



Blackboard
Blackboard Academic Suite™

Instructor Manual

Blackboard Learning System™

Blackboard Community System™

Blackboard Learning System—Basic Edition

Release 7

Instructor Manual (Doc #163002)

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CHAPTER 1 - WELCOME TO THE BLACKBOARD ACADEMIC SUITE

The Blackboard environment

The Blackboard environment includes a header frame with images and buttons customized by the System Administrator and tabs that navigate to different areas. Clicking on a tab will open that area in the content frame.

COURSES

Overview

Courses contain content and tools for teaching and learning. The Instructor assigned to a Course oversees the course through the Control Panel. While the Instructor has control over the Course, the Administrator can set overrides that restrict or require course areas and tools.

A Course consists of the Course Menu and a content frame. The Course Menu links users to content and tools. The content frame displays content and tools.

Organization Web Sites

Organization Web sites function in the same way as Courses. The Organization Manager uses the same Control Panel that appears in Courses to provide an online environment for the organization. Organizations are only available with the *Blackboard Community System*.

COURSE MENU

About the Course Menu

The Course Menu appears on the left side of a course and contains links to materials and tools within the course. The Instructor can customize the appearance of the Course Menu and the content and tools available to users.

Two views may be made available to users; if both views are available users may toggle between them:

- Quick View – Displays top-level of course materials. Links may be displayed as buttons or text.
- Detail View – Displays course materials as seen in the Course Map. This view expands to show the hierarchy of course navigation.

A Tools Panel appears as part of the Course Menu. This box may contain links to the Course Map, Communication tools and/or Course Tools. Links to tools may also be added to the main part of the Course Menu so they appear in the Detail View or the Course Map.

The size of the Course Menu frame may be adjusted. Hold the mouse over the border that marks the right side of the Course Menu, an arrow pointer appears. Use the mouse to drag this border and expand or contract the frame.

Information about when the Course Menu was last refreshed is also available in the Course Menu. Hold the mouse over the Refresh icon to view the date and time the menu was last refreshed. In the Detail View the date and time information appears at the bottom.

CONTROL PANEL

Overview

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

- Instructor
- Teaching Assistant
- Grader
- System Administrator

CHAPTER 2 - WORKING IN THE BLACKBOARD ACADEMIC SUITE

QUICK EDIT

Overview

Quick Edit allows Instructors to make changes to content from within the course view instead of navigating through the Control Panel to edit content. When an Instructor is viewing the course through the Student view, they may use this shortcut to edit course content, without going through the Control Panel. Quick Edit controls appear in the navigation bar in each Course area and any subfolders. System Administrators may disable this feature.

ENTERING TEXT

Overview

By default, *Blackboard Academic Suite* will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags or using the Text Box Editor.

Text box options

The following options are available in most text entry boxes in the *Blackboard Learning System*:

FORMAT OPTION	BEHAVIOR
Smart Text	<p>Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source tag appears.</p> <p>Web addresses entered as URLs are converted to links. The URL must begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word.</p> <p>If an image tag, , is entered in Smart Text, the Blackboard Academic Suite will automatically prompt you to upload the image.</p>
Plain Text	<p>Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.</p>
HTML	<p>Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.</p>

It is not possible to display a file in a content item and add a Smart Text or Plain Text description. Add the description as a separate content item and then add display the file in the next content item.

INSERT MULTIMEDIA FILE

Overview

Users may add the following multimedia files when authoring content in the Text Box Editor.

- **Image.**
- **MPEG or AVI.** MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
- **Quicktime.** QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.
- **Audio.**
- **Flash or Shockwave.** Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

The options to control how a multimedia file displays, such as should it loop, should the controls display, will not be available after the file has been inserted. To edit these options, use the HTML view and edit the options directly.

CHAPTER 4 - CONTENT

CONTENT AREAS

About Content Areas

Course Content Areas are used to organize all course content materials. A link to each Content Area creates the first level of the Course Menu tree directory. Course developers organize and manage Content Areas from the Control Panel.

While the Instructor has almost complete control over the Content Areas through the Control Panel, the Administrator is able to set defaults and overrides that define the names and default availability of course areas in each course.

Adding a Content Area

By default, a specific number of Content Areas appear in a course. Instructors may decide to add additional Content Areas or modify existing Content Areas. For example, a Content Area for Assessments may be added and the name of the Assignments area may be changed to Homework.

