



Basic Blackboard

Presented by
Betsy McCall

Basic Skills Assumed

- Ability to navigate the Internet
- Copy and paste text
- Email
- Access files on hard drive
- Low level computer anxiety...
 - (okay, that's just a hope!)

To be Covered

- Post text-only Announcements (slide 7)
- Upload files, add folders and external links to existing course components (slide 12)
- Add course components to menu (slide 26)
- Customize look of menu (slide 34)
- Access gradebook and add assignments
- Email students (slide 54)
- Add Staff Info (slide 56)
- Add dates to Calendar (slide 59)

Login to Blackboard

- Go to the access point for Blackboard. It will be different for every school. CSCC has a link to it on their main screen.
- Type your username and password. For CSCC it's the same as for Cougar Web.

Login Here

Students:

Please login below using your CSCC Student user name and password. If you do not know your user name and password, please go to <http://password.csc.edu>. For technical assistance, contact IT Support Center at (614) 287-5050.

Faculty and Staff: [Content Frame](#)

Columbus State Employee network passwords are required to be at least eight characters in length.

If prompted to change your password, make it a minimum of 8 characters long. Usernames or previous passwords may not be used for passwords.

Please login using the **same user name and password that you use to access Cougarweb.** If you have problems with the login process, please contact IT Support Center at (614) 287-5050.

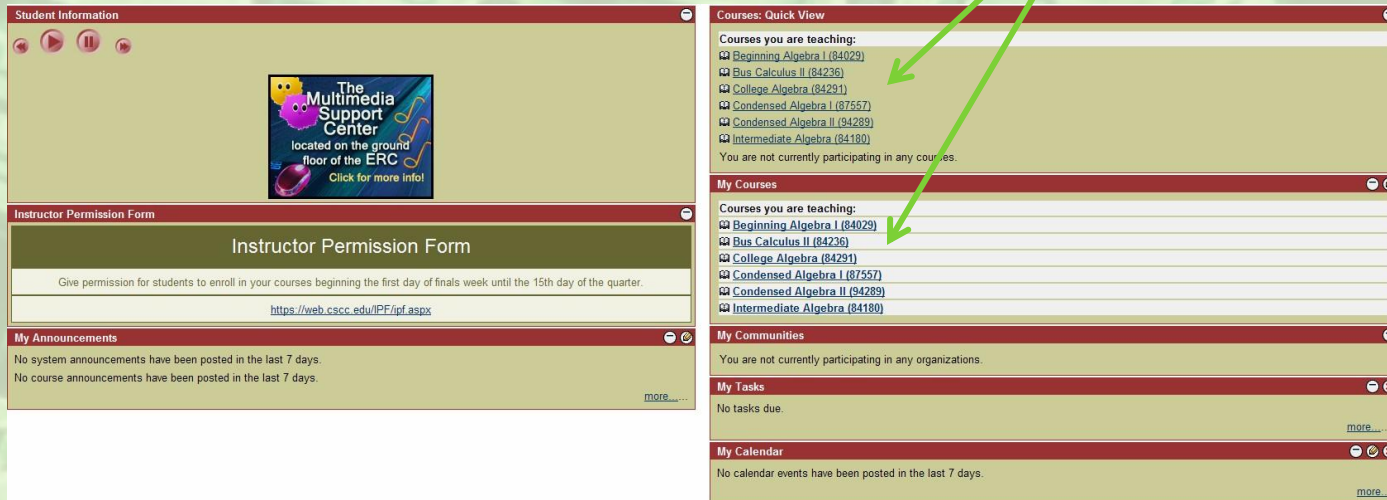
Username:

Password:

Login

Blackboard Main Page

- Blackboard's main page lists system announcements and the courses you are teaching(or taking). Click on one.



The screenshot displays the Blackboard main page interface, which is organized into several panels. On the left side, there is a 'Student Information' panel with a multimedia support center logo, an 'Instructor Permission Form' panel with a form and a URL, and a 'My Announcements' panel. On the right side, there are several panels: 'Courses: Quick View' which lists courses you are teaching (Beginning Algebra I, Bus Calculus II, College Algebra, Condensed Algebra I, Condensed Algebra II, Intermediate Algebra) and states you are not currently participating in any courses; 'My Courses' which lists the same courses; 'My Communities' which states you are not currently participating in any organizations; 'My Tasks' which states no tasks are due; and 'My Calendar' which states no calendar events have been posted in the last 7 days. A green arrow points from the text in the main text to the 'Beginning Algebra I (84029)' link in the 'Courses: Quick View' panel.

Blank Course

- Before we make any changes to the course, it will look like this:

Columbus State
Community College

Home Help Logout

My CSCC My Courses My Communities Groupwise Help ERC (Library) ITI - Blackboard Tutorials MindLeaders

Announcements
Syllabus

Course Tools
Communication
Course Tools
Course Map

Control Panel

Refresh
Detail View

COLLEGE ALGEBRA (84291) (MATH148-020-84291-AU-2009) > ANNOUNCEMENTS

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

December 14, 2009 - December 21, 2009

No announcements found.

Blackboard Academic Suite™
© 1997-2007 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,968,138. Additional Patents Pending.
Accessibility information can be found at <http://access.blackboard.com>

- We'd first like to add an announcement welcoming students to the course.

Add Announcement

- Click on the Control Panel link on the left menu.
- On the left side of the Control Panel page, under Course Tools click on Announcements.
- Every time you want to add or modify announcements go here.

The screenshot shows a course management interface. On the left, a dark blue sidebar contains a 'Course Tools' menu with 'Control Panel' selected. A green arrow points from the text 'click on Control Panel' to this menu item. Another green arrow points from the text 'click on Announcements' to the 'Announcements' link in the 'Course Tools' section of the main content area. The main content area is titled 'BUS CALCULUS II (MATH132-002-84235-AU-2009) > CONTROL PANEL' and contains several sections: 'Content Areas' with 'Syllabus', 'Course Tools' with 'Announcements', 'Discussion Board', 'Collaboration', 'Digital Dropbox', 'Glossary Manager', and 'Messages', and 'Course Options' with 'Manage Course Menu', 'Course Copy', 'Course Design', 'Import Course Cartridge', 'Manage Tools', 'Import Package', 'Settings', 'Export Course', and 'Recycle Course', 'Archive Course'.

Course Tools	
Announcements	Discussion Board
Course Calendar	Collaboration
Staff Information	Digital Dropbox
Tasks	Glossary Manager
Send Email	Messages

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

Add Announcement

- Click on Add Announcement
- In the text box at the top, type the message.
- Be sure to include a title.
- Commands at the top work like Word with Bold, Italics, justify, etc. type commands.

COLLEGE ALGEBRA (84291) (MATH148-020-84291-AU-2009) > CONTROL PANEL > ANNOUNCEMENTS

Announcements

[Add Announcement](#)

[VIEW TODAY](#) [VIEW LAST 7 DAYS](#) [VIEW LAST 30 DAYS](#) [VIEW ALL](#)

Modify Announcement

Announcement Information

Subject Welcome to Math 148

Message

Class,
Welcome to Math 148, College Algebra. Our classes begin September 23rd (Wednesday).

Options

Permanent announcement? Yes No

Choose date restrictions

Display After
Sep 15 2009 12:45 AM

Display Until
Dec 23 2009 04:15 PM

Course Link

Click [Browse](#) to choose an item.
Location: [Browse](#)

Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

Submit

Add Announcements

- Permanent announcements will always be displayed at top on the front page, otherwise it will come off the front page after 7 days. Welcoming messages are best as permanent.
- You can delay an announcement and have it open at a certain time or have it stop showing on a certain date & time.
- You can email the announcement to the class. Email is always immediate.

Modify Announcement

1 Announcement Information

* Subject: Welcome to Math 148

Message:
Class,
Welcome to Math 148, College Algebra. Our classes begin September 23rd (Wednesday).
Path: body

2 Options

Permanent announcement? Yes No

Choose date restrictions

Display After
Sep 15 2009 12:45 AM

Display Until
Dec 23 2009 04:15 PM

3 Course Link

Click **Browse** to choose an item.
Location: **Browse**

4 Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

5 Submit

Green arrows from the text point to:
- 'Permanent announcement?'
- 'Display After'
- 'Display Until'
- 'Email this announcement to all course users.'

Add Announcement

- The Announcement Receipt will display the announcement as it will appear on the main screen.
- Click OK to return to the manage Announcements screen. From there, you can click on Modify on the right if you need to change anything.

[COLLEGE ALGEBRA \(84291\) \(MATH148-020-84291-AU-2009\)](#) > [CONTROL PANEL](#) > [ANNOUNCEMENTS](#) > ANNOUNCEMENT RECEIPT

Announcement Receipt

Announcement updated.

