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Getting Started in Blackboard at Tri-C

Introduction to Blackboard Learn

Blackboard Learn is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

Blackboard enables instructors to interact with students and course materials, discussion boards, online quizzes, an academic resource center, and more. The degree to which Blackboard is used in a course varies. For example, instructors may supplement an on-campus class by putting their syllabus and handouts on their course sites and using the Grade Center. In contrast, other courses may be conducted entirely through Blackboard, without any on-campus sessions. Blackboard's secure online course development system is accessible 24 hours a day, 7 days a week via an Internet connection and web browser.

Cuyahoga Community College is currently running Blackboard Learn version 9.1 with Ultra Base Navigation.

Integrated Technologies

There are a number of technologies integrated into Blackboard Learn. These include Mediasite, Ally and Collaborate, and ProctorU. Each is mentioned in this User Guide, but each has their own training session.

Ally is accessibility tool that automatically provides alternative formats of documents in Blackboard Learn. These files are made available with the originals, so everything is in one convenient location. These alternative formats increase the ADA accessibility of course materials uploaded to Blackboard. Ally also provides accessibility feedback for faculty to learn how to make their content more accessible.

Mediasite is Tri-C’s complete video creation, hosting and delivery solution. With it you can deliver video lectures and narrated PowerPoints in the online environment. Your videos can also be captioned within 48 hours with the click of a button. You can also add quizzes for additional interaction and knowledge checks.

Web Conference tools enable you to hold synchronous class meetings and virtual office hours. At this time, we offer Blackboard Collaborate and WebEx.

ProctorU is our online proctoring service used to improve the academic integrity of your online assessments. We offer three options: Review Plus Live Launch, LivePlus and Pearson My Math Lab. They use a combination of live proctors and artificial intelligence depending on the option.

These technologies help Online Learning and Academic Technology foster student success in our Learning Management System. Look for training opportunities in each of these integrated technologies in TEC or in the Faculty Forum schedule.
Logging into Blackboard Learn

Logging into Blackboard begins at My Tri-C Space.

1. Go to [My Tri-C Space](https://my.tri-c.edu)
2. **Enter your S number and network password**
3. Click on **Sign in**
4. **Click on the Blackboard icon** on the Home page or Faculty page

You can access Blackboard Learn from the home page or from the Faculty tab.
Blackboard Global Navigation

Upon entering Blackboard, you are presented with the Institution page and the global navigation menu. The screen shot below show what it looks like followed by the descriptions of each of the areas.

- **Institution Page**
- **Cynthia Potteiger**
- **Activity Stream**
- **Courses**
- **Organizations**
- **Calendar**
- **Messages**
- **Grades**
- **Tools**
- **Admin**
- **Sign Out**

**INSTITUTION PAGE:** Find important news as well as helpful information and resources

**PROFILE:** Manage your online persona and modify your notification settings

**ACTIVITY STREAM:** See what’s new and coming up for all of your courses and organizations

**COURSES:** Quickly navigate to your courses with the ability to search, filter and favorite them

**ORGANIZATIONS:** Access the organizations that you are a member of or lead

**CALENDAR:** View all course, organization, institution, and personal events

**MESSAGES:** Stay connected by viewing and sending all messages from one place

**GRADING:** See what’s needs grading across all your courses and start grading with one click

**TOOLS:** Access tools that live outside your courses, like portfolios and the Content Collection
Institution Page

The Institution page has several faculty and student resources, the first of which is the Course Site Request Tool. This is where you will click to get a course site when the time comes to do so (after training is over)

Activity Stream

The Activity Stream displays all the action in all your courses. Users can see what’s due and what needs attention in their courses. This is also the page where you can set up your notifications and your email schedule of notifications. You can decide which notifications will be emailed to you and how often they are emailed. You can configure which notifications appear in your activity stream too. Also, you can filter your activity stream to show only grades and feedback.

Calendar

The Calendar is a very useful page which displays dates by day or month. Adding Due Dates to assessments (tests, assignments, and graded discussion boards) in your courses will be important to students. You can share your Blackboard Calendar with your Outlook Calendar and add your Outlook Calendar to your Blackboard Calendar. Use the Plus sign to make changes to your calendars.

The calendar allows faculty and students to keep track of the schedule for course activities, add and edit additional events onto the calendar, and import the Blackboard Learn calendar into external calendars.

1. Access the calendar by clicking on the Calendar icon in either the full or condensed navigation menu.
Calendar Options

A. Entire Schedule or Due Dates view
B. Day view or Month View.
C. Add - The plus sign opens the ‘Create New Event’ window or the capability to edit schedule or add office hours. Any event can be an all-day event, or you can set the event to repeat.
D. Calendar List- All courses have a unique calendar that displays to students. There is also a personal calendar viewable only by the user. The institution calendar is not in use. By default, all calendars are visible. Click the Checkboxes to show/hide calendars.

