Blackboard Learning System™
Instructor Manual

Release 6
Blackboard Learning System
***Blackboard Learning and Community Portal Systems*™**
***Blackboard Learning System* - Basic Edition**

Publication Date: September 1, 2002
Date of last revision: October 15, 2003

Worldwide Headquarters
Blackboard Inc.
1899 L Street, NW, 5th Floor
Washington, DC 20036-3861 USA
800-424-9299 toll free US & Canada
+1-202-463-4860 telephone
+1-202-463-4863 facsimile
www.blackboard.com

International Headquarters
Blackboard International B.V.
Keizersgracht 106
1015 CS Amsterdam
The Netherlands
+31 20 5206884 (NL) telephone
+31 20 5206885 (NL) facsimile
global.blackboard.com

Table of Contents

About the *Blackboard Learning System* (Release 6) Instructor Manual

Overview

Welcome to the Blackboard e-Education Suite™! The *Blackboard Learning System* offers Instructors a robust set of tools, functions, and features for teaching. The Instructor Manual provides detailed information about building and managing courses on the *Blackboard Learning System*. It is designed to be used as a reference tool for teaching a course on the *Blackboard Learning System*. In this manual you will find information about all course-related features the *Blackboard Learning System* offers—from the most basic features for those Instructors new to Blackboard to in-depth looks at all the advanced functions the *Blackboard Learning System* has to offer.

The Blackboard 6 e-Education Suite™ includes:

- *Blackboard Learning System*™ (Release 6)
- *Blackboard Learning System* - Basic Edition™ (Release 6)
- *Blackboard Learning and Community Portal System*™ (Release 6)
- *Blackboard Learning System* - ML™

For most users, it is only important to know what Blackboard products are in use when determining if a particular function is available.

This manual provides assistance to all Instructors and organization Managers, including those using the *Blackboard Learning System*, the *Blackboard Learning System* - Basic Edition, and the *Blackboard Learning and Community Portal System*. This document does not provide information on *Blackboard Learning System* – ML.

Note: Organization Managers will find this manual useful in building and running organization Web sites. The functions and tools found in courses are all available for organization management.

How the manual is organized

The *Blackboard Learning System Instructor Manual* begins by contextually reviewing the teaching and learning environment for Instructors. The bulk of the manual is dedicated to the functions available to Instructors through the Course Control Panel. Beginning with Chapter 2, each chapter corresponds with an area of the Control Panel.

Manual Conventions

To make this manual easier to use a number of conventions have been put in place. These conventions are detailed in the table below

Symbol	Description
Bold type	A button or field name.
`Courier font`	Text that users should type.
Steps	Tasks users should perform.
Italics in a title	Additional information in a title that may not be included on the Web page.
[r]	Required field

Using this manual

This manual is meant to serve as a reference guide, rather than as a book to be read from cover to cover. If using an electronic copy of the manual, the embedded links enable the reader to click through topics and follow the same workflows that appear in the software.

Manual Updates

Please note that the *Blackboard Learning System Instructor Manual* is updated periodically. The HTML version is available within the *Blackboard Learning System* by clicking **Manual** from the Course Control Panel and at http://behind.blackboard.com/. The HTML version is always up-to-date. Also, the Behind the Blackboard Web site includes the most current versions of the user manuals in PDF format for those who would like to print a hard copy.

To report any comments or suggestions regarding this manual, please contact Blackboard Support.

Which Blackboard product is installed?

Please contact your System Administrator to answer questions about which Blackboard product is installed at your institution.

Chapter 1—Welcome to the *Blackboard Learning System*

Introduction

The *Blackboard Learning System* is a comprehensive and flexible e-Learning software platform that delivers a complete course management system, and, as the *Blackboard Learning and Community Portal System*, a customizable institution-wide portal with online communities. In addition, these applications include advanced integration tools and APIs to seamlessly integrate with existing institution systems. Blackboard Building Blocks allows institutions to integrate external applications, tools, content, and services into the *Blackboard Learning System*.

The *Blackboard Learning System* - Basic Edition is an introductory product to the Blackboard e-Education Suite that does not include the advanced features of the *Blackboard Learning System* or the *Blackboard Learning and Community Portal System*.

The following are some things to keep in mind when using the *Blackboard Learning System*:

- Due to the fact that the *Blackboard Learning and Community Portal System* and the *Blackboard Learning System* are highly flexible and customizable platforms that can integrate third party applications there may be certain tools that are not documented.
- System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.
- The openness of the platform allows Instructors and Administrators to be very creative; therefore, the names for items users see in the application may differ from those in the documentation. For example, this document refers to the User Directory, but an Administrator may change the name to reflect institutional preferences.

In this chapter

The following sections are included in this chapter.

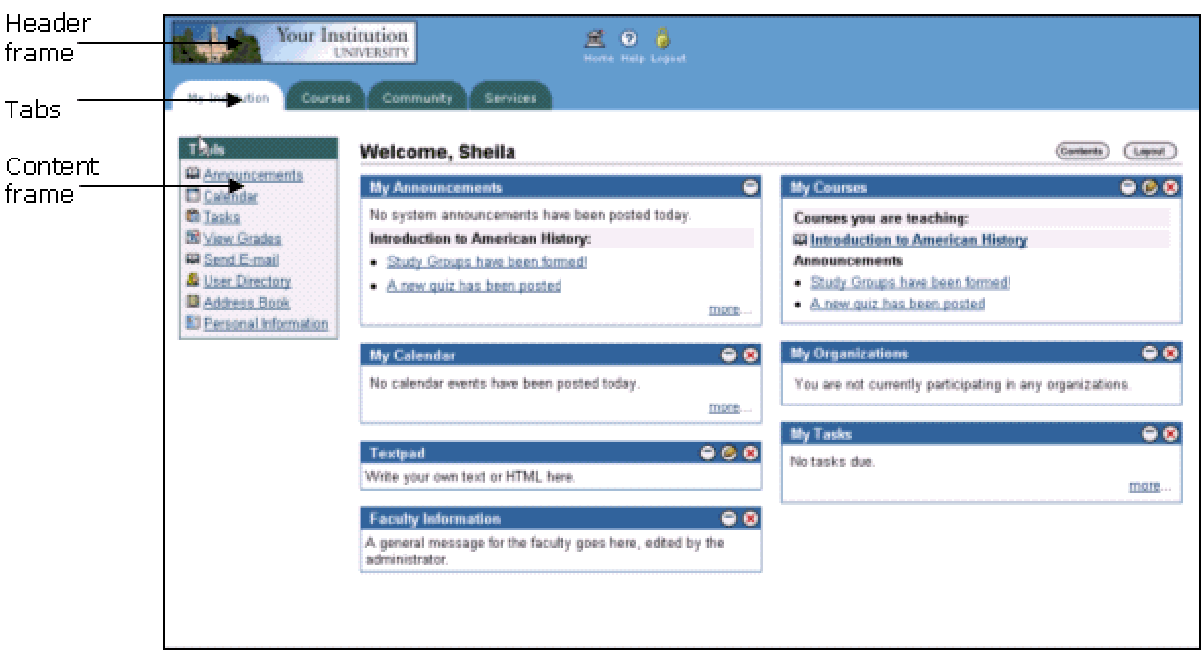
Section	Description
Blackboard Learning System Environment	Describes the *Blackboard Learning System* layout and instructions for navigation.
Common areas	Introduces the *Blackboard Learning System* tabs and common areas.
Course Web Sites	Provides an overview of the Course environment.
Course menu	Introduces the areas available to users within a course.
Course Control Panel	Describes the Course Control Panel used by Instructors to manage a course.
User Roles	Describes the different user roles available for people using the *Blackboard Learning System*.

Blackboard Learning System Environment

Overview

The *Blackboard Learning System* environment includes a header frame with images and buttons customizable by the institution and tabs that navigate to different areas within the Blackboard platform. Clicking on a tab will open that area in the content frame. Web pages containing specific content, features, functions, and tools are accessed from the Common areas.

Note: The *Blackboard Learning System* requires that cookies are enabled within the Web browser.

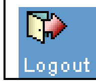


Header frame

The header frame contains a customizable institution image, e-commerce space (if enabled), and navigation buttons that allow the user to access the institution home page, access Blackboard help, and logoff of the *Blackboard Learning System*.

The table below details the buttons that appear in the header frame and their functions.

Button	Description
	Click **Home** to return to an institution home page. This URL is set by the System Administrator.

	Click **Help** to access a site for assistance. This URL is set by the System Administrator.
	Click **Logout** to end a session.

Common areas

The *Blackboard Learning System* and *Blackboard Learning System* – Basic Edition include two common areas for users.

- **My Institution:** The My Institution common area contains tools and information specific to each user’s preferences. Tools and information are contained in modules, which users can add and remove from their My Institution common area. While users can choose which modules appear, the Administrator may restrict access to or require specific modules.

- **Courses:** Courses are listed by role: courses that a user teaches as an Instructor and courses that a user takes as a Student. Users click on a course from the Courses common area to access the course Web site.

With the *Blackboard Learning and Community Portal System*, users also have access to the following common areas.

- **Community:** The Community common area lists organizations specific to each user, the Organization Catalog for the institution, and institution-wide Discussion Boards. User organizations are listed by role: organizations that a user administrates as a Manager and organizations that a user participates in as a member. Users simply click on an organization from the Community common area to access the organization Web site.

- **Services:** The Services common area contains links to other institutional offerings outside of the *Blackboard Learning System*. The links are set by the System Administrator and cannot be modified by an individual user.

In addition, the *Blackboard Learning and Community Portal System* lets the institution create custom tabs and present a different environment, or Portal, to users based on the User’s role at the institution.

Tabs

The tabs are navigation tools that access the common areas of the *Blackboard Learning System*. Tabs also appear in search boxes as a means of changing the search parameters.

Click on a tab to access that common area.

Content frame

The content frame always contains one of the following pages:

- **Common area**: The area that appears in the content frame when a tab is clicked. Common areas hold broad information and allow the user to access Web pages containing specific content and features.

- **Web page**: A Web page appears in the content frame when accessed through one of the navigational tools described below. Web pages contain specific content or features and originate from common areas.

Navigating within the *Blackboard Learning System*

The *Blackboard Learning System* contains several ways to move from one area or page to the next. Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

The table below describes each navigation tool available in the *Blackboard Learning System*.

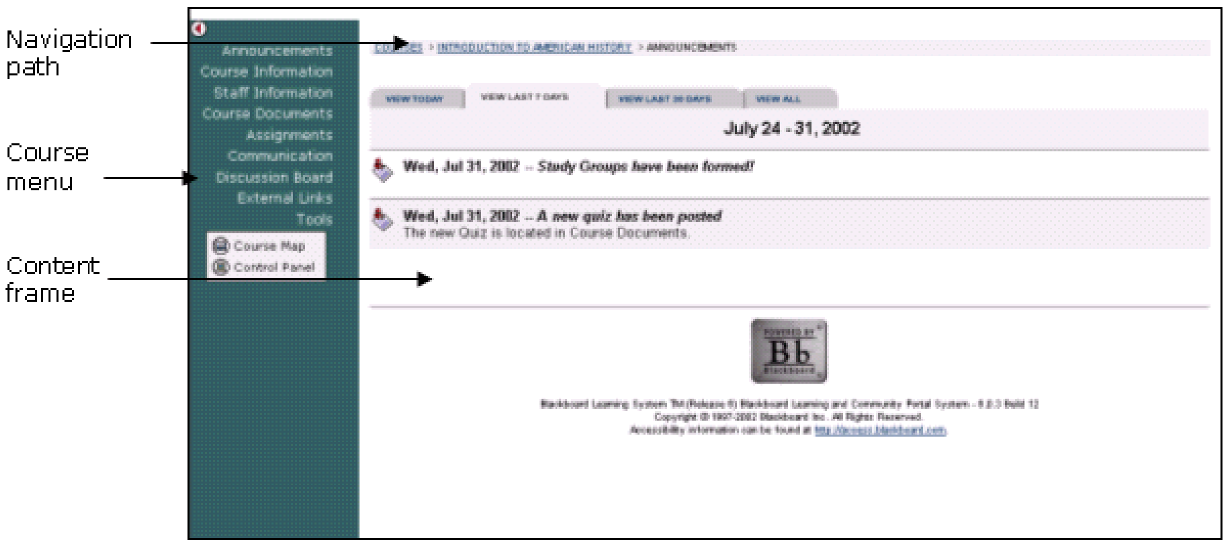
Navigation Tool	Description
Tab 	Click on a tab to navigate to a common area. Tabs are always available no matter what page or area appears in the content frame.
Button 	Click on a button to navigate to a page within *Blackboard Learning System*. Some buttons also lead to areas outside of the *Blackboard Learning System*. In addition, some buttons execute functions.
Link 	Click on a hypertext link to access another Web page within *Blackboard Learning System*. The page will appear in the content frame. Links can also open Web sites outside of the *Blackboard Learning System*.
Image 	Click on an image to navigate to another page. The customized images that appear in the *Blackboard Learning System* can be linked by the Administrator to another URL.
Navigation Path 	Click on one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to allow users to quickly return to a previous page.

Course Web Sites

Overview

Each course offered by an institution is hosted on a Web site. Course Web sites contain all the content and tools required to teach a course. The Instructor assigned to a course Web site oversees the course through the Course Control Panel. While the Instructor has control over the course Web site, the Administrator sets overrides that restrict or require content areas and tools.

A course Web site consists of a navigation path, a Course menu, and a content frame. The navigation path allows users to return to any page accessed between the main course page and the current page. The Course menu links users to the available content areas and tools. The content frame displays Web pages accessed through the buttons or navigation path.



Organization Web Sites

Organization Web sites function in the same way as course Web sites. The organization Manager uses the flexible learning tools of a course Web site to provide an online environment for the organization. Organizations are only available with the *Blackboard Learning and Community Portal System*.

Linking to a course Web site

To create a link to a course Web site, simply copy the URL from the address bar in the Web. Links to course Web sites can be posted inside the *Blackboard Learning System* or externally. In either case, the user will be prompted for authorization before accessing the course Web site.

Functions

The table below includes information on the components of a course Web site. The names of the areas are customizable by the Instructor or the System Administrator.

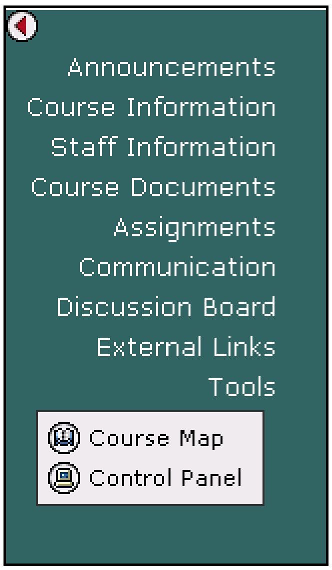
Area	Description
Announcements	Announcements post timely information critical to course success. Announcements occupy the Main Frame upon entry to a course Web site and can also appear on the My Institution and Courses area depending on system configuration. Click **Announcements** from the course Web site tool bar to view course announcements.
Staff Information	Staff Information provides background and contact information on course Instructors and Teaching Assistants.
Content Areas	Content areas can contain a wide-range of content items including: Course Information – Course Information may display descriptive materials about the course. Materials posted here include the syllabus and course objectives. Course Documents – Course Documents include learning materials and lesson aids, such as lecture notes.
Assignments	Assignments lists the due date and description for class work. The Instructor posts assignments and can modify the instructions and due date. Students may view files the Instructor has attached to an Assignment. They may also attach files to an Assignment to submit to the Instructor.
Communication	Course users communicate through the Communication Center. The Communication Center allow users to: • send and receive email • read and post messages to Discussion Boards • enter Collaboration Sessions • view Student roster • view Group pages
External Links	External Links connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source.
Tools	Tools that can be used in the course Web site. Tools include: Digital Drop Box, Edit Home Page, Personal Information, Course Calendar, View Grades, Student Manual, Tasks, and Electric Blackboard. **Note:** Students may access the Drop Box from the Tools area on the course Web site, but Instructors must access the Drop Box from the Course Tools on the Course Control Panel.
Course Map	Allows course Web site navigation through a collapsible tree directory. Instructors can go directly to various course areas.
Control Panel	Accesses the Course Control Panel. The Course Control Panel is used to set up and administer a course Web site.

Course Menu

Overview

The Course menu appears on the left side of a course Web site. This frame holds buttons or text links to areas within a course and is visible on each page within the course Web site. Content and tools can be accessed from the Course menu but managing content and tools is done through the Course Control Panel. The Instructor can customize the appearance of the Course menu as well as the content and tools available to Students.

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



Functions

The table below details the functions available from the Course menu:

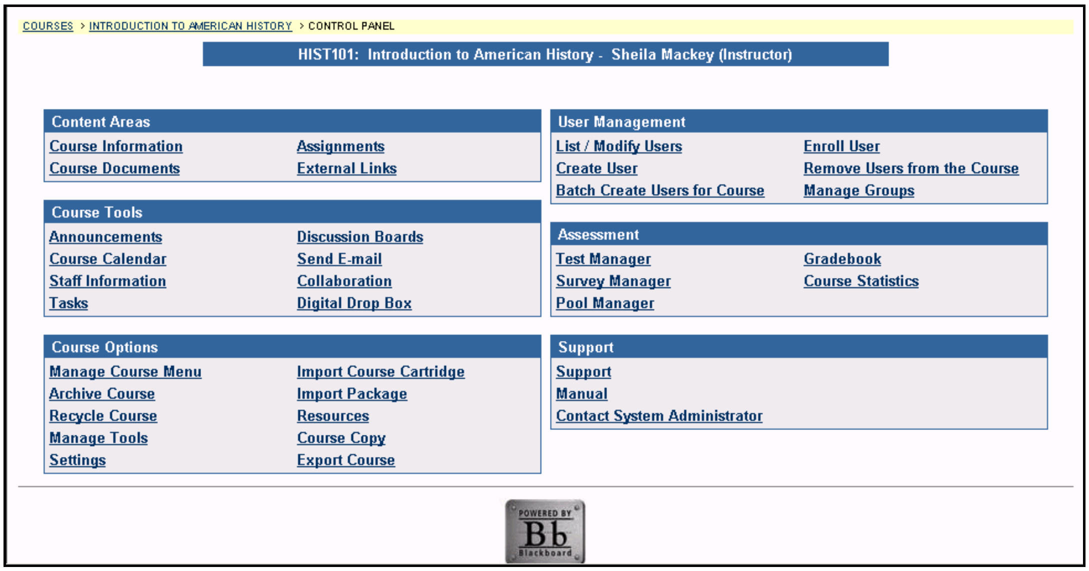
To . . .	click . . .
access a course area	the link or button associated with the course area. For example, to open the Staff Information page, click **Staff Information**.
open the Course Control Panel	**Control Panel**. The Course Control Panel will open.
view the course map	**Course Map**. The Course Map will appear in a separate window.

Course Control Panel

Overview

All course administration is done through the Course Control Panel. This area is only available to users with one of the following defined course roles:

- Instructor
- Teaching Assistant
- Grader
- System Administrator



Find the Course Control Panel

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

Functions

The Course Control Panel is comprised of six areas:

Part	Function
Content Area	This area provides the tools necessary to add text, files, and information into a course.
Course Tools	This area contains the communication tools for Instructors to send email, create tasks, and work with groups.
Course Options	This area contains security and customization options for management of course components.
User Management	This area provides tools for the Instructor to manage users and enrollments.
Assessment	This area provides tools for building Assessments, recording grades, and tracking user activity.
Support	This area offers support contacts and online documentation.

Roles

Overview

The *Blackboard Learning System* uses roles to assign privileges to content and tools. There are three types of roles that can be applied to each user:

- **Portal Role**
- **Course Role**
- **Administrative User Role**

Portal Roles

This role determines access to portal content. Different common areas and modules can be set to appear to specific roles to create a completely different portal environment for each of the different roles. For example, users with a Portal Role of Alumni could be given access to a common area with content dedicated to graduates. Users with a role of Student would not be able to see this tab or access the common area (until they graduated and their Portal Role was changed).

The following is a listing of Portal Roles:

- Student
- Faculty
- Staff
- Alumni
- Prospective Student
- Guest
- Other
- Observer
- Role 9, Role 10, . . ., Role 20

Roles 9 through 20 can be used by the Administrator to group users in unique ways. Because the Portal Role is not displayed to users when they access the portal, the name of the role is unimportant to users. It is only important that the Administrator keep track of the role definitions and which users should be assigned to which role.

Administrative User Roles

Administrative User Roles determine user access to the tools available on the System Control Panel. Administrative User roles should be strictly managed for security reasons.

The following table is a list of Administrative User Roles and the level of access each role has to the System Control Panel by default.

Administrative User Role	Default Permissions
Account Administrator	Access to all the features listed under Users on the System Control Panel. Can also use Batch Enroll Users feature.

Course Creator	List Courses (but cannot modify) Create Course Batch Create Courses Batch Enroll Users Remove Course Copy Course Import Course Export Course Archive Course Restore Course Course Role Rename
Course Support	List and modify Course Properties.
None	No access to the System Control Panel.
Observer	No access to the System Control Panel. This must be the Administrative User Role for any user assigned to observer another.
System Admin	Full access to System Control Panel.
System Support	Cannot modify Courses. Cannot modify user accounts with an Administrative User Role of System Admin. No access to the Manage Context Encryption Key feature.
Guest	This Administrative User Role has no access to the System Control Panel. This role is used to require those who view the system as a Guest to first login with a valid User Name and password.

Note: The System Administrator may change the privileges assigned to each Administrative User Role.

Course Roles

This role controls access to the content and tools within a course. Each user is assigned a role for each Course (or Organization) in which they participate. For example, a User with a role of Teaching Assistant in one Course can have a role of Student in another Course.

The Course Role is set when a User is enrolled. It can also be modified after enrollment from the Course Control Panel of the Course. The following is a table of Course Roles and associated privileges.

Course Role	Default Privileges
Course Builder	User is able to add content to the course through the Content Areas and the Course Tools on the Course Control Panel.
Grader	User is able to access all areas under Assessments.
Guest	Users are able to view areas of the course, but cannot participate in any way.
Instructor	User is able to control all aspects of the course through the Course Control Panel.

Student	User is able to access all available Course content and will be graded on Assessments.
Teacher's Assistant	User is able to control most aspects of the course through the Course Control Panel.

Note: The System Administrator may modify the privileges and name associated with each Course Role.

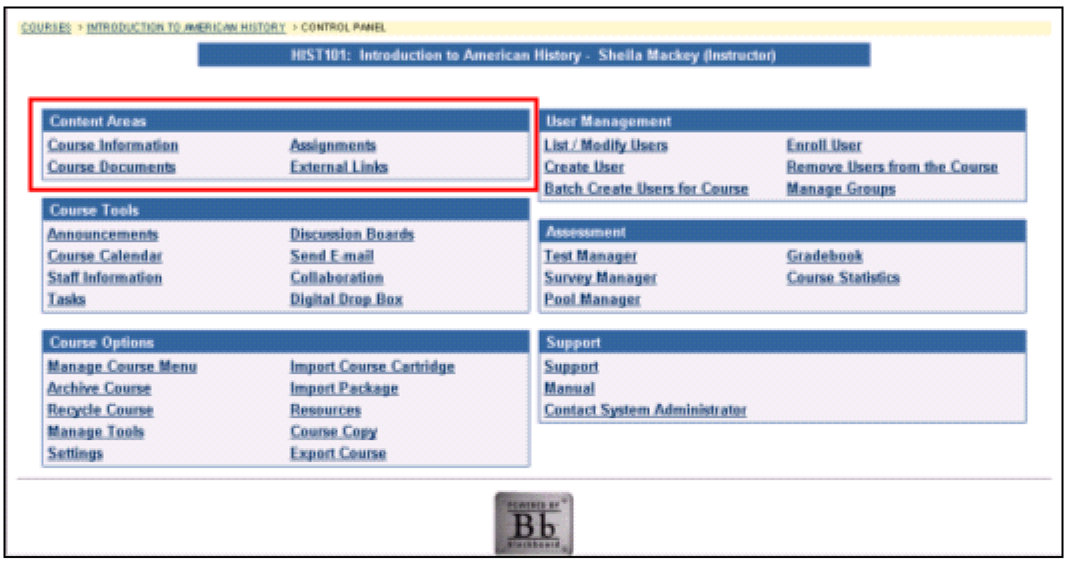
Chapter 2—Content Areas

Introduction

Instructors use the tools available through the Content Areas section of the Course Control Panel to manage information, materials, Assignments, and Assessments used in the course. The Content Areas allows Instructors to:

- post course documents, Staff Information, Assignments, Announcements, Assessments, and more
- incorporate text, spreadsheet, slideshow, graphics files, audio and video clips, and interactive simulations
- create sequential Learning Units

Note: Instructors can set the name of Content Areas and add additional Content Areas from Manage Course Menu.



In this chapter

This chapter includes information on the following functions:

Section	Description
Course Content	Provides information for organizing course content, such as course information, documents, assignments and external links.
Microsoft® LRN Content	Provides all the information needed to create course content presentations that have a hierarchical structure and sequential navigation.
Learning Units	Provides all the information needed to create a structured path for progressing through content within a course.
Add Test	Explains how to add a Test to a Content Area.
Add Survey	Explains how to add a Survey to a Content Area.

Add Assignment	Explains how to create and add an Assignment to a Content Area.
Copy/Move Content	Provides information for copying course content and placing it in another area of the course.
Math and Science Notation Tool	Details the Math and Science Notation Tool that enables users to use mathematical and scientific notation throughout the *Blackboard Learning System*.

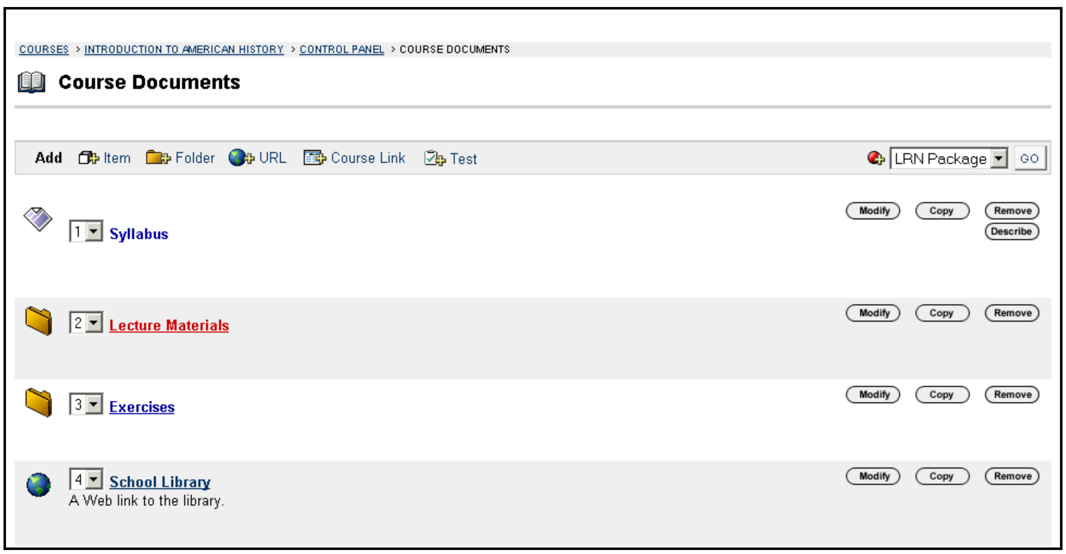
Course Content

Overview

Course content areas are configured to meet the needs of the course Instructors. Instructors can use this area to organize all of their course materials. The following are examples of some of the more common items incorporated into content areas:

- **Tests**: Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Assessment properties, such as availability and presentation options, are managed through the Content area. For information on building Assessments see the section on How to Create an Assessment.
- **Assignments**: Assignments include a description for class work and a due date. The Instructor may post an Assignment that includes attached files and Students may submit an Assignment that includes attached files.
- **Learning Unit**: Learning Units enable the Instructor to set a structured path for progressing through a set of content within a course.

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



Find this page

To open a Content Area page, select a content area, such as **Course Documents,** from the Course Control Panel.

Please note that folders can be nested inside of other folders within a content area. When clicking on a folder, a new page will appear with the contents of that folder and the same options to add, modify, copy, or remove content, folders, Learning Units, or links.

Functions

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

To . . .	click . . .
add content	**Add Item.** The Add Content page will appear. On the Add Content page text can be entered and files attached.
add a folder	**Add Folder.** The Add Folder page will appear. On the Add Folder page new folders may be created to group similar information together.
add a link	**Add URL**. The Add URL page will open. Please note that URLs may also be entered when adding content by selecting Smart Text or HTML when entering text.
add a course link	**Add Course Link.** The Add Course Link page will appear.
add Test	**Add Test**. The Add Test page will appear.
add another type of content	the drop-down menu and choose a content type from the list: • Select **Add Learning Unit** and the Add Learning Unit page will appear. • Select **Survey** and the Add Survey page will appear. • Select **Assignment** and the Add Assignment page will appear. • Select **LRN Package** and the Add LRN Package page will appear.
set or modify test properties	**Modify** next to an assessment. The Modify Test page will appear.
view or modify the metadata associated with this item	**Describe** next to the item. The Content Metadata page will appear. A **Describe** button will only appear if the content item is set to use metadata.
preview an Assessment	the name of the Assessment. The Preview Assessment: *Assessment Name* page will appear.
modify an item, folder, Learning Unit, link, or assignment	**Modify.** The Modify page will appear. On the Modify page the item name and text may be changed, files and links may be modified or removed, and the options may be changed.
remove an item, folder, Learning Unit, or link	**Remove**. A warning pop-up window will appear. Removing an item or folder is irreversible.
order content	the drop-down arrow and select a number. Content will appear to Students in the order selected.

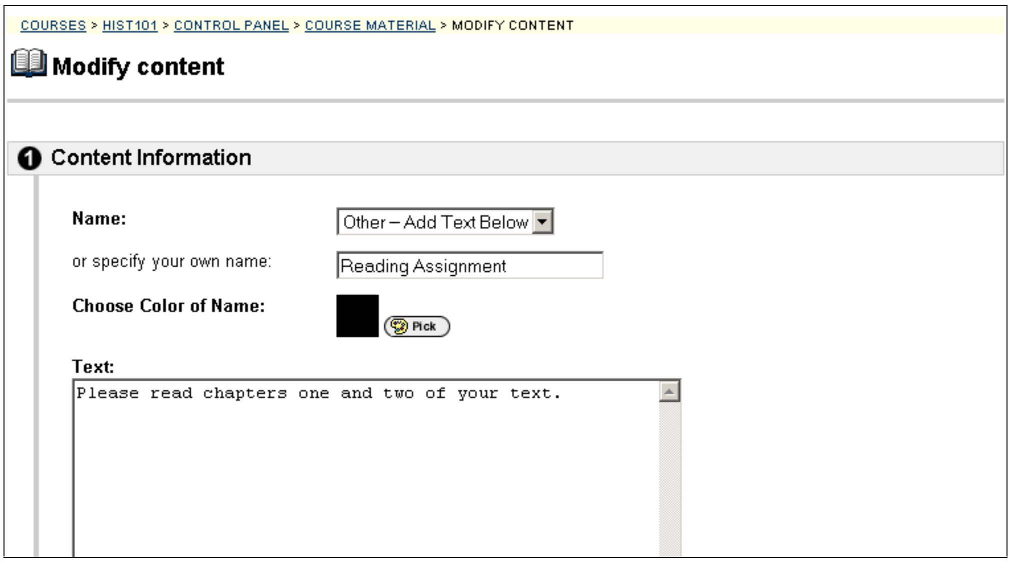
Creating Content Areas

Content areas can be defined through Manage Course Menu on the Course Control Panel. In this area Instructors can name and set the availability of the content areas in their course.

Add / Modify Course Content Item

Overview

The Course Content areas enable Instructors to organize all of their course content. Items may be added or modified by accessing the Add Item page or Modify Item page. The fields on the Add Item page and Modify Item page are the same. The Add Item page and Modify Item page function in a similar manner. The difference being, the Add Item page opens with empty fields while the Modify Item page opens with populated fields.



Find this page

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

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

Recognized content attachments

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

The following file types are recognized by the *Blackboard Learning System*.

Extension	File Type	Programs associates with the file type
.aam	Multimedia	Macromedia® Authorware® plug-in Note that the .aam file is the starting point for a series of files that must be enclosed in a .ZIP file.
.aiff	Audio	Audio program
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh® compatible)
.doc	Text	Microsoft® Word® or other word processor

.exe	Executable	
.gif	Image	Graphics program or Web browser
.html, .htm	Web page	HTML editor or Web browser
.jpg, .jpeg	Image	Graphics program or Web browser
.jif	Image	Graphics program or Web browser
.mpe	Audio/Video	
.mpg, .mpeg	Image	Graphics program or Web browser
.moov	Movie	
.mov	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.ppt, .pps	Slide show	Microsoft® PowerPoint® and PowerPoint Player®
.qt	Movie	QuickTime®
.ra	Audio	Real Audio Player™
.ram	Video	Real Audio Movie™
.swa	Audio	Macromedia® Shockwave® plug-in
.swf	Multimedia	Macromedia® Shockwave® plug-in
.tiff	Image	Graphics program or Web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio program
.wma	Audio	
.wmf	Graphic	Microsoft® Windows®
.wmv	Media/Audio	Microsoft® Windows®
.wpd	Text	WordPerfect® or other word processor
.xls	Spreadsheet	Microsoft® Excel®

Note: The *Blackboard Learning System* can recognize additional file types and associated applications if a MIME extension is added to an XML file in the file system. Contact your System Administrator for more information about adding MIME extensions.

Fields

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

Field	Description
Item Information	
Name:	Select a name that best describes the content that is being added.
Or, specify your own name:	Enter a customized name for the information being added.
Choose Color of Name:	Click **Pick** to select an alternate test color for the name of the item. The default color is black.

Text:	Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Content Attachments	
File to Attach:	Enter the file path or click **Browse** to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the **Special Action** field.
Name of Link to File:	Enter the name of the link that Students click to access the attached file.
Special Action:	Select the special action for the link from the following options: • **Create a link to this file**: Selecting this option attaches the file to the document. A link is automatically inserted below the document title to access the file. • **Display media file within the page**: Selecting this option embeds certain kinds of media within the page itself instead of creating a link. • **Unpackage this file**: Selecting this option indicates to the system that the file must be unpackaged before displaying. If the file format is not one of the supported digital media formats, the **Display media file within the page** feature will default to the **Create a link to this file** feature. A list of the file types supported by *Blackboard Learning System* can be found in Content Attachments.
Currently Attached Files:	The attached files are listed here.
Options	
Do you want to add offline content?	Select **Yes** or **No** to indicate that offline content is allowed or not allowed. Offline content is a direct path to a specified file on a CD-ROM that is usually provided by an Instructor. To access this file the user must have the correct CD in their computer.
Do you want to track number of views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select **No** to indicate that the number of times this page is accessed will not be tracked.

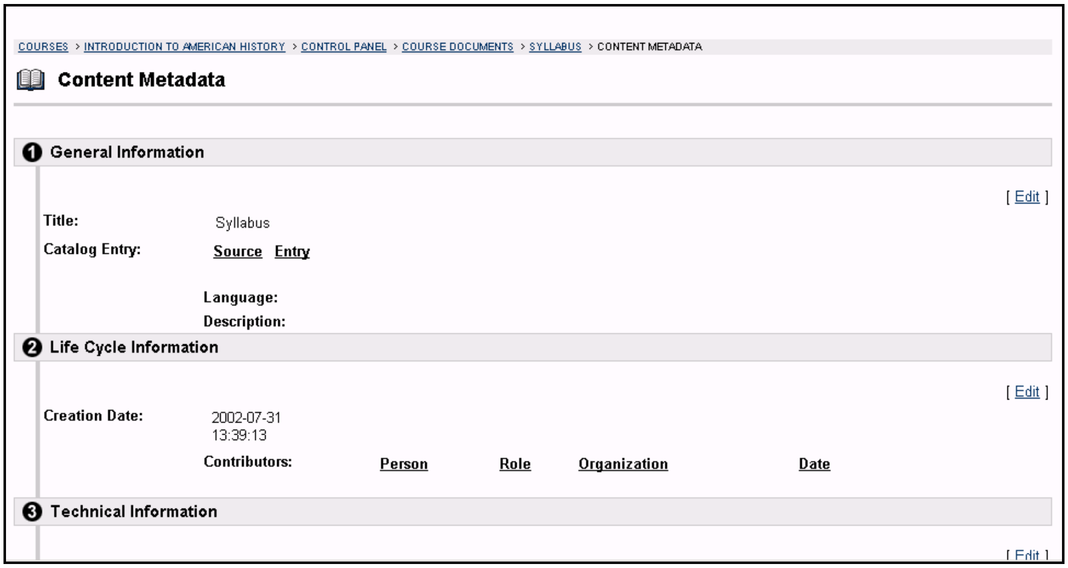
Do you want to add metadata?	Select **Yes** or **No** to indicate if metadata will be used. Metadata is data about the added item, such as ownership, resource format, and copyright information. If this option is selected **Describe** will appear next to the item in the Content Area. Click **Describe** to access the Content Metadata page.
Choose date restrictions	Select the range of dates that the content will appear using the drop-down lists or click the icon for a calendar interface. To display content from a date forward, select a date in **Display After** but do not check **Display Until**. To display content from a set date until a future date, select a date in **Display After**, check **Display Until** and select a date.
Do you want to make content visible?	Select **Yes** to indicate that the item will be available for viewing when a user accesses the Content Area. Select **No** to indicate that the item will not to be available.

Content Metadata

Overview

The Course Content areas enable Instructors to organize all of their course content. Content Metadata enables the Instructor to view and edit information related to a single item in a Content Area. Metadata allows for IMS compatibility when content is imported and exported.

Note: The information entered in Content Metadata cannot be tracked or reported on. It can only be viewed on the Content Metadata page as reference information for the Content Item.



Find this page

Follow the steps below to open the Content Metadata page.

Step 1 Select a content area, such as **Course Documents** on the Course Control Panel.

Step 2 Click **Describe** next to a Content item.

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

Fields

The table below details the fields on the Content Metadata page. Fields in each section are displayed when **Edit** is selected.

Field	Description
General Information	
Edit	Click to display fields in the General Information area that can be modified.

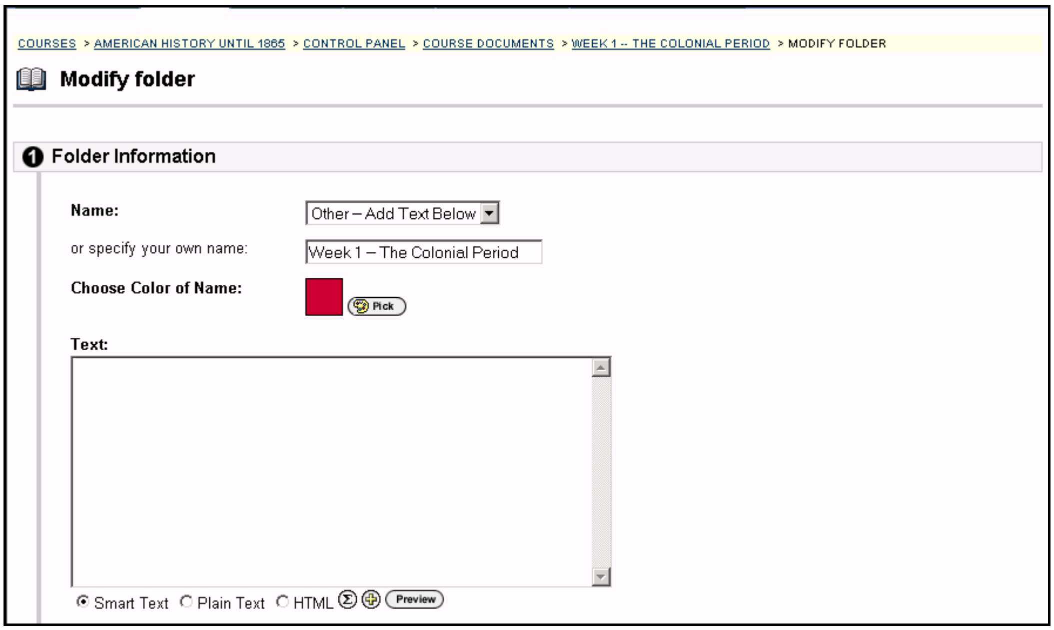
Title:	The title of the content item. This can be modified on the Modify Content Item page.
Catalog Entry:	Enter the catalog and version information in the **Source** and **Entry** Fields. Once a Catalog Entry is made a check box will appear next to the item. Select the check box and click **Submit** to remove an entry. More then one Catalog Entry can be added.
Source:	The name of the catalog or source of the content.
Entry:	The number or version of the catalog.
Language:	Select the language of the content item.
Description:	Enter a description of the content item.
Life Cycle Information	
Edit:	Click to display fields in the Life Cycle Information area that can be modified.
Creation Date:	The date and time the content item is created is automatically entered. This cannot be edited.
Contributors:	Enter the names of people who have contributed to this content item. Once a Contributor is entered a check box will appear next to the item. Select the check box and click **Submit** to remove a Contributor. More then one Contributor can be added.
Person:	Enter the name of the person who contributed to this content item. For example, the name of the author or editor.
Role:	Enter the role of the Person, such as author, contributor, or editor.
Organization:	Enter the name of the organization the Contributor belongs to.
Date:	Enter the date the Contributor made these changes or updates.
Technical Information	
Edit:	Click to display fields in the Technical Information area that can be modified.
Resource Format:	Select the type of application this content item uses.
Resource Location:	The location of the item automatically appears in this field. The location cannot be edited.
Rights Management Information	
Edit:	Click to display fields in the Rights Management Information area that can be modified.
Free Resource:	Select **Yes** if this Content Item was free, click **No** if it was purchased.
Copyright/ Restriction:	Select **Yes** if this Content is copyrighted or if it has any restrictions. Select **No** if it is not copyrighted or restricted.
Description:	Enter comments on any conditions of use for this resource. For example, it is a Free Resource if used for educational purposes.

Add / Modify Course Content Folder

Overview

The Course Content areas enable Instructors to organize all of their course content, including documents, presentations, exams, and Learning Units. Folders can be used to further organize materials within a Content Area. Folders may be added or modified by accessing the Add Folder page or Modify Folder page. The fields on the Add Folder page and Modify Folder page are the same and the pages function in a similar manner. The difference is that the Add Folder page opens with empty fields while the Modify Folder page opens with populated fields.

Once a folder is created the Instructor can add items, folders, links, Learning Units, and course links within it.



Find this page

Follow the steps below to open the Add Folder page.

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

Fields

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

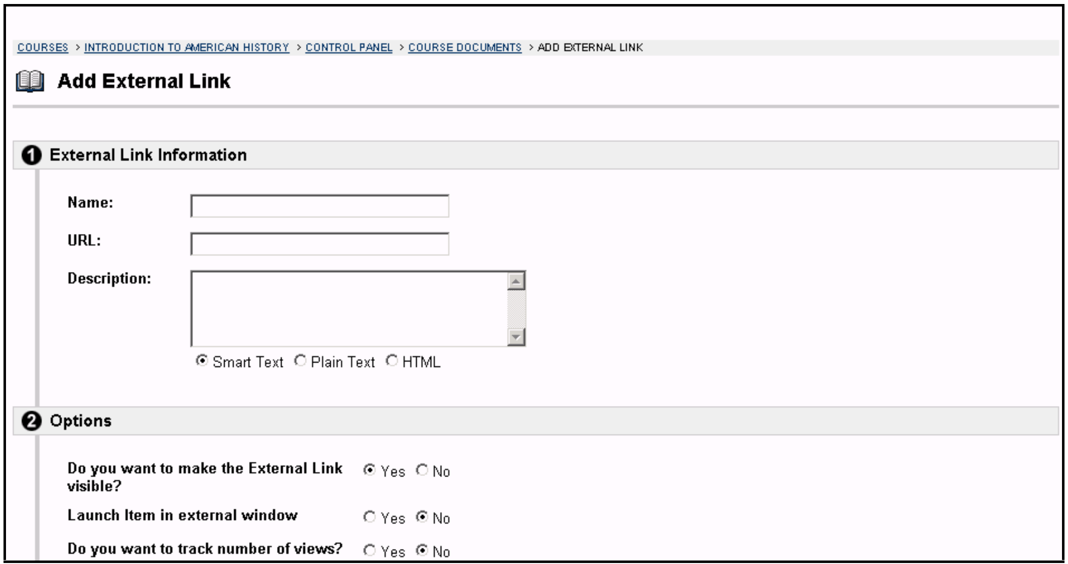
Field	Description
Item Information	
Name:	Select a name that best describes the content that is being added.
Or, specify your own name:	Enter a customized name for the information being added.
Choose Color of Name:	Click **Pick** to select an alternate test color for the name of the item. The default color is black.

Text:	Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Options	
Choose date restrictions	Select the range of dates that the folder will appear using the drop-down lists or click on the icon for a calendar interface. If a folder is not available those files located inside the folder will also be unavailable. Unavailable folders will not appear in the Course Map. To display content from a date forward, select a date in **Display After** but do not check **Display Until**. To display content from a set date until a future date, select a date in **Display After**, check **Display Until** and select a date.
Do you want to make the folder visible?	Select **Yes** to indicate that the item is to be available for viewing when a user accesses the Content Area. Select **No** to indicate that the item is not to be available.

Add or Modify External Link

Overview

The Course Content Areas enable Instructors to organize all of their course content, including course items, folders, Web links, and course links. Web Links may be added or modified. The fields on the Add Link page and Modify Link page are the same and they function in a similar manner. The difference being, the Add Web Link page opens with empty fields while the Modify Web Link page opens with populated fields.



Find this page

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

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

Fields

The table below details the fields on the Add URL or Modify URL page.

Field	Description
External Link Information	
Name:	Select a folder name from the drop-down list.
URL:	Enter the Web address to the link. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com

Description:	Enter a description of the folder. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Options	
Launch item in external window?	Select **Yes** or **No** to indicate if this item should open in a separate browser window.
Do you want to track the number of views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select **No** to indicate that the number of times this page is accessed will not be tracked.
Do you want to add metadata?	Select **Yes** or **No** to indicate if metadata will be used. Metadata is data about the added item, such as ownership, resource format, and copyright information.
Do you want to make External Link visible?	Select **Yes** or **No** to make the content visible to Students. If **No** is selected, none of the information entered on this page will appear to Students.

Add a Course Link

Overview

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

Find this page

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

Step 1 Select a Content Area in the Course Control Panel.
Step 2 Click **Add Course Link**.

Fields

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

Field	Description
Course Link Information	
Name:	Select a name for the link from the drop-down list or specify a different name.
Choose Color of Name:	Click **Pick** and select a color for the name of the link.
Text:	Enter any text that will be included with the link. Select a text type for the description from the following options: • Smart Text Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor.

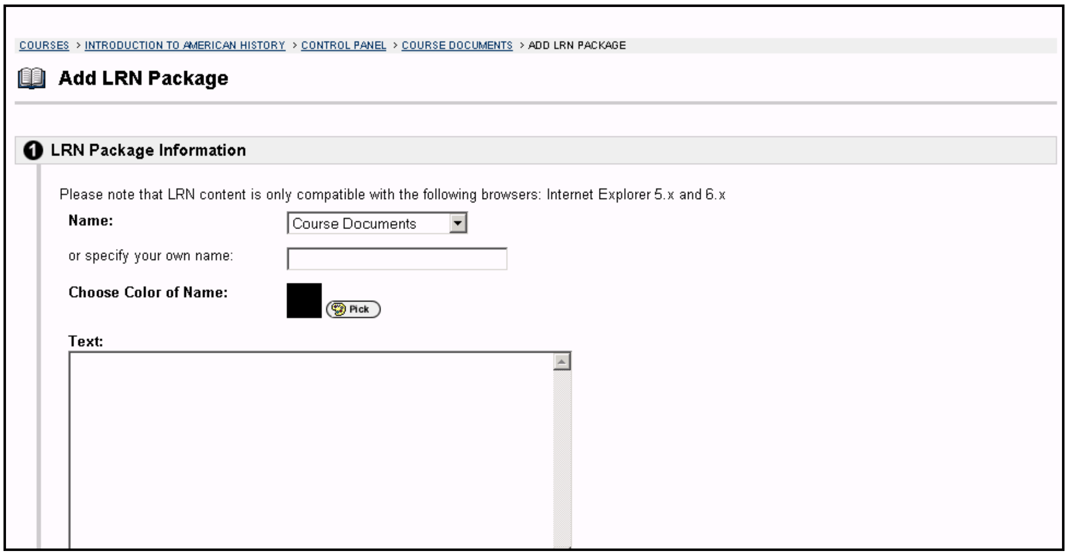
Course Link Attachments	
Link location:	Click **Browse** and the Course Map will appear in a pop-up window. Select the course area or folder to link to.
Options	
Do you want to make this course link visible?	Select **Yes** and the link will appear to the user in the Content area. Select **No** and the link will not appear to the user. If **No** is selected the user cannot view or access the course link.
Do you want to track the number of views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Course Links are tracked by the number of times the "parent link" is seen. Select **No** to indicate that the number of times this page is accessed will not be tracked.
Do you want to add metadata?	Select **Yes** or **No** to indicate if metadata will be used. Metadata is data about the added item, such as ownership, resource format, and copyright information.
Choose date restrictions	Click the **Display After** check box to begin displaying the link on a specific date. Select the date and time for this to occur in the calendar area below. Click the **Display Until** check box to stop displaying the link on a specific date. Select the date and time for this to occur in the calendar area below.

Add LRN Package

Overview

Instructors may add LRN Packages to course Content Areas. LRN Packages enable Instructors to create course content presentations that have a hierarchical structure and sequential navigation. The Microsoft LRN Content topic has more information on LRN Packages.

Note: LRN content is compatible with Internet Explorer 5.x and 6.x.



Find this page

Follow the steps below to open the Add LRN Package page.

Step 1 Select a Content Area in the Course Control Panel.

Step 2 Select **Add LRN Content** in the **Add other Content Type** drop-down list and click **Go**.

Fields

The table below details the fields on the Add LRN Package page.

Field	Description
LRN Package Information	
Name:	Select a name that best describes the content that is being added.
Or, specify your own name:	Enter a customized name for the information being added.
Choose Color of Name:	Click **Pick** to select an alternate test color for the name of the item. The default color is black.
Text:	Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type from the following options: • Smart Text: Automatically recognizes a link

	entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
LRN Package Attachments	
File to Attach:	Enter the file path or click **Browse** to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the **Special Action** field.
Name of Link to File:	Enter the name of the link that Students click to access the attached file.
Currently Attached Files:	The attached files are listed here.
Options	
Do you want to make LRN Package visible?	Select **Yes** to indicate that the item will be available for viewing when a user accesses the Content Area. Select **No** to indicate that the item will not to be available.
Do you want to add offline content?	Select **Yes** or **No** to indicate that offline content is allowed or not allowed. Offline content is a direct path to a specified file on a CD-ROM that is usually provided by an Instructor. To access this file the user must have the correct CD in their computer.
Do you want to track number of views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select **No** to indicate that the number of times this page is accessed will not be tracked.
Do you want to add metadata?	Select **Yes** or **No** to indicate if metadata will be used. Metadata is data about the added item, such as ownership, resource format, and copyright information. If this option is selected **Describe** will appear next to the item in the Content Area. Click **Describe** to access the Content Metadata page.
Choose date restrictions	Select the range of dates that the content will appear using the drop-down lists or click the icon for a calendar interface. To display content from a date forward, select a date in **Display After** but do not check **Display Until**. To display content from a set date until a future date, select a date in **Display After**, check **Display Until** and select a date.

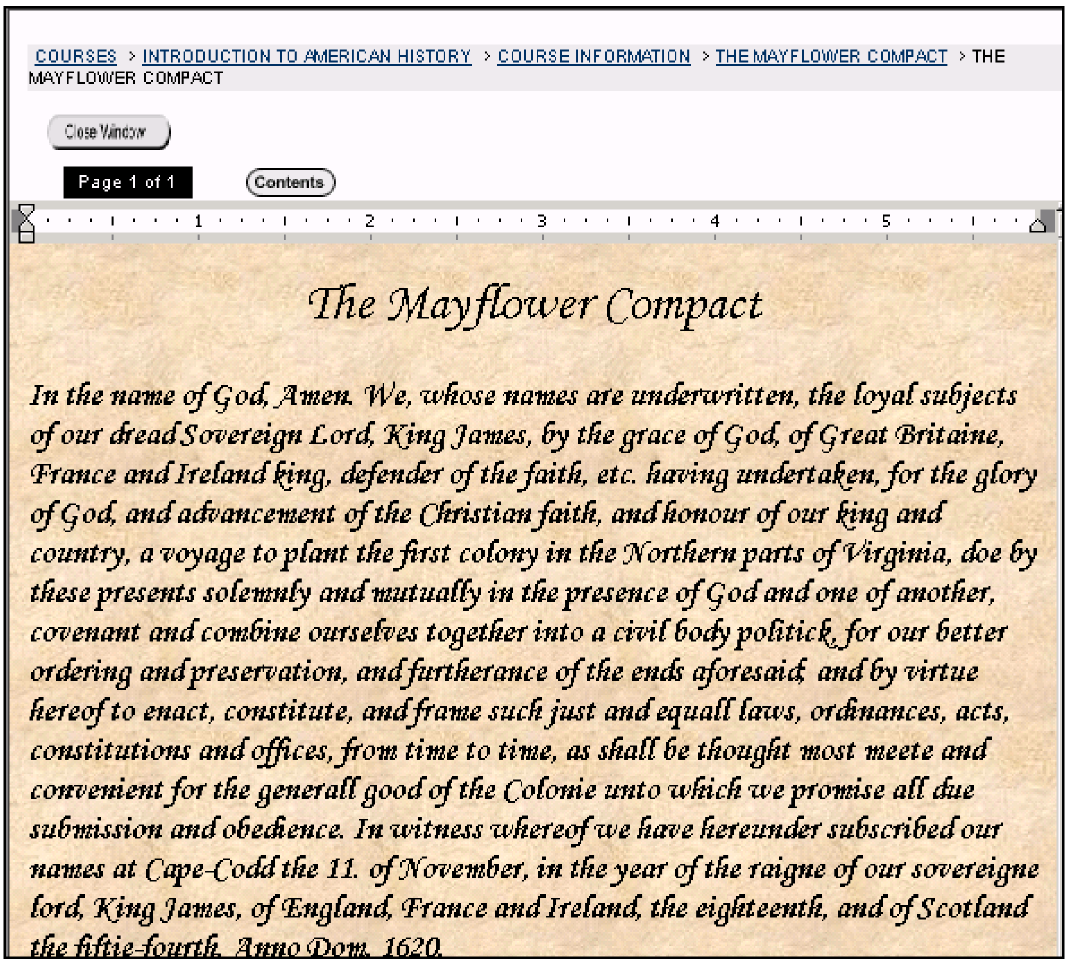
Learning Units

Overview

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

Learning Unit content is managed in the same way as other information that appears in content areas. Items and files may be added, arranged, and modified to create a sequential learning path.

The page below is an example of a Learning Unit as viewed by a user.



Functions

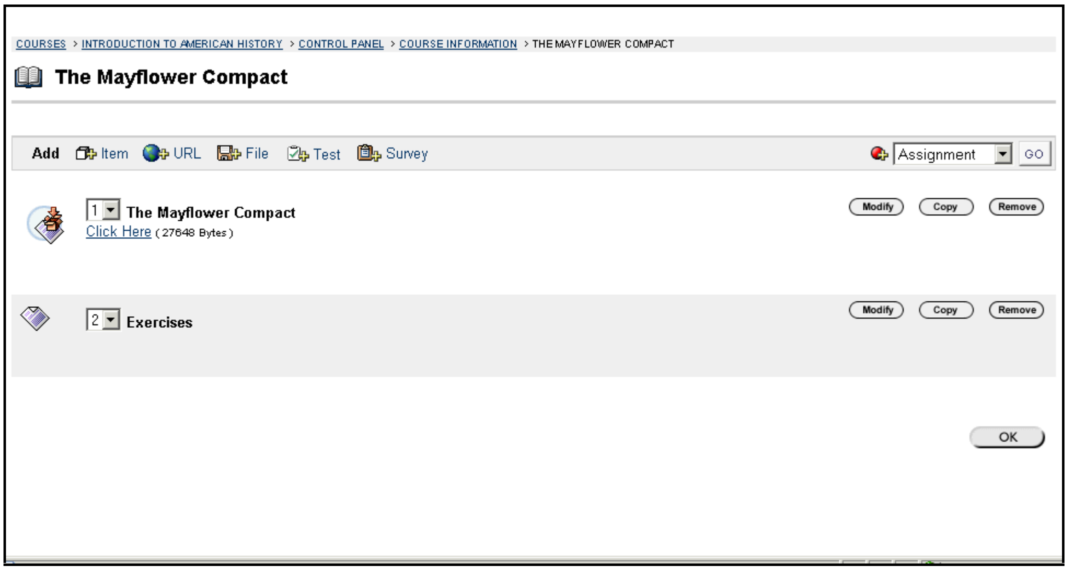
The table below details how to navigate within a Learning Unit.

To . . .	click . . .

page forward or backward	the arrows to the left and right of the page number. If the Student has non-sequential access to all pages within the Learning unit, they may click to a particular page.
view the contents of the Learning Unit	**Contents**. The Contents page will appear.
exit the Learning Unit	**Close Window**.

Instructor view

The page below is an example of a Learning Unit as viewed through the Course Control Panel.



Functions

The table below details the functions available from this page.

To . . .	click . . .
add content	**Add Item**. The Add Content page will appear. On the Add Content page text can be entered and files attached.
add a link	**Add URL**. The Add URL page will open. Please note that URLs may also be entered when adding content by selecting Smart Text or HTML when entering text.
attach a file	**Add File**. The Add File page will appear.
add a test	**Add Test.** The Add Test page will appear.
add a survey	**Add Survey**. The Add Survey page will appear.
add another type of content	the drop-down menu and choose a content type from the list: • Select **Assignment** and the Add Assignment page will appear. • Select **LRN Package** and the Add LRN Package page will appear.
set or modify test	modify next to an assessment. The Test Properties page

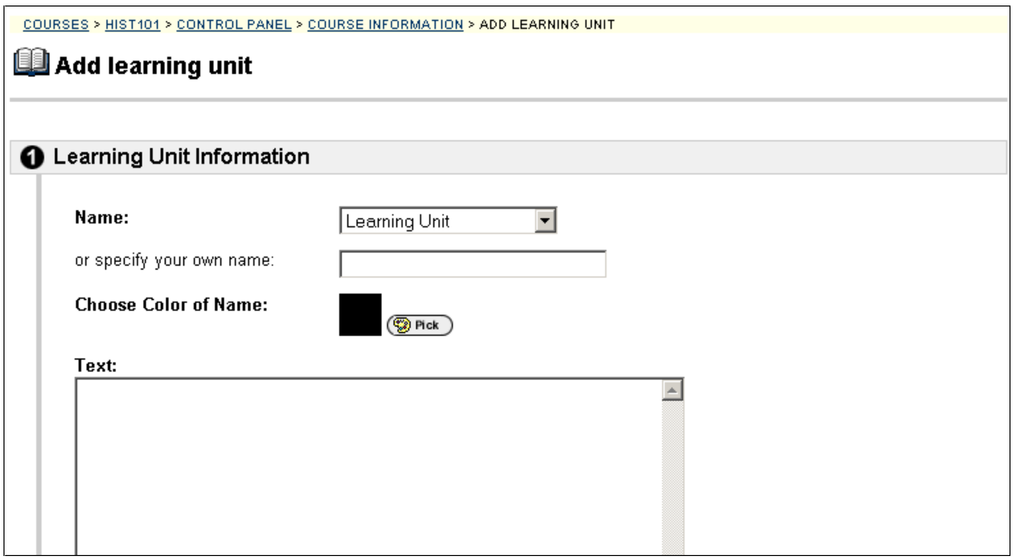
properties	will appear.
preview an Assessment	the name of the assessment. The Preview Assessment: *Assessment Name* page will appear.
modify an item, file, Assignment or link	**Modify.** The Modify page will appear. On the Modify page the item name and text may be changed, files and links may be modified or removed, and the options may be changed.
remove an item, folder, or link	**Remove**. A warning pop-up window will appear. Removing an item or folder is irreversible.
order content	the drop-down arrow and select a number. Content will appear to Students in the order selected.

Add a Learning Unit

Overview

Learning Units enable the Instructor to set a structured path for progressing through the content within a course. The Instructor may either allow Students to access content nonlinearly within a Learning Unit or enforce a sequential path.

Once added, the Instructor can add items, files, and links within the Learning Unit. Learning Units can be modified like any other item within a content area. The fields on the Add Learning Unit page and Modify Learning Unit page are the same and the pages function in a similar manner. The difference being, the Add Learning Unit page opens with empty fields while the Modify Learning Unit page opens with populated fields.



Find this page

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

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

Fields

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

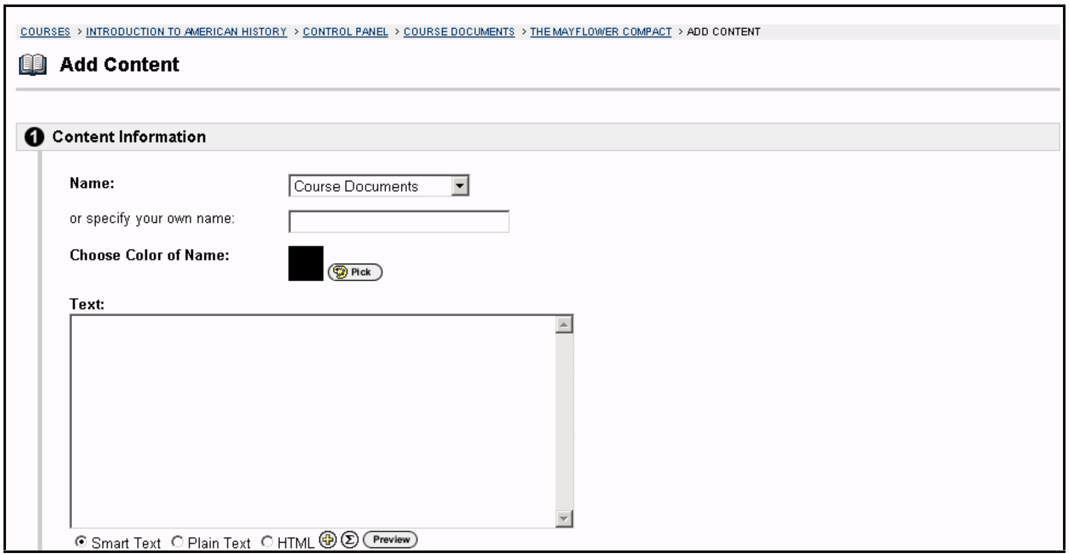
Field	Description
Information	
Name:	Select a name from the drop-down list.
Or, specify your own name:	Enter a name for the Learning Unit if one of the provided names is not suitable.
Choose color of name:	Click **Pick** to select color for the Learning Unit name display. Instructors can select from 216 different colors to customize the color of the name.

Text:	Enter a description of the Learning Unit. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags. • Σ: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Options	
Do you want to enforce sequential viewing of the Learning Unit?	Click **Yes** and Students will view the Learning Unit in the order listed. Students will not be able to advance to a page without having viewed the previous page. Click **No** and Students will be able to view the pages in the Learning Unit in any order simply by navigating through the contents.
Do you want the Learning Unit to open in a new window?	Select **Yes** to have the Learning Unit open as a new, separate window. Select **No** to have the Learning Unit open in the same window.
Choose Date Restrictions:	Select the range of dates that the Learning Unit will appear using the drop-down lists or click on the icon for a calendar interface. To display the Learning Unit from a date forward, select a date in **Display After** but do not check **Display Until**. To display the Learning Unit from a set date until a future date, select a date in **Display After**, check **Display Until** and select a date.
Do you want to make the Learning Unit visible:	Click **Yes** or **No** to indicate whether or not the Learning Unit is to be available to Students. Instructors and staff members can still access the information in the folder by going through the Course Control Panel.

Add Content to a Learning Unit

Overview

Blackboard Learning Units enable the Instructor to set a structured path for users to progress through the content within a course. Items added to a Learning Unit appear much the same as content appears within a course content area. Text can be entered or supplemented with attached files. Attached files will, by default, open via a link displayed with the item. Image, audio, and video files can be set to display within the item and packaged files can be unpacked and displayed when the link is clicked.



Find this page

Follow the steps below to open the Add Content page.

Step 1 Click a Learning Unit in one of the Content Areas.
Step 2 Click **Add Item**.

