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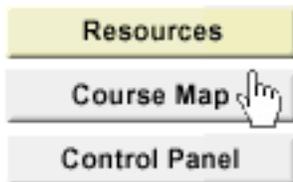
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ROTC BLACKBOARD

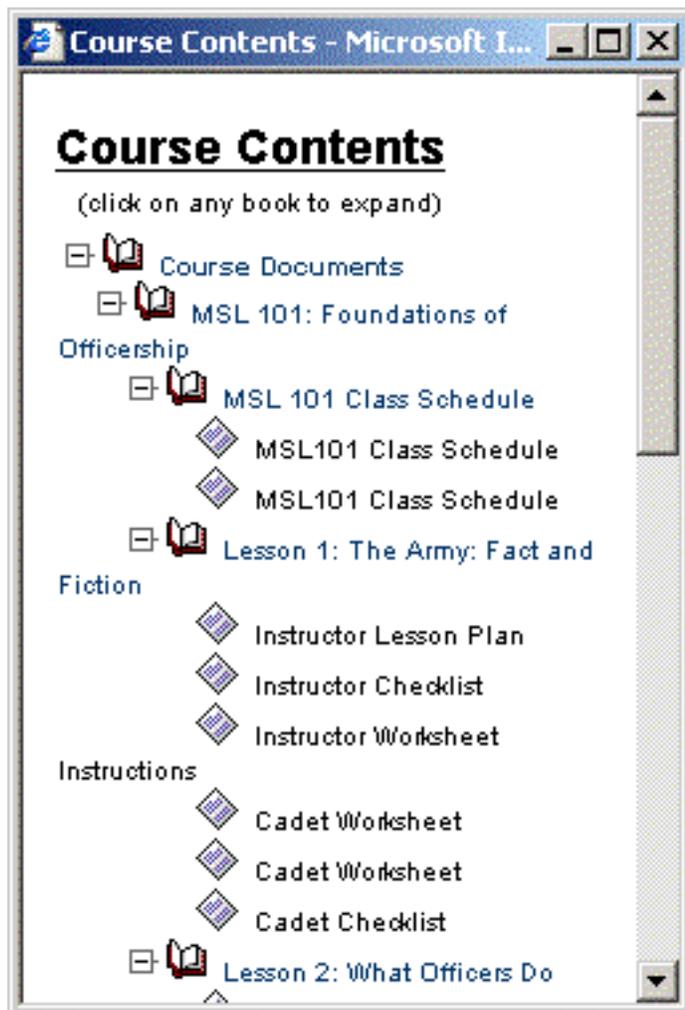
Instructor's Guide to Blackboard

Course Map:

1. Click on the **Course Map** button in the left-hand frame of your Blackboard course.



2. A new browser window will open that contains an outline of all the items located within your course. Click on the plus sign (+) to expand an item.



3. You can use this pop-up outline to navigate through your course. For example, when you click on the link **Course Packet** in the Course Map the contents of the folder Course Packet will be shown in the main Blackboard course window.

Course Documents

Current Location: Lesson 1: The Army: Fact and Fiction

[Top] : [MSL 101: Foundations of Office



Instructor Lesson Plan

MSL101_L01.doc (50176 Bytes)

The Army: Fact & Fiction



Instructor Checklist

MSL101_L01_CL.doc (22016 Bytes



Instructor Worksheet Instr

MSL101_L01_01P.doc (39424 Byte

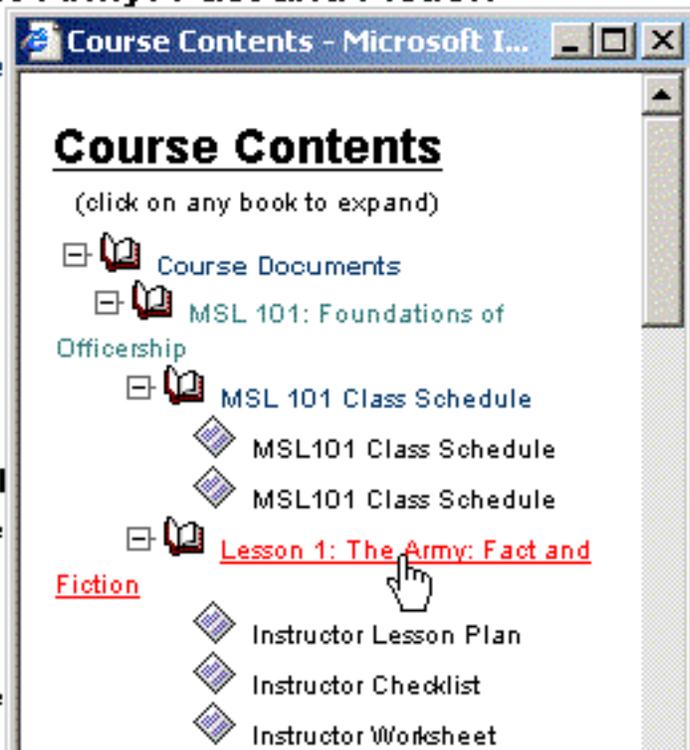
Stereotypes



Cadet Worksheet

MSL101_L01_01C.doc (36352 Byte

Stereotypes Exercise



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ROTC BLACKBOARD

Instructor's Guide to Blackboard

Creating a Survey:

1. While in the **Control Panel**, click on **Assessment Manager** under the "Assessment" category.

2. Click  .

3. Enter a name and description for the survey

1 Name and Description

Name:

Description:

This survey asks students to evaluate the first 8 weeks of the semester.

and then click **Submit**.

4. Enter instructions for the survey

1 Enter Instructions

Enter instructions for the assessment. Students will view these instructions prior to beginning the assessment.

Instructions:

Please remember that surveys are anonymous so feel free to answer questions honestly.

and then click **Submit**.

5. Select the question type to add to the survey. In the example below, we chose to add a True/False Question to the survey.

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:

- Fill in the Blank
- Matching
- Multiple Answer
- Multiple Choice
- Ordering
- Short Answer/Essay
- True/False**
-
- From Question Pool or Assessment

2 Submit

Click **"Submit"** to continue. Click **"Cancel"** to return to the previous screen.

Submit

6. Click **Submit** to continue.

7. Enter the question in the "Question Text" field.

1 True/False Question

Question Text:

This course was a required course in my major field

8. Since surveys do not have correct or incorrect answers you do not need to designate a correct answer.

2 Answers

Answer Values

True

False

9. Click

Add New Question

10. Continue to add questions into your survey. When you are finished adding questions into the survey click

Preview

on

11. Your survey questions will be displayed. You can rearrange the order of the questions by selecting the display number in the pull-down menu next to each question.

Question True/False Modify Remove

Question: This course was a required course in my major field

Answer:

- True
- False

Question Multiple Choice Modify Remove

Question: The textbook and other course materials were

Answer:

- very useful
- useful
- fairly useful
- not useful

12. After you have proofread the questions and answers, click on



13. Click "Yes" next to the question "Make Assessment Available" to allow your students to access the survey.

14. Click **Submit** to post the survey in your Blackboard course.

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ROTC BLACKBOARD

Instructor's Guide to Blackboard

Logging in:

1. Go to <http://rotc.blackboard.com> to access the ROTC Blackboard Portal login page and click **Login**.



Login

Blackboard 5

Welcome!

Welcome to ROTC.Blackboard.com, the comprehensive and flexible e-Learning software platform for the US Army Cadet Command. Blackboard provides a web-based course management system and on-line learning communities which can be tailored to your individual needs and preferences.



United States Army Cadet Command Headquarters

To commission the future officer leadership of the US Army and motivate young people to be better citizens.



Copyright © 1997-2002 Blackboard Inc. All Rights Reserved.

2. Enter your UserName and password. *If you do not know, have forgotten or just need to get a new UserName or password, please e-mail the [ROTC Bb System Administrator](#).* Click **Login** to enter the Blackboard Portal.

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below.

USERNAME:

PASSWORD:

Login 

Accessing your Blackboard Courses:

1. The "My Courses" module in the Blackboard Portal lists links to all of your Blackboard courses.



My Courses 

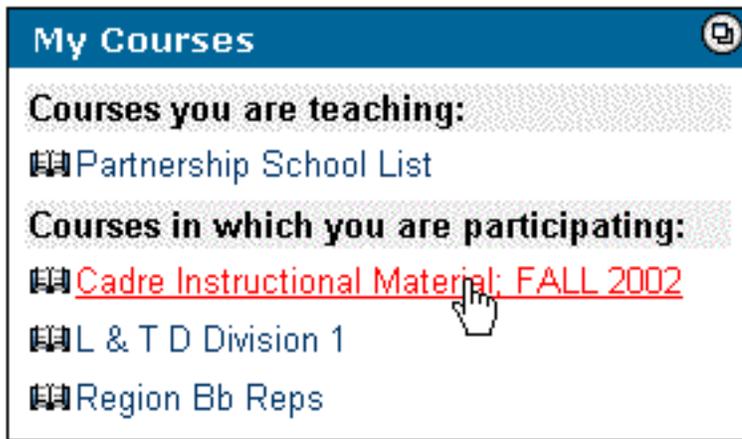
Courses you are teaching:

-  [Partnership School List](#)

Courses in which you are participating:

-  [Cadre Instructional Material; FALL 2002](#)
-  [L & T D Division 1](#)
-  [Region Bb Reps](#)

2. Click on the link to access your Blackboard course.



My Courses

Courses you are teaching:

- Partnership School List

Courses in which you are participating:

- [Cadre Instructional Material: FALL 2002](#)
- L & T D Division 1
- Region Bb Reps

Choosing a Button Style:

1. Click on the **Control Panel** button in the left-hand frame of your Blackboard course.
2. Click on the **Course Images** link under the heading "Course Options".
3. Click on **Button Style** to set the button style for your course.

Course Images

- ▶ [Button Style](#)
Set the button style for your course
- ▶ [Course Banner](#)
Add or remove a course banner on the first page in your course.

4. Highlight a button style in the list box to preview it. Once you have selected a button style, click on **Submit** to update your Blackboard course.

1 Select a Button Style

Button Type:

Striped ▾

Button Shape:

Rectangular Rounded Corners Rounded Ends

Button Style:



[GALLERY OF BUTTONS]



5. Click **OK** after the confirmation message.

Button Style

Receipt: Success

Your Settings for **Cadre Instructional Material; FALL 2002** have been updated.

2002-04-20 7:50:02 AM



Uploading a Banner:

1. Go to the Control Panel and select **Course Images** under the heading "Course Options".
2. Click on **Course Banner** to add a course banner that will appear on the Announcements page in your Blackboard course.

Course Images

- ▶ [Button Style](#)
Set the button style for your course
- ▶ [Course Banner](#)
Add or remove a course banner on the first page in your course.

3. Click on the Browse button and select the graphics file to upload from your computer.

1 Select Course Banner

The banner appears at the top of the announcements page.

Current banner: 

New Banner:

Remove this banner

4. Click **Submit** to upload the banner to your Blackboard course.

5. Click **OK** after the confirmation message.

Course Banner

Receipt: Success

Your Settings for **Cadre Instructional Material; FALL 2002** have been updated.
been updated.

2002-04-20 7:50:02 AM



6. Click on the CourseID in the directory history to return to the course view of your Blackboard course. The directory history is one way to navigate between the course view and the Control Panel.

COURSES > **MEL** > CONTROL PANEL > COURSE IMAGES > COURSE BANNER



7. Note how the banner is displayed within the course.

Announcements

Cadre Instructional Material; FALL 2002

VIEW TODAY

VIEW LAST 7 DAYS

VIEW LAST 30 DAYS

VIEW ALL

April 13 - 20, 2002



UPDATE TO FIELD: New Curriculum and support materials

Instructors should review the lesson plans posted under "course

Posted by (Your
First and Last Name)

Setting Area Availability:

1. In the Control Panel, choose **Course Settings** under the heading "Course Options".
2. Click on **Area Availability** to set the areas to be used in your Blackboard course.
3. Click on the pull-down menu under "Areas" to choose the title for each button that appears in the left-hand frame of your Blackboard course.

1 Set Area Availability

You can designate the various areas for your course below. Simply select the area title from the lists below, and check whether it is "**Enabled**" or "**Disabled**". You can also secure the area by checking the box related to each area under the "**Secure**" heading. By setting an area to "**Secure**", only users who are enrolled in your course will have access to the area.

| | <u>Areas</u> | <u>Enable</u> | <u>Disable</u> | <u>Secure</u> |
|-----|--|----------------------------------|-----------------------|--------------------------|
| 1) | Announcements | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 2) | Course Information | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 3) | Staff Information | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 4) | - Select Staff Information Area - Faculty Information | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 5) | Group Leaders | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 6) | Staff Information | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 7) | Teachers | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 7) | Virtual Classroom | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 8) | Discussion Board | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 9) | Groups | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 10) | External Links | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 11) | Tools | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |

4. To enable a course area select the radio button under the heading "Enable". To disable a course area select the radio button under the heading "Disable". *If you disable a course area, you will still be able to access the area through the Control Panel, however, your students will not be able to access the course area at all.*

1 Set Area Availability

You can designate the various areas for your course below. Simply select the area title from the lists below, and check whether it is "**Enabled**" or "**Disabled**". You can also secure the area by checking the box related to each area under the "**Secure**" heading. By setting an area to "**Secure**", only users who are enrolled in your course will have access to the area.

| | <u>Areas</u> | <u>Enable</u> | <u>Disable</u> | <u>Secure</u> |
|-----|--------------------|----------------------------------|----------------------------------|--------------------------|
| 1) | Announcements | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 2) | Course Information | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 3) | Staff Information | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 4) | Course Documents | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 5) | Assignments | <input type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 6) | Communication | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 7) | Virtual Classroom | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 8) | Discussion Board | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 9) | Groups | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 10) | External Links | <input type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 11) | Tools | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |

5. To secure a course section, simply check the checkbox under the heading "Secure". *Once you make a course area secure, only students enrolled in your Blackboard course will be able to access the secured sections. All other users who attempt to access the course section will receive the error "401: Access Denied".*

1 Set Area Availability

You can designate the various areas for your course below. Simply select the area title from the lists below, and check whether it is "**Enabled**" or "**Disabled**". You can also secure the area by checking the box related to each area under the "**Secure**" heading. By setting an area to "**Secure**", only users who are enrolled in your course will have access to the area.

| | <u>Areas</u> | <u>Enable</u> | <u>Disable</u> | <u>Secure</u> |
|-----|---|----------------------------------|----------------------------------|-------------------------------------|
| 1) | Announcements | n/a | n/a | n/a |
| 2) | <input type="text" value="Course Information"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| 3) | <input type="text" value="Staff Information"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| 4) | <input type="text" value="Course Documents"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| 5) | <input type="text" value="Assignments"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| 6) | <input type="text" value="Books"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 7) | Communication | <input checked="" type="radio"/> | <input type="radio"/> | n/a |
| 8) | <input type="text" value="Virtual Classroom"/> | <input checked="" type="radio"/> | <input type="radio"/> | n/a |
| 9) | Discussion Board | <input checked="" type="radio"/> | <input type="radio"/> | n/a |
| 10) | Groups | <input checked="" type="radio"/> | <input type="radio"/> | n/a |
| 11) | <input type="text" value="External Links"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="checkbox"/> |
| 12) | <input type="text" value="Tools"/> | <input checked="" type="radio"/> | <input type="radio"/> | n/a |

6. Scroll down to the bottom of the screen and click **Submit** to update your Blackboard course.

7. Click **OK** after the confirmation message.

Area Availability

Receipt: Success

Your Settings for **Cadre Instructional Material; FALL 2002** have been updated.

2002-04-20 7:50:02 AM



Enabling/Disabling Communication Areas:

1. In the Control Panel, choose **Course Settings** under the heading "Course Options".
2. Click on **Area Availability** to select which communication areas will be available in your Blackboard course.
3. Scroll down to the second section: "2: Enable/Disable Communication Areas".
4. To allow student access to a communication area select the radio button under the heading "Enable". To disallow student access to a communication area select the radio button under the heading "Disable". *If you disable a communication area, you will still be able to access the area through the Control Panel, however, your students will not be able to access the communication area at all.*

2 Enable / Disable Communication Areas

Within the Communication Area, you can " **Enable** " or " **Disable** " the following tools:



Send E-mail

Enabled Disabled

All Users All Groups
 All Teaching Assistants All Instructors
 Select Students Select Groups



Discussion Board

Enabled Disabled



Virtual Classroom

Enabled Disabled

Enter Virtual Classroom
 View Archives



Roster

Enabled Disabled



Group Pages

Enabled Disabled

5. Click **Submit** to update the communication areas in your Blackboard course.

6. Click **OK** after the confirmation message.

Enabling/Disabling Tools:

1. In the Control Panel, choose **Course Settings** under the heading "Course Options".

2. Click on **Area Availability** link to select which communication areas will be available in your Blackboard course.

3. Scroll down to the third section: "3: Enable/Disable Tools".

4. To enable a tool select the radio button under the heading "Enable". To disable a tool select the radio button under the heading "Disable". *If you disable a tool, you will still be able to access the*

area through the Control Panel, however, your students will not be able to access the tool at all.

3 Enable / Disable Tools

Within the Tools Area, you can " **Enable** " or " **Disable** " the following tools:



Digital Drop Box

Enabled Disabled



Edit Your Homepage

Enabled Disabled



Personal Information

Enabled Disabled



Course Calendar

Enabled Disabled



Check Grade

Enabled Disabled



Tasks

Enabled Disabled



**Electric Blackboard -
EDTECH_1874_55548_200108**

Enabled Disabled



Manual

Enabled Disabled

5. Click **Submit** to update the tools in your Blackboard course.

6. Click **OK** after the confirmation message.

Area Availability

Receipt: Success

Your Settings for **Cadre Instructional Material; FALL 2002** have been updated.

2002-04-20 7:50:02 AM



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ROTC BLACKBOARD

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Blackboard Portal:

Logging In:

1. Go to [ROTC Blackboard](#) to access the ROTC Bb Portal login page and click on the "**Login**" button .



Login

Blackboard 5

Welcome!

Welcome to ROTC.Blackboard.com, the comprehensive and flexible e-Learning software platform for the US Army Cadet Command. Blackboard provides a web-based course management system and on-line learning communities which can be tailored to your individual needs and preferences.



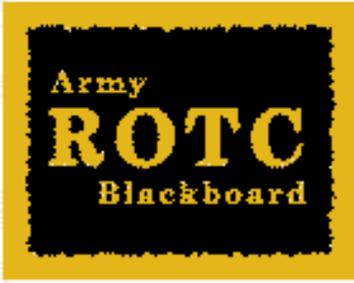
United States Army Cadet Command Headquarters

To commission the future officer leadership of the US Army and motivate young people to be better citizens.



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2. Enter your UserName and your password. Click **Login** to enter the Bb Portal.



Welcome.

Welcome to **ROTC Blackboard**. Please enter your User Name and Password to access your e-Learning system.

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below.

USERNAME:

PASSWORD:

Login

Blackboard Portal Overview:

1. The Bb Portal provides centralized access to your Bb courses and Bb's on line documentation.

My ROTC:

1. Click on **My ROTC** tab to view information relating to your Blackboard courses.



2. The My ROTC tab of the Blackboard portal consolidates announcements, calendar and task information for all of your Blackboard courses. You can access all of your Blackboard courses via the links provided in the "My Courses" module.

TOOLS

- Announcements
- Calendar
- Tasks
- Send E-mail
- User Directory
- Address Book
- Personal Information

SEARCH THE WEB

Welcome, Abraham!

My Announcements

No announcements have been posted today. [more...](#)

My Organizations

You are not currently a member of any organizations in the Blackboard system.

My Calendar

No calendar events have been posted. [more...](#)

My Tasks

Personal Tasks

No Personal tasks due today.
No Course or Organization tasks due today. [more...](#)

My Courses

Courses you are teaching:

- Cadre Instructional Material; FALL 2002 [Unavailable]

Courses in which you are participating:

- Cadre Instructional Material; FALL 2002

Services

No Services Specified.

My Courses:

1. The "My Courses" module in the Blackboard Portal lists links to all of your Blackboard courses.

My Courses

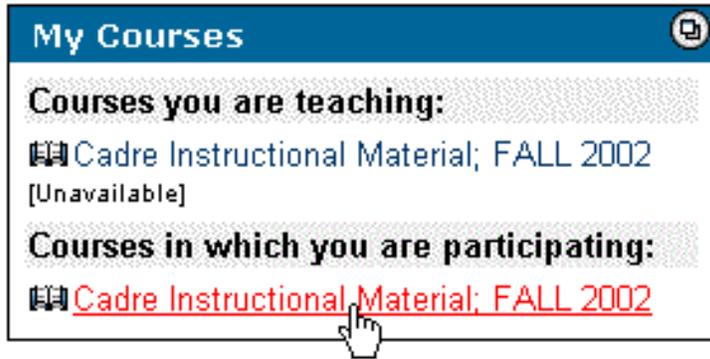
Courses you are teaching:

- Cadre Instructional Material; FALL 2002 [Unavailable]

Courses in which you are participating:

- Cadre Instructional Material; FALL 2002

2. Click on the link to access your Blackboard course.

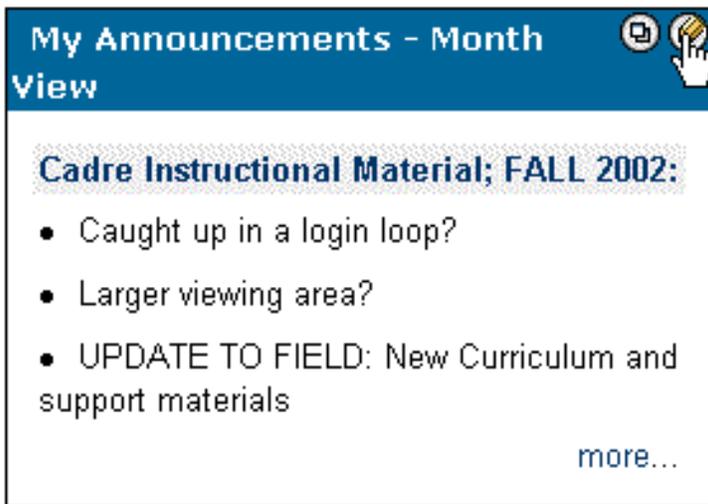


My Announcements:

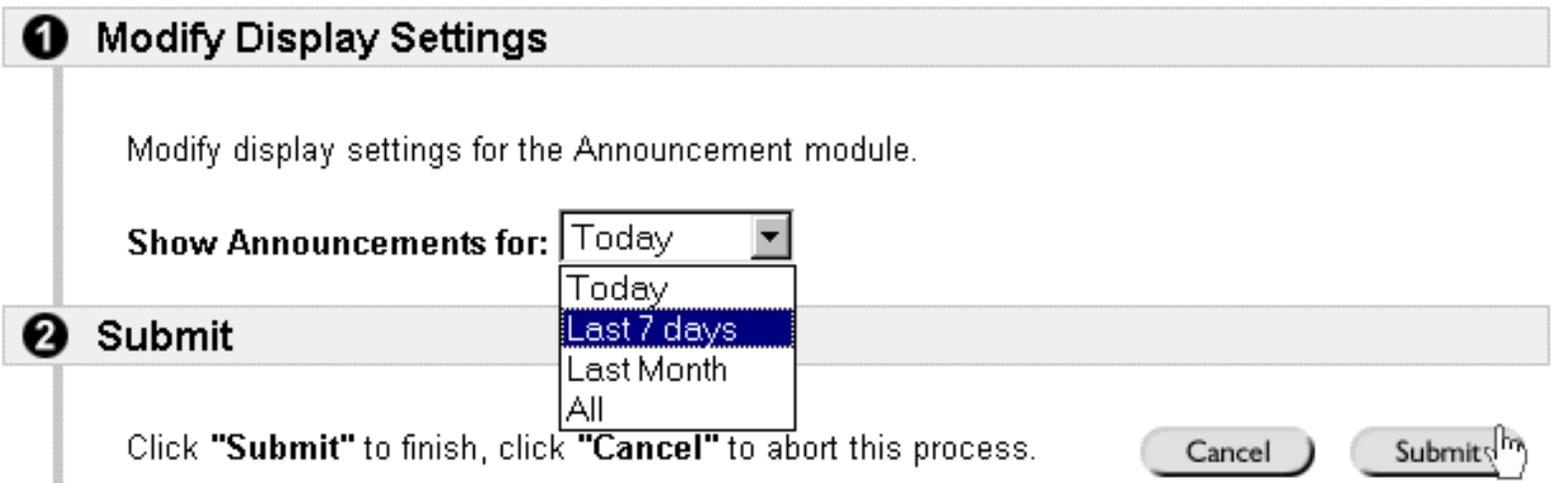
1. The "My Announcements" module in the Blackboard Portal lists announcements for all of your Blackboard courses.



2. The default setting in your Blackboard Portal is to list the current day's announcements only. You can customize this setting by clicking on the pencil icon in the upper right-hand corner of the "My Announcements" module.

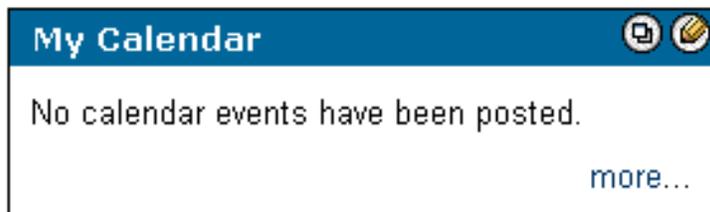


3. Choose the desired duration time that you would like for announcements to appear in the "My Announcements" module in your Blackboard Portal and then click **Submit** to save the changes.

