

Blackboard

Faculty

Quick Help

Guide

Blackboard 9.1.201510

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Grade Center

To open the Grade Center, click Control Panel >Grade Center > "Needs Grading" or "Full Grade Center".

Needs grading: Shows assignments, test, blogs, journal entries, wiki pages, and discussion posts that are ready to be graded or reviewed.

Full Grade Center: Shows all columns and content listed in grade center.

Categories

Grade Categories are used to group types of grades for the weighted grade calculation, e.g. quizzes, homework, exams.

Create a New Category

1. Open the Full Grade Center.
2. Select "Manage."
3. Select "Categories."
4. Click "Create Category."
5. Type the name for the category.
6. Click Submit.

Assign a Grade Category to a Grade Column

1. Open the Full Grade Center.
2. Click on the grey double down arrows on the right of the column header.
3. Select "Edit Column Information."
4. Select the desired category from the pull-down box in the "Category" field. Click "Submit."

Change Column Order

Customize the order columns are displayed in the Full Grade Center.

1. Open the Full Grade Center.
2. Click on “Manage.”
3. Click on “Column Organization.”
4. Click on the four-point arrow to the left of column name listed.
5. Drag arrows up or down accordingly to rearrange columns as desired.
6. Click “Submit.”

Create New Column

Manually add a column without an associated Blackboard assignment, test or activity.

1. Open the Full Grade Center.
2. Select “Create Column.”
3. Fill in information for designated areas:
4. Click “Submit.”

Download Grade Center to Excel

Allows instructors to download the Grade Center to an Excel document.

1. Open the Full Grade Center.
2. Click on “Work Offline” in the upper right.
3. Click on “Download”
4. Select the type of data to be included, then click “Submit.”
5. Click “Download”
6. The browser may ask you to save the file, click “Yes.”
7. Excel will prompt you that the file type is non-standard, click “Yes” to open.

Exempting Grades

Option to remove a grade from calculation for a particular student.

1. Open the Full Grade Center.
2. Click specific grade in grade center that you would like have exempted.
3. Click on the grey double down arrows to the right of grade.
4. Click on “Exempt Grade.”

Extra Credit Grade

To provide extra points to students as a separate grade. Extra credit may also be included in exams, see the “Tests” portion of this guide.

1. Open the Full Grade Center.
2. Click “Create Column.”
3. On the Create Grade Column page, enter the desired settings, but set “Points Possible” to 0.
4. Select “Yes” For “Include this Column in Grade Center Calculations.”
5. Click “Submit”.

Feedback – Attach a Document

Provide additional feedback to student by attaching document.

1. Open the Full Grade Center.
2. Select the double down arrows next to the grade for which you would like to provide feedback.
3. Click on the ‘attempt’ in the dropdown menu.
4. Under the box 4, labelled “Feedback”, click Choose File Icon to the right of “File to Attach”.
5. Select the file to be attached and click “Open.”
6. Click “Submit.”

Grade Override

Manually change a grade.

1. Open the Full Grade Center.
2. Click on score to be overridden.
3. Type in the New Score

Grading Schema/Letter Grade Scale

Customize how letter grades are calculated.

1. Open the Full Grade Center.
2. Click on "Manage."
3. Select Grading Schemas.
4. Click "Create Grading Schema."
5. Fill in information in designated areas.
6. Click Submit.

Hide Grade Center Content from Students

Set grade center column so that it does not display in the student MyGrades tool.

1. Open the Full Grade Center.
2. Click on the grey double down arrows on the right of the column header.
3. Select "Edit Column Information."
4. In "Options" select "No" for "Show this Column to Students."
5. Click "Submit."

Hide/Unhide Grade Column (Instructor View)

Hide older columns in the Grade Center for easier navigation. NOTE: Student will still be able to view the grade in their MyGrades tool. To hide a grade from students see the above section.

1. Open the Full Grade Center.
2. Click on “Manage.”
3. Click on “Column Organization.”
4. Select the box to the left of column name.
5. Click “Show/Hide.”
6. Select “Hide Selected Columns” or “Show Selected Columns.”
7. Click on “Submit.”

Reset Test

(Also called Ignore Attempt, Clear Attempt)

Allows a student to resubmit an assignment or test without including original attempt in the grade calculation.

1. Open the Full Grade Center.
2. Click on specific grade box to be ignored.
3. Click on the grey double down arrows to the right of grade for attempt.
4. Select “View Grade Details”.
5. Click on “Ignore Attempt.” *Note: We do not recommend using the ‘Clear’ option for most cases. ‘Clear’ will completely delete the previous attempt, and it will therefore be unavailable for any future reference.*

Rubrics

Rubrics may be used with most graded activities.

