

The background of the slide is a vibrant green color with a complex, glowing circuit board pattern. The circuit lines are in various shades of green and yellow, creating a sense of depth and connectivity. On the left side, there is a vertical column of yellow dots, and on the right side, there are several clusters of yellow dots of varying sizes, some arranged in rows and others in more irregular patterns. The overall aesthetic is high-tech and digital.

Advanced Blackboard II

Presented by Betsy McCall

Skills Assumed

- ❖ Using Blackboard Gradebook
- ❖ Uploading Files & Folders
- ❖ Posting Announcements
- ❖ Customizing Course Shell
- ❖ Discussion Board Use
- ❖ Using the Equation Editor in Blackboard
- ❖ Adding Groups

To Be Covered

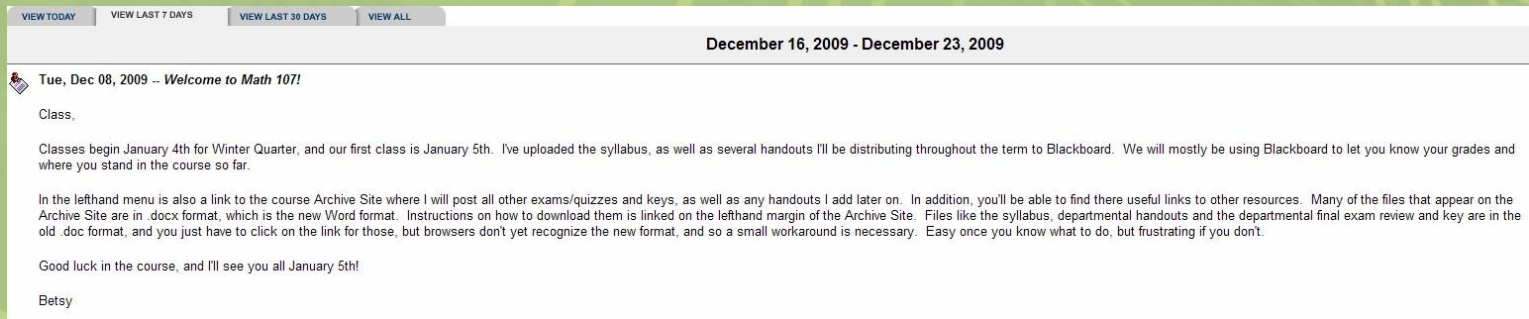
- ❖ Adding Links & Formatting to Announcements (slide 4)
- ❖ Online Quizzes & Tests (slide 17)
- ❖ Assignment Links (slide 36)
- ❖ Using the Virtual Classroom (slide 44)
- ❖ Copy Folders from One Course to Another (slide 52)

Advanced Announcements

- ❖ In Basic Blackboard, we covered adding text-only Announcements to your course.
- ❖ This is fine for starters, and quickie messages, but it's hardly attention grabbing.
- ❖ We are going to show you how to add links and images to your announcements to make them sing, and make students want to read them.
- ❖ Let's start with a basic message.

Advanced Announcements

❖ Yours probably looks something like this:



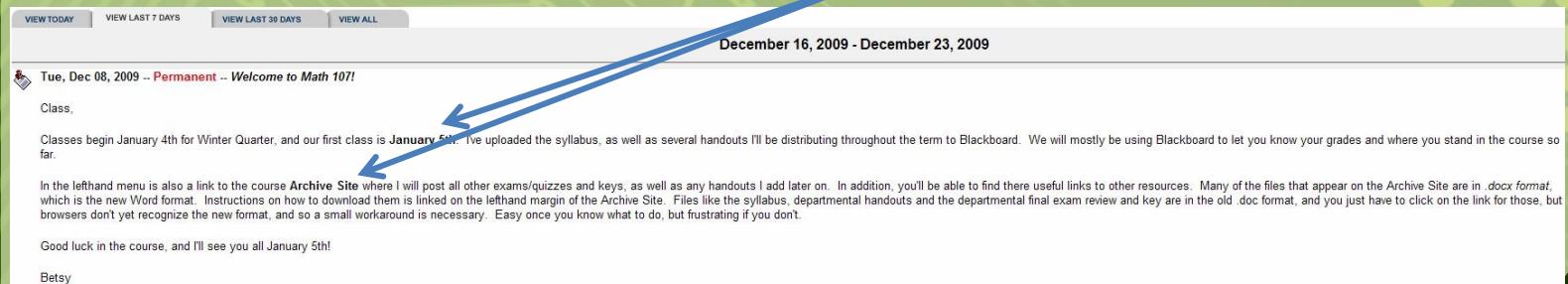
The screenshot shows a Blackboard announcement interface. At the top, there are navigation tabs: "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". Below these is a date range: "December 16, 2009 - December 23, 2009". The main content area has a header "Tue, Dec 08, 2009 -- Welcome to Math 107!". The body of the message reads: "Class, Classes begin January 4th for Winter Quarter, and our first class is January 5th. I've uploaded the syllabus, as well as several handouts I'll be distributing throughout the term to Blackboard. We will mostly be using Blackboard to let you know your grades and where you stand in the course so far. In the lefthand menu is also a link to the course Archive Site where I will post all other exams/quizzes and keys, as well as any handouts I add later on. In addition, you'll be able to find there useful links to other resources. Many of the files that appear on the Archive Site are in .docx format, which is the new Word format. Instructions on how to download them is linked on the lefthand margin of the Archive Site. Files like the syllabus, departmental handouts and the departmental final exam review and key are in the old .doc format, and you just have to click on the link for those, but browsers don't yet recognize the new format, and so a small workaround is necessary. Easy once you know what to do, but frustrating if you don't. Good luck in the course, and I'll see you all January 5th! Betsy".

❖ Not very eye-catching. Especially if you post a lot of messages like this, they will tend to run together, and none will stand out.

❖ Even adding fonts and colours can make this a little more punchy.

Advanced Announcements

- ❖ To change anything in your announcements, click on Control Panel → Announcements → Modify next to the one you want to change.
- ❖ I'd like to draw attention to two things in particular in my announcement, the first date of class, and the Archive Site.
- ❖ I'll start by adding boldface.



VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

December 16, 2009 - December 23, 2009

Tue, Dec 08, 2009 -- Permanent -- Welcome to Math 107!

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Classes begin January 4th for Winter Quarter, and our first class is **January 5th**. I've uploaded the syllabus, as well as several handouts I'll be distributing throughout the term to Blackboard. We will mostly be using Blackboard to let you know your grades and where you stand in the course so far.

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Good luck in the course, and I'll see you all January 5th!

Betsy

Advanced Announcements

- ❖ That helped a bit, but let's also increase the font size so it's easier to read. Many older students might find the font size hard.
- ❖ To change the font remember to highlight the whole text first. I chose size 5 (the default is 3).

VIEW TODAY | VIEW LAST 7 DAYS | VIEW LAST 30 DAYS | VIEW ALL

December 16, 2009 - December 23, 2009

Tue, Dec 08, 2009 -- [Permanent](#) -- [Welcome to Math 107!](#)

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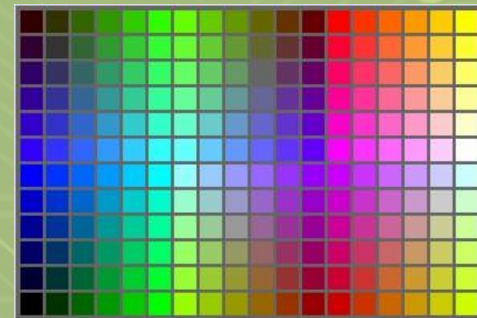
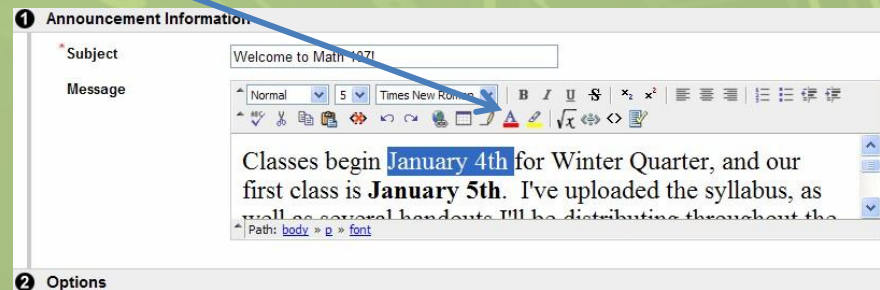
Good luck in the course, and I'll see you all January 5th!