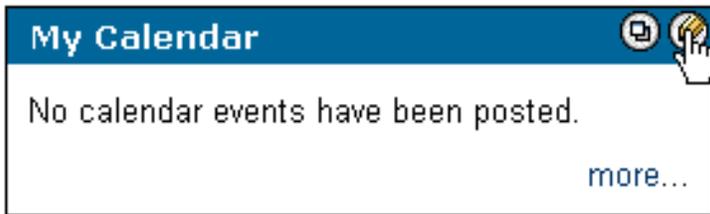


My Calendar:

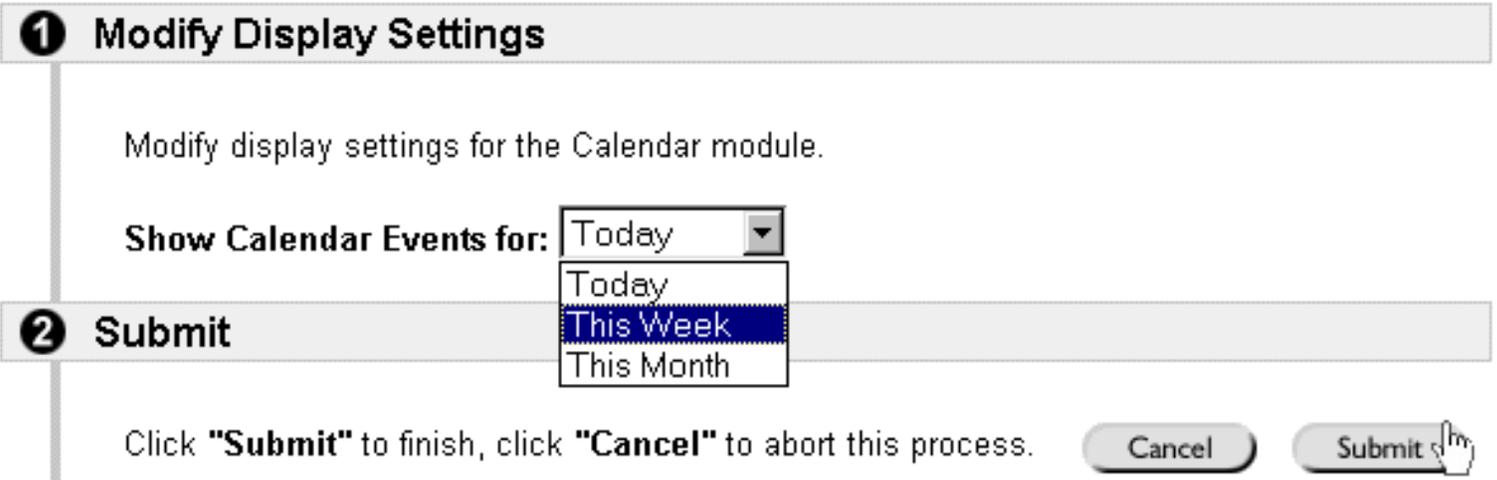
1. The "My Calendar" module in the Blackboard Portal lists calendar events for all of your Blackboard courses.



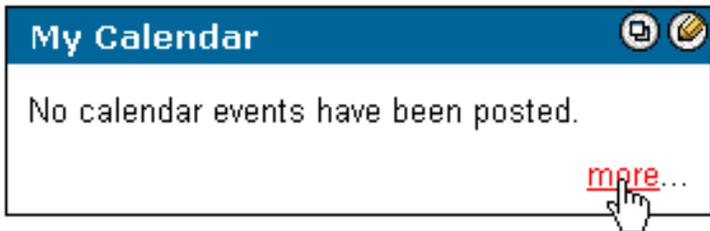
2. The default setting in your Blackboard Portal is to list the current day's calendar events only. You can customize this setting by clicking on the pencil icon in the upper right-hand corner of the "My Calendar" module.



3. Choose the desired duration time that you would like for calendar events to appear in the "My Calendar" module in your Blackboard Portal and then click **Submit** to save the changes.



4. To add an event to your calendar click on the **more...** link at the bottom of the "My Calendar" module.



5. Click on **Add Event** to add an item into your personal calendar.

My Calendar: View by Week

 Add Event  Quick Jump

VIEW DAY **VIEW WEEK** **VIEW MONTH** **VIEW YEAR**

◀ April 28 - May 4, 2002 ▶

Sunday, April 28

OK

4. Enter a title and a brief description for the calendar event.

1 Event Information

Event Title:

Event Description:
(4,000 characters maximum)

Plain Text HTML

5. Select the event's date and time in the pull-down menus.

2 Event Time

Event Date: Apr 29 2002

Event Start Time: 02 30 PM

Event End Time: 03 30 PM

3 Submit

Click **"Submit"** to finish, click **"Cancel"** to abort this process.

6. Scroll down and click **Submit** to add the event to your personal calendar.

Calendar: Add Event

Receipt: Success

Event Added.

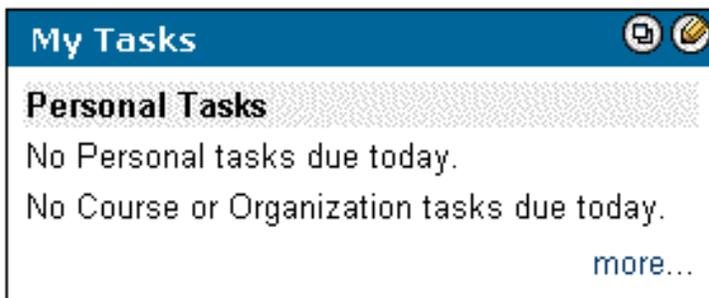
Event Date: April 29, 2002

Title: Instructors Meeting

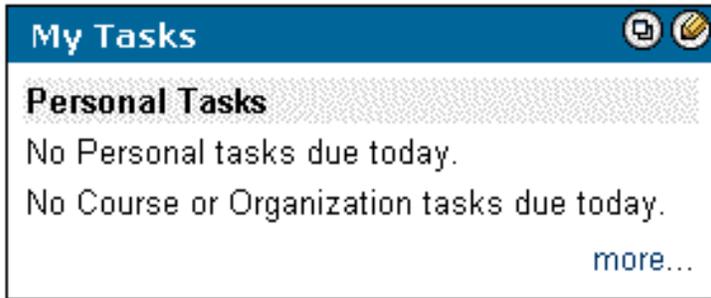
Sun Apr 28 08:24:11 2002

My Tasks:

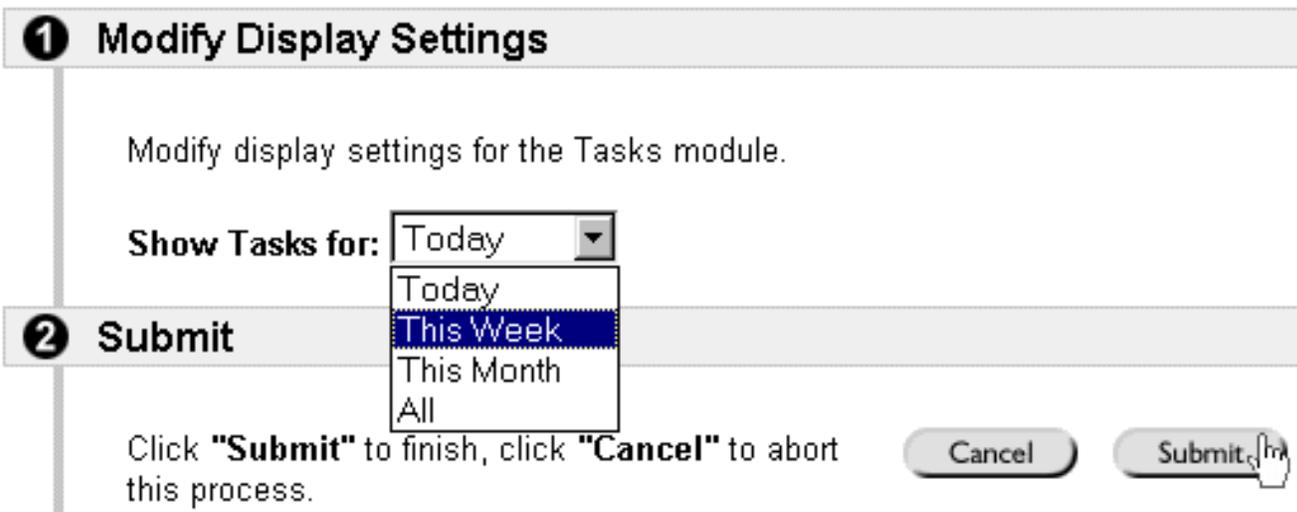
1. The "My Tasks" module in the Blackboard Portal lists reminders of course tasks as well as personal events & projects.



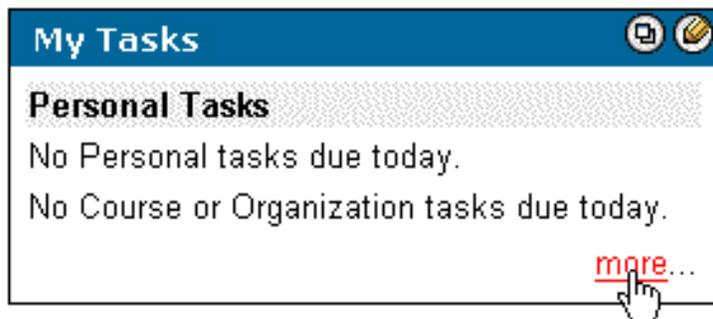
2. The default setting in your Blackboard portal is to list the current day's tasks only. You can customize this setting by clicking on the pencil icon in the upper right-hand corner of the "My Tasks" module.



3. Choose the desired duration time that you would like for tasks to appear in the "My Tasks" module and then click **Submit** to save the changes.

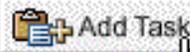


4. To add a personal project to your task list click on the **more...** link at the bottom of the "My Tasks" module.



5. Click on **Add Task**.

Tasks

 Add Task All Tasks 

 - High Priority  - Low Priority

PRIORITY SUBJECT STATUS DUE DATE

OK

6. Enter a title, description and due date for the task.

1 Task Information

Task Title:

Description:

Smart Text Plain Text HTML

Due Date: 

7. Assign a priority and status for the task.

2 Task Options

Priority:

Status:

8. Scroll to the bottom of the screen and click **Submit** to save the task.

9. Click **OK** after the confirmation message.

Add Task

Receipt: Success

 **Complete MSL101_L05 Paper**
Due Date: *Apr 28, 2002*
Priority: Normal
Status: In Progress

Finish paper NLT today.

2002-04-28 8:39:56 AM

OK

Courses Tab:

1. Click on the **Courses** tab to view the Blackboard course catalog.



2. The Courses section of the Blackboard portal contains a listing of your courses under the heading "Course List". The "Course Catalog" organizes all of the Blackboard courses by college.

The screenshot shows the Army ROTC Blackboard interface. At the top, there is a navigation bar with the Army ROTC logo and the text "Army ROTC". To the right of the logo are links for "Home", "Help", and "Logout". Below the navigation bar are several tabs: "My ROTC", "Courses", "Community", "Services", and "Academic Web Resources". The "Courses" tab is currently selected.

On the left side, there are two search boxes: "COURSE SEARCH" with a "GO!" button and "advanced search" text, and "SEARCH THE WEB" with a "GO!" button.

The main content area is titled "Course List" and is divided into two sections:

- Courses you are teaching:**
 - Cadre Instructional Material; FALL 2002** [Unavailable]
 - Course ID: [Test](#)
 - Instructor(s): Abraham Tabar
- Courses in which you are participating:**
 - Cadre Instructional Material; FALL 2002**
 - Course ID: [MSL](#)
 - Instructor(s): Sheila Visconti, Daniel Hamilton, Abe Tabar

On the right side, there is a "Course Catalog" section with a list of links:

- All Regions Discussion Board
- Assessments and Surveys
- Cadre Instructional Material (MSL COURSES)
- First Region
- Fourth Region
- Leader and Training Development Division
- Messages Board
- Recruiting and Retention
- Second Region

At the bottom of the Course Catalog section is a link: [Browse Course Catalog](#)

Services Tab:

1. Click on the **Services** tab to view Institution Services.

The screenshot shows the Army ROTC Blackboard interface with the "Services" tab selected. The navigation bar at the top is the same as in the previous screenshot. The tabs below the navigation bar are "My ROTC", "Courses", "Services", "Academic Web Resources", and "Branch Sites". The "Services" tab is highlighted.

Academic Web Resources Tab:

1. Click on the **Academic Web Resources** tab to view the Blackboard Resource Center for the Instructor and Student.

Army ROTC

Home Help Logout

My ROTC Courses Services Academic Web Resources Branch Sites

Blackboard Resources

Resources Login | Register | Resources Home | Products & Services | Help

HOME > RESOURCES MAIN PAGE

Welcome to the **Resource Center**, your source for high-quality educational content and information.

STEP 1: Categories

- Art and Music
- Business and Management
- Computer & Engineering
- Computer and Information Technology
- Education
- Hobbies
- Languages
- Legal
- Literature and Linguistics
- Mathematics
- Medicine & Health
- Physical Education
- Science
- Social Sciences and Social Study
- Vocational

Branch Site Tab

1. Click on the **Branch Site** tab for a preview of the different branches in the Army.

The screenshot shows the Army ROTC website interface. At the top, there is a dark red header with the Army ROTC logo on the left and navigation links for Home, Help, and Logout on the right. Below the header is a secondary navigation bar with buttons for My ROTC, Courses, Services, Academic Web Resources, and Branch Sites. The main content area has a black background. On the left side, there is a vertical list of military branches, each with a small icon to its left. The central part of the page features a large yellow banner with a grid pattern. Inside the banner is a framed image of a soldier in a combat vehicle, and to the right of the image is a white arrow-shaped box containing the word 'INFANTRY' in bold, black, uppercase letters. At the bottom of the banner, there is a horizontal strip of small, square images.

[DOLD](#) | [Edu & Futures Div](#) | [Current Ops Div](#) | [SOCC](#) | [CDT Command](#)

[Email the DOLD WebMaster](#)

This page was last updated on February 13, 2004

ROTC BLACKBOARD

Instructor's Guide to Blackboard

Content Editors:

Adding Announcements:

1. Click the **Control Panel** link in the directory history at the top of the screen to return to the Control Panel.

COURSES > TEST > **CONTROL PANEL** > COURSE IMAGES > BUTTON STYLE



2. Click the **Announcements** link under the heading "Content Areas" and then click .



3. Type the content of your announcement in the box under "Announcement Information". You can use html tags in your announcement if you check the option "html".

Subject:

Welcome Cadre

Message:

```
<b>this is our first announcement</b>
<p>
<i>This is an example of how to create an announcement
using html tags</i>
</p>
```

Smart Text Plain Text HTML

4. Click on the **Submit** button at the bottom of the page to post the announcement in your course.

5. You will receive a notice confirming the addition of the announcement to your course.

Announcement Receipt

Announcement added

Welcome Cadre

this is our first announcement

This is an example of how to create an announcement using html tags

2002-04-20 8:58:43 AM



6. Return to the course view of your course by clicking on the CourseID in the directory history at the top of the screen.

[COURSES](#) > [TEST](#) > [CONTROL PANEL](#) > [ANNOUNCEMENTS](#) > [ANNOUNCEMENT RECEIPT](#)



7. Observe where your announcement is posted and how the html tags are interpreted by the browser.

Announcements

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

April 13 - 20, 2002

 **Sat, Apr 20, 2002 -- *Welcome Cadre***
this is our first announcement

Posted by (Your First and Last Name)

This is an example of how to create an announcement using html tags

Adding Course Documents:

1. In the Control Panel, select **Course Information** under the "Content Areas" section.

2. Click  and then click on the down arrow beside "Name" to see options for labeling your document. Select "Syllabus" as the item name.

1 Content Information

Name:

Course Documents ▼

or specify your own name:

Instructor Lesson Plan

Choose Color of Name:



3. Scroll down to "Content Attachments" and click the **Browse** button to upload the file. If you would like to specify the name of the link, enter it in the text box next to "Name of Link to File". If you leave this box blank, the default link name will be the file name.

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:

G:\MSL101_RFC.doc

Browse...

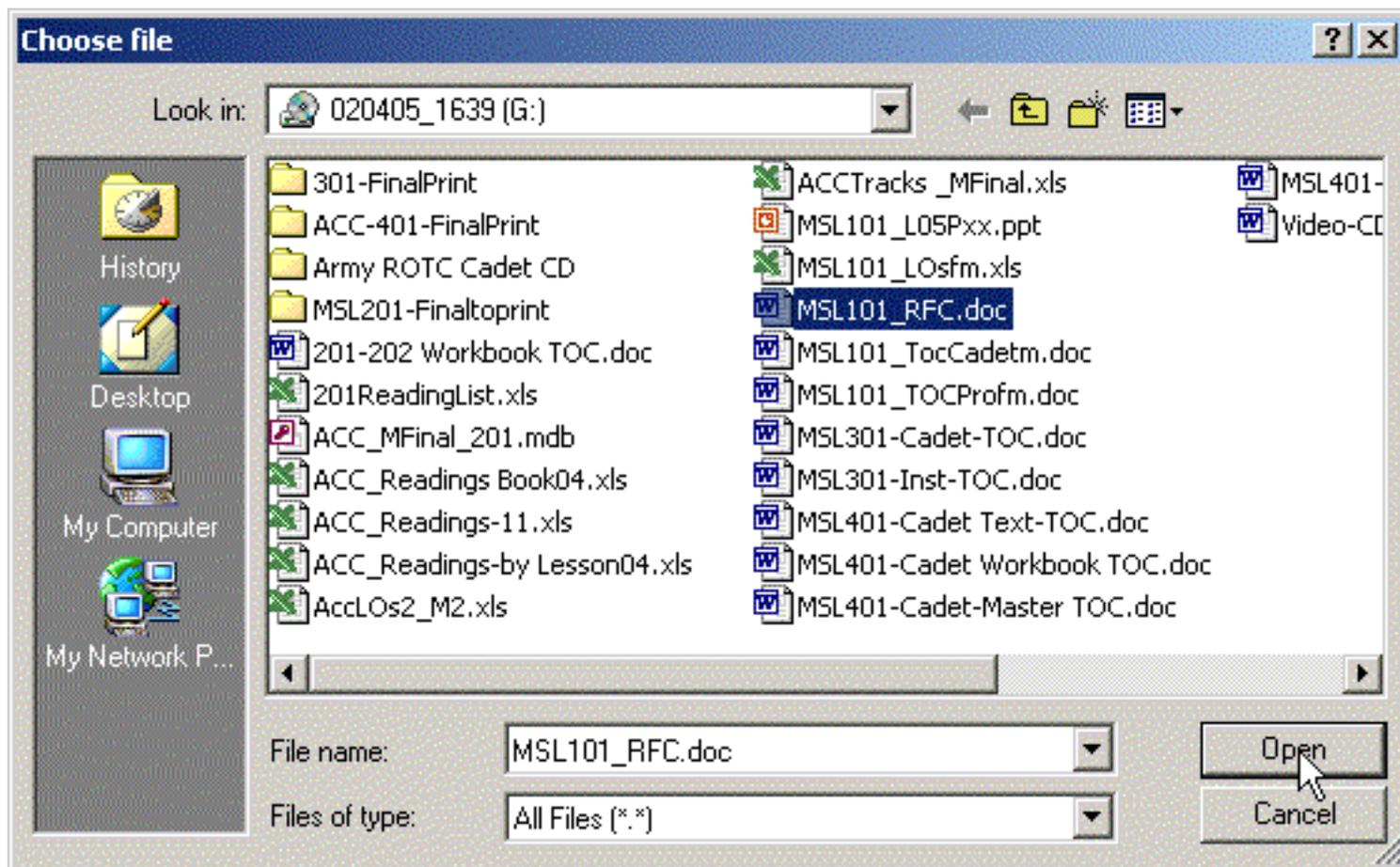
Name of Link to File:

MSL101_RFC.doc

Special Action:

Create a link to this file ▼

4. Now go to your computer, find and select and select "*MSL101_RFC.doc*"



5. Scroll down and select **Submit** to post your Instructor Lesson Plan into your course.

6. Click on the CourseID in the directory history at the top of the screen to return to the course view of your course:

COURSES > [IFSI](#) > CONTROL PANEL > COURSE DOCUMENTS > CONTENT RECEIPT

7. Click on the **CourseInformation** button in the left-hand frame. Note how the document is displayed. Open the document by clicking on the link below the item name "Instructor Lesson Plan".

Course Documents

Current Location: Course Documents



Instructor Lesson Plan

MSL101.doc (19968 Bytes)

Creating a Folder Hierarchy:

1. Return to the **Control Panel** and select **Course Documents** under the "Content Areas" section.

2. To create a folder within the "Course Documents" section click



3. Under "Folder Information" select "Course Packet" as the folder name

1 Folder Information

Name:

or specify your own name:

Choose Color of Name:

4. One of the options when uploading items into Blackboard is setting the visibility of items. If you would like your students to access the information immediately, choose "Yes" next to the question "Do you want to make folder visible?" If you choose "No", you will be able to access the item in the Control Panel, but your students will not be able to view the item from the course view.

Choose "Yes" to make the "Course Packet" folder visible to students:

2 Options

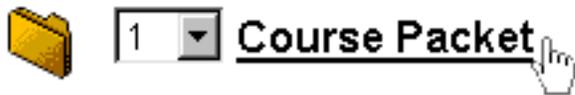
Do you want to make folder visible: Yes No

5. Click **Submit** to create the "Course Packet" folder.

6. Click **OK** after the confirmation message.

7. Note that the current folder location is still "Course Documents. To upload documents into the "Course Packet" folder you must be inside that folder. Enter the folder by clicking on the "Course Packet" link.

Current Location: Course Documents



8. You are now inside the "Course Packet" folder. Note that the folder is empty.

Current Location: Course Packet

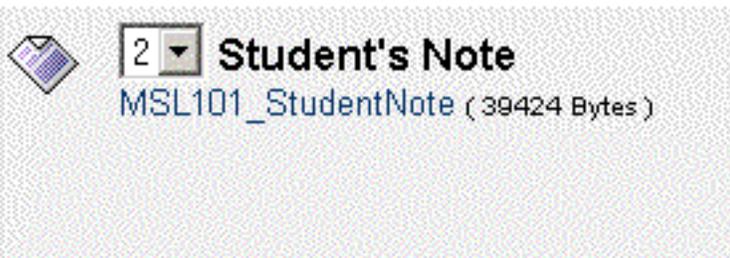
[[Top](#)] : Course Packet

Folder empty

9. Click  and upload 3 documents into the folder, such as *MSL101_instrNotes.doc*, *MSL101_StudentNote.doc*, and *PowerPoint Presentation.ppt*.

Current Location: Course Packet

[[Top](#)] : Course Packet



10. Once you have uploaded the 3 documents, click on the CourseID in the directory history to return to the course view.

[COURSES](#) > [TEST](#) > [CONTROL PANEL](#) > [COURSE DOCUMENTS](#) > [CONTENT RECEIPT](#)

11. Click on the **Course Documents** button in the left hand frame.

12. Go into the "Course Packet" folder.

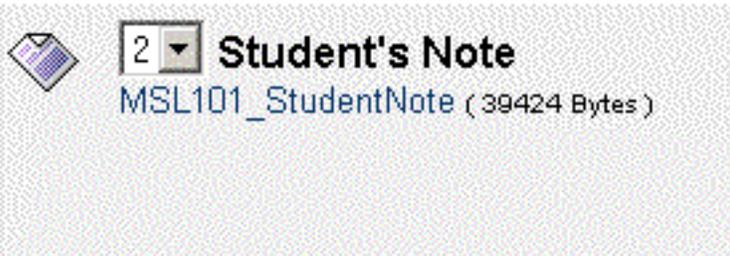
Current Location: Course Documents



13. The three files that you uploaded into the folder "Course Packet" will be listed. Click one of the links to view the file in Blackboard.

Current Location: Course Packet

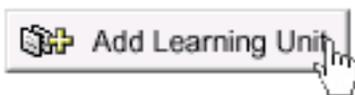
[[Top](#)] : Course Packet



Adding a Learning Unit:

1. Return to the **Control Panel** and select **Course Documents** under the "Content Areas" section.

2. Click on



3. Enter the name for the learning unit under "Learning Unit Information".

1 Learning Unit Information

Name:

Other – Add Text Below ▾

or specify your own name:

Lesson One

Choose Color of Name:



4. If you would like the student to view the learning unit pages in order, choose "Yes" next to the option "Do you want to enforce sequential viewing of the learning unit?".

2 Options

Do you want to enforce sequential viewing of the Learning Unit?

Yes No

Do you want the Learning Unit to open in a new window?

Yes No

5. Click **Submit** to continue uploading the learning unit.

6. Click **OK** after the confirmation message.

Content Receipt

Learning Unit added

Lesson 1

2002-04-20 10:04:03 AM

7. Click on the learning unit link to enter it.



3 ▾

Lesson One



Modify

Remove

8. Click  to upload the first file to the learning unit.

9. Enter a title for the first page of the learning unit in the text box next to "Name". Click the **Browse** button and choose the first file to upload from your computer.

1 Content Information

Use this option to display only the attached file as part of the Learning Unit. This option provides a "slide show" perspective.

Name:

File to Attach: **Browse...**

Name of Link to File:

10. Click **Submit** to upload the file into the learning unit.

11. Click **OK** after the confirmation message.

Content Receipt

File added

1. Introduction

MSL101_Intro (53248 Bytes)

2002-04-20 10:07:18 AM

OK

2. Click  to upload the second file to the learning unit.

13. Enter a title for the second page of the learning unit in the text box next to "Name". Click the **Browse** button and choose the second file to upload from your computer.

1 Content Information

Use this option to display only the attached file as part of the Learning Unit. This option provides a "slide show" perspective.

