Blackboard 9: Instructors
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Getting Started
How do I log in? (College and SBS)

This lesson covers logging in to Blackboard 9 from My Suffolk.

**Type www.suffolk.edu/mysuffolk in your browser**

Navigate to [www.suffolk.edu/mysuffolk](http://www.suffolk.edu/mysuffolk) in your browser and bookmark for future reference.

**Enter your My Suffolk Log In ID and Password, and click Log In**

If you do not know this information, please contact the University Help Desk.

College of Arts & Sciences and Sawyer Business School
Call 617-573-8000 x2002
Click the Blackboard tab

The Blackboard welcome page will now pop up in a new browser window. If this does not happen, see below.

If Blackboard does not open in a new window, make sure pop-ups are ENABLED and NOT DISABLED in your browser

Pop ups are required to successfully enter Blackboard. To enable pop-ups in the following browsers, please choose the appropriate system and browser

Windows
Internet Explorer 8
Firefox 3.0 or higher
Safari

Mac
Safari 4.0 or higher
Firefox 3.0 or higher
Select the course you would like to being editing or viewing from the My Courses list by clicking it.
To select a different course, click the Welcome tab to return to the screen which shows the list of courses you are teaching and enrolled in.

Alternatively you may select the "Courses" tab.
How do I log in (Law School only)

This lesson covers logging into Blackboard for Suffolk Law school

Navigate to www.law.suffolk.edu

Scroll to the bottom left of the page and click Campus Cruiser Portal

Enter your Campus Cruiser Log In ID and password, and click Log In

Note: If you do not know your Log In ID or password, contact the Law School Registrar's Office.
Once you have logged into Campus Cruiser, click "Blackboard" under the "MyCruiser" tab.

If Blackboard does not open in a new window, make sure pop-ups are ENABLED and NOT DISABLED in your browser.

Pop ups are required to successfully enter Blackboard. To enable pop-ups in the following browsers, please choose the appropriate system and browser:

Windows
Internet Explorer 8
Firefox 3.0 or higher
Safari 4.0 or higher

Mac
Safari 4.0 or higher
Firefox 3.0 or higher
Select the course you would like to being editing or viewing from the My Courses list by clicking it.
How Do I Make My Course Available to Students?

When you first get your course, it is not available (viewable) to students. These steps show you how to make the course visible (available).

Check out whether or not your course is available by logging in to Blackboard to the list of courses you are teaching.
If it is listed as "unavailable", log in to the course and scroll down to the Course Management section of your course homepage and click on "Customization."
Then click on "Properties".
Properties control the functional settings of the Course. Use this page to change the Name and Description in the default language to use. More Help

* Indicates a required field.

<table>
<thead>
<tr>
<th>1. Name and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name</strong></td>
</tr>
<tr>
<td>10SP-SBSEDTECH-EG1test</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>just to test things</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject Area</strong></td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td><strong>Discipline</strong></td>
</tr>
<tr>
<td>Higher Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Set Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make this course available to users?</td>
</tr>
</tbody>
</table>
Change the "Make Course Available" from No to Yes.

Click "Submit".

Your Course is now available and viewable by students.
How do I enter edit mode to customize and add information to my course?

This lesson covers editing mode for instructors and provides a short overview of some of the controls.

**Click the Edit Mode button on the top right corner to the ON position**

Note: Toggling the Edit Mode switch to the OFF position allows you to see the student view of the course. You can toggle back and forth at any time. To make any changes, you must have Edit Mode in the ON position.

When the Edit Mode button is on, instructor controls appear next on pages and next to items.

Course Menu

1. Arrows allow you to reorder menu items by dragging and dropping. Use the mouse and click and drag on the arrows.
2. Carrots open contextual menus which allow you to **edit or delete** existing items.

**Course Items**

3. Arrows allow **drag and drop reording of items** by clicking and dragging the arrows
4. Carrots open contextual menus which allow for **editing, deleting**, and changing other properties of existing items.

**Content Creation**

5. The **Build Content Item** button allows you to **add a variety of content such as documents, folders, images, web links, and even YouTube videos** to any course content area
6. **Create Assessment** allows you to **add tests, surveys, assignments, self and peer assignments, and safe assignments** to a course content area
7. **Add Interactive Tool** allows you to add Discussion Boards, Blogs, Journals, Wikis, Groups, Wimba Classroom, iTunes U link, and a Coursecast video link.
8. **Assign Textbook** allows you to search for the textbooks you have adopted for your course in order to automatically add the book’s description, ISBN and a photo of the cover to a course content area
How do I see what a student sees?

This lesson covers seeing the Student View of any course page.

Navigate to the area for which you would like to see the Student View
Turn Edit Mode to the OFF position. What appears is the Student View.

Note: All instructor controls, arrows and contextual menus are absent in this position. However, instructors still have access to the Course Management menu in the lower left of the screen. To reveal instructor controls again, toggle Edit Mode to the ON position.
How do I create an avatar for my personal profile?

This lesson details the steps to uploading an image that you can associate with your Blackboard user name.

Click on either the Welcome tab or the Courses tab.

Go to the top of the screen and note your name, My Places, Home, Help, and Logout.

At this point, you will not have a photo next to your name.
Click on My Places

You will see a popup window that lists the courses you are teaching and enrolled in, as well as a link to your Personal Information. You can also change the size of all of the text in Blackboard by clicking on the first link called Change Text Size.
Selecting Personal Information allows you to upload an image that you can use as your personal avatar.

The other options listed on this page have been disabled.
Select "Use custom avatar image", and then browse your computer for the image you wish to use. Select the image you desire.

1. **Avatar image**

Select a personal avatar to display in My Places

Display Options

- Do not display avatar image
- Use custom avatar image

Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

Attach File

Browse My Computer

Your image should by 150 by 150 pixels, so you may need to resize your image. The file name will appear once it has uploaded.

**Click Submit.**

Cancel

Submit
If you refresh your screen, your avatar will appear before your name.

Your photo now appears next to the My Places link, in the My Places area, and throughout the system in select tools such as Individual Blogs and Journals.
Why did everything but the announcements disappear in my course?

You can hide the course menu entirely to allow more room for content.

Click on the carrot (note that it is facing left).

The course menu disappears and the size of your content frame is much larger.

Click on the carrot again (note it is facing right) to return to the standard view.
How do I change the first screen that students see when they log in to a course?

This lesson will show you how to select the first page users see when they enter your course.

Log in to the course in which you would like to make the change.

You can see that the current start page is the "Announcements".
Go to "Course Management", click on "Customization", and then "Style".
Scroll down to Step 4, "Select Course Entry Point"
Choose an alternate entry point by clicking on the drop-down arrow next to "Announcements".

The choices are based on the the course elements listed in your course menu.

For this tutorial, I'll choose "Syllabus", and then click "Submit"
You'll get a notice at the top of the page indicating "Success"

- **Properties**
  Set the course properties of the course.

- **Guest and Observer Access**
  Set permissions for the course.

- **Enrollment Options**
  Set the enrollment options in the course.

- **Tool Availability**
  Set the availability flags for course tools.

- **Style**
  Design the appearance of the course.
When you next log-in to your course, you will notice that the course opens to the Syllabus page as you had intended.

Information on the following items can be found within this section:
- The Syllabus Overview and specifics on the Course Assignments
- Course Schedule listing the assignments due
- Guidelines on Online Participation including the Horizon Wimba setup links
- Ordering the Text
- Ordering the Course Pack
- Using Suffolk University Email
- Recommendations from Previous Students on how to take this course
The last step you may want to undertake is to change the order of your course menu on the left so that "Syllabus" is at the top.

Remember that you can easily change the order of the course elements by moving the cursor to the left of your course element (Syllabus), and dragging it to the top.
How do I access the MGT-317 experiential project supporting documents for my course?

This lesson will show you how to access content from Jodi Detjen’s Mgt 317-A course, and how to include it in the section of the course you are teaching.

From the course menu, click on the area of your course in which you want to add the content.
Click on "Build", and then "Create External Link".
Once you click on this link you will see two folders.

1. Core documents holds all the documents you will need to complete the 317 experiential project. They are:
   a. Business Executive Summary: describes the written assignment in full
   b. How to analyze your findings: describes how to analyze the findings from your interviews and observations
   c. Meeting note page template: a template for you to manage your meetings more effectively. This will help in your analysis and group management
   d. MGT317 Experiential Syllabus: this is syllabus for the current semester
   e. MGT317 Permission: this is an optional permission form. Your professor will tell you if this is required for your class
   f. Presentation Requirements: describes the presentation assignment in full

Please refer to the step below for the remaining text to add to your course in this step.
Add the remaining text to the text box as listed below.

1. **External Link Information**

   - **Name**: External Project Supporting Documents
   - **URL**: http://web.cas.suffolk.edu/faculty/jdetjen/
     
     For example, http://www.myschool.edu/

Text

1. **Presentation Requirements**: describes the presentation assignment in full
   
g. **Sample Charter**: this is the team charter with an example from an actual team project
   
h. **Team Charter with directions**: this details how to fill out the team charter. To be used in conjunction with the video tutorial accessible from your course
   
i. **Team Charter**: this is the empty form for your team to fill in
   
j. **Team Contract**: directions for picking an organization
   
k. **Team Evaluations**: this is how you will evaluate your team once the project is completed. This contributes to the team evaluation grade.

2. Rubrics contains the rubrics that will be used to assess the written and oral project deliverables.
Accept the defaults for Steps 2 and 3 and then click "Submit”.

2. **Attach or Link Content**

Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach Local File</td>
<td>[File Input Field]</td>
</tr>
<tr>
<td>Link to Content Collection Item</td>
<td>[Collection Input Field]</td>
</tr>
<tr>
<td>Name of Link to File</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>Special Action</td>
<td>Create a link to this file</td>
</tr>
</tbody>
</table>

3. **Options**

- Permit Users to View the Content Item: [Yes] [No]
- Open in New Window: [Yes] [No]
- Track Number of Views: [Yes] [No]
- Select Date and Time Restrictions: [Display After] [Display Until]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. **Submit**

[Submit] [Cancel]

Click on link that corresponds to the type of document you need.

web.cas.suffolk.edu - /faculty/jdetjen/
Clicking on "Core Documents" gives you a list of documents from which you can select.

web.cas.suffolk.edu - /faculty/jdetjen/core documents/

1. Core documents holds all the documents you will need to complete the 317 experiential project. They are:
   a. Business Executive Summary: describes the written assignment in full
   b. How to analyze your findings: describes how to analyze the findings from your interviews and observations
   c. Meeting note page template: a template for you to manage your meetings more effectively. This will help in your analysis and group management
   d. MGT317 Experiential Syllabus: this is syllabus for the current semester
   e. MGT317 Permission: this is an optional permission form. Your professor will tell you if this is required for your class
   f. Presentation Requirements: describes the presentation assignment in full
   g. Sample Charter: this is the team charter with an example from an actual team project
   h. Team Charter with directions: this details how to fill out the team charter. To be used in conjunction with the video tutorial accessible from your course
   i. Team Charter: this is the empty form for your team to fill in
   j. Team Contract: directions for picking an organization
   k. Team Evaluations: this is how you will evaluate your team once the project is completed. This contributes to the team evaluation grade.
Clicking on "Rubrics" gives you a list of documents from which you can select.

web.cas.suffolk.edu - /faculty/jdetjen/rubrics/

1. Rubrics contains the rubrics that will be used to assess the written and oral project deliverables.
How can I learn more about the differences for Instructors between Blackboard 7 and Blackboard 9?

This lesson is a screencast which covers the major differences in the user interface and instructor controls in Blackboard 9. The movie is an overview and is approximately 15 minutes long.

Screencast: Instructor Controls and Interface Overview: What's New in Blackboard 9

The movie is an overview of the new instructor controls and interface changes and is approximately 15 minutes long. To view it in full screen high definition, click here to view the video on vimeo directly and enable full screen mode from the lower right hand corner of the video.
How do I view my course roster?

Blackboard gives you a couple of ways to view who is in your course.

Once in the course in which you want to view the roster, click on the Tools button in the course menu.

From the list of tools, click on Roster.
In order to get a list of all students, you can leave the first field as "First Name", but then click on the drop-down arrow to change the second field from "Contains" to "Not Blank".

Select Go.

You now have your course roster.
Alternatively, scroll down to the Control Panel and click on User and Groups, and then on Users.

This gives you a complete list of all the students enrolled in your course.

