



**Blackboard**

**Blackboard Learning System™**

# **Designer and Instructor Reference**

**Application Pack 2 for Blackboard Learning System — Vista Enterprise License  
(Release 4)**

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**PART 1: WELCOME TO BLACKBOARD  
LEARNING SYSTEM — VISTA ENTERPRISE**

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# ABOUT VISTA ENTERPRISE

The Blackboard Learning System is software that allows educational institutions to create and host courses on the Internet. Courses created with this software can serve as entire online courses or as a supplement to traditional classroom courses.

To use Blackboard Learning System software, you need an Internet connection. You must know how to use an Internet browser, have basic word processing skills, and have basic computer file management skills. You are not required to know HTML or computer programming. Depending on your role, you will use this program in different ways.

## If You Are a Designer. . .

If you are a Section Designer, you can use this program to design and organize material similar to those used in classroom courses, such as lessons, reading lists, goals, quizzes, and assignments. Or you can put existing content, such as Web pages, text documents, graphic files, or media clips, into a Blackboard Learning System course. You can also add communication tools so Section Instructors, Teaching Assistants, Students who are in the same course can interact with one another. At the end of the term, you can save your courses and modify them for re-use in another term.

If you are a template designer, you can use this program to design and organize material in a template to be used as a course. The template is a pre-designed format and can be re-used across multiple courses so that individual courses do not have to be created each time. This allows courses to have a consistent appearance and structure, but Section Designers can customize courses individually without changing the template. You can add tools, settings, and content but not student data in a template. You can add content that is similar to those used in classroom courses, such as lessons, reading lists, goals, quizzes, and assignments. Or you can put existing content, such as Web pages, text documents, graphic files, or media clips, into a Blackboard Learning System course. You can also add communication tools so Section Designers, Section Instructors, Teaching Assistants, Students who are in the same course can interact with one another.

## If You Are a Section Instructor or Teaching Assistant. . .

You can use the Blackboard Learning System to present and teach course material to your Students. You can evaluate your Students' performance through quizzes and assignments, and keep a record of their marks. You can also schedule events in a calendar for your Students. To communicate with your Students, you can use a variety of online tools, including an electronic mail feature, chat rooms, and online discussions.

If You Are a Student. . .

You can use the Blackboard Learning System to view course material, reading lists, goals, quizzes, and assignments presented by your Section Instructor. You can complete assignments and quizzes, and then submit them to your Section Instructor for evaluation. After your Section Instructor has evaluated your assignments and quizzes, you can view your marks. You can also monitor your own progress in a course. To communicate with your Section Instructor, Teaching Assistant, or other Students, you can use an electronic mail feature, chat in real time, or post messages in online discussions.

If You Are an Administrator. . .

Depending on your institution, you have a variety of tasks when administering this program. You may have already installed the Blackboard Learning System software on a server at your institution. After the software is installed, you can organize the Blackboard Learning System's database to mirror the organizational hierarchy at your institution (for example: department, course, section). Before the school term starts, you can create user accounts and enroll Students into their courses. As the school term progresses, you can generate activity reports, back up courses, and post announcements for the institution.

## TERMINOLOGY

**NOTE:** The term *course artifact* applies only to institutions using Blackboard Portfolio™.

Term	Definition
<i>ActionLinks</i> icon	The <i>ActionLinks</i> icon appears next to content items. Clicking this icon opens a menu of options. Options include editing, hiding and showing, previewing, deleting content items.
Action Menu	The Action Menu is in the <i>Learning Module</i> tool and contains navigation links, content links, and access to the following tools: <i>Bookmarks</i> , <i>Create Printable View</i> , and <i>Notes</i> .
<b>Add Content Link</b> button	The <b>Add Content Link</b> button is in the <i>Course Content</i> and <i>Learning Module</i> tools. This button allows designers to create links to content items from these locations.
<i>Administration</i> area	The <i>Administration</i> area allows administrators to create and manage the Blackboard Learning System's organizational structure and its organizational levels, such as institutions, courses, and sections.

## About Vista Enterprise

Term	Definition
<i>Announcements</i> tool	The <i>Announcements</i> tool allows Section Instructors to create and post important messages in a course. Announcements appear in users' <i>My Blackboard</i> or on the <i>Announcements</i> screen.
<i>Assessments</i> tool	The <i>Assessments</i> tool allows designers to create and edit assessments, such as quizzes, self tests, and surveys. Section Instructors use assessments to evaluate Students' progress.
<i>Assessment Manager</i> tool	The <i>Assessment Manager</i> tool allows Section Instructors to view, manage, and grade assessments submitted by Students.
<i>Assignments</i> tool	The <i>Assignments</i> tool allows designers to create assignments and assign them to Students or groups of Students. Students can submit assignments in two formats: text with or without attachments, or a web site consisting of linked HTML pages.
<i>Assignment Dropbox</i> tool	The <i>Assignment Dropbox</i> tool allows Section Instructors to view and grade assignments submitted by Students.
<i>Bookmarks</i> tool	The <i>Bookmarks</i> tool allows designers to create links to pages in the <i>Learning Module</i> tool.
<b>Build</b> tab	The <b>Build</b> tab is in the designer interface and contains features allowing designers to create, manage, and organize content in a course.
breadcrumbs	Breadcrumbs list the path of screens that a user has visited. A user can click a breadcrumb to return to a screen. Breadcrumbs appear in the top frame of a screen.
<i>Calendar</i> tool	The <i>Calendar</i> tool allows users to view and create entries for campus and personal events. Users can view entries by day, week, or month.
channel	<i>My Blackboard</i> contains the following channels: Calendar Day, To Do List, My Grades, Course List, External Courses, Calendar Week, Campus Announcements, Personal Bookmarks, and Campus Bookmarks.
<i>Chat</i> tool	The <i>Chat</i> tool allows users who are in the same course to chat with one another in real time while they are in the course. There is also a <i>Whiteboard</i> feature, which allows users to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
class blog	A class blog or blog is a type of discussion topic to which users can post web logs.



## About Vista Enterprise

Term	Definition
content	Content is the general term for items and activities that are included in a course.
content folder	Designers can create content folders in the <i>Course Content</i> tool. A content folder allows designers to present and organize content, such as assessments, assignments, content files. A content folder is different from a folder in <i>File Manager</i> .
<i>Content Manager</i> tool	The <i>Content Manager</i> tool is in <i>My Blackboard</i> . From <i>Content Manager</i> , users can access the <i>My Files</i> area. Institution Administrators can also access the <i>System Files</i> area. See also <i>File Manager</i> .
course artifact	A course artifact is a file version of the graded material that users can present as a sample of completed course work. A course artifact contains all the content and formatting of the original item.
<i>Course Content</i> tool	The <i>Course Content</i> tool allows designers to create files, content folders, and add content links. The <i>Course Content</i> tool is always the first item under <i>Course Tools</i> in the course menu. The first screen of the <i>Course Content</i> tool is called <i>Home Page</i> .
<i>Course Content Map</i>	The <i>Course Content Map</i> contains navigation links to items in the <i>Course Content</i> tool. Depending on how the <i>Course Content Map</i> is set, users access it on the course menu or from a drop-down list.
course menu	The course menu contains the navigation links for a course. In the designer interface, the course menu contains <i>Course Tools</i> and <i>Designer Tools</i> . In the instructor interface, the menu contains <i>Course Tools</i> and <i>Instructor Tools</i> . In the student interface, the menu contains <i>Course Tools</i> and <i>My Tools</i> .
<i>Course Preview Page</i>	Users can view the <i>Course Preview Page</i> to find general information about a course. The purpose of this page is to let users find out more about the course before they are enrolled.
course start page	The course start page is the first screen that Section Instructors, Students, and teaching assistants see when they access a course.
<i>Course Tools</i>	The <i>Course Tools</i> heading appears on the course menu. Tools that were added to the course menu are listed here. In the student interface, only tools that are visible are listed here.

## About Vista Enterprise

Term	Definition
<i>Date Rollover</i>	The <i>Date Rollover</i> feature is in the <i>Manage Course</i> area. Designers can use it to move forward dates for all course items by a certain number of days when they prepare a course for the next term. They can also further adjust the dates by editing individual dates.
<i>Designer Tools</i>	The <i>Designer Tools</i> heading appears on the course menu. Tools that are available, by default, to designers are listed here. Tools include <i>Manage Course</i> , <i>File Manager</i> , and <i>Selective Release</i> .
<i>Discussions</i> tool	The <i>Discussions</i> tool allows users to post discussion messages that other users in the same course can view and reply to.
<i>File Manager</i> tool	<i>File Manager</i> is available in each course. Section Designers use it to manage files used in a course. Section Instructors can select files in <i>File Manager</i> by browsing for them. See also <i>Content Manager</i> .
<b>Get Files</b> button	The <b>Get Files</b> button is in <i>File Manager</i> . It allows Section Designers to bring a copy of a file from another location to their current location in <i>File Manager</i> .
<i>Grade Book</i> tool	The <i>Grade Book</i> tool allow Section Instructors to manage grades for Students.
<i>Group Manager</i> tool	The <i>Group Manager</i> tool allows designers, Section Instructors, and Teaching Assistants to create groups of Students so they can work together.
<i>Home Page</i>	The <i>Home Page</i> is the first screen in the <i>Course Content</i> tool. Designers can add files, content folders, and content links on this screen.
<i>HTML Creator</i> tool	The <i>HTML Creator</i> is an HTML editing tool that allows designers to create content in HTML without entering HTML tags. The <i>HTML Creator</i> automatically generates the HTML source code.
<i>Import</i> tool	The <i>Import</i> tool allows designers to import content from other Blackboard Learning System courses and third-party applications, such as Respondus®.
<i>Instructor Tools</i>	The <i>Instructor Tools</i> heading appears on the course menu. Tools that are available to Section Instructors are listed here. Tools can include <i>Manage Course</i> , <i>Assessment Manager</i> , <i>Assignment Dropbox</i> , <i>Grade Book</i> , <i>Group Manager</i> , <i>Tracking</i> , and <i>Selective Release</i> .

## About Vista Enterprise

Term	Definition
journal	A journal is a type of <i>Discussions</i> topic to which users can post either private or public entries.
learning context	<p>The Blackboard Learning System has organizational levels that mirror the organizational structure of an institution, in hierarchichal order. Below the institution organizational level, there are other organizational levels, such as course and section. Within each of these organizational levels, there are individual learning contexts. For example, within the course organizational level, there may be a course learning context for Biology 101: Introduction to Human Biology. Within the section organizational level, there may be section learning contexts for all sections of Biology 101, such as</p> <ul style="list-style-type: none"> <li>• Biology 101, Morning Section</li> <li>• Biology 101, Afternoon Section</li> <li>• Biology 101, Evening Section</li> </ul>
<i>Learning Modules</i> tool	The <i>Learning Modules</i> tool allows designers to organize and deliver content, such as assessments, assignments, quizzes, and content files to Students. A learning module includes a table of contents with links to the content.
<i>Goals</i> tool	The <i>Goals</i> tool allows designers to specify goals for students. Designers can specify goals for individual course items, including assignments, assessments, and discussion topics.
<i>Grading Forms</i> tool	The <i>Grading Forms</i> tool allows Section Designers and Section Instructors to grade Students by identifying specific criteria and comparing levels of performance against the criteria.
<i>Local Content</i> tool	The <i>Local Content</i> tool allows Students to view content from their local computer, usually through a CD-ROM, instead of over the Internet.
<i>Mail</i>	The <i>Mail</i> tool allows users to send messages to other users in the same course. The messages can be in text or HTML format, and can include file attachments.
<i>Manage Course</i>	The <i>Manage Course</i> area allows designers and Section Instructors to add and remove tools, modify the appearance of the course menu containing <i>Course Tools</i> and role-specific tools, edit tool settings, import content, reset the course, and set up the <i>Course Preview Page</i> .
<i>Media Library</i>	The <i>Media Library</i> tool allows designers to build a database of text, video, and audio items, which can be organized into collections. Users can view and search for entries.

## About Vista Enterprise

Term	Definition
<i>My Files</i> icon	The <i>My Files</i> icon is in <i>Content Manager</i> and allows users to manage their personal files.
<i>My Files</i> tool	The <i>My Files</i> tool allows Students to manage personal files in a course. <i>My Files</i> is not a directory on their local computer.
<i>My Grades</i> tool	The <i>My Grades</i> tool allows Students to view their grades in a course.
<i>My Progress</i> tool	The <i>My Progress</i> tool allows Students to track their progress in a course.
<i>My Settings</i> tool	The <i>My Settings</i> tool provides a central place for users to edit their profile, password, and tool options, as well as view all of the learning contexts they are currently enrolled in. Depending on institution settings, users may not be able to edit their profile or change their password.
<i>My Tools</i>	The <i>My Tools</i> heading appears on the course menu. Tools that are available to Students are listed here. Tools can include <i>My Files</i> , <i>My Grades</i> , <i>My Progress</i> , and <i>Notes</i> .
<i>My Blackboard</i>	<i>My Blackboard</i> is the screen that appears after a user logs in. <i>My Blackboard</i> provides a centralized access point to organizational levels, such as institutions, courses, and sections. It also provides links to <i>Calendar Day</i> , <i>My Grades</i> , <i>Campus Announcements</i> , and <i>Personal Bookmarks</i> .
<i>Notes</i> tool	The <i>Notes</i> tool allows users to create notes about general content in a course or specific content in learning modules.
organizational level	See <i>learning context</i> .
organizational structure	See <i>learning context</i> .

## About Vista Enterprise

Term	Definition
proxy tool	<p>A <i>proxy tool</i> allows users to access online courses outside of the Blackboard Learning System or third-party applications, from the Blackboard Learning System. For example, if a university's library maintains an online repository of journal articles, a proxy tool allows users to access the online repository from the Blackboard Learning System without logging in to the library system.</p> <p>Each proxy tool is built on an authentication module that is deployed on the Blackboard Learning System server. The authentication module provides the necessary logic for authenticating users on the external application and redirecting them to the appropriate location in that application.</p> <p>Users can access the links to non-Blackboard Learning System online courses and third-party applications from the <i>External Courses</i> channel in <i>My Blackboard</i>.</p>
<i>Question Database</i> tool	The <i>Question Database</i> tool allows designers to create and store questions to be used in assessments.
<i>References</i> tool	The <i>References</i> tool allows designers to create links to course resources, such as books, articles, and web sites. Students access this list of resources from the Action Menu of a learning module.
release criteria	Release criteria are conditions that determine the release of content. Criteria can be based on date, time, member information, grade book information, and group information. For example, if the release criteria for a quiz is a start date of March 9, that means the quiz is released on March 9. Designers can set release criteria by using the <i>Selective Release</i> tool.
<i>Roster</i> tool	The <i>Roster</i> tool allows course members to view the profiles of other course members. Section Designers can only view profiles for Section Instructors and Teaching Assistants. Template designers cannot view profiles.
<i>SCORM Module</i>	The <i>SCORM Module</i> tool allows designers to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of the Blackboard Learning System. These modules can contain files, images, or Sharable Content Objects, such as a quiz.
<i>Search</i> tool	The <i>Search</i> tool allows users to look for keywords and other data in course content and <i>Online Help</i> .

## About Vista Enterprise

Term	Definition
<i>Selective Release</i> tool	The <i>Selective Release</i> tool allows designers and instructors to control the release of content and folders by setting availability, link visibility, and specifying release criteria, such as name, date, and grade. Only students who meet those criteria can access the content. See also <i>release criteria</i> .
self-enrollment	Self-enrollment allows users who already have a Blackboard Learning System account to enroll themselves into courses.
self-registration	Self-registration allows users to create their own Blackboard Learning System account. After users create an account, they are automatically assigned the role of Institution Member.
<i>Syllabus</i> tool	The <i>Syllabus</i> tool allows designers and Section Instructors to create a syllabus for their course. The syllabus can contain information, such as goals, grading policies, and required text books.
<b>Teach</b> tab	The <b>Teach</b> tab is in the instructor interface and contains features allowing Section Instructors to present content and interact with Students.
template	A template is a course that contains tools, settings, and content but not student data. A template serves as a pre-designed format and can be re-used across multiple courses so that individual courses do not have to be created each time. This allows courses to have a consistent appearance and structure, but courses can be customized individually without changing the template.
template designer	A template designer is a user in any of the following roles: Domain Designer, Institution Designer, Division Designer, Group Designer, Course Designer. Template designers can design templates to be used as a pre-designed format for courses. In Blackboard Learning System <i>Online Help</i> and print documentation, this term may be used to collectively refer to the above-mentioned roles.
<i>Template Manager</i> tool	The <i>Template Manager</i> tool allows administrators and template designers to create and manage templates, including editing, copying, moving, deleting, and importing templates.
tool	A tool is a function in the Blackboard Learning System software that allows users to perform specific activities.
<i>Tracking</i> tool	The <i>Tracking</i> tool allows Section Instructors to view statistics on student activity and content usage.

Term	Definition
<b>View Template</b> tab	The <b>View Template</b> tab allows template designers to preview the appearance and test the usability of templates.
WebDAV	Web Distributed Authoring and Versioning or WebDAV is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in <i>File Manager</i> .
<i>Web Links</i> tool	The <i>Web Links</i> tool allows designers to create a list of Internet addresses or Uniform Resource Locators (URLs). Students can use these URLs to find resource material on the Internet.
<i>Who's Online</i> tool	The <i>Who's Online</i> tool allows users who are logged in to Blackboard Learning System and enrolled in the same course to participate in chat sessions with one another. The <i>Who's Online</i> tool is similar to the <i>Chat</i> tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from <i>My Blackboard</i> .

## USING ONLINE HELP

If you need help while using the Blackboard Learning System, you can use the *Online Help*. You can view help topics that are relevant to the screen you are viewing, and you can navigate the folders containing help topics for each feature.

Topic content is directed to your current role. For example, if you are enrolled as a Section Instructor in a Biology course and a Student in an English course, you will only see Section Instructor help in your Biology course.

You can also search for help topics by keywords.

- NOTE:**
- Before you log in, *Online Help* only offers generic help for the *Institution Listing*, *Entry Page*, and *Log In* screens.
  - From *My Blackboard*, you can only access help for features accessible from the *My Blackboard* screen.

- Viewing Help Topics
  1. From the screen where you need help, click **Help**.
    - Under *Topics*, links to the most relevant help topics appear.

- Under *Help Contents*, folders containing all help topics appear. You can open and close the folders.
2. Click the help topic that you want to view.
  3. To access related topics, click the help topics under *See Also*.
- Searching for Keywords in Help Topics
    1. Click **Help**.
    2. In the *Search* text box, enter the keywords. If you are searching for keywords, you can use the following Boolean operators, either the words or the symbols:

Boolean Operator	Symbol
AND	+
OR	/
NOT	!

- EXAMPLE:**
- To search for *quiz* and *assessment*, enter `quiz AND assessment`.
  - To search for *quiz* or *assessment*, enter `quiz OR assessment`.
  - To search for *quiz* but not *assessment*, enter `quiz NOT assessment`.

You can combine operators and designate the order of search operations by using parentheses ( ).

**EXAMPLE:** To search for *quiz* and *assessment* but not *survey*, enter `(quiz OR assessment) AND (NOT survey)`.

To search for exact phrases, use quotation marks (" ").

**EXAMPLE:** To search for the phrase *create links to content*, enter `"create links to content"`.

3. Click the *Submit Search* icon. Search results appear in order of relevance.
4. Click the help topic that you want to view.
5. To return to the search results, click the *Back* icon.

## GETTING ADDITIONAL HELP

From the *Online Help* window, you can access additional resources.



1. From any screen, click **Help** and click **Additional Resources**.
2. Choose from the following resources:
  - For Client Support and print documentation, click **Behind the Blackboard**.
  - For a question and answer service moderated by an international community of experienced users, click **Ask Dr. C**.

## UNSUPPORTED CHARACTERS

If you cannot save an item in a Blackboard Learning System tool, such as a file in *File Manager*, it is most likely because you have entered a character on your keyboard that is not supported. Examples of possible unsupported characters are the forward (/) and backward (\) slashes. While most tools in the Blackboard Learning System support all possible characters, there are a few exceptions.

If you cannot save an item in a Blackboard Portfolio tool, such as a file in *Files*, it is most likely because you have entered a character on your keyboard that is not supported. Examples of possible unsupported characters are the forward (/) and backward (\) slashes. While most tools in Blackboard Portfolio support all possible characters, there are a few exceptions.

For more information about unsupported characters, see the following table:

Tool	Type of Item	Unsupported Characters
<i>Administration</i>	Learning context titles, such as the title of a course or section.  <b>NOTE:</b> Only administrators can create learning contexts.	/ \
<i>Content Manager</i>	File and folder names	/ \ "
<i>File Manager</i>	File and folder names	/ \ , "
<i>Files</i>	File and folder names	/ \ , "
<i>Media Library</i>	Entry	< > ' "
<i>Gallery</i>	Entry	< > ' "

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Tool	Type of Item	Unsupported Characters
<i>Proxy Tools</i>	<p>Proxy Tool titles</p> <p><b>NOTE:</b> Proxy tools allow users to access third-party applications. For example, if a university's library maintains an online repository of journal articles, a proxy tool allows users to directly access the online repository without logging in to the library system.</p>	! # ^ _ + , ? [ ] & < > " %
<i>SCORM Module</i>	<p>SCORM Module title</p> <p><b>NOTE:</b> The <i>SCORM Module</i> tool allows designer to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of this program. These modules can contain files, images, or Sharable Content Objects, such as a quiz.</p>	/ \ "
<i>WebDAV</i>	<p>Files and folder names</p> <p><b>NOTE:</b> Web Distributed Authoring and Versioning (WebDAV) is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in <i>File Manager</i> and <i>Content Manager</i>.</p>	" / \ ' @ & = + \$ ^

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Tool	Type of Item	Unsupported Characters
<i>WebDAV</i>	Files and folder names  <b>NOTE:</b> Web Distributed Authoring and Versioning (WebDAV) is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in <i>Files</i> .	"/\ ' @ & = + \$ ^

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## **PART 2: ACCESSING VISTA ENTERPRISE**

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# CHAPTER 1: ENTRY PAGE

**IMPORTANT:** Topics in this chapter apply to all roles.

From the institution's *Entry Page* screen, you can do the following:

- **Log in to the Blackboard Learning System:** If you already have an account for the institution you want to access, you can use your user name and password to log in to the Learning System.
- **Browse for courses:** You can browse a list of the courses hosted on this server by the institution.
- **Self-register in a course:** You can register yourself in a course as a Student or Auditor.

**NOTE:** Depending on settings used by your institution, this feature may not be available.

- **Create a Blackboard Learning System account:** You can create your own user name and password to log in.

**NOTE:** Depending on settings used by your institution, this feature may not be available.

- **Check your browser:** You can check to determine if your browser type and version are validated for use with the Blackboard Learning System.
- **Retrieve your login information:** If an e-mail address is specified for your account and you set up a secret question and answer, you can receive your user name and password by e-mail.

## CHOOSING THE INSTITUTION YOU WANT TO ACCESS

If your course is hosted on a server with more than one institution, you will see the *Institution Listing* screen, displaying a list of institutions.

From the list, click the name of the institution that you want to access. The institution *Entry Page* or *Log In* screen appears. You can do the following:

- log in.
- browse for courses.
- self-register in a course.

**NOTE:** Depending on the settings used by the institution, this feature may not be available.

- create an account.

**NOTE:** Depending on the settings used by the institution, this feature may not be available.

- check your browser.
- retrieve your login information.

## LOGGING IN

If you have a Blackboard Learning System account for the institution you want to access, you can use your user name and password to log in.

**NOTE:** You must have a separate account for each institution you want to access on this server.

If you do not have an account you can, if settings permit, create your own account. Otherwise you should contact your institution's registrar.

1. From the *Entry Page* screen, click **Log In**.

**NOTE:** Depending on administrator settings, the *Entry Page* screen may not display. In this situation, you are prompted to enter your user name and password.

2. Enter your user name and password.
3. Click **OK**.

**NOTE:** If the *Browser Check Results* pop-up window appears, the browser you are using may not be validated for use with the Learning System or there may be issues with the configuration of your browser. For more information, go to the Browser Tune-up page (<http://www.webct.com/tuneup>).

When the *My Blackboard* screen first appears, your browser may require that you accept the Java security certificate. If you click any links or buttons in *My Blackboard* before the security certificate window is finished loading or before acceptance has been established, your session will end in error and you may have to manually end and restart your browser application.

## BROWSING FOR COURSES

You can browse a list of all the courses that are hosted by the institution on this server.

Courses are taught at the section level. Every course has at least one section. You can view all of the available sections of a course.

1. From the *Entry Page* screen, click **Course List**.
2. If the *Select a Division* screen appears, click a division title.

3. If the *Select a Group* screen appears, click a group title.
4. Courses are organized in categories. Click a category name.

**NOTE:** Courses that have not been assigned to a category appear in a category named *Uncategorized*.

5. If you want to view all of the available sections of a course, next to the course name, click the *Expand* icon.
6. If you want to view information about a course:
  - a. Locate the course and, under *Actions*, click its *View Information* icon.

**NOTE:** If a course description is not available, the icon does not appear.

- b. When you are finished viewing the information, click **Close**.
7. Depending on the setting used by your institution, you may be able to self-register in courses. For more information, see *Self-Registering in a Course*
8. If you want to browse another category of courses, do one of the following:
  - From the *Other Categories* drop-down list, select a category and click the *Go* icon.
  - Click **Return to Category List**.

## SELF-REGISTERING IN A COURSE

**NOTE:** Depending on the settings used by your institution, this feature may not be available to you.

You can register in a course as a Student or Auditor. Students receive a final grade for the course; Auditors do not.

To self-register in a course, you must have a Blackboard Learning System account for this institution. If you do not have an account, do one of the following:

- contact your institution's registrar
- create your own account

**NOTE:** Depending on the settings used by your institution, this feature may not be available to you.

1. From the *Entry Page* screen, click **Course List**. Either the *Select a Division* or the *Select a Category* screen appears.
2. If the *Select a Category* screen appears, go to step 5.

3. Click a division title.
4. Click a group title.
5. Courses are organized in categories. To view all courses in a category, click the category name.

**NOTE:** Courses that have not been assigned to a category appear in the category named *Uncategorized*.

The *Select Course/Section* screen appears displaying the courses in the category.

6. If you want to view the description of a course:
  - a. Under *Actions*, click the *View Information* icon.

**NOTE:** If a course description is not available, the icon does not appear.

The *Additional Information* pop-up window appears.

- b. When you are finished review the information, click **Close**.
7. Courses are taught at the section level.

**EXAMPLE:** A Biology 101 course may be taught in three sections: *Biology 101-A*, *Biology 101-B*, and *Biology 101-C*.

When you register in a course, you actually register in a section of the course.

To view all available sections of a course, next to the course name, click the *Expand* icon. You can register in any section that displays the *Register* icon.

8. To register in a section, under *Actions*, click the *Register* icon.
9. Enter your user name and password and select a role.

**NOTE:** Depending on the settings used by your institution, you may be able to enroll as a Student or an Auditor.

10. Click **Register**. After you log in, you will see a link to the course in your *Course List* channel in *My Blackboard*.

11. Do one of the following:

- To register in another course:
  - a. Click **Return to Course List**.
- To enter the course in which you registered:
  - a. Click **Go to My Blackboard**.
  - b. In the *Course List* channel, click the course title.

## CREATING AN ACCOUNT



**NOTE:** Depending on the settings used by your institution, this feature may not be available to you.

You can create your own Blackboard Learning System account. This account allows you to log in to the institution that you want to access on this server. You must have a separate account for each institution that you want to access on this server.

1. From the *Entry Page* screen, click **Create Account**.
2. In the *User name* text box, enter a user name. You will enter this user name each time you log in.
3. In the *First name* text box, enter your first name.
4. In the *Last name* text box, enter your last name.
5. If you are known by another name, in the *Other name* text box, enter the name.
6. If you want to specify a name prefix, such as Ms ., Mr ., or Dr ., in the *Name prefix* text box, enter the prefix.
7. If you want to specify a name suffix, such as Jr . or Sr ., in the *Name suffix* text box, enter the suffix.
8. Enter a password:
  - a. In the *Password* text box, enter a password. You will enter this password with your user name each time you log in.
  - b. In the *Retype password* text box, re-enter the password.
9. If you want to be able to receive your login information by e-mail if you forget your user name or password, enter the following information:
  - a. In the *Secret question* text box, enter a question to which you will not forget the answer.

**EXAMPLE:** What is the name of your favorite pet?
  - b. In the *Secret answer* text box, enter the answer to the question.

**NOTE:** In order to receive your login information, you must enter the answer exactly as you have entered it now.
  - c. Select your gender.
  - d. In the *E-mail* text box, enter the e-mail address to which you want your login information sent.
10. Click **Save**.
11. Do one of the following:
  - To log in to your *My Blackboard*, click **Login**.
  - To return to the *Entry Page* screen, click **Entry Page**.

## CHECKING YOUR BROWSER

You can use the *Browser Checker* tool to determine if your browser type and version are supported. For more information on browser requirements, go to [www.webct.com/tuneup](http://www.webct.com/tuneup) (<http://www.webct.com/tuneup>).

The *Browser Checker* is available from the following screens:

- *Institution Listing*
- *Entry Page*
- *Log In*
- *My Blackboard*

**NOTE:** Depending on the settings used by your institution, the manual *Browser Checker* may not be available.

From the appropriate screen, click **Check Browser**.

**IMPORTANT:** Some browsers allow style sheets to be disabled. If your browser has this feature, do not set it to disable style sheets.

## RETRIEVING YOUR LOGIN INFORMATION

If you forget your login information, you can receive your user name and a new password by e-mail. You must first set up a secret question and answer, and an e-mail address must be specified for your account. You can do this when you change your password or when you create your account. For more information, see *Changing Your Password* or *Creating a Blackboard Learning System Account*.

**NOTE:** If you have not set up a secret question and answer, if an e-mail address is not specified for your account, or if you are unsuccessful in receiving your login information by e-mail, contact your Section Instructor or administrator for assistance.

1. From the *Entry Page* screen, next to *Log In*, click **Forgot your login information**.
2. In the *E-mail* text box, enter the e-mail address associated with your account and click **OK**.
3. Under your secret question, enter the answer exactly as you entered it when you set up your account and click **OK**.
  - If you entered an incorrect answer, re-enter the answer and click **Try Again**.
  - If you entered the correct answer, your user name and a new password have been sent to the e-mail associated with your account.
4. Click **OK**.
5. Log in to your e-mail to retrieve your login information.

# CHAPTER 2: BROWSER CHECKER

**IMPORTANT:** Topics for this chapter apply to all roles.

## ABOUT BROWSER CHECKER

### For All Roles

The Blackboard Learning System automatically checks to determine if your browser type and version are supported. Browsers are classified in the following way:

- *Supported:* A supported browser is one that is compatible with the Learning System.
- *Unsupported:* An unsupported browser is one that is incompatible with the Learning System and will inhibit functionality.

If your browser is unsupported, a warning message is displayed when you access the Learning System. For more information on browser requirements, go to [www.webct.com/tuneup](http://www.webct.com/tuneup) (<http://www.webct.com/tuneup>).

The Learning System also automatically checks to determine if Java is enabled in your browser and if your Java Runtime Environment (JRE™) version is supported. You must enable Java and have a supported JRE version to use certain features and tools in the Learning System. These include *Chat*, *Who's Online*, *HTML Creator*, *WebEQ Equation Editor*, *My Computer*, and SCORM modules. If Java is disabled or if your JRE version is unsupported, a warning message is displayed when you access the Learning System.

You can also check your browser as necessary by using the manual *Browser Checker*. For more information, see *Checking Your Browser*.

## Checking Your Browser

### For All Roles

You can use the *Browser Checker* tool to determine if your browser type and version are supported. For more information on browser requirements, go to [www.webct.com/tuneup](http://www.webct.com/tuneup) (<http://www.webct.com/tuneup>).

The *Browser Checker* is available from the following screens:

## Chapter 2: Browser Checker

- *Institution Listing*
- *Entry Page*
- *Log In*
- *My Blackboard*

**NOTE:** Depending on the settings used by your institution, the manual *Browser Checker* may not be available.

From the appropriate screen, click **Check Browser**.

**IMPORTANT:** Some browsers allow style sheets to be disabled. If your browser has this feature, do not set it to disable style sheets.

# CHAPTER 3: MY BLACKBOARD

**IMPORTANT:** Topics in this chapter apply to all roles.

## ABOUT MY BLACKBOARD

*My Blackboard* is the first screen you see after logging in. The primary function of the *My Blackboard* screen is to provide a single point of access to the courses in which you are enrolled. It's also where you will see messages and resources sent to all Blackboard Learning System users at the institution. Depending on the settings used by your institution, you may also see other links to help you manage your courses and tools.

The *My Blackboard* screen contains three areas:

- the channels: the *Course List* channel provides links to your courses. You may also see other channels, which contain campus, course, or personal information.
- the *My Blackboard* toolbar: above the channels is a toolbar that contains links to customize the channels, as well as icons to access the *Mail* and *Calendar* tools.
- the logo bar: above the *My Blackboard* toolbar are links to change your settings, check your browser, access online help, and log out of the Blackboard Learning System.

## FAMILIARIZING YOURSELF WITH THE MY BLACKBOARD SCREEN

### About the Logo Bar

The logo bar appears at the top of the *My Blackboard* screen and contains the following:

- a *My Settings* link that allows you to edit your profile, password, and tool options, as well as view all of the learning contexts you are currently enrolled in.

**NOTE:** Depending on institution settings, you may not be able to edit your profile or change your password.

- a *Check Browser* link that allows you to check if your browser type and version are validated for use with the Blackboard Learning System.

- a *Help* link that allows you to access context-sensitive *Online Help* and other resources, including Blackboard Learning System Support, print documentation, and *Ask Dr. C*, a question and answer service moderated by a dedicated, international community of experienced Blackboard Learning System users.
- a *Log out* link that allows you to log out of the Blackboard Learning System.

## About the My Blackboard Toolbar

The *My Blackboard* toolbar is located at the top of the *My Blackboard* screen, below the logo bar. Depending on the settings used by your institution, the *My Blackboard* toolbar may contain the following:

- a *Channels* link that can be used to hide or show channels on the *My Blackboard* screen.
- a *Color* link that can be used to change the colors on the *My Blackboard* screen.
- a *Layout* link that can be used to change the location of the channels on the *My Blackboard* screen.
- icons to access the *Calendar* and *Mail* tools.

## About Channels

The *My Blackboard* screen is organized into channels of information. The main channel is the *Course List* channel, which provides links to your courses. Depending on the settings used by your institution, you may also see other channels, which contain links to campus, course, or personal information.

The following table provides a brief description of each channel that you might see on the *My Blackboard* screen.

Channel	Description
<i>Course List</i>	contains links to the courses in which you are enrolled. If you have hidden any of your course links, this will be indicated at the top of the channel.
<i>Campus Announcements</i>	displays announcements that have been sent to the campus or to Blackboard Learning System users who are enrolled in certain roles.
<i>External Courses</i>	can be used to create links to non-Blackboard Learning System online courses in which you are enrolled. Depending on your institution, this channel may also contain links to learning applications and tools, such as a library system.
<i>Calendar Week</i>	displays <i>Calendar</i> entries for the current week.

Channel	Description
<i>Calendar Day</i>	displays <i>Calendar</i> entries for today.
<i>To Do List</i>	can be used to create a personal to do list.
<i>My Grades</i>	when grades are released for a course in which you are enrolled, this channel displays a link to the grade.
<i>Personal Bookmarks</i>	can be used to create links to your favorite web pages and web sites.
<i>Campus Bookmarks</i>	contains links to web pages and web sites that have been provided by your institution.
<i>Who's Online</i>	displays the number of users currently online in each of your Blackboard Learning System courses. You can access their names and send an invitation for a real-time chat session to one or more of those users.

Depending on the settings used by your institution, you may be able to hide or show channels, and change the location and color of the channels.

## USING THE COURSE LIST CHANNEL

You use the *Course List* channel on *My Blackboard* to access your courses. It contains links to the courses you are currently enrolled in, and may also contain links to courses that you were previously enrolled in.

Depending on the settings used by your institution, you may also be able to:

- change the order of course links and show or hide course links. You can do this by clicking the *Edit Course List* icon. The order and visibility of links that you set in the *Course List* channel will also be applied to the *Who's Online* channel.
- tell if your courses have new content and access the content. If you have new content in a tool, you will see either a tool icon below the course link or a **Show New Items** button at the top of the *Course List*. Click the icon to go directly to the tool's new content.

## Entering Courses

The *Course List* channel in *My Blackboard* contains a link to each course in which you are enrolled.

**NOTE:** If you have hidden links to courses, this will be indicated at the top of the channel. See

*Hiding or Showing Course Links in the Course List Channel.*

To enter a course, click the title of the course in the *Course List* channel. If you are required to enter an access code, see *Entering Access-Code Protected Courses*.

**TIP:** To go directly to new course content, click the tool icon under the course link or click the **Show New Items** button at the top of the *Course List*.

## Entering Access-Code Protected Courses

If you are enrolled in a course that contains content that was created by a publisher, you are required to enter an access code the first time you enter the course. If you are enrolled in two or more access-code protected courses that contain the same publisher content, you only have to enter an access code the first time you enter one of the courses.

If you do not have an access code for the course, there are two ways you can purchase an access code:

1. Your Section Instructor may have ordered a textbook and access code “bundle” that you can purchase at your school's bookstore.
2. You can purchase an access code online. Go to the Student Resource Center (<http://www.webct.com/students>).

**IMPORTANT:** Before you purchase an access code online:

- Check your course textbook for an access code. If an access code is included with your course textbook, you do not need to purchase an access code online.
- To ensure you purchase the right access code for the course, know the title, author, edition, and publisher of the content. You can obtain this information from your Section Instructor.

If you do not have an access code but want temporary access to the course, you can request a grace period for the course. For more information, see *Requesting a Grace Period for an Access-Code Protected Course*.

1. From the *My Blackboard* screen, in the *Course List* channel, click the title of the access-code protected course.
2. Read the licensing agreement for the publisher content and click **Accept**.
3. Enter your access code exactly as it appears on the printed card that was included with your course textbook or, if you purchased the access code online, enter it exactly as it appears in the e-mail that was sent to you from the Blackboard Learning System.

**NOTE:**

- Access codes look like one of the following:
  - a combination of letters and numbers

**EXAMPLE:** CT-TCT-6321-711931-I



- all letters

**EXAMPLE:** LOVE-LITE-JUST-GIVE-WAGS-IDLE

- Access codes can include dashes but cannot include spaces.
- The number 1 is often mistaken for the capital letter I, and vice versa. The number 0 is often mistaken for the capital letter O, and vice versa.

4. Click **Submit Access Code**.

## Requesting a Grace Period for an Access-Code Protected Course

If you want to enter an access-code protected course but do not have an access code, you can request a grace period. The grace period allows you to enter the course for 15 days.

After the 15-day grace period expires, you have to enter an access code to enter the course.

1. From the *My Blackboard* screen, in the *Course List* channel, click the title of the access-code protected course.
2. Read the licensing agreement for the publisher content and click **Accept**.
3. Click **Request Grace Period**.
4. Click **Go to Course**.

During the 15-day grace period, each time you log in to the Blackboard Learning System, to enter the course you have to accept the license agreement and click **Go to Course**. For permanent access to the course, you must enter an access code.

## Accessing New Content from the Course List Channel

From the *Course List* channel you can access the home page of your courses. You can also be notified of new content and go directly to new content within tools.

