOUBLE-CHECK THE NUMBERS.



3. Click **Continue.** It may take a few minutes for it to copy – a sliding bar will show you the progress. The new course will eventually appear.

4. Prepare the new course by adding or modifying content as you wish. **Please make sure you are working in the correct section before making changes.**

Appendix A

Requesting a Supplemental Class in Blackboard CE

Distance Learning encourages the use of technology with all our classes at NWACC. However, if a class is not designated as online or hybrid in the official course schedule, you should be aware of some limitations to this type of "supplemental use" of Blackboard:

1. Not all requests to use Blackboard can be honored.
   - We are on a metered system with Blackboard, meaning that our software license and managed hosting fees increase when we have more users in the system and more bandwidth is being used. Only students enrolled in designated online [W] or hybrid [Y] classes pay an extra fee to offset these costs. Thus we may have to restrict the number of supplemental sections using Blackboard to not exceed these limits.
   - We have limited support resources -- meaning Distance Learning personnel to help you and your students with any Blackboard problems or questions. As a department, our first priority has to be supporting the W and Y classes, and we simply do not have enough resources to support unlimited supplemental sections using Blackboard.
   - Please also note that your supplemental use of Blackboard in one semester does not guarantee that you will be able to use it in subsequent semesters, depending on the above limitations.

2. Please be mindful about what you "require" your students to do in Blackboard.
   - It is easy to get very enthusiastic about using Blackboard with your face-to-face classes! Posting copies of your syllabus or other class materials in Blackboard is fine. However, since students are not taking a designated fully-online or hybrid class, you cannot make Blackboard the centerpiece of the class. Some face-to-face students may not have a computer, high-speed internet, or may work hours that don't allow them to go to a campus computer lab. Blackboard is also not completely accessible to students with some types of disabilities. If you do ask your students to use Blackboard for taking tests, submitting assignments, etc. you should also be prepared with an alternate plan for those who cannot use Blackboard to complete these tasks, or take your students to a computer lab during class time. Certainly, no student should ever be left out or penalized if they cannot access or use the Blackboard system.

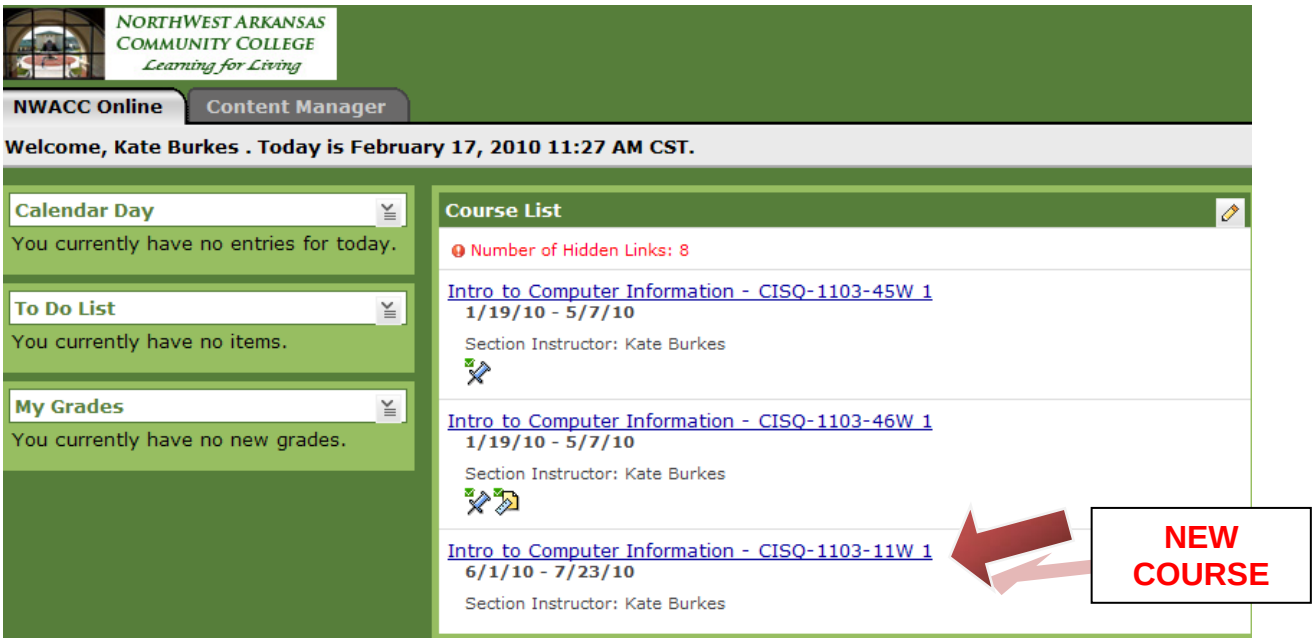
3. You should also know that when a class uses Blackboard, the link inside My NWACC Connection [MNC] on the My Courses tab leads directly into Blackboard and no longer to the Course Studio area of MNC. If you switch to Blackboard and have previously used the "Course Homepage" feature of My NWACC Connection to post files and to email your students, you can still access this area by "consolidating" your courses, but it is quite complicated, especially for your students.