Create a Rubric

1. Go to Control Panel click on “Course Tools.”
2. Select “Rubrics.”
3. Click “Create Rubric.”
4. Fill in information for designated area.
Click “Submit.”

Attach a Rubric to a Grade Column

1. Open the Full Grade Center.
2. Click on the grey double down arrows on the right of the column header.
3. Select “Edit Column Information.”
4. In the section “Associated Rubrics,” select “Add Rubric,” then “Select Rubric.”
5. Choose desired rubric, then click “Submit.”
6. In the rubric display row, choose whether or not the rubric should be displayed to students.
7. Click Submit

Weighted Grade Column

To fully utilize the weighted grade functionality, it is very beneficial to first assign all grade columns a category.

1. Open the Full Grade Center
2. Either edit the column information is the default “Weighted Total” column, or create a new column under “Create Calculated Column”>”Weighted Column”.
3. Set the Primary Display (this will be viewable by students.)
4. Set the Secondary Display (viewable only to instructors.)
5. Set up percentages in the “Select Columns” section.
 - a. Move categories of grades, or individual grade columns to the right by highlighting them and pressing the corresponding arrow.
 - b. Set the percentage weight for the item.
 - c. If selecting a category, choose if you would like to drop grades from the group.
 - d. The total of all percentages must equal 100%
6. Choose to calculate as a running total or not.
 - a. Running totals have the benefit of always reflecting an accurate grade as long as the instructor promptly inputs zeros for missed assignments.
7. Select your preferences under “Options”.
8. Click “Submit”.

Assignments

An assignment provides a location for students to upload documents for grading. Assignments can be given to either individual students or student groups.

Create an Assignment

There are three types of assignments, standard Blackboard, SafeAssign, and Turnitin.

Create a Standard Blackboard Assignment

A standard Blackboard assignment that allows any file type. However, only Word, PowerPoint, Excel and PDF files can be graded in the online viewer. Other file types must be downloaded.

1. Go to desired content area of course.
2. Click on "Assessment."
3. Select "Assignment."
4. Enter the desired settings.
5. Click "Submit."

Create a SafeAssign Assignment

SafeAssign is a tool used to check an assignment for plagiarism. Documents must be Word, TXT, RTF, PDF or HTML file types. SafeAssign will compare submitted documents against the Internet, ProQuest ABI/Inform database, and other papers submitted through SafeAssign.

1. Go to desired content area of course.
2. Create an assignment as described in the previous section.
3. Check the appropriate boxes under 'Submission Details'
4. Enter the desired settings.
5. Click "Submit."

Create a Turnitin Assignment

Turnitin is a tool used to check an assignment for plagiarism. Documents must be Word, TXT, RTF, PDF, WordPerfect, PostScript, HWP, or HTML file types and under 20MB. Turnitin will compare submitted documents against the Internet, Turnitin's databases of digital content, and other papers submitted through Turnitin.

1. Go to desired content area of course.
2. Click on "Assessment."
3. Select "Turnitin Assignment."
4. Choose the assignment type, then click "Next Step."
5. Enter the desired settings.
6. Click "Submit."

Download Assignments

Use this option if you prefer to grade on paper or want to work offline.

Download a Standard Blackboard Assignment

1. Go to Full Grade Center.
2. Locate assignment column and click the grey double down arrows to the right of the assignment name.
3. Select "Assignment File Download."
4. Check the box to the left of "Name" to select all users.
5. Choose to download the last attempt or all attempts.
6. Click on "Submit."

Download a SafeAssign Assignment

1. Open “Course Tools” in the Control Panel.
2. Click on “SafeAssign.”
3. Click on “SafeAssignments.”
4. Select grey double down arrows to the right of assignment name.
5. Select “View Submissions.”
6. Click the green down arrow under the “File” column.

Download a Turnitin Assignment

1. Open “Course Tools” in the Control Panel.
2. Click on “Turnitin Assignments.”
3. Click on the assignment name.
4. Select the checkbox to the left of “Author” to select all students.
5. Click on “Download.”
6. Choose to download the original files or the GradeMark files.
7. Click “OK” on the notification that you are saving files to your computer.
8. Choose to download the files in their original file types or as PDF.
9. Click to begin download.
10. Open or save files as directed by your browser.