Name:

File to Attach:

Name of Link to File:

14. Click **Submit** to upload the file into the learning unit.

15. Click **OK** after the confirmation message.

Content Receipt

File updated

2. Cadet Lesson TOC

MSL301InstTOC.doc (69632 Bytes)

2002-04-20 10:22:09 AM

16. Follow steps 12-15 to continue adding files into your learning unit.

17. When you have uploaded all files into the learning unit, click on your CourseID in the directory path at the top of the screen to return to the student view of your Blackboard course.

[COURSES](#) > [1F51](#) > [CONTROL PANEL](#) > [COURSE DOCUMENTS](#)



18. Click on the **Course Documents** button in the left-hand column.

19. Click on the learning unit to enter it.

Course Documents

Current Location: Top



Instructor Lesson Plan

MSL101.doc (19968 Bytes)



Course Packet



Lesson One

20. Note how the learning unit is displayed in the Blackboard course. Click on the arrows to traverse through the pages.

Course Documents

Current Location: Lesson 1

[[Top](#)] : Lesson 1, **Introduction**



Page 1 of 2



[Contents](#)

The screenshot shows a Blackboard course page. At the top, there is a navigation bar with a progress indicator showing the current position in the course. Below the navigation bar, there is a sidebar on the left with a list of lessons. The main content area displays the title "Lesson 1" and "MSL 101".

Using the Timed Release Content Option:

Instructors can implement the timed release content feature when uploading announcements, course documents, learning units and assessments.

1. The timed release feature is listed under the "Options" section when you upload information into your Blackboard course. The example below shows the timed release content option for an announcement:

2 Options

Always show this announcement on the course's main page. Yes No

Restrict dates to show this announcement:

Display After

Jun 26 2001 

12 00 AM

Display Until

Jun 26 2001 

12 00 AM

2. Check the boxes next to "Display After" and "Display Until" to use the timed release content feature.

2 Options

Always show this announcement on the course's main page. Yes No

Restrict dates to show this announcement:

Display After

Jun 26 2001 

12 00 AM

Display Until

Jun 26 2001 

12 00 AM

3. Choose the date and time that the item will be first available to students in the pull-down menu underneath the heading "Display After".

2 Options

Always show this announcement on the course's main page. Yes No

Restrict dates to show this announcement:

Display After

Jul 01 2001 

02 00 PM

Display Until

Jun 26 2001 

12 00 AM

4. Choose the date and time that the item will be unavailable to students in the pull-down menu underneath the heading "Display Until".

2 Options

Always show this announcement on the course's main page. Yes No

Restrict dates to show this announcement:

Display After

Jul 01 2001 

02 00 PM

Display Until

Aug 30 2001 

05 00 AM

AM
PM

5. Click **Submit** to post the item.

6. Now this item will only be available to students between the dates and times you specified. You will still be able to access the item at any time through the Control Panel.

Adding External Links:

1. Go to the **Control Panel** and select **External Links** under the heading "Content Areas".

2. Click on  to add an external link to your Blackboard course. Type in the title of your link, the url and, if necessary, a brief description.

1 Link Information

Name:

URL:

Description:

Plain Text HTML

3. Click **Submit** to add the external link.

4. Return to the course view:

COURSES > **TEST** > CONTROL PANEL > EXTERNAL LINKS > EXTERNAL LINKS RECEIPT

5. Click on the **External Links** button in the left-hand frame. Your links will be displayed in the right-hand frame:

External Links

Current Location: External Links

 **Headquarters Cadet Command (http://www.rotc.monroe.army.mil)**
This is the oficial website of the US Army Cadet Command.

6. Open your link to view how it is displayed in Blackboard.

[DOLD](#) | [Edu & Futures Div](#) | [Current Ops Div](#) | [SOCC](#) | [CDT Command](#)

[Email the DOLD WebMaster](#)

This page was last updated on February 13, 2004

ROTC BLACKBOARD

Instructor's Guide to Blackboard

Content Area Tips:

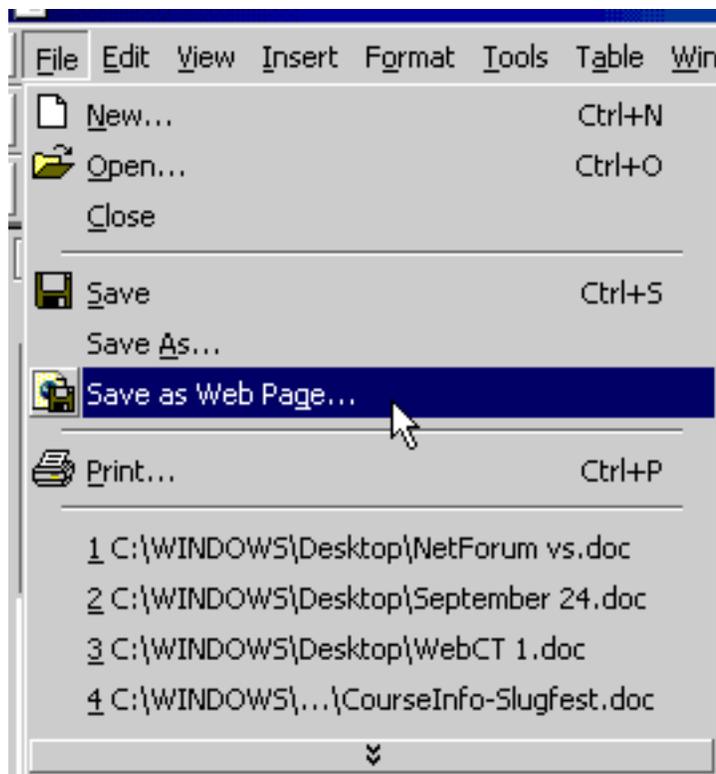
NOTE: *These instructions can also be used to create htm code to paste into Announcements or any other text area in Blackboard. See the [alternate instructions](#) at the bottom of the page.*

Using Microsoft Word 97 or 98 to Create htm and Symbols:

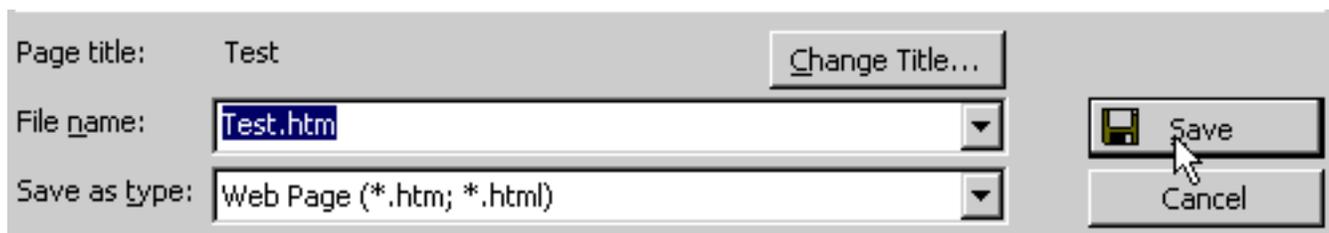
1. Open Microsoft Word

2. Create the document (or open an existing one) in Word with the formatting, images, and symbols you want displayed

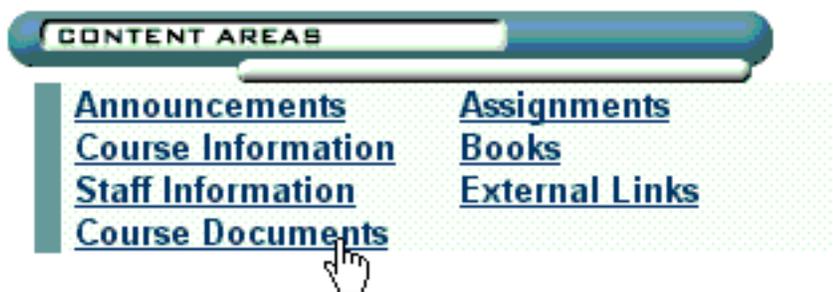
3. Select (from the top menu) **File->Save As Web Page** (this may also be SaveAs htm). This will save the file in a format that is readable on the web in Blackboard



4. Save your document to the Desktop (or anywhere you prefer). Notice how the name will now have .htm after it instead of .doc



5. In Blackboard, (from the Control Panel) click on a Content Area (e.g. Course Documents)



6. Click on the **Add item** button

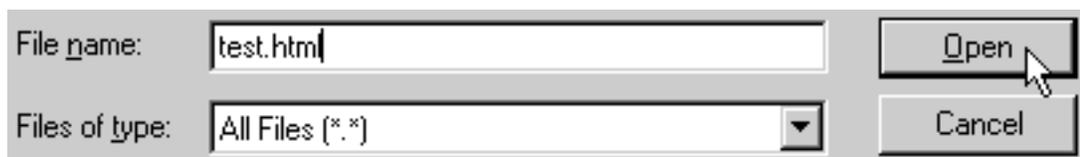


Go to the [alternate instructions](#) at this point if you want to add the htm code into an Announcement or other text area in Blackboard

7. Enter a name for the document and then scroll down and click on **Browse...**



8. Select the html file from the browser window and click on **Open**. Make sure you click on the .htm or .html file, not the .doc file



9. Click on the **Submit** button at the bottom

10. Click on the **OK** button to confirm the upload

11. Click on the **file name link** beneath your new document title



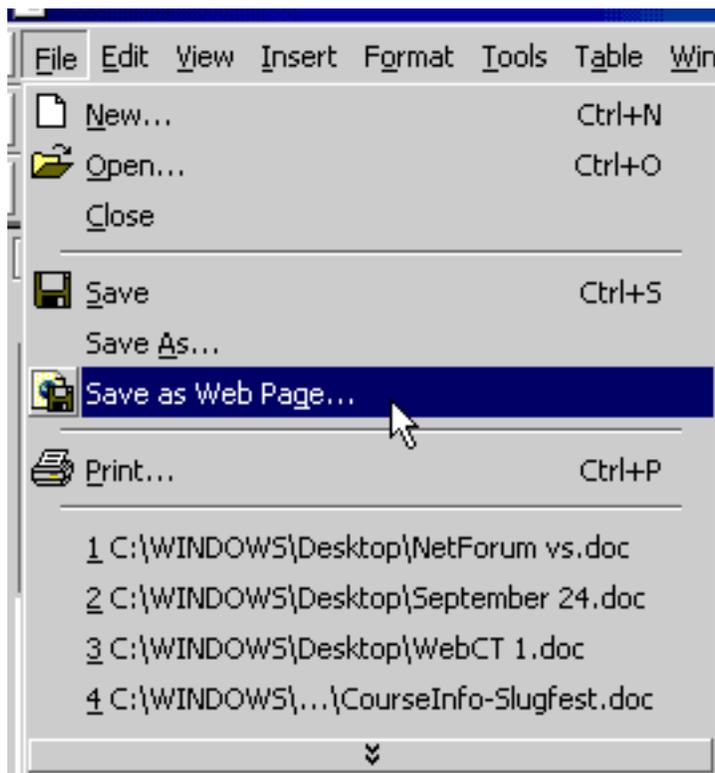
12. Notice how your new document looks just like it does in MS Word including colors, images, special characters, and formatting

Using Microsoft Word 2001 (MAC) to Create htm and Symbols:

1. Open Microsoft Word

2. Create the document (or open an existing one) in MS Word with the formatting, images, and symbols you want displayed

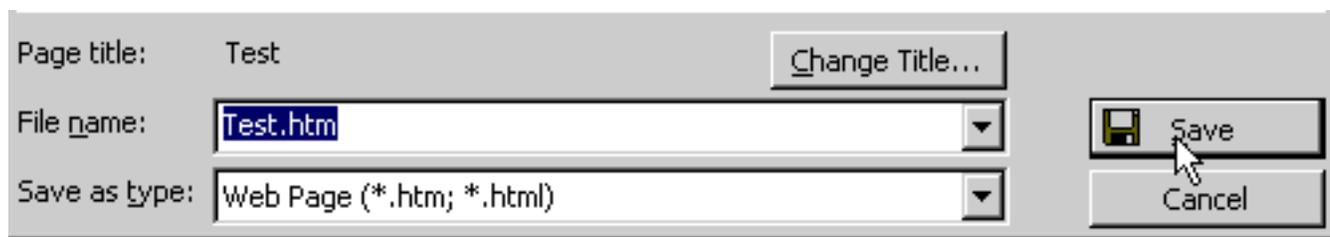
3. Select (from the top menu) **File->Save As Web Page**. This will save the file in a format that is readable on the web in Blackboard



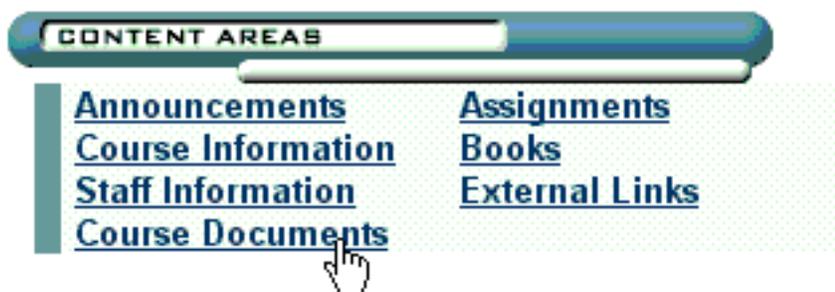
4. Select the option **Save only display information into htm** at the bottom of the save window. Make sure that the other option Save entire file in htm is not selected

5. Save your document to the Desktop (or anywhere you prefer) by clicking **Save**. Notice

how the name will now have .htm after it instead of .doc



6. In Blackboard, (from the Control Panel) click on a Content Area (e.g. Course Documents)



7. Click on the **Add item** button

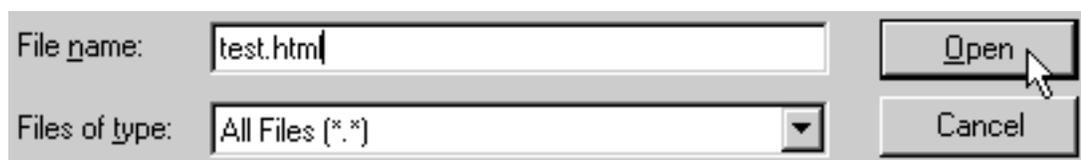


Go to the [alternate instructions](#) at this point if you want to add the htm code into an Announcement or other text area in Blackboard

8. Enter a name for the document and then scroll down and click on **Browse...**



9. Select the htm file from the Browse... window and click on **Open**. Make sure you click on the .htm or .htm file, not the .doc file



10. Click on the **Submit** button at the bottom

11. Click on the **OK** button to confirm the upload

12. Click on the **file name link** beneath your new document title

[Test.htm](#) (1581 Bytes)


13. Notice how your new document looks just like it does in MS Word including colors, images, special characters, and formatting

Using Microsoft Word 2000 (PC) to Create html and Symbols:

IMPORTANT!: Before you follow the steps below you must have downloaded and installed this patch ([click here to download and run](#)) from Microsoft. It fixes a bug in Word which causes the htm that it generates to not be compatible with Blackboard.

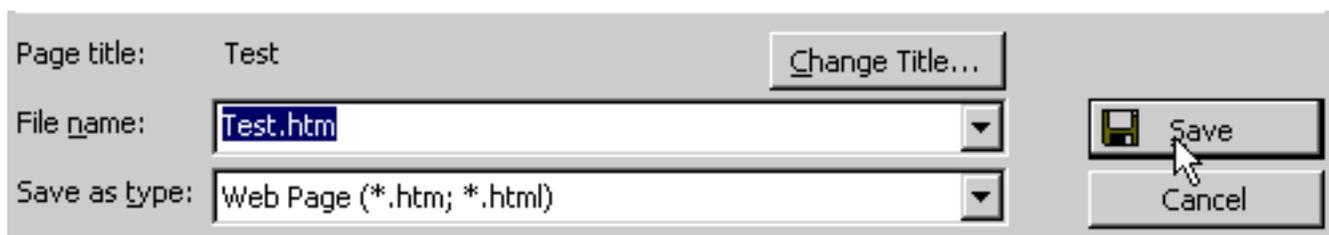
1. Open Microsoft Word

2. Create the document (or open an existing one) in Word with the formatting, images, and symbols you want displayed

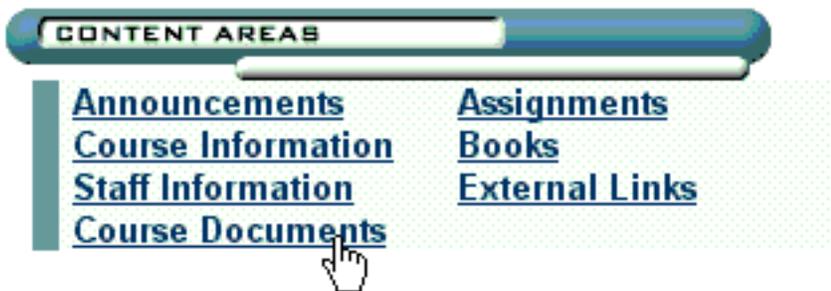
3. Save the document that you created or opened as a Word document

4. Select (from the top menu) **File->Export To->Compact htm**. This will save the file in a format that is readable on the web in Blackboard

5. Save your document to the Desktop (or anywhere you prefer) by clicking **Save** and then **OK**. Notice how the name will now have .htm after it instead of .doc



6. In Blackboard, (from the Control Panel) click on a Content Area (e.g. Course Documents)



7. Click on the **Add item** button

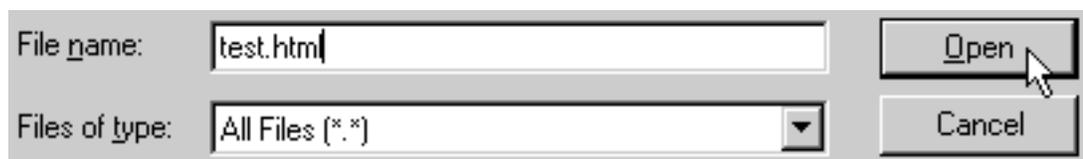


Go to the [alternate instructions](#) at this point if you want to add the htm code into an Announcement or other text area in Blackboard

8. Enter a name for the document and then scroll down and click on **Browse...**



9. Select the htm file from the Browse... window and click on **Open**. Make sure you click on the .htm or .htm file, not the .doc file



10. Click on the **Submit** button at the bottom

11. Click on the **OK** button to confirm the upload

12. Click on the **file name link** beneath your new document title

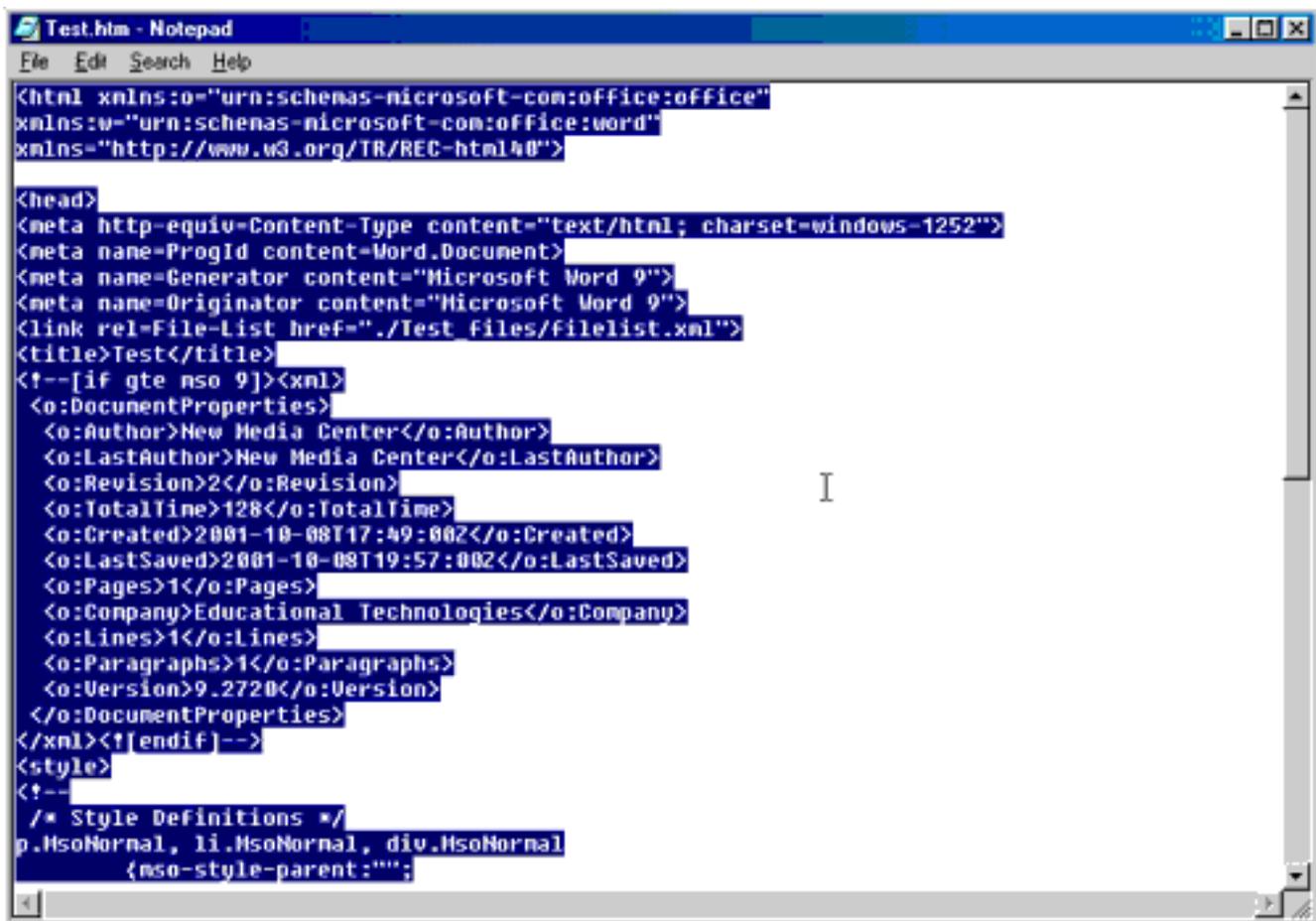


13. Notice how your new document looks just like it does in MS Word including colors, images, special characters, and formatting

Alternate Instructions for Adding htm to a Text Area:

NOTE: *These instructions are carried over from the steps above and users should not start here unless they have completed the preceding steps above*

1. Enter a name for the item you are adding in Blackboard
2. Open the new htm document you created using Notepad or SimpleText
3. Select All the text in the document and Copy it (**Edit->Copy**)



```
Test.htm - Notepad
File Edit Search Help
<html xmlns:o="urn:schemas-microsoft-com:office:office"
xmlns:w="urn:schemas-microsoft-com:office:word"
xmlns="http://www.w3.org/TR/REC-html40">
<head>
<meta http-equiv=Content-Type content="text/html; charset=windows-1252">
<meta name=ProgId content=Word.Document>
<meta name=Generator content="Microsoft Word 9">
<meta name=Originator content="Microsoft Word 9">
<link rel=File-List href="./Test Files/filelist.xml">
<title>Test</title>
<!--[if gte mso 9]><xml>
<o:DocumentProperties>
<o:Author>New Media Center</o:Author>
<o:LastAuthor>New Media Center</o:LastAuthor>
<o:Revision>2</o:Revision>
<o:TotalTime>128</o:TotalTime>
<o:Created>2001-10-08T17:49:00Z</o:Created>
<o:LastSaved>2001-10-08T19:57:00Z</o:LastSaved>
<o:Pages>1</o:Pages>
<o:Company>Educational Technologies</o:Company>
<o:Lines>1</o:Lines>
<o:Paragraphs>1</o:Paragraphs>
<o:Version>9.2720</o:Version>
</o:DocumentProperties>
</xml><![endif]-->
<style>
<!--
/* Style Definitions */
p.MsoNormal, li.MsoNormal, div.MsoNormal
{mso-style-parent:"";
```

4. Go back to your Web Browser with Blackboard open and Paste the text into the Text: field (**Edit->Paste**)

Text:

```
<html xmlns:o="urn:schemas-microsoft-com:office:office"
xmlns:w="urn:schemas-microsoft-com:office:word"
xmlns="http://www.w3.org/TR/REC-html40">
<head>
<meta http-equiv=Content-Type content="text/html;
charset=windows-1252">
<meta name=ProgId content=Word.Document>
<meta name=Generator content="Microsoft Word 9">
<meta name=Originator content="Microsoft Word 9">
<link rel=File-List href="./Test files/filelist.xml">
<title>Test</title>
```

5. Select the option below the Text: box for **htm** (the default is Smart Text)

Text:

```
<p class=MsoNormal><span
style='color:#FF6600;background:maroon;mso-highlight:
maroon'>This is a test to see how to add HTML to
Blackboard.</span><span
style='color:#FF6600'><o:p></o:p></span></p>
</div>
</body>
</html>
```

Smart Text Plain Text HTML

6. Click on the **Submit** button at the bottom

7. Click on the **OK** button to confirm the upload

8. Click on the **file name link** beneath your new document title

[Test.htm](#) (1581 Bytes)

9. Notice how your new document looks just like it does in MS Word including colors, images, special characters, and formatting.

[DOLD](#) | [Edu & Futures Div](#) | [Current Ops Div](#) | [SOCC](#) | [CDT Command](#)

[Email the DOLD WebMaster](#)

This page was last updated on February 13, 2004

ROTC BLACKBOARD

Instructor's Guide to Blackboard Course Management

Making a Course Accessible to Students:

By default, your Blackboard course is not accessible to students. This allows you to develop your course without students accessing it in the development process. You must change the course availability when you want students to be able to access your course.

1. While in the Control Panel, click on **Course Settings** under the heading "Course Options".
2. Click on **Course Availability**.
3. Select "Yes" next to the question "Make Course Available". Click **Submit** to save the changes.