To request that your traditional classes use Blackboard, please contact the Distance Learning Department

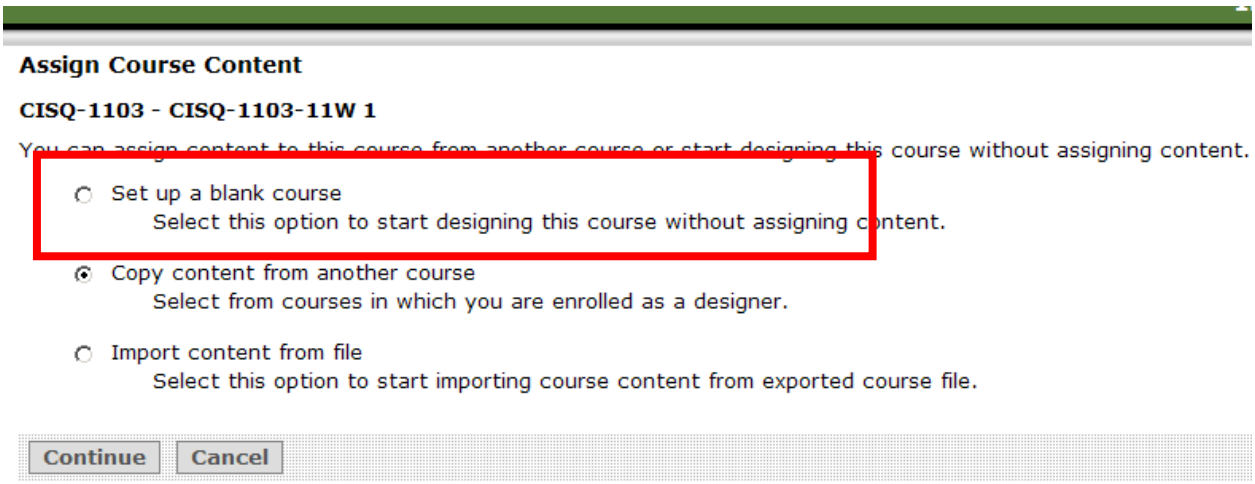
Appendix B

Setting up a New Blank Section

If you have not taught a course previously, you will want to begin with a new blank course.