Calendar Settings

Select the calendars you want to display:

- Select All Calendars
- My Personal Calendar
- Potteiger(UNavigation)
- Potteiger(Ultra)
- Institution

2. You can share your Blackboard Calendar with your Outlook Calendar, and add your Outlook Calendar to your Blackboard Calendar by clicking on the 3 dots in the top right-hand corner.
3. To create a new event, click a date on the calendar, or click the ‘+’ sign in the right-hand corner. Enter an Event Name and choose the Calendar where you would like your event to display from the drop-down menu.

4. Click on the Starts/Ends calendar and clock icons to select dates and times for your event to display. Click Save to finish.

Courses Page

Click on the Courses link and you’ll be presented with the names of your courses. You can also search for your courses or filter. You can view the courses page by displaying a visual representation of your courses.

Click on the name of the course, Blackboard Boot Camp Training course.
New Course Template - Menu and Start Here

The Start Here folder is part of the default course template included in every Blackboard course at Tri-C. This folder contains course elements based on best practices that will orient students to the course and the resources available at Tri-C. There are 2 folders, course specific and online learning. The Course Specific folder is the place for you to post information about yourself and your course, such as an introduction and the syllabus. The Online Learning folder contains information about the online environment and Tri-C resources for students. We keep this information up to date with new department names, contact information, and student resources.

Within each of the folders, all elements can be edited and/or deleted if desired. To edit or delete, click on the options button to the right of the item.

Course Specific Items

1. **Meet Your Instructor** - This area is especially important for blended and online courses. It provides instructors the opportunity to introduce themselves to students.

2. **Syllabus** - This is a location where the course syllabus should be uploaded since it is the first folder students will visit.
3. **Course Outline and Calendar** - As a best practice, it is helpful for students to see a course outline and calendar detailing their assignments for the entire semester. If this information is contained in the syllabus, it doesn’t hurt to have it posted again in this location. Having it as a separate document will make it easier for the student to print it.

4. **How to Navigate This Course** - By default there is only one sentence of instructions for faculty in this area. However, this location could be used for a short navigational video orienting students to the various parts of the course they will be using on a regular basis.

5. **Course and Tri-C Policies** - This item does not contain any additional information but can be modified to include any unique policies for the course, or to reinforce Tri-C policies such as academic integrity.
Online Learning Items

1. **Online Student Tips** - This area has a video which offers success advice and tips for using Blackboard and a link to Blackboard help for students.

   ![Success Tips for Online Students](image1)

2. **Online Accessibility Statement** - Students requiring accommodations are expected to contact their instructors with the necessary information at the start of the term. This item reminds them and provides contact information for Access offices.

   ![Accessibility Icon](image2)

3. **Netiquette Statement** - Of great importance in the online environment is the way in which students communicate with each other and their instructor.

   ![Netiquette Icon](image3)

4. **Technical Requirements and Computer Skills needed** - Students should be aware at the outset of the course what hardware and software they will need to participate in the course. They should also know what computer skills, (such as email, Microsoft Office, etc.) they will need to have in order to successfully complete the course.

   ![Technical Requirements Icon](image4)
5. **Customer Care Technology Support**: Students can access technical support for issues related to Blackboard, Browsers, Login & passwords for My Tri-C Space, Microsoft Office (Word, Excel, and PowerPoint), My Tri-C Space navigation, and Tri-C Wi-Fi issues. They can reach Customer Care Technical Support 24/7 at 216-987-HELP (4357), email blackboardstudentsupport@tri-c.edu or click on the chat link.

![Gear Icon]

6. **Student Support Services Resources**: Students can link to a clickable PDF with contact information for a myriad of resources available to them as Tri-C students, including but not limited to the following: Student Accessibility Services (for students with disabilities), Enrollment Center, Assessment Center, Bookstore, Campus Police, Counseling, Financial Aid, Library, Learning Center (tutoring), Career Center, Student Life, and the Technology Learning Center.

![Question Mark Icon]
Edit/Student Preview Modes

By default, **Edit Mode** will be on for instructors to manage and make changes to their course content. Turning off Edit Mode will allow instructors to see what their students see in the course.

[Image of Edit Mode on and off]

**Student Preview** mode allows instructors to review and interact with course content in the same manner as a student. This enables them to ensure that course components behave in the desired manner for students.

1. To enter the course in **Student Preview**, **select the option located in the upper right-hand corner next to Edit Mode**.

[Image of Edit Mode on]

2. The **Student Preview** bar will appear at the top of every page.

[Image of Student Preview bar]

In Student Preview it is possible to test the following activities as a student:

- View My Grades (as a preview user)
- Submit assignments
- Create journal entries
- Create discussion posts
- Take tests
3. Once preview mode is entered, the preview user account will appear on the roster. All data associated with the preview attempt will exist in Blackboard until you log out. At that time, you will be prompted to either keep or delete the preview user data. Clicking on remember this choice will inhibit this box from appearing again in this course.