Course Availability

1 Set Course Availability

Do you want this course available to users?

Make Course Available: Yes No

2 Submit

Click **"Submit"** to finish. Click **"Cancel"** to abort this process.

Cancel

Submit 

4. Your students will now be able to access your course the next time they login to the Blackboard portal.

Student Enrollment:

Give your students the following enrollment instructions:

1. Go to the ROTC Blackboard Portal at <http://rotc.blackboard.com>
2. Click on **Login**.



Login

Blackboard 5

Welcome!

Welcome to ROTC.Blackboard.com, the comprehensive and flexible e-Learning software platform for the US Army Cadet Command. Blackboard provides a web-based course management system and on-line learning communities which can be tailored to your individual needs and preferences.



**United States Army
Cadet Command Headquarters**

To commission the future officer leadership of the US Army and motivate young people to be better citizens.



Copyright © 1997-2002 Blackboard Inc. All Rights Reserved.

3. Enter your UserName and Password. Click **Login** to enter the Blackboard Portal.
4. Click on the **Courses** tab to view the listing of Blackboard courses.



5. Click on the appropriate college heading to locate the course to enroll in.

Course Catalog

- [All Regions Discussion Board](#)
- [Assessments and Surveys](#)
- [Cadre Instructional Material \(MSL COURSES\)](#)
- [First Region](#)
- [Fourth Region](#)
- [Leader and Training Development Division](#)
- [Messages Board](#)
- [Recruiting and Retention](#)
- [Second Region](#)

▶ [Browse Course Catalog](#)

6. Click on the **Enroll** button to start the self-enrollment process.

Current Location: Cadre Instructional Material (MSL COURSES)

[[Top](#)] : [[Cadre Instructional Material \(MSL COU...](#)]

CATEGORIES:

No Subcategories under Cadre Instructional Material (MSL COURSES)

COURSES:



Cadre Instructional Material; FALL 2002 (MSL)

Instructor(s): Your First and Last Name

Lesson Plans and supporting documents for MSL 101 , MSL 201/02, MSL 301 , MSL 401

7. Click **Submit** to enroll in the Blackboard course.

Self Enrollment

Receipt: Success

You have been successfully enrolled in Your Course Name ex (Studies in Contemporary Culture) as kgansepo. Click ok to continue

2002-04-20 8:58:43 AM



8. Click **OK** after the confirmation message to access the Blackboard course.

Self Enrollment

Receipt: Success

You have been successfully enrolled in Your Course Name ex (Studies in Contemporary Culture) as kgansepo. Click ok to continue

2002-04-20 8:58:43 AM



Requesting a New Blackboard Course:

If you would like a development Blackboard course created for you, please email [ROTC Blackboard System Administrator](#) with the following information: Course name, School, and your Bb Username. The administrator will create the course for you and will send you an email confirming the course creation. You will then be able to access your new course immediately.

Reusing a Previous Blackboard Course:

If you would like to reuse the contents of a Blackboard course that you have used in a previous semester, please email [ROTC Blackboard System Administrator](#) and request that the contents of the original course be copied into a new CourseID for the upcoming semester.

Please include the following information in your email: Your UserName and the CourseID of the original course

The Blackboard administrator will copy the contents of the original course into a new Blackboard course for you and will send you an email confirming the course creation. You will then be able to access your new course immediately.

[DOLD](#) | [Edu & Futures Div](#) | [Current Ops Div](#) | [SOCC](#) | [CDT Command](#)

[Email the DOLD WebMaster](#)

This page was last updated on February 13, 2004

ROTC BLACKBOARD

Instructor's Guide to Blackboard

Creating a New Account.

1. Go to the Control Panel in your Blackboard course.
2. Click on **Add Users** under the heading "User Management".
3. Click on **Create User**.
4. Complete the required blocks (The fields marked with *).
5. If you are adding a student, after completing all the required blocks click on **Summit** .Your student now has a ROTC Bb account and is enrolled in your course. **Do not call the Bb Sys Admin to request to have your student(s) added to your course(s).** That is your responsibility.
6. If you are adding a fellow instructor, select the appropriate user level in step 4 - *Role and Availability* prior to clicking on **Summit**. Your fellow instructor has now a Bb account and is added to your course with the user's rights you assigned him/her. [Email](#) the Bb Sys Admin to request further addition to other courses required by Cadet Command.

Viewing your Student Enrollment List:

1. Go to the Control Panel for your Blackboard course.
2. Click on **List/Modify Users** under the heading "User Management".
3. Click on **List All** tab to view all students.



List / Modify Users

SEARCH A-Z, 0-9 ADVANCED LIST ALL

Search By: Last Name User Name

4. After the warning message, click on the **List All** button to view all students.

List / Modify Users

SEARCH

A-Z, 0-9

ADVANCED

LIST ALL

NOTE: Depending on the number of records, this function may take some time to process. Click the List All button to show the list.

List All 

5. All students enrolled in your Blackboard course will be listed.

NOTE: Any student (or cadre) with an X next to their name are disabled from your Blackboard course so they no longer have access to your course. Although disabled students are listed in the "List/Modify User" section of Blackboard, they will not be listed in the online gradebook.

5 user(s) located

Displaying records 1-5

| <u>NAME</u> | <u>USER NAME</u> | <u>E-MAIL</u> | <u>ROLE</u> | |
|--------------------------------|------------------|--|-------------|----------------------------|
| LastName1, FirstName1 | student1 | student1@rotc.edu | Student | Properties |
| LastName2, FirstName2 | student2 | student2@rotc.edu | Student | Properties |
| LastName3, FirstName3 | student3 | student3@rotc.edu | Student | Properties |
| student4, student4 | student4 | student4@rotc.edu  | Student | Properties |
| YourLastName, YourFirstName | instructor1 | JoeDoe@rotc.edu | Instructor | Properties |

Enrollment Options:

1. Go to the Control Panel for your Blackboard course.
2. Click on **Course Settings** under the heading "Course Options".
3. Click on **Enrollment Options**.

4. There are 2 choices for student manual enrollment options.

If you choose the enrollment option "E-mail instructors when students request enrollment", Blackboard will send you all enrollment requests through email. It is then your decision if you want to enroll that student. This option is best if you prefer to monitor who enrolls in your Blackboard course.

Enrollment Options

1 Select Enrollment Options

| | |
|---|--|
| <input checked="" type="radio"/> Instructor / Admin: | <input checked="" type="checkbox"/> E-mail Instructors when Students request enrollment |
| <input type="radio"/> Self Enrollment: | <p>* <input type="checkbox"/> Starting Date : Jul ▼ 12 ▼ 2001 ▼</p> <p>* <input type="checkbox"/> Ending Date : Jul ▼ 13 ▼ 2001 ▼</p> <p>* <input type="checkbox"/> Require Access code to enroll: <input type="text"/></p> |

If you decide to use this option, please see the "Enrolling an Individual Student" section for further instructions.

The other option is to allow student self-enrollment. This will allow any student to enroll in your ROTC Blackboard course during the dates specified. You can also restrict manual enrollment by requiring students to enter an access code before they can enroll in the course. For example, you can announce this access code on the first day of class so only students in attendance will be able to enroll in your Blackboard course.

Enrollment Options

1 Select Enrollment Options

Instructor / Admin:
 E-mail Instructors when Students request enrollment

Self Enrollment:

Starting Date :
Aug ▾
27 ▾
2001 ▾

Ending Date :
Sep ▾
06 ▾
2001 ▾

Require Access code to enroll:

If you decide to use this option, please see the "Student Enrollment Instructions" section for further instructions.

Enrolling an Individual Student:

1. Go to the Control Panel for your Blackboard course.
2. Click on **Add Users** under the heading "User Management".
3. Click on **Enroll Existing User**.
4. Select "User Name" as the "Search By" criteria, enter the student's UserName and then click **Search**.

Enroll Existing User

SEARCH
A-Z, 0-9
LIST ALL

Search By:
 Last Name
 User Name

5. Check the box next to the student's name and then click **Submit** to enroll them in your Blackboard course.

1 user(s) located

Displaying records 1-1

| <u>ADD</u> | <u>NAME</u> | <u>USER NAME</u> | <u>E-MAIL</u> | <u>ROLE</u> |
|-------------------------------------|--------------------------|----------------------|-----------------|-------------|
| <input checked="" type="checkbox"/> | LastName6, FirstName6 | fakeid | fakeid@rotc.edu | None |

6. The student is now enrolled in your Blackboard course.



Enroll Existing User

Receipt: Success

User fakepid enrolled as a student.

2002-04-20 8:58:43 AM

Student Enrollment Instructions:

After you've enabled self-enrollment in your Blackboard course, give your students the following enrollment instructions. See the section "Enrollment Options" for more information.

1. Go to the ROTC Blackboard Portal at <http://rotc.blackboard.com>

2. Click on **Login**.



Login

Blackboard 5

Welcome!

Welcome to ROTC.Blackboard.com, the comprehensive and flexible e-Learning software platform for the US Army Cadet Command. Blackboard provides a web-based course management system and on-line learning communities which can be tailored to your individual needs and preferences.



United States Army Cadet Command Headquarters

To commission the future officer leadership of the US Army and motivate young people to be better citizens.



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3. Enter your Username and password. *If you do not know your Username or password, please contact the ROTC Blackboard [System Administrator](#).* Click **Login** to enter the Blackboard Portal.

4. Click on the **Courses** tab to view the listing of your ROTC Blackboard courses.



5. Click on the appropriate catalog to locate the course to enroll in.

Course Catalog

- [All Regions Discussion Board](#)
- [Assessments and Surveys](#)
- [Cadre Instructional Material \(MSL COURSES\)](#)
- [First Region](#)
- [Fourth Region](#)
- [Leader and Training Development Division](#)
- [Messages Board](#)
- [Recruiting and Retention](#)
- [Second Region](#)

▶ [Browse Course Catalog](#)

6. Click on the **Enroll** button to start the self-enrollment process.

Current Location: [Cadre Instructional Material \(MSL COURSES\)](#)

[[Top](#)] : [[Cadre Instructional Material \(MSL COU...](#)]

CATEGORIES:

No Subcategories under Cadre Instructional Material (MSL COURSES)

COURSES:



Cadre Instructional Material; FALL 2002 (MSL)

Instructor(s): Sheila Visconti, Daniel Hamilton, Abe Tabar

Lesson Plans and supporting documents for MSL 101 , MSL 201/02, MSL 301 , MSL 401

7. Click **Submit** to enroll in the Blackboard course.

Self Enrollment

1 Enroll in Your Course Name (Cadre Instructional Material: FALL 2002)

Instructor: YourFirstName YourLastName

Description:

Categories: Art / Music : General

2 Submit

Click "**Submit**" to enroll or "**Cancel**" to abort this process.

Cancel

Submit 

8. Click **OK** after the confirmation message to access the Blackboard course.

Self Enrollment

Receipt: Success

You have been successfully enrolled in Your Course Name ex (Studies in Contemporary Culture) as kgansepo. Click ok to continue

2002-04-20 8:58:43 AM

OK 

Removing Individual Students:

1. Go to the Control Panel for your Blackboard course.
2. Click on **Remove Users** under the heading "User Management".
3. Select "User Name" as the "Search By" criteria, enter the student's UserName, and then click **Search**.



Remove Users

SEARCH A-Z, 0-9 ADVANCED LIST ALL

Search By: Last Name User Name

4. Check the box next to the student's name, enter "Yes" in the textbox next to the question "Please type the word Yes", and then click **Submit** to remove the student from your Blackboard course.

1 user(s) located

Displaying records 1-1

| <u>REMOVE</u> | <u>NAME</u> | <u>USER NAME</u> | <u>E-MAIL</u> | <u>ROLE</u> |
|-------------------------------------|--------------------------|------------------|-----------------|-------------|
| <input checked="" type="checkbox"/> | LastName6, FirstName6 | fakepid | fakeid@rotc.edu | Student |

Please type the word "Yes".

Click "**Submit**" to remove selected items:

Please note that you can remove a student from your class but you cannot delete his/her name from the Blackboard database. Only the system administrator has that right.

1 user(s) located

Displaying records 1-1

| <u>REMOVE</u> | <u>NAME</u> | <u>USER NAME</u> | <u>E-MAIL</u> | <u>ROLE</u> |
|--------------------------|--------------------------|------------------|-----------------|---|
| <input type="checkbox"/> | LastName1, FirstName1 | student1 | fakeid@rotc.edu |  Student |

Please type the word "Yes".

Click "**Submit**" to remove selected items:

5. The student is now removed from your Blackboard course. *Please note that this removal only affects the*

Blackboard course and does not remove the student from the ROTC Blackboard database.

Remove Users

Receipt: Success

The following users were successfully removed:

FirstName6 LastName6;

2002-04-20 8:58:43 AM



Changing a Student's Role/Availability:

The user roles in Blackboard define what a user is allowed to do in a course. Please note that if you change a Student user to a Teachers Assistant in a course, that change is only in effective for that one course. User Roles are defined on a course by course basis.

Instructor Role:

The instructor has *full* access to all parts of the course.

Teachers Assistant

The Teachers Assistant has *full* access to all parts of the course.

Course Builder

The Course Builder has access to *all parts of the course except* those listed below:

- Cannot Remove Users
- Cannot Manage User Groups
- Cannot Access the Virtual Classrooms
- Cannot Send Email through Blackboard
- Cannot Access any items in the "Assessment" area in the Control Panel (eg, gradebook)

Grader

The Grader can *only* access the parts of the course listed below:

- All items in the "Assessment" area in the Control Panel (eg, gradebook)

Student

The Student does not have access to the Control Panel. They can only access areas of the course through the area buttons on the main page (Announcements, Course Information, etc...). Students cannot edit any parts of a course.

1. Go to the Control Panel for your Blackboard course.
2. Click on **List/Modify Users** under the heading "User Management".
3. Click on **List All** tab to view all students.

List / Modify Users



SEARCH A-Z, 0-9 ADVANCED LIST ALL

 Search

Search By: Last Name User Name

4. After the warning message, click on the **List All** button to view all students.

List / Modify Users



SEARCH A-Z, 0-9 ADVANCED LIST ALL

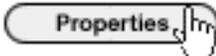
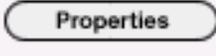
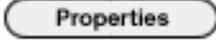
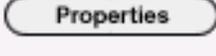
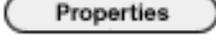
NOTE: Depending on the number of records, this function may take some time to process. Click the List All button to show the list.

List All

5. All students enrolled in your Blackboard course will be listed. Click on the **Properties** button to view the student's account information.

5 user(s) located

Displaying records 1-5

| <u>NAME</u> | <u>USER NAME</u> | <u>E-MAIL</u> | <u>ROLE</u> | |
|--------------------------------|------------------|------------------|-------------|---|
| LastName1, FirstName1 | student1 | fakeid1@rotc.edu | Student |  |
| LastName2, FirstName2 | student2 | fakeid2@rotc.edu | Student |  |
| LastName3, FirstName3 | student3 | fakeid3@rotc.edu | Student |  |
| student4, student4 | student4 | fakeid4@rotc.edu | Student |  |
| YourLastName, YourFirstName | instructor1 | joedoe@rotc.edu | Instructor |  |

6. Choose the user's role in your Blackboard course by selecting the radio button in front of the desired role. Select the user's availability in the course in the pull-down menu. An "available" user can be seen by other users in the course. An "unavailable" user is only seen by the instructor. Click **Submit** to save the changes.

 **Modify User in Course**
1 Role and Availability**User Role**

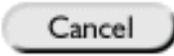
Student Instructor Teachers Assistant Grader Course Builder

Available (this course only)

Yes 

2 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.



Allowing Guest Access:

Sometimes it is necessary to allow access to your Blackboard courses to individuals who do not have a

ROTC Bb UserName, such as a guest. If you enable guest access in your Blackboard course, users without a ROTC Bb UserName will be able to login to your course using the following account information:

username: guest

password: guest

Please note that users who login as "guest" will not be able to access any secured sections in your Blackboard course, such as the Student Tools and Communication sections.

1. Go to the Control Panel for your ROTC Blackboard course.
2. Click on **Course Settings** under the heading "Course Options".
3. Click on **Guest Access**.
4. Click "Yes" next to the question "Allow Guests?" and then click **Submit** to save the changes.

Guest Access

1 Allow Guest Access

Do you want guests to be able to access this course?

Allow Guests: Yes No

2 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

Cancel

Submit 

5. Your course has been updated to allows guest access.

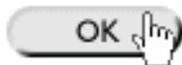


Guest Access

Receipt: Success

Your Settings for **Your Course Name ex (Studies in Contemporary Culture)** have been updated.

2002-04-20 8:58:43 AM



[DOLD](#) | [Edu & Futures Div](#) | [Current Ops Div](#) | [SOCC](#) | [CDT Command](#)

[Email the DOLD WebMaster](#)

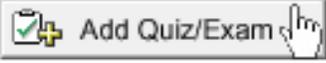
This page was last updated on March 1, 2004

ROTC BLACKBOARD

Instructor's Guide to Blackboard

Creating a Quiz:

1. Go to the **Control Panel** and select **Assessment Manager** under "Assessment".

2. Click  .

3. On the screen that follows, title the quiz and provide a brief description



Assessment Properties

1 Name and Description

Name:

Quiz #1

Description:

This quiz covers MSL 101, chapters 3 y 4.

and then click **Submit**.

4. Now enter the instructions for the quiz

1 Enter Instructions

Enter instructions for the assessment. Students will view these instructions prior to beginning the assessment.

Instructions:

The Officers code applies to this quiz

and then click **Submit**.

Editing a Multiple Choice Question:

1. You should now be on the main page for editing a quiz. You can select from a variety of question types. Select "Multiple Choice" as the question type

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:

Multiple Choice

Fill in the Blank

Matching

Multiple Answer

Multiple Choice

Ordering

Short Answer/Essay

True/False

From Question Pool or Assessment

2 Submit

Click **"Submit"** to continue. Click **"Cancel"** to return to the previous screen.

Submit

and then click **Submit**.

2. Enter the question in the "Question Text" field.

1 Multiple Choice Question

Question Text:

Who is the author of the Harry Potter series of children's books?

3. Type in answers in the "Answer Values" boxes and choose the correct answer with the radio buttons. You may select "Remove" at the end of each row for fewer than the default amount of 4 answers. You may select the number of possible answers in the pull-down menu.

2 Answers

Select the number of possible answers, fill in the fields with possible answers, and check the answers that will create a correct response.

Number of Answers: ▼

Correct Answer

Answer Values

4. Under "Options" enter responses for correct and incorrect answers.

3 Options

Enter a response to a correct answer and a response to an incorrect answer.

Correct Response:

Good Job !

Incorrect Response:

Study Harder !

Add New Question

Preview

5. Click "Add New Question" to continue or select "Preview" if you are finished adding questions. If you select "Preview", go to [Previewing a Quiz](#) for further instructions.

Editing a True/False Question:

1. Choose "True/False" as the question type

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:

True/False

Fill in the Blank

Matching

Multiple Answer

Multiple Choice

Ordering

Short Answer/Essay

True/False

From Question Pool or Assessment

2 Submit

Click "**Submit**" to continue. Click "**Cancel**" to return to the question type selection screen.

Submit

and then click **Submit**.

2. Enter the question in the "Question Text" field.

1 True/False Question

Question Text:

Harry Potter and the Sorcerer's Stone is the first book in the series.

3. Choose either "True" or "False" as the correct answer.

4. Click **Add New Question** to continue or select **Preview** if you are finished adding questions. If you select "Preview", go to [Previewing a Quiz](#) for further instructions.

Editing a Short Answer/Essay Question:

1. Choose "Short Answer/Essay" as the question type

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:

Short Answer/Essay

- Fill in the Blank
- Matching
- Multiple Answer
- Multiple Choice
- Ordering
- Short Answer/Essay**
- True/False
-
- From Question Pool or Assessment

2 Submit

Click **"Submit"** to continue. Click **"Cancel"**

Submit

and then click **Submit**.

2. Enter the essay question in the "Question Text" field.

1 Short Answer/Essay Question

Question Text:

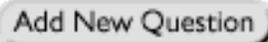
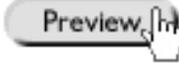
Please describe the symbolism of the mirror in Harry Potter and the Sorcerer's Stone.

3. Enter an example of a correct answer to be viewed by teaching assistants and instructors when grading the question. Please note that Short Answer/Essay questions are not automatically graded by Blackboard. If you include this type of question in your assessment, you must grade these questions manually. All other questions in the assessment will be graded automatically.

2 Answer

Enter an example of an answer to assist graders and students in determining the value of a student answer.

Look for these key words:
self-perception, desire, goal, self-worth, vanity,
subconscious....

4. Click  to continue or select  if you are finished adding questions. If you select "Preview", go to [Previewing a Quiz](#) for further instructions.

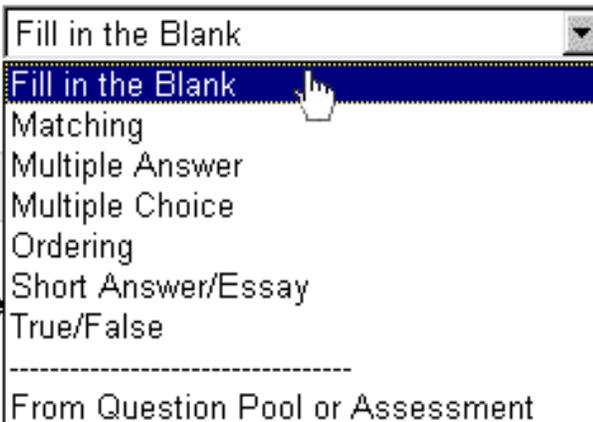
Editing a Fill in the Blank Question:

1. Choose "Fill in the Blank" as the question type

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:



A dropdown menu showing various question types. The 'Fill in the Blank' option is highlighted in blue. A mouse cursor is pointing at the highlighted option. Below the list is a dashed line and the text 'From Question Pool or Assessment'.

- Fill in the Blank
- Matching
- Multiple Answer
- Multiple Choice
- Ordering
- Short Answer/Essay
- True/False

From Question Pool or Assessment

2 Submit

Click **"Submit"** to continue. Click **"Cancel"**

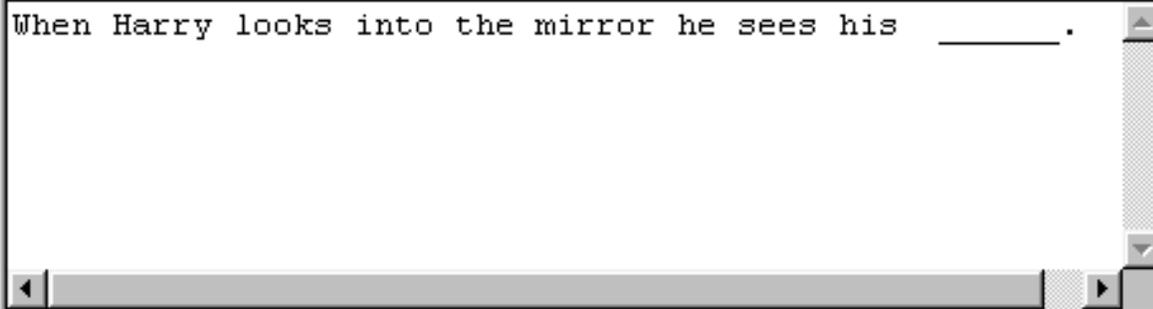
Submit

and then click **Submit**.

2. Enter the question in the "Question Text" field. Use underscores to create the blank part of the question

1 Fill In the Blank Question

Question Text:



A text input field containing the text: "When Harry looks into the mirror he sees his _____." The field has a scroll bar on the right side.

3. Choose the number of variants of the correct response in the pull-down menu and then enter the possible answers in the "Answer Values" text boxes.

2 Answers

The drop down menu below allows you to enter multiple variants of the correct response. Choose a number of variants, then enter the correct response and all variants in the fields provided.

Number of Answers: 

Answer Values

4. Click to continue or select if you are finished adding questions. If you select "Preview", go to [Previewing a Quiz](#) for further instructions.

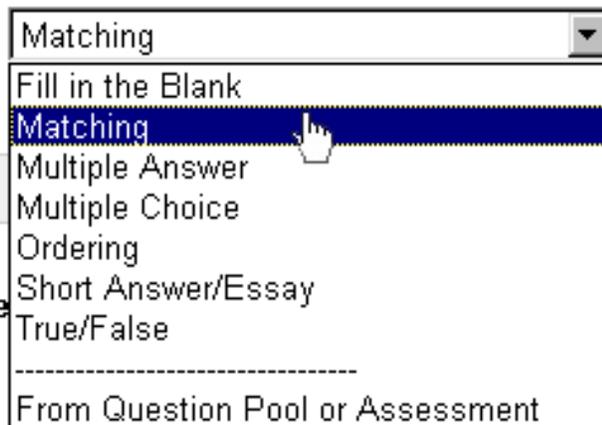
Editing a Matching Question:

1. Choose "Matching" as the question type

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:



Matching
 Fill in the Blank
Matching
 Multiple Answer
 Multiple Choice
 Ordering
 Short Answer/Essay
 True/False

 From Question Pool or Assessment

2 Submit

Click **"Submit"** to continue. Click **"Cancel"** to return to the question type selection screen.

and then click **Submit**.

2. Enter instructions for the matching question.

1 Matching Question

Question Text:

Match the character name with the appropriate Hogwart tower.

3. Enter the first list of matching items. Note that you can select the number of items in the pull-down menu.

2 Question Items

Enter the number of question items and fill in the fields with values that will match to answer items.

Number of Questions:

Question Items

Draco Malfoy

Remove

Ron Weasley

Remove

4. Enter the second list of matching items:

3 Answer Items

Enter the number of answer items and fill in the fields with values that will match to question items.