Betsy

- ❖ Better, but let's add colour too.

Advanced Announcements

- ❖ To add colour, click on the text you want to colorize and hit this key. (the A)
- ❖ A screen pops up with your colour choices. Pick one that will stand out against the white background.
- ❖ Feel free to experiment.
- ❖ Use one colour, or many colours.



Advanced Announcements

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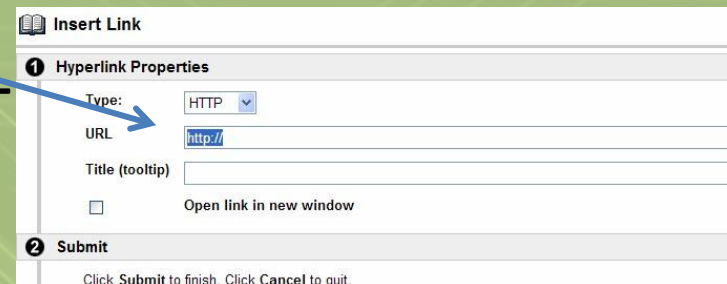
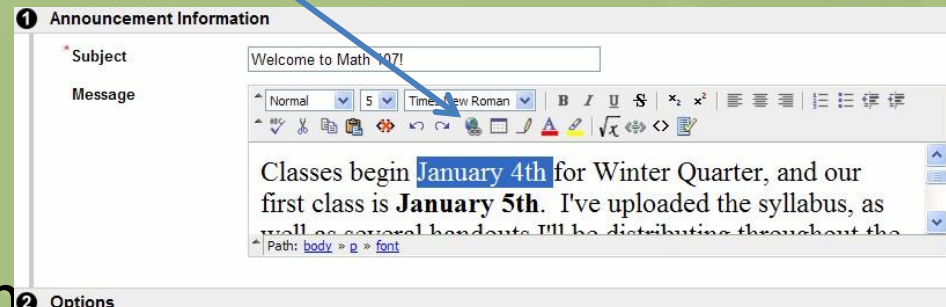
Good luck in the course, and I'll see you all **January 5th!**

Betsy

- ❖ Let's try adding links. The best way to do this, especially if the links aren't easily memorizable, is to open up a second browser window or tab so that you can get links in one window without messing up your announcement window.
- ❖ I'd like to add some links to items in the course that I mentioned in the announcement.

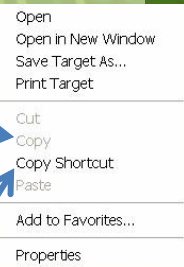
Advanced Announcements

- ❖ Let's start with the syllabus.
- ❖ To add a link, you'll need to highlight the text for the link and then click here.
- ❖ The icon looks like a globe with two linked chains.
- ❖ A link window opens.
- ❖ You need to insert the URL or the web address of the link.



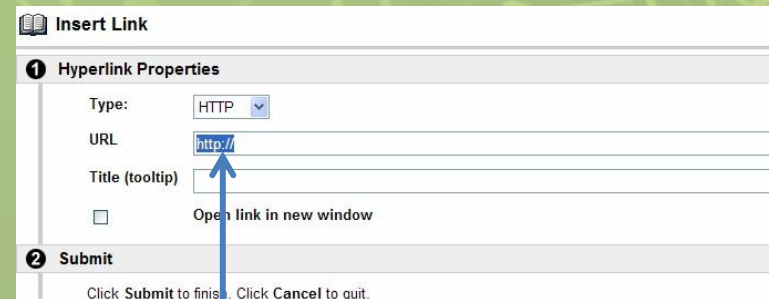
Advanced Announcements

- ❖ To copy a link from the Internet, highlight the link and either:
 - Right click on the highlighted text and select copy
 - Or press Ctrl-C.
- ❖ To copy a link address from elsewhere in the course, find a link to that location, right click on the link, and select Copy Shortcut.
- ❖ For links inside the course, you cannot use the first procedure because Blackboard uses frames. What appears in the URL is not necessarily your current location.



Advanced Announcements

- ❖ For either copying procedure, you can now paste the link into the URL line (beginning http://) by
 - Right Click and Select Paste
 - Or Press Ctrl-V



The screenshot shows a dialog box titled "Insert Link". It has two sections: "1 Hyperlink Properties" and "2 Submit". In the "Hyperlink Properties" section, there are four fields: "Type" (a dropdown menu set to "HTTP"), "URL" (a text box containing "http://"), "Title (tooltip)" (an empty text box), and "Open link in new window" (a checkbox that is currently unchecked). A blue arrow points from the "http://" text in the URL field down towards the text in the first list item below the dialog.

- ❖ You should overwrite the existing http://.
- ❖ Check if you'd like to open a link in a new window (generally not for inside-course links). If you choose no, it will open in the frame where the announcements appear, and the course menu will remain at left.

Advanced Announcements

❖ I've added several links to my announcement.

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Good luck in the course, and I'll see you all **January 5th!**

Betsy

- ❖ Be sure to check all links to ensure that they take you to the page you expect them to.
- ❖ If you copy this announcement into another course, any inter-course links will need to be changed. Offsite links & other formatting copy ok.

Advanced Announcements

- ❖ You can also add flare to your announcements by adding images. Small, thumbnail images are all you need.
- ❖ If you use the Blackboard file service, there will be a link to insert images by selecting them from your saved files in the system.
- ❖ The process is very similar to inserting an image into a Word document.
- ❖ Unfortunately, CSCC doesn't use the file service.

Advanced Announcements

❖ Still, even colour and a few links helped a bit.

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

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Betsy

❖ Vs.

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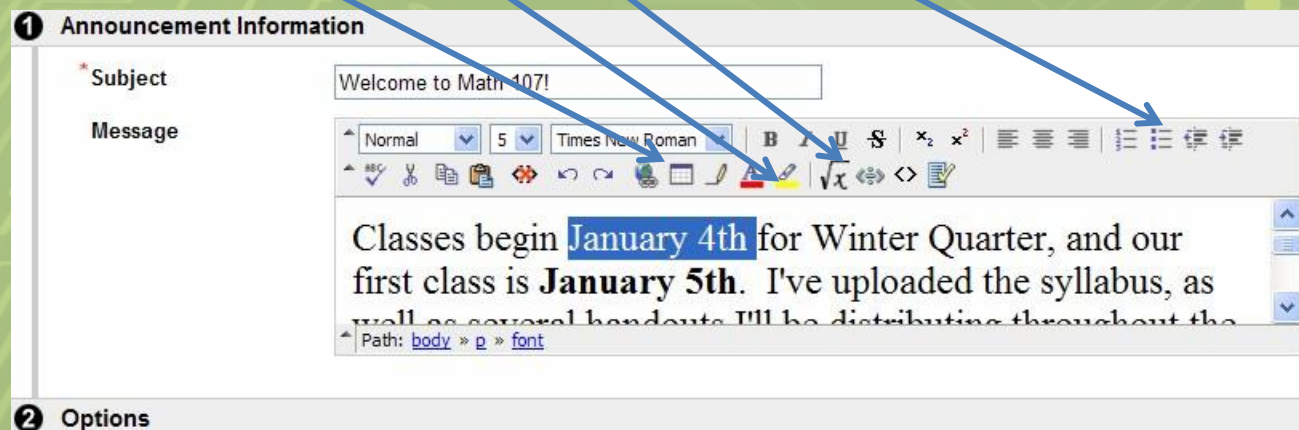
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Good luck in the course, and I'll see you all **January 5th!**

Betsy

Advanced Announcements

- ❖ There are still more ways you can make your announcements draw attention to key points.
 - Add bullet point, or change your font
 - Use an equation
 - Add highlighting
 - Add a table



Advanced Announcements

- ❖ Working with an existing message is one thing, but using the features like bullets or tables, create your own wording that exploits these features better.