Fields

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

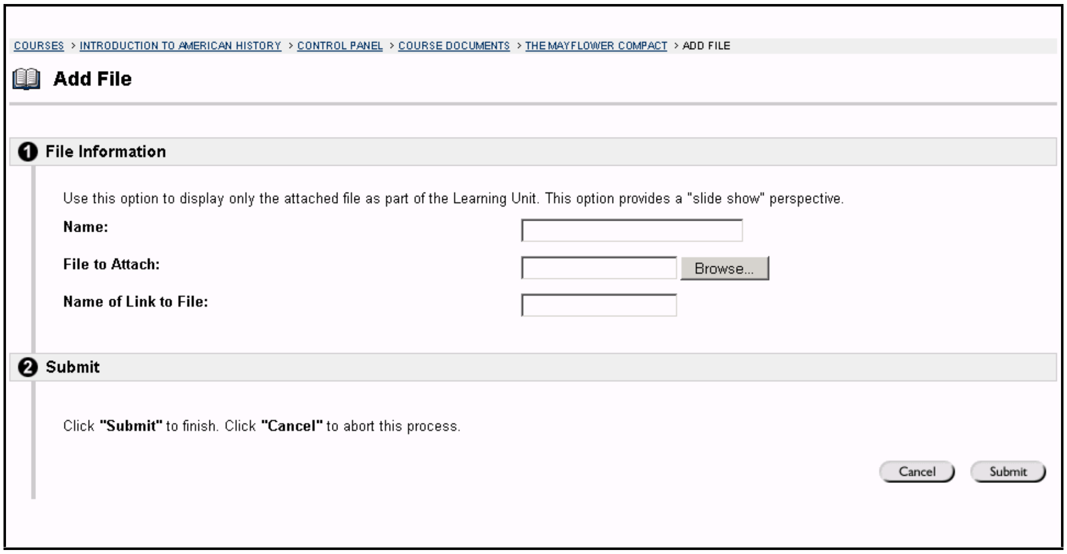
Field	Description
Item Information	
Name:	Select a name that best describes the content that is being added.
Or, specify your own name:	Enter a customized name for the information being added.
Choose Color of Name:	Click **Pick** to select an alternate test color for the name of the item. The default color is black.
Text:	Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML

	tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Content Attachments	
File to Attach:	Enter the file path or click **Browse** to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the **Special Action** field.
Name of Link to File:	Enter the name of the link that Students click to access the attached file.
Special Action:	Select the special action for the link from the following options: • **Create a link to this file**: Selecting this option attaches the file to the document. A link is automatically inserted below the document title to access the file. • **Display media file within the page**: Selecting this option embeds certain kinds of media within the page itself instead of creating a link. • **Unpackage this file**: Selecting this option indicates to the system that the file must be unpackaged before displaying. If the file format is not one of the supported digital media formats, the **Display media file within the page** feature will default instead to the **Create a link to this file** feature. A list of the file types supported by *Blackboard Learning System* can be found in Content Attachments.
Currently Attached Files:	The attached files are listed here.
Options	
Do you want to make content visible?	Select **Yes** or **No** to make the content visible to Students. If **No** is selected, none of the information entered on this page will appear to Students.
Do you want to add offline content?	Select **Yes** or **No** to indicate that offline content is allowed or not allowed. Offline content is a direct path to a specified file on a CD-ROM that is usually provided by an Instructor. To access this file the user must have the correct CD in their computer.
Do you want to track the number of views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select **No** to indicate that the number of times this page is accessed will not be tracked.
Do you want to add metadata?	Select **Yes** or **No** to indicate if metadata will be used. Metadata is data about the added item, such as ownership, resource format, and copyright information.

Add a File to a Learning Unit

Overview

Blackboard Learning Units enable the Instructor to set a structured path for progressing through the content within a course. Files added to a Learning Unit open as a page within the Learning Unit. Adding files allows Students to view content as a slideshow, without having to click a link to open content.



Find this page

Follow the steps below to open the Add File page.

Step 1 Open a Learning Unit in one of the Content Areas.
Step 2 Click **Add File**.

Fields

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

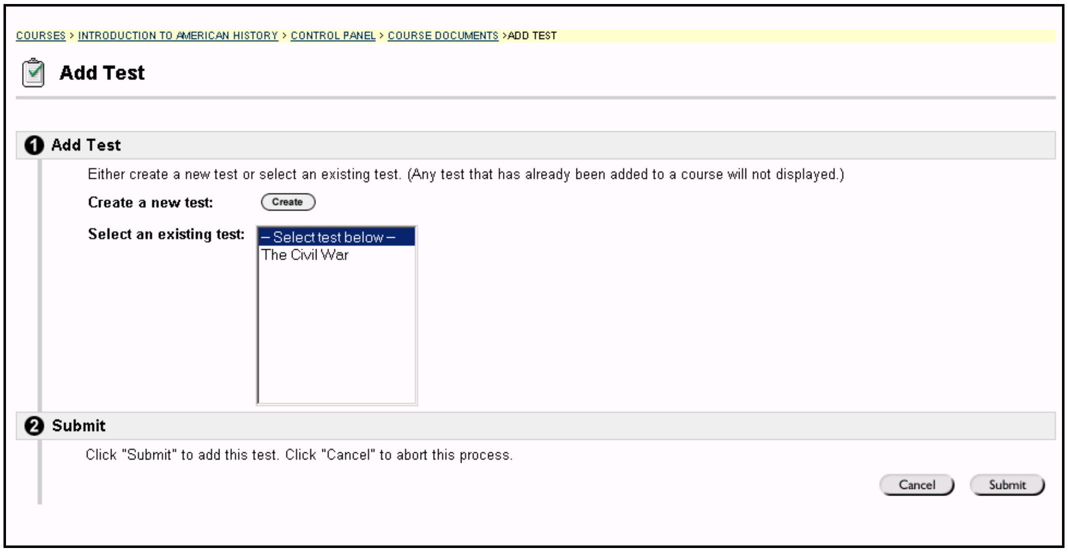
Field	Description
File Information	
Name:	Select a name that best describes the file that is being added. This name will appear in the Learning Unit's contents.
File to Attach:	Enter the path to the file or select **Browse** to navigate to a file on the network.
Name of Link to File:	Enter a name for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

Add Test

Overview

Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Assessment properties, such as availability and presentation options, are managed through the Content area where the test appears to Students. For information on building assessments see the section on How to Create an Assessment.

Note: Instructors may view and grade Tests submitted by Students in the Gradebook. Tests submitted by Students may not be viewed or graded in the Content Area where the Test is posted.



Find this page

Follow the steps below to open the Add Test page.

Step 1 Select a Content Area in the Course Control Panel.
Step 2 Click **Add Test**.

Fields

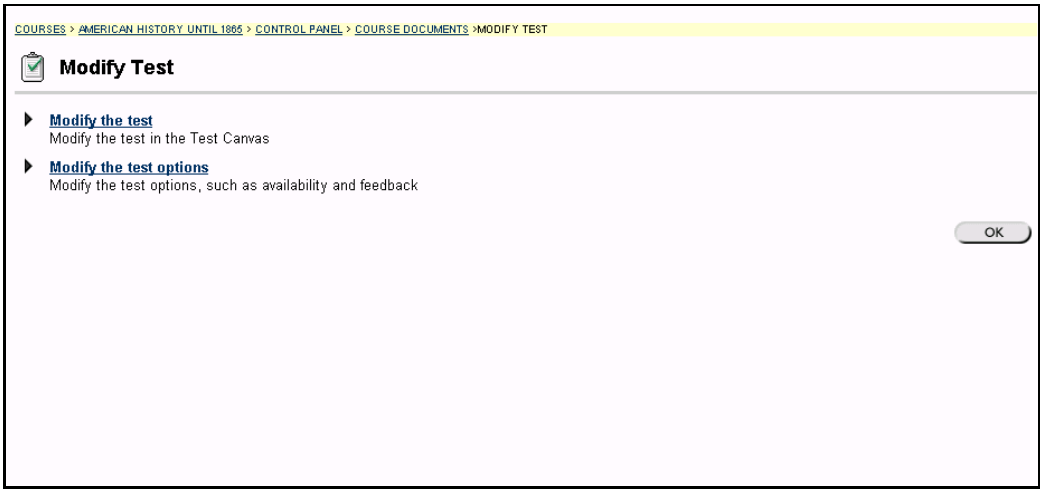
The table below details the fields on the Add Content and Modify Content pages.

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

Modify Test / Survey

Overview

Instructors may open the Test Canvas and modify the Test from the Modify Test page, or they may make changes to test options, such as test availability and presentation.



Find this page

Follow the steps below to open the Modify Test page.

Step 1 Select a Content Area in the Course Control Panel.

Step 2 Click **Add Test**.

Step 3 Create a new Test or select a Test in the **Select an existing Test** list and click **Submit**.

OR

Step 1 Select a Content Area in the Course Control Panel.

Step 2 Select **Modify** next to a Test.

Functions

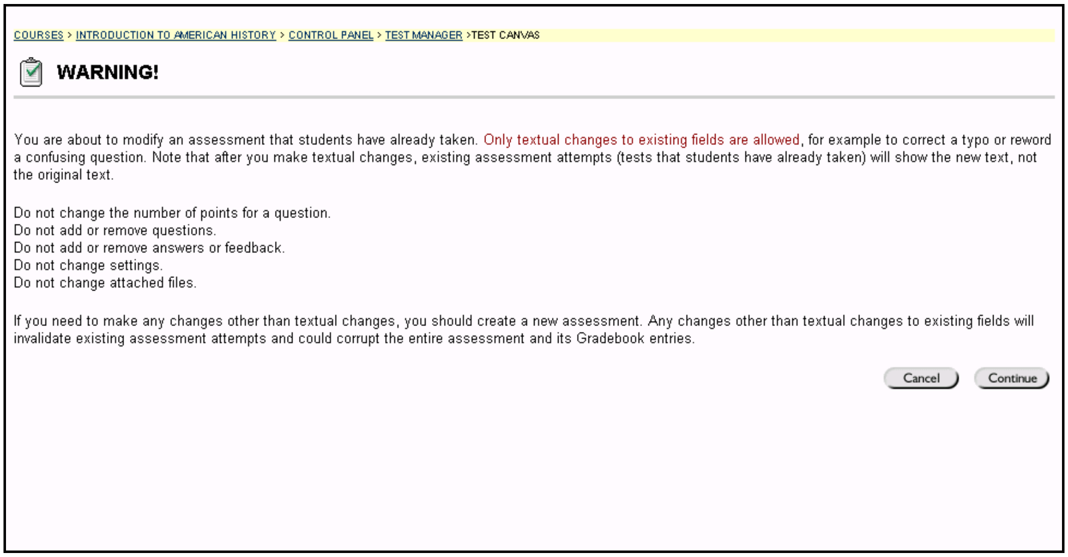
The table below details the functions available on this page.

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

Warning

The following warning will appear if any Students have already taken a Test when **Modify the test options** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view the original Assessment they took.



Test / Survey Options

Overview

Tests are on-line evaluations that can be used to measure a Student's understanding of the course. The Test Options page manages the test settings. These settings include:

- the availability of the Assessment
- the type of feedback Students will receive once they submit the Assessment
- options for how the Assessment is presented to Students

The current settings for the assessment appear on the page.

Note: Settings on the Survey Options page are the same as the Test Options page, with the exception of Survey Feedback.

Find this page

Follow the steps below to open the Test Options page.

Step 1 Select a Content Area in the Course Control Panel.

Step 2 Click **Add Test**.

Step 3 Create a new Test or select a Test in the **Select an existing Test** list and click **Submit**.

Step 4 Select **Modify Test Options**.

OR

Step 1 Select a Content Area in the Course Control Panel.

Step 2 Select **Modify** next to a Test.

Step 3 Select **Modify Test Options**.

Fields

The table below details the fields on this page:

Field	Description
Test Information	
Name:	Enter the name of the Assessment.
Choose Color of Name:	Click **Pick** to select color for the Learning Unit name display. Instructors can select from 216 different colors to customize the color of the name.
Description:	Enter a description of the assessment. Select a text type from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. **Click** Preview **to view the text as it will appear.**
Launch Item in external window:	Select **Yes** to have the Web site open as a new separate window. Select **No** to have the Web site open in the same window.
Test Availability	
Do you want to make this link visible?	Select **Yes** to make the link to this Assessment visible. Select **No** and the link to this Assessment will not be visible.
Allow multiple attempts:	Select this check box to allow Students to take this Assessment multiple times.
Set time limit:	Select this check box to set a time limit for finishing the Assessment. If selected, select the amount of time to allow for the Test in the hours and minutes boxes below.
Display After:	Select the date and time for this Assessment to be available to Students in the date and time area below or by clicking the calendar icon and selecting the date and time.
Display Until:	Click the **Display Until** check box to stop displaying the link on a specific date. Select the date and time for this to occur in the date and time area below or by clicking the calendar icon and selecting the date and time.
Set Password:	Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Students must have this password in order to access the Assessment.
Test Feedback	
Score Only:	Select this option to present only the final score to Students.
Detailed Results:	Select this option to present both the Student's answers and the final score to Students.
Show Correct Answers:	Select this option to present the Student's answers, the correct answers, and the final score.
Detailed Results, Correct Answers, and Feedback:	Select this option to present the Student's answers, the correct answers, the final score, and any feedback to the Student.
Test Presentation	

All at Once:	Select this option to present the entire Assessment on one screen to the Student.
Question:	Select this option to display one question at a time. Students will be given navigation tools to move between questions.
Prohibit Backtracking:	Select this option to prevent Students from returning to questions they have already answered.
Randomize Questions:	Select this option to display questions in a random order each time the assessment is taken.

Multiple Attempts

Students are not notified before they take a Test if the Instructor has allowed them to take it multiple times. If Instructors select this option, a link appears to take the Test again once it has been submitted for a first time and then opened it again.

Instructors may want to include information about the multiple attempt option in the Test Description so Students have this information before they take the Test.

Survey Feedback

Survey Feedback offers the Instructor two different Feedback Modes for Students. **Status Only** allows Students to see if the Survey is complete or incomplete. **Detailed Results** allows Students to see the answers they submitted on the Survey.

Removing an Assessment

Overview

Assessments are created and managed through the Test or Survey Manager but deployed through Content Areas. This design creates several options for presenting Assessments to Students and several options for limiting or removing access to Assessments.

Unavailable or Remove?

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

Unavailable: when an Assessment is unavailable it is deployed to a Content Area but a link does not appear to Students. The Instructor can see the Assessment when accessing the Content Area through the Course Control Panel.

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

Unavailable is useful to limit Student access to an Assessment.

Remove: when an Assessment is removed from a Content Area it is deleted from that Content Area and the details of any Student attempts are deleted. The Assessment will only appear in the Test or Survey Manager. It is possible to preserve grades, but remember that the details of the Student attempts will be lost.

Removing an Assessment from a Content Area does not delete the Assessment from the system. Removing a deployed Assessment is a two-step process. First, the Assessment must be removed from the Content Area. Then, the Assessment must be removed from the Test or Survey Manager.

Remove is useful when an Assessment should be deleted from a Content Area.

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

Removing a deployed Assessment

Follow the steps below to remove an Assessment from a Content Area.

Step 1 Open the Content Area from the Course Control Panel.

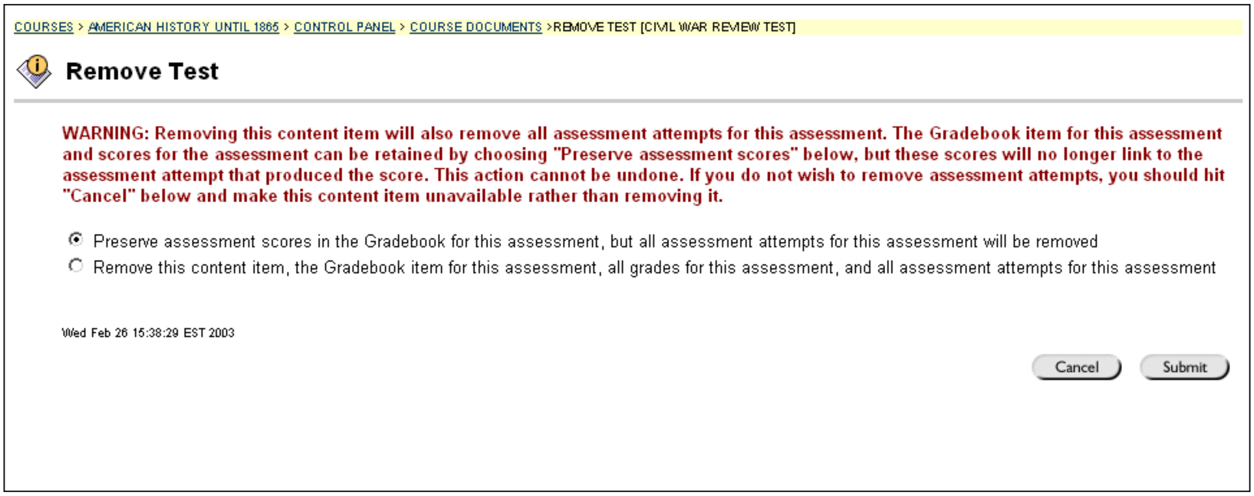
Step 2 Navigate through the Content Area and locate the Assessment.

Step 3 Click **Remove** for the Assessment.

Step 4 A warning will appear. Click **Yes** to continue.

Step 5 If a Student has not yet attempted the Assessment, the Assessment will be removed from the Content Area. The Assessment is still in the Test or Survey Manager, but it is no longer deployed in the Content Area. If a Student has attempted the test, please continue to Step 6.

Step 6 The Remove Test page will appear as shown:



Step 7 Select the appropriate option and click **Submit**.

Option	Description
Preserve . . .	This option will remove the Assessment from the Content Area. Any Grades in the Gradebook related to this Assessment will remain but the attempt itself will be deleted. In this instance, the grade stays but the Assessment and any attempts are removed. It will not be possible to view any of the Student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after removing the Assessment because the details of the attempt were removed. It is important to note that if the Assessment is deployed again, it is done as a new Assessment. There is no connection or shared data between the first and second deployments and the Gradebook will treat each deployment as separate Gradebook Items.
Remove . . .	This option will remove the Assessment from the Content Area and erase any record of the Assessment from the Gradebook. This will destroy all record of Student performance on the Assessment.

Step 8 The Assessment is removed from the Content Area. The Assessment is still available to Instructors through the Test or Survey Manager.

Removing an Assessment from the Test or Survey Manager

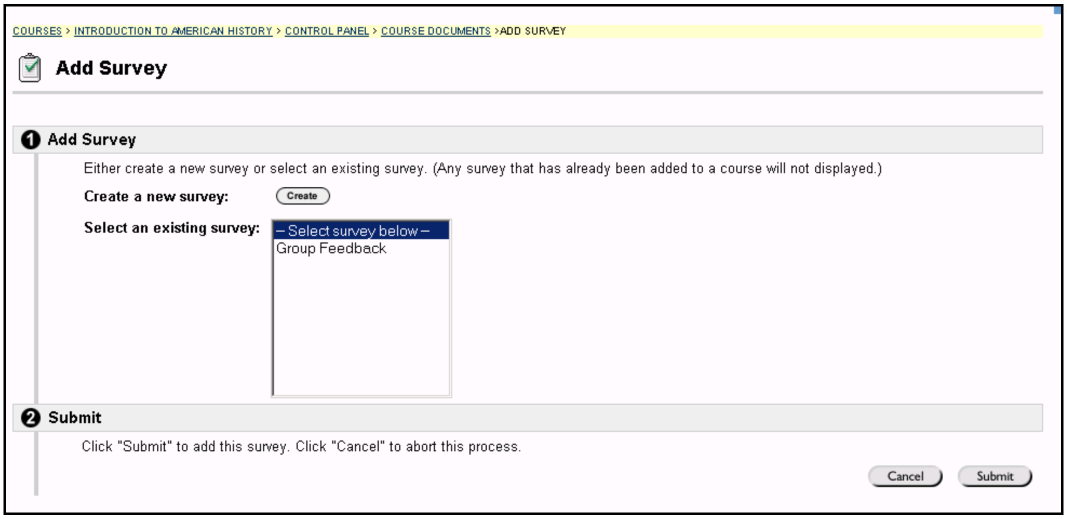
Assessments can only be removed from the Test or Survey Manager if they are not deployed in a Content Area. If a **Remove** button does not appear for an Assessment in the Test or Survey Manager, follow the instructions for removing a deployed Assessment before trying to remove the Assessment from the Test or Survey Manager.

Removing an Assessment from the Test or Survey Manager destroys the Assessment but does not have any impact on the Gradebook.

Add Survey

Overview

Surveys are a type of Assessment that is useful for polling purposes, evaluations, and random checks of knowledge. Assessment properties, such as availability and presentation options, are managed through the Content area. For information on building Surveys, see the section on the Survey Manager.



Find this page

Follow the steps below to open the Add Survey page.

Step 1 Select a Content Area in the Course Control Panel.

Step 2 In the **Add Other Content Type:** drop-down list select **Survey** and click **Go**.

Fields

The table below details the fields on the Add Survey pages.

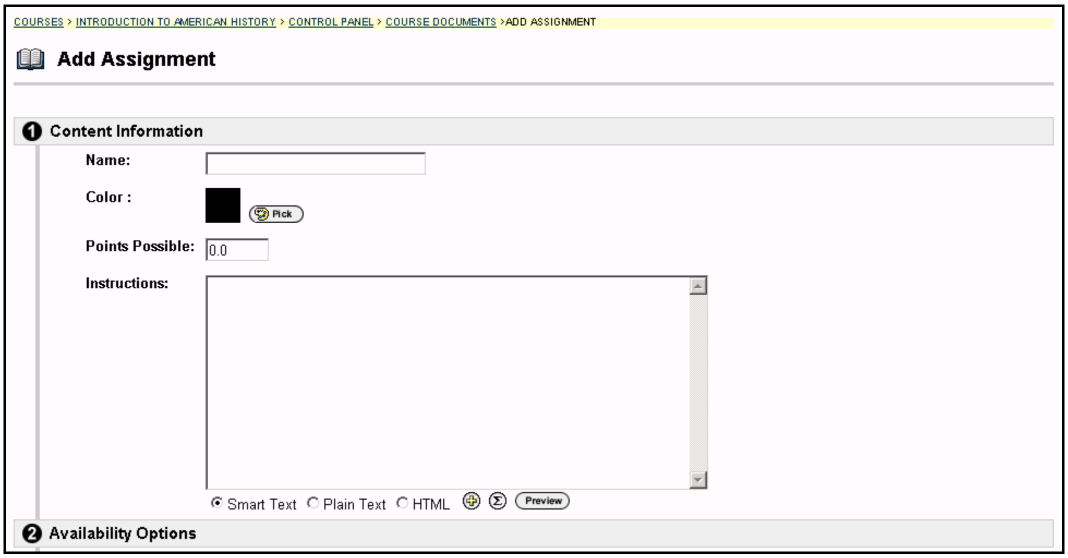
Field	Description
Add Test	
Create a new Survey:	Click **Create** and the Survey Info page will appear.
Select an existing Survey:	Select a Survey that has already been created. Click **Submit** and the Modify Survey page will appear.

Add Assignment

Overview

Instructors can create Assignments and add them to a Content area. Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back to the Instructor through the Course menu.

Note: Once a Student completes and submits an Assignment the Instructor may access this file in the Gradebook. Assignments submitted by Students may not be viewed or graded in the Content Area where the Assignment is posted.



Find this page

Follow the steps below to open the Add Assignment page.

Step 1 Select a Content Area in the Course Control Panel.

Step 2 Click the **Add other content type:** drop down menu and select **Assignment**.

Fields

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

Field	Description
Content Information	
Name:	Enter the name of the assignment
Color:	Click **Pick** and select a color for the assignment name.
Points Possible:	Enter the maximum number of points possible for this item.

Instructions:	Enter instructions for completing the assignment. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Availability Options	
Do you want to make the assignment visible?:	Select **Yes** and users will view the Assignment. Select **No** and the assignment will not be visible to users.
Do you want to track number of views?:	Select **Yes** and the system will track the number of times Students open this Survey. Select **No** and this information will not be recorded.
Availability Dates:	Select the range of dates that the assignment will appear. Select dates using the drop-down lists or click on the icon for a calendar interface. To display an announcement from a date forward, select a date in the **Display After:** field but do not select the **Display Until** option. To display an announcement for a specific amount of time select a date in the **Display After:** field, check **Display Until**, and select a date below.
Assignment Attachments	
File to Attach:	Click **Browse** and select a file to attach.
Name of Link to File:	Enter a name for the file to appear in the Assignment.
Currently Attached Files:	Lists the files that are currently attached to the Assignment.

Viewing an Assignment

After the Assignment is created it will appear in the Content Area. To preview files from the Content Area that have been attached to the Assignment, click **Upload File** next to the Assignment. The attached file will appear.

Microsoft LRN Content

Overview

Microsoft LRN Content enables Instructors to create course content presentations that have a hierarchical structure and sequential navigation. Instructors can create LRN Content through the Microsoft LRN toolkit, which can be accessed from the *Blackboard Learning System*. Microsoft LRN files can be uploaded to any of the Course Content areas.

Note: LRN Content files can only run on Internet Explorer, version 5.0 or higher. Microsoft recommends using Internet Explorer 6.0. Therefore, Students must be running Internet Explorer, version 5.0 or higher to access these files if they are included in a course.

IMS and SCORM

Blackboard courses and organizations accept IMS and SCORM content through the Microsoft LRN toolkit. The content standards that are supported include SCORM 1.2, IMS Metadata 1.2.1, IMS Content Packaging 1.1.2, and Microsoft LRN 3.0.

Archives

In the *Blackboard Learning System*, the IMS QTI format has been used as a basis for representing assessment data in course archives, but it is not 100% compliant. The *Blackboard Learning System* uses IMS Content Packaging 1.1.2 to create its archives.

Microsoft LRN Toolkit

For more information about the Microsoft LRN Toolkit, go to http://www.microsoft.com/elearn/

Entry point

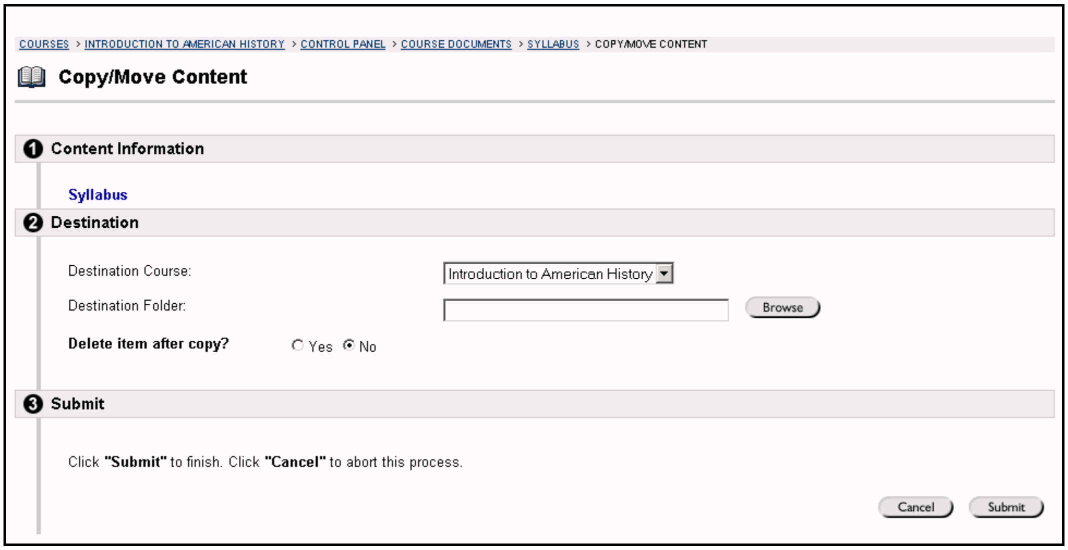
The Instructor must set an entry point for the LRN package. This page is the first to appear when Students view the content. Blackboard recommends using the LRNViewer.htm page as the entry point, as this will ensure that all frames open correctly.

Copy/Move Content

Overview

Instructors are able to copy or move content and place it in another area within the same course or in another course. Entire folders and Learning Units can also be copied. Instructors must have an Instructor role in the destination course when content is moved or copied to another course. The Copy Content and Modify Content pages are similar in manner. Instructors can choose whether to delete an item after it is copied or to also keep it in its original place.

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



Find this page

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

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

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

Fields

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

Field	Description
Content Information	
The name and description of the item appears here.	
Destination	
Destination Course:	Select the destination for the item being copied from the drop-down list.
Destination Folder	Click **Browse**. A map of the content areas for the destination course appears. Select the folder where the item should be copied.

Delete item after copy?	Select **Yes** to delete this item from the current course once it is copied. Select **No** and this item will remain in the course after it is copied.

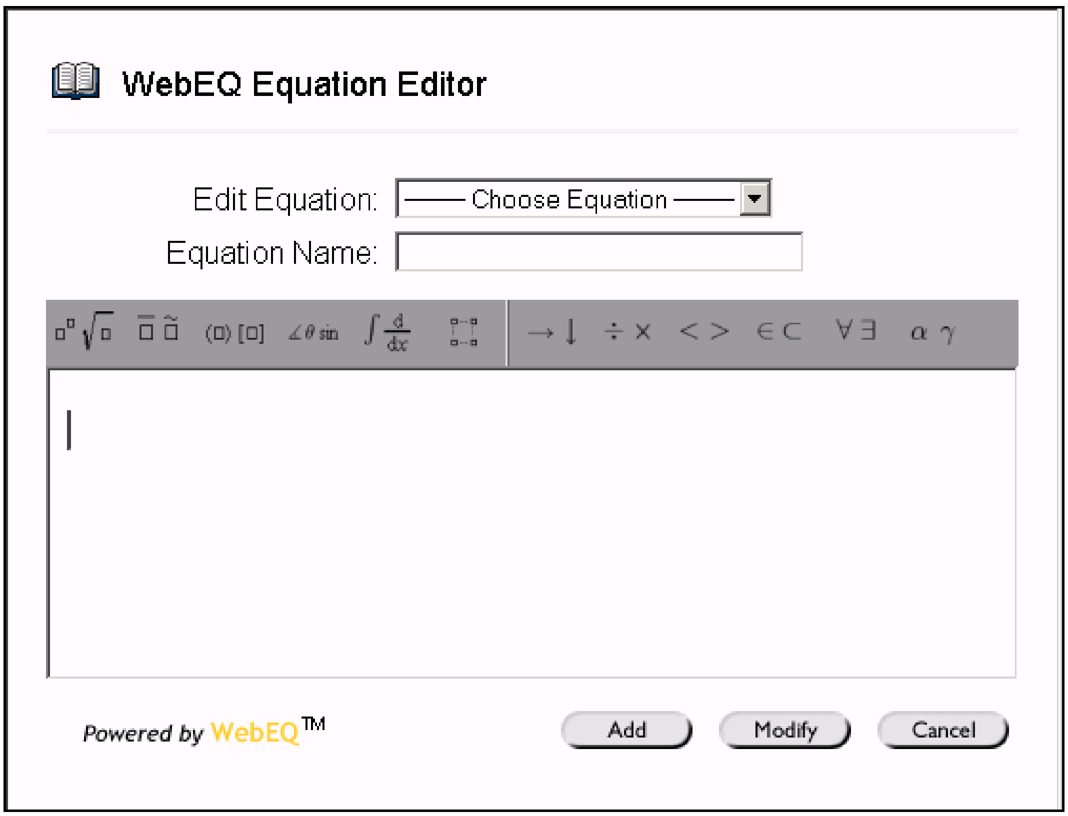
Math and Science Notation Tool - WebEQ Equation Editor

Overview

The Math and Science Notation Tool (WebEQ™ Equation Editor) is a general purpose equation editor designed for working with equations. It enables users to use mathematical and scientific notation throughout the *Blackboard Learning System*. Users have the ability to add equations, edit existing equations and move equations within the Math and Science Notation Tool. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web, which is a subset of XML.

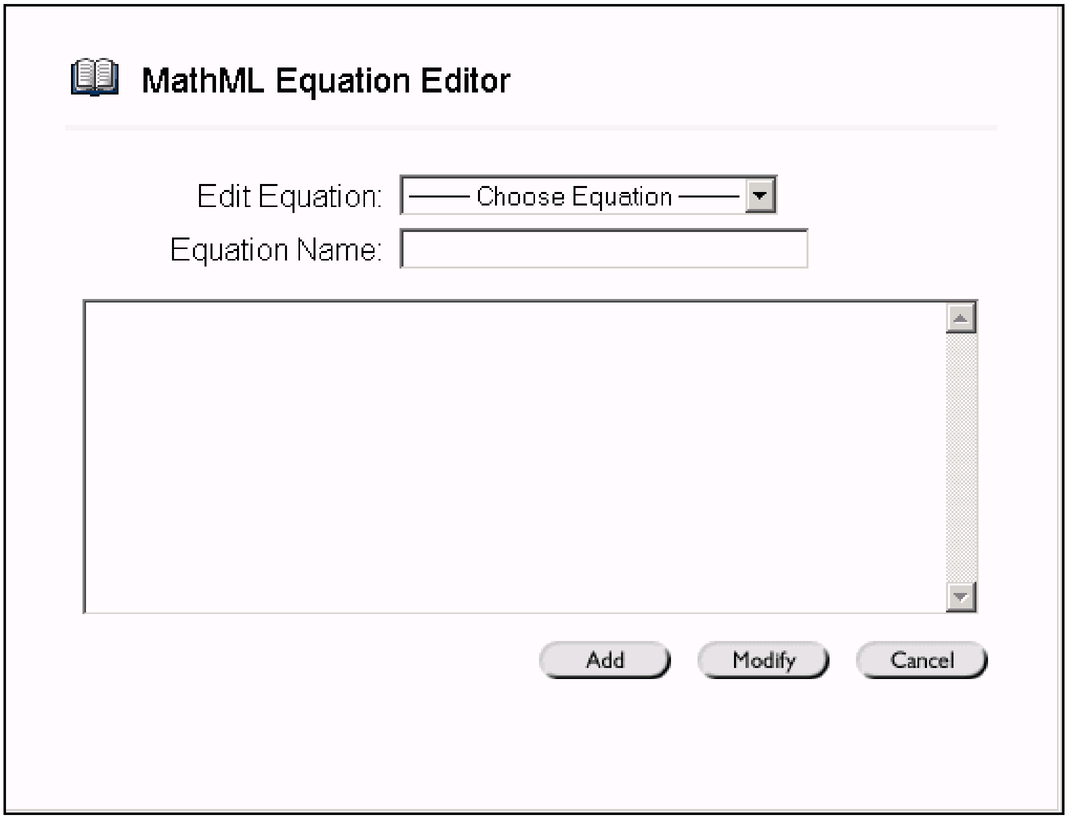
The Math and Science Notation Tool can be accessed from any content or Assessment area. Once added, the equations can be modified like other items within a content area.

Note: Instructors may include Essay questions on Assessments that use the Math and Science Notation Tool. Students can access the Math and Science Notation Tool to complete the question and the Instructor can view all of Students' work.



MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.



Find the Math and Science Notation Tool

Click the **Math and Science Notation Tool (+)** or click the **MathML Equation Editor icon (Σ)** for any text box that accepts math notation. The appropriate equation tool will appear.

Functions

The table below details the functions available on this page.

To . . .	click . . .
access the Math and Science Notation Tool	the **Math and Science Notation Tool** icon. The Math and Science Notation Tool will appear.
insert MathML	the **MathML Equation Editor** icon. The MathML Equation Editor will open.

Installation Notes

For best performance on a Windows® operating system Blackboard recommends using Internet Explorer 6.0.

For best performance on a Macintosh®, Blackboard recommends the following.

Step 1 Upgrade the operating system to Mac OS X v10.2

Step 2 Install Netscape® 6.2.3 (or a later version)

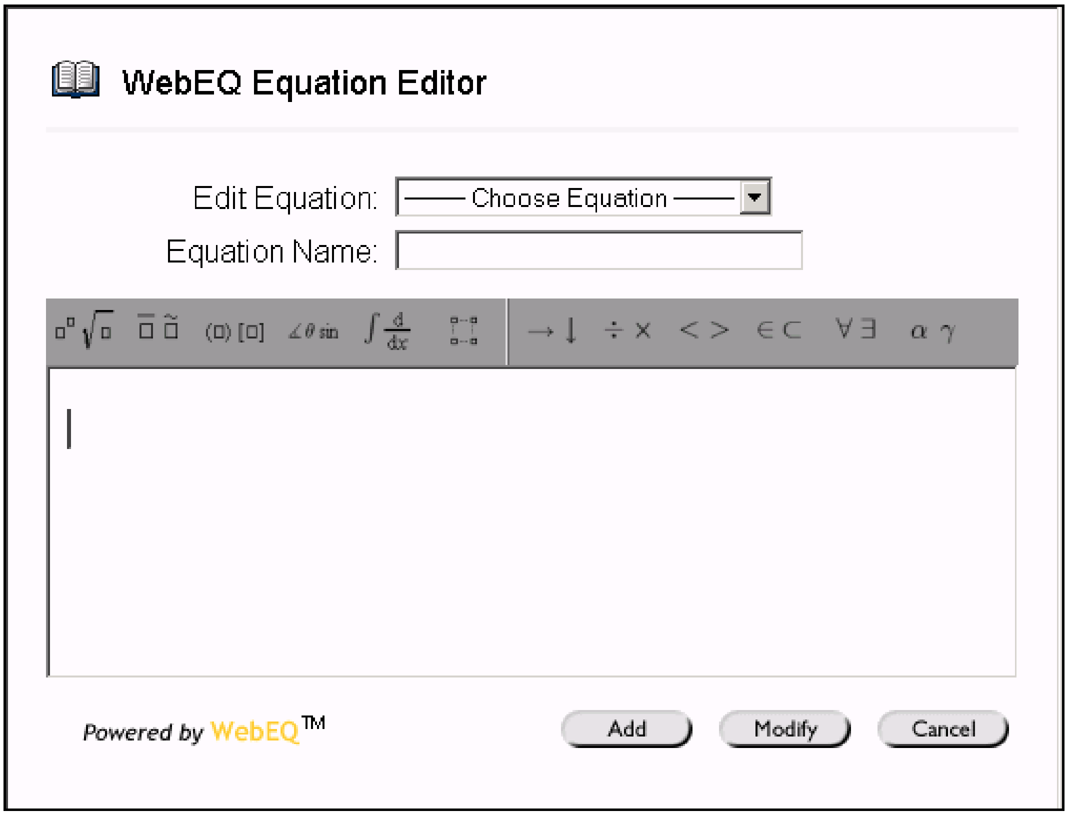
Step 3 Install the MRJPlug-in. This is located at http://homepage.mac.com/pcbeard/MRJPlugin/

Adding and Editing Equations

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) enables users to use mathematical and scientific notation throughout the *Blackboard Learning System*. Users are able to add new equations and edit equations they have created in the past. Once an equation has been created it can be copied and used again or copied and modified using the WebEQ Equation Editor features.

The MathML Equation Editor is a separate equation editor that functions in the same way as the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter MathML.



Find the Math and Science Notation Tool

Click the **Math and Science Notation Tool (+)** or click the **MathML Equation Editor icon (Σ)** for any text box that accepts math notation. The appropriate equation tool will appear.

Functions

The table below describes the functions available in the Equation Editor.

To . . .	then . . .
create a name for the equation	enter a name in the **Equation Name:** field. To accept the default name do not make any changes.

create an equation	use the equation symbols available on the keyboard to create equations.
modify an existing equation	select the equation from the **Edit Equation:** drop-down list. The equation will appear on the Editor and can be edited using the Equation Editor features. Click **Modify** to save the changes. Only equations created in that specific area of *Blackboard Learning System* can be modified. For example, if the Math and Science Notation Tool is opened in an Assessment, only those equations created in that Assessment are available.
submit the equation and its name	click **Add**.

Copy Equations

Follow the steps below to copy an equation to a different field on the same Web page.

Step 1 Create an equation in the Math and Science Equation Editor or the MathML Equation Editor and click **Add** to add it to the field.

Step 2 Copy the equation, as it appears in the field, and paste it to another field on the same Web page.

Follow the steps below to copy an equation from one course Web page to another. For example, if an equation is created in one Assessment and the Instructor would like to add it to another Assessment.

Step 1 Create an equation in the Math and Science Equation Editor or the MathML Equation Editor and click **Add** to add it to the field on the first Web page.

Step 2 Open the MathML Equation Editor and select the equation. Copy the equation as it appears in MathML.

Step 3 Open the second course Web page where you would like to add the equation. Open the MathML Equation Editor for the selected field where the equation will appear.

Step 4 Paste the equation into the MathML Equation Editor and click **Add**.

Step 5 The equation may now be edited in either the MathML Equation Editor or the Math and Science Notation Tool on this page.

Tips and Tricks

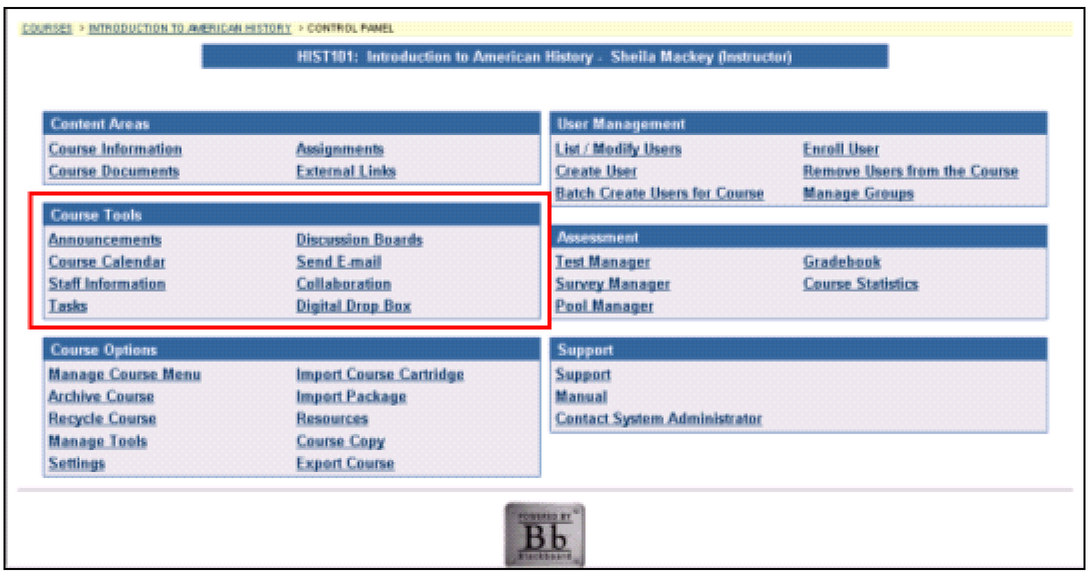
If an equation is more then one line or uses a large font size, the equation may be cut off when it appears on the course Web site. To prevent this from happening add an empty line after the final line in the equation on the Math and Science Notation Tool. The entire equation will appear.

Chapter 3—Course Tools

Overview

The Course Tools contains communication and collaboration tools that enhance interaction between Students and Instructors with asynchronous discussion boards and synchronous chat tools. These tools allow users to:

- share important information such as course calendar items and tasks
- interact and learn from each other with threaded discussion boards
- manage online discussions through features that sort messages by author, date and/or title, collect messages in a printer-friendly format, and archive discussions
- share documents as discussion board attachments or through the Digital Drop Box
- hold virtual office hours or classes through Collaboration Tools



In this chapter

This chapter includes information on the following sections:

Section	Description
Announcements	Provides details for posting important information about the course, such as assignment due dates, content changes or guest speakers.
Course Calendar	Provides all the details for posting course-related events on a Calendar.
Staff Information	Describes how to post information about Instructors, Teaching Assistants, and guest speakers for the course.
Tasks	Explains how to organize course projects, priorities, and details.

Discussion Boards	Details how users may participate in an asynchronous, on-line discussion with other users in a course.
Send Email	Provides information on how to send email to other participants or groups of participants within a course.
Collaboration	Explains the Virtual Classroom and Lightweight Chat, which enable users to participate in an on-line collaboration with Instructor and Students.
Digital Drop Box	Provides information for exchanging files with the Instructor and course participants.

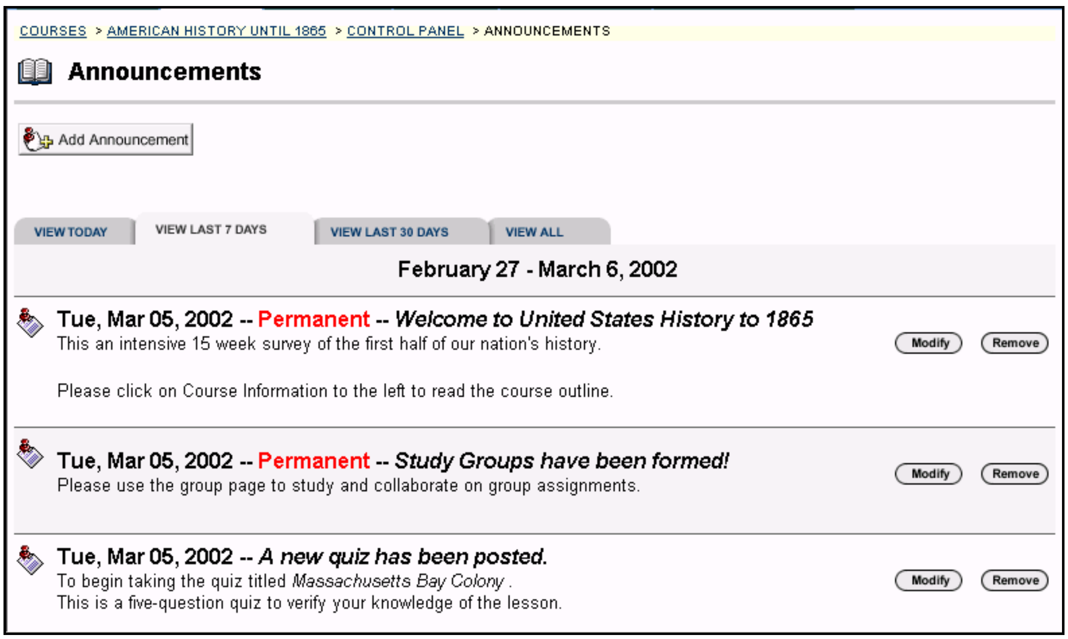
Course Announcements

Overview

Course Announcements post timely information critical to course success. The Instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:

- when assignments are due
- changes in the syllabus
- corrections/clarifications of materials
- exam schedules

When viewed through the course only Announcements for that particular course are visible. Announcements for the institution or other courses and organizations must be viewed through Announcements in the Tools box on a common area.



Find this page

Follow the steps below to open the Announcements page.

Step 1 Click **Announcements** in Content Areas on the Course Control Panel.
Step 2 Select a time period from the tabs to view specific announcements.

Functions

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

To . . .	click . . .
add an announcement	**Add Announcement**. The Add Announcement page will appear.
view announcements for a different time period	a tab to view events for the current day, last 30 days, the last seven days, or all announcements. View Last 7 days is the default.

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

Add / Modify Announcement

Overview

Course Announcements post timely information critical to course success. Announcements may include information on when assignments are due, changes in the syallabus, and exam schedules. The Add Announcement page is used to add Announcements to the course Web site. The Announcements will appear in the order posted with the most recent Announcements appearing first.

Find this page

Follow the steps below to open the Add Announcement page.

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

Fields

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

Field	Description
Announcement Information	
Subject:	Enter a subject for the announcement. This is what will appear as the title of the announcement on the Announcement page.
Message:	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document. Select a text type from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Options	
Always show this	Select **Yes** and the announcement will appear on the

announcement on the course's main page	Announcements area in the course. Select **No** and the announcement will not appear in the Announcements area.
Restrict dates to show this announcement	Select the range of dates that the announcement will appear. Select dates using the drop-down lists or click on the icon for a calendar interface. To display an announcement from a date forward, select a date in the first date field but do not select the **Display Until** option. To display an announcement for a specific amount of time select a date in the first date field, check **Display Until**, and select a date below.
Link Location	Enter the path to a file or click **Browse** to locate a file to link to the Announcement.

Announcement Display

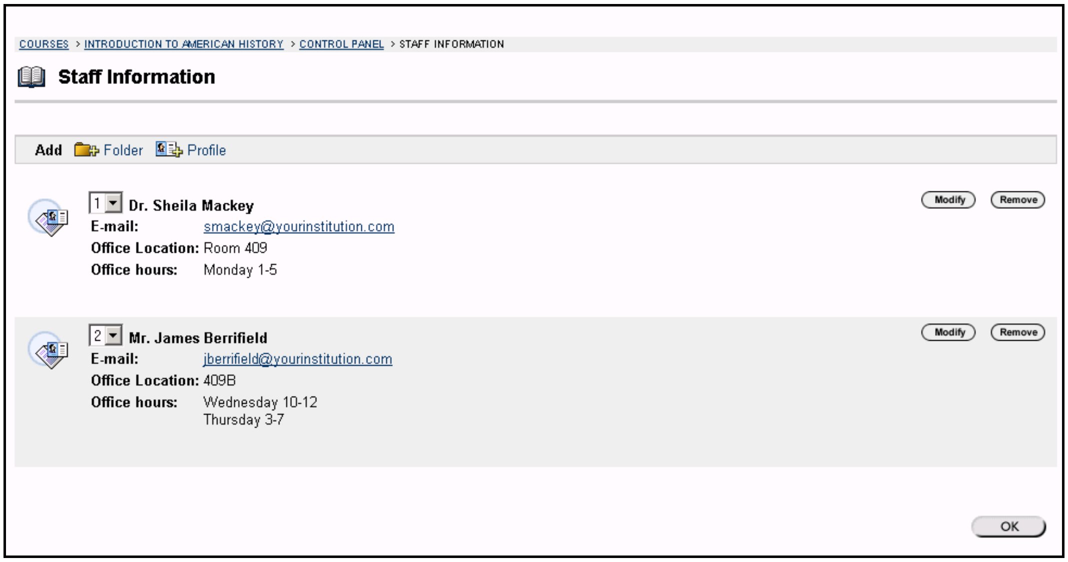
The following is the order in which Announcements are displayed on the My Institution page:

- Permanent system Announcements are displayed first
- System Announcements that fall into the display range appear next. For example, an Announcement that was created in the last week if the user views the **View Last 7 Days** tab will be displayed.
- Permanent Course and Organization Announcements display next.
- Course and Organization Announcements that fall into the display range are listed last.
- Within each of the above categories, Announcements are displayed in order of creation with the most recently created Announcements displaying before older Announcements.

Staff Information

Overview

The Staff Information page allows Instructors to post information about themselves, Teaching Assistants, guest speakers, and other Course leaders. The page gives users a resource to look up names, email addresses, office hours, and photographs.



Find this page

To open the Staff Information page, click **Staff Information** in Content Areas on the Course Control Panel

Functions

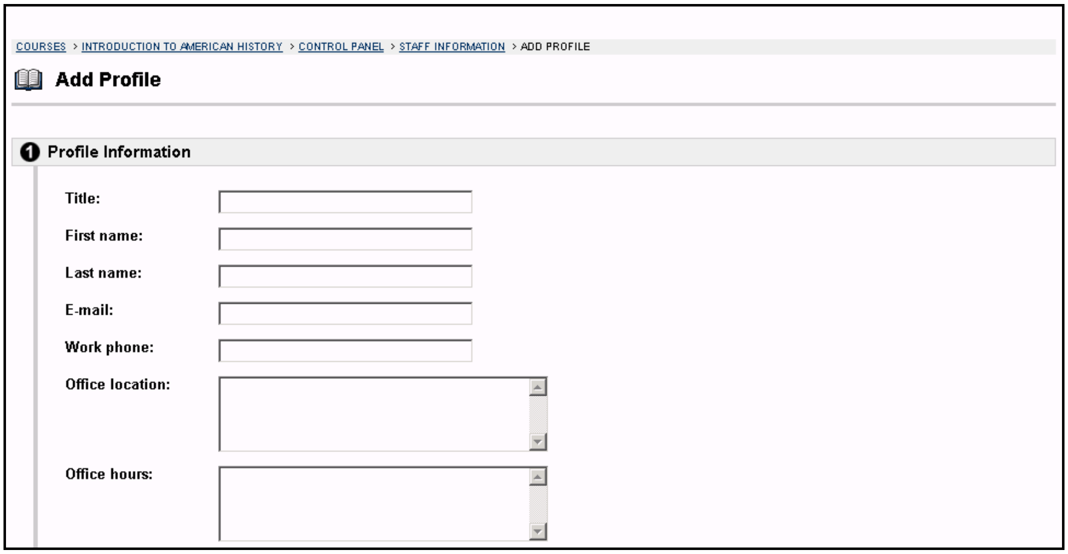
The functions available on this page are described in the table below.

To . . .	click . . .
add a staff profile	**Add Profile.** The Add Profile page will appear. On the Add Profile page information such as name, title, phone number, office hours, office location, photo, and personal link may be added.
add a new folder	**Add Folder.** The Add Folder page will appear. On the Add Folder page new folders may be created to group similar staff profiles together.
modify a profile	**Modify.** The Modify Profile page will appear. On the Modify Profile page information such as name, title, phone number, office hours, office location, optional photo and optional personal link may be updated.
modify a folder	**Modify.** The Modify Folder page will appear.
remove an item or folder	**Remove**. A warning pop-up window will appear. Removing a staff profile or folder is irreversible.
order content items	the drop-down arrow and select a number. The items will appear on the Staff Information page in the order selected.

Add / Modify Profile

Overview

Staff profiles may be added or modified by accessing the Add Profile or Modify Profile page. The fields on the Add Profile page and Modify Profile page are the same. The Add Profile page and Modify Profile page function in a similar manner. The difference being, the Add Profile page opens with empty fields while the Modify Profile page opens with populated fields.



Find this page

Follow the steps below to open the Add Profile page.

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

Step 2 Click **Add Profile.** To modify a profile, click **Modify**. The Modify Profile page will appear.

Fields

The table below details the fields on the Add Profile or Modify Profile page.

Field	Description
Profile Information	
Title:	Enter the staff member's title. This title will appear before the first name.
First Name:	Enter the staff member's first name.
Last Name:	Enter the staff member's last name.
Email:	Enter the staff member's email .
Work Phone:	Enter the staff member's work phone.
Office Location:	Enter the staff member's office location.
Office Hours:	Enter the staff member's office hours.
Notes:	Enter any additional information about the staff member.
Options	

Do you want to make the Profile visible:	Select **Yes** or **No** to make the staff member's profile visible to Students. If **No** is selected, none of the information entered on this page will appear to Students.
Current Image:	The image that currently appears with the Staff Profile.
Profile image:	Enter the path to a graphic file with a picture of the staff member or click **Browse** to search for a file. This image will be included next to the staff profile on the Staff Information page.
Personal link:	Enter the URL for the staff member's home page. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com. This link appears with the staff profile on the Staff Information page.

Add / Modify Staff Information Folder

Overview

Folders may be added to the Staff Information page or modified by accessing the Add Folder page or Modify Folder page. The fields on the Add Folder page and Modify Folder page are the same. The Add Folder page and Modify Folder page function in a similar manner. The difference being, the Add Folder page opens with empty fields while the Modify Folder page opens with populated fields.

Find this page

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

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

Step 2 Click **Add Folder**. To modify a folder, click **Modify**. The Modify Folder page will appear.

Fields

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

Field	Description
Folder Information	
Name:	Select a folder name from the drop-down list.
Or, specify your own name:	Enter a name for the folder if one of the provided folder names is not suitable.
Choose color of name:	Click **Pick** to select a color for the folder name display. The Instructor can select from 216 different colors to customize the color of the folder name.

Text:	Enter a description of the folder. This text will appear below the folder name on the Staff Information page. Select a text type from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor.
Options	
Do you want to make the folder visible:	Click **Yes** or **No** to indicate whether or not the folder is to be available to Students. If this is set to **No**, Instructors and staff members can still access the information in the folder by going through the Course Control Panel.

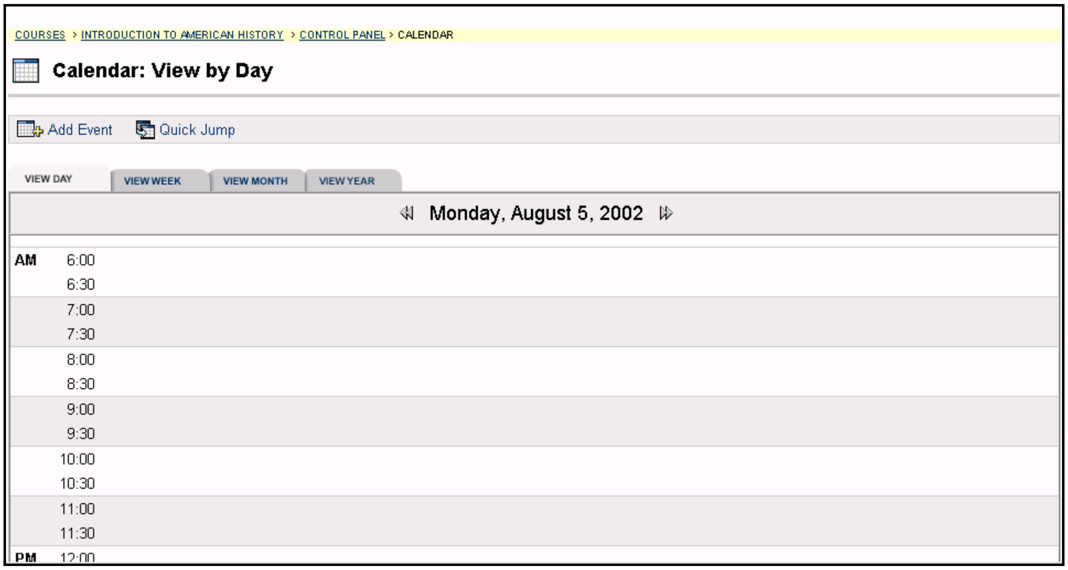
Course Calendar

Overview

Instructors can use the Calendar to indicate important course related events. The dates and events that appear on the Course Calendar are for all Students registered in a specific course.

Some typical items Instructors may include in the calendar are:

- section meetings
- assignment due dates
- exams
- guest speakers



Find this page

Follow the steps below to open the Calendar page.

Step 1 Click **Course Calendar** in Course Tools on the Course Control Panel.

Step 2 Select a time period from the tabs to view specific events. The default view shows the day's events, however, users may also select a weekly, monthly, or yearly view by selecting the appropriate tab.

Functions

To use the functions available on the Calendar page, follow the table below.

To . . .	click . . .
create an event and add it to the Calendar	**Add Event** to access the Add Calendar Event page.
view events for a specific date and time	**Quick Jump** to access the Quick Jump page. Select a date and time and the calendar will immediately display events for that time.
view events by day, week, or month	the corresponding tab to view events for the current day, current week, current month, or current year.

view previous or future events	the right arrow to view future events or left arrow to view previous events.
view event details	the calendar event to view details, such as date, time, and event category. See the image below for an example.
modify an event	**Modify** corresponding to an event to make changes. The Modify Event page will appear.
Remove an event	**Remove** corresponding to an event to remove it from the calendar. This action is irreversible.

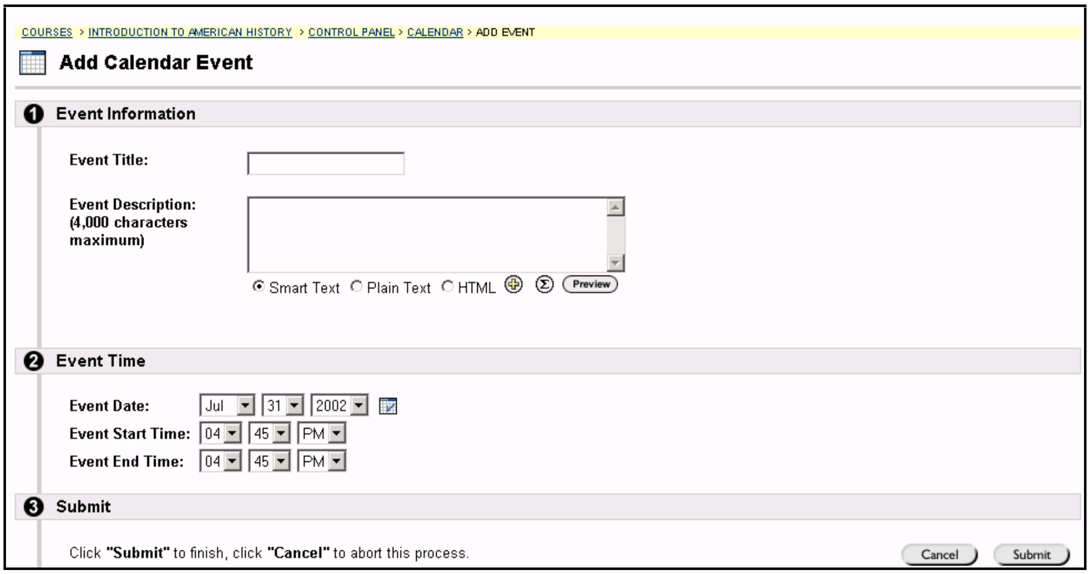
View Event

Click an event to open the Calendar: View Event page and view the event details.

Add / Modify Course Calendar Event

Overview

Events may be added or modified by accessing the Add Calendar Event page or Modify Calendar Event page. The fields on the Add Calendar Event page and Modify Calendar Event page are the same. The Add Calendar Event page and Modify Calendar Event page function in a similar manner. The difference being, the Add Calendar Event page opens with empty fields where as the Modify Calendar Event page opens with populated fields.



Find this page

Follow the steps below to open the Add Calendar Event page.

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

Step 2 Click **Add Event** from the Calendar page. To modify an event, click **Modify** next to an event and the Modify Event page will appear.

Fields

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

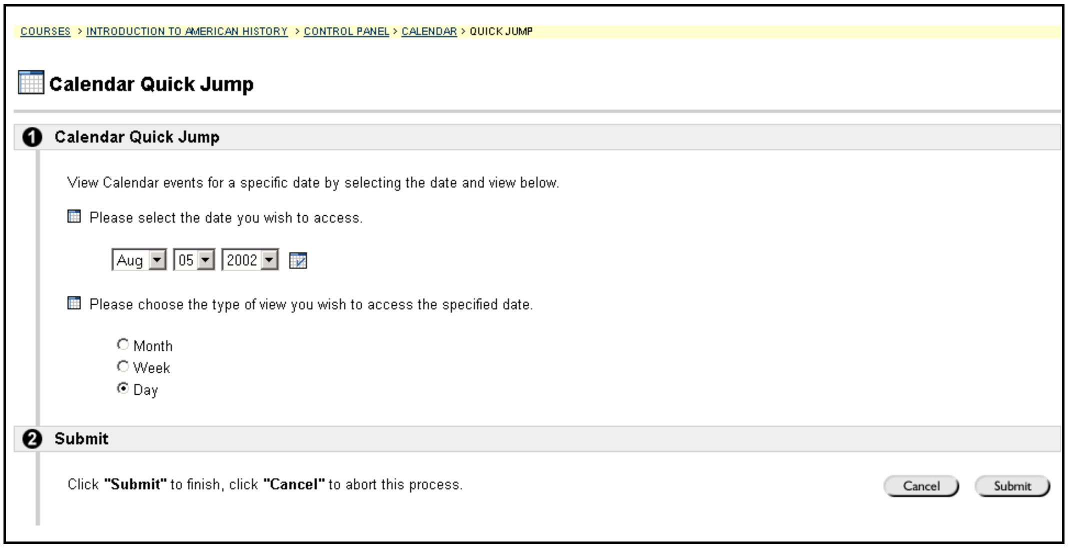
Field	Description
Event Information	
Event Title:	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.

Event Description: (4,000 characters maximum)	Enter a description of the event. The maximum number of characters is 4000. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Event Time	
Event Date:	Select the date of the event from the drop-down list or click the icon to select a date from the calendar interface.
Event Start Time:	Select the time the event will begin from the drop-down list.
Event End Time:	Select the time the event will end from the drop-down list.

Course Calendar Quick Jump

Overview

The Calendar Quick Jump page allows users to quickly access a month, week, or day in the Calendar. Calendar Quick Jump is useful when looking for events planned for months in advance of the current date. It is also useful for looking up the events of a past day, week, or month.



Find this page

Follow the steps below to open the Quick Jump page.

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

Step 2 Click **Quick Jump** from the Calendar page.

Fields

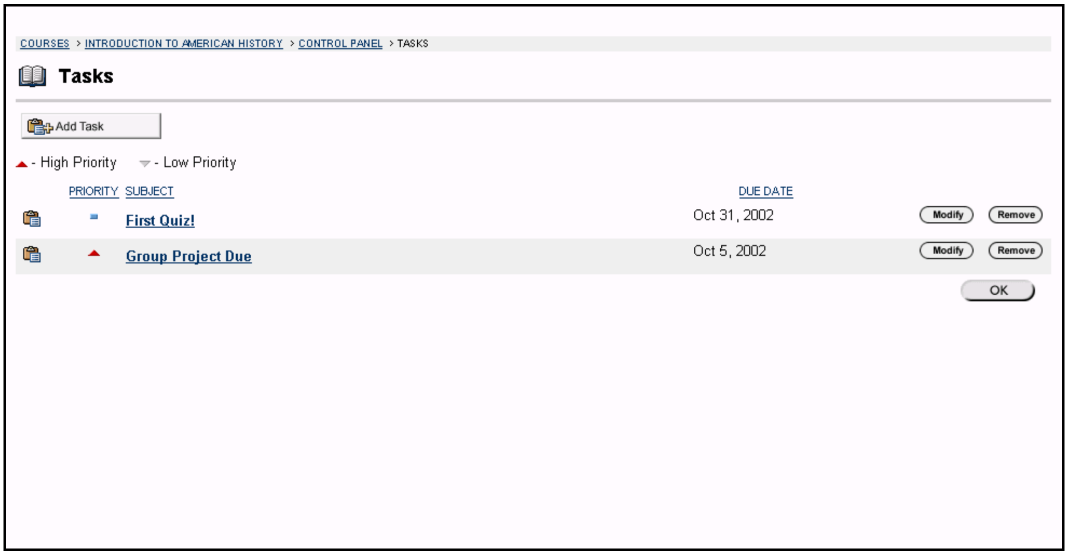
The table below details the fields on the Calendar Quick Jump page.