Tests

Add a Test to a Content Area

Test should be created in the Test Canvas before they are added to a content area.

1. Go to desired content area or folder.
2. Click on “Assessments.”
3. Select “Test.”
4. In the “Add an Existing Test” box, select the test you would like to use and click “Submit.”
5. Choose the settings for the test delivery. (See Best Practice for Test Settings.)
6. Click “Submit.”

Best Practice for Test Settings

1. Utilize Random Block questions so that students are not all answering the same questions.
2. Allow only a single attempt to prevent printing/copying all possible questions.
3. Set “Force Complete” to OFF, so that if a student has computer issues they can re-enter the exam at their last saved question.
4. Set a time limit that reduces a student’s ability to research answers, if that is desired.
5. Set “Auto-Submit” to OFF, so that students can re-enter a test if they get kicked out because of computer issues. Students who go over the time limit will be flagged.
6. Set the test to display one question at a time with no backtracking, and randomize questions. This makes it more difficult for students to take the test as a group.

Copy a Test

This will create an exact copy of a test within the same course.

1. Open “Course Tools” in the Control Panel.
2. Select “Tests, Surveys, and Pools.”
3. Select “Tests.”
4. Click the grey double down arrow next to the test name and select “Copy.”
5. Edit the test to provide a new name.

Create a New Test

In the Test Canvas, you will be able to add questions to a test. The test delivery options are set when the test is added to a content area.

1. Open “Course Tools” in the Control Panel.
2. Select “Tests, Surveys, and Pools.”
3. Select “Tests.”
4. Select “Build Test.”
5. Type in the test name and click “Submit.”
6. Add questions to the Test Canvas by clicking on “Create Question”, “Reuse Question” or “Upload Question.”
7. When finished, click “OK.”

Create a Question Pool

Pools are often used in conjunction with Random Question Blocks.

1. Open “Course Tools” in the Control Panel.
2. Select “Tests, Surveys, and Pools.”
3. Click on “Pools.”
4. Select “Build Pool.”
5. Type in the name of the pool and click “Submit.”
6. Begin creating questions, and click “OK” when finished.

Edit a Test

Tests that have already been attempted by a student cannot be edited.

1. Open "Course Tools" in the Control Panel.
2. Select "Tests, Surveys, and Pools."
3. Select "Tests."
4. Click the grey double down arrow next to the test name and select "Edit."
5. In the Test Canvas, add or edit questions as desired. Click "OK" when finished.

Export and Import Tests

Using these tools allows for a test to be shared between courses, amongst departments, or between colleagues.

Export Test

1. Select "Course Tools" from the Control Panel.
2. Click on "Tests, Surveys, and Pools."
3. Select "Tests."
4. Click the grey double down arrow to the right of the test name.
5. Click on "Export."
6. Save the file as prompted by your browser.
7. The file may then be moved via email or external storage to another computer.

Import Test

1. Have the test file available on the computer.
2. Select "Course Tools" from the Control Panel.
3. Click on "Tests, Surveys, and Pools."
4. Select "Tests."
5. Click on "Import Test."
6. Choose "Browse My Computer" and navigate to the test file.
7. Select the file and click "Open."
8. Click "Submit."
9. Click "OK" when the import is complete.

Extended Time Accommodation

For use when students are allowed extra exam time.

1. Click the gray arrow to the right of the exam name.
2. Select “Edit the Test Options”.
3. Select your preferred options for the test availability.
4. Under the “Test Availability Exceptions”, click on “Add User or Group”.
5. Select the user(s) or group(s) to be given extended time and click “Submit”.
6. Select the check box under “Timer” and input the number of minutes allowed.
7. Input your due date and select if you do not wish to allow late submissions.
8. Select your preferences for “Show Test Results and Feedback to Students.”
9. Select your preferences for “Test Presentation.”
10. Click Submit.

Extra Credit Questions on a Test

1. Open the Test Canvas (see Edit a Test.)
2. Click the “Points” box to the right of the question you would like to be extra credit.
3. Check box for “Extra Credit.”
4. Click “Submit.”

Import Test Bank

1. Contact the textbook publisher and request a test bank that is compatible with Blackboard 9.1. They should provide a file. *NOTE: If they do not have this file, then request a file that is compatible with 'Respondus' and contact OIT for further assistance.*
2. Open "Course Tools" in the Control Panel.
3. Select "Tests, Surveys, and Pools."
4. Select either "Tests" or "Pools" depending on your preference.
5. Click "Import."
6. Click "Browse My Computer" and navigate to the file provided by the publisher.
7. Click "Submit."