Wed, Dec 23, 2009 -- While You Wait...

Class,

While we are waiting for the course to begin, check out these places in the course!

Syllabus	I will pass out copies the first day of class, but it's here in case you need it.	In addition,
Handouts	All the handouts I will give out on the first day of class are posted here as well. For later ones, check out the Archive Site below.	<ul style="list-style-type: none">• The LRC Tutoring page will be updated by the department as soon as the new schedule becomes available. You can always check here for the latest schedule or outside DH 313.
Calendar	I've added important dates to the Calendar, like exams and the final.	<ul style="list-style-type: none">• The LRC is open on Main campus 5-6 days a week, morning and evening hours, and hours are available at branch campus, too. (The branch campus may be open hours the Main campus lab is not, like Friday or Saturday afternoon, so check the schedule!)
Grades	I will keep all grades up-to-date here.	<ul style="list-style-type: none">• Feel free to email me at any time during the quarter if you have any questions!
Archive Site	Everything will be archived here, including exam and quiz keys (after the fact).	See you in class!

Betsy

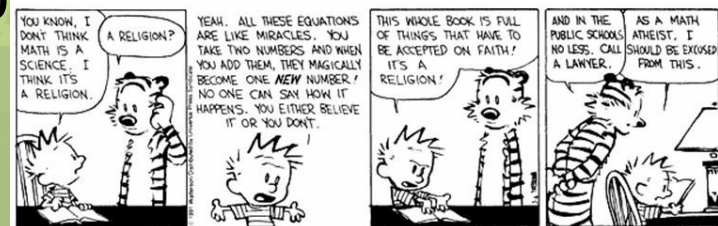
- ❖ Be wary of formatting. You may find it easier to create in Word or another program, and then copy & paste here. Since the small window Blackboard has for editing makes it difficult to see the whole picture.

Advanced Announcements

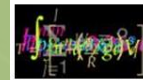
❖ It's too bad, really, about the images, because images can really perk up a message!

❖ With any of these techniques, though, *save frequently!*

You've survived your first week of Algebra! You're doing better than poor Calvin!



Here is what is going on this week:



We will continue working with order of operations and begin working with simple algebraic equations and inequalities.



I'll be working on grades Thursday and Friday. Look for feedback in your Private Feedback Groups (PFGs) no later than Saturday.



And of course, our discussion will continue, in the same format as last week. Remember, our practice problems for the week will be due as early as Friday, so keep up with those!



And of course, let me know if you have any questions!

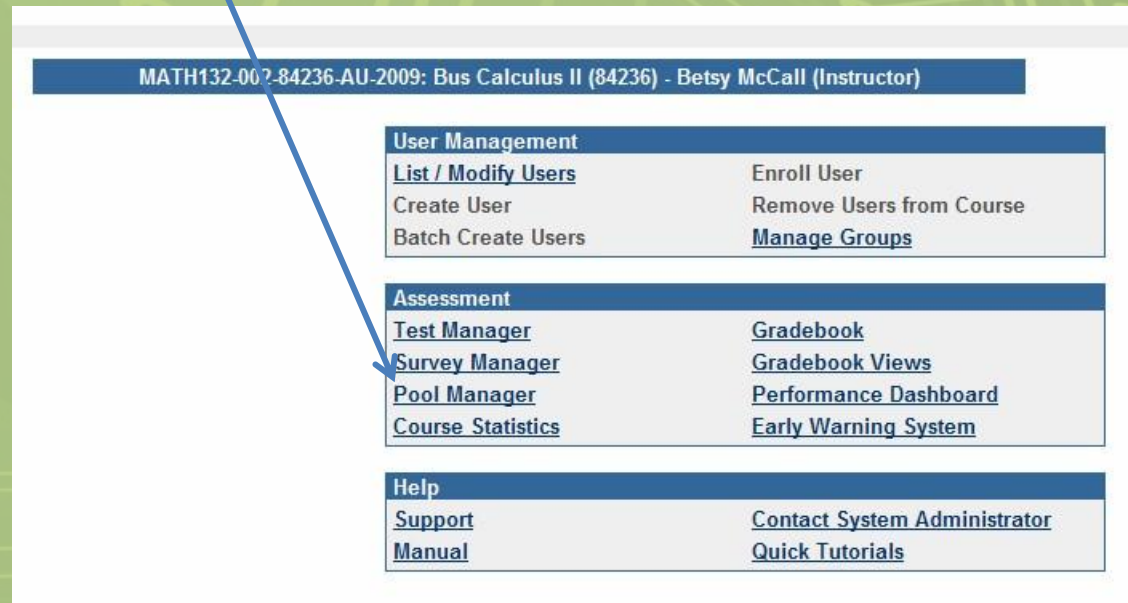
Good luck! And see you in the threads!

Online Quizzes & Tests

- ❖ The difference between quizzes and tests is a matter of length, so we will just show you how to put together a short quiz.
- ❖ We will also create a question pool. The process here is also similar, and allows questions to be used again.
- ❖ Let's start with the question pool.
- ❖ Click on the Control Panel, and on the right, Pool Manager.

Online Quizzes & Tests

- ❖ After accessing the Pool Manager, select Add Pool.

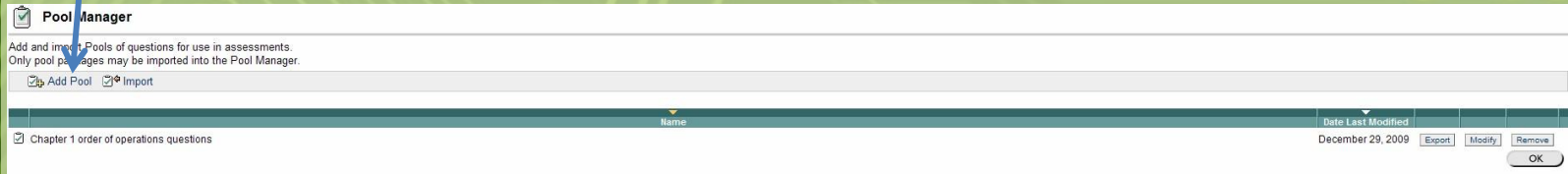


The screenshot shows the Pool Manager interface for the course "MATH132-002-84236-AU-2009: Bus Calculus II (84236) - Betsy McCall (Instructor)". The interface is divided into three main sections: User Management, Assessment, and Help. A blue arrow points from the text "After accessing the Pool Manager, select Add Pool." to the "Add Pool" link in the Assessment section.

User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	Early Warning System

Help	
Support	Contact System Administrator
Manual	Quick Tutorials



The screenshot shows the Pool Manager interface with the "Add Pool" button highlighted. The interface includes a header for "Pool Manager" and a table of question pools. The "Add Pool" button is located below the header, and the "Import" button is located to its right. The table below shows a single entry for "Chapter 1 order of operations questions" with a date last modified of "December 29, 2009".