Tue, Sep 15, 2009 -- Welcome to Math 148

Class,

Welcome to Math 148, College Algebra. Our classes begin September 23rd (Wednesday).

I will be handing out a syllabus on the first day of class, but if you wish, you can download a copy on

Primarily, Blackboard will be used for posting current grades. As items get graded, they will go in th course at any given point.

In addition to Blackboard, I will be maintaining a public course page on my own server, which you can (course), and other helpful links, including to the section of this course I taught in Winter 2009. You can add .docx to the filename, and then save to your computer. You should be able to open them after th

Good luck and see you in class!

Betsy

[Modify](#)

[Remove](#)

Posted by: Betsy McCall

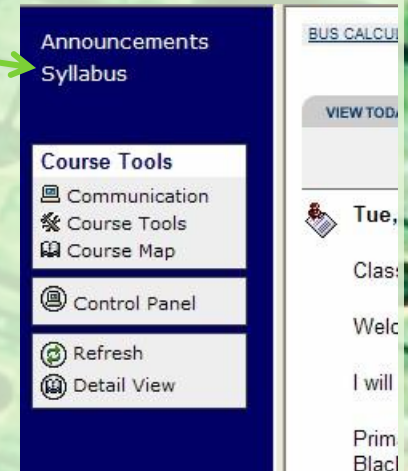
Ideas for Announcements

Click on the name of the course at the top left to return to the course main screen.

- What should you include in the announcement?
 - A general welcome
 - Starting date of the course
 - What students should expect to find in Blackboard and to what extent you will be using it
 - Any other resources
 - Anything they need to do before the start of class or can expect on the first day or first week
 - Perhaps remind them how to get a hold of you
 - Not sure? Let them know to look for it later

Add Files

- On the main navigation menu, there is a place for our syllabus as well. Let's do that next.
- The syllabus "Display View" will be blank.
- We can modify from the Control Panel or by clicking on Edit View.



Add Files

- On the left are a series of links:
 - Add item
 - Add Folder
 - Add External Link
 - Add course link
 - Add test
- If your syllabus is a single file, choose add item.
- If multiple files, you can add a folder to collect them in (especially if using this course area for additional content).
- Use External Link if your syllabus is accessible through the Internet elsewhere.



Add Files

- We will choose Add Item for the demonstration.
- Choose a name for the item. (Description is optional.)
- Browse your computer to find the item to uploads.
- Choose a name for the link or filename will be displayed.
- Choose a display date or make available.
- Click Submit when finished.

The screenshot shows the 'Add Item' form with the following sections and fields:

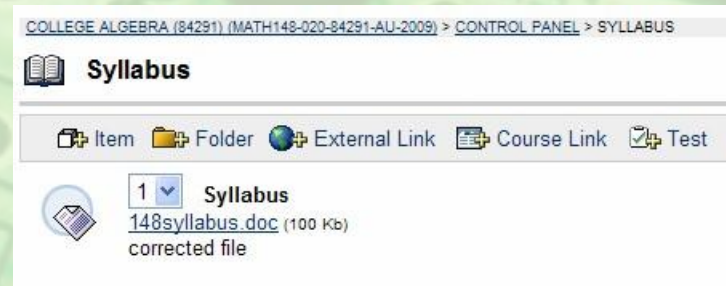
- Content Information**
 - Name: [Text input field]
 - Choose Color of Name: [Color picker]
 - Text: [Rich text editor with toolbar]
 - Path: body
- Content**
 - Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file
 - Attach local file: [Browse... button]
 - Name of Link to File: [Text input field]
 - Special Action: [Create a link to this file dropdown]
- Options**
 - Make the content available: [Yes radio selected] [No radio]
 - Track number of views: [Yes radio] [No radio selected]
 - Choose date and time restrictions
 - Display After: [checkbox] [Dec 22 2009 PM]
 - Display Until: [checkbox] [Dec 22 2009 PM]

Green arrows from the text on the left point to the following fields in the form:

- Arrow 1 points to the 'Name' input field.
- Arrow 2 points to the 'Text' editor area.
- Arrow 3 points to the 'Browse...' button.
- Arrow 4 points to the 'Name of Link to File' input field.
- Arrow 5 points to the 'Make the content available' radio buttons.

Add Files

- The file will display on the syllabus screen (Edit View).
- If you have multiple items you can choose the order in which they display by changing the numbers in front of the item on Edit View.
- If you have other files to upload, add them or folders to contain them.



Add Folders

- Adding Folders is similar to adding individual items, though there is no attach file option.
- Provide a name and optional description.
- Provide accessibility information.
- Press submit.

The screenshot shows a web form titled "Add Folder" with the following sections:

- Folder Information**:
 - Name**: A text input field with an asterisk indicating it is required.
 - Choose Color of Name**: A color selection tool with a black swatch and a "Pick" button.
 - Text**: A rich text editor with a toolbar containing options for font style, size, color, background color, bold, italic, underline, strikethrough, link, unlink, list, and indent. Below the toolbar is a large text area.
 - Path**: A label "Path: [body](#)".
- Options**:
 - Make the content available**: Radio buttons for "Yes" (selected) and "No".
 - Track number of views**: Radio buttons for "Yes" and "No" (selected).
 - Choose date and time restrictions**:
 - Display After**: A checkbox (unchecked) followed by a date/time picker set to Dec 22, 2009, 07:00 PM.
 - Display Until**: A checkbox (unchecked) followed by a date/time picker set to Dec 22, 2009, 07:00 PM.
- Submit**:
 - Text: "Click **Submit** to finish. Click **Cancel** to quit."
 - Text: "* Required Field"

Add Folders

- Notice the change in icon for folders vs. individual items.
- Click on the folder link in order to add items to the folder.
- The options available are the same as for the main syllabus content area.



The screenshot shows a course management system interface. At the top, there is a header with a book icon and the word "Syllabus". Below the header is a navigation bar with icons and labels for "Item", "Folder", "External Link", "Course Link", and "Test". The main content area displays a list of items:

- Item 1: "Syllabus" with a document icon, a dropdown arrow, and the text "148syllabus.doc (100 kb) corrected file".
- Item 2: "Disability Services Policy" with a document icon, a dropdown arrow, and the text "It is Columbus State policy to provide reasonable accommodations to students in room 101, 287-2570 (V/TTY) as soon as possible."
- Item 3: "Week 1 Handouts" with a folder icon, a dropdown arrow, and the text "This folder contains handouts from the first week of class (except the syllabus)."

Two green arrows point from the text in the first bullet point to the document icon of the first item and the folder icon of the third item. A third green arrow points from the text in the second bullet point to the folder icon of the third item.

Add External Link

- To add external link you will need the URL on the Internet of the destination.
- A description of the link is helpful.
- You can attach a local file as well.
- Pick accessibility dates.

The screenshot shows the 'Add External Link' dialog box with the following sections:

- External Link Information:** Includes fields for 'Name' and 'URL'. A note below the URL field says 'For example, <http://www.myschool.edu/>'. Below these is a rich text editor for the link's description.
- Content:** Includes an 'Attach local file' field with a 'Browse...' button, a 'Name of Link to File' field, and a 'Special Action' dropdown menu set to 'Create a link to this file'.
- Options:** Includes radio buttons for 'Make the content available' (Yes/No), 'Open in new window' (Yes/No), and 'Track number of views' (Yes/No). It also has checkboxes for 'Display After' and 'Display Until' with associated date pickers.

Green arrows from the list items point to the 'Name' field, the rich text editor, the 'Attach local file' field, and the 'Make the content available' radio buttons.

Add External Link

- The external link also has its own unique icon.

Syllabus

Item Folder External Link Course Link Test

- 1 Syllabus
148syllabus.doc (100 Kb)
corrected file
- 2 Disability Services Policy
It is Columbus State policy to provide reasonable accommodations to students room 101, 287-2570 (V/TTY) as soon as possible.
- 3 Week 1 Handouts
This folder contains handouts from the first week of class (except the syllabus).
- 4 Columbus State Homepage

- As you add each item, it will be added to the Course Map (available on Navigation Menu).