Each tool is represented by an icon. If new content has been added to your course, you will see either a tool icon or a **Show New Items** button.

**NOTE:** Depending on the settings used by your institution, this function may not be available to you.

To access new course content, do one of the following:

- If a tool icon appears below the link to the course, click the icon. You are taken directly to the new content within the course.
- If the **Show New Items** button appears, click **Show New Items**. To access the new content, click the icon.

*For Section Designers only:* If you have not selected the *Do not show me this page again* check box on the course entry screen, when you click a tool news icon or the **Show New Items** button, you will be taken to the course entry screen. To go to the new content and skip this screen in the future, select *Do not show me this page again* and click **Done**.

## Changing the Order of Links in the Course List Channel

The *Course List* channel contains links to courses in which you are currently enrolled. It may also contain links to courses in which you were previously enrolled. You use these links to access your courses. You can change the order in which the links appear in the *Course List* channel.

**NOTE:** Depending on the settings used by your institution, this function may not be available to you.

1. From the *My Blackboard* screen, locate the *Course List* channel and click its *Edit Course List* icon.
2. Locate the links that you want to move and select their check boxes.
3. Do one of the following to order the links:
  - Locate the row above or below which you want to move the links and, under *Move*, click the icon and select **Move Selected Above** or **Move Selected Below**.
  - If you want to order the links in alphabetical order, click **Restore Default**.

**IMPORTANT:** Clicking **Restore Default** will also show any course links that you had hidden.

4. Click the *My Blackboard* tab.

## Hiding or Showing Links in the Course List Channel

The *Course List* channel contains links to courses in which you are currently enrolled. It may also contain links to courses in which you were previously enrolled. You use these links to enter the courses. To facilitate navigation, you can hide course links that you do not need for the current term. Hiding a course

link does not remove the course or change your enrollment, access, or activity in the course. If you need the course link later, you can show the link.

**NOTE:** Depending on settings used by your institution, this feature may not be available to you.

1. From the *My Blackboard* screen, locate the *Course List* channel and click its *Edit Course List* icon.
2. Under *Visibility*, do one of the following:
  - To hide a link, click **Hide Link**.
  - To show a link, click **Show Link**.

**TIP:** To show or hide multiple links, select the check box next to each link and click **Show** or **Hide**.

The *Course List* channel, as well as the *Who's Online* channel, are updated to display the selected links.

## USING THE CAMPUS ANNOUNCEMENTS CHANNEL

The *Campus Announcements* channel in *My Blackboard* contains links to announcements that have been sent to the entire campus or to all Blackboard Learning System users enrolled in certain roles.

**EXAMPLE:** The campus may send an announcement to all Students notifying them of the dates when the campus is closed.

**NOTE:** Depending on the settings used by your institution, the *Campus Announcements* channel may not be available.

To view an announcement, in the *Campus Announcements* channel, click the title of the announcement.

## USING THE EXTERNAL COURSES CHANNEL

**NOTE:** Depending on the settings used by your institution, the *External Courses* channel may not be available.

You can use the *External Courses* channel in *My Blackboard* for the following:

- **Create links:** If you are enrolled in other (non-Blackboard Learning System) online courses, you can create links to these courses in the *External Courses* channel, allowing you to access all of your online courses from one location.
- **Access links added by your institution:** Your institution may have added links to learning applications

and tools, such as a library system.

In the *External Courses* channel, you can:

- add links to external courses.
- edit links that you added to external courses.
- change the order of links.
- hide or show links.
- delete links to external courses.

## Adding Links to External Courses

If you are enrolled in online courses other than the Blackboard Learning System's, you can create links to these courses that display in the *External Courses* channel of *My Blackboard*. This will allow you to access all of your online courses from *My Blackboard*.

1. From the *My Blackboard* screen, locate the *External Courses* channel and click its *ActionLinks* icon.
2. Click **Edit External Courses**.
3. Click **Add External Course**.
4. In the *Course Title* text box, enter a course title. This title appears in the *External Courses* channel of *My Blackboard* as a link to the external course.
5. In the *Location (URL)* text box, after *http://*, enter the Internet address of the course.
6. Click **Save**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Editing Links to External Courses

You can edit the links to external courses that display in the *External Courses* channel of *My Blackboard*.

**NOTE:** If your institution has added links to learning applications and tools, you cannot edit these links.

1. From the *My Blackboard* screen, in the *External Courses* channel, click its *ActionLinks* icon.
2. Click **Edit External Courses**.
3. Locate the course you want to edit and click its *ActionLinks* icon.

4. Click **Edit**.
5. Edit the link:
  - a. In the *Course Title* text box, edit the course title. In the *External Courses* channel of *My Blackboard*, this title appears as a link to the external course.
  - b. In the *Location (URL)* text box, edit the Internet address of the course.
6. Click **Save**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Changing the Order of Links in the External Courses Channel

You can change the order in which links appear in the *External Courses* channel in *My Blackboard*.

1. From the *My Blackboard* screen, locate the *External Courses* channel and click its *ActionLinks* icon.
2. Click **Edit External Courses**.
3. Locate the links that you want to move and select their check boxes.
4. Under *Move*, locate the row above which you want to move the bookmarks and click the *Move Selected Items Above this Item* icon.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Hiding or Showing Links in the External Courses Channel

You can temporarily hide a link if you do not want it to display in the *External Courses* channel in *My Blackboard*. Hidden links are not deleted; they can be displayed again.

1. From the *My Blackboard* screen, in the *External Courses* channel, click its *ActionLinks* icon.
2. Click **Edit External Courses**.
3. Under *Visibility*, do one of the following:
  - To hide a link, click **Hide Link**.
  - To show a link, click **Show Link**.

**TIP:** To show or hide multiple links, select the check box next to each link and click **Show** or **Hide**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Deleting Links to External Courses

You can delete links that have been added to the *External Courses* channel in *My Blackboard*.

**NOTE:** If your institution has added links to learning applications and tools, you cannot delete these links.

1. From the *My Blackboard* screen, in the *External Courses* channel, click its *ActionLinks* icon.
2. Click **Edit External Courses**.
3. Do one of the following:
  - To delete one link, locate the link and click its *ActionLinks* icon.
  - To delete multiple links, select the links.
  - To delete all links on the current page, in the table heading row, next to *Course Title*, select the check box.
4. Click **Delete**.
5. Click **OK**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## USING THE CALENDAR WEEK AND CALENDAR DAY CHANNELS

In the *Calendar*, you can see the details of the calendar entries. You can also add, edit, or delete your entries, and change your view of the calendar. Depending on the settings used by your institution, the *Calendar Day* and *Calendar Week* channels may appear on the *My Blackboard* screen, displaying the date, time, and title of entries for the current day and week.

**TIP:** To access the monthly view of *Calendar*, click the *Calendar* icon on the *My Blackboard* toolbar.

1. Locate the *Calendar Week* or *Calendar Day* channel and click its *ActionLinks* icon.

2. Click **Edit Calendar**.

## USING THE TO DO LIST CHANNEL

**NOTE:** Depending on the settings used by your institution, the *To Do List* channel may not be available.

You can use the *To Do List* channel in *My Blackboard* to create a list of course reminders or other items that you will see when you log in.

You can view items in your to do list from the *My Blackboard* screen or the *To Do List* screen. The *My Blackboard* screen displays only the first 20 characters of each item; the *To Do List* screen displays the full item and allows you to edit and re-prioritize the items. On both screens the items are presented in order of the priority that you assigned to them.

In the *To Do List* channel, you can:

- add items to your to do list.
- edit items on your to do list.
- print your to do list.
- delete items from your to do list.

## Adding Items to Your To Do List

You can add items to your to do list in *My Blackboard* and prioritize the items in order of importance.

1. From the *My Blackboard* screen, locate the *To Do List* channel and click its *ActionLinks* icon.
2. Click **Edit To Do List**.
3. Click **Add Item**.
4. In the *Item text* text box, enter the to do item. The *My Blackboard To Do List* channel can display a maximum of 20 characters per item. For items longer than 20 characters, you can view the complete text of the item by clicking **Edit To Do List** from the *ActionLinks* menu.
5. From the *Priority* drop-down list, select where you want the item to appear in the *To Do List* channel.
6. Click **Save**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Editing Items on Your To Do List

You can edit and change the priority of items in the *To Do List* channel in *My Blackboard*.

1. From the *My Blackboard* screen, locate the *To Do List* channel and click its *ActionLinks* icon.
2. Click **Edit To Do List**.
3. Locate the item you want to edit and click its *ActionLinks* icon.
4. Click **Edit**.
5. Edit the item:
  - a. In the *Item text* text box, edit the text of your to do list item. The *My Blackboard To Do List* channel can display a maximum of 20 characters per item. For items longer than 20 characters, you can view the complete text of the item by clicking **Edit To Do List** from the *ActionLinks* menu.
  - b. From the *Priority* drop-down list, select where you want the item to appear in the *To Do List* channel.
6. Click **Save**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Printing Your To Do List

You can print the items in the *To Do List* channel in *My Blackboard*.

1. From the *My Blackboard* screen, locate the *To Do List* channel and click its *ActionLinks* icon.
2. Click **Edit To Do List**.
3. Click **Printable Version**.
4. From your browser's *File* menu, click **Print**.
5. On the *My Blackboard To Do List* screen, click **Close**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Deleting Items on Your To Do List



1. From the *My Blackboard* screen, locate the *To Do List* channel and click its *ActionLinks* icon.
2. Click **Edit To Do List**.
3. Locate the item you want to delete and click its *ActionLinks* icon.
4. Click **Delete**.
5. Click **OK**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## USING THE MY GRADES CHANNEL

You can use the *My Grades* channel in *My Blackboard* to view grades that have been released for all of the courses in which you are enrolled. When grades are released, a link appears in the *My Grades* channel.

**NOTE:** Depending on the settings used by your institution, the *My Grades* channel may not be available.

To view your grades in a course, in the *My Grades* channel, click the title of the course.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

**NOTE:** Depending on the way your course is designed, you may also be able to view your grades from within a course by clicking **My Grades** under *My Tools*.

## USING THE PERSONAL BOOKMARKS CHANNEL

**NOTE:** Depending on the settings used by your institution, the *Personal Bookmarks* channel may not be available.

When you find a web page that you want to visit again, you can save its Internet address as a bookmark in the *Personal Bookmarks* channel in *My Blackboard*. Any time that you want to visit that web page, you can click its link in the *Personal Bookmarks* channel.

From the *Personal Bookmarks* channel, you can:

- add bookmarks to your favorite web pages.
- edit bookmarks that you added to the channel.
- change the order of bookmarks.

- hide or show bookmarks.
- delete bookmarks.

## Adding Bookmarks to Your Favorite Web Pages

Use the *Personal Bookmarks* channel to create links to your favorite web pages.

1. From the *My Blackboard* screen, locate the *Personal Bookmarks* channel and click its *ActionLinks* icon.
2. Click **Edit Personal Bookmarks**.
3. Click **Add Personal Bookmark**.
4. In the *Bookmark title* text box, enter a title for the bookmark. This title appears in the *Personal Bookmarks* channel as a link to the web page.
5. In the *Location (URL)* text box, after *http://*, enter the Internet address of the web page.
6. Click **Save**.
7. Click the ***My Blackboard*** tab.

To go to a web page that you have bookmarked, click its link in the *Personal Bookmarks* channel.

## Editing Bookmarks to Your Favorite Web Pages

You can edit the links that you added to the *Personal Bookmarks* channel in *My Blackboard*.

1. From the *My Blackboard* screen, locate the *Personal Bookmarks* channel and click its *ActionLinks* icon.
2. Click **Edit Personal Bookmarks**.
3. Locate the bookmark you want to edit and click its *ActionLinks* icon.
4. Click **Edit**.
5. Edit the bookmark:
  - a. In the *Bookmark title* text box, edit the bookmark title, which appears as the link in the *Personal Bookmarks* channel.
  - b. In the *Location (URL)* text box, edit the Internet address.
6. Click **Save**

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Changing the Order of Bookmarks

You can change the order in which bookmarks display in the *Campus Bookmarks* and *Personal Bookmarks* channel in *My Blackboard*.

1. From the *My Blackboard* screen, locate the *Campus Bookmarks* or *Personal Bookmarks* channel and click its *ActionLinks* icon.
2. Click **Edit Campus Bookmarks** or **Edit Personal Bookmarks**.
3. Locate the bookmarks that you want to move and select their check boxes.
4. Under *Move*, do one of the following:
  - To move the selected bookmarks up or down, locate the row above which you want to move the bookmarks and click the *Move Selected Items Above* icon.
  - To move the selected bookmarks to the bottom of the list, in the last row click the *Move Selected Items to Bottom of List* icon.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Hiding or Showing Bookmarks

You can hide bookmarks that display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My Blackboard*. Hidden bookmarks are not deleted; they can be displayed again.

1. From the *My Blackboard* screen, locate the *Campus Bookmarks* or *Personal Bookmarks* channel and click the *ActionLinks* icon.
2. Click **Edit Campus Bookmarks** or **Edit Personal Bookmarks**.
3. Under *Visibility*, do one of the following:
  - To hide a bookmark, click **Hide Link**.
  - To show a bookmark, click **Show Link**.

**TIP:** To show or hide multiple bookmarks, select the check box next to each bookmark and click **Show** or **Hide**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Deleting Personal Bookmarks to Web Pages

You can delete bookmarks that you have added to the *Personal Bookmarks* channel in *My Blackboard*.

1. From the *My Blackboard* screen, locate the *Personal Bookmarks* channel and click its *ActionLinks* icon.
2. Click **Edit Personal Bookmarks**.
3. Do one of the following:
  - To delete one bookmark, locate the bookmark and click its *ActionLinks* icon.
  - To delete multiple bookmarks, select the bookmarks.
  - To delete all bookmarks on the current page, in the table heading row, select the check box.
4. Click **Delete**.
5. Click **OK**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## USING THE CAMPUS BOOKMARKS CHANNEL

**NOTE:** Depending on the settings used by your institution, the *Campus Bookmarks* channel may not be available.

The *Campus Bookmarks* channel in *My Blackboard* contains links to web pages and web sites. These links have been added by your institution. You cannot edit them.

From the *Campus Bookmarks* channel, you can:

- change the order of bookmarks.
- hide or show bookmarks.

## Changing the Order of Bookmarks

You can change the order in which bookmarks display in the *Campus Bookmarks* and *Personal Bookmarks* channel in *My Blackboard*.

1. From the *My Blackboard* screen, locate the *Campus Bookmarks* or *Personal Bookmarks* channel and

click its *ActionLinks* icon.

2. Click **Edit Campus Bookmarks** or **Edit Personal Bookmarks**.
3. Locate the bookmarks that you want to move and select their check boxes.
4. Under *Move*, do one of the following:
  - To move the selected bookmarks up or down, locate the row above which you want to move the bookmarks and click the *Move Selected Items Above* icon.
  - To move the selected bookmarks to the bottom of the list, in the last row click the *Move Selected Items to Bottom of List* icon.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## Hiding or Showing Bookmarks

You can hide bookmarks that display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My Blackboard*. Hidden bookmarks are not deleted; they can be displayed again.

1. From the *My Blackboard* screen, locate the *Campus Bookmarks* or *Personal Bookmarks* channel and click the *ActionLinks* icon.
2. Click **Edit Campus Bookmarks** or **Edit Personal Bookmarks**.
3. Under *Visibility*, do one of the following:
  - To hide a bookmark, click **Hide Link**.
  - To show a bookmark, click **Show Link**.

**TIP:** To show or hide multiple bookmarks, select the check box next to each bookmark and click **Show** or **Hide**.

To return to the *My Blackboard* screen, click the **My Blackboard** tab.

## USING THE WHO'S ONLINE CHANNEL

You can use the *Who's Online* channel to view the names of other Blackboard Learning System users who are currently online and to request a real-time chat session with one or more of those users.

**NOTE:** Depending on the settings used by your institution, the *Who's Online* channel may not be available.

The *Who's Online* channel on the *My Blackboard* screen displays a link for each learning context in which you are enrolled. The number next to the link indicates how many Blackboard Learning System users are online. To see the names of the users and to send them a chat invitation, click the link.

For help using *Who's Online*, click **Help** from the *Who's Online* screen.

## ACCESSING MAIL FROM MY BLACKBOARD

Depending on the settings used by your institution, from *My Blackboard*, you may be able to access *Mail* for all of the courses in which you are enrolled. You can use the *Mail* tool to send messages to and receive messages from other Blackboard Learning System users.

1. From the *My Blackboard* screen, on the *My Blackboard* toolbar, click the *Mail* icon.
2. Under *Name*, click the name of the course in which you want to access *Mail*. If *Mail* has been enabled in the course, the *Inbox* screen appears and you can read and send messages to other course participants.

## CUSTOMIZING MY BLACKBOARD

You can customize the *My Blackboard* screen to display channels in the location and color of your choice. Depending on the settings used by your institution, you may be able to:

**NOTE:** The following topics explain how to customize your own *My Blackboard* screen. If you are an administrator or other user who can specify settings for your learning context and below, see the *My Blackboard Settings* topic in the Administration tool.

- hide or show channels on the *My Blackboard* screen.
- change the color scheme that is used on the *My Blackboard* screen.
- change the location of channels on the *My Blackboard* screen.

## Hiding or Showing Channels on the My Blackboard Screen

Depending on the settings used by your institution, you may be able to select which channels display on the *My Blackboard* screen.

**NOTE:** You cannot hide the *Course List* channel.

1. On the *My Blackboard* toolbar, click **Channels**.
2. Select each channel that you want to show.
3. Next to each channel that you want to hide, clear the check box.
4. Click **Save**.

**TIP:** You can also hide channels from their *ActionLinks* icon.

## Changing the Color Scheme of the My Blackboard Screen

Depending on the settings used by your institution, you may be able to change the color scheme of the *My Blackboard* screen, including the screen background, column background, border, and text color.

1. From the *My Blackboard* screen, on the *My Blackboard* toolbar, click **Color**.
2. Do one of the following:
  - To specify hexadecimal values, under *Customizable Colors*, next to each *My Blackboard* screen element that you want to customize, enter a hexadecimal color value (0 to 6, A to F). in the appropriate text box.

**EXAMPLE:** Enter FFFFFFFF for white and 000000 for black.

- To select color swatches:
  - a. Under *Customizable Colors*, select the *My Blackboard* screen element.
  - b. Under *Color Swatches*, click the color.
- To use a black and white color scheme for the channels, click **Use High Contrast Colors**.

**NOTE:** In compliance with the US Rehabilitation Act, Section 508, the Blackboard Learning System offers this high contrast color scheme, which allows users who have difficulty distinguishing colors to use this software.

Under *Color Preview*, the colors are displayed as you enter or select them.

3. If you want to change the colors back to the default colors, click **Restore Default Colors**.
4. Click **Apply**.

## Changing the Order of Channels on the My Blackboard Screen

Depending on the settings used by your institution, you may be able to move channels on the *My Blackboard* screen. The channels are laid out in three columns. All channels can be moved to a different location within the same column, or to a different column. You can only move one channel at a time.

1. From the *My Blackboard* screen, on the *My Blackboard* toolbar, click **Layout**.
2. Select the channel and click the appropriate *Move* icon until the channel is in the correct location.

**EXAMPLE:** If you want to move the *Course List* channel from *Column B* to *Column C*, and down one position:

- a. Select *Course List*.
  - b. Click the *Move Right* icon.
  - c. Click the *Move Down* icon.
3. Click **Save**.



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## **PART 3: DESIGNING AND TEACHING A COURSE**

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## CHAPTER 4: DESIGNING A COURSE

**IMPORTANT:** Topics for this chapter apply to designers.

### MIGRATING COURSES OR CONTENT FROM CE 4.1 WITH THE MIGRATION PACK

#### For Section Designers

You can migrate courses or content from CE 4.1 with the Migration Pack (MP) to be used in this version of the Blackboard Learning System . Depending on whether you or an administrator is performing the migration, you have a variety of tasks. This topic can help you get started and refer you to additional resources.

If a Blackboard Learning System administrator is migrating your course or content. . .

If an administrator migrated your course or content, you can log in to this Blackboard Learning System version and access the course. You must perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this Learning System version, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>).

For more information on using this Learning System version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

If there is no content in the course, contact the administrator.

If you are migrating your own course or content. . .

The overall process for migrating your own course or content includes the following tasks:

1. Ensure that the administrator has created a course for you in this Blackboard Learning System version. You should have a user name and password that allows you to log in and access your course.
2. In CE 4.1 (MP):
  - a. Prepare the course or content for migration. This includes removing Student data and date-sensitive information, such as due dates for assignments.
  - b. Export the course or content using the *Export Content* tool.
3. In this Blackboard Learning System version, import the course or content by doing one of the following:
  - When you access the course and if the *Assign Content* screen appears, select the option *Import content from file*.
  - When you access the course and if the *Assign Content* screen does not appear, go to the *Manage Course* area and use the *Import* tool.
4. Perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this Learning System version, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>).

For more information on using this Blackboard Learning System version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

## BECOMING FAMILIAR WITH THE DESIGNER INTERFACE

In the Blackboard Learning System, the designer interface is on the **Build** tab. The **Build** tab contains tools and features that you use to design a course or template. On the left, there may be tools listed on the course menu, under the following headings:

- *Course Tools*. Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.
- *Designer Tools*. Designer tools include the following:

- *Manage Course.* You use the *Manage Course* area to add, hide, show, or remove tools. You can also manage the course menu, customize course appearance, and import content.
- *File Manager.* You use *File Manager* to upload and organize files that you want to use in a course.
- *Selective Release.* You use *Selective Release* to control the release of content and specific items in a course. For example, you can release an assignment to certain Students only.

The course menu is the primary navigation feature in a course. You can use the course menu to access all tools and content in a course. When you access a tool or content, it appears in the content display area in the center of the screen. You view and work with tools and content in this area.

Your current location in a course appears in the breadcrumbs at the top of the screen. Breadcrumbs also list the path of screens that you have visited. You can click a breadcrumb to return to a previous screen.

If you are a Section Designer, you use the **Student View** tab to preview and test a course. For more information, see *Previewing and Testing a Course*. If you are a template designer, you use the **View Template** tab to preview and test a template. For more information, see *Previewing and Testing a Template*.

You may also see a **Teach** tab. For more information, see *Becoming Familiar with the Instructor Interface*.

## DESIGNING A COURSE

### For Section Designers

Designing a Blackboard Learning System course can be similar to designing a classroom course. First, you or another designer creates content for the course. Content includes all material that you want to use in a course, such as course requirements, lessons, reading lists, assignments, and quizzes.

Then, you organize the content into logical units that can be presented in a meaningful way to Students. For example, you can organize content chronologically, by topic, or by level of complexity.

When you design a fully online course in this program, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course.

To design a course, you use various tools in the Blackboard Learning System software. A tool is a function in the software that allows users to perform specific activities. You can use the following types of tools:

- *Organizational Tools.* You use these tools to allow Section Instructors and Students to search for content and keep track of important events and deadlines in a course calendar.

- *Communication Tools*. You use these tools to create online communication tools that allow Section Instructors and Students to send messages, hold online discussions, and chat in real time.
- *Student Learning Activities*. You use these tools to create quizzes, self tests, surveys, and assignments. Section Instructors use these tools to grade the assessments and assignments submitted by Students.
- *Content Tools*. You use these tools to create and organize content. You or the Section Instructor uses these tools to present content to Students.

You can also use designer tools to access additional options for customizing the course, managing files, and controlling the availability of content.

There are also student tools, which are available to Students only. These tools allow Students to view their grades, keep track of their own progress, make notes, and store their own files in a course.

The overall process for designing a course is:

1. creating content
2. organizing content
3. providing communication tools

# Creating Content

## For Section Designers

In a Blackboard Learning System course, content includes all material that you want to use in the course, such as course requirements, lessons, reading lists, assignments, and quizzes. Content can also include communication tools, such as discussion topics or chat rooms. The overall process for creating content is:

1. Add tools to your course. A tool is a function in the Blackboard Learning System software that allows you to perform specific activities. For example, if you want to create assignments, you add the *Assignments* tool.

If you are presented with the *Quick Start* screen, you can add tools from that screen. If you are in the course, you can add tools from the *Manage Course* area.

If your course already contains content, you can modify it or create additional content.

2. Use course tools to create content. After you create content, you can organize the content in a central location by using the *Course Content* tool. For more information, see *Organizing Content*.

# Organizing Content

## For Section Designers

In a course, content includes all material that you want to use, such as course requirements, lessons, reading lists, assignments, or quizzes. Content can also include communication channels, such as discussion topics or chat rooms. If you have created content or if content already exists in a course, you can organize the content in the following ways:

- Organize content in individual course tools. This is the basic way of organizing content and requires Students to access content from different course tools.
- Organize content in the *Course Content* tool. This is an advanced way of organizing content in a central location.

### Organizing Content in Individual Course Tools

By default, when you use course tools to create content, the content is stored in the tools. This is the basic way of organizing content and requires Student to use different tools to access different content. For example, if you or another designer created several discussion topics in the *Discussions* tool, Students use the *Discussions* tool to view and respond to a variety of topics. Or if you created assignments in the *Assignments* tool, Students use the *Assignments* tool to complete and submit assignments.

Organizing content in course tools is effective if you are using the Blackboard Learning System as a supplement to a classroom course. For example, you can present content in the classroom but you can also use the Blackboard Learning System to present specific learning activities or communication channels outside the classroom.

Within each course tool, you can organize content in several ways. On the inventory screen of most tools, you can sort items in ascending and descending alphabetical order. You can also manually change the order of items. If you want to display certain items based on specific conditions, you can set release criteria for those items.

Links to tools are listed under *Course Tools* on the course menu, which is visible throughout the course. Students access tools and their content by clicking the links. If there is content that you do not want to make visible yet, you can hide the tools temporarily so Students cannot access them.

For more information on creating and organizing content in course tools, see the appropriate topics for each tool.

### Organizing Content in the Course Content Tool

After you use course tools to create content, you can organize the content in the *Course Content* tool, which is a more advanced organizational method. The *Course Content* tool allows you to organize content in logical units that are meaningful to Students. This also allows Students to access content from a central location. To do this, you add any of the following within the *Course Content* tool:

- files
- links to content in course tools, such as lessons, discussion topics, quizzes, or assignments
- folders for organizing content further

Organizing content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, you can organize content chronologically or by topic. If you want to organize content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week. Or if you want to organize content by topic, you can create a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic.

**IMPORTANT:** Links to tools may be listed under *Course Tools* on the course menu, which is visible throughout the course. If you want to organize content in the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can access still those tools and content in them. However, if you want to use the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools in your course, links to those tools must remain on the course menu. You cannot organize content in these tools in the *Course Content* tool.

The *Course Content* tool is available in each the Blackboard Learning System course. It is the first tool listed under *Course Tools* on the course menu.

## Providing Communication Channels

### For Section Designers

When you design a fully online course in the Blackboard Learning System, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course. This program has the following communication tools:

- *Announcements*. The *Announcements* tool allows Section Instructors to place important information in a prominent location in a course. You also have the option to let announcements appear as pop-up

messages.

- *Chat*. The *Chat* tool allows Students and Section Instructors who are in the same course to chat with one another in real time while they are in the course. They can also use the *Whiteboard* feature in *Chat* to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
- *Discussions*. The *Discussions* tool allows Students and Section Instructors who are in the same course to post messages and replies on specific topics relevant to the course. Section Instructors can also evaluate the quality of messages, just as they would evaluate Student participation in a classroom.
- *Mail*. The *Mail* tool is an electronic mail feature that allows Students and Section Instructors who are in the same course to send messages and file attachments to one another.
- *Who's Online*. The *Who's Online* tool allows users who are logged in to the Blackboard Learning System and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My Blackboard*.

## PREVIEWING AND TESTING A COURSE

### For Section Designers

As you design or teach a course, you can preview it anytime to see how it will appear to Students. You can also test the workflow and usability of the course. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. For example, you can go to the *Assessments* tool where you can complete and submit a quiz. Or you can go to the *Assignments* tool where you can complete and submit an assignment.

To return to the designer interface, click the **Build** tab.

To return to the instructor interface, click the **Teach** tab.

**IMPORTANT:** If you test a course after it has started, your activities are tracked in the following ways:

- Other users will see messages that you send or post using communication tools.
- Your test activities are included in the *Reports* tool but are not included in summary reports.

## CUSTOMIZING A COURSE



## For Section Designers

**NOTE:** Depending on administrator settings, these features may not be available.

You can customize a course by changing the following:

- Appearance of the course menu which is the primary navigation feature. The course menu contains *Course Tools* and role-specific tools.
- Text and background colors throughout the course or only for the *Course Content* tool.
- Icon styles in the *Course Content* tool.
- Page layout in the *Course Content* tool.
- Headers and footers in the *Course Content* tool.

Similar to using visual aids in a classroom course, you can use these customization features to add emphasis and interest, and to make the course look more consistent.

Features for customizing a course are in the *Manage Course* area and in the *Course Content* tool.

## DESIGNING A TEMPLATE

### For Template Designers

A template is a course that contains tools, settings, and content but not student data. A template serves as a pre-designed format and can be re-used across multiple courses so that individual courses do not have to be created each time. This allows courses to have a consistent appearance and structure, but courses can be customized individually without changing the template.

Designing a template for a Blackboard Learning System course can be similar to designing a classroom course. First, you or another designer creates content for the template. Content includes all material that you want to use, such as course requirements, lessons, reading lists, assignments, and quizzes.

Then, you organize the content into logical units that can be presented in a meaningful way to Students. For example, you can organize content chronologically, by topic, or by level of complexity.

When designing a template for a fully online course, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course.

To design a template, you use various tools in the Blackboard Learning System software. A tool is a

function in the software that allows users to perform specific activities. You can use the following types of tools:

- *Organizational Tools.* You use these tools to allow Section Instructors and Students to search for content and keep track of important events and deadlines in a course calendar.
- *Communication Tools.* You use these tools to allow Section Instructors and Students to send messages, hold online discussions, and chat in real time.
- *Student Learning Activities.* You use these tools to create quizzes, self tests, surveys, and assignments. Section Instructors use these tools to grade the assessments and assignments submitted by Students.
- *Content Tools.* You use these tools to create and organize content. Section Instructors use these tools to present content to Students.

You can also use designer tools to access additional options for customizing the template, managing files, and controlling the availability of content.

There are also student tools, which are available to Students only. These tools allow Students to view their grades, keep track of their own progress, make notes, and store their own files in a course.

The overall process for designing a template is:

1. creating content
2. organizing content
3. providing communication tools

# Creating Content

## For Template Designers

In a template, content includes all material that you want to use, such as course requirements, lessons, reading lists, assignments, and quizzes. Content can also include communication tools, such as discussion topics or chat rooms. The overall process for creating content is:

1. Add tools to your template. A tool is a function in the Blackboard Learning System software that allows you to perform specific activities. For example, if you want to create assignments, you add the *Assignments* tool.

If you are presented with the *Quick Start* screen, you can add tools from that screen. If you are in the course or template, you can add tools from the *Manage Course* area.

If your template already contains content, you can modify it or create additional content.

2. Use course tools to create content. After you create content, you can organize the content in a central location by using the *Course Content* tool. For more information, see *Organizing Content*.

# Organizing Content

## For Template Designers

In a template, content includes all material that you want to use, such as course requirements, lessons, reading lists, assignments, or quizzes. Content can also include communication tools, such as discussion topics or chat rooms. If you have created content or if content already exists in a template, you can organize the content in the following ways:

- Organize content in individual course tools. This is the basic way of organizing content and requires Students to access content from different course tools.
- Organize content in the *Course Content* tool. This is an advanced way of organizing content in a central location.

### Organizing Content in Individual Course Tools

By default, when you use course tools to create content, the content is stored in the tools. This is the basic way of organizing content and requires Student to use different tools to access different content. For example, if you or another designer created several discussion topics in the *Discussions* tool, Students use the *Discussions* tool to view and respond to a variety of topics. Or if you created assignments in the *Assignments* tool, Students use the *Assignments* tool to complete and submit assignments.

Organizing content in course tools is effective if you are using the Blackboard Learning System as a supplement to a classroom course. For example, you can present content in the classroom but you can also use the Blackboard Learning System to present specific learning activities or communication tools outside the classroom.

Within each course tool, you can organize content in several ways. On the inventory screen of most tools, you can sort items in ascending and descending alphabetical order. You can also manually change the order of items. If you want to display certain items based on specific conditions, you can set release criteria for those items.

Links to tools are listed under *Course Tools* on the course menu, which is visible throughout the course. Students access tools and their content by clicking the links. If there is content that you do not want to make visible yet, you can hide the tools temporarily so Students cannot access them.

For more information on creating and organizing content in course tools, see the appropriate topics for each tool.

### Organizing Content in the Course Content Tool

After you use course tools to create content, you can organize the content in the *Course Content* tool, which is a more advanced organizational method. The *Course Content* tool allows you to organize content in logical units that are meaningful to Students. This also allows Students to access content from a central location. To do this, you add any of the following within the *Course Content* tool:

- files
- links to content in course tools, such as lessons, discussion topics, quizzes, or assignments
- folders for organizing content further

Organizing content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, you can organize content chronologically or by topic. If you want to organize content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week. Or if you want to organize content by topic, you can create a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic.

**IMPORTANT:** Links to tools may be listed under *Course Tools* on the course menu, which is visible throughout the course. If you want to organize content in the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can access still those tools and content in them. However, if you want to use the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools in your course, links to those tools must remain on the course menu. You cannot organize content in these tools in the *Course Content* tool.

The *Course Content* tool is available in each course. It is the first tool listed under *Course Tools* on the course menu.

## Providing Communication Channels

### For Template Designers

When you design a fully online course in the Blackboard Learning System, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course. The following communication tools are available:

- *Announcements*. The *Announcements* tool allows Section Instructors to place important information in a prominent location in a course. You also have the option to let announcements appear as pop-up

messages.

- *Chat*. The *Chat* tool allows Students and Section Instructors who are in the same course to chat with one another in real time while they are in the course. They can also use the *Whiteboard* feature in *Chat* to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
- *Discussions*. The *Discussions* tool allows Students and Section Instructors who are in the same course to post messages and replies on specific topics relevant to the course. Section Instructors can even evaluate the quality of messages, just as they would evaluate Student participation in a classroom.
- *Mail*. The *Mail* tool is an electronic mail feature that allows Students and Section Instructors who are in the same course to send messages and file attachments to one another.
- *Who's Online*. The *Who's Online* tool allows users who are logged in to the Blackboard Learning System and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My Blackboard*.

## PREVIEWING AND TESTING A TEMPLATE

### For Template Designers

As you design a template, you can preview it to see how it will appear as a course to Students. To do this, you click the **View Template** tab. The following table summarizes the tasks that you can perform from the **View Template** tab:

Tool	Summary of Tasks
<i>Announcements</i>	No functionality is available.
<i>Assessments</i>	Complete and submit quizzes.
<i>Assignments</i>	View assignments.
<i>Calendar</i>	View, add, edit, and delete entries. Edit settings.
<i>Chat</i>	Edit chat room properties, hide or show chat rooms, view links to chat rooms, set release criteria, view chat log, delete chat rooms.
<i>Discussions</i>	View topics and messages.
<i>Learning Modules</i>	View learning modules.

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<i>Local Content</i>	View content from your computer without downloading it.
<i>Mail</i>	No functionality is available.
<i>Media Library</i>	View collections.
<i>Roster</i>	No functionality is available.
<i>Search</i>	Search for keywords in the course.
<i>Syllabus</i>	View syllabus.
<i>Web Links</i>	No functionality is available.
<i>Who's Online</i>	Send and receive chat messages, change your online status, and refresh the list of online users.

To return to the designer interface, click the **Build** tab.

# CHAPTER 5: TEACHING A COURSE

**IMPORTANT:** Topics in this chapter apply to Section Instructors.

## MIGRATING COURSES OR CONTENT FROM CE 4.1 WITH THE MIGRATION PACK

You can migrate courses or content from CE 4.1 with the Migration Pack (MP) to be used in this version of the Blackboard Learning System . Depending on whether you or an administrator is performing the migration, you have a variety of tasks. This topic can help you get started and refer you to additional resources.

If a Blackboard Learning System administrator is migrating your course or content. . .

If an administrator migrated your course or content, you can log in to this Blackboard Learning System version and access the course. You must perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this Learning System version, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>).

For more information on using this Learning System version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

If there is no content in the course, contact the administrator.

If you are migrating your own course or content. . .

The overall process for migrating your own course or content includes the following tasks:

1. Ensure that the administrator has created a course for you in this Blackboard Learning System version. You should have a user name and password that allows you to log in and access your course.
2. In CE 4.1 (MP):
  - a. Prepare the course or content for migration. This includes removing Student data and date-sensitive information, such as due dates for assignments.
  - b. Export the course or content using the *Export Content* tool.
3. In this Blackboard Learning System version, import the course or content by doing one of the following:
  - When you access the course and if the *Assign Content* screen appears, select the option *Import content from file*.
  - When you access the course and if the *Assign Content* screen does not appear, go to the *Manage Course* area and use the *Import* tool.
4. Perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this Learning System version, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>).

For more information on using this Blackboard Learning System version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

## BECOMING FAMILIAR WITH THE INSTRUCTOR INTERFACE

In the Blackboard Learning System, the instructor interface is on the **Teach** tab. The **Teach** tab contains tools and features that you use to present content, interact with Students, and evaluate their work. On the left, there may be tools listed on the course menu, under the following headings:

- *Course Tools*. Course tools are all of the content, organizational, communication, and evaluation tools that a designer has added. A designer uses these tools to create content and learning activities. As the Section Instructor, you use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities. If new content become available in course tools, a *New items available* icon appears next to each tool. If a tool is hidden from Students, the link is marked with (*H*) and does not appear for Students.



- *Instructor Tools*. Instructor tools can include the following:
  - *Manage Course*. You use the *Manage Course* area to add, hide, show, or remove tools. You can also manage the course menu, edit tool settings, and customize course appearance.
  - *Assessment Manager*. If available, you use *Assessment Manager* to deliver assessments, including quizzes, surveys, and self tests, to Students. You can also view and mark quizzes completed by Students.
  - *Assignment Dropbox*. If available, you use *Assignment Dropbox* to view and mark assignments submitted by Students. You can also return assignments to Students if you want them to revise their original submission.
  - *Grade Book*. You use *Grade Book* to view, enter, and manage grades for Students.
  - *Group Manager*. You can use *Group Manager* to place Students into groups if you want them to work collaboratively.
  - *Tracking*. You use *Tracking* to create reports on various Student activities in the course.
  - *Selective Release*. You can use *Selective Release* to control the release of content and specific items in a course. For example, you can release an assignment to certain Students only.

The course menu is the primary navigation feature in a course. You can use the course menu to access all tools and content in a course. When you access a tool or content, it appears in the content display area in the center of the screen. You view and work with tools and content in this area.

Your current location in a course appears in the breadcrumbs at the top of the screen. Breadcrumbs also list the path of screens that you have visited. You can click a breadcrumb to return to a previous screen.

The **Student View** tab contains features that you use to preview and test a course. For more information, see *Previewing and Testing a Course*.

**NOTE:** You may also see a **Build** tab. For more information, see *Becoming Familiar with the Designer Interface*.

## TEACHING A COURSE

Teaching a Blackboard Learning System course can be similar to teaching a classroom course. As a Section Instructor or Teaching Assistant, you present course content, interact with Students, and evaluate their work.