Pool Manager
Add and import Pools of questions for use in assessments.
Only pool packages may be imported into the Pool Manager.

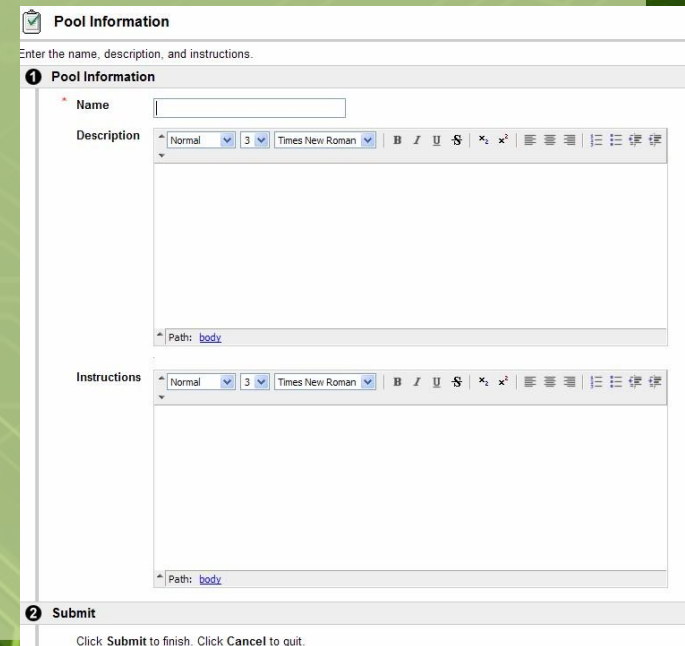
[Add Pool](#) [Import](#)

Name	Date Last Modified
Chapter 1 order of operations questions	December 29, 2009

[Export](#) [Modify](#) [Remove](#) [OK](#)

Online Quizzes & Tests

- ❖ We will add questions to the question pool just as we would add them to individual quizzes/tests.
- ❖ Enter information about the pool for later reference. You can also enter instructions to be included each time a question from the pool is selected.
- ❖ These instructions should be general enough to be used with any question from the pool.



The screenshot shows a web form titled "Pool Information" with a subtitle "Enter the name, description, and instructions." The form is divided into three main sections: "Name", "Description", and "Instructions". Each section has a text input field and a rich text editor toolbar. The "Name" section has a single text input field. The "Description" and "Instructions" sections have text input fields with a "Path: body" link below them. The form is currently empty, and a "Submit" button is visible at the bottom.

Pool Information
Enter the name, description, and instructions.

1 Pool Information

* Name

Description
Normal 3 Times New Roman B I U S x² |

Path: [body](#)

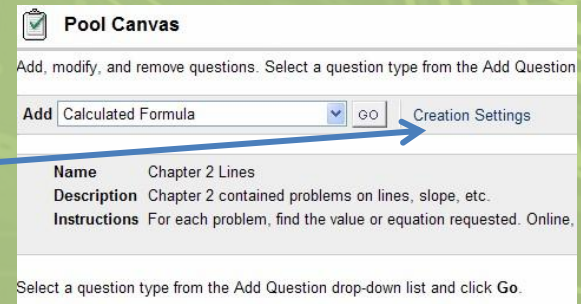
Instructions
Normal 3 Times New Roman B I U S x² |

Path: [body](#)

2 Submit
Click **Submit** to finish. Click **Cancel** to quit.

Online Quizzes & Tests

- ❖ We then need to create questions.
- ❖ Before selecting a question, click on Creation Settings to adjust the type of information you can include in a question.
- ❖ If you want to include graphs in your questions, you will need to select Add Images, Files and External Links to questions. Otherwise your questions will be text only.

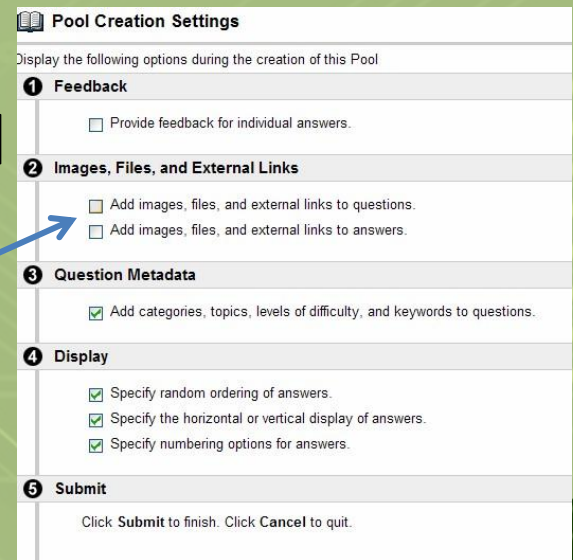


Pool Canvas
Add, modify, and remove questions. Select a question type from the Add Question

Add Calculated Formula

Name Chapter 2 Lines
Description Chapter 2 contained problems on lines, slope, etc.
Instructions For each problem, find the value or equation requested. Online,

Select a question type from the Add Question drop-down list and click Go.

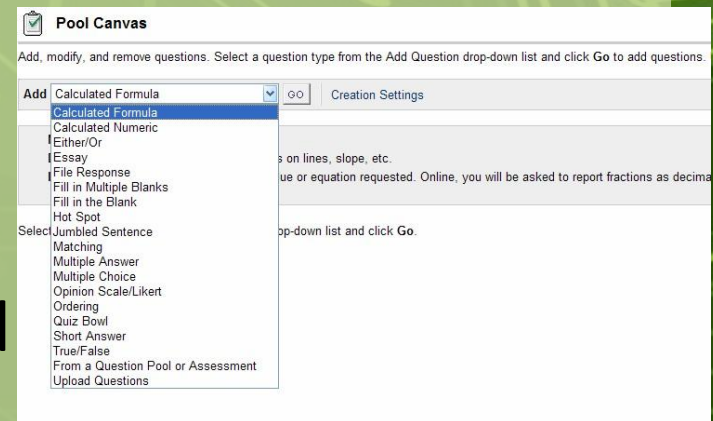


Pool Creation Settings
Display the following options during the creation of this Pool

- Feedback**
 Provide feedback for individual answers.
- Images, Files, and External Links**
 Add images, files, and external links to questions.
 Add images, files, and external links to answers.
- Question Metadata**
 Add categories, topics, levels of difficulty, and keywords to questions.
- Display**
 Specify random ordering of answers.
 Specify the horizontal or vertical display of answers.
 Specify numbering options for answers.
- Submit**
Click **Submit** to finish. Click **Cancel** to quit.

Online Quizzes & Tests

- ❖ There are several types of questions you can create in Blackboard.
- ❖ Some can be auto-graded, others cannot.
- ❖ Common ones are Calculated Numeric (number response), Either/Or, Matching, Multiple Answer, Multiple Choice, Ordering, True/False are all auto-graded.
- ❖ Short Answer and Essays must be graded by a person.



Online Quizzes & Tests

- ❖ When you are just beginning, feel free to experiment, but test out the questions yourself before using them on a required test.
- ❖ For a math course, Multiple Choice and Calculated Numeric are good options to begin with.
- ❖ Let's select Calculated Numeric and create a question.
- ❖ You can allow for rounding errors in your solution by indicating the size of the error you will accept, or 0 for none.

Online Quizzes & Tests

❖ Two views of numeric questions:

Add/Modify Numeric Answer Question

Add the question text, point value, numeric answer, and the correct answer range, which is the correct answer plus or minus a specified number. Leave the answer range field blank

1 Question

Question Text:

Point Value:

Extra credit only

2 Answers

Correct Answer:

Answer Range +/-:

3 Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feed

Correct Response Feedback:

Add/Modify Numeric Answer Question

Add the question text, point value, numeric answer, and the correct answer range, which is the correct answer plus or minus a specified number. Leave the answer range field blank

1 Question

Question Text:

File:

Action:

External Link:

Link Name:

2 Answers

Correct Answer:

Answer Range +/-:

3 Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feed

Correct Response Feedback:

❖ You can have the image display or show via a link.