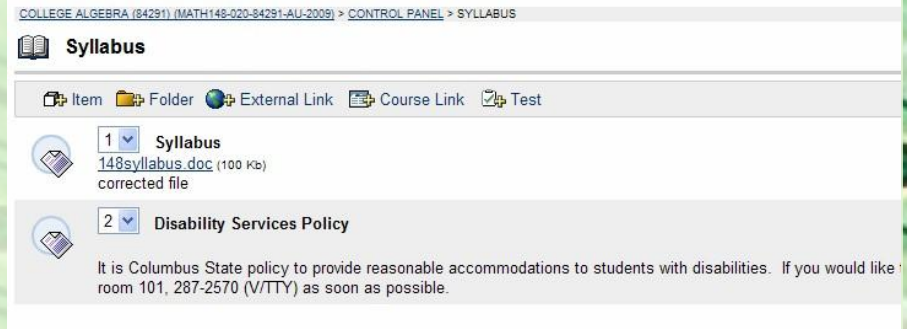
College Algebra (84291) Course Map

Expand All Collapse All Refresh

- College Algebra (84291)
 - Announcements
 - Syllabus
 - Syllabus
 - Disability Services Policy
 - Week 1 Handouts
 - Columbus State Homepage

Ideas for Files/Content

- Items don't need to have attached files. You can post content directly to Blackboard in an item by pasting it into the description box. For instance, important policies you want to draw attention to:
 - Disability Services
 - Late Policy
 - Homework policies
 - Suggested Homework
 - Midterm Exam Schedule
 - H1N1 & Snow Day Policies



COLLEGE ALGEBRA (84291) (MATH148-020-84291-AU-2009) > CONTROL PANEL > SYLLABUS

Syllabus

Item Folder External Link Course Link Test

1 Syllabus
148syllabus.doc (100 KB)
corrected file

2 Disability Services Policy

It is Columbus State policy to provide reasonable accommodations to students with disabilities. If you would like room 101, 287-2570 (V/TTY) as soon as possible.

Ideas for Files/Content

- What can I upload besides the Syllabus?
 - Handouts
 - Final Exam Review
 - Quiz or Exams Keys (after the test!)
 - Worksheets, assigned or supplementary
- What kind of links can I add?
 - Links to the Math Department Tutoring Schedule
 - College Final Exam Schedule
 - Links to online math help sites like math.com

Ideas for Files/Content

- But won't I have to do this again every quarter?
 - Not necessarily. You can archive sites at the end of the quarter, to use again. Often handouts don't change, so you'll just need to change the syllabus.
- It seems like a lot of work. Do students use it?
 - Yes! I stopped getting emails about "can you send me X". No excuse for not having a handout even if they miss class.
 - Plus, just post things as you hand them out. One file here or there doesn't seem like so much. Cut and paste content where you can.

A Word about File Format

- If you are going to upload files to the course, you will want to keep in mind file format can be a hazard. The best file formats are .doc (Word 2003 or earlier) or .rtf (Rich Text Format), or .pdf (Adobe Acrobat Reader).
- Most syllabuses at CSCC are in .doc format and will save that way when you save them. But if you create your own files, be aware.

A Word about File Format

- Other common file types are .docx (Word 2007) or .odt (Open Office).
- Both these file formats can be opened with recently updated Office Programs, although Open Office formats may ask you to download their free software.
- Warn students about any usual file types that you are using and what they will need to do to open them.

A Word about File Formats

- Most word processing programs can save files into .doc or .rtf formats. Your students will thank you if you think of them. Office 2007 has an add-on you can get to save as .pdf.
- .pdf format has the advantage that students can't alter them, only print them.
- The same goes for Excel and PowerPoint.
- Save images as .pdf when possible.

Add Course Components

- While the default course settings contain only Announcements and Syllabus in the Navigation Menu, we can add additional ones to help us organize the course.
- To do this, we first click on Control Panel from the Navigation Menu.
- Click on Manage Course Menu under Course Options.



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

Content Areas	
Syllabus	

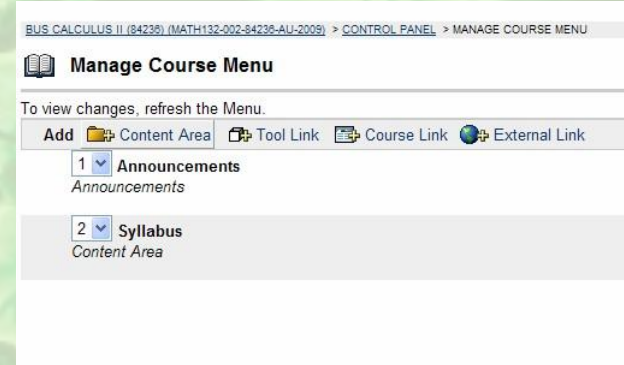
Course Tools	
Announcements	Discussion Board
Course Calendar	Collaboration
Staff Information	Digital Dropbox
Tasks	Glossary Manager
Send Email	Messages

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

A green arrow points from the text 'Click on Manage Course Menu under Course Options.' to the 'Manage Course Menu' link in the 'Course Options' section of the screenshot.

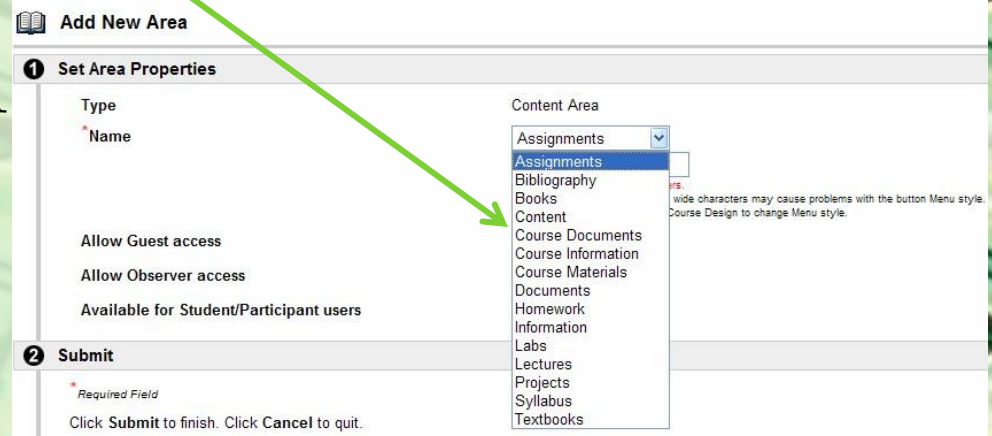
Add Course Components

- The Manage Course Menu screen lists all the active components.
- We can add Content Areas, Tools, a Course Link (to existing place in course), or an External Link (i.e. tutoring schedule on Math Dept. site).
- Let's add a content area to put our lecture notes in.



Add Course Component

- Choose a name that best suits what you are collecting so that you and the students can find it easily. You can also rename an area once you select it.
- I picked Course Documents. I can subdivide it with folders later.



Add New Area

1 Set Area Properties

Type

* Name

Allow Guest access

Allow Observer access

Available for Student/Participant users

2 Submit

* Required Field

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

Content Area

- Assignments
- Assignments
- Bibliography
- Books
- Content
- Course Documents
- Course Information
- Course Materials
- Documents
- Homework
- Information
- Labs
- Lectures
- Projects
- Syllabus
- Textbooks

Wide characters may cause problems with the button Menu style. Course Design to change Menu style.

Add Course Component

- After you press Submit, back on the main screen, you will find it on the Navigation Menu. You will also find it listed on the Control Panel under Content Areas. You can modify it or add to it just like we did for the Syllabus.
- The add Tool Link are for things that are already in the course, but accessible through links like Communication, etc.

Add Course Components

- Useful tools to add might be Email, My Grades, Calendar, Staff Information, or other areas depending on how much you use them.
- Some tools will be covered in later presentations.

BUS CALCULUS II (84235) (MATH132-002-84235-AU-2009) > CONTROL PANEL > MANAGE COURSE MENU > ADD NEW AREA

Add New Area

1 Set Area Properties

Type	Discussion Board
* Name	
Available for Student/Participant users	

2 Submit

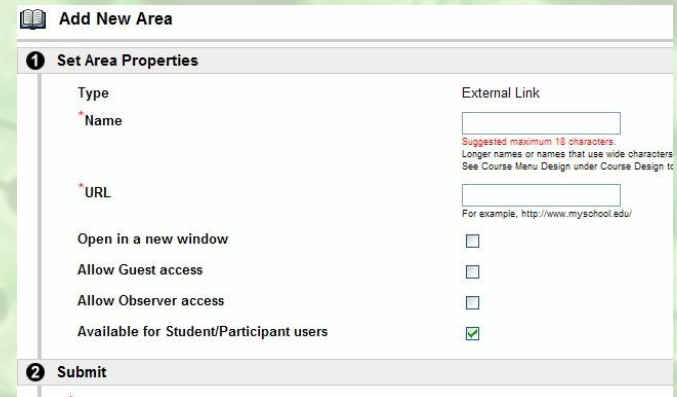
* Required Field
Click **Submit** to finish. Click **Cancel** to quit.

- Dropbox
- Email
- Glossary
- Groups
- Manual
- McGraw-Hill Course Connector
- Messages
- My Grades
- Observer Tools
- Personal Information
- Registration Block
- SoftChalk RESTful Service
- Staff Information
- Tasks
- Tools Area
- WebEx Session Manager

may cause problem to change Menu style

Add Course Components

- You can also add External Links to the main navigation menu.
- Like the External Link elsewhere, you will need a name and a URL.
- Keep links added to the main navigation menu restricted to primary links that the students will use often.