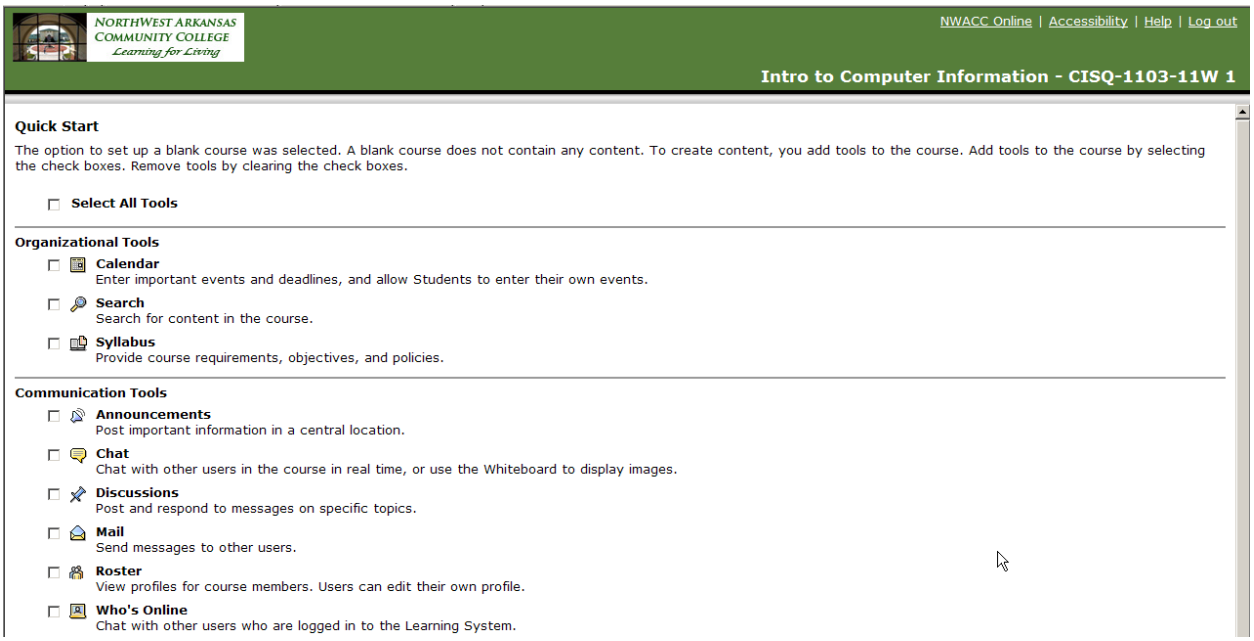


1. When you click on the new course, you will be presented with an **Assign Course Content** screen. Select ***Set up a blank course*** and click **Continue.**



2. You will see the quick flash of a progress bar, and then a **Quick Start** Menu will appear. Choose the tools you want to use, and click **Save.**

*****If you are not sure what tools you need, you can add all the tools and then remove the ones you don't want later.******



3. Prepare the new course by adding content as you wish.

Appendix C

General Information for Distance Learning Faculty

1. Old Blackboard classes will remain accessible to you [not students] on the Blackboard system for a couple additional terms. This will enable you to move your own content from semester to semester. However, this availability could change at any time due to space limitations, but you will be notified before old classes are removed from the server.

2. We make permanent backups of all classes at the end of the semester. However, it is a best practice for you to download your gradebook and any other student work you wish to keep to your own computer storage area.

3. Friday nights from 6 - 10 PM are set aside for maintenance on the college computer systems, including My NWACC Connection. Because many students use MNC to access Blackboard, **please do not schedule work inside your online classes on Friday nights.**

4. **My NWACC Connection [MNC] times-out after 1 hour**. If your students enter Blackboard via My NWACC Connection and work on anything for more than an hour, they can be 'kicked out' of MNC without knowing it. This will cause problems when they try to save or post anything to the Blackboard system. So Please:

- tell students that if they plan a long session inside Blackboard to log in directly to nwacc.blackboard.com **This would include tests longer than 1 hour.**
- ask students to create long discussion postings in a Word document first, and then cut and paste into the discussion message. This allows them to spell-check more easily [☺] and save a copy to their computer in case it is needed later.

5. If you encounter students who plan to take an online class for the first time at NWACC, please direct them to our online pre-test at: http://www.nwacc.edu/disted/Online_Learning_Pre_test.htm If a student does not do well on the pre-test, he/she is not prevented from enrolling in online courses, but rather warned about the rigors of online classes and given advice about technical requirements.

6. Resources for students are located at http://www.nwacc.edu/disted/nwdewctt.php This includes information about student tech support, training, tutorials, and other important items. **PLEASE PUT A LINK TO THIS STUDENT RESOURCE PAGE ON THE HOMEPAGE OF ALL YOUR ONLINE COURSES.**

7. Everyone should be aware that we now have many online students from coast-to-coast, and some in international locations. Therefore, **any location-specific requirements in fully online classes must accommodate these distant learners and options must be clearly communicated to the students immediately at the start of the semester [informing them before then would be ideal].** You should also be aware of time-zone issues – the Blackboard server is set to UNITED STATES CENTRAL TIME.

8. Faculty Resources are located http://www.nwacc.edu/disted/FacultyBlackboardTutorials.php Note the instructions on **Adjusting Class Availability Dates** -- Blackboard is set to open all classes on the first day of class, but can be overridden by following these instructions.