<table>
<thead>
<tr>
<th>Username</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Role</th>
<th>Observer</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>catherton</td>
<td>Charles</td>
<td>Atherton</td>
<td><a href="mailto:catherto@suffolk.edu">catherto@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>rhbeinecke</td>
<td>Richard</td>
<td>Beinecke</td>
<td><a href="mailto:rbeineck@suffolk.edu">rbeineck@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>sbhatia</td>
<td>Sushil</td>
<td>Bhatia</td>
<td><a href="mailto:sbhatia@suffolk.edu">sbhatia@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>rfuerman</td>
<td>Ross</td>
<td>Fuerman</td>
<td><a href="mailto:rfuerman@suffolk.edu">rfuerman@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>egarofoli</td>
<td>Elaine</td>
<td>Garofoli</td>
<td><a href="mailto:egarofoli@suffolk.edu">egarofoli@suffolk.edu</a></td>
<td>Instructor</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>kchan467</td>
<td>Ki</td>
<td>Han</td>
<td><a href="mailto:khan@suffolk.edu">khan@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>bkahn</td>
<td>Beverly</td>
<td>Kahn</td>
<td><a href="mailto:bkahn@suffolk.edu">bkahn@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>llevesque</td>
<td>Laurie</td>
<td>Levesque</td>
<td><a href="mailto:llevesque@suffolk.edu">llevesque@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>bmarcus</td>
<td>Benjamin</td>
<td>Marcus</td>
<td><a href="mailto:bmarcus@suffolk.edu">bmarcus@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>jdmccoy</td>
<td>John</td>
<td>McCoy</td>
<td><a href="mailto:jmccoy@suffolk.edu">jmccoy@suffolk.edu</a></td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Communication
How do I add an announcement?

This lesson will show you how to add an announcement to your course

Select Announcements from the course menu

Or, select Course Tools in the Control Panel and click Announcements
Click Create Announcement

Add a title to the announcement in the Subject line

You may also choose a different color for your announcement by choosing the contextual color menu to the right of the Subject line by clicking the carrots and choosing another color.
1. By default, **Date Restricted** is selected. If no dates are filled in **Select Date Restrictions**, your announcement will appear immediately. To make your announcement Permanent, choose the Permanent radio button.

---

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2. Fill in appropriate dates in **Select Date Restrictions ONLY IF** you would like to restrict the dates that the announcement is available to students. You may choose a "Display After" date without choosing a "Display Until" date if you'd like to delay the announcement to a future time but not restrict its availability after that.

3. Check **Override User Notification Settings** to send an **email version** of your announcement to students.

---

**Optional: Click Browse to select a link to a section of your course**

---

**Optional: Choose the section from the pop-up menu**
You may reorder the announcements by choosing the arrows on the left and dragging the announcement to a different place. You may also choose the carrots on the right to open a contextual menu to edit an existing announcement, or to delete it altogether.
Optional: Switch Edit Mode to OFF to see the student view

View the student view of your announcement

Test this Thursday
Please see the study guide in the Course Documents section, and the Extra Credit assignment
Course Link /Course Documents

Group Work Due Friday
Please review the group work for Friday.

Welcome to the course!
The syllabus has been posted. Please review and order the texts.

Turn Edit Mode back to ON to continue working in Blackboard.
How can I send my students email?

1. From your course home page, select "tools" from the course menu and then select "Send Email."

2. Choose the group you would like to send email to from the list. For all students, click "all student users." For an individual student, use the "select users" option.
3. Type a subject and message. You can also attach files. Click "submit" when you are ready to send.

<table>
<thead>
<tr>
<th>Email Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To</strong></td>
<td>Cometa, Anna</td>
</tr>
<tr>
<td><strong>From</strong></td>
<td>Irene Good (<a href="mailto:igood@suffolk.edu">igood@suffolk.edu</a>)</td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Message</strong></td>
<td></td>
</tr>
</tbody>
</table>

A copy of this email will be sent to the sender.

**Attachments**

[Attach a file]
What is the Alert and Notification system?
How can my students send email in the course?

This lesson will show you how to give your students the capability to send email to you and to others in the course.

Go to your course menu and click the "plus" sign in the blue box

This will enable you to add "Send Email" to your course menu so it is viewable.

Click on "Create Tool Link"
Name the menu item "Send Email" or something like that, change the Type field to "Email"

Check the box, "Available to Users" so it will be visible to course participants
Click "Submit"

"Send Email" is now added to the bottom of your Course Menu
You can "Drag and Drop" the item to another place in the Course Menu if you desire.
Working with Content: Add, Copy, Move, Delete
How do I add files and documents?

This lesson will show you how to add files (documents, pdf's, powerpoints, etc.) from your computer to your Blackboard course.

Choose the content area you would like to add a file to by clicking it.
Click Build Content
Choose Item or File from the drop down menu
Add a name for your document in the name field

Optional: Add any explanatory text if needed or desired

All assignment due dates and course policies are on the syllabus. Please keep a copy handy.
Go to Attach Local file and click Choose File

Browse to your file on your computer and select it... and click Choose or Select
Be sure you can now see your document in the Attach File field

If you do not see your file, click "Choose File" again and browse to file to reselect it.

Scroll to the bottom or top of the page and click Submit
You will receive a green Success message at the top of the screen and see your document in the content area.
How do I add a web link?

This lesson shows how to add weblinks and webpages to your course.

Select and click the content area where you want to add the weblink

Click Build Content and select URL from the drop-down menu
Add a name for your link in the Name field and paste the URL into the URL field from your browser's address bar

When adding long URLs to Blackboard, the best practice is to open a new browser window (or browser tab) on your computer and pull up the website you would like to add to Blackboard. Then, copy the URL from the address bar and paste it into the URL field.

In the Options field, click Yes on Open in New Window

This is the best practice. By default, no is checked, and this will open the link within Blackboard and not allow students all the web browser controls such as the ability to bookmark the webpage. Clicking Yes here will open the link in a new window which allows students easier navigation and control over browsing the website you send them to.
Optional: Add explanatory text if needed or desired

URL

http://www.library.cornell.edu/resrch/citmanage/m
For example, http://www.myschool.edu/

Text

Use this guide as a reference for formatting your essays.

Scroll to the bottom or top of the page and click Submit
You will receive a green Success message and your weblink will appear in the content area.

It is advised that you now click the URL (weblink) yourself to be sure that it works and that you've pasted it in correctly.
How do I add a folder?

This lesson covers adding folders to Content Areas

Open the Build Content menu on the page in which you want the folder to appear and select Content Folder
Indicates a required field.

1. **Folder Information**

   **Name**: Week 3

   **Color of Name**: Black

   **Text**

   Materials for the group project are found here
You can make folders temporarily unavailable by selecting NO for Permit Users to View Content Item. This will hide the folder and all content added later to it from students. To make it available later, use the Edit function to change the permission to YES. In addition, you can track views and set availability dates for a future time frame. To make content available as of a certain date but keep it available after that, fill out the Display After field but NOT the Display Until field.

Click Submit

Your folder has been created.
Your folder has been created.

To add new items to your folder, **click the Folder Title** and then choose which items you’d like to add from the menu above. This is just like adding any content to any other content area of Blackboard.
How do I copy last term’s course into the one I am teaching next term?

Using the "Course Copy" functionality

Go to the course you want to copy and under Control Panel select "Packages and Utilities".

---

Case questions for Antrix

Item is not available.

Given below are questions that will help you prepare for dis

a. What global drivers influence the commercial space indi.

b. In deciding their global strategy, what segments should, succeed?

c. Does government ownership help or hinder Antrix?

Guidelines for final paper

Item is not available.

Some of you submitted your working drafts by the specified some general comments that may be useful to all. This file luck, you can do it!

Syllabus schedule changes

Item is not available.

I made the following announcements in class on 6 Nov.
a. For the class exercise on 9 Nov, please read the Note or Documents. I also handed out an article. You can collect it
Click on "Packages and Utilities", and "Course Copy".

**Guidelines for final paper**

*Item is not available.*

Some of you submitted your working drafts by the specified deadline. I have some general comments that may be useful to all. This file titled "Final Paper" includes some general tips and suggestions. Good luck, you can do it!

**Syllabus schedule changes**

*Item is not available.*

I made the following announcements in class on 6 Nov:

a. For the class exercise on 9 Nov, please read the Note onстра Documents. I also handed out an article. You can collect it from the course page.

b. On 30 Nov, we will discuss the case, Anrix Corporation Ltd. (B) in preparation for class. We will also watch a video case on WalMart on 2 Nov.

c. On 7 Dec, we will have your project presentations. Each person will present what they studied, and what the class can learn from that. (Do not worry, a few key slides will help.)

**Special event / Class on 2 Nov**
From the Copy Course screen, it is ESSENTIAL that you choose the second option on the drop down menu, "Copy course Materials into an Existing Course"

Once you have selected "copy into existing course, you will be able to browse for your upcoming course ID
You must then select the course materials you want copied. You may only want to copy your documents, or your entire course.

The material will only copy if there are similarly named course elements in both courses. For example, both courses have a Course Documents area, rather than one has a Course Documents and the other has a Course Content area.

If you want to copy assignments, you must also copy the Grade Center Columns and Settings.
Accept the default for Step 3, Course Files, leave Step 4, Enrollments unselected, and then select "Submit"

NOTE: At this point, you do not need to be concerned with the Package Size, Step 2 above.

You'll receive a message in green in the course you are copying FROM, notifying you of the results.

NOTE: You will receive an email from the Blackboard System Administrator, Rich Limone, letting you know when the copying is complete. This typically takes one - two minutes.
Now go to your new course. You may notice that some of the course content is out of order or has been duplicated.

You can simply delete what you don't need and reorder if necessary. Refer to the tutorial below:
How do I copy/move *individual* content items from one course to a different course?

Instructors can copy or move an individual content item and place it in another area within the same course or in another course. You can also copy entire Folders and Learning Modules.

**TIP:** To copy multiple content items at once, use the Course Copy tool, which is found in the Packages and Utilities area of the control panel.

You must be an Instructor in the destination course in order to copy or move content into it.

**To copy or move an individual content item, make sure the Edit Mode is on.**
From the Course Menu, click on the link of the Content Area that contains the item you want to copy or move.
Scroll to the specific item you want to copy or move, click the drop-down arrow at the end of the item, and select Copy.

NOTE: The Copy option is not available for items such as Assignments, Tests, and Surveys. In these instances, use the Course Copy tool, which is found in the Packages and Utilities area of the Control Panel.

On the Copy or Move page, complete the options in the Destination area:

1. **Destination Course**: Select a destination from the drop-down list. Only those courses in which you are an instructor appear in the list.
2. **Destination Folder**: Select Browse to view the different content areas of your destination course.
3. **Create links for items which cannot be copied**: Choose Yes or No.

1. **Destination Course**: Select a destination from the drop-down list. Only those courses in which you are an instructor appear in the list.
2. **Destination Folder**: Select Browse to view the different content areas of your destination course.
3. **Create links for items which cannot be copied**: Choose Yes or No.
Mouse over a content area or folder within a content areas and click on your selection.

3. **Items that Cannot be Copied**: Some items, such as tests, cannot be copied. Use this option to create a link to the original.

**Click Submit to finish the process.**

Delete Item After Copy: If the item is being *copied*, it will exist in multiple places, so select No. If the item is being *moved* to a different location, select Yes. If Yes is selected, the item is removed from the current content areas.
How do I embed a picture or image as part of an Item?

Add an image, picture or photo to a content area in Blackboard

Navigate to the area where you want the image and click Create Item

Choose a name for your image
Tyrannosaurus rex (T. rex) that roamed Earth 68 million years ago has confirmed traces of collagen from blood and bone, tendons, or cartilage. The findings, scheduled for publication in the issue of ACS' monthly *Journal of Proteome Research*, is the latest addition to an ongoing controversy over which biochemical remnants can be detected in the dino.
Navigate to your image, select it, and click Choose
Choose NO for the Launch in new window option, and click Submit.

Note: if you're image is very large, you may want to leave YES checked. It's best NOT to add very large images. Resizing before uploading is optimal.
Click Submit again

Image Added

allposters1.jpg (10833 bytes) added.

Note: This content type (Image) will display directly within the Text Editor. Resize and reposition the image by clicking and dragging the border. Click Preview to preview the page.

Friday, March 5, 2010 11:50:09 PM EST

You will see a preview like this
Tyrannosaurus rex (T. rex) that roamed Earth 68 million years ago has confirmed traces from blood and bone, tendons, or cartilage. The findings, scheduled for publication in the next issue of ACS' monthly Journal of Proteome Research, is the latest addition to an ongoing controversy over which biochemical remnants can be detected in the dino...
Skeletal Systems

Tyrannosaurus Rex

*Tyrannosaurus rex* (T. rex) that roamed Earth 68 million years ago had feathers from blood and bone, tendons, or cartilage. The findings, scheduled in the latest issue of ACS' monthly *Journal of Proteome Research*, is the latest add to controversy over which biochemical remnants can be detected in the fossil record.
How do I add CourseCast videos to my Blackboard course?

CourseCast is now integrated with Blackboard to make accessing your content even easier.

Go into the area of the course in which you want to add the videos you have already created using CourseCast.

Click on Add Interactive Tool, and then select CourseCast Video Link.
Click the Change button if your course is not already selected.

If you need to select a different course, when you select Change, you'll get the screen below.

The server field is always defaulted and uneditable, but click the Edit button to locate your course.
You will be looking at all the CourseCast courses to which you have access. Select the one course from which you want to add the videos.

**Select CourseCast Server**

* Server: coursecast.suffolk.edu

**Select CourseCast Course**

* Course: SBS-EdTech-CT: CourseCast Training

**Save**

* Indicates a required field.

Click Submit the select the correct course.

Submit
Select the specific lecture to add to your Blackboard course.

You can change the title if you like, add an optional description, and then click Submit.