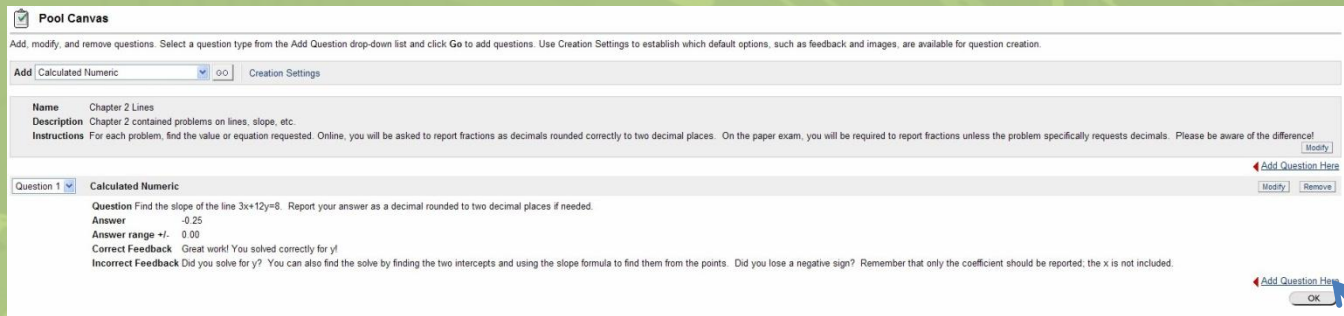
Online Quizzes & Tests

- ❖ All question types allow you to provide feedback for correct and incorrect answers if you choose. You will have the option of selection or deselecting this feature.
- ❖ Questions also allow you to categorize each question into difficulty, topic, and keyword.

The screenshot displays a 'Feedback' section with two text areas for 'Correct Response Feedback' and 'Incorrect Response Feedback'. Each area includes a rich text editor toolbar with options for font style (Normal, Times New Roman), size, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent. Below each text area is a 'Path:' field with the value 'body'. Below the feedback sections is a 'Categories and Keywords' section with three rows: 'Categories' with a 'Modify' button, 'Levels of Difficulty' with a 'Modify' button, and 'Topics' with a 'Modify' button. Each row also has a 'None' option.

Online Quizzes & Tests

- ❖ Once you have created your question, it will appear in the question pool list.

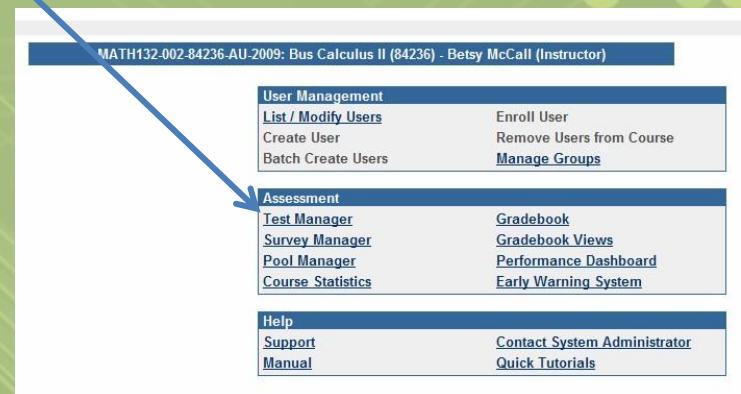


The screenshot shows a web interface for managing a question pool. At the top, there's a header "Pool Canvas" with a checkmark icon. Below it, a sub-header reads: "Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation." Below this is a form with a dropdown menu set to "Calculated Numeric" and a "Go" button. Underneath, there are fields for "Name" (Chapter 2 Lines), "Description" (Chapter 2 contained problems on lines, slope, etc.), and "Instructions" (For each problem, find the value or equation requested. Online, you will be asked to report fractions as decimals rounded correctly to two decimal places. On the paper exam, you will be required to report fractions unless the problem specifically requests decimals. Please be aware of the difference of...). Below the instructions is a list of questions. The first question is selected and shows: "Question 1" (dropdown), "Calculated Numeric" (type), "Question" (Find the slope of the line $3x+12y=8$. Report your answer as a decimal rounded to two decimal places if needed.), "Answer" (-0.25), "Answer range +/-" (0.00), "Correct Feedback" (Great work! You solved correctly for y), and "Incorrect Feedback" (Did you solve for y? You can also find the solve by finding the two intercepts and using the slope formula to find them from the points. Did you lose a negative sign? Remember that only the coefficient should be reported, the x is not included.). On the right side of the question list, there are "Add Question Here" buttons with arrows, and "Modify" and "Remove" buttons. At the bottom right, there is an "OK" button.

- ❖ On the right, you will be able to add another question before or after any question in the list.
- ❖ Before adding another question, first select the question type, then click Add Question Here.
- ❖ Continue until the pool is complete.

Online Quizzes & Tests

- ❖ When you are finished entering all the questions for the pool, click on OK at the bottom and return to the Control Panel.
- ❖ We will now create an online test (or quiz), using some new questions, and ones from the pool.
- ❖ From the Control Panel, click on Test Manager.
- ❖ The Test Manager is where we create tests students will take online.



Online Quizzes & Tests

- ❖ As under the Pool Manager, the display is similar. Click on Add Test.
- ❖ You will be prompted for a description and instructions, as with the question pool.
- ❖ From the Test Canvas, click on Creation Settings if you need to change any of the defaults, like the point values or the availability of images and attachments.
- ❖ To add questions, click on the question type and add as before, or choose a Pool question, and selection questions from any existing question pool.

Online Quizzes & Tests

- ❖ Choosing questions from the question pool will give you the option of choosing from any other existing test as well.
- ❖ You can select one, some or all of the questions from the pool.
- ❖ To fill the remainder of the quiz or test, you can add them manually.
- ❖ When you are finished return to the Control Panel.
- ❖ Next we have to make it available to students.

Online Quizzes & Tests

- ❖ To deploy the test and make it available to students, you need to choose a place to put the link.
- ❖ You can choose an existing course section, or add another.
- ❖ Once inside the selected folder, select Add Test.

Add Test

1 Add Test

Create a new Test or select an existing Test. (Any Test that has already been added will not be displayed.)

Create a New Test

Add Test

-- Select Test below --
Pre-Exam #2


2 Submit

Click **Submit** to add this Test. Click **Cancel** to quit.



Online Quizzes & Tests

- ❖ Select the test you wish to add.
- ❖ You will be directed to this screen:
- ❖ Choose Modify the Test Options to select a release date, and other features.




 **Modify Test**


- ▶ [Modify the Test](#)
Modify the Test in the Test Canvas.
- ▶ [Modify the Test options](#)
Modify the Test options, such as availability and feedback.

Test Options

1 Test Information

Name: Pre-Exam #1

Choose Color of Name:   

Description: 
This "pre-test" is designed to help you test basic concepts that will be covered for one week prior to the scheduled exam and until midnight on the day of the exam.

Path: [body](#)

Open Test in new window: Yes No

2 Test Availability

Make the link available: Yes No

Add a new announcement for this Test: Yes No

Multiple attempts

- Allow unlimited attempts.
- Number of attempts:

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours: 1 Minutes: 00

Display After: Display Until

Dec 29 2009 05 05 PM

Password. Require a password to access this Test.

Password:

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours: 1 Minutes: 00

Display After: Jan 19 2010 01 05 AM

Display Until: Jan 27 2010 01 05 AM

Password. Require a password to access this Test.