Depending on how the course was designed, content includes all material that is used in a course, such as course requirements, lessons, reading lists, assignments, and quizzes. Content can also include communication tools, such as discussion topics or chat rooms. The content can be organized in logical units that are meaningful to Students. For example, content can be organized chronologically, by topic, or by level of complexity. This allows you to deliver the appropriate content at the appropriate time, which helps Students focus on specific learning objectives.

In addition to presenting content, you can evaluate Students' performance and give feedback, just as you would in a classroom course. You can also grade assignments and assessments, and keep a record of

grades for each Student.

When teaching a fully online course, it is important that you use online communication tools to allow you and Students to interact with one another. Unlike being in a classroom course, you cannot rely on face-to-face interaction. Depending on how the course was designed, you can use communication tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course.

To teach a course in the Blackboard Learning System, you use various tools in the Learning System software. A tool is a function in the software that allows users to perform specific activities. You can use the following types of tools:

- *Organizational Tools.* You and Students use these tools to view the course syllabus, search for content, and keep track of important events and deadlines in a course calendar.
- *Communication Tools.* You and Students use these tools to send messages, hold online discussions, and chat in real time.
- *Student Learning Activities.* You use these tools to distribute quizzes, self tests, surveys, and assignments to Students. Students use these tools to complete and submit assessments and assignments.
- *Content Tools.* You use these tools to present content. Students use these tools to view content.

You can also use instructor tools to access additional options for customizing the course, managing files, keeping a record of grades, and controlling the availability of content.

There are also student tools, which are available to Students only. These tools allow Students to view their grades, keep track of their own progress, make notes, and store their own files in a course.

The overall process for teaching a course is:

1. presenting content
2. evaluating students
3. communicating with others

## Presenting Content

In the Blackboard Learning System, the Section Designer designs a course by adding and organizing content. Content includes all material that was added to a course, such as course requirements, lessons, reading lists, assignments, or quizzes. Content can also include communication tools, such as discussion topics or chat rooms. As the Section Instructor or Teaching Assistant, you have some control over the presentation of content, allowing you to deliver the appropriate content at the appropriate time. This can help Students focus on specific goals.

Depending on how content is organized in a Learning System course, you can present it in the following ways:

- Present content in individual course tools. This is the basic way of presenting content and requires Students to access content from different course tools.
- Present content in the *Course Content* tool. This is an advanced way of presenting content in a central

location.

#### Presenting Content in Individual Course Tools

Depending on how a course was designed, Students may be able to access some or all tools listed under *Course Tools* on the course menu, which is visible throughout the course. Within each tool, Students can see a list of content items for a particular tool. For example, when Students click the link to the *Assignments* tool, they see an inventory of assignments. Or if they click the link to the *Assessments* tool, they see an inventory of quizzes, surveys, or self tests.

If you are using the Blackboard Learning System as a supplement to a classroom course, you can present content in the classroom but you can use the Blackboard Learning System to present specific learning activities or communication tools outside the classroom. For example, you can use the *Discussions* tool to present different topics that Students use in online discussions. Or you can use the *Chat* tool to present chat rooms where Students can interact, view files, or give feedback in real time.

Depending on administrator settings, you can control the presentation of content in course tools in the following ways:

- Enable or disable a tool. If you disable a tool, you are removing it and all links to its content. For example, if you disable the *Assignments* tool, no users can access the tool or links to individual assignments throughout the course. The content is saved, so when you want to use the tool or access content in it, you can enable the tool again.
- Show or hide a tool. If you hide a tool, it is temporarily hidden under *Course Tools* on the course menu, so Students cannot access it there. However, if there are links to individual assignments throughout the course, Students can still use the links. In the designer and instructor interface, a hidden tool is marked with (H).
- Show or hide a content item. An example of a content item is an assignment in the *Assignments* tool. If you hide a content item, that item is not visible to Students.
- Set release criteria for content items. If you want to display certain items based on specific conditions, you can set release criteria for those items. Those items will be released when the criteria are met.

For more information on using these features, see the appropriate topics for each tool.

### Presenting Content in the Course Content Tool

Depending on how a course was designed, you may be able to control the presentation of content from the *Course Content* tool. The Section Designer can organize content in the *Course Content* tool by adding the following:

- files
- links to content in other course tools, such as lessons, quizzes, or assignments
- folders for organizing content further

This is an advanced way of organizing content and allows you to present content in logical units that are meaningful to Students. This also allows Students to access content from a central location.

Presenting content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, if content is organized chronologically, you can show a different folder for each week. Students open the folder for the current week and access the content for that week. Or if content is organized by topic, you can show a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic.

You can control the presentation of content in the *Course Content* tool by showing or hiding files, content links, and content folders. This allows you to deliver the appropriate content at the appropriate time.

**IMPORTANT:** Links to tools may be listed under *Course Tools* on the menu, which is visible throughout the course. Depending on administrator settings, you may be allowed to hide course tools. If you want Students to access content from the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can still access those tools and content in them. However, if the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools are used in your course, links to those tools must remain on the course menu. Content in these tools cannot be organized in the *Course Content* tool.

The *Course Content* tool is available in each course. It is the first tool listed under *Course Tools* on the course menu.

## Evaluating Students

In the Blackboard Learning System, you can evaluate Students' performance just as you would in a classroom course. This includes grading assessments and assignments submitted by Students and their participation in discussions. To do this, you can use the following evaluation tools:

- *Assessments*. You can use the *Assessments* tool to view an inventory of online quizzes, self tests, and surveys that are in the course.
- *Assignments*. You can use the *Assignments* tool to view an inventory of homework and projects that are in the course. Students can work on projects individually or in a group. You can also provide comments and suggestions on how they can improve their work.

- *Discussions*. You can use the *Discussions* tool to view messages posted by Student on a particular topic. You can evaluate Students' activity in a particular discussion topic. You can compare the level of participation among Students and evaluate the quality of messages posted.

After Students submit their assessments and assignments, you can view and grade them. You can also keep a record of grades for each Student. To do this, you use the following instructor tools:

- *Assessment Manager*. You can use the *Assessment Manager* to view, grade, and manage quizzes, self tests, surveys submitted by Students. You can also generate statistics and reports about assessments.
- *Assignment Dropbox*. You can use the *Assignment Dropbox* to view, grade, and manage assignments submitted by Students.
- *Grade Book*. You can use *Grade Book* to enter, manage, and view all grades for Students.

## Communicating with Others

When you teach or take a fully online course in the Blackboard Learning System, you can use communication tools that are available in the course, such as an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course. The following communication tools are available:

- *Announcements*. The *Announcements* tool allows Section Instructors to place important information in a prominent location in a course. Announcements can also appear as pop-up messages.
- *Chat*. The *Chat* tool allows you and others who are in the same course to chat with one another in real time while they are in the course. You can also use the *Whiteboard* feature in *Chat* to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
- *Discussions*. The *Discussions* tool allows you and others who are in the same course to post messages and replies on specific topics relevant to the course. Section Instructors can evaluate the quality of messages, just as they would evaluate classroom participation.
- *Mail*. The *Mail* tool is an electronic mail feature that allows you and others who are in the same course to send messages and file attachments to one another.
- *Who's Online*. The *Who's Online* tool allows users who are logged in to the Blackboard Learning System and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My Blackboard*.

## PREVIEWING AND TESTING A COURSE

As you design or teach a course, you can preview it anytime to see how it will appear to Students. You can also test the workflow and usability of the course. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo*

## Chapter 5: Teaching a Course

*Student XXXXX*, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. For example, you can go to the *Assessments* tool where you can complete and submit a quiz. Or you can go to the *Assignments* tool where you can complete and submit an assignment.

To return to the designer interface, click the **Build** tab.

To return to the instructor interface, click the **Teach** tab.

**IMPORTANT:** If you test a course after it has started, your activities are tracked in the following ways:

- Other users will see messages that you send or post using communication tools.
- Your test activities are included in the *Reports* tool but are not included in summary reports.

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## **PART 4: TOOLS AND FEATURES**

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# CHAPTER 6: ANNOUNCEMENTS

**IMPORTANT:** Topics in this chapter apply to Section Designers and Section Instructors. See specific topics for your role.

## ABOUT ANNOUNCEMENTS

### For Section Designers and Section Instructors

You can use the *Announcements* tool to create and send text announcements to members enrolled in a course.

Announcements appear in members' *My Blackboard* or on the *Announcements* screen. Announcements can also appear as pop-up messages, which appear when members log in to the course.

**EXAMPLE:** Use the *Announcements* tool to inform Students that the due date for a quiz or assignment has changed.

## CREATING ANNOUNCEMENTS

### For Section Designers and Section Instructors

Creating announcements lets you send text messages to members in your course. All members for a chosen role receive the announcement; you cannot exclude on a per-member basis.

In order for course members to see announcements, the *Announcements* tool must be added to *Course Tools* in a course.

1. From the *Announcements* screen, click **Create Announcement**. The *Create Announcement* screen appears.
2. Enter a title. The title identifies and summarizes the announcement to course members.
3. In the *Message* text box, enter the announcement text in Plain Text or HTML format:
  - To enter the text in Plain Text format, in the *Message* text box, enter the announcement text.



**NOTE:** The announcement text will appear exactly as you have typed it.

- To enter the announcement in HTML format you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Message* text box, enter the HTML code.
4. Under *Recipients*, determine which members receive the announcement. Selecting a role means that every member enrolled in that role will receive that announcement.
    - a. Next to each role that you want to receive the announcement, select the check box.
    - b. To quickly select/clear all roles, next to *Select All Roles*, select/clear the check box.
  5. Under *Delivery Dates*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
  6. If you want the announcement to appear as a pop-up message (appears when members log in), next to *Also deliver as a pop-up message*, select the check box.
  7. Click **Send**. The announcement is sent according to the delivery dates.

## EDITING ANNOUNCEMENTS

### For Section Designers and Section Instructors

Announcements let you deliver text messages to members in your course. You can edit announcements that have not yet been delivered.

In order for course members to see announcements, you must add the *Announcements* tool to *Course Tools* in a course.

1. From the *Announcements* screen, locate the announcement that you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Announcement* screen appears.

3. Edit the announcement:
  - a. In the *Title* text box, edit the title. This identifies and summarizes the announcement to course members.
  - b. Edit the text of the announcement in Plain Text or HTML format:
    - To edit the text in Plain Text format, in the *Message* text box, edit the text.

**NOTE:** The text will appear exactly as you have typed it.
    - To edit the text in HTML format you can use the *HTML Creator* or hand code the HTML:
      - To use the *HTML Creator*:
        - i. Next to *HTML Creator*, select *On*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

The *HTML Creator* appears.
        - ii. Edit the text in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
      - To hand code the HTML:
        - i. Select *Use HTML*.
        - ii. In the *Message* text box, edit the HTML code.
  - c. Under *Recipients*, edit the roles that will receive the announcement. Selecting a role means that every member enrolled in that role will receive that announcement.
    - i. Next to each role that you want to receive the announcement, select the check box.
    - ii. To quickly select/clear all roles, next to *Select All Roles*, select/clear the check box.
  - d. Under *Delivery Dates*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
  - e. Edit whether you want the announcement to appear as a pop-up message (appears when members log in) by selecting or clearing the *Also deliver as a pop-up message* check box.
4. Click **Send**. The announcement is modified and, depending on the delivery dates, the announcement is either delivered or queued.

## NAVIGATING MULTIPLE PAGES

## For Section Designers and Section Instructors

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## PREVIEWING ANNOUNCEMENTS

## For Section Designers and Section Instructors

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## SORTING ANNOUNCEMENTS

### For Section Designers and Section Instructors

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## DELETING ANNOUNCEMENTS

### For Section Designers and Section Instructors

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions

for that assessment are also deleted.

- In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- 
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

# CHAPTER 7: ASSESSMENTS AND ASSESSMENT MANAGER

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT ASSESSMENTS

### For Designers

The *Assessments* tool allows you to create the following:

- **Quizzes:** A quiz is an online test that Students complete and submit for marks. The marks are recorded in *Grade Book*. You can use quizzes to assess Students performance in the course.
- **Surveys:** A survey is an online questionnaire that Students complete and submit anonymously. A survey is not worth marks but will be recorded as *Complete* in *Grade Book* after it is submitted. You can use surveys to allow Students to give feedback or opinions.
- **Self tests:** A self test is an online test that Students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in *Grade Book*.

All assessments questions are saved in the *Question Database* tool. You access the *Question Database* from *Assessments*. For more information, see topics for *Question Database*

### Getting Started with Assessments

### Creating and Previewing Assessments

#### For Designers

You can create and edit the following types of assessments:

- quizzes
- surveys

- self tests

You can also preview the assessments to see how they will appear to Students.

## Creating Assessments

You can create the following types of assessments:

- **Quizzes:** A quiz is an online test that Students complete and submit for marks. The marks are recorded in *Grade Book*. You can use quizzes to assess Students performance in the course.
- **Surveys:** A survey is an online questionnaire that Students complete and submit anonymously. A survey is not worth marks but will be recorded as *Complete* in *Grade Book* after it is submitted. You can use surveys to allow Students to give feedback or opinions.
- **Self tests:** A self test is an online test that Students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in *Grade Book*.

This is the general procedure for creating an assessment:

1. Create the quiz, survey, or self test.
  2. Create questions and add them to the quiz, survey, or self test.
  3. Review default assessment properties which determine when and how assessments are delivered to Students. If required, edit these properties.
  4. Show the assessment to Students. By default, assessments are hidden from Students.
1. From the *Assessments* screen, click **Create Assessment**.
  2. Enter a title and description. Use the description to give a summary about the assessment. If you want to give instructions to Students, use the *Custom Instructions* text box. You can do this when you edit assessment properties.
  3. Next to *Item Visibility*, note that the *Hide Item* options is selected by default. Assessments are automatically hidden from Students until you add questions.
  4. Under *Grade Book Column Name*, enter the name of the assessment as you want it to appear in the *Grade Book* tool.
  5. Select the assessment type: *Quiz*, *Survey*, or *Self Test*.
  6. Under *Template*:
    - Select whether or not you want to base this assessment on an existing one.
    - Select the check box to apply assessment settings only to the new assessment.
- NOTE:** These settings are not displayed when creating the very first assessment for a course.
7. Under *Goals*, if you want to associate a goal with this assessment:
    - a. Click **Select Goals**.

- b. Select each goal you want to associate.
  - c. Click **Add Selected**.
8. Do one of the following:
- If you want to save the assessment and add questions, click **Save and Add Questions**.
  - If you want to save the assessment, click **Save**.

## Previewing Assessments

You can preview how assessments will appear to Students from the *Assessments* screen.

1. From the *Assessments* screen, locate the assessment and click its *ActionLinks* icon.
2. Click **Preview**.

## Managing Assessments

### For Designers

You can:

- edit assessments.
- set or modify selective release criteria for assessments.
- show or hide assessments.
- sort assessments.
- move assessments.
- link assessments to *Course Content* and Learning Modules.
- view links to assessments.
- delete assessments.

### Setting or Modifying Release Criteria for Assessments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.



1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Sorting Assessments

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## Moving Assessments

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.

- b. Click **Move Selected Below**.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Linking Assessments to the Course Content and Learning Modules Tools

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

**NOTE:** In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

**NOTE:** In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

## Viewing Links to Assessments

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Deleting Assessments

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## Adding Questions to Assessments

### For Designers

After you create assessments for your course, use the *Assessments* tool to:

- create or edit the following questions types:
  - calculated questions
  - combination questions
  - fill-in-the-blank questions
  - jumbled sentence questions
  - matching questions

- multiple choice questions
  - paragraph questions
  - short answer questions with one correct answer
  - short answer questions with several correct answers in any order
  - short answer questions with several correct answers (bonus marks for the correct order)
  - short answer questions with several correct answers in a specific order
  - true false questions
- add existing questions from the *Question Database*.
  - add question sets.
  - add question alternates.

## Adding Questions from the Question Database

1. From the edit screen for the assessment, next to the question or part above which you want the new question to appear, select the check box.

**NOTE:** If you do not select an insertion point for the new question, the question will be added to the bottom of the list of questions.

2. Click **Add to Assessment**.
3. Click **Existing Questions**.
4. If you want to preview a question before adding it:
  - Locate the question and click its *ActionLinks* icon.
  - Click **Preview**.
  - If you want to try answering and grading the question:
    - a. Enter or select an answer and click **Grade**.
    - b. If you want to try another answer, click **Back**.
  - Click **Close**.
5. Select the question you want to add to the assessment.
6. Click **Add Selected**.

## Adding Question Sets

A question set is a group of individual questions from which a random selection is presented to Students. For example, you can select four questions to be added as a set from which one will be randomly selected and presented to Students.

**TIP:** Because question sets present questions randomly to Students, they help to prevent Students from sharing answers. However, if you add a question set to a quiz that can be taken multiple times, each time a Student takes the quiz, the same questions appear in the same order. This prevents Students from taking and re-taking a quiz until they receive easier answers.

**IMPORTANT:** If you want unique question sets to be delivered each time a Student takes an attempt of the same assessment, under *Assessment Properties, Attempts*, you can specify that questions in a question set be randomized for each attempt.

**NOTE:**

- Before you can add a question set, questions must already be added to the *Question Database* tool.
- After an assessment is taken by Students, you cannot add or delete questions in a question set.

1. From the edit screen for the assessment, select the question or part above which you want the question set to appear. If you do not select a question or part, the question set will be added to the bottom of the list of questions.
2. Click **Add to Assessment**.
3. Click **Question Set**.
4. If you want to preview a question before adding it to the question set:
  - a. Locate the question and click its *ActionLinks* icon.
  - b. Click *Preview*.
  - c. If you want to preview the graded question:
    - i. Enter or select an answer and click **Grade**.
    - ii. If you want to try a different answer, click **Back**.
  - d. Click **Close**.
5. Select the questions that you want to add to the question set.
6. Click **Add Selected**.

Now that you have created the question set, you can specify the number of questions to be randomly selected from the set and how many points each question carries.
7. From the *Select* drop-down list, select the number of questions that you want to be selected from the set.
8. In the *Points* text box, specify the number of points for each question.

**EXAMPLE:** In a question set of 5 questions, where 2 questions are selected, if you enter 10 in the *Points* text box, the points contributed by this set are  $10 \times 2 = 20$ .

## Adding Question Alternates

A question set is a group of individual questions from which a random selection is presented to Students. You can create a question set from an individual question by adding question alternates. You can also add more questions to an existing question set by adding question alternates.

**NOTE:** After the assessment is taken by Students, you cannot add or delete questions in a question set.

1. From the edit screen for the assessment, select the question or question set to which you want to add question alternates
2. Click **Add Question Alternates**.
3. If you want to preview a question before adding it to the question set:
  - a. Locate the question and click its *ActionLinks* icon.
  - b. Click **Preview**.
    - i. If you want to grade the question, enter or select an answer and click **Grade**.
    - ii. If you want to grade the question, enter or select an answer and click **Grade**.
    - iii. Click **Close**.
4. Select the questions that you want to add as question alternates.
5. Click **Add Selected**.

## Creating Calculated Questions

A calculated question requires Students to solve a mathematical problem.

**EXAMPLE:** What is  $19 + 64$ ?

You use variables when creating or editing calculated questions. The Blackboard Learning System replaces each variable with random values in a specified numeric range and generates a set of calculated questions. Students are given different questions so they cannot share their answers with each other.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:

- If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Calculated**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
  4. Enter the question in Plain Text or HTML format, placing the variables inside square brackets:
    - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
    - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
      - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.  
**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
      - To hand-code the HTML:
        - a. Select *Use HTML*.
        - b. Enter the HTML code.
  5. If you want, insert an equation.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**.
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Under *Formula*, enter the mathematical problem and place the variables in square brackets. To see a



list of the operators and functions that you can use, click **View a list of supported formulas**.

**EXAMPLE:**  $(([x]+[y])*([x]+[y]))$

**IMPORTANT:** Use parentheses, not square brackets, to accentuate precedence. Use square brackets to contain variables.

9. Click **Analyze Variables**.

10. Under *Units*, if you want to specify units for the answer, do the following:

- a. In the *Units* text box, enter the unit for the answer.
- b. If necessary, select the following:
  - If the unit is required for the correct answer, select *Required*.
  - If multiple words are acceptable as one word, select *Ignore spaces*.

**EXAMPLE:** *Kilowatt hours* and *kilowatthours* are both correct.

- If the unit is acceptable in either uppercase or lowercase, select *Ignore case*.

**EXAMPLE:** *Mile* and *mile* are both correct.

- c. If you want to award a percentage value for the correct unit, select it from the *Percentage of the question value* drop-down list. The combined percentage value of the unit and answer will equal 100%.

**EXAMPLE:** If 30% is awarded for the correct unit, Students who enter the correct answer but incorrect unit will be awarded only 70%.

11. Under *Variables*, do the following:

- a. For each variable, enter the minimum and maximum values. The Blackboard Learning System generates values for a variable between these two numbers.

**EXAMPLE:** You can specify a numeric range of 1 to 100 for  $x$  and a range of 50 to 500 for  $y$ . This generates an answer set where  $x$  can be any number between 1 and 100, and where  $y$  can be any number between 50 and 500. This will create a question such as *What is  $19 + 230$ ?*

- b. If you want to specify decimal places for variables, select it from the *Calculate to decimal places* drop-down list.

12. Under *Answers*, do the following:

- a. If you want to specify the number of questions to be generated, select it from the *Specify the number of answers per set*.
- b. If you want to set the number of decimal places or significant figures to which the answer is calculated, select the number from the *Calculate the answer sets to* drop-down lists.

- c. If you want to allow a range of answers (in units or percent) to be correct, enter the tolerance in the *Answer Tolerance (+/-)* text box and select either *Units* or *Percent*.
  - d. Click **Generate Answer Set**. The questions are created.
  - e. If you want to manually change the answer set, enter new values for each variable as necessary and click **Update Answer Set**. The updated questions appear.
13. To see more options, click the *Expand/Collapse* icon next to *More Options*.
14. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
15. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
16. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.
- NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
- To place the question in a new category, select *Create a category* and enter the category name in the text box.
17. If you want to preview the question to ensure it appears correctly, do the following:
- a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
18. Click **Save**.

## Creating Combination Multiple Choice Questions

A combination question requires Students to choose a correct answer combination from a list of possible answers.

**EXAMPLE:** Which of the following are European countries: France, Germany, Spain, Montreal, Luxembourg, Tanzania? Choose one of the following answer combinations:

- a. France, Germany, Montreal
- b. France, Spain, Luxembourg, Tanzania

- c. France, Germany, Spain, Luxembourg
- d. all of the above
- e. none of the above

The correct answer is *c. France, Germany, Spain, Luxembourg*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

**NOTE:** If your question requires a single correct answer, you should create a multiple choice question instead. For more information, see *Creating or Editing Multiple Choice Questions*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Combination**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand-code the HTML:
      - a. Select *Use HTML*.
      - b. Enter the HTML code.
5. If you want, insert an equation. For more information, see *Creating and Inserting Equations*.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with*

*Content Browser.*

- c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create a subscription to the file, select *Subscribe* and click **OK**
  - To create a copy of the file that you can edit, select *Copy* and click **OK**.
- d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Under *Single Answers*, do the following:
  - a. In the *Answer* text boxes, enter the answer choices in Plain Text or HTML format.

**EXAMPLE:** If the question is *Which of the following are countries in Europe: France, Germany, Spain, Montreal, Luxembourg, Tanzania*, you enter the name of each country in a different text box.
  - b. If you want to create additional answers, click **Create Additional Single Answers**.
9. Under *Create Answer Combinations*, do the following:
  - a. Select the answers for each combination.

**EXAMPLE:** For *Combination 1*, select answers *A, C, and E*. The combination *A, C, and E* will be one of the answer choices that Students can choose from.
  - b. If you want to use an answer choice that is not based on an answer combination, such as *none of the above* or *all of the above*, enter it in Plain Text or HTML format in the *Other* text box.
  - c. Next to the correct combination, select *Correct response*. Only one correct answer is allowed.
  - d. If you want to provide feedback for an answer, enter it in Plain Text or HTML format in the *Feedback* text box.
  - e. If you want to create more answer combinations, click **Create Additional Combinations**.
10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize

questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

14. If you want to preview the question to ensure it appears correctly, do the following:

- a. Click **Preview**.
- b. If you want to test the grading scheme and feedback:
  - i. Select your answer and click **Grade**.
  - ii. If you want to test another answer, click **Back**.

15. Click **Save**.

## Creating Fill in the Blank Questions

A fill in the blank question requires Students to enter missing text.

**EXAMPLE:** Albert Einstein was born on March 14 in the year \_\_\_\_\_. His birthplace was \_\_\_\_\_.

The correct answers are *1879* and *Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Fill in the Blank**.
  - If you are editing a question, click the question title. The *Edit Fill in the Blank Question* screen appears.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets. When Students view the question, the text inside the square brackets is missing.

**EXAMPLE:** Albert Einstein was born on March 14 in the year [1879]. His birthplace was [Ulm, Germany]. Use only one pair of square brackets for the missing text. Correct: [missing text]. Incorrect: [[missing text]]

- To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question, click **Generate Answers**.
    - If you are editing a question, click **Update Answers**.
  9. Under *Answers*, do the following:
    - a. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
    - b. Select a grading scheme for each answer:

- If Students' answers must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
  - If Students' answers must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
  - If you want to use a Perl™ regular expression to evaluate Students' answers, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
10. If another answer is correct, create an alternate answer:
- a. Click **Create Alternate**.
  - b. In the *Alternate* text box, enter the alternate answer text.
  - c. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
  - d. Select a grading scheme.
11. Under *Settings*, do the following
- a. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.
  - b. Next to *Answers are case sensitive*, select one of the following:
    - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
    - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.
12. To see more options, click the *Expand/Collapse* icon next to *More Options*.
13. If you want to include a comment about the question, enter it in the *General feedback* text box in Plain Text or HTML format. The comment appears when Students view their graded assessment.
14. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
15. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.
- NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
- To place the question in a new category, select *Create a category* and enter the category name in the text box.

16. If you want to preview the question to ensure it appears correctly, do the following:
  - a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
17. Click **Save**.

## Creating Jumbled Sentence Questions

A jumbled sentence question requires Students to select text that is missing from a sentence and put the text in the correct order. This question type is useful for language classes because you can provide sentences for Students to translate.

**EXAMPLE:** Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

The text that is in square brackets will be presented to Students in random order. To translate the sentence correctly, Students must select the words in the correct order.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Jumbled Sentence**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets.

**EXAMPLE:** Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

**IMPORTANT:** Use only one pair of square brackets for the missing text. Correct: [missing text].  
Incorrect: [[missing text]]

- To enter the question in Plain Text format, enter the text.

**NOTE:** The text will appear exactly as you have typed it.



- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand-code the HTML:
  - a. Select *Use HTML*.
  - b. Enter the HTML code.

5. If you want, insert an equation.

**NOTE:** You cannot use equations as one of the jumbled items.

6. If you want to add an image to display with the question:

- a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
- b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
- c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create a subscription to the file, select *Subscribe* and click **OK**
  - To create a copy of the file that you can edit, select *Copy* and click **OK**.
- d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.

7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.

8. Depending on whether you are creating or editing a question, do one of the following:

- If you are creating a question, click **Generate Answers**.
- If you are editing a question, click **Update Answers**.

9. Under *Answers*, do the following:

- a. In the *Value (%)* text box, enter the percentage value of the correct answer.
- b. If another answer is correct, create an alternate answer:
  - a. Click **Create Alternate**.
  - b. From the drop-down lists, select the words in another order.

**NOTE:** Text that is already selected appears at the bottom of the list under a dotted line.

- c. In the *Value (%)* text box, enter the percentage value of the correct answer.
10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
  11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
  12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
  13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.
 

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
  14. If you want to preview the question to ensure it appears correctly, do the following:
    - a. Click **Preview**.
    - b. If you want to test the grading scheme and feedback:
      - i. Select your answer and click **Grade**.
      - ii. If you want to test another answer, click **Back**.
  15. Click **Save**.

## Creating Matching Questions

A matching question requires Students to match items on one list to items on another list.

**EXAMPLE:** Match the following capital cities with their countries:

Capital City	Country
Toyko	Canada
Ottawa	France

Capital City	Country
London	Italy
Paris	England
Rome	Japan

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Matching**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
 

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand-code the HTML:
      - a. Select *Use HTML*.
      - b. Enter the HTML code.
5. If you want, insert an equation. For more information, see *Creating and Inserting Equations*.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.

- c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.
    - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Under *Matching Pairs*, do the following:
    - a. If you need larger text boxes, change the column format by clicking **Long Answer**.

**NOTE:** The default column format is *Short Answer*.
    - b. In *Column 1*, enter an item in a text box in Plain Text or HTML format.
    - c. In *Column 2*, enter the matching item in the corresponding text box in Plain Text or HTML format.
    - d. If you need more text boxes, click **Create Additional Pairs**.
  9. Under *Grading Scheme*, do the following:
    - If you want each correct match in the list to receive an equal percentage value, select *Equally weighted/All answers have equal value*. This means if Students match 50% of the items correctly, they receive 50%.
    - If you want all items in the list to be correctly matched for 100%, select *All or nothing*. This means if Students match 50% of the items correctly, they receive 0%. They must correctly match all items to receive 100%.
    - If you want to deduct a percentage value for incorrect matches, select *Right minus wrong*. This means if Students match 60% of the items correctly but 40% incorrectly, they receive 20%.
  10. Under *Column Preview*, select one of the following:
    - If you want Students to see both lists at the same time, select *Preview both columns*.
    - If you want Students see the first list and to select items in the second list from a drop-down list, select *Do not preview both columns*.
  11. To see more options, click the *Expand/Collapse* icon next to *More Options*.
  12. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
  13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.

14. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

15. If you want to preview the question to ensure it appears correctly, do the following:

- a. Click **Preview**.
- b. If you want to test the grading scheme and feedback:
  - i. Select your answer and click **Grade**.
  - ii. If you want to test another answer, click **Back**.

16. Click **Save**.

## Creating Multiple Choice Questions with One Correct Answer

A multiple choice question requires Students to choose a correct answer from a list of possible answers.

**EXAMPLE:** Which of the following countries is NOT in Europe?

- (1) France
- (2) Germany
- (3) Spain
- (4) Tanzania

The correct answer is (4) *Tanzania*

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Multiple Choice**.

- If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
  4. Enter the question in Plain Text or HTML format:
    - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
    - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
      - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.  
  
**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
      - To hand-code the HTML:
        - a. Select *Use HTML*.
        - b. Enter the HTML code.
  5. If you want, insert an equation.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**.
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Under *Answers*, do the following:
    - a. Next to *Select mode*, indicate if there is one correct answer or multiple correct answers: select *One answer* or *Multiple Answers*.
    - b. In the *Answer* text boxes, enter the answer choices, including the correct answer, in Plain Text or HTML format.

- c. If you want to include a comment about an answer, enter it in Plain Text or HTML format in the *Feedback* text box. When Students view their graded assessment, this feedback appears next to the answer.
- d. Next to the correct answer or answers, select *Correct response* and enter the *Value (%)*.

**EXAMPLE:** If there is one correct answer, you can award 100%. If there are two correct answers, you can award 50% to each answer.

- e. Next to each incorrect answer, do one of the following:
  - If you want to deduct a percentage value for incorrect answers, enter the negative percent value in the *Value (%)* text box.
  - If you do not want deduct a percentage value for incorrect answers, leave the value in the *Value (%)* text box as 0.
- f. If you want to create more answers, click **Create Additional Answers**.

9. Under *Settings*, do the following:

- a. Next to *Answer layout*, select one of the following:
  - To make the answers appear under each other in one column, select *Vertical*.
  - To make the answers appear next to each other from left to right, select *Horizontal*.
- b. Next to *Answer labels*, select whether the answers should be identified by *Numbers* or *Letters*.

**EXAMPLE:**

- (1) France
- (2) Germany
- (3) Spain
- (4) Tanzania

or

- (a) France
- (b) Germany
- (c) Spain
- (d) Tanzania

- c. Next to *Randomize answer ordering*, select one of the following:
  - To make answers appear in random order each time the question appears in an assessment, select *Yes*. This prevents Students who complete the assessment first from sharing their answers with others.
  - To keep the answers in the same order that you entered them, select *No*.
- d. Next to *Grading Scheme*, do one of the following:

- If there is only one correct answer or if there are multiple correct answers and you want each correct answer to count for a portion of the total score, select *Cumulative*.
- If you want all correct answers to be selected for a score 100%, select *All or nothing*.

**EXAMPLE:** If there are three correct answers but Students select only one or two of the answers, they receive 0%.

e. Next to *Allow negative score*, select one of the following:

- To deduct a percentage value for incorrect answers, next to *Allow negative score*, select *Yes*. You may want to inform Students in the question text. For example, An incorrect answer will result in a negative score.
- To make incorrectly answered questions worth 0%, next to *Allow negative score*, select *No*.

10. To see more options, click the *Expand/Collapse* icon next to *More Options*.

11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.

13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

14. If you want to preview the question to ensure it appears correctly, do the following:

- a. Click **Preview**.
- b. If you want to test the grading scheme and feedback:
  - i. Select your answer and click **Grade**.
  - ii. If you want to test another answer, click **Back**.

15. Click **Save**.

## Creating Paragraph Questions

A paragraph question requires Students to write a paragraph or an essay as their answer. Section



Instructors or Teaching Assistants must mark paragraph questions.

**EXAMPLE:** Using examples from Shakespeare's plays, write about the differences between a comedy and tragedy.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Paragraph**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.  
**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand-code the HTML:
      - a. Select *Use HTML*.
      - b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**

- To create a copy of the file that you can edit, select *Copy* and click **OK**.
- d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
- To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Under *Answer*, do the following:
- a. If you want to give information that will help Students answer the question, enter it in Plain Text or HTML format in the *Pre-fill answer box with* text box. When Students view the question, the information will appear in the text box where they enter their answer.
  - b. If you want Students to see an example of a correct answer after their answer is marked, enter it in Plain Text or HTML format in the *Correct response* text box. Section Instructors or Teaching Assistants can use the correct answer as a reference when they mark the question.
9. Under *Settings*, specify the size of the text box where Students enter their answer:
- a. From the *Answer box height* drop-down list, select the number of lines of text allowed in the answer box. A minimum of two lines or a maximum of 50 lines of text are allowed.
  - b. From the *Answer box width* drop-down list, select the width of the text box, in characters. A minimum of 30 and a maximum of 100 characters are allowed.
10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.
- NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
- To place the question in a new category, select *Create a category* and enter the category name in the text box.
14. If you want to preview the question to ensure it appears correctly, do the following:
- a. Click **Preview**.

- b. If you want to test the grading scheme and feedback:
  - i. Select your answer and click **Grade**.
  - ii. If you want to test another answer, click **Back**.

15. Click **Save**.

## Creating Short Answer Questions with Bonus Marks for the Correct Order

A short answer question requires Students to write a word or short phrase as their answer. You have the option of awarding bonus marks if you want Students to include additional information in their answer.

**EXAMPLE:** What is Albert Einstein's birth date? For bonus marks, where is his birth place?

You can award marks in the following ways:

- Option 1: Award partial marks (for example, 60%) for the correct answer *March 14, 1879*. Award full marks (for example, 100%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.
- Option 2: Award full marks (for example, 100%) for the correct answer: *March 14, 1879*. Award bonus marks (for example, 150%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

If you want to create or edit short answer questions without bonus marks, see *Creating or Editing Short Answer Questions*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Short Answer**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

- To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Scroll to the *Settings* section and do the following:
    - a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.
    - b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.
    - c. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.
    - d. Next to *Answers are case sensitive*, select one of the following:

- If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
  - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.
9. Scroll to the *Answers* section and enter two versions of the answer: (1) the correct answer and (2) the correct answer with bonus.
- a. In the *Answer text 1* text box, enter the correct answer.
- IMPORTANT:** The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.
- b. In the *Answer text 2* text box, enter the correct answer with bonus.
- c. In the *Value (%)* text box, enter the percentage value for the correct answer and the correct answer with bonus.
- NOTE:** Percentage values for both answers must equal a minimum of 100%.
- d. For each answer, select a grading scheme:
- If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
  - If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
  - If you want to use a Perl™ regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
- e. For each answer, select the following from the *Allow in answer box* drop-down list:
- For the correct answer, select *All answers*.
  - For the correct answer with bonus, select the answer number that corresponds to the answer text box number.
- EXAMPLE:** For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.
10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
13. Place the question into a category. All questions are automatically stored in the *Question Database*

but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

14. If you want to preview the question to ensure it appears correctly, do the following:

- a. Click **Preview**.
- b. If you want to test the grading scheme and feedback:
  - i. Select your answer and click **Grade**.
  - ii. If you want to test another answer, click **Back**.

15. Click **Save**.

## Creating Short Answer Questions with One Correct Answer

A short answer question requires Students to write a word or short phrase as their answer. The following are examples of short answer questions:

**EXAMPLE:** What is the birth date of Albert Einstein? The correct answer is *March 14, 1879*.

**EXAMPLE:** Name the four planets in the inner solar system. The correct answer is *Mercury, Venus, Earth, and Mars*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

If you want to award bonus marks for your short answer questions, see *Creating or Editing Short Answer Questions with Bonus Marks*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Short Answer**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not

enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.

4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

  - To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.
    - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Scroll to the *Settings* section and do the following:
  - a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.
  - b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.
  - c. From the *Answer box width* drop-down list, select the number of characters that can be entered in

the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.

d. Next to *Answers are case sensitive*, select one of the following:

- If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
- If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.

9. Scroll to the *Answers* section and do the following:

a. In the *Answer text* text box, enter the correct answer.

**IMPORTANT:** The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.

b. If the answer requires more than one text box, click **Create Additional Answers**.

c. In the *Value (%)* text box, enter the percentage value for the answer. For example, if there is one correct answer, enter 100%. If it is a multi-part answer that is acceptable in any order, enter a percentage for each part so that the total equals 100%.

d. Select a grading scheme for the answer:

- If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
- If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
- If you want to use a Perl™ regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
- Depending on whether you want Students to enter answers in a certain order, select one of the following in the *Allow in answer box* drop-down list:
  - If Students can enter answers in order, select *All Answers* for each answer text box.
  - If Students must enter answers in a specific order, select the answer number that corresponds to the answer text box number.

**EXAMPLE:** For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.

10. To see more options, click the *Expand/Collapse* icon next to *More Options*.

11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.



13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

14. If you want to preview the question to ensure it appears correctly, do the following:

- a. Click **Preview**.
- b. If you want to test the grading scheme and feedback:
  - i. Select your answer and click **Grade**.
  - ii. If you want to test another answer, click **Back**.

15. Click **Save**.

## Creating True False Questions

With this question type, Students select either *True* or *False* in response to the question.

**EXAMPLE:** True or false: Albert Einstein was born in Germany.

1. Locate and click the assessment or click **Go to Question Database**.

2. Depending on whether you are creating or editing a question, do one of the following:

- If you are creating a question:
  - a. Click **Create Questions**.
  - b. Click **True False**.
- If you are editing a question, click the question title.

3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.

4. Enter the question in Plain Text or HTML format:

- To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

- To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Under *Answer*, select whether the correct answer is *True* or *False*.
  9. To see more options, click the *Expand/Collapse* icon next to *More Options*.
  10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
  11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
  12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.
13. If you want to preview the question to ensure it appears correctly, do the following:
    - a. Click **Preview**.
    - b. If you want to test the grading scheme and feedback:
      - i. Select your answer and click **Grade**.
      - ii. If you want to test another answer, click **Back**.
  14. Click **Save**.