Number of Answers:

Answer Items

Continue 

and then click

5. Match the question and answer items:

5 Assign

Match each question item to the correct answer item using the drop-down lists.

Match

Question Items

1. Draco Malfoy

2. Ron Weasley

Answer Items

A. Gryffindor

B. Slytherin

Add New Question 

Preview 

6. Click "Add New Question" to continue or select "Preview" if you are finished adding questions. If you select "Preview", go to [Previewing a Quiz](#) for further instructions.

Editing a Multiple Answer Question:

1. Choose "Multiple Answer" as the question type

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:

Multiple Answer
 Fill in the Blank
 Matching
 Multiple Answer
 Multiple Choice
 Ordering
 Short Answer/Essay
 True/False

 From Question Pool or Assessment

2 Submit

Click **"Submit"** to continue. Click **"Cancel"**

Submit

and then click **Submit**.

2. Enter the question in the "Question Text" field.

1 Multiple Answer Question

Question Text:

The following students represented Gryffindor in the
 TriWizard Tournament

3. Choose the number of possible answer choices in the "Number of Answers" pull-down menu. Enter the answers in the "Answer Values" text boxes. Designate the correct responses by selecting the check box next to the appropriate answers.

2 Answers

Select the number of possible answers, fill in the fields with possible answers, and check the answers that will create a correct response.

Number of Answers:

Correct Answers

Answer Values









4. Click to continue or select if you are finished adding questions. If you select "Preview", go to [Previewing a Quiz](#) for further instructions.

Editing an Ordering Question:

1. Choose "Ordering" as the question type

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:

- Fill in the Blank
- Matching
- Multiple Answer
- Multiple Choice
- Ordering
- Short Answer/Essay
- True/False
-
- From Question Pool or Assessment

2 Submit

Click **"Submit"** to continue. Click **"Cancel"** to return to the question pool.

and then click **Submit**.

2. Enter the question in the "Question Text" field.

1 Ordering Question

Question Text:

Order the following books by their publication date starting with the earliest.

3. Enter the answers in the *correct order*:

2 Answers

Select the number of answers and fill in the fields with the answers in the correct order.

Number of Answers:

Correct Order

1

2

3

4

4. Click

5. Change the display order by selecting the order in the pull-down menus next to each item.

4 Select Display Order

Select the order in which the answers will appear from the drop-down lists.

Display Order

1 Harry Potter and the Chamber of Secrets

2 Harry Potter and the Sorcerer's Stone

3 Harry Potter and the Goblet of Fire

1
2
3
4

Harry Potter and the Prisoner of

Correct Order

1. Harry Potter and the Sorcerer's Stone

2. Harry Potter and the Chamber of Secrets

3. Harry Potter and the Prisoner of Azkaban

4. Harry Potter and the Goblet of Fire

Add New Question

Preview

6. Click **Add New Question** to continue or select **Preview** if you are finished adding questions. If you select "Preview", go [Previewing a Quiz](#) for further instructions.

Including Images in a Question:

1. You may include images in any question type. In this example, we'll use Multiple Choice so select "Multiple Choice" as the question type.

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type:

Multiple Choice

Fill in the Blank

Matching

Multiple Answer

Multiple Choice

Ordering

Short Answer/Essay

True/False

From Question Pool or Assessment

2 Submit

Click **Submit** to continue. Click **Cancel**

Submit

and then click **Submit**.

2. Enter the questions text and then click on the **Advanced** button.

Normal **Advanced**

1 Multiple Choice Question

Question Text:

In which book does Harry meet a relative he didn't know he had?

3. Click on **Add Image/File** to add a picture to the question text.

Normal **Advanced**

1 Multiple Choice Question

Question Text:

In which book does Harry meet a relative he didn't know he had?

Smart Text Plain Text HTML

Question Image/File: **Add Image / File**

Question Link Name:

Question Link URL:

4. Click on **Browse** to upload the image file.

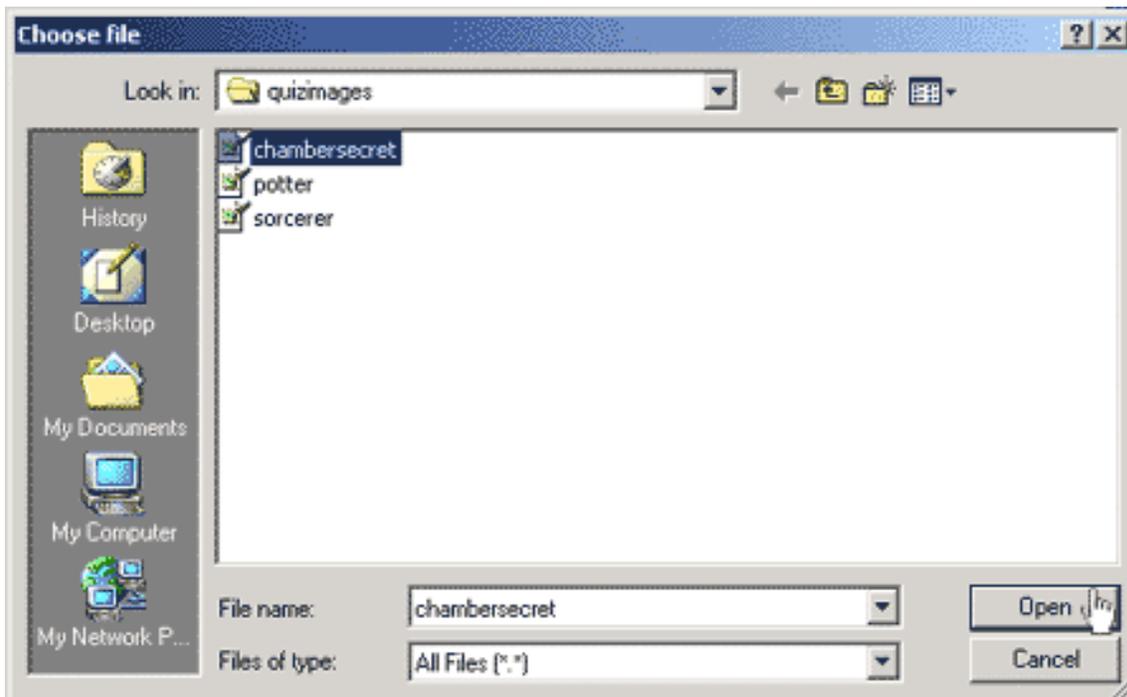
1 Add Image / File to Question

Click the Browse button to find a file to attach, then choose an action for the attached file.

File: Browse...

Action:

5. Choose the file and then click **Open**.



6. Choose **Display on Page** in the pull-down menu

1 Add Image / File to Question

Click the Browse button to find a file to attach, then choose an action for the attached file.

File: Browse...

Action:

and then click **Submit**.

7. The image is now associated with the question text.

Normal Advanced

1 Multiple Choice Question

Question Text:

In which book does Harry meet a relative he didn't know he had?

Smart Text Plain Text HTML

Question Image/File:



Modify Remove

Question Link Name:

Question Link URL:

8. Scroll down to section "2: Answers". Click on "Add Image/File" to add an image to an answer.

2 Answers

Select the number of possible answers, fill in the fields with possible answers, and check the answers that will create a correct response.

Number of Answers: ▼

Correct Answer

Answer Values

Add Image / File

Remove

Add Image / File

Remove

Add Image / File

Remove

9. Click on **Browse** to upload the image file.

1 Add Image / File to Question

Click the Browse button to find a file to attach, then choose an action for the attached file.

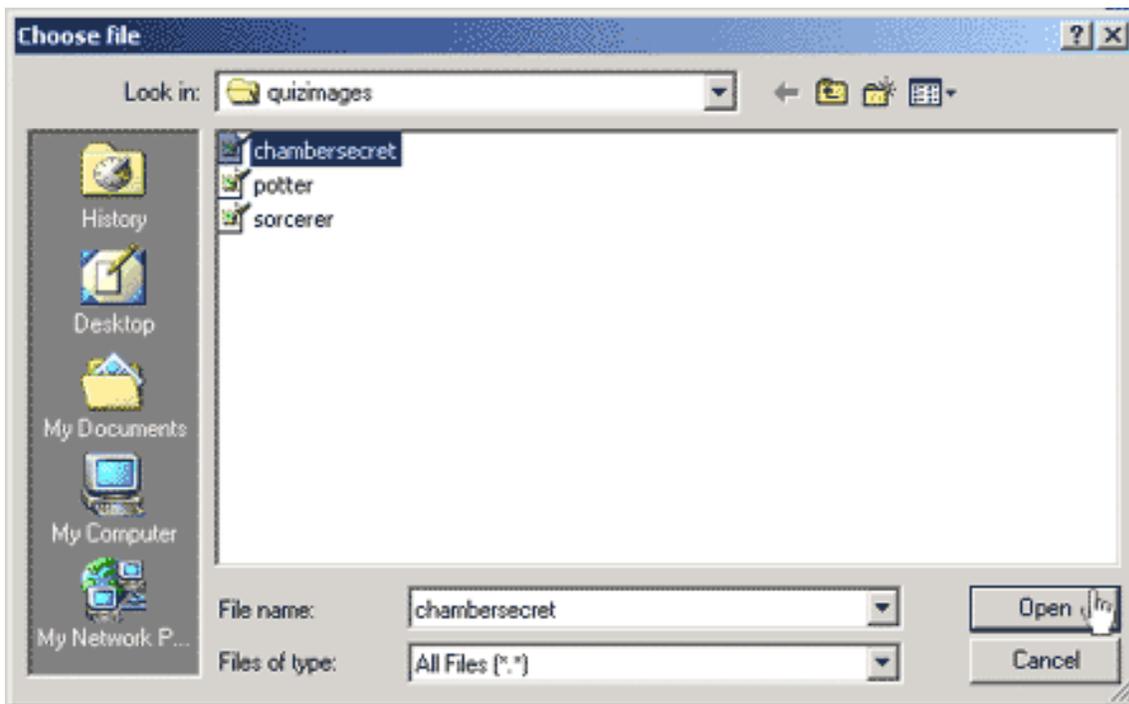
File:

Browse...

Action:

Create a Link to This File (All Files) ▼

10. Choose the file and then click **Open**.



11. Choose **Display on Page** in the pull-down menu

1 Add Image / File to Question

Click the Browse button to find a file to attach, then choose an action for the attached file.

File:

Action:

- Create a Link to This File (All Files)
- Display on Page (gif, jpeg, jpg only)**

and then click **Submit**.

12. The image is now associated with the answer.

2 Answers

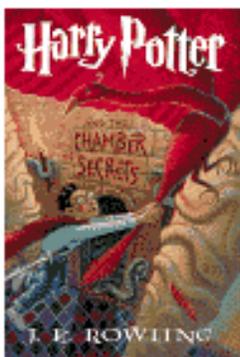
Select the number of possible answers, fill in the fields with possible answers, and check the answers that will create a correct response.

Number of Answers: ▼

Correct Answer

Answer Values

Remove



Modify

Remove

Add Image / File

Remove

Add Image / File

Remove

Add New Question

13. Repeat steps 8-11 for all answer items and then click

Preview 

if you are finished adding questions. If you select "Preview", go to [Previewing a Quiz](#) for further instructions.

Including Links in a Question:

1. You may include links in any question type. In this example, we'll use a multiple choice question so select "Multiple Choice" as the question type.

1 Select Question Type

Select the type of question to add to the assessment. If you wish, you can select questions from a question pool.

Question Type: Multiple Choice

- Fill in the Blank
- Matching
- Multiple Answer
- Multiple Choice**
- Ordering
- Short Answer/Essay
- True/False
-
- From Question Pool or Assessment

2 Submit

Click "**Submit**" to continue. Click "**Cancel**" to return to the question type selection screen.

Submit

and then click **Submit**.

2. Enter the questions text and then click on the **Advanced** button.

Normal

Advanced

1 Multiple Choice Question

Question Text:

In which book does Harry meet a relative he didn't know he had? You may use the following link to find the answer.

3. Enter the link name and the link URL.

Normal

Advanced

1 Multiple Choice Question**Question Text:**

In which book does Harry meet a relative he didn't know he had? You may use the following link to find the answer.

Smart Text Plain Text HTML

Question Image/File:

Question Link Name:

Question Link URL:

4. Scroll down to section "2: Answers" and enter the possible answer values:

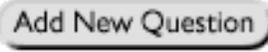
2 Answers

Select the number of possible answers, fill in the fields with possible answers, and check the answers that will create a correct response.

Number of Answers:

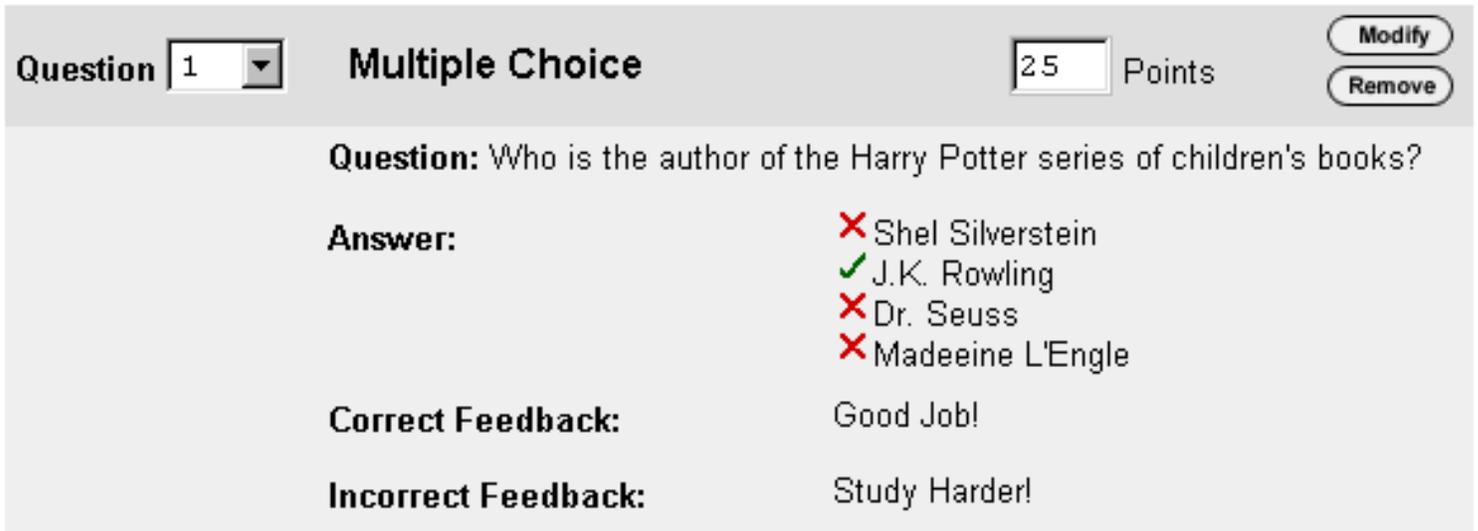
Correct Answer

Answer Values

5. Click  to continue or select  if you are finished adding questions. If you select "Preview", go [Previewing a Quiz](#) for further instructions.

Previewing a Quiz:

1. After you select  the quiz information will be displayed. Be sure to enter point values for each question.



Question 1 **Multiple Choice** 25 Points Modify Remove

Question: Who is the author of the Harry Potter series of children's books?

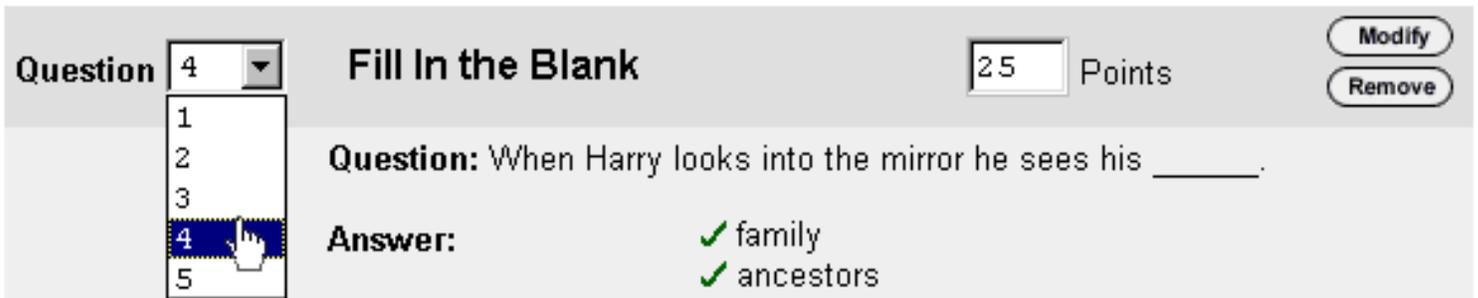
Answer:

- Shel Silverstein
- J.K. Rowling
- Dr. Seuss
- Madeeine L'Engle

Correct Feedback: Good Job!

Incorrect Feedback: Study Harder!

2. If you wish, you can modify the order of the questions by pulling down on the number beside each question.



Question 4 **Fill In the Blank** 25 Points Modify Remove

Question: When Harry looks into the mirror he sees his _____.

Answer:

- family
- ancestors

1
2
3
4
5

3. Check over your quiz for mistakes. Click on the "Modify" button to return to the question editor to change any questions or answers.

Question True/False Points Modify Remove

Question: Harry Potter and the Sorcerer's Stone is the first book in the series.

Answer: True False

Making a Quiz Available:

- When you are finished editing your quiz, click Save and Make Available at the bottom of the screen. *Please note that if you "Save and Make Available" and then later you make the same assessment unavailable, you will lose all of the students' scores for that assessment.*
- Click "Yes" next to the question "Make Assessment Available?". Designate if you would like an announcement alerting students of this assessment. Also, choose the folder where you would like a link to the quiz displayed. If you would like to use the timed release content option, please see [Using the Timed Release Content Feature](#) for more information.

1 Assessment Availability Information

You can make your assessment "Available" or "Not Available" for access by users. If you are making this assessment "Available", you will need to designate the option details for this assessment. If you are making this assessment "Unavailable", you will be removing access to this assessment. **By making this assessment "Unavailable" you will lose any grade information that has already been associated with this assessment.**

Name: Quiz #1

Description: this quiz covers Unit 1: Chapters 1, 2 and 3

Status: **Not Available (will be made available on submission)**

Make Assessment Available? Yes No

Generate an Announcement? Yes No

Place A Link In:

- Under Options, check the boxes next to "Show Detailed Result?" and "Timed Quiz". Choose the time length for the quiz from the pull-down menus.. You may also enter a password for the quiz, but please note that **no spaces are allowed in the password.**

2 Options

- Show detailed result:** Show your students the results for each question instead of simply their final grade.
- Reveal correct answer:** Show your students the correct answer for each question. (Shown only when Show Detailed Result checked.)
- Feedback enabled:** Allow your students to view the feedback that you have entered for each question. (Shown only when Show Detailed Result and Reveal Correct Answer checked.)
- Allow multiple attempts:** Allow your students to take this assessment multiple times.
- Set time for quiz:** Students are shown a running clock and warned when the time limit is approaching.

Hours: Minutes:

Password protect: Allow only those students with the specified password to take the assessment. No spaces are allowed. (Leaving it blank means no password required.)

Enter password: *No spaces are allowed.*

4. Click **Submit** to add the online assessment to your Blackboard course.

5. Click on your CourseID in the directory history at the top of the screen to return to the course view.

[COURSES](#) > [TEST](#) > [CONTROL PANEL](#) > [ASSESSMENT MANAGER](#)



6. Notice that a link to your quiz is listed in the "Announcements" section. Click on the link to view the quiz.

Announcements

VIEW TODAY

VIEW LAST 7 DAYS

VIEW LAST 30 DAYS

VIEW ALL

Sunday, April 21, 2002

 **Sun, Apr 21, 2002 -- A new quiz has been posted.**

To begin taking the quiz titled Quiz #1 [click here](#).

This quiz covers MSL 101, chapters 3 y 4.

Posted by: Your Last
and First Name

 **Sun, Apr 21, 2002 -- A new quiz has been posted.**

To begin taking the quiz titled Quiz #1 [click here](#).

This quiz covers MSL 101, chapters 3 y 4.

Posted by: Your Last
and First Name

Altering the Dates that an Assessment is Available to Students:

If you specified specific dates to display a quiz when you made the quiz available as in the example below, you can alter these dates by changing the display date for the generated announcement and the quiz link.

Make Assessment Available? Yes No

Generate an Announcement? Yes No

Place a link In:

Choose date restrictions for visibility of Announcement and/or
Link to Assessment:

Display After

Sep 21 2001 

03 00 PM

Display Until

Sep 21 2001 

05 00 PM

1. First, change the display dates for the generated announcement. Go to the **Control Panel** for your Blackboard course.

2. Click on **Announcements** under the heading "Content Areas"

3. Click on the **Modify** button next to the announcement.

VIEW TODAY

VIEW LAST 7 DAYS

VIEW LAST 30 DAYS

VIEW ALL

April 14 - 21, 2002

**Sun, Apr 21, 2002 -- A new quiz has been posted.**To begin taking the quiz titled *Quiz #1* [click here](#).

This quiz covers MSL 101, chapters 3 y 4.

Modify

Remove

Posted by: Your Lastname First Name

4. Scroll down to "2: Options". Modify the display dates for the announcement that allows students to access the quiz. In the example below, the students will have an extra 2 hours to access the quiz since the announcement will now be available until 7PM instead of 5PM.

2 OptionsAlways show this announcement on the course's main page. Yes No

Restrict dates to show this announcement:

 Display AfterSep 21 2001

03 00 PM

 Display UntilSep 21 2001

07 00 PM

5. Click **Submit** to save the changes to the announcement.

6. Click **OK** after the confirmation message.

**Announcement Receipt****Announcement updated**

Sun, Apr 21, 2002 -- A new quiz has been posted.

To begin taking the quiz titled *Quiz #1* [click here](#).

This quiz covers MSL 101, chapters 3 y 4.

2002-04-21 12:08:13 PM

OK

Current Location: Assignments

1 Quiz #1 Modify Remove

Quiz #1 is not available. It will be available between Fri, Sep 21 15:00 and Fri, Sep 21 17:00

7. Next, change the display dates for the quiz link. Return to the **Control Panel** for your Blackboard course.

8. Click on the appropriate Content Area. In the example above, we placed the quiz link in "Assignments" so we need to click on the **Assignments** section to modify the quiz link.

9. Click on the **Modify** button next to the quiz link.

10. Scroll down to "3: Options". Modify the display dates for the quiz link that allows students to access the quiz. In the example, below the students will have an extra 2 hours to access the quiz since the announcement will now be available until 7PM instead of 5PM.

3 Options

Do you want to make the content visible: Yes No

Do you want to add offline content? Yes No

Do you want to track number of views? Yes No

Do you want to add Metadata? Yes No

Select Date(s) of Availability

Display After

Sep 21 2001 03:00 PM

Display Until

Sep 21 2001 07:00 PM

11. Click **Submit** to save the changes.

12. Click **OK** after the confirmation message. Note that the display time for the quiz link has been extended from the original cut-off time of 5PM (17:00) to 7PM (19:00)

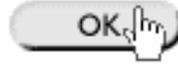
Content Receipt

Content updated

Quiz #1

Quiz #1 is not available. It will be available between Fri, Sep 21 15:00 and Fri Sep 21 19:00

2002-04-21 12:08:13 PM



[DOLD](#) | [Edu & Futures Div](#) | [Current Ops Div](#) | [SOCC](#) | [CDT Command](#)

[Email the DOLD WebMaster](#)

This page was last updated on February 13, 2004

ROTC BLACKBOARD

Instructor's Guide to Blackboard

Viewing the Online Gradebook:

1. In the **Control Panel**, click on **Online Gradebook** under "Assessment".
2. Click **Spreadsheet View** to view a listing of the students' grades.
3. This is a sample view of a Blackboard gradebook. Note that the students' names are listed in the left-hand column and their grades appear below each assignment name. In this example, the student "FirstName1 LastName1" received a 91.7 out of 92.2 on "Midterm Exam" and a 60 out of 81.5 on "Quiz #2". *Please note the legend at the bottom of the spreadsheet view which explains the meaning of the special characters in the online gradebook.*

 **Spreadsheet View**

 Add Item
  Modify Item
  Remove Item
  Export Gradebook

Filter users by last name:
 Filter items by type:

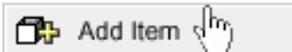
 Sort items by: [Item Order](#) [Date Added](#) [Name](#) [Type](#)
 Sort users by: [Last Name](#) [First Name](#) [User ID](#)

| Change Item Order | Quiz #1 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Quiz #2 Quiz | Total Points | Total Weighted Points |
|---|---|----------------------|------------------------------|-----------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) |  | 91.7 | ✓ | 60 | 151.7 | 0 |
| LastName2, FirstName2 (student2) | - | ! | ✓ | ! | 0 | 0 |
| LastName3, FirstName3 (student3) | - | - | ✓ | 69 | 69 | 0 |
| Points Possible | 175 | 92.2 | N/A | 81.5 | 348.7 | 0 |
| Weight Weight Grades | | | N/A | | | 0% |

Completed
 In Progress
 - No Information
 ! Needs Grading
 ? Grading Error

* Italics denote a non-visible item.

Adding Items to the Online Gradebook:

1. In the spreadsheet view of the online gradebook, click  to add an assignment to the gradebook.
2. Name the entry, choose the appropriate entry type from the pull-down list, assign the maximum points, and then click **Submit**.



Add Gradebook Item

1 Enter Item Information

Name:

Type:

Points possible:

3. After the confirmation message click **OK** to return to the spreadsheet view.



Receipt: Add Gradebook Item

Attendance 'Attendance' has been created.