![Exit Student Preview](image)

Keeping the preview user data will put a row in the Grade Center for the student preview user. This may prove to be useful for some, unnecessary for others. Remembering your choice will eliminate this box from showing up each time you exit the preview user mode. You can always reverse your selection by clicking on the settings button in the student preview bar.
Creating Announcements

Announcements can be used to provide students with course reminders and updates. They can include text, images, and various types of multimedia content. To create an announcement, follow the instructions below:

1. In the Course Tools on the left select **Announcements** and click on the grey horizontal bar to **Create Announcement**.

2. Enter the **Subject** and **Message**.

3. Decide if you want to date restrict the announcement. If not date restricted and posted immediately, you can send a copy of the announcement via email if the box is checked. Blackboard cannot send an email for an announcement set to appear in the future.
4. To link the announcement to a location in the course, such as an assignment or discussion forum, click **Browse** to choose your location.

![Course Link](image)

5. When finished, click **Submit**

**Adding a Content Folder**

Content folders are used for organizing course materials within content areas of Blackboard. A best practice is to create one folder for each lesson in your course that contains all necessary materials students will need for that lesson. This will help make materials easier to find and reduces the amount of scrolling in the Course area.

1. **Navigate to a Content area**, such as **Course Content**, by using the Course Menu Area on the left.

![Course Content Menu](image)

2. At the top of the next page, click on the grey bar for **Build Content** until a new menu appears.

![Build Content Menu](image)
3. Click on **Content Folder**

4. Type a **Name** for the folder. Next, type instructions for students in the **text box**.

5. Keep the default setting of **Yes** to allow students to see the folder and its contents. You can also track the number of views if desired.

6. Folders can be set to start displaying to students on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** checkboxes to enable these settings.

7. Click **Submit**
Adding a Content Item

Items are used to add materials and information to a content area. An item is any type of file, text, image, or link that displays to users on a Content Area page. Items are often used to share documents or files with students and provide short text information with the content frame, such as “To-Do” lists or learning objectives.

As a best practice, instructors should create **Items** as opposed to **Files**. Items allow for additional descriptive information to be added to an attachment. Creating a File does not allow the instructor to add additional description to the Item.

1. Navigate to Course Content and open a Content Folder. Click on the grey bar for **Build Content**.

2. Click on **Item**.

3. Enter a name for your Item.
4. **Type your instructions**, information, or descriptions about any attachments.

5. Attach any files students may need by either clicking **Browse My Computer** or by dragging and dropping the content from your desktop into the box surrounded by the dotted lines.

6. Select **Yes** to allow students to view the item.

7. Set any Date and Time restrictions by selecting the **Display After** and **Display Until** checkboxes and calendar.

8. Click the **Submit** button.
Ally Icons and Alternative Formats

After you add a file, you will notice an icon next to the name of it. The icon looks like an upper-case A.

You click on the icon; you and your students will be presented with a choice of alternative formats. The alternative formats include the following:

- Improve electronic course delivery
- Provide a greater opportunity to access information in the way students need or want it
- Benefit every student using Blackboard
- Will be available with the original file in one convenient location

These alternative formats will automatically be available for your students. Faculty do not need to do anything.

Faculty will see another icon. The icon looks like a gas gauge and can be red, orange, or green.

This icon denotes the accessibility of the document(s). Students will not see this additional icon. If faculty wish to improve the accessibility of the documents, they would click on the icon and be provided additional resources from Ally. **Faculty are not required to work on their course accessibility scores at this time and course accessibility reports will not be viewed by anyone other than the instructor for the course.**

We encourage you to review the Faculty Online Digital Accessibility web page to familiarize yourself with the tool.
Creating Web Links

Web links can be created to link students to websites outside of the Blackboard environment.

1. From a content area, click on the grey bar for **Build Content** and select **Web Link**

2. Enter the **Name** and **URL** under Web Link Information. Start the URL with ‘http://’

3. A **Description** is optional but can be helpful for students to understand the purpose of visiting the website provided.

4. Select **Browse My Computer** to add Attachments

5. Select the desired options for availability, tracking and display dates and click **Submit**.
Creating Mediasite Mashups

Mediasite Mashups allow the students to view video content inside Blackboard to enhance their learning experience.

1. In Blackboard, **navigate to the location** where the video content will be linked.

2. **Click on the grey bar for Build Content** to populate the command list

3. **Click on Mediasite** – Link to Presentations under Mashups

4. **Type the title** of the video to link to and click **Search Presentations or just click Search Presentations** to populate a complete list.
5. **Select the check box** of the video to link in the content area.

6. Blackboard will indicate that the content was added successfully. **Click OK.**

7. **Click on the title to verify** that the video is the correct one and it plays successfully.
Creating YouTube Mashups

Mashups are a way to integrate content that is housed on an external website. Currently Tri-C permits Flickr, SlideShare, YouTube, and Mediasite mashups.

1. To add a Mashup as a standalone piece of content, locate the content area where the mashup will be placed. Click on Build Content to view the Mashup options. Select the type of Mashup you wish to create.