Click OK at the acknowledgement screen.
Your Coursecast video is now in your Blackboard course and ready for viewing.

Course Media

Build Content  Create Assessment  Add Interactive Tool  Assign Textbook

Introduction

This brief video will give you the basics of the lecture capture tool, CourseCast.
How do I embed an image from Flickr?

This lesson covers how to find and embed images from the popular image hosting and sharing site, Flickr

**From the Build Content Menu, choose Image**
Under find file, choose Browse Mashups, then Flickr Photo

Alternatively, you may select an image from your computer if you have one there.

Enter Keywords to find an appropriate photo in the Keywords field, then click Go
To select any image to put in your course, choose Select from under the image thumbnail.

Give the Flickr content a name of your choosing.
The identification of several specimens as juvenile *Tyrannosaurus rex* has allowed scientists to document ontogenetic changes in the species, estimate the lifespan, and determine how quickly the animals would have grown. The smallest known individual (*LACM 28471*, the "Jordan theropod") is estimated to have weighed only 30 kg (66 lb), while the largest, such as *FMNH PR2081* ("Sue") most likely weighed over 5,400 kg (12,000 lb). Histologic analysis of *Tyrannosaurus rex* bones showed LACM 28471 had aged only 2 years when it died, while "Sue" was 28 years old, an age which may have been close to the maximum for the species.
Choose the option including View, Size, and Flickr information options

2. Mashup Options

View

- Thumbnail

Thumbnail will show as full size when View Link is directly in the page.

Size

- Medium (500 pixels on longest side)

Select the size of photo to use. Large and Original sizes before saving.

Show Flickr URL

- Yes
- No

Show Flickr Information

- Yes
- No

3. Attach or Link Content

Choosing "Original Size" in the View options can sometimes pull up extra large images that won't display properly in Blackboard.

Click Submit
When students click the View Photo button below the thumbnail, they will get the larger preview.
How do I discover and embed a YouTube video?

This lesson covers browsing and adding videos from the popular video hosting and sharing site, YouTube

Choose Video from the Build Content menu
Under Browse Mashups, choose YouTube video

Put in your search terms, then click Go
To preview the video, click Preview

After you've watched the preview, close it by clicking the X in the upper right corner.
To select a video, click Select

Add any desired text to appear below the video

Assess the nature of the business relationship between Steve Jobs and Bill Gates based on what we discussed about body language and communication styles.
Choose your options, such as the View size and YouTube information

In this instance, we chose Embed Video to display the full video within the Blackboard page. Thumbnail is the default View option, which gives a smaller sized video which pops out for students to watch, similar to the Preview mode during the initial search.

After all options have been added, click Submit
Your video now appears along with a success message

Success: Steve Jobs and Bill Gates Together: Part 1 Added

Technology Talk Videos

Build Content  Create Assessment  Add Interactive Tool  Assign Textbook

Steve Jobs and Bill Gates Together: Part 1

Duration: (9:26)
User: Kenzoki – Added: 5/31/07

Assess the nature of the business relationship between Steve Jobs and Bill Gates based on their body language and communication styles.
How do I embed a video from the web?

This lesson covers embedding videos from the web into Content Area. If your video is not able to be embedded because there is no embed code you can simply link to it by grabbing the URL and creating a Web Link to the video's address online. (Note: Many but not all popular video services provide embed codes).

Navigate to the course area where you'd like to embed the video and click Item from the Build Content menu.
Create a name for the video

Choose the HTML toggle button in the Text editor

After you choose the HTML toggle the text area will turn yellow
Paste in the entire EMBED code from the video’s website

Note: For youtube videos, the **EMBED code** is located to the right of the video **under** the URL field, and is labeled EMBED. Be sure to grab the **ENTIRE EMBED CODE** to copy in, often it's quite long as you can see. On other video sharing sites, the EMBED code is either located near the video and labeled EMBED or is sometimes under the SHARE option. To copy all the embed code, click in the code and **triple click** your mouse, then right click and select COPY. Then right click in the Blackboard Text editor and select PASTE.
Click the HTML toggle button again to see your video

Click Submit
How do I access the MGT-317 experiential project supporting documents for my course?

This lesson will show you how to access content from Jodi Detjen’s Mgt 317-A course, and how to include it in the section of the course you are teaching.

From the course menu, click on the area of your course in which you want to add the content.
Click on "Build", and then "Create External Link".

Fill in the name of the link, the URL address you see listed below, and additional instructions in the text box.

Create External Link

An External Link is a shortcut to a Web resource. Add an External Link to a Content Area to provide a quick access point to relevant materials. More Help

* Indicates a required field.

1. External Link Information

   * Name: Experiential Project Supporting Documents
   * URL: http://web.cas.edu/faculty/dotson/

   For example, http://www.myschool.edu/

Text

Once you click on this link, you will be able to access all of the rubrics to use for assessment purposes, as well as all of the additional supporting documentation.
Accept the defaults for Steps 2 and 3 and then click "Submit".

2. Attach or Link Content

Files can be attached here. Click Browse to select the file to attach and specify a name for the link to this file.

- **Attach Local File**
- **Link to Content Collection Item**
- **Name of Link to File**
- **Special Action** Create a link to this file

3. Options

- **Permit Users to View the Content Item**
- **Open in New Window**
- **Track Number of Views**
- **Select Date and Time Restrictions**
  - Display After
  - Display Until
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

- **Cancel**
- **Submit**

Click on link that corresponds to the type of document you need.

web.cas.suffolk.edu - /faculty/jdetjen/

[To Parent Directory]

Friday, July 02, 2010 10:00 AM

1. <dir> core documents

2. <dir> rubrics

Blackboard 9: Instructors - 119
Clicking on "Core Documents" gives you a list of documents from which you can select.

1. Core documents holds all the documents you will need to complete the 317 experiential project. They are:
   a. Business Executive Summary: describes the written assignment in full
   b. How to analyze your findings: describes how to analyze the findings from your interviews and observations
   c. Meeting note page template: a template for you to manage your meetings more effectively. This will help in your analysis and group management
   d. MGT317 Experiential Syllabus: this is syllabus for the current semester
   e. MGT317 Permission: this is an optional permission form. Your professor will tell you if this is required for your class
   f. Presentation Requirements: describes the presentation assignment in full
   g. Sample Charter: this is the team charter with an example from an actual team project
   h. Team Charter with directions: this details how to fill out the team charter. To be used in conjunction with the video tutorial accessible from your course
   i. Team Charter: this is the empty form for your team to fill in
   j. Team Contract: directions for picking an organization
   k. Team Evaluations: this is how you will evaluate your team once the project is completed. This contributes to the team evaluation grade.
Clicking on "Rubrics" gives you a list of documents from which you can select.

**web.cas.suffolk.edu - /faculty/jdetjen/rubrics/**

<table>
<thead>
<tr>
<th>Filename</th>
<th>Last Modified</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experiential Presentation Rubric.doc</td>
<td>Friday, July 02, 2010 10:00 AM</td>
<td>47616</td>
</tr>
<tr>
<td>team_paper_rubric.doc</td>
<td>Friday, July 02, 2010 10:03 AM</td>
<td>40960</td>
</tr>
</tbody>
</table>

1. Rubrics contains the rubrics that will be used to assess the written and oral project deliverables.
Managing the Course Menu
How do I add new links to the course menu?

This lesson covers adding new Content Areas, Tool links, and Course Area links, and External Weblinks to the course menu.

**Click the blue plus button on the top left corner of the menu**
To create a Content Area where you will add more content, choose Create Content Area from the drop down menu.
Type in a Name for the Content Area, select Availability to students, and click Submit.

Selecting the Available to Users checkbox allows students to access this Content Area immediately. If you do not select it, students will not be able to access this menu item. To change availability later, open the contextual menu to the right to the item and choose the "Show Link".

To add a new Tool Link, choose Create Tool Link from the drop down menu.
Create a Name for your Tool Link, choose the Tool Type from the dropdown menu, set Availability to students and click Submit.
To create a new Course Link, choose Create Course Link

Course links allow you to link to other areas in your course that have already been created. Links can go to areas, folders, and items.
Create a Name for your link, Browse to the location in the pop-up menu and select it.

Select Availability to students and click Submit.
How do I add external weblinks to the course menu?

This lesson covers adding weblinks and URLs to the course menu

**Click the blue plus sign and choose Create External Link**

![Click the blue plus sign and choose Create External Link](image)
Type the Name of your link, paste in the web address, choose Availability, and click Submit.

For accuracy, it’s advised that you open the weblink first in a new browser window or a new browser tab and copy it to later paste it into the URL field. After your course menu weblink has been created, you should click it to be sure it works properly.
How do I add a blank page to the course menu?

This lesson covers adding a blank page to the course menu that you may add content to (Note that Assessments and other Tool links cannot be created on Blank pages.)

**Click the plus button choose Create Blank Page**

![Create Blank Page](image)

**Add a Name for your blank page, check if it should be available to students, and click submit**

![Add Blank Page](image)

Note: If you do not check the Available to Users box, students will not see the blank page. You can always edit this after.
As a team, devise teaching strategies that instructors can use and learning activities that use to accomplish the learning objectives for a real or hypothetical course in one of the disciplines in your group. The learning activities should include some form of collaboration among the course participants in each instructor's course. Here are some ideas to consider:

- Creativity. Each team should come up with at least 3 teaching strategies and 3 learning activities.

For example, let's say that your team consists of instructors from English, ethnic studies, and business. Your team would create one teaching strategy and one learning activity for each of these courses. Here are some ideas:
Add any necessary Attachments and Options

2. **Attachments**
   Attach a file from a local drive, Course Files, or the Content Collection. All attached files are Attach to remove the attachment. The file itself is not deleted.

   Attach File
   [Browse My Computer]

3. **Options**
   Permit Users to View this Content
   - Yes
   - No

   Track Number of Views
   - Yes
   - No

   **Select Date and Time Restrictions**
   - Display After
     - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
   - Display Until
     - Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**Click submit**

![Submit button]
As a team, devise teaching strategies that instructors can use and learning activities to accomplish the learning objectives for a real or hypothetical course represented in your group. The learning activities should include some form of interactive activities for each participant in each instructor's course. Here's where you can come up with at least 3 teaching strategies and 3 learning activities.

For example, let's say that your team consists of instructors from English, History, and Business. A teaching strategy would be creating one teaching strategy and one learning activity for a course in History and a course in Business. However, it's important to see this as a team project. Have team input from all members of the team for the strategies and activities. For this group project, we do not want you to confine yourselves to your own discipline.

Each team needs to:

• provide a brief theoretical rationale to support each of the teaching strategies;
• explain in detail what an instructor needs to do in each of the teaching strategies, to meet the learning objectives for each of the learning activities, to meet the learning outcomes of these strategies/activities;
• conclude the project by recommending at least 5 online resources for online course; briefly annotate these resources.

New pages can also be added to folders or other content areas within your Blackboard course.
How do I hide or show menu links to students?

This lesson covers hiding menu items from students and also making them available.

Open the contextual menu on the right of the link, and choose Hide Link.

Links are hidden when the symbol below appears next to them.
To make hidden menu links available, go back into the contextual menu and choose Show Link
How do I delete or rename menu links?

This lesson covers renaming and deleting links from the menu.

From the contextual menu next to the link, choose Delete to delete it permanently from the Course Menu

Note: This deletes the link and all content contained within the link from Blackboard and cannot be undone. If you'd rather not delete the content, you can choose "Hide Link" instead, which makes the link unavailable to students but does not delete it.

To Rename a menu link, choose Rename link from the contextual menu

Type the new name in the box, and click the green check mark
How do I change the order of menu links?

This lesson covers changing the order of the course menu links.

**Using the arrows to left of the menu links, click and drag up or down to rearrange them**

Drop the menu links where you want them to be by releasing the mouse
How do I change the style of the course menu?

This lesson covers how to stylize the course menu

In the Course Management menu, choose Customization, then choose Style
Choose your styles and colors from the various Text and Button options

1. Select Menu Style

Preview

- Learning B8 9 (learn)
  - Menu Item 1
  - Menu Item 2
  - Menu Item 3

Style

- Text
- Buttons

Button Library

- Button Type: Solid
- Button Shape: Rectangular
- Search:
  - Blue 02
  - Blue 03
  - Blue 04
  - Blue 05
  - Blue 06
  - Blue 07
  - Blue 08
  - Brown 01
  - Brown 02
  - Brown 03
You may also choose an entry point for students and a Course Banner image to display on the Home Page

4. **Select Course Entry Point**
   Select the first page users see when entering the Course from the list below.
   - **Entry Point**
     - Home Page

5. **Select Banner**
   The banner appears at the top of the course’s entry point page.
   - **Current Banner Image**
   - **New Banner Image**
   - **Attach File**
     - **Browse for Local File**

6. **Submit**

   **Click Submit**
Your new styles are applied
How do I get the course menu back if it's missing?

This lesson covers controls which will hide or show the entire course menu from your own personal view.

You may hide the course menu by clicking the contextual arrow button to the left of the course name.

To show the entire menu again, hit the arrow button again.
You may also hide the course menu to see the content area full screen by clicking the button on the left of the content window.

The arrow points left and will expand the content window to the left, overtaking the menu area.
To reveal the menu again and return content area to normal size click the arrow button again.