Click the OK button to return to the Spreadsheet View

Note that if you are filtering the spreadsheet, you may not see your new entry until you 'Show All'.

2002-04-21 9:56:48 AM



4. The item addition will be reflected in the spreadsheet view. *Please note that the gradebook items will not display if you do not have any students in your course.*


Spreadsheet View
 Add Item
  Modify Item
  Remove Item
  Export Gradebook

 Filter users by last name: Filter items by type:
 Sort items by: [Item Order](#) [Date Added](#) [Name](#) [Type](#)
 Sort users by: [Last Name](#) [First Name](#) [User ID](#)

| Change Item Order | Quiz #1 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Quiz #2 Quiz | Attendance Attendance | Total Points | Total Weighted Points |
|---|-----------------|----------------------|------------------------------|-----------------|--------------------------|--------------|-----------------------|
| <i>LastName1, FirstName1 (student1)</i> | | 91.7 | ✓ | 60 | - | 151.7 | 0 |
| <i>LastName2, FirstName2 (student2)</i> | - | ! | ✓ | ! | - | 0 | 0 |
| <i>LastName3, FirstName3 (student3)</i> | - | - | ✓ | 69 | - | 69 | 0 |
| Points Possible | 175 | 92.2 | N/A | 81.5 | 100 | 448.7 | 0 |
| Weight Weight Grades | | | N/A | | | | 0% |

Completed
 In Progress
 No Information
 Needs Grading
 Grading Error

OK

* Italics denote a non-visible item.

Reordering Items in the Online Gradebook:

1. In the spreadsheet view of the online gradebook, click on **Change Item Order**. Please note that students must be enrolled in your course in order for you to use the spreadsheet view of the online gradebook.

| Change Item Order | Quiz #1 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Quiz #2 Quiz | Attendance Attendance | Total Points | Total Weighted Points |
|---|-----------------|----------------------|------------------------------|-----------------|--------------------------|--------------|-----------------------|
| <i>LastName1, FirstName1 (student1)</i> | | 91.7 | ✓ | 60 | - | 151.7 | 0 |
| <i>LastName2, FirstName2 (student2)</i> | - | ! | ✓ | ! | - | 0 | 0 |
| <i>LastName3, FirstName3 (student3)</i> | - | - | ✓ | 69 | - | 69 | 0 |
| Points Possible | 175 | 92.2 | N/A | 81.5 | 100 | 448.7 | 0 |
| Weight Weight Grades | | | N/A | | | | 0% |

Completed
 In Progress
 No Information
 Needs Grading
 Grading Error

OK

* Italics denote a non-visible item.

2. Select the order of the items in the pull-down menus and then click **Submit** to save the changes.



Reorder Gradebook Items

Item Order

| <u>Order</u> | <u>Item</u> | <u>Date Added</u> | <u>Points Possible</u> |
|--------------|-----------------------------|-------------------|------------------------|
| 2 | Quiz #1 (Quiz) | Apr 22, 2002 | 175 |
| 4 | Midterm Exam (Quiz) | Apr 22, 2002 | 92.2 |
| 5 | Midterm Evaluation (Survey) | Apr 25, 2002 | 0 |
| 3 | Quiz #2 (Quiz) | Apr 25, 2002 | 81.5 |
| 5 | Attendance (Attendance) | Apr 25, 2002 | 100 |

denote a non-visible item.

3. Click **OK** after the confirmation message to return to the spreadsheet view.



Receipt: Reorder Gradebook Items

Item ordering has been updated.

Click the OK button to return to the Spreadsheet View

Note that changes may not appear until you set item sorting options to 'Course Order' .

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4. Note how the gradebook item order has changed.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | - | | 60 | 91.7 | ✓ | 151.7 | 0 |
| LastName2, FirstName2 (student2) | - | - | ! | ! | ✓ | 0 | 0 |
| LastName3, FirstName3 (student3) | - | - | 69 | - | ✓ | 69 | 0 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 0 |
| Weight Weight Grades | | | | | N/A | | 0% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

* Italics denote a non-visible item.

Adding Grades to the Online Gradebook:

1. Click on the assignment's name to enter a list of student grades. *Please note that students must be enrolled in your course in order for you to use the spreadsheet view of the online gradebook.*

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | - | | 60 | 91.7 | ✓ | 151.7 | 0 |
| LastName2, FirstName2 (student2) | - | - | ! | ! | ✓ | 0 | 0 |
| LastName3, FirstName3 (student3) | - | - | 69 | - | ✓ | 69 | 0 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 0 |
| Weight Weight Grades | | | | | N/A | | 0% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

* Italics denote a non-visible item.

2. Type in the student's score in the textbox next to their name.

Scores

| <u>Date Graded</u> | <u>User</u> | <u>Sort users by: Last Name</u> | <u>First Name</u> | <u>User ID</u> | <u>Score</u> |
|--------------------|-----------------------|---------------------------------|-------------------|----------------|--------------|
| | LastName1, FirstName1 | (student1) | | | 100 |
| | LastName2, FirstName2 | (student2) | | | |
| | LastName3, FirstName3 | (student3) | | | 75 |

3. Click **Submit** to save the changes to the online gradebook.
4. After the confirmation message click **OK** to return to the spreadsheet view.
5. The new student grades will now appear in the spreadsheet view.

| | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|---------------------------------|------------------------|------------------------|-----------------------------|-------------------------------------|---------------------|------------------------------|
| Change Item Order | | | | | | | |
| <i>LastName1, FirstName1</i> (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 0 |
| <i>LastName2, FirstName2</i> (student2) | - | - | ! | ! | ✓ | 0 | 0 |
| <i>LastName3, FirstName3</i> (student3) | 75 | - | 69 | - | ✓ | 144 | 0 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 0 |
| Weight Weight Grades | | | | | N/A | | 0% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

* Italics denote a non-visible item.

Weighting Grades in the Online Gradebook:

1. In the spreadsheet view, click on **Weight Grades**. *Please note that students must be enrolled in your course in order for you to use the spreadsheet view of the online gradebook.*

| | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|-----------------------------------|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| Change Item Order | | | | | | | |
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 0 |
| LastName2, FirstName2 (student2) | - | - | ! | ! | ✓ | 0 | 0 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 0 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 0 |
| Weight | | | | | N/A | | 0% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

* Italics denote a non-visible item.

2. Enter the weight for each item and then click **Submit**.



Adjust Gradebook Weights

1 Set Weights for Grades

| Grade | Points Poss | Weight % |
|-------------------------------|-------------|-----------------------------------|
| Attendance (Attendance) | 100 | <input type="text" value="20"/> % |
| Midterm Evaluation (Survey) | 0 | <input type="text" value="10"/> % |
| Midterm Exam (Quiz) | 92.2 | <input type="text" value="40"/> % |
| Quiz #1 (Quiz) | 175 | <input type="text" value="15"/> % |
| Quiz #2 (Quiz) | 81.5 | <input type="text" value="15"/> % |

2 Submit

Click **"Submit"** to finish. Click **"Cancel"** to abort this process.

Cancel

Submit

3. Click **OK** after the confirmation message to return to the spreadsheet view.



Adjust Gradebook Weights

Gradebook weights have been adjusted.

Click the OK button to return to the Spreadsheet View

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4. Note that the spreadsheet view now contains a new column "Total Weighted Points" which contains the student's overall percentage score.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | ! | ! | ✓ | 0 | 0 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

Viewing Survey Results:

1. In the Online Gradebook option screen, click on **Report by Item**.
2. Enter the survey's name and then click **Search**.



Report By Item

SEARCH A-Z, 0-9 LIST ALL

Midterm Evaluation Search

Search By: Item Name Type

3. Click on **Grades** to view the survey information.

1 item(s) located

Displaying records 1-1

| <u>NAME</u> | <u>TYPE</u> | <u>POINTS POSSIBLE</u> | <u>STATUS</u> |
|--------------------|-------------|------------------------|---------------|
| Midterm Evaluation | Survey | 0 | Visible |

Grades

* Italics denote a non-visible item.

4. Students who have taken the survey will have a check next to their name. Since surveys are not graded the student does not receive a score.

Scores

| <u>Date</u> | <u>Student</u> | <u>Score</u> |
|--------------|-----------------------------------|--------------|
| Apr 10, 2002 | FirstName1, FirstName1 (student1) | ✓ |
| Apr 10, 2002 | LastName2, FirstName2 (student2) | ✓ |
| Apr 10, 2002 | LastName3, FirstName3 (student3) | |

5. Click on the **Detailed Analysis** link to view a listing of the student responses.



Report for Midterm Evaluation

Item Information

| | |
|---------------------|-----|
| Points Possible: | 0 |
| Total Points: | N/A |
| Class Avg.: | N/A |
| Standard Deviation: | N/A |
| Variance: | N/A |
| High: | N/A |
| Low: | N/A |

[Detailed Analysis](#)

6. The percentage of student responses appears next to each question. In the example below, both survey takers responded "False" to the statement "This course was a required course in my major field". Since surveys are anonymous, students' names are not associated with their answers.

Analysis for *Midterm Evaluation*

Total Responses = 2

Question 1: True/False

| This course was a required course in my major field | % Responses |
|---|-------------|
| True | 0% |
| False | 100% |

7. Click **OK** to return to the survey report.

8. Click on **Online Gradebook** in the navigation bar at the top of the screen to return to the online gradebook option screen.

[COURSES](#) > [COURSES](#) > [TEST](#) > [CONTROL PANEL](#) > [ONLINE GRADEBOOK](#) > SPREADSHEET VIEW

Handling Exclamation Points in the Online Gradebook:

1. In the Online Gradebook option screen, click on **Spreadsheet View**.

Online Gradebook

- ▶ **Report By User**
Use this area to find a specific user. You can view statistics and assessment results, and modify and update scores for a user.
- ▶ **Report By Item**
Use this area to view information about a specific gradebook item.
- ▶ **Spreadsheet View**
Your standard gradebook view is located here. You can add, modify and remove gradebook entries, including assessment results.
- ▶ **Export Gradebook**
Export the gradebook as a comma-delimited text file.

2. Red exclamation points alert the instructor that a particular assessment attempt requires attention. Red exclamation points appear in place of a student's assessment score for one of the following reasons:

- The assessment contained a short answer/essay item that must be graded manually by the instructor. In this case, the instructor can view the attempt and assign points for the short/answer essay question. *Please see [Updating Short Answer/Essay Grades](#) for more information.*
- The student exceeded the assessment time limit. In this case, the instructor can view the attempt and the extra time the student used. The instructor can either allow the attempt or assign a score of zero for exceeding the time limit. *Please see [Updating Assessment Attempts that Exceeded the Time Limit](#) for more information.*
- The student was unable to submit the assessment due to a browser or network failure. In this case, the instructor can reset the attempt to allow the student to retake the assessment. *Please see [Clearing an Assessment Attempt](#) for more information.*

Updating Short Answer/Essay Grades:

1. Once in the spreadsheet view, click on the exclamation point to view the assessment attempt.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | ! | | ✓ | 0 | 0 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

2. The short answer/essay question will be flagged by the icon.
3. View the student's response and assign the appropriate point amount. Notice that the grading suggestions that you entered during the assessment creation process appear under the student's answer to aid grading.

Question 5: Short Answer/Essay

10 points possible

Question: Please describe the symbolism of the the mirror in Harry Potter and the Sorcerer's Stone.



FirstName3's answer:

The mirror reflects your inner desires.

Suggested answer:

Look for these key words:
self-perception, desire, goal, self-worth, vanity, subconscious....

Points assigned: N/A

Points given:

4. Click **Submit** to update the student's score.
5. Click **OK** after the confirmation screen to return to the spreadsheet view of the online gradebook.

The score has been updated.

Click the OK button to return to the previous page.

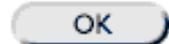
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6. Note that the student now has a grade for the assessment instead of an "!". The student will see this updated score the next time they check their grades.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | ! | 90 | ✓ | 90 | 36 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

**Updating Assessment Attempts that Exceeded the Time Limit:**

1. In the spreadsheet view, click on the exclamation point to view the assessment attempt.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | | 90 | ✓ | 90 | 36 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

2. In the example below, the student exceeded the five minute time limit by one minute and 30 seconds.

Results of **Quiz #2** for **FirstName2 LastName2**

If you would like to clear this student's attempt, you can do so by clicking this button.

Clear Attempt

Timed assessment:

This assessment attempt exceeded the time limit (00:05:00) by 1 minute, 30 seconds.

3. At this time all of the questions have been automatically graded by Blackboard. It is the instructor's decision whether to allow the student's attempt or not. If you decide to allow the attempt, simply click on the **Submit** button at the bottom of the screen. This will update the student's score.

FirstName2 scored **57** out of **81.5** points.

Note: One or more ungraded questions were found.

Your total score does not include these points.

Cancel

Submit

4. If you decide not to allow the student's attempt, you may assign a zero for the attempt by manually entering a zero as the score for each question.

Question 1: Multiple Choice

25 points possible



Question: Who is the author of the Harry Potter series of children's books?

FirstName1's answer: ✓ J.K. Rowling

Possible answer(s):

- ✗ Shel Silverstein
- ✓ J.K. Rowling
- ✗ Dr. Seuss
- ✗ Madeleine L'Engle

Points assigned: 25

Points given:

Click on the **Submit** button at the bottom of the screen to update the student's score to a zero.

5. Click **OK** after the confirmation screen to return to the spreadsheet view of the online gradebook.

The score has been updated.

Click the OK button to return to the previous page.

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6. The student's updated score will replace the exclamation point in the online gradebook.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

Clearing Assessment Attempts:

1. In the spreadsheet view of the online gradebook, click on the exclamation point to view the assessment attempt.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

2. If the student was unable to submit the quiz, the following notice regarding incomplete attempts will appear at the top of the quiz results.

Results of Quiz #1 for FirstName2 LastName2

If you would like to clear this student's attempt, you can do so by clicking this button.

Clear Attempt

Incomplete attempt:

This attempt was not completed. The student's attempt may have been interrupted by a network or browser failure. You may have to clear this attempt to allow a legitimate submission by clicking the **Clear Attempt** button above.

3. At this time it is the instructor's decision whether to allow the student to retake the assessment. If you decide to allow

the student to retake the quiz, simply click on the  button at the top of the screen. This will delete the student's first attempt and allow the student to retake the assessment.

4. If you decide to not let the student retake the quiz, you must manually enter a score of zero for each question.

Question 1: Multiple Choice

25 points possible



Question: Who is the author of the Harry Potter series of children's books?

FirstName1's answer: ✓ J.K. Rowling

Possible answer(s):

- ✗ Shel Silverstein
- ✓ J.K. Rowling
- ✗ Dr. Seuss
- ✗ Madeleine L'Engle

Points assigned: 25

Points given:

5. Click **Submit** at the bottom of the screen to update the student's assessment.

6. Click **OK** after the confirmation screen to return to the spreadsheet view of the online gradebook.

7. If you chose to clear the assessment's attempt, a small blue "-" will appear in place of the exclamation point in the spreadsheet view of the online gradebook. This signifies that the student has not yet retaken the assessment.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

8. If you chose to mark the assessment as a zero, this grade will appear in the spreadsheet view of the online gradebook. The student will be able to view this grade change the next time they check their grade in the Student Tools section of the Blackboard course.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | 0 | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

9. Click on **Online Gradebook** in the directory history at the top of the screen to return to the online gradebook option page.

[COURSES](#) > [COURSES](#) > [TEST](#) > [CONTROL PANEL](#) > [ONLINE GRADEBOOK](#) > [SPREADSHEET VIEW](#)

Handling Question Marks:

A question mark in the online gradebook signifies that the student's quiz attempt failed. You can reset the student's quiz attempt so they can retake the assessment or you may assign "0" points to the quiz attempt by following the instructions below:

1. In the spreadsheet view of the online gradebook, click on the question mark to view the assessment attempt.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

2. If the student was unable to submit the quiz, the following notice regarding incomplete attempts will appear at the top of the quiz results.

Results of Quiz #1 for FirstName2 LastName2

If you would like to clear this student's attempt, you can do so by clicking this button.

Clear Attempt

Incomplete attempt:

This attempt was not completed. The student's attempt may have been interrupted by a network or browser failure. You may have to clear this attempt to allow a legitimate submission by clicking the **Clear Attempt** button above.

3. At this time it is the instructor's decision whether to allow the student to retake the assessment. If you decide to allow

the student to retake the quiz, simply click on the button at the top of the screen. This will delete the student's first attempt and allow the student to retake the assessment.

4. If you decide to not let the student retake the quiz, you must manually enter a score of zero for each question.

Question 1: Multiple Choice

25 points possible

**Question:** Who is the author of the Harry Potter series of children's books?**FirstName1's answer:** ✓ J.K. Rowling**Possible answer(s):**

- ✗ Shel Silverstein
- ✓ J.K. Rowling
- ✗ Dr. Seuss
- ✗ Madeleine L'Engle

Points assigned: 25**Points given:**

5. Click **Submit** at the bottom of the screen to update the student's assessment.

6. Click **OK** after the confirmation screen to return to the spreadsheet view of the online gradebook.

7. If you chose to clear the assessments attempt, a small blue "-" will appear in place of the exclamation point in the spreadsheet view of the online gradebook. This signifies that the student has not yet retaken the assessment.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|---------------------------------|------------------------|------------------------|-----------------------------|-------------------------------------|---------------------|------------------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

8. If you chose to mark the assessment as a zero, this grade will appear in the spreadsheet view of the online gradebook. The student will be able to view this grade change the next time they check their grade in the Student Tools section of the Blackboard course.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | 0 | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

9. Click on **Online Gradebook** in the directory history at the top of the screen to return to the online gradebook option page.

[COURSES](#) > [COURSES](#) > [TEST](#) > [CONTROL PANEL](#) > [ONLINE GRADEBOOK](#) > [SPREADSHEET VIEW](#)

Handling Lock Icons:

The lock icon in the online gradebook signifies that the student's assessment attempt is in progress. Please note that clicking on the lock icon while the student is taking the assessment will disrupt the quiz attempt. However, if a student contacts you to report a quiz or network problem, you may reset their quiz attempt to allow them to retake the assessment or you may assign "0" points to the quiz attempt by following the instructions below:

1. In the spreadsheet view of the online gradebook, click on the question mark to view the assessment attempt.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

2. If the student was unable to submit the quiz, the following notice regarding incomplete attempts will appear at the top of the quiz results.

Results of **Quiz #1** for **FirstName2 LastName2**

If you would like to clear this student's attempt, you can do so by clicking this button.

Clear Attempt

Incomplete attempt:

This attempt was not completed. The student's attempt may have been interrupted by a network or browser failure. You may have to clear this attempt to allow a legitimate submission by clicking the **Clear Attempt** button above.

3. At this time it is the instructor's decision whether to allow the student to retake the assessment. If you decide to allow the student to retake the quiz, simply click on the  button at the top of the screen. This will delete the student's first attempt and allow the student to retake the assessment.

4. If you decide to not let the student retake the quiz, you must manually enter a score of zero for each question.

Question 1: Multiple Choice

25 points possible

**Question:** Who is the author of the Harry Potter series of children's books?**FirstName1's answer:** ✓ J.K. Rowling**Possible answer(s):**

- ✗ Shel Silverstein
- ✓ J.K. Rowling
- ✗ Dr. Seuss
- ✗ Madeleine L'Engle

Points assigned: 25**Points given:**

5. Click **Submit** at the bottom of the screen to update the student's assessment.

6. Click **OK** after the confirmation screen to return to the spreadsheet view of the online gradebook.

7. If you chose to clear the assessments attempt, a small blue "-" will appear in place of the exclamation point in the spreadsheet view of the online gradebook. This signifies that the student has not yet retaken the assessment.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|---------------------------------|------------------------|------------------------|-----------------------------|-------------------------------------|---------------------|------------------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | - | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

8. If you chose to mark the assessment as a zero, this grade will appear in the spreadsheet view of the online gradebook. The student will be able to view this grade change the next time they check their grade in the Student Tools section of the Blackboard course.

| Change Item Order | Attendance Attendance | Quiz #1 Quiz | Quiz #2 Quiz | Midterm Exam Quiz | Midterm Evaluation Survey | Total Points | Total Weighted Points |
|---|--------------------------|-----------------|-----------------|----------------------|------------------------------|--------------|-----------------------|
| LastName1, FirstName1 (student1) | 100 | | 60 | 91.7 | ✓ | 251.7 | 65.68 |
| LastName2, FirstName2 (student2) | - | | 67 | 90 | ✓ | 157 | 46.05 |
| LastName3, FirstName3 (student3) | 75 | - | 69 | - | ✓ | 144 | 25.35 |
| Points Possible | 100 | 175 | 81.5 | 92.2 | N/A | 448.7 | 95.355 |
| Weight Weight Grades | 20% | 15% | 15% | 40% | N/A | | 100% |

- ✓ Completed
- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

OK

9. Click on **Online Gradebook** in the directory history at the top of the screen to return to the online gradebook option page.

[COURSES](#) > [COURSES](#) > [TEST](#) > [CONTROL PANEL](#) > [ONLINE GRADEBOOK](#) > SPREADSHEET VIEW

Exporting the Online Gradebook:

1. Once in the Online Gradebook option screen, click on **Export Gradebook**.
2. To save the file to a PC, right click on **Save Exported Gradebook**, and select "Save link as... (Netscape) or "Save target as..." (Internet Explorer). To save it to a Macintosh, click and hold down the mouse button on "**Save Exported Gradebook**", and select "Save this link as..." (Netscape) or "Save Target as..." (Internet Explorer). Note that for Netscape 6 on the Macintosh, the menu will only appear if you hold the control key down while clicking on the link.

 **Export Gradebook**

Instructions

The exported gradebook has been saved according to the sorting and filtering options on the Spreadsheet View. To download the file to your computer, follow the instructions below.

1. To save the file to a PC, right-click on 'Save Exported Gradebook', and select 'Save link as ...' (Netscape) or 'Save target as ...' (Internet Explorer). To save it to a Macintosh, click and hold down the mouse button on 'Save Exported Gradebook', and select 'Save this link as ...' (Netscape) or 'Save target as ...' (Internet Explorer). Note that for Netscape 6 on the Macintosh, the menu will only appear if you hold the control key down while clicking on the link.
2. Choose the directory in which to save the file.
3. After saving the file, open **Microsoft Excel** or a similar program, and go to the **File** menu. Select **Open**. On a Macintosh, this may be the only way to open the file, as the system may not automatically associate the saved file with **Excel**.
4. Locate the directory where the file is saved and double-click the filename (the file is named [gradebook.csv](#) by default.)

[Save Exported Gradebook](#)

OK

3. Browse to your Desktop and save the file as *gradebook.csv*

4. Launch the application *Microsoft Excel*. Open the *gradebook.csv* file by clicking on **File** and then **Open**. Browse to the desktop. In order to view the *gradebook.csv* file, you must choose "All Files" in the "Files of Type" pull-down menu in the browse window. Select the *gradebook.csv* file and then click **OK**.

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ROTC BLACKBOARD

Instructor's Guide to Blackboard

Generating a Statistics Report:

1. In the **Control Panel**, click on **Course Statistics** under "Assessment".
2. Choose the type of report to generate in the pull-down menu.

Course Statistics

1 Select Report Filter

Report type: Overall Summary of Course Usage ▾

Time period: Overall Summary of Course Usage ▾
Main Content Areas Report
Communication Areas Report
Group Areas Report
Student Areas Report

dates: 001 ▾ 
To: Oct ▾ 02 ▾ 2001 ▾ 

3. Choose the time period for the report in the pull-down menus.

1 Select Report Filter

Report type: Overall Summary of Course Usage ▾

Time period: **All dates** **Between the following dates:**

From: Aug ▾ 27 ▾ 2001 ▾ 
To: Sep ▾ 03 ▾ 2001 ▾ 

4. Select the users to include in the report in the selection box. You may choose more than one user by clicking on the CTRL key while making your selections.

2 Select Users

Users:

All Users

Selected Users:



LastName1, FirstName1
LastName2, FirstName2
LastName3, FirstName3
LastName6, FirstName6
YourLastName, YourFirstName

5. Choose "Yes" to refresh the dataset, choose the information to include in the report and click **Submit** to generate the report.

3 Options

Do you wish to refresh the dataset:

Yes No

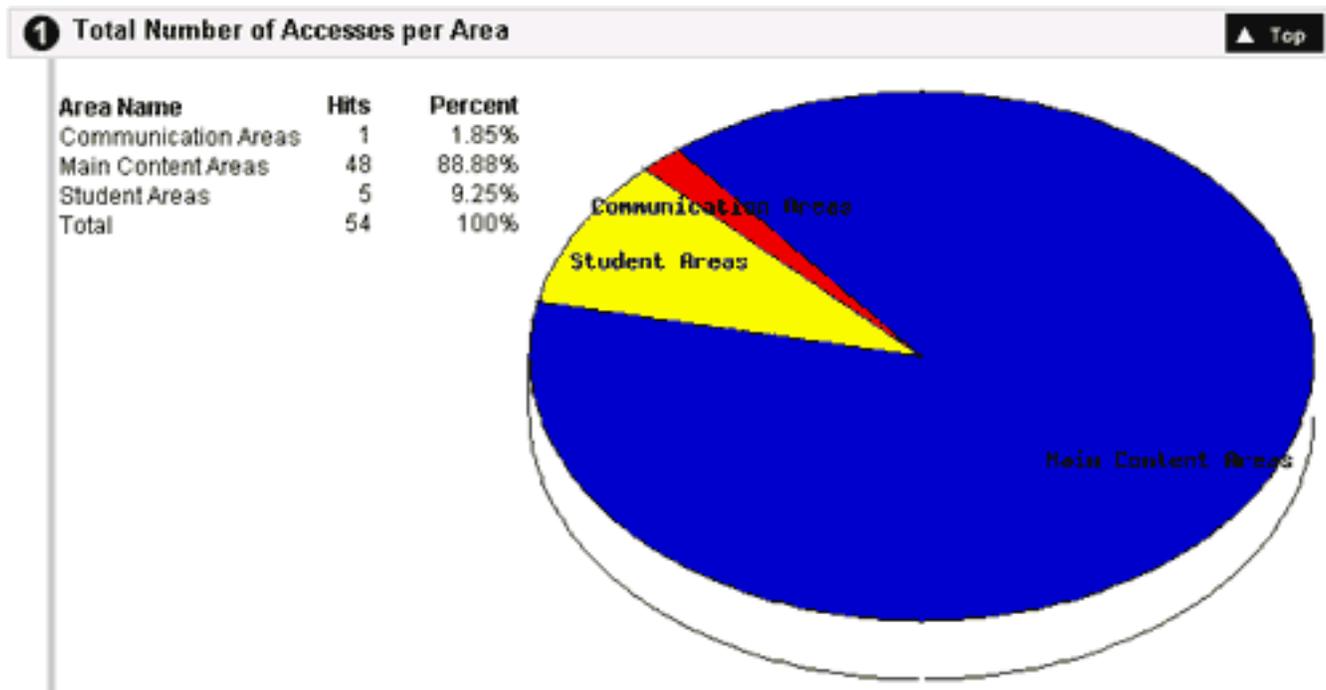
Updated: Unknown

Note: Dataset is limited to 100,000 hits for memory and performance.