![Build Content Menu]

2. Type in the search terms for your Mashup and click Go.

   ![Search Bar]

3. Click Select to add the Mashup to your course.
4. The Create Mashup Item page appears next. The name of the Mashup can be changed if desired.

![ADD YOUTUBE CONTENT TO COURSE](image)

5. This page allows for a number of options to be set, depending on what type of Mashup is being created. The options below are unique to YouTube videos. For YouTube Mashups, select Thumbnail and check the box to show the URL. Students will be able to view the video in full screen without being able to access the URL.

![MASHUP OPTIONS](image)

6. Click Submit to create the Mashup.
Creating a Course Link

Course Links connect students to other areas of a Blackboard course. When placed in one part of a Blackboard course and clicked by a student, they will immediately be taken to the specified part of the course. These links are useful to direct students to complementary course components. For example, a course link next to a video could take students to a discussion forum and ask them to reflect on some aspect of the video.

1. In a content area click on the grey bar for **Build Content** and select **Course Link**

![Course Content](image)

2. On the Create Course Link page, select **Browse**. In the next window you will see a list of the content in the course. Select the item to be linked.

![Choose Item](image)
3. Once an item is selected, the name and location will be filled in automatically.

4. **Select the desired options** for availability, tracking, and display dates. Click **Submit** to finish. The course link will appear in the content list.
How to Edit or Delete Content

1. To modify content items, use the pulldown menu next to the name.

2. **Choose Edit** if you want to modify the entry.

3. **Choose Delete** if you want to remove the entry.

How to Move Content

Moving a folder or item will change the item’s location and it will no longer be housed in its original place in the course. Copying a folder or item will duplicate the item’s location so it will be housed in its original place and the new location.

1. Navigate to the file or folder you wish to move. Click on the options icon next to its name and select **Move**.

2. The next page will ask for the destination course and folder to where the content should be moved. **Click on the dropdown menu** next to Destination Course to choose a course. Then **click Browse** to locate a folder. Moving content deletes the content from the original location.

3. **Click Submit**.
How to Copy Content

Copying a folder or item will duplicate the item’s location so it will be housed in its original place and the new location. Ideally, this is used when you are copying content from one course site to another.

1. **Navigate to the file or folder** you wish to copy. Click on the options icon next to its name and select Copy.

2. The next page will ask for the destination course and folder to where the content should be moved. **Click on the dropdown menu** next to Destination Course to choose a course. Then click Browse to locate a folder. Copying content makes a copy of the content so that it exists in the original location as well as the newly chosen one.

3. Under files links, **keep the default option** of “Include links and make copies of attached and embedded files.”

4. Click **Submit**.
Working with Assessments

Creating an Assignment

Assignments are a type of course content, which creates a link for students to view instructions and submit assignments in the same location. When an Assignment is created, Blackboard automatically creates a column in the Grade Center and instructors can then view and grade the assignments from one central location. Blackboard Assignments streamline the assignment submission process for both students and instructors.

1. Navigate to the desired content area and folder. Click on the grey bar for Assessments.

2. Click on Assignment

3. The Create Assignment page appears
4. **Type a name** for the Assignment

![Assignment Information]

5. **Type the assignment instructions** and include explanations about any attachments.

![Instructions]

6. Attach any files students may need for the Assignment by clicking **Browse My Computer** or dragging the file. The attachment could include detailed assignment instructions, a detailed grading rubric, or materials students might need to complete an assignment.

![Attachments]

7. A due date for the assignment can be entered. If a date is entered in this section, your assignment will show up in students’ Blackboard calendar. Please be aware that students will be able to submit their work after the Due Date unless you made the assignment unavailable in the Availability settings or the Date and Time Restriction. Any work submitted after the due date will always be marked as late by Blackboard.

![Due Dates]
8. **Enter the points possible**

9. Click on **Submission Details** to expand the options for this section. Specify whether this is an Individual or Group Submission. Next, specify the Number of Attempts your students will have to submit their work. Selecting Multiple Attempts can allow for students to submit drafts. Finally, decide if you would like to use SafeAssign for this assignment. SafeAssign is a tool used to prevent and detect plagiarism. For more detailed information, please go to [Blackboard Help on SafeAssign](https://help.blackboard.com/Learn/Instructor/Assignments/SafeAssign).

10. Enable any desired **Grading Options** (optional). **Anonymous Grading** will remove identifying information from student submissions. **Delegated Grading** allows the instructor to permit others enrolled in the course (such as a second instructor) the ability to grade student submissions.

11. The **Display of Grades** area allows instructors to control what grade information for this assignment appears for students in the Grade Center. By default, score is set as the Primary display. Secondary Displays are only visible to instructors. They can be helpful to faculty.
12. Keep the default setting of Make the Assignment Available for your students to view it.

![Availability]

13. **Select date and time restrictions** for the assignment availability, if desired.