When in full screen content mode, the arrow point right to resize the content area back to normal and reveal the course menu once again.
How Do I Hide the Collaboration Tools in my courses?

This lesson will explain how to remove the Collaboration tools from your course.

Go into one of your current courses, and click on "Tools".
If necessary, scroll down until you can see the tool called Collaboration, and click "Hide Link".
You'll now get the message, "This link is hidden".
Turn off the Edit button at the top of the screen to see what the student sees; the Collaboration tools are no longer visible.
Why Hide the Collaboration Tools?

This lesson explains the advantages of hiding these tools.

Go into one of your courses and click on "Tools".

Make sure your Edit button is On.
If you click on Collaboration, you will see the two tools comprising this tool set.

Both Lecture Hall and Office Hours are text-only tools.

We have adopted use of Wimba Classroom as our primary synchronous tool, as it supports audio, video, and text.

You may need to scroll down on your Tools screen to see Wimba Classroom.
Students and faculty alike have found it confusing to have both synchronous tools available from within Blackboard.

Hence the recommendation that you hide "Collaboration" from view.
Working With Assignments
Where is the Dropbox?

The drop box is no longer available and has been replaced by the Assignment feature under Create Assessment

### Digital Dropbox is now Assignments

The Digital Dropbox is no longer available and has been replaced by the Assignment Feature under the Create Assessment function in course content areas. Please see the Working with Assignments area for more information.
How do I add an assignment?

This lesson covers how to create an Assignment which will allow students to submit documents to the instructor for review and grading.

Navigate to the area where you would like the assignment to appear, click Evaluate, and choose Create Assignment.
Choose a Name and Color for your Assignment, and type Instructions in the Instructions box if desired

Optional: Attach any relevant files for students that relate to the Assignment by clicking Browse for Local File
Navigate to the file, select it by clicking, then click Choose

Choose the amount of Points Possible in the Grading area
Choose Availability options

1. Make the **Assignment Available** means it will be available either immediately or according to the parameters set in the 3. Limit Availability. Note: If you uncheck Make the Assignment Available and then create Limit Availability parameters, the assignment won't appear on the Display After date. The Assignment Available option must be checked for the assignment to appear when prompted.

2. Set the **Number of Attempts** a student is allowed to submit their assignment. (This will allow them to override previous submissions).

3. Choose to **Limit Availability** of the assignment to students according to certain dates if desired.

4. Choose to **Track Number of Views** if desired (these results will be seen in the Performance Dashboard in Control Panel section called Evaluation).

Choose a Due Date for the assignment and a time
Choose Recipients and click Submit

6. Recipients
If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients
○ All Students Individually
○ Groups of Students

7. Submit
Click Submit to finish. Click Cancel to quit without saving changes.

Note: Only choose Groups of Students if you have assigned groups using the Blackboard Group function and you only want to give the assignment to select groups.
Your Assignment has been created

Week 2

Guidelines for Social Identity Paper (Paper 1)

Attached Files  M-Exploring Social.doc (29.5 KB)

Please download and review the guidelines before you begin writing.

Social Identity Paper Submission

This paper should be a minimum of 5 pages in length with the correct formatting. Attached is a copy of the grading rubric I will use to assess the paper. Please title as Paper1lastname. All papers are due on March 11:59pm.

If the assignment is available immediately according to your availability parameters, it will appear immediately for students. If not, you will still be able to see it with Edit Mode on. Students will see it according to the availability you've set.
How do I create a Safe Assignment?

Blackboard has a service that helps you prevent plagiarism by detecting unoriginal content in student papers.

Go the area of your course where you want to create the Safe Assignment and select Create Assessment.

Select Safe Assignment
Give your assignment a name, points possible, instructions for submission, whether or not you want the assignment to be available to students, and whether you want to track how many times the assignment is viewed by the student.

* Indicates a required field.

** Enter Information **

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Case Study 1</td>
</tr>
<tr>
<td>Points Possible</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Instructions

Please click on this Safe Assignment link to submit your paper. It will be checked against four different databases, and we will both be able to see the report that gets generated.

Make the assessment available

- Yes
- No

Track Number of Views

Click **Submit**.
If you select **Draft**, the document will not be submitted to the institutional database. This is useful as an instructive tool to help Students learn how to attribute papers properly. **Urgent Checking** sets papers to a high priority in the queue. **Student Viewable** determines whether or not students can see the report generated when their papers are submitted.

If you want to send out an announcement about the Safe Assignment, complete Section 2 similar to what is shown below.

2. **Optional Announcement**
   - **Create**: Yes
   - **Subject**: Case Study 1 Now Available
   - **Message**: Remember that you need to complete and submit your first Case Study assignment by the end of the week.

   As we talked about in class, I have created this as a "Safe Assign", which will help you learn how to attribute papers correctly.

3. **Submit**

Click **Submit**.
Your Safe Assignment now appears in the selected area of the course.

Note the difference in icons between a Safe Assign and a regular assignment.
How do I allow students to submit an additional Safe Assignment attempt?

Go into the full Grade Center for your course.

Go the column that represents the assignment you wish to modify.

The symbol with the green box and the white exclamation mark indicates that Homework #1 needs grading.
Go to the specific student who needs to resubmit the Safe Assign and click on the contextual menu.

Select View Grade Details.

Select View User Activity.

Select Clear Attempt.

Your student will now be able to re-submit the assignment.
How do I download submitted assignments to my computer?

This lesson covers how to collect and download student submissions for a particular assignment to a folder on your desktop.

**Go to the Course Management menu and choose Grade Center**

![Grade Center Menu](image)

**Navigate to the Assignment you'd like to collect and click the drop down menu**

![Assignment Table](image)
From the drop down menu on the right, click Assignment File Download
Check the First Box on the left to select all users with submitted assignments

**Download Assignment: Planet Paper**

Download and view student assignment submissions by selecting one or more Usernames and clicking Submit. Selected Assignments are packaged as a .ZIP file. Click the link to save the file to a local drive.

### 1. Select Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Ryan</td>
<td>Wednesday, November 1, 2006 11:44:24 AM EST</td>
<td>Not Available</td>
</tr>
<tr>
<td>Durand, Porter</td>
<td>Wednesday, November 1, 2006 11:25:59 AM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Wagner, Henry</td>
<td>Saturday, January 6, 2007 1:04:00 PM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Martin, Joseph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herrera, Linda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perez, Javier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purcell, Justin</td>
<td>Wednesday, November 1, 2006 11:36:14 AM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Scott, Sandra</td>
<td>Wednesday, November 1, 2006 11:46:39 AM EST</td>
<td>Not Available</td>
</tr>
<tr>
<td>Allen, Martha</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosseau, Ann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackson, Laura</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown, Tony</td>
<td>Sunday, December 21, 2008 10:59:49 AM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Casper, Chris</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dubois, Alyssa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farrell, Andy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernandez, Juan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternatively, you can choose **Select Ungraded** to collect only ungraded assignments, or you can choose only select students by NOT checking the first box on the left and instead choosing individual students. This screen also gives you an overview of who has submitted an assignment, the date and time of the submission, what's in need of grading, and what's already been graded.
Click Submit

Click the Download Assignments Now link in the message

The folder with the assignments then download to your computer
Find the downloaded folder on your computer with the Assignment's name. All selected student submissions are revealed within
How do I upload feedback associated with the grade?

*The Grade Center gives you the ability to add feedback along with the grade you have given students.*

**Go to the Course Management menu and click on Grade Center**

![Course Management menu showing Grade Center](image)

**Scroll as necessary to locate the student and the assignment you want to assess**

![Grade Center with Green Exclamation Point](image)

- **The green exclamation point indicates that an assignment needs grading; Click on the "double-down arrows" for options**

![Assignment with Options](image)
Click "View Grade Details" in order to grade the paper

Scroll to the Section "Attempts" and click "Open Attempt"
Download the file under Section 3, "Review Current Attempt" by clicking on the link of the attached file.

2. Submission History

Attempt #1 (You are reviewing this attempt)

3. Review Current Attempt

<table>
<thead>
<tr>
<th>Submission</th>
<th>This was a challenge for me.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached Files</td>
<td>class_discussions.doc</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

4. Grade Current Attempt

* Grade

<table>
<thead>
<tr>
<th>Grade</th>
<th>0 out of 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

Once you have downloaded the file, you can open it by double clicking on the file in your download folder.

The download folder typically appears automatically for you on the PC. On the Mac, click on the Download icon in your Dock.
In MS Word 2007, click on the "Review" in the menu bar, and then "Track Changes".

After you make your edits and comments, you can save the student's document and add your name to the title or something else to distinguish it from the student's original file.
Then go back to the original assignment page in Blackboard that should still be open and move to Section 4, "Grade Current Attempt"

You can add the grades points.

You can also upload the student's paper on which you made the comments by browsing for the local file and attaching it.
You *must* click "Attach", or the file will not really be uploaded. THIS IS AN ESSENTIAL STEP THAT IS OFTEN FORGOTTEN.

<table>
<thead>
<tr>
<th>Attach File</th>
<th>Browse for Local File</th>
<th>Browse for Content Collection item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected File</td>
<td>File Name</td>
<td>class_discussions_eg.docx</td>
</tr>
<tr>
<td>Name of link to file</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attached files</td>
<td>File Name</td>
<td>Link Title</td>
</tr>
<tr>
<td></td>
<td>Do not attach</td>
<td></td>
</tr>
</tbody>
</table>
4. **Grade Current Attempt**

| Grade | 10 out of 0 |

**Comments**

Bryan,  
This is an outstanding paper; succinct, clear, and powerful. Congratulations.

5. **Instructor Notes**

**Notes**

Remember to ask Bryan if can use his paper as an exemplar for next term.

You can also add notes to yourself about this particular assignment.
After clicking "Submit" You will be brought to a "Grade Details" screen such as the one below. Note the Current grade, the feedback to use and grading notes.

<table>
<thead>
<tr>
<th>Current Grade Value</th>
<th>10.00</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Peter Vincent (pvincent)</td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculated Grade</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>Last Attempt</td>
<td>Go</td>
</tr>
<tr>
<td>Column</td>
<td>Paper1 (Assignment)</td>
<td>Details</td>
</tr>
<tr>
<td>Grade Type</td>
<td>Score</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Attempts

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Date Last Submitted or Edited</th>
<th>Value</th>
<th>Feedback to User</th>
<th>Grading Notes</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 14, 2010</td>
<td>Jun 14, 2010</td>
<td>10.00</td>
<td>Bryan, This is an outstanding paper; succinct, clear, and powerful. Congratulations!</td>
<td>Remember to ask Bryan if he can use his paper as an exemplar for next term.</td>
<td>Open Attempt</td>
</tr>
<tr>
<td>(Completed)</td>
<td>4:30:14 PM</td>
<td></td>
<td></td>
<td></td>
<td>Clear Attempt</td>
</tr>
<tr>
<td></td>
<td>4:31:26 PM</td>
<td></td>
<td></td>
<td></td>
<td>Edit Grade</td>
</tr>
</tbody>
</table>

Allow Additional Attempt: This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.
Tests, Quizzes & Surveys
How do I create a new test?

This lesson covers Test creation

In Control Panel, select Course Tools then select Tests, Surveys and Pools
Choose Tests

Choose Build Test if you are creating a new test

You may import a previously used Blackboard test that you exported from another course.
Name the test and write a description

1. Test Information

* Name
  Unit 2 Test

Description

This test covers all readings and terms from Unit 2
You will have 45 minutes to complete this test once you begin it and are allowed only one attempt.
In the Test Canvas, choose Create Question and select the type of question to create. In this example we use Multiple Choice.

You may choose **Reuse Questions** to choose a question from a previously created test.
You may also choose **Upload Questions** if they are formatted correctly with tabs or commas. For instructions creating questions off-line and uploading them, click **Upload Questions then click More**
Choose the Question text and point Value

* Indicates a required field.

1. Question

* Question Text

How old is Suffolk University?

* Point Value

10

More Help
2. **Options**

If partial credit is allowed, each incorrect answer can specifically be given for that answer.

- **Answer Numbering**: Uppercase Letters (A, B, C)
- **Answer Orientation**: Vertical
- **Allow Partial Credit**: 
- **Show Answers in Random Order**: 

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Add correct answers and other answers depending on question type

3. Answers

Select the number of answer choices, fill in the fields with pos

Number of Answers: 4

Correct

Answer A.

Over 100 years

Answer B.

78 years exactly this June
Enter feedback that will display in response to a correct or incorrect response. If grading is allowed, answers that are partially correct will not display feedback.

Correct Response Feedback

Incorrect Response Feedback
Select categories and keywords if desired (not required)

5. Categories and Keywords

Categories  None

Levels of Difficulty  None

Topics  None

Keywords  Enter keywords separated by commas

Click submit
Your question is created and you are able to repeat this step to add more questions to the Test.
When finished creating questions, click ok on the bottom right.

Your Test now appears under the Test section.

To make the test available to students, or to choose other options, see other steps.
How do I make a test available and/or set availability options for it?

This lesson covers time, availability and other test options.