## Managing Questions

### For Designers

You can edit the questions in the *Question Database*. The *Question Database* can contain the following types of questions:

- Calculated: Students must apply a mathematical formula and enter the answer.
- Combination multiple choice: Students select a combination of correct answers from a list.
- Fill in the blank: Students fill in words or phrases left blank in the question.
- Jumbled sentence: Students fill in blanks within a question by selecting a word or phrase from a drop-down list.
- Matching: Students match terms in one column with terms in another column.
- Multiple choice: Students select either one or multiple correct answers from a list.
- Paragraph: Students answer with multiple sentences.
- Short answer: Students answer with a word or phrase.
- True false: Students select whether the question is true or false.

You can also:

- edit question sets.
- assign points to questions.
- assign points to question sets.
- preview questions.
- modify selective release for questions.

- order questions.
- remove questions from an assessment.

## Editing Question Sets

A question set is a group of individual questions from which a random selection is presented to Students. After you create a question set, you can edit the number of questions to be randomly selected from the question set.

**NOTE:** After the assessment is completed by at least one Student, you cannot edit the number of questions that are selected from a question set.

1. From the edit screen for the assessment, locate the question set you want to edit and, from the *Select* drop-down list, select the number of questions you want to be selected from the set.
2. Each question selected in the question set will carry the number of points specified in the *Points* text box. To edit the number of points, edit the value in the *Points* text box.

**EXAMPLE:** In a question set of 5 questions, where 2 questions are selected, if you enter 10 in the *Points* text box, the points contributed by this set are  $10 \times 2 = 20$ .

## Assigning Point to Questions

By default, all questions are assigned 10 points once they are added to quizzes.

**WARNING:** If you update points after Students complete the quiz, this causes grades to become incorrect.

1. From the edit screen for the assessment, locate the question and in the *Points* text box, enter the number of points.
2. Click **Update Total**.

## Assigning Point to Question Sets

By default, all question sets are assigned 10 points once they are added to quizzes. When assigning points to question sets, each question selected in the question set is worth the value entered in the text box. For example, in a question set of 5 questions, where 2 questions are selected, if you enter 10 in the *Points* text box, the points contributed by this set are  $10 \times 2 = 20$ . After Students complete the assessment, you cannot change the number of questions selected from a question set.

**WARNING:** If you update points after Students complete the quiz, this causes grades to become incorrect.

1. From the edit screen for the assessment, locate the question set and in the *Points* text box, enter the number of points.
2. Click **Update Total**.

## Previewing Questions

You can preview a question to see how it will appear to Students. To verify question grading, you can answer the question and have the question graded.

1. From the edit screen for the assessment, locate the question and click its *ActionLinks* icon.
2. Click **Preview**.
3. Answer the question and click **Grade**.
4. If you want to return to the question to try another answer, click **Back**.

## Removing Questions from an Assessment

When you remove questions from an assessment, the questions are removed from the assessment but they remain in the *Question Database* tool. After Students complete an assessment, you cannot remove questions from that assessment. If you want to remove questions, you must reset the Students' results.

1. From the edit screen for the assessment, do one of the following:
  - To remove one or more questions, select the questions and click **Remove**.
  - To remove all questions, select the check box in the table header row and click **Remove**.
2. Click **OK**.

## Creating Categories

To organize questions, group your questions in categories. You can create as many categories as you need to organize all the questions in the *Question Database*. You can only have one level of categories, that is, you cannot create categories within categories. Categories allow you to perform tasks on all questions contained in the category at once, such as deleting all questions in a category or exporting all questions in a category to a text file.

1. From the *Question Database* screen, do one of the following:
  - If questions or categories are in the question database, click **Category View**.
  - If no questions or categories exist in the database, proceed to step 2.
2. Click **Create Category**.

3. In the *Title* text box, enter a category name.
4. Click **Save**.

## Managing Parts

### For Designers

If there are questions in an assessment, you can organize the questions in different sections or parts. For example, you can organize all short answer questions in one part and all paragraph questions in another part of the assessment. You can also move questions from one part to another, rename, reorganize, and delete parts.

### Creating Parts

After you add questions to an assessment, you can organize the questions into parts or sections. For example, you can organize all short answer questions into one part of the assessment and all paragraph questions into another part. After creating parts, you can move questions into their appropriate parts.

**IMPORTANT:** The *Part* menu option is available only after you add at least one question to the assessment.

1. From the edit screen for the assessment, click **Add to Assessment**.
2. Click **Part**.
3. In the *Name* text box, enter a name for that part and click **OK**.

### Renaming Parts

1. From the edit screen for the assessment, locate the part you want to rename and click its *ActionLinks* icon.
2. Click **Rename**.
3. In the *Name* text box, enter a new name and click **OK**.

### Moving Questions to Parts

Selected questions or question sets can belong to multiple parts of an assessment. However, parts cannot be contained within other parts.

1. From the edit screen for the assessment, select the questions or question sets that you want to move.
2. From the *Move questions to part* drop-down list, select the part to which you want to move the questions and click the *Go* icon.

## Ordering Parts

If assessment questions are organized in parts, you can move reorganize the parts including all questions within them.

1. From the edit screen for the assessment, next to the part that you want to move, select the check box.
2. Locate the part or question above which you want the selected part to appear and, under *Move*, click the *Insert Selected Items Above* icon.

## Deleting Parts

**NOTE:** When you remove a part from an assessment, the part and all questions in it are deleted from the assessment but not from the *Question Database* tool.

1. From the edit screen for the assessment, do one of the following:
  - To delete an individual part:
    - a. Locate the part and click its *ActionLinks* icon.
    - b. Click **Remove**.
  - To remove multiple parts, select the parts and click **Remove**.
  - To remove all parts and questions:
    - a. In the table heading row, select the check box. All the parts and questions within the parts are selected.
    - b. Click **Remove**.
2. Click **OK**.

## Managing Assessment Properties

### For Designers

After you create an assessment, you can control its appearance, availability, and delivery by editing

assessment properties. Some properties are set by default when you create an assessment, but you can edit the properties afterwards.

## Editing Quiz Properties

**NOTE:** The feature for artifact creation is available only to institutions using Blackboard Portfolio™.

### For Section Designers

You can specify how a quiz appears to Students and also how results are released to them by editing quiz properties.

**IMPORTANT:** The following properties are specified by default when you create a quiz.

Property	Description
Question Delivery	Deliver questions all at once. Display question titles.
Display Assessment	Display in a new browser window.
Duration	1 hour
Attempts Allowed	1
Student Score Release	Do not release the score.
Dates Available	Start time: Immediate End time: Unlimited

1. From the *Assessments* screen, locate the assessment and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Enter a title and description. Use the description to give a summary about the assessment. If you want to give specific instructions to Students, use the *Custom Instructions* text box.
4. Next to *Item Visibility*, select to show or hide the assessment for Students.
5. Under *Grade Book Column Name*, edit the name of the assessment as you want it to appear in the *Grade Book* tool.
6. Under *Question Delivery*, specify how you want questions to appear:



Property	Description
<i>Deliver questions all at once.</i>	Show all questions as soon as Students begin the assessment. They can answer questions in any order and can also return to previously answered questions to change their answers.
<i>Deliver questions one at a time and allow questions to be revisited.</i>	Show one question at a time and allow Students to advance to another question. They can return to previously viewed or answered questions to change their answers.
<i>Deliver questions one at a time and do not allow questions to be revisited.</i>	Show one question at a time and allow Students to advance to the next question after they have viewed the current question. However, if they do not answer the current question or save it before they advance to the next one, they are not allowed to return to the unanswered or unsaved question later.
<i>Display question titles</i>	Show the question titles in the assessment.

7. Under *Display Assessment*, specify if you want the assessment to appear in the same or a new browser window.
8. Under *Duration*, specify the amount of time for Students to complete the assessment:

Property	Description
<i>Unlimited</i>	Give Students an unlimited amount of time to complete the assessment.
<i>Time</i>	Specify the amount of time for Students to complete the assessment: <ol style="list-style-type: none"> <li>a. Select <i>Time</i> and enter the time.</li> <li>b. From the <i>Units</i> drop-down list, select <i>Minutes</i>, <i>Hours</i>, or <i>Days</i>.</li> </ol>
<i>Disallow answer submission if time has expired</i>	Allow only saved answers to be submitted after the assessment time has expired.

9. Under *Attempts*, specify how you want to manage Student attempts:

Property	Description
<i>Allowed attempts</i>	Specify the number of times Students are allowed to attempt the assessment.
<i>Randomize questions in a question set</i>	<p>If the assessment contains a question set, this setting displays different questions to Students each time they attempt the assessment. This prevents Students from seeing the same questions and changing their answers in multiple attempts.</p> <p><b>NOTE:</b> By default, if you add a question set to an assessment that can be taken multiple times, each time Students take the assessment, the same questions appear in the same order.</p>
<i>Minimum attempt time</i>	<p>If multiple attempts are allowed, specify the amount of time that Students must wait before they can attempt the assessment again:</p> <ol style="list-style-type: none"> <li>Enter the time.</li> <li>From the <i>Units</i> drop-down list, select <i>Minutes</i>, <i>Hours</i>, or <i>Days</i>.</li> </ol>

10. Under *Student Score*, specify how you want to release scores to Student:

Property	Description
<i>Release the score after the assessment has been submitted.</i>	If the assessment contains question types that can be automatically graded, release the assessment score to each Student after they have submitted the assessment.
<i>Release the score after the assessment has been submitted and all of the questions have been graded.</i>	If the assessment contains question types that must be manually graded by the Section Instructor, such as paragraph questions, release the assessment score to each Student only after they have submitted the assessment and the Section Instructor has graded all of the questions.
<i>Release the score after the availability period has ended</i>	If the assessment contains question types that can be automatically graded, release the assessment score to each Student after the <i>End Time</i> has passed.

Property	Description
<i>Release the score after the availability period has ended and all of the questions have been graded</i>	If the assessment contains question types that must be manually graded by the Section Instructor, such as paragraph questions, release the assessment score to each Student only after the <i>End Time</i> has passed and the Section Instructor has graded all of the questions.
<i>Do not release the score.</i>	Assessment scores are not automatically released to Students.
<i>If multiple attempts are allowed, display the score of the following attempt as the Student's grade</i>	Specify if Students receive their first, last, or highest score, or an average of all their attempts for the assessment.

11. If you want to allow Students to save graded submissions as course artifacts, under *Artifact Creation*, select the check box. A course artifact is a file version of content that can be saved to a Blackboard portfolio and presented as a sample of completed course work. It contains all the components and formatting of the original item.

**NOTE:** Depending on Administrator settings, this feature may not be available to you.

12. Under *Statistics Release*, if you want Students to see summary and item statistics, select *Release statistics to Students after releasing the score*

**IMPORTANT:** Because statistics contain Student score details, you must also release scores. If you do not release scores, this setting is unavailable.

13. Under *Goals*, if you want to associate a goal with this assessment:

- a. Click **Select Goals**.
- b. Select each goal you want to associate.
- c. Click **Add Selected**.

14. Under *Dates Available*, specify when the assessment is available:

**IMPORTANT:** If you specified release criteria for the assessment, ensure that any date criteria does not conflict with dates that you specify here.

Property	Description
<i>Start Time and End Time</i>	<p><i>Start Time</i> is when the assessment becomes available. <i>End Time</i> is when Students can no longer access the assessment. If Students start the assessment before the <i>End time</i>, they have the full duration to complete the assessment.</p> <p>Click the <i>Date Selection</i> and <i>Time Selection</i> icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on local settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.</p>
<i>Create a corresponding event in the Calendar</i>	Add the assessment to the <i>Calendar</i> to help Students organize their schedules.

15. Under *Results Properties*, specify how you want results to appear to Students:

- IMPORTANT:**
- For the following settings to take effect, you must also allow scores to be released. See the settings under *Student Score*.
  - If you have released statistics to Students, because statistics contain score details, full score information are available to Students regardless of settings in this section.

Property	Description
<i>Show the question text.</i>	Show the questions when Students view their results.
<i>Show the Student's response for each question.</i>	<p>Show the Student's answer when they view their results. If you select this option, you must also select one of the following:</p> <ul style="list-style-type: none"> <li>• <i>Show the percentage value of the Student's answer.</i> If the question requires a multiple-part answer, this setting shows the percentage awarded to each part of the answer.</li> <li>• <i>Show the correct answer.</i></li> <li>• <i>Show the correct answer and the percentage value of the Student's answer.</i></li> </ul>
<i>Show the feedback for each question.</i>	Show feedback, if any, from the person who created the question.

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Property	Description
<i>Show the Student's score for each question.</i>	Show the score awarded for each of the Student's answers.
<i>Show the Student's total score for the assessment.</i>	Show the total score awarded for the assessment.
<i>Show the grader comments for the assessment.</i>	Show a comment, if any, from the person who marked the assessment.
<i>E-mail results to</i>	If you want to e-mail Students' results to an external e-mail address, enter it. If the assessment contains paragraph questions, you must grade them before the e-mail is sent.

16. Under *Submission Properties*, specify a message or e-mail address:

Property	Description
<i>Submission message</i>	If you want a message to appear to Students after they submit an assessment, enter it.
<i>E-mail submissions</i>	If you want to e-mail each Student's submission to an external e-mail address, enter it.

17. Under *Security Properties*, set security features:

Property	Description
<i>Proctor password</i>	If you want to assign a password that Students must enter before they can access the assessment, enter the password.
<i>IP address</i>	<p><b>IMPORTANT:</b> Contact your system administrator for assistance.</p> <p>If you want to specify an IP address that Students' machines must match before they can access the assessment, enter the IP address. An IP address uniquely identifies every computer that communicates over a network. An IP address is written as four numbers separated by dots.</p> <p><b>EXAMPLE:</b> 192.168.1.0</p>

Property	Description
<p><i>IP address mask</i></p>	<p><b>IMPORTANT:</b> Contact your system administrator for assistance.</p> <p>If you want to use an IP address mask to define a range of valid IP addresses that are allowed to access the assessment, enter it. To set the <i>IP address mask</i>, you must also set the <i>IP address</i>.</p> <p>a. In the <i>IP address</i> text boxes, enter the complete IP address of one machine or node on your network that is allowed to access the assessment.</p> <p><b>EXAMPLE:</b> 192.168.1.0</p> <p>b. In each of the <i>IP address mask</i> text boxes, enter one of the following:</p> <ul style="list-style-type: none"> <li>• 255 to indicate that the number must match the corresponding number in the <i>IP address</i> box.</li> <li>• 0 to indicate that any number in the range of 0 to 254 is allowed.</li> </ul> <p><b>EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• If the <i>IP address</i> were set to 192.168.1.0, and the <i>IP address mask</i> were set to:             <ul style="list-style-type: none"> <li>• 255.255.255.0, then all IP addresses in the range of 192.168.1.0 to 192.168.1.254 can access the assessment, a total of 255 users.</li> <li>• 255.255.0.0, then all users with addresses in the range of 192.168.0.0 to 192.168.1.245 can access the assessment, a total of 65025 users.</li> </ul> </li> </ul>

18. Under *Custom Instructions*, enter instructions that appear when Students begin the assessment:

Property	Description
Custom instructions	<ul style="list-style-type: none"> <li>To enter instructions in Plain Text format, enter it in the text box. The description will appear exactly as you have typed it.</li> <li>To enter instructions in HTML format, you can use the <i>HTML Creator</i> or hand code the HTML: <ul style="list-style-type: none"> <li>To use the <i>HTML Creator</i>, click <b>Enable HTML Creator</b>. For more information, see <i>Using the HTML Creator</i>.</li> </ul> <p><b>NOTE:</b> Depending on administrator settings, the <i>HTML Creator</i> may not be available.</p> <li>To hand code the HTML: <ol style="list-style-type: none"> <li>Select <i>Use HTML</i>.</li> <li>In the text box, enter the HTML code.</li> </ol> </li> </li></ul>
<i>Display custom assessment instructions on every question when questions are delivered one at a time.</i>	<p>Select if you want to display the instructions with every question. If you do not select this option, instructions are displayed with the first question only.</p> <p><b>NOTE:</b> This setting is available only if you selected the option to deliver one question at a time.</p>

19. Click **Save**.

## Editing Survey Properties

### For Section Designers

You can specify how a survey appears to Students by editing survey properties.

**IMPORTANT:** The following properties are specified by default when you create a survey.

Property	Description
Question Delivery	<p>Deliver questions all at once.</p> <p>Display question titles.</p>

Property	Description
Display Assessment	Display in a new browser window.
Duration	1 hour
Dates Available	Start time: Immediate End time: Unlimited

1. From the *Assessments* screen, locate the assessment and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Enter a title and description. Use the description to give a summary about the assessment. If you want to give specific instructions to Students, use the *Custom Instructions* text box.
4. Next to *Item Visibility*, select to show or hide the assessment for Students.
5. Under *Grade Book Column Name*, edit the name of the assessment as you want it to appear in the *Grade Book* tool.
6. Under *Question Delivery*, specify how you want questions to appear:

Property	Description
<i>Deliver questions all at once.</i>	Show all questions as soon as Students begin the assessment. They can answer questions in any order and can also return to previously answered questions to change their answers.
<i>Deliver questions one at a time and allow questions to be revisited.</i>	Show one question at a time and allow Students to advance to another question. They can return to previously viewed or answered questions to change their answers.
<i>Deliver questions one at a time and do not allow questions to be revisited.</i>	Show one question at a time and allow Students to advance to the next question after they have viewed the current question. However, if they do not answer the current question or save it before they advance to the next one, they are not allowed to return to the unanswered or unsaved question later.
<i>Display question titles</i>	Show the question titles in the assessment.

7. Under *Display Assessment*, specify if you want the assessment to appear in the same or a new browser window.



8. Under *Duration*, specify the amount of time for Students to complete the assessment:

Property	Description
<i>Unlimited</i>	Give Students an unlimited amount of time to complete the assessment.
<i>Time</i>	Specify the amount of time for Students to complete the assessment: a. Select <i>Time</i> and enter the time. b. From the <i>Units</i> drop-down list, select <i>Minutes</i> , <i>Hours</i> , or <i>Days</i> .
<i>Disallow answer submission if time has expired</i>	Allow only saved answers to be submitted after the assessment time has expired.

9. Under *Goals*, if you want to associate a goal with this assessment:

- a. Click **Select Goals**.
- b. Select each goal you want to associate.
- c. Click **Add Selected**.

10. Under *Dates Available*, specify when the assessment is available:

**IMPORTANT:** If you specified release criteria for the assessment, ensure that any date criteria does not conflict with dates that you specify here.

Property	Description
<i>Start Time</i> and <i>End Time</i>	<i>Start Time</i> is when the assessment becomes available. <i>End Time</i> is when Students can no longer access the assessment. If Students start the assessment before the <i>End time</i> , they have the full duration to complete the assessment.  Click the <i>Date Selection</i> and <i>Time Selection</i> icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
<i>Create a corresponding event in the Calendar</i>	Add the assessment to the <i>Calendar</i> to help Students organize their schedules.

11. Under *Submission Settings*, specify a message or e-mail address:

Property	Description
<i>Submission message</i>	If you want a message to appear to Students after they submit an assessment, enter it.
<i>E-mail submissions</i>	If you want to e-mail each Student's submission to an external e-mail address, enter it.

12. Under *Security Settings*, set security features:

Property	Description
<i>Proctor password</i>	If you want to assign a password that Students must enter before they can access the assessment, enter the password.
<i>IP address</i>	<p><b>IMPORTANT:</b> Contact your system administrator for assistance.</p> <p>If you want to specify an IP address that Students' machines must match before they can access the assessment, enter the IP address. An IP address uniquely identifies every computer that communicates over the Internet. An IP address is written as four numbers separated by periods.</p> <p><b>EXAMPLE:</b> 192.168.1.0</p>

Property	Description
<p><i>IP address mask</i></p>	<p><b>IMPORTANT!</b> Contact your system administrator for assistance.</p> <p>If you want to use an IP address mask to define a range of valid IP addresses that are allowed to access the assessment, enter it. To set the <i>IP address mask</i>, you must also set the <i>IP address</i>.</p> <p>a. In the <i>IP address</i> text boxes, enter the complete IP address of one machine or node on your network that is allowed to access the assessment.</p> <p><b>EXAMPLE:</b> 192.168.1.0</p> <p>b. In each of the <i>IP address mask</i> text boxes, enter one of the following:</p> <ul style="list-style-type: none"> <li>• 255 to indicate that the number must match the corresponding number in the <i>IP address</i> box.</li> <li>• 0 to indicate that any number in the range of 0 to 254 is allowed.</li> </ul> <p><b>EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• If the <i>IP address</i> were set to 192.168.1.0, and the <i>IP address mask</i> were set to:             <ul style="list-style-type: none"> <li>• 255.255.255.0, then all IP addresses in the range of 192.168.1.0 to 192.168.1.254 can access the assessment, a total of 255 users.</li> <li>• 255.255.0.0, then all users with addresses in the range of 192.168.0.0 to 192.168.1.245 can access the assessment, a total of 65025 users.</li> </ul> </li> </ul>

13. Under *Custom Instructions*, enter instructions that appear when Students begin the assessment:

Property	Description
<p>Custom instructions text box or <i>HTML Creator</i> editing area</p>	<ul style="list-style-type: none"> <li>• To enter instructions in Plain Text format, enter it in the <i>Description</i> text box. The description will appear exactly as you have typed it.</li> <li>• To enter instructions in HTML format, you can use the <i>HTML Creator</i> or hand code the HTML: <ul style="list-style-type: none"> <li>• To use the <i>HTML Creator</i>, click <b>Enable HTML Creator</b>. For more information, see <i>Using the HTML Creator</i>.</li> </ul> <p><b>NOTE:</b> Depending on administrator settings, the <i>HTML Creator</i> may not be available.</p> <li>• To hand code the HTML: <ol style="list-style-type: none"> <li>a. Select <i>Use HTML</i>.</li> <li>b. In the <i>Description</i> text box, enter the HTML code.</li> </ol> </li> </li></ul>
<p><i>Display custom assessment instructions on every question when questions are delivered one at a time.</i></p>	<p>Select if you want to display the instructions with every question. If you do not select this option, instructions are displayed with the first question only.</p> <p><b>NOTE:</b> This setting is available only if you selected the option to deliver one question at a time.</p>

14. Click **Save**.

## Editing Self Test Properties

### Editing Self Test Properties

You can define how a self test appears to Students by editing self test properties.

**IMPORTANT:** The following properties are specified by default when you create a self test.

Property	Description
Question Delivery	Deliver one question at a time and show immediate feedback. Display question titles.
Display Assessment	Display in a new browser window.
Dates Available	Start time: Immediate End time: Unlimited

1. From the *Assessments* screen, locate the assessment and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Enter a title and description. Use the description to give a summary about the assessment. If you want to give specific instructions to Students, use the *Custom Instructions* text box.
4. Next to *Item Visibility*, select to show or hide the assessment for Students.
5. Under *Question Delivery*, specify how you want questions to appear:

Property	Description
<i>Deliver questions all at once</i>	Show all questions as soon as Students begin the assessment. They can answer questions in any order and can also return to previously answered questions to change their answers.
<i>Deliver one at a time and do not show immediate feedback</i>	Show one question at a time. If you give feedback for each question, Students see the feedback only after they complete the assessment. Students can answer questions in any order and they can return to previously viewed or answered questions to change their answers.
<i>Deliver questions one at a time and show immediate feedback</i>	Show one question at a time. If you give feedback for each question, Students can see the feedback after they answer the question. Students can advance to the next question after they have viewed the current question. However, if they do not answer the current question or save it before they advance to the next one, they are not allowed to return to that question later.
<i>Display question titles</i>	Show the question titles in the assessment.

6. Under *Display Assessment*, specify if you want the assessment to appear in the same or a new browser window.

7. Under *Goals*, if you want to associate a goal with this assessment:
  - a. Click **Select Goals**.
  - b. Select each goal you want to associate.
  - c. Click **Add Selected**.
8. Under *Dates Available*, specify when the assessment is available:

**IMPORTANT:** If you specified release criteria for the assessment, ensure that any date criteria does not conflict with dates that you specify here.

Property	Description
<i>Start Time</i> and <i>End Time</i>	<p><i>Start Time</i> is when the assessment becomes available. <i>End Time</i> is when Students can no longer access the assessment. If Students start the assessment before the <i>End time</i>, they have the full duration to complete the assessment.</p> <p>Click the <i>Date Selection</i> and <i>Time Selection</i> icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.</p>
<i>Create a corresponding event in the Calendar</i>	Add the assessment to the <i>Calendar</i> to help Students organize their schedules.

9. Under *Custom Instructions*, enter instructions that appear when Students begin the assessment:

Property	Description
<i>Custom instructions</i>	<ul style="list-style-type: none"> <li>• To enter instructions in Plain Text format, do so in the text box. The instructions will appear exactly as you have typed them.</li> <li>• To enter instructions in HTML format, you can use the <i>HTML Creator</i> or hand code the HTML: <ul style="list-style-type: none"> <li>• To use the <i>HTML Creator</i>, click <b>Enable HTML Creator</b>. For more information, see <i>Using the HTML Creator</i>.</li> </ul> <p><b>NOTE:</b> Depending on administrator settings, the <i>HTML Creator</i> may not be available.</p> <li>• To hand code the HTML: <ol style="list-style-type: none"> <li>a. Select <i>Use HTML</i>.</li> <li>b. In the text box, enter the HTML code.</li> </ol> </li> </li></ul>
<i>Display custom assessment instructions on every question when questions are delivered one at a time.</i>	<p>Select if you want to display the instructions with every question. If you do not select this option, instructions are displayed with the first question only.</p> <p><b>NOTE:</b> This setting is available only if you selected the option to deliver one question at a time.</p>

10. Click **Save**.

## Exporting and Importing Assessments

### For Designers

If you want to re-use quizzes, surveys, and self tests that were created in this course, you can export them and import them to other Blackboard Learning System courses and installations. For more information, see *Exporting Assessments*.

If you want to use quizzes, surveys, and self tests that were created in other Learning System courses, you can import them to this course. For more information, see *Importing Quizzes, Surveys, Self Tests, and Questions*.

You can also import exams that was created using Respondus® software. For more information, see *Importing Respondus Exams*.

## Exporting Assessments

You can export quizzes, surveys, and self tests and use them in other Blackboard Learning System courses and installations. For example, if you create a quiz in a Psychology 201 course, you can export and re-use it in a Psychology 205 course.

**NOTE:** If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export assessments.

Assessments are exported as a content package and are saved in a zip file. The content package includes XML files, XML schema files (.xsd files), and any image files (for example, .jpg files) used in the questions in the assessment.

When you export an assessment, the questions it contains, the categories the questions belong to, any image files added to the questions, and the assessment properties are exported. Submission and security settings are not exported.

Assessments are exported in Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

1. From the *Assessments* screen, do one of the following:
  - To export one assessment, next to the assessment, click its *ActionLinks* icon.
  - To export multiple assessments, next to each assessment you want to export, select the check box.
  - To export all assessments on the page, in the table heading row, select the check box.

**TIP:** To export assessments that span multiple pages, adjust the number of assessments listed on a single page to include all assessments you want to export. For more information, see *Navigating Multiple Pages*.

2. Click **Export**.
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file. We recommend that you use all lowercase letters for file names.
5. Click **OK**.
6. Click **Return**.

If you are going to import the assessments to another Blackboard Learning System installation, you must download the zip file to your computer first. For more information, see *Downloading Files and Importing Quizzes, Surveys, Self Tests, and Questions*.



## Importing Quizzes, Surveys, Self Tests, and Questions

You can import quizzes, surveys, self tests, and questions that were created in other Blackboard Learning System courses.

You can import the following:

- all quizzes, surveys, and questions exported from a (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or Vista 3.x or later course
  - created using the Content Interoperability Specification (CIS)

The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to an imported quiz, survey, or self test:
  - a. Click **Assessments**.
  - b. Locate the assessment and click its title.
7. To go to the questions, click **Go to Question Database**.

If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it. If you imported questions that were exported from a CE 4.x course and the questions were in a *Default* category that was automatically created, the questions are added to the *Uncategorized Questions* category. If you imported questions created using

the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

8. Review and, if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

**IMPORTANT:** If you imported an assessment or a question that has the same title as an assessment or question that already exists in the Blackboard Learning System, before you can edit its properties, you must edit the title and make it unique.

If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

## ABOUT ASSESSMENT MANAGER

### For Section Instructors

If you are a Section Designer, you use the *Assessments* tool to create the following types of assessments:

- **Quizzes:** A quiz is an online test that Students complete and submit for marks. The marks are recorded in *Grade Book*. You can use quizzes to assess Students performance in the course.
- **Surveys:** A survey is an online questionnaire that Students complete and submit anonymously. A survey is not worth marks but will be recorded as *Complete* in *Grade Book* after it is submitted. You can use surveys to allow Students to give feedback or opinions.
- **Self tests:** A self test is an online test that Students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in *Grade Book*.

If you are a Section Instructor or Teaching Assistant, you cannot create assessments but you can view them. You use the *Assessment Manager* tool to view and grade Student submissions, and run reports to compare the performance of Students.

All assessments questions are saved in the *Question Database* tool. For more information, see topics for *Question Database*.

## Managing Assessments

### For Section Instructors

If there are assessments, such as quizzes, surveys, and self tests in your course, you can access them from the *Assessments* tool. You can show assessments to Students, hide them temporarily from Students, and define specific criteria for allowing Students to access assessments. If there are links in other locations of the course to these assessments, you can view a list of these locations.

## Setting and Modifying Release Criteria for Assessments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Viewing Links to Assessments

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Importing Quizzes, Surveys, Self Tests, and Questions

### For Section Instructors

You can import quizzes, surveys, self tests, and questions that were created in other Blackboard Learning System courses.

You can import the following:

- all quizzes, surveys, and questions exported from a (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or Vista 3.x or later course
  - created using the Content Interoperability Specification (CIS)

The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.

3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to an imported quiz, survey, or self test:
  - a. Click **Assessments**.
  - b. Locate the assessment and click its title.
7. To go to the questions, click **Go to Question Database**.

If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it. If you imported questions that were exported from a CE 4.x course and the questions were in a *Default* category that was automatically created, the questions are added to the *Uncategorized Questions* category. If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

8. Review and, if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

**IMPORTANT:** If you imported an assessment or a question that has the same title as an assessment or question that already exists in the Blackboard Learning System, before you can edit its properties, you must edit the title and make it unique.

If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

## Editing Assessment Properties

### For Section Instructors

You can:

- edit quiz properties.
- edit self test properties.

- edit survey properties.

## Managing Submissions

**NOTE:** The feature for saving quiz submissions to a portfolio is available only to institutions using Blackboard Portfolio™.

### For Section Instructors

After Students submit their assessment answers, you can view and grade their submissions from *Assessment Manager*. You have two options for grading submissions: grade by Student or grade by question. To help Students improve their performance, you can provide comments about each question or about their submission in general.

You can also save Student quiz submissions to a portfolio. This allows you to present quiz submissions in a portfolio as a sample of Student course work.

### Navigating Submissions

From any tab in the *Assessment Manager*, select the assessment from the *View by* drop-down list and click the **Go** icon.

### Viewing Submissions from the Assessment Manager

**NOTE:** This feature is available only for quizzes and surveys.

Assessments are graded automatically unless the assessment contains paragraph questions. Section Instructors must grade the paragraph questions manually.

1. From the *Assessment Manager* screen, click the tab relevant to the submissions you want to see:
  - The *Graded* tab lists all Students with completely graded submissions.
  - The *Not Graded* tab lists all Students with submissions that have not been completely graded. Partially graded assessments containing a paragraph questions are listed here.
  - The *Not Submitted* tab lists all Students who have not yet submitted an assessment.
  - The *All* tab lists all graded, partially graded, and unsubmitted assessments.
2. Locate the assessment for which you want to view submissions and click its *ActionLinks* icon.
3. Click **View Submissions**.

- IMPORTANT:** • The grade appears in the *Grade* column. If a grade was changed, the old grade appears in parentheses next to the current grade.

**EXAMPLE:** A grade shown as 8 (10) indicates a current grade of 8 for the attempt.

- If you have chosen to display the average grade of all attempts on the *Edit Assessment Properties* screen, only fully graded attempts are used to calculate the average grade, as displayed in the *Grade* column.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, 1 (1-10) means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## About Grading Submissions

All Assessments will be automatically graded upon submission, except those containing paragraph questions, which require manual grading.

There are two ways to grade Students' submissions:

1. By student: for each student, all questions in an assessment are marked. You can think of this as the traditional way of grading, one paper at a time.
2. By question: for each question in an assessment, all students are marked.

**NOTE:** When you grade by question, you are able to grade without viewing Student names, if you choose.

## Grading by Student

Assessments, except those containing paragraph questions, are graded automatically after Students submit their answers. If the assessment contains paragraph questions, you must evaluate and grade those questions manually. You have the option of grading by Student, which allows you to grade the entire assessment from each Student.

1. From the *Teach* tab, click **Assessment Manager**.
2. Locate the Student whose assessment you want to grade.
3. Under *Attempt*, click the submission.
4. In the *Score* text box, enter the grade.
5. In the *Comments for student* text box, enter comments.
6. Click **Update Grade**.

## Grading by Question

Assessments, except those containing paragraph questions, are graded automatically after Students submit their answers. If the assessment contains paragraph questions, you must evaluate and grade those questions manually. You have the option of grading by question, which allows you to grade the same question from each Student at a time.

1. From the *Teach* tab, click **Assessment Manager**.
2. From the *Not Graded* tab, click the name of the assessment you want to grade.
3. Locate the question and click its *ActionLinks* icon.
4. Click *Grade all attempts of this question*.
5. If you want to hide names while you grade the question, click **Hide Names**. This replaces Student names with numbers. For example, Student 0001.
6. Under *Attempt*, click the submission.
7. In the *Score* text box, enter the grade.



8. In the *Comments for student* text box, enter comments.
9. Depending on whether you are viewing the last attempt for this question or not, you have the following options:
  - If this is the last attempt for this question, do one of the following:
    - To save and view the member list, click **Save and View Next Attempt**.
    - To view the member list without saving, click **View Member List**.
    - To exit without saving, click **Done**.
  - If there are more attempts for this question, do one of the following:
    - To save and view the next, click **Save and View Next Attempt**.
    - To view the next attempt without saving, click **View Next Attempt**.
    - To view the Member List without saving, click **View Member List**.
    - To exit without saving, click **Done**.

## Editing Grades

if necessary, you can modify the grade of an assessment submitted by a Student. You can also edit the score for individual questions. For more information, see *Editing Scores of Individual Questions*.

**IMPORTANT:** Modifying the grade of an entire assessment will override the scores given to individual questions.

1. From the *Graded* tab, click the name of the assessment for which you want to edit grades.
2. Under *Grade*, click the grade you want to edit.
3. In the *Grade* text box, enter the new grade.
4. In the *Audit log comments* text box, enter comments.
5. Click **Save**. The original grade appears in parentheses next to the new grade.

## Editing Scores of Individual Questions

When you edit the score for individual questions, Students can see the specific questions for which you have adjusted their grade. You can also edit the overall grade of an assessment. For more information, see *Editing Overall Grades for Attempts*.

1. From the *View Attempt* screen, locate the question and enter the new score in the *Override Score* text box.
2. Click **Update Grade**.

## Adding Comments to Questions

You can provide Students with comments on their responses to questions.

1. From the *View Attempt* screen, locate the question and enter your comments.
2. Click **Update Grade**.

## Adding General Comments to Attempts

To provide Students with feedback on their overall performance for an attempt, you can add general comments.

1. From the *View Attempt* screen, scroll to *Total score* at the bottom of the screen.
2. In the *Comments for Student* text box, enter your general comments.
3. Click **Update Grade**.

## Resetting Grades

Resetting a quiz grade allows you to give Students the opportunity to take the quiz again. For example, if a Student experienced a technical problem that prevented them from finishing the quiz before the allotted time expired, you could reset the submission and re-release the quiz to the Student.

**IMPORTANT:** If the Student has submitted multiple attempts, resetting the entire submission as described in the steps below deletes all attempts. You can also reset individual attempts. For more information, see *Resetting Attempts*.

1. From the *Graded* tab, *Not Submitted* tab, or *All* tab, locate the submission for which you want to reset the grade and click its *Expand* icon.
2. Select the submission for which you want to reset the grade and click **Reset Entire Submission**.
3. Click **OK**.

## Saving Quiz Submissions to Portfolios

The feature for saving quiz submissions to a portfolio is available only to institutions using Blackboard Portfolio™.

You can create course artifacts of graded quiz submissions and save them to a portfolio. A course artifact is a file version of graded material that you can present as a sample of completed course work. A course artifact contains all the components and formatting of the original item.

- NOTE:**
- You can only create artifacts from quiz attempts for which scores have been released.
  - Depending on administrator and quiz settings, this functionality may not be available.

1. From the *Graded* or *All* tab on the *Assessment Manager* screen, click the name of the quiz that has submission you want to save to a portfolio.
2. Locate the submission attempt and click its *ActionLinks* icon.
3. Click **Save to Portfolio**. A preview of your artifact appears.
4. Click **Save to Portfolio**.
5. Next to *My Portfolios* navigate to the portfolio location where you want to save the artifact.

**NOTE:** You can save artifacts to other locations. For more information, see *Navigating with Content Browser*.

6. If you want to edit the default file name for the artifact, edit the name in the *Save as* text box.
7. Click **OK**.

## Managing Attempts

### For Section Instructors

With the *Assessment Manager* tool, you can:

- view attempts.
- view the attempts access log.
- submit attempts in progress.
- edit overall grades for attempts.
- reset attempts.

### Viewing Attempts

1. From the *Assessment Manager*, you can view assessment attempts from different tabs, depending on whether the attempt has been graded or not:
  - If the attempt you want to view has been graded, click the **Graded** tab.
  - If the attempt you want to view has not been graded, click the **Not Graded** tab.
  - If you want to view ungraded and graded submissions, click the **All** tab.

2. Next to the name of the assessment whose attempts you want to view, click the *Expand/Collapse* icon.
3. Under *Attempt*, locate and click the attempt you want to view.

## Viewing the Access Log

The access log provides information on what time Students began and finished their assessments, how much time the Students spent on each question, and total time spent on the assessment. An access log is available only if a student has submitted an assessment.

1. From the *Assessment Manager*, click the **Graded**, **Not Graded**, or **All** tab.
2. Locate and click the assessment for which you want to view the access log.
3. Locate the Student whose access log you want to view and click the time.

## Forcing the Submission of Attempts

If you view an attempt while the Student is still taking the assessment, you can submit the attempt for the Student.

1. From the *View Attempt* screen, click **Force Submission**.
2. Click **OK**.

**NOTE:** The Student will receive an error message when they attempt to save any further answers.

## Editing Overall Grades for Attempts

When you edit the grade of an attempt, Students can see that their overall assessment grade has been adjusted. You can also edit the score for individual questions. For more information, see *Editing Scores of Individual Questions*.

1. From the *View Attempt* screen, in the *Adjust total score by* text box, enter the number of points by which you want to increase or decrease the grade.

**EXAMPLE:** If you want to decrease the attempt grade by 5 points, in the *Adjust total score by* text box, enter -5.

2. Click **Update Grade**.

## Resetting Attempts

You can give Students the opportunity to re-submit their answers for an assessment after they have already submitted it. For example, if a Student experienced a technical problem that prevented them from finishing the assessment before the allotted time expired, you can reset the attempt. You can also reset all attempts at once. For more information, see *Resetting Grades*.

**WARNING:** If you already assigned a grade for the previous attempt, that grade will be deleted after you reset the attempt. No record of the original grade is kept.