Field	Description
Calendar Quick Jump	
Please select the date you wish to access.	Use the drop-down arrow to select a calendar date or click the icon to select a date from the Calendar interface. The Calendar page will appear with the selected date.
Please choose the type of view you wish to access the specified date.	Select an option to indicate the type of Calendar view: • Month will display the month in which the date falls. • Week will display the week in which the date falls. • Day will display that date only.

Course Tasks

Overview

The Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page, Instructors and Managers can post tasks to users participating in their courses and organizations, and System Administrators can post tasks to all users' Tasks pages. Task information is arranged in columns that display the priority, task name, status, and due date.



Find this page

To open the Tasks page, click **Tasks** in Course Tool on the Course Control Panel.

Functions

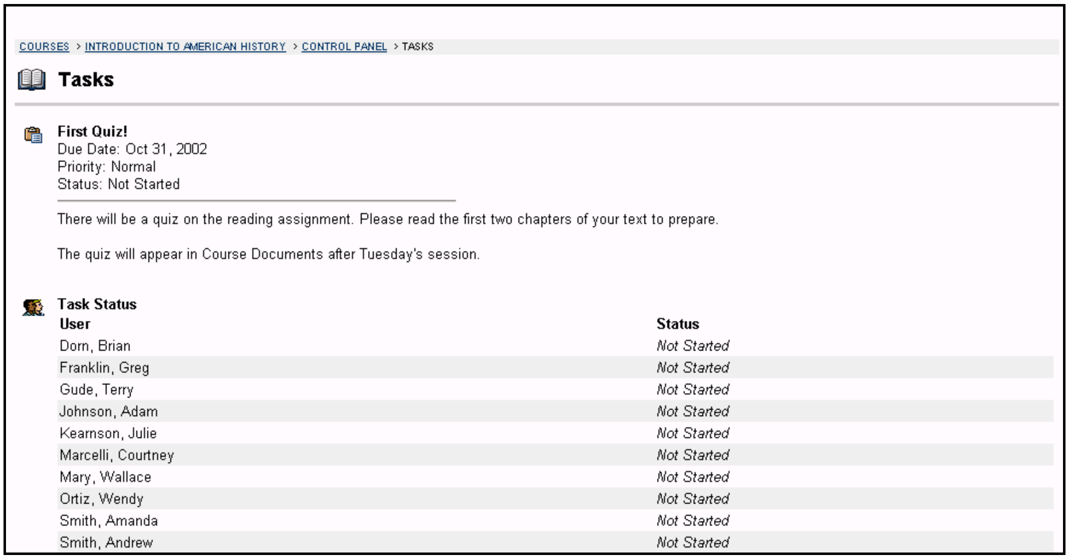
To use the functions available on the Tasks page, follow the table below.

To . . .	click . . .
view a task and the details of the task	the task link.
create and post a task	**Add Task** to access the Create Task page. The Add Task page will appear.
modify a task	**Modify** to access the Modify Task page for a particular task. The Modify Task page will appear.
remove a task	**Remove** to remove a task. This action is irreversible.
sort the tasks by priority	**Priority**. The tasks will be sorted with those tasks with the highest priority first.
sort the tasks alphabetically by subject	**Subject**. The tasks will be sorted alphabetically.

sort the tasks by the date	**Due Date**. The tasks will be sorted in a chronological order with the closest due date first on the list.

View Task detail

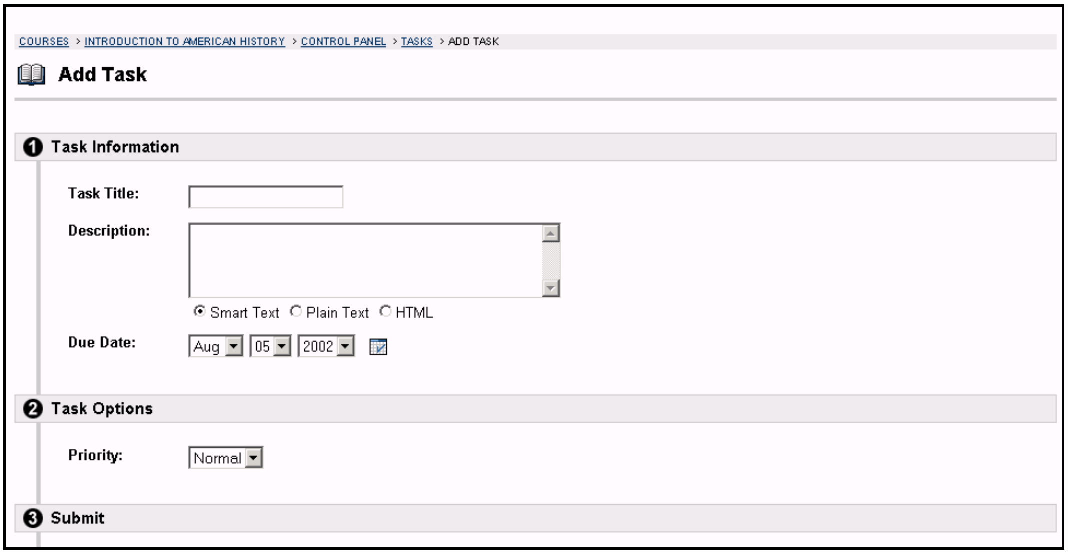
Click a task from the Course Task page to view task details. The task details display the task name, due date, priority, status, and a description of the task. Additionally the task status of users may be viewed.



Add/Modify Task

Overview

Tasks may be added or modified by accessing the Add Task page or Modify Task page. The fields on the Add Task page and Modify Task page are the same and the pages function in a similar manner. The difference being, the Add Task page opens with empty fields where as the Modify Task page opens with populated fields.



Find this page

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

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

Step 2 Click **Add Task** from the Tasks page. To modify a task, click **Modify** and the Modify Task page will appear.

Fields

The table below details the fields on the Add Task or Modify Task page.

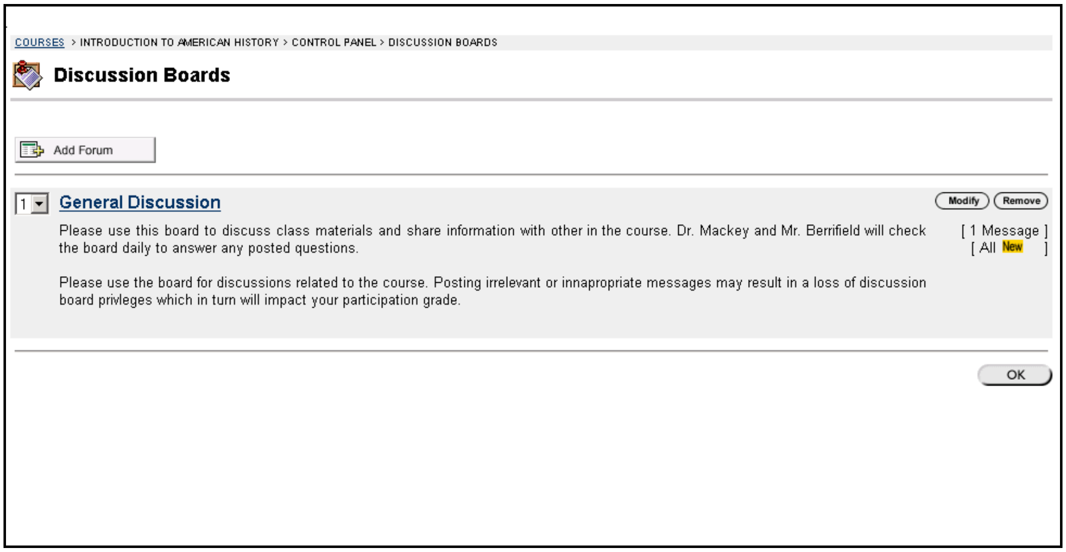
Field	Description
Task Information	
Task Title:	Enter the title of the task.
Description:	Enter a description of the task. Select a description type from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Due Date:	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface..
Task Options	

Priority:	Select a priority. The options are: • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up) The selected priority appears on the Tasks page.

Discussion Board

Overview

The Discussion Board is a communication medium for posting and responding to messages. This feature is similar to the Collaboration Tool, but is designed for asynchronous use; meaning users are not present at the same time to converse on-line. Email, for example, is asynchronous. An advantage of the Discussion Board is that conversations are logged and organized. Conversations are grouped in threads that contain a main posting and all related replies.



Find this page

To open the Discussion Board page, click **Discussion Board** in Course Tools on the Course Control Panel.

Functions

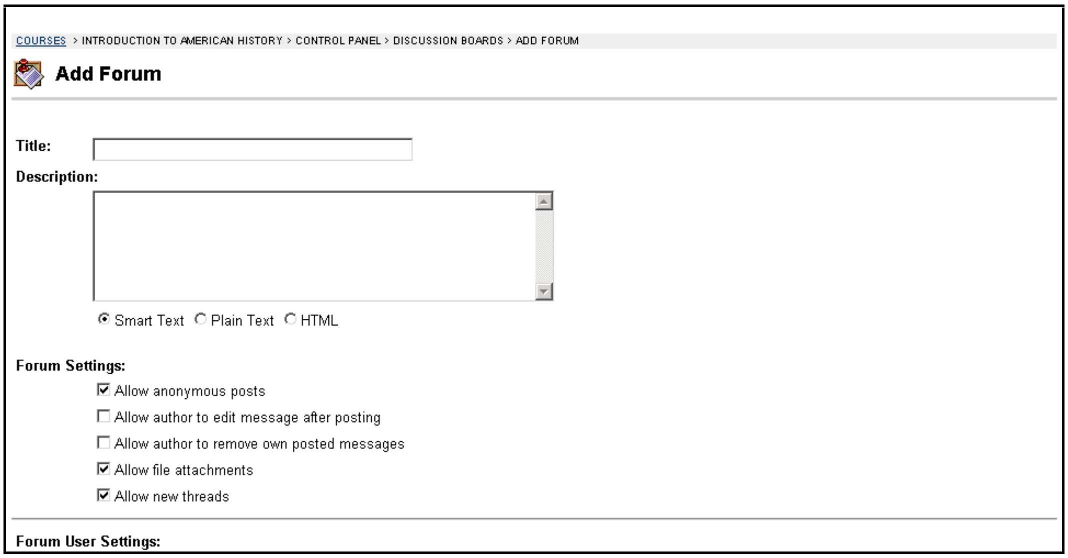
The functions available on this page are described in the table below:

To . . .	click . . .
add a new discussion forum	**Add Forum**. The Add Forum page will appear.
access a forum listed on the Discussion Board	a forum topic link. That forum will appear. Additional functions are available on this page and are discussed in a following topic.
modify a forum	**Modify**. The Modify Forum page will appear.
remove a forum	**Remove**. A confirmation box will appear. Removing a forum is irreversible.
change the order of forums	the drop-down arrow and select a number. The forums will appear on the Discussion Board in the order selected.

Add/Modify Forum

Overview

Forums are used to organize discussions and discussion topics and may be added or modified by accessing the Add Forum page or the Modify Forum page. While Instructors must create new forums, they can enable other users to manage a forum once it is created. The fields on the Add Forum page and the Modify Forum page are the same and the two pages function in a similar manner. The difference being, the Add Forum page opens with empty fields while the Modify Forum page opens with populated fields.



Find this page

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

Step 1 Click **Discussion Board** in the Course Tools area of the Course Control Panel.

Step 2 Click **Add Forum**. To modify a discussion, click **Modify** and the Modify Forum page will appear.

Fields

The table below details the fields on this page

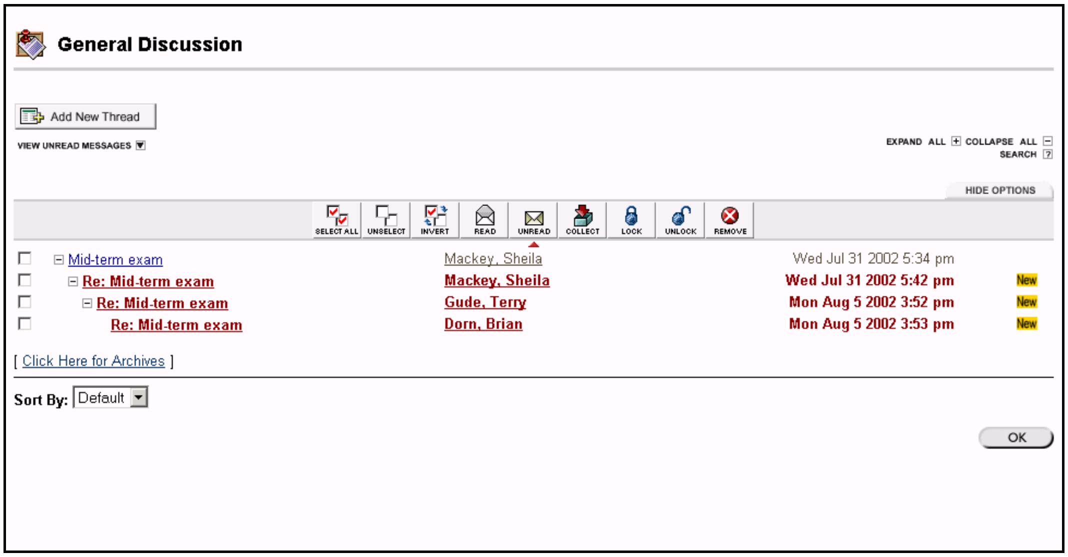
Field	Description
Forum Information	
Title:	Enter the forum’s title. This title will appear as the name of the Discussion Board forum to all users.

<table>
<tr><td>Description:</td><td>Enter a description of the forum. Select a description type from the following options:
Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.
Plain Text: Displays text as written.
HTML: Displays text as coded using HTML tags. Please note that embedded images and Javascripts may not be used when posting a message to a discussion board.</td></tr>
<tr><td colspan="2">Forum Settings:</td></tr>
<tr><td colspan="2">These options allow or disallow users to; post messages anonymously, edit the message once it has been posted, attach files, and create new messages.
Check the appropriate boxes to:
Allow anonymous posts
Allow author to edit message after posting
Allow author to remove own messages
Allow file attachments.
Allow new threads</td></tr>
<tr><td colspan="2">Forum User Settings</td></tr>
<tr><td colspan="2">Highlight a user and click the appropriate button to assign Forum User Settings.</td></tr>
<tr><td>Normal</td><td>Users are automatically assigned Normal settings. Changing a Forum Administrator’s privileges to Normal will revoke their administrator settings.</td></tr>
<tr><td>Admin</td><td>Assigns forum administrator privileges to a selected user.
Permanent Forum Administrator – the person creating the forum, no one can take away these privileges.
Forum Administrator privileges – assigned by the Permanent Forum Administrator. Instructors can create a forum and then enable another user to manage the forum through the Forum Administrator privileges.</td></tr>
<tr><td>Block</td><td>Blocks a user from posting to the Discussion Board forum. Only the Forum Administrator or the Permanent Forum Administrator can block a user.</td></tr>
<tr><td>Unblock</td><td>Unblocks a user that was formerly blocked from posting to the Discussion Board forum.</td></tr>
</table>

Discussion Board Forum

Overview

Forums are used to organize discussions on related topics. Students and Instructors click discussion links to access a forum from the main Discussion Board page. When a discussion is started within a forum it is called a thread.



Find this page

Follow the steps below to open a Discussion Board forum.

Step 1 Click **Discussion Board** in the Course Tools area of the Course Control Panel.

Step 2 Double-click on a forum link to access a discussion forum. The forum opens and the discussion threads within the forum appear.

Functions

The table below details the functions available on the General Discussion page.

To . . .	click . . .
start a new discussion thread	**Add New Thread**. The Add Thread page will appear. On the Add Thread page a new subject title and new discussion description may be added.
view all messages	the **View all Messages** up arrow. All messages will be shown.
view unread messages	the **View Unread Messages** down arrow. All unread messages will be shown.
see all the threads and responses	**EXPAND ALL** (+). All threads and responses will appear.
see only the threads	**COLLAPSE ALL** (-). The topic threads will appear.
read a message	a link to a message. The message will appear along with any available options for modifying the message, removing the message, or responding to the message.

Send an email to the author of a thread	the name of the person. The email program associated with the local machine is activated and an email will appear with their name in the To: field.
view tool bar	**Options** tab. The options tool bar will appear. The options include: • select all • unselect all • invert action • mark as read • mark as unread • collect selected messages in one place for reading • lock marked threads • unlock marked threads • remove the selected messages. These options are described in the next table.
archive a Discussion Board thread	**Click Here for Archives.** Discussion Board forums can be archived from the page that appears.
resort the list of messages	the drop-down arrow and select one of the following options to **Sort By**: • **Default**: to have the messages sort by the earliest date. • **Author**: to have the messages sort by the author of the message. • **Date**: to have the messages sort by the earliest date. Note this is the default. • **Subject**: to have the messages sort by the subject.

Options tab

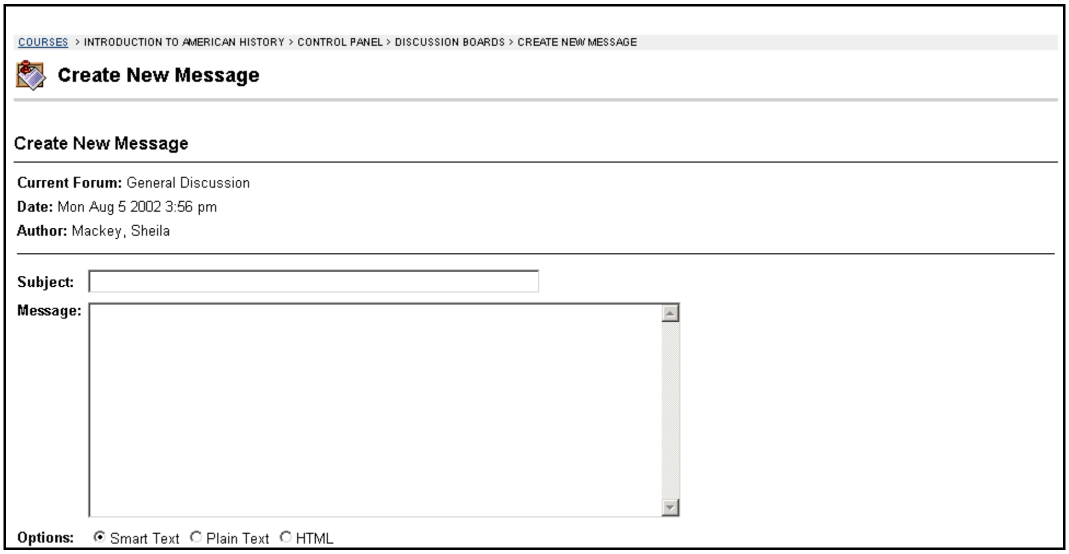
The table below describes the options available on the Options tab.

To . . .	then . . .
select all threads and messages in the forum	click **Select All**.
unselect the messages selected	click **Unselect All**.
unselect the threads and messages that have been selected and select the threads and messages that have not been selected	click **Invert**.
mark messages as read	select the threads and messages and click **Read**.
mark messages as unread	select the threads and messages and click **Unread**.
view multiple threads or messages	select the threads and messages and click **Collect**.
lock a thread or message	select the thread and messages and click **Lock**. Participants can view but not reply to a thread that is locked.
unlock a thread or message	select the thread and messages and click **Unlock**.
remove a thread or message	select the thread and message and click **Remove**.

Add New Thread

Overview

When a discussion is created within a forum it is called a thread. The Create New Message page is used to start a thread. The new thread will appear in the discussion forum.



Find this page

Follow the steps below to open the Create New Message page.

Step 1 Click **Discussion Board** in the Course Tools area of the Course Control Panel.

Step 2 Open a forum.

Step 3 Click **Add New Thread**.

Fields

The table below details the fields on the Create New Message page.

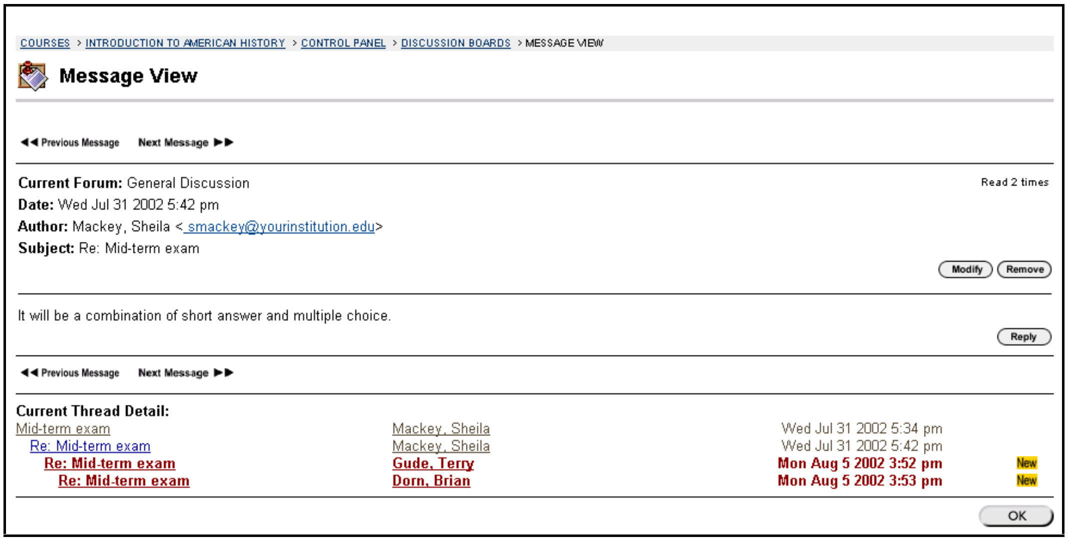
Field	Description
Message Information	
Subject:	Enter the subject of the thread.

Message:	Enter a message. Select a text type for the message from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. Please note that embedded images and Java scripts may not be used when posting a message to a discussion board.
Options	
Post message as *Anonymous*	Select the check box to post an anonymous message. This option may or may not be available depending on the options selected when the discussion forum was created.
Attachment:	Enter the file path or click **Browse** to locate a file.
Preview	View the message as it will appear on the Discussion Board forum.

Message View

Overview

This topic describes the Message View page, which appears when a message in a thread is selected.



Find this page

Follow the steps below to open the Message View page.

Step 1 Click **Discussion Board** in the Course Tools area of the Course Control Panel.

Step 2 Open a forum.

Step 3 Select a message to view.

Functions

The table below details the available functions on the Discussion Board page once a message has been accessed.

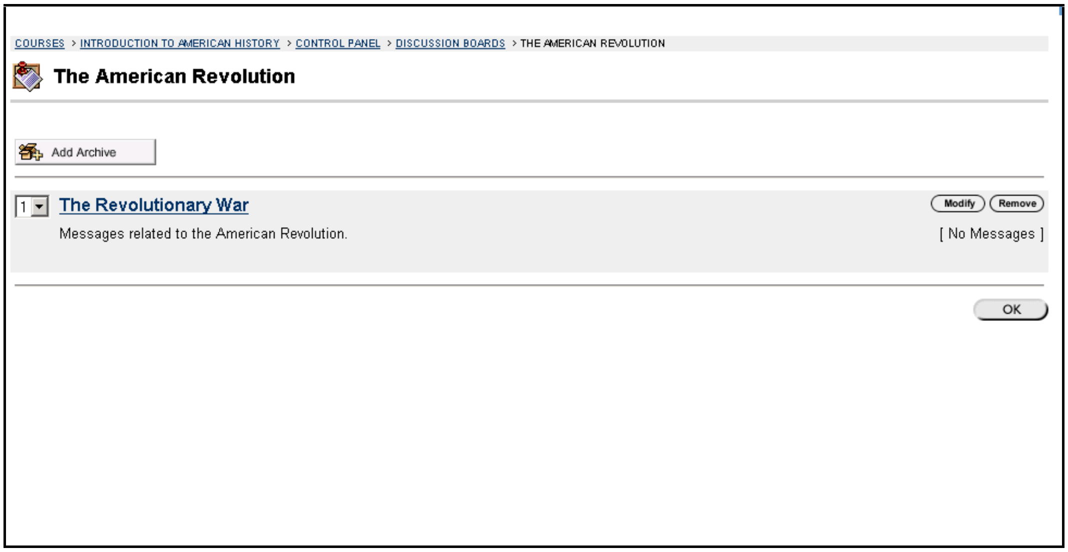
To . . .	click . . .
access a previous message	the **Previous Message** double-arrow.
access the next message	the **Next Message** double-arrow.
modify a message	**Modify**. This option may or may not be available depending on the options selected when the discussion forum was created.
remove a message	**Remove**. This option may or may not be available depending on the options selected when the discussion forum was created. The Instructor may allow the author to remove their own messages.
reply to a message	**Reply**. A new Reply Message page will appear. Post a reply in the same way that new messages are posted.

access another message in the thread	the message link. The selected message will appear.
return to the forum	**OK**.

Forum: Forum Name Archives

Overview

Discussion Board threads can be archived by the Instructor and made available to Students.



Find this page

Follow the steps below to open a *Forum Name Archive* page.

Step 1 Click **Discussion Board** in the Course Tools area of the Course Control Panel.

Step 2 Double-click on a forum link to access a discussion forum. The forum opens and the discussion threads appear.

Step 3 Select **Click Here for Archives**.

Functions

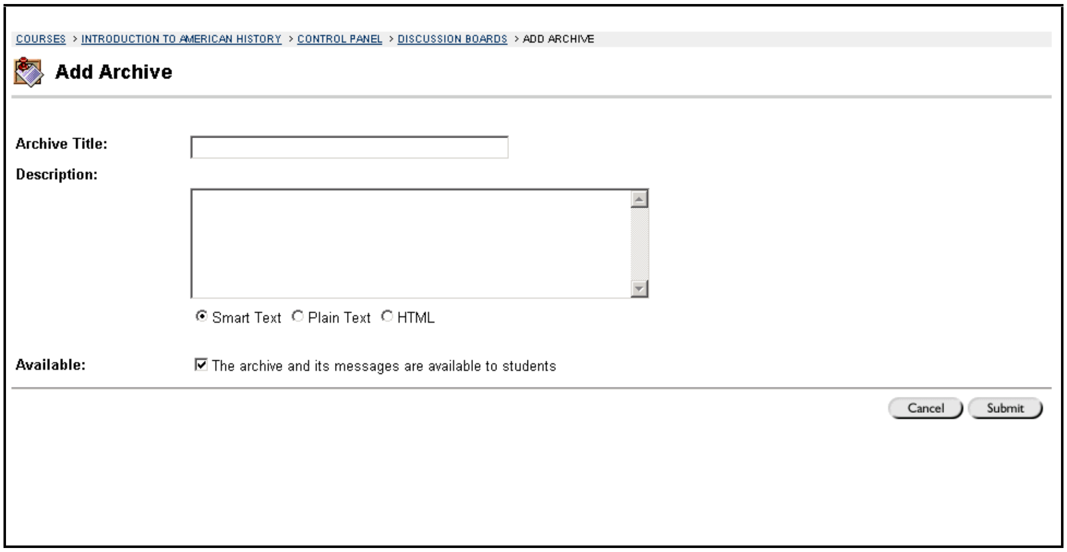
The table below details the functions available on this page.

To…	click…
view the archived threads in a forum	the name of the forum. A page will appear that displays all of the archived threads in the forum.
archive a discussion board thread	**Add Archive**. The Add Archive page will appear.
add threads to the archive or modify archive	**Modify**. The Modify Archive page will appear.
remove the archive	**Remove**. All of the archived threads will be removed from the system. This action is irreversible.

Add Archive

Overview

Threads within a forum can be archived by the Instructor and made available to Students. New archives are created on the Add Archive page. Once a new archive is created, threads can be added through the Modify Archive page.



Find this page

Follow the steps below to open the Add Archive page.

Step 1 Click **Discussion Board** in the Course Tools area of the Course Control Panel.

Step 2 Double-click on a forum link to access a discussion forum. The forum opens and the discussion threads appear.

Step 3 Select **Click Here for Archives**.

Step 4 Click **Add Archive**.

Fields

The table below details the available fields on this page.

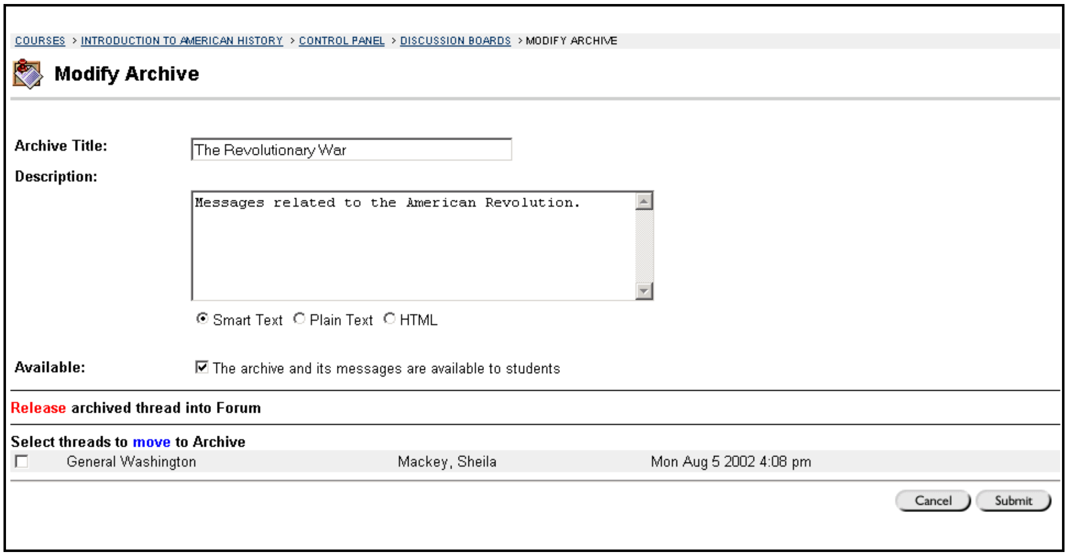
Field	Description
Add Archive	
Archive Title:	Enter a title for the archive

Description:	Enter a description of what is included in the archive. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Available:	Select this option to make this archive available for Students to view.

Modify Archive

Overview

After an archive is created threads can be added to it from the Modify Archive page. This page also enables the Instructor to modify the title, description, and availability.



Find this page

Follow the steps below to open the Modify Archive page.

Step 1 Click **Discussion Board** in the Course Tools area of the Course Control Panel.

Step 2 Double-click on a forum link to access a discussion forum. The forum opens and the discussion threads within the forum appear.

Step 3 Select **Click Here for Archives**.

Step 4 Click **Modify** next to an archive.

Fields

The table below details the available fields on this page.

Field	Description
Modify Archive	
Archive Title:	Enter a title for the archive

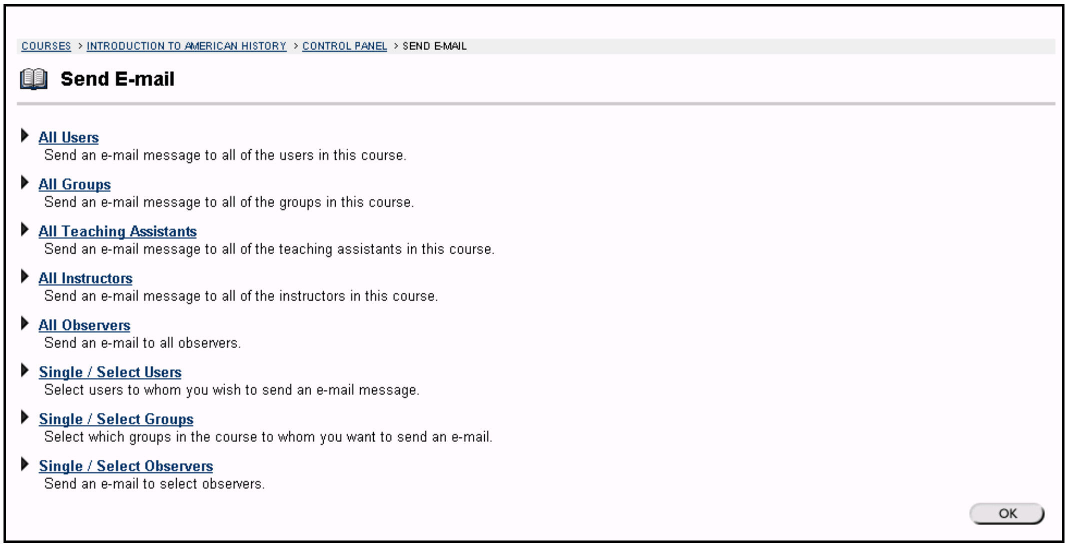
Description:	Enter a description of what is included in the archive. Select a text type from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Available:	Select this option to make this archive available for Students to access.
Release archived thread into Forum	Select the check boxes next to threads that will be removed from the archive and placed in the forum.
Select threads to move to Archive	Select the check boxes next to threads that will be placed in the archive.

Course Send Email

Overview

Instructors can send email to individuals who participate in the course or organization from the Send Email page. Emails can be sent to individual users or to groups of users within the course, such as all Teaching Assistants.

Instructors cannot send email to others via the Internet with the Send Email function; however, Instructors can use the Web email function to email via the Internet.



Find this page

To open the Send E-mail page, click **Send Email** in Course Tools on the Course Control Panel.

Functions

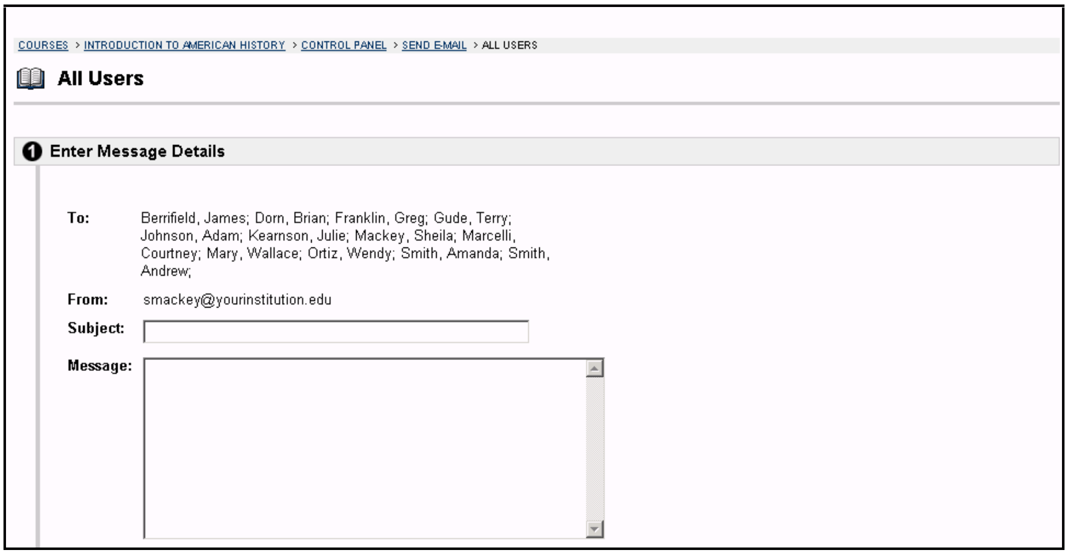
The following functions are available from the Send email page:

Function	Description
All Users	Sends email to all users in a specified course.
All Groups	Sends email to all of the groups in a specified course.
All Teaching Assistants	Sends email to all of the Teaching Assistants in the course.
All Instructors	Sends email to all of the Instructors in the course.
All Observers	Sends email to all of the Observers for a specified course
Single / Select Users	Sends email to a single user or select users in the course.
Single / Select Groups	Send email to a single group or select groups in the course.
Single / Select Observers	Send email to a single Observer or select Observers in the course.

Send Email to All Users

Overview

Instructors can send email to individuals who participate in a particular course or organization from the Send Email page. After selecting the individual or group of users to send an email to from the Send Email page, the page on which to create the message will appear. The image below is an example of the page that appears to send an email to the All Users group.



Find this page

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

Step 1 Click **Send Email** in Course Tools on the Course Control Panel.

Step 2 Click one of the options to select the recipients. The Compose Message page will appear.

Fields

The table below details the fields that appear on a page to send an email to a single user or group of users:

Field	Description
Select Users	
To:	The names of the recipients will appear.
From:	The user's email address will automatically be displayed in this field. This field is display only.
Subject:	Enter the subject of the email.
Message:	Enter the email message.
Select Message Options	
Copy of message to self:	Click the check box to send a copy of the message to the sender.
Add Attachments	

Add:	Click here to add attachments. On the next page click **Browse** and select the file to attach.

Collaboration Tools

Overview

The Collaboration Tools allow the Instructor and Students to participate in real time lessons and discussions and also view archives of previous Collaboration sessions. The Collaboration Tools can be used to hold real-time, online classroom discussions, TA sessions, and office hour type question/answer forums. Guest speakers and subject matter experts can also communicate with the class using the Collaboration Tools.

The following Collaboration Tools are available:

- Virtual Classroom - Allows users to enter a real-time discussion with Instructors, Students, and colleagues; access the Web; and engage in question and answer sessions.
- Lightweight Chat - The Lightweight Chat is part of the Virtual Classroom but can also be accessed separately. It allows users to open just the Chat function of the Virtual Classroom.

Tips and Tricks

When developing an activity that requires the Collaboration Tools, consider the following.

- The Collaboration Tools are Java applications and may initially take a few moments to load into a browser window. Before developing assignments that require the Collaboration Tools, be sure that all Students have Java enabled browsers.
- Due to the synchronous nature of the Collaboration Tools, multiple users must participate at the same time. Be sure to notify Students about a scheduled Collaboration session to ensure attendance.
- Sometimes a Collaboration session can be overwhelming if there are too many users. Consider grouping Students into several small groups to keep the conversation manageable.

Note:
It is important to remember that Collaboration Sessions are not recorded and archived by default. The leader of the session must start the recorder to create an archive. For more information, please see Record Menu.

Macintosh and the Collaboration Tool

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the **Window** menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users that wish to use Safari, be aware that the Safari browser is not yet supported by Blackboard, however, the Collaboration Tool should function normally in Safari so long as Pop-Up Window Blocking is disabled. When Safari is supported by Blackboard, it will be listed in the Client/Browser Configuration Guide available at http://behind.blackboard.com.

Macintosh users running OS 8 or OS 9 must use the Accessible version of the Collaboration Tool. See below for more information on running the Accessible Collaboration Tool.

Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available in the *Blackboard Learning System*. Users running Macintosh Operating System 8 or 9 should also use this version.

On the launch page, which opens when **Join** is selected on the Collaboration Sessions page, a link to this version appears. This link will open the Accessible version / Macintosh OS 8 and 9 version of the Collaboration Tool, which resembles the Lightweight Chat. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Instructor takes a snapshot of them, using the Snapshot button on the Whiteboard action bar. A link will be created to the snapshot for users to view it.

When a user, using the Accessible Collaboration Tool, enters or exits the room the sound of a door opening or closing will be audible to all participants in the Collaboration Session.

Java Plug-in

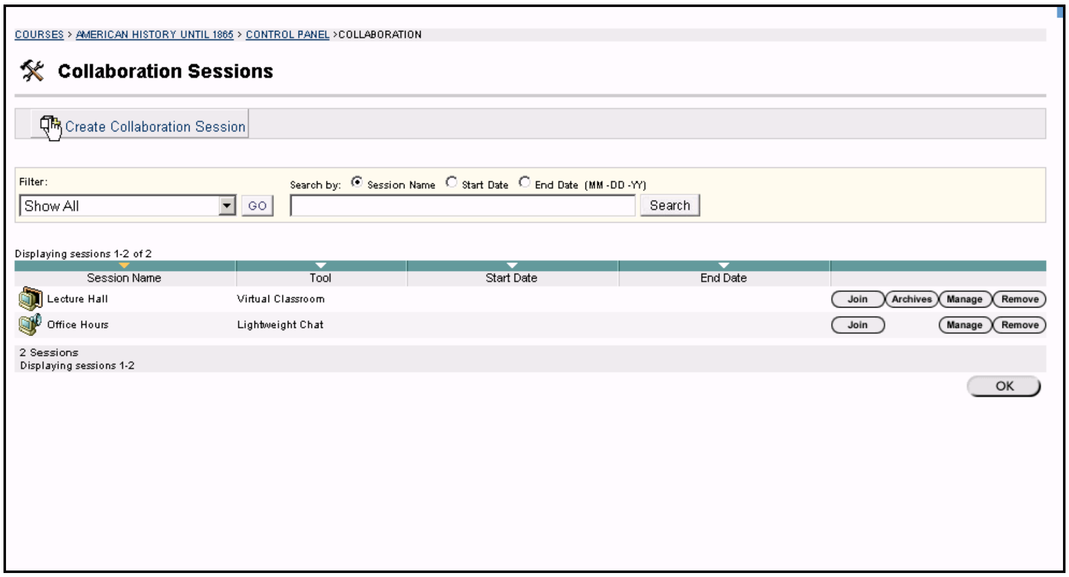
The Java 2 Run Time Environment 1.3.1_04 or higher is required to use the Collaboration Tools. This plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at http://java.sun.com/products/plugin/index.html.

Users should take care to uninstall any existing Java plug-ins before installing a new version.

Collaboration Sessions

Overview

The Collaboration Session page is used to manage the Collaboration Tools available in the *Blackboard Learning System*. These tools, the Virtual Classroom and the Lightweight Chat, allow the Instructor and Students to participate in real-time, online classroom discussions and presentations. From this page the Instructor can access all of the Collaboration Sessions for the course, including those that have already taken place and are archived and those that are scheduled for the future. Instructors can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.



Find this page

Click **Collaboration** in the Course Tools area of the Course Control Panel.

Default Collaboration Sessions

Each course and organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

Functions

The following functions are available from the Collaboration Sessions page:

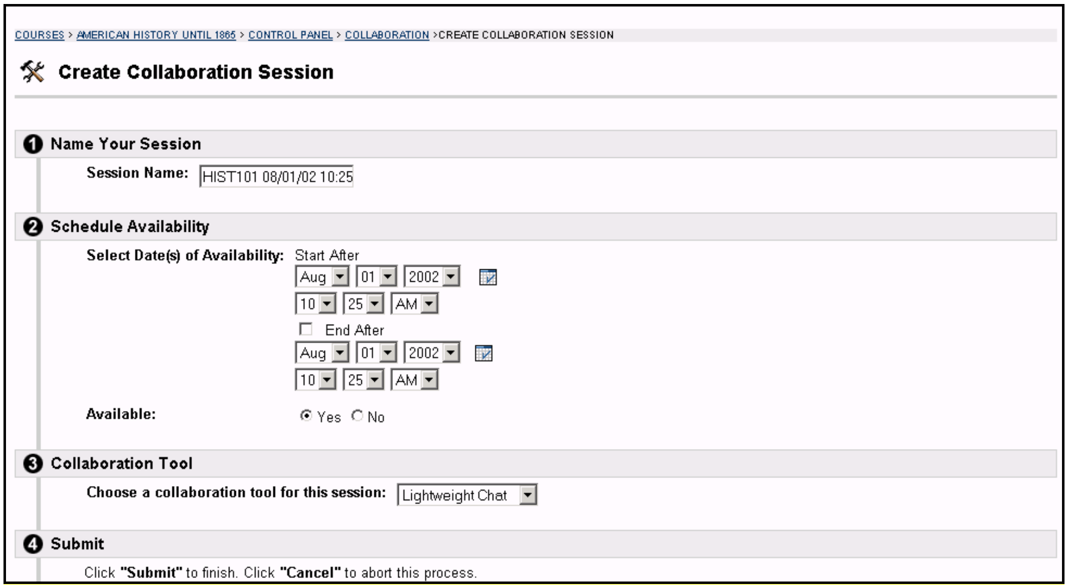
To . . .	click . . .
create a new Collaboration Session	**Create Collaboration Session**. The Create Collaboration Session page will open.

filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click **Filter**. The filters include: • **Show All** – The default filter that displays all of the Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are currently being used. • **Rooms with Archives** – Displays completed sessions that have an archive. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date** or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session. The Virtual Classroom or Chat for that session will open.
access the archives for a session	**Archives** next to the session. The Session Archives page will appear.
change the name, availability, or tools used during the session	**Manage** next to the session. The Modify Collaboration Session page will appear.
delete a session	**Remove** next to the session. This action is irreversible.

Create/Modify Collaboration Session

Overview

Instructors create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Instructors can schedule sessions for specific dates and times and choose how long the sessions will be. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The difference being, the Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with populated fields.



Find this page

Follow the steps below to open the Create Collaboration Session page or the Modify Collaboration Session page.

Step 1 Click **Collaboration** in Course Tools of the Course Control Panel.

Step 2 Click **Create Collaboration Session** on the Collaboration Sessions page or click **Manage** next to a Collaboration Session to access the Modify Collaboration Session page.

Fields

The table below details the fields on the Create Collaboration Session page and Modify Collaboration Session page.

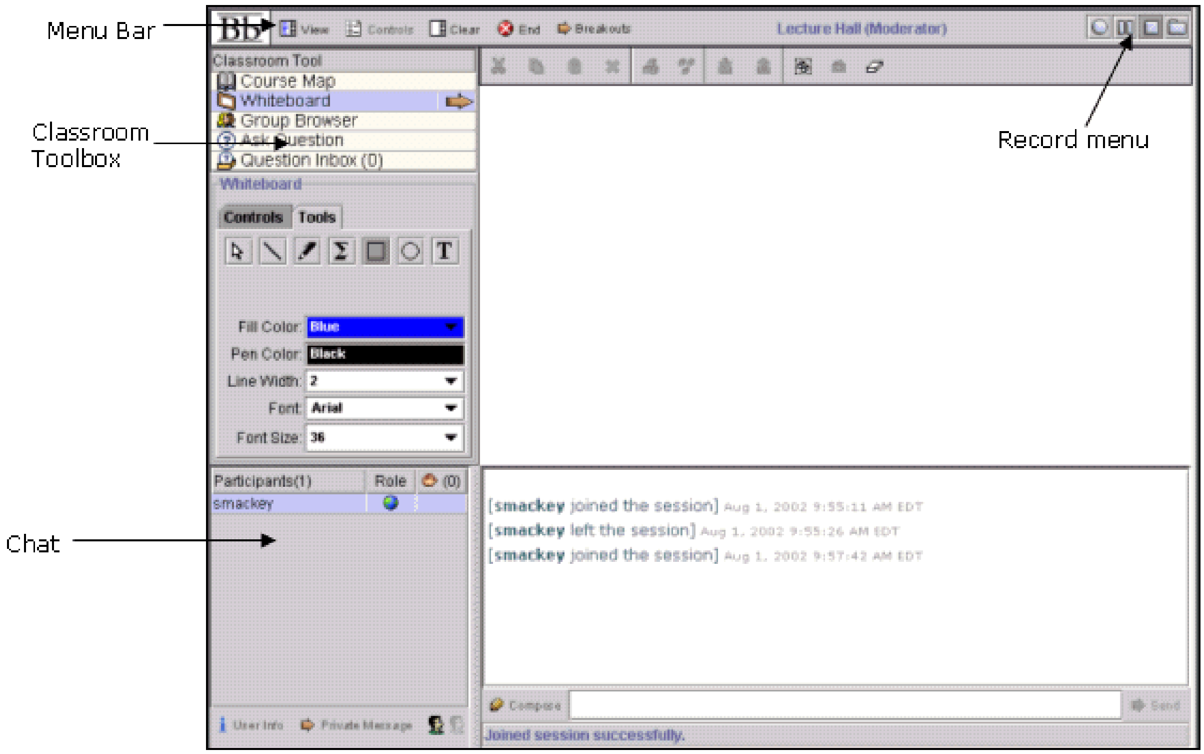
Field	Description
Name Your Session	
Session Name:	Enter the name of the session.
Schedule Availability	

Select Date(s) of Availability:	A Start and End date and time for the Collaboration Session can be set, but is not required. If these are not selected then the session is always open and available for participants. There is also the option to choose either a Start or an End date and time. • Click the **Start After** check box to choose a date and time to begin the Collaboration Session. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists. • Click the **End After** check box to choose when the session will end. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists.
Available:	Select **Yes** to make the session available to Students. Select **No** and the session will not be visible to Students.
Collaboration Tools	
Choose a collaboration tool for this session:	Select the tool that will be used during this session from the drop-down list. The two types of Collaboration Tools are: • **Virtual Classroom** - Allows users to enter a real-time discussion with Instructors, Students, and colleagues, access the Web, and engage in question and answer sessions. • **Chat** - The Chat is part of the Virtual Classroom, but can also be accessed separately. It allows users to open just the chat function of the Virtual Classroom.

Virtual Classroom

Overview

The Virtual Classroom is a Collaboration Tool that allows Instructors and Students to participate in real time lessons and discussions and also view archives of previous Collaboration sessions. The main area of the Virtual Classroom includes all of the functions available to users. From this area Instructors can manage the session through the system controls, interact with participants, and use the Whiteboard to post content, open Web pages, and draw. The Instructor has the ability to control access and functionality for other participants in the session.



Find this page

Follow the steps below to open a Virtual Classroom.

Step 1 Click **Collaboration** in Course Tools of the Control Panel.

Step 2 Click **Join** next to one of the Collaboration Sessions. The session names appear under the **Tools** column.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Instructor to administer the Collaboration Session. This includes managing participation, monitoring breakout sessions, and ending the session.

Record Menu	Allows the Instructor to record and store the session for future use in the archives.
Classroom Toolbox	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
Chat	The main section where interaction between the participants takes place. Allows participants to compose messages, raise their hands to ask questions, and activate private messages.

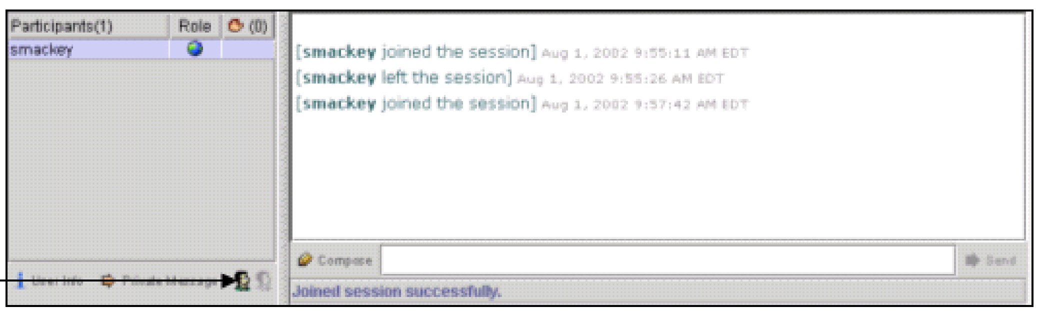
User Roles

Instructors control user access and functionality during a Collaboration Session by assigning roles. There are two roles available for users, Passive and Active. All participants have a passive role as a default at the beginning of a session. To make a user Active the Instructor selects a User Name in the Participant List, then clicks the Student icon. The Student icon will appear in the Role column next to those Students who are Active.

Instructors can change a Student's role at any time during a Collaboration Session. Users who are Passive, but would like Active rights, can "raise their hand" by clicking the hand icon, visible on their screen. When the Instructor clicks the hand icon next to a participant name or clicks the Student icon the user is granted an Active role.

The Instructor uses the Controls to determine the access rights for Passive and Active Users. Access rights include the ability to chat during a session, as well as access to the Course Map, Whiteboard, and Group Browser. Users do not have rights to archive sessions, end the session, clear other users display panels, or manage the Session Controls.

Student icon



Menu Bar

Overview

The Virtual Classroom Menu Bar allows the Instructor to manage session controls, breakout options, and the end of the session.

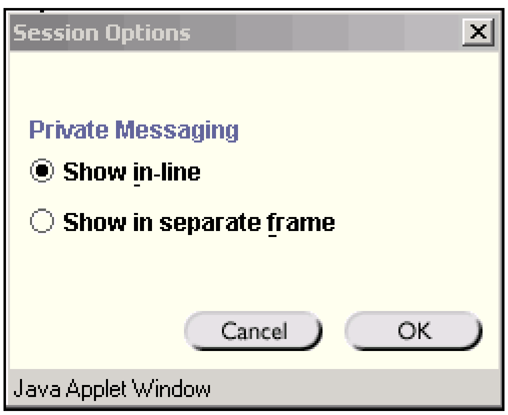
Functions

The functions available in the Menu Bar are outlined in the table below.

Function	Description
View	Choose an option for viewing Personal Messages in the Virtual Classroom.
Controls	Select the tools that are accessible to users during a session.
Clear	Clear the session display.
End	End the session and expel all users.
Breakouts	Create a breakout room for a group of participants. Breakout sessions are not available from the Lightweight Chat.

View

View allows the Instructor and participants to select options for how they would like to view private messages.

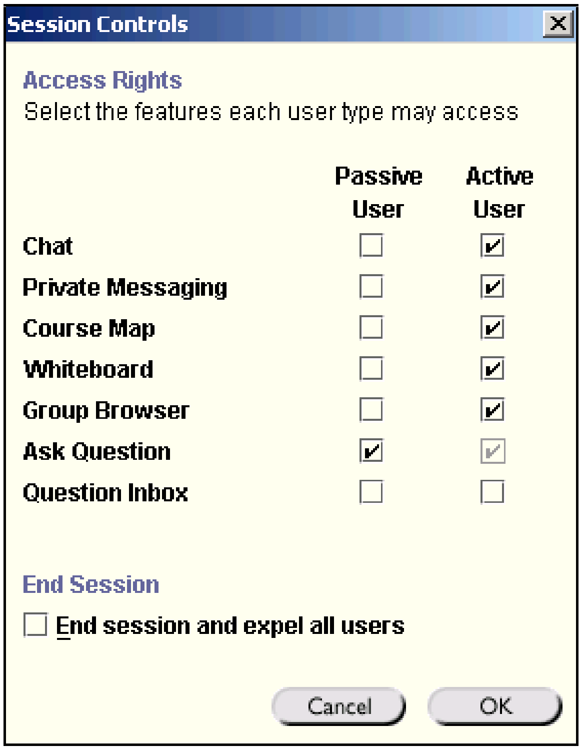


Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Controls

Session Controls allow the Instructor to select the level of access Passive and Active users have during a Collaboration Session. Access to session areas that is granted to Passive users is automatically also granted to Active users. All Access Rights are available to Instructors, even if they are turned off for users.

Note: For more information on roles see User Roles in the Introduction to the Virtual Classroom topic.

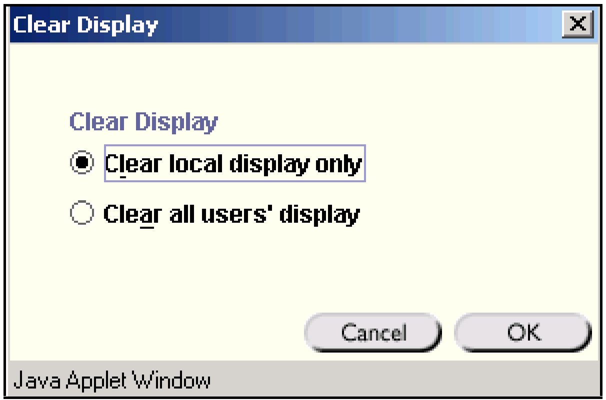


The table below details the fields on the Session Controls pop-up window.

Field	Description
Access Rights	
Chat	Select **Active** to enable Active users to chat. Select **Passive** to enable Passive users to chat.
Private Messaging	Select **Active** to enable Active users to send private messages during the session. Select **Passive** to enable Passive users to use Private Messaging.
Course Map	Select **Active** to enable Active users to access the Course Map. Select **Passive** to enable Passive users to access the Course Map.
Whiteboard	Select **Active** to enable Active users to access the Whiteboard. Select **Passive** to enable Passive users to access the Whiteboard.
Group Browser	Select **Active** to enable Active users to use the Group Browser. Select **Passive** to enable Passive users to use the Group Browser.
Ask Question	Select **Active** to enable Active users to Ask Questions during a session. Select **Passive** to enable Passive users to Ask Questions during a session.
Question Inbox	Select **Active** to enable Active users access the Question Inbox. Select **Passive** to enable Passive users access the Question Inbox.
End Session	
End session and expel all users	Check this box to end the session and remove all users. This action is irreversible.

Clear

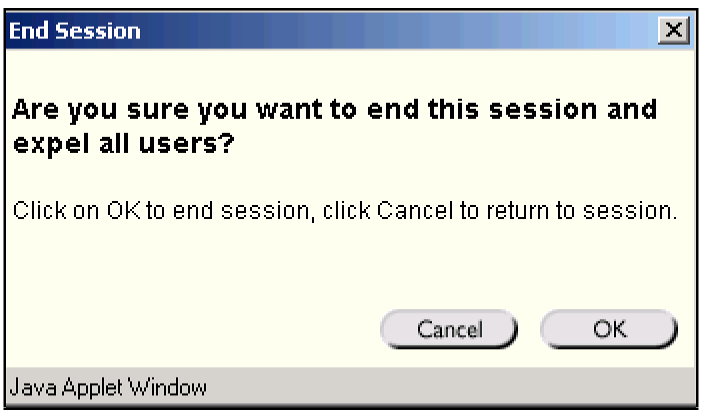
Clear enables the Instructor to erase the chat display.



The Instructor can select **Clear local display** to clear the display on their personal chat window or **Clear all users' display** to clear the chat window for all of the participants. When everyone's chat display is cleared messages that were on the screen are still captured in the archive.

End

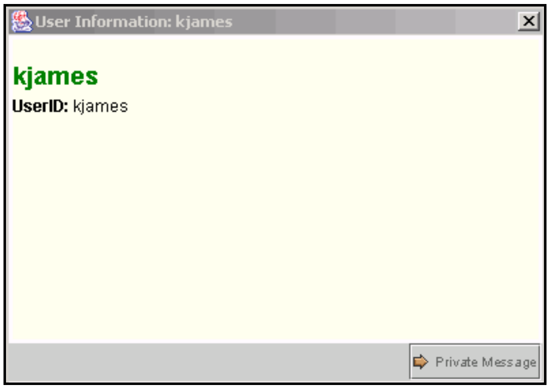
This tool ends the Virtual Classroom Session.



Click **OK** to end the session. This expels all users participating in the session. Click **Cancel** to return to the Virtual Classroom.

Breakouts

This tool allows select users to participate in a separate session, while also participating in the main session. Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session in closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

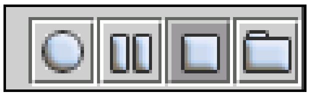


Select the checkboxes for the users who will participate in the breakout session.

Record Menu

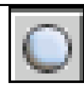
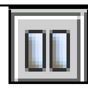
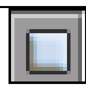
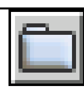
Overview

Virtual Classroom and Chat sessions can be recorded and archived. Archive recording can be started and stopped, as well as paused and un-paused by the Instructor during the session. A session can have more then one archive. If the Instructor selects **End** to stop a session then the recorder will automatically stop recording the session.



Record menu

The table below details the buttons that appear on the Record menu.

Button	Description
	Click **Start** to begin recording a session. The user will be prompted to name the archive. A default name will pre-populate this box. The user can click **Submit** to keep the default name or makes changes then submit it.
	Click **Pause** to pause a recording once it has started. Click this button again to **Un-pause** the recording and begin recording again. Pause and un-pause will be marked and timestamped in the archive.
	Click **Stop** to end recording the session. When **Stop** is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.
	Click **Bookmark** to insert a bookmark anywhere in the archive of the session. The Instructor can also include a name for the bookmark.

Recording the Whiteboard

The **Snapshoot** button in the Whiteboard Tool bar is used to record the Whiteboard in the archive. The Instructor clicks the **Snapshot** button to record an image of the Whiteboard. The image of the Whiteboard in the archive corresponds with when it was recorded. The **Snapshot** button can not be activated unless the session is being recorded.

Session Archives

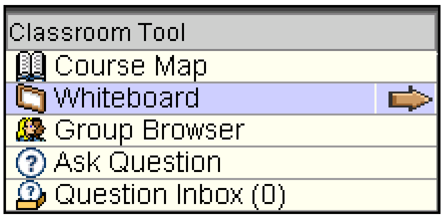
The Instructor must make an archive available before Students can view it. For more information see Archive Properties.

Classroom Tool Box

Overview

The Classroom Toolbox allows the Instructor to use the different tools available within the Virtual Classroom. The Instructor can:

- use the Whiteboard
- access Web sites
- answer questions from the participants
- view the Course Map



Find the Classroom Toolbox

Follow the steps below to view the Classroom Toolbox.

Step 1 Open a Virtual Classroom session.

Step 2 The Classroom Toolbox frame appears on the left side of the Virtual Classroom. To begin using an item in the toolbox, click the name of the tool.

Tools

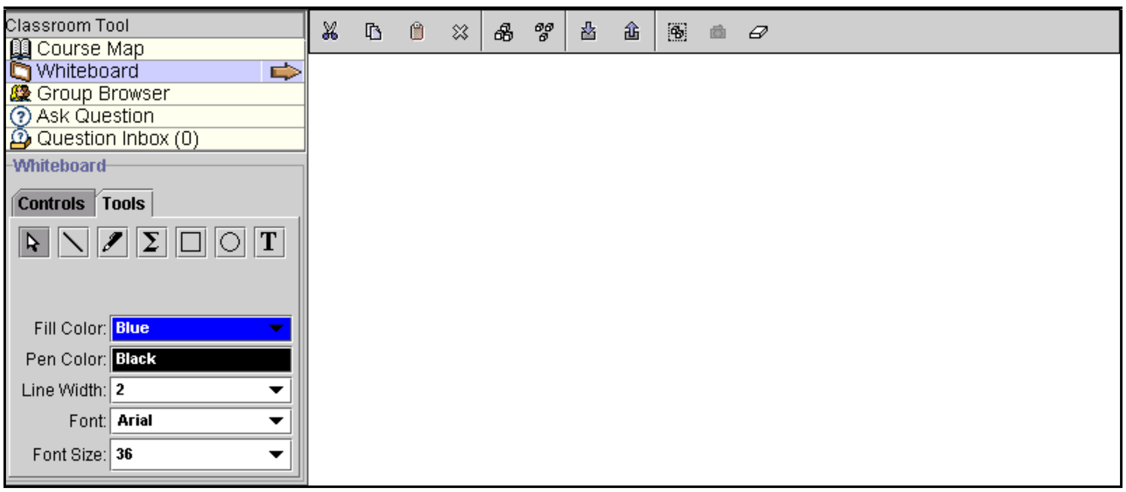
The following Tools are available in the Classroom Toolbox.

Part	Function
Whiteboard	Enables participants to present several different types of materials to the Virtual Classroom participants.
Group Browser	Enables participants to collaboratively browse the Web during a session.
Course Map	Enables participants to browse and view the Course Contents while they are in a session.
Ask Question	Enables participants to ask questions.
Question Inbox	Enables to Instructor to manage questions from the participants during a session.

Whiteboard

Overview

The Whiteboard enables the Instructor and participants to present information during a Virtual Classroom session as they would on a blackboard in a classroom. Using the Tools palette in the Whiteboard, an Instructor can draw images, type text, and present equations. The Whiteboard Tool bar enables users to manipulate items on the Whiteboard and to take a picture of the Whiteboard for the archive.



Find the Whiteboard

Follow the steps below to locate the Whiteboard.

Step 1 Open a Virtual Classroom session.

Step 2 The Whiteboard frame appears as a blank white space on the left side of the Virtual Classroom. Select **Whiteboard** in the Classroom Toolbox to view the tools available for the Whiteboard. Click the name of the tool to begin using it.

Whiteboard Tools palette functions

The table below details the tools available for use on the Whiteboard Tools palette.

To . . .	click . . .

select an item	the **Arrow** tool. Then click on an item to select. The following may be performed on selected items: • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the desired location • Cut: Click the Whiteboard menu item, then click the **Cut** icon. • Copy: Click the Whiteboard menu item, then click the **Copy** icon. • Paste: Click the Whiteboard menu item, then click the **Paste** icon. • Delete: Click the Whiteboard menu item; click on the selected object; then click the **Delete** icon. • Group items: Click the Whiteboard menu items, click the **Group** icon. • Ungroup: Click a Whiteboard menu item in a group, then click the **Ungroup** icon. • Place in front: Click the Whiteboard menu item; click on selected object; then click the **Bring to front** icon. • Place in back: Click the Whiteboard menu item; click on the selected object; then click the **Send to back** icon. • Take a picture of the whiteboard for the archive: Click the **Snapshot** icon. • Select all figures on the Whiteboard: Click the **Selects all Figures** icon.
draw free hand	the **Pencil** drawing tool.
enter text using the keyboard	the text tool (**T**) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color, font, and size.
draw a straight line	the **Slanted Line** icon.
highlight something with an arrow	the **Pointer**.
draw a square	the **Square** drawing tool. Choose the color of the square in the **Fill Color** drop-down list.
draw a circle	the **Oval** drawing tool. Choose the color of the circle in the **Fill Color** drop-down list.
input an equation	the Equation Editor icon (**Σ**). The Equation Editor will appear. Input the equation and click **Insert Equation**.