![Select Date and Time Restrictions]

14. Click **Submit** to finish.
Grading an Assignment

1. Access assignments that need grading by navigating to the Needs Grading area of the Grade Center.

2. Instructors can sort through assignments by using the drop-down links towards the top of the page.

3. Clicking on Grade All or an individual user attempt will take you to the Blackboard Annotate inline grading screen.

The following features are available in Blackboard Annotate:

A. Sidebar- Thumbnail, Outline or Annotation views of the submission
B. Pages- Use the arrows to jump to different pages in the submission
C. Pan- Move the submission on the page
D. Zoom and Fit- Zoom in & out or adjust the view to fit the page
E. Annotation Tools- Drawing, Brush and Eraser
F. Comment- Provide feedback
G. Print or Download – with the annotations
H. Search- search the submission for specific text
I. Content Library- create a bank of reusable comments

4. If you wish to draw, click on the annotation tool (E) to circle, strike-through, add text, or shapes.

5. If you wish to annotate, you can add a comment(s) to the document by clicking on the Comment Tool (F).

6. A box will appear where you click for you to type your comments. Once completed click Comment.

7. Use the Content Library icon to add a reusable comment to save time.
The submission will then have an icon near the insert point. Your comments appear in a panel next to the submission.

8. **Enter the number of points** for the attempt, **leave any additional feedback**, and click **Submit**.

9. Don’t forget to return to the Grade Center to enter zeros for any missing assignments.
Creating a Discussion Board Forum

A Discussion Board Forum is a space where you can create student-to-student and instructor-to-student interaction, which parallels classroom discussion in the online environment. It’s usually used as a space for the instructor to post prompts, and for the students to reflect and comment on a certain class topic.

1. Navigate to the Discussion Board area.

2. Click on the grey bar and Click Create Forum

3. Enter the forum name in the Name field.
4. **Enter a description**, which can be your discussion board prompt.

   ![Description field](image)

   Discuss the topics covered in the assigned chapters for this week.

5. Ensure the forum is set as available. Choose Date and Time Restrictions. Select the **Display After** and **Display Until** checkboxes to set display dates for the forum.

   ![Forum Availability](image)

6. Choose **Standard View** or require participants to create a first thread in order to view other forum threads by clicking **participants to create their thread before viewing other posts in the forum**.

   ![Viewing Threads/Replies](image)

7. Grading can be enabled at both the Forum level and the Thread level. For ease of use, it is recommended to grade at the **Forum level**. To select to grade the Forum, click the button next to **Grade Discussion Forum and assign a point value**. This will create a Grade Center column for the forum.

   ![Grade section](image)
8. Indicate when you want to see the needs grading status after how many posts. If you are grading the original post and replies, you may want to increase the number to 2 or 3 depending on how many replies you require.

9. Select a Due Date.

10. Subscribe gives the option to receive email notifications when additional posts are added to the Forum or to individual threads.

11. Select desired Forum settings.

12. Click Submit to finish the setup process.
Grading a Discussion Board Forum

1. Navigate to the discussion board you wish to grade by clicking **Discussion Board** from the Course Menu.

2. Click the options menu and select **Grade**

3. A list of students will appear. Click the **Grade** button next to their name.
4. Every post by the selected user will appear on the next page. Instructors can reply directly to the post without leaving the page. Replies will be visible in the Discussion.

5. The **Forum Statistics** area contains information about the selected student in this forum.

6. Enter the points earned and any desired feedback, click **Submit**. The grade is now visible in the Forum Grade area. It will also appear in the Grade Center.
Creating a Test from a Content Area

Blackboard tests are used to create quizzes, exams, or self-check activities within a Blackboard course site. Tests can be automatically graded, timed, and have various display options.

1. Navigate to where you would like the test to appear.
2. Click on Assessments and select Test

3. Click the Create button.

4. Enter a Name and a Description for the test.
5. Enter **Instructions** for students, for example such as time limits, number of questions, or exam open/close dates.

6. Click **Submit**

7. **Choose the type of question** you wish to have from the drop-down menu shown when you Click on the Create Question area. (for directions on how to create a test question refer to the next section)

8. **Enter your question** and answer and possible detractors. If the next question is of the same **type**, click either submit and create another or submit if the next question is of a different type. For example, see page 47 for multiple choice and page 49 for essay questions.

9. **Change the point value** of the questions, if necessary.

10. When test creation is completed, **click OK** in the lower right-hand corner.

11. In the add an existing test section, **choose your test and submit**.

12. The Test Options page appears next. The **Description** can be changed, if desired.
13. In Test Availability, click Yes to make the link available to students. Keeping it as No will prevent students from seeing the test even if the date restrictions permit it.

![Test Availability](image)

14. Instructors can allow Multiple Attempts on the test. If this option is unchecked, students will only have one attempt.

![Multiple Attempts](image)

15. If multiple attempts is chosen, indicate how you want the score calculated.

16. The Force Completion option requires students to complete the test in one sitting. If the students experience technical difficulties and leave the test, they will not be able to return. It is recommended that this is not checked.