Follow the steps below to add a Content Area:

0. Select **Manage Course Menu** under Course Options on the Control Panel.
0. Select **Add Content Area**.
0. Complete the Add New Area page. The availability of this area is also set on this page. The new Content Area may be made available to Guests, Observers, and/ or Students in the course.
0. Existing Content Areas may be changed by selecting **Modify** next to a Content Area on the Manage Course Menu page and updating the information.

Manage Content Areas

Once Content Areas for the course have been created, content creation may begin. All content is added and modified within the Content Areas. Select a Content Area on the Control Panel to open the main Content Area page. All actions related to managing content are available from this page. This includes:

- Add, remove and edit items
- Organize the order of items
- Add and manage Adaptive Release rules
- Create and modify content metadata
- Manage Statistics Tracking
- Enable / Disable Review Status
- View User progress

COURSE CONTENT

About Content Types

Instructors may add a number of different kinds of content to course Content Areas; these are referred to as Content Types. Content Types generally fall into two different categories:

- Content – Content that adds information to a course, for example, a file or a Learning Unit.
- Reference – Content that references something that lies outside the Content Area, such as an External Link or a Course Link.

All content shares a few similarities; each piece of content includes a name and description. Many Content Types also allow the Instructor to set options such as availability and date restrictions.

Content Type descriptions

Content Types may be selected from the Action Bar and drop-down list of a Content Area page.

CONTENT TYPE	DESCRIPTION
Item	A general piece of content to which items may be attached.
Test	On-line evaluations of Student knowledge and skills. Test properties, such as availability and presentation options, are managed through the course area where the Test appears. For information on building Tests and other Assessments see the section on How to Create an Assessment .
Assignment	Content that Instructors may mark based on a given number of points possible, such as class work.
Learning Unit	A set of content that includes a structured path for progressing through the items.
Folder	A folder within a Content Area to which other content types may be added. Folders allow Instructors to organize a Content Area into a structured area with a hierarchy or categories.
External Link	Link to an outside Web site.
Course Link	Link to another item in a course.

CONTENT TYPE	DESCRIPTION
Survey	Similar to Tests, Surveys are useful to polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.
Tool	Link to a tool in the course, such as a Discussion Board or Virtual Classroom session.
Offline Content	A direct path to a specified file on a drive, usually a CD-ROM. To access this file, users must have the correct CD-ROM in their computer.
Syllabus Builder	Content item that enables an Instructor to build a course syllabus by walking through a series of steps.
SCORM Content	Content that adheres to Sharable Content Object Reference Model (SCORM) standards.
IMS Content	Content that matches IMS specifications. Additional information may be found at http://www.imsproject.org .
NLN Content	A package of content developed by the National Learning Network. (NLN) Additional information may be found at http://www.nln.ac.uk .

Content Availability

When a content item is added to a course it is not automatically available. An availability option on the Add and Modify pages allows the user to set the content to available or unavailable. This allows the Instructor to create content and save it in a draft format before it is made available within a course. This availability setting is separate from Adaptive Release. If an item is not available users may not access it regardless of the Adaptive Release rules.

Content Options

When an item is added to a Content Area a number of options are available on the Add page. The options available depend on the Content Type; not all options are always available. These options are used to set availability, date restrictions, and tracking. The following is a description of all of the options that may be available:

CONTENT TYPE	DESCRIPTION
Make the content available	Select Yes to make the content available to users. If No is selected this content is unavailable, regardless of Adaptive Release rules.

CONTENT TYPE	DESCRIPTION
Open in new window	Select Yes to open the item in a separate browser window. This is helpful as users may continue viewing the Content Area along with the item.
Choose date restrictions	Select the range of dates that this item will appear. Select the Display After checkbox for the item to appear after a specific date. If this option is checked, select the corresponding date and time below. Select the Display Until checkbox for the item to appear until a specific date. If this option is checked, select the corresponding date and time below.
Track number of views	Select Yes to track the Course Statistics and generate reports on usage and activity for the item.

ITEMS

About Items

Items are general pieces of content added to a course to which items may be attached.

Add an Item

Follow the steps below to add an item to a Content Area:

0. Open a Content Area, such as Course Documents, from the Control Panel.
0. Select **Add Item** from the Action Bar.
0. Complete the Add Item page and click **Submit**.