1. From the *View Attempt* screen, click **Reset Attempt**.
2. Click **OK**.

## Working with Assessment Reports

### For Section Instructors

Assessment reports display information about Student performance on a quiz or survey. The following table describes the reports that you view.

Report	Description
Overall Statistics	<p>There are two views available:</p> <ul style="list-style-type: none"> <li>• If you <i>View by Student</i>, the report shows Students' answers and scores for the quiz or survey.</li> <li>• If you <i>View by Question</i>, the report shows question statistics, such as the mean and median score for each question. You can compare Students' scores based on columns in <i>Grade Book</i>.</li> </ul> <p>For detailed information, see <i>About the Overall Statistics Report</i>.</p>
Comparison Statistics	<p>There are two views available:</p> <ul style="list-style-type: none"> <li>• If you <i>View by Summary</i>, the report shows the mean score for every Student.</li> <li>• If you <i>View by Item</i>, the report shows class performance on every question in a quiz.</li> </ul> <p>For detailed information, see <i>About the Comparison Statistics Report</i>.</p>
Question Statistics	<p>Shows statistics, such as the frequency distribution of each answer, for an individual question. For more information, see <i>About the Question Statistics Report</i>.</p>

You can:

- view reports.
- view and print all question statistics.
- show all records.
- query records.
- download records.
- hide or show columns.
- sort columns.

## About the Overall Statistics Report

If you *View by Student*, the *Overall Statistics* report for quizzes shows the following information for each Student:

- last, first, and user name
- grade for the quiz or survey
- number of attempts at the quiz or survey
- score for the quiz or survey
- answer for each question

*Overall Statistics* reports for surveys are anonymous and show only Students' answers for each question.

If you *View by Question*, the *Overall Statistics* report shows the following information for each question:

- title
- *N*: Number of Students who answered the question.
- *Percent Answering Correctly*:
  - *Whole Group*: Percentage of Students who answered the question correctly.
  - *Upper 25%*: Percentage of Students whose score is in the upper 25% of the class.
  - *Lower 25%*: Percentage of Students whose score is in the lower 25% of the class.
- *Discrimination*: Indication of how well the question distinguishes between Students who have a high score and those who have a low score. The discrimination is between 1 and -1. A negative number indicates that the lower-scoring Students performed better on this question than the high-scoring Students.
- *Mean*: Average score for a question.
- *Median*: Middle score for a question. If there is an even number of scores, the median is the average of the two middle scores.
- *Standard Deviation*: Average of the amount that the results deviate from the average score.

- NOTE:**
- Only answers that have been fully graded are included in the statistics. Partially graded paragraph questions in quizzes are not included in the statistics.
  - You cannot view assessment reports for surveys if the surveys had submissions and were restored or created by using an earlier version of this product.

For information about viewing the *Overall Statistics* report, see *Viewing Assessment Reports*.

## About the Comparison Statistics Report

If you *View by Summary*, the *Comparison Statistics* report shows the following information for each quiz or survey:

- *N*: Number of Students who answered the question.
- *Mean*: Average score for a question.
- *Median*: Middle score for a question. If there is an even number of scores, the median is the average of the two middle scores.
- *Standard Deviation*: Average of the amount that the results deviate from the average score.

Comparison reports for surveys are anonymous and show only Students' answers.

If you *View by Item*, the *Comparison Statistics* report shows the following information for each question:

- title
- *N*: Number of Students who answered the question.
- *Percent Answering Correctly* and *Class Performance*:
  - *Whole Group*: Percentage of Students who answered the question correctly.
  - *Upper 25%*: Percentage of Students whose score is in the upper 25% of the class.
  - *Lower 25%*: Percentage of Students whose score is in the lower 25% of the class.
- *Discrimination*: Indication of how well the question distinguishes between Students who have a high score and those who have a low score. The discrimination is between 1 and -1. A negative number indicates that the lower-scoring Students performed better on this question than the high-scoring Students.
- *Mean*: Average score for a question.
- *Median*: Middle score for a question. If there is an even number of scores, the median is the average of the two middle scores.
- *Standard Deviation*: Average of the amount that the results deviate from the average score.

- NOTE:**
- Only answers that have been fully graded are included in the statistics. Partially graded paragraph questions in quizzes are not included in the statistics.
  - You cannot view assessment reports for surveys if the surveys had submissions and

were restored or created by using an earlier version of this product.

For information about viewing the *Comparison Statistics* report, see *Viewing Assessment Reports*.

## About the Question Statistics Report

The *Question Statistics* report shows the following information for each question:

- answer
- value assigned to each answer
- frequency distribution of each answer. The percentage of Students who responded with that answer appears in parentheses.
- frequency distribution of each grade
- *N*: number of Students who answered the question
- *Percent Answering Correctly*:
  - *Whole Group*: percentage of Students who answered the question correctly
  - *Upper 25%*: percentage of Students whose score is in the upper 25% of the class
  - *Lower 25%*: percentage of Students whose score is in the lower 25% of the class
- *Discrimination*: Indication of how well the question distinguishes between Students who have a high score and those who have a low score. The discrimination is between 1 and -1. A negative number indicates that the lower-scoring Students performed better on this question than the high-scoring Students
- *Mean*: average score for a question
- *Median*: middle score for a question. If there is an even number of scores, the median is the average of the two middle scores.
- *Standard Deviation*: average of the amount that the results deviate from the average score

- NOTE:**
- Only answers that have been fully graded are included in the statistics. Partially graded paragraph questions in quizzes are not included in the statistics.
  - You cannot view assessment reports for surveys if the surveys had submissions and were restored or created by using an earlier version of this product.

For information about viewing the *Question Statistics* report, see *Viewing Assessment Reports*.

## Viewing Assessment Reports

You can view the following reports for quizzes and surveys:

- *Overall Statistics*



- *Comparison Statistics*
- *Question Statistics*

For more information about these reports, see *Working with Assessment Reports*.

**NOTE:** You cannot view assessment reports for surveys if the surveys had submissions and were restored or created by using an earlier version of this product.

1. From the *Teach* tab, locate the assessment and click its **ActionLinks** icon.
2. Click **View Reports**.
3. Select a report type. If you want to view the *Question Statistics* report for an individual question, select *Overall Statistics*.
4. If you selected *Comparison Statistics* and want to compare Students' scores based on a column in *Grade Book*, select a *Grade Book* column.
5. Click **Run Report**.
6. If you want to view the *Question Statistics* report for an individual question:
  - a. Locate the question for which you want to view statistics and click its **ActionLinks** icon.
  - b. Click **Statistics**.

## Viewing and Printing All Questions Statistics

You can view and print statistics for all questions in a quiz or survey.

1. From the *Overall Statistics* screen, click **Printable Statistics View**.
2. To print the statistics, click **Print**.

## Showing All Records

From the *Overall Statistics* screen, click **Show All Records**.

## Querying Records

1. From the *Overall Statistics* screen, click **Query**.
2. Under *Show members whose*, select the criteria for your query:
  - a. From the *Column* drop-down list, select the database column whose values you want to query.
  - b. From the *Compares to* drop-down list, select the condition to apply to your query:

- *Contains* specifies that the value in the selected column must contain the text that you enter.
- *Does not contain* specifies that the value in the selected column can be anything but the exact text that you enter.
- *Starts with* specifies that the value in the selected column must begin with the text that you enter.
- *Ends with* specifies that the value in the selected column must end with the text that you enter.
- *Equals* specifies that the value in the selected column must match exactly with the text that you enter.
- *Does not equal* specifies that the value in the selected column can be anything but the exact text that you enter.
- *Blank* specifies that the value in the selected column must be blank.
- *Not blank* specifies that the value in the selected column can be any value.
- *Greater than* specifies that the value in the selected column must be greater than the text that you enter, either alphabetically or numerically.

**EXAMPLE:** If, for *Column* you select *Last name*, for *Compares to* you select *Greater than*, and for *Value* you enter *be*, records for users with last names Brown, Jones, and Smith will be retrieved. Users with last names Anderson, Barber, and Beatty will not be retrieved.

- *Greater than or equal to* specifies that the value in the selected column must be greater than or equal to the text that you enter, either alphabetically or numerically.

**EXAMPLE:** If, for *Column* you select *Last name*, for *Compares to* you select *Greater than or equal to*, and for *Value* you enter *be*, records for users with last names Beatty, Brown, Jones, and Smith will be retrieved. Users with last names Anderson, and Barber will not be retrieved.

- *Less than* specifies that the value in the selected column must be less than the text that you enter, either alphabetically or numerically.

**EXAMPLE:** If, for *Column* you select *Last name*, for *Compares to* you select *Less than*, and for *Value* you enter *be*, records for users with last names Anderson and Barber will be retrieved. Users with last names Beatty, Brown, Jones, and Smith will not be retrieved.

- *Less than or equal to* specifies that the value in the selected column must be less than or equal to the text that you enter, either alphabetically or numerically.

**EXAMPLE:** If, for *Column* you select *Last name*, for *Compares to* you select *Less than or equal to*, and for *Value* you enter *be*, records for users with last names Anderson, Barber, and Beatty will be retrieved. Users with last names Brown,

Jones, and Smith will not be retrieved.

- c. In the *Value* text box, enter the text on which to query. If, from the *Compares to* drop-down list, you selected *Blank* or *Not blank*, leave the *Value* text box blank.
3. Select either *Query all records* or *Query listed records*.
4. Click **Query**.

## Downloading Records

You can download records in Comma Separated Values (CSV) format for further analysis and for planning purposes.

1. From the *Overall Statistics* or *Comparison Statistics* screen, click **Download Records**.
2. Save the file. The default file name is `comparison_summary_statistics.csv`.

## Showing or Hiding Columns

1. From the *Overall Statistics* screen, click **Manage Columns**.
2. Do one of the following:
  - To show a column:
    - a. Locate the column and click **Show Item**.
    - b. Click **OK**.
  - To hide a column:
    - a. Locate the column and click **Hide Item**.
    - b. Click **OK**.

## Sorting Columns

You can sort by the following columns in the *Overall Statistics* report:

- Last name
- First name
- User name
- Grade

Columns can be sorted in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1).

**TIP:** The column by which the report is currently sorted displays the *Sort in ascending order* or *Sort in descending order* icon, in addition to the *View ActionLinks for this Column* icon.

**NOTE:** Items remain in the specified sort order until you log out.

- To sort items in ascending order:
  1. From the *Overall Statistics* screen, locate the column that you want to sort by and click its title.
  2. Click **Sort Ascending**.
- To sort items in descending order:
  1. From the *Overall Statistics* screen, locate the column that you want to sort by and click its title.
  2. Click **Sort Descending**.

# CHAPTER 8: ASSIGNMENTS AND ASSIGNMENT DROPBOX

**IMPORTANT:** Topics for this chapter apply to various roles. See specific topics for your role.

## ABOUT ASSIGNMENTS

### For Designers

You can use the *Assignments* tool to create assignments. You can create two types of assignments:

#### Text

A *Text* assignment requires Students to submit their assignment by entering text in the *Assignments* tool, attaching files, or doing both. Students can enter text directly on the assignment screen. However, if Students are expected to submit a large amount of text or if they need to supplement the text with other material, they have the option to attach files.

#### Web Site

A *Web site* assignment requires Students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

You can set assignments to be distributed to individual Students or groups of Students, or you can allow the Section Instructor to do this. You can also specify the due date and total grade for an assignment.

All assignments appear on the *Assignments* screen. If you set release criteria which controls when and to whom the assignment is available, the assignment is marked (*Conditional*). You or the Section Instructor can modify the release criteria.

You can also use the *Assignments* tool to:

- edit assignments
- delete assignments
- sort assignments

After you have created an assignment, you can view and test it as a Student. To do this, you click the

**Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where XXXXX is a randomly generated number. You can use this account for testing purposes.

Section Instructors have access to the *Assignment Dropbox* tool which they use to view, manage, and evaluate submitted assignments.

## CREATING OR EDITING ASSIGNMENTS

**NOTE:** The feature for artifact creation is available only to institutions using Blackboard Portfolio™ and if it is enabled through administrator settings.

### For Designers

**NOTE:** Section Instructors and Teaching Assistants can edit assignments only.

You can create or edit two types of assignments:

**Text:** This type of assignment requires Students to submit their assignment by entering text in the *Assignments* tool, attaching files, or doing both. Students can enter text directly on the assignment screen. However, if Students are expected to submit a large amount of text or if they need to supplement the text with other material, they have the option to attach files.

**Web site:** This type of assignment requires Students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

You can edit the entire assignment if no Students have started it. However, if Students have started an assignment, you cannot edit the assignment type or assignment recipients. For example, if the assignment type was originally *Text*, you cannot change it to *Web site*. Or if the assignment was originally sent to individual Students working independently, you cannot send it to groups of Students working collaboratively. If you edit an assignment after it is sent to Students, we recommend that you inform Students about the changes.

You have the following options for selecting assignment recipients:

- Send the assignment later.
- Send the assignment to individual Students who work independently and submit their own assignment. Students receive their own grade.
- Send the assignment to individual Students but place them into groups and provide different instructions for each group. Students work independently and submit their own assignment. Students receive their own grade.

**EXAMPLE:** In a World Religion course, you have an assignment with instructions to write a paper about a particular religion. You give additional instructions on writing about Taoism to

one group and you give additional instructions on writing about Buddhism to another group. Students write their own paper according to the instructions for their group.

- Send an assignment to groups of Students who work collaboratively and submit one assignment per group. Students in the same group receive the same grade.

If you have access to the **Teach** tab, you can use the *Group Manager* tool to create groups and place Student into the groups. If you do not have access to the *Group Manager* tool, you can still select the option to send an assignment to groups, but the assignment is sent after Students are placed into groups.

1. Depending on whether you are creating or editing an assignment, do one of the following from the *Assignments* screen:
  - If you are creating an assignment, click **Create Assignment**.
  - If you are editing an assignment, click the assignment.
2. Enter a title and description. The description is displayed to Section Instructors and Students.
3. Next to *Item Visibility*, note that the *Hide Item* option is selected by default. Assignments are automatically hidden from Students until you send and show the assignment. For more information, see *Showing or Hiding Items*.
4. Enter instructions for the assignment:
  - To enter instructions in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
  - To enter instructions in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

  - To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Description* text box, enter the HTML code.
5. If you want to attach files:
  - a. Click **Add Attachments**.
  - b. Locate and select the files you want to attach. For more information, see *Navigating with Content Browser*
6. Under *Student Submission Format*, select the assignment type.
7. Under *Assignment Recipients*, select one of the following:

- If you want to send the assignment to Students later, select *Decide later*.
  - If you want to send the assignment to individual Students, select *All Students individually*.
  - If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:
    - a. Select *Create additional sets of instructions for groups of Students*.
    - b. Click **Select Groups**.
    - c. Select the groups that you want to send the assignment to and click **Continue**.
    - d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**.
    - e. Click **Save**.
  - If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:
    - a. Click **Select Groups**.
    - b. Select the groups that you want to send the assignment to.
    - c. If you have additional instructions for each group, do the following:
    - d. Select *Provide groups with additional instructions* and click **Save**.
    - e. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**.
    - f. Click **Save**.
8. Under *Dates*, specify a due date, cutoff date, or both:
- a. Click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
  - b. If you want to add the due date to the *Calendar* tool so all Students can see it, select *Create a corresponding event in the Calendar tool*.
- NOTE:** You can grade assignments before the due date but if you allow Students to take back their submissions, you should grade them after the due date.
9. Under *Grading*, if you want the assignment to be graded:
- a. Select *Allow the assignment to be graded*. A column for the topic is automatically created in the *Grade Book*.
  - b. If you want the *Grade Book* column title to be different from the assignment title, enter the title in the *Grade Book column title* text box.
  - c. If you want Students to see their grades for this assignment, select *Release grade to Students in*



*My Grades.*

d. Select a grading scheme:

**NOTE:** You can change the grading scheme in the following ways:

- alphanumeric to numeric
- numeric to alphanumeric
- grading form to a different grading form.
- To assign a numeric grade to the topic, select *Numeric grade* and enter the maximum grade.
- To assign a letter grade to the topic, select *Alphanumeric grade*.
- To use a grading form:

**IMPORTANT:** If you remove or replace a grading form, all results are deleted from the assignment's *Grade Book* column.

i. Select *Grade by grading form* and click **Select Grading Form**.

ii. Select the form.

**TIP:** To see the content of the grading form, click its title.

iii. Click **Select**.

10. Under *Goals*, if you want to associate a goal with this assignment:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
- b. Select each goal you want to associate.
- c. Click **Add Selected**.

11. For more options, click the *Expand* icon next to *More Options*. The following options appear:

- If you want to allow Students to save graded submissions as course artifacts, under *Artifact Creation*, select the check box. A course artifact is a file version of content that can be saved to a Blackboard portfolio and presented as a sample of completed course work. It contains all the components and formatting of the original item.

**NOTE:** Depending on Administrator settings, this feature may not be available to you.

- Under *Taking Back Submissions*, if you want to allow Students to take back submitted assignments and revise them before the due date, select this option. If you select this option, do not grade submissions until the due date has passed.

**TIP:** If this is a group assignment, we recommend that you allow Students to take back submissions. If someone in a group inadvertently submits the assignment before it

is complete, the group can re-submit the assignment.

- Under *Publishing Submissions*, select whether you want to allow only the Section Instructor or both Section Instructor and Students to publish submissions. Publishing submissions allows all course members to view submitted assignments.
- Under *Section Instructor Notification*, select whether or not you want the Section Instructor to receive e-mails when Students submit assignments.

12. Click **Save**.

13. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*.

## EDITING GROUP INSTRUCTIONS

When an assignment is created and sent to groups, additional instructions can be provided for each group. You can edit those instructions as necessary.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Under *Assignment Recipients*, click **Edit group instructions**.
4. For each group as necessary, edit the instructions. If you want to attach a file, click **Add Attachments**.
5. Click **Save**.
6. From the *Edit Assignments* screen, click **Save**.

## REMOVING GROUPS FROM AN ASSIGNMENT

If an assignment was originally sent to groups of Student but you no longer want them to work on the assignment, you can remove the groups.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Under *Assignment Recipients*, for each group that you want to remove, click its *Remove* icon.
4. Click **OK**.
5. Click **Save**.

## PREVIEWING AND TESTING ASSIGNMENTS

### For Designers

As you are creating or editing an assignment, you can preview it to see how it will appear to Students. You can also test the assignment by completing and submitting it as a Student would. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. To return to the Section Designer interface anytime, click the **Build** tab. To return to the Section Instructor interface anytime, click the **Teach** tab.

1. Click the **Student View** tab. You are logged in to the test Student account.
2. Under *Course Tools*, click *Assignments*.
3. Click the **Inbox** tab.
4. Locate the assignment that you want to test and click its title.
5. Test the assignment as necessary.

## SENDING ASSIGNMENTS

### For Designers

It is possible to create an assignment but not send it to Students immediately. When the assignment is ready, you can send it to Students then. If you keep the assignment in the *Assignments* tool, Students can view, complete, and submit it from the **Inbox** tab in *Assignments*. If you place a link to the assignment from the *Course Content* tool, Students can view, complete, and submit it from there.

You have the following options for sending assignments:

- Send an assignment to individual Students who work independently and submit their own assignment. Students receive their own grade.
- Send an assignment to individual Students but place them into groups and provide different instructions for each group. Students work independently and submit their own assignment. Students receive their own grade.

**EXAMPLE:** In a World Religion course, you have an assignment with instructions to write a paper about a particular religion. You give additional instructions on writing about Taoism to one group and you give additional instructions on writing about Buddhism to another group. Students write their own paper according to the instructions for their group.

- Send an assignment to groups of Students who work collaboratively and submit one assignment per group. Students in the same group receive the same grade.

If you have access to the **Teach** tab, you can use the *Group Manager* tool to create groups and place Student into the groups. If you do not have access to the *Group Manager* tool, you can still select the option to send an assignment to groups, but the assignment is sent after Students are placed into groups.

**IMPORTANT:** When you send an assignment, you must also show the assignment so it becomes available to Students. For more information, see *Showing or Hiding Items*.

1. From the *Assignments* screen, locate the assignment you want to send and click its *ActionLinks* icon..
2. Click **Edit Properties**.
3. Under *Assignment Recipients*, select one of the following:
  - If you want to send the assignment to individual Students, select *All Students individually*.
  - If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:
    - a. Select *Create additional sets of instructions for groups of Students*.
    - b. Click **Select Groups**.
    - c. Select the groups that you want to send the assignment to and click **Continue**.
    - d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**.
    - e. Click **Save**.
  - If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:
    - a. Click **Select Groups**.
    - b. Select the groups that you want to send the assignment to.
    - c. Select *Provide groups with additional instructions* and click **Save**.
    - d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**.
    - e. Click **Save**.
4. On the *Assignments* screen, click **Save**.
5. Ensure the assignment is shown to Students or they will not be able to access it. For more

information, see *Showing or Hiding Items*.

## MANAGING ASSIGNMENTS

### For Designers

## Previewing Assignments

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Showing or Hiding Assignments

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:

1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Sorting Assignments

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## Moving Assignments

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.

- b. Click **Move Selected Above**.
- To move an item down:
  - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
  - b. Click **Move Selected Below**.

## Viewing Links to Assignments

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Setting or Modifying Release Criteria for Assignments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Linking Assignments to the Course Content and Learning Modules Tools

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool

- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

**NOTE:** In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

**NOTE:** In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.



- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Deleting Assignments

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.

4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## ABOUT ASSIGNMENTS AND ASSIGNMENT DROPTOP

### For Section Instructors

In the *Assignments* tool, you can see an inventory of assignments that were created for the course. There are two types of assignments:

Text
A <i>Text</i> assignment requires Students to submit their assignment by entering text in the <i>Assignments</i> tool, attaching their own files, or doing both. Students can enter text directly on the assignment screen. However, if Students are expected to submit a large amount of text or if they need to supplement the text with other material, they have the option to attach files.

Web Site
A <i>Web site</i> assignment requires Students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

After Students complete and submit their assignments, you use the *Assignment Dropbox* tool to view, manage, and evaluate submissions. On the **Teach** tab, a link to the *Assignment Dropbox* tool appears under *Instructor Tools*. You can grade submissions or mark them as *complete* if the assignments do not require grades. You can also provide feedback to Students and return submissions if you want Students to work further on the assignments. You have the option to publish submissions so all members of the course can view them.

All assignments appear on the *Assignments* screen. If the Section Designer has set release criteria which controls when and to whom the assignment is available, the assignment is marked (*Conditional*). You can modify the release criteria.

## Editing Group Instructions

When an assignment is created and sent to groups, additional instructions can be provided for each group. You can edit those instructions as necessary.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Under *Assignment Recipients*, click **Edit group instructions**.
4. For each group as necessary, edit the instructions. If you want to attach a file, click **Add Attachments**.
5. Click **Save**.
6. From the *Edit Assignments* screen, click **Save**.

## Removing Groups from an Assignment

If an assignment was originally sent to groups of Student but you no longer want them to work on the assignment, you can remove the groups.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Under *Assignment Recipients*, for each group that you want to remove, click its *Remove* icon.
4. Click **OK**.
5. Click **Save**.

## Previewing and Testing Assignments

### For Section Instructors

As you are creating or editing an assignment, you can preview it to see how it will appear to Students. You can also test the assignment by completing and submitting it as a Student would. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. To return to the Section Designer interface anytime, click the

**Build** tab. To return to the Section Instructor interface anytime, click the **Teach** tab.

1. Click the **Student View** tab. You are logged in to the test Student account.
2. Under *Course Tools*, click *Assignments*.
3. Click the **Inbox** tab.
4. Locate the assignment that you want to test and click its title.
5. Test the assignment as necessary.

## Sending Assignments

### For Section Instructors

It is possible to create an assignment but not send it to Students immediately. When the assignment is ready, you can send it to Students then. If you keep the assignment in the *Assignments* tool, Students can view, complete, and submit it from the **Inbox** tab in *Assignments*. If you place a link to the assignment from the *Course Content* tool, Students can view, complete, and submit it from there.

You have the following options for sending assignments:

- Send an assignment to individual Students who work independently and submit their own assignment. Students receive their own grade.
- Send an assignment to individual Students but place them into groups and provide different instructions for each group. Students work independently and submit their own assignment. Students receive their own grade.

**EXAMPLE:** In a World Religion course, you have an assignment with instructions to write a paper about a particular religion. You give additional instructions on writing about Taoism to one group and you give additional instructions on writing about Buddhism to another group. Students write their own paper according to the instructions for their group.

- Send an assignment to groups of Students who work collaboratively and submit one assignment per group. Students in the same group receive the same grade.

If you have access to the **Teach** tab, you can use the *Group Manager* tool to create groups and place Student into the groups. If you do not have access to the *Group Manager* tool, you can still select the option to send an assignment to groups, but the assignment is sent after Students are placed into groups.

**IMPORTANT:** When you send an assignment, you must also show the assignment so it becomes available to Students. For more information, see *Showing or Hiding Items*.

1. From the *Assignments* screen, locate the assignment you want to send and click its *ActionLinks* icon..
2. Click **Edit Properties**.

3. Under *Assignment Recipients*, select one of the following:
  - If you want to send the assignment to individual Students, select *All Students individually*.
  - If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:
    - a. Select *Create additional sets of instructions for groups of Students*.
    - b. Click **Select Groups**.
    - c. Select the groups that you want to send the assignment to and click **Continue**.
    - d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**.
    - e. Click **Save**.
  - If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:
    - a. Click **Select Groups**.
    - b. Select the groups that you want to send the assignment to.
    - c. Select *Provide groups with additional instructions* and click **Save**.
    - d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**.
    - e. Click **Save**.
4. On the *Assignments* screen, click **Save**.
5. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*.

## Managing Assignments

### For Section Instructors

### Showing or Hiding Assignments

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers

by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Viewing Links to Assignments

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Setting or Modifying Release Criteria for Assignments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

# Managing Submissions

## For Section Instructors

After Students submit their assignments, you can view and manage them in the *Assignment Dropbox* tool. A link to *Assignment Dropbox* appears under *Instructor Tools* on the course menu. If there are new submissions, a *New* icon appears next to *Assignment Dropbox*.

You can grade submissions or mark them as *complete* if the assignments are not worth grades. You can also provide feedback to Students and return submissions if you want Students to work further on the assignments. You have the option to publish submissions so all members of the course can view them.

You use the *Assignment Dropbox* to manage the following:

- assignments that are submitted
- assignments that are not submitted
- assignments that are graded or marked complete
- assignments that are published
- all assignments, regardless of their status

## Viewing Submissions

After Students submit their assignments, you can view them in the *Assignment Dropbox* tool. If there are new submissions, a *New* icon appears next to *Assignment Dropbox*.

You can view submissions for one assignment or submissions for all assignments.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Not Submitted**, **Graded**, or **All** tab.
2. Do one of the following:
  - To view submissions for one assignment:  
From the *View by* drop-down list, select the assignment and click the *Go* icon.
  - To view submissions for all assignments:  
From the *View by* drop-down list, select *All assignments* and click the *Go* icon.

- TIP:** You can also view submissions from the *Assignments* tool by doing the following:
- a. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon.
  - b. Click **View Submissions**.

## Evaluating Submissions

After Students submit their assignments, you can evaluate them from the *Assignment Dropbox* tool. You have the following options:

- return the submission to the Student or group and ask them to do further work.
- save the submission and review it later.
- grade the submission and return it to the Student or group.
- if the submission does not require a grade, mark it as *complete*.

**IMPORTANT:** If Students are allowed to take back submitted assignments and revise them before the due date, do not grade submissions until the due date has passed.

1. From the *Assignment Dropbox* screen, click the **Submitted** tab.
2. Click the title of the submission that you want to evaluate.

**TIP:** You can also view the submission by doing the following:

- a. Click the *ActionLinks* icon next to the assignment title.
- b. Click **Review Submission**.

3. Read comments about the submission:
  - Under *Most Recent Comment*, the most recent comment relating to this submission appears. This comment could be one entered either by you, the Student, or group.
  - To view a log of all comments associated with the submission, click **View Previous Comments**.
4. Under *Submission*, evaluate the submission:
  - If there are file attachments, click the file name under *Attachments*.
  - If it is a web site submission, click **View Start Page**.
5. In the *Grader/Reviewer Comments* text box, enter your comments.
6. If you are evaluating a text submission, you also have the option of attaching a file:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information, see *Navigating with Content Browser*.
7. Under *Save Options*, select one of the following:
  - If you want to return the submission to the Student or group to work on the submission and submit it again before you grade it, select *Return to Student for further editing*. To clarify to the Student or group the reason that the assignment has reappeared in their *Inbox*, enter comments in the *Add Comment* text box.



**NOTE:** You cannot return submissions if the cutoff date has passed.

- If you want to continue evaluating the submission later, select *Save for further review and editing*.
- If the assignment does not require a grade, select *Mark as completed and return to Student(s)*.
- If you want to assign a grade, select *Return graded submission to Student with the following grade* and enter the grade.
- If you are using a grading form to grade the assignment:
  - a. Select *Return graded submission to Student with the following grading form grade* and click **Complete Grading Form**.
  - b. Grade the assignment by selecting a performance indicator for each criterion, or by entering an override grade in the *Change to* text box.
  - c. In the *Comments* text box, enter any comments that you want the Student to see with the grade.
  - d. Click **Save**. The total score is automatically calculated and appears on the screen.

8. Click **Save**.

## Publishing Submissions

You can publish assignment submissions and allow members of the course to view each other's submissions. If the submission was published before, you can republish it.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Graded**, or **All** tab.
2. Locate the submission you want to publish and click its *ActionLinks* icon.
3. Click **Publish Controls**.
4. Click **Publish** or **Republish**. The submission is available from the **Published** tab.

## Viewing Graded Submissions

After a submission is graded, you can view a read-only version of the submission.

1. From the *Assignment Dropbox* screen, click the **Graded** tab.
2. Locate the assignment and click its *ActionLinks* icon.
3. Click **Review Submission**.
4. View the submission:

- If there is an attachment, click its file name.
  - If it is a web site submission, click **View Start Page**.
5. View the most recent comment and if there are previous comments, click **View Previous Comments**.
  6. When you are finished, click **OK**.

## Viewing Published Submissions

The feature for artifact creation is available only to institutions using Blackboard Portfolio™.

Published assignment submissions can be viewed by all members of your class.

You can create course artifacts of published assignment submissions and save them to a portfolio. A course artifact is a file version of course material that you can present as a sample of completed course work. A course artifact contains all the components and formatting of the original item.

**NOTE:** Depending on administrator and assignment settings, you may not be able to create course artifacts of assignment submissions.

1. From the *Assignments* screen, click the **Published** tab. If you have published submissions, they appear here with all submissions published by other members of your course.
2. Click the title of the submission.
3. Read about the assignment:
  - Under *Instructions*, read the instructions for the assignment.
  - Under *Attachments*, if the Section Instructor included attachments, view them by clicking the file names.
  - Under *Due Date* and *Type*, note the due date and whether the assignment was completed individually or by a group.
  - Under *Grading Criteria*, note the information about how the assignment is being graded. If it is being graded using a grading form, you can view the criteria and performance indicators:
    - a. Click **View Grading Form**.
    - b. Click **OK**.
4. Under *Submission*, view the assignment submission:
  - If there is an attachment, click its file name.
  - If it is a web site submission, click **View Start Page**.
5. If you want to save the submission to a portfolio:
  - a. Click **Save to Portfolio**. A preview of your artifact appears.

- b. Click **Save to Portfolio**.
- c. Next to *My Portfolios* navigate to the portfolio location where you want to save the artifact.

**NOTE:** You can save artifacts to other locations. For more information, see *Navigating with Content Browser*.

- d. If you want to edit the default file name for the artifact, edit the name in the *Save as* text box.
  - e. Click **OK**.
6. When you are finished, click **OK**.

## Removing Published Submissions

If you published an assignment submission before, you can remove it so it can no longer be viewed by the class.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Graded**, or **All** tab.
2. Locate the submission you want to publish and click its *ActionLinks* icon.
3. Click **Publish Controls**.
4. Click **Unpublish**.

## Creating a Printable View of Submissions

From the *Assignments Dropbox* tool, you can create a printable view of submissions for viewing, printing, saving, or downloading. You can do this from the **Submitted**, **Graded**, **Published**, or **All** tabs.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Graded**, **Published**, or **All** tab.
2. Do one of the following:
  - To create a printable view of one or multiple submissions:
    - a. Select each submission for which you want to create a printable view.
    - b. Click **Create Printable View**.
  - To create a printable view of all submissions listed on the tab:
    - a. In the table heading row, select the check box.
    - b. Click **Create Printable View**.
3. If you want to print the compiled submissions, Click **Print**.
4. If you want to save the compiled submissions, click **Save to File**. The compiled submissions are

saved in *My Files* in *Content Manager* where you can download them. For more information, see *Accessing Content Manager*.

- a. If you want to download the compiled submissions:
  - i. From *My Files*, click the file name.
  - ii. Download the compiled submissions.
- b. Click **OK**.

## Viewing Students or Groups by Assignment

You can view a list of Students or groups who are assigned to a particular assignment but have not submitted it yet.

1. From the *Assignment Dropbox* screen, click the **Not Submitted** tab.
2. Do one of the following:
  - To view the Students or groups for an assignment, locate the assignment title and click the *Expand* icon.
  - To view the Students or groups for all assignments, click **Expand All**.

## Saving Assignment Submissions to Portfolios

This feature is available only to institutions using Blackboard Portfolio™ and if it is enabled through administrator settings.

You can create course artifacts of graded and published assignment submissions and save them to a portfolio. A course artifact is a file version of course material that you can present as a sample of completed course work. A course artifact contains all the components and formatting of the original item.

**NOTE:** Depending on administrator and assignment settings, the feature may not be available to you.

1. From the *Graded* or *Published* tabs on the *Assignment Dropbox* screen, click the *ActionLinks* icon next to the submission you want to save to a portfolio.
2. Click **Save to Portfolio**. A preview of your artifact appears.
3. Click **Save to Portfolio**.
4. Next to *My Portfolios* navigate to the portfolio location where you want to save the artifact.

**NOTE:** You can save artifacts to other locations. For more information, see *Navigating with Content Browser*.

5. If you want to edit the default file name for the artifact, edit the name in the *Save as* text box.

6. Click **OK**.

## Using PeopleLinks

**NOTE:** Depending on administrator settings, this feature may not be available to you.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLink Options for This User* icon that appears next to the user's name or the group name. A menu appears.
2. Depending on the tool you are accessing *PeopleLinks* from, do one of the following:

- To create and send a mail message to a user, or to all users in a group, click **Send Mail**.

**NOTE:** This option is available only if the *Mail* tool has been added to the course. It is not available from the *Mail* tool.

- To view the profile of a user, click **View Profile**.
- To view a summary, by tool, of the Student's activity in the course, or to view the Student's grades, click **View Performance Report**.
- From the *Discussions* tool, to view all messages posted by a Student in a gradable topic, click **View Student Posts**.
- From the *Grade Book* tool, to change a user's grades or course access, click **Edit Member**.
- From the *Grade Book* tool, to prevent the user from participating in the course, click **Deny Access**.
- From the *Grade Book* tool, to allow a user with denied access to participate in the course, click **Grant Access**.
- From the *Grade Book* tool, to unenroll a user from the course, click **Unenroll Member**. Any grade data for the user remains in the *Grade Book*. To re-enroll a member that was previously unenrolled, see *Enrolling Members*.
- From the *Group Manager* tool, to edit a group's name, description, or membership, click **Edit Group**.
- From the *Group Manager* tool, to edit the settings for a group's Sign-Up Sheet, click **Edit Sign-Up Sheet**.

## Viewing and Printing Individual Student Performance Reports

**NOTE:** Depending on administrator settings, this feature may not be available to you.

From the *PeopleLinks* tool, you can view and print the Individual Student Performance report for a

Student. The report provides information on the Student's level of activity in your course and a summary of the Student's grades.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLinks Options for This User* icon that appears next to the Student's name.
2. Click **View Performance Report**.
3. To view all sections in the report, do the following:
  - a. To move from the *Tool Usage* section to the *Student Grades* section, click **View Student Grades**. If a grading form has been used for grading, you can click **View Grading Form** to see the criteria and performance indicators used for grading.
  - b. To return to the *Tool Usage* section from the *Student Grades* section, click **View Tool Usage**.
4. To print the report, each screen must be printed separately.
  - To print the tool usage information: Under *Tool Usage*, click **Print**.
  - To print the Student grade information: Under *Student Grades*, click **Print**.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:

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1. Click the *Paging Preferences* icon.
2. Enter the number of items to appear on each page and click **OK**.

# CHAPTER 9: BACKUP

**IMPORTANT:** Topics in this chapter apply to Section Designers and Section Instructors.

## ABOUT BACKUPS

### For Section Designers and Section Instructors

**NOTE:** Depending on administrator settings, this feature may not be available to you or it may appear by default.

You can create backups of your course that administrators can restore at a later time. This feature is designed as a quick and convenient way to back up your course before making changes that you may want to undo with the help of an administrator. For example, if you wanted to make design changes to your course or delete content, you could back up your course before making the changes so you could restore it as it was before you made the changes.

The following data is included in a course backup:

- enterprise data, including users, enrollments, and other meta-data
- all content and any data that it produces, for example assessments and their submissions
- selective release criteria applied to content
- file and folder structures
- course settings

You can create a backup of your course from the *Course Backups* screen. The number of backups you are permitted to create is controlled by administration settings. The progress of each backup is shown on the *Course Backups* screen under *Status*. After a backup is completed, you can save it as a file.

Saving backups as files allows you to download them and save them to a storage medium of your choice. Unlike regular backups, backup files can contain tracking data. If you choose to include tracking data, the last processed tracking information collected before the backup was created is used.

## Backing Up Your Course

### For Section Designers and Section Instructors



Course backups contain all the content that makes up your course. This means that course data, from the time when the backup is created, can be restored at a future period by an administrator.

Backups do not include tracking data. If you want to include tracking data in your backup, you must convert the backup to a file. For more information, see *Saving Backups as Files*.

**NOTE:** You cannot restore backups. If you need to restore your course, contact your administrator.

1. From the *Course Backups* screen, click **Back Up Course**. A message appears.
2. Depending on the message that appears, do one of the following:
  - If the course you are backing up appears under *The following were added to the backup queue*, click **OK**. The course will be backed up.
  - If the course you are backing up appears under *The following have reached or exceeded the quota of online backups set by the administrator*, do the following:
    - a. To skip backing up the course, select *Skip backup*.
    - b. To delete the oldest backup of the course to make room in the backup quota, select *Delete oldest backup*.
3. Click **Proceed**. A confirmation screen appears.
4. Click **OK**. The *Course Backups* screen appears.

## Saving Course Backups as Files

### For Section Designers and Section Instructors

You can save a backed up course into an encrypted file with the extension `.bak`. This allows you to download the backup to your computer and save it to a storage medium of your choice.

When saving a backup as a file, you can determine whether you want tracking data included. Tracking data allows users enrolled as Section Instructor and Teaching Assistant to run reports on Student activity in the . If you include tracking data, the last processed tracking information collected before the backup was created is used. Tracking processing is scheduled by the Server Administrator.

**NOTE:** You cannot restore backups. If you need to restore your course, contact your administrator.

1. From the *Backups* screen, locate the course backup you want to save as a file and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Save as File**. The *Content Browser* pop-up window appears.
3. Navigate to the location where you want to save the backup file.

4. If you want to edit the default file name for the backup file, in the *Save as* text box, edit the name.
5. If you want to include tracking data in the backup file, ensure that *Tracking data* is selected.
6. Click **OK**. The backup is saved as a file to the location you selected.