Choose the content area where you would like the test to display and select Test from the Create Assessment menu

Select the Test you are linking to and setting options for

Note, you can always create yet another test from this screen. You will still have to return to this step to create the link and availability options.
Choose your Availability Options, including dates, timers, and number of attempts

- Make the Link Available: Yes
- Add a New Announcement for this Test: Yes
- Multiple Attempts:
  - Allow Unlimited Attempts: No
  - Number of Attempts: No
- Force Completion: Yes
- Set Timer: Yes
- Hours: 0, Minutes: 45
- Display After: 05/31/2010, 02:02 PM
- Display Until: 06/02/2010, 02:03 PM

no multiple attempts means one attempt only
Choose Assessment options

3. **Self-assessment Options**

- Include this Test in Grade Center Score Calculations
  Grade Center items excluded from summary calculations are also excluded from weighting, so that if some weighted items are included in calculations and other weighted items are not, weight calculations will be skewed.

- Hide Results for this Test Completely from Instructor and the Grade Center
  If this option is checked, the instructor will not be able to see any student grades, view any aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Choose Feedback

4. **Test Feedback**

Select the Type of Feedback Displayed Upon Completion

- Score
- Submitted Answers
- Correct Answers
- Feedback
Choose Test Presentation options

5. Test Presentation

Presentation Mode

- All at Once
  Present the entire Test on one screen.

- One at a Time
  Present one question at a time.

- Prohibit Backtracking
  Prevent changing the answer to a question that has already b

- Randomize Questions
  Randomize questions for each Test attempt.

Click submit

Cancel  Submit
Your test is created with options and a student link which will appear according to the criteria you've established.
How do I create a survey?

This lesson will show you how to create an ungraded, anonymous survey.

Go to the Control Panel, and click on Tests, Surveys, and Pools.
Select Surveys.

Tests, Surveys, and Pools

» Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

» Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

» Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing

Click on the Build Survey button to begin.

Surveys

Surveys are a means of gathering information from students and are not graded. More Help

Click Build Survey to begin.
Enter a name for the survey, add a description and instructions, and then click Submit.

1. **Survey Information**

| **Name** | Mid-term Assessment |

Description

This is an anonymous survey that you can take to provide feedback on the course so far. This is an opportunity for you to reflect on what is working well in the course, and what is not so good, *from your perspective*.

I will let everyone know the results of the survey, and what action we might both take to continue to improve the quality of our time together.

Instructions

*Please be thoughtful and honest in your assessment of the course content and activities. Thanks.*

The **Description** is information about the survey that students will see *before* they start the survey, while **Instructions** is visible only once the survey has begun.
You'll be presented with a screen with the survey name, description, and instructions.

Survey Canvas: Mid-term Assessment

The Survey Canvas allows instructors to add and edit questions, reorder questions, and review the survey before deploying it to users. Surveys are intended to gather feedback from users and are not graded. More Help.

Create Question  Find Questions  Upload Questions

Select a question type from the Create Question drop-down list.

Select Create Question to enter your questions from scratch. The Find Questions button is useful if you have already created survey questions in Blackboard that you wanted to re-use. With Upload Questions, questions can be authored offline in a specially formatted text file and then uploaded. Once uploaded, questions can be edited and used like questions that have been authored in the system.
Select the type of question you want to create.
Enter a name for the question, the question itself, and how many blank rows you need displayed.

1. **Question**

   **Question Title**

   What's Working

   **Question Text**

   What is working for you in the course? What part of the course do you like best?

   **Path:** body

2. **Answer**

   Enter an answer to provide an example of a correct response.

   Set the number of rows that will display in the answer field.

   3

   Add Categories, Key Words, and Instructor Notes if desired, and then select **Submit**.
Create as many questions as you want, and then select OK.

- **Short Answer: What's Working: What is working for you in the course...**
  - Question: What is working for you in the course? What part of the course do you like best?

- **Multiple Choice: Grade so Far: What grade do you think you have earn...**
  - Question: What grade do you think you have earned so far in this course?

Your survey is now created, but not deployed, or available to the students.

***Surveys***

Surveys are a means of gathering information from students and are not graded. [More Help]

- **Build Survey**
- **Import Survey**

<table>
<thead>
<tr>
<th>Name</th>
<th>Deployed</th>
<th>Date Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-term Assessment</td>
<td>Yes</td>
<td>October 25, 2010</td>
</tr>
</tbody>
</table>
Go the area of the course where you want to make the survey available.

Select Survey.

Select the survey just created, and click Submit.
There are a number of survey options to consider.

2. **Survey Availability**

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the Link Available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add a New Announcement for this Survey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple Attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow Unlimited Attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Force Completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey must be completed the first time it is launched.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set Timer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set expected completion time. Selecting this option also records completion time for this Survey.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Minutes</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Display After</td>
<td>10/25/2010</td>
<td>03:55 PM</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Until</td>
<td>10/25/2010</td>
<td>03:56 PM</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Require a password to access this Survey.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is recommended to **NOT** Force completion. The 'Force Completion' option requires that students complete and submit the survey the first time they access it. If a student navigates away from the survey (accidentally or intentionally) before it has been submitted, or potentially if a student loses their internet connection, the student may be locked out of the survey and will not be able to resolve this problem without assistance from the instructor (or someone else with instructor level access). The instructor will need to enter the Grade Center and select 'Clear Attempt' to allow the student to retake the survey.
More options to consider.

3. Self-assessment Options

Include this Test in Grade Center Score Calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

4. Survey Feedback

Select the Type of Feedback Displayed Upon Completion

- Status
- Submitted Answers

5. Survey Presentation

Presentation Mode

- All at Once
  Present the entire Survey on one screen.

- One at a Time
  Present one question at a time.

- Prohibit Backtracking
  Prevent changing the answer to a question that has already been submitted.

- Randomize Questions
  Randomize questions for each Survey attempt.

Avoid Long Essay Questions

Typing into a text box on Blackboard does not register as browser activity; thus, typing for an extended period of time puts the individual at risk for session time-out. In order to get around this issue, long essay questions could be broken down into several short answer questions, or a 'File Response' question type may be used to allow students to upload a pre-written file (like a Microsoft Word .doc or an Adobe .pdf). If this question type is used for a file that has not been pre-written, meaning that students are asked to write their response outside of Blackboard while the Blackboard test is open and running, students MUST return to the Blackboard test to click save periodically (at least every 15 minutes) to keep the survey active. Again, not doing so could lead to session time-out.
Once you click Submit to deploy the survey, it will be available in the course area you selected.

**Mid-term Assessment**

This is an anonymous survey that you can take to provide feedback on the course so far. This is an opportunity for you to reflect on what is working well in the course, and what is not so good, from your perspective.

I will let everyone know the results of the survey, and what action we might both take to continue to improve the quality of our time together.
Grade Center
How do I create a new column?

This lesson covers creating a new column in the Grade Center

Choose Create Column in the Grade Center

Choose a Name and add a Description

Total participation from all weeks in Unit 1
Choose display preferences, Category, and Points Possible

Choose Due Dates (if needed) and options for showing and calculating this column

Note: to add this column to a category, that category must be created first. See adding new categories.
Click submit

Your new column has now been created
How do I enter grades into columns?

This lesson covers how to add grades into grade columns

**Click the dash in the cell you'd like to enter a grade for**

Be sure you are in interactive view to enter grades this way.

**The grade information appears above in the Grade information Bar**

Using the Grade Information parameters, enter a grade and hit Tab or Enter (Return).
Continue clicking in cells and adding grades as need be
How do I create new grading categories?

Click Grade Center in the Course Management menu

Under the Manage menu, choose Categories
You will see the default categories: Assignments, Discussions, Test and Survey

For the default categories, when you create any one of these items in Blackboard, there will automatically be a field to enter the Points Possible. If you would not like to grade that particular item, leave that field at the numeral 0. If you would like to grade it, add the points possible to the field when you create it. Note: When you create an Assignment in Blackboard for a paper a student must turn it, it will automatically be created in the "Assignments" category. You can edit the category later in the grade book to your own custom category. See this step (needed).

Click Create Category to enter your own category
Add a Name and Description for your Category, then click Submit

Your category has been created

You may continue adding your own custom categories, and should do this before you create items to be graded in the Grade Center.
How do I set category weights for the categories I created?

This lesson covers adding weights to all categories an instructor uses for grading and creating a column that tallies that grade in the Grade Center.

**From the Create Calculated Column Menu, choose Weighted Column**

![Create Calculated Column Menu]

- **Add a Column Name and Description (if desired)**

  ![Column Information]

  - **Column Name**: Total Weighted Grade
  - **Description**: Your total running grade for the course

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Choose the primary display format and secondary display format (if desired)

Choose Yes to calculated as a Running Total, which excludes items that haven't been graded yet

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.
From the Select Columns menu, click a category and move it using the arrow key

Continue moving Categories until ALL categories that make up the total grade are in the right column
Assign percentage weights to each of your categories, equal or proportionate grading, and drop grades or values.

Choose equally to have each item (column) in that category weigh equally for that grade. For example, if Unit Papers consists of three separately graded papers in the grade center (3 Columns: Paper 1, Paper 2, and Paper 3) and these all have the same weighting the Unit Papers category, then choose Equally.
Make sure column weight equal 100%

Choose whether or not this column is available, shown to students, and whether statistics are shown
How do I change the category of a created Assignment?

Click the carrots to open the menu next to the Assignment you'd like to change

Choose Edit Column Information
From the Category drop down menu, choose the correct category

Click submit
To check if category was changed, choose Quick Column Information

The new category is reflected under Category
How do I download submitted papers to my computer?

This lesson covers how to collect and download student submissions for a particular assignment to a folder on your desktop.

Go to the Course Management menu and choose Grade Center

Navigate to the Assignment you'd like to collect and click the drop down menu
From the drop down menu on the right, click Assignment File Download.
Check the First Box on the left to select all users with submitted assignments

**Download Assignment: Planet Paper**

Download and view student assignment submissions by selecting one or more Usernames and clicking Submit. Selected Assignments are packaged as a .ZIP file. Click the link to save the file to a local drive.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Grade (Select Ungraded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Ryan</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Durand, Porter</td>
<td>Wednesday, November 1, 2006 11:44:24 AM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Wagner, Henry</td>
<td>Wednesday, November 1, 2006 11:25:59 AM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Martin, Joseph</td>
<td>Saturday, January 6, 2007 1:04:00 PM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Herrera, Linda</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Perez, Javier</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Purcell, Justin</td>
<td>Wednesday, November 1, 2006 11:36:14 AM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Scott, Sandra</td>
<td>Wednesday, November 1, 2006 11:46:39 AM EST</td>
<td>Not Available</td>
</tr>
<tr>
<td>Allen, Martha</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Rosseau, Ann</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Jackson, Laura</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Brown, Tony</td>
<td>Sunday, December 21, 2008 10:59:49 AM EST</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Casper, Chris</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Dubois, Alyssa</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Farrell, Andy</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>Hernandez, Juan</td>
<td></td>
<td>Not Available</td>
</tr>
</tbody>
</table>

Alternatively, you can choose **Select Ungraded** to collect only ungraded assignments, or you can choose only select students by NOT checking the first box on the left and instead choosing individual students. This screen also gives you an overview of who has submitted an assignment, the date and time of the submission, what's in need of grading, and what's already been graded.
Click Submit

Click the Download Assignments Now link in the message

The folder with the assignments then download to your computer
Find the downloaded folder on your computer with the Assignment's name. All selected student submissions are revealed within
How do I download a class roster into Excel?

The Blackboard Grade Center allows you to do some of your work offline. This lesson will show you how to download a roster as a comma-delimited file.

Once you are in the course in which you need the roster, go to the Control Panel, click on Grade Center, then Full Grade Center if you have that option.

Go to the button labeled Work Offline in the upper right corner of the Grade Center, and click Download.
Select the options as indicated below.

1. **Data**
   - **Select Data to Download**
     - Full Grade Center
     - Selected Column
     - Web 2.0 Definitions
     - Include Comments for this Column
     - User Information Only

2. **Options**
   - Comma-delimited files (CSV) have data items separated by commas. Tab-delimited files (TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.
   - **Delimiter Type**
     - Comma
     - Tab
   - **Include Hidden Information**
     - Yes
     - No
     - Hidden information includes columns and users that have been hidden from view.

---

**Browse for a location on your hard drive where you want to download your roster, and click Submit.**

3. **Save Location**
   - Select where to save the file:
     - **Download Location**
       - My Computer
       - Content Collection
       - Browse

4. **Submit**
   - Submit

---

Your file will be downloaded to the location you chose, and be ready for you to import it into Excel.
How do I view the results of a survey?

You cannot view survey results on a student-by-student basis by name, but you can view the statistical results of a survey.

Go into your course Grade Center and find the column that corresponds to your survey.

Scroll down to the green check marks to see who has completed the survey.
Clicking in that column to the survey details for that particular student only shows you when the survey was competed.

The check mark indicates the survey has been completed.

To view the survey statistics, click on the contextual menu in the entire survey column.
Select Attempt Statistics

- Quick Column Information
- View and Add Rubrics
- Grade Attempts
- View All Attempts
- Edit Column Information
- Column Statistics
- Set as External Grade
- Attempts Statistics
- Download Results
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column
You can now view the anonymous responses to the questions that comprise the survey.