LockDown Browser and Monitor Setup

The LockDown Browser will prevent exam takers from using most other tools on their computer. Monitor will use the student's webcam to record them while taking the exam. Instructors may then view those recordings as needed.

1. Ensure your test options are set to your specifications. *NOTE: These should not be changed after you enable Respondus.*
2. Open "Course Tools" in the Control Panel.
3. Select "Respondus LockDown Browser."
4. Click on the icon to the left of the test name.
5. Click on "Modify Settings."
6. Select "Require Respondus LockDown ..."
7. Select your desired "Monitor" settings.
8. Do not set the optional password.
9. Click on "Save and Close."

Random Block Question

A random block question utilizes question pools to generate a random set of questions for each student who takes the exam.

1. Open the Test Canvas. (See Create New Test, or Edit Test Questions.)
2. Click “Reuse Question.”
3. Click “Create Random Block.”
4. Select the pool and question types you wish to use.
5. Click “Submit.”
6. Scroll to the new Random Block question.
7. Set the number of questions to display and the points possible.
8. Click “OK.”

Reset Test

See Reset Test in Grade Center section.

User Management

Add a User (Student, Teaching Assistant, Instructor)

1. Under Control Panel click on “Users and Groups.”
2. Select “Users.”
3. Click on “Find Users to Enroll.”
4. Enter their username or click “Browse” to search by their name.
5. Select the user’s role.
6. Click “Submit.”

Block Students From a Course

When a student drops a course, they will be disabled at a system level. No action is required on the part of the instructor. If a student needs to be re-enabled, contact OIT for further assistance

1. Go to “Users and Groups” in the Control Panel.
2. Click on “Users.”
3. Click the grey double down arrow next to the student’s name.
4. Select “Change User’s Availability in Course.”
5. In the “Available” box, select “No.”
6. Click “Submit.”
7. Hide the student in the Grade Center if desired.
 - a. Open the Full Grade Center from the Control Panel.
 - b. Click on “Manage” then “Row Visibility.”
 - c. Check the box next to the student’s name, then select “Hide Rows.”
 - d. Click “Submit.”

Student Progress Tools

Blackboard provides many methods of monitoring a student's progress in a course.

Retention Center

Access the Retention Center by going to the Control Panel, select "Evaluation", then "Retention Center."

The Retention Center is an extremely useful tool for student success, but much beyond the scope of this brief guide. We will be happy to meet one-on-one, or with a group to discuss how to use this vital tool.

Course Reports

Access the Course Reports by going to the Control Panel, select "Evaluation", then "Course Reports."

"Student Overview for a Single course" gives a detailed report of student activity and time spent in that course. It shows the dates and times of logins, items clicked on and average time spent in certain areas.

"Overall Summary of User Activity" displays user activity dates and times for all areas of the course. It shows the different items in the course, the number of times it has been accessed and the percentage of time spent in it compared to other areas of the course.

"Course Activity Overview" shows the individual and average time spent in the course sorted by both time and day.

"All User Activity in Content Areas" shows the number of times a user accessed the content areas and the time spent there.

“Single Course User Participation Report” downloads an excel spreadsheet with all the users in the course. It shows user availability, all the submissions, discussion board and blog entries for each user in the course.

“User Activity in Forums” shows the overall user activity in forums. The data includes items clicked on and the time spent by individuals in each item. The data is sorted by user, day and time spent.

“User Activity in Groups” shows the overall user activity in groups. The data includes group items clicked on and the time spent by individuals in each item. The data is sorted by user, day and time spent.

Course Management

Course Availability

By default, courses are unavailable to students until the week prior to classes. Instructors may change this setting on a per course basis. Emails may be sent to the class roster from Blackboard, even if the course is unavailable to the students.

Make a Course Available or Unavailable

1. Click on “Customization” in the Control Panel.
2. Select “Properties.”
3. In the “Availability” section, under “Duration” enter the desired start date for the course.
4. Click “Submit.”

Course Copy

This tool allows content created in a development course or a previous semester to be copied to another course.

1. From the course that contains the content you wish to copy, go to the Control Panel and select “Packages and Utilities.”
2. Select “Course Copy.”
3. Click “Browse” to select the course that the information will be copied in to.
4. Choose the course materials to be copied.
 - a. Student created content, such as grades, discussion posts, blogs, etc. will never be copied.
 - b. If assignments and deployed exams are to be copied, the option for “Grade Center Columns and Settings” must be checked.
5. Do NOT check “Include Enrollments in the Copy” as that will add the students from the previous section into the new course. *If you want to combine sections of within a course, use the Merge Courses instruction.*

Customize Course Design

Change Course Entry Point

This will change the first page a user sees when entering a course.