Password:

3 Self-assessment Options

Include this test in Gradebook score calculations.
Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weight is excluded, the item will not be included in the Gradebook.

Hide the score of this test from the Gradebook.
If this item is checked, then grade will not be displayed in the Gradebook.

4 Test Feedback

Select which feedback should be displayed upon completion.

- Score
- Submitted answers
- Correct Answers
- Feedback

5 Test Presentation

Presentation Mode

- All at Once Present the entire Test on one screen.
- One at a Time Present one question at a time.
 - Prohibit Backtracking Prevent changing the answer to a question that has already been submitted.
- Randomize Questions. Randomize questions for each Test attempt.

6 Submit

Click **Submit** to update options for this Test. Click **Cancel** to quit.

Online Quizzes & Tests

- ❖ To make the test available to students, select Make Test Available.
- ❖ Determine whether multiple attempts will be allowed.
- ❖ You can determine if students must complete in one attempt, and if there is a time limit.
- ❖ As well as display dates, feedback and other features.
- ❖ Click Submit when finished.
- ❖ The test will now also appear in your Gradebook.

Online Quizzes & Tests

- ❖ It's a good idea to go back to the main entry point of the course to be sure that you can see it (if it's been made available), and that it looks the way you expect it to once you access it.
- ❖ If this is the first time you've created a test, expect that there may be some problems. Be prepared to make changes if necessary.
- ❖ Later we will talk about copying from one course to another and we will cover copying quizzes as well.
- ❖ You can also archive course to make them easier to set up the second time.

Ideas for Online Quizzes & Tests

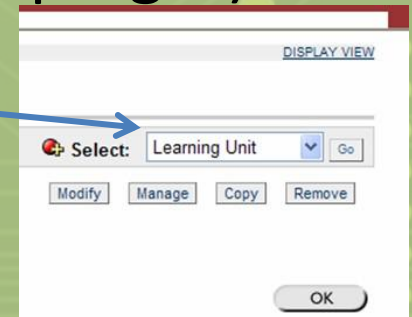
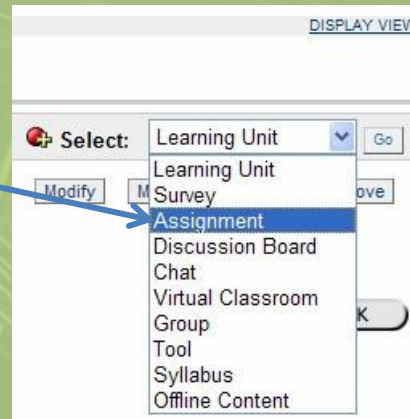
- ❖ Create a pre-test to help students study concepts or commonly missed problems for the midterm exams or final.
- ❖ Do weekly or daily quizzes online instead of taking up valuable class time.
- ❖ Prepare sample tests for exams from quiz material already generated.
- ❖ Create online homework assignments that students can retake until they get the correct answer to save your time grading.
- ❖ Create reusable question pools so that cheating is reduced.

Assignment Links

- ❖ Now that we've created online quizzes and tests, what if we want to submit some other kind of assignment online?
- ❖ That's where assignment links come in.
- ❖ In order to insert the assignment link into the course, and attach it to the grade book, enter the folder in the course where you want the assignment link to appear.
- ❖ In my example, I will add it to the syllabus folder.

Assignment Links

- ❖ You need to be in Edit View. You can access this view by clicking on Edit View (top right) inside the folder, or by accessing the folder from the Control Panel.
- ❖ In Edit View, just below (still on the top right) is a pull down menu.
- ❖ Click on it and select Assignment and hit Go.



Assignment Links

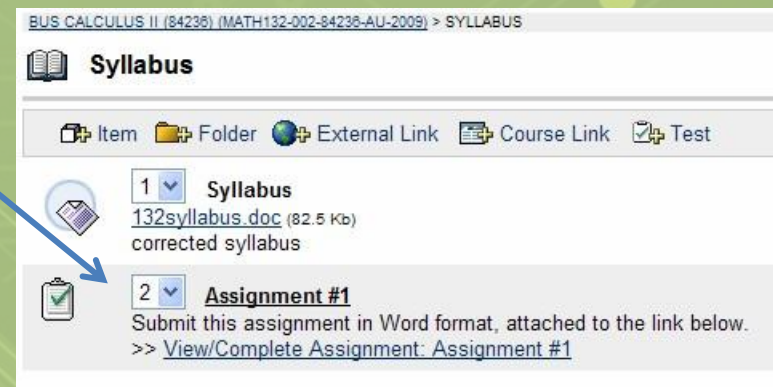
- ❖ A page opens that allow you to name the Assignment (as it will appear in the Gradebook), specify points, a due date and a description.
- ❖ If the description is lengthy or you want to attach a grading rubric or other info, you can attach a file or files.
- ❖ You can choose display dates if you will not accept late assignments.

The screenshot shows the 'Add Assignment' form with the following sections:

- 1 Assignment Information**
 - Name: [Text Input]
 - Choose Color of Name: [Color Picker] Pick
 - Points Possible: [Text Input: 0]
 - Due Date: [Date Picker: Dec 19 2009]
- Instructions**
 - Rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a large text area.
 - Path: body
- 2 Assignment Files**
 - File To Attach: [Text Input] Browse...
 - Name of Link to File: [Text Input]
 - Currently Attached Files: [List Area]
- 3 Options**
 - Make the assignment available: Yes No
 - Track number of views: Yes No
 - Choose date restrictions: Display After [Date Picker] Display Until [Date Picker]

Assignment Links

- ❖ After entering all the data, hit submit. You can change this later if needed.
- ❖ Clicking OK returns us to the folder we started in and displays the new assignment, together with a link where students can upload their file.
- ❖ Click on the link to see what students will see.



BUS CALCULUS II (84236) (MATH132-002-84236-AU-2009) > SYLLABUS

Syllabus

Item Folder External Link Course Link Test

1 **Syllabus**
132syllabus.doc (82.6 KB)
corrected syllabus

2 **Assignment #1**
Submit this assignment in Word format, attached to the link below.
>> [View/Complete Assignment: Assignment #1](#)

A blue arrow points from the text 'Click on the link' in the list above to the 'View/Complete Assignment: Assignment #1' link in the screenshot.

Assignment Links

- ❖ Students can submit a file, and include comments.
- ❖ It may be desirable to specify that assignments be submitted in a file rather than pasted to the comment box.
- ❖ Students will need to submit all files at once. They cannot add files at a later time.

Upload Assignment: Assignment #1

1 Assignment Information

Name Assignment #1

Instructions Submit this assignment in Word format, attached to the link below.

2 Assignment Materials

Comments

Attach local file

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit with...

Assignment Links

❖ When you add an Assignment Link to a course, it will appear in your gradebook automatically.

❖ When a student has submitted an assignment via the assignment link, an exclamation point (!) will appear in the gradebook instead of the dash (-) to indicate that the assignment needs graded. Click on the ! to access the file to be graded along with information on time/date of submission and any comments left by the student.

Exam	Q & A Forum	Assignment #1	Total
Exam	Forum Grade	Assignment	
Pts Possible 340	Pts Possible 10	Pts Possible 20	Pts Possible 1,140
Weight 0%	Weight 0%	Weight 0%	
14	=	=	1,041.5

Ideas for Assignment Links

- ❖ In a course that requires papers to be submitted, the assignment link provides an easy way to accept typed submissions. Instructors can comment on the document and return it electronically.
- ❖ In math courses, you may wish students to submit a project, perhaps labs for a stats course.
- ❖ You may be tired of accepting illegible math homework. Having students do fewer problems, but require them to be typed in an Equation Editor is a possible alternative.
- ❖ Preparing projects/reports is good preparation for a work environment.