Add New Area

1 Set Area Properties

Type	External Link
* Name	<input type="text"/> <small>Suggested maximum 10 characters. Longer names or names that use wide characters See Course Menu Design under Course Design to</small>
* URL	<input type="text"/> <small>For example, http://www.myschool.edu/</small>
Open in a new window	<input type="checkbox"/>
Allow Guest access	<input type="checkbox"/>
Allow Observer access	<input type="checkbox"/>
Available for Student/Participant users	<input checked="" type="checkbox"/>

2 Submit

Ideas for Course Components

- If you are going to post handouts above and beyond the syllabus, add a menu button to collect them. Students will have an easier time finding it.
- If you are going to use things like the Calendar, the Discussion Board, or other Tools, add those components to the Menu so students will use them more often.

Ideas for Course Components

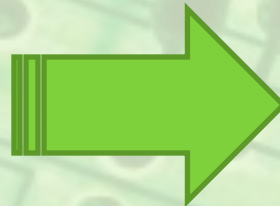
- If you want to encourage use of Course Compass (MML), a link here is a good idea.
- If you have an external course site, link to it in the menu.
- A link to the Tutoring Schedule page at the Math Department would be great!
- Add a course link to something buried in another folder you don't want students to miss.

Customize Menu

- Now that you've added some content areas and links to the navigation menu, doesn't it look boring?
- From the Control Panel, you can change it by clicking on Course Design.

BUS CALCULUS II (84236) (MATH132-002-84236-AU-2008) > CONTROL PANEL

Content Areas	
Syllabus	
Course Tools	
Announcements	Discussion Board
Course Calendar	Collaboration
Staff Information	Digital Dropbox
Tasks	Glossary Manager
Send Email	Messages
Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

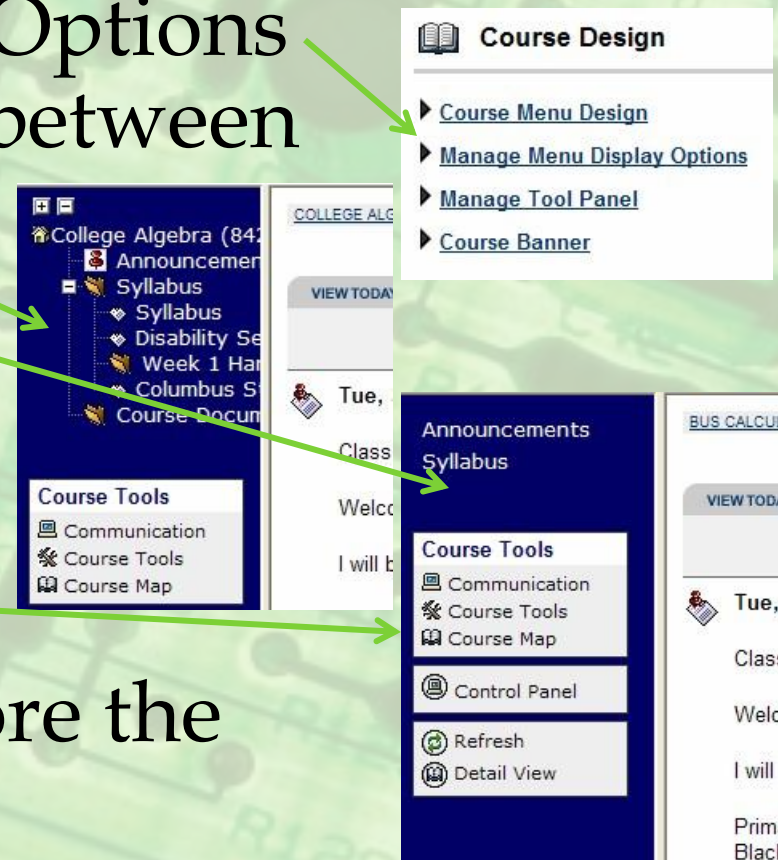


 **Course Design**

- ▶ [Course Menu Design](#)
- ▶ [Manage Menu Display Options](#)
- ▶ [Manage Tool Panel](#)
- ▶ [Course Banner](#)

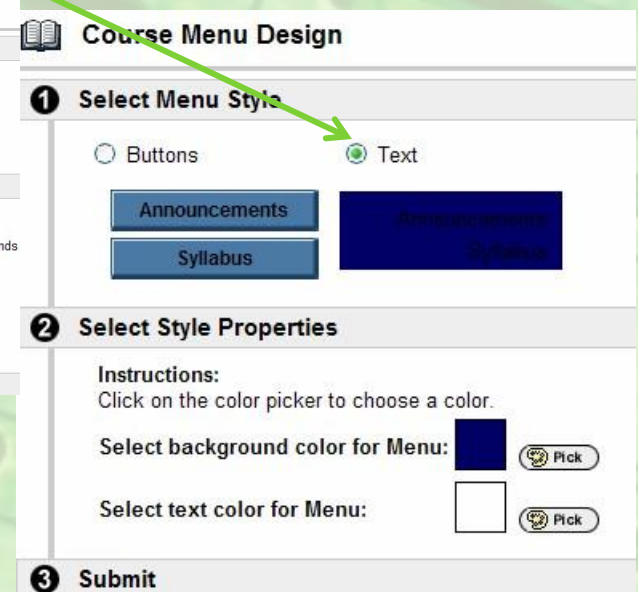
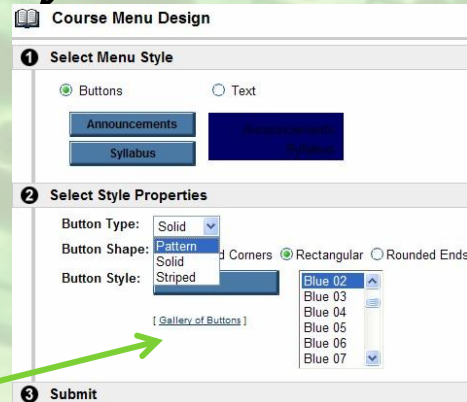
Customize Menu

- The Manage Display Options allows you to switch between the Detail View and the Quick View.
- Manage Tool Panel allows you to change the grey menus.
- We are going to explore the the other two.



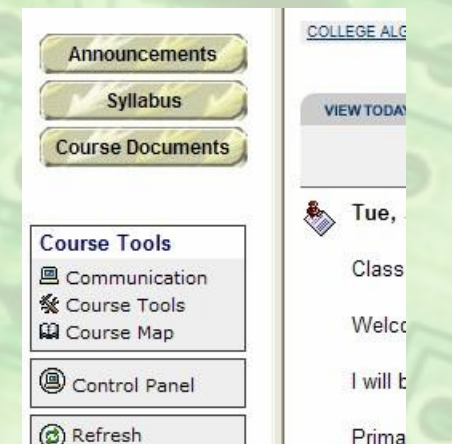
Customize Menu

- Click on Course Menu Design.
- We currently have text style but buttons really look cooler!
- Choose a button type, the type of corners, & then click on Gallery of Buttons to see the options.
- Then hit submit.



Customize Menu

- Be sure to check the main page. You can pick the button colour but not the text or background colour, so you need to be sure that the labels are readable.
- Ah, that's better!
- Feel free to experiment.
- Each course can look different!



Customize Menu

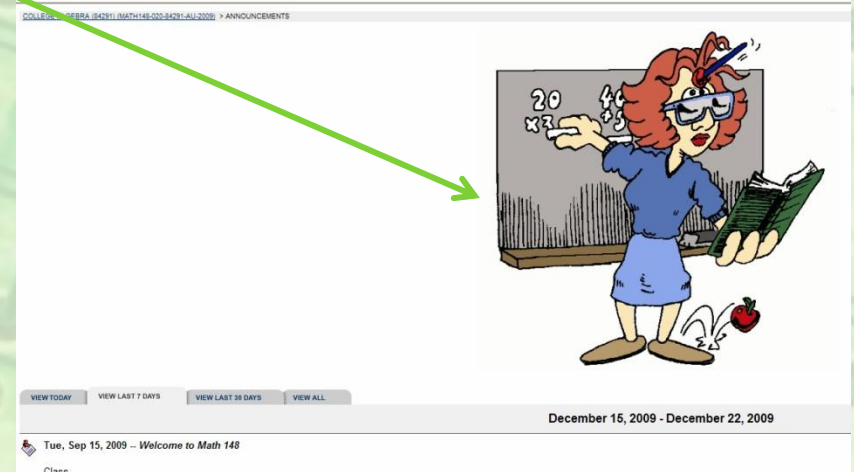
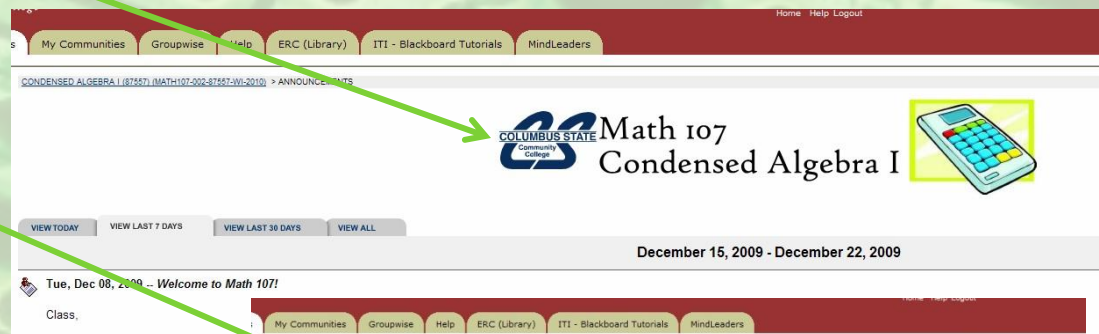
- We can also add a Course Banner.
- Our default course looks like this:



- A banner will go here.
- You can create your own image in an image editor, or use something you find online.