Whiteboard Tool bar functions

The table below details the tools available on the Whiteboard Tool bar. Before clicking a button on the Tool bar the item (or items) must be selected using the Arrow tool.

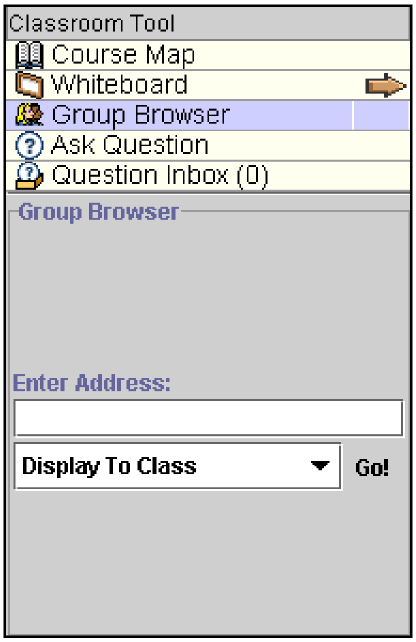
For example, to delete an item, the user would select the item using the Arrow tool then click the **Delete** button.

Function	Description
Cut button	Remove an item from the Whiteboard that may be pasted in another location.
Copy button	Copy an item from the Whiteboard that may be pasted in another location.
Paste button	Place an item that has been cut or copied in another location.
Delete button	Remove an item from the Whiteboard. This action is irreversible.
Group button	Select a number of items on the Whiteboard to act as one item. For example, to cut more then one item, select a few items using the Arrow tool, click the **Group** symbol to group the items into one, then click the **Cut** symbol.
Ungroup button	Separate a group of items on the Whiteboard into individual entities.
Send to Back button	Place the selected item behind other items on the Whiteboard.
Send to Front button	Place the selected item in front of other items on the Whiteboard.
Select All button	Choose all items on the Whiteboard.
Snapshot button	Take a picture of the Whiteboard for the archive. The Snapshot button is not activated unless a session is being recorded. The picture will appear in the archive at the point where the snapshot was taken. This button may also be used to take a picture and create a link to the Whiteboard for users using the accessible version of the Collaboration Tool.
Clear button	Clear the Whiteboard. This action is irreversible.

Group Browser

Overview

The Group Browser enables participants to collaboratively browse the Web during a Virtual Classroom session. The Instructor uses this tool to open a URL in a new browser window for all participants. URLs viewed in the session will be recorded in the archive if one is created.



Find the Group Browser

Follow the steps below to locate the Group Browser.

Step 1 Open a Virtual Classroom session.

Step 2 Select the **Group Browser** in the Classroom Toolbox to begin using this tool.

Functions

The table below details the available functions in the Group Browser.

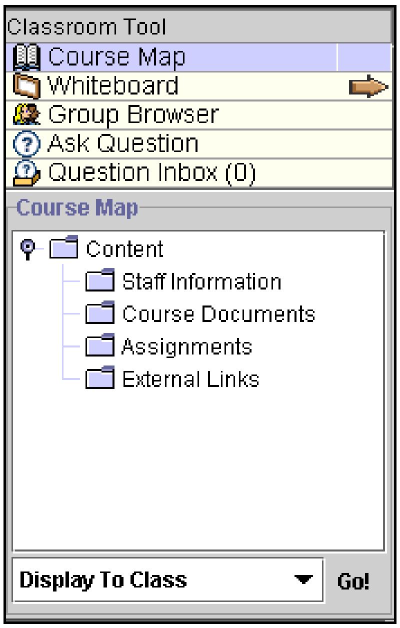
To . . .	then . . .
open a Web site	Enter the URL in the **Enter Address** field.
choose where to display the Web site	click **Display To Class** in the drop-down list to display the window in the Whiteboard area of the Virtual Classroom or click **Preview in New Window** to open the Web site in a new browser window. This window will only be displayed to the Instructor.
return to the Whiteboard from a Web page	click the **Whiteboard** under Classroom Tools and select the Controls tab. Select a page to view on the Whiteboard and click **Display**.

Course Map

Overview

The Virtual Classroom allows Instructors and Students to participate in real-time lessons and discussions. The Course Map enables participants to browse the Course Contents while they are in a Virtual Classroom. By default, the Instructor has access to operate the Course Map.

Note: The Course Map in the Virtual Classroom appears similar to the Course Map, accessed through the Course menu, but they are functionally different. The Course Map in the Virtual Classroom can only access Content Areas in a course.



Find the Course Map

Follow the steps below to locate the Course Map.

Step 1 Open a Virtual Classroom session.
Step 2 Select the **Course Map** in the Classroom Toolbox to begin using this tool.

Functions

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

To . . .	click . . .
display an element on the map to all participants	the content area in the Course Map and select **Display To Class** in the drop-down list.
display an element on the map in a separate window	the content area in the Course Map and select **Preview in New Window** in the drop-down list. The new window is only visible to the Instructor.

refresh the Course Map during a Collaboration Session	**Refresh Tree** in the drop-down list. This will update the Course Map to match the latest Course menu on the course Web site.

Tips and Tricks

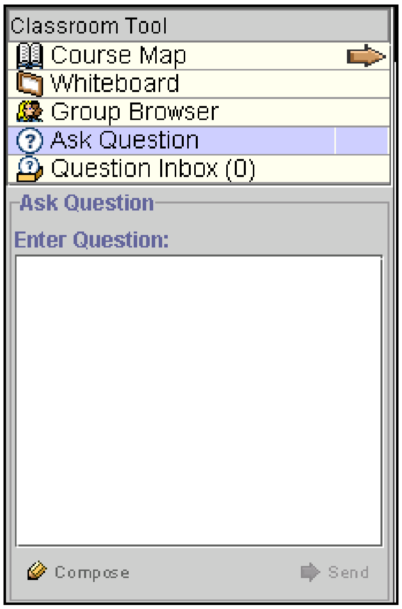
Instructors may use the Course Map to review Assessments during a Collaboration Session. The Instructor may locate and open an Assessment from the Content Area where it has been posted through the Course Map. Students may also open the Assessment from this Content Area to view the questions and answers they submitted. The feedback options in Test Options must be enabled by the Instructor for Students to view the correct and incorrect answers on an Assessment.

Ask Question

Overview

The Ask Question feature enables participants to ask questions during a Virtual Classroom session. As participants submit questions during the session the Instructor can view and respond to them through the Question Inbox.

Instructors may use the Ask Question feature, but only Students who have been granted Access Rights to the Question Inbox through the Session Controls will be able to view them. To ask questions of all participants the Instructor may want to ues the Whiteboard.



Find Ask Question

Follow the steps below to access the Ask Question tool.

Step 1 Open a Virtual Classroom session.
Step 2 Select **Ask Question** in the Classroom Toolbox to begin using this tool.

Functions

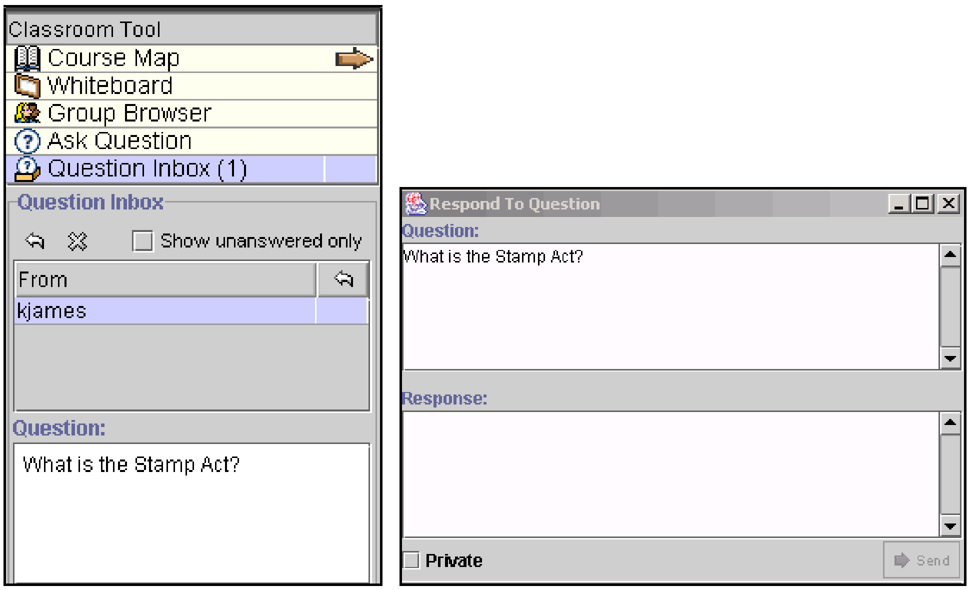
The table below details the available functions in the Ask Question Tool.

To . . .	click . . .
compose a question	**Compose** in the Ask Question area. Enter the question in the text box and click **Send**.
send the question to the Instructor	**Send**.

Question Inbox

Overview

Questions from participants to the Instructor are sent to the Question Inbox during the Virtual Classroom session. The Instructor uses the Question Inbox to manage questions and respond to them during a Collaboration Session.



Find Respond to Question

Follow the steps below to access the Respond to Question tool.

Step 1 Open a Virtual Classroom session.
Step 2 Select **Question Inbox** in the Collaboration Tool.

Functions

The table below details the functions available in the Question Inbox Tool.

To . . .	click . . .
respond to a question	the user name in the **From** list and click the **Respond to Question** icon. The Respond to Question pop-up window will appear.
delete a question	the user name in the **From** list and click the **Delete** icon.
view only questions that have not been answered	the option next to **Show unanswered only**.

Respond to Question pop-up window fields

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

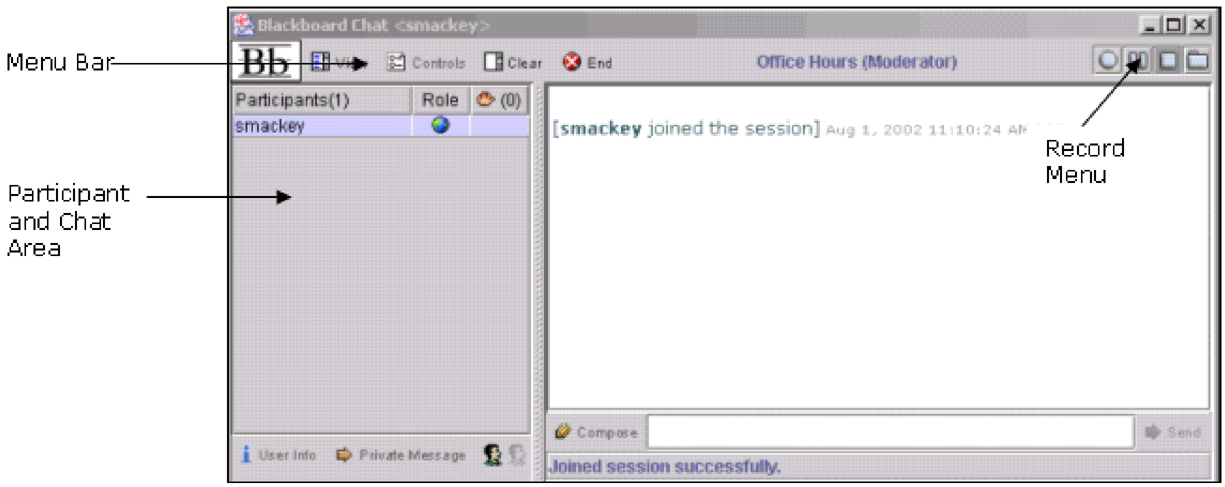
Field	Description
Question	Question that was submitted to the Instructor.

Response	Enter the response to the question.
Private	Select this option to make the response to the question private. If marked private, the response will only be sent to the person who submitted the question.

Lightweight Chat

Overview

The Lightweight Chat allows participants to interact with each other and the Instructor via a text-based chat region. This region is part of the Virtual Classroom, but can also be accessed separately without the rest of the tools that make up the Virtual Classroom.



Find the Chat

Follow the steps below to access the Lightweight Chat.

Step 1 Click **Collaboration** in Course Tools of the Control Panel.

Step 2 Click **Join** next to one of the Collaboration Sessions. The Chats are noted under the **Tools** column.

Functions

The table below details the areas of the Chat.

Part	Function
Menu Bar	Allows the Instructor to manage the Collaboration Session. This includes tracking participation, monitoring breakout sessions, and ending the session.
Record Menu	Allows the Instructor to record and store the session for future use in the archives.
Participant Area	Manage the participation of Students in the Collaboration Session.
Chat Area	Text based communications between the participants and the Instructor are displayed here. A separate area for private messages and questions can be created in the Chat Area.

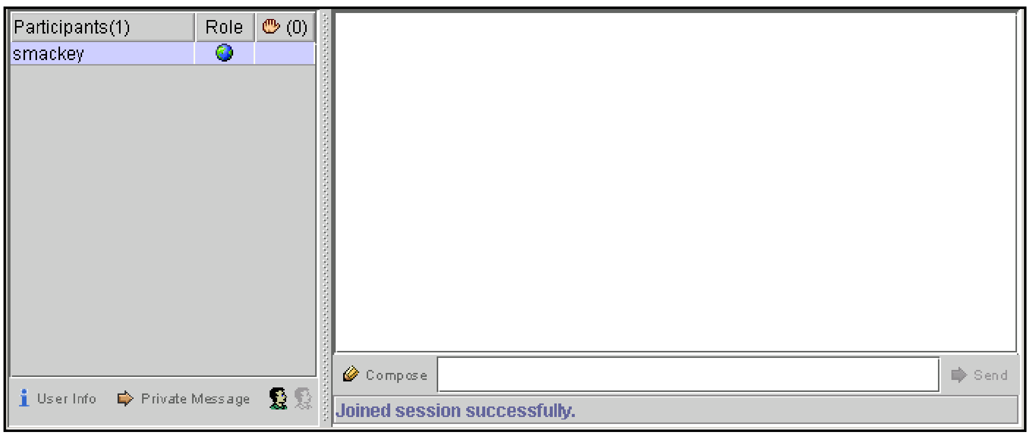
Participant and Chat Area

Overview

The Lightweight Chat is a Collaboration Tool that allows participants to interact with each other and the Instructor via a text-based chat region. The chat region is part of the Virtual Classroom, but can also be accessed separately in the Lightweight Chat without the additional tools that make up the Virtual Classroom.

The Participant Area displays the names of all of the participants in the Chat session and allows the Instructor to manage their participation. This area also displays which participants have requested to speak and which have been recognized. The Chat area displays all of the text-based communication between the participants and the Instructor during a chat session.

The Instructor can open a separate window to address private questions and comments from participants during the Virtual Classroom session.



Functions

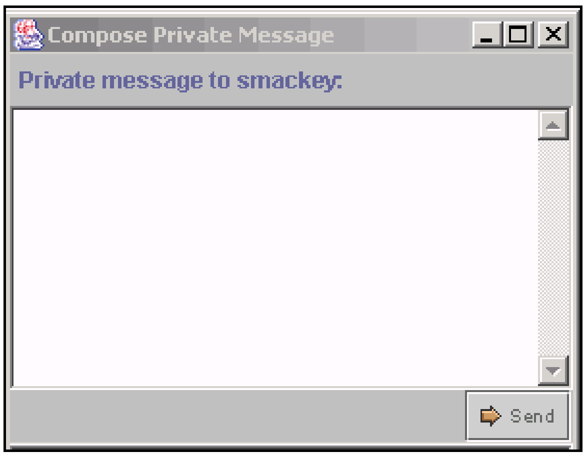
The table below details the functions available in this area.

To . . .	then . . .
enter a message for the class to read	type the message in the **Compose** field. Click **Send**. Messages will appear in the chat space above the **Compose** field.
view user information	select a participant in the Participant list and click **User Info**.
allow a participant to join in the chat session	click the hand symbol next to the user name.
send a private message to a participant	Select a participant in the Participant List and then click **Private Message**. The Compose Private Message pop-up window will appear.

Private Messages

Overview

The Instructor can send and receive private messages from the participants during the Virtual Classroom or Chat session. Participants can send private messages to each other if the Instructor enables this tool in the Session Controls. Private messages are not recorded or archived.



Find the Private Message pop-up window

Follow the steps below to access the Private Message pop-up window.

Step 1 Open a Collaboration session.

Step 2 In the chat area, select a **participant's name** and click **Private Message**.

Functions

The table below details the functions available in the Compose Private Message pop-up window.

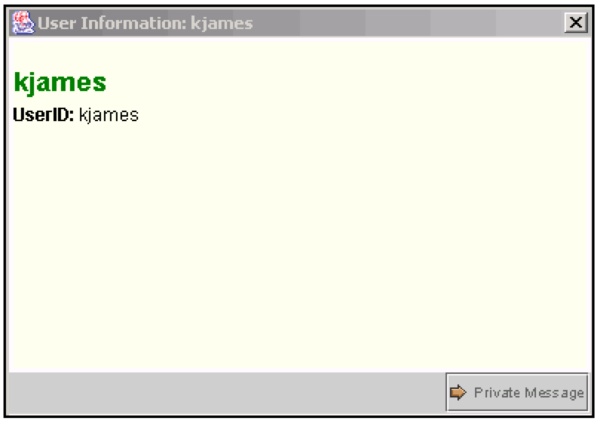
To...	then...
send a Private Message	enter the message in the text box and click **Send**.
send an equation	click Equation Editor icon (**Σ**). The Equation Editor and Compose Private Message text box opens. Enter text and the equation, click **Send**. This is only available in a Virtual Classroom session, not in a Chat session.

User Info

Overview

The User Information pop-up window can be accessed during a chat session to display personal information about the user such as name, email address, and any other information the user has chosen to add to their profile.

Note: Users set up their profile through **Tools** on the Course menu. The **Personal Information** tool enables them to select information to include in their user profile.



Find the User Information pop-up window

Follow the steps below to access the User Information pop-up window.

Step 1 Open a Collaboration session.

Step 2 Select a participant in the Participant List and click **User Info**. The User Information pop-up window will appear.

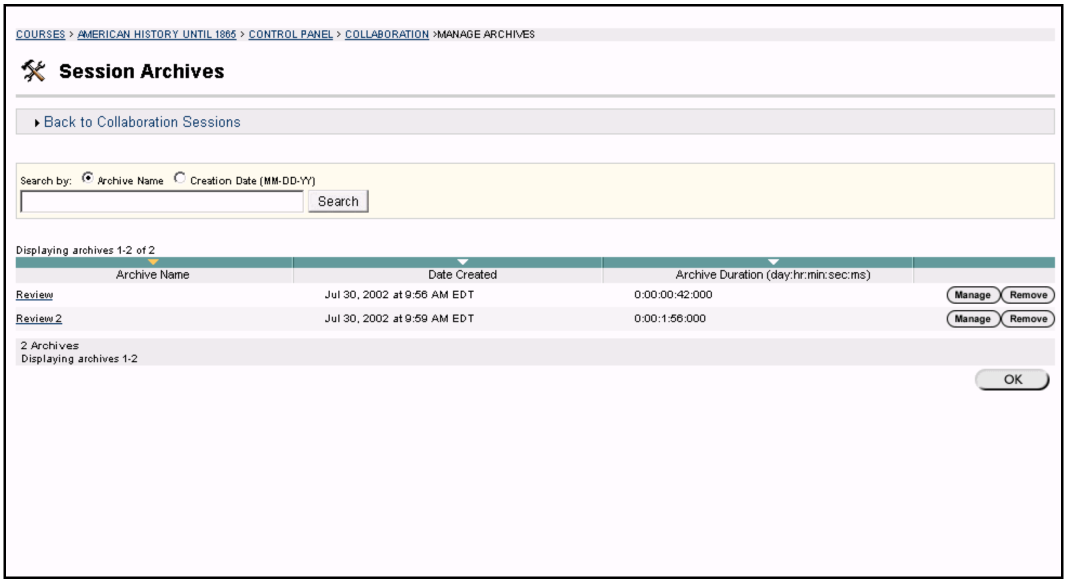
Send a Private Message

To send a private message to the user, click **Private Message**. The Compose Private message pop-up window will appear.

Session Archives

Introduction

Session Archives allow Instructors and Students to review the discussions and questions raised during a Collaboration Session. Sessions are archived by date and the option to remove an archive is available.



Find this page

Follow the steps below to access the Session Archives page.

Step 1 Open Collaboration in Course Tools on the Course Control Panel
Step 2 Click **Archives**, next to a session that has archives.

Functions

The table below describes the functions available on this page.

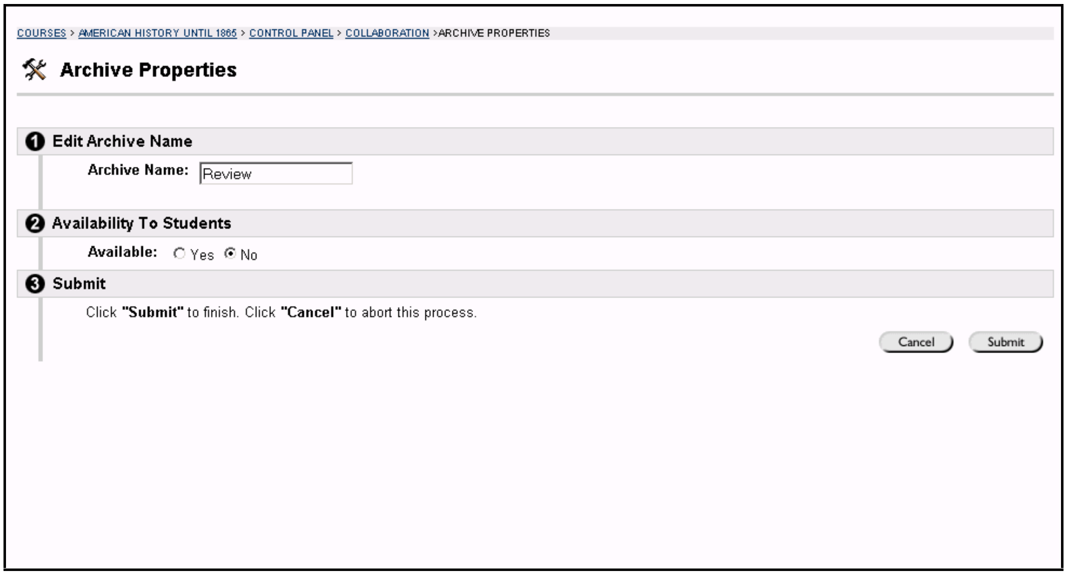
To . . .	click . . .
search for an Archive in the Collaboration Session	the **Archive Name** or **Creation Date** option in the **Search by:** field. Enter the name of the archive or the date it was created in the field and click **Search**.
open an archive	the archive under the Archive name column.
change the name or availability of an archive	**Manage**. The Archive Properties page will appear.
remove an archive	**Remove**. This action is irreversible.

Archive Properties

Introduction

Session Archives allow Instructors and Students to review the discussions and questions raised during a Collaboration Session. The Archive Properties page allows the Instructor to change the name and availability of an archive session.

Note: The Instructor must make an archive available for participants to view it.



Find this page

Follow the steps below to open the Archive Properties page.

Step 1 Click **Collaboration** in the Course Tools section of the Course Control Panel.

Step 2 Click **Archives** next to a session that has archives.

Step 3 Click **Manage** next to an archive.

Fields

The table below describes the fields available on this page.

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

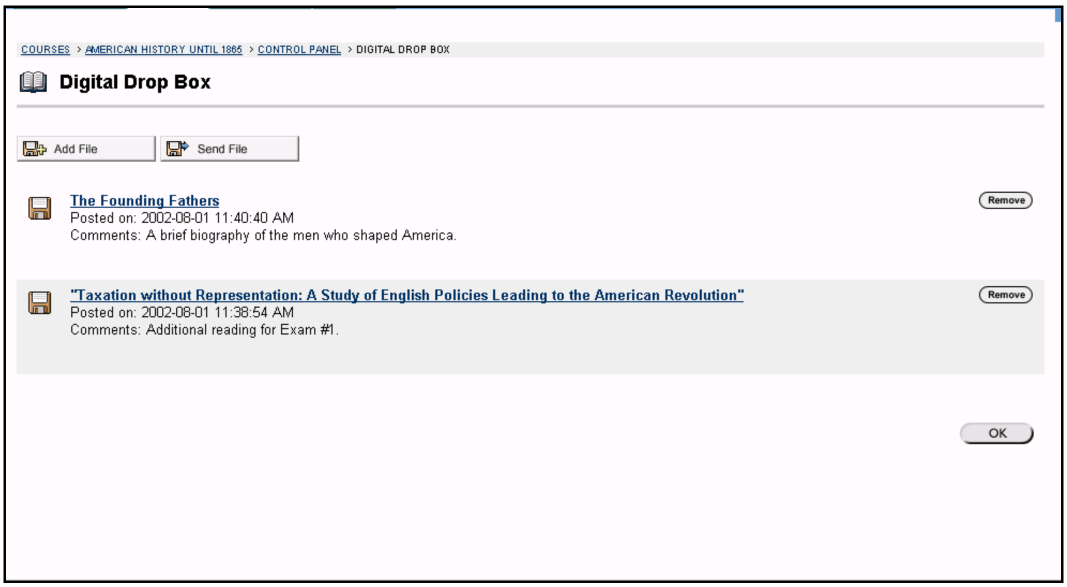
Digital Drop Box

Overview

The Digital Drop Box is a tool that the Instructor and Students can use to exchange files. The Digital Drop Box works by uploading a file from a disk or a computer to a depository. Files can be sent back and forth from the Instructor's Drop Box to the Drop Box of other users in the course.

Individual Student access to the Drop Box is available from the Digital Drop Box area located in the Course menu on the course Web site. Instructors must access their Drop Box from the Course Control Panel.

Note: The Digital Drop Box is used to exchange materials between individual Students and the Instructor. Information that needs to be posted for all Students should be placed in a Course Content Area.



Find this page

Follow the steps below to access the Digital Drop Box.

Step 1 Open the Course Control Panel.
Step 2 Click **Digital Drop Box** in the Course Tools area**.**

Functions

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

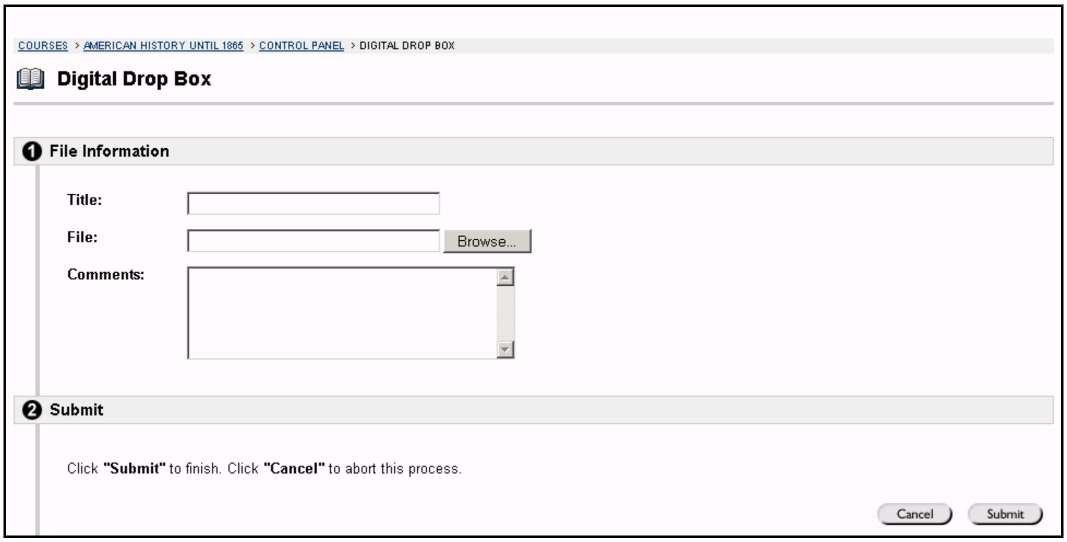
To . . .	click . . .
add a file	**Add File**. The Add File page will appear.
send a file	**Send File**. The Send File to Students page will appear.
remove a file	**Remove** next to the file that is to be removed. A warning pop-up window will appear. Removing a file permanently deletes the file from the Instructor Drop Box.

Digital Drop Box: *Add File*

Overview

Files may be added to the Digital Drop Box page by accessing the Digital Drop Box: *Add File* page. The fields on the page will only change the Information about the file, editing the actual file must be done through the application used to create the file.

Note: Adding a file to the Digital Drop Box does not send it to any users. This must be done from the Digital Drop Box: *Send File* page.



Find this page

Follow the steps below to access the Digital Drop Box: *Add File* page.

Step 1 Click **Digital Drop Box** in Course Tools of the Control Panel.
Step 2 Click **Add File**.

Fields

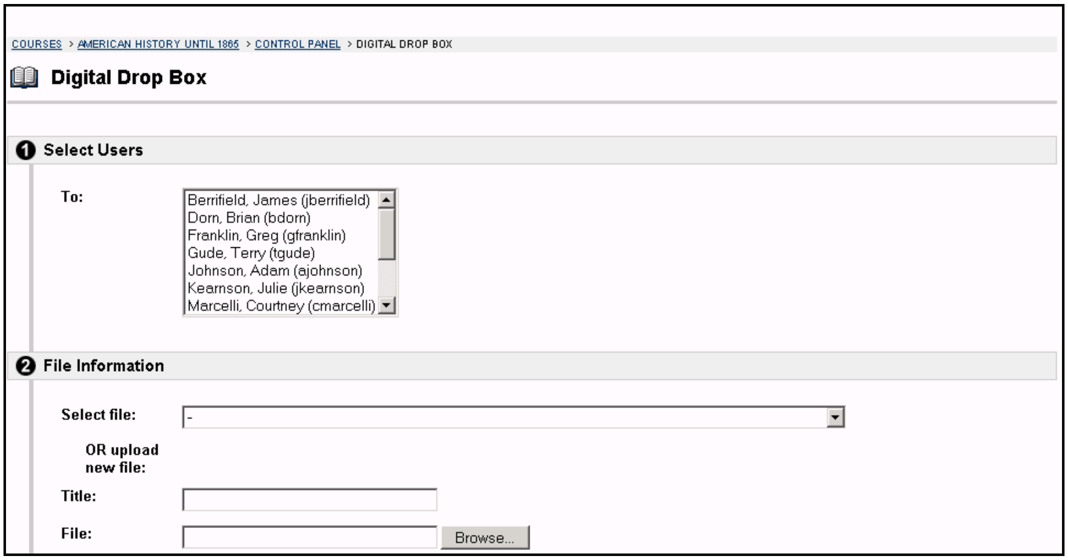
The table below details the fields on this page.

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Enter the file path or click **Browse** to locate the desired file.
Comments:	Enter comments about the file.

Digital Drop Box: *Send File*

Overview

Instructors may send files to one or many Students using the Digital Drop Box: *Send File* page. The file will appear in each Student's Digital Drop Box.



Find this page

Follow the steps below to access the Send File page.

Step 1 Click **Digital Drop Box** in Course Tools of the Control Panel.
Step 2 Click **Send File**. The Send File page will appear.

Fields

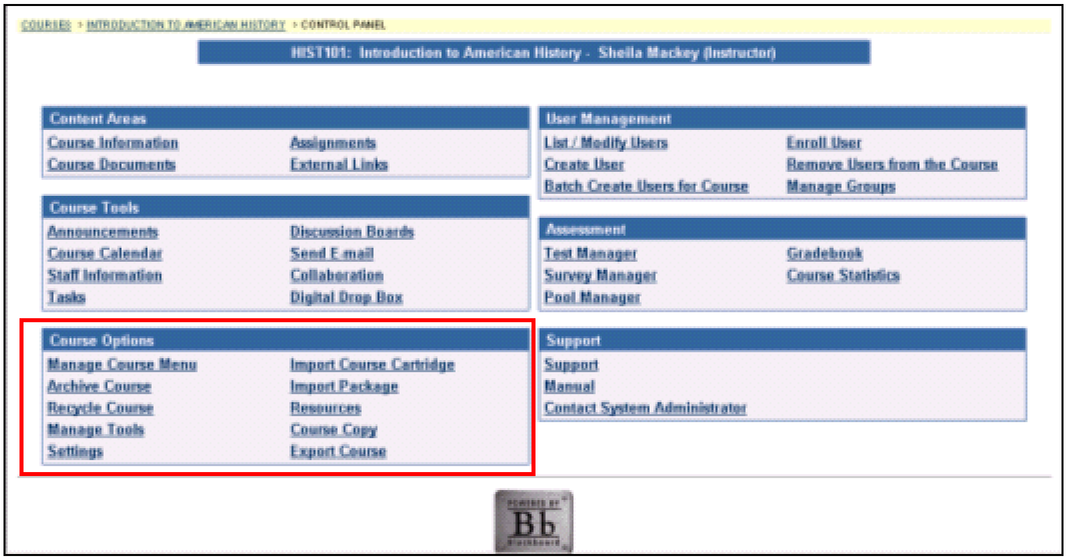
The table below details the fields on this page.

Field	Description
Select Users	
To:	Select the user(s) who will receive the file. Click CONTROL or SHIFT to select more then one name.
File Information	
Select file:	Select a file from the drop-down list or upload a new file.
Title:	Enter the title of the file that is to be sent to Students.
File:	Enter the file path or click **Browse** to locate the desired file.
Comments:	Enter comments about the file.

Chapter 4—Course Options

Overview

The Instructor uses the Course Options area to manage all aspects of the course. Instructors can set the availability and accessibility of a course, as well as manage the appearance of course features. They can also archive and recycle courses, in addition to importing course content and course cartridges.



In this chapter

This chapter contains information on the following sections:

Section	Description
Manage Course Menu	Explains how to select which course areas will appear in the Course menu.
Archive Course	Provides information on how to create course archive files.
Recycle Course	Explains how a course is recycled by selecting areas to keep and areas to remove.
Manage Tools	Details how to enable *Blackboard Learning System*, System Extension, and Content tools.
Settings	Explains the options for establishing the availability and accessibility of a course.
Import Course Cartridge	Details how to import a Course Cartridge into this course.
Import Package	Explains how to import a piece of content from another course to use within the current course.
Resources	Provides information on accessing the Blackboard Resource Center.
Course Copy	Explains how to copy sections of a course into another course taught by the same Instructor.
Copy Course in Release 6.0.10 and higher	Explains how the Course Copy feature functions in Release 6.0.10 and later releases.

Export Course	Provides information on exporting course areas to save and use at a later time.

Manage Course Menu

Overview

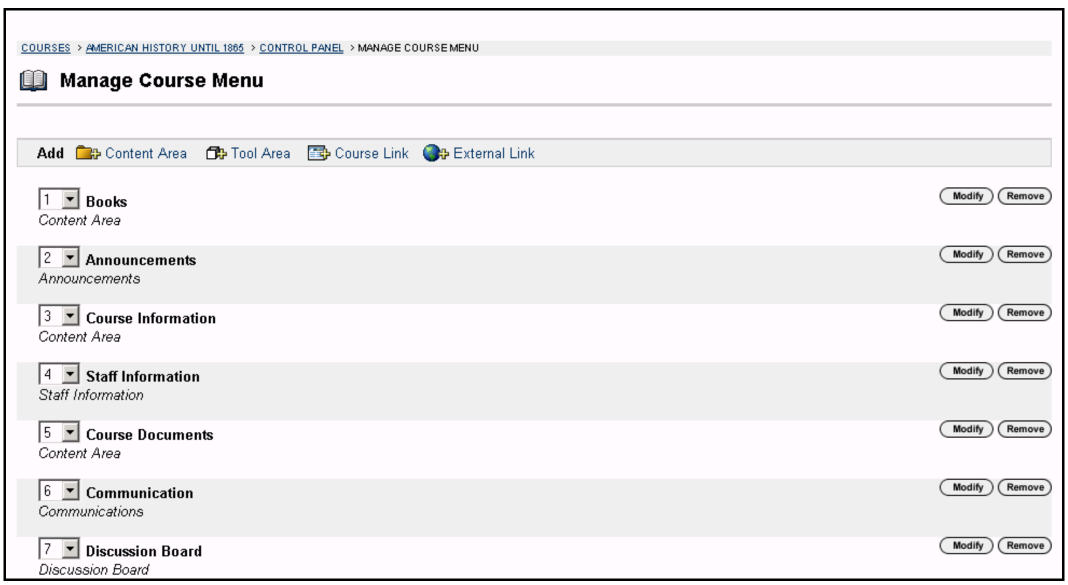
From the Manage Course page, the Instructor adds and modifies the content areas on the course Web site. For example, the Instructor can choose to have areas for Staff Information, specific Content Areas, and Course Links. On the Manage Course Menu page they can add an area and modify the name to suit the course.

Content areas may include:

- folders that hold course information such as Course Documents or Announcements
- specific items such as a course syllabus
- URLs
- Course Links, which link to other areas within the course

Instructors have the option to include up to 10 different areas for each course.

Note: To maintain a consistent appearance and functionality for all course Web sites, Administrators may remove options by setting overrides. This may include making some areas unavailable or setting permanent area names.



Find this page

Follow the steps below to open the Manage Course Menu page.

Step 1 Select a course from **Courses You are Teaching** and open the Control Panel.

Step 2 Click **Manage Course Menu** under Course Options.

Functions

The table below details the functions available on this page.

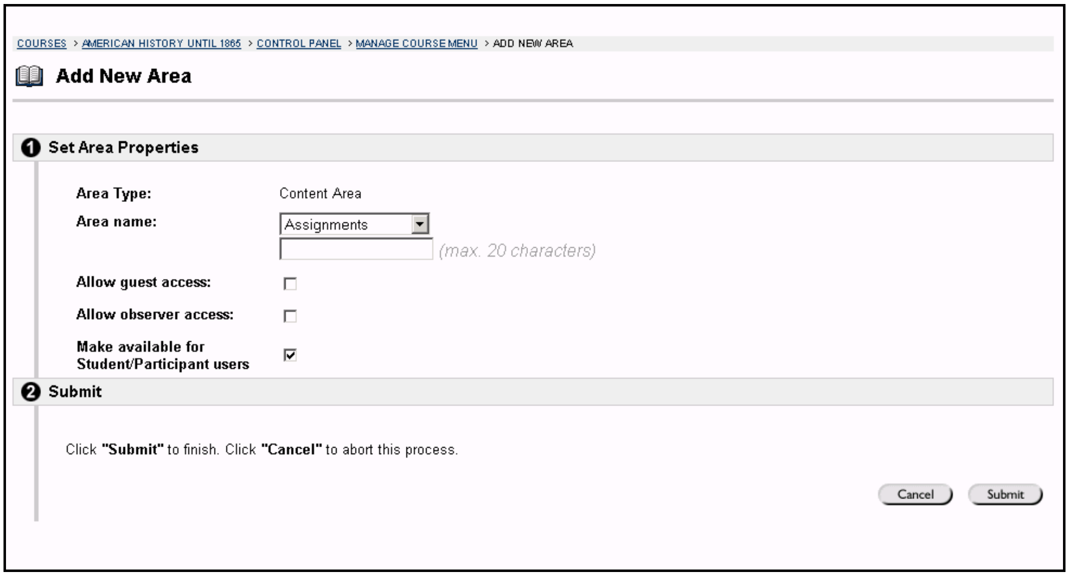
To . . .	click . . .
add a Content area	**Add Content Area**. The Add New Area: *Content Area* page will appear.
add a Tool area	**Add Tool Area.** The Add New Area: *Tool Area* will appear.
add an External Link	**Add External Link**. The Add New Area: *External Link* page will appear.
add a Course Link	**Add Course Link**. The Add New Area: *Course Link* page will appear.
modify an area	**Modify**. The Update *Area Name* page will appear.
remove an area	**Remove**. A message will appear verifying that this area should be removed. This action is irreversible. See **Note** below.
order content	the drop-down arrow and select a number. Course areas will appear in the Course menu in the order selected.

Note: If **Remove** is selected for a Course Tool the area will be removed from the Course menu, but the area associated with the tool will remain visible in the Course Control Panel. If **Remove** is selected for a Content Area it will be removed from the Course menu and the Course Control Panel, and all of its contents are deleted.

Add New Area: *Content Area*

Overview

The Add New Area: *Content Area* page enables the Instructor to add a new Content Area to the course Web site and choose which Course Roles will have access to it.



Find this page

Follow the steps below to open the Add New Area: *Content Area* page.

Step 1 Click **Manage Course menu** from the Course Options on the Control Panel.

Step 2 Click **Add Content Area**.

Fields

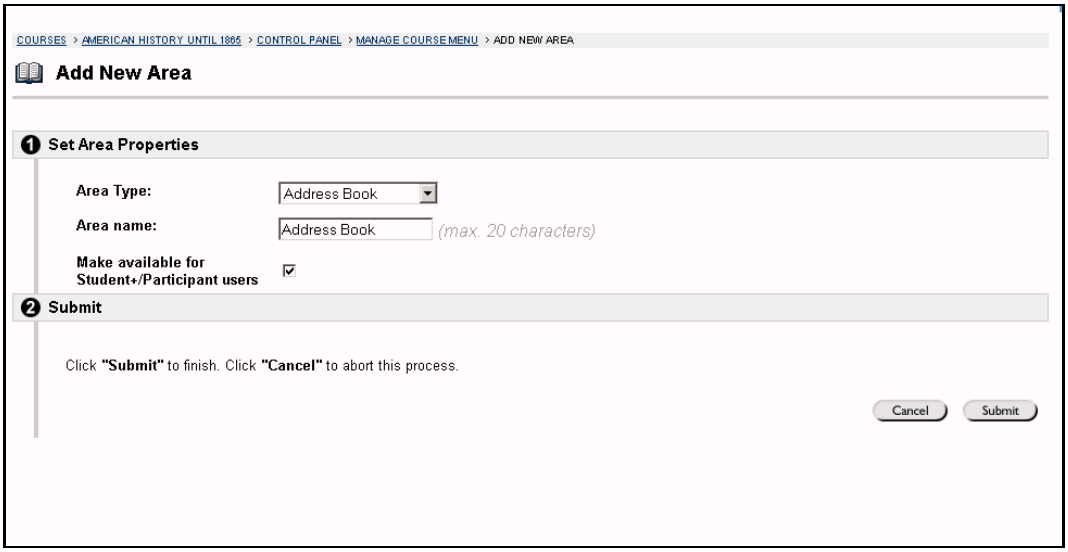
The table below details the fields available on this page.

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

Add New Area: *Tool Area*

Overview

The Add New Area: *Tool Area* page enables the Instructor to add Tools to the Course menu and choose which users will have access to it.



Find this page

Follow the steps below to open the Add New Area: *Tool Area* page.

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

Fields

The table below details the fields available on this page.

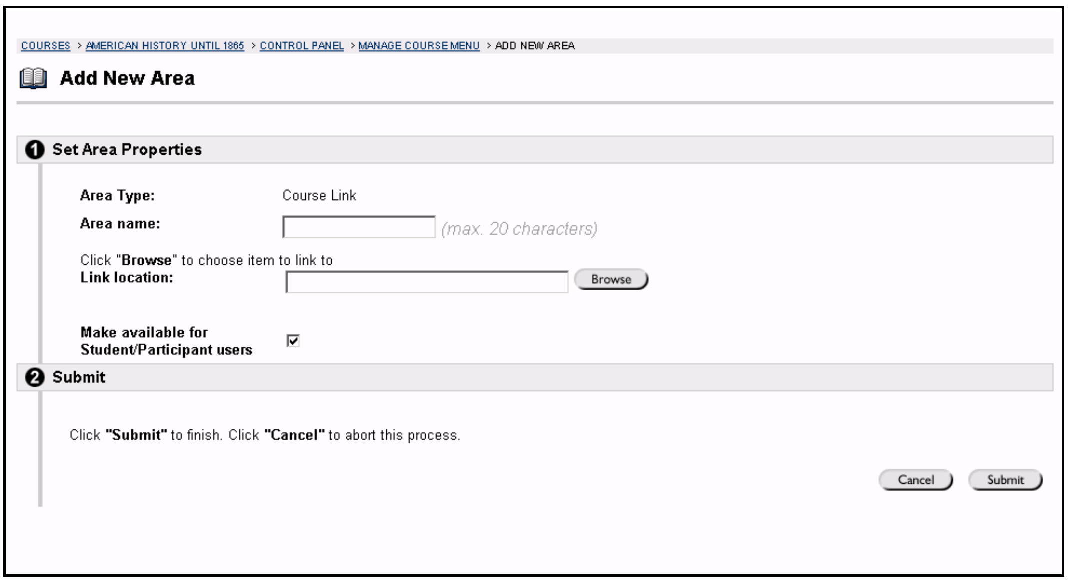
Field	Description
Set Area Properties	
Area Type:	Select a Tool to add to the Course menu.
Area name:	Enter a name for the Tool. The name entered will appear on the Course menu.
Make available for Student/ Participant users:	Select the check box to make this area available to users enrolled in the course.

Add New Area: *Course Link*

Overview

The Add New Area: *Course Link* page enables the Instructor to add a link to another area within the course Web site. This flexibility in the Course menu gives the Instructor many options for providing Students with direct access to course tools and materials.

- Instructors may add a link to an Assignment or an Assessment that is due. The item would then be listed in a Content area and also on the Course menu.
- A link to the Discussion Board could be added to the Course Menu.
- A link to the course syllabus could be provided, enabling Students to access it more easily.



Find this page

Follow the steps below to open the Add New Area: *Course Link* page.

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

Fields

The table below details the fields available on this page.

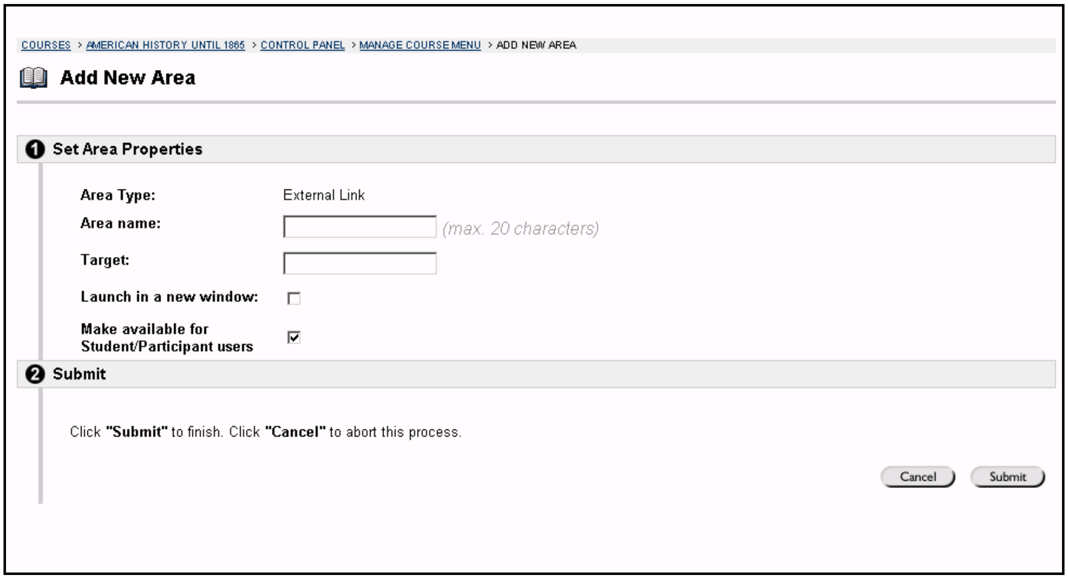
Field	Description
Set Area Properties	
Area Type:	Indicates that this is a Course Link area.
Area name:	Enter a name for the area.
Link location:	Click **Browse**. The Course Map will appear. Select a folder or item within the Course Map to link to and click **Submit**.

Make available for Student/ Participant users:	Select the check box to make this area available to users enrolled in the course.

Add New Area: *External Link*

Overview

The Add New Area: *External Link* page enables the Instructor to add an External Link area to the course Web site. When users select this area in the Course Menu they will automatically be taken to the URL linked to this area.



Find this page

Follow the steps below to open the Add New Area: *External Link* page.

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

Fields

The table below details the fields available on this page.

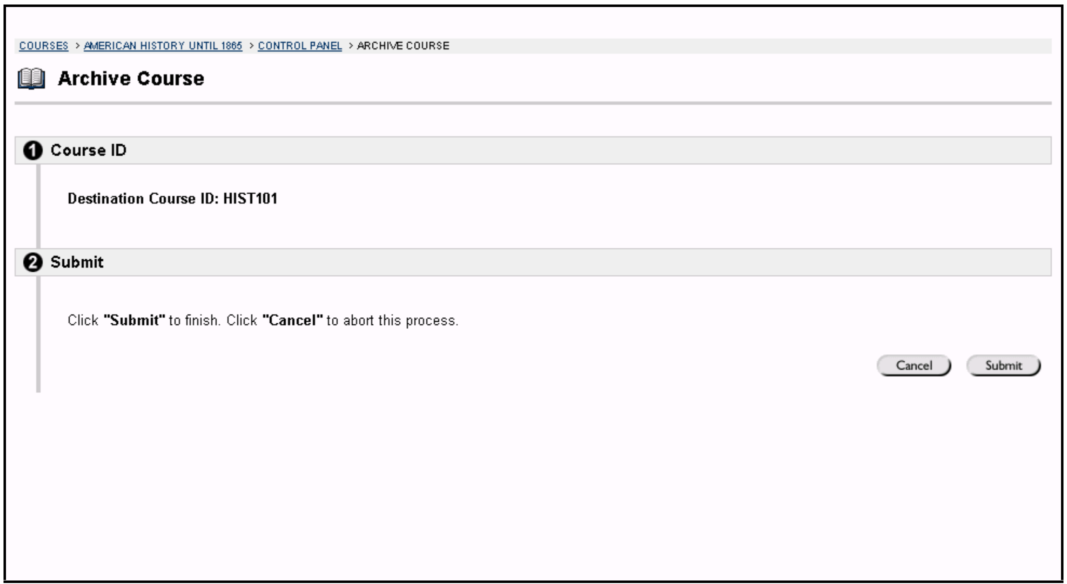
Field	Description
Set Area Properties	
Area Type:	Indicates that this is an External Link area.
Area name:	Enter a name for the area.
Target:	Enter a Web site address for the link to access. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Launch in a new window:	Select the check box to open the URL in a new window when it is accessed by a user.
Make available for Student/ Participant users:	Select the check box to make this area available to users enrolled in the course.

Archive Course

Overview

Archive Course creates a permanent record of a course including all the content and user interactions. Unlike the Export Course feature, Archive Course is not useful when trying to create a package of content to be used at a later time or with another course.

Archived courses are saved as .zip files with the following file naming structure: ArchiveFile_*Course_ID*.ZIP. These .zip files are stored and Instructors can access them for use in the future. Archiving a course does not remove it from the system.



Find this page

To open the Archive Course page, open the Course Control Panel and click **Archive Course** in Course Options.

Create Archive

Select **Submit** to export the course contents and save it for future use.

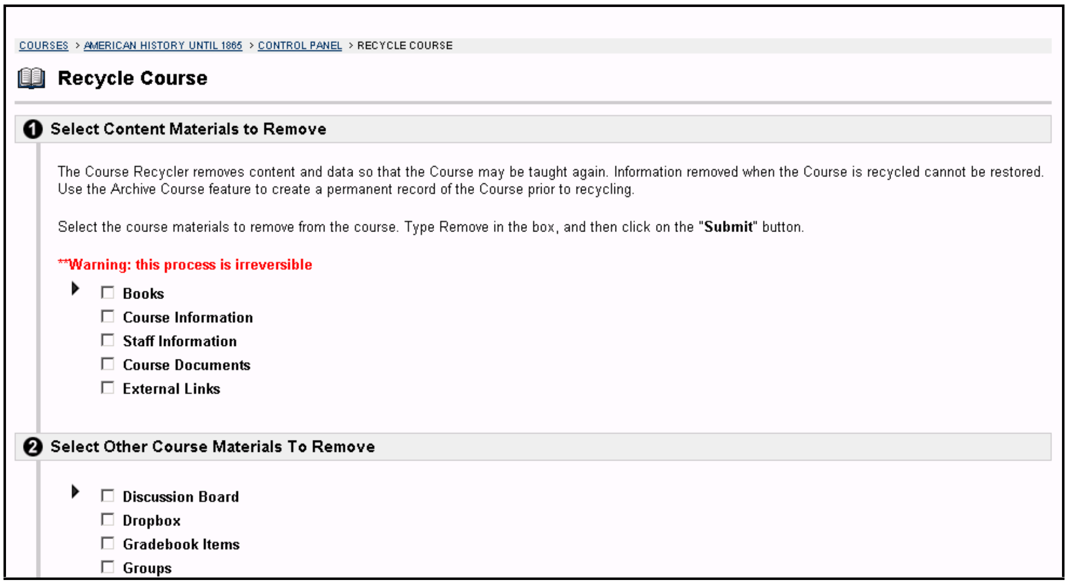
On the following page, select **Click here to download the exported course site** to save it to the computer you are working on. Instructors must select this option to save the archive file of the course. The file may only be saved on the computer you are working on; files are not saved to the *Blackboard Learning System*. Select **Click here to view the detailed log file** to view the status and log from the Course Archive operation.

Recycle Course

Overview

The Recycle Course page is a useful tool for Instructors to use at the end of a course. It allows Instructors to select information to be deleted from a course and keeps the rest of the course areas for use in the future. For example, if the option next to Gradebook is selected all the names of Students and their grades will be deleted from the course Web site. The Instructor will have a clean Gradebook to start the new semester.

Note: To create a permanent record of the course, without deleting any information, use Archive Course.



Find this page

To open the Recycle Course page, click **Recycle Course** in Course Options on the Course Control Panel.

Fields

The table below details the fields on this page.

Field	Description
Select Content Materials to Remove	
Select the check boxes for areas within the course that will be deleted. For example, if Staff Information is selected all of the data within Staff Information will be deleted.	
Select Other Course Materials to Remove	
Select the check boxes for areas within the course that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the course will be deleted.	

Manage Tools

Overview

Instructors can control the availability of all Tools through the Manage Tools area of the Course Control Panel. These tools includes all of those available through the *Blackboard Learning System*, such as the Address Book, the Communications area, the Discussion Board; System Extension Tools; and Content Tools that have been added by the System Administrator. Instructors can enable these tools for use during a course and also decide which tools Guests and Observers may access.

Find this page

To open the Manage Tools page, click **Manage Tools** in the Course Options area on the Course Control Panel.

Functions

The table below details the functions available on this page.

Function	Description
Enable Blackboard Tools	Select the Blackboard Tools that will be available in the course.
Enable Extension Tools	Select System Extensions that will be available in the course.
Enable Content Tools	Select Content Tools that will be available in the course.

Enable Blackboard Tools

Overview

Course Tools appear directly on the Course menu of the Courses tab or within areas of the Course menu (such as under Tools). Instructors can manage all of these Tools, such as Collaboration Tools, the Drop Box, and Email through the Enable Blackboard Tools page. Instructors can also choose which tools will be available for Guests and Observers to view. There are certain tools that the system will not allow Guests and Observers to access, these tools are marked with N/A (not available).

Note: Instructors may add Tools to the Course menu from the Manage Course menu page. The Enable Blackboard Tools page makes Tools available for use within a course.

Find this page

Follow the steps below to access the Enable Blackboard Tools page.

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

Step 2 Click **Enable Blackboard Tools**.

Fields

The table below details the fields available on this page.

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

Allow Observer	Check this box next to those tools that Observers are allowed to view. If a tool is marked with N/A then Observers automatically cannot view it.

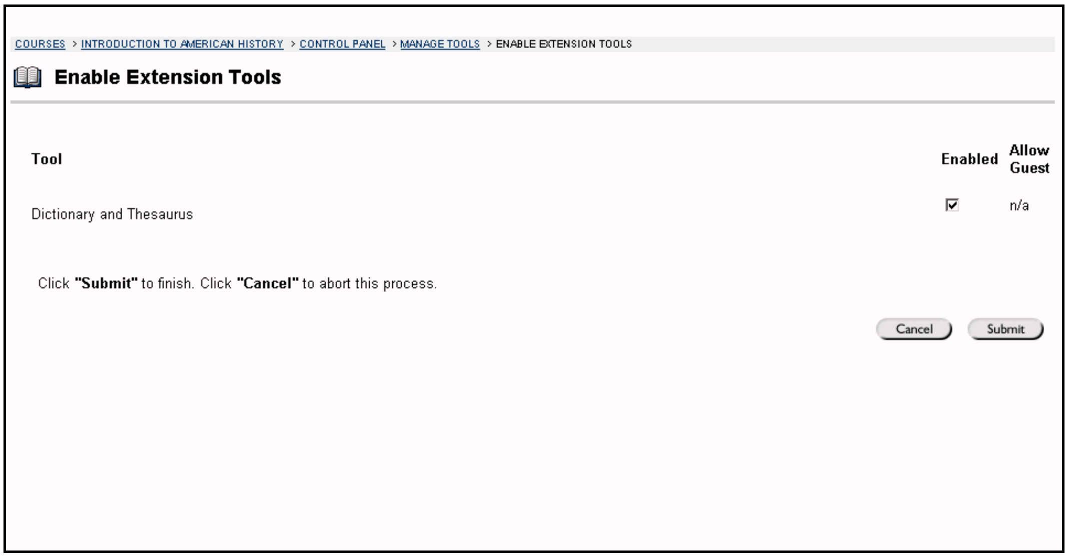
Disabling Announcements

If the Instructor disables the Announcements Tool and resets the Course Entry Point to an area other than Announcements, course Announcements will still be available to Students from the My Institution Panel. Instructors have to remove Announcements to make them unavailable.

Enable Extension Tools

Overview

A System Extension is a .zip or .war file that is created to extend the functionality of the core *Blackboard Learning System*. **Enable Extension Tools** allows the Instructor to manage all these outside tools that the System Administrator has made available, with the exception of those related to content. Instructors can also choose which System Extension tools will be available for Guests to view. System Extensions are not available to Observers.



Find this page

Follow the steps below to access the Enable Extension Tools page.

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

Step 2 Click **Enable Extension Tools**.

Note: This page is not available with *Blackboard Learning System* - Basic Edition.

Fields

The table below details the fields available on this page.

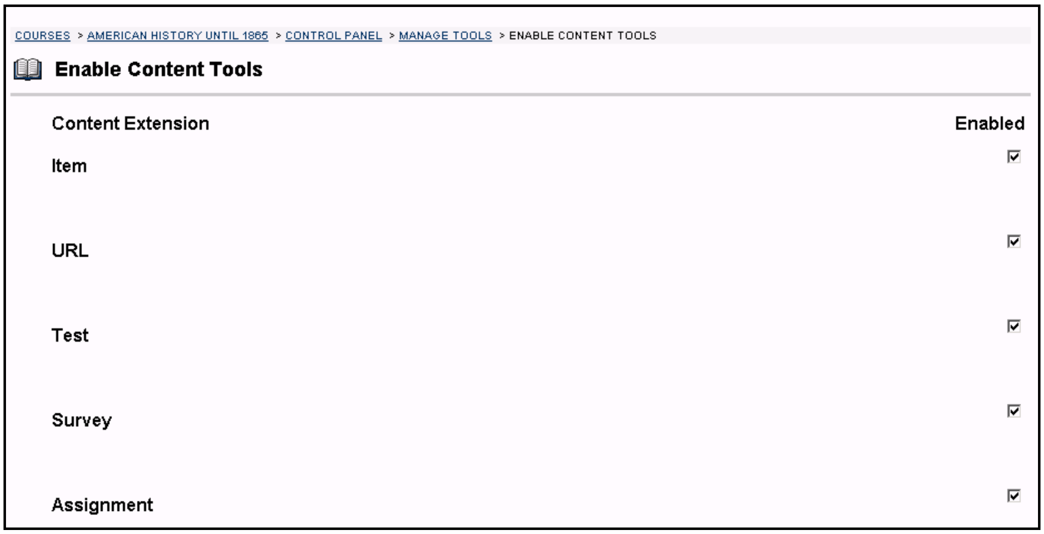
Field	Description
Enabled	Select the check box next to those tools that will be used in the course. If the tool is not checked then it will not be available.
Allow Guest	Select the check box next to those tools that Guests are allowed to view. If a tool is marked with N/A then Guests automatically cannot view it.

Enable Content Tools

Overview

A Content Tool is a type of content that can be added to a course. Content Tools allows the Instructor to manage the different types of content that the System Administrator has made available. On this page, the Instructor may choose which types of content may be included in the course. Content Tools that are enabled can be added to Content Areas throughout the course. Content Tools are available to Guests and Observers.

Note: Instructors may add Content Tools to a course Web site as a Content Area.



Find this page

Follow the steps below to access the Enable Content Tools page.

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

Step 2 Click **Enable Content Tools**.

Enable Content Tools

Check the **Enabled** box next to those tools that will be used in the course. If the tool is not checked then it will not be available.

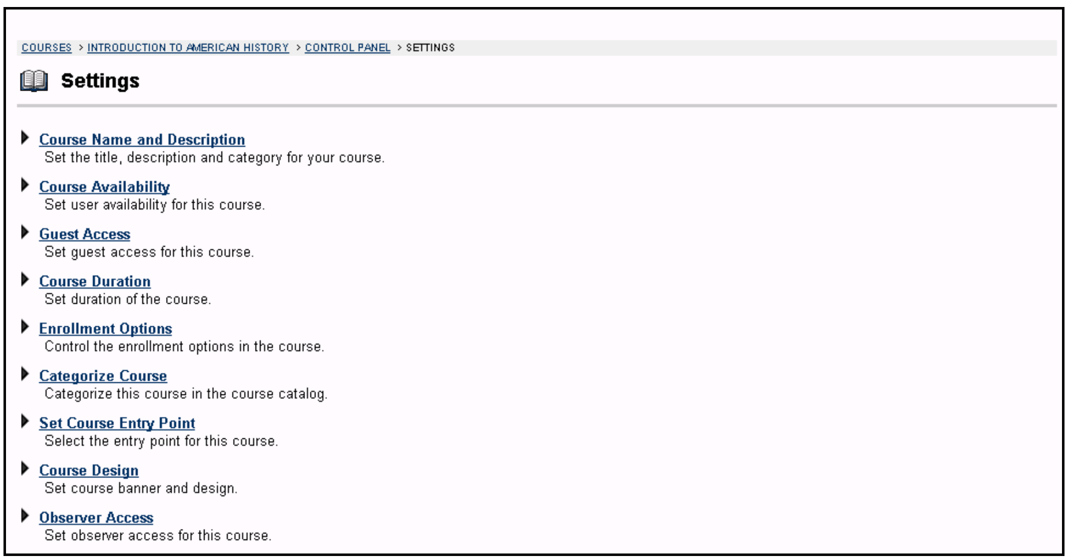
Settings

Overview

The Settings page allows the Instructor to manage the logistics, availability, and accessibility of a course and course contents. Instructors can use:

- Course Name and Description to change the name, description, and subject type of a course
- Course Availability to make the course available to Students
- Course Duration to set the duration of the course
- Enrollment Options to set how Students will enroll in the course
- Categorize Course to select where in a Course Catalog the course will appear

Note: To maintain a consistent appearance and functionality for all course Web sites, Administrators may remove options by setting overrides.



Find this page

To open the Settings page, click **Settings** in Course Options on the Course Control Panel.

Functions

The following functions are available from the Settings page:

Function	Description
Course Name and Description	Manage the course name, description, and subject type.
Course Availability	Manage when the course is to be available to Students.
Guest Access	Manage guest access to the course.
Course Duration	Set the duration of the course.