![Force Completion](image)

17. Many instructors prefer to limit the time students have to complete tests. The time starts when the test is opened and continues to run even if the student navigates away from the test. The Auto-Submit feature will automatically submit the test when the time limit has been reached.

![Set Timer](image)

18. Select date/time restrictions to make the test available or unavailable to students within a specific timeframe. Use Display After and/or Display Until to set these dates.

![Date/Time Restrictions](image)
19. In Test Availability Exceptions area, instructors can add special date/time exceptions for certain students. This is helpful if a student misses a test window or requires extended time on tests.

![Test Availability Exceptions](image)

20. Choose the student(s) and then set the time, number of attempts, and availability. You can use this setting to allow students with accommodations extra time.

![Setting Due Date](image)

21. Setting a due date will make the test appear in students’ Blackboard calendars. Instructors can also prevent students from taking the test if the due date has passed.

![Due Date Setting](image)

22. In Self-Assessment Options, include this test in Grade Center score calculations, if it counts towards their grade.

23. In Show Test Results and Feedback to Students, instructors can decide if they are going to allow students to see their tests, along with the type of access they will have.

![Show Test Results and Feedback](image)
24. In Test Presentation, instructors have the option of presenting students with all test questions at once, or one question at a time.

25. Check the box for **Randomize Questions** if desired. This will ensure that each test will have the questions presented in a different order.

26. Click **Submit**.
Creating Multiple Choice Questions

1. From the Test Canvas page, Click on **Create Question** and select **Multiple Choice**.

2. Enter the **Question Text**.

3. Under **Options**, select whether the answers will be numbered or lettered, and if they will appear vertically or horizontally for students.

4. Also, under **Options**, instructors can choose to award partial credit for answers and/or show the answers randomly for each student.

5. The default number of answers is four, but that can be modified by selecting the **Number of Answers** from the menu.
6. Answer choices can be deleted by clicking **Remove** to the right of the answer.

7. **Type an answer into each box and indicate the correct answer by clicking the button to the left of the answer.**

8. Optionally, feedback can be entered to display for incorrect and correct responses after the student submits the exam. This feedback will be specific to the question, not the test.

9. Click **Submit and Create** to add another multiple-choice question. To finish or to create a different question type, choose **Submit**. Multiple Choice questions will be automatically graded.
Creating Essay Questions

1. From the Test Canvas page, Click on **Create Question** and select **Essay**.

![Create Question Menu]

2. Enter the **Question Text**.

![Question Text Editor]

3. Click **Submit and Create** to add another essay question. To finish or to create a different question type, choose **Submit**. Essay questions need to be graded by faculty.
Grading Tests

You do not have to grade closed-ended or objective type questions. Blackboard will enter the score in the Grade Center if the test does not have any open-ended questions. Grading open-ended questions is easy to do.

1. From the Needs Grading page, select test from the list of Categories. If you have multiple tests, select an individual test under Item. Then click Go.

2. Click on an individual User Attempt to begin grading. You may want to uncheck the box asking if you want to show attempts that don’t contribute to a user’s grade.

3. Grade the student’s response and enter the appropriate grade in the number of point’s box.

4. Click Submit. Then you will be ready to grade the next attempt. Remember to return to the full grade center so that you can enter zeros for any students who did not take the test.
Managing the Grade Center

The Grade Center is the online grade book for instructors. It serves as a useful tool for you and your students. Students appreciate being able to check their grades on assignments and in their classes online.

Using the Grade Center

1. **Access the Grade Center** from the Control Panel.

2. Expand the Grade Center to access links to the **Needs Grading** and **Full Grade Center** areas.

3. The **Needs Grading** area can help instructors prioritize items to be graded. **Full Grade Center** will show several columns (grade items) and rows (students).

<table>
<thead>
<tr>
<th></th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>DB1</th>
<th>ASSIGNMENT 2</th>
<th>TEST1</th>
<th>ASSIGNMENT 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Student</td>
<td>--</td>
<td>⭕️</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>student</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
4. Grade columns can be arranged by clicking on Manage and Column Organization.

5. Click and drag on the crosshairs to the left of one of the grade item names to rearrange. Click Submit to save changes.

6. To add an additional grade column, hover on the action bar and click on Create Column. Faculty may choose to create a column for participation or for other assessments collected outside of the Blackboard environment.

7. Enter the Name of the grade item and the Points Possible. Click Submit.
Organize Grade Center Columns

You can show or hide columns in the grade center to simplify your view. You can also reorder columns so that they are in chronological order as your students work through the course.

**Hide Course Menu.** Click on the bar between the course menu and grade center to hide the menu giving you more screen space.