**Question 1: True/False**

This course meets the course objectives.

<table>
<thead>
<tr>
<th>Answers</th>
<th>Percent Answered</th>
</tr>
</thead>
<tbody>
<tr>
<td>True</td>
<td>100%</td>
</tr>
<tr>
<td>False</td>
<td>0%</td>
</tr>
<tr>
<td>Unanswered</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Question 2: True/False**

I will recommend this course to others.

<table>
<thead>
<tr>
<th>Answers</th>
<th>Percent Answered</th>
</tr>
</thead>
<tbody>
<tr>
<td>True</td>
<td>100%</td>
</tr>
<tr>
<td>False</td>
<td>0%</td>
</tr>
<tr>
<td>Unanswered</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Question 3: Short Answer**

Based on your experience, what do students need to do to get the most from this course?

Unanswered Responses

0
How do I open a student paper submitted through the Assignment function?

Learn how the Grade Center can facilitate your reading and grading student papers.

Open the Grade Center for your course and scroll to the column for the assignment in question.
The green symbol indicates that a paper has been submitted but not graded.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Student ID</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Durand</td>
<td>Porter</td>
<td>practicestudent02</td>
<td>-</td>
</tr>
<tr>
<td>Farrell</td>
<td>Andy</td>
<td>afarrell</td>
<td>-</td>
</tr>
<tr>
<td>Hernandez</td>
<td>Juan</td>
<td>jhern</td>
<td>-</td>
</tr>
<tr>
<td>Herrera</td>
<td>Linda</td>
<td>practicestudent06</td>
<td>-</td>
</tr>
<tr>
<td>Jackson</td>
<td>Laura</td>
<td>practicestudent11</td>
<td>-</td>
</tr>
<tr>
<td>Johnson</td>
<td>Ryan</td>
<td>practicestudent01</td>
<td>-</td>
</tr>
<tr>
<td>Martin</td>
<td>Joseph</td>
<td>practicestudent05</td>
<td>-</td>
</tr>
<tr>
<td>Perez</td>
<td>Javier</td>
<td>practicestudent07</td>
<td>-</td>
</tr>
<tr>
<td>Purcell</td>
<td>Justin</td>
<td>practicestudent08</td>
<td>-</td>
</tr>
</tbody>
</table>

Place your cursor in the first cell containing the green symbol.

Notice the contextual menu that appears.

Click on the contextual menu to find out what actions you can take for this object (the paper).

Click on View Grade Details.
Select View Attempt.

Grade Details

User: Porter Durand (practicestudent02)

Current Grade: Needs Grading 🔄 out of 100 points
Grade based on Grade of Last Attempt
Due: None
Calculated Grade
Grade Attempts

Edit: Manually Override View Column Details Grade History

Date Submitted (or Saved) Value Feedback to User Grading Notes Actions
Nov 1, 2006 11:44:24 AM 🔄 Clear Attempt
(Needs Grading) Clear Attempt Edit Grade

Icon Legend

Return to Grade Center

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Click the link in order to download the student's paper.

Once you download the paper, you can open it in Word, use Track Changes to make comments, save it to your computer and add your initials to the original document title.
Open the Grade Center for your course and scroll to the column for the assignment in question.
If you just downloaded and graded a student paper, you will be on a screen that looks similar to the one below.

1. **Submission History**
   - Attempt #1 (You are reviewing this attempt)

2. **Review Current Attempt**
   - Submission
   - Attached Files: planet_practicestudent02.doc
   - Comments

3. **Grade Current Attempt**
   - Grade: - out of 100
   - Feedback to User
   - Attach File: Browse My Computer, Browse Course

4. **Instructor Notes**
   - Grading Notes

Browse your computer for the student paper you just graded, and upload it.

Add the specific grade, as well as any additional feedback if desired.
Add Instructor Notes if desired.

4. Instructor Notes

Grading Notes

This was the assignment he submitted without correct citations.

Attach File

Browse My Computer  Browse Course

5. Submit

Click Save as Draft to save changes and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.

Instructor Notes are always just for your use ONLY, and never seen by students.

If you want upload all of your graded papers for one assignment, click on the Contextual menu for the entire column.
Select Grade Attempts.

<table>
<thead>
<tr>
<th>Planet Paper</th>
<th></th>
</tr>
</thead>
</table>
| -            | -
| !            | |

- Quick Column Information
- View and Add Rubrics
- Grade Anonymously
- Grade Attempts
- Edit Column Information
- Column Statistics
- Set as External Grade
- Assignment File Cleanup
- Assignment File Download
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column
You will be looking at the first assignment of six.

Once you upload your comments and give a grade for the first student, select **Save and Next** and repeat the process for each student.
How do I download grades in the Grade Center and then upload them again back into the Grade Center?

This lesson shows you how to download the grades in the Grade Center to work on them outside of Blackboard, and then upload them back into the Grade Center.

Go the full Grade Center for your course, and click Work Offline.

Select Download.
Select a) Full Grade Center, b) Tab delimited and No, and 3) Download to My Computer.

1. **Data**
   - Select Data to Download: 
     - Full Grade Center
     - Selected Column: Pluto Opinion
     - Include Comments for this Column: No
     - User Information Only: No

2. **Options**
   - Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.
   - Delimiter Type: 
     - Tab
     - Command
   - Include Hidden Information: 
     - Yes
     - No

3. **Save Location**
   - Select where to save the file: 
     - My Computer
     - Content Collection

Remember to click **Submit**.

**Click Download.**

Download Grades

The data has been saved to a file. To download the file and work offline click **Save As** to save the file locally.

DOWNLOAD
Select Open with Microsoft Excel, and then OK.

If you get the message below, select Yes to open the file.

Your file will now open in Excel.

Once you have made your changes, save your file as a tab-delimited.

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Go back to the Grade Center, again select Work Offline, and then select Upload.

Browse for your file, leave the delimiter as Auto, and click Submit.

Select what to upload, and then click Submit.

Your revised and completed grades will now be uploaded into the Grade Center.
How do I see only one student's grades?

The Grade Center gives you the capability to view grades one student at a time.

Go into the Grade Center for your course and the find the student whose grades you want to view.

Find the student whose grades you wish to review.

Click the upside-down chevrons for the contextual menu.

Select Hide Other Rows.

You can now view the grades for that one student.
To see the other students’ grades, click the contextual menu again, and select Show All Rows.
How do I hide a column in the grade center so that students can't see it?

There are instances in which showing some of the columns in the Grade Center is confusing to students; this lesson will show you how to hide columns from student view.

Go to the column in the Grade Center that you wish to hide, and click on the double chevron.
Select Edit Column Information.

Scroll down to Step 4, Options, and be sure that "Show this Column to Students" is set to No.
Click Submit.

4. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Show this Column to Students

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Show Statistics (average and median) for this column to Students in My Grades

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

5. Submit

[Submit]
Blogs, Journal, & Wikis
What is the difference between a blog and a journal?

This is a quick verbal distinction between the two course tools

<table>
<thead>
<tr>
<th>A blog fosters communication between and among students and the instructor. A blog belongs to one student or a group of students and is meant for commentary by everyone else in the class.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Journal is an on-going reflection or record of events by an individual or set of individuals. A journal is designed to be private communication between a student or a group of students and instructor</td>
</tr>
</tbody>
</table>
How do I add a blog to my course?

This lesson shows you how to create a blog for your course.

Select and click the content area where you want to add the blog

Under Add Interactive Tool, choose Blog
Select "Create New Blog"

1. **Create Link: Blog**

   Link to the Blogs page or create a new Blog

   - Link to the Blogs Page
   - Create New Blog

   ![Create New Blog button](image)

Enter a name for your blog in the Name field as well as any text describing the purpose of the blog. The blog description is optional.

* Indicates a required field.

1. **Blog Information**

   - **Name**: Course Blog

   ![Blog Name field](image)

   **Instructions**

   This is the blog that we will all use throughout the course.
Determine whether or not to make your blog viewable now, and optionally, establish date and time restrictions

2. **Blog Availability**

   Blog Availability  
   - Yes  
   - No

3. **Blog Date and Time Restrictions**

   Limit Availability  
   - Display After: [ ] Enter dates as mm/dd/yyyy. Time may be entered in any increment.  
   - Display Until: [ ] Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Decide the type of blog you want and then complete the settings

4. **Blog Participation**

   Blog Type  
   - Individual to All Students  
   - Course  
   - Allow Anonymous Entries and Comments

5. **Blog Settings**

   Index Entries  
   - Monthly: Indexing will organize entries by the chosen time-frame.  
   - Weekly

   - Allow Users to Edit and Delete Entries
   - Allow Users to Delete Comments

This will be a course blog available to everyone in the class. I do not allow anonymous entries and comments, but I usually allow students to edit and delete entries and comments.
Click "Submit" to finish creating the blog

Finally, create a link to your new blog from within "Course Documents" and click "Next"

Blackboard lists all the blogs in your course so that you can select one to which you can link. Alternatively, you can link to a page that lists all the different blogs in one place.

Finally, create a link to your new blog from within "Course Documents" and click "Next" (Copy)

Blackboard lists all the blogs in your course so that you can select one to which you can link. Alternatively, you can link to a page that lists all the different blogs in one place.
How do I link to a blog?

This lesson shows you how to link to a blog once you have created it.

Go to the area within the course where you want the blog link, and choose Blog under Add Interactive Tool.
Select the specific blog to which you want to link, and click "Next"

Blackboard lists all the existing blogs in your course so that you can select one to which you can link. Alternatively, you can link to a page that lists all the different blogs in one place.
I usually call the link the same name as the blog itself.
Determine whether or not to make your blog link available now, determine the other two optional settings, and then click "Submit"
Since we selected "Yes" to tracking the number of views (in the previous window), our blog is accurately noting that statistics have been enabled.
How do I create a journal?

These steps will show you one way to create a journal for your course.

Go to the course area within Blackboard where you want your journals to reside and choose Journal under Add Interactive Tool.

We have chosen to place the journals in the Course Documents area.
You can create a page on which all of the journals will be listed, or you can just create one new journal

Select "Create New Journal"
Enter a name for the journal, followed by any directions or description of its purpose

1. **Journal Information**

   - **Name**: Ethical Issues in Astronomy

   **Instructions**

   Please write a weekly response of 300-400 words regarding the ethical issues discussed in the readings.
Make the journal available to students and determine the remaining journal settings based on your needs

The monthly or weekly Index entries determine how the journal entries appear to the student, either on a monthly or a weekly basis. Typically, and by default in Blackboard, a journal is private between the instructor and the student, so the last setting, "permit course users to view journal", is seldom chosen.
Click "Submit"

Your journal is created.

Here is the journal you just created.
Click Next to initiate the link to the journal in your content area
1. **Link Information**

- **Link Name**: Ethical Issues in Astronomy
- **Color of Name**: Black
- **Link**: Journal: Ethical Issues in Astronomy

2. **Options**

- **Available**: Yes
- **Track Number of Views**: Yes
- **Date Restrictions**: Display After

Enter dates as mm/dd/yyyy. Time may be entered.
Your new journal and its link have been created

Success: Link Ethical Issues in Astronomy created.

Astronomy Top Stories

Ethical Issues in Astronomy
How do I link to a journal?

This lesson shows you how to link to a journal once you have created it.

Choose Journal from the Add Interactive Tool menu
Select the journal to which you want to create a link, and then click "Next"
I usually call the link the same name as the journal itself.
Make the journal link available to the class, select the remaining two options, and then click "Submit"

The link to your journal is now available
Learn how to add a wiki to your Blackboard course to facilitate collaboration.

Go to the Control Panel, Course Tools, and click on Wikis.

Select Create wiki.
Give it a name, and add instructions for how you want the wiki to be used.

We can use this wiki as a space to collaborate on a class understanding of common terminology.

Determine availability, the type of participation and whether or not you will be grading the wiki.

1. **Wiki Information**
   - Name: Web 2.0 Definitions
   - Instructions:

2. **Wiki Date and Time Restrictions**
   - Wiki Availability: Yes
   - Limit Availability:
     - Display After:
     - Display Until:

3. **Wiki Participation**
   - Student Access: Open to Editing

4. **Wiki Settings**
   - Grade Wiki: No grading

5. **Submit**
   - Click Submit to finish. Click Cancel to quit without saving changes.

Finish by selecting Submit.
Your course wiki is now created.

A Wiki is a collaborative tool that allows students to contribute and modify one or more pages of Course related materials. More Help

Create Wiki

<table>
<thead>
<tr>
<th>Index</th>
<th>Type</th>
<th>Student Access</th>
<th>Last Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Web 2.0 Definitions</td>
<td>Course</td>
<td>Open to Editing</td>
</tr>
</tbody>
</table>
Once I create a wiki, then what do I do?

Learn how to get started using a wiki once you have created one.

In order to open the wiki, click on the Tools menu.

Scroll down on the Tools page until you see the Wikis tool, and click on it.
Alternatively, click directly on the Wiki link in the course menu.

Then click on the name of the wiki.
You must create a homepage for your wiki by giving it a name and adding content to the first page that students will see when they enter the wiki.