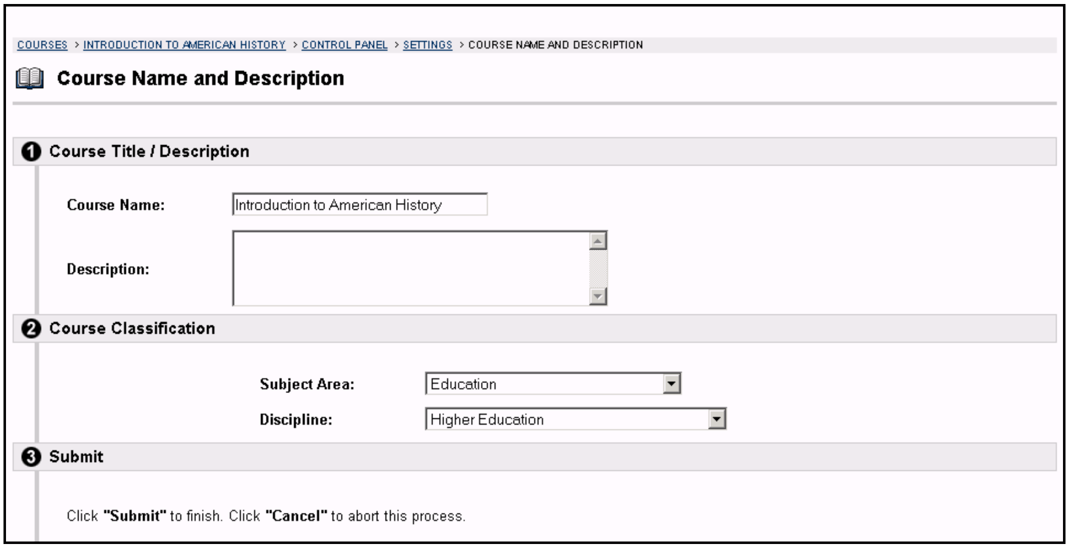
Enrollment Options	Manage how Students are to enroll in the course.
Categorize Course	Indicate which categories the course is to be listed under in the Course Catalog.
Set Course Entry Point	Indicate which content area users view first when entering the course Web site.
Course Design	Manage the appearance of the course banner and design.
Observer Access	Indicate whether this course will be available to Observers.

Course Name and Description

Overview

Instructors change the name, description, and subject type of a course from the Course Name and Description page, located in Settings

Note: To maintain a consistent appearance and functionality for all course Web sites, Administrators may remove the options by selecting overrides.



Find this page

Follow the steps below to open the Course Name and Description page.

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

Fields

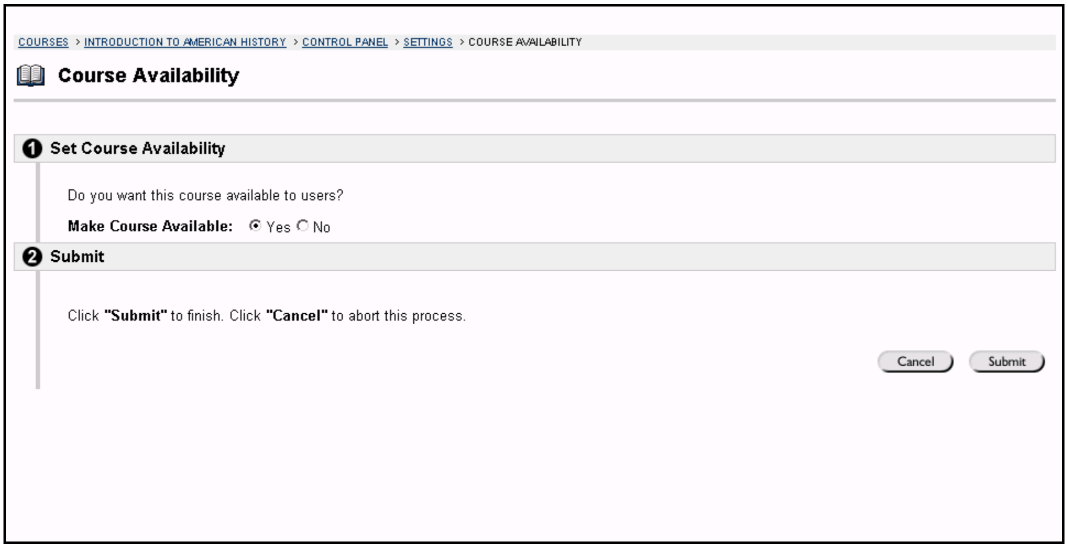
The table below details the fields on the Course Name and Description page.

Field	Description
Course Title/Description	
Course Name:	Enter the name of the course. This name will appear as the course name throughout the course Web site and course catalog.
Description:	Enter a description of the course.
Course Categorization	
Subject Area:	Select the subject area that best describes the course.
Discipline:	The subject area can be further defined by discipline.

Course Availability

Overview

The Course Availability page, located in Settings, is used to control access to the course.



Find this page

Follow the steps below to open the Course Availability page.

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

Field

Select either **Yes** or **No** to make the course available to users. If the course is set to available, all users participating in the course will have access. If the course is set to unavailable, access is determined by course role.

Note: Courses that are unavailable will not appear in the Course Catalog.

Course role availability

The following table describes what type of access different user roles have to a course that is unavailable:

Course Role	Access when course is unavailable
Students	Courses set to Unavailable will not appear at all in the Student's My Courses module on the My Institution tab, or in the Student's Course List on the Courses tab. Students may not access a course Web site that is set to unavailable.
Instructors	Courses set to Unavailable will appear in the **Courses you are teaching:** section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable, but will still be accessible by the Instructor.

Course Builders and Teaching Assistants	Courses set to Unavailable will appear in the **Courses in which you are participating:** section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable. The course is still accessible by Course Builders and Teaching Assistants.
Graders	Courses set to Unavailable will appear in the **Courses in which you are participating:** section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable and is not accessible by Graders.

Guest Access

Overview

The Settings page allows the Instructor to manage the logistics, availability, and accessibility of a course and course contents. The Guest Access page, located in Settings, is used to control whether or not Guests, those users not enrolled in the course, have access to the course.

Find this page

Follow the steps below to open the Guest Access page.

Step 1 Select **Course Settings** in Course Options on the Course Control Panel.
Step 2 Click **Guest Access**.

Guest Access

Select either **Yes** or **No** in the check boxes next to **Allow Guests** to make the course available for Guests to view.

Course Duration

Overview

Instructors set the length of the course from the Course Duration page. Options for Course Duration include:

- continuously available
- available from a set start to a set end date
- available for a number of days

Find this page

Follow the steps below to open the Course Duration page.

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

Fields

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

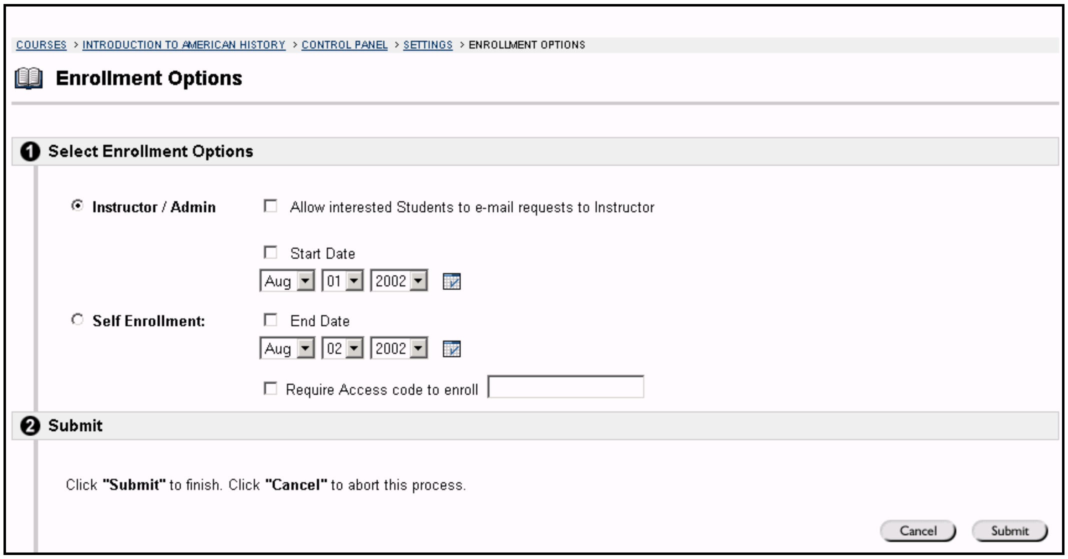
Field	Description
Set Course Duration	
Continuous	Select this option to make the course continuously available. If this option is selected the course will always be available.

Select Dates	Select this option to set the course availability for a specific number of days. Use the drop down list to select the starting and ending dates of the course or click the calendar icon to select dates from the calendar interface. The course may also begin on a specific date and not have a specific end date. After the end date, the course is no longer available for Students but is otherwise unchanged. Students who attempt to login to the course Web site are told that the course has ended.
Days (from the date of enrollment)	Select this option to place a time limit on a self-paced course. The course will be available for that number of days from the time a Student enrolls. For example, if the number of days is set to 10, the course will be available for 10 days to each Student who enrolls.

Enrollment Options

Overview

Instructors set the enrollment process for a course from the Enrollment Options page. Instructors can lead enrollment by processing enrollment requests from Students through the Course Control Panel. Enrollment can also be limited to a set time and to those Students that receive approval and are granted an access code.



Find this page

Follow the steps below to open the Enrollment Options page.

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

Fields

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

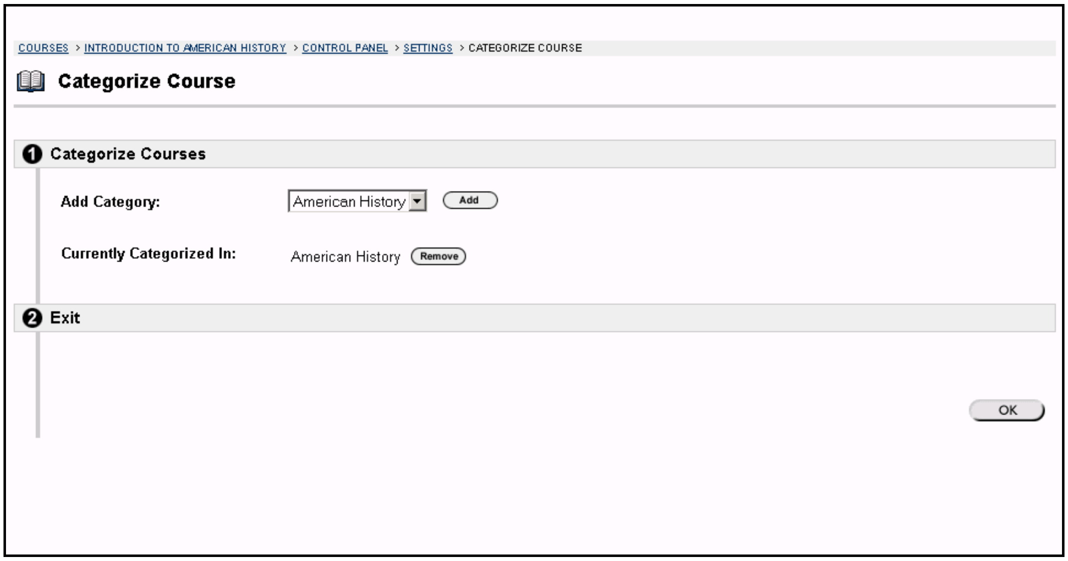
Field	Description
Select Enrollment Options	
Instructor/Admin:	Select this option to make course enrollment Instructor and Administrator led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
Self Enrollment:	Select this option to allow Students to enroll in a course as determined by the limits defined in the starting date, ending date, and access code.
Select Enrollment Options	
Start Date:	Select this option to set an enrollment start date. Choose an enrollment start date by clicking the drop-down arrow and selecting date values or click the calendar icon to select a date from the calendar interface. If Self Enrollment is selected this date is required.

End Date:	Select this option to set an enrollment end date. Choose an enrollment end date by clicking the drop-down arrows and selecting date values or click the icon to select a date from the calendar interface. If **Self Enrollment** is selected this date is required.
Require Access Code to Enroll:	Select this option to require an access code to enroll. Enter an access code that will be distributed to approved Students. If selected, this access code will be required for Students to enroll in the course.

Categorize Course

Overview

The Categorize Course page, located in Settings, allows Instructors to indicate where in the Course Catalog the course will appear. The Instructor may select multiple categories or he or she may remove category links.



Find this page

Follow the steps below to open the Categorize Course page.

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

Fields

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

Field	Description
Course Catalog	
Add Category	Click the drop-down arrow and select a catalog category that the course is to appear in. Click **Add**. More than one category may be selected. Repeat the process to add another category.
Currently Categorized In:	Displays the catalog categories that have been selected. To remove a category, click **Remove** next to the category that is to be removed.

Set Course Entry Point

Overview

The default course entry point is the Announcements page. In some courses, it may be advantageous to change the entry point to another area. This can be done on the Set Course Entry Point page.

Note: Setting a new course entry point takes effect immediately. However, the user that sets the new course entry point will not see the effect of the change until the user logs out of the Blackboard Learning System and logs back in.

Find this page

Follow the steps below to open the Set Course Entry Point page.

Step 1 Select **Course Settings** in Course Options on the Course Control Panel.
Step 2 Click **Set Course Entry Point**.

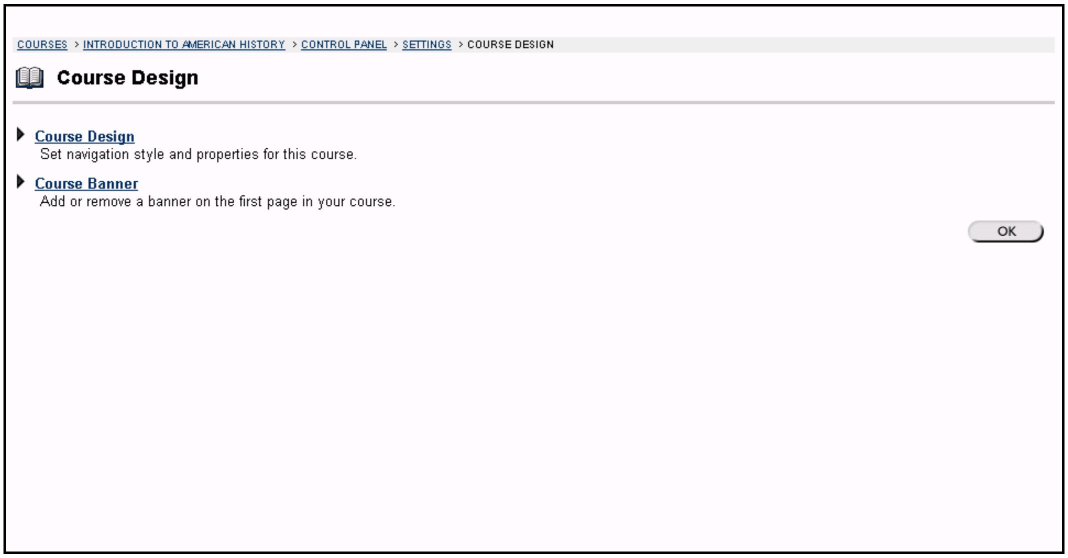
Field

Click the drop-down arrow in the **Entry Point:** field and choose the course area that will appear when a user enters the course.

Course Design

Overview

Instructors set the appearance of a course Web site through the tools on the Course Design page. The Instructor can add a course banner and change the Course menu design from this page.



Find this page

Follow the steps below to open the Course Design page.

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

Functions

The following functions are available from the Course Design page:

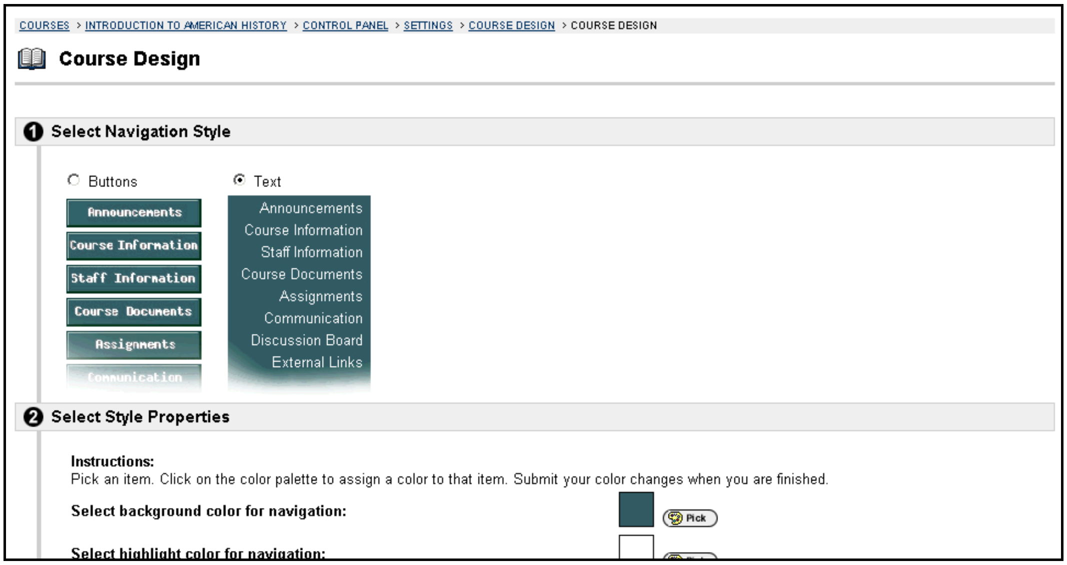
Function	Description
Course Design	Create a design for the course Web site.
Course Banner	Add a banner to the course Web site.

Course Design: *Style*

Overview

Instructors can manage the appearance of the Course menu from the Course Design: *Style* page. They can choose to use a button or text navigation style and select colors and design features from this area.

Note: To maintain a consistent appearance for all course Web sites, Administrators may remove these options by selecting overrides.



Find this page

Follow the steps below to open the Course Design: *Style* page.

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

Fields

The table below details the fields on this page.

Field	Description
Select a Navigation Style	
Navigation Style:	Select **Buttons** to make the areas of the Course menu appear in a button format. Select **Text Navigation** to make areas of the Course menu appear in a text format.

Select a Button Style

When the Button Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for buttons.

Field	Description
Select Style Properties	
Button Type:	Choose the Button Type from the drop-down list.
Button Shape:	Click an option to choose the Button Shape.
Button Style:	Use the drop-down list to select the color of the buttons. Click **Gallery of Buttons** to view all of the button options.

Select Text Navigation Colors

When the Text Navigation Style is chosen an additional set of functions must be defined. The table below details the fields on the Select Style Properties section for text.

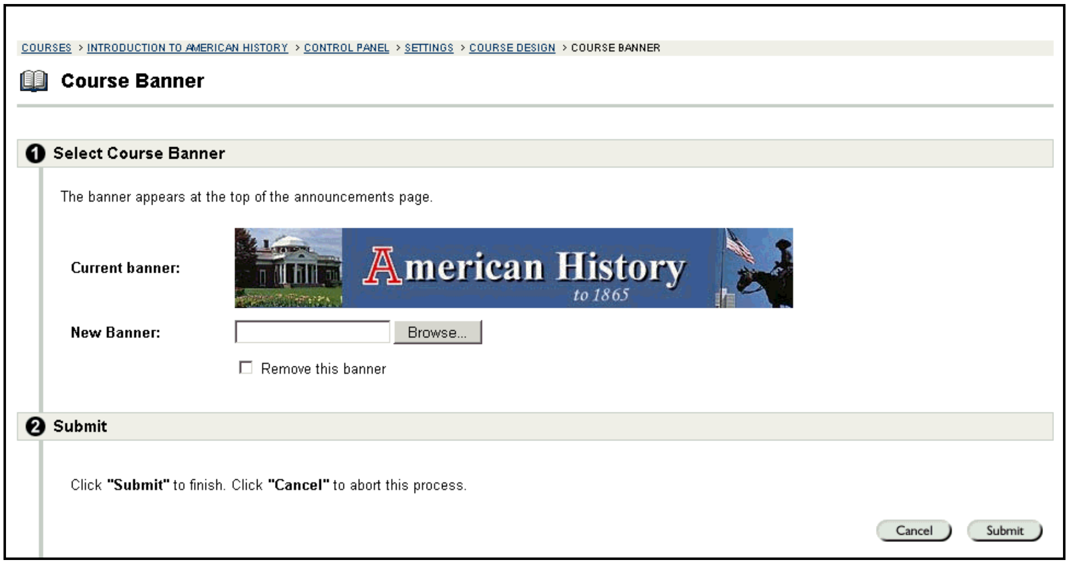
Field	Description
Select Style Properties	
Select background color for navigation:	Click **Pick** and select a background color for the Course menu.
Select a highlight color for the navigation:	Click **Pick** and select a color for the text in the Course menu.

Course Banner

Overview

Instructors can add a banner to the top of the Announcements area on the course Web site from the Course Banner page. The banner will appear only in this course Web site. Instructors may not be able to customize a course banner if the Administrator has overridden this option.

Note: To maintain a consistent appearance for all course Web sites, Administrators may remove the options by selecting overrides.



Find this page

Follow the steps below to open the Course Banner page.

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

Fields

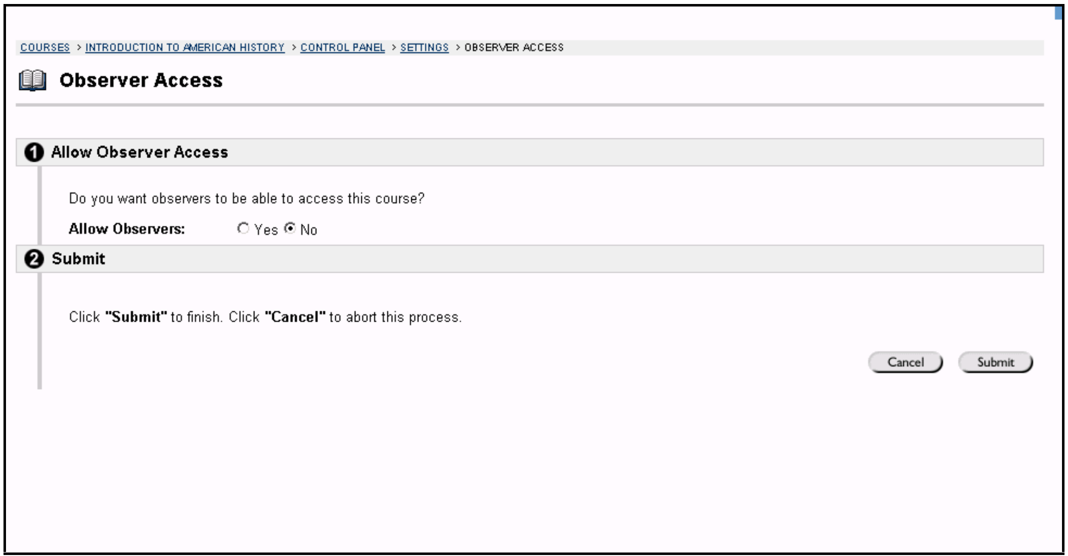
The table below details the fields on this page.

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

Observer Access

Overview

Instructors decide if Observers have access to the course on the Observer Access page. An Observer can be assigned by the System Administrator. A person with an Observer role is assigned to observe a specific user on the *Blackboard Learning System*.



Find this page

Follow the steps below to open the Observer Access page.

Step 1 Select **Course Settings** in Course Options on the Course Control Panel.
Step 2 Click **Observer Access**.

Allow Observers

Select **Yes** in the **Allow Observers:** field to allow Observers to access the course. Select **No** and Observers will not be able to access the course.

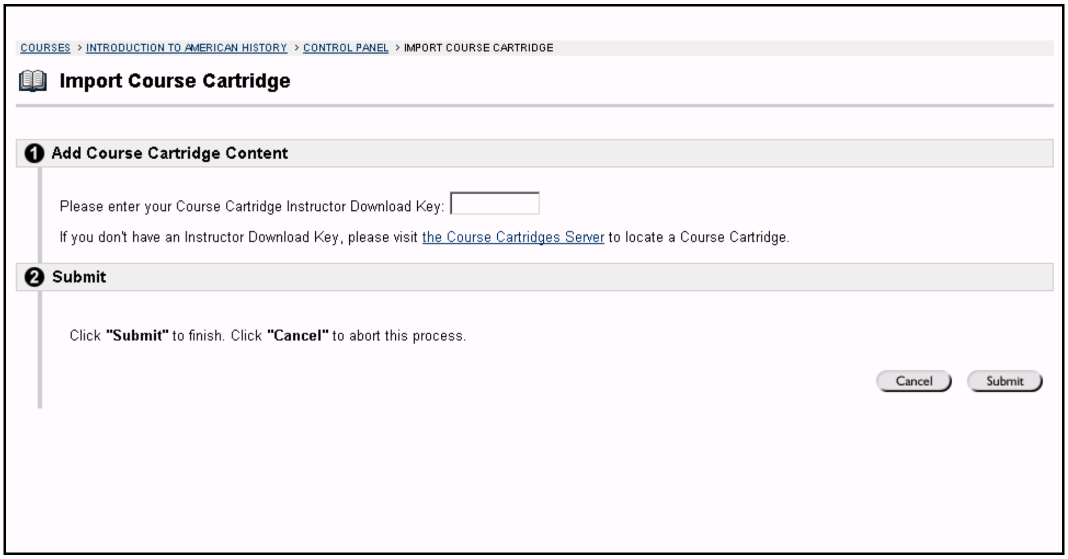
Import Course Cartridge

Overview

Course Cartridges enable Instructors to gain access to complete sets of teaching tools provided by academic publishers. In one central location, Instructors can find relevant, publisher-created materials. Once the materials are downloaded to a *Blackboard Learning System* course Web site, Instructors are free to customize the content by adding and deleting materials as needed to correlate with specific topics covered in the classroom.

Course Cartridges can serve as supplements to already-existing online courses, or provide an excellent starting point for faculty who are just beginning to develop online teaching strategies. Instructors will benefit from the ease of use, variety, and professional quality of the materials available on Course Cartridges powered by *Blackboard Learning System*.

Instructors download Course Cartridges from the Course Cartridge Repository and install cartridges into course Web sites through the Course Control Panel.



Find this Page

To open the Import Course Cartridge page, click **Import Course Cartridge** in Course Options on the Course Control Panel.

Note: The Download Key can be accessed from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.

Field

Enter the Course Cartridge Download Key in the field provided. Course Cartridge content will be added to course materials.

Copy Protection

Cartridges may be designated as "Copy Protected" or "Open Access". Cartridges that are not copy protected are "Open Access Cartridges". Only one Copy Protected cartridge may exist in a course. Open Access cartridges may be downloaded by Instructors into courses that already contain cartridge content. Therefore, a course may contain one Copy Protected cartridge and multiple Open Access cartridges. The only limitation for downloading Open Access Cartridges is the size of the course quota.

How to Add Course Cartridge Materials during Course Creation

Overview

Course Cartridges are comprehensive collections of publisher-created content, available for import to Instructor-designed course Web sites powered by *Blackboard Learning System*. To download a Course Cartridge into a course Web site, Instructors and Administrators must follow a series of simple steps.

Download a Course Cartridge

Follow the steps below to download a Course Cartridge.

Step 1 Select an appropriate textbook from a publisher and determine if the textbook has a companion Course Cartridge by browsing the Course Cartridge Catalog, located at http://cartridgecatalog.blackboard.com/catalog/

Step 2 Obtain the Instructor Download Key from the textbook publisher.

Step 3 Begin the course Web site creation process.

Step 4 During the course creation process, you will be prompted for the Instructor Download Key you obtained in Step 2.

Step 5 Click **Submit** to create your course.

Step 6 You will receive notification that your course was created and that you will receive an email when the Course Cartridge has finished loading into your new course.

How Students access course cartridges

Students must follow the steps below to access the Course Cartridge materials.

Step 1 Enroll Students in the Course.

Step 2 Instruct Students to purchase required textbook or other publisher provided materials that contain the Access Key.

Step 3 When first accessing the course Web site content, Students will be required to enter their Access Key. Once validated, Students will no longer need the Access Key.

Cartridge functionality

Course Cartridges function in the following ways:

- **Archive**: When a course is archived all cartridge content in the course is saved with the archive.
- **Restore**: When an archived course is restored by the System Administrator, the cartridge content is included in the restored course.
- **Export**: When a course is exported, cartridge content is not included.

- **Import**: The only time cartridge content is included during a course import, is if it is part of the package. For example, if the course package was generated from an archive operation.
- **Copy**: Cartridge content is included during a course copy action. For example, if cartridge content is included in a Content Area, and **Content** is selected during Course Copy, the cartridge content will be copied.

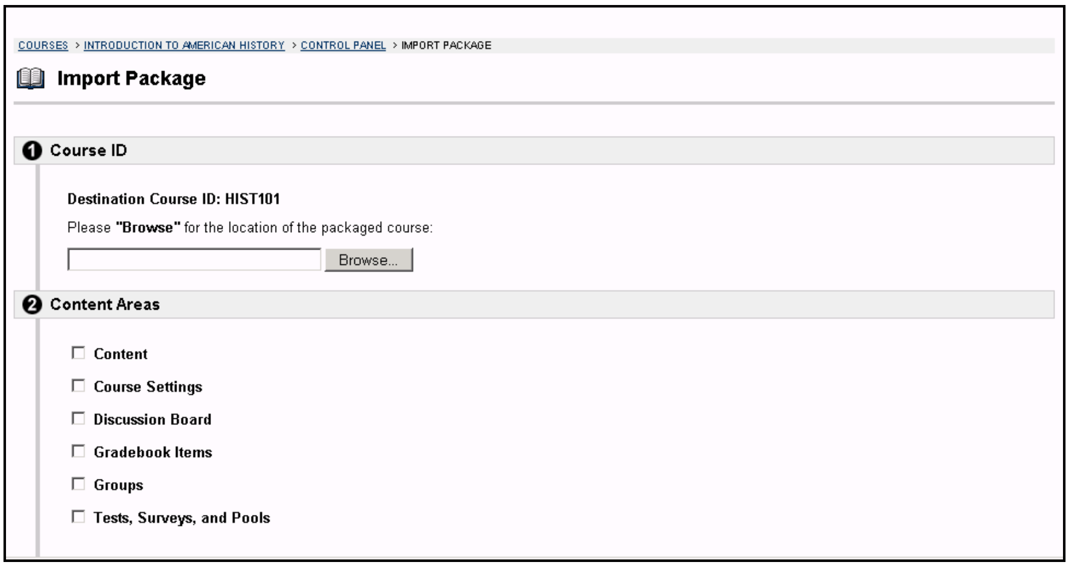
Note: Content from only one Copy Protected cartridge may be copied into a course. If content from a second Copy Protected cartridge is copied (from another course) or imported, it will over-write the existing Copy Protected cartridge content.

Import Package

Overview

Instructors may use the Import Package page to upload information into the course. For example, if they have exported a course then may import the whole course package, or selected parts of the course through Import Package.

Note: When Content, Discussion Boards, Gradebook Items, Groups or Tests, Surveys and Pools are imported, the existing information in the course will also remain. The new information will be added to the destination course, it will not replace existing information. If Course Settings are imported, the Course Settings in the destination course will be written over. The only original setting that will remain is Course ID.



Find this Page

To open the Import Course Cartridge page, click **Import Package** in Course Options in the Course Control Panel.

Fields

The table below details the fields on the Import Package page.

Field	Description
Course ID	
Destination Course ID:	Displays the Course ID for the course the package is being imported into.
Please "Browse" for the location of the packaged course:	Either enter the path to the course package or click **Browse** to search for the course package.
Content Areas	
Select one or more areas in the package to import. If the areas in the package do not correspond with the areas selected, the package will not import correctly. For example, if the package contains a Gradebook that should be imported, **Gradebook Items** must be selected on the Import Package page.	

Resources

Overview

The *Blackboard Learning System* offers access to the Blackboard Resource Center. The Resource Center is a customizable Web site of educational resources. This online academic service offers high-quality supplemental information and resources that enhance teaching and learning.

Find this page

To open the Resources page, click **Resources** in Course Options on the Course Control Panel.

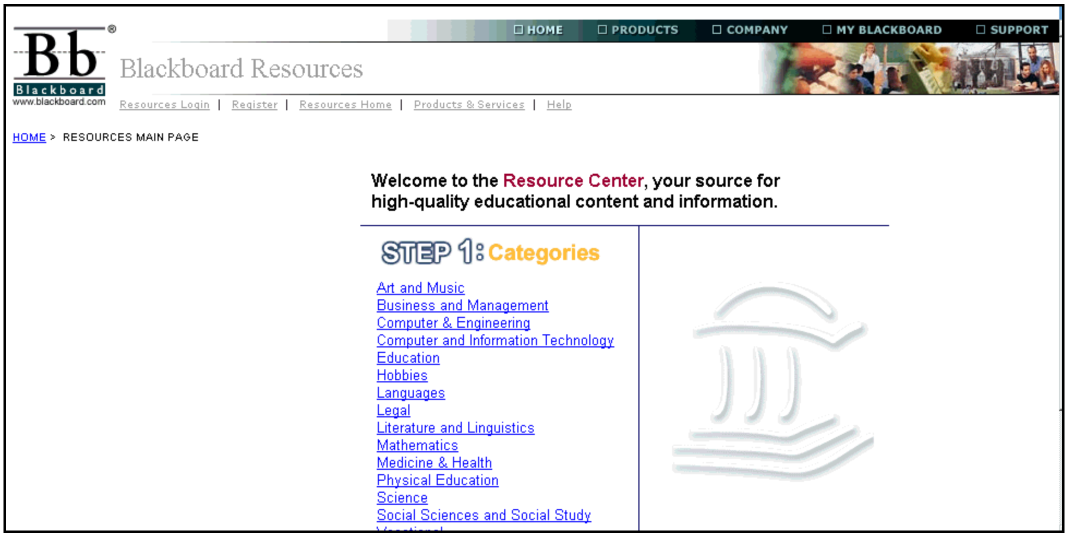
Functions

Select **Customize Resources** to customize the Resources for a particular course.

Customize Resource

Overview

The Resource Center is a Web site of educational resources that may be customized to a specific course Web site. Instructors can customize the number of links and the content that is available for their users.



Find this page

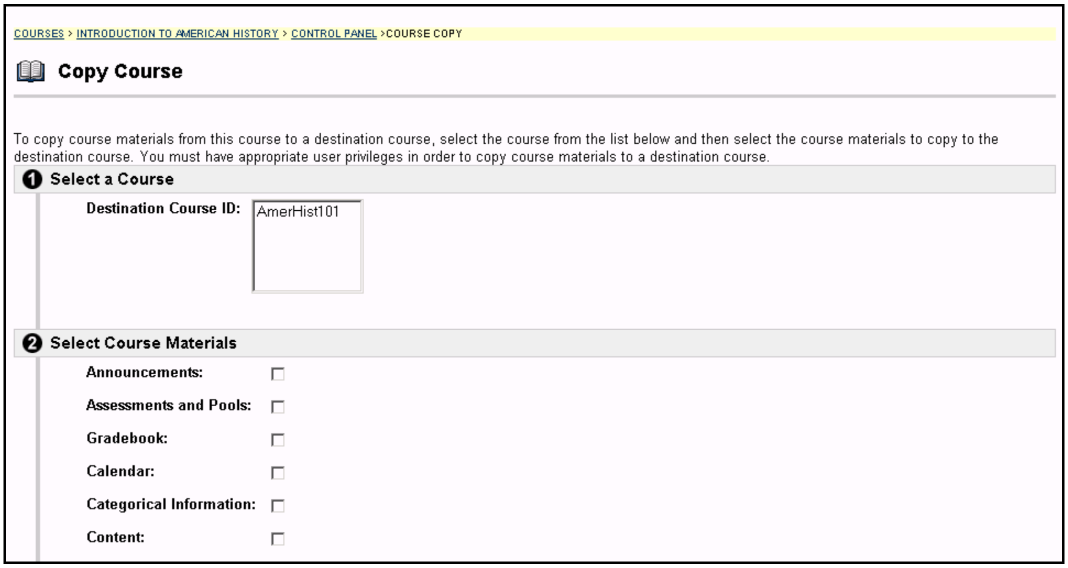
Follow the steps below to open the Customize Resources page.

Step 1 Select **Resources** in Course Options on the Course Control Panel.
Step 2 Click **Customize Resources**.

Copy Course

Overview

The Copy Course page enables Instructors to copy content from other courses they are teaching. Instructors can select areas, such as Announcements, Staff Information or content areas to copy from one course to another. Copy Course will add content to a course, but it will not remove existing content.



Find this page

To open the Copy Course page, click **Course Copy** in Course Options on the Course Control Panel.

Fields

The table below details the fields on this page.

Field	Description
Select a Course	
Destination Course ID:	Select the Course ID for the course that is being copied to. Only courses taught by the same Instructor are available.
Select Course Materials	
Select one or more areas of the course to copy to the destination course.	

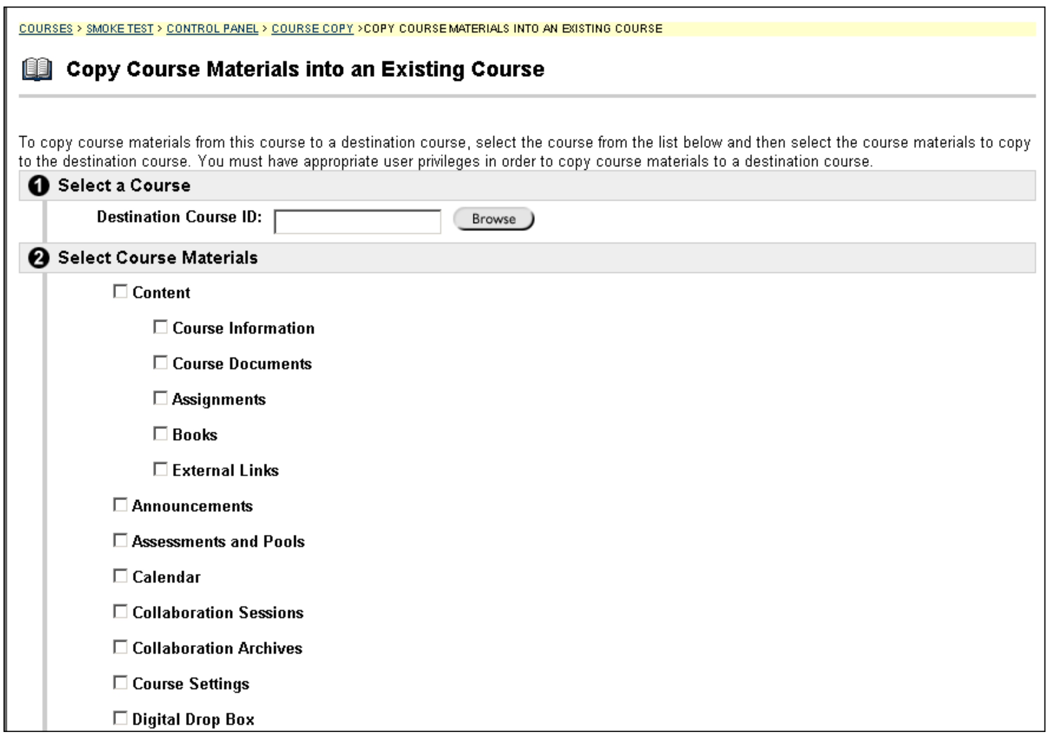
Copy Course in Release 6.0.10 and Higher

Overview

6.0.10 includes a new interface for copying some or all course materials in a course into another course. Copying course materials into an existing course adds the content from one course into another course already on the system.

Note: Instructors can only copy materials into a course where the Instructor has a role of Instructor, Teaching Assistant, or Course Builder.

Note: The information in this section should only be referenced by those users running Release 6.0.10 or higher. Users running other versions of Release 6 should reference the previous section.



Find this page

Follow these steps to locate the Copy Course Materials into an Existing Course page.

Step 1 Click **Copy Course** from the Course Control Panel.
Step 2 Click **Copy Course Materials into an Existing Course** from the Copy Course page.

Fields

The table below details the fields on this page.

Field	Description
Select a Course	

Destination Course ID:	Select the Course ID for the course that is being copied to. Only courses taught by the same Instructor are available.
Select Course Materials	
Select the check boxes for each area in the course that should be copied into a new course.	

Additional Information

The content and settings added to the new course will resolve duplicate Course Menu areas and conflicting settings. Many settings in the destination course are unchanged by a course copy, the following settings are changed to match that of the source course:

- Course Entry Point
- Course Design
- Course Banner
- Tools that are not included in the destination course are added

Course Menu areas that have the same name but contain different content will still be added to the destination course but the name will be changed by adding a sequential number to the end.

Content will be written into a Course Menu area if the names of the areas are the same and the content that they hold is similar (for example, staff profiles in an area called Staff Information will be written into an area called Staff Information in the destination course if it also contains staff profiles).

Copy Course in Release 6.0.11 and Higher

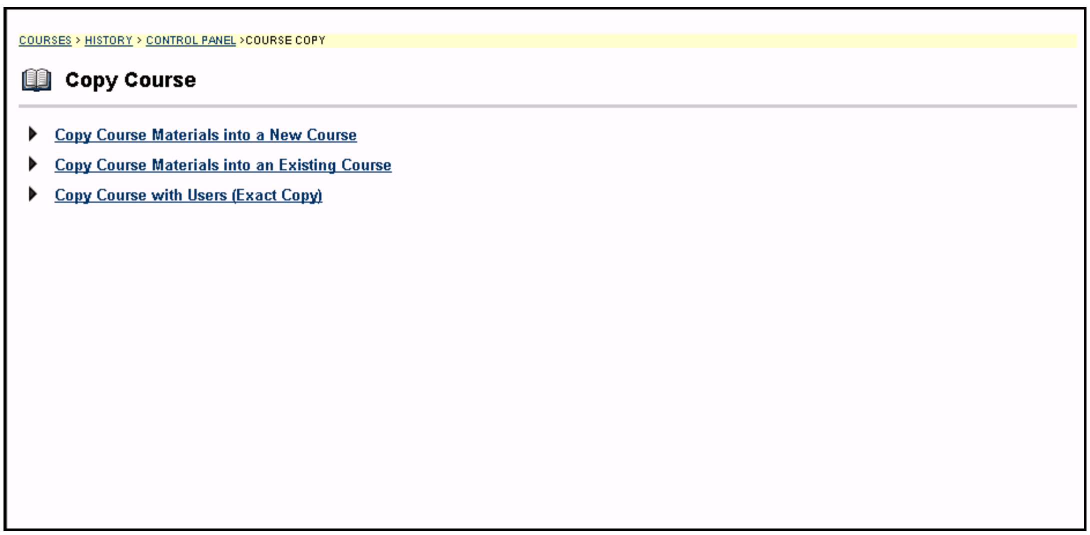
Overview

Release 6.0.11 includes additional options for Course Copy. Course materials can be copied in different ways to meet different requirements. Course materials can be copied into a newly created course or into a course that already exists. Copying materials into a new course is an easy way to set up separate sections for the same course. Copying materials into an existing course can be used to share course content across courses.

It is also possible to make an exact copy of the course including all the user enrollments and staff assignments associated with the course.

Note: Instructors can only copy materials into a course where the Instructor has a role of Instructor, Teaching Assistant, or Course Builder.

Note: The information in this section should only be referenced by those users running Release 6.0.11 or higher. Users running other versions of Release 6 should reference the previous sections.



Find this page

To locate the Copy Course page select **Copy Course** on the Course Control Panel.

Available functions

The following functions are accessible from the Copy Course page.

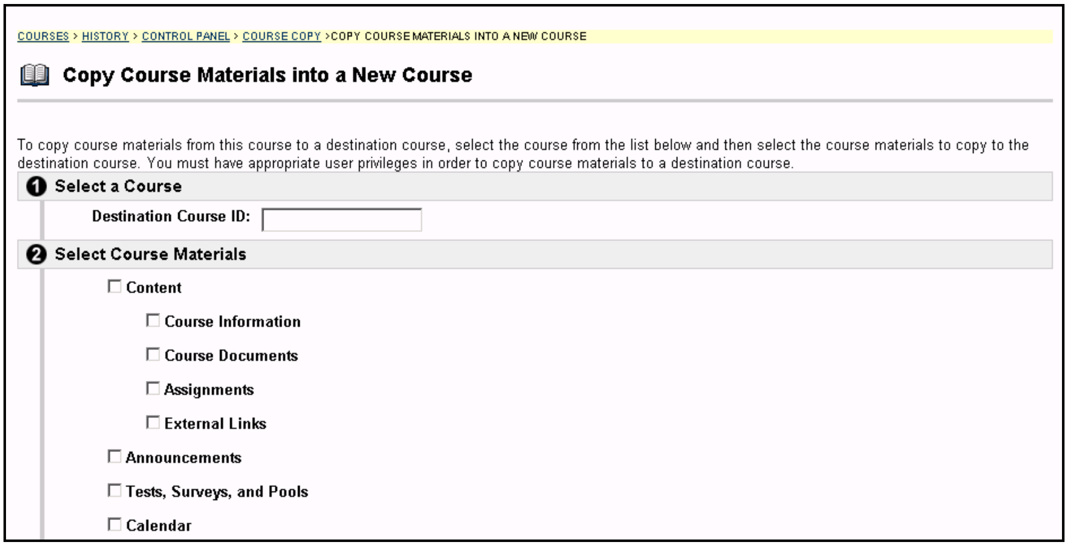
To . . .	click . . .
Copy some or all of the course materials into a new course	Copy Course Materials into a New Course
Copy some or all of the course materials into an existing course	Copy Course Materials into an Existing Course This option was also available in Release 6.0.10.

Make an exact copy of the course including enrollments	Copy Course with Users (Exact Copy)

Copy Course Materials into a New Course

Overview

Copying course materials into a new course creates a course in the system and populates it with content from a course already on the system.



Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

Step 1 Click **Course Copy** from the Course Control Panel.
Step 2 Click **Copy Course Materials into a New Course** from the Copy Course page.

Fields

The table below details the fields on this page.

Field	Description
Select a Course	
Destination Course ID:	Select the Course ID for the course that is being copied to. Only courses taught by the same Instructor are available.
Select Course Materials	
Select the check boxes for each area in the course that should be copied into a new course.	

Additional Information

The content and settings added to the new course will resolve duplicate Course Menu areas and conflicting settings. Many settings in the destination course are unchanged by a course copy; the following settings are changed to match that of the source course:

- Course Entry Point
- Course Design

- Course Banner
- Tools that are not included in the destination course are added

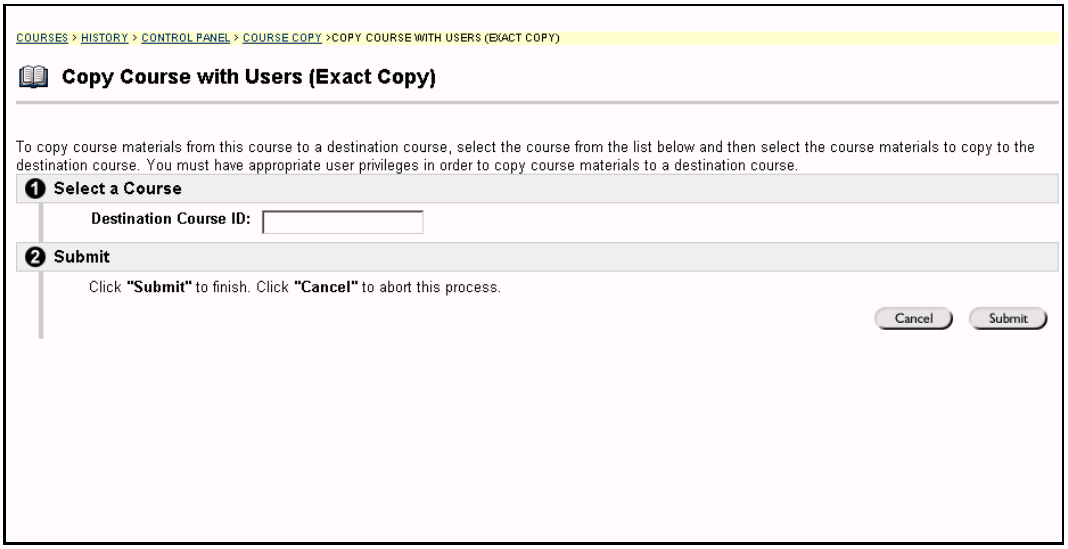
Course Menu areas that have the same name but contain different content will still be added to the destination course but the name will be changed by adding a sequential number to the end.

Content will be written into a Course Menu area if the names of the areas are the same and the content that they hold is similar (for example, staff profiles in an area called Staff Information will be written into an area called Staff Information in the destination course if it also contains staff profiles).

Copy Course with Users (Exact Copy)

Overview

Copy Course with Users performs a complete copy of the course.



Find this page

Follow these steps to locate the Copy Course with Users (Exact Copy).

Step 1 Click **Course Copy** from the Course Control Panel.
Step 2 Click **Copy Course with Users (Exact Copy)** from the Copy Course page.

Copy the Course

Enter the Course ID for the Destination Course and select **Submit**. The new course will contain all of the same content and all of the same user enrollments and staff assignments as the source course.

Export Course

Overview

The Export Course feature creates a package of the course content that can later be imported into *Blackboard Learning System* and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course—it only includes the content of the Course. Therefore, Export Course is useful when course materials will be reused at a later time to teach a new set of Students. Archive Course is useful to maintain a record of a Course after it has been taught.

Export packages are downloaded as compressed .ZIP files and can be imported into *Blackboard Learning System* in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Note: See Import Package for information on importing the contents of a course.

Find this page

To open the Export Course page, click **Export Course** in Course Options on the Course Control Panel.

Fields

Select one or more areas of the course to export.

On the following page, select **Click here to download the exported course site** to save it to the computer you are working on. Select **Click here to view the detailed log file** to view the status and log from the Course Export operation.

Create export package

Select **Submit** to export the course contents and save it for future use.

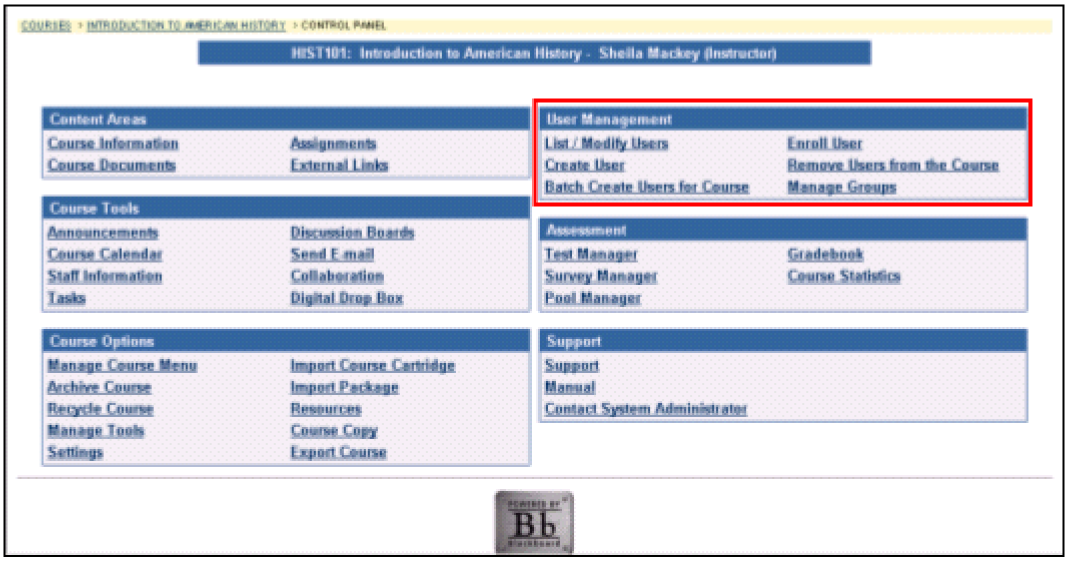
On the following page, select **Click here to download the exported course site** to save it to the computer you are working on. Instructors must select this option to save the export file of the course. The file may only be saved on the computer you are working on; files are not saved to the *Blackboard Learning System*. Select **Click here to view the detailed log file** to view the status and log from the Course Export operation.

Chapter 5—User Management

Overview

User Management enables the Instructor to manage the users in their course Web site. For example, Instructors may:

- add and drop individuals or groups of Students to and from a course
- create new users
- create groups of users within in a course



In this chapter

This chapter contains information on the following sections:

Section	Description
List/Modify Users	Explains how to update user information.
Create User	Provides information in creating user accounts for *Blackboard Learning System*.
Batch Create Users for Course	Describes the function to create a batch of users for a course.
Enroll User	Explains how to enroll users in a course.
Remove Users from the Course	Explains how Instructors may remove users from the course.
Manage Groups	Provides information for creating and modifying groups of users in a course.

List/Modify Users

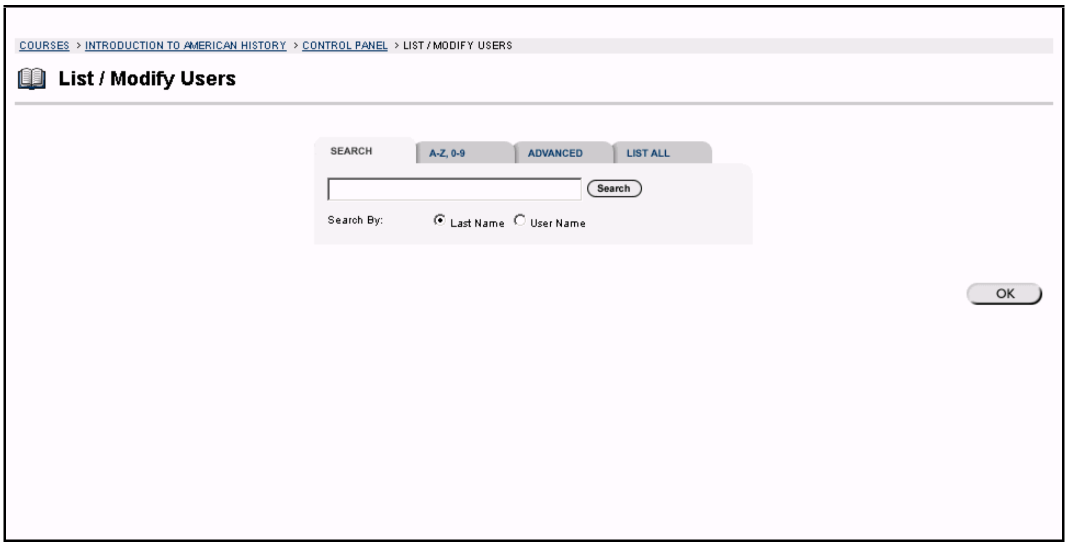
Overview

User Management enables the Instructor to manage the users in their course Web site. The List/Modify Users page enables Instructors to change a user's role within a course and update user profiles. Instructors can also send email to a user.

User records or User Enrollment records that are set to Unavailable are preceded by a circle symbol with a slash through it. Also, the record will appear in gray text with the exception of the email address, which may still be clicked to send a message to the user. To make a record available, click **Properties** to modify the User Enrollment record and change the availability setting.

Icons to denote a state of unavailable will appear next to the User Name if applicable to the User record. If applicable to the User Enrollment record, the icon will appear next to the User Role.

If the User is unavailable, that user cannot access the *Blackboard Learning System*. If the User Enrollment record is unavailable, the user can access the system but cannot access the course.



Find this page

To open the List/Modify Users page, select **List/Modify Users** in the User Management area on the Course Control Panel.

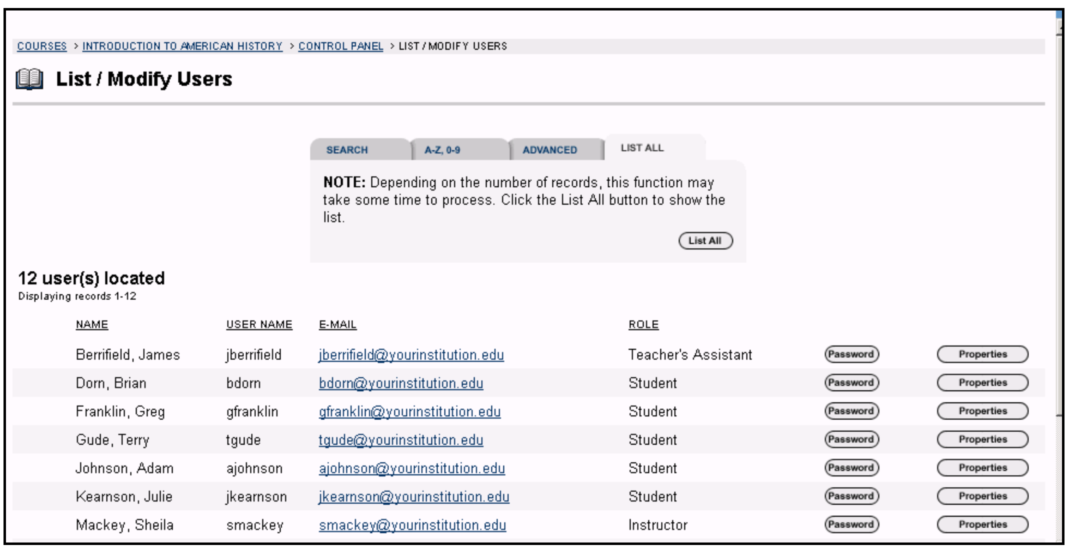
Search functions

The List/Modify Users page contains a search function. The Instructor can search for users using different variables selected from the search tabs. The following functions are available.

To . . .	Then . . .
search for a user using the user's last name or user name	• Select the Search tab. • Enter either a last name or a user name. • Select either the **Last Name** or **User Name** option. All matching entries will be displayed.
search for a group of last names or a user name that starts with a particular character	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's user name. All matching entries will be displayed.
Limit a search based on activity	• Select the Advanced tab. • Enter a value in the **Containing:** field. • Click the check box and enter a number of days to narrow the search. • The search will return all relevant users that have accessed the course within the past number of days entered.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Search results

Below is an example of the List/Modify Users page that displays the search results.



Functions

The table below details the functions available on the List/Modify Users page after generating a list of users.

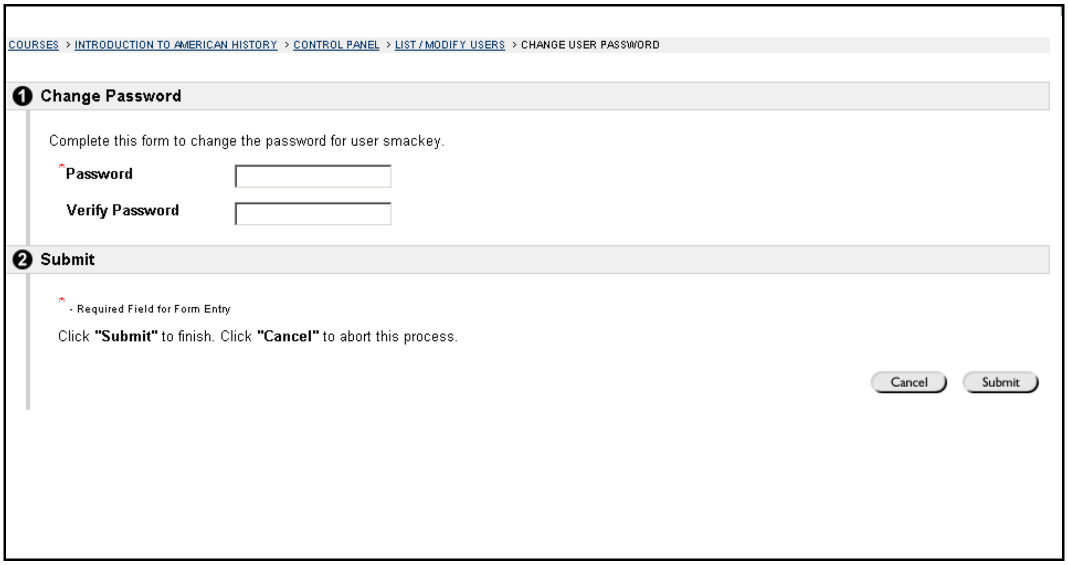
To . . .	click. . .
send an email to a user	the email address to open the Compose Email page.
edit a user password	**Password** to open the Change Password.
edit a user profile	**Properties** to open the Modify User Properties page.

Change Password

Overview

Instructors can update a user's password from the Change Password page.

Note: System Administrators may make this page unavailable.



Find this page

Follow the steps below to open the Change Password page.

Step 1 Select **List/Modify Users** in the User Management area of the Course Control Panel.

Step 2 Search for a user or group of users.

Step 3 Click **Change Password** next to a user to modify their information.

Fields

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

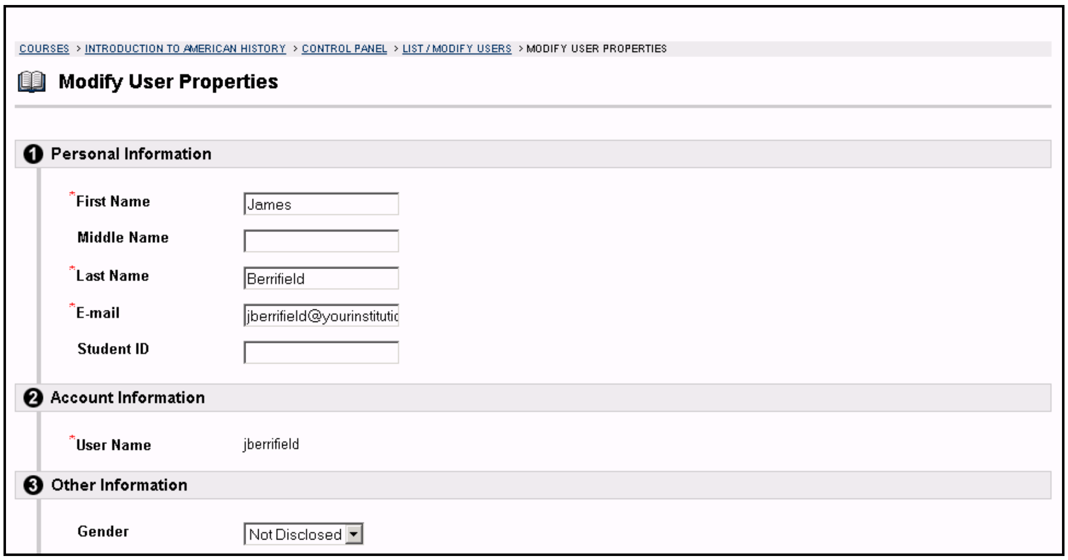
Field	Description
Change Password	
Password: [r]	Enter the new password.
Verify Password:	Re-enter the new password.

Modify User Properties

Overview

Instructors can update a user's profile information, including the user role, from the Modify User Properties page.

Note: The names of these fields can be changed by the System Administrator, so they may appear differently on the page. If a link appears at the top of this page it will connect to another information system where some of the values that appear on this page may be edited.



Find this page

Follow the steps below to open the Modify User Properties page.

Step 1 Select **List/Modify Users** in the User Management area of the Course Control Panel.

Step 2 Search for a user or group of users.

Step 3 Click **Properties** next to a user to modify their information.

Fields

The table below details the fields on the Modify User page.

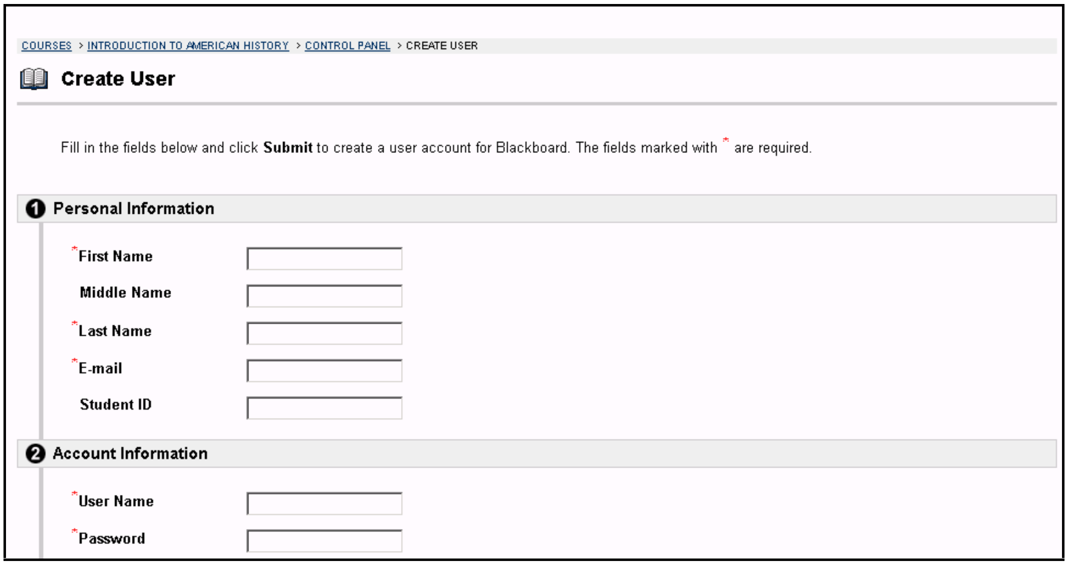
Field	Description
Personal Information	
First Name: [r]	Enter the new user's first name.
Middle Name:	Enter the new user's middle name.
Last Name: [r]	Enter the new user's last name.
Email: [r]	Enter the new user's email address.
Student ID:	Enter the new user's Student ID as defined by the institution.
Account Information	

User Name: [r]	The user's User Name appears.
Other Information	
Gender:	Enter the user's gender.
Birthdate:	Select the user's birthday from the drop-down list or click the icon to select a date from the calendar interface.
Education Level:	Enter the user's education level.
Company:	Enter the user's company.
Job Title:	Enter the user's job title.
Department:	Enter the user's department.
Street 1:	Enter the user's address.
Street 2:	Enter any additional address information.
City:	Enter the user's city.
State/Province:	Enter the user's state or province.
ZIP/Postal Code:	Enter the user's ZIP code or postal code.
Country:	Enter the user's country.
Web Site:	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone:	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the user. The phone number will display exactly as entered.
Role and Availability	
Role and Availability:	Select a role option. Available roles are: • Student: User is able to access all available Course content and will be graded on Assessments. • Instructor: User is able to control all aspects of the course through the Course Control Panel. • Teacher's Assistant: User is able to control most aspects of the course through the Course Control Panel. • Grader: User is able to access all areas under Assessments. • Course Builder: User is able to add content to the course through the Content Areas and the Course Tools on the Course Control Panel. • Guest: Guests are able to view areas of the course, but cannot participate in any way.
Available (this course only)	Select **Yes** or **No** from the drop-down list. If **Yes** is selected, the user will have access to the course Web site. If **No** is selected, the user will not be able to access the course Web site. This option can be modified after the user is created to control access throughout the user's involvement with the course.