Ideas for Assignment Links

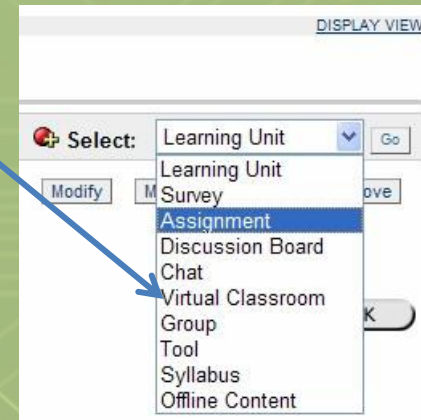
- ❖ Students can use programs like GraphCalc (from <http://www.graphcalc.com>) to produce graphs on the computer as they would appear in a graphing calculator, and these can be submitted via a file, rather than printed out.
- ❖ Hand-written assignments can be scanned and submitted as .pdf files if necessary.
- ❖ Students in higher math classes may be asked to submit formal proofs. Having them in files makes it possible, as in English courses, to comment directly on the files.
- ❖ Assignment links allow students the option of turning in assignments up until midnight or even if they miss class.

Virtual Classroom

- ❖ The Virtual Classroom is a way for students and instructors (or students and other students) to interact in real time via the Internet.
- ❖ Features include chatting and a shared whiteboard.
- ❖ While these features are designed to allow real-time lectures to take place, they can also be helpful for students seeking tutoring outside regular office hours, like over a weekend.
- ❖ It is extremely helpful for students working on group projects to help coordinate their efforts without needing to be in the same place.

Virtual Classroom

- ❖ Adding a virtual classroom or chat capabilities to a course is similar to adding the assignment link.
- ❖ In the folder you want to add the classroom to, under the Edit View, the top right pull down menu has the link for the Virtual Classroom.
- ❖ Click on Go.
- ❖ You will be taken to a page to set up your classroom.
- ❖ You have a couple options.



Virtual Classroom

- ❖ You can link to an existing session (for instance, instead of adding it to the navigation menu), or you can create a new one.
- ❖ You can access the existing Lecture Hall via Communication → Collaboration.
- ❖ The link you create in a folder is an alternative means of reaching this session.

Add Link: Virtual Classroom

1 Add Link: Virtual Classroom

Link to the Collaboration Sessions page, link to a specific

Collaboration Sessions page

Select Virtual Classroom session

--Select Virtual Classroom session below--
Lecture Hall

Create new session

2 Submit

Collaboration Sessions

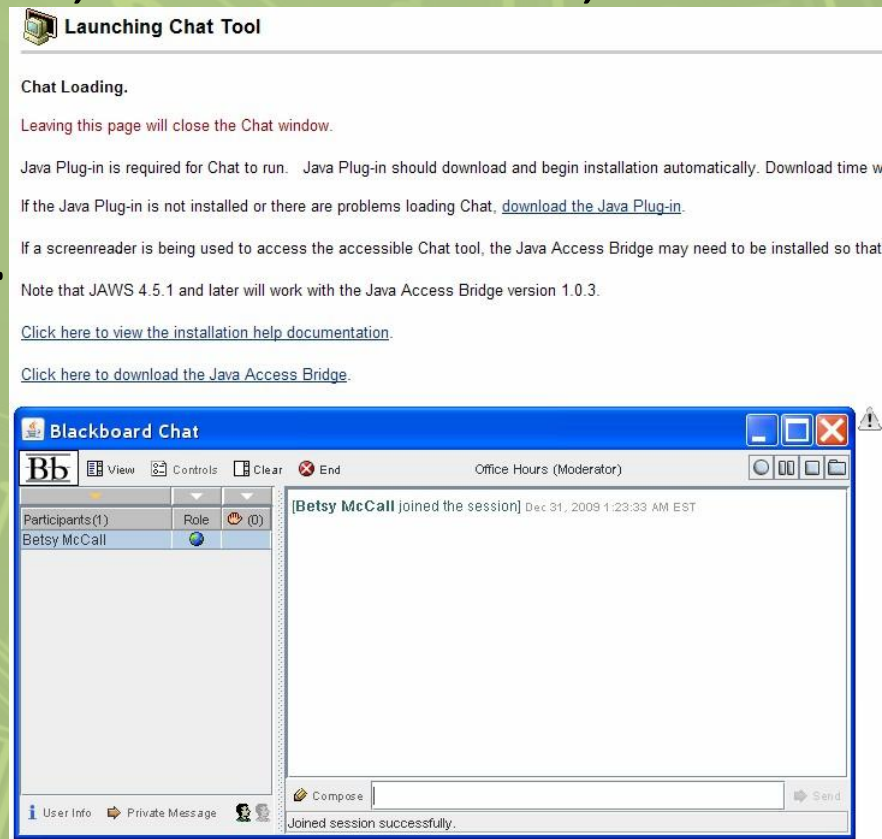
Filter: Search by Session Name Start Date End Date (MM/DD/YYYY) Search

Session Name	Tool	Start Date	End Date	
Lecture Hall	Virtual Classroom			<input type="button" value="Join"/>
Office Hours	Chat			<input type="button" value="Join"/>

- ❖ Any new session you create will be added to this list.

Virtual Classroom

- ❖ Clicking on Join next to the Chat Session brings you to this screen, and, after a moment, the chat window opens.
- ❖ You will need Java for the chat to work.
- ❖ A list of participants is on the left of the chat window.
- ❖ The text appears on the right.

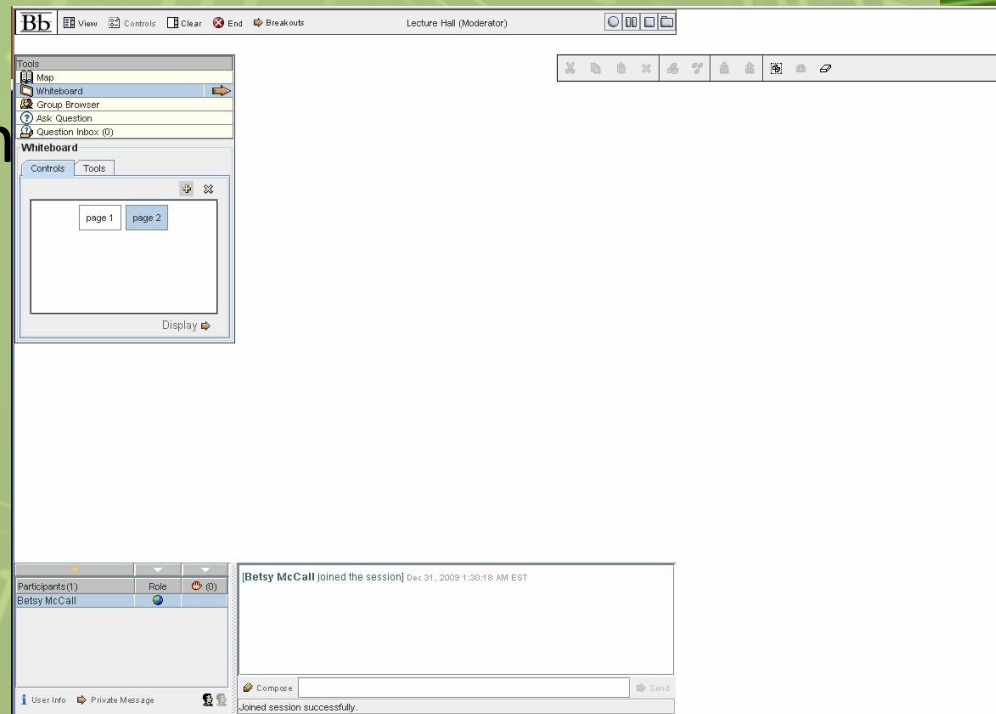


Virtual Classroom

- ❖ As the instructor, you are the moderator by default, and can end the session and kick everyone out if you choose.
- ❖ Chat is often sufficient for asking questions, but math can sometimes be difficult to convey in text-only format. That's where the Lecture Hall comes in.
- ❖ Click on Join next to the Lecture Hall to see the layout.