Attach a file to an item

Files from a local system may be attached to an item in a Content Area. See [File Attachments](#) for additional information about file types and file names. Follow the steps below to attach a file to an item:

0. Open a Content Area, such as Course Documents, from the Control Panel.
0. Select **Add Item** from the Action Bar.
0. Complete Section 1 – Content Information of the Add Item page.
0. Select **Browse** next to **Attach Local file**. Select the file on the local system and add it to the field.
0. Complete the **Name of Link to File** field. This name appears to users; they will select this link to open the attached file.
0. Select an option in the drop-down list in the **Special Action** field. See [Special Actions](#) for more information about these options.

0. Complete Section 3 – Options and click **Submit**.



Files may also be attached to an item from the Content Collection. In Step 4, select **Browse** next to **Link to Content Collection**. Select the file on the Content Collection window that appears.



NOTE: The Blackboard Learning System can recognize additional file types and associated applications if a MIME extension is added. Contact your System Administrator for more information about adding MIME extensions.



NOTE: Users who have the third row of the Visual Text Box Editor available may use the options in the third row to add items.

Special Actions

Section two of the Add Item page contains a Special Action field which allows users to select the behavior of files attached to an item. The following Special Actions are available:

- **Create a link to this file:** Attach the file to the item. A link is automatically inserted below the document title to access the file.
- **Display media file within the page:** Display media file within the page: Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) If this option is selected, the attached file must be a format recognizable by the Blackboard Learning System. If it is not, a link to the file is automatically created.
- **Unpackage this file:** Indicates to the system that the file must be unpackaged before displaying.



NOTE: If the file format is not one of the supported digital media formats, the Display media file within the page feature will default to the Create a link to this file feature.

Embed image files

Image files may be embedded in Items. The following steps explain how to embed an image file (for example, a .jpg file) in a Content Area.

0. In the Control Panel, open a Content Area such as Course Documents.
0. Select **Add Item** on the Content Area page. The Add Item page appears.
0. Enter a title for the content item and add a description or introduction to the image in the text box.
0. Click **Browse** next to **Attach local file** and locate the image to add.
0. The **Name of Link to File** field may be left blank. The image is being displayed on the page.
0. Select **Display media file within the page** in the **Special Action** drop-down list.
0. Select the appropriate options for the item.

0. Click **Submit** and then **OK**. The Content Actions page appears.
0. Select the position of the image in the **Alignment** and **Placement** fields.
0. In the **Set Width** and **Set Height** field enter the width and height of the image in pixels.
0. To create a link to a file outside of the local system, enter the URL in **Image Target URL**. For example, if the image exists in a central repository, the URL may be `http://blackboard/images/picture1.jpeg`.
0. Use the drop-down list in **Border** to choose a border for the image. This option determines the thickness of the border around the image. If '0' is chosen there will be no border around the image.
0. Enter a description for the image in **Alt Text**. Alternate text is important for visually impaired users. Alternate text tells users what should appear if the image does not display.
0. Select **Yes** in **Launch in New Window** so the image will appear in a separate browser window. This is especially important if a URL has been entered in **Image Target URL**.
0. Click **Submit**.



NOTE: The file will not appear in the Currently Attached Files field after the page is submitted. An image tag for the file will appear in the Text box.

FILE ATTACHMENTS

About file attachments

File attachments may be added to different places in a course, for example, to an Item, an Assignment, or a File in a Learning Unit. There are two options for adding file attachments:

- **Files on local network:** Select **Browse** next to **Browse Local Files** to navigate to a file on the network.
- **Files in the Blackboard Content System:** Select **Browse** next to **Link to Content Collection item** to navigate to a file in the *Blackboard Content System*.

Users will open the file by clicking a link to the file that appears in the course. After selecting a file to attach, users may enter a name for the link to the file. This name will appear to users, instead of the name of the document. For example, users would see "Biology Syllabus" instead of `syllabus_bio_101.doc`.

FOLDERS

About Folders

Folders are useful for organizing and structuring content in a Content Area. For example, Instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Assessments, and Group Projects.

Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

Add a Folder

Follow the steps below to add a folder to a Content Area:

0. Open a Content Area, such as Course Documents, from the Control Panel.
0. Select **Add Folder** from the Action Bar.
0. Complete the Add Folder page and click **Submit**.

Folder content availability

Availability of items in a Content Area can be established on an item-by-item basis, but the actual display of items to users is contingent upon the availability of any parent folder on up to the root of the content area. If any parent folder is unavailable, the items within it are unavailable. For example, if a folder is set to Unavailable, but items within the folder are set to Available, users would be unable to view the items within the folder.