Create User

Overview

User Management enables the Instructor to manage the users in their course Web site. This includes enrolling and removing Students, creating groups of users and managing how Students may enroll. Instructors can create a profile for a user on the Create User page. Creating a user within a Course also enrolls the user in the Course.



Find this page

To open the Create User page, click **Create User** in User Management on the Course Control Panel.

Fields

The table below details the fields on the Create User page.

Field	Description
Personal Information	
First Name: [r]	Enter the new user's first name. This field is required.
Middle Name:	Enter the new user's middle name.
Last Name: [r]	Enter the new user's last name. This field is required.
Email: [r]	Enter the new user's email address. This field is required.
Student ID	Enter the Student's ID as defined by the institution.
Account Information	
User Name: [r]	Enter a user name for the new user. Do not use special characters in the user name. Special characters include: %&#<>=+ as well as spaces. When creating attributes a good rule to follow is only use alphanumeric characters, underscores, dots, and dashes. This field is required.

Password: [r]	Enter a password for the user's account. The password must be at least one character and contain no spaces or special characters. Special characters include: %&#<>=+ as well as spaces. When creating attributes a good rule to follow is only use alphanumeric characters, underscores, dots, and dashes.
Verify Password:	Enter the user's password again to ensure accuracy.
Other Information	
Gender:	Enter the new user's gender.
Birthdate:	Select the new user's birthday from the drop-down list or click the icon to select a date from the calendar interface.
Education Level:	Enter the new user's education level.
Company:	Enter the new user's company.
Job Title:	Enter the new user's job title.
Department:	Enter the new user's department.
Street 1:	Enter the new user's address.
Street 2:	Enter any additional address information.
City:	Enter the new user's city.
State/Province:	Enter the new user's state or province.
ZIP/Postal Code:	Enter the new user's ZIP code or postal code.
Country:	Enter the new user's country.
Web Site:	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone:	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the user. The phone number will display exactly as entered.
Role and Availability	
User Role:	Select a role option. Available roles are: • Builder: User is able to add content to the course through the Content Areas and the Course Tools on the Course Control Panel. • Grader: User is able to access all areas under Assessments. • Guest: Guests are able to view areas of the course, but cannot participate in any way. • Student: User is able to access all available course content and will be graded on Assessments. • Teacher: User is able to control all aspects of the course through the Course Control Panel. • Teacher's Assistant: User is able to control most aspects of the course through the Course Control Panel.

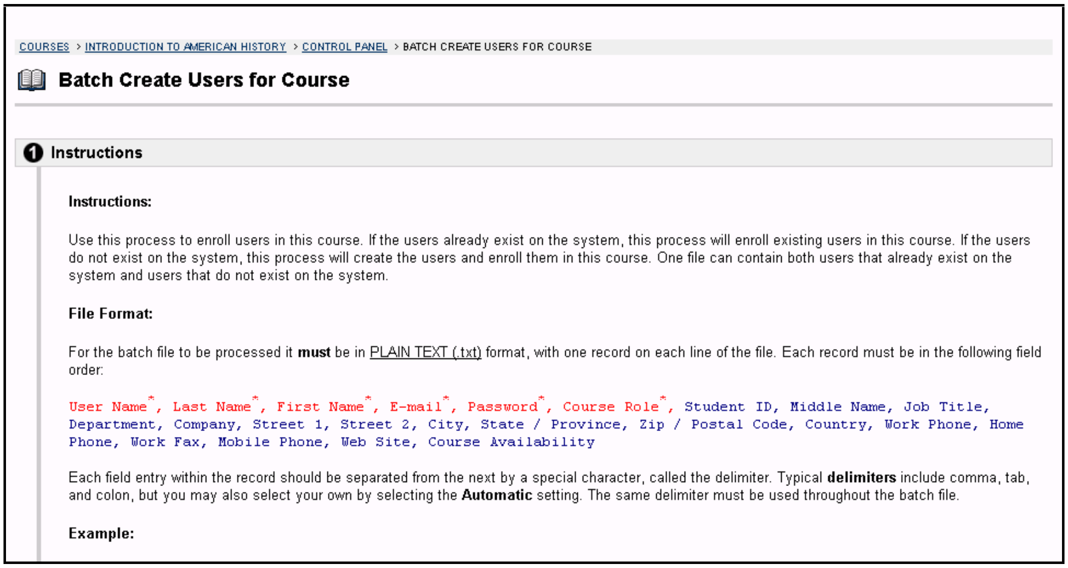
Available (this course only)	Select **Yes** or **No** from the drop-down list. If **Yes** is selected, the user will have access to the course Web site. If **No** is selected, the user will not be able to access the course. This option can be modified after the user is created to control access throughout the user's involvement with the course.

Batch Create Users for Course Page

Overview

User Management enables the Instructor to manage the users in their course Web site. This includes enrolling and removing Students, creating groups of users and managing how Students may enroll. Instructors may quickly enroll large numbers of users into the course from the Batch Create Users for Course page.

Note: If using a batch file created for a previous version of the *Blackboard Learning System*, verify that the fields are in the correct order for the current version.



Find this page

To open the Batch Create Users for Course page, click **Batch Create Users for Course** in User Management on the Course Control Panel.

Batch files

Batch files are .txt files that hold large quantities of information to upload to the system. Each batch utility contains specific instructions on creating the batch file. The following batch file standards are universal.

- Fields must be enclosed in double quotes.
  Example: "John"

- Each field must be separated with a delimiter. Commas, colons or tabs may be used; however, you may not use more than one as a delimiter in a batch file.
  Example: "John","Smith"

- Each record must be separated by a hard return.
  Example: "John","Smith"
  "Larry","Smith"

- Each batch file should not exceed 500 records due to time out restrictions associated with most browsers.

Fields

The table below details the fields on the Batch Create Users for Course page.

Field	Description
File Upload	
File Location:	Enter the location of the batch user file.
Delimiter Type of Your File:	Select **Comma**, **Tab**, or **Colon** delimiter used on the batch user file entered in the File Location field. Select **Automatic** and the system will automatically determine what the delimiter is if there are two or more fields.

Enroll User

Overview

Instructors may enroll an existing user into the course using the Enroll User page. The image below is an example of the Enroll User page that displays the search results. If more then one page of users is returned, links to additional pages will appear on the bottom of the page.

Find this page

To open the Enroll User page, click **Enroll User** in User Management on the Course Control Panel.

Search functions

The Enroll User page contains a search function. The Instructor can search for users using different variables selected from the search tabs. The following functions are available.

To . . .	Then . . .
search for a user using the user's last name or user name	• Select the Search tab. • Enter either a last name or a user name. • Select either the **Last Name** or **User Name** option. All matching entries will be displayed.
search for a group of last names that start with a particular letter or a user name that starts with a particular number	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's user name. All matching entries will be displayed.

search using a value found in the user's first or last name	• Select the Advanced tab. • Enter a value in the **Containing:** field. • The search will return all users with that value in their User Name. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Enroll Users

Select the check box next to the name(s) of the user(s) to be enrolled and click **Submit**. A Receipt: Success page will appear to indicate that the user was enrolled.

When the search is performed 20 names will appear on a page, if more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit**, then proceed to the second page of the search, select users on that page and select **Submit**, and so on until finished.

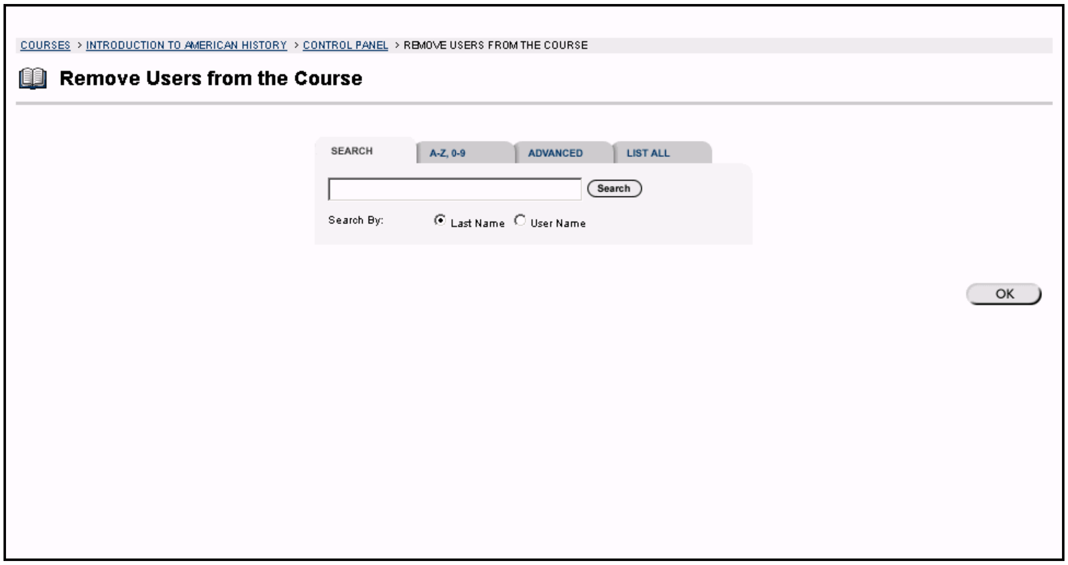
After enrolling a user, be sure to set the user role and availability on the List/Modify Users page.

Remove Users from the Course

Overview

Instructors may remove users from a course on the Remove Users from the Course page. When a user is removed from a course all of the information associated with the user (such as, Gradebook information, Drop Box files) is removed.

Note: Removed users cannot be restored to the course. To restore a removed user, the user must be enrolled in the course again from the Add Users page.



Find this page

To open the Remove User from the Course page, click **Remove Users from the Course** in the User Management area of the Course Control Panel.

Search functions

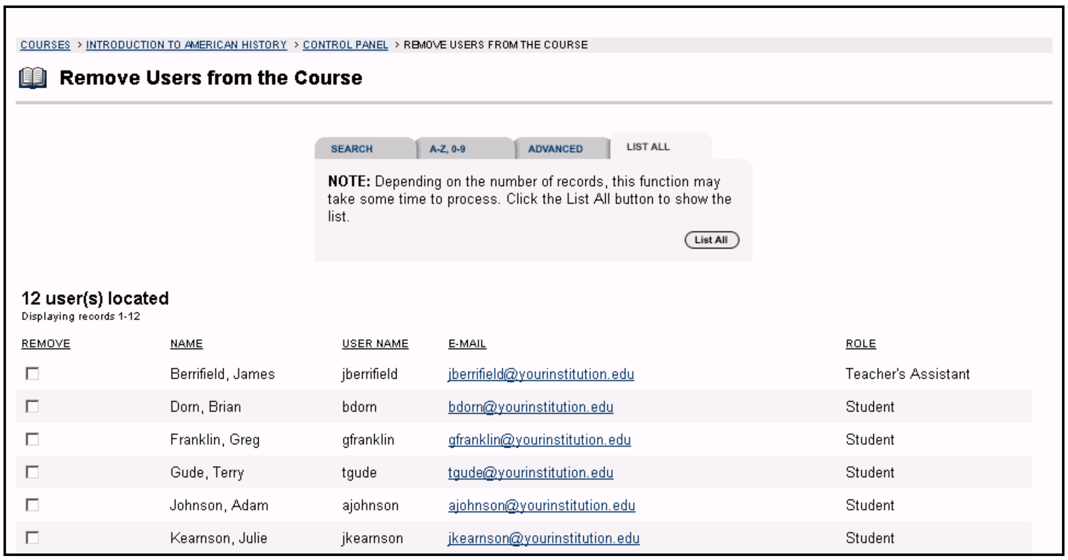
The Remove Users from the Course page contains a search function. The Instructor can search for users using different variables selected from the search tabs. The following functions are available:

To . . .	Then . . .
search for a user using the user's last name or User Name	• Select the Search tab. • Enter either a last name or a User Name. • Select either the **Last Name** or **User Name** option. All matching entries will be displayed.
search for a group of last names that start with a particular letter or a User Name that starts with a particular number	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the User Name. All matching entries will be displayed.

search using a value found in the user's first or last name	• Select the Advanced tab. • Enter a value in the **Containing:** field. • The search will return all users with that value in their User Name. • Click the check box and enter a number to search for all users that have accessed the course in that number of days. NOTE: This function is reversed in Release 6.1 and higher of the Blackboard Learning System. The search will return those users that have not accessed the course in the specified number of days.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Remove a User from the Course

Below is an example of the Remove Users from the Course page that displays the search results.



Select the check box next to the name(s) of the user(s) that is to be removed and type **Yes** in the field at the bottom of the page. A message will appear verifying that the user should be removed. This action is irreversible.

When the search is performed 20 users will appear on a page, if more the 20 users are found during the search, multiple pages may be viewed. Instructors may only remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page, type **Yes** and click **Submit**, then proceed to the second page of the search, select users on that page, type **Yes** and select **Submit**, and so on until finished.

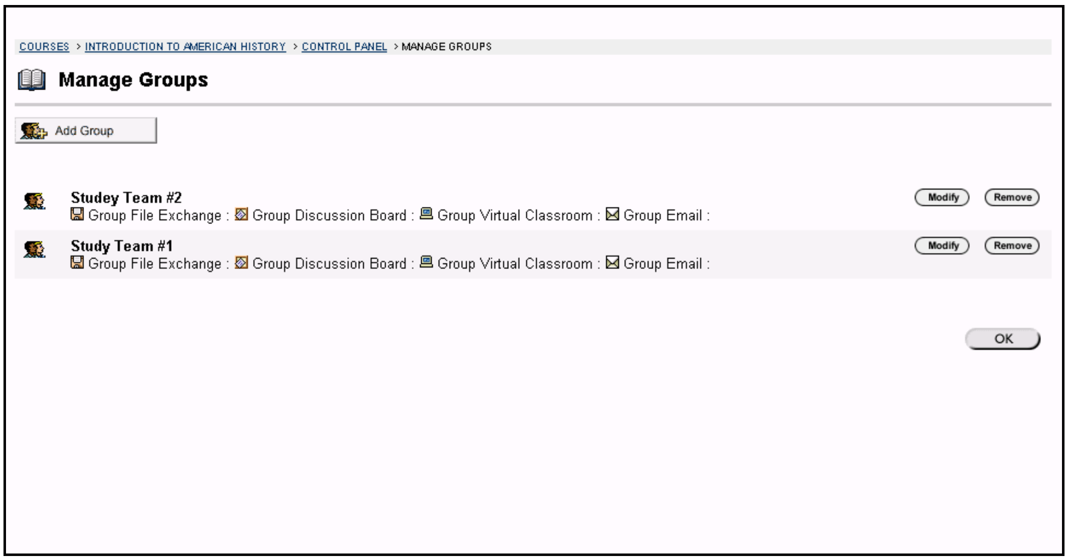
Manage Groups

Overview

On the Manage Groups page Instructors can build study or project groups. Instructors can also add, remove, and modify groups from this page. The Instructor has the option of giving the group:

- Discussion Board
- Virtual Classroom
- Group File Exchange
- Group Email

The functions that are chosen are displayed on the Manage Groups page under the group name.



Find this page

To open the Manage Groups page, click **Manage Groups** in User Management on the Course Control Panel.

Functions

The table below details the available functions on this page.

To . . .	click. . .
add a group	**Add Group**. The Add Group page will appear. On the Add Group page new groups may be created with a group name, description, and various options. Once a Group has been created Students must be added. Click **Modify** to access the Manage Group page for that particular group.
modify a group	**Modify**. A Manage Group page will appear. On the Manage Group page group properties may be modified, new Students may be added, Group users may be listed

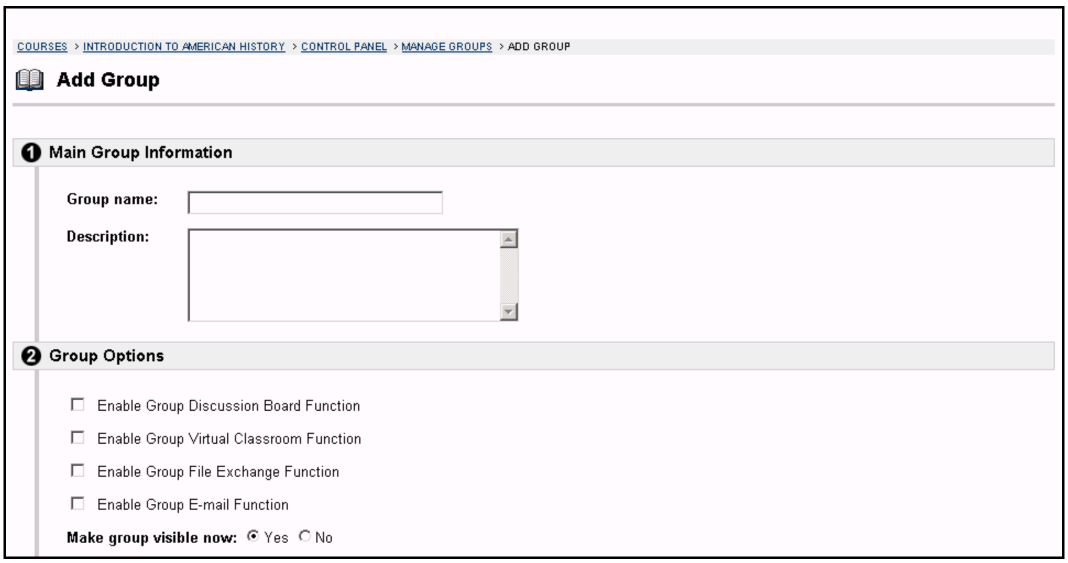
	or modified, and users may be removed from the group.
remove a group	**Remove**. This action is irreversible.

Add Group / Group Properties

Overview

Groups are created on the Add Group page. These options may be modified on the Group Properties page. When a group is added Instructors can give the group different options:

- Discussion Board functions – Enables users to create Discussion Board Forums for their group.
- Virtual Classroom functions – Users may create Collaboration Sessions for their Group and view session archives.
- Group File Exchange functions – Enables users to exchange files with members of the Group.
- Group Email functions – Users may send email messages to other Group members.



Find this page

Follow the steps below to open the Add Group page.

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

Step 2 Click **Add Group**.

Follow the steps below to open the Group Properties page.

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

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

Step 3 Click **Group Properties**.

Fields

The table below details the fields on this page.

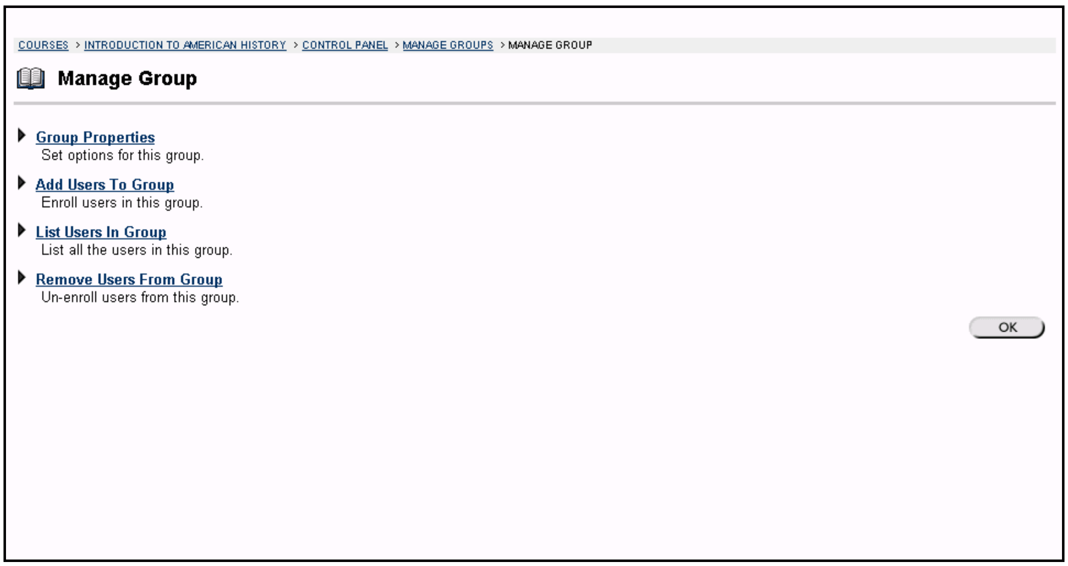
Field	Description
Main Group Information	
Group name:	Enter a Group name. This name is how the Group will be referred to throughout the course Web site.
Description:	Enter a description of the Group.
Group Options	
Enable Group Discussion Board Function:	Select this check box to indicate that this Group will have access to the Discussion Board functions. If this check box is not selected this Group will not have access to the Discussion Board functions.
Enable Group Virtual Classroom Function:	Select this check box to indicate that this Group will have access to the Virtual Classroom functions. If this check box is not selected this Group will not have access to the Virtual Classroom functions.
Enable Group File Exchange Function:	Select this check box to indicate that this Group will have access to the group file exchange function. If this check box is not selected this Group will not have access to the group file exchange function.
Enable Group Email Function:	Select this check box to indicate that this Group will have access to the group email function. If this check box is not selected this Group will not have access to the group email function.
Make group visible now:	Click **Yes** or **No** to control the availability of the Group.

Manage Group

Overview

Instructors can build study or project groups from the Manage Groups page. Once a Group is created Instructors can also add, remove, and modify groups of users within a course. The Instructor has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

In most areas of the *Blackboard Learning System*, the Add and Modify pages function similarly. However adding a Group is different from modifying a group. This section discusses what happens when the Instructor clicks **Modify** on the Manage Groups page.



Find this page

Follow the steps below to open the Manage Group page.

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

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

Functions

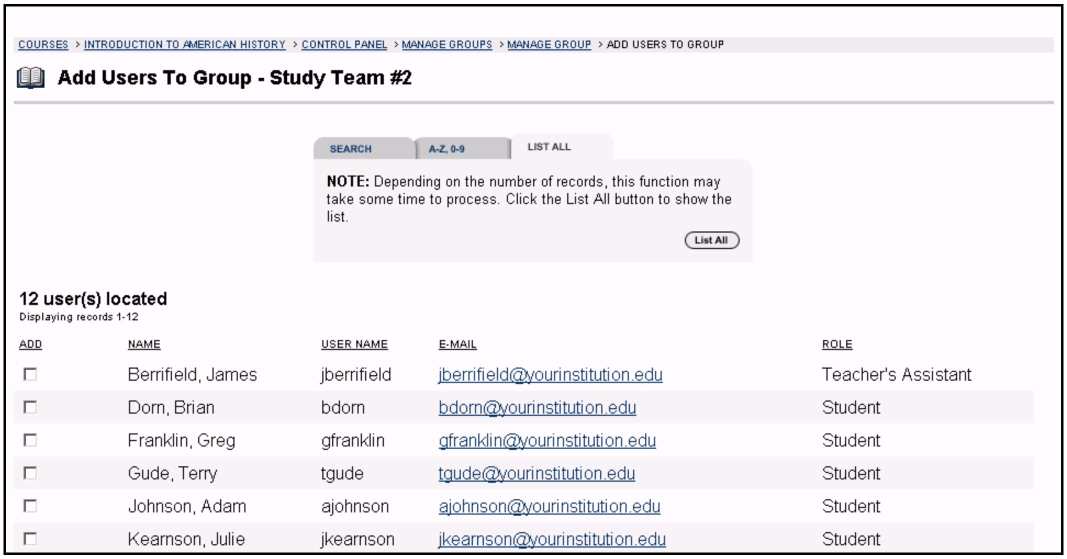
The following functions are available from the Manage Group page:

Function	Description
Group Properties	Modify the Group name, description, or options.
Add Users to Group	Add Students to the group. A search feature is available to create the list of users to add.
List Users in Group	List or modify users in a Group. A search feature is available to create the list of users to add.
Remove Users From Group	Remove users from a Group A search feature is available to create the list of users to remove.

Add Users to Group: *Group Name*

Overview

Users are added to the Group using the Add Users to Group: *Group Name* page.



Find this page

Follow the steps below to open the Add Users to Group page.

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

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

Step 3 Click **Add Users to Group**.

Functions

The table below details the search functions on the Add Users to Group page:

To . . .	Then . . .
search for a user using the user's last name or User Name	• Select the Search tab. • Enter either a last name or a user name. • Select either the **Last Name** or **User Name** option. All matching entries will be displayed.
search for a group of last names that start with a particular letter or a User Name that starts with a particular number	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user name. All matching entries will be displayed.

search using a value found in the user's first or last name	• Select the Advanced tab. • Enter a value in the **Containing:** field. • The search will return all users with that value in their User Name. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Add a User to a Group

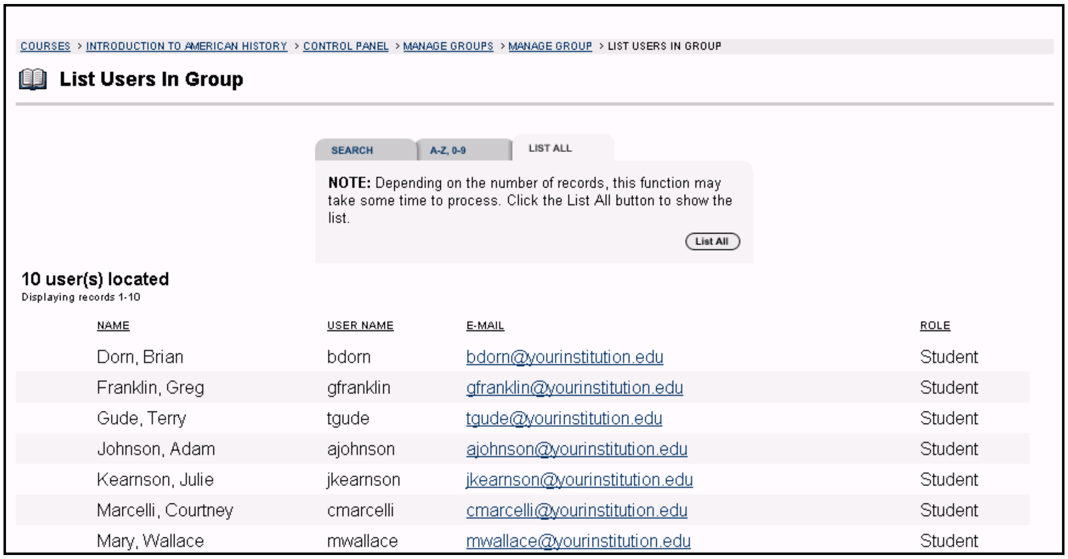
Once the search has been completed, select the check box next to the user that is to be added to the Group and click **Submit**. A Receipt: Success page will appear to verify that the user was enrolled.

When the search is performed 20 users will appear on a page, if more the 20 users are found during the search, multiple pages may be viewed. Instructors may only add users to a Group from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit**, then proceed to the second page of the search, select users on that page and select **Submit**, and so on until finished.

List Users in Group

Overview

Users in a Group can be viewed and contacted using the List Users in Group page. Click on an email address to send a message to that user.



Find this page

Follow the steps below to open the List Users in Group page.

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

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

Step 3 Click **List Users in Group**.

Search for users

The List Users in Group page contains a search function. The Instructor can search using different variables selected from the search tabs. The following search tabs are available:

To . . .	click . . .
search for a user using the user's last name or User Name	• Select the Search tab. • Enter either a Last Name or a User Name. • Select either the Last Name or User Name option. All matching entries will be displayed.
search for a group of last names or user names that start with a particular character.	• Select the A-Z, 0-9 tab. • Click on the first character of the last name or the user name. All matching entries will be displayed.

list all users	• Select the LIST ALL tab. • Click **List All** to list all group members.
email a User	the User's email address. This email feature uses the email application associated with the local machine.

Remove Users from Group

Overview

Instructors may drop users from a Group using the Remove Users from Group page. If a user is removed from a Group all of the information associated with that user, such as files in the File Exchange and Discussion Board messages, is removed. Removed users cannot be restored to the Group. To restore a removed user, add the user from the Add Users to Group page.

Find this page

Follow the steps below to open the Remove Users From Group page.

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

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

Step 3 Click **Remove Users From Group**.

Search for users

The Remove Users from Group page contains a search function. The Instructor can search using different variables selected from the search tabs. The following search tabs are available.

To . . .	then . . .
search for a user using the user's last name or User Name	• Select the Search tab. • Enter either a last name or a User Name. • Select either the Last Name or User Name option. All matching entries will be displayed.
search for a group of last names or user names that start with a particular character	• Select the A-Z, 0-9 tab. • Click on the first character of the last name or the user name. All matching entries will be displayed.
list all users	• Select the tab. • Click **List All** to list group members.

Remove a User from the Group

Select the check boxes of the users that are to be removed. Type **Yes** in the entry field at the bottom of the page and click **Submit**. The selected users and all information associated with those users will be removed from the Group. This action is irreversible.

When the search is performed 20 users will appear on a page, if more the 20 users are found during the search, multiple pages may be viewed. Instructors may only remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page, type **Yes** and click **Submit**, then proceed to the second page of the search, select users on that page, type **Yes** and select **Submit**, and so on until finished.

Chapter 6 – Assessment

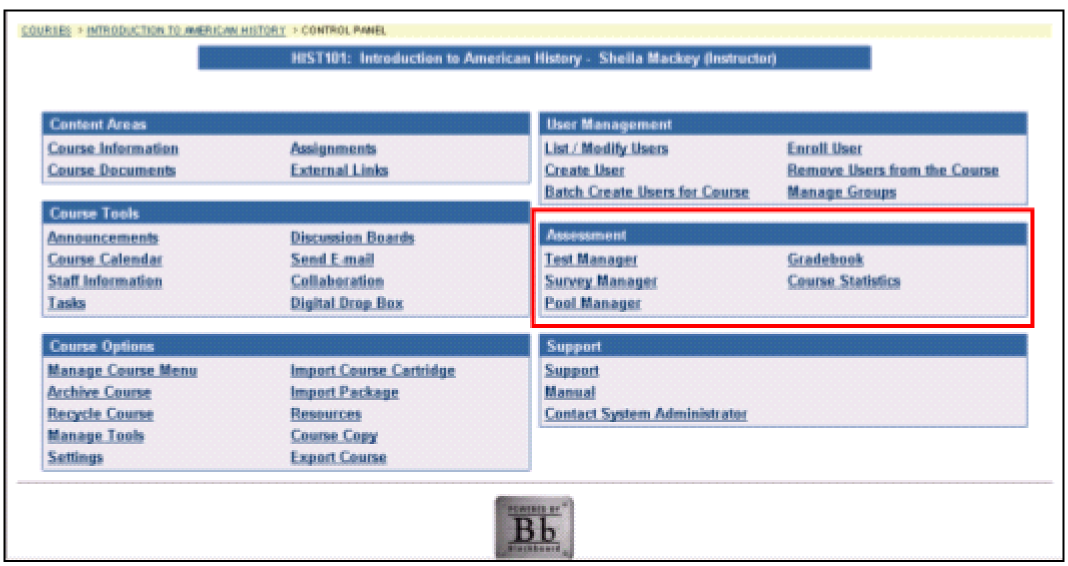
Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading, and the results are recorded in the Gradebook.
- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value, and Surveys are not graded.

The Assessment area allows Instructors to:

- follow a simple, step-by-step process to create Tests and Surveys
- create several different types of questions
- include multimedia or other attachments with Assessment and Survey questions
- re-use questions from Pools and previous Tests
- provide password-protected Tests, timed Tests, and instant feedback to Students
- create statistical reports of Student answers.



In this chapter

This chapter includes information on the following sections:

Section	Description
Test Manager	Explains how to create and manage Tests.
Survey Manager	Explains how to create and manage Surveys.
Pool Manager	Provides information on creating and managing Pools of questions.
Assessment Workflow in Release 6.0.10 and Higher	Explains changes to the Assessment workflow introduced in Release 6.0.10.
Gradebook	Describes how to manage all aspects of Student grades, including grade weights, specific items and downloading and uploading grades.
Gradebook Views in Release 6.0.10 and Higher	Explains the new Gradebook Views available in Release 6.0.10.
Course Statistics	Explains how to generate reports on the course usage and activity.

Test Manager

Overview

The Test Manager is used to create, modify, and remove Tests. Instructors can create Tests to check the knowledge and skill level of the users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. Student answers are submitted for grading, and the results are recorded in the Gradebook.

Note: Surveys include many of the same features and functions as Tests. Differences between the two are noted throughout this section. Surveys are managed through the Survey Manager, which functions in the same was as the Test Manager.

Find this page

Follow the steps below to open the Test Manager page.

Step 1 Select a course from **Courses You are Teaching** in the Courses common area.

Step 2 Click **Control Panel** on Course menu

Step 3 Select **Test Manager** in Assessments.

Functions

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

To . . .	click. . .
create a Test	**Add Test**. The Test Info page will appear.
modify a Test	**Modify** next to the Test. The Test Canvas page will appear.
remove a Test	**Remove** next to the Test. A confirmation box appears. Removing a Test is irreversible.

Questions to consider before creating an Assessment

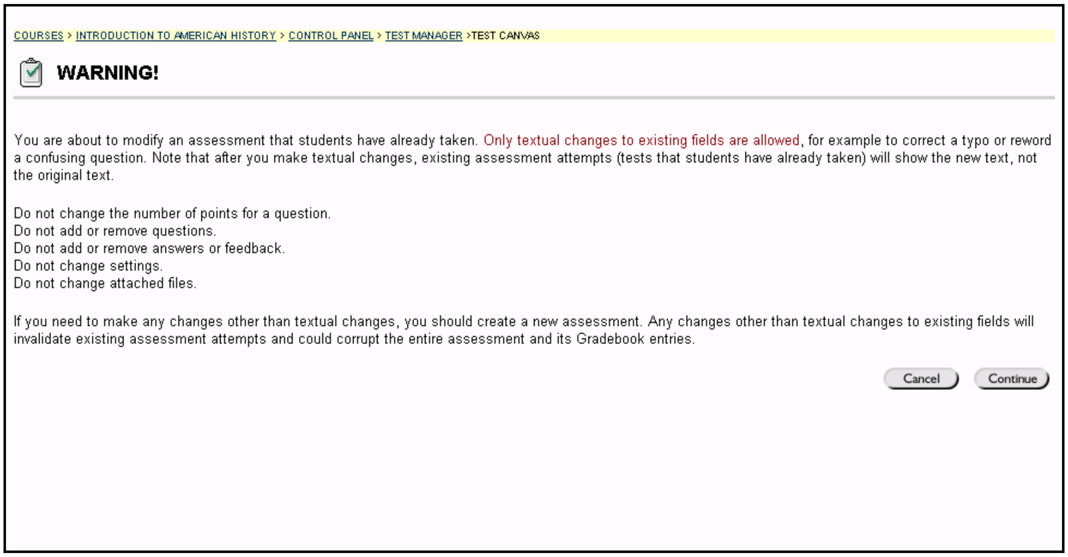
Below are questions to consider when planning an Assessment:

- How many questions will this Assessment contain?
- Are there instructions that will be included with this Assessment?
- What type of questions will this Assessment contain?
- What is the point value associated with each question?

Warning

The following warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view the original Assessment they took.



How to Create/Modify a Test

Overview

Tests can be used to measure a Student's understanding of the course. This overview describes how to create a Test. The sections that follow provide details about each Web page. Students take the Test online and the Test is automatically graded (with the exception of essay questions). Tests may consist of the following types of questions:

- multiple choice
- true/false
- matching
- ordering
- multiple answers
- essay or short answer. Essay and short answer questions are not graded online.

Note: Surveys are created through the Survey Manager in the same way that Tests are created through the Test Manager. Surveys questions do not include point values or correct and incorrect answer.

Find this page

To open the Test Manager, click **Test Manager** in the Assessments area on the Instructor Control

How to create a Test

Follow the steps below to create a Test. To modify a Test, click **Modify** next to the Test that needs to be modified.

Step 1 Select **Add Test** on the Test Manager page.

Step 2 Enter a name, description, instructions and click **Submit**.

Step 3 Select a question type on the Test Canvas and click **Go**.

Step 4 Create one of the following questions:

- Multiple Choice
- True/False
- Fill in the Blank
- Multiple Answer
- Matching
- Ordering
- Essay

Step 5 Enter the Point Value for the question.

Step 6 Attach a file or URL.

Step 7 Enter answers to choose from and select the correct answer.

Step 8 Enter a correct response that the Student will see if the answer is correct.

Step 9 Enter an incorrect response that the Student will see if the answer is incorrect and click **Submit**.

Step 10 Repeat Steps 4-9 until finished adding questions.

How to make a Test available

Follow the steps below to make a Test available.

Step 1 Open the content area in which the Test will appear and select **Add Test**.

Step 2 Select the Test to add to this content area and click **Submit**.

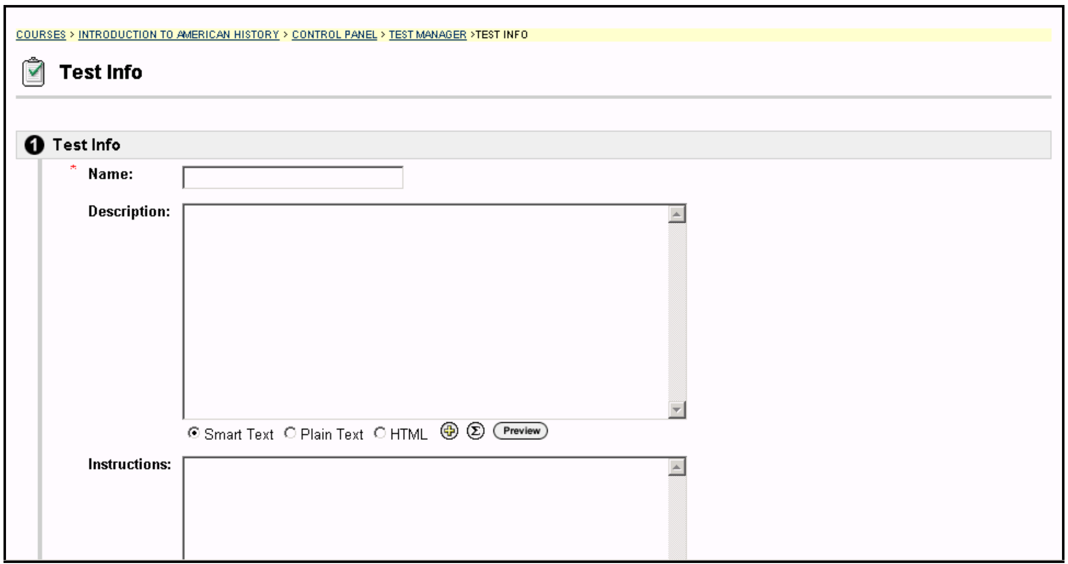
Step 3 Select the Properties, Availability, Feedback, and Presentation options for the Test.

Test Info

Overview

Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Instructors add Tests and Surveys through the Test Manager page. On the Test Info page the Instructor begins creating a test by selecting a name, description, and instructions.

Note: Surveys are created in the same way as Tests through the Survey Manager. The Survey Info page functions in the same way as the Test Info page. Survey questions do not include point values or correct and incorrect answers



Find this page

Follow the steps below to open the Test Info page.

Step 1 Select **Test Manager** in the area of the Course Control Panel.
Step 2 Click **Add Test.**

OR

Step 1 Select **Test Manager** in the area of the Course Control Panel.
Step 2 Click **Modify** next to an existing Test.
Step 3 Click **Modify** in the first section on the Test Canvas.

Fields

The table below details the fields on the Test Info page.

Field	Description
Test Info	
Name: [r]	Enter the name of the Test.

<table>
<tr><td>Description:</td><td>Enter a description of the Test. Select a text type from the following options:

Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.
Plain Text: Displays text as written.
HTML: Displays text as coded using HTML tags.
Σ: Opens the MathML Equation Editor.
+: Opens the WebEQ Equation Editor.

Click Preview to view the text as it will appear.</td></tr>
<tr><td>Instructions:</td><td>Enter instructions for the users taking the Test. Select a text type from the following options:

Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.
Plain Text: Displays text as written.
HTML: Displays text as coded using HTML tags.
Σ: Opens the MathML Equation Editor.
+: Opens the WebEQ Equation Editor.

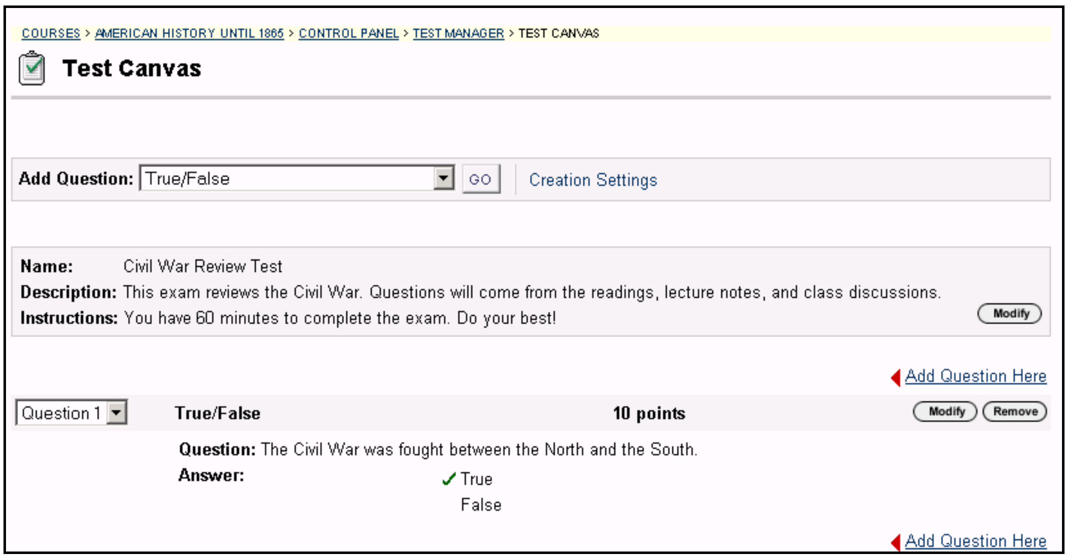
Click Preview to view the text as it will appear.</td></tr>
</table>

Test Canvas

Overview

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests.

Note: Surveys are created on the Survey Canvas in the same way that Tests are created on the Test Canvas. Survey questions do not include point values or correct and incorrect answers.



Find this page

Follow the steps below to open the Test Canvas page.

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

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

OR

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

Step 2 Click **Add Test**.

Step 3 Complete the Add Test page and select **Submit.**

Functions

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

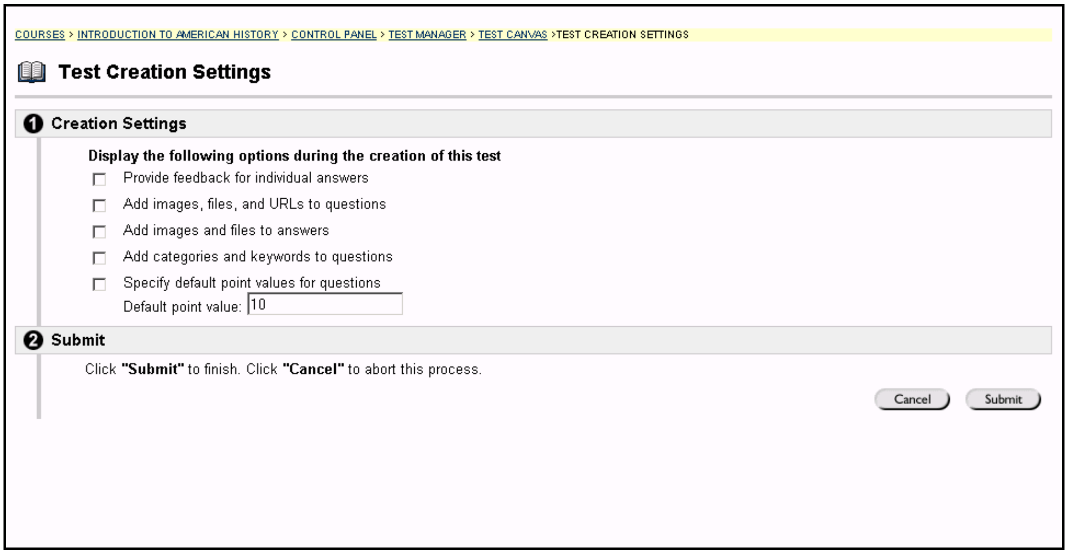
To . . .	click . . .
add a question	the drop-down menu in the **Add Question:** field, select a type of question to add and click **Go.** The Add Question page for that question type will appear.
add a question in between existing questions	the drop-down menu in the **Add Question:** field, select a type of question to add and click **Add Question Here** in the location where the question should appear. The Add Question page for that question type will appear.
change the settings for this Test	**Creation Settings**. The Test Creation Settings page will appear. Creation Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
change the name, description, or instructions for the Test	**Modify** to the right of the Name, Description, and Instructions. The Test Info page will appear.
change the order of the questions	the drop-down list to the left of the question header. Select a new order for the questions using the numbers in the drop-down list.
modify a question	**Modify** to the right of the question header. The Add/Modify Question page will appear.
remove a question	**Remove** to the right of the question header. A confirmation box will appear. Removing a question is irreversible.

Test Creation Settings

Overview

The Test Creation Settings page allows Instructors to adjust settings and add options to a Test. These settings control options, such as question feedback, categorization of questions, and default point value.

Note: The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the **Specify default point values for questions** options is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the **Add Categories to questions** option is not available on the Survey Creation Settings page.



Find this page

Follow the steps below to open the Test Creation Settings page.

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

Step 2 Click **Add Test**.

Step 3 Complete the Add Test page and select **Submit.**

Step 4 Select **Creation Settings**.

Fields

The table below details the fields on this page.

Field	Description
Creation Settings	

Provide feedback for individual answers	Select this check box to include the option to enter feedback for individual answers rather then just one set of feedback for correct or incorrect answers. **Note:** Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, and Matching questions.
Add images, files, and URLs to questions	Select this check box to include the option to attach images, files, and URLs to questions in the Test.
Add images and files to answers	Select this check box to include the option to attach images and files to answers.
Add categories and keywords to questions	Select this check box to include the option to create categories and add questions to them. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.
Specify default point value for questions	Select this option and all questions will automatically have the same point value. Enter the point value in the **Default point value:** field. This only sets a default. The point total for each question can still be customized.

Default Point Value

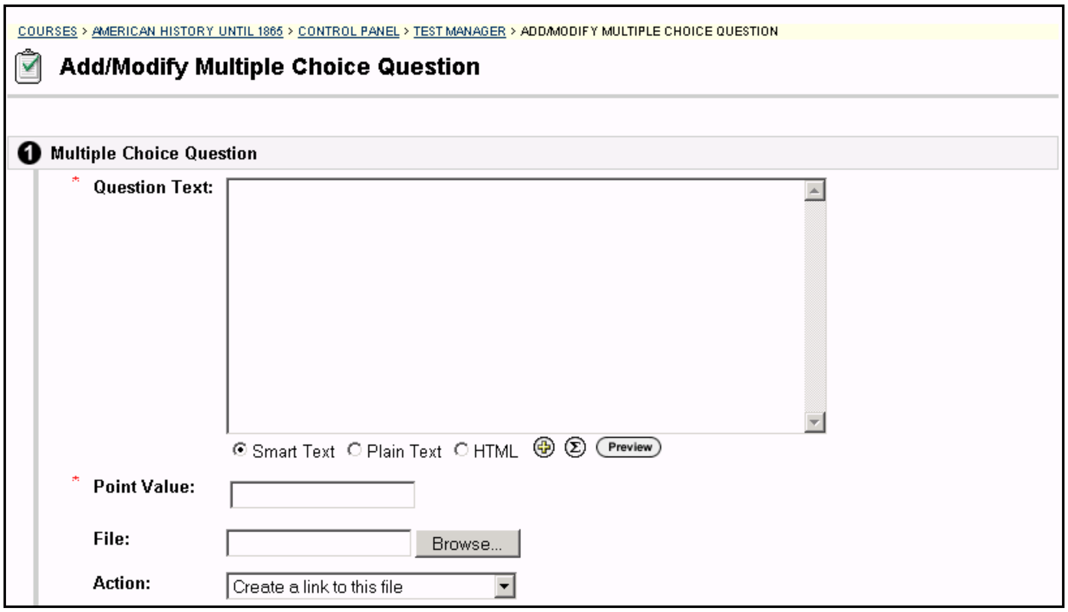
Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

Add/Modify Question – Multiple Choice

Overview

After selecting Multiple Choice question type on the Test Canvas the Add/Modify Multiple Choice Question page appears. Multiple-choice questions allow the users a multitude of choices. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.

Note: Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.



Find this page

Follow the steps below to open the Add/Modify Multiple Choice Question page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Multiple Choice** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description

Multiple Choice Question	
Question text: [r]	Enter the question, as it is to appear on the Test. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Point Value: [r]	Enter the point value for this question.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Answers	
Number of Answers:	Select the number of possible answers to this question from the drop-down list. This number will determine the number of answer boxes that appears on the page.
Answer:	Enter an answer to the question. Select the **Correct** option next to the correct answer to the question. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear. Click **Remove** and the answer will be removed. This action is irreversible.
File:	Use **Browse** to select a file to attach to this answer.
Action:	Select an option from the drop-down list to choose the action for this file.
URL:	Enter a URL to include with the answer.
Title:	Enter a title for the URL as it should appear on the Test.
Feedback:	Enter feedback that Students will view for this specific answer to the question.
File:	Use **Browse** to select a file to attach to this feedback.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the feedback.
Title:	Enter a title for the URL as it should appear on the Test.
Feedback	

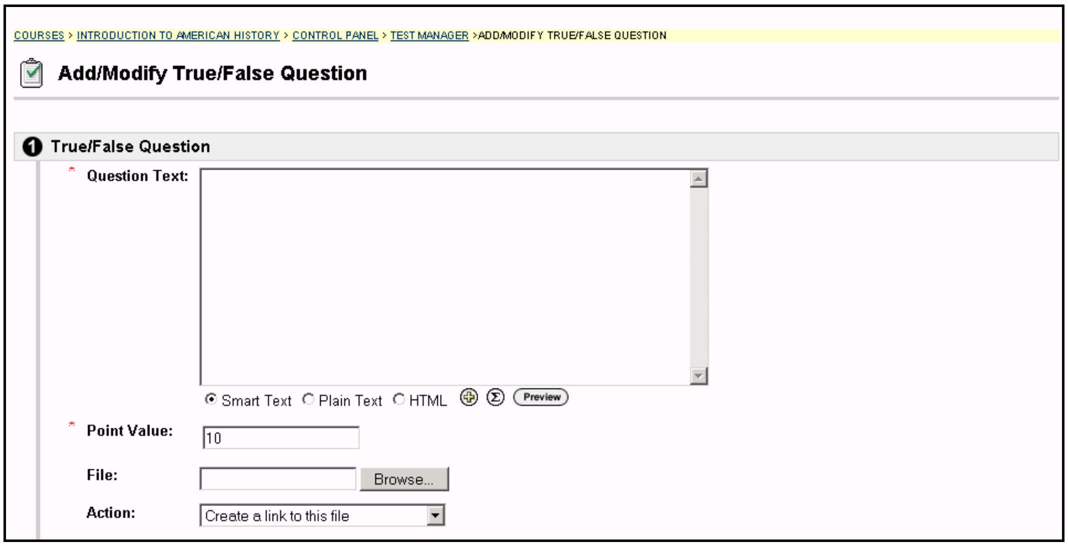
Correct Response:	Enter a response that will appear if the Student answers the question correctly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • Σ: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Use **Browse** to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • Σ: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Use Browse to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Categories	
Categorize	Click **Categorize** and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the **Add categories to questions** option is selected on the Test Creation Settings page.
Keywords:	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

Add/Modify Question – True/False

Overview

After selecting the True/False question type on the Test Canvas the Add/Modify True/False Question page appears. True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False. The True/False questions provide an area for the Instructor to type the question and designate the correct answer.

Note: Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.



Find this page

Follow the steps below to open the Add/Modify True False Question page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **True/False** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
True/False Question	

Question text: [r]	Enter the question, as it is to appear on the Test. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Point Value: [r]	Enter the point value for this question.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Answers	
Correct Answer Values	Select **True** if the statement in the Question Text: field is correct. Select **False** if the statement in the Question Text: field is incorrect.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Click **Browse** to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Click **Browse** to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Categories	

Categorize	Click **Categorize** and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or create a new category. Categories are only available if the **Add categories to questions** option is selected on the Test Creation Settings page.
Keywords:	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

Add/Modify Question – Fill in the Blank

Overview

After selecting the Fill in the Blank question type on the Test Canvas the Add/Modify Fill in the Blank Question page appears. Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.

Consider the following tips when creating Fill in the Blank questions and answers:

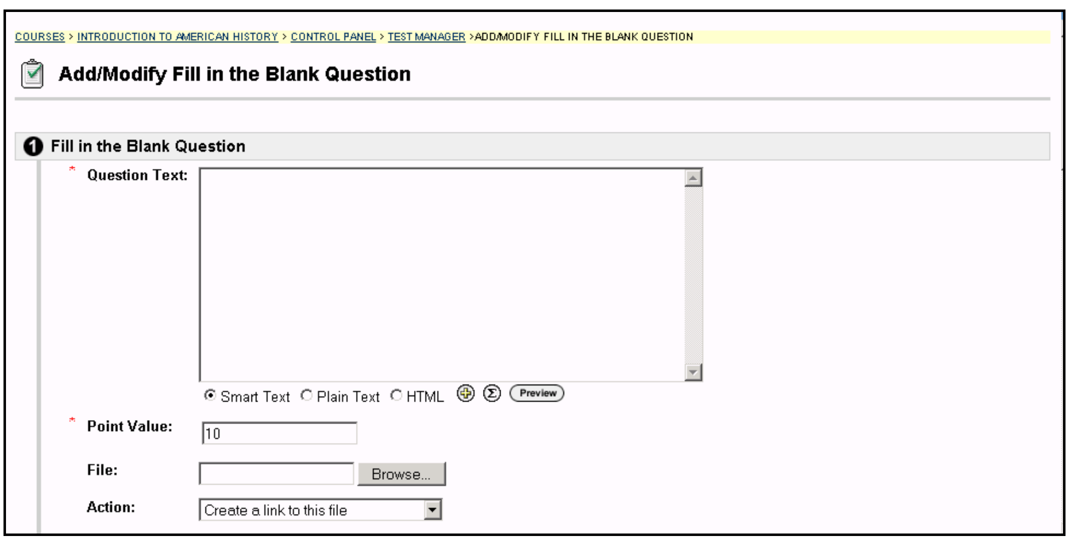
- Provide answers that allow for common spelling errors, for example: there and their

- Provide answers that allow for abbreviations or partial answers, for example Ben Franklin, Benjamin Franklin, Mr. B. Franklin, Franklin.

- Create the question that indicates to Students the best way to answer the question, for example: _______, is pictured on the one hundred dollar bill. Avoid using nicknames or abbreviations in your answer.

- Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or order of answer terms. For example if the question is *Ben's favorite colors are* ______ and the correct answer is *Ben's favorite colors are red and blue* but the Student types *blue, red*, the answer will be marked incorrect

Note: Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.



Find this page

Follow the steps below to open the Add/Modify Fill in the Blank Question page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Fill in the Blank** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
Fill in the Blank Question	
Question text: [r]	Enter the question, as it is to appear on the Test. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Point Value: [r]	Enter the point value for this question.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Answers	
Number of Answers:	Select the number of correct answers that will be accepted for this question. This number will determine the number of Answer fields that appear on the page. The maximum number of answers is 20.
Answer 1:	Enter a correct answer to the question. Click **Remove** to remove the answer. The number of answers will automatically be updated if an answer is removed.
Feedback:	Enter feedback that Students will view for this specific answer to the question.
File:	Use **Browse** to select a file to attach to this feedback.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the feedback.
Title:	Enter a title for the URL as it should appear on the Test.
Feedback	

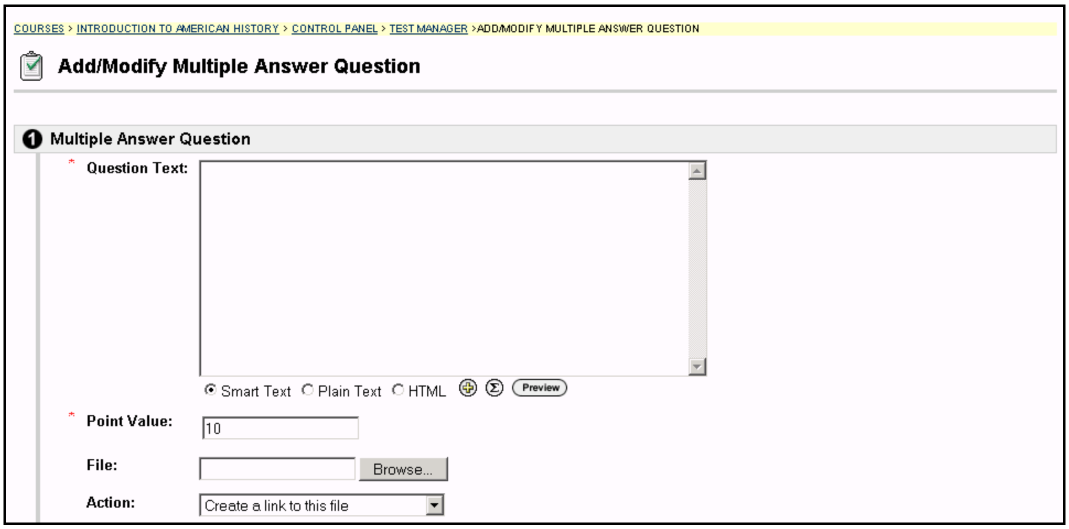
Correct Response:	Enter a response that will appear if the Student answers the question correctly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Use **Browse** to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Use **Browse** to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Categories	
Categorize	Click **Categorize** and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the **Add categories to questions** option is selected on the Creation Settings page.
Keywords:	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

Add/Modify Question – Multiple Answer

Overview

After selecting the Multiple Answer question type on the Test Canvas the Add/Modify Multiple Answer Question page appears. Multiple answer questions allow users to choose more than one answer. Partial credit is not given for partially correct answers, but Instructors may manually change the number of points a Student receives on the Grade Assessment page.

Note: Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.



Find this page

Follow the steps below to open the Multiple Answer Question page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Multiple Answer** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
Multiple Answer Question	

Question text: [r]	Enter the question, as it is to appear on the Test. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Point Value: [r]	Enter the point value for this question.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Answers	
Number of Answers:	Select the number of correct answers that will be accepted for this question. This number will determine the number of Answer fields that appear on the page. The maximum number of answers is 20.
Answer:	Enter an answer to the question. Select the **Correct** option if the answer is correct. Click **Remove** to remove the answer. The number of answers will automatically be updated if an answer is removed.
File:	Use **Browse** to select a file to attach to this answer.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the answer.
Title:	Enter a title for the URL as it should appear on the Test.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Use **Browse** to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.

Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Use **Browse** to select a file to attach to this response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Categories	
Categorize	Click **Categorize** and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the **Add categories to questions** option is selected on the Creation Settings page.
Keywords:	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

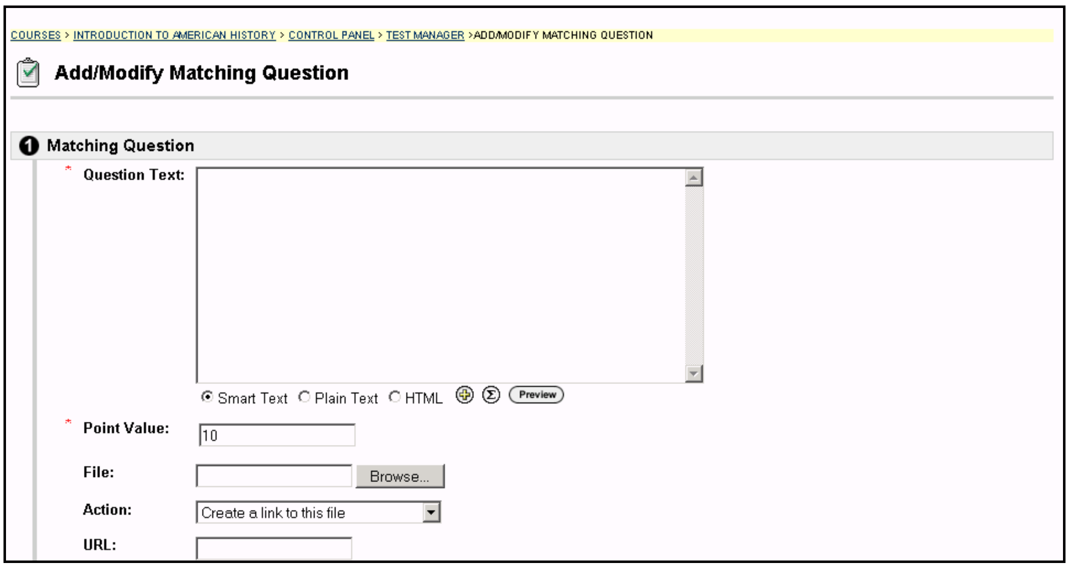
Add/Modify Question – Matching

Overview

After selecting the Matching question type on the Test Canvas the Add/Modify Matching Question page appears. Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.

Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.

Note: Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.



Find this page

Follow the steps below to open the Add/Modify Matching Question page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Matching** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
Matching Question	
Question text: [r]	Enter the question, as it is to appear on the Test. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Point Value: [r]	Enter the point value for this question.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question
Title:	Enter a title for the URL as it should appear on the Test.
Question Items	
Number of Questions:	Select the number of questions. This number will determine the number of **Question** fields that appear on the page. The maximum number is 20.
Question Items:	Enter a question in each of the **Question** fields. Click **Remove** to remove a question. The number of questions will automatically be updated if an answer is removed.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Answer Items	
Number of Answers:	Select the number of answers. This number will determine the number of **Answer** fields that appear on the page. The maximum number of answers is 20.
Answer Items:	Enter an answer in each of the **Answer** fields. Click **Remove** to remove an answer. The number of answers will automatically be updated if an answer is removed.
File:	Click **Browse** to select a file to attach to the answer.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the answer.
Title:	Enter a title for the URL as it should appear on the Test.
Submit Information	
Cancel	Select this option to return to cancel this question and return to the Test Canvas.
Continue	Select this option to finish creating the Matching Question.
Assign	
Match Question Items and Answer Items	Select the corresponding letter value from the Answer Items column next to each number in the Question Items column.
Feedback	

Correct Response:	Enter a response that will appear if the Student answers the question correctly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Click **Browse** to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Click **Browse** to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Categories	
Categorize	Click **Categorize** and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the **Add categories to questions** option is selected on the Test Creation Settings page.
Keywords:	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

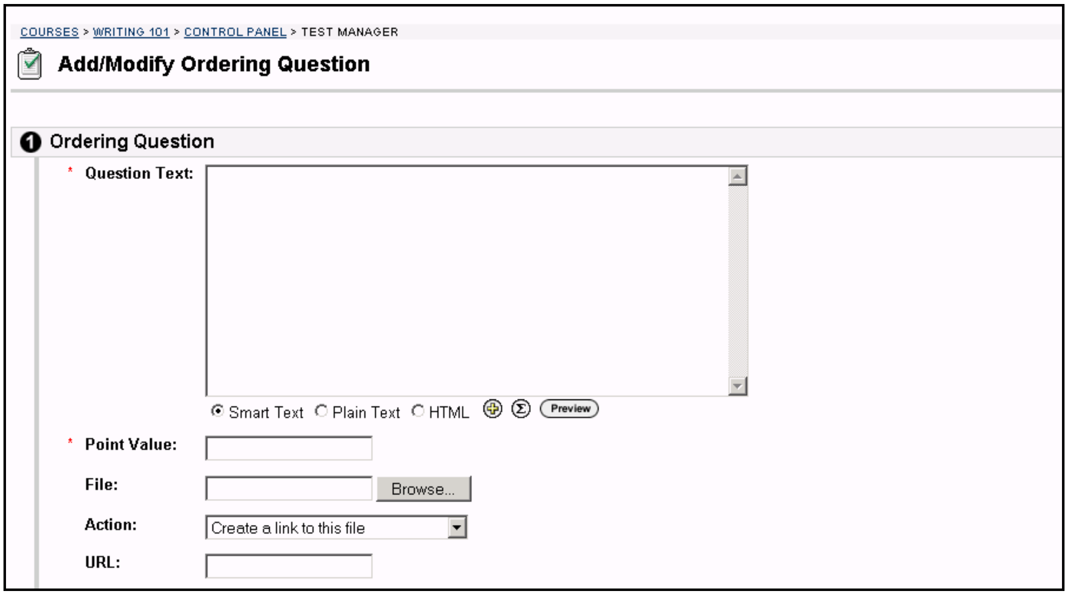
Add/Modify Question – Ordering

Overview

After selecting the Ordering question type on the Test Canvas the Add/Modify Ordering Question page appears. Ordering questions require Students to provide an answer by selecting the correct order of a series of items.