Customize Menu

- I created this one.
- I found this one online.
- You have to save the image on your computer to upload.



Course Banner

Select Banner

The banner appears at the top of the Announcements page.

Current banner image:

New banner image:

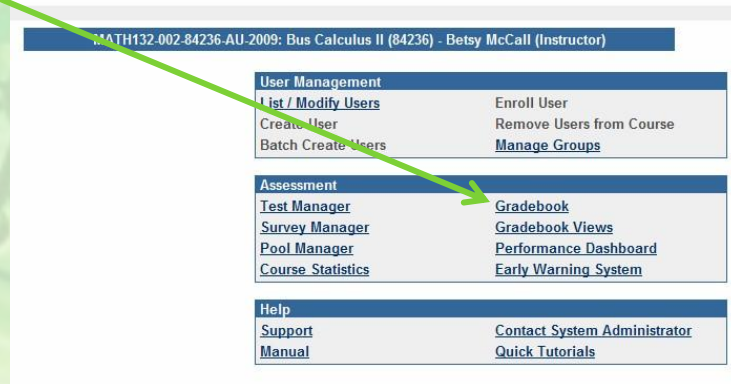
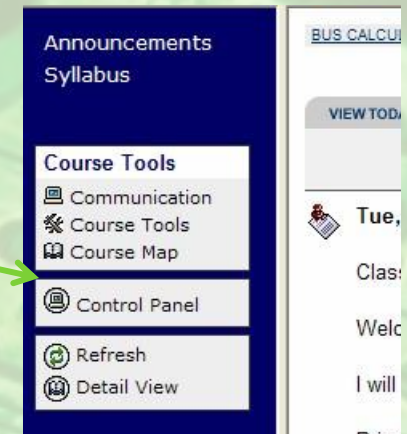
Remove this banner.

Ideas for Customizing Menu

- Adding a course banner is an easy way to personalize your course.
- Adding animated .gif images, and changing them every week or every unit will encourage students to visit Blackboard to see what you posted!
- Making the course look personal helps reach out to students and remind them that you are human and approachable.

Using the Gradebook

- To access the gradebook, click on Control Panel.
- On the right side of the Control Panel is the Gradebook link.
- You can add assignments to the Gradebook with or without students.



Using the Gradebook

- With students and assignments added:
- Without students or assignments added:

The screenshot shows the 'Gradebook View Spreadsheet' interface. At the top, there are navigation buttons: 'Add Item', 'Manage Items', 'Gradebook Settings', 'Weight Grades', 'Download Grades', and 'Upload Grades'. Below these are filters for 'Sort Items by' (set to 'Position'), 'Filter Items by Category' (set to 'All'), and 'Filter Users by Last Name'. The main table has columns for 'Name (Last, First)', 'Quiz #1', 'Quiz #2', 'Quiz #3', 'In-class Exercise #1', 'Quiz #4', 'Quiz #5', 'Exam #1', 'In-class Exercise #2', and 'Total'. The 'Name' column lists six users: Berry, Doretha; Cooper, Damiana; Govey, Alicia; Holt, Adam; Pearson, Angela; and Spengler, Jonathan. The 'Total' column shows 'Pts Possible 0'. A legend at the bottom left indicates the status of items: 'In Progress' (blue), 'No Information' (grey), 'Needs Grading' (red), 'Grading Error' (red with question mark), 'Completed' (green), and 'Denotes an unavailable item' (grey with asterisk).

This screenshot shows the same 'Gradebook View Spreadsheet' interface but with no data. The 'Name (Last, First)' column is empty. The 'Total' column shows 'Pts Possible 0'. The legend at the bottom left is identical to the first screenshot.

Using the Gradebook

- We need to add an assignment.
- Name your item and choose category.
- Description is optional.
- The categories can be used to weight grades later.

The screenshot displays the 'Gradebook View Spreadsheet' interface. At the top, there are navigation buttons: 'Add Item', 'Manage Items', 'Gradebook Settings', 'Weight Grades', 'Download Grades', and 'Upload Grades'. Below these are filters for 'Sort Items by' (set to 'Position'), 'Filter Items by Category' (set to 'All'), and 'Filter Users by Last Name'. The main table area shows a header 'Name (Last, First)'. A green arrow points from the 'Add Item' button to the 'Add Gradebook Item' form below.

The 'Add Gradebook Item' form is divided into sections:

- Item Information:**
 - Item Name:** A text input field.
 - Category:** A dropdown menu with 'Assignment' selected. A green arrow points from the 'Name your item and choose category' bullet point to this dropdown.
 - Description:** A text area.
 - Creation Date:** 12/22/09
 - Due Date:** A date selector set to Dec 19, 2009.
 - Points Possible:** A text input field.
 - Display As:** A dropdown menu set to 'Score'.
- Options:**
 - A note: "Select No for the first option to make this Gradebook item unavailable in My Grades. Select No for the included in calculations and other weighted items are not, grade weight calculations will be skewed."
 - Make item available to users:** Radio buttons for 'Yes' (selected) and 'No'.
 - Include item in Gradebook score calculations:** Radio buttons for 'Yes' (selected) and 'No'.
- Submit:** A button at the bottom.

Using the Gradebook

- A due date is optional, especially for in-class activities.
- Points possible should be the number of points you use to calculate the grade, or the number you want to display.
- Choose how to display the score as points, percentage, letter, or other.

Add Gradebook Item

1 Item Information

* Item Name

Category

Description

Creation Date 12/22/09

Due Date Dec 19 2009

* Points Possible

Display As

2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades. Select **No** for the second option if you do not want this item included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No

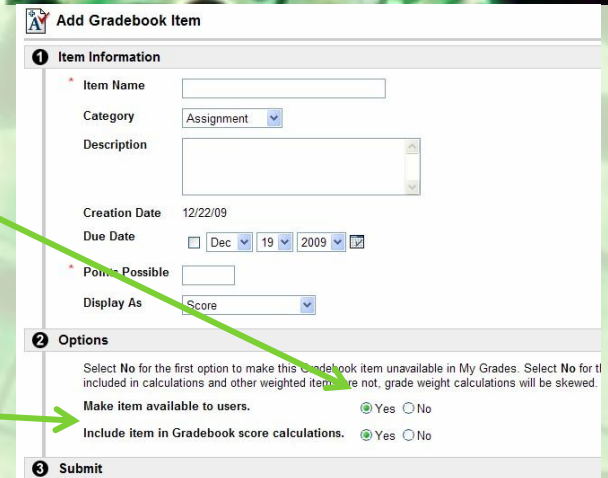
Include item in Gradebook score calculations. Yes No

3 Submit

- Score
- Complete/Incomplete
- Letter
- Percentage
- Score
- Text

Using the Gradebook

- Do you want students to be able to see the score?
- Do you want it included in score calculations?
- When we weight grades, these selections will change the way that the current course average is calculated.



Add Gradebook Item

1 Item Information

* Item Name

Category

Description

Creation Date 12/22/09

Due Date Dec 19 2009

* Points Possible

Display As

2 Options

Select No for the first option to make this Gradebook item unavailable in My Grades. Select No for the second option to exclude this item from calculations and other weighted items. Select No for the third option to exclude this item from grade weight calculations. Select No for the fourth option to exclude this item from the course average calculation.