This is also true for items with Adaptive Release rules. If a folder has a rule that makes it unavailable to a Student, all content within that folder is also unavailable to the user.

EXTERNAL LINKS

About External Links

Links to outside Web sites may be added to Content Areas as External Links. When entering a URL, always enter the full Web address to the link. For example, enter <http://www.blackboard.com>, not www.blackboard.com or [blackboard.com](http://www.blackboard.com).

Add an External Link

Follow the steps below to add an External Link to a Content Area:

0. Open a Content Area, such as Course Documents, from the Control Panel.
0. Select **Add External Link** from the Action Bar.
0. Complete the Add External Link page with a **Name**, **Description**, and **URL** for the link. Note that the URL is required.
0. Click **Submit**.

COURSE LINK

About Course Links

Course Links are used to link to other items within a course. All items that appear in the Course Map may be linked to using a Course Link. For example, an Instructor may create a Discussion Board where users discuss the class readings. A link to this Discussion Board may be placed in the Content Area where the articles are posted, such as Course Documents.



NOTE: A Course Link may be viewed as long as it is available to users in the course. The Course link may be opened if the user has access to the item

based on the item's availability and adaptive release rules. For example, if a user does not have access to the item, a message appears when the link is selected.

Add a Course Link

Follow the steps below to add a Course Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add Course Link** from the Action Bar. The Add Course Link page appears.
3. In Section 1 of the page enter a name and description. In Section 2, click **Browse** to open the Course Map. Click the link for an item in the Course Map to select it as the Course Link. In Section 3, set the options for the Course Link. Click **Submit**.

LEARNING UNITS

About Learning Units

Learning Units enable Instructors to set a structured path for progressing through content within a course. This allows Students to view content in an intuitive, self-paced style. All types of content, such as items, Assignment, and Assessments may be included in a Learning Unit. The Instructor may allow Students to access content in a Learning Unit nonlinearly or force them to view it sequentially. For example, a Learning Unit on Shakespeare is created, including files, Assignments and an Assessment. The Instructor may require Students to proceed through the Learning Unit in a specific order or they may allow Students to view the contents in any order.

Content within a Learning Unit is added and managed just like content in a folder. The Learning Unit is a shell to which other content, such as files, is added. Learning Units can be modified like any other item within a Content Area.

Add a Learning Unit

Follow the steps below to add a Learning Unit to a course Content area.

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Learning Unit** in the drop-down list on the Action Bar and click **Go**.
3. Complete the Add Learning Unit page and click **Submit**.

Create a Learning Unit slide show

After a Learning Unit is added to a Content Area, a slide show within it may be created. The slide show will allow users to view the content of the Learning Unit, sequentially.

1. Open the Content Area that contains the Learning Unit.
2. Click the name of the Learning Unit to open it.

3. Select **Add File** in the Action Bar. The Add File page is used to add files to a Learning Unit and create a slideshow. This includes Course Links, links to local files and links to files in the *Blackboard Content System* to the Learning Unit. This option may be used multiple times to add multiple files to a Learning Unit.
0. Use the numbers to the left of each item to order the content. If the Learning Unit is viewed sequentially, this is the order in which the content appears.

Sequential and non-sequential Learning Units

Learning Units may be viewed sequentially or non-sequentially. If sequential viewing is enforced, Students will view the Learning Unit in the order items within it are listed. Students will not be able to advance to a page within the unit without having viewed the previous page. If sequential viewing is not enforced, items in the Learning Unit may be viewed in any order from the Contents page.

TESTS

About Tests in Content Areas

Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Test properties, such as availability and presentation options, are managed through the Content Area where the Test is added. For information on building Tests see the section on [How to Create an Assessment](#).



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

Add a Test to a Content Area

Follow the steps below to add a Test to a Content Area:

0. Select a Content Area, such as Course Documents, on the Control Panel.
0. Select **Add Test** on the Action Bar.

There are two options for adding a test on the Add Test page.

- Create a New Test – Click **Create**.
- Select an existing Test – Select a Test in the **Add Test** box and click **Submit**.

After a Test is added to a Content Area, the Modify Test page appears. This page includes links to the Test Canvas page, to modify the Test itself, and to the Test Options page. The Test Options page includes options for setting the [availability](#), [feedback](#), and [presentation](#) of the Test



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



- **Warning:** A warning appears if any Students have already taken a Test when the Modify the Test option is selected.
Certain areas of the Test will not be available for

modification if the Test has already been taken by Students.