Students will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points.

Note: Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.



Find this page

Follow the steps below to open the Add/Modify Ordering Question page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Ordering** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
Ordering Question	
Question text: [r]	Enter the question, as it is to appear on the Test. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Point Value: [r]	Enter the point value for this question.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Answers	
Number of Answers:	Enter the number of answers to choose from. The maximum number of answers is 20.
Correct Order:	Enter the answers in the correct order. Click **Remove** to remove an answer. The number of Answers will automatically be updated if an answer is removed.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Submit Information	
Cancel	Select this option to cancel this question and return to the Test Canvas.
Continue	Select this option to finish creating the Matching Question.
Answers	
Display Order	Select the order for the answers are to appear on the Test.
Correct Order	Displays the correct order for the answers.
Feedback	
Correct Response:	Enter a response that will appear if the Student answers the question correctly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Click **Browse** to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.

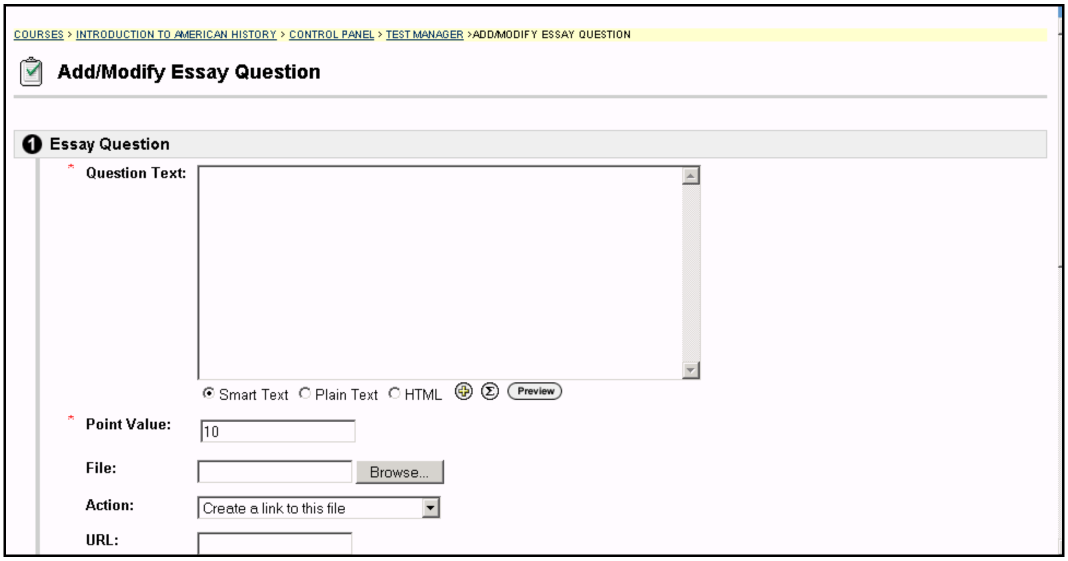
Incorrect Response:	Enter a response that will appear if the Student answers the question incorrectly. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
File:	Click **Browse** to select a file to attach to the response.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the response.
Title:	Enter a title for the URL as it should appear on the Test.
Categories	
Categorize	Click **Categorize** and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the **Add categories to questions** option is selected on the Test Creation Settings page.
Keywords:	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

Add/Modify Questions –Essay Question

Overview

After selecting the Essay question type on the Test Canvas the Add/Modify Essay Question page appears. Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type and/or cut and paste an answer into a text field. Sample answers can be added for users or graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page. Essay questions may use the Math and Science Notation Tool.

Note: Survey questions cannot be assigned a point value, keywords or to a category.



Find this page

Follow the steps below to open the Add/Modify Essay Question page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Essay** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page.

Field	Description
Essay Question	

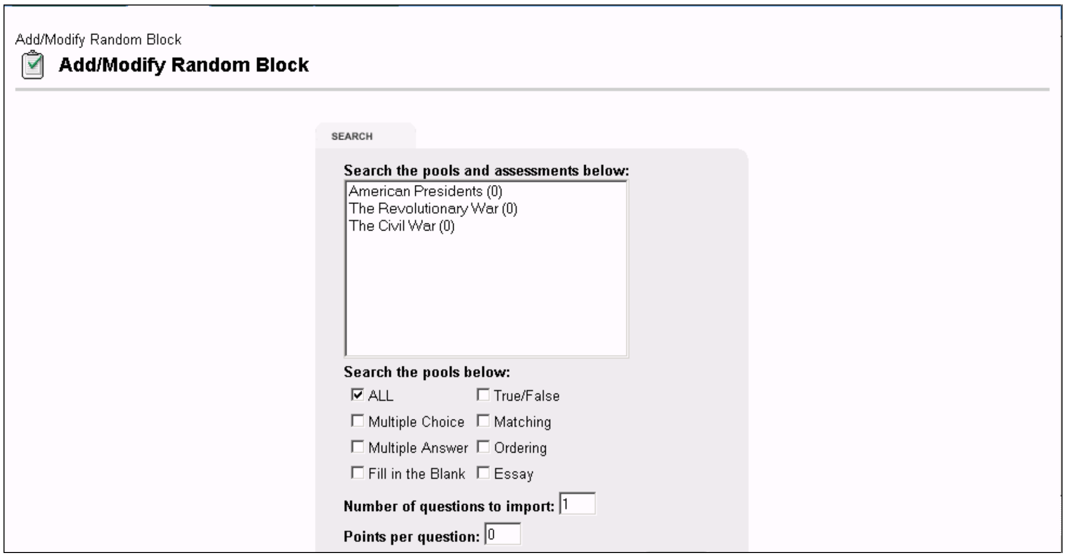
Question text: [r]	Enter the question, as it is to appear on the Assessment. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Point Value: [r]	Enter the point value for this question.
File:	Click **Browse** to select a file to attach to the question.
Action:	Select an action for the attached file in the drop-down list: • Create a link to the file • Display the media file within the page
URL:	Enter a URL to include with the question.
Title:	Enter a title for the URL as it should appear on the Test.
Answer	
Answer	Enter an example of an answer. Students will be able to view this sample. • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. Click **Preview** to view the text as it will appear.
Categories	
Categorize	Click **Categorize** and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the **Add categories to questions** option is selected on the Creation Settings page.
Keywords:	ENTER keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

Add/Modify Random Block

Overview

After selecting the Random Block question type on the Test Canvas the question page appears. Random Blocks enable the Instructor to use a random selection of questions from another Test or Pool. The Instructor can also select criteria for the questions that are chosen, such as the question type.

Note: Random Blocks cannot be included in a Survey or a Pool.



Find this page

Follow the steps below to open the Add/Modify Random Block page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Random Block** in the Add Question: drop-down list and click **Go**.

Fields

The table below details the fields on this page.

Field	Description
Search	

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

Upload Questions

Overview

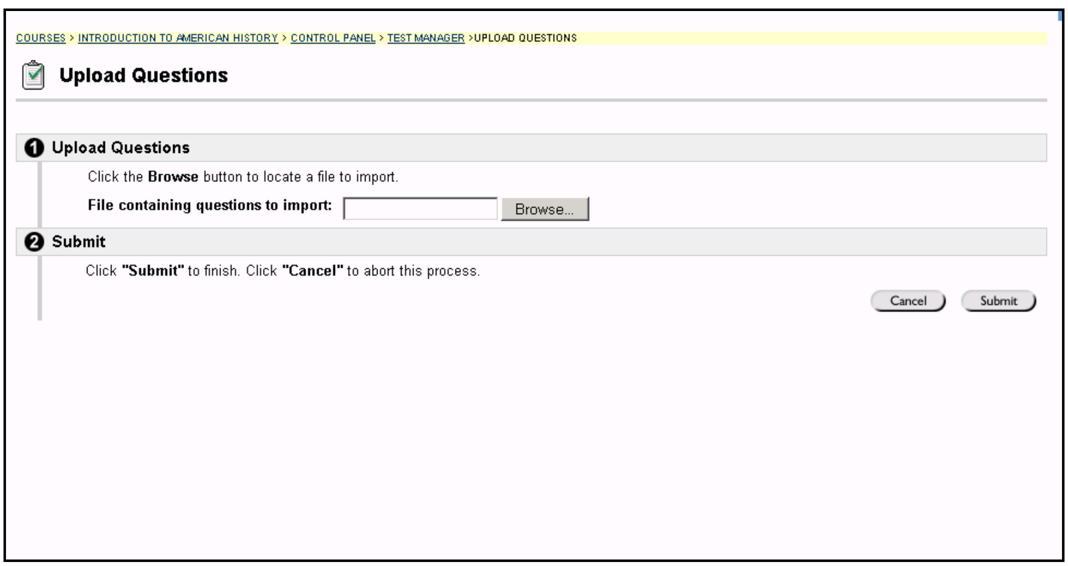
Instructors may import files containing questions into an Assessment. After selecting the Upload Questions question type on the Test Canvas the Upload Question page appears.

The questions in the uploaded file must match a specific file structure, which is explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer and True/False questions, or any combination of these.

When questions are imported they automatically default to the point value set in Creation Settings. If a default value has not been chosen in Creation Settings questions will automatically have a point value of '0' and Instructors must enter a point value for each question.

Note: Files with questions may be imported into Pools and Surveys. Survey question that are imported may not include correct and incorrect answers.

Please note that this feature is not available in *Blackboard Learning System – Basic Edition*.



Find this page

Follow the steps below to open the Upload Questions page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **Upload Questions** in the Add Question: drop-down list and click **Go**.

Function

Click **Browse** and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment. Instructors may not choose specific questions within a file to be uploaded.

Point Value

Setting a default point value for uploaded questions must be done before the questions are uploaded from Test Creation Settings. If a default point value is not set before questions are uploaded, then Instructors must go into each question and set a point value. If a point value is not set before the Assessment is deployed the questions will default to a 0 point value.

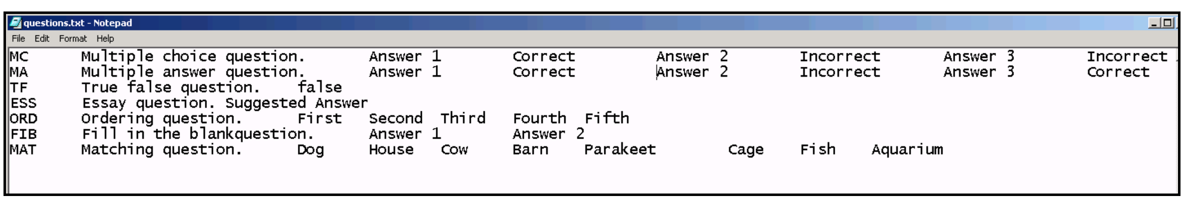
Tips and Tricks

The following information is important to note when importing Assessment questions:

- Once uploaded, questions will function and can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the Assessment questions.

File Structure

Questions in the file must conform to a specific structure in order to be uploaded to an Assessment successfully. The image below is a sample of how each type of question must be formatted in the file. Each field in the file is separated by a tab.


questions.txt - Notepad

File Edit Format Help

```
MC	Multiple choice question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Incorrect
MA	Multiple answer question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Correct
TF	True false question.	false
ESS	Essay question. Suggested Answer
ORD	Ordering question.	First	Second	Third	Fourth	Fifth
FIB	Fill in the blankquestion.	Answer 1	Answer 2
MAT	Matching question.	Dog	House	Cow	Barn	Parakeet	Cage	Fish	Aquarium
```

Multiple Choice questions are structured as follows:

'MC' tab <question text> (tab <answer text> tab 'correct' or 'incorrect')

- Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.

Multiple Answer questions are structured as follows:

'MA' tab <question text> (tab <answer text> tab 'correct' or 'incorrect')

- Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.

True/False questions are structured as follows:

'TF' tab <question text> tab 'true' or 'false'

Essay questions are structured as follows:

'ESS' tab <question text> tab [<rubric text>]

- Text within [] is optional. The Instructor may choose to add a sample essay question or leave this blank.

Ordering questions are structured as follows:

'ORD' tab <question text> (tab <answer text>)

- Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20.
- The order entered in the file is the correct order. The system will randomly order the answers.

Matching questions are structured as follows:

'MAT' tab <question text> (tab <answer text> tab <matching text>)

- Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20.
- The system will randomly order the answers and their question.

Fill in the Blank questions are structured as follows:

'FIB' tab <question text> (tab <answer text>)

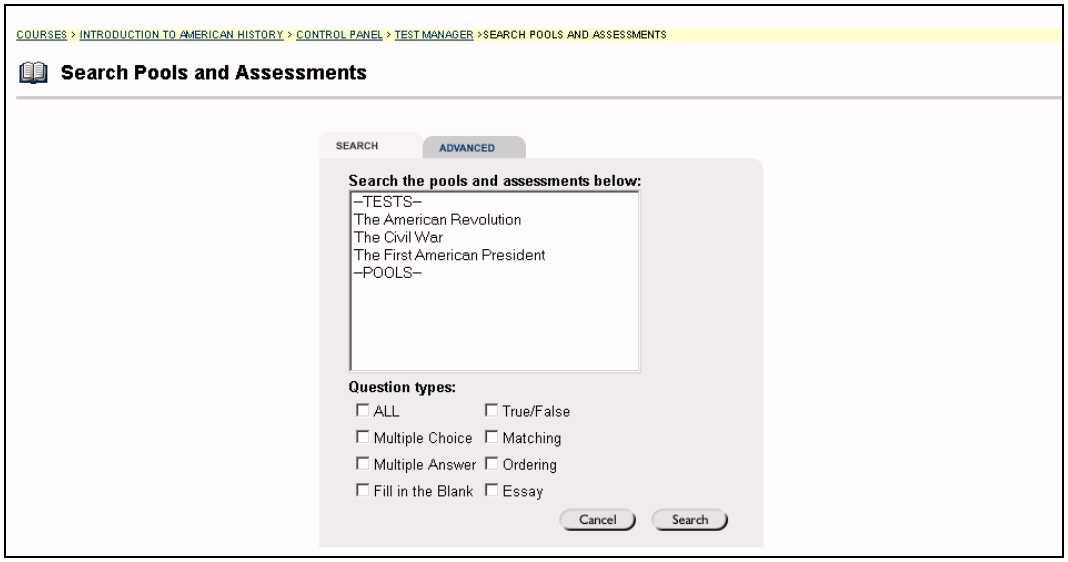
- Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.

Search Pools and Assessments

Overview

After selecting From a Question Pool or Assessment question type on the Test Canvas the Search Pools and Assessments page appears. This section discusses how to select specific questions from Pools and other Assessments. The Advanced tab on the page offers the Instructor more options to choose from. Instructors may choose questions based on category, keyword and question type.

Note: Surveys include an option to **Search Surveys**. Test and Pool questions may not be included in a Survey and Survey questions may not be included in a Test or Pool.



Find this page

Follow the steps below to open the Search Pools and Assessments page.

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

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

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **From a Question Pool or Assessment** in the Add Question: drop-down list and click **Go**.

Field

The table below details the fields on this page.

Field	Description

Search the pools and assessments below:	Select a Test or question Pool from which to select the question(s).
Question Types:	Select **All** to choose questions from all question types or select one or more question type options.
Related Categories:	Select a category to choose questions from. This option is on the Advanced tab.
Keywords:	Enter keywords to search for questions. When entering more then one keyword, insert a comma between keywords. If more than one keyword is entered, only questions that have all of the keywords will be retrieved. This option is on the Advanced tab.

Points

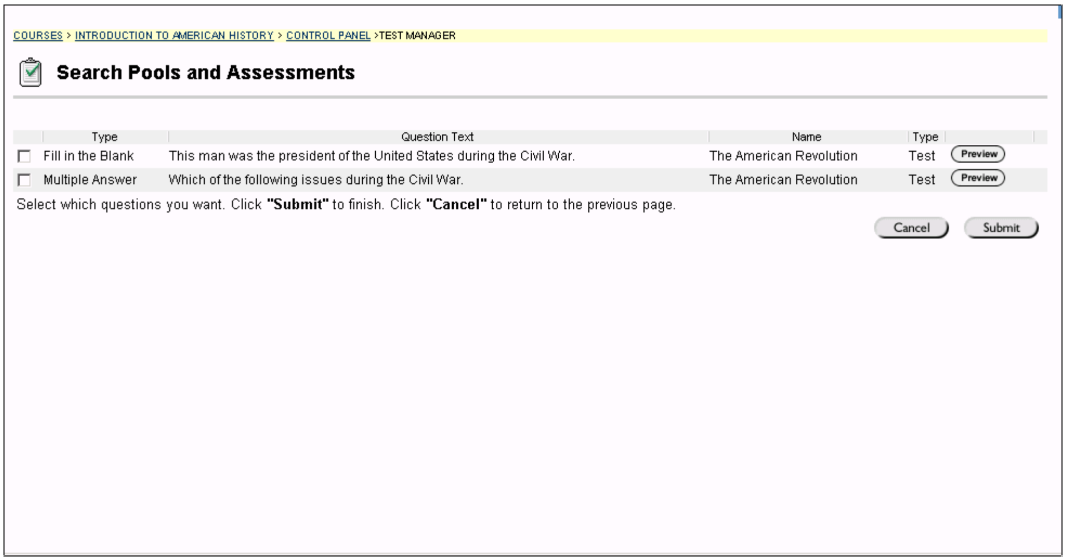
Once questions from a Pool are imported to a Test a point value must be assigned. If a default point value has been set in Test Creation Settings the imported questions will automatically be set to the default.

Search Pools and Assessments: *Questions*

Overview

After selecting the question type on the Test Canvas the question page appears. The information required on this page varies depending on the question type selected. The Search Pools and Assessments page allows Instructors to choose specific questions from an existing Test or Pool. The questions that appear on this page are the result of the Instructor's search for a specific Test, Pool, or question type.

Note: Surveys include an option to **Search Surveys**. Test and Pool questions cannot be included in a Survey.



Find this page

Follow the steps below to open the Search Pools and Assessments: *Questions* page.

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

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

Step 3 Complete the Search Pools and Assessments page and click **Search**.

OR

Step 1 Select **Add Test**, complete the Add Test page and select **Submit**.

Step 2 Select **From a Question Pool or Assessment** in the Add Question: drop-down list and click **Go**.

Step 3 Select the search criteria on the Search Pools and Assessments page and click **Search**.

Step 4 Complete the Search Pools and Assessments page and click **Search**.

Functions

Select one or more questions to include on the Test. Click **Preview** to view the question as it will appear on the Test.

Instructors may select 20 questions at a time from a Pool or another Assessment to add to a Test. When the search is performed 20 questions will appear on a page, if more the 20 questions are found during the search, multiple pages may be viewed. Instructors may only select and submit questions from one page at a time. For example, if the search returns three pages of questions, the Instructor must select the questions to add on the first page and click **Submit**, then proceed to the second page of the search, select questions on that page and select **Submit**, and so on until finished.

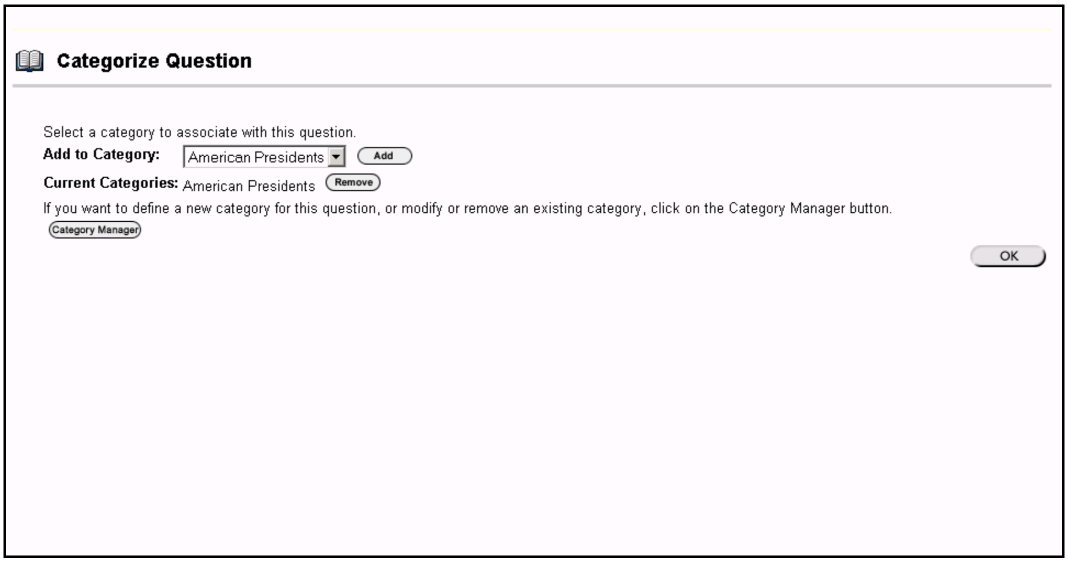
Categorize Question

Overview

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

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

Note: Questions on Surveys cannot be categorized.



Find this page

Follow the steps below to open the Categorize Question page.

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

Step 2 Create a new Test of select **Modify** next to an existing Test.

Step 3 Select a new question in the **Add Question:** field or select **Modify** next to an existing question.

Step 4 Click **Categorize**.

Functions

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

To . . .	click . . .
add a question to a category	the drop-down arrow and select a category for the question. Click **Add**.

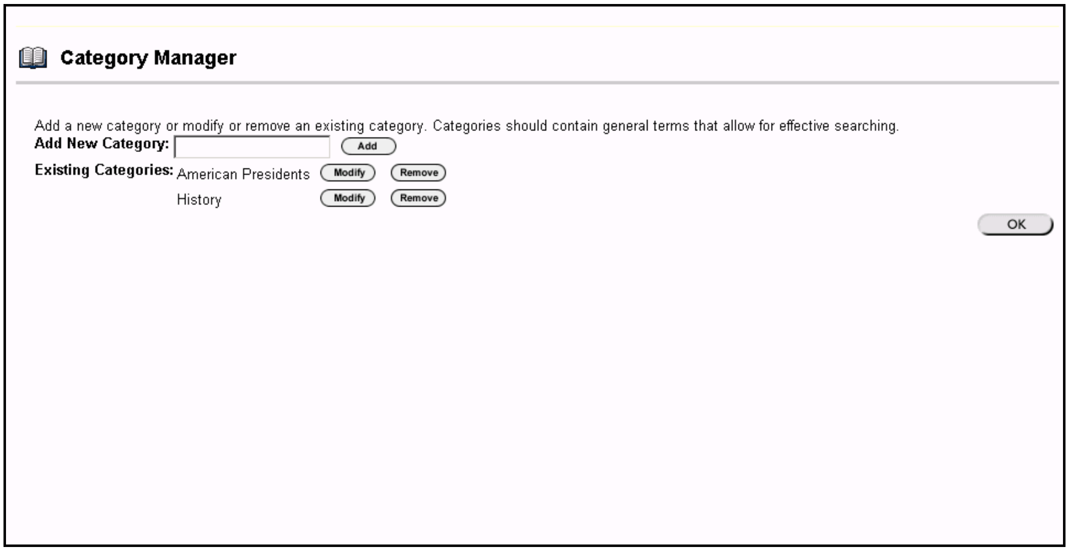
remove the question from a category	**Remove** next to a category the question is currently categorized in.
add a new category	**Category Manager**. The Category Manager page will appear.

Category Manager

Overview

Instructors have the option to create categories for questions to help organize them for future use. Instructors may add new categories, modify existing categories, or remove categories using the Category Manager page.

Note: The Categorize Question options are only available if **Add Categories and keywords to questions** is selected in Creation Settings.



Find this page

Follow the steps below to open the Category Manager page.

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

Step 2 Create a new Test of select **Modify** next to an existing Test.

Step 3 Select a new question in the **Add Question:** field or select **Modify** next to an existing question.

Step 4 Click **Categorize**.

Step 5 Select **Category Manager**.

Functions

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

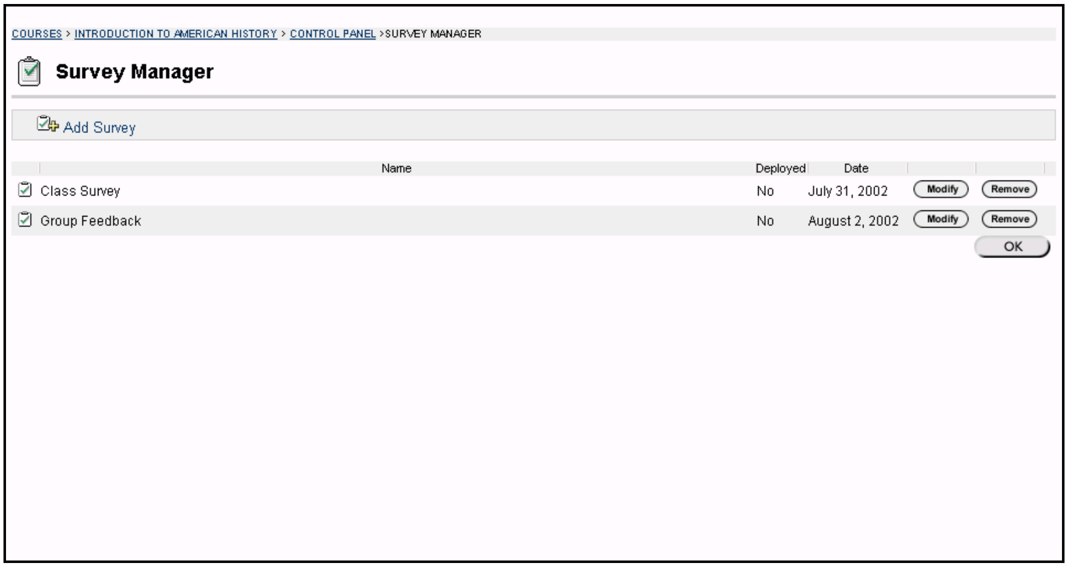
To . . .	then . . .
add a new category	enter a new category name in **Add New Category:** and click **Add.** There is a 64 character limit on Category names.

remove an existing category	click **Remove** next to the category name. This action is irreversible.
modify an existing category	click **Modify**. On the page that appears change the name of the category in the **Existing Categories** field and select **Update**. If a category is modified, all questions that are part of this category will be updated.

Survey Manager

Overview

Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge. The Survey Manager is used to create, add, preview, modify, and remove Surveys.



Find this page

Follow the steps below to open the Survey Manager page.

Step 1 Select a course from **Courses You are Teaching** in the Courses common area.

Step 2 Click **Control Panel** on Course menu.

Step 3 Select **Survey Manager** in Assessment.

Functions

The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing Surveys, Survey questions and settings.

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.

- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

Survey Creation Settings

The Survey Creation Settings function in the same way as the Test Creation Settings. The only difference is there are not options to **Add categories to questions** or to **Specify default point values for questions**.

Survey Results

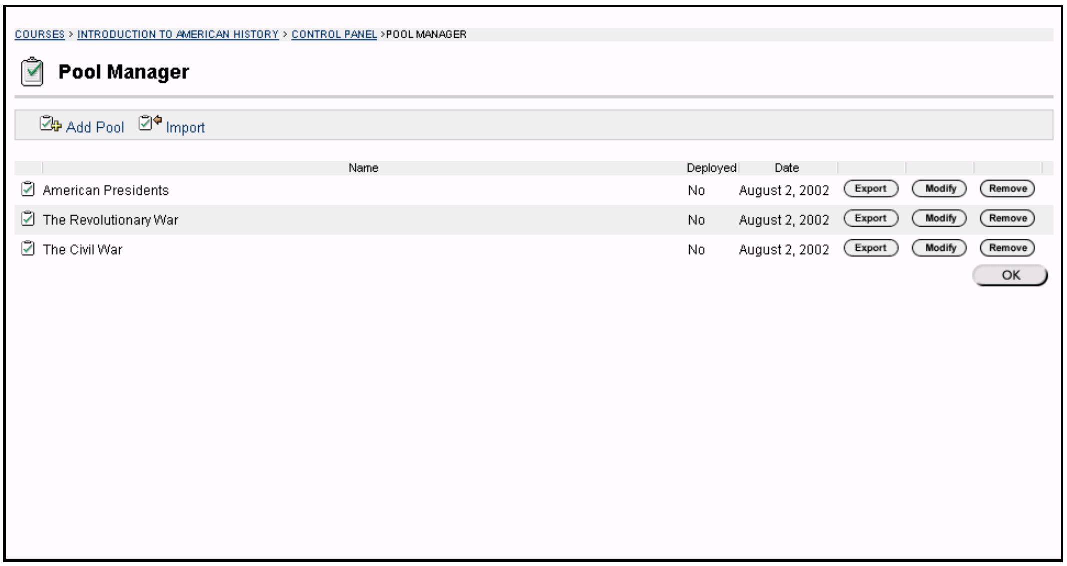
Instructors may view the results of Surveys on the Assessment Stats: *Assessment Name* page. This page will show how Students responded to questions on the Survey by percentage.

Pool Manager

Overview

The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools are course-specific although pools from other courses can be imported through the Pool Manager.

Note: When creating question Pools for Surveys, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Survey.



Find this page

To open the Pool Manager page, click **Pool Manager** in Assessments on the Course Control Panel.

Functions

The Pool Manager functions in the same way as the Test Manager and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Content Areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test.

Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting **Import**.

- A file of Pool questions may be exported from the Pool Manager page by selecting **Export**.

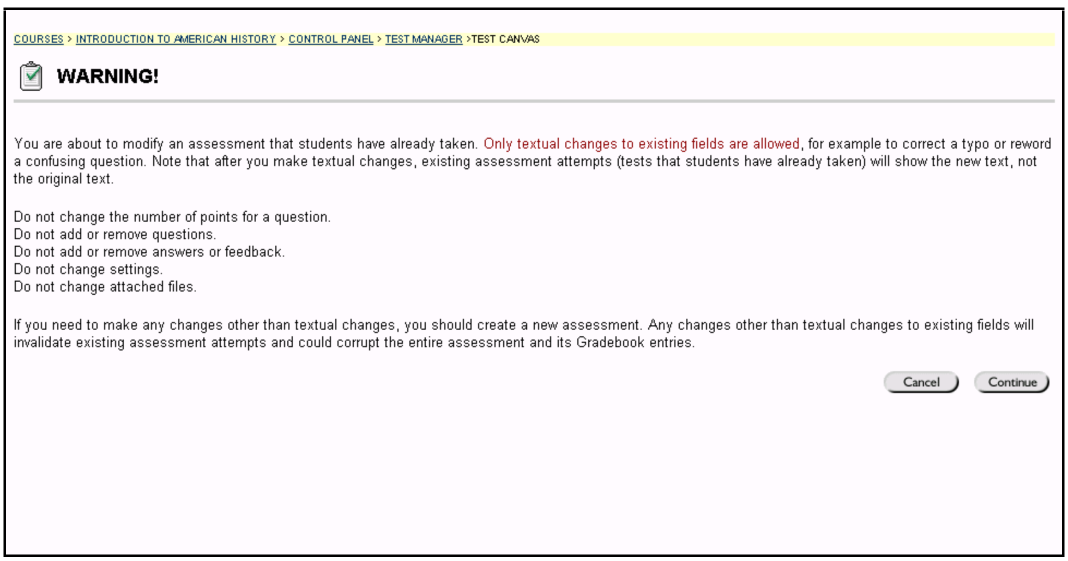
Pool Creation Settings

The Pool Creation Settings function in the same way as the Test Creation Settings. The only difference is there is not an option to **Specify default point values for questions**. Pool questions are not associated with a point value until they are added to a Test.

Warning

When questions are selected from a Pool to be included in a Test links are created between the Test and the Pool for those questions. Instructors should not make changes to Pool questions that have been deployed in a Test once Students have begun taking the Test. The following warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected on the Pool Manager. Certain areas of the questions will not be available for modification if the Test has already been taken by Students.

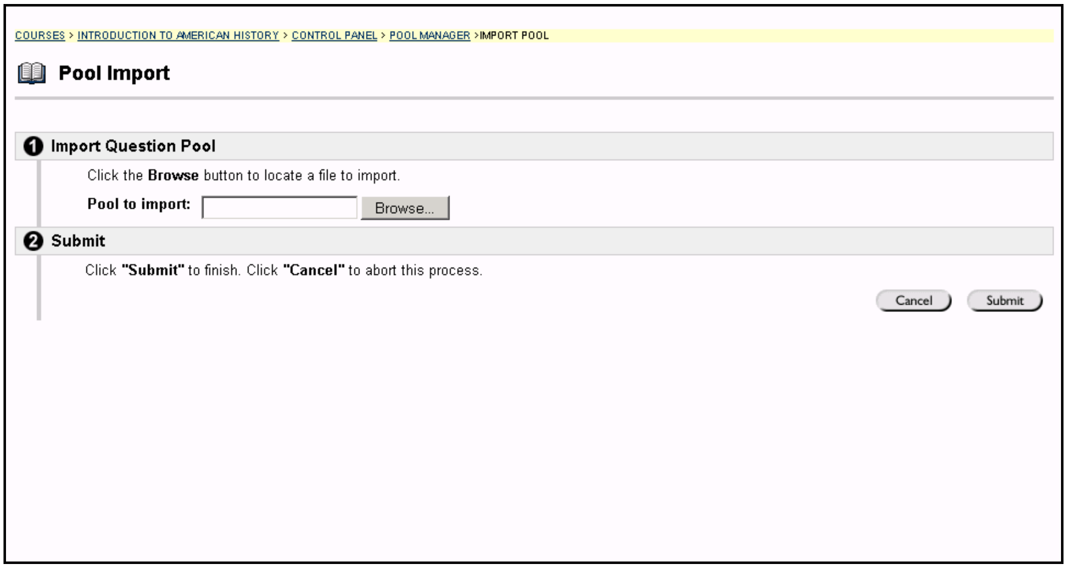
If the Instructor modifies a Pool question after a Student has submitted a Test it was included on, the Student will view the new, modified question when they view their grade and feedback. They will not view the original question they took on the Test.



Pool Import

Overview

Instructors may import a Pool of questions for use in Tests. This topic describes how to import a Pool using the Pool Import page.



Find this page

Follow the steps below to open the Pool Import page.

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

Field

Enter the path to the Pool or click **Browse** to locate the path. Click **Submit**. The Receipt: Success page will appear. Pools must be in an exported .zip package when they are imported.

Export Pool

Overview

Questions may be archived for future use by using the Export Pool page. When a Pool is exported it is not deleted from the Pool Manager, a copy of the Pool is created for the export file.

Find this page

Follow the steps below to open the Export Pool page.

Step 1 Open the **Pool Manager** in the Course Control Panel.
Step 2 Click **Export** next to a Pool.

Field

Select the pool of questions to be exported. Click **Submit**. The Receipt: Success page will appear. The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.

Assessment Workflow in Release 6.0.10 and Higher

Overview

Release 6.0.10 includes several updates to streamline the presentation of Assessments with a consistent workflow. These updates consist of one new option, Force Completion, and several changes to existing features and options to make the Assessment workflow intuitive and predictable.

Note: These changes are only available in the Blackboard Learning System, Release 6.0.10 and higher.

Force Completion

A new option, Force Completion, has been added to the Test Options page. Students must complete the Assessment the first time it is launched if the Instructor selects **Force Completion**. Students may not exit the Assessment and continue working on it at a later date. The **Save** button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment.

If the **Force Completion** option is enabled, it is noted and explained to Students at the top of the Assessment.

If **Force Completion** is not enabled and a Student exits a Question-by-Question Assessment, the Assessment will open to the first unsaved question when it is re-entered.

Changes to existing features and options

A number of changes related to the workflow of Assessments are included in Release 6.0.10. The following is a list of changes that have been made:

- When a Student selects an Assessment from a Content Area that has already been submitted, a receipt will appear. If this is a multiple attempt Assessment, the Student has the option to take the Assessment again. If this is not a multiple attempt Assessment, the Review Assessment page will appear when the Student clicks **OK** on the receipt.
- If a password is required by an Assessment the Assessment will check for a valid password before the Assessment begins. The Assessment will continue to prompt for a valid password until the correct on is entered.
- If an Assessment has a time limit, the time elapsed will be displayed to the Student during the Assessment. A one minute warning will also be automatically displayed.
- The status of multiple attempts (if they are or are not allowed) is displayed to the Student at the top of the Assessment.
- If an Assessment is set to Display All questions, the **Submit** and **Save** buttons will always be displayed.
- If an Assessment is set to Question-by-Question the buttons are displayed as follows:

  - If backtracking is prohibited, the buttons **<<**, **<**, or **>>** do not appear. These buttons will appear if backtracking is not prohibited.
  - The **Save** button always appears, the **Submit** button will only appear on the last page.

- If the **Save** button is selected, the work the Student has completed on the Assessment up to that point is saved. If the **Submit** button is selected, the Assessment is submitted to the system and the Instructor may access it from the Gradebook. If the **Submit** button is selected and the Student has left some questions blank, a warning message will appear stating which questions have not been answered.

- If a Student is taking an Assessment that does not allow backtracking, an error page will appear if they submit a question and then attempt to use the browser's **Back** button. The Student will be sent to the last unsaved questions from this page.

- If a user selects the **Back** button after submitting an Assessment a receipt page appears stating that the Assessment has already been taken. For multiple attempt Assessments they may choose to take the Assessment again; for single attempt Assessments they may review the results of the Assessment.

- Surveys no longer report data as incorrect or correct answers. Instead, data is reported as percent answered.

Gradebook

Overview

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores for essay questions and grades for work completed outside of the *Blackboard Learning System*. Instructors may view the results of Surveys through the Spreadsheet. Assessments and Assignments that are made available through a Content Area are viewed and graded in the Gradebook.

The Gradebook enables Instructors to manage all aspects of Student grades, including:

- Gradebook display settings and options
- grade weighting
- grade downloads and uploads

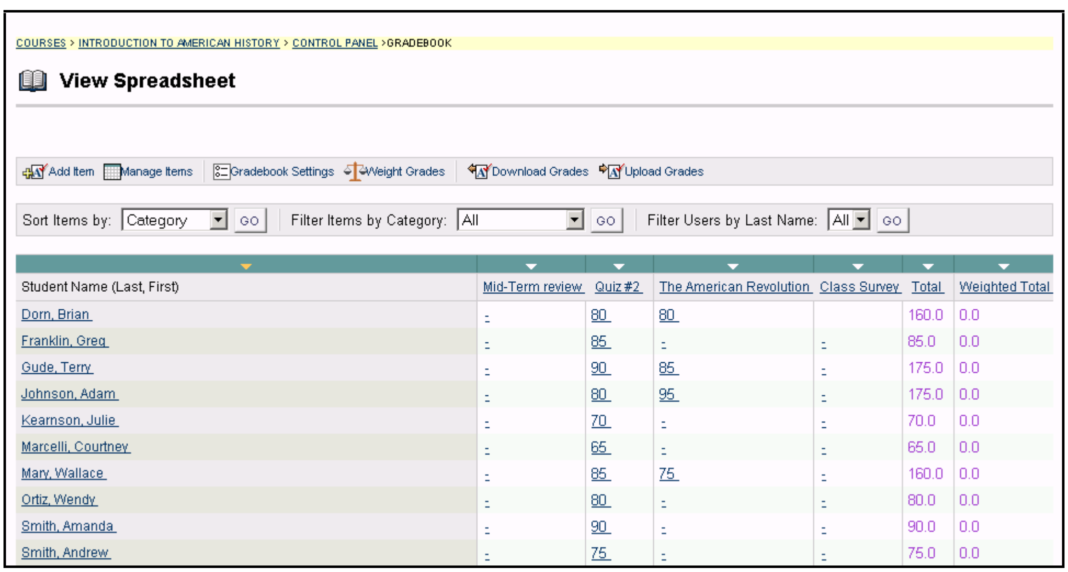
The Gradebook opens to the View Spreadsheet page, a powerful tool for organizing and managing course grades. All features of the Gradebook can be accessed through the Spreadsheet.

Items in the Gradebook are categorized. This enables Instructors to:

- sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page.

- weight categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.

Note: Assessments that are not available to Students in a Content Area are not viewable from the Online Gradebook.



Student Name (Last, First)	Mid-Term review	Quiz #2	The American Revolution	Class Survey	Total	Weighted Total
Dorn, Brian	-	80	80		160.0	0.0
Franklin, Greg	-	85	-	-	85.0	0.0
Gude, Terry	-	90	85	-	175.0	0.0
Johnson, Adam	-	80	95	-	175.0	0.0
Kearnson, Julie	-	70	-	-	70.0	0.0
Marcelli, Courtney	-	65	-	-	65.0	0.0
Mary, Wallace	-	85	75	-	160.0	0.0
Ortiz, Wendy	-	80	-	-	80.0	0.0
Smith, Amanda	-	90	-	-	90.0	0.0
Smith, Andrew	-	75	-	-	75.0	0.0

Find this page

To open the Gradebook, click **Gradebook** in the Assessment area on the Course Control Panel.

Functions

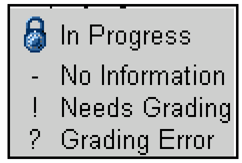
The following functions are available from the View Spreadsheet page.

To . . .	click . . .
add a Gradebook item	**Add Item**. The Modify Grade page will appear.
manage items	**Manage Items**. The Manage Items page will appear.
change Spreadsheet display and options	**Gradebook Settings**. The Gradebook Settings page will appear.
manage grade weighting	**Weight Grades**. The Weight Grades page will appear.
download grades	**Download Grades**. The Download Gradebook page will appear.
upload grades	**Upload Grades.** The Upload Gradebook page will appear.
modify a Test grade	the **grade** that needs to be modified. The View Grades page will appear.
modify an Assignment grade	the **grade** that needs to be modified. The View Grades page will appear.
view and modify the details for a Test or Survey	the **Assessment Name**. The Item Options page will appear.
view and modify the details for an Assignment	the **Assignment Name**. The Item Options page will appear.
view statistics for a user	the **user's name**. The User Options page will appear.
sort items	an option in the **Sort Item by:** drop-down list to sort the items by: • Category • Date Added • Position • Title Click **Go**.
view a specific category of Gradebook items	an option in the **Filter Items by Category:** drop-down list, then click **Go**. Only items that match that type will appear in the Spreadsheet View.

Gradebook legend

Every Student has a value for every Gradebook item. If the value is not a representation of the grade, it will be one of the following symbols:

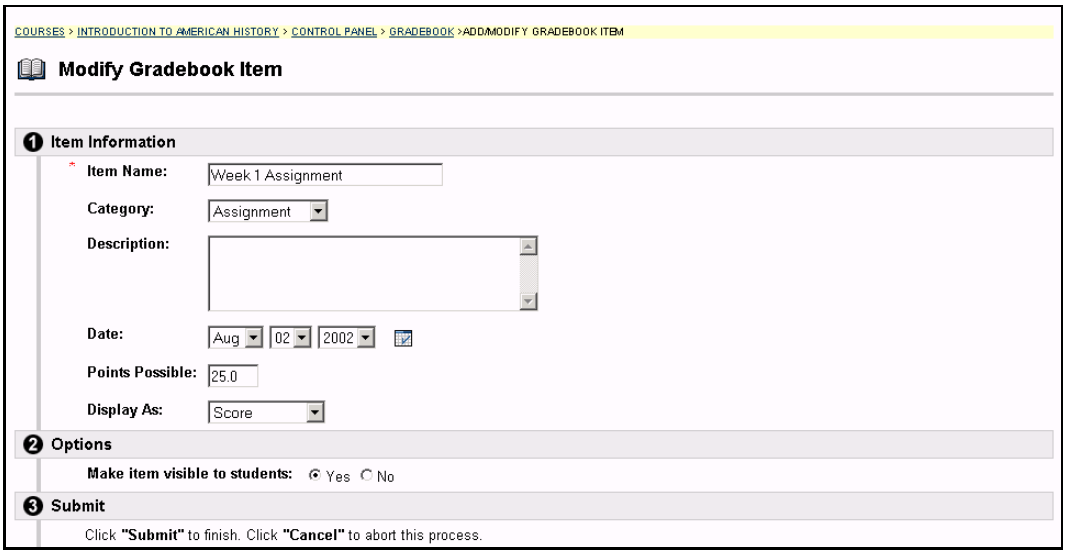
- Padlock: In Progress. A Student is currently using the Assessment or Assignment.
- Dash: No Information. A Student has not taken the Assessment or submitted the Assignment.
- Exclamation Point: Needs Grading. The item has been submitted by the Student and needs to be reviewed by the Instructor. Tests that include Essay questions will have this symbol when they are submitted.
- Question Mark: Gradebook Error.


In Progress
- No Information
! Needs Grading
? Grading Error

Add/Modify Gradebook Item

Overview

The Gradebook enables Instructors to manage all aspects of Student grades. Gradebook Items may be added or modified from the Modify Gradebook Item page. Instructors may add items and grades to the Gradebook for work that has been done outside the *Blackboard Learning System*. For example, if Students manually hand in a project, the Instructor may add the Item and all of the grades for the project to the Gradebook.



Find this page

Follow the steps below to open the Modify Gradebook Item page.

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

OR

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

Fields

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

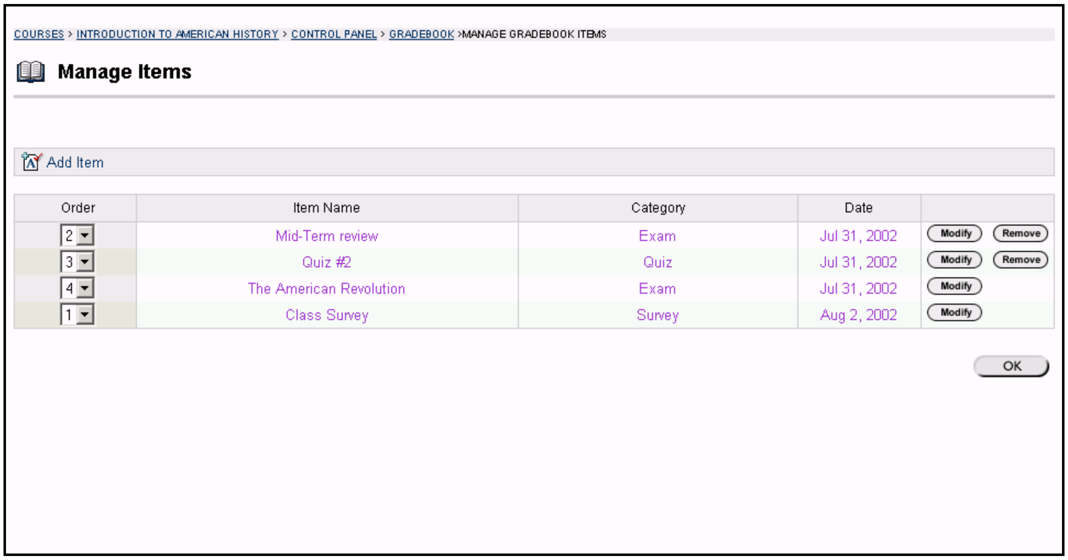
Field	Description
Item Information	
Item Name: [r]	Enter a title for the new Gradebook item
Category:	Select a category, such as Homework or Quiz, from the drop-down list.
Description:	Enter a description of the Gradebook Item.
Date:	Select a date for the Gradebook Item from the drop-down list, or click the Calendar icon and choose a date.

Points Possible:	Enter the maximum number of points possible for this item.
Display As:	Select how the grade should be displayed from the drop-down list.
Options	
Make item visible to Students:	Select **Yes** to enable Student to view the item. Select **No** and Students will be unable to view the item.

Manage Items

Overview

The Manage Items page allows the Instructor to modify Gradebook items and select the order for them to appear in the Gradebook.



Find this page

Follow the steps below to open the Manage Items page.

Step 1 Select **Gradebook** in Assessments on the Course Control Panel.
Step 2 Select **Manage Items**.

Functions

The following functions are available from the Manage Items page.

To . . .	click . . .
set the order for items to be listed on the View Spreadsheet page	the drop-down list next to each item name and select the order for them to appear.
modify the Gradebook item	**Modify**. The Modify Gradebook Item page will appear.
remove a Gradebook item	**Remove**. A warning pop-up window will appear. Removing a Gradebook item is irreversible.
Add a Gradebook item	**Add Item**. The Modify Gradebook Item page will appear.

Remove items

Items that have been uploaded to the Gradebook, or input directly into the Gradebook, may be removed from this page. Items that have been created in the *Blackboard Learning System* (Tests, Surveys, and Assignments) must be removed from the area where they were created. For example, a Test created in the *Blackboard Learning System*, must be removed from the Test Manager.

Gradebook Settings

Overview

The Gradebook Settings page allows Instructors to:

- change the way Student grades are displayed
- set the values for grades
- control the way grades are displayed.

Find this page

Follow the steps below to open the Gradebook Settings page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Click **Gradebook Settings**.

Functions

The following functions are available from the Gradebook Settings page.

Function	Description
Spreadsheet Settings	Change the way Gradebook and Student information is displayed.
Manage Gradebook Categories	Create new categories and change existing categories in the Gradebook.
Manage Display Options	Create new options and modify existing options for displaying grades and setting their values.

Spreadsheet Settings

Overview

Instructors use the Spreadsheet Settings page to adjust the Student information that is displayed in the Gradebook.

Find this page

Follow the steps below to open the Spreadsheet Settings page.

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

Fields

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

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

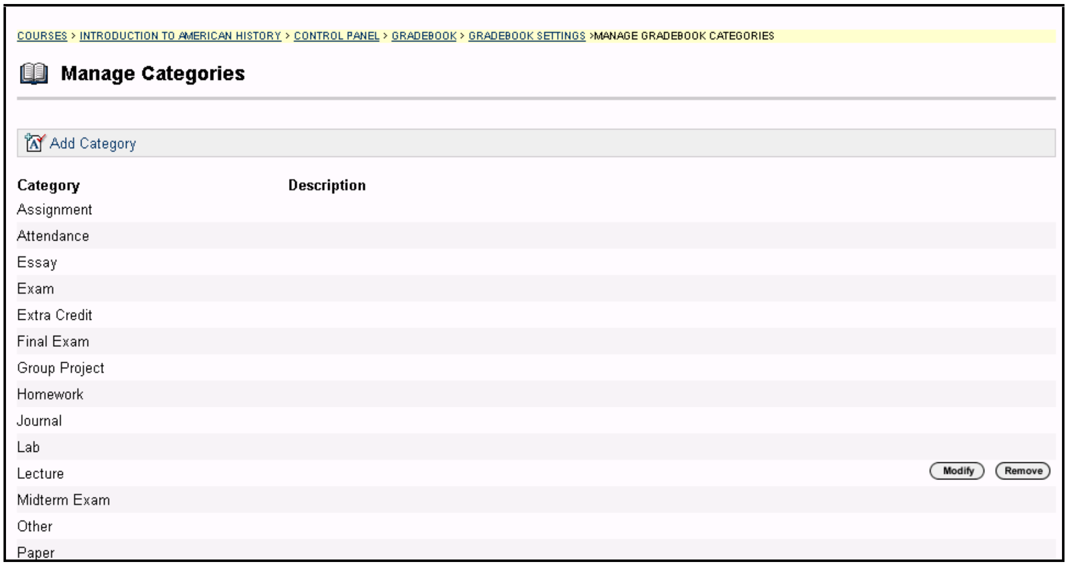
Note: More then one check box may be selected. For example, the Instructor may choose to include both the Student Name and the User Name on the spreadsheet. Click CONTROL to select more then one option.

Manage Categories

Overview

The Manage Gradebook Categories page displays categories and category descriptions that are included in the Gradebook. Instructors may create new Gradebook categories. Categories can be used in weighting grades. For example, items in the Exam Category may have a greater weight than items in the Assignment category.

Note: Categories included with the *Blackboard Learning System* cannot be modified or removed.



Find this page

Follow the steps below to open the Manage Categories page.

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

Functions

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

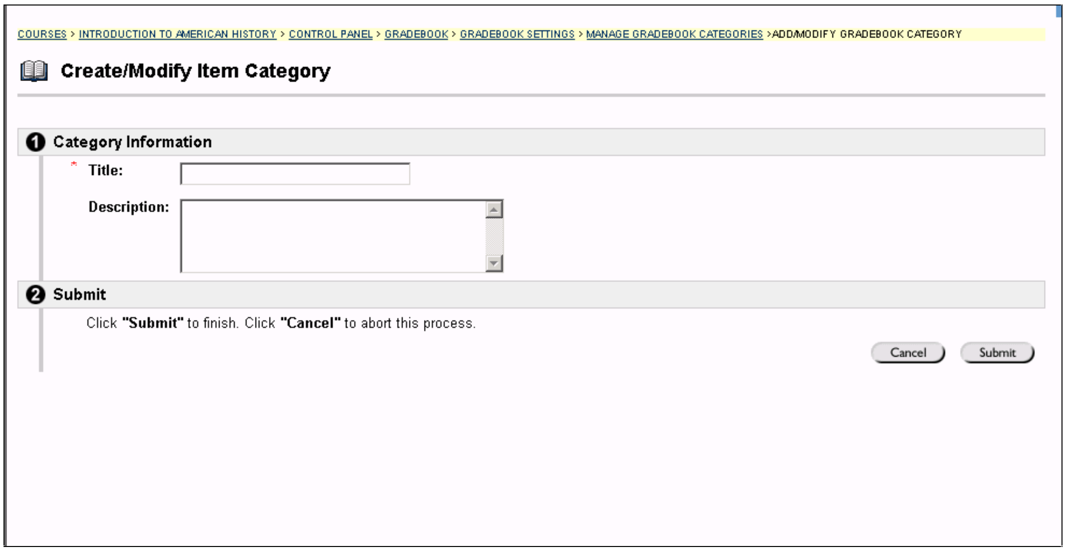
To . . .	click . . .
add a category	**Add Category**. The Create/Modify Item Category page will appear. On the Add Category page new categories can be entered.
modify a category	**Modify**. The Create/Modify Item Category page will appear. On the Modify Category page the category name and description may be changed.
remove a category	**Remove**. A warning pop-up window will appear. Removing a category is irreversible.

Create/Modify Item Category

Overview

The Instructors may create new Gradebook categories and make changes to existing categories from the Manage Gradebook Categories page. Categories can be added to the Gradebook and modified from the Create/Modify Category page.

Note: Categories included with the *Blackboard Learning System* cannot be modified or removed.



Find this page

Follow the steps below to open the Create/Modify Item Category page.

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

Fields

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

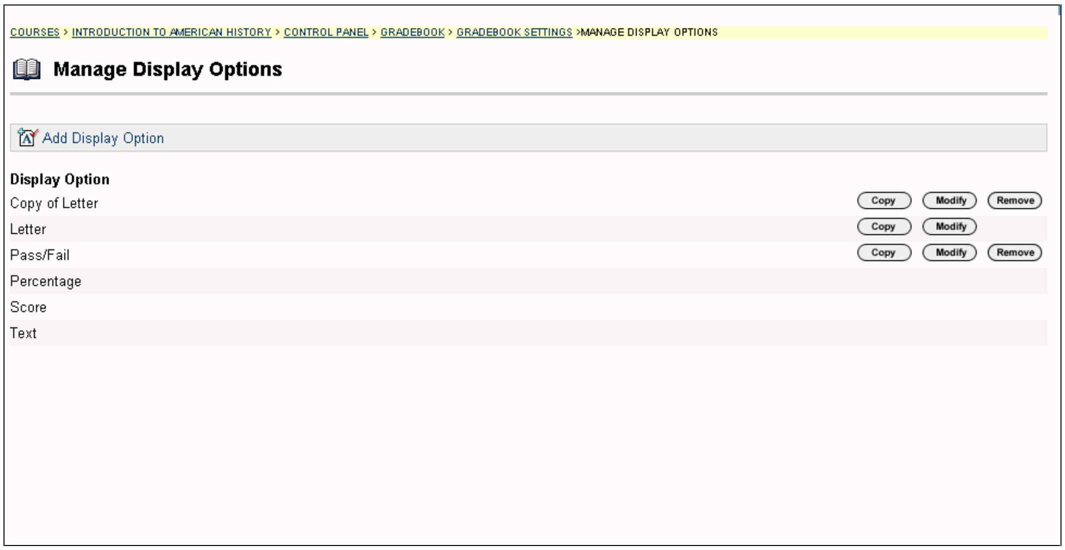
Field	Description
Category Information	
Title: [r]	Enter the name of the Gradebook category.
Description:	Enter a description of the Gradebook category.

Manage Display Options

Overview

Instructors may make changes to the display options from the Manage Display Options page. All display options created by the Instructor may be modified or removed.

Note: Display Options included with the *Blackboard Learning System* cannot be modified or removed.



Find this page

Follow the steps below to open the Manage Display Options page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Click **Gradebook Settings**.
Step 3 Click **Manage Display Options**.

Functions

The table below details the available functions on the Manage Display Options page.

To . . .	click . . .
add a grade display option	**Add Display Option**. The Create/Modify Grade Display Option page will appear. On the Add Grade Display Option page new options may be created with a name, symbols, and values.
modify a grade display option	**Modify**. The Create/Modify Grade Display Options page will display all of the current information. On the Create/Modify Display Option page the name, symbols, and options may be changed. Score and Percentage display options cannot be modified.

copy a grade display option	**Copy**. The Manage Display Options page will appear with all of the information filled in. The copy may be modified by selecting **Modify**. Score and Percentage display options cannot be copied.
remove a grade display option	**Remove**. A warning pop-up window will appear. Removing a category is irreversible. Display options included with the *Blackboard Learning System* may not be removed and do not have a **Remove** button associated with them.

Grade Display Options

The following Grade Display Options are included with the Blackboard Learning System:

- Score – Score is the raw score earned by the Student.
- Percentage – Percentage is calculated by using the following calculation: (Raw Score/Points Possible) *100
- Letter – Letter is a letter grade that equals a specific range of Percentages. For example, 94% to 97% equals an "A" Letter grade. The following Letter grades are built into the *Blackboard Learning System*. Instructors may modify these on the Modify Grade Display Options page.

97% to 100% (or higher) = A+	87% to 90% = B+	77% to 80% = C+
94% to 97% = A	84% to 87% = B	74% to 77% = C
90% to 94% = A-	80% to 84% = B-	70% to 74% = C-
67% to 70% = D+	59 or below = F	
64% to 67% = D		
60% to 64% = D-		

- Text – Text allows the Instructor to enter any string as the score for a Gradebook item. It does not have any calculable value. Scores that are entered as Text cannot be set to a numerical range. It is not possible to copy this display option, or modify the possible values.

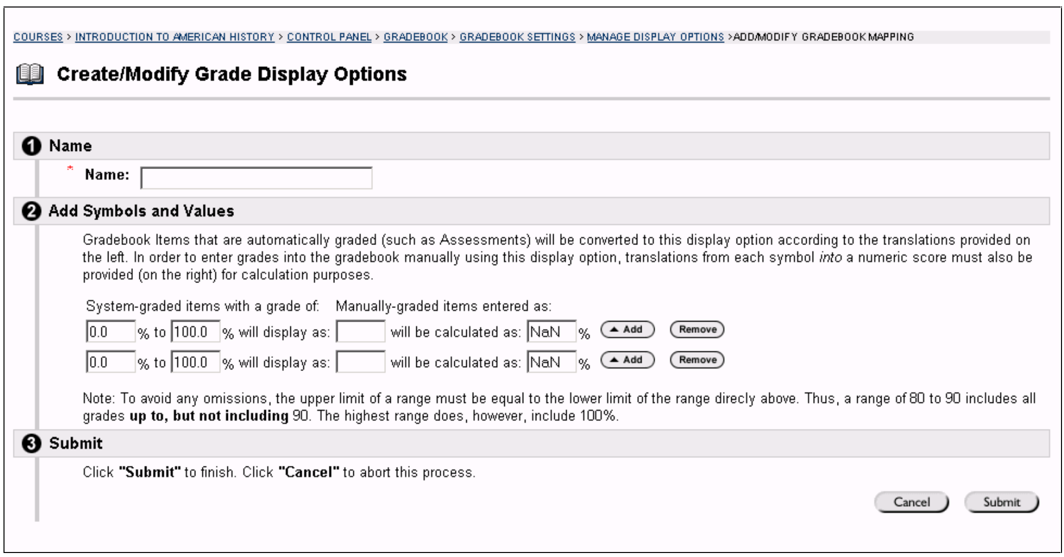
Create/Modify Grade Display Options

Overview

Instructors can add and modify Grade Display Options in the Gradebook from the Create/Modify Grade Display Options page. Instructors can select a range of numeric grades to be associated with a letter grade, or create new Grade Displays, such as Pass/Fail.

Note: Grade Display Options are case sensitive. An "A" and "a" will not represent the same thing in the Gradebook.

Note: Display Options included with the *Blackboard Learning System* cannot be modified or removed.



Find this page

Follow the steps below to open the Create/Modify Grade Display Options page.

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

Fields

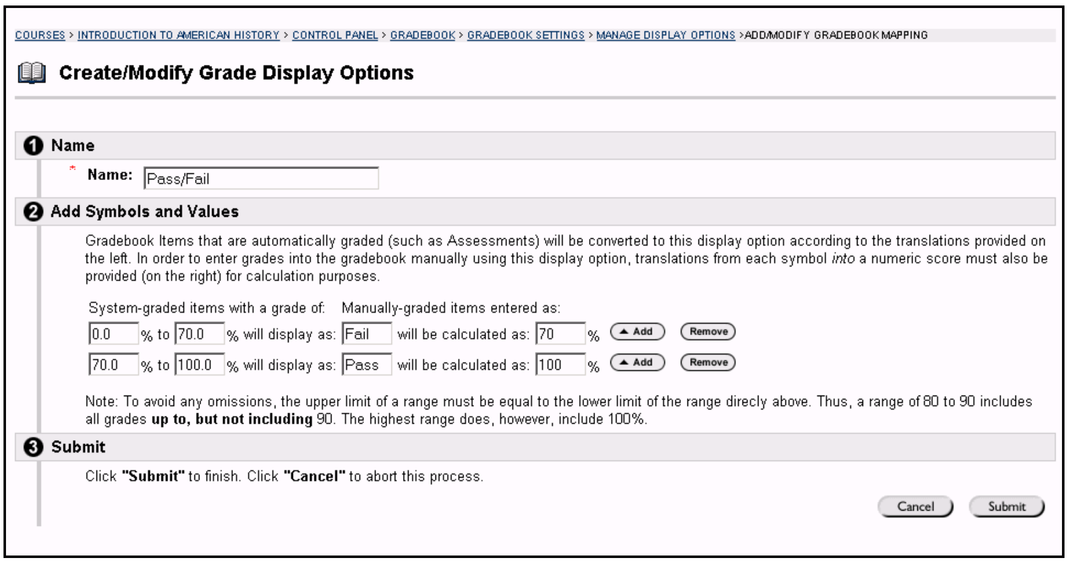
The table below details the fields on the Create/Modify Grade Display Options page.

Field	Description
Name	
Name: [r]	Enter the name of the new Grade Display Option.
Add Symbols and Values	
System-graded items with a grade of:	Enter the numeric values of the range for each grade. The system will automatically treat the numbers within each range the same.

Manually-graded items entered as:	Enter the symbol the Instructor will use to manually enter grades. Each symbol will correspond to the range in the System-graded items.
Will be calculated as:	Enter a single numeric value for each symbol in the Manually-graded items column. The number in this row will be used in Gradebook calculations, such as for the final grade and grade weight.
Add	Click **Add** to add a row in the Add Symbols and Values Section.
Remove:	Click **Remove** to remove a row in the Add Symbols and Values section.

Example

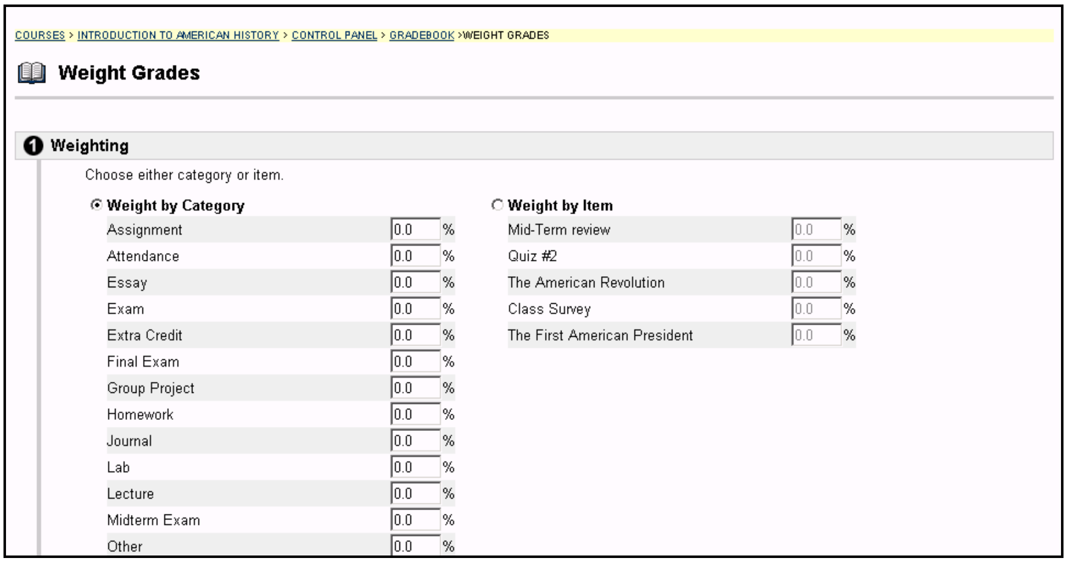
The following example demonstrates how a Pass/Fail option looks when created on the Create/Modify Grade Display Options page.