Appendix D

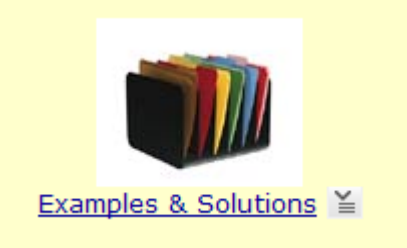
Improving the Look of your Class Homepage

1. Add a Banner: Distance Learning can make a custom banner for your class. See examples below:

2. Use Transparent Icons

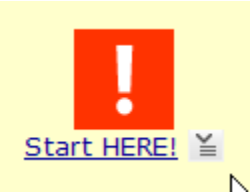
If you use a colored background on your homepage, you must use icons that have a transparent background Non-transparent icons make a blocky white square around the icon that detracts from the look of your course.

BAD [Blocky]



GOOD

GOOD



Please contact Distance Learning for assistance with designing these elements.

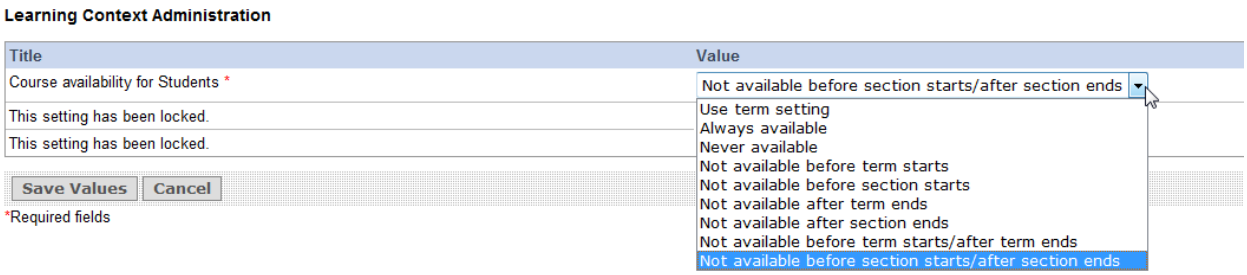
Appendix E

About Student Access Settings

The availability of Blackboard Courses to students are controlled by several settings inside the Blackboard administrative interface, and by settings inside each class. It is the combination of all these that allow or deny access to students.

Blackboard is normally set up to open all the classes automatically on the first day of the class. The bad news is that the settings inside the administrative area apply to all courses inside the Blackboard system without exception, and can be cantankerous at times. **However, the good news is that the settings available to you inside your classes override all other administrative settings for the system.**

At the section level, there are several options you can choose from, and it is important that you understand their meaning. Inside your class, If you look at **Manage Course > Settings > Learning Context**, you will see a screen like the one pictured below with the drop-down box of options:



When courses are created in Banner and then pass over into Blackboard, they are set to "Use term setting". This default setting can be problematic as is dependent on other settings in the administrative area, and may not take into account the special needs of your class. **So you may wish to choose one of the following instead:**

1. If you want your class to definitely be open or closed to the students, choose from "Always available" or "Never available", which take effect as soon as you click *Save Values*. Use "Never Available" to keep students out, and "Always available' to allow access. **If you use these settings, there is no "automatic" opening, so you must remember to return here to change the setting to Always Available on or before the first day of classes!**

2. "Not available before term starts", "Not available after term ends", and "Not available before term starts/after term ends" allows/denies student access based on terms dates that run from the first day of the spring/summer /fall term through the end of the final exam period. For example, from January 19 - May 13, which is ~16 weeks plus finals. **NOTE: If you have a shorter class-- like an 8 or 12 week class - using these 'term'**

options may open your class too soon or leave it open beyond the end of your shorter term.

3. "Not available before section starts", "Not available after section ends", and "Not available before section starts/after section ends" allows student access on the first day of class [even if it's a late start] through the last day of classes, but does not include the final exam period. **If you choose one of the options specifying the end behavior, you will need to return to this setting area before finals and switch to "Not available after term ends" or "Always available" to keep the class open for the final exam period.**

NOTE: If you have "incompletes" who will still need access to your class after the end of the semester, you will need to switch the setting to "Always available" and deny access to the rest of the students from inside the gradebook. Then return the setting to "Never Available" after the last student has finished his/her work.