What information do you want to display:

- Total number of accesses per area
- Number of accesses over time
- User accesses per hour of the day
- User accesses per day of the week
- Total accesses by user

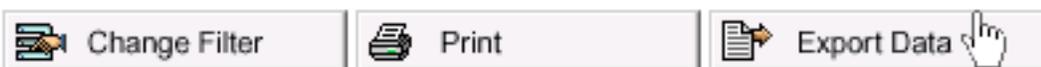
6. The course statistics are displayed in graphical format.



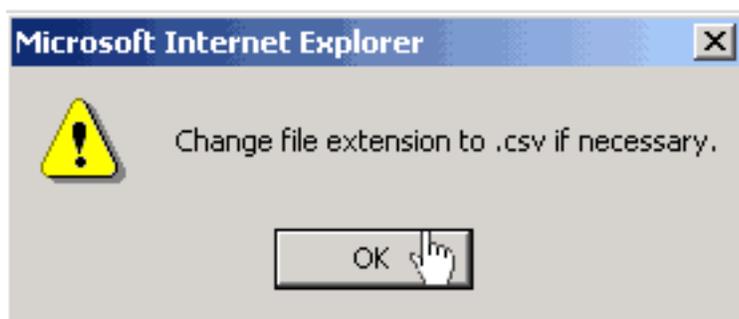
Exporting a Statistics Report:

1. Once you have generated a statistics report, you may export the data into a comma delimited file (*.csv) that can be read by MS Excel for further evaluation of the data. At the top of the graphical report, click on **Export Data**.

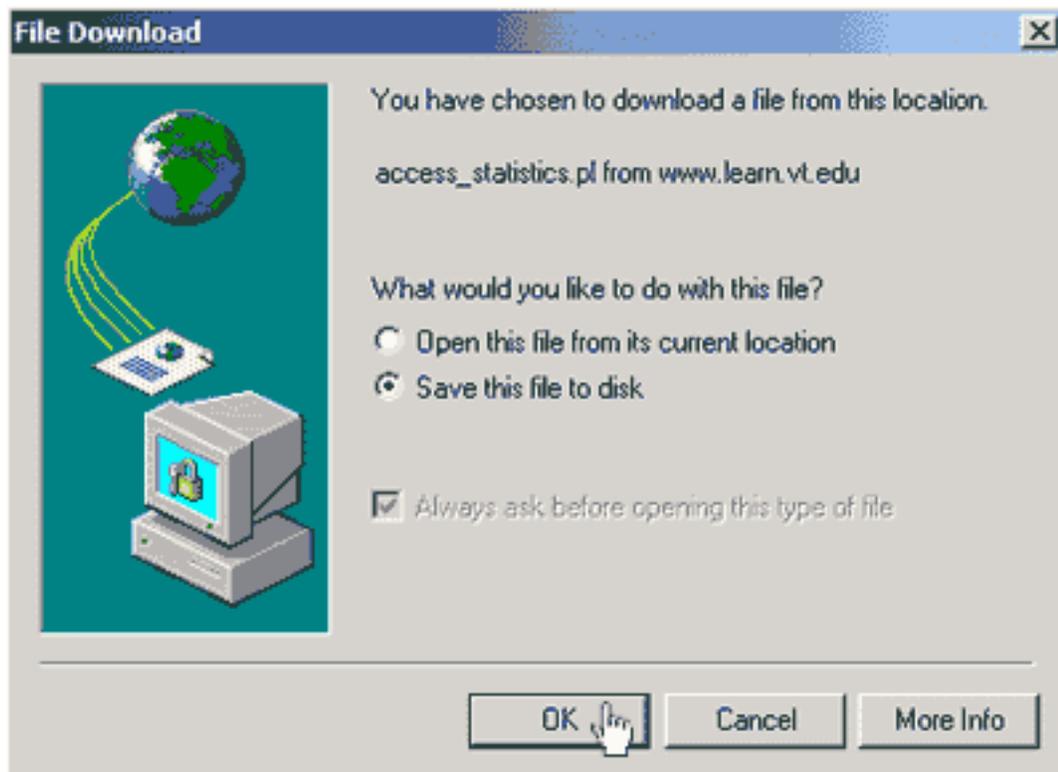
Course Statistics



2. Click **OK** after the warning message. *Note that you may need to manually change the file extension to .csv*



3. Select "Save this file to disk" and then click **OK**.



4. Type "access_statistics.csv" as the file name and then click **Save**. *Be sure to include the extension ".csv", otherwise MS Excel will not recognize the file.*

5. Open the file in MS Excel.

| | A | B | C | D | E | F | G | H |
|---|-------------------------|------|---------|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | Total Accesses Per Area | | | | | | | |
| 4 | | | | | | | | |
| 5 | Area Name | Hits | Percent | | | | | |
| 6 | Communication Areas | 1 | 1.851 | | | | | |
| 7 | Main Content Areas | 48 | 88.88 | | | | | |
| 8 | Student Areas | 5 | 9.259 | | | | | |
| 9 | Total | 54 | 100 | | | | | |

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ROTC BLACKBOARD

Instructor's Guide to Blackboard

Downloading Files from your Digital Drop Box:

1. You can use the Digital Drop Box to exchange files with your students. Go to the **Control Panel** and then click on **Digital Drop Box** under the heading "Course Tools".
2. The files that students have uploaded to your dropbox are shown within the Digital Drop Box. Note that the date and time that the file was uploaded is displayed. This is useful to track late assignments.

Digital Drop Box



Homework #1

Submitted by: FirstName2 LastName2 (student2)
Received on: Wed Mar 28 11:00:48 2001

Remove



Homework #1

Submitted by: FirstName1 LastName1 (student1)
Received on: Wed Mar 28 10:59:49 2001

Remove

In order to organize your student files, we recommend that you create a folder on your computer. This folder can then be used to store all student files that were received from the Digital Drop Box

3. There are two ways to save files from the digital dropbox to your computer. The easiest way is to right-click or option-click on the link name and then choose **Save Target As**.



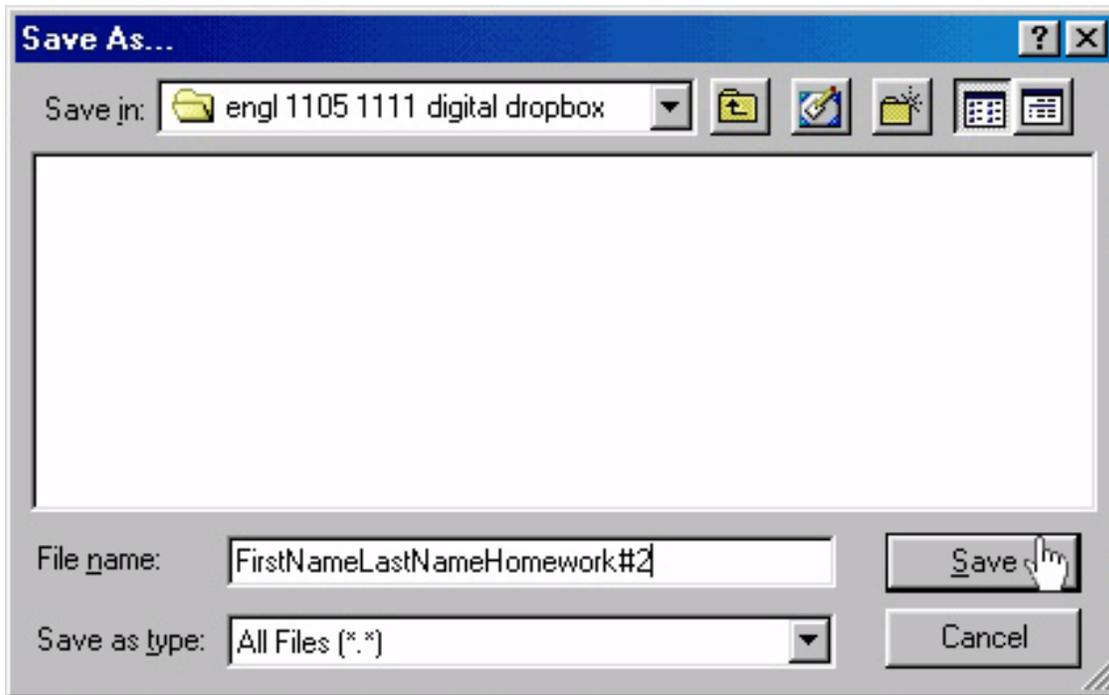
Homework #1

Submitted by: student2)

Received on:

- Open
- Open in New Window
- Save Target As...
- Print Target

4. Browse to the folder that you created in your computer. When you save the file, rename it in a way that you will know later who it belongs to.



5. If you want to view the file before saving it, simply click on the file's link.



Homework #1

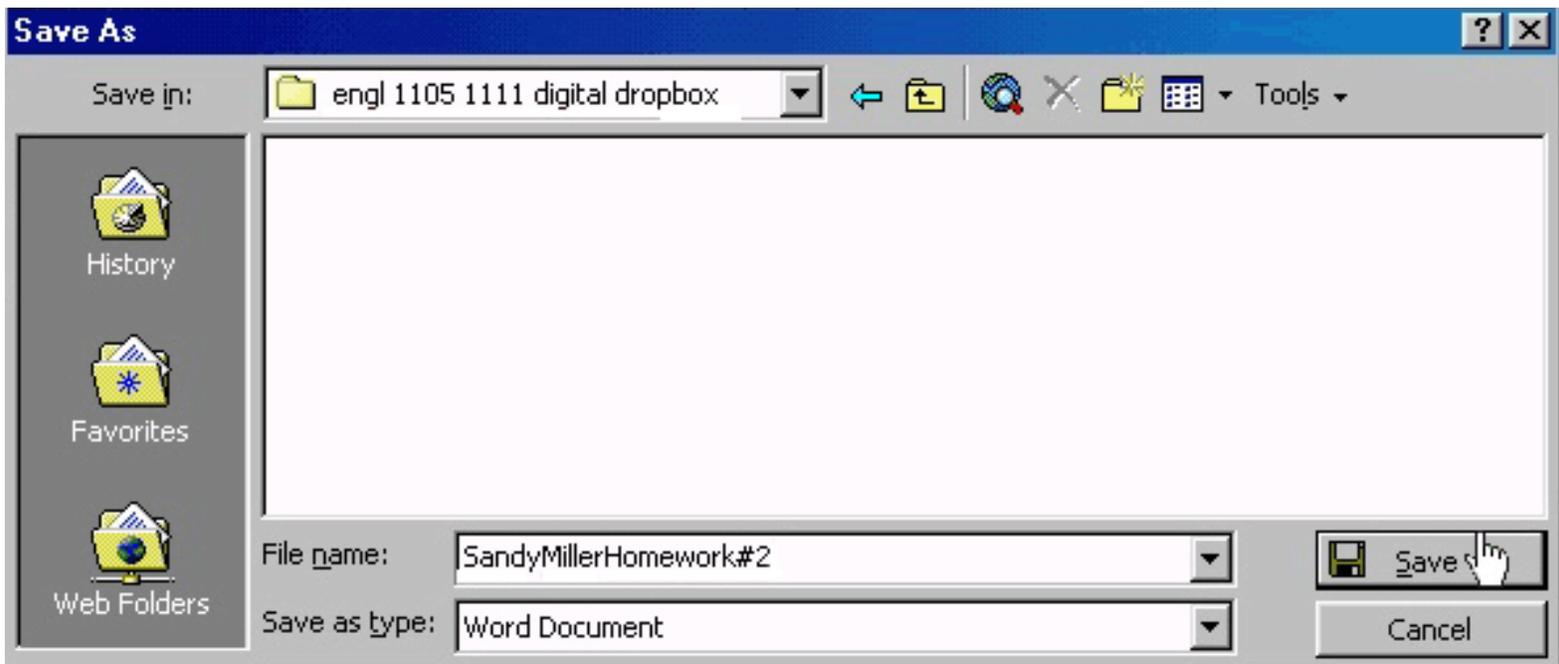
Submitted by: FirstName2 LastName2 (student2)

Received on: Wed Mar 28 11:00:48 2001

Remove

6. In the above example, the file "Homework #1" is a Microsoft Word document. Since MS Word recognized the file, it opened it when the link was clicked.

7. In order to save the downloaded file to your folder, go to "File->Save As" from within the application that opened the file. Browse to the folder that you created. When you save the file, rename it in a way that you will know later who it belongs to.



The file is now saved to your folder.

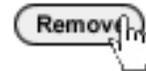
Removing Files from your Digital Drop Box:

1. To remove a file from your Digital Drop Box, click on **Remove** next to the filename.

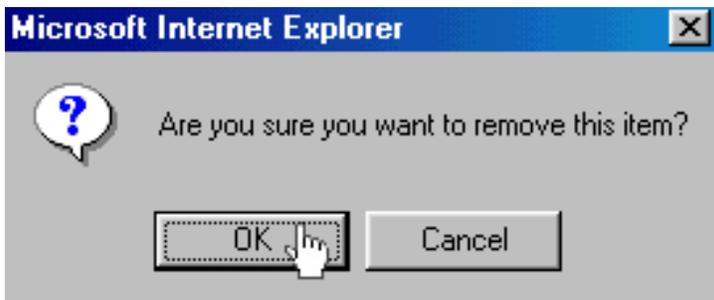


Homework #1

Submitted by: FirstName2 LastName2 (student2)
Received on: Wed Mar 28 11:00:48 2001



2. Confirm the removal of the file by clicking **OK**.



3. Click **OK** after the confirmation message.

Dropbox Receipt

Receipt: Success

Homework #1 removed

2002-04-20 8:58:43 AM



The file has been removed from your Drop Box.

Sending Files to Students Using the Digital Drop Box:

1. To send a file to a student, go into the Control Panel and click on **Digital Drop Box** under the heading "Course Tools".

2. Click  .

3. Designate the recipient of the file by selecting their name in the list box. You may choose more than one recipient by holding down the CTRL key as you select names.

1 Select Users

To:

LastName1, FirstName1 (student1)
LastName2, FirstName2 (student2)
LastName3, FirstName3 (student3)

4. Next, click **Browse** to select the file to send to the student.

2 File Information

Select file:

OR upload
new file:

Title:

File:

Browse 

Comments:

5. Click on **Submit** to send the file to the student's own Digital Drop Box.

6. The student can now access the sent file by logging into the course and then clicking on **Student Tools**. When the student clicks on **Digital Drop Box** a link to the file will be shown.

Storing Files in your Digital Drop Box:

1. To store a file in your drop box, go into the Control Panel and click on **Digital Drop Box** under the heading "Course Tools".

2. Click  .

3. Enter the title & description. Click on the **Browse** button to select the file to upload.

Digital Drop Box

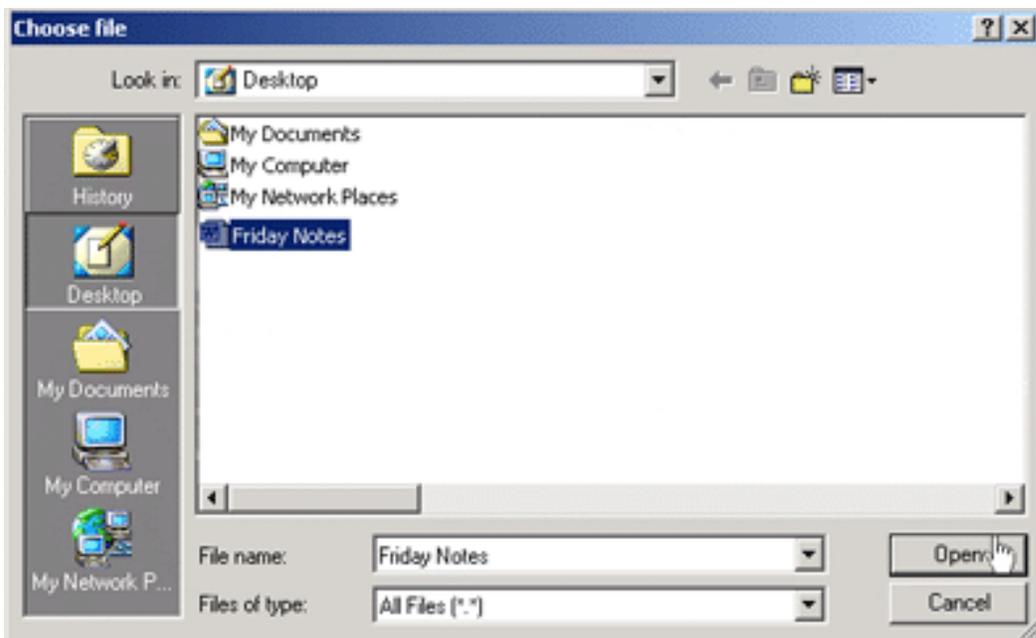
1 File Information

Title:

File:

Comments:

4. Select the file to upload and then click **Open**.



5. Click **Submit** to upload the file into your own drop box.

6. Note the warning message that states that you are only uploading the document into your drop box and not sending the file to another user's drop box. Click **OK** to continue.



7. Click **OK** after the confirmation message.

Receipt: Success

Friday's Notes has been added to your dropbox.

2002-04-20 8:58:43 AM



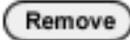
8. Note that the file is now listed in your own drop box.

 **Digital Drop Box**



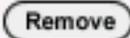
Friday's Notes

Posted on: 2002-04-20 8:58:43 AM
Comments: My notes for Friday's class
12/07/01



Homework #1

Submitted by: student demo (demo)
Received on: 2002-04-20 8:58:43 AM



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ROTC BLACKBOARD

Instructor's Guide to Blackboard

Creating a Forum in the Discussion Board:

1. In the **Control Panel**, click on the **Discussion Board** link under the heading "Course Tools".

2. Click on .

3. Enter the forum title and description.

Modify Forum

Title:

Description:

In the last class we talked about it. Find characteristics within yourself that you think you can associated with Army ethos.

Smart Text Plain Text HTML

4. Choose the appropriate forum settings and then click **Submit** to create the forum.

Forum Settings:

- Allow anonymous posts
- Allow author to edit message after posting
- Allow author to remove own posted messages
- Allow file attachments
- Allow new threads

5. Click on the link to view your forum.

Discussion Board

 Add Forum

1  **Discuss the Army ethos** Modify Remove

In the last class we talked about it. Find characteristics within yourself that you think you can associated with Army ethos. [No Messages]

OK

Posting Messages in the Discussion Board:

1. Once in the forum, click on 

2. Enter the subject and message of your thread. If you include html tags in your message, be sure to click the option **HTML** at the bottom of the message.

Discussion Board

Create New Message

Current Forum: Discuss the Army ethos

Date: Sat Apr 20 2002 1:19 pm

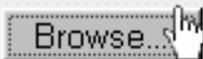
Author: Tabar, Abraham

Subject: Physical stress against mental stress

Message: This is the content of my message.
Notice that I'm using plain text to format my message but I could also use html tags as `bolt`, `<i>italic</i>`, or `<u>underline</u>`.

Options: Smart Text Plain Text HTML

3. You may also attach a file to your message. Click on **Browse** to locate the file.

Attachment: C:\My Documents\demo course images\smallhok.c 

4. Click **Submit** to post the message.

5. The paperclip image next to the title of the message signals that this message contains an attached file. Click on the message title to view the full message.

Discussion Board

 Add New Thread

[VIEW UNREAD MESSAGES](#) ▾

[EXPAND ALL](#) +

[COLLAPSE ALL](#) -

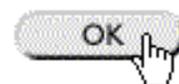
[SEARCH](#) ?

[SHOW OPTIONS](#)

Physical stress against mental st...  Your First and Last Name Sat Apr 20 2002 1:29 pm

[\[Click Here for Archives \]](#)

Sort By: ▾



6. This is the full message view. Note that the author's name and email address is displayed as well as the date and time posted. In the right hand corner you can see how many times this message has been read. Click on the link of the attached file to view it.

Discussion Board

[◀◀ Previous Message](#) [Next Message ▶▶](#)

Current Forum: Discuss the Army ethos
Date: Sat Apr 20 2002 1:29 pm
Author: Your First and Last Name <Your e-mail Address>
Attachment: [msl401-cadet-master_toc.doc](#) (83456 bytes)
Subject: Physical stress against mental stress

Read 3 times

[Remove](#)

This is the content of my message.
Notice that I'm using plain text to format my message but I could also use html tags as **bolt**, *italic*, or underline.

[Reply](#)

7. Click on **Reply** to post a comment to this message.

8. Note how the subject line automatically refers to the previous message. Enter the message text and then click **Submit** to post the message to the discussion board.

Discussion Board

Your Response:

Current Forum: Discuss the Army ethos

Date: Sat Apr 20 2002 1:50 pm

Author: Your First and Last Name

Subject:

Message:

Options: Smart Text Plain Text HTML

9. Note how the threaded messages are displayed.

Discussion Board

 Add New Thread

VIEW UNREAD MESSAGES 

EXPAND ALL 

COLLAPSE ALL 

SEARCH 

SHOW OPTIONS

| | | |
|---|--------------------------|-------------------------|
| Physical stress against mental stress  | Your First and Last Name | Sat Apr 20 2002 1:29 pm |
| Re: Physical stress against mental str... | Your First and Last Name | Sat Apr 20 2002 1:53 pm |

[[Click Here for Archives](#)]

Sort By:

OK

Archiving Forums:

1. In your Forum, click on the **Click Here for Archives** link.

Discussion Board

 Add New Thread

VIEW UNREAD MESSAGES 

EXPAND ALL 

COLLAPSE ALL 

SEARCH 

SHOW OPTIONS

| | | |
|---|--------------------------|-------------------------|
| Physical stress against mental stress  | Your First and Last Name | Sat Apr 20 2002 1:29 pm |
| Re: Physical stress against mental str... | Your First and Last Name | Sat Apr 20 2002 1:53 pm |

[[Click Here for Archives](#)]

Sort By:

OK

 Add Archive 

2. Click on  Add Archive .

3. Enter a title and description for the archive.

Archive Title:

Description:

This is the archive of Forum #1.

Smart Text Plain Text HTML

4. You can limit the availability of the archive. If you want the students to be able to view the archive, click the box next to "Available".

Available: The archive and its messages are available to students

5. Click **Submit** to create the archive.

6. The archive is empty when it is initially created. Note how it contains "[No Messages]". Click on **Modify** to move messages from the forum into the archive.

1 [Archive #1](#)

This is the archive of Forum #1. [No Messages]

7. To move messages from a forum into an archive, click on the check box next to the main thread and then click **Submit**. All messages within that thread will be moved into the archive.

Select threads to move to Archive

My Thoughts on Chapter One YourLastName, YourFirstName Tue Mar 27 2001 11:08 am

8. Click on the archive name to view the contents of the archive.

1 [Archive #1](#)

This is the archive of Forum #1. [2 Messages]

[1 **New**]

9. Note that the messages appear in the archive just as they did in the forum.

Discussion Board

VIEW UNREAD MESSAGES ▾

EXPAND ALL +

COLLAPSE ALL -

SEARCH: ?

SHOW OPTIONS

| | | |
|---|--------------------------|-------------------------|
| Physical stress against mental stress  | Your First and Last Name | Sat Apr 20 2002 1:29 pm |
| Re: Physical stress against mental str... | Your First and Last Name | Sat Apr 20 2002 1:53 pm |

Sort By:

OK

Assigning Discussion Board Administrator Roles to Students:

1. Instructors have the option of assigning students the right to administer individual forums. Once the student is given administrative rights to the forum, the student has the same rights as the instructor of that forum. However, the student cannot remove the instructor from the forum.
2. To assign an administrator role to a student, go into the "Control Panel" for you course and click on **Discussion Board** under the heading "Course Tools".
3. Click on **Modify** next to the forum name.

| | | | |
|--------------------------------|--|---------------------------------------|---------------------------------------|
| <input type="text" value="1"/> | <u>Forum #1 Discuss Chapters 1-3</u> | <input type="button" value="Modify"/> | <input type="button" value="Remove"/> |
| | Please discuss chapters 1-3 in the textbook. | [No Messages] | [1 Archive] |

4. Scroll down to "Forum User Settings". Highlight the student's name and then click on **Admin** to give that student administrative rights to the forum.