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

Remove a deployed Assessment

When an Assessment is removed from a Content Area it is deleted from that Content Area and the details of any Student attempts are deleted. The Assessment will still be available in the Test Manager or Survey Manager. Grades can be preserved, but the details of the Student attempts will be lost.

Removing an Assessment from a Content Area does not delete the Assessment from the system. The Assessment must be removed from the Test Manager or Survey Manager to completely delete it from the course.



TIP: If any Students have already taken an Assessment be cautious and consider the consequences before removing the Assessment. It is recommended that an Assessment first be made Unavailable before considering the more drastic step of removing the Assessment.

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

0. Open the Course area from the Control Panel.
0. Locate the Assessment and click Remove next to the Assessment.

A warning appears. Click Yes to continue.

If a Student has not yet attempted the Assessment, the Assessment will be removed from the Course area. The Assessment is still in the Test or Survey Manager. If a Student has attempted the Assessment, please continue to Step 5.

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

- **Preserve** - This option removes the Assessment from the Course area. Any Grades in the Gradebook related to this Assessment will remain but the attempt itself will be deleted.

In this instance, the grade stays but the Assessment and any attempts are removed. It will not be possible to view any of the Student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after removing the Assessment because the details of the attempt were removed.

It is important to note that if the Assessment is deployed again, it is done as a new Assessment. There is no connection or shared data between the first and second deployments and the Gradebook will treat each deployment as separate Gradebook Items.

- **Remove** - This option removes the Assessment from the Course area and erases any record of the Assessment from the Gradebook. This will destroy all record of Student performance on the Assessment.

Remove an Assessment from the Test or Survey Manager

Assessments are removed by selecting the corresponding **Remove** button on the Test or Survey Manager. An Assessment can only be removed from the Test or Survey Manager if it is not deployed in a Course area. If a **Remove** button does not appear for an Assessment in the Test or Survey Manager, follow the instructions for [removing a deployed Assessment](#) before trying to remove the Assessment from the Test or Survey Manager.

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

TEST OPTIONS

About Test Options

Test Options allow the Instructor to modify the name and description of a Test, as well as, set up the availability, presentation, and feedback for a Test. These options are only available once a Test is added to a Content Area.

After a Test is added, the Modify Test page appears, select Modify the Test Options to open the Test Options page. To make modifications to existing Test Options select Modify next to the Test in the Content Area.

Modify Test Availability

Test availability may only be set after a Test has been added to a Content Area. Availability is managed on the Test Options page.



NOTE: When an Assessment is unavailable it is deployed to a Content Area but a link does not appear to Students. The unavailable Assessment can be seen when accessing the Course area through the Control Panel.

The following are descriptions of the Test Availability options:

OPTION	DESCRIPTION
Make the link available	Select Yes to make a link to this Assessment appear to Students. If this option is set to No , it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
Create an announcement for this Test	Select Yes to create an Announcement about the Test. The Announcement will include the date and state “an Assessment has been made available in [Course area that includes the link to the Assessment]”. This Announcement will appear in the course Announcements.
Allow multiple attempts	This option allows Students to take the Test multiple times. The status of multiple attempts is displayed to

OPTION	DESCRIPTION
	Students at the top of the Assessment. The grade for the most recent attempt is recorded and appears in the Gradebook.
Force Completion	<p>Students must complete the Assessment the first time it is launched if Force Completion is selected. Students may not exit the Assessment and continue working on it at a later date. The Save button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment.</p> <p>If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment.</p> <p>If Force Completion is not enabled, Students may save their progress and complete the Assessment at another time.</p>
Set Timer	Select this check box to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed is displayed to the Student during the Assessment. A one-minute warning is also displayed as Students approach the time limit.
Display After	Select the date and time when the Test will become available to Students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.
Display Until	Select the date and time the Test will be made unavailable to Students. This field may be left blank.
Password	Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.

Unavailable Assessments

There is a difference between unavailable Assessments and removed Assessments. Removed Assessments have been removed from the Test or Survey Manager. Unavailable Assessments are deployed to a Course area but a link does not appear to Students. The Assessment can be seen when accessing the Course area through the Control Panel.

Assessment availability is managed on the Test Options page. Assessment availability can be limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date. If the link to the Assessment is available, but neither date is set, the Assessment is immediately and always available.

Modify Test Feedback

The Test feedback mode determines the type of results users receive after a Test is submitted.