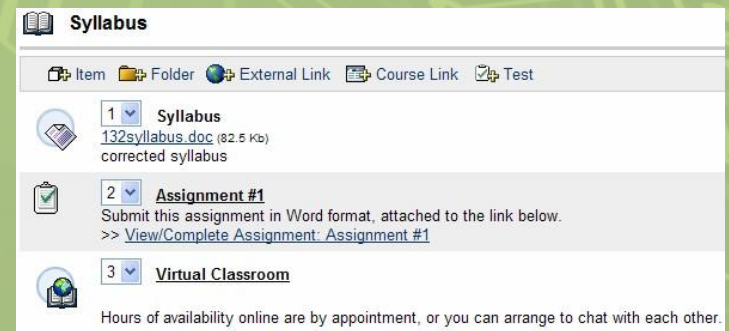
Virtual Classroom

- ❖ The virtual classroom opens in a new window.
- ❖ Features familiar from the chat screen are at the bottom.
- ❖ Tools are at top left.
 - Equation Editor
 - Pen for whiteboard (at right)
 - Drawing tools
 - Save and add pages
 - Questions
- ❖ Practice these before holding a live session!



Virtual Classroom

- ❖ Adding a link to the Collaborations Page looks like this.
- ❖ In your description, explain how and when the sessions will be used.
- ❖ Adding a link to a particular session will include the name of the session, but is otherwise the same.
- ❖ Clicking on the link will still ask you to click Join to be included in the session.



Ideas for Using the Virtual Classroom

- ❖ Set up online office hours to be more accessible to students having a hard time accessing on-campus resources.
- ❖ Let students collaborate on assignments outside of class.
- ❖ Suggest students can use it to work together on homework problems.
- ❖ Help students keep up who are sick and unable to attend class.
- ❖ Final exam review session during exam week.
- ❖ Working one-on-one with students.

Copy Folders Across Courses

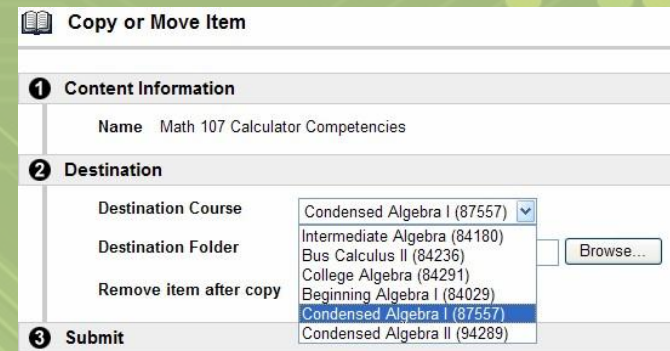
- ❖ Once you have set up a course, it's no fun having to redo the process from scratch for a second course.
- ❖ Blackboard will allow you to copy folders, or even individual items, from one course into another that you have access to.
- ❖ You must have access to both courses, the origination course, and the destination.
- ❖ To begin the process, go to the folder where the items are originating and select Edit View.

Copy Folders Across Courses

- ❖ Next to each item on the right is a list of options, such as Modify, Remove and Copy.



- ❖ Next to the item you wish to copy, press the Copy button.
- ❖ From the pull-down menu, select the course of the destination.



A screenshot of the 'Copy or Move Item' dialog box. It is divided into three sections:

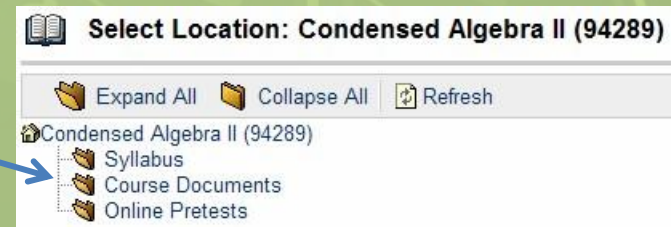
- 1 Content Information**: Name: Math 107 Calculator Competencies
- 2 Destination**:
 - Destination Course: Condensed Algebra I (87557) (selected)
 - Destination Folder: [Browse...]
 - Remove item after copy: []
- 3 Submit**: [Submit]

The 'Destination Course' dropdown menu is open, showing the following options:

- Condensed Algebra I (87557)
- Intermediate Algebra (84180)
- Bus Calculus II (84236)
- College Algebra (84291)
- Beginning Algebra I (84029)
- Condensed Algebra I (87557) (highlighted)
- Condensed Algebra II (94289)

Copy Folders Across Courses

- ❖ Use the Browse button to view the Course Map of the destination course and select where you want to copy it to.
- ❖ Only content folders are shown.
- ❖ If you wish to move the item and delete it from its present location select Yes next to Remove After Copy. Just copying, leave No checked.
- ❖ Hit submit when you are ready to copy.



Copy Folders Across Courses

- ❖ The new file will appear at the bottom of the list in the destination folder.

CONDENSED ALGEBRA II (94289) (MATH110-010-94289-WI-2010) > COURSE DOCUMENTS

Course Documents

- Math 110 Calculator Competencies**
[Calculator Competencies](#) (48 Kb)
the Math 107 Calculator Competencies handout can be found at the Archive Site.
- Linear Regression Handout for Section 2.6 & 8.7**
[Linear Regression](#) (48.5 Kb)
This material was originally covered in 2.6 (Math 107), but we will refer back to it again in 8.7.
- Quadratic Regression Handout for 8.7**
[Quadratic Regression](#) (49.5 Kb)
- PDF Graph Paper**
You can download PDF graph paper here.

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- PDF Graph Paper**
You can download PDF graph paper here.
- Math 107 Calculator Competencies**
[Calculator Competencies](#) [Course Content Frame](#)

- ❖ If you'd like to reorder them, go to the Edit View.
- ❖ If you have subfolders, you can copy whole folders rather than individual files.

Ideas for Using Copied Files

- ❖ If you use handouts or links common to every class you teach, you can copy them easily, rather than have to recreate them from scratch for each course.
- ❖ If you teach the same class often, you can copy all your duplicated materials. By adding to it each quarter, you can develop superior online resources for your students.
- ❖ You can Archive your courses at Columbus State, and this is one way of re-accessing all that material.

Ideas for Using Copied Files

- ❖ If you post something into the wrong course, it's easier to move it, than to manually repost.
- ❖ You can maintain a folder, invisible to students, that contains all your posted handouts and materials. You can copy the whole folder into new courses to avoid archiving. And copy resources out of the folder when the time comes to use them.
- ❖ If you teach a course with another instructor, you can use the copy feature to share resources.

And There Is Still More...

- ❖ There are still other things that we haven't touched on.
- ❖ You should feel free to experiment with these things.
 - Tasks – create a to-do list for your students. You can provide suggested dates to begin studying for exams, or remind them of papers that might be coming due, especially for long projects. Tasks for students will appear on their homepage along with the Calendar.
 - Glossary – if your course uses special terms you can create a list of them for students to refer back to easily.

And There Is Still More...

- Digital Dropbox
- Surveys – get feedback from your students on specific topics. Ask all the types of questions as on a test, but with no point values.
- Course Statistics – curious how much your students are accessing various parts of the course, or whether they are using it at all?
- Early Warning System – set your course to notify you if students are underperforming. Set your own metrics.
- Quick Tutorials – Blackboard prepares tutorial for all their new features as they get added so you can keep up to date.

The End

- ❖ I hope this tour of Blackboard has been helpful.
- ❖ Good luck with your courses!!