**Hide Columns and Reorder**

1. To manage and organize columns in the grade center hover on the grey bar and **select Manage, then select Column Organization.**

2. You can hide column if desired, for instance the username and Student ID columns are the same, so you can hide one of them by selecting it from the list. **If you hide grade center columns in this way, they are only hidden from you. Students will see them.**
3. You also have the ability to change the order in which your grade center columns appear for you and your students. Use the cross hairs to drag columns into the desired order.

4. Be sure to click submit after you make your changes.

**Total Column**
The total column reflects the total number of points. By default, the column is set as the external grade. If you use weighted grades, you should make the weighted column the external grade and delete the total column, so students are not confused. You can also rename the Weighted Total column should you desire.

**Grade Center Best Practices**
1. When you set the Total Column to display as a percent, students know where they stand in the course.

2. Placing the Total Column (or Weighted Total if you use it) first allows students to see their progress right away.

3. It also helps to organize the columns chronologically through the semester.

4. Students see the Total Column as their course grade in the Blackboard App and Ultra Base Navigation so you should make sure that all of the possible points in the course are represented in the Blackboard Grade Center.

5. This means you should enter zeros for missing work as the course progresses.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST ACCESS</th>
<th>TOTAL</th>
<th>ASSIGNMENT # 1- WHAT IS NEWS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia</td>
<td>December 2, 2019</td>
<td>9.0909%</td>
<td></td>
</tr>
<tr>
<td>Sample</td>
<td>December 9, 2019</td>
<td>95.23809%</td>
<td>10.00</td>
</tr>
<tr>
<td>Kari</td>
<td>November 8, 2019</td>
<td>38.09523%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

6. Please delete columns you are not using every semester.
Managing Your Course

Tool Availability

Making tools available enables you and/or your students to see them in your Blackboard course site.

1. **Navigate to the Control Panel** of your course.

2. Click on the **Customization** area.
3. Click on **Tool Availability**

4. Check or uncheck the areas you want available or not available.

5. When finished, click **Submit**.
Requesting a Blackboard Course Site

Blackboard course sites are not automatically created, but rather must be requested by the individual instructor upon completion of the required training or an exemption has been granted after a request was made by the dean.

1. **Navigate to Blackboard** by first going to My Tri-C Space.
2. **Enter your network credentials** (S number and network login, click on the Blackboard Learn title then click Sign In.
3. You will be on the Institution page. Locate the Faculty Resource Tools module and click on the **Course Site Request link**. (Note: The Course Site Request link is also available on the Faculty Tab of My Tri-C Space under the Bb icon.)

![Course Site Request](image)

4. Next **select the type of course to be created**. In order to request a CRN site, you MUST be assigned to the course as the primary instructor in Banner. Click next.

![Select Course Type](image)

5. If you are creating a CRN-Based site, a list of courses to which you are assigned in Banner will appear on the page. **Select one course to create**—only one course site can be created at a time.

![Select Current Assignment](image)

6. A Sandbox (Development or Dev) site can be created at any time. Sandbox (Dev) sites are used to build out content. Students are not enrolled in these sites. Enter the name for your Sandbox site and click next.
7. The next page will ask you what source type you wish to use. The types of sources are described on
the page. The source for the course can be a new course site template, (pre-populated with links to
student resources, helpdesk information and more for your students). It is recommended that you
always use the New Course Site Template as your source. That way you will begin with an ADA
accessible site and the newest Start Here information and resources. You can copy content from
another site using the process described in the next section. The existing course site option will
copy an existing course and its content into your new site. Make your selection and click next.

8. Only enter special requests if necessary. Otherwise leave the box blank. Any special requests will
delay the creation of your site. Click Next.

9. Review the information you entered for accuracy before clicking Finish. (i.e. Source site, destination

10. You will receive an email confirming the receipt of your request, and a second email once your
course has been created. It can take up to 72 hours for a site to be created but is usually less
time.
Copying Course Content from an Existing Source Site

If you have used the New Course Site Template as your source and your site has been created and you wish to populate the new site with existing content, go to the source site to copy the content.

1. In the Source site, go to the Packages and Utilities option in the Control Panel

2. Choose Course Copy from either the Control Panel or Content Frame
3. Choose the Destination Course site ID by clicking on **Browse**. Remember you might have more than one page of course ID’s presented. Either page through or click on Show All at the bottom of the first page.

**SELECT COPY OPTIONS**

* Destination Course ID

4. **Choose the source site components** that you want copied into the site by clicking in the box that precedes it. (i.e. Content Areas, Lessons, or Course Content)

Select Course Materials

- Select All
- Unselect All
- **Content Areas**
- Start Here
- **Lessons**

5. If you want to copy your Discussion Boards, **click in the box that precedes it, but choose to include only the forums, with no starter posts if you do not want previous student posts to be copied.**

- **Discussion Board**
  - Include starter posts for each thread in each forum (anonymized)
  - **Include only the forums, with no starter posts**

6. Choose **Grade Center Columns and Settings** if you want the graded assignments or test columns to exist in the new site.