On this homepage, simply select *Edit Wiki Content* and add your definition. Make sure it is in alphabetical order, so you'll need to enter your definition relative to those that are already in the wiki.

Be sure that your definition is in the following format:

**Term:** Definition

**Source:**

Remember to select *Submit.*
Wimba Live Classroom
How do I set up LiveClassroom?

This lesson will show you how to add Wimba LiveClassroom so you can conduct synchronous chats using audio (and to a limited extent (video).

From the course home page, click on "Tools"

Scroll down on the Tools page until you find "Wimba Classroom", and click on the link
You will be brought to a screen telling you that the course currently has no room. Click "Create Room"

If you had rooms or archives that already existed in your course, they would appear on this screen.

Give the room a name, leave the default for presentation tools, and check to automatically open new archives.

The option to automatically opening new archives is new with the release, and is a nifty improvement over the previous version!
Select Your Media Settings as Shown Below

2 Media Settings

- Student Privileges and Video Bandwidth
  - Student Privileges:
    - 1. Enable students to speak by default
    - 2. Enable students to show their video by default
    - 3. Enable students to use the phone
  - Video Bandwidth:
    - Medium - most users have a DSL/cable modem

I do not want students to automatically be able to show their video, so I always uncheck this option. You can always change it later if you find the need.

Select Your Room Features as Shown Below

3 Room Features

- Breakout Room Options and Other Room Attributes
  - Status Indicators:
    - 1. Enable User Status Indicators
      - User Status updates appear in chat
  - When presentation tools are available only to instructors:
    - 2. Enable Breakout Rooms
      - Students can see content created in other Breakout Rooms
      - Students in Breakout Rooms can see Main Room folders
  - When presentation tools are available to both students and instructors:
    - Enable Archiving
    - Enable Appshare
    - Enable On-The-Fly PowerPoint Import

Since the default in the previous step is for instructor-only presentation tools, you get to enable break-out rooms here. I figure that students are doing group-specific work, and therefore, should not see content in other breakout rooms. Change this if you prefer.
Determine your Chat and Access Settings

4 Chat Settings

Chat and Private Messaging

Text Chat: ☑ Enable students to use text chat
☐ Enable private text chat among students

Note: Students are always able to chat with instructors

5 Access Settings

Maximum Users:

☑ Unlimited
☐ Limited: ____________

Guest access:

☐ Enable guest access

I do not enable chatting among the students as I find it disruptive. If you want to allow a guest speaker into your classroom, check the "Enable Guest Access" box

Select your Portable Media Settings and click "Submit"

6 Portable Media Settings

MP3/MP4 Settings

Availability:

☑ Allow Students to Download Archives as MP3
☑ Allow Students to Download Archives as MP4

MP4 Settings:
Select default settings for this room's MP4 archives.

What content is most important in your MP4?

☑ AppShare, slide and eBoard content
☐ Do not include video camera content
☑ Video camera content

Encoding Quality

☐ Low (Optimized for quicker download and real-time online viewing)
☑ Standard (Optimized for portable media players)
☐ High (Optimized for content preservation; Not iPod compatible)

Since only one type of visual content is displayed in an MP4 archive at a time, these settings allow you to choose what is and is not included.

AppShare, slide and eBoard content: displays this content in MP4 archives before displaying

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video camera content; AppShare takes priority over slide and eBoard content.
We recommend you leave the Encoding Quality as Standard.

Note that your Room is now created, and click "OK"

Congratulations - your room is available and accessible for use

You no longer have to go back in and make the room or the archive available.
How do I run the Wimba Wizard?

This lesson covers how to run the Wizard. The Wizard should be run with the microphone and headset you will be using for Live Classroom meetings plugged in and ready to go. It should always be run before a live meeting to ensure optimally computer configuration.

When entering the Wimba Classroom for the first time, choose Run Wizard

![Wimba Classroom](image)

- **Phone Access**: Phone: (201) 549-7592
- **Dial-in numbers**: Instructor: 13837682
  Student: 13837674

Run Wizard
Make sure your headset and microphone are connected and configured properly, and click Start.

Wimba Classroom Setup Wizard

Welcome to the Setup Wizard

The Setup Wizard will guide you through a series of tests to ensure that your computer is ready. Depending on the speed of your computer and your internet connection, the Wizard may take a few minutes to complete.

Your progress through the Setup Wizard will be shown on the left.

Start
Wimba will check your pop ups, Java, and Text Chat abilities

Note: if there are any changes that need to be made, the Wizard will instruct you on how to perform these changes to your system. If you receive checkmarks on all three, then click next. If not, click Troubleshoot and follow the directions.
If an applet message pops up, always click Allow.
Turn your headphone volume up and listen to the audio playback confirmation message, then click next.

If you cannot hear a message, then click Troubleshoot WimbaMedia Audio.
Press talk and be sure you hear your echo before you proceed

Make sure your headphone volume and microphone volume are turned up all the way. If you cannot hear your own voice played back to you, try Troubleshoot. If you can, click Next
Your Wimba Wizard test and preparation is now complete. You should be able to join a Live Classroom session with success.

If you change your computer settings or headset or mic, you can always re-run the Wizard at any time. It is recommended that you do so.
How do I add a Powerpoint to my Wimba Classroom Meeting before it begins?

This lesson covers adding materials to Live Classroom before the session starts for presenting during the session.

Choose Wimba Live Classroom from the Tools Menu

Choose a room you've already created to which you'd like to add a powerpoint
Click Add and Manage Content

Wimba Classroom

Add to Calendar  Add to Announcement  Add & Manage Content  Room Settings

Enter Room  Run Wizard  Wimba

Live Meetings (Open)

Phone Access: Dial-in numbers: PIN codes:
Phone: (201) 549-7512

Instructor: 13837682
Student: 13837674

There are no archives for this room.
Choose to Add content that already exists in your course or Add new content

In this case we are adding new content that doesn't already exist in the course

Click New Folder

Modify Room: Live Meetings

Notice: Folder eTeaching Day deleted.

Presentation Content
Select a folder from the list to modify its contents:

<table>
<thead>
<tr>
<th>Folder Title</th>
<th>Slide Count</th>
<th>Get Info</th>
<th>Edit Title</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Content Folder</td>
<td>12 slides</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Snapshots</td>
<td>0 slides</td>
<td></td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>

* Denotes a system folder that can not be deleted.

Start Content
Select content to appear at start of your presentation:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Slide Title</th>
<th>Edit</th>
</tr>
</thead>
</table>
Create a New folder with the name of your presentation or the date you will present it, and click Create.

Modify Room: Live Meetings

Create A New Folder

New Folder Name: [input field]

1. [Submit button]
2. [Cancel button]

Click your new folder name to start adding your content.

Presentation Content
Select a folder from the list to modify its contents:

<table>
<thead>
<tr>
<th>Folder Title</th>
<th>Slide Count</th>
<th>Get Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Content Folder</td>
<td>0 slides</td>
<td></td>
</tr>
<tr>
<td>Snapshots</td>
<td>0 slides</td>
<td></td>
</tr>
<tr>
<td>eTeaching Day</td>
<td>0 slides</td>
<td></td>
</tr>
</tbody>
</table>

* Denotes a system folder that can not be deleted.
Click Choose File

Choose the Powerpoint file you'd like to show
Click Add

<table>
<thead>
<tr>
<th>Upload New Content:</th>
<th>Choose File</th>
<th>eTeaching Day...rkshop 2.ppt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Display this content in the eBoard</td>
<td><img src="Image" alt="Add button" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Or Add a URL:</th>
<th>http://</th>
</tr>
</thead>
<tbody>
<tr>
<td>(URLs will display in a new browser window.)</td>
<td><img src="Image" alt="Add button" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Or Create New Poll:</th>
<th>Multiple Choice</th>
<th>Open Ended</th>
<th>Questionnaire</th>
<th>Bullet List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Create a single multiple-choice question. Respondents can select one (or more) choice(s). Results can be immediately published to the participants.
Wait as there is a short delay after you press Save Changes.
Return to the Folder List to add more folders or add more content

Your Presentation Power point content has been added

Modify Room: Live Meetings

Presentation Content
Select a folder from the list to modify its contents:

<table>
<thead>
<tr>
<th>Folder Title</th>
<th>Slide Count</th>
<th>Get Info</th>
<th>Edit Title</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Content Folder</td>
<td>0 slides</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Snapshots</td>
<td>0 slides</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>eTeaching Day</td>
<td>12 slides</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Denotes a system folder that cannot be deleted.

Start Content
Select content to appear at start of your presentation:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Slide Title</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Frame:</td>
<td>Default Start Content Slide</td>
<td></td>
</tr>
<tr>
<td>Branding Frame:</td>
<td>Default Start Branding Slide</td>
<td></td>
</tr>
<tr>
<td>Destination</td>
<td>Slide Title</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Blackboard 9: Instructors - 305
You may continue to add more folders and more content as needed from this screen.
How do I present my uploaded material during a Wimba Classroom session?

Open the Wimba Classroom session you created by clicking it.
Choose the correct folder from the drop down menu on the right

Click Go
Your powerpoint slides or other content will appear.
Click P to preview the slide first and then push it to the board, or click the slide title to immediately show the slide on the whiteboard.

---

eTeaching Day 2007

Introduction to Vista

D’ondria Maxwell, Helen Healy, Diane Sito

---

Continue clicking slide titles to advance through your presentation.

---

Blackboard Vista

- Pilot in 2006/2007 academic year
- GSSW, GSOM, School of Law
- Rita Owens and Michael Connolly
Click the pencil icon to circle information or use the other whiteboard features on your slide

When you are finished, use Clear Slide on the left of the Whiteboard to clear the presentation

You may now choose more content from your folders if necessary
How do students find a created Wimba Classroom?

This lesson covers how students locate the Wimba Classroom. First, you must have a room created.

**Students may choose Tools from the left hand course menu**

![Tools menu](image1)

**On the bottom right, Wimba Classroom appears as a link**

![Wimba Classroom link](image2)

**Students choose the appropriate room as designated by the instructor**

![Room selection table](image3)
How do I create a menu link to the Wimba Classrooms I've created?

This lesson covers adding a direct menu link to the Wimba Classroom page

Choose the plus sign on the menu, and choose Create Tool link
Type a Name, and choose Wimba Classroom List from the Type drop down menu
Check off Available to Users

Click Submit
Your link is now created on the menu
Clicking it will bring students to the Wimba Classroom list
How do I record & archive a Wimba session so students can access it later?

Recording, archiving and accessing wimba live sessions.

**While in Wimba Classroom, press the Archive button to begin the recording.**

You will hear a recorded message saying the archiving has started.

**When you wish to end the recording, press the Archive button again.**

You will hear a message saying the archive recording is being stopped and saved. WAIT to exit the room until you hear the message that the archive is now complete.
The archives can be accessed in the Wimba Classroom section of Blackboard.

All archives are labeled as such and are time and date stamped.
What are the technical requirements for Wimba classroom?

This describes the recommended browsers and operating systems that are supported.

Review the technical requirements here

Technical Knowledge Base
Wimba > 1. Wimba Classroom > System Requirements >
Classroom: Supported Operating System, Browsers, Java versions and System Requirements for Wimba Classroom

Below, you'll find the supported Operating Systems, supported Internet Browsers, and recommended system specifications for using the Wimba Classroom.

Student Requirements
- 512MB (1 GB or higher recommended)
- Internet access at 56k or above *** (broadband recommended)
- Soundcard w/ mic and speakers

Instructor Requirements
- 1 GB or higher recommended
- Broadband Internet access ***
- Internet access broadband connection ***
- Soundcard w/ mic and speakers

Wimba recommends using headsets (such as Plantronics DSP 500) instead of external speakers or microphones, particularly built-in microphones of laptops

*** Internet connection: Wimba recommends a stable broadband connection. Those connecting over wireless broadband and satellite connections may experience poor connection quality due to poor signals. Those connecting over dialup connections should be able to hear audio but may have difficulty displaying media rich content.
Here is a chart comparing browsers, operating systems, and java.

<table>
<thead>
<tr>
<th>Wimba Classroom Supported Operating Systems, Java &amp; Browsers *</th>
<th>Browser Supported</th>
<th>Browser Unsupported</th>
<th>Java (JRE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Win 7</strong>****</td>
<td>Internet Explorer</td>
<td>7.0 - 8.0</td>
<td>Java v.6+ (1.6)</td>
</tr>
<tr>
<td>Win Vista</td>
<td>Firefox</td>
<td>3.0, 3.6</td>
<td>XP/Vista/Win7</td>
</tr>
<tr>
<td>Win XP</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mac OSX</td>
<td>Safari</td>
<td>3.0, 4.0**</td>
<td>Java v.6+ (1.6)</td>
</tr>
<tr>
<td>10.6</td>
<td>Firefox</td>
<td>3.0, 3.6</td>
<td>5. + (1.5)</td>
</tr>
<tr>
<td>10.5</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Browsers listed in the Supported section are recommended browsers for use with the Wimba Classroom. Browsers that are not listed have not been tested fully and therefore may or may not work with the Wimba Classroom.