Make item available to users. Yes No

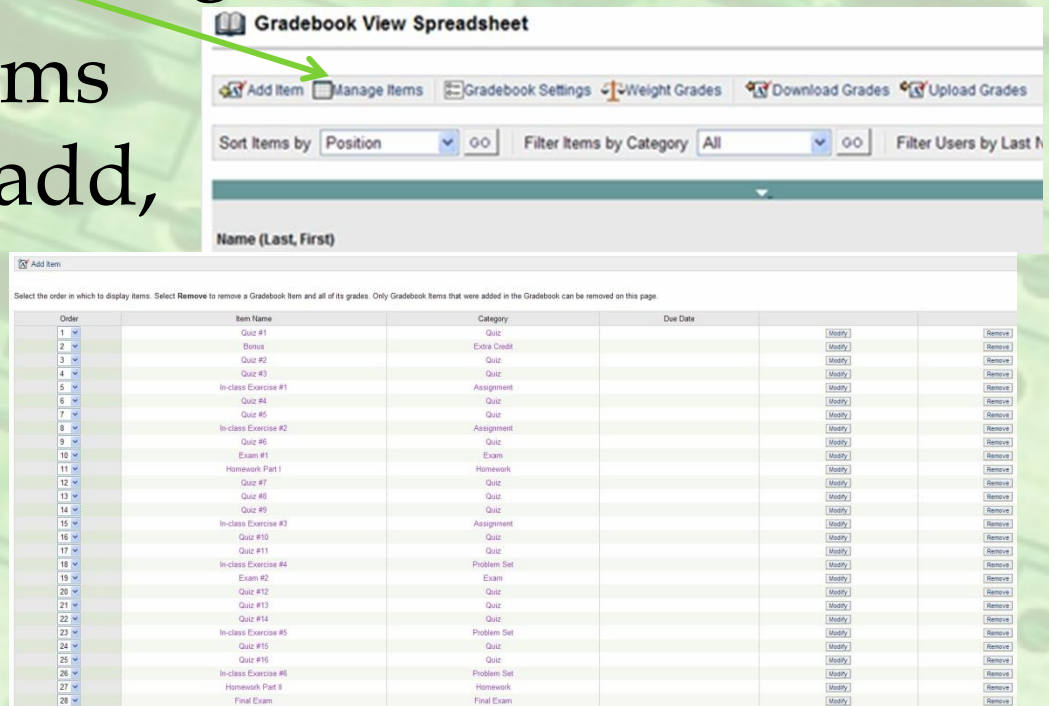
Include item in Gradebook score calculations. Yes No

3 Submit

<u>Quiz #1</u>	<u>Total</u>	<u>Weighted Total</u>
Quiz Pts Possible 20 Weight 0%	Pts Possible 20	

Using the Gradebook

- To manage gradebook items once the item is added, click Manage Items.
- The Manage Items screen lets you add, modify, delete, or rearrange items.



Gradebook View Spreadsheet

Add Item Manage Items Gradebook Settings Weight Grades Download Grades Upload Grades

Sort Items by Position Filter Items by Category All Filter Users by Last Name

Name (Last, First)

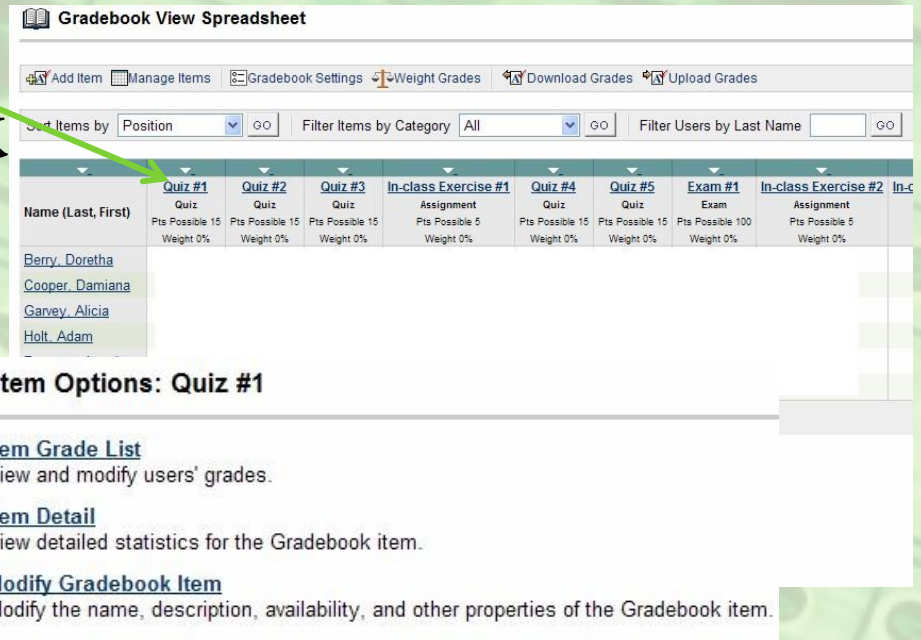
Add Item

Select the order in which to display items. Select Remove to remove a Gradebook Item and all of its grades. Only Gradebook items that were added in the Gradebook can be removed on this page.

Order	Item Name	Category	Due Date	Modify	Remove
1	Quiz #1	Quiz		Modify	Remove
2	Bonus	Extra Credit		Modify	Remove
3	Quiz #2	Quiz		Modify	Remove
4	Quiz #3	Quiz		Modify	Remove
5	In-class Exercise #1	Assignment		Modify	Remove
6	Quiz #4	Quiz		Modify	Remove
7	Quiz #5	Quiz		Modify	Remove
8	In-class Exercise #2	Assignment		Modify	Remove
9	Quiz #6	Quiz		Modify	Remove
10	Exam #1	Exam		Modify	Remove
11	Homework Part 1	Homework		Modify	Remove
12	Quiz #7	Quiz		Modify	Remove
13	Quiz #8	Quiz		Modify	Remove
14	Quiz #9	Quiz		Modify	Remove
15	In-class Exercise #3	Assignment		Modify	Remove
16	Quiz #10	Quiz		Modify	Remove
17	Quiz #11	Quiz		Modify	Remove
18	In-class Exercise #4	Problem Set		Modify	Remove
19	Exam #2	Exam		Modify	Remove
20	Quiz #12	Quiz		Modify	Remove
21	Quiz #13	Quiz		Modify	Remove
22	Quiz #14	Quiz		Modify	Remove
23	In-class Exercise #5	Problem Set		Modify	Remove
24	Quiz #15	Quiz		Modify	Remove
25	Quiz #16	Quiz		Modify	Remove
26	In-class Exercise #6	Problem Set		Modify	Remove
27	Homework Part 2	Homework		Modify	Remove
28	Final Exam	Final Exam		Modify	Remove

Using the Gradebook

- You can also modify an item by clicking on the link on the item title.
- Then click on **Modify Gradebook Item** to edit.
- This screen gives you the same options as **Add Gradebook Item**.



Gradebook View Spreadsheet

[Add Item](#) [Manage Items](#) [Gradebook Settings](#) [Weight Grades](#) [Download Grades](#) [Upload Grades](#)

Sort Items by Filter Items by Category Filter Users by Last Name


Name (Last, First)	Quiz #1 Quiz Pts Possible 15 Weight 0%	Quiz #2 Quiz Pts Possible 15 Weight 0%	Quiz #3 Quiz Pts Possible 15 Weight 0%	In-class Exercise #1 Assignment Pts Possible 5 Weight 0%	Quiz #4 Quiz Pts Possible 15 Weight 0%	Quiz #5 Quiz Pts Possible 15 Weight 0%	Exam #1 Exam Pts Possible 100 Weight 0%	In-class Exercise #2 Assignment Pts Possible 5 Weight 0%	In-c
Berry, Doretha									
Cooper, Damiana									
Garvey, Alicia									
Holt, Adam									

Item Options: Quiz #1

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Modify Gradebook Item](#)
Modify the name, description, availability, and other properties of the Gradebook item.


Using the Gradebook

- Item Detail will give you statistics for the item, such as average, high, low, etc.
- To add scores, you can add them one-by-one from the gradebook screen, or by clicking on Item Grade List.

 **Item Options: Quiz #1**

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Modify Gradebook Item](#)
Modify the name, description, availability, and other properties of the Gradebook item.