Weight Grades

Overview

Instructors can set a weight for each Gradebook item to determine a final grade. For example, a final exam may be worth 25 percent of a Student's grade while a reading quiz may be worth only 10 percent. Instructors can adjust Gradebook weights according to category or item.



Find this page

Follow the steps below to open the Weight Grades page.

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

Fields

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

Field	Description
Weighting	
Weight by Category:	Click **Weight by Category** to weight grades by the category they are assigned. For example, all Assignments will have the same weight and all Quizzes will have the same weight. Enter the percentage to weight each category in the boxes to the left.
Weight by Item:	Click **Weight by Item** to weight grades by name as they are defined in the Gradebook. For example, the mid-term exam can be weighted differently then the final exam. Enter the percentage to weight each item in the boxes to the left.

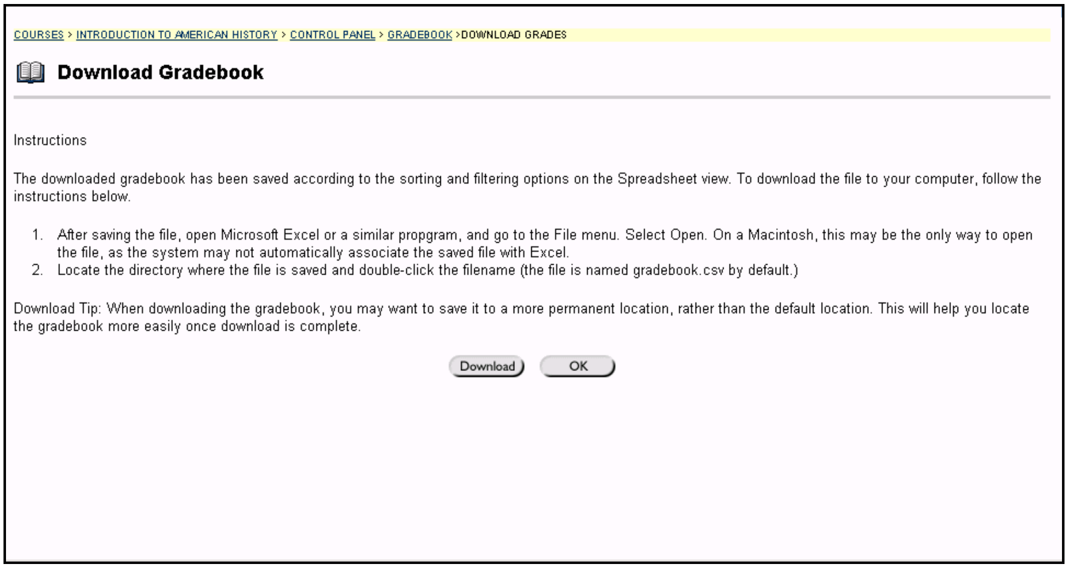
Weighted Total

When Weight by Category is selected, the weight for each item is calculated by taking the weight for the category it's in and dividing that by the number of items in the category. The number of items in the category is counted as the number of items the Instructor has created in that category. Therefore, if a Student takes an exam and gets a perfect score, his or her weighted total will be 100%. If the Instructor adds a second exam, the Students weighted total will drop to 50%, since the weight for each item is divided by two, and since the Student has not taken the second exam yet, the Student's score for it is zero.

Download Gradebook

Overview

Instructors can download and save a Gradebook for use in a spreadsheet program or as a comma-delimited file. This file, or Gradebook items in this file, can be uploaded to a Gradebook at a later date.



Find this page

Follow the steps below to open the Download Gradebook page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Select **Download Grades**.

Download Gradebook

Click **Download** and select where on the local machine the Gradebook file will be saved. Downloading a Gradebook does not remove any information from the Gradebook.

Note: The Total and Weighted Total columns are included in a Gradebook download. However, these columns will not be included in a Gradebook Upload, because they are generated by calculations within the Gradebook. The Instructor cannot manipulate the data for these areas.

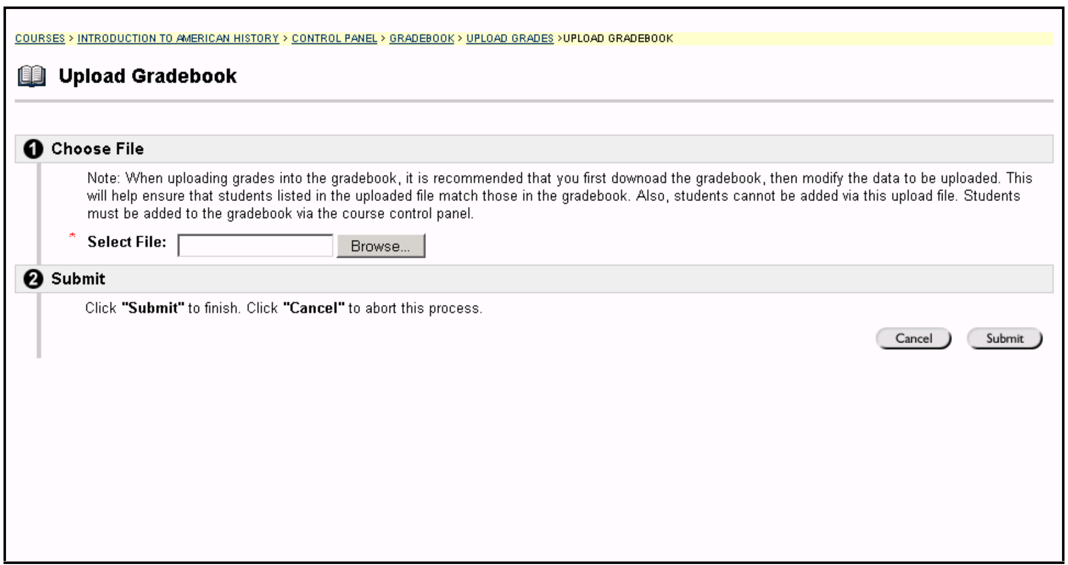
Upload Gradebook

Overview

Instructors may upload Gradebook information into the *Blackboard Learning System* from the Upload Gradebook page. Instructors may select a specific Gradebook item, such as a Quiz or a Test, to upload, as well as, specific Student grades within the Gradebook item to upload.

The Gradebook Upload will fail if the user name for each row of data is not present. Also, the Gradebook will not process the data for any user name that is not enrolled as a user in the *Learning System* course. Changes to the first name and last name columns will not be processed either.

Note: For best results, Instructors should manipulate and upload a Gradebook that has been downloaded from the *Blackboard Learning System* (Release 6). It is not advised that Instructors create a new Gradebook from scratch then upload it. Also, it is not possible to upload a gradebook from an earlier version of the *Blackboard Learning System*, such as Blackboard 5.



Find this page

Follow the steps below to open the Upload Gradebook page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Click **Upload Gradebook**.

Upload a Gradebook

Click **Browse** and select the file to upload to the Gradebook. The Choose Column to Import page will appear. On this page the Instructor may specify which item he or she would like to upload to the Gradebook. When a Gradebook is uploaded the existing grades are not automatically written over or lost. In the following Web pages the Instructor chooses which information is uploaded and written over.

Gradebooks may be uploaded as .csv files (using a spreadsheet) or as .txt (flat files). When uploading as a .txt file, check to make sure that the file uses the following format:

```
"Last Name, First Name (User Name) | Student Id","item1","item2","test
4","survey","Total","Weighted Total"
```

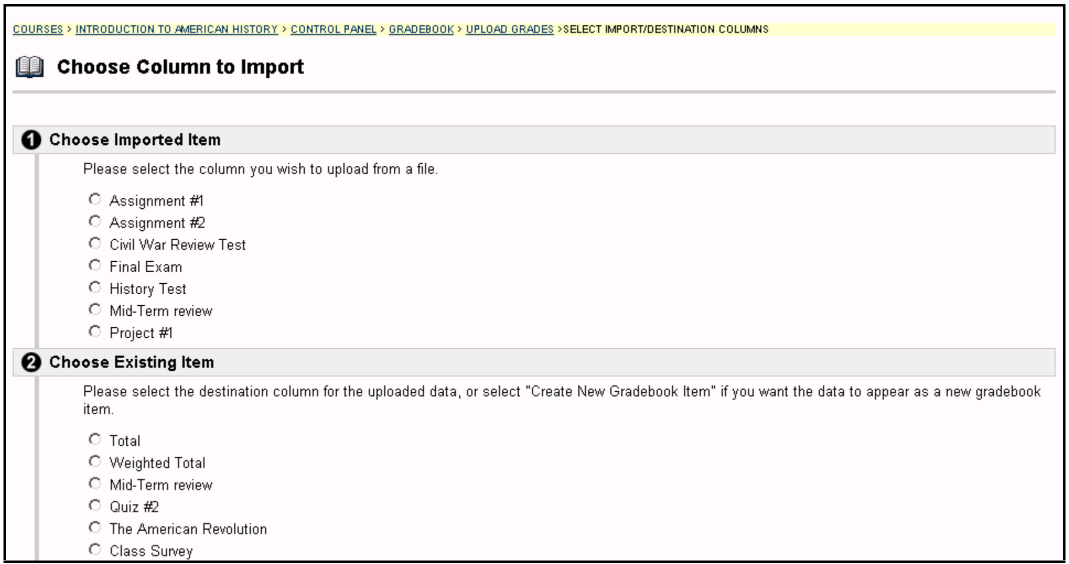
Keep in mind that the values for total and weighted total will not be processed as part of the upload. Only the scores for the individual Gradebook Items will be uploaded.

Note: The Total and Weighted Total columns cannot be included in a Gradebook upload because this data is generated by calculations within the Gradebook. Instructors cannot manipulate the data for these areas.

Choose Column to Import: *Items*

Overview

Instructors select which items in a Gradebook file they would like to upload to the *Blackboard Learning System* from the Choose Column to Import page. Instructors may choose to overwrite an existing item (this will not automatically overwrite Students' grades) or create a new Gradebook item.



Find this page

Follow the steps below to open the Choose Column to Import page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Click **Upload Gradebook**.
Step 3 Select a file to upload on the Upload Gradebook page and click **Submit**.

Fields

The table below details the fields on the Choose Column to Import page.

Field	Description
Choose Imported Item	
Select the column in the file that should be uploaded to the Gradebook.	
Choose Existing Item	
Select the column in the Gradebook where the name of the uploaded Gradebook item should appear. If the information should appear in a new column in the Gradebook select **Create New Gradebook Item**. If **Create New Gradebook Item** is selected the Modify Gradebook Item will appear.	

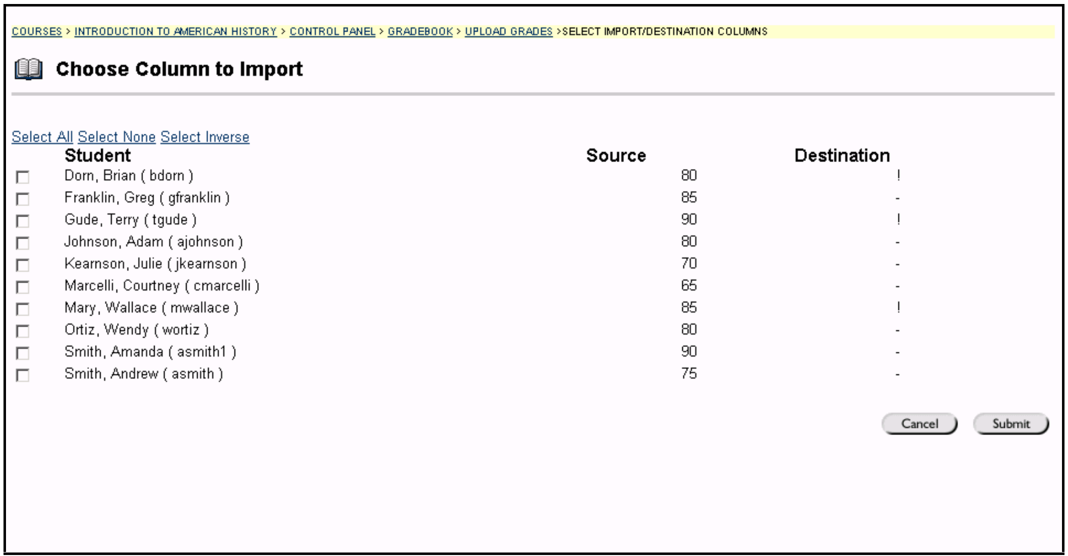
Functions

If a Gradebook item in **Choose Import Item** is uploaded to an existing item, the only data that is uploaded and changed is the Gradebook item name. The Instructor selects which Student's grades should be uploaded and written over on the Choose Column to Import: *Students* page.

Choose Column to Import: *Students*

Overview

When uploading Gradebook information, Instructors select one or more items in a Gradebook file they would like to upload from the first Choose Column to Import page. On the second Choose Column to Import page Instructors choose which Student information is uploaded from the Gradebook file. Only those Student's grades that are selected on this page will be uploaded to the destination file.



Find this page

Follow the steps below to open the Choose Column to Import: Students page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Click **Upload Gradebook**.
Step 3 Select a file to upload on the Upload Gradebook page and click **Submit**.
Step 4 Select which item in the file to upload and click **Submit**.

Functions

The table below details the available functions on the Choose Column to Import: Students page.

To . . .	click . . .
upload information from the file for one or more Students	the checkboxes next to the Student's names.
add information for all of the Students in the file to the Gradebook	**Select All**. All of the check boxes next to the Student names will be selected.

clear the checkboxes next to all of the Student names	**Select None.** All of the check boxes next to the Student names will be removed.
select the opposite Students then those whose checkboxes are selected.	**Select Inverse**. The checkboxes for those Students who had been selected will be cleared and those Students who had not been selected will be chosen.

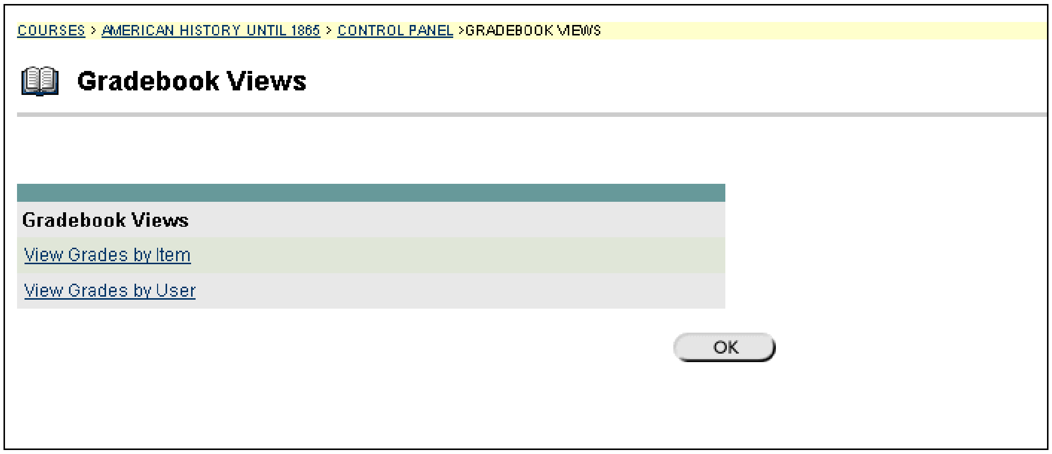
Gradebook Views in Release 6.0.10 and Higher

Overview

Instructors working in a course will notice a new feature available in the Assessments section of the Course Control Panel. The new section, Gradebook Views, lets the administrator view the Gradebook by item or by user. This will be especially useful for locating and modifying information in courses with a great number of users and a great number of Gradebook items.

The Course Control Panel for Release 6.0.10 and higher is shown below. The Gradebook Views link is available in the Assessment section of the Course Control Panel.

The Gradebook Views page includes links that show the Users in the Gradebook or the Items in the Gradebook. This is a tool for quick searching in the Gradebook.



Find this page

Click **Gradebook Views** from the Assessment section of the Course Control Panel to open this page.

Functions

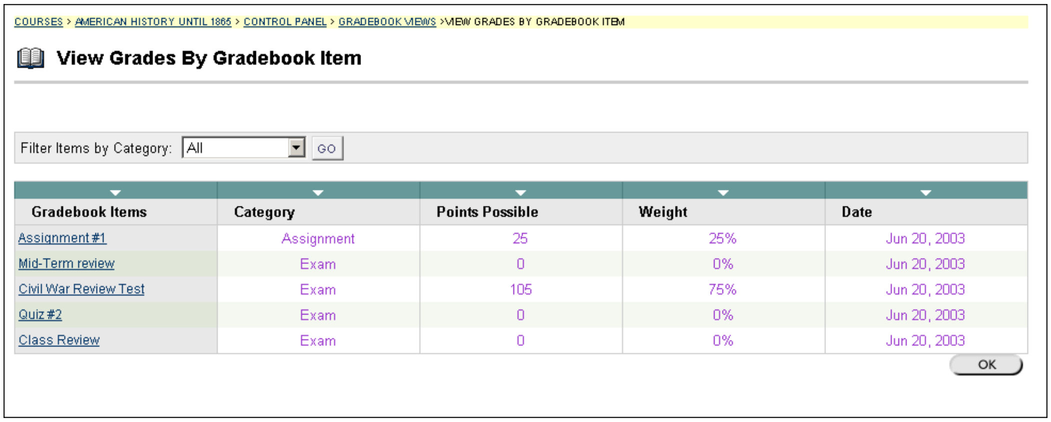
The following functions are available from the Gradebook Views page.

To . . .	click . . .
access a list of Gradebook items	View Grades by Item
access a list of users that appear in the Gradebook	View Grades by User

View Grades by Gradebook Item

Overview

The View Grades by Gradebook Item page shows a list of all the items that are in the Gradebook. Gradebook details about each item can be accessed through this page. The page also contains a filter to make finding items easier.



Find this page

Follow these steps to find the View Grades by Item page.

Step 1 Click **Gradebook Views on the Course Control Panel**.
Step 2 Click **View Grades by Item**.

Features

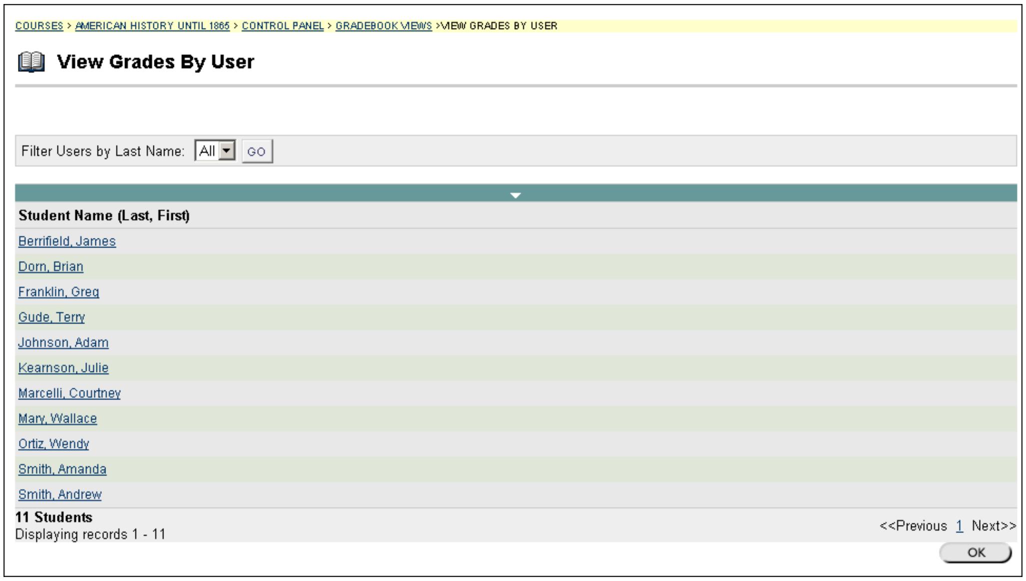
The following features are available on the View Grades By Gradebook Item page.

To . . .	click . . .
Sort Items	Click the caret at the top of each column to sort the list of items by that column. Items will appear in alphabetical order (A to Z), chronological order (most recent to earliest), or numerical order (greatest to least).
Show only certain items	the drop-down list, **Filter Items by Category**, and select a category. Click **Go** to display a list of items in that category.
View details of a particular item	the name of the item in the list. The Item Options page for that category of item will appear.

View Grades by User

Overview

The View Grades by User page shows a list of all the Users that are in the Gradebook. Gradebook details about each User can be accessed through this page. The page also contains a filter to make finding users easier.



Find this page

Follow these steps to find the View Grades by User page.

Step 1 Click **Gradebook Views on the Course Control Panel**.
Step 2 Click **View Grades by User**.

Features

The following features are available on the View Grades By User page.

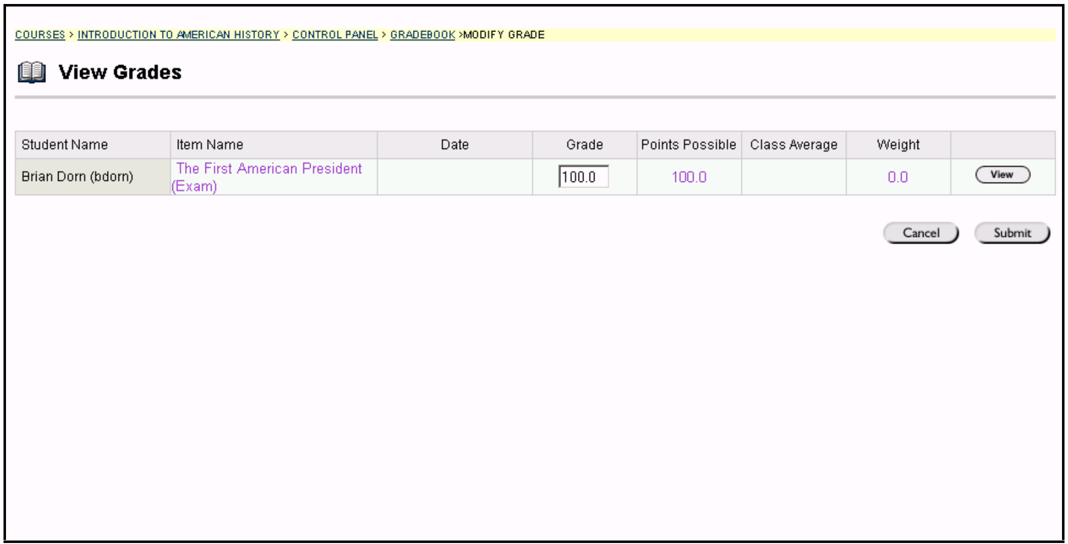
To . . .	click . . .
show only certain Users	the drop-down list, **Filter Users by Last Name**, and select a letter. Click **Go** to display a list of Users whose last name begins with that letter.
view details of a particular User	the name of the User in the list. The User Options page will appear.

View Grades: *Assessment*

Overview

Instructors can modify a single Student grade on the My Grades page. On this page Instructors can also add comments for the Student.

Note: This feature is not available for Surveys.



Find this page

Follow the steps below to open the My Grades: *Assessment* page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Select a grade on the spreadsheet.

Functions

The table below details the functions available on this page.

To…	then…
change the grade a Student received on the Assessment	enter the new grade in the **Grade** field.
view the details of the Assessment submitted by the Student	click **View** to open the Grade Assessment: *Assessment Name* page. This page enables the Instructor to view the answers a Student submitted for a Test and the correct answers. Instructors can also change the number of points a Student is awarded for a question.

Change Grade

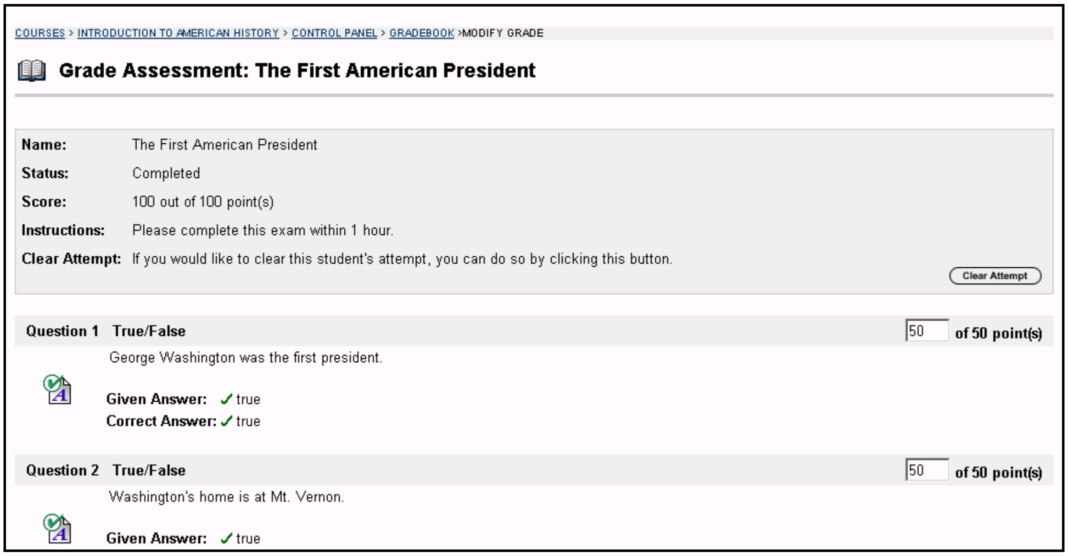
Instructors may change the Student's grade on this page in the Grade column. The points a Student receives for a specific questions may be changed on the Grade Assessment: *Assessment Name* page, which may be accessed by selecting **View**.

Grade Assessment: *Assessment Name*

Overview

The Gradebook enables Instructors to manage all aspects of Student grades. The Grade Assessment: *Assessment Name* page enables the Instructor to view a Student's answers to Assessment questions as well as the correct answers. Instructors may also modify the number of points a Student is given for their answer to a question.

Note: Instructors may read and grade Essay questions on this page.



Find this page

Follow the steps below to open the Grade Assessment: *Assessment Name* page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Select a grade on the spreadsheet. The My Grades page will appear.
Step 3 Click **Grades**.

Functions

The table below details the functions available on this page.

To…	then…
clear the Student's submission and enable them to take the Assessment again	click **Clear Attempt**. The Student will be able to re-take the Assessment.
change the number of points a Student received for a question	Change the number of points in the field corresponding to the question. Points received for an Essay question are input here.

Item Options: *Tests and Surveys*

Overview

The Item Options page enables Instructors to access areas where they can modify the Gradebook item and view item statistics. These options enable the Instructor to:

- view all Students' grades for this Item
- view details and statistics about the Gradebook item, such as, the class average and the high and low score received
- view and modify the Item, for example, make changes to the description or change the availability of the Item

Find this page

Follow the steps below to open the Item Options page.

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

Functions

The table below details the functions available on this page.

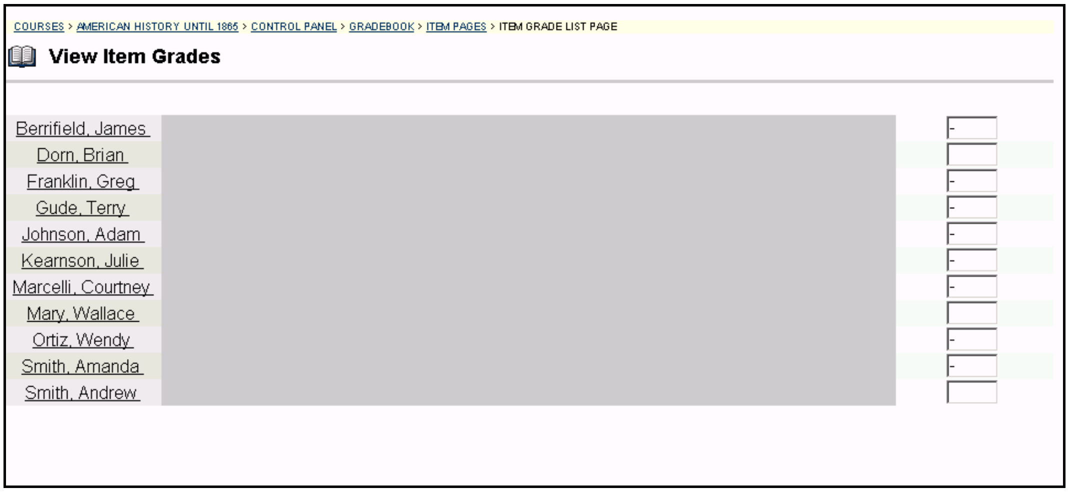
Function	Description
Item Grade List	View a list of Students and their grades for this assessment.
Item Information	Modify the Gradebook item information, such as item name and description.
Item Detail	View the Assessment statistics, such as the average score and the percentage of Student who answered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

View Item Grades

Overview

Instructors may view a list of Student grades for a specific Gradebook item on the View Item Grades page.

Note: When this page is accessed for a Survey the fields will contain a check mark for those Students who have completed the Survey. Surveys are not graded; therefore, individual grades will not appear on this page.



Find this page

Follow the steps below to open the View Item Grades page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Select a Gradebook item. The Item Options page will appear.
Step 3 Click **Item Grade List**.

Function

Instructors may change the grade a Student has received on the View Item Grades page. Enter the new grade in the Grade column and click **Submit**.

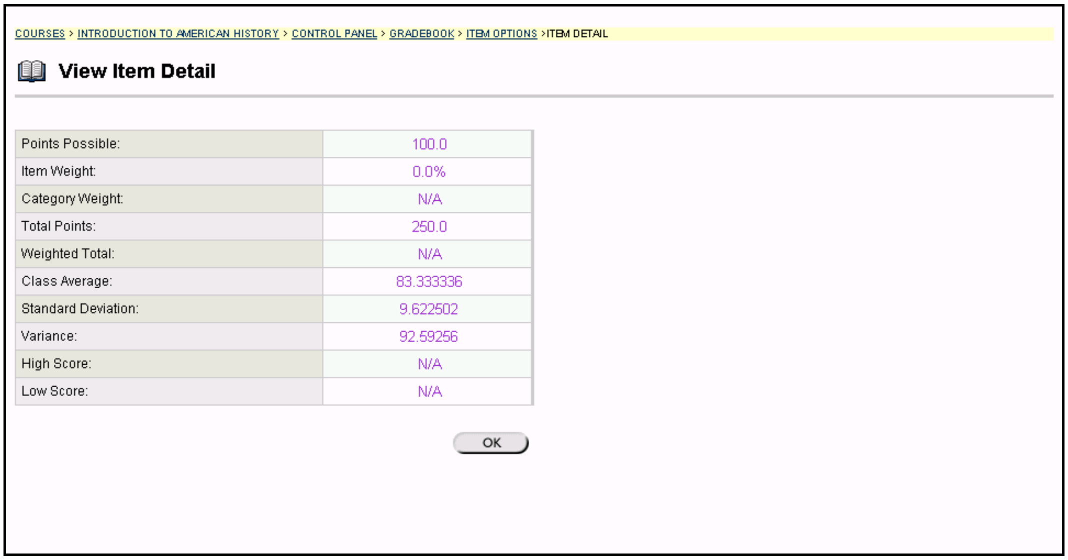
View Item Detail

Overview

Instructors can view details for a Gradebook item on the My Grades page. These details include:

- the number of possible points
- the class average
- the high score in the class
- the low score in the class

Note: This is an informational page. No data may be modified or deleted.



Find this page

Follow the steps below to open the View Item Detail page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Select a Gradebook item. The Item Options page will appear.
Step 3 Click **Item Detail**.

Surveys

When this page is accessed for a Survey the fields will not contain any information. Surveys are not graded and Survey questions do not have points.

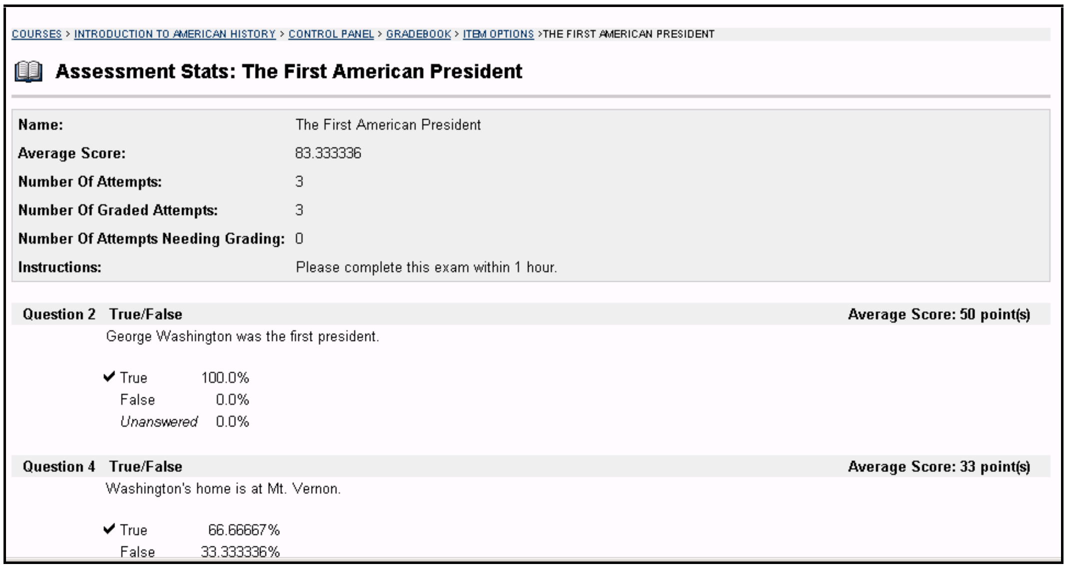
Assessment Stats: *Assessment Name*

Overview

The Assessment Stats: *Assessment Name* page allows Instructors to view the statistics for a specific Assessment and Assessment questions. Statistics include:

- the average score Students receive on the Assessment
- the average number of points a Student received for each question
- the percentage of correct and incorrect answers on a question by question basis

Note: This is an informational page. No data may be modified or deleted.



Find this page

Follow the steps below to open the Assessment Stats: *Assessment Name* page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Select a Gradebook item. The Item Options page will appear.
Step 3 Click **Item Detailed Statistics**.

Surveys

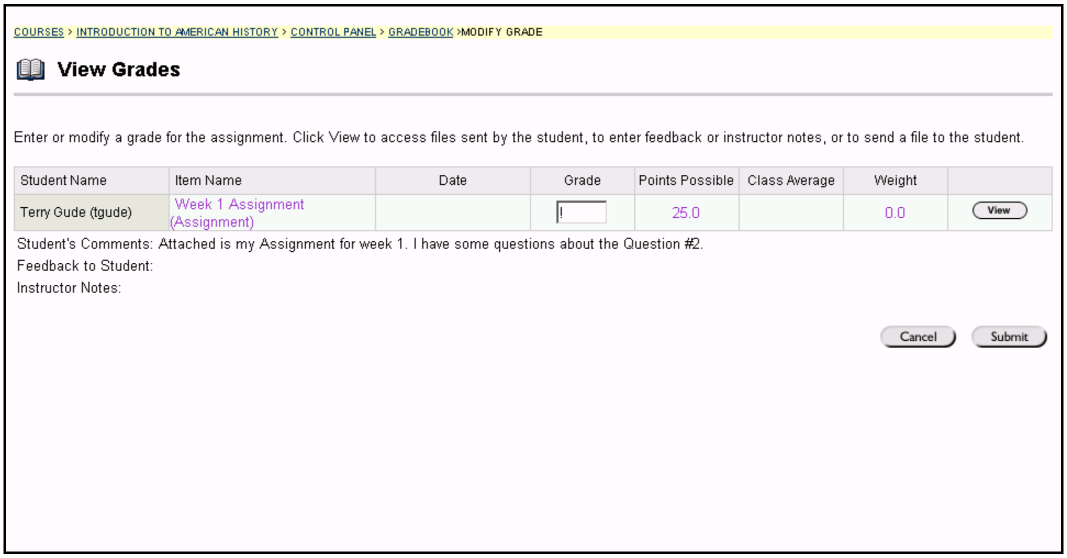
Instructors may view the results of surveys on this page. Results to individual Student attempts on Surveys are not available.

View Grades: *Assignment*

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can modify a single Student grade on the My Grades page, make notes and add comments for the Student. Students access their grades and comments from the Instructor through the Course menu.

Note: Assignments are created by selecting **Add Assignment** in a Content Area.



Find this page

Follow the steps below to open the View Grades: *Assignment* page.

Step 1 Select **Gradebook** on the Course Control Panel.
Step 2 Select an Assignment grade on the View Spreadsheet page.

Functions

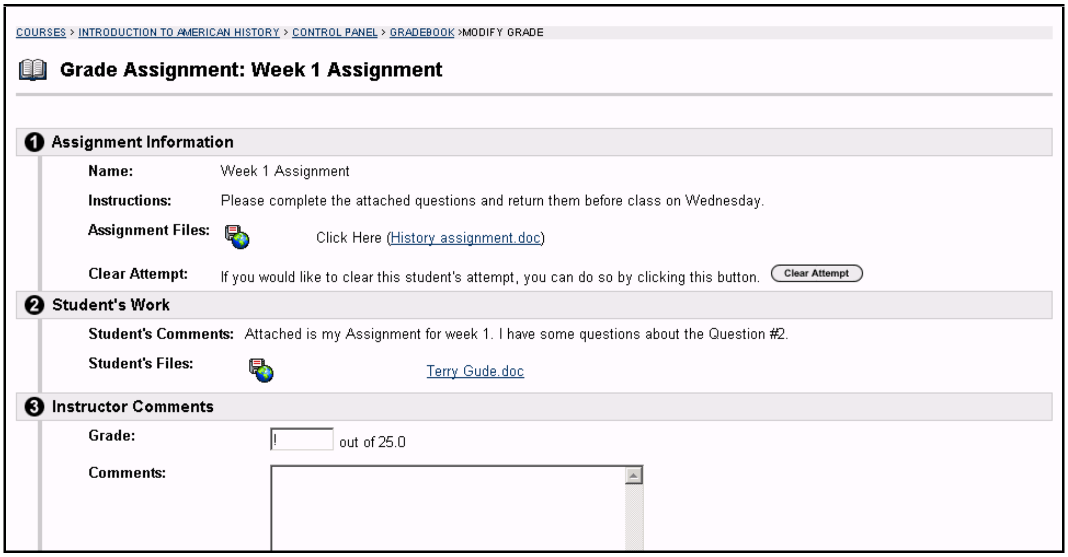
The table below details the functions available on this page.

To…	then…
enter or change the grade the Student received on the Assignment	enter the new grade in the **Grade** field.
view the Assignment and add comments	click **View** to open the Grade Assignment: *Assignment Name* page. This page enables the Instructor to view the Assignment submitted by the Student. Instructors may enter a grade, submit comments for the Student, and upload files.

Grade Assignment: *Assignment Name*

Overview

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



Find this page

Follow the steps below to open the Grade Assessment: *Assessment Name* page.

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

Step 2 Select a grade for an Assignment on the Spreadsheet. The My Grades page will appear.

Step 3 Click **View**.

Field

The table below details the fields on this page.

Field	Description
Assignment Information	
Name:	The name of the Assignment.
Instructions:	The instructions for this Assignment appear as entered by the Instructor on the Add Assignment page.
Assignment Files:	Files uploaded by the Instructor when the Assignment was created.
Clear Attempt:	Click **Clear Attempt** to delete the Student's Assignment. The Student will be able to re-submit the Assignment once this option is chosen.
Student's Work	
Student's Comments:	Comments entered by the Student when the Assignment was submitted.

Student's Files:	Files uploaded by the Student when the Assignment was submitted.
Instructor Comments	
Grade:	Enter a grade for the Assignment.
Comments:	Enter comments for the Student to view when they access the grade for this Assignment.
File To Attach:	Click **Browse** and select a file to add as an attachment for the Student to view with their grade. Click **Add** to add the file selected.
Currently Attached Files:	Lists the files currently attached to the Instructor Comments. The Student will be able to access these files when they access their grade for the Assignment.
Instructor Notes	
Notes:	Enter notes for this Assignment. These notes are only viewed by the Instructor.
File To Attach:	Click **Browse** and select a file to add as an attachment. Click **Add** to add the file selected. These files are only viewed by the Instructor.
Currently Attached Files:	Lists the files currently attached to the Instructor Notes. These files are only accessed by the Instructor.

Item Options: *Assignments*

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Item Options page enables Instructors to access areas where they can grade the Assignment, view Student statistics for the Assignment and delete files associated with Assignments.

Find this page

Follow the steps below to open the Item Options: *Assignments* page.

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

Functions

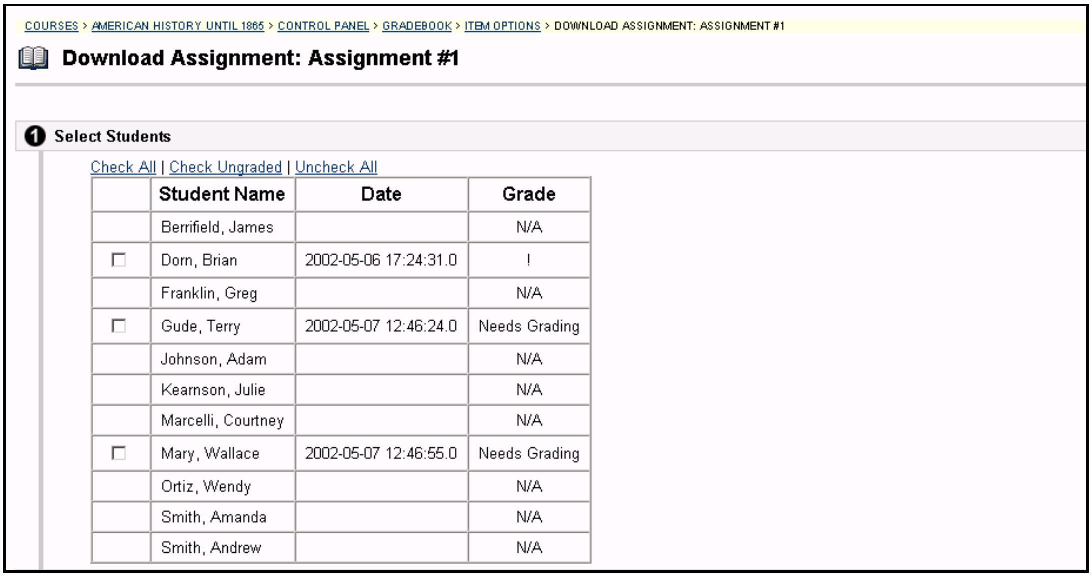
The table below details the functions available on this page:

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

Download Assignment: *Assignment Name*

Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Download Assignments: *Assignment Name* page enables the Instructor to download Student assignments and save them.



Find this page

Follow the steps below to open the Download Assignment: *Assignment Name* page.

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

Step 2 Select an Assignment item in the Gradebook. The Item Options page will appear.

Step 3 Click **Item Download**.

Fields

The following table details the fields on this page.

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

Download Assignments

The Instructor selects the check boxes next to the Student Assignments he or she would like to download. Individual or multiple check boxes may be selected. After **Submit** is selected a Download Assignment: *Assignment Name* page appears. Click the link on this page to save the exported assignments to a location on the hard drive, where they can be accessed. The file name automatically includes the user name of the Student who submitted the file.

For example, a file submitted by Mary Wallace (user name 'mwallace') for Week 1 Assignment:

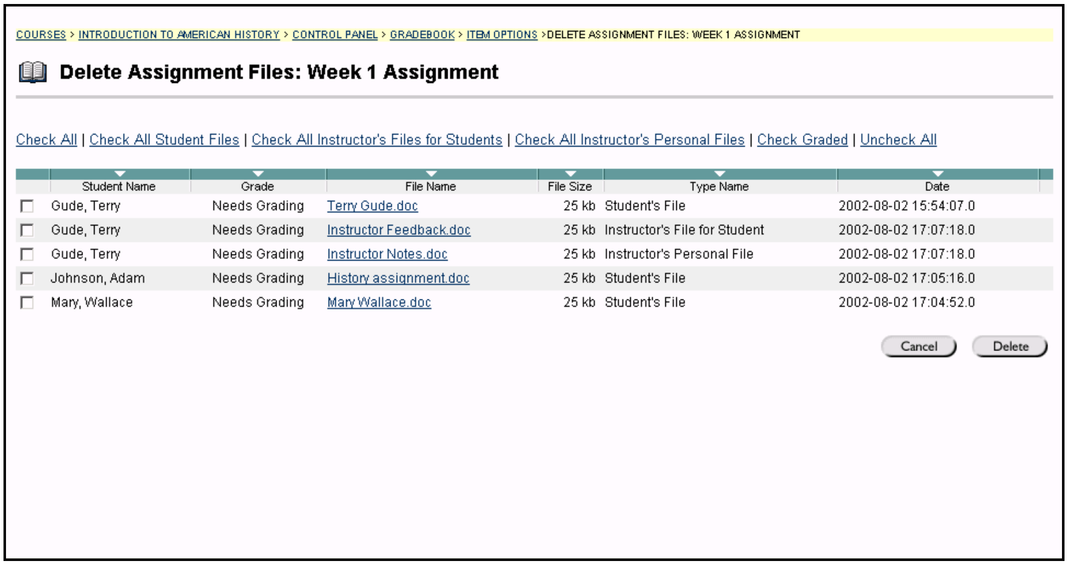
Week_1_Assignment_mwallace

Delete Assignment Files: *Assignment Name*

Overview

When a Student submits an Assignment it will appear in the Gradebook where Instructors can access and grade it. The Delete Assignment Files: *Assignment Name* page enables the Instructor to delete files that are attached to an Assignment. This includes:

- files submitted by a Student
- files the Instructor has included in his or her feedback on the Grade Assignment: *Assignment Name* page
- files the Instructor has included in his or her notes on the Grade Assignment: *Assignment Name* page



Find this page

Follow the steps below to open the Delete Assignment Files: *Assignment Name* page.

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

Step 2 Select an Assignment item in the Gradebook. The Item Options page will appear.

Step 3 Click **Item File Clean Up**.

Fields

The following table details the fields on this page:

Field	Description
Select Students	
Check All	Select this option to select and delete all files associated with an Assignment.

Check All Student Files	Select this option to select and delete all files submitted by a Student for an Assignment.
Check All Instructor's Files for Students	Select this option to select and delete files sent to a Student from an Instructor for an Assignment. These files are attached on the Grade Assignment: *Assignment Name* page.
Check All Instructor's Personal Files	Select this option to delete files an Instructor attached to an Assignment for personal notes. These files are attached on the Grade Assignment: *Assignment Name* page.
Check Graded	Select this option to select and delete those files for Assignments that have been graded.
Uncheck All	Select this option to deselect all of the check boxes.

Note: Single or multiple files may be selected in the left-side check boxes by clicking CONTROL.

User Options

Overview

Instructors can view details about a Student from the User Options page. This includes their personal information, such as address and phone number, and statistical information about their performance in the course.

Find this page

Follow the steps below to open the User Options page.

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

Functions

The table below details the functions available on this page:

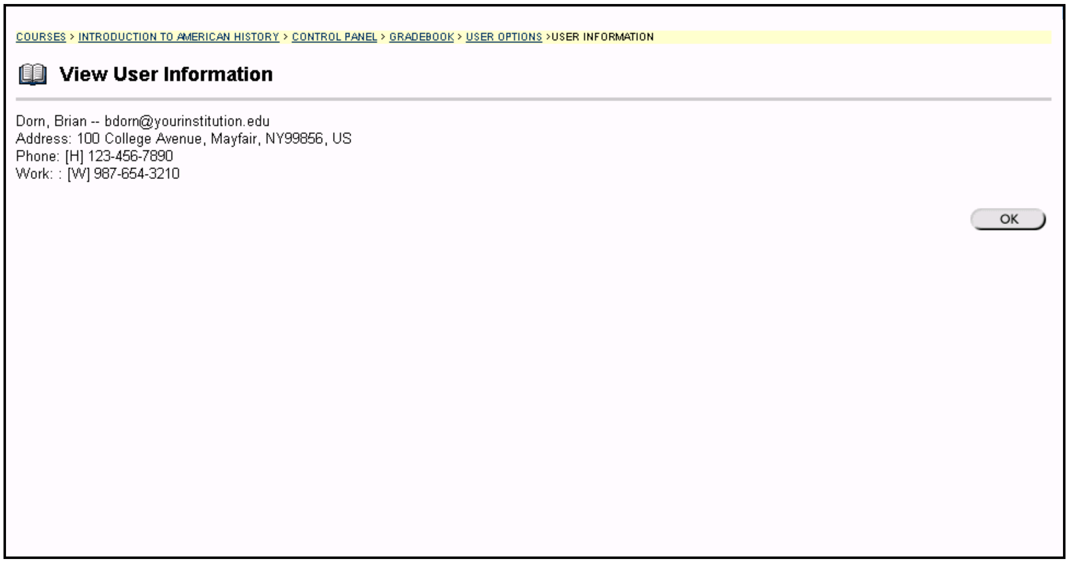
Function	Description
User Information	View information about a Student, such as name and address.
User Grade List	View a list of Students and their grades for this Assessment.
User Detail	View statistics about a Student, such as their average grade on an Assessment.

View User Information

Overview

Instructors can view Student information, such as address and phone number, on the View User Information page.

Note: This is an informational page. No data may be modified or deleted.



Find this page

Follow the steps below to open the View User Information page.

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

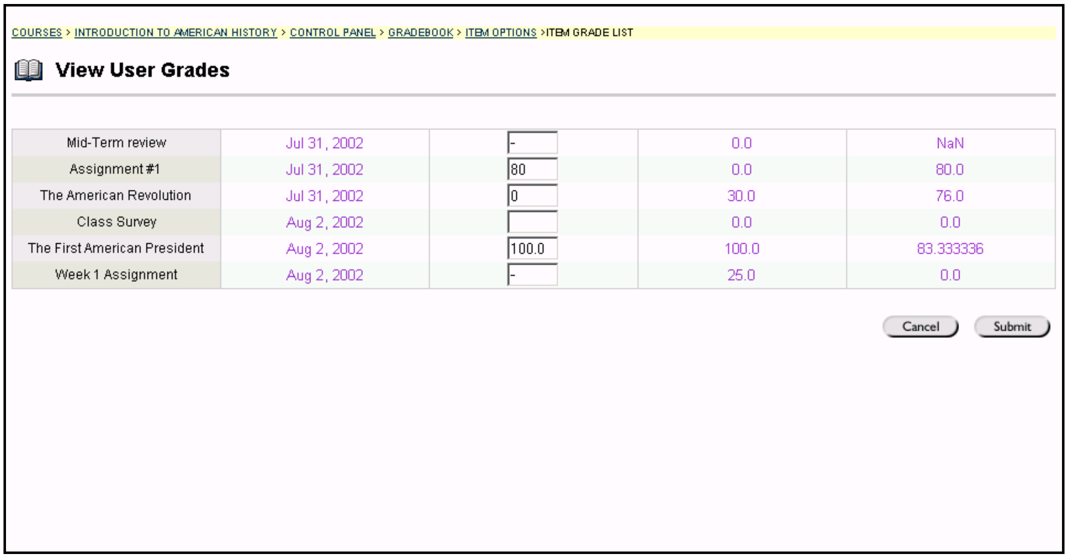
Step 2 Select a Student Name on the Spreadsheet. The User Options page will appear.

Step 3 Select **User Information Page**.

View User Grades

Overview

Instructors can view all grades for an individual Student on the View User Grades page.



Find this page

Follow the steps below to open the View User Grades page.

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

Step 2 Select a Student Name on the Spreadsheet. The User Options page will appear.

Step 3 Select **User Grade List**.

Function

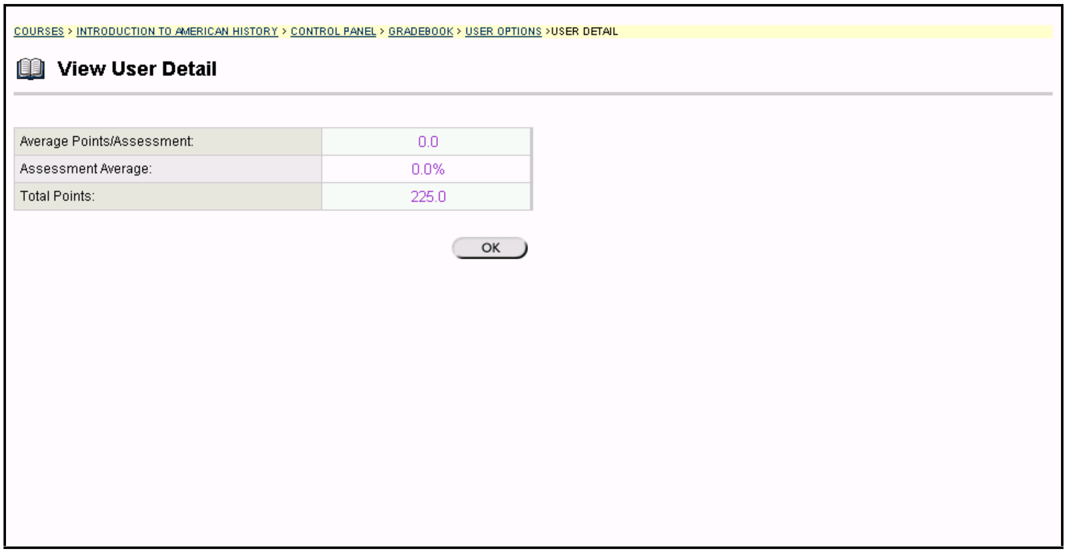
Instructors may view and modify a Student's grades from the View User Grades page. To modify a grade, enter it in the box next to the date and click **Submit**. The Grade will be updated in the Gradebook.

View User Detail

Overview

The View User Detail page displays the overall Gradebook statistics for an individual Student, such as their average grade.

Note: This is an informational page. No data may be modified or deleted.



Find this page

Follow the steps below to open the View User Detail page.

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

Step 2 Select a Student Name on the Spreadsheet. The User Options page will appear.

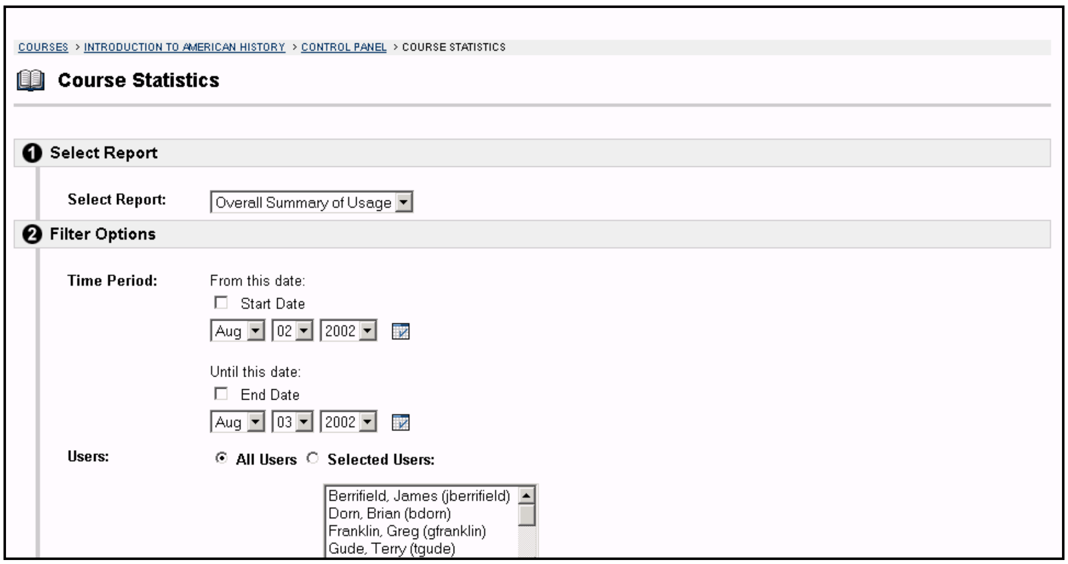
Step 3 Select **User Detail**.

Course Statistics

Overview

Instructors can use the Course Statistics area to generate reports on the course usage and activity. Instructors can view specific Student's usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to the *Blackboard Learning System*. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a forum (3 hits), and clicks a message to read (4 hits).



Find this page

Follow the steps below to open the Course Statistics page.

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

Fields

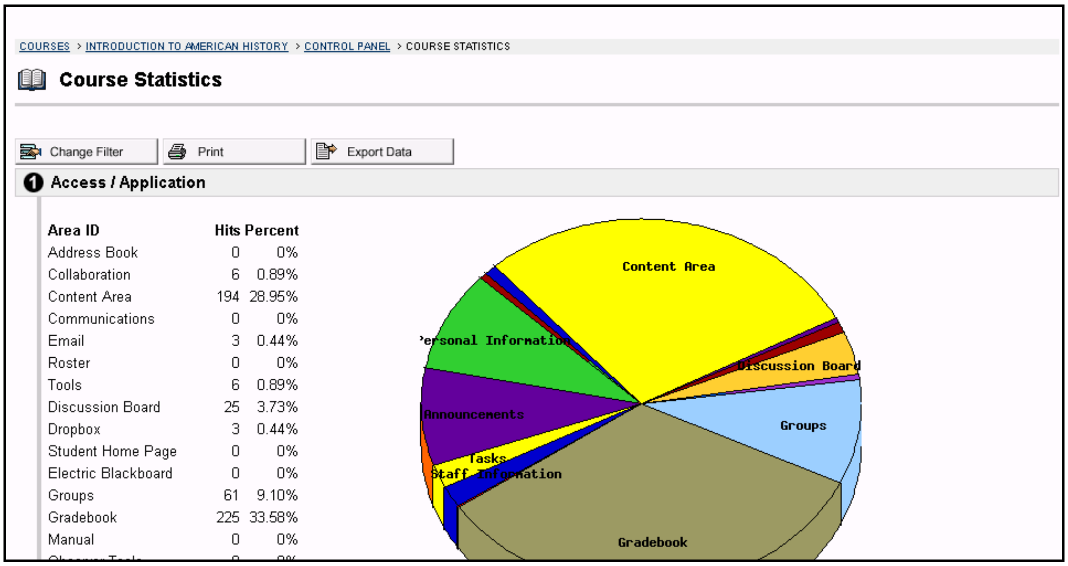
The table below details the fields on the Course Statistics page.

Field	Description
Select Report Filer	
Report Type:	Select one of the following reports: • Overall Summary of Usage • Accesses by Content Area • Accesses by Groups • Accesses by Forum

Time Period:	Click **Start Date** and select a date to begin the report on. Select **End Date** and choose a date to end the report. If End Date is not selected the report will begin on the Start Date and end on the current date.
Users:	Select **All Users** to view a report containing information from all users who have accessed the course Web site. Select **Selected Users** to view a report for specific users. If this option is selected, choose users in the box below to include in the report. To choose more then one user hold down SHIFT or CONTROL.

Report example

Below is an example of the Course Statistics report.



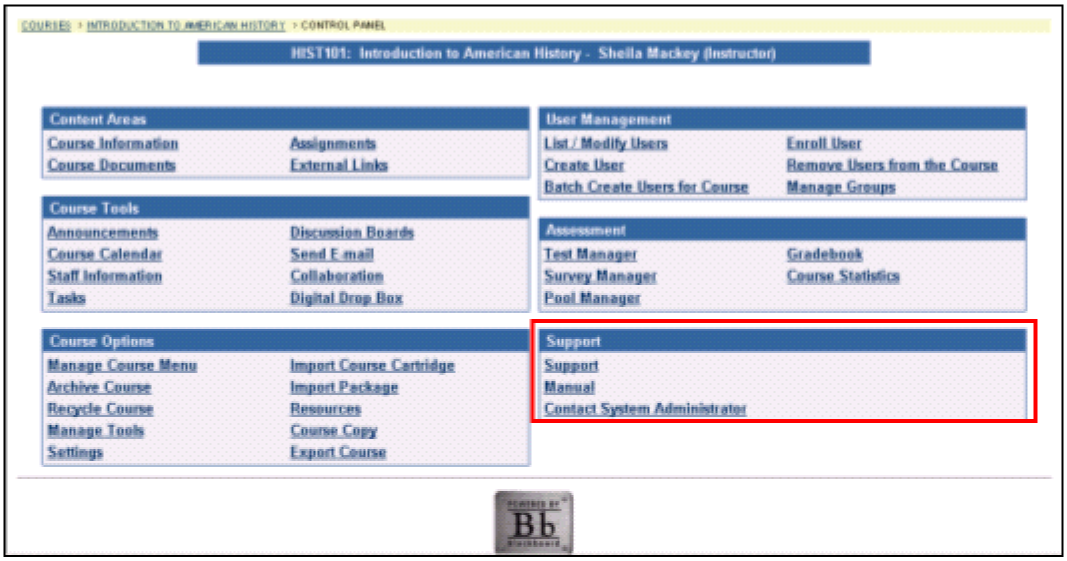
Chapter 7 – Assistance

Introduction

Assistance allows the Instructor to research the online support site, browse the online Instructor Manual, and contact support.

Support

Support appears in the right column of the Course Control Panel.



Online Support

Click **Support** to open the Behind the Blackboard Web site in a separate browser window.

Online Instructor Manual

Click **Manual** to open the Instructor Manual in a separate browser window. Please note that the online manuals are updated regularly. Check here first for help with any of the features and functions in the *Blackboard Learning System*.

Contact System Administrator

Click **Contact System Administrator** to send email to the System Administrator at the institution for support.

Accessibility Tips

Overview

Good teaching and learning practices suggest conveying information in as many ways as possible. This is also valuable advice when creating accessible online courses. This topic offers Instructors information to assist them in designing courses that are accessible to all users.

By offering Students a variety of options for using online course materials Instructors can reach the whole learning community. When uploading an image, video, sound file, or text file, think about ways to convey that information to different types of learners. For example, if you post a complex image, supplement it with a text file explaining it. If you post a text file, post illustrations to supplement it. Create an environment where learners of many types and abilities can absorb and comprehend the information.

Accessibility Tips

The table below details options that will make online course materials more accessible.

Topic	Accessibility Tip
Non-text content	Include a text equivalent for items such as graphic images. • Supply alternative text in the Multimedia Options settings when displaying an image. • Supply a description on the **Description** field when using more complex media.
Multimedia files	When uploading multimedia files, choose types of multimedia that support synchronized captioning. Synchronized captioning means that the captions are synchronized with the audio content. When uploading a long audio file, upload the transcript in a separate file immediately above or below the audio file. When uploading a shorter audio file, consider using the **Description** field for the transcript. The National Center for Accessible Media has developed an authoring tool, MAGpie, for creating captioned multimedia. For more information on this visit: http://access.blackboard.com
Color	Design Web pages so that all information that is conveyed with color is also available without color. For example, instead of asking Students to choose between a red button and a green button provide additional information, such as "Select the red button with the word Stop on it."

Topic	Accessibility Tip
Tables	When data tables are created to upload to a course Web site make sure to identify row and column headers. For data tables that have two or more levels of row or column headers use markup to associate data cells and header cells. Sample code and instructions can be found in the Web Accessibility Initiative HTML techniques documentation. A link for this site can be found at http://access.blackboard.com
Frames	Multiple sets of frames can be confusing to users, whenever possible consider creating pages that do not use frames. When using multiple frames include text titles that facilitate frame identification. When HTML that uses frames is uploaded verify that those frames are appropriately titled. Make sure that title are appropriate even when the content of the frame changes.
Screen Flicker	Design pages to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz. Be careful not to upload content, particularly multimedia files, that may cause the screen to flicker. This is important when designing or choosing animated gifs, Flash files, DHTML-enabled Web sites, or other dynamic content.
Text only pages	Provide a text-only page with the equivalent information or functions if there is no other way to present the original information in an accessible way. Whenever possible, it is better to make the original content accessible instead of supplementing it with a text-only alternative.
Applets and plug-ins	When uploading files that require plug-ins use the **Description** field to add a link to download the plug-in. In general, any file type other than HTML or images will require a plug-in. Please note that although the browser may show these file types seamlessly (without appearing to need a plug-in), the same files may not be visible on user's computers, this will depend on the software they have installed.
Forms	When creating forms make sure that form elements make sense when read from left to right across the page. It is also important to associate labels with form elements, such as placing the text labels next to text input boxes. Make sure that a form can be filled out and submitted when using only the keyboard, rather than relying on the mouse.
HTML	When uploading Web files that have been authored using another tool (for example, Front Page, Word, Dreamweaver, or HomeSite), it is important to check the accessibility of the pages first. Some tools, such as Bobby and A-Prompt, have accessibility tools built in or available as plug-ins. Links to these tools can be found at http://access.blackboard.com.

Resources

For more information about accessibility, please visit the Web site http://access.blackboard.com.