** Safari 4.0 is only supported for use with Wimba Classroom on Mac OS 10.5+.

*** Internet connection: Wimba recommends a stable broadband connection. Those connecting over wireless broadband and satellite connections may experience poor connection quality due to poor signals. Those connecting over dialup connections should be able to hear audio but may have difficulty displaying media rich content.

*** Windows 7 only support java version 6 (We have found that some computers shipped with Windows 7 are also shipped with an incompatible version of java version 5. Users running Windows 7 may need to remove the older java 5 installed version and install the more recent Java 6 version).

Your best bet, regardless of type of computer you have, is the use the Mozilla Firefox browser versions 3.0 or 3.6. Note that Internet Explorer is not supported on the Mac.
Why can't students access my Wimba Classroom archive?

Your room archives may be closed. Learn how to open a closed room as well as automatically have your archives be open once they are available.

If you have not checked the box to automatically open new archives, you will see the screen below when trying to access the archive.

Instead of a green circle, you have an orange circle with a slash.

To open your classroom if it is closed mistakenly simply click on the orange circle itself.

It will become green.

You'll get notification that you modified the room.

Click OK.
Your archive is now available and will remain so unless you purposefully close it.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>TYPE</th>
<th>ENTER</th>
<th>DOWNLOAD</th>
<th>ACCESS</th>
<th>SETTINGS</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet here for our live, synchronous sessions</td>
<td>Room</td>
<td>🚴‍♂️</td>
<td>📚</td>
<td>📚</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet here for our live, synchronous sessions - 08/23/2018 12:27</td>
<td>Archive</td>
<td>🚴‍♂️</td>
<td>📚</td>
<td>📚</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet here for our live, synchronous sessions - 08/24/2018 14:06</td>
<td>Archive</td>
<td>🚴‍♂️</td>
<td>📚</td>
<td>📚</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet here for our live, synchronous sessions - 08/23/2018 11:04</td>
<td>Archive</td>
<td>🚴‍♂️</td>
<td>📚</td>
<td>📚</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total items: 4
How do I create multiple choice polls in Wimba Classroom?

This lesson shows you how to create multiple-choice polls, one of the three different polls you can create in Wimba Classroom.

Go to the Wimba Classroom for your course by by clicking directly on Wimba Classroom in your course menu.

If you haven’t added a button to your course menu called Wimba classroom, you can enter via Tools> WimbaClassroom.

Click on the name of your Wimba Classroom, rather than the Enter button.
Select Add & Manage Room Content

Select the second link, Add & Manage Room Content

Create a new folder called Polls
Click on the link to Polls to enter the folder

**Presentation Content**
Select a folder from the list to modify its contents:

<table>
<thead>
<tr>
<th>Folder Title</th>
<th>Slide Count</th>
<th>Get Info</th>
<th>Edit Title</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Content Folder</td>
<td>0 slides</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Snapshots</td>
<td>2 slides</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>photos</td>
<td>1 slide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powerpoint slides</td>
<td>1 slide</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Denotes a system folder that cannot be deleted.

Select the default, Multiple Choice, for Create New Poll, and then select Create.

**Or Create New Poll:**
- Multiple Choice
- Open Ended
- Questionnaire
- Bullet List

Create a single multiple-choice question. Respondents can select one (or more) choice(s). Results can be immediately published to the participants.
Enter a title for your poll question, the question itself, the response choices you desire.

Title: Prior Experience

Question: Indicate the number of years experience you have had working in accounting.

Response Choices:
- 8-10 years
- 4-7 years
- 1-3 years
- < one year

Messages:
- Please respond and click submit.
  Participant instructions
- Thank you. Your response was submitted successfully.
  Response Confirmation Message (After Response).

I usually accept the default for the two Message options in the screen above.

Determine your preferences in terms of responded and text and background color, and then click Save Changes.

Preferences:
- Allow multiple responses
- Publish Individual Responses
- Font Color: black
- Background Color: white

Wimba Classroom Example Text

I usually do not allow multiple responses, and do not publish individual responses. I want to encourage participation and interactivity and I am less concerned about exactly who said what.
you can edit your poll if you desire by clicking on the pencil, create additional content, or enter the room itself.

Modify your content list using the table below:

<table>
<thead>
<tr>
<th>Filename/URL</th>
<th>Edit</th>
<th>#</th>
<th>Title</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>multiple-choice</td>
<td>1</td>
<td>1</td>
<td>Prior Experience</td>
<td>Content Frame</td>
</tr>
</tbody>
</table>

Enter the room, select the drop-down arrow next to Default Content Folder, select your new folder, Polls, and GO.
Your poll, Prior Experience, appears, and you can send it into the room by clicking on the name of the polls.

Selecting P allows you to preview the poll without the students seeing it. You will still need to send it to the room for student viewing.

You can view the number of people responding, and when the group has all answered, you can Publish the results.

**Indicate the number of years experience you have had working in accounting.**

Please respond and click submit.
- 8-10 years
- 4-7 years
- 1-3 years
- < one year

Submit
How can I have my archives open automatically?

*Wimba Classroom setting will allow you to automatically have your archives be open once they are available.*

Part of creating the Wimba Classroom involves establishing your room settings.

In the first step, after entering a title for your room, an optional description, choosing the type of room, you then determine Archive Access.
Click in the box to Automatically Open New Archives

*Title: Meet here for our synchronous class sessions

Description:

This will be the location for all of our live, in real-time weekly discussion sessions.

Be sure to have your headset for these sessions, and make sure you have run the Wimba wizard *before* entering the room.

NOTE: You only need to run the wizard once; after that you can avoid the wizard by clicking on the by-pass link on the Wizard page. If however, you then to use different computers to access the Wimba Classroom, please be sure to run the Wizard once each different machine you use.

Type:  
- [ ] Presentation tools are available only to instructors.
- [ ] Presentation tools are available to both students and instructors.

Archive Access:  
- [ ] Automatically Open New Archives

You'll get notification that the room is now open.

Modify Room Receipt

Meet here for our synchronous class sessions - 09/09/2010 12:31
Meet here for our synchronous class sessions - 09/09/2010 12:31 is now open

Thursday, September 9, 2010 12:37:51 PM EDT

Click OK to go see that your room is now open.
This means that once your session is over and your archive has stopped, students can enter the archive without further intervention from you.

The green circle indicates that Access is enabled and students can enter.

If you have not checked the box to automatically open new archives, you will see the screen below when trying to access the archive.

Instead of a green circle, you have an orange circle with a slash.

To open your classroom if it is closed mistakenly simply click on the orange circle itself.
How do I allow guests into my Wimba Live Classroom?

Log in to your course and click on Wimba Classroom, or alternatively, Tools, in the Course Menu.

Click on the pencil of the Room (*not* the Archive) to edit the Settings.
Scroll down to Step 5, Access Settings. and make sure to check Enable guest access.

Click Submit.

You will receive an acknowledgement that the Room was modified.

Click OK.

Click on the name of your Wimba Classroom.

MGOB 800 Career Strategy Fall 2010

MGOB 000 Career Strategy Fall 2010 - 09/09/2010 19:00

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Your guest link is now visible and can be copied and sent to your guest.

This link allows access to your Live Classroom as long as your course is available. The guest can click on the link and be able to enter the synchronous chatroom without needing to have a Suffolk user login/ID.

<table>
<thead>
<tr>
<th>Phone Access:</th>
<th>Dial-in numbers:</th>
<th>PIN codes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: (201) 549-7592</td>
<td>instructor: 13842245</td>
<td>Student: 13842237</td>
</tr>
</tbody>
</table>

Using iTunes U with Blackboard
How do I request an iTunes U page for Podcasting in Blackboard?

Requesting iTunes U pages in Blackboard Courses to upload podcasts with restricted delivery to students enrolled in a course.

From the Welcome screen, Choose the Course you would like to podcast for

![Image of My Courses screen]

Click to get into the course

Under the Course Management menu on the lower left, click Course Tools

![Image of Course Tools]

Click Course Tools to expand the menu
From Course Tools, choose iTunes U which is at the bottom of the list

Choose to No Selection if you will make new content or choose a former course to re-use your existing content

Click submit and wait about a minute or two for the confirmation screen
Click Enable

Your iTunes U page should be set up in less than 5 minutes. This page takes a while to load.
How do I access my existing iTunes U course page?

Accessing your iTunes U page in Blackboard

1. From the Welcome screen, Choose the Course you would like to podcast for

![My Courses]

Courses you are teaching:
- 08FA-SCI-171-W1-The Built World
- Announcements
  - EXAM AT NOON TODAY—READ THIS
  - Final Exam Review Sheet
  - Pollution Within Article Posted in Consumer Resources
- 08S1-GVT-347-W1-Legislative Process
- 08S2-HST-181-W1-American History I
- 08SP-CJN-177-J-Professional Communication
- 08SP-EHS-661-AE-Teaching and Learning Styles
- 08SP-PHYS-152-A-University Physics II
- Technology 101

Click to get into the course
2. From the Menu, choose a Content Area by clicking it

Click control panel

3. From the More menu, choose Add iTunes U Link
4. Fill in a Name for the link and Instructions if needed

Create iTunes U Link

1. iTunesU Link Information
   - Name: Click here to access course podcasts on iTunes U
   - Instructions: You must have iTunes installed on your computer. If not, it is available at Apple.com

2. Options

5. Click Submit
6. A Success Message will appear and can be dismissed by clicking OK

7. Your iTunes Link has been created for both you and students to access the course page
How do I give students access to the iTunes Course Page?

Create iTunes links within Blackboard to direct the students in your course and give them access to iTunes course page.

Choose Your Course in Blackboard

![Image of Blackboard interface showing available courses including Technology 101.](image-url)
You may place the iTunes U link wherever you'd like, in multiple places, or in its own content area on the menu if you choose to create one that way.

Students will click the link you've created to access iTunes U. iTunes must be installed on their computers.
How do I get more information about podcasting and iTunes U?

If you've never podcasted and are interested in creating podcasts for course use, please call your school's Academic Technology group for assistance.

To learn more about customizing your iTunes U page, please visit the iTunes U manuals below

http://suffolk.screenstepslive.com/spaces/itunes
Groups
How do I add a Group, or Groups to my course?

This is an overview of the improved capabilities of using Groups in your course.

This is an easy way to add a group to your course.

Go to the Control Panel, expand the User and Groups option, and click on "Groups".

Decide whether you want to create one group, or a number of groups at the same time.

No items found.
If you elect to create one group, decide if you want to assign students to the group, or let them self-enroll.

Similarly when creating a number of groups, you must decide how you want to students to be assigned to the different groups.

When creating multiple groups, you can also have the Blackboard randomly assign the students to the different groups.
Select how you want the students to be enrolled in your group(s), and then give the group or the set of groups, a name. Add a description if you like.

**Create Group Set**

Create a set of Groups and add users to a Group in the set. More Help

* Indicates a required field.

1. **Group Information**

   * Name
     
     Negotiation Groups

   Description

   ![Visual Editor]

   These groups will participate in a LiveClassroom discussion of issues surrounding different aspects of healthcare.
Make the Group(s) available, then choose what tools you want to make available to the group(s).

- **Group Available**: Yes

**2. Tool Availability**
- Blogs
- Collaboration
- Discussion Board
- Email
- **File Exchange**
- Journals
- Tasks

If a group member saves a file to the File Exchange tool within their group area, each of the members will have access to that file. The file then can be updated by any member of the group until it is complete. A group member then can attach the file to an Assignment and submit it. **The submission will be associated automatically with each member of the group.**

Allow group members to customize their group space or not, as well as determine the number of groups you want. Then "Submit"
Review the existing group set information, then determine whether you want BB to apply any kind of filter to the student selection process.

Assign students into the three groups, which you can name according to the roles they will adopt.

Even though you decided to manually enroll students, BB gives you another opportunity to let the system randomize the groups for you.

Blackboard 9: Instructors - 352
Assign students to their groups

1. Name: Local Politicians

2. Name: Healthcare Providers

3. Name: Consumers

Click "Submit"
Your groups are now created

Groups within the set called Negotiation

<table>
<thead>
<tr>
<th>Name</th>
<th>Group Set</th>
<th>Self-Enroll</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Providers</td>
<td>Negotiation Groups</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Legal Practitioners</td>
<td>Negotiation Groups</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Negotiation Groups</td>
<td>Negotiation Groups</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Using Multimedia
Where is Coursecast?

Panopto Coursecast is a tool for capturing, editing, and delivering a combination of audio, video, Powerpoint slides or your computer screen, and is used by many faculty in the Business School.

From your course home page, select "Tools"

Click on the link "Panopto Coursecast Content"
Since you don’t yet have Coursecast enabled in your course, click on "Configure" to do so

Use the Drop-down field to find your course to which you want to add Coursecast, and click "Submit"

The Coursecast Server (#1) is greyed out and not modifiable
Coursecast has now been added to your course. You DO NOT need to configure anything else.

You can double-check your settings if you like, and if you have not already downloaded the recorder software, you can do it from here.
You can choose to add a tab to the course menu on your home page that reads Videos or Screencasts (or whatever you like). This makes your Coursecast content easily available.

If you do not, the content is accessible by going to "Tools" on the course menu, then clicking on Panopto Coursecast.