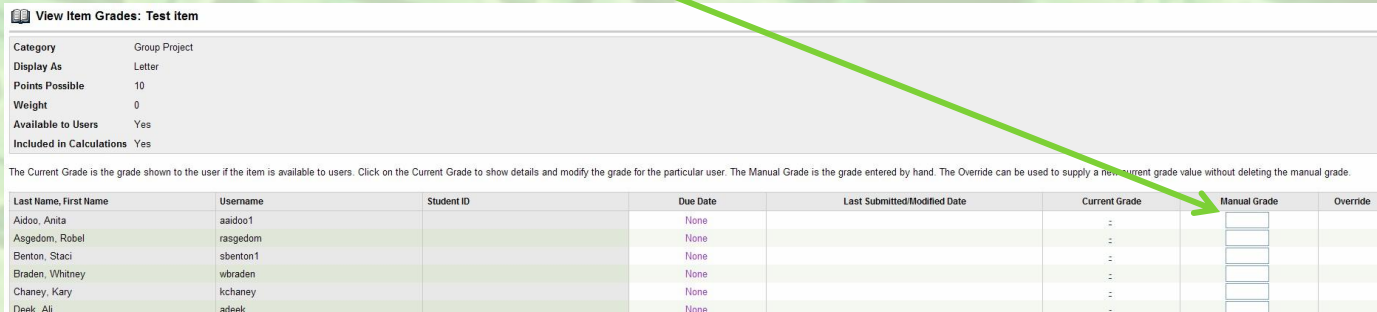
Quiz #3	
Quiz	
Pts Possible 20	
Weight 0%	
	<u>18</u>
	=
	<u>18</u>
	=
	<u>15</u>
	<u>16</u>
	<u>16</u>
	=
	<u>18</u>
	<u>11</u>
	<u>17</u>

 **Item Options: Quiz #1**

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Modify Gradebook Item](#)
Modify the name, description, availability, and other properties of the Gradebook item.

Using the Gradebook

- Add grades en masse.

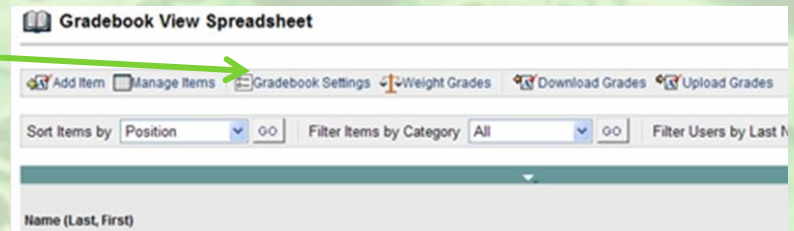
A screenshot of a software interface titled "View Item Grades: Test Item". It shows a summary of item settings and a table of student grades. A green arrow points from the text "Add grades en masse." to the "Manual Grade" column in the table.

Last Name, First Name	Username	Student ID	Due Date	Last Submitted/Modified Date	Current Grade	Manual Grade	Override
Aidoo, Anita	aaidoo1		None		-	<input type="text"/>	
Asgedom, Robel	raasgedom		None		-	<input type="text"/>	
Benton, Staci	sbenton1		None		-	<input type="text"/>	
Braden, Whitney	wbraden		None		-	<input type="text"/>	
Chaney, Kary	kchaney		None		-	<input type="text"/>	
Deek, All	adeek		None		-	<input type="text"/>	

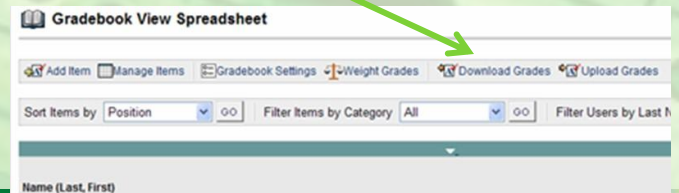
- Once a grade is added, if you open this screen again it will include a last updated date.
- You can also upload grades through a spreadsheet.

Using the Gradebook

- You can modify the Gradebook Settings here.



- These settings include the way names are displayed. You can add assignment categories. Or add grade display options.
- You can download grades here.



Using the Gradebook

- You can calculate the course average a number of ways. One way is to let Blackboard weight grades.
- You can weight grades by category on the left of page.
- Leave unused categories as 0.

Gradebook View Spreadsheet

Add Item Manage Items Gradebook Settings **Weight Grades** Download Grades Upload Grades

Sort Items by Position Filter Items by Category All Filter Users by Last N

Weight Grades

These values are used in calculating the Weighted Total column in the Gradebook. When weighting by category, the category weight Running Weighted Total is used, then items which need Grading or have not yet been attempted will not be included in calculations.

Weighting

Choose either category or item.

Weight by Category

Assignment	0	%
Attendance	0	%
Essay	0	%
Exam	0	%
Extra Credit	0	%
Final Exam	0	%
Group Project	0	%
Homework	0	%
Journal	0	%
Lab	0	%
Midterm Exam	0	%
Other	0	%
Paper	0	%
Presentation	0	%
Problem Set	0	%
Quiz	0	%
Survey	0	%

Using the Gradebook

- You can also weight by item on the right side.

- Weighting by item gives a more accurate grade estimate in the middle of the course.

- Weighting by category skews the results if only one (of three) tests is included in your calculation. The one test is weighted for the whole amount.



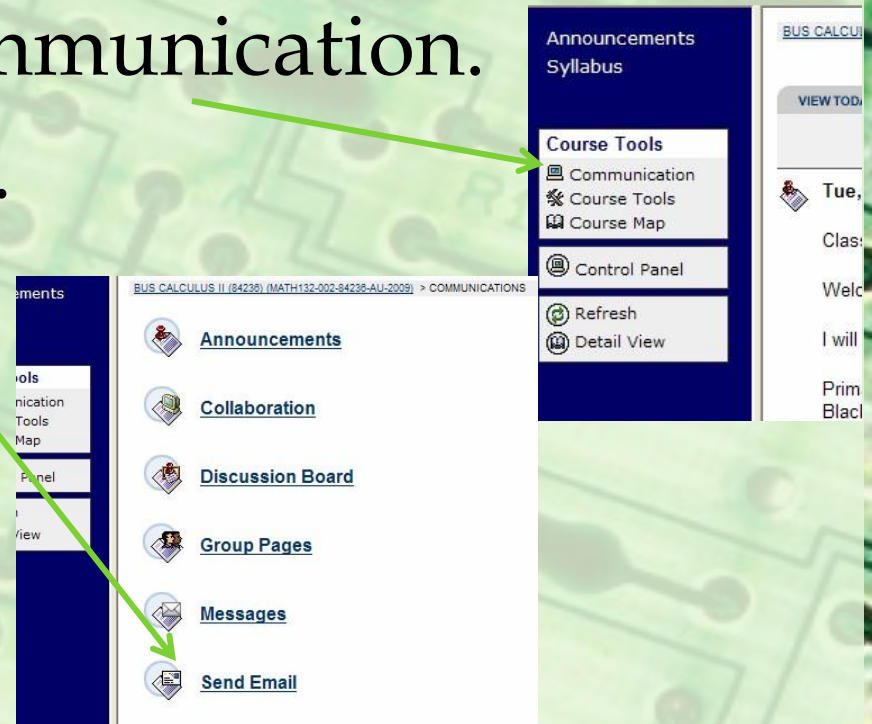
Weight by Item		
Quiz #1	<input type="text" value="0"/>	%
Bonus	<input type="text" value="0"/>	%
Quiz #2	<input type="text" value="0"/>	%
Quiz #3	<input type="text" value="0"/>	%
In-class Exercise #1	<input type="text" value="0"/>	%
Quiz #4	<input type="text" value="0"/>	%
Quiz #5	<input type="text" value="0"/>	%
In-class Exercise #2	<input type="text" value="0"/>	%
Quiz #6	<input type="text" value="0"/>	%
Exam #1	<input type="text" value="0"/>	%
Homework Part I	<input type="text" value="0"/>	%
Quiz #7	<input type="text" value="0"/>	%
Quiz #8	<input type="text" value="0"/>	%
Quiz #9	<input type="text" value="0"/>	%
In-class Exercise #3	<input type="text" value="0"/>	%
Quiz #10	<input type="text" value="0"/>	%
Quiz #11	<input type="text" value="0"/>	%
In-class Exercise #4	<input type="text" value="0"/>	%
Exam #2	<input type="text" value="0"/>	%
Quiz #12	<input type="text" value="0"/>	%
Quiz #13	<input type="text" value="0"/>	%
Quiz #14	<input type="text" value="0"/>	%

Using the Gradebook

- The Blackboard gradebook cannot drop lowest scores as you can do in Excel.
- I have discovered that using weights causes students confusion and they inevitably ask me to calculate their grades for them, even when they're posted.
- Using points, and adjusting them to fit in a total like 1000 points, works better.

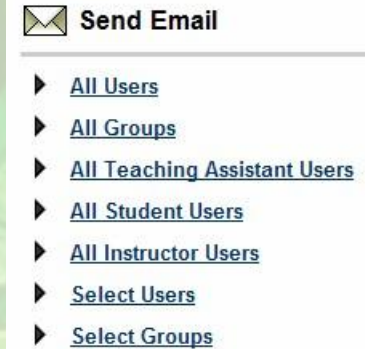
Send Email

- Unless you add this as a link in the navigation menu, you can find Email functions under Communication.
- Click on Send Email.
- You have several commonly used options.



Send Email

- All Users is the most commonly used. It will also send you a copy which allows you to keep a copy for your records.
- Click on Select Users to send to a smaller subset or even an individual user.
- Use the arrows to select users.
- Type your message, attach a file (optional), and submit.