## Navigating Multiple Pages

### For Section Designers and Section Instructors

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Deleting Items

## For Section Designers and Section Instructors

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- 
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

# CHAPTER 10: CALENDAR

**IMPORTANT:** Topics for this chapter apply to various roles. See specific topics for your role.

## ABOUT CALENDAR

### For All Roles

*Calendar* allows you to view and create dated reminders about events. Entries can be viewed for a day, week, or month.

Course members can create course-related entries that are viewable to all course members. Institution Administrators can create institution-related entries that are viewable to all institution members.

**NOTE:** The ability for Students and Teaching Assistants to create course-related entries that are viewable to all course members is determined by the Section Designer or the Section Instructor for the course.

All users can create personal entries that are not related to any course but are for personal reminders. These types of entries are private.

You can access *Calendar* from the *My Blackboard* screen or from *Course Tools* in a course.

## VIEWING ENTRIES

### For All Roles

You can view calendar entries by month, week, or day. You can also choose to display all entries, or only entries that match criteria you specify. For example: personal entries.

1. To view entries for a month, week, or day:
  - The month view displays entries for the current month in a calendar view. Only the title is displayed, not the description.
    - a. To display entries for the previous or next month, on either side of the month name, click the *Previous Month* or *Next Month* icon.

- b. To select a month which is not close to the current month, select the month and year from the drop-down lists and click the *Go* icon.
  - c. To view entries for a single week, next to the week whose entries you want to view, click *View Week*.
  - d. To view entries for a single day, click the date.
- The week view displays full entries, including title and description, as well as a calendar of the full month with the current week highlighted.
    - a. To display entries for the previous or next week, on either side of the week name, click the *Previous Week* or *Next Week* icon.
    - b. To view the full week, in the calendar, click on any day in the week.
    - c. To view entries for a single day, in the text display, click the date.
  - The day view displays the full entry for the day, including title and description, as well as a calendar of the full month with the current day highlighted.
    - a. To display entries for the previous or next day, on either side of the day name, click the *Previous Day* or *Next Day* icon.
    - b. To select another day, click the date.
    - c. To view entries for the week containing the current displayed day, click the **Week** tab.
    - d. To view entries for the month containing the current displayed day, click the **Month** tab.
2. To choose which entries you want to display, use the *View* drop-down list. Note that the *View* options that are available to you depend on your role. For example, Institution Administrators will see options that Students will not see. In addition some options are available depending on where you access Calendar. When you access *Calendar* from within a course, you can see the options *This course + personal* and *This course only*. When you access *Calendar* from the *My Blackboard* screen, you can see the options *Institution + All courses + personal* and *Institution + All courses*.

You have the following *View* options:

- To display all institution entries, as well as your personal, private entries, select *Institution + personal*.
- To only display institution entries, select *Institution only*.
- To only display personal entries, select *Personal only*.
- To display all entries associated with the course you are currently in, as well as personal, private entries, select *This course + personal*.
- To display only course-related entries for the course you are currently in, select *This course only*.
- To display institution entries, all entries associated with all the courses in which you are enrolled, as well as your personal, private entries, select *Institution + All courses + Personal*. This is all the possible calendar entries you can view.

- To display institution entries, and only course-related entries for all the courses in which you are enrolled, select *Institution + All courses*.
  - To display a custom view of entries, select *Custom view*. You can set what entries to display when you're in custom view mode by setting the *Custom view* options in the *Calendar Settings* screen. For more information, see *Modifying Personal Settings*.
3. If there are new entries since you last visited *Calendar*, the month view displays the **Display New Entries** button.
    - a. From the month view, click **Display New Entries**.
    - b. View the new entries.
    - c. To print the list of new entries, click **Print**.
    - d. To return to the month view, click **Cancel**.

## ADDING OR EDITING ENTRIES

### For Template Designers

You can add the following types of entries to your calendar:

- *Personal*: these entries are not course-related and will display only for you.
- *Course-related*: these entries are related to a course and can display only for you or for all course members.

You can edit only entries that you created. Entries can be edited from the week or day view.

1. Depending on whether you are creating or editing an entry, do one of the following:
  - If you are creating an entry, from the month, week or day view, click **Add Entry**.
  - If you are editing an entry:
    - a. From the week or day view, locate the entry you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit**.
2. Enter a title.

**NOTE:** When users view entries in a month, the title is the only identifier for an entry. Therefore, ensure that your title provides enough description in the space allowed to communicate the purpose of the entry.

3. Enter a description:

- To create the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
- To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Description* text box, enter the HTML code.
4. Under *Dates*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.

**NOTE:** If you do not specify a start date and end date, the entry will display as an *All day* event.

5. Under *Entry Type*, select the type of entry you want to add. For example: To add a personal entry that only you will see, select *Personal*.

- NOTE:**
- Your entry type and access options are limited by your role. While all roles can create personal, private entries, only some roles can create institution or course-related entries that can be made public. For example: Institution Administrators can create institution-type entries that can be viewed by everyone in the institution.
  - Institution level entries have a distinct icon to make them stand out from other entries when they are viewed in the *Calendar* tool.

6. If you want to make this a recurring entry, or want to include a link to a web site, next to *More Options*, click the *Expand/Collapse* icon.

- a. If you want this to be a recurring entry, first ensure the start date and time duration for the entry is correct, then:
  - i. In the *Recurrence* section, select the *This entry repeats* check box.
  - ii. Select the days on which the entry will repeat.
  - iii. Next to *Until*, set the last date that the recurring entry can appear.
- a. If you want to include a link to a web site, in the *Web address (URL)* text box, enter the address for the web site you want to include in the entry.

7. Click **Save**.

## ADDING OR EDITING ENTRIES

### For Section Designers and Section Instructors

You can add the following types of entries to your calendar:

- *Personal*: these entries are not course-related and will display only for you.
- *Course-related*: these entries are related to a course and can display only for you or for all course members.

You can edit only entries that you created. Entries can be edited from the week or day view.

1. Depending on whether you are creating or editing an entry, do one of the following:
  - If you are creating an entry, from the month, week or day view, click **Add Entry**.
  - If you are editing an entry:
    - a. From the week or day view, locate the entry you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit**.

2. Enter a title.

**NOTE:** When users view entries for a month, the title is the only identifier for an entry. Therefore, ensure that your title provides enough description in the space allowed to communicate the purpose of the entry.

3. Enter a description.
  - To create the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
  - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:
  - a. Select *Use HTML*.
  - b. Enter the HTML code.



4. Under *Dates*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.

**NOTE:** If you do not specify a start date and end date, the entry will display as an *All day* event.

5. Under *Entry Type*, do one of the following:
  - To make this an entry that is not associated with any of your courses, select *Personal*.
  - To make this an entry that is associated with one of your courses, select *Course*. If you have accessed Calendar from within a course, this allows you to filter calendar entries by course, and to include links to files and other course content.
    - To make this an entry that all members of the selected course can view, select *Public*.
    - To make this an entry that only you can view, select *Private*. (If you selected *Personal* in the previous step, the only choice is *Private*.)
6. If you want to make this a recurring entry, or want to include a link to a web site, to a file, or to a content item in the course (for example: an assignment), next to *More Options*, click the *Expand/Collapse* icon.
  - a. If you want this to be a recurring entry, first ensure the start date and time duration for the entry is correct, then:
    - i. In the *Recurrence* section, select the *This entry repeats* check box.
    - ii. Select the days on which the entry will repeat.
    - iii. Next to *Until*, set the last date that the recurring entry can appear.
  - b. If you have accessed *Calendar* from the *My Blackboard* screen, or have accessed through a course and under *Entry Type* have selected *Personal*, you can only include a link to a web site.
    - To include a link to a web site, in the *Web address (URL)* text box, enter the address for the web site you want to include in the entry.
  - c. If you have accessed *Calendar* from within a course and under *Entry Type* have selected *Course*, you can do one of the following:

**NOTE:** Depending on your role, the features below may not be available.

- To include a link to a file:
  - a. Click **Add File**.
  - b. Do one of the following:
    - If you want to create a file:
      - i. Click *Create File*. The *Create File* screen appears.
      - ii. Enter a title.

- iii. Enter your content in Plain Text or HTML format.
- iv. If you want to insert an equation in the file, see *Creating and Inserting Equations*.
- v. If you want, in the *File name* text box, enter a name. If you do not specify a file name, the title of the file will be used as the file name.
- vi. Next to *Item Visibility*, select to show or hide the file for Students.
- vii. Under *Goals*, if you want to associate a goal with this file:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
  - b. Select each goal you want to associate.
  - c. Click **Add Selected**.
- viii. Click **Save**.
- If you want to link to a file:
    - i. Click *Browse for Files*. The *Content Browser* pop-up window appears.
    - ii. Locate and select the file. For more information, see *Navigating with Content Browser*. Do one of the following:
    - iii. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - iv. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  - To include a link to a content item in the course, including a web link:
    - a. Click **Add Content Link**.
    - b. Select the tool with the content item to which you want to link.
    - c. Select the content link and click **Add Selected**.
  - To remove a link to a content item or a file, next to the item you want to remove, click the

remove link icon.

7. Click **Save**.

## CREATING A PRINTABLE VIEW OF ENTRIES

### For All Roles

You can create a printable view of calendar entries that match criteria you specify. For example: You can specify to only see entries with a specific start and end date that have the word "meeting" in the description, then print all the entries that match this criteria.

1. From the month, week or day view, click **Create Printable View**.
2. Under *Date Range*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
3. To limit the entries that are in the printable view according to text that appears in an entry, under *Filter Results*, enter the text.
4. Under *Course Selection*, the default is to create a printable view of the course-related entries from all the courses in which you are enrolled. To create a printable view of entries from only certain courses, select *Only show entries from these courses* and, next to the courses whose entries you want included, select the check boxes.

**NOTE:** Only course-level users (for example, Section Instructors), have this option.

5. Under *Access Level*, select the type of entries you want to include in the printable view.
6. Click **Continue**.
7. If you want to print the entries, click **Print**.

## MODIFYING PERSONAL SETTINGS

### For Designers

You can customize how *Calendar* works for you by modifying your personal settings.

1. From the month, week or day view, click **Calendar Settings**.
2. Under *Personal Settings, Custom View*, customize your view:

**NOTE:** Depending on your role, some of the options below may not be available.

- a. To display entries for all of the courses in which you are enrolled, select the *Show entries from all my courses* option button.
- b. To display entries for specific courses in which you are enrolled, select the *Only show entries from these courses* option button and, next to the courses you want to display, select the check box.
  - To change the symbol used to represent any displayed section in which you are enrolled, do the following:

**NOTE:** Depending on your role, this option may not be available.

- Click that section's symbol.
  - Under *Choose new symbol*, click a new symbol.
  - Click **Save**.
- c. To display personal entries in addition to course-related entries, select the *Show personal entries* check box. This includes personal public entries created by the Institution Administrator that are known as institution entries.
3. Click **Save**.

## MODIFYING PERSONAL SETTINGS

### For Section Instructors

You can customize how *Calendar* works for you by:

- selecting whether Students can make public entries.

**NOTE:** This option is only available when you access *Calendar* from within a course, and not the *My Blackboard* screen.

- selecting what type of entry (*Public* or *Private*) you create by default.

**NOTE:** This option is only available when you access *Calendar* from within a course, and not

the *My Blackboard* screen.

- setting which types of entries display for your custom view.
  - selecting the symbol used to represent each course in which you are enrolled.
1. From the month, week or day view, click **Calendar Settings**.
  2. If you accessed *Calendar* from within a course, you will see the following *Entry Settings* options. These options do not appear when you access *Calendar* from the *My Blackboard* screen.
    - To allow Students who are enrolled in the course to make calendar entries that are viewable to everyone enrolled in the course, select the *Allow Student public entries* check box. If you do not select this check box, Students will only be able to make private entries for this course.
    - To make your own calendar entries automatically default to public or private, select the appropriate option button under *Default Entry Type for Section Instructor*. For example, if you select *Public*, every time you create a calendar entry from within this course, the entry will be available to everyone enrolled in the course, although you will be able to change the entry type back to *Private*.

**NOTE:** You can always change the default setting when you create or edit an entry.

3. Under *Personal Settings, Custom View*, customize your view:
  - a. To display entries from all courses in which you are enrolled, select the *Show entries from all my courses* option button.
  - b. To display entries only from specific courses in which you are enrolled, select the *Only show entries from these courses* option button and, next to the courses you want to display, select the check box.
    - To change the symbol used to represent any displayed course in which you are enrolled:
      - a. Click the symbol next to the course.
      - b. Under *Choose new symbol*, click a new symbol.
      - c. Click **Save**.
  - c. To display personal entries in addition to course-related entries, select the *Show personal entries* check box. This includes personal public entries created by the Institution Administrator that are known as institution entries.
4. Click **Save**.

## DELETING ENTRIES

### For Designers

You can delete entries you no longer want to appear in *Calendar*. Students can delete only their own entries.

**NOTE:** Only Institution Administrators can delete institution entries.

To delete entries:

1. From the week or day view, locate the entry and click its *ActionLinks* icon.
2. Click **Delete** and do one of the following:
  - If the entry is not recurring, click **OK**.
  - If the entry is recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
  - If the entry is recurring and you want to delete all occurrences, click **Delete All**.

## DELETING ENTRIES

### For Section Instructors

You can delete entries you no longer want to appear in *Calendar*. Some delete options are available only when you access *Calendar* through a course, not through *My Blackboard*.

**WARNING:** Selecting *Delete All* in the week or month view deletes all entries in the entire course that were created in *Calendar*. Selecting *Delete All* in the day view deletes only entries for that day.

To delete entries, do one of the following:

- To delete one entry:
  1. From the week or day view, locate the entry and click its *ActionLinks* icon.
  2. Click **Delete** and do one of the following:
    - If the entry is not recurring, click **OK**.
    - If the entry is recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
    - If the entry is recurring and you want to delete all occurrences, click **Delete All**.
- To delete all entries for a day, from the day view, click **Delete All** and do one of the following:

**NOTE:** The **Delete All** button is not available if there are institution entries or public entries created by other users on that day.

- If the entry is not recurring, click **OK**.
- If one or more of the entries are recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
- If one or more of the entries are recurring and you want to delete all occurrences, click **Delete All**.
- To delete all entries from the course, from the month or week view, click **Delete All** and do one of the following:

**WARNING:** Selecting *Delete All* in the week or month view deletes all entries in the entire course that were created in *Calendar*, not just those in the current view.

- If the entry is not recurring, click **OK**.
- If one or more of the entries are recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
- If one or more of the entries are recurring and you want to delete all occurrences, click **Delete All**.
- To delete all entries in a specified date range:
  1. From the month, week or day view, click **Delete a Range**.
  2. Click the *Date Selection* icon and select dates. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
  3. Click **Delete**.
  4. Click **OK**.

# CHAPTER 11: CHAT

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT CHAT

### For Designers

The *Chat* tool allows you to communicate in real time with other users in the course. You can use *Chat* to engage in conversations with all users or selected users. You can use the *Chat* tool's *Whiteboard* to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.

A *Chat and Whiteboard* room, called the *Common Room*, is created by default. You have the option to create other *Chat* rooms, *Whiteboard* rooms, or combined *Chat and Whiteboard* rooms.

## ABOUT CHAT

### For Section Instructors

The *Chat* tool allows you to communicate in real time with other users in the course. You can use *Chat* to engage in real-time conversations with all users or selected users. You can also use the *Chat* tool's *Whiteboard* to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.

**EXAMPLE:** Use *Chat* to provide information on office hours, online guest speakers, exam reviews, and study groups. Use *Whiteboard* to display images, draw objects or draw freehand, and present slide shows.

You can also manage participation in *Chat* rooms by granting permission to one user at a time to participate and view room logs.

A *Chat and Whiteboard* room, called the *Common Room*, is created by default. You have the option to create other *Chat* rooms, *Whiteboard* rooms, or combined *Chat and Whiteboard* rooms.



## WORKING WITH CHAT AND WHITEBOARD ROOMS

**IMPORTANT:** Topics in this section apply to various roles. See specific topics for your role.

### Creating Rooms

#### For All Roles

**NOTE:** Depending on administrator settings, this feature may not be available.

You can create a *Chat* room, a *Whiteboard* room, or a combined *Chat and Whiteboard* room.

1. From the *Chat* screen, click **Create Chat or Whiteboard Room**.
2. Enter a title and description:
  - To enter the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
  - To enter the description in HTML format:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
3. Next to *Item Visibility*, select to show or hide the item for Students.
4. In the *Maximum users* text box, enter the maximum number of users allowed in the room at one time.
5. Below *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
6. Under *Goals*, if you want to associate a goal with this room:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
  - b. Select each goal you want to associate.
  - c. Click **Add Selected**.
7. If you want to specify additional room settings, next to *More Options*, click the *Expand* icon.
  8. Specify the following room settings:

**NOTE:** Some of the following settings may not be available.

- a. For combined rooms, if you want to allow users to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow users to hide or show Chat or Whiteboard in a combined room*.
  - b. If you want to allow users to send private *Chat* messages, select *Allow private Chat messages*.
  - c. If you want to allow users to identify themselves in the room using an alias, select *Allow alias*.
  - d. If you want to maintain a *Chat* room log, select *Maintain Chat room log*.
9. Click **Save**.

## Entering Rooms

### For Section Designers and Section Instructors

If available, you can enter one or more rooms. However, you can only be in five rooms at one time.

1. From the *Chat* screen, locate the room you want to enter and click its *ActionLinks* icon.
2. Click **Go to Chat Room**.
3. To enter a different room do one of the following:
  - If you have entered more than one room, a tab appears for each room. Click the appropriate tab.
  - If you have only entered one room and want to enter another, repeat steps 1 and 2.

## Editing Room Properties

### For Designers and Section Instructors

You can edit the name, description, maximum users allowed, and other properties for a room.

1. From the *Chat* screen, locate the room you want to modify and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Enter a title and description:
  - To enter the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.

- To enter the description in HTML format:
  - a. Select *Use HTML*.
  - b. Edit the HTML code.
- 4. Next to *Item Visibility*, select to show or hide the item for Students.
- 5. In the *Maximum users* text box, edit the maximum number of users allowed in the room at the same time.
- 6. Below *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
- 7. Under *Goals*, if you want to associate a goal with this room:

**NOTE:** Goals are available only to designer roles.

- i. Click **Select Goals**.
  - ii. Select each goal you want to associate.
  - iii. Click **Add Selected**.
8. If you want to edit additional room settings, next to *More Options*, click the *Expand* icon.
  9. Specify the following room settings:

**NOTE:** Some of the following settings may not be available to you.

- a. For combined rooms, if you want to allow users to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow users to hide or show Chat or Whiteboard in a combined room*.
  - b. If you want to allow users to send private *Chat* messages, select *Allow private Chat messages*.
  - c. If you want to allow users to identify themselves in the room using an alias, select *Allow alias*.
  - d. If you want to maintain a *Chat* room log, select *Maintain Chat room log*.
10. Click **Save**.

## Linking Items to the Course Content and Learning Modules Tools

### For Designers

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool

- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

**NOTE:** In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

**NOTE:** In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

## Setting an Entry Chime

### For Section Designers and Section Instructors

If you want to be notified when a user enters a *Chat* room, you can set an entry chime.

1. From the *Chat* room, click the *Chimes* icon.
2. Select your chime option.
3. Click **Save**.

## Moving Items

### For Designers

You can move lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to move, or to select multiple items to move together, hold down the left mouse button and drag the pointer to select the items you want to move. Selection handles appear around selected items.
3. From the *Whiteboard* button bar, click the **Move** icon.
4. Click the selection handles of a selected item, and keeping the mouse button pressed, move the mouse to drag the item or items to the desired position.

**IMPORTANT:** Clicking on the selected item itself will not allow you to move it. You must click on a selection handle to move an item.

5. When you have finished moving the item, release the mouse button.

## Setting or Modifying Release Criteria

### For All Roles

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Showing or Hiding Rooms

### For All Roles

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
  
- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

## Showing or Hiding One Room in a Combined Chat and Whiteboard Room

### For Section Designers and Section Instructors

In combined *Chat and Whiteboard* rooms, you can show or hide one of the rooms.

- To hide the *Chat* room, click **Hide Chat**. Only the *Whiteboard* room is displayed.
- To hide the *Whiteboard* room, click **Hide Whiteboard**. Only *Chat* room is displayed.
- To show the *Chat* room, click **Show Chat**. The *Chat* room is displayed.
- To show the *Whiteboard* room, click **Show Whiteboard**. The *Whiteboard* room is displayed.

## Navigating Multiple Pages

### For All Roles

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go

to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Viewing Links to Rooms

### For Designers

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Viewing Chat Room Logs

## For Section Instructors

You can view a record of chat messages sent by users in the room. The messages are organized by date and time.

**NOTE:**

- Depending on administrator settings, this feature may not be available.
- If you are a Section Designer who also has Section Instructor privileges, you can view chat room logs from the *Teach* tab.

1. From the *Chat* screen, locate the room you want to view a log for and click its *ActionLinks* icon.
2. Click **View Log**.
3. If you want to print the log, use your browser's print function.
4. If you want to clear the log, click **Clear Log**.

## Deleting Rooms

### For All Roles

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

**IMPORTANT:**

- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
- In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
- In the *Media Library* tool:
  - designers can delete any entry.
  - users other than designer can delete only their own entries.
- In the *Web Links* tool, Students can delete only their own web links.



- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**.
  3. Click **OK**.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.

## USING CHAT

### For Section Designers and Section Instructors

#### Sending Messages

You can send messages to all users in the *Chat* room.

1. From the *Chat* room, in the text box at the bottom of the screen, type your message.

**IMPORTANT:** Pressing the `Enter` key on your keyboard sends the message.

2. Click **Send**.

#### Sending Private Messages

**NOTE:** Depending on administrator settings, this feature may not be available.

You can send a private message to a specific user in the *Chat* room. If room logging is turned on, your private message will be recorded in the log.

1. From the *Chat* room, in the *Active* participant list, double-click the name of the user that you want to send a private message to.
2. In the text box at the bottom of the window, type your message.
3. Click **Send**.

## Sending URLs

You can send URLs to all users in the *Chat* room.

1. From the *Chat* room, in the text box at the bottom of the screen, enter the URL. To enter more than one URL, separate each URL with a space.

**EXAMPLE:**    `www.blackboard.com www.google.ca www.yahoo.com`

2. Click **Send**.

## USING WHITEBOARD

### For Section Designers and Section Instructors

## Entering Text

You can enter text on the *Whiteboard*. The default color of the text is black but you can select a different text color by using the *Outline Color* icon.

**TIP:**            The *Outline Color* icon is located next to the color palette.

- If you want to use the default text color and start entering text, do the following:
  1. From the *Whiteboard* button bar, click the **Text** button.
  2. Place your cursor on the *Whiteboard*.

3. Enter your text.
- If you want to select a text color before you start entering text, do the following:
    1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
    2. From the color palette, click the new color.
    3. From the button bar, click the **Text** button.
    4. Place your cursor on the *Whiteboard*.
    5. Enter your text.

## Selecting Font Attributes

You can select font type, size, and formatting for the text that you enter on the *Whiteboard*.

1. From the *Whiteboard* font options area, select any of the following font attributes:
  - a. From the font type drop-down list, select the type.
  - b. In the font size text box, enter the font size.
  - c. To apply formatting, such as bold, italics, or underscore, click the appropriate icon.
2. From the *Whiteboard* button bar, click the **Text** button.
3. Place your cursor on the *Whiteboard* and enter your text.

## Selecting the Colors for Lines and Objects

By default, freehand drawings, lines, ovals, and rectangles on the *Whiteboard* appear in black and white. However, you can select other colors. For ovals and rectangles, you can select the outline color, fill color, or both.

- To select a color for freehand drawings and lines, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click a color.
  3. Draw your lines.
- To select an outline color for objects, such as ovals and rectangles, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.

2. From the color palette, click a color.
  3. Draw your objects.
- To select a fill color for objects, such as ovals and rectangles, do the following:
    1. Next to the *Whiteboard* color palette, click the *Fill Color* icon.
    2. From the color palette, click a color.
    3. Draw your objects.

## Drawing Objects

You can draw the following objects on the *Whiteboard*:

- ovals
  - rectangles
1. From the *Whiteboard* button bar, click one of the following buttons:
    - **Oval**
    - **Rectangle**
  2. Place your cursor on the *Whiteboard*.
  3. Keeping the mouse button pressed, draw your object by moving the mouse.
  4. When you are finished drawing, release the mouse button

## Reshaping Objects

You can change the shape of ovals and rectangles that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to change, or to select multiple items, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
3. From the *Whiteboard* button bar, click the *Reshape* icon.
4. For each object you want to reshape, click one of its selection handles and, keeping the mouse button pressed, move the mouse to reshape the object.

## Changing the Colors of Objects

You can change the colors of objects, such as ovals and rectangles, on the *Whiteboard*. You can change the outline color, the fill color, or both for an object.

- If you want to change the outline color, do the following:
  1. From the *Whiteboard* button bar, click the **Select** button.
  2. Click the item you want to change, or to select multiple items, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
  3. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  4. From the color palette, click a color.
- If you want to change the fill color, do the following:
  1. From the *Whiteboard* button bar, click the **Select** button.
  2. Click the item you want to change, or to select multiple items, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
  3. Next to the *Whiteboard* color palette, click the *Fill Color* icon.
  4. From the color palette, click a color.

## Drawing Lines

You can draw the following on the *Whiteboard*:

- freehand drawings
  - straight lines
1. From the *Whiteboard* button bar, click one of the following buttons:
    - **Freehand Draw**
    - **Line**
  2. Place your cursor on the *Whiteboard*.
  3. Keeping the mouse button pressed, draw the line by moving the mouse.
  4. When you are finished drawing, release the mouse button.

**NOTE:** Large continuous freehand drawings are saved in the database as multiple drawings. Therefore, if you go back to select a large continuous freehand drawing, only a portion of the drawing is selected. This is due to database restrictions.

## Selecting Line Width

You can select the line width for lines and objects that you draw on the *Whiteboard*. You can also change the line width for existing lines and objects on the *Whiteboard*.

1. From the *Whiteboard* line options area, click the line width that you want to use. Lines and objects that you draw will appear in the selected line width.
2. If you want to apply the selected width to existing lines and objects:
  - a. From the *Whiteboard* button bar, click the **Select** button.
  - b. Do one of the following:
    - To select a single line or object, click the item you want to change.
    - To select multiple lines or objects, hold down the left mouse button and drag the pointer to select the items you want to change.Selection handles appear around selected items.
3. From the *Whiteboard* line options area, click the line width that you want to use.

## Changing the Colors of Lines

You can change the colors of lines that are drawn on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to change, or to select multiple lines or objects, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
3. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
4. From the color palette, click a color.

## Moving Items

In general, items initially appear in the order that they were created. In some tools, there is an *Order*

column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Below**.

## Duplicating Items

You can duplicate lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to duplicate, or to select multiple items to duplicate at once, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
3. From the *Whiteboard* button bar, click the **Duplicate** button.
4. If you want to move the duplicate item, do the following:
  - a. From the *Whiteboard* button bar, click the **Select** button.
  - b. Click the item you want to move, or to select multiple items to move at once, hold down the left mouse button and drag the pointer to select the items you want to move. Selection handles appear around selected items.
  - c. Click the **Move** button.
  - d. Click the selection handles of one of the selected items, and keeping the mouse button pressed, drag the item or items to the desired position.
  - e. When you are finished moving the item, release the mouse button.

## Zooming In and Out

You can get a larger view of objects on the *Whiteboard* by using the **Zoom In** button. You can also get a view of all objects on the *Whiteboard* by using the **Zoom Out** button.

1. From the *Whiteboard* button bar, click the **Zoom In** or **Zoom Out** button.
2. Use the horizontal and vertical scroll bars to bring objects into view.

## Undoing Your Last Action

You can undo each *Whiteboard* action that you performed since entering the room, such as drawing an object or entering text.

From the *Whiteboard* room, click the **Undo** button.

## Using X and Y Coordinates

The coordinates of your cursor on the *Whiteboard* are always displayed.

From the *Whiteboard*, move your cursor. The *X* and *Y* text boxes reflect the coordinates of your cursor.

## Deleting Whiteboard Items

You can delete individual lines, objects, and text from the *Whiteboard*, or you can clear the contents of the *Whiteboard* all at once.

- To delete individual items from the *Whiteboard*:
  1. From the *Whiteboard* button bar, click the **Select** button.
  2. Click the item you want to delete, or to select multiple items to delete, hold down the left mouse button and drag the pointer to select the items you want to delete. Selection handles appear around selected items.
  3. From the *Whiteboard* button bar, click the **Delete** button.
- To clear the contents of the *Whiteboard* all at once:



1. From the *Whiteboard* button bar, click the **Clear** button. A confirmation message appears, indicating that the action of clearing *Whiteboard* cannot be undone.
2. Click **OK** to clear the *Whiteboard* or **Cancel** to back out.

## Printing Whiteboard Content

You can print content, such as lines, objects, and text that are on the *Whiteboard*.

From the *Whiteboard*, click **Print**.

## Clearing the Whiteboard

You can remove all content, such as lines, objects, text, and images from the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Clear** button.
2. Click **OK**.

## USING WHITEBOARD FILES

### For Section Designers and Section Instructors

## Loading Files

You can load files and display them on the *Whiteboard* where all participants in the room can see. You can load *.jpg* images, *.gif* images, and *Whiteboard* drawings saved in *.wbd* file format.

1. From the *Whiteboard* room, click **Load File**. The *Content Browser* pop-up window appears.
2. Locate and select the files. For more information, see *Navigating with Content Browser*.

## Saving Whiteboard Drawings as Files

You can save *Whiteboard* drawings and use them in another session. The drawings are saved in *File Manager*.

1. After you complete your drawing on the *Whiteboard*, click **Save**.
2. Enter a file name.

**NOTE:** File names cannot contain spaces.

3. From the file format drop-down list, select *.wbd*. This file format is for *Whiteboard* drawings.
4. Click **Save**.

## Saving Whiteboard Drawings as Slides

You can save *Whiteboard* drawings as slides and use them to create a slide show. You must save the drawings in either *.jpg* or *.gif* format.

1. After you complete your drawing on the *Whiteboard*, click **Save**.
2. Enter a file name. File names cannot contain spaces.
3. From the file format drop-down list, select either *.jpg* or *.gif*.
4. Click **Save**.

## USING WHITEBOARD SLIDE SHOWS

### For Section Designers and Section Instructors

## Creating a Slide Show

You can use *.jpg* images, *.gif* images, or *Whiteboard* drawings and organize them to create a slide show presentation. If you use *Whiteboard* drawings, you must first save them as slides.

1. From the *Whiteboard* room, click **Slide Shows**.
2. Click **Create Slide Show**.

3. Enter a title.
4. Click **Add Slides**. The *Content Browser* pop-up window appears.
5. Locate and select the files. For more information, see *Navigating with Content Browser*.
6. If you want to preview a slide, click the slide title.
7. If you want to change the order of the slides, click a slide title and click the buttons for move up and move down.
8. Decide how you want to play the slide show:
  - If you want each slide to advance automatically, select *Enable autoplay for this slide show*.
  - If you want to use the manual controls to advance each slide, clear the *Enable autoplay for this slide show* check box.
9. If you want to specify the number of seconds for each slide to be displayed when playing the slide show in autoplay mode, do the following:
  - a. Click a slide title.
  - b. In the *Display* text box, enter the number of seconds. The default display time for each slide is 10 seconds.
  - c. Click **OK**.
10. Click **Save Slide Show**. Your slide show is created.

## Editing a Slide Show

You can edit a slide show by doing the following:

- adding or deleting slides from a slide show
  - changing the display time of each slide
  - changing the order of slides
  - enabling autoplay mode
  - disabling autoplay mode
1. From the *Whiteboard* room, click **Slide Shows**.
  2. Under *Slide Show Title*, click the title of the slide show that you want to edit.
  3. Click **Edit Slide Show**.
  4. Edit the slide show:
    - If you want to add slides:

- a. Click **Add Slides**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information, see *Navigating with Content Browser*.
  - If you want to change the order of the slides, click a slide title and click the buttons for move up and move down.
  - Decide how you want to play the slide show:
    - If you want each slide to advance automatically, select *Enable autoplay for this slide show*.
    - If you want to use the manual controls to advance each slide, clear the *Enable autoplay for this slide show* check box.
  - If you want to change the number of seconds for each slide to be displayed when playing the slide show in autoplay mode, do the following:
    - a. Click the slide title.
    - b. In the *Display* text box, enter the number of seconds. The default display time for each slide is 10 seconds.
    - c. Click **OK**.
5. Click **Save Changes**.
  6. Click **Yes**.

## Deleting a Slide Show

1. From the *Whiteboard* room, click **Slide Shows**.
2. Under *Slide Show Title*, click the title of the slide show that you want to delete.
3. Click **Delete**.
4. Click **OK**.

## Previewing a Slide Show

If you have created a slide show, you can preview it before you load it to the *Whiteboard* where all participants can view it.

1. From the *Whiteboard* room, click **Slide Shows**.
2. Under *Slide Show Title*, click the slide show that you want to preview.

3. Use the preview controls to view each slide.

## Loading a Slide Show

If you have created a slide show, you can load it on the *Whiteboard* where all participants in the room can view it. If you want each slide to advance automatically, you use the autoplay setting. If you want to advance each slide yourself, you use the manual controls.

1. From the *Whiteboard* room, click **Slide Shows**.
2. Under *Slide Show Title*, click the slide show that you want to load.
3. If you need to verify whether or not you are using the autoplay setting, complete this step. If not, go to the next step.
  - a. Click **Edit Slide Show**.
  - b. Do one of the following:
    - If you want each slide to advance automatically, select *Enable autoplay for this slide show* and click **Save Changes**.
    - If you want to advance each slide yourself, clear the *Enable autoplay for this slide show* check box and click **Save Changes**.
4. Click **Load Selected Slide Show**.
5. If you are using autoplay mode, click the **Play** button to start the slide show. If you are not using autoplay mode, you must advance the slides by using the manual controls.

## Unloading a Slide Show

If a slide show was loaded on the *Whiteboard*, you can unload it so that participants in the room can no longer view it.

1. From the *Whiteboard* room, next to the slide show controls, click the *Unload this slideshow* icon.
2. Click **OK**.

## Using Autoplay to Play a Slide Show

When you load a slide show to the *Whiteboard*, you can use the autoplay setting so that each slide advances automatically. Each slide is displayed for the number of seconds specified on the *Edit Slide Show* screen.

**NOTE:** If the number of seconds is not specified, the default display time for each slide is 10 seconds.

If you do not use the autoplay setting, you can use the manual controls.

1. From the *Whiteboard* room, click **Slide Shows**.
2. Under *Slide Show Title*, click the slide show.
3. Click **Edit Slide Show**.
4. Select *Enable autoplay for this slide show*.
5. Click **Save Changes**.
6. Click **Yes**.

## Using Manual Controls to Play a Slide Show

When you load a slide show to the *Whiteboard*, you can use the manual controls to advance each slide.

If you do not use the manual controls, you can use the autoplay setting.

1. From the *Whiteboard* room, click **Slide Shows**.
2. Under *Slide Show Title*, click the slide show.
3. Click **Edit Slide Show**.
4. Clear the *Enable autoplay for this slide show* check box.
5. Click **Save Changes**.
6. Click **Yes**.

## Drawing Lines and Objects on a Slide Show

If a slide show is loaded to the *Whiteboard*, you can draw any of the following on a slide to highlight or emphasize certain elements:

- freehand drawings
- straight lines
- ovals
- rectangles

You can also save the slide with the drawings as a file.

## MANAGING USER PARTICIPATION

### For Section Instructors

## Granting Access to Students

If Students were previously denied access to a *Chat* or *Whiteboard* room, you can grant them access again. When the Section Instructor is not in the room, the Teaching Assistant can grant access to Students.

1. From the *Denied Access* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Grant Access**. The Student receives a message informing them that she is granted access.

## Denying Access to Students

You can prevent Students from entering a *Chat* or *Whiteboard* room by using the deny access feature. After a Student is denied access, she cannot enter the *Chat* or *Whiteboard* room until you grant access. When the Section Instructor is not in the room, the Teaching Assistant can deny access to Students.

1. From the *Active* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Deny Access**. The Student receives a message informing them that she is denied access.

## Starting Handraise Mode

If you want to give permission to one Student at a time to participate in a *Chat* or *Whiteboard* room, you can start handraise mode. When handraise mode is used, Students must click a button to raise their hand, indicating their desire to participate. A number appears next to each Student name to indicate the order in which Students raised their hands.

When the Section Instructor is not in the room, the Teaching Assistant can start handraise mode.

From the *Chat* or *Whiteboard* room, click **Start Handraise Mode**. A message is sent to all Students informing them that they must raise their hand to participate.

## Stopping Handraise Mode

If you want Students to participate without raising their hand in a *Chat* or *Whiteboard* room, you can stop handraise mode.

When the Section Instructor is not in the room, the Teaching Assistant can stop handraise mode.

From the *Chat* or *Whiteboard* room, click **Stop Handraise Mode**. A message is sent to all Students informing them that they can participate.

## Allowing Students to Participate

If Students were temporarily disallowed from participating in a *Chat* or *Whiteboard* room, you can allow them to participate again. When the Section Instructor is not in the room, the Teaching Assistant can allow Students to participate.

1. From the *Muted* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Unmute**. The Student receives a message informing them that they can participate.

## Disallowing Students from Participating

You can temporarily disallow a Student from participating in a *Chat* or *Whiteboard* room by using the mute feature. After a Student is muted, they cannot participate in the *Chat* or *Whiteboard* room until you allow them to participate again.

When the Section Instructor is not in the room, the Teaching Assistant can use the mute feature.

1. From the *Active* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Mute**. The Student receives a message informing them that they cannot participate.

## Passing the Microphone/Pen



You can pass the microphone/pen and give permission to one Student at a time to participate in *Chat* or *Whiteboard*.

Before you can use the *Pass Microphone/Pen* feature, you must enable *Handraise Mode*.

1. From the *Active* participant list, select the Student that you want to give permission to participate.

**NOTE:** For each Student who has raised their hand to participate, a number appears next to their name to indicate the order in which they raised their hand.

2. Click **Pass Microphone/Pen**. An icon appears next to the Student's name and the Student is allowed to use *Chat* or *Whiteboard*. A message is sent to all Students informing them that the selected Student has the microphone/pen.

# CHAPTER 12: CONTENT BROWSER

**IMPORTANT:** The topics in this chapter apply to various roles. See specific topics for your role.

## NAVIGATING WITH CONTENT BROWSER

**NOTE:** Information about *My Portfolios* in this topic applies only to institutions using Blackboard Portfolio™.

### For Template Designers

*Content Browser* appears when you are required to locate and select files or folder locations as part of a task.

**EXAMPLE:** In *Content Manager*, *Content Browser* appears when you get files.

The following table describes the locations in *Content Browser* from which you can locate and select files or folder locations.

Location in <i>Content Browser</i>	Description
<i>My Files</i>	<i>My Files</i> is your private area for storing files. If you want to locate and select files or folder locations in <i>My Files</i> , click the <i>My Files</i> icon.