FEEDBACK MODE	DESCRIPTION
Score only	Present the final score to Students.
Detailed Results	Present both the Student's answers and the final score to Students. This option displays the points for each question as well as the points possible.
Show correct answers	Present the Student's answers, the correct answers, and the final score.
Detailed results, correct answers and feedback	Present the Student's answers, the correct answers, the final score, and question feedback to the Student.

Differences between Test feedback and Survey Feedback

When a Test is deployed, four options for Test Feedback appear on the Test Options page.

- Score Only – Only the final score is presented.
- Detailed Results – Allows users to see their answers, whether they are correct and the final score. The correct answers are not presented.
- Show correct answers – Allows users to see their answers, the correct answers and the final score.
- Detailed Results, Correct Answers and Feedback – Allows users to see their answers, the correct answers, feedback for the questions and the final score.

When a Survey is deployed, only two options are available:

- Status only – Allows Students to see if the Survey is complete or incomplete
- Detailed Results – Allows users to see the answers they submitted.

Modify Test presentation

There are a number of options for presenting Tests to Students. These options may be modified on the Test Options page.

The following are descriptions of each option:

OPTION	DESCRIPTION
All at Once	Present the entire Assessment on one screen.
One at a Time	Display one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the Test.
Prohibit Backtracking	Prevent Students from returning to questions they have already answered. If backtracking is prohibited, the

OPTION	DESCRIPTION
	buttons <<, <, or >> do not appear to Students during the test. These buttons will appear if backtracking is not prohibited.
Randomize Questions	Display questions in a random order each time the Assessment is taken.

ASSIGNMENTS

About Assignments

Assignments allow Instructors to create coursework and manage the grades and feedback for each Student separately. Instructors may create Assignments that lists the name, point value and description of the Assignment; files may also be attached. After an Assignment is added to a Content Area, Students may access the Assignment, complete it in a separate file, and send it back to the Instructor. The Instructor may respond to each Student separately, sending comments about their individual Assignment and attaching files, if necessary.



NOTE: Once a Student completes and submits an Assignment the Instructor may access this file in the Gradebook.

Add an Assignment

Follow the steps below to add an Assignment to a Content Area:

0. Open a Content Area, such as Course Documents, from the Control Panel.
0. Select **Add Assignment** from the Action Bar.
0. Complete the Add Assignment page and click **Submit**.

SYLLABUS

About the Syllabus

A Syllabus is a type of content that may be added to any Content Area. Simply link to an existing document that will serve as a Syllabus, or create a new Syllabus using the template provided. The Instructor may attach a file from their local computer, or link to a file in their Content Collection if the Content Collection has been enabled by the Administrator. Creating a new Syllabus allows the user to pre-build as many lessons as needed, or build lessons one at a time. Additionally, the user can apply custom designs to the Syllabus.



TIP: When using the Syllabus tool to create a new Syllabus, the user may first create a custom Content Area just for the Syllabus. Adding the Syllabus to its own Content Area allows easy access and will not compete for attention with anything else in the Content Area.

Add a Syllabus

Follow the steps below to add a Syllabus to a course Content Area.

0. Select a Content Area, such as Course Documents, on the Control Panel or in the Edit View of the page.
0. Select Syllabus in the drop-down list on the Action Bar and click Go.
0. Complete the Add Syllabus page and click **Submit**.
0. If the option to Create a new Syllabus was selected, see more information in [Creating a new Syllabus](#).
0. If the option to Use an Existing File was selected, the file will be attached to the Add Item page. For more information, see the documentation for [Add Item](#).

Use an existing file or use the Syllabus Builder

Two options are available for adding a Syllabus; attach an existing file or create a Syllabus using the Syllabus Builder.

Attaching a file prompts the Instructor to select a file from their local computer. Linking to an item in the Content Collection allows the Instructor to select an item in the Content Collection. Either of these options will create a Syllabus that simply opens the attached or linked document. No design options are available for this selection.

Selecting to use the Syllabus Builder takes the user to the Syllabus creation page. The Syllabus Builder allows the user to batch create lesson shells, and apply custom designs to the Syllabus. The lessons may be added, modified, reordered or removed at anytime. The design options may be changed even after the Syllabus has been created.

Create a new Syllabus

The first section of the Syllabus creation page provides three text boxes with suggested names for the content: Description, Topics and Required Materials. The titles are editable and any content may be included or not included in the text boxes.

The user can select a design option and customize the colors and patterns of the design. For more information, see [Designing a Syllabus](#).