A screenshot of a web interface showing the 'Select Users' form. The form is titled 'Select Users' with an envelope icon. Below the title, there is a section for 'Email Information'. The 'To' field is split into two columns: 'Available to Select' and 'Selected'. The 'Available to Select' column contains a list of names: Aido, Anita, Asgedom, Robel, Benton, Staci, Braden, Whitney, Chaney, Kary, Deek, Ali, Edelman, David, and Ellis, Katherine. The 'Selected' column is empty. There are arrows between the columns to move items. Below the columns are 'Invert' buttons. The 'From' field is 'Betsy McCall (bmccall2@cscc.edu)'. The 'Subject' field is empty. The 'Message' field is a large text area. At the bottom, there is a 'Submit' button and a note: 'A copy of this email will be sent to the sender.' Below the note, there is an 'Attachments' section with a link 'Attach a file'.

Add Staff Information

- You can add information about yourself that your students can read by clicking on Control Panel, and then Staff Information.
- Click on Add Profile.

Add: Profile

1 Profile Information

Title

First Name

Last Name

Email

Work Phone

Office Location

Office Hours

Notes

2 Options

Make the Profile available Yes No

An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can also be added.

Current Image

Attach Image

Personal Link

3 Submit

Staff Information

Add

Folder empty

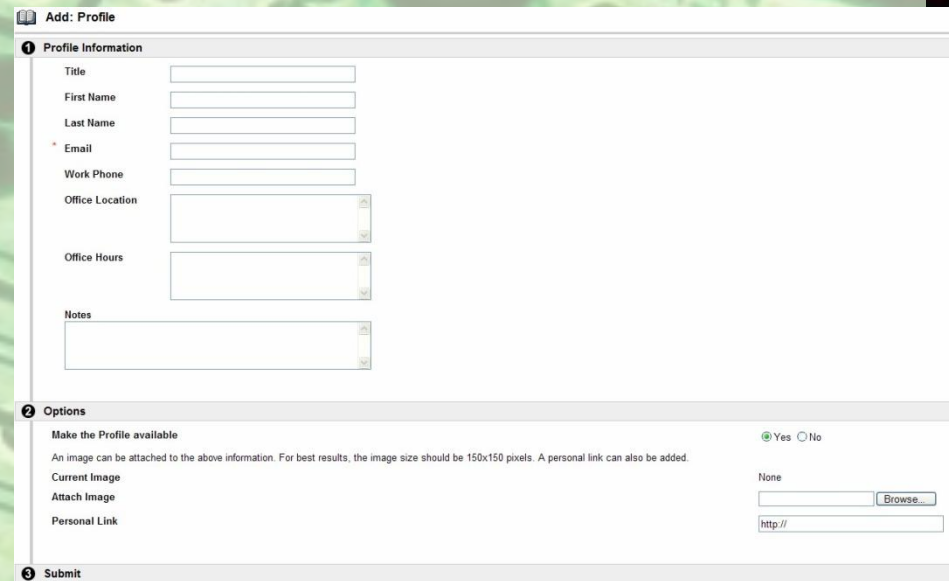
BUS CALCULUS II (84238) (MATH132-002-84238-AU-2009) > CONTROL PANEL

Content Areas	
Syllabus	
Course Tools	
Announcements	Discussion Board
Course Calendar	Collaboration
Staff Information	Digital Dropbox
Tasks	Glossary Manager
Send Email	Messages
Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

text-only!

Add Staff Information

- Add only information you want your students to read.
- Email & Office location. Office hours.
- You can upload a photo or external link.
- Under Notes you can add bio/CV info.



The screenshot shows a web form titled "Add: Profile" with two main sections: "Profile Information" and "Options".

Profile Information

- Title:
- First Name:
- Last Name:
- * Email:
- Work Phone:
- Office Location:
- Office Hours:
- Notes:

Options

Make the Profile available Yes No

An image can be attached to the above information. For best results, the image size should be 150x150 pixels. A personal link can also be added.

Current Image: None

Attach Image:

Personal Link:

Submit

Add Staff Information

- If you want students to find it, you will have to add it as a menu option.

COLLEGE ALGEBRA (84291) (MATH148-020-84291-AU-2009) >

	Betsy McCall	
	Email	bmccall2@csc.edu
	Office Location	DH 431
	Office Hours	TBA
	Personal Link	http://www.betsymccall.info
	Notes	M.S. in Mathematics (2002) from Cleveland State University. I've been teaching at Columbus State since Spring 2007.

- To add, go to Control Panel → Manage Course Menu → Add Tool Link.

View Calendar Event

- You will find the Calendar under Course Tools.
- Unless your date item is today, click on View Month to scroll ahead quickly.

Calendar: View by Month

Quick Jump

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

December, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Announcements
Syllabus

Course Tools

- Communication
- Course Tools
- Course Map
- Control Panel
- Refresh
- Detail View

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[Calendar](#)

[Digital Dropbox](#)

[Glossary](#)

[My Grades](#)

[Personal Information](#)

[Tasks](#)

[User Manual](#)

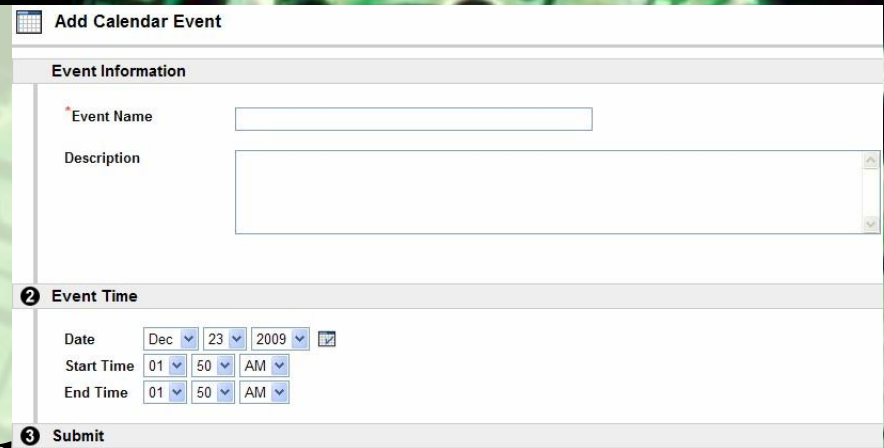
Add Calendar Event

- To add an item to the Course Calendar, got to Control Panel and click on Course Calendar.
- Click on Add Event.
- You can enter a date, a time and a duration.

The screenshot shows a course control panel for 'BUS CALCULUS II (84238) (MATH132-002-84238-AU-2009)'. It features three main sections: 'Content Areas' with a link to 'Syllabus'; 'Course Tools' with links for 'Announcements', 'Course Calendar', 'Staff Information', 'Tasks', and 'Send Email' on the left, and 'Discussion Board', 'Collaboration', 'Digital Dropbox', 'Glossary Manager', and 'Messages' on the right; and 'Course Options' with links for 'Manage Course Menu', 'Course Design', 'Manage Tools', 'Settings', and 'Recycle Course' on the left, and 'Course Copy', 'Import Course Cartridge', 'Import Package', 'Export Course', and 'Archive Course' on the right. Below this is a 'Calendar: View by Day' section with 'Add Event' and 'Quick Jump' buttons. At the bottom, there are view options (VIEW DAY, VIEW WEEK, VIEW MONTH, VIEW YEAR), a date indicator for 'Wednesday, December 23, 2009', and a time slot list starting with 'AM 6:00'.

Add Calendar Event

- The Event Name will appear in the Calendar view. The description will appear when the link is clicked on.
- If you are planning for Winter Quarter, check the year!!



The screenshot shows a web form titled "Add Calendar Event". It is divided into three sections: "Event Information", "Event Time", and "Submit".

- Event Information:** Contains a text input field for "Event Name" and a larger text area for "Description".
- Event Time:** Contains three rows of dropdown menus for "Date", "Start Time", and "End Time". The "Date" row shows "Dec", "23", and "2009". The "Start Time" row shows "01", "50", and "AM". The "End Time" row shows "01", "50", and "AM".
- Submit:** A single button at the bottom of the form.

Add Calendar Event

- Students will be able to see these events.
- Add major events like Exams, Final Exam, etc.

Calendar: View by Month

Add Event Quick Jump

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

January, 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Course Resol	6	7 First Quiz	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Exam #1	27	28	29	30
31						

- Events

Are You Ready?

- These are just the most basic features that you can customize in your Blackboard course, and the most commonly used ones for the traditional classroom.
- Experiment with these. We have only just scratched the surface of even these options.

Are You Ready?

- There is still a lot more Blackboard can do, and not just for an online course.
- You can use online features to supplement your traditional classroom.
- For Advanced Blackboard I & II presentations, you can visit my website <http://www.betsymccall.net> and click on Presentations.