Location in <i>Content Browser</i>	Description
<i>Repository</i>	<p>From the course organizational level to the domain organizational level, each learning context has a repository. Repositories are used for storing files for sharing or collaboration. From <i>Content Browser</i>, <i>Repository</i> allows you to browse the repository for your learning context and all repositories for parent learning contexts. You can view and use:</p> <ul style="list-style-type: none"> <li>• all public files.</li> <li>• all private files you own or have been assigned editorship.</li> </ul> <p>If you want to locate and select files or folder locations in repositories:</p> <ol style="list-style-type: none"> <li>1. Click the <i>Repository</i> icon. In the left frame, a link for each learning context to which you have access appears.</li> <li>2. To browse the files and folders in the repository of a learning context, click the learning context title.</li> </ol>
<i>Template Manager</i>	<p>From the course organizational level to the domain organizational level, each learning context can contain templates. From <i>Content Browser</i>, <i>Template Manager</i> allows you to browse templates in your learning context and all parent learning contexts. You can view and use files and folders in:</p> <ul style="list-style-type: none"> <li>• all public templates.</li> <li>• all private templates you own or have been assigned editorship.</li> </ul> <p>If you want to locate and select files or folder locations in templates:</p> <ol style="list-style-type: none"> <li>1. Click the <i>Template Manager</i> icon. In the left frame, a link for each learning context to which you have access appears.</li> <li>2. To browse the files and folders of a template in a learning context, click the learning context title and then the title of the template.</li> </ol>

Location in <i>Content Browser</i>	Description
<p><i>My Portfolios</i></p> <p><b>NOTE:</b> <i>My Portfolios</i> only appears if you own or are enrolled as a Portfolio Designer in a portfolio.</p>	<p><i>My Portfolios</i> allows you to access the files and folders that are used to design each portfolio you own or in which you are enrolled as Portfolio Designer. These are the files and folders that appear in <i>Files</i> inside your portfolios.</p> <p><b>EXAMPLE:</b> <i>My Portfolios</i> could contain HTML files added to a binder or assessment submission artifact files presented in your portfolio.</p> <p>If you want to locate and select portfolio files or folder locations:</p> <ol style="list-style-type: none"> <li>1. Click the <i>My Portfolios</i> icon. In the left frame, a link for each portfolio you own or in which you are enrolled as Portfolio Designer appears.</li> <li>2. To browse the files and folders used to design a portfolio, click the portfolio title.</li> </ol>
<p><i>My Computer</i></p>	<p>If you want to locate and select files or folder locations on your computer, click the <i>My Computer</i> icon.</p>

**NOTE:** Some tasks do not allow you access to all locations that you are normally permitted to access.

## NAVIGATING WITH CONTENT BROWSER

**NOTE:** Information about *My Portfolios* in this topic applies only to institutions using Blackboard Portfolio™.

### For Section Designers

*Content Browser* appears when you are required to locate and select files or folder locations as part of a task.

**EXAMPLE:** In *Mail*, *Content Browser* appears when you add an attachment to a *Mail* message. In *Question Database*, *Content Browser* appears when you add an image to a question.

The following table describes the locations in *Content Browser* from which you can locate and select files or folder locations.

Location in <i>Content Browser</i>	Description
<i>My Files</i>	<p><i>My Files</i> is your private area for storing files.</p> <p>If you want to locate and select files or folder locations in <i>My Files</i>, click the <i>My Files</i> icon.</p>
<i>Repository</i>	<p>From the course organizational level to the domain organizational level, each learning context has a repository. Repositories are used for storing files for sharing or collaboration. From <i>Content Browser</i>, <i>Repository</i> allows you to browse all repositories for parent learning contexts. You can view and use all public files.</p> <p>If you want to locate and select files or folder locations in repositories:</p> <ol style="list-style-type: none"> <li>1. Click the <i>Repository</i> icon. In the left frame, a link for each learning context to which you have access appears.</li> <li>2. To browse the files and folders in the repository of a learning context, click the learning context title.</li> </ol>
<i>Template Manager</i>	<p>From the course organizational level to the domain organizational level, each learning context can contain templates. From <i>Content Browser</i>, <i>Template Manager</i> allows you to browse templates in all parent learning contexts. You can view and use files and folders in all public templates.</p> <p>If you want to locate and select files or folder locations in templates:</p> <ol style="list-style-type: none"> <li>1. Click the <i>Template Manager</i> icon. In the left frame, a link for each learning context to which you have access appears.</li> <li>2. To browse the files and folders of a template in a learning context, click the learning context title and then the title of the template.</li> </ol>

Location in <i>Content Browser</i>	Description
<p><i>Class Files</i></p>	<p><i>Class Files</i> contains the files and folders that are used to design each course in which you are enrolled as a Section Designer, Section Instructor, or Teaching Assistant.</p> <p><b>EXAMPLE:</b> If you are enrolled as a Section Designer in a Biology 101 course and as a Section Instructor in a Biology 205 course, <i>Class Files</i> could contain HTML files that you added to a learning module in the Biology 101 course and image files that the Section Designer added to questions in the Biology 205 course.</p> <p>If you want to locate and select course files or folder locations:</p> <ol style="list-style-type: none"> <li>1. Click the <i>Class Files</i> icon. In the left frame, a link for each course in which you are enrolled as a Section Designer, Section Instructor, or Teaching Assistant appears.</li> <li>2. To browse the files and folders used to design a course, click the course title.</li> </ol>
<p><i>My Portfolios</i></p> <p><b>NOTE:</b> <i>My Portfolios</i> only appears if you own or are enrolled as a Portfolio Designer in a portfolio.</p>	<p><i>My Portfolios</i> allows you to access the files and folders that are used to design each portfolio you own or in which you are enrolled as Portfolio Designer. These are the files and folders that appear in <i>Files</i> inside your portfolios.</p> <p><b>EXAMPLE:</b> <i>My Portfolios</i> could contain HTML files added to a binder or assessment submission artifact files in a portfolio.</p> <p>If you want to locate and select portfolio files or folder locations:</p> <ol style="list-style-type: none"> <li>1. Click the <i>My Portfolios</i> icon. In the left frame, a link for each portfolio you own or in which you are enrolled as Portfolio Designer appears.</li> <li>2. To browse the files and folders used to design a portfolio, click the portfolio title.</li> </ol>
<p><i>My Computer</i></p>	<p>If you want to locate and select files or folder locations on your computer, click the <i>My Computer</i> icon.</p>

**NOTE:** Some tasks do not allow you access to all locations that you are normally permitted to access.

## NAVIGATING WITH CONTENT BROWSER

**NOTE:** Information about *My Portfolios* in this topic applies only to institutions using Blackboard Portfolio™.

## For Section Instructors

*Content Browser* appears when you are required to locate and select files or folder locations as part of a task.

**EXAMPLE:** In *Mail*, *Content Browser* appears when you add an attachment to a *Mail* message. In *Assignment Dropbox*, *Content Browser* appears when you add an attachment to an assignment submission.

The following table describes the locations in *Content Browser* from which you can locate and select files or folder locations.

Location in <i>Content Browser</i>	Description
<i>My Files</i>	<p><i>My Files</i> is your private area for storing files.</p> <p>If you want to locate and select files or folder locations in <i>My Files</i>, click the <i>My Files</i> icon.</p>
<i>Class Files</i>	<p><i>Class Files</i> contains the files and folders that are used to design each course in which you are enrolled as a Section Designer, Section Instructor, or Teaching Assistant.</p> <p><b>EXAMPLE:</b> If you are enrolled as a Section Instructor in two courses: Biology 101 and Biology 205, <i>Class Files</i> could contain HTML files that were added to a learning module in the Biology 101 course and image files that were added to questions in the Biology 205 course.</p> <p>If you want to locate and select course files or folder locations:</p> <ol style="list-style-type: none"> <li>1. Click the <i>Class Files</i> icon. In the left frame, a link for each course in which you are enrolled as a Section Designer, Section Instructor, or Teaching Assistant appears.</li> <li>2. To browse the files and folders used to design a course, click the course title.</li> </ol> <p><b>NOTE:</b> You can only access course files from within <i>Content Browser</i>.</p>

Location in <i>Content Browser</i>	Description
<p><i>My Portfolios</i></p> <p><b>NOTE:</b> <i>My Portfolios</i> only appears if you own or are enrolled as a Portfolio Designer in a portfolio.</p>	<p><i>My Portfolios</i> allows you to access the files and folders that are used to design each portfolio you own or in which you are enrolled as Portfolio Designer. These are the files and folders that appear in <i>Files</i> inside your portfolios.</p> <p><b>EXAMPLE:</b> <i>My Portfolios</i> could contain HTML files added to a binder or assessment submission artifact files presented in your portfolio.</p> <p>If you want to locate and select portfolio files or folder locations:</p> <ol style="list-style-type: none"> <li>1. Click the <i>My Portfolios</i> icon. In the left frame, a link for each portfolio you own or in which you are enrolled as Portfolio Designer appears.</li> <li>2. To browse the files and folders used to design a portfolio, click the portfolio title.</li> </ol>
<p><i>My Computer</i></p>	<p>If you want to locate and select files or folder locations on your computer, click the <i>My Computer</i> icon.</p>

**NOTE:** Some tasks do not allow you access to all locations that you are normally permitted to access.



# CHAPTER 13: CONTENT MANAGER

**IMPORTANT:** Topics in this chapter apply to various roles. See the specific section for your role.

## ABOUT CONTENT MANAGER

### For Template Designers

*Content Manager* contains the following tools which allow you to access different types of content:

- *My Files*
- *Repository*
- *Template Manager*

## ABOUT CONTENT MANAGER

### For Section Designers and Section Instructors

*Content Manager* allows you to access *My Files* where you store your personal files. *My Files* is private and cannot be accessed by other users.

## ACCESSING CONTENT MANAGER

### For Section Designers and Section Instructors

*Content Manager* allows you to access *My Files* where you can create and store your personal files. You can access *Content Manager* from *My Blackboard*.

Depending on your location, do one of the following:

- If you are at *My Blackboard*, click the **Content Manager** tab.
- If you are in a course, click the **My Blackboard** link and then click the **Content Manager** tab.

# CHAPTER 14: COURSE CONTENT

**IMPORTANT:** Topics for this chapter apply to various roles. See specific topics for your role.

## ABOUT THE COURSE CONTENT TOOL

### For Designers

The *Course Content* tool is available in each Blackboard Learning System course. It is the first tool under *Course Tools* on the course menu. You can use the *Course Content* tool to create and organize content in logical units that are meaningful to Students. To do this, you use the following:

- *Files.* You can create text or HTML files, or you can select files from *File Manager*.
- *Content Folders.* You can create folders to further organize content within the *Course Content* tool.
- *Content Links.* You can add links to content in other course tools, allowing Students to access different content without having to go to each course tool. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can add content links to those assignments and quizzes from the *Course Content* tool. This allows Students to access content items from a central location.

Organizing content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, you can organize content chronologically or by topic. If you want to organize content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week. Or if you want to organize content by topic, you can create a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic. If there is content that you do not want Students to access yet, you can hide it temporarily.

**IMPORTANT:** Links to tools may be listed under *Course Tools* on the course menu, which is visible throughout the course. If you want to organize content in the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can access still those tools and content in them. However, if you want to use the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools in your course, links to those tools must remain on the course menu. You cannot organize content in these tools in the *Course Content* tool.

Section Instructors and Students can access content in the *Course Content* tool from the following areas:

- On the *Home Page* screen, which is the first screen of the *Course Content* tool. The *Home Page* screen is also the top level where you can organize content.
- On the *Course Content Map*, if available. The *Course Content Map* can appear on the course menu or

as a drop-down list.

You cannot add or remove the *Course Content* tool.

## Accessing Content on the Course Content Home

### For Designers

The *Home Page* screen is the first screen of the *Course Content* tool. Depending on how the course was designed, you can access the following from the *Home Page* screen:

The *Home Page* screen is the first screen of the *Home Page* tool. Depending on how the portfolio was designed, you can access the following from the *Home Page* screen:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Files*. Files are portfolio material, such as assessment submission artifacts, essays, or multimedia presentations.
- *Content Links*. Content links are links to items in other course tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Links to Other Items*. Links to other items are links to material created with portfolio tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking links to them. This allows you to access a variety of material from a central location.
- *Content Folders*. Content folders are used to further organize course content. For example, if course content is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.
- *Folders*. Folders are used to further organize portfolio material. For example, if portfolio material is organized chronologically or by topic, you may see several folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A folder can exist within another folder.

To access items on the *Home Page* screen, do one of the following:

- Click the item.
- Using the *ActionLinks* icon:
  - a. Locate the item and click its *ActionLinks* icon.
  - b. Click the **Go to** option.

## Accessing Content on the Course Content Map

### For Designers

The *Course Content Map* contains a list of links to content in the *Course Content* tool, presented in outline format. If the map is available, you can access it on the course menu or from a drop-down list. You can use the map to access the following:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Content Links*. Content links are links to items in other course tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Content Folders*. Content folders are used to further organize course material. For example, if course material is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.

Depending on how the *Course Content Map* appears, you can access content by doing one of the following:

- If the *Course Content Map* appears on the course menu:
  - a. Click the *Expand Course Content Map* icon. A list of links appears.
  - b. Click the link for the content item.
- If the *Course Content Map* appears as a drop-down list, select the content item and click the *Go* icon.

## Expanding and Collapsing the Course Menu

### For Designers

The course menu is the primary navigation feature in a Blackboard Learning System course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu.

If the links are displayed as both icons and text, you can expand and collapse the menu as necessary. Collapsing the course menu increases the viewing area of the current screen. You can also expand and

collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools* sections.

**NOTE:** The course menu collapses automatically if you click the link for the following tools: *Learning Module*, *Mail*, *File Manager*, or *My Files*. This automatically increases the viewing area of these tools.

- To expand or collapse the entire course menu, click the **Expand or Collapse** toggle.
- To expand or collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools*: Click the **Expand or Collapse** icon next to the heading.

## Using the Basic View or Power View

### For Designers

When you organize content in the *Course Content* tool, you can place content on a screen called *Home Page* or in content folders. The *Home Page* screen is the first screen of the *Course Content* tool and also the top level where you can organize content. To organize content further, you use content folders.

You can view content on the *Home Page* screen and in content folders in two ways: using the *Basic View* or *Power View*. If you want to view content the way Students and Section Instructors will view it, you use the *Basic View*. If you want to view content in a tree-like structure that shows the hierarchy of items within the *Home Page* screen and in content folders, you use the *Power View*.

1. From either the *Home Page* screen or a content folder, click **Page Options**.
2. Click **Go to Basic View** or **Go to Power View**.

## WORKING WITH FILES

### For Designers

In the *Course Content* tool, you can use files to present course content, such as lessons, reading lists, or lesson objectives. You can create files or browse for files in *File Manager*.

In the *Home Page* tool, you can use files to present portfolio material, such as assessment submission artifacts, essays, or multimedia presentations. You can create files or browse for files in *Files*.

## Adding Files

You can present course content by adding files in the *Course Content* or *Learning Modules* tools. This allows Student to access content from these locations.

You can present portfolio material by adding files in the *Home Page* or *Binders* tools. This allows Portfolio Reviewers to access material from these locations.

To add a file, you have the following options: browse for files in another location or create an HTML file.

1. From the location where you want to add a file, click **Add File**.
2. Click one of the following options:
  - **Browse for Files**.
  - **Create File**.

## Browsing for Files

## Creating Files

You can create files to present content in the *Course Content* or *Learning Modules* tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

You can create files to present content in the *Home Page* or *Binders* tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

1. From the location where you want to add a file, click **Add File**.
2. Click **Create File**.
3. Enter a title.
4. Enter your content in Plain Text or HTML format:
  - To enter the content in Plain Text format, in the *Content* text box, enter the content. The content will appear exactly as you have typed it.

- To enter the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:
  - a. Select *Use HTML*.
  - b. Enter the HTML code.
- 5. If you want to insert an equation in the file, see *Creating and Inserting Equations*.
- 6. If you want to specify a file name for the file, in the *File name* text box, enter a name. If you do not specify a file name, the title of the file will be used as the file name.
- 7. Next to *Item Visibility*, select to show or hide the item for Students.
- 8. Under *Goals*, if you want to associate a goal with this file:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
  - b. Select each item you want to associate.
  - c. Click **Add Selected**.
9. Click **Save**.

## Editing Files

**IMPORTANT:** Editing a file that contains manual media library links removes these links. Therefore, after the file is edited, you must re-link the terms to their media library entries. For more information, see *Creating Manual Links to Media Library Entries*.

If files were added in the *Course Content* or *Learning Modules* tools, you can edit the title and content of files. To edit files, you can use HTML or plain text. If you are using HTML, you can hand-code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

If files were added in the *Home Page* or *Binders* tools, you can edit the title and content of files. To edit files, you can use HTML or plain text. If you are using HTML, you can hand-code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.



1. Locate the file that you want to edit and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. In the *Title* text box, edit the title.
4. In the *Content* text box, edit the content in Plain Text or HTML format:
  - To edit the content in Plain Text format, enter the text. The content will appear exactly as you have typed it.
  - To edit the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.  
**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand code the HTML:
      - a. Select *Use HTML*.
      - b. Edit the HTML code.
5. If you want to insert an equation in the file, see *Creating and Inserting Equations*.
6. Under *Goals*, if you want to associate a goal with this file:
  - a. Click **Select Goals**.
  - b. Select each goal you want to associate.
  - c. Click **Add Selected**.
7. Click **Save**.

## Previewing Files

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Showing or Hiding Files

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Customizing Links

From the *Build* tab, you can customize links to items in the *Course Content* tool. This allows you to change the default icon, title, or description of a link.

From the *Build Portfolio* tab, you can customize links to items in the *Home Page* tool. This allows you to change the default icon, title, or description of a link.

The default icon is a small image representing the item and is determined by the icon set used in the course. You can use your own images as custom icons.

The default icon is a small image representing the item and is determined by the icon set used in the portfolio. You can use your own images as custom icons.

The default title is the title provided when the item was created. Users can click either the icon or title to view the item.

The default description, which appears below the title, is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. If the description is long, only part of it is displayed with a **more** link to the rest of the description.

**IMPORTANT:** When you customize a link, the changes apply to that occurrence of the link only. If the

link appears in different locations and you want all occurrences of the link to have the same customization, you must customize the link in every location.

1. From the *Build* tab, locate the link that you want to customize and click its *ActionLinks* icon.
2. From the *Build Portfolio* tab, locate the link that you want to customize and click its *ActionLinks* icon.
3. Click **Customize Link**.
4. Under *Linked To*, note the location of the item and ensure this is the link that you want to customize.
5. In the *Custom Title for this Link* text box, customize the title.
6. If you want this link to open in a new browser window, select this option.
7. In the *Custom Description for this Link* text box, customize the description.
8. If you want, customize the icon or use the original icon if it was changed before:
  - If the icon was changed before and you want to use the original icon, click **Revert to Original**.
  - If the icon was not changed before, you can customize it:
    - a. Click **Replace Image**. The *Content Browser* pop-up window appears.
    - b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
9. Click **Save**.

## Working with Media Library Links

*Media Library* is a tool that organizes auxiliary course content, such as media files or glossary definitions. Each entry in a *Media Library* collection can be linked to words in HTML files. When the word is clicked, the linked *Media Library* entry is presented. Entries can consist of text only, such as glossary definitions, or text and file attachments in different formats.

**EXAMPLE:** If you create a *Media Library* entry called Mozart that includes a short biography and a picture of the composer, the word Mozart becomes an active link in HTML files. A Student viewing the HTML file can click on the word Mozart and see the information and image in a new window.

There are three options for linking entries to words in HTML files when a *Media Library* entry is created:

- manual
- automatic: first instance
- automatic: all instances

If the entry is set to *Manual* linking, you need to link each instance of the entry manually. This type of linking is useful when you want to control which instances of a term should offer a link to the entry.

If the entry is set to *Automatic: first instance* linking, entries are automatically linked to the first instance of that term in the HTML file but are not linked to subsequent instances of a term. This type of entry is useful when you only want one link to the entry in the HTML file. You cannot remove links to *Automatic: first instance* entries.

If the entry is set to *Automatic: all instances* linking, entries are automatically linked to all instances of a term. This type of entry is useful when you want every instance of a term to offer a link to the entry in the HTML file. You cannot remove links to *Automatic: all instances* entries.

You can work with *Media Library* links by:

- viewing manual and automatic links to *Media Library* entries.
- creating manual links to *Media Library* entries.
- removing manual links to *Media Library* entries.

## Creating Manual Links to Media Library Entries

In HTML files, you can manually link selected occurrences of a term to a *Media Library* entry of the same name. When the HTML file is viewed, the terms appear as links that can be clicked to display the *Media Library* entry in a separate window.

**IMPORTANT:** If you want to manually link occurrences of a term in an HTML file to a *Media Library* entry, ensure the following conditions are met:

- The entry you are linking to must already be created in *Media Library*.
- The entry you are linking to must be set to *Manual* linking.
- The term that is entered in the HTML file must exactly match the title of the *Media Library* entry.

1. Locate the HTML file in which you want to add manual links and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. Under *Terms*, locate the term that you want to link to a *Media Library* entry and click its *ActionLinks* icon.
4. Click **Edit**. All occurrences of the term in the HTML file appear, including each occurrence's current link value.

**NOTE:** A value of *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked.

5. Do one of the following:
  - To link one occurrence of a term, locate the occurrence and, under *Linked*, click **No**.

- To link multiple occurrences of a term, select each occurrence and click **Link**.
  - To link all occurrences of a term, in the table heading row, select the check box and then click **Link**.
6. Click **Back**.

## Viewing Manual and Automatic Links to Media Library Entries

You can view all terms that are manually or automatically linked to *Media Library* entries. Manual links can be selectively created and removed but automatic links will appear until the *Media Library* entry is deleted or switched to *Manual* linking.

1. Locate the HTML file for which you want to view links to *Media Library* entries and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. When you are finished viewing links, click **Back**.

## Removing Manual Links to Media Library Entries

In HTML files, terms can be linked to corresponding *Media Library* entries either manually or automatically. For terms that are manually linked, you can selectively remove those links.

1. Locate the HTML file that contains the manual links that you want to remove and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. Under *Terms*, locate a term from which you want to remove manual links and click its *ActionLinks* icon.
4. Click **Edit**. All occurrences of the term in the HTML file appear, including each occurrence's current link value.

**NOTE:** A value of *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked.

5. Do one of the following:
  - To remove one occurrence, locate the occurrence and under *Linked*, click **Yes**.
  - To remove multiple occurrences, select each occurrence and click **Unlink**.

- To remove all occurrences, in the table heading row, select the check box and click **Unlink**.
6. Click **Back**.

## Moving Items to a Content Folder

In the *Course Content* tool, you can move items to the *Home Page* screen or a content folder. If the item is already in a content folder, you can move it to a different content folder. In the *Basic View*, you can move one item at a time. In the *Power View*, you can move several items at a time.

In the *Home Page* tool, you can move items to the *Home Page* screen or a folder. If the item is already in a folder, you can move it to a different folder. In the *Basic View*, you can move one item at a time. In the *Outline View*, you can move several items at a time.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click **Move to Folder**.
  4. Click the folder that you want to move the item to.
- If you want to move several items:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Locate the header for the folder that you want to move the items to.
  5. Click the *Click to view move options* icon for the header.
  6. Click **Move Selected Below**.

## Removing Links

If links to files or content items were added to a location in the course, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

If links to files or items were added to a location in the portfolio, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

1. Locate the link click its *ActionLinks* icon.

2. Click **Remove**.
3. Click **OK**.

## Moving Links

In the *Course Content* tool, you can move items, such as files, to different positions on the screen.

In the *Home Page* tool, you can move items, such as files, to different positions on the screen.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Power View*, you can move several items at a time but you can only move items up and down.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Outline View*, you can move several items at a time but you can only move items up and down.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click the desired **Move** option.
- If you want to move multiple items up or down:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Do one of the following:
    - To move items up:
      - a. Locate an item above the items that you already selected and click its *Click to view move options* icon.
      - b. Click **Move Selected Above**.
    - To move items down:
      - a. Locate an item below the items that you already selected and click its *Click to view move options* icon.
      - b. Click **Move Selected Below**.

## Viewing Links to a File

In the *Power View* of the *Course Content* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several learning modules, you can view a list of these locations.

In the *Outline View* of the *Home Page* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several binders, you can view a list of these locations.

**NOTE:** This feature is not available in the *Basic View*.

1. From the *Power View* of the *Course Content* tool, locate the item and click its *ActionLinks* icon. A menu appears.
2. From the *Outline View* of the *Home Page* tool, locate the item and click its *ActionLinks* icon. A menu appears.
3. Click **View Links to this Item**.

## WORKING WITH CONTENT LINKS

### For Designers

In the *Course Content* tool, you can add content links to different content items in course tools. For example, if there are discussion topics in the *Discussions* tool and learning modules in the *Learning Modules* tool, you can add content links to those topics and learning modules. This allows users to access a variety of content from a central location.

### Adding Content Links

If content items exist in course tools, you can add content links to those items from the *Course Content* tool. For example, if there are discussion topics in the *Discussions* tool and learning modules in the *Learning Modules* tool, you can add content links to those topics and learning modules from the *Course Content* tool. This allows users to access content items from a central location. They are not required to go to each tool to access different items.

You can add content links to the *Home Page* screen or any content folder in the *Course Content* tool.

- NOTE:**
- You cannot add content links to items in the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools. If you want Students to use these tools, you must show these tools on the course menu.
  - If you are adding a link to a syllabus, note the following:



- You can add a link to either a syllabus created in the *Syllabus* tool or a syllabus file that you created.
- If you added a syllabus in other areas of the course, those areas will automatically link to the syllabus that you use here.

1. From the location where you want to add a link, click **Add Content Link**.
2. Click the tool name.
3. Do one of the following:
  - If the content item is already created, select the item and click **Add Selected**.

**NOTE:** Assessments and assignments are automatically hidden from Students. If you are adding links to these items, the links are also hidden from Students. To allow Students to use the links, you must show the assessment or assignment so it becomes visible to Students.

- If the content item has not been created, click the **Create** option. For more information on creating content, see the appropriate topics for each tool.

## Editing Content Items

If content links to items were added in the *Course Content* tool, you can edit those items directly from the *Course Content* tool, without having to go to the specific tool. Your changes apply to every occurrence of the item.

If links to items were added in the *Home Page* tool, you can edit those items directly from the *Home Page* tool, without having to go to the specific tool. Your changes apply to every occurrence of the item.

**EXAMPLE:** If a discussion topic is in the *Discussions* tool and you add a content link to that topic, the topic appears as a content item in the *Course Content* tool. If you want to edit the topic, you can do so from the *Course Content* tool and the changes will also apply to the topic in the *Discussions* tool.

**EXAMPLE:** If a reflection topic is in the *Reflections* tool and you add a link to that topic, the topic appears in the *Home Page* tool. If you want to edit the topic, you can do so from the *Home Page* tool and the changes will also apply to the topic in the *Reflections* tool.

1. Locate the item that you want to edit and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Edit the item. For help with editing the item, click **Help** from the *Edit* screen.
4. Click **Save**.

## Previewing Content Links

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Showing or Hiding Content Links

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Customizing Links

From the *Build* tab, you can customize links to items in the *Course Content* tool. This allows you to change the default icon, title, or description of a link.

From the *Build Portfolio* tab, you can customize links to items in the *Home Page* tool. This allows you to change the default icon, title, or description of a link.

The default icon is a small image representing the item and is determined by the icon set used in the course. You can use your own images as custom icons.

The default icon is a small image representing the item and is determined by the icon set used in the portfolio. You can use your own images as custom icons.

The default title is the title provided when the item was created. Users can click either the icon or title to view the item.

The default description, which appears below the title, is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. If the description is long, only part of it is displayed with a **more** link to the rest of the description.

**IMPORTANT:** When you customize a link, the changes apply to that occurrence of the link only. If the link appears in different locations and you want all occurrences of the link to have the same customization, you must customize the link in every location.

1. From the *Build* tab, locate the link that you want to customize and click its *ActionLinks* icon.
2. From the *Build Portfolio* tab, locate the link that you want to customize and click its *ActionLinks* icon.
3. Click **Customize Link**.
4. Under *Linked To*, note the location of the item and ensure this is the link that you want to customize.
5. In the *Custom Title for this Link* text box, customize the title.
6. If you want this link to open in a new browser window, select this option.
7. In the *Custom Description for this Link* text box, customize the description.
8. If you want, customize the icon or use the original icon if it was changed before:
  - If the icon was changed before and you want to use the original icon, click **Revert to Original**.
  - If the icon was not changed before, you can customize it:
    - a. Click **Replace Image**. The *Content Browser* pop-up window appears.
    - b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
9. Click **Save**.

## Moving Links to a Content Folder

In the *Course Content* tool, you can move items to the *Home Page* screen or a content folder. If the item is already in a content folder, you can move it to a different content folder. In the *Basic View*, you can move one item at a time. In the *Power View*, you can move several items at a time.

In the *Home Page* tool, you can move items to the *Home Page* screen or a folder. If the item is already in a folder, you can move it to a different folder. In the *Basic View*, you can move one item at a time. In the *Outline View*, you can move several items at a time.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click **Move to Folder**.
  4. Click the folder that you want to move the item to.
- If you want to move several items:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Locate the header for the folder that you want to move the items to.
  5. Click the *Click to view move options* icon for the header.
  6. Click **Move Selected Below**.

## Removing Links

If links to files or content items were added to a location in the course, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

If links to files or items were added to a location in the portfolio, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

1. Locate the link click its *ActionLinks* icon.
2. Click **Remove**.
3. Click **OK**.

## Moving Links

In the *Course Content* tool, you can move items, such as files, to different positions on the screen.

In the *Home Page* tool, you can move items, such as files, to different positions on the screen.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Power View*, you can move several items at a time but you can only move items up and down.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Outline View*, you can move several items at a time but you can only move items up and down.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click the desired **Move** option.
- If you want to move multiple items up or down:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Do one of the following:
    - To move items up:
      - a. Locate an item above the items that you already selected and click its *Click to view move options* icon.
      - b. Click **Move Selected Above**.
    - To move items down:
      - a. Locate an item below the items that you already selected and click its *Click to view move options* icon.
      - b. Click **Move Selected Below**.

## Viewing Links to an Item

In the *Power View* of the *Course Content* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several learning modules, you can view a list of these locations.

In the *Outline View* of the *Home Page* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several binders, you can view a list of these locations.

**NOTE:** This feature is not available in the *Basic View*.

1. From the *Power View* of the *Course Content* tool, locate the item and click its *ActionLinks* icon. A menu appears.
2. From the *Outline View* of the *Home Page* tool, locate the item and click its *ActionLinks* icon. A menu appears.
3. Click **View Links to this Item**.

## WORKING WITH CONTENT FOLDERS

### For Designers

In the *Course Content* tool, you can create content folders and use them to organize content. The *Home Page* screen is the first screen of the *Course Content* tool and also the top level where you can organize content. To further organize content, you use content folders.

### Creating Content Folders

In the *Course Content* tool, you can create content folders on the *Home Page* screen or within other content folders. The *Home Page* screen is the top level where you can organize content. To further organize content, you use content folders.

For example, if you are organizing content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week.

**NOTE:** Content folders in the *Course Content* tool are different from folders in *File Manager*.

1. From the *Course Content* tool, click **Create Folder**.
2. Enter a title and description.
3. Next to *Item Visibility*, select to show or hide the item for Students.
4. Click **Save**.

### Editing Content Folders

If content folders were added in the *Course Content* tool, you can edit their title, description, and

availability. You can also customize the icon for a particular folder by using your own images. If the icon was already changed to a custom one, you can revert to the original icon.

If folders were added in the *Home Page* tool, you can edit their title and description. You can also customize the icon for a particular folder by using your own images. If the icon was already changed to a custom one, you can revert to the original icon.

**IMPORTANT:** Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

1. Locate the folder that you want to edit and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. In the *Title* text box, edit the title.
4. In the *Description* text box, edit the description.
5. Next to *Item Visibility*, select to show or hide the item for Students.
6. If you want, customize the icon or use the original icon if it was changed before:
  - If the icon was changed before and you want to use the original icon, click **Revert to Original**.
  - If the icon was not changed before, you can customize it by clicking **Replace Icon**.
    - If the file you want to use is on your computer:
      - a. Click the *My Computer* icon.
      - b. Locate and select the file.
    - If the file you want to use is on the server, locate and select the file.
7. Click **Save**.

## Showing or Hiding Content Folders

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must

distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

## Moving Folders to a Different Content Folder

In the *Course Content* tool, you can move items to the *Home Page* screen or a content folder. If the item is already in a content folder, you can move it to a different content folder. In the *Basic View*, you can move one item at a time. In the *Power View*, you can move several items at a time.

In the *Home Page* tool, you can move items to the *Home Page* screen or a folder. If the item is already in a folder, you can move it to a different folder. In the *Basic View*, you can move one item at a time. In the *Outline View*, you can move several items at a time.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click **Move to Folder**.
  4. Click the folder that you want to move the item to.
- If you want to move several items:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Locate the header for the folder that you want to move the items to.
  5. Click the *Click to view move options* icon for the header.
  6. Click **Move Selected Below**.

## Moving Links



In the *Course Content* tool, you can move items, such as files, to different positions on the screen.

In the *Home Page* tool, you can move items, such as files, to different positions on the screen.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Power View*, you can move several items at a time but you can only move items up and down.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Outline View*, you can move several items at a time but you can only move items up and down.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click the desired **Move** option.
- If you want to move multiple items up or down:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Do one of the following:
    - To move items up:
      - a. Locate an item above the items that you already selected and click its *Click to view move options* icon.
      - b. Click **Move Selected Above**.
    - To move items down:
      - a. Locate an item below the items that you already selected and click its *Click to view move options* icon.
      - b. Click **Move Selected Below**.

## Deleting Content Folders

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

**IMPORTANT:** • In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.

- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## USING PAGE OPTIONS

### For Designers

In the *Course Content* tool, you can use page options to change the appearance of the *Home Page* screen or any content folder in the *Course Content* tool. You use page options for:

In the *Home Page* tool, you can use page options to change the appearance of the *Home Page* screen or any folder in the *Home Page* tool. You use page options for:

- Selecting the *Basic View* or *Power View*.
- Selecting the *Basic View* or *Outline View*.
- Customizing the page display.
- Adding or editing headers and footers.
- Deleting headers and footers.

## Using the Basic View or Power View

When you organize content in the *Course Content* tool, you can place content on a screen called *Home Page* or in content folders. The *Home Page* screen is the first screen of the *Course Content* tool and also the top level where you can organize content. To organize content further, you use content folders.

You can view content on the *Home Page* screen and in content folders in two ways: using the *Basic View* or *Power View*. If you want to view content the way Students and Section Instructors will view it, you use the *Basic View*. If you want to view content in a tree-like structure that shows the hierarchy of items within the *Home Page* screen and in content folders, you use the *Power View*.

1. From either the *Home Page* screen or a content folder, click **Page Options**.
2. Click **Go to Basic View** or **Go to Power View**.

## Using Page Options in the Basic View

If you are in the *Basic View* of the *Course Content* tool, you can use page options to change the appearance of the *Home Page* screen or any content folders. In *Basic View*, you use page options for:

If you are in the *Basic View* of the *Home Page* tool, you can use page options to change the appearance of the *Home Page* screen or any folders. In *Basic View*, you use page options for:

- switching from the *Basic View* to the *Power View*.
- switching from the *Basic View* to the *Outline View*.
- customizing the page display, including:
  - selecting a page layout.
  - creating a custom page layout.
  - adding a background image.
  - removing a background image.
  - selecting a background color.

- reverting to the default background color.
- adding or editing headers and footers.
- deleting headers and footers.

## Using Page Options in the Power View

In the *Course Content* tool, the *Power View* displays items in a tree-like structure that shows the hierarchy of items. If you want to switch to the *Basic View* which displays items the way users view them, you do so through *Page Options*.

In the *Home Page* tool, the *Outline View* displays items in a tree-like structure that shows the hierarchy of items. If you want to switch to the *Basic View* which displays items the way users view them, you do so through *Page Options*.

1. Click **Page Options**. A menu appears.
2. Click **Go to Basic View**. The *Basic View* appears.

## Customizing Page Display

**NOTE:** Depending on administrator settings, these features may not be available.

You can customize the page display of the *Home Page* screen or any content folders in the *Course Content* tool. You can do the following:

You can customize the page display of the *Home Page* screen or any folders in the *Home Page* tool. You can do the following:

- Select a page layout.
- Create a custom page layout.
- Select a background image.
- Remove a background image.
- Select a background color.
- Revert to the default background color.

## Selecting a Page Layout

**NOTE:** Depending on administrator settings, this feature may not be available.

You can select a predefined page layout for the *Home Page* screen or any content folder in the *Course Content* tool. Page layout defines the following:

You can select a predefined page layout for the *Home Page* screen or any folder in the *Home Page* tool. Page layout defines the following:

- number of columns per page (one, two, or three columns)
- link appearance (show icons and text, or show text only)
- placement of icons in relation to the link text (left or above)
- alignment of the link text within the column (left or centered)
- width of the table controlling the page layout (wide or narrow)

You can also apply the page layout to existing content folders or set it as the default when content folders are created.

You can also apply the page layout to existing folders or set it as the default when folders are created.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.
4. Under *Layout Template*, select one of the predefined layout templates.
5. If you want to change all existing content folders to use this page layout, select this option.
6. If you want to change all existing folders to use this page layout, select this option.
7. If you want to set the page layout as the default when content folders are created, select this option.
8. If you want to set the page layout as the default when folders are created, select this option.
9. Click **Apply**.

## Creating a Custom Page Layout

**NOTE:** Depending on administrator settings, this feature may not be available.

You can create a custom page layout for the *Home Page* screen or any content folders in the *Course Content* tool. To create the page layout, you define the following:

You can create a custom page layout for the *Home Page* screen or any folders in the *Home Page* tool. To create the page layout, you define the following:

- number of columns per page (one to eight columns)
- link appearance (show icons and text, text only, or icons only)
- placement of icons in relation to the link text (left, right, or above)
- alignment of link text within the column (left, right, or centered)
- width of the table controlling the page layout (wide or narrow)

You can also apply the page layout to existing content folders or set it as the default when content folders are created.

You can also apply the page layout to existing folders or set it as the default when folders are created.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Outline View*, click the *ActionLinks* icon next to a content folder.
3. Click **Customize Page Display**.
4. Under *Layout Template*, select *Custom Layout*.
5. Under *Layout Preview*, select the following:
  - a. From the *Columns* drop-down list, select the number of columns per page: one to eight.
  - b. From the *Icon/Text* drop-down list, select the link appearance: show icons and text, text only, or icons only.
  - c. From the *Icon Placement* drop-down list, select the place of icons in relation to the link text: left, right, or above.
  - d. From the *Alignment* drop-down list, select the alignment of the link text within the column: left, right, or centered.
  - e. From the *Table Width* drop-down list, select the width of the table controlling the page layout:

wide or narrow.

6. If you want to change all existing content folders to use this page layout, select this option.
7. If you want to change all existing folders to use this page layout, select this option.
8. If you want to set the page layout as the default when content folders are created, select this option.
9. If you want to set the page layout as the default when folders are created, select this option.
10. Click **Apply**.

## Adding a Background Image

**NOTE:** Depending on administrator settings, this feature may not be available.

You can add a background image to the *Home Page* screen or any content folder in the *Course Content* tool.

You can add a background image to the *Home Page* screen or any folder in the *Home Page* tool.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.
4. Under *Background Image*, click **Browse**. The *Content Browser* pop-up window appears.
5. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
6. If you want to tile the image, select this option.
7. Click **Apply**.

## Removing a Background Image

**NOTE:** Depending on administrator settings, this feature may not be available.

If a background image was added to the *Home Page* screen or any content folder in the *Course Content* tool, you can remove it.