Lesson shells, which are placeholders for a set number of lessons the user wishes to add to the Syllabus, may be created by selecting Build Lessons and entering the number of lessons to be created.



NOTE: Build Lessons is only available upon creation. Once a Syllabus has been created, the user should create lessons by clicking Add Lesson on the Action bar of the Lessons page. See [Syllabus Lessons](#) for more information.

Clicking **Submit** takes the user to the next page for creating, modifying, ordering and removing Lessons. See [Syllabus Lessons](#) for more information.

Designing a Syllabus

The Syllabus provides six style options: Document image, Notepad, Modern, Classic, Contemporary, or None. Each style is unique, with a dramatic header font and thin or thick borders around the content. Some styles allow the user to select from a list of patterns for the background.

The table below describes the design and optional settings for each style.

SYLLABUS STYLES		
Style	Description	Color options
Document image	Mainly white with an image of a document faintly visible in the background.	Headers, borders, text
Notepad	Similar to the appearance of a piece of notebook paper, the background contains faint blue horizontal lines.	Headers, borders, text
Modern	A thin border surrounds the entire Syllabus.	Headers, borders, text, background (color or pattern)
Classic	A wider frame around the entire Syllabus.	Headers, borders, text, frame, background (color or pattern)
Contemporary	A wider frame surrounds the content, but is separated into two boxes by the Lessons header.	Headers, borders, text, frame, background (color or pattern)
None	The item is styled like other content items with no borders or frames.	Headers, text

Syllabus Lessons

Submitting the Create Syllabus page takes the user to the next part of the Syllabus Builder, the Lessons page. This is also the page that appears when Modify is selected on the Content Area page once the Syllabus has been created.

The content on the Lessons page is displayed with the design chosen on the Create Syllabus page. The **Modify** button at the top of the header information directs the user to the Create Syllabus page. Clicking **Modify** allows the user to change the description and other text at the top of the Syllabus, as well as the style and content options such as date of availability.

Lessons are listed below the header information. Lessons may be added, removed, modified or reordered from this list. To add a lesson, click **Add Lesson** on the Action bar. Lessons may include a date and time, or use the checkboxes to not display a date or time.

CHAPTER 7 - COURSE OPTIONS

MANAGE COURSE MENU

Overview

Add and modify course areas from the Manage Course Menu page. For example, choose areas for Staff Information, specific content, and Course Links.

Course areas may include:

- folders that hold content such as files, Learning Units, Assessments, and Assignments.
- specific items such as a course syllabus.
- External Links, which link to URLs outside of the course.
- Course Links, which link to other areas within the course.
- Instructors have the option to include up to 10 different areas for each course.



NOTE: Administrators may restrict options to maintain a consistent appearance for all Courses. This may include making some areas unavailable or setting permanent area names.

Find this page

Click **Manage Course Menu** from the Control Panel to open the Manage Course Menu page.

Functions

The table below details the functions available on this page.

To . . .	CLICK . . .
add a Course area	Add Course area . The Add New Area: Course area page will appear.
add a Tool area	Add Tool Area . The Add New Area: Tool Area will appear.
add an External Link	Add External Link . The Add New Area: External Link page will appear.
add a Course Link	Add Course Link . The Add New Area: Course Link page will appear.
modify an area	Modify .
remove an area	Remove . This action is irreversible.
order course areas	the drop-down arrow and select a number. Course areas will appear in the Course Menu in the order selected.

ADD NEW CONTENT AREA

Overview

The Add New Content Area page enables the Instructor to add a new Course area to the Course and choose which Course Roles will have access to the content.

Find this page

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

0. Click **Manage Course Menu** from the Course Options on the Control Panel.
0. Click **Add Content Area**.

Fields

The table below details the fields available on this page.

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

CHAPTER 8 - COURSE SETTINGS

COURSE AVAILABILITY

Overview

The Course Availability page controls access to the course.

Find this page

Follow the steps below to open the Course Availability page.

0. Select **Settings** in Course Options on the Control Panel.
0. Click **Course Availability**.

Course role availability

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



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

Fields

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

COURSE ROLE	ACCESS WHEN COURSE IS UNAVAILABLE
Students	The course is not available to Students.
Instructors, Course Builders, Teaching Assistants, and Graders	Courses set to Unavailable will appear to the user. The course will be indicated as unavailable, but will still be accessible.