- Glossary
- **Grade Center Columns and Settings**
- Group Settings
7. Choose Tests, Surveys, and Pools if you want your assignments and tests, surveys or pools to copy over.

- Tasks
- **Tests, Surveys, and Pools**
- Wikis

8. Keep the **default setting of Copy links and copies of the content** under the File Attachments area.

9. Click **Submit**.

10. You will receive an email when the copy process is complete.
Exporting a Blackboard Course

In the effort to optimize Blackboard performance, while saving instructor content, the exporting of course content offers a good option. When one exports course content it creates a zip file which can be stored offline. When and if the content is needed, for example to resurrect a course that has not be taught by you in several years, it is easy to import the course. If you need to create the course in another LMS, this is the process you would follow.

1. Go into the course site you wish to export, then access the Packages and Utilities menu in the Control Panel.

2. **Choose Export/Archive Course.** An export creates a package of course content for reuse. Archive course creates a copy of the course including student records.

3. Chose Export Package from the menu bar.
4. **Stick with the default settings**

**FILE ATTACHMENTS**

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click

- Course Files Default Directory
  - Copy only links to course default directory files
  - Copy links and include copies of the files in the course default directory

- Files Outside of the Course Default Directory
  - Copy only links to files stored outside of the course default directory
  - Copy links and include copies of the files outside of the course default directory

5. **Select the course materials you want exported.**

6. **Click Submit.**

The system will generate an email when the zip package is complete. Once that email is received, open the Export/Archive Manager and download the export package to the local computer or thumb drive. **Do not unzip an export package or remove files.** If you do so the package will not import correctly. You can rename the zip file with the course name, number, and term and save in a location easily identified, i.e. in a folder entitled “zipped course content” on your H drive or thumb drive.
Importing a Blackboard Course

Occasionally you may want to import the course content of one course into another. It might be a course that you haven’t taught for a while that you have exported for safe keeping. When you export course content, you create a zip file which can be stored offline. When the content is needed, you can easily import the zip file.

1. Create a site from the template or enter the course site you want to import into.
2. Go to the Packages and Utilities section of the Control Panel
3. Choose Import Package/View Logs.


5. Browse your computer to locate the zip file you previously exported.
6. Click open. The name of the export file will appear in the Select a Package section.
6. **Select the Course Materials you wish to import.** You can Select all or choose specific areas to import.

8. **Click Submit** when your selection has been made. When completed you will receive an email letting you know the operation has completed and the course is ready to access.
Blackboard Incompletes Tool

1. Navigate to the Faculty Resources area on the My Institution page and click on **Blackboard Incompletes Tool**.

2. You will be asked to **login** to the incompletes tool.

3. **Select the course** where you are granting the incomplete.
4. **Identify the student** receiving the incomplete and **click Grant Incomplete** in the row with their name.

![Edit Student Access](image)

5. **Revoke** the incomplete through the same process.

*Please Note:* Once students(s) are granted an incomplete, they will have access to the course for six weeks into the next term.
Additional Resources for Blackboard

After training, assistance with Blackboard is available from Tri-C and Blackboard if you are having any issues.

Centers for Learning Excellence (CLE)
The CLEs at Tri-C are campus-based hubs to support full-time and adjunct faculty. The CLEs are conveniently located on each campus to provide streamlined access for faculty to instructional support. The CLE team includes Sr. Instructional Designers, Instructional Technologists, and Instructional Support Specialists, whose expertise provide a wide range of support to teaching in any modality.

Western Campus  G-201
Kevin Dranuski
Sr. Instructional Designer, Kevin.Dranuski@tri-c.edu, 216-987-6123
Sarah Goode
Instructional Technologist, Sarah.Goode@tri-c.edu, 216-987-5093
Bill Fogarty, Instructional Support Specialist, William.Fogarty@tri-c.edu, 216-987-5153

Westshore Campus  SHCS 147
Sarah Greywitt
Sr. Instructional Designer, Sarah.Greywitt@tri-c.edu, 216-987-2102

Metro Campus  MCC 105
Pam Regrut
Sr. Instructional Designer, Pamela.Regrut@tri-c.edu, 216-987-4369
Aimee Pearce
Instructional Technologist, Aimee.Pearce@tri-c.edu, 216-987-4864

Eastern Campus  EMHC 100
Jeffrey Rodgers
Sr. Instructional Designer, Jeffrey.Rodgers@tri-c.edu, 216-987-2154
Heather Young Mandujano
Instructional Technologist, Heather.Young@tri-c.edu, 216-987-2173
Steve Ahern, Instructional Support Specialist, Steven.Ahern@tri-c.edu, 216-987-2172

Tri-C Help Desk
24/7 Support: 216-987-4357; Live Online Chat

Local Support: 8:30am-5pm M-F 216-987-4257; helpdesk@tri-c.edu

Faculty Resources Tab of Blackboard
When in Blackboard, Institution Page, Technical Support module, Blackboard Faculty Help Website or Instructor Support (https://help.blackboard.com/Learn/Instructor)
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