1. Select “Customization” from the Control Panel.
2. Click on “Teaching Style.”
3. Under “Select Course Entry Point” choose the new start page from the drop down menu. *Note: only pages with content are shown in the drop down menu.*
4. Click on “Submit.”

Button Appearance

1. Select “Customization” from the Control Panel.
2. Click on “Teaching Style.”
3. Under “Select Menu Style” click on “Button Library.”
4. Select desired button type, shape and color.
5. Click on “Submit.”

Add a Banner to the Entry Page

1. Select “Customization” from the Control Panel.
2. Click on “Teaching Style.”
3. Under “Select Banner” click on “Browse My Computer.”
4. Navigate to desired image file and click “Open.”
5. Click on “Submit.”

Show or Hide Menu Button

1. Click the double down arrow on the right side of the button, and select “Hide” or “Show.”

Rename Menu Button

1. Click the double down arrow on the right side of the button.
2. Select “Rename Link.”
3. Type in new name.
4. Click green check.

Move Menu Button

1. Hover mouse to the left of the button until the cursor become a cross arrow.
2. Drag and drop the button to the new placement.

Add a New Menu Button

1. Click the plus icon above the menu.
2. Choose the type of button to add.
3. Name the button and set necessary options.
4. Check the box to make the button available to users.
5. Click on “Submit.”

Merge Courses

This method is used when teaching multiple sections of a course at the same time. Merges should be requested prior to editing anything in a course. Courses cannot be merged after the first day of classes.

1. Go to <http://indstate.edu/oit>
2. Click on “All Faculty Information”
3. Click on “Documentation” and then “Blackboard”
4. Fill out the “Course Merge Request Form”
5. OIT will contact you when the merge is complete.

What Tool Should You Use?

It is highly recommended that faculty introduce new tools into their teaching one at a time. This allows for a thorough understanding of the tool and its application.

Instructional Tools Support will arrange for further instruction on any of the tools listed below. We will assist to the best of our ability tools which are not on this list, but our scope and access will be limited.

Tool	Description
Blogs	Writing an on-going record. Allows for private (student/instructor) or public (all students) views. Typically used for long-term projects or research.
Collaborate	Synchronous video chat and sharing of materials.
Discussion Board	Simulate an in-class discussion. For best results, the instructor should be an active participant leading the theme and direction of the conversation.
Journal	Writing self-reflection type of work. Allows for private (student/instructor) comments. Does not allow for other student comments.

Tool	Description
LockDown Browser & Respondus Monitor	<p>Provide a moderate level of security for online exams.</p> <p>Prevents students from opening additional browser tabs or other programs on their computer.</p> <p>Optionally allows for students to be recorded on their webcam while taking the exam. Videos may be reviewed by the instructor as needed.</p>
StateVids	<p>A 'YouTube' like website that is private to the university.</p> <p>Allows videos to be shared with only a class.</p> <p>Videos can be embedded into course site.</p>
TurnItIn	<p>Assignment submission.</p> <p>Provides good plagiarism detection.</p> <p>Offers grading tools that many instructors find very useful.</p>
Wiki	<p>Collaborative writing.</p> <p>Allows for whole class or smaller groups of students.</p>
Yuja	<p>Instructor video recordings, such as review of difficult concepts or supplementary lectures.</p> <p>Submission of student video assignments.</p>

Contact Support

Instructional Tools Support (Blackboard)

Monday – Thursday 7:30 AM – 9:00 PM

Friday 7:30 AM – 6:00 PM

Saturday – Sunday 12:00 PM – 9:00 PM

812-237-7000

isu-blackboard-support@mail.indstate.edu

Stalker Hall, room 009

Other Services

Assessment and Accreditation	812-237-8899
Disabled Student Services	812-237-2301
Faculty Center for Teaching Excellence	812-237-2688
Indiana State Online	812-237-2345
Instructional Design Services	812-237-2345
Library	812-237-2580
Math & Writing Center	812-237-2989
Multimedia Services	812-237-2675
OIT Technical Support Center	812-237-2910 (option 1) 888-818-5465
Student Academic Services	812-237-2300
Student Conduct and Integrity	812-237-3800
Student Counseling Center	812-237-3939