GUEST ACCESS

Overview

The Guest Access page is used to control whether or not Guests, those users not participating in the course, have access to the course.

Find this page

Follow the steps below to open the Guest Access page.

0. Select **Settings** in Course Options on the Control Panel.
0. Click **Guest Access**.

Guest Access

Select either **Yes** or **No** to make the course available for Guests to view.

CHAPTER 11 - USER MANAGEMENT

LIST/MODIFY USERS

Overview

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

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

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

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

Find this page

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

REMOVE USERS FROM THE COURSE

Overview

Instructors may remove users from a course. When a user is removed from a course all of the information associated with the user, such as, Gradebook information, Drop Box files, is removed.



NOTE: Removed users cannot be restored to the course. To restore a removed user, the user must be enrolled in the course again.

Find this page

Click **Remove Users from the Course** in the User Management area of the Control Panel to open the Remove User from the Course page.

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

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.

MANAGE GROUPS

Overview

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

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

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

Find this page

Click **Manage Groups** in User Management on the Control Panel to open the Manage Groups page.

Functions

The table below details the available functions on this page.

To . . .	CLICK . . .
add a group	Add Group. The Add Group page will appear. Once a Group has been created Students must be added. Click Modify to access the Manage Group page and add users to that group.
modify a group	Modify. A Manage Group page will appear. On the Manage Group page group properties may be modified, new Students may be added, Group users may be listed or modified, and users may be removed from the group.
remove a group	Remove. This action is irreversible.

CHAPTER 12 – ASSESSMENT

HOW TO CREATE OR MODIFY A TEST

Overview

This topic describes how to create a Test.

Find this page

Click **Test Manager** in the Assessments area on the Control Panel to open the Test Manager.

How to create a Test

Follow the steps below to create a Test.

0. Select Add Test on the Test Manager page.
0. Enter a name, description, instructions and click Submit.
0. Select a question type on the Test Canvas and click **Go**.
0. Create a question.
0. Enter the Point Value for the question.
0. Attach a file or URL.
0. Enter answers to choose from and select the correct answer.
0. Enter feedback that Students will see based on their answer.
0. Repeat Step 3 through Step 8 until finished adding questions.

How to make a Test available

Follow the steps below to make a Test available.

1. Open a course area and select Add Test.
2. Select the Test to add and click Submit.
3. Select the Properties, Availability, Feedback, and Presentation options for the Test.

CHAPTER 13 – GRADEBOOK

GRADEBOOK

Overview

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores grades for work completed outside of the *Blackboard Learning System*. Instructors may also view the results of Surveys through the Gradebook.

The Gradebook opens to the View Spreadsheet page. The Spreadsheet lists Students in rows and graded items in columns. All features of the Gradebook can be accessed through the Spreadsheet.

Items in the Gradebook are categorized. This enables Instructors to:

- sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page.
- weight categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.



NOTE: Assessments that are not available to Students do not appear in the Gradebook.

ADD/MODIFY GRADEBOOK ITEM

Overview

Gradebook Items may be added or modified from the Modify Gradebook Item page. Instructors may add items and grades to the Gradebook for work that has been done outside the *Blackboard Learning System*. For example, if Students manually hand in a project, the Instructor may add the Item and all of the grades for the project to the Gradebook.

Find this page

Follow the steps below to open the Modify Gradebook Item page.

1. Select **Gradebook** in Assessments on the Control Panel.

2. Select **Add Item**.
- OR
0. Select **Gradebook** in Assessments on the Control Panel.
 0. Select the name of a Gradebook Item.
 0. Click **Item Information** on the Item Options page.

Fields

The table below details the fields on the Modify Gradebook Item page.

FIELD	DESCRIPTION
Item Information	
Item Name [r]	Enter a title for the new Gradebook item. When editing an Assignment or Assessment created in the course, be aware that changing the Item Name will only change the Item Name in the Gradebook. It must also be changed in the course area where the item appears if Students are to see the new name.
Category	Select a category, such as Homework or Quiz, from the drop-down list.
Description	Enter a description of the Gradebook Item.
Date	Select a date for the Gradebook Item from the drop-down list or click the Calendar icon and choose a date.
Points Possible	Enter the maximum number of points possible for this item.
Display As	Select how the grade should be displayed from the drop-down list.
Options	
Make item visible to Students	Select Yes to allow Students to view the item.
Include item in Gradebook score calculations	Select Yes and this item will be included in Gradebook calculations. Select No and this item will not be included in calculating the Total column.