Forum User Settings:

- Ⓐ = Forum **Administrator** privileges
- Ⓐ = Permanent Forum **Administrator**
- ⓑ = User is **blocked** from posting

| | | |
|-----------------------------|--------------------------------------|--|
| Guest, Blackboard5 | | |
| Ⓐ LastName1, FirstName1 | <input type="button" value="ADMIN"/> | <input type="button" value="NORMAL"/> |
| LastName2, FirstName2 | | |
| LastName3, FirstName3 | | |
| YourLastName, YourFirstName | <input type="button" value="BLOCK"/> | <input type="button" value="UNBLOCK"/> |

5. Click on **Submit** to save the changes.

6. Notice that the student is now flagged as having forum administrator privileges. If you ever want to remove these privileges, just highlight the student's name and then click **Normal**.

Forum User Settings:

- Ⓐ = Forum **Administrator** privileges
- Ⓐ = Permanent Forum **Administrator**
- ⓑ = User is **blocked** from posting

| | | |
|-----------------------------|--------------------------------------|--|
| Guest, Blackboard5 | | |
| Ⓐ LastName1, FirstName1 | <input type="button" value="ADMIN"/> | <input type="button" value="NORMAL"/> |
| LastName2, FirstName2 | | |
| LastName3, FirstName3 | | |
| YourLastName, YourFirstName | <input type="button" value="BLOCK"/> | <input type="button" value="UNBLOCK"/> |

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ROTC BLACKBOARD

Instructor's Guide to Blackboard

Creating Groups:

1. Go to the Control Panel for your Blackboard course.
2. Click on **Manage Groups** under the heading "User Management".
3. Click on **Add Group**.
4. Enter the group name and description.

1 Main Group Information

Group name:

Description:

5. Select the Group Options. Note that only members assigned to the group will be able to access these group functions.

2 Group Options

- Enable Group Discussion Board Function
- Enable Group Virtual Classroom Function
- Enable Group File Exchange Function
- Enable Group E-mail Function

Make group visible now: Yes No

6. Click **Submit** to create the group.
7. Click **OK** after the confirmation message.

Add Group

Receipt: Success

The action you attempted succeeded

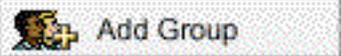
2002-04-21 9:56:48 AM

 OK

Adding Users to Groups:

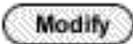
1. Click on the **Modify** button next to the group name.

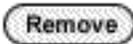
Manage Groups

 Add Group



Group #1 - This group responsibility is to discuss the new Army Physical Fitness Test.  Group File Exchange
 Group Discussion Board :  Group Virtual Classroom :
 Group Email :

 Modify

 Remove

2. Click on **Add Users to Group**

Manage Group - Group #1

- ▶ **Group Properties**
Set options for this group.
- ▶ **Add Users To Group**
Enroll users in this group.
- ▶ **List Users In Group**
List all the users in this group.
- ▶ **Remove Users From Group**
Un-enroll users from this group.

OK

3. Select "User Name" as the "Search By" criteria, enter the student's UserName and then click **Search**.

Add Users To Group - Group #1

SEARCH A-Z, 0-9 LIST ALL

4cdt1234 Search

Search By: Last Name User Name

OK

4. Check the box next to the student's name and then click Submit to add them to the group.

1 user(s) located

Displaying records 1-1

| <u>ADD</u> | <u>NAME</u> | <u>USER NAME</u> | <u>E-MAIL</u> | <u>ROLE</u> |
|-------------------------------------|--------------------------|----------------------|----------------|-------------|
| <input checked="" type="checkbox"/> | LastName6, FirstName6 | fakepid | XXXXX@XXXX.XXX | None |



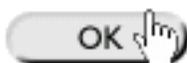
5. Click OK after the confirmation message.

Add Users To Group

Receipt: Success

The action you attempted succeeded

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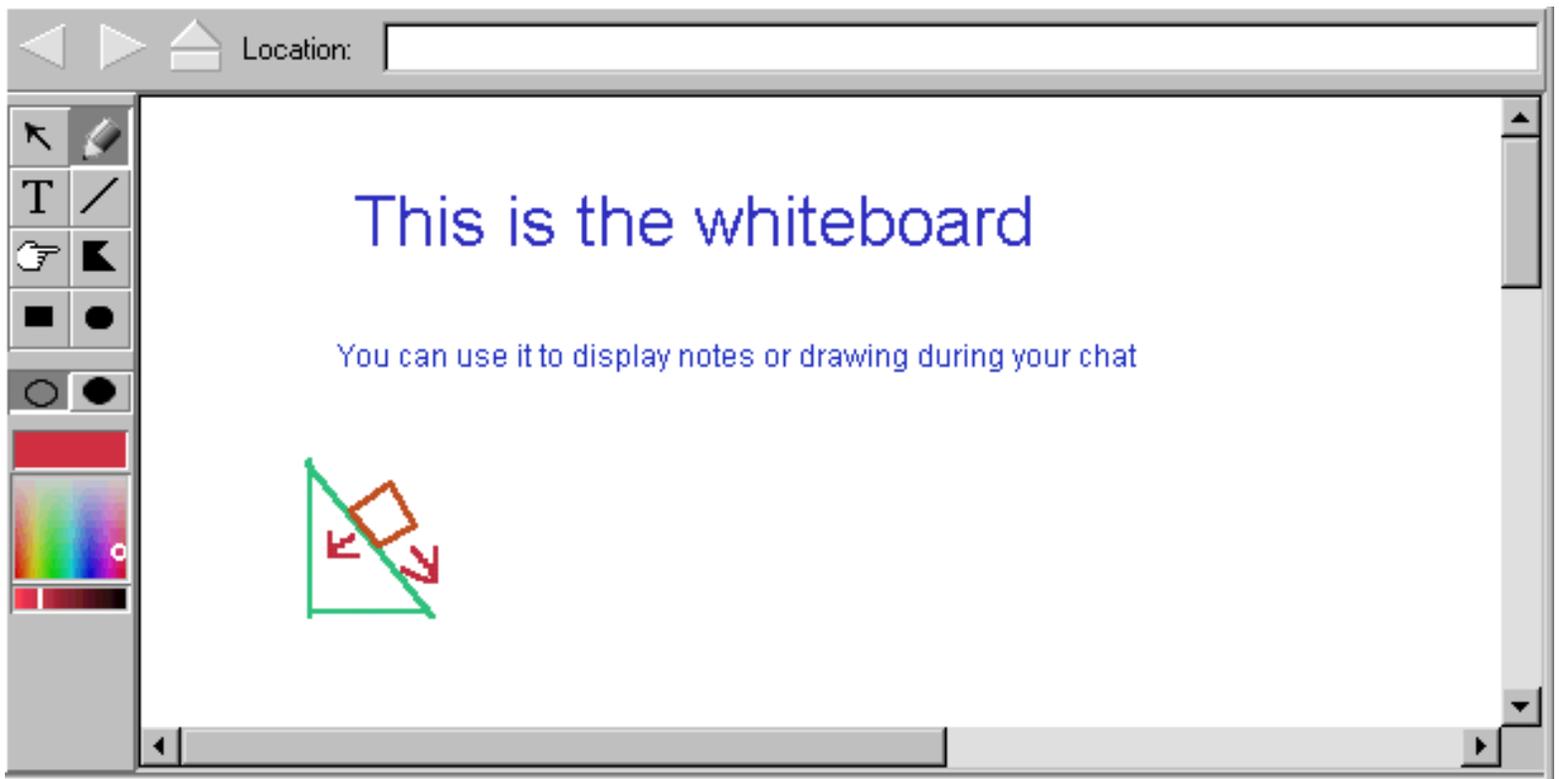
This page was last updated on February 13, 2004

ROTC BLACKBOARD

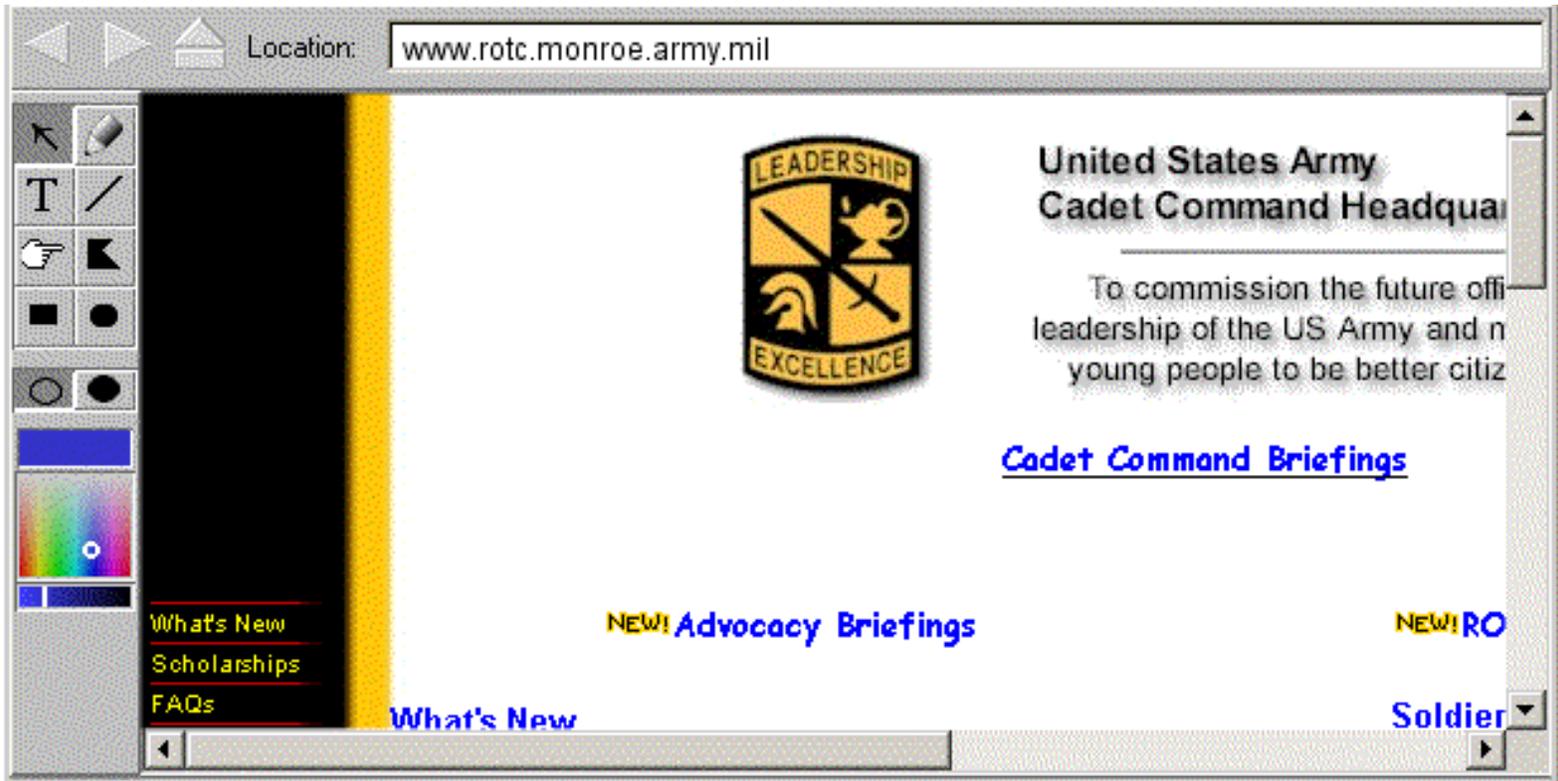
Instructor's Guide to Blackboard

Virtual Classroom:

1. In the **Control Panel**, click on the link **Virtual Classroom** under the heading "Course Tools".
2. Click on **Enter Virtual Classroom**.
3. The Tutornet Classroom Chat will now load in a separate window.
4. The top window of the chat screen is the whiteboard. You can write pertinent information on the whiteboard during the chat for all chat participants to view.



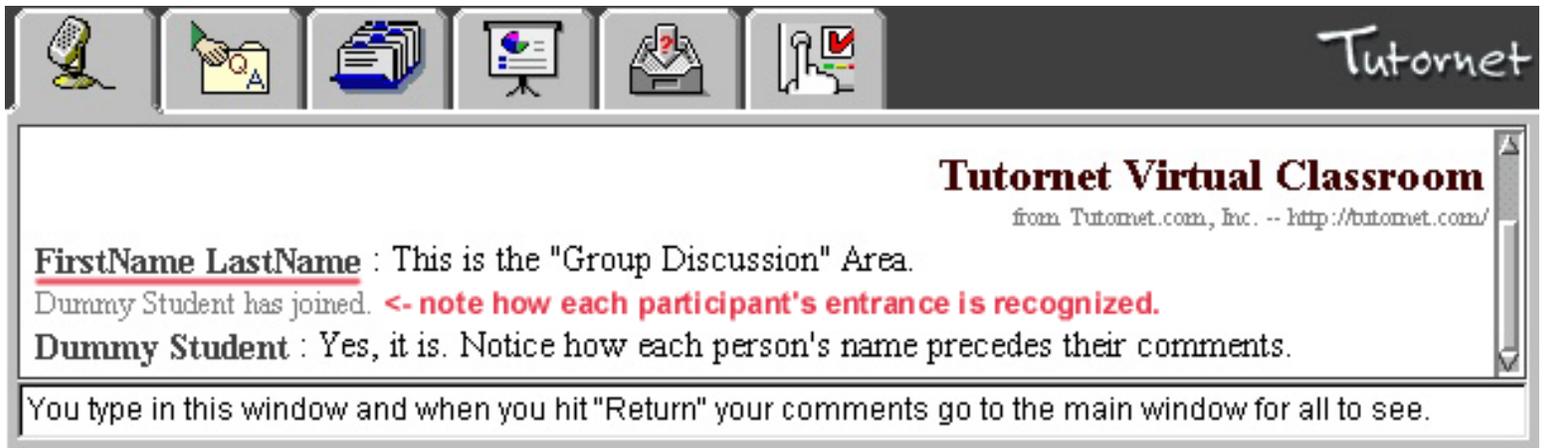
5. You can also use the whiteboard to display a web page. Just type the url of the website in the box next to "location" and hit **Enter** on your keyboard. When you display a web page in the whiteboard, you can draw and write comments on the page.



6. The bottom window is the instructor's control panel for the chat. Click on the Microphone Tab.



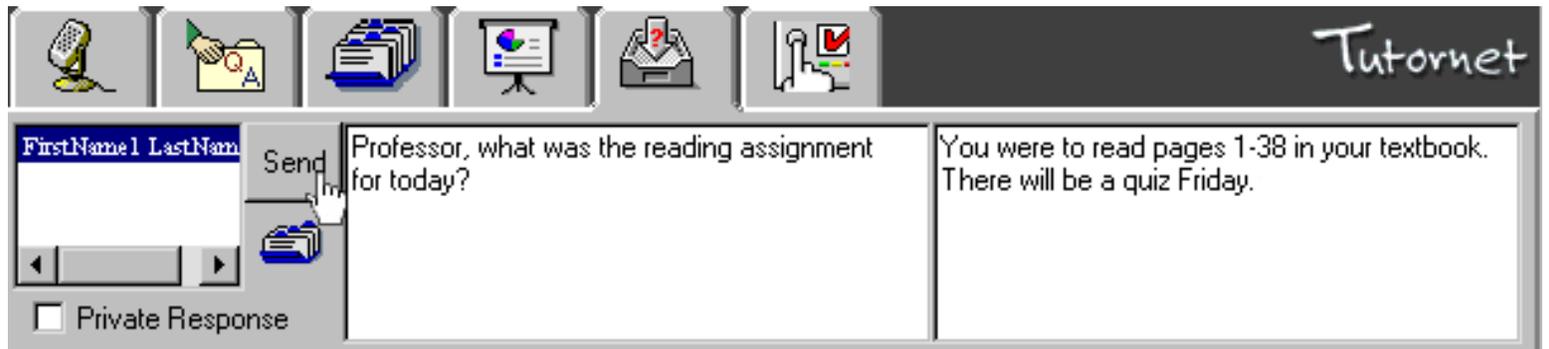
7. This is the "Group Discussion" panel. You use this panel to chat with students in the Virtual Classroom.



8. Click on the **Inbox Tab**.



9. This is the "Incoming Questions" panel. This is where you view the questions that students have asked you directly via the virtual classroom. The student's question is located in the middle window and you type your response in the left window. After you have finished your response to the question, click on **Send** to display your answer in the "Questions and Answer" sections for all chat participants to view.



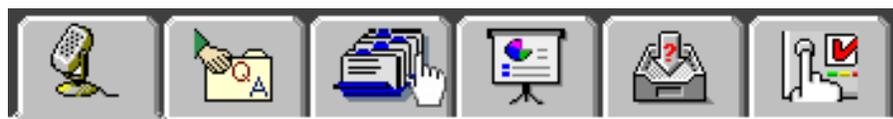
10. Click on the **Access Control Panel Tab**.



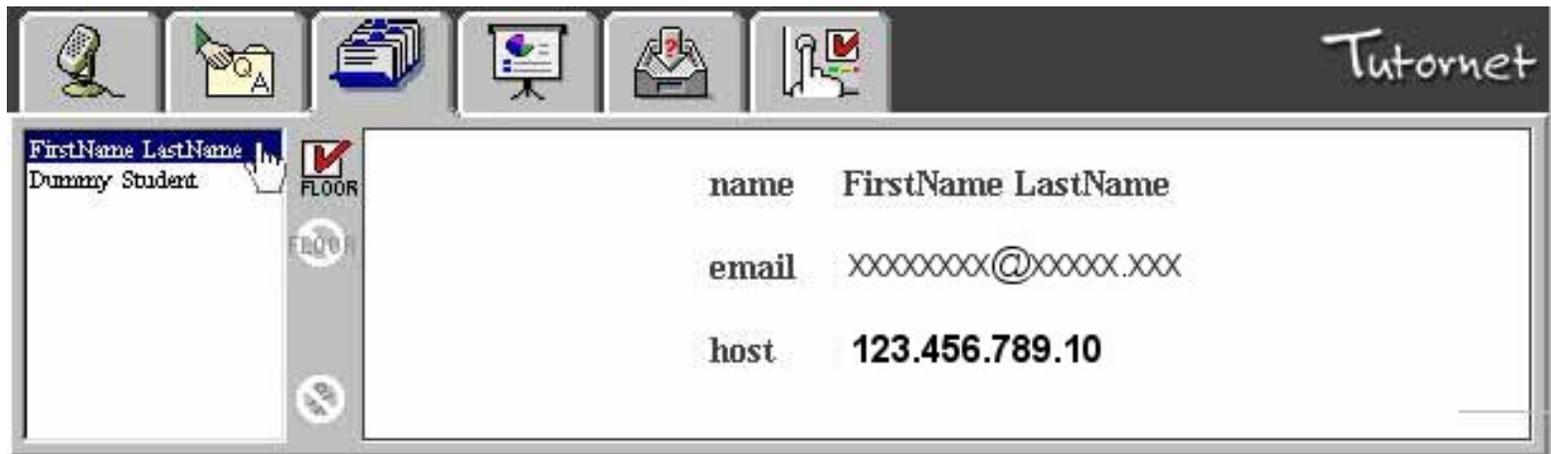
11. This is where the instructor controls the student's ability to conduct the four Virtual Classroom activities: Question, Chat, Drawing, and Navigating. You'll notice that in the example below, drawing and navigating have been restricted to the students that have been granted the floor by the instructor.



12. Now click on the **Filebox Tab**.



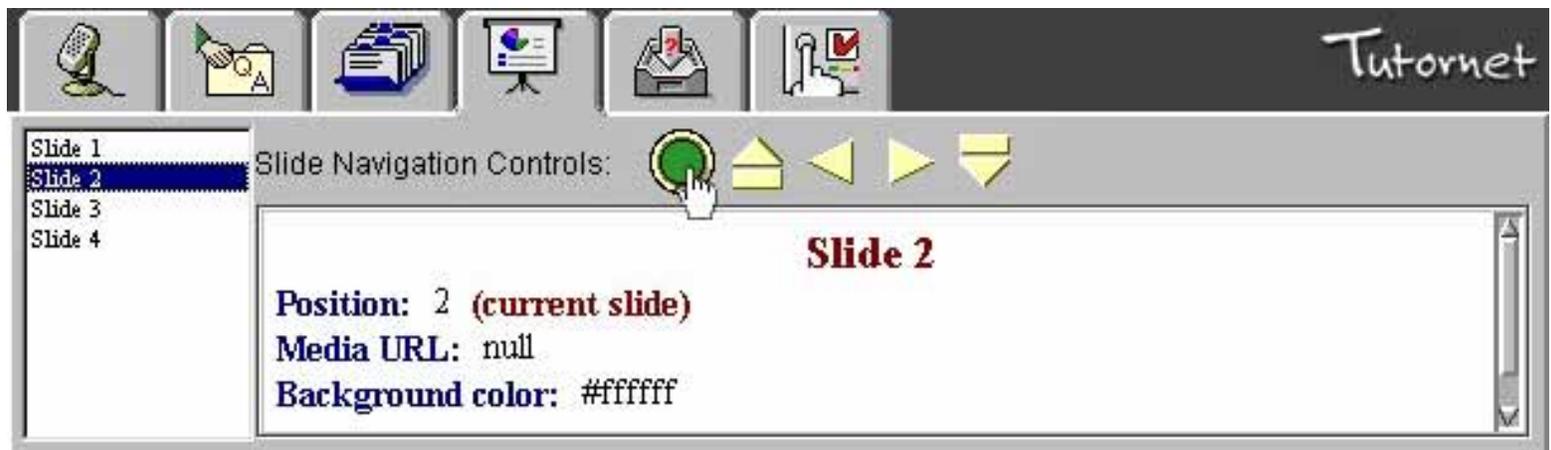
13. This is the "Participant Information" section. Click on the student's name to view their email and IP address. If the student has requested the floor, the grant floor button will be highlighted. Click on the **Grant Floor** button to permit student access to areas that are restricted to the floor, such as drawing and navigating.



14. Now click on the **Presentation Tab**.



15. This is where you organize a series of whiteboard slides to present during the chat. Use the yellow arrows to navigate to the next, previous, first and last slide. Use the green button to advance to the slide highlighted in the left-hand frame.



Creating Multiple Virtual Classrooms:

1. You can create multiple virtual classrooms in Blackboard by creating groups of students and then allowing those groups to conduct their own chats. To create groups of students, go into the **Control Panel** and click on **Manage Groups** under the heading "User Management".

2. Click on  Add Group

3. Enter the group name and description.

1 Main Group Information

Group name:

Description:

4. Be sure to select "Enable Group Virtual Classroom Function" as one of the group options. Click **Submit** to create the group.

2 Group Options

- Enable Group Discussion Board Function
- Enable Group Virtual Classroom Function
- Enable Group File Exchange Function
- Enable Group E-mail Function

Make group visible now: Yes No

5. Click **OK** after the confirmation message.

6. Click on the **Modify** button next to the group name to add users to the group.

Manage Groups

 Add Group

 **Group #1** - This group will discuss Chapters 1 through 5 in the textbook.
 Group File Exchange :  Group Discussion Board :  Group Virtual Classroom

Modify
Remove

7. Click on the **Add Users to Group** link.

Manage Group - Group #1

- ▶ [Group Properties](#)
Set options for this group.
- ▶ [Add Users To Group](#)
Enroll users in this group.
- ▶ [List Users In Group](#)
List all the users in this group.
- ▶ [Remove Users From Group](#)
Un-enroll users from this group.

OK

7. Click on the **List All** tab to view all the students in your course.

Add Users To Group - Group #1



SEARCH A-Z, 0-9 LIST ALL

 Search

Search By: Last Name User Name

8. Please note that this function may take a while to process if you have a large number of students in your course (200+). If you have a large number of students enrolled in your course, you may want to add them individually using the "Search by Lastname" function. If you do not have a large class roll, click on **List All** to view all the students in your course.

Add Users To Group - Group #1

SEARCH

SEARCH

LIST ALL

NOTE: Depending on the number of records, this function may take some time to process. Click the List All button to show the list.

List All 

9. Select the students to add to the group and then click **Submit**.

4 user(s) located

Displaying records 1-4

| <u>ADD</u> | <u>NAME</u> | <u>USER NAME</u> | <u>E-MAIL</u> | <u>ROLE</u> |
|-------------------------------------|-----------------------------|------------------|----------------------|-------------|
| <input checked="" type="checkbox"/> | LastName1, FirstName1 | student1 | student1@xxxxxxx.xxx | Student |
| <input checked="" type="checkbox"/> | LastName2, FirstName2 | student2 | student2@xxxxxxx.xxx | Student |
| <input type="checkbox"/> | LastName3, FirstName3 | student3 | student3@xxxxxxx.xxx | Student |
| <input type="checkbox"/> | YourLastName, YourFirstName | fake1 | UserName@xxxxxxx.xxx | Instructor |

Cancel

Submit 

10. Click **OK** after the confirmation message.

Add Users To Group

Receipt: Success

The action you attempted succeeded

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OK 

11. To access the individual group chat, return to the course view of your Blackboard course.

COURSES > **MSL** > CONTROL PANEL > MANAGE GROUPS



12. Click on **Communication** in the left-hand frame and then **Group Pages**.



Group Pages



13. A listing of all groups within your course will be shown. Click on **Group #1** to enter the group.



Group #1 - This group will discuss Chapters 1 through 5 in the textbook.



Group #2 - This group will discuss chapters 6 through 12 in the textbook.

14. Now click on **Group Virtual Classroom** to enter the chat for Group #1.

Group Pages - Group #1



Discussion Board

Use your group discussion board for course-related debates and conversations.



Group Virtual Classroom

Meet your group for a real-time discussion.



File Exchange

Exchange files with your group members.



Send E-mail

Send e-mail messages to one or all of your group members.



Group Members

NAME

EMAIL

LastName1, FirstName1

student1@xxxxxx.xxx

LastName2, FirstName2

student2@xxxxxx.xxx

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