If a background image was added to the *Home Page* screen or any folder in the *Home Page* tool, you can remove it.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to either the *Home Page* screen or a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Outline View*, click the *ActionLinks* icon next to either the *Home Page* screen or a folder.
3. Click **Customize Page Display**.
4. Under *Background Image*, click **Remove Background Image**.

## Changing the Background Color

**NOTE:** Depending on administrator settings, this feature may not be available.

By default, a color set is applied to the entire course so that a consistent color scheme is used throughout the course. However, you can change the background color of the *Home Page* screen or any content folder in the *Course Content* tool. This allows you to override the background color defined in the color set. You also have the option of reverting to the original background color any time.

By default, a color set is applied to the entire portfolio so that a consistent color scheme is used throughout the portfolio. However, you can change the background color of the *Home Page* screen or any content folder in the *Home Page* tool. This allows you to override the background color defined in the color set. You also have the option of reverting to the original background color any time.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.



- If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.
  4. Under *Background Color*, click **Select Color**.
  5. Do one of the following:
    - Click a color.
    - In the *Color value* text box, enter the RGB color value and click **Preview**.
  6. Click **Select**. The new color appears in the preview frame.
  7. Click **Apply**.

## Reverting to the Default Background Color

**NOTE:** Depending on administrator settings, this feature may not be available.

By default, a color set is applied to the entire course so that a consistent color scheme is used throughout the course. If the background color of the *Home Page* screen or any content folder in the *Course Content* tool was changed before, you can revert to the original background color defined in the course color set.

By default, a color set is applied to the entire portfolio so that a consistent color scheme is used throughout the portfolio. If the background color of the *Home Page* screen or any folder in the *Home Page* tool was changed before, you can revert to the original background color defined in the portfolio color set.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.
4. Under *Background Color*, click **Revert to Default**.
5. Click **Apply**.

## Adding or Editing Headers and Footers

You can add or edit headers and footers on *Home Page* or any content folders in the *Course Content* tool.

You can add or edit headers and footers on *Home Page* or any folders in the *Home Page* tool.

To add headers and footers, you can use HTML or plain text. If you are using HTML, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to *header* or *footer*.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Outline View*, click the *ActionLinks* icon next to *header* or *footer*.
3. Click **Edit header** or **Edit footer**.
4. Add or edit the text for the header or footer:
  - To add or edit the text in Plain Text format, enter the text. The header or footer will appear exactly as you have typed it.
  - To add or edit the text in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
    - To hand code the HTML:
      - a. Select *Use HTML*.
      - b. Enter the HTML code.
5. If you want to use the header or footer as the default for all content folders in the *Course Content* tool, select this option. If you have existing headers or footers, they are kept.
6. If you want to use the header or footer as the default for all folders in the *Home Page* tool, select this option. If you have existing headers or footers, they are kept.
7. Click **Save**.

## Deleting Headers and Footers

If headers and footers were added on the *Home Page* screen or any content folders in the *Course Content* tool, you can delete them.

If headers and footers were added on the *Home Page* screen or any folders in the *Home Page* tool, you can delete them.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Power View*, click the *ActionLinks* icon next to *header* or *footer*.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
  - If you are in *Basic View*, click **Page Options**.
  - If you are in *Outline View*, click the *ActionLinks* icon next to *header* or *footer*.
3. Click **Edit header** or **Edit footer**.
4. Delete the text for the header or footer.
5. Click **Save**.

## ABOUT THE COURSE CONTENT TOOL

### For Section Instructors

The *Course Content* tool is available in each Blackboard Learning System course. It is the first tool under *Course Tools* on the course menu. Depending on how a course was designed, you may be able to present a variety of content from the *Course Content* tool, including the following:

- *Files*. The Section Designer can create text or HTML files, or upload files from their computer.
- *Content folders*. The Section Designer can use folders to further organize content within the *Course Content* tool.
- *Content links*. The Section Designer can add links to content in other course tools, allowing Students to access different content without having to go to each course tool. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, content links can be added to those assignments and quizzes. This allows Students to access content items from a central location.

Presenting content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, if content is organized chronologically, you can present a different folder for each week. Students open the folder for the current week and access the content for that week. Or if content is organized by topic, you can present a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic. If there is content that you do not want Students to access yet, you can hide it temporarily.

**IMPORTANT:** Links to tools are listed under *Course Tools* on the menu, which is visible throughout the course. Depending on administrator settings, you may be allowed to hide course tools. If you want Students to access content from the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can still access those tools and content in them. However, if the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools are used in your course, links to those tools must remain on the course menu. Content in these tools cannot be organized in the *Course Content* tool.

You and Students can access content in the *Course Content* tool from the following areas:

- On the *Home Page* screen, which is the first screen of the *Course Content* tool. The *Home Page* screen is also the top level where content is organized.
- On the *Course Content Map*, if available. The *Course Content Map* can appear on the course menu or as a drop-down list.

You cannot add or remove the *Course Content* tool.

## Accessing Content on the Course Content Home

### For Section Instructors

The *Home Page* screen is the first screen of the *Course Content* tool. Depending on how the course was designed, you can access the following from the *Home Page* screen:

The *Home Page* screen is the first screen of the *Home Page* tool. Depending on how the portfolio was designed, you can access the following from the *Home Page* screen:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Files*. Files are portfolio material, such as assessment submission artifacts, essays, or multimedia presentations.
- *Content Links*. Content links are links to items in other course tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Links to Other Items*. Links to other items are links to material created with portfolio tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking links to them. This allows you to access a variety of material from a central location.

- *Content Folders*. Content folders are used to further organize course content. For example, if course content is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.
- *Folders*. Folders are used to further organize portfolio material. For example, if portfolio material is organized chronologically or by topic, you may see several folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A folder can exist within another folder.

To access items on the *Home Page* screen, do one of the following:

- Click the item.
- Using the *ActionLinks* icon:
  - a. Locate the item and click its *ActionLinks* icon.
  - b. Click the **Go to** option.

## Accessing Content on the Course Content Map

### For Section Instructors

The *Course Content Map* contains a list of links to content in the *Course Content* tool, presented in outline format. If the map is available, you can access it on the course menu or from a drop-down list. You can use the map to access the following:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Content Links*. Content links are links to items in other course tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Content Folders*. Content folders are used to further organize course material. For example, if course material is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.

Depending on how the *Course Content Map* appears, you can access content by doing one of the following:

- If the *Course Content Map* appears on the course menu:
  - a. Click the *Expand Course Content Map* icon. A list of links appears.

- b. Click the link for the content item.
- If the *Course Content Map* appears as a drop-down list, select the content item and click the *Go* icon.

## Expanding and Collapsing the Course Menu

### For Section Instructors

The course menu is the primary navigation feature in a Blackboard Learning System course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu.

If the links are displayed as both icons and text, you can expand and collapse the menu as necessary. Collapsing the course menu increases the viewing area of the current screen. You can also expand and collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools* sections.

**NOTE:** The course menu collapses automatically if you click the link for the following tools: *Learning Module*, *Mail*, *File Manager*, or *My Files*. This automatically increases the viewing area of these tools.

- To expand or collapse the entire course menu, click the **Expand or Collapse** toggle.
- To expand or collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools*: Click the **Expand or Collapse** icon next to the heading.

## Editing the Description of Items

### For Section Instructors

**NOTE:** Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules* tool. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

**IMPORTANT:** When you edit a description, the changes apply only to that occurrence of the item. If the

item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon.
2. Click **Edit Description**.
3. Edit the description and click **Save**.

## Showing or Hiding Items

### For Section Instructors

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Viewing Assessments Reports

## For Section Instructors

If a content link to a quiz or survey is available in the *Course Content* tool, you can view performance or statistical reports. Performance reports contain information about Student performance on quizzes or surveys. Statistical reports contain an analysis of Student performance on quizzes.

**NOTE:** There are no reports for self tests.

1. From the **Teach** tab, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **View Reports**. The *Assessment Reports* appears.
3. In the *Assessment Title* drop-down list, select the assessment.
4. Select a report type and click **Run Report**. The report appears.

## Viewing Assessment Submissions

### For Section Instructors

If a content link to a quiz or survey is available in the *Course Content* tool, you can view submissions in the *Assessment Manager*.

**NOTE:** There are no submissions for self tests.

1. From the **Teach** tab, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **View Submissions**. The submissions appear.

## Viewing Chat Room Logs

### For Section Instructors

**NOTE:** Depending on administrator settings, this feature may not be available.

If there is a content link to a *Chat* room in the *Course Content* tool, you can view a record of chat messages sent by users in the room. The messages are organized by date and time.



1. From the **Teach** tab, locate the chat room and click its *ActionLinks* icon. A menu appears.
2. Click **View Log**. The *Chat Room Log* screen appears.
3. If you want to print the log, use your browser's print function.
4. If you want to delete the record of messages, click **Clear Log**.

# CHAPTER 15: DISCUSSIONS

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT DISCUSSIONS

### For All Roles

The *Discussions* tool allows you to create topics relevant to the course where users enrolled in the course can post and reply to messages. You can ask questions, generate discussion, and encourage Students to share feedback and ideas. Section Instructors can assign grades for participation, just as they would in a classroom course.

There are three types of discussion topics:

- **Threaded:** Create a threaded topic for a more traditional online discussion. Participants post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.
- **Class blog:** Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.
- **Journal:** Create a journal topic to give Students a place for their own writing. The journals can be kept private between the Student and the Section Instructor or shared with the class.

**EXAMPLE:** If you are teaching an English literature course, you can create discussion categories for different literary genres: English Novels and English Plays. In each category, you can create topics for the literary works that are being studied:

- **English Novels:** *Pride and Prejudice*, *Oliver Twist*, *A Room with a View*.
- **English Plays:** *Romeo and Juliet*, *She Stoops to Conquer*, *The Importance of Being Earnest*.

To start a discussion on the novel *Pride and Prejudice*, you can post a message such as *Do you think the characters in Pride and Prejudice are conscious of social class?*

## CREATING AND MANAGING DISCUSSION CATEGORIES

**For various roles. See specific topics for your role.**

## Creating Categories

### For All Roles

Create discussion categories to group related topics together.

Create reflection categories to group related topics together.

**EXAMPLE:** Create a category for all topics that Students will be graded on or for all the class blog topics.

After one category is created, any topics that are not assigned to a category appear under *Uncategorized Topics*.

**TIP:** You can create a new category and a new topic simultaneously. For more information, see *Creating and Editing Topics*.

1. From the *DiscussionsReflections* screen, do one of the following:
    - To create a new category, click **Create Category**.
    - To edit an existing category, click its *ActionLinks* icon and click **Edit Properties**.
  2. Enter a title.
  3. Enter a description:
    - To enter the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
    - To enter the description in HTML format, do one of the following:
      - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
- NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
- To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Description* text box, enter the HTML code.

4. Click **Save**.

## Linking Categories to the Course Content and Learning Module Tools

### For Designers

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

**NOTE:** In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

**NOTE:** In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

## Moving Categories

### For All Roles

You can move categories to change the order in which they appear on the *Discussions* screen. You cannot

copy categories.

You can move categories to change the order in which they appear on the *Reflections* screen. You cannot copy categories.

1. From the *Discussions* screen, click **Reorder Categories**.
2. From the *Reflections* screen, click **Reorder Categories**.
3. Select the category that you want to move. You can select multiple categories.
4. Click the icon to indicate where you want to move the selected category:
  - To move the category above another category, click its *Move Selected Items Above* icon.
  - To move the category to the bottom of the list, click the *Move Selected Items to Bottom of List* icon in the last row of the table.
5. Click **OK**.

## Viewing Links to Categories

### For All Roles

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Deleting Categories

### For All Roles

**WARNING:** When you delete a discussion category, all topics and messages in the category are also deleted.

**WARNING:** When you delete a reflection category, all topics and messages in the category are also deleted.

1. From the *Discussions* screen, do one of the following
  - To delete one category, click its *ActionLinks* icon.
  - To delete multiple categories, select the categories.
2. From the *Reflections* screen, do one of the following
  - To delete one category, click its *ActionLinks* icon.
  - To delete multiple categories, select the categories.
3. Click **Delete**.
4. Click **OK**.
5. If the categories are linked to the *Course Content* tool, another confirmation message appears. Click **OK**.
6. If the categories are linked to the *Home Page* tool, another confirmation message appears. Click **OK**.

## CREATING AND MANAGING DISCUSSION TOPICS

**For various roles. See specific topics for your role.**

### Creating Topics

**NOTE:** The feature for artifact creation is available only to institutions using Blackboard Portfolio™ and if it is enabled through administrator settings.

#### For All Roles

Discussion topics allow you to create a forum where users can post messages to exchange ideas, record thoughts, and ask questions on a particular subject. When you create topics, you can add them to a category, or leave them uncategorized.

There are three types of discussion topics:

- **Threaded:** Create a threaded topic for a more traditional online discussion. Participants post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.

- **Class blog:** Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.
- **Journal:** Create a journal topic to give Students a place for their own writing. The journals can be kept private between the Student and the Section Instructor or shared with the class.

When editing a topic, you cannot change the topic type.

1. From the *Discussions* screen, do one of the following:

- To create a new topic:
  - a. Click **Create Topic**.
  - b. Select the topic type and click **Next**.

**NOTE:** Depending on settings, you may only be able to create threaded discussion topics.

- To edit an existing topic, click its *ActionLinks* menu and click **Edit Properties**.

2. Enter a title.

3. Enter a description:

- To enter a description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
- To enter a description in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:
  - a. Select *Use HTML*.
  - b. In the *Description* text box, enter the HTML code.

4. Next to *Item Visibility*, select whether to show or hide the item for Students.

5. Under *Category*, if you want to add the topic to a category, do one of the following from the *Select Category* drop-down list:

**NOTE:** This functionality only appears if you are creating a new topic. If you want to move an existing topic, see *Moving Topics*.

- To add the topic to an existing category, select the category.
- To create a category:
  - a. Select *Create New Category*.

- b. Enter a name and description.
6. Under *Grading*, select whether you want Students to receive a grade based on their participation in the topic:

- If you do not want the topic to be gradable, select *Topic is not gradable*.

**NOTE:** If you are changing a topic from gradable to not gradable, and the *Grade Book* column does not contain grades, ensure the Section Instructor or Teaching Assistant deletes the column for this topic in *Grade Book*.

- If you want the topic to be gradable, under *Allow the topic to be graded*:

- a. Select a grading scheme:

**NOTE:** You can only change your original grading selection from alphanumeric to numeric, from numeric to alphanumeric, and from one grading form to a different grading form.

- To assign a numeric grade, select *Numeric grade* and, in the *Out of* text box enter the maximum grade that can be attained.
- To assign a letter grade, select *Alphanumeric grade*.
- To grade the topic using a grading form:

**IMPORTANT:** If you are editing the topic and you remove or replace a grading form, all results are deleted from the topic's *Grade Book* column.

- i. If you need to remove a grading form that is currently selected, click the *Remove* icon next to its title.
- ii. Select *Grade by grading form* and then click **Select Grading Form**.
- iii. Select the grading form.

**TIP:** To see the content of the grading form, click its title.

- iv. Click **Select**.

- b. If you want the *Grade Book* column for this topic to have a name other than the topic title, enter the name in the *Grade Book column title* text box.
  - c. If you want Students to see their grades for this topic, select *Release grade to Students in My Grades*.
7. Under *Goals*, if you want to associate a goal with this topic:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
- b. Select the items and click **Add Selected**.



8. Next to *Peer Review*, click the *Expand/Collapse* icon to set peer review preferences:
  - If you do not want to allow peer review, select *Do not enable Peer Review in this topic*.
  - If you want to use peer review:
    - a. Select the type of peer review:
      - If you want to allow peer review using a simple scale:
        - i. Select *Allow Students to review messages using a simple rating scale* and then click **Create Scale**.
        - ii. Set up the rating scale:
          - To include instructions, enter them in the text box.
          - To allow users to include a comment with the rating, select *Allow users to justify their review*.
          - To add a star rating, click **Add Rating** and enter the label in the text box.
          - To remove a star rating, click **Remove Rating**.
          - To change the label of a rating, click its *Edit* icon.
        - iii. Click **Save**.
      - If you want to allow peer review using a grading form:
        - i. Select *Allow Students to review messages using a grading form* and then click **Select Grading Form**.
        - ii. Select the grading form.

**TIP:** To see the content of the grading form, click its title.
        - iii. Click **Select**.
    - b. Under *Peer review visibility*, select one of the following:
      - *Students see reviews of their own messages only*.
      - *Students see reviews of all messages*. If you want these reviews to display only after Students have submitted their own review, also select *Make other reviews visible only after submitting a review*.
    - c. To prevent reviewers' names from displaying to Students, select *Make reviews anonymous*. Section Instructors can always see reviewers' names.
9. Next to *Topic Behavior Options*, click the *Expand/Collapse* icon to set *Student Posting Rules* for the topic:

**NOTE:** These options do not apply to journal topics.

- If you want to allow Students to contribute to a topic:

- a. Select one of the following:
    - *Students can post messages and reply to messages.*
    - *Students can post messages but cannot reply to messages.*
    - *Students can reply to messages but cannot post messages.*
  - b. To allow Students to edit their messages, select *Students can edit their messages after posting them.*
- If you want to allow Students to read messages but prevent them from contributing to a topic, select *Lock this topic for Students*. Section Instructors and Teaching Assistants can post messages to a locked topic.

**TIP:** If you want to make a topic available to a group of students or on specific dates only, apply selective release criteria to the topic. For more information, see *Adding Date Criteria to Items* or *Adding Group Criteria to Items*.
10. Under *Author Identification*, specify whether Students' names should display with their messages:
    - For user names to display, select *Authors are identified by user names*.
    - For postings to remain anonymous, select *Authors are anonymous to Students*.

**NOTE:** Author names display to Section Instructors and Teaching Assistants.
  11. If you are creating a journal topic, under *Journal Privacy*, specify whether Students' journals are public or private. If a journal is private, only the Student and Section Instructor can access the journal.
  12. Under *Artifact Creation for Portfolios*, you can allow Students to save their discussion messages for use in their portfolios.

**NOTE:** Depending on settings, this function may not be available.
  13. Click **Save**.

## Linking Topics to the Course Content and Learning Module Tools

### For Designers

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool

- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

**NOTE:** In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

**NOTE:** In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

## Copying Topics

### For All Roles

You can move or copy a discussion topic and all its messages into another category. When you copy a topic, peer reviews are not copied with the topic.

You can move or copy a reflection topic and all its messages into another category. When you copy a topic, message ratings are not copied with the topic.

1. From the *Discussions* screen, select the topic that you want to copy. You can select multiple topics.
2. From the *Reflections* screen, select the topic that you want to copy. You can select multiple topics.
3. Do one of the following:
  - To move or copy to a category that already contains topics:
    - a. Next to the topic that you want to copy the topic above or below, click the *Click to view move options* icon.
    - b. Click **Move Selected Items Above**, **Move Selected Items Below**, **Copy Selected Items Above**, or **Copy Selected Items Below**.

- To move or copy to a category that does not contain any topics:
  - a. In the empty category, click the *Click to view move options* icon.
  - b. Click **Copy Selected Items Here** or **Move Selected Items Here**.

## Viewing Topics

### For All Roles

You can locate messages posted to one topic or to all topics. You can also locate new messages only.

1. From the *Discussions* screen, do one of the following:

- To locate messages:
  - in one topic, click the topic title.
  - that you posted, click **All My Posts**. Note that this will include the messages that you posted, as well as your threaded replies and your blog comments.
  - in all topics, click **All Topics**.

**NOTE:** It may take some time to load all of your messages or all messages posted. After you click these links, they are disabled so that the request is sent only once.

- To locate new messages:
  - in all topics, next to *All Topics*, click **New**.
  - in one topic, next to the topic title, click **New**.
  - posted in reply to your messages, next to *All My Posts*, click **New Replies**. Both comments and replies are included.

**TIP:** If you want to see your original message, next to *In Reply to*, click the *Expand* icon.

2. From the *Reflections* screen, do one of the following:

- To locate messages:
  - in one topic, click the topic title.
  - that you posted, click **All My Posts**. Note that this will include the messages that you posted, as well as your threaded replies and your blog comments.
  - in all topics, click **All Topics**.

**NOTE:** It may take some time to load all of your messages or all messages posted. After you click these links, they are disabled so that the request is sent only once.

- To locate new messages:
  - in all topics, next to *All Topics*, click **New**.
  - in one topic, next to the topic title, click **New**.
  - posted in reply to your messages, next to *All My Posts*, click **New Replies**. Both comments and replies are included.

**TIP:** If you want to see your original message, next to *In Reply to*, click the *Expand* icon.

3. To read and navigate messages, do the following:

- For threaded messages:
  - To read the message, click the message subject.
  - To navigate messages, click **Next Message** or **Previous Message**.
  - To navigate pages, click the *Next Page* or *Previous Page* icon.
  - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.
  - To view message ratings, click **View All Ratings**. For more information, see *Using Message Ratings*.
- For blog messages, the messages are displayed.
  - To read comments on a message, click **Comments**.
  - To navigate pages, click the *Next Page* or *Previous Page* icon.
  - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.
  - To view message ratings, click **View All Ratings**. For more information, see *Using Message Ratings*.
- For journal entries, the entries are displayed.
  - To read comments on an entry, click **Comments**.
  - To navigate pages, click the *Next Page* or *Previous Page* icon.
  - If the journal is public it displays links to the journals of all Students in the course who have added entries to their journals. To read another Student's journal, under *Name*, click the name of the Student. To return to your journal, click **My Journal** at the top of the list.
  - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.

4. If the message includes an attached file that you want to view or download, next to *Attachments*, click its file name.

## Viewing Links to Topics

### For All Roles

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Showing or Hiding Topics

### For All Roles

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.

2. Click **Show Item**.
- To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Setting or Modifying Release Criteria for Topics

### For All Roles

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Deleting Topics

### For All Roles

**NOTE:** Depending on administrator settings, this function may not be available to Teaching Assistants.

When you delete a discussion topic, all messages in the topic are also deleted.

When you delete a reflection topic, all messages in the topic are also deleted.

1. From the *Discussions* screen, do one of the following:
  - To delete one topic, locate the topic you want to delete and click its *ActionLinks* icon.
  - To delete multiple topics, select the topics.
2. From the *Reflections* screen, do one of the following:
  - To delete one topic, locate the topic you want to delete and click its *ActionLinks* icon.

- To delete multiple topics, select the topics.
3. Click **Delete**.
  4. Click **OK**.
  5. If the topics are linked to the *Home Page* tool, another confirmation message appears. Click **OK**.

## Assigning Grades in Topics

### For Section Instructors

**NOTE:** Depending on administrator settings, this feature may not be available to Teaching Assistants.

If the course contains a discussion topic that is gradable, you can evaluate each Student's activity in that topic and assign a grade. You can assess the quality of messages posted by each Student. You can also compare the Student's level of participation in the topic to the rest of the class.

Grades assigned to Students in *Discussions* are automatically entered in a corresponding column in *Grade Book*.

1. From the *Teach* tab, from the *Discussions* screen, locate the gradable topic and click its *ActionLinks* icon.
2. Click **Grade Topic**.
3. To view the messages posted by a Student:
  - a. Click the *ActionLinks* icon next to the Student's name.
  - b. Click **View Student Posts**.

**TIP:** You can print or download all messages posted by the Student by clicking **Print** or **Save as File**.

- c. To return to the overview screen, click **Discussion Activity Overview**.
4. Before you enter a grade, if you want to compare a Student's participation in the topic to other Students in the course, compare the values under *Class Averages* to the corresponding values for the Student under *Discussion Activity Overview*.

**NOTE:** The value for *Total Messages Read* corresponds to the number of messages marked as read by the Student. Therefore, if a Student reads the same message several times, the message is considered to have been read only once.

5. Look under *Grading Criteria* to determine whether you must enter a numeric or alphanumeric (letter)



grade, or complete a grading form.

6. Do one of the following:

- To enter a numeric or alphanumeric grade, next to the Student's name, enter a grade and click **Save Grades**.

**NOTE:** If a student has been unenrolled, the *This user has been unenrolled* icon appears and you cannot enter a grade.

- To complete a grading form:

a. Next to the Student's name, click **Complete Grading Form**.

**NOTE:** If a student has been unenrolled, the *This user has been unenrolled* icon appears and you cannot enter a grade.

b. Select a performance indicator for each objective.

c. Enter comments.

d. Click **Save**.

The grade is saved here and in the *Grade Book* column.

## Editing Grades in Topics

### For Section Instructors

**NOTE:** Depending on administrator settings, this feature may not be available to Teaching Assistants.

You can edit the grades you have assigned to Students for a gradable discussion topic. Any grading changes made in *Discussions* will be reflected in *Grade Book*.

1. From the *Teach* tab, from the *Discussions* screen, locate the gradable topic and click its *ActionLinks* icon.
2. Click **Grade Topic**.
3. Under *Name*, locate the Student whose grade you want to edit and do one of the following:
  - To edit a numeric or alphanumeric grade:
    - a. Under *Grade*, click the displayed value.
    - b. To change the value back to the first grade that was entered for the Student, select *Revert to Original*.

- c. To change the grade to a new value, select *Change To* and enter a new value in the text box.
  - d. If you want to enter an explanation for the change, in the *Comment* text box, enter a comment. This comment appears only in the *Grade Book* audit history.
  - e. If you want to see a history of all changes made to the Student's grade, click **View Audit History**:
    - To sort by any column, click that column's title.
    - To change the sort order, click the column's title again.
    - To print the audit history, use your web browser's print function.
    - To export the audit history as a comma or tab-delimited file:
      - i. Click **Export Log**.
      - ii. Under *Specify Export Format*, do one of the following:
        - To create a text file where field information is separated by a comma, select *Comma-delimited*.
        - To create a text file where field information is separated by a tab keystroke, select *Tab-delimited*.
      - iii. Click **Export**.
    - Click **Done**.
  - To edit a grading form grade:
    - a. Click **View Grade**.
    - b. Click **Edit Grading Form**.
    - c. Select different performance indicators.
    - d. If you want to enter an explanation for the change, in the *Comment* text box, enter a comment. This comment appears only in the *Grade Book* audit history.
4. Click **Save**.

## READING AND POSTING DISCUSSION MESSAGES

### For Section Designers and Section Instructors

When you enter a topic, the topic details are listed:

- Topic Type: Threaded, Blog, or Journal
- Topic Type: Threaded or Blog
- Graded: Yes or No
- Peer Review: Yes or No
- Posting Restrictions: Allow post and reply, Allow reply only, or Allow post only
- Access: Public or Private

**NOTE:** Only journal topics can be private. If private, journal entries are visible to the author and Section Instructor only.

- User Identification: User Name or Anonymous

You can use *Discussions* for:

You can use *Reflections* for:

- locating and reading messages.
- replying and commenting on messages.
- posting messages.
- viewing threaded and unthreaded messages.
- forwarding threaded messages.
- editing draft messages.
- editing posted messages.

## Posting Messages

You can post new messages to threaded and blog topics, and you can add new entries to your journal.

You can post new messages to threaded and blog topics.

**NOTE:** This functionality may not be available to Students.

**NOTE:** This functionality may not be available to Portfolio Reviewer s.

1. From the topic's messages screen, click **Create Message** or **Create New Entry**.

**NOTE:** Section Designers cannot add journal entries.

2. If you came from the messages screen for *All Topics*, from the *Topic* drop-down list, select a topic for your message.

3. Enter the subject of your message.
4. Enter the message:
  - To enter a message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
  - To enter a message in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand code the HTML:
      - a. Select *Use HTML*.
      - b. In the *Message* text box, enter the HTML code.
5. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
6. If you want to attach files to your message:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
  - b. Locate and select the file. For more information on browsing for files and folders, see *Navigating with Content Browser*.
7. If you want to preview your message, click **Preview**.
8. Do one of the following:
  - If you are not ready to post the message but want to save it, click **Save as Draft**.
  - To post the message, click **Post**.

## Replying to Messages

Rather than posting a new message, you can reply to threaded messages or comment on blog messages. If a journal topic is public, you can also comment on journal entries.

**NOTE:** This functionality may not be available to Students.

**NOTE:** This functionality may not be available to Portfolio Reviewers.

1. From the message, click **Reply** or **Comment**.
2. Enter your reply:
  - To reply in Plain Text format, enter the message in the text box. The message will appear exactly as you have typed it.

- To reply in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.  
**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
  - To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Message* text box, enter the HTML code.
- 3. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
- 4. If you want to attach files to the message:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.
- 5. If you want to preview your reply, click **Preview**.
- 6. Do one of the following:
  - If you are not ready to post the message but want to save it, click **Save as Draft**.
  - To post the message, click **Post**.

## Forwarding Threaded Messages

In threaded topics, you can forward a message to course members, continuing the discussion with selected course members. The messages are forwarded using the *Mail* tool, where the messages can be viewed by the recipients.

In threaded topics, you can send private messages, rather than posting a public reply. The messages are forwarded using the *Message Center* tool, where the messages can be viewed by the recipients.

**NOTE:** If a message is locked, you can view it, but you cannot forward it.

**NOTE:** If a message is locked, you can view it, but you cannot reply privately to it.

1. From the message, click **Forward**.
2. From the message, click **Send Private Message**.
3. Select the recipients of the message by doing one of the following. Use the *To* field for your primary recipients, the *CC* field for those who you want to forward a copy of the message to, and the *BCC* field for those who you want to forward the message to but hide their names from other recipients.

- To enter recipient names manually, enter the name in the *To*, *CC*, or *BCC* text box. Use a semicolon to separate names.
- To browse for recipients:
  - Click **Browse for Recipients**.
  - Locate the recipients and select the text box under the *To*, *CC*, or *BCC* column.
  - If you need to navigate to the next page of recipients, click the *Next Page* icon.
  - Click **Save**.
- 4. If you want to mark your message as high priority, select *High priority*.
- 5. If you want to make changes to the message, you can edit the subject and message, insert an equation or add an attachment. For more information, see *Posting Messages*.
- 6. If you want to preview the message, click **Preview**.
- 7. Do one of the following:
  - If you are not ready to forward the message, but you have made changes that you want to save, click **Save as Draft**.
  - To forward the message, click **Send**.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## MANAGING DISCUSSION THREADS

### Viewing Threaded and Unthreaded Discussions

When messages are threaded, they display as a series of messages on the same subject. The original message is listed first, followed by replies to that message. By default, messages in threaded topics are listed in threaded view, but you can change the view to unthreaded. Unthreaded messages are listed in chronological order.

From the messages screen, do one of the following:

- To display messages in chronological order, click **Unthreaded**.
- To display messages with all replies grouped under the original message, click **Threaded**.
- To expand a thread, next to the thread's subject, click the *Expand* icon.
- To expand all threads within the topic, in the table heading row, click **Expand All**.
- To collapse a thread, next to the thread's subject, click the *Collapse* icon.
- To collapse all threads within the topic, in the table heading row, click **Collapse All**.
- To display all messages in a thread, click its *Display Complete Thread* icon

### Locking and Unlocking a Thread

You can lock messages and threads so that Student can read messages, but they cannot reply or comment, edit, forward, or submit peer review. Section Instructors and Teaching Assistants can post to locked messages. You can have a mix of locked and unlocked messages in the same topic.

You can lock messages and threads so that Portfolio Reviewers can read messages, but they cannot reply

or comment, edit, forward, or rate. Portfolio Owners can post to locked messages. You can have a mix of locked and unlocked messages in the same topic.

For information about controlling Student participation in topics, including how to lock topics, see the *Topic Behavior Options* in *Creating and Editing Topics*. For information about releasing topics to specific groups of Students or on specific date, see *Adding Group Criteria to Items* or *Adding Date Criteria to Items*.

1. Depending on the type of topic, do one of the following:
  - In threaded topics, locate the thread and click the subject of the first message in the thread.
  - In blog topics, locate the message.
  - In journal topics, locate the entry.
2. Do one of the following:
  - To only allow users to read messages, click **Lock Thread**.
  - To allow users to use all functionality available in the topic, click **Unlock Thread**.

## MANAGING DISCUSSION MESSAGES

**NOTE:** The feature for saving messages to portfolios is available only to institutions using Blackboard Portfolio™.

### For Section Designers and Section Instructors

To manage your messages, you can:

- navigate multiple pages.
- move and copy messages.
- sort messages.
- lock and unlock messages.
- mark threaded messages as unread or read.
- print and save messages.
- delete messages.

If you have access to the *Teach* tab, you can also:

- use PeopleLinks.
- save messages to portfolios.



## Copying Messages

You can move or copy messages from one topic to another topic in the same category, in a different category, or in *Uncategorized Topics*, as long as they are the same type of topic. For example, you cannot move messages from a threaded topic to a journal or blog topic.

You can move or copy messages from one topic to another topic in the same category, in a different category, or in *Uncategorized Topics*, as long as they are the same type of topic. For example, you cannot move messages from a threaded topic to a blog topic.

After they are moved or copied, messages take the properties of the new topic. For example:

- If you move or copy messages from a topic that does not allow peer review to a topic that allows it, the peer review functionality is added to the messages.
- If you move or copy messages from a topic that does not allow message ratings to a topic that allows them, the message ratings functionality is added to the messages.
- If you move or copy messages from a topic that allows peer review by simple scale rating to a topic that allows peer review by grading form, the previous ratings are removed and the functionality is added.
- If you move or copy messages from a topic that allows message editing to a topic that does not allow you to edit messages after posting, the editing functionality is removed from the messages.

1. From the messages screen, select the messages. To move or copy:

- a message and its comments, select the message.
- a thread, select the first message in the thread.
- a reply to a thread, select the message.
- all messages on the page, select the check box in the table heading row or click **Select All**.
- selected messages that appear on different pages, click the *Paging Preferences* icon and change the number of records per page to display all the messages.

You can select multiple messages and threads.

2. From the *Move to* or *Copy to* drop-down list, select the topic and click the *Go* icon.

3. Click **OK**. If the messages screen appears, the topic that you selected contained no messages; the messages have been moved or copied.

4. If the *Specify Thread* pop-up window appears, the topic that you selected already contains messages; select a location for the messages within the existing messages:

- a. Under *Name*, select either *Start a new thread* or select the message that you want the messages to appear under.
- b. Click **OK**.

## Sorting Messages

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## Deleting Messages

When you delete a message, all replies to the message are also deleted.

**NOTE:** Depending on administrator settings, this feature may not be available to Teaching Assistants.

1. From the messages screen, do one of the following:
  - To delete one message, locate the message and click its *ActionLinks* icon.
  - To delete multiple messages, select the messages.
  - To delete all messages on the page, select the check box next to *Subject* or click **Select All**.

**TIP:** To delete messages that span multiple pages, adjust the number of messages listed on a single page to include all messages you want to delete. For more information, see *Navigating Multiple Pages*.

2. Click **Delete**.
3. Click **OK**.

## Marking Messages as Read

In threaded topics, you can mark messages as unread or read.

1. From the threaded messages, select the messages you want to mark as unread or read:
  - To mark selected messages, select the check box next to each message.
  - To mark all messages on the page, in the table heading row, select the check box next to *Subject*.

**TIP:** To select messages on several pages, click the *Paging Preferences* icon and change the number of messages per page to display all the messages on one page.
2. Click **Mark as Unread** or **Mark as Read**.

## Editing Draft Messages

If you saved a message as a draft, you can edit it and then post it to the topic.

1. From the topic that contains the draft message, click **View Drafts**.
2. Under *Name*, click the subject line.
3. You can edit the subject and message, insert an equation, and add attachments. For more information, see *Posting Messages*.
4. If you want to preview your message, click **Preview**.
5. Do one of the following:
  - To save the message again as a draft, click **Save**.
  - To post the message, click **Post Now**.

## Editing Posted Messages

You can edit a message and then re-post it to the topic. The edited message replaces the original message, but it is not marked as a new message. You can also edit replies to threaded messages, but you cannot edit comments in blog and journal topics.

You can edit a message and then re-post it to the topic. The edited message replaces the original message, but it is not marked as a new message. You can also edit replies to threaded messages, but you cannot edit comments in blog topics.

**NOTE:** This functionality may not be available to Students.

**NOTE:** This functionality may not be available to Portfolio Reviewers.

1. Locate the message. For more information, see *Locating, Reading, and Navigating Messages*.

**NOTE:** You can only edit messages that you posted.

2. Click **Edit Message**.
3. You can edit the subject and message, insert an equation, and add attachments. For more information, see *Posting Messages*.
4. If you want to preview your message, click **Preview**.
5. Do one of the following:
  - If you are not ready to post the edited message but want to save it, click **Save as Draft**.
  - To post the message, click **Post**.

## Creating a Printable View of Messages

You can compile messages and then print or save them. You can also use the compiled list to read and respond to the messages. After you have compiled messages, they are marked as read.

1. Locate the messages.
2. Select the messages that you want to print or save:
  - For threaded messages:
    - To select specific messages, select the check box next to each message.
    - To select all messages on the current page, in the table heading row, select the check box.
  - For blog messages and journal entries:
    - To select specific messages or entries, select the check box next to the subject.
    - To select all messages on the current page, click **Select All**.
  - For blog messages:
    - To select specific messages or entries, select the check box next to the subject.
    - To select all messages on the current page, click **Select All**.
3. Click **Create Printable View**.
4. If you want to print the compiled messages, click **Print**.
5. If you want to download the compiled messages, click **Save as File**.
6. If you want to reply to a message, click **Reply**. For more information, see *Replying and Commenting on Messages*.

7. When you are finished viewing the compiled messages, click **Close this window**.

## Saving Messages to Portfolios

This feature is available only to institutions using Blackboard Portfolio™.

You can create Course Artifacts of discussion messages and save them to a portfolio. A Course Artifact is a standalone file version of material that you can present as a sample of completed course work. A Course Artifact contains all the components and formatting of the original item.

**NOTE:** This functionality may not be available.

1. From the messages screen, select the messages:
  - To select specific items, select the check boxes.
  - To select all messages on the page, select the check box next to *Subject* or click **Select All**.

**TIP:** To select messages that span multiple pages, adjust the number of messages per page to include all the messages. For more information, see *Navigating Multiple Pages*.

2. Click **Save to Portfolio**.
3. If you are saving blog or journal messages, select whether or not you want to save comments in the artifact and click **Preview Artifact**.
4. Click **Save to Portfolio**.
5. Next to *My Portfolios*, navigate to the portfolio location where you want to save the artifact.

**NOTE:** You can save artifacts to other locations. For more information, see *Navigating with Content Browser*.

6. If you want to edit the default file name for the artifact, edit the name in the *Save as* text box.
7. Click **OK**.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not

exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

# CHAPTER 16: EQUATION EDITOR

**IMPORTANT:** Topics for this chapter apply to all roles.

## ABOUT WEBEQ EQUATION EDITOR

### For All Roles

*WebEQ Equation Editor* is used to create, save, and view complex equations. It consists of an Equation Editor and an Equation Viewer.

*WebEQ Equation Editor* is used to create and view complex equations. It consists of an Equation Editor and an Equation Viewer.

The Equation Editor allows you to build equations graphically using the toolbar, keyboard characters, and the *WebEQ Symbol Palette*. The equations can then be stored as MathML™, a markup language for encoding the structure of mathematical expressions, so that they can be shared over the Internet. MathML files can be saved in the *My Files* area of the *Content Manager* or *File Manager* from *WebEQ Equation Editor*, then imported to *WebEQ Equation Editor* for editing or inserting into messages or questions. You can also get MathML files from your local drive and import them to *WebEQ Equation Editor*.

The Equation Editor allows you to build equations graphically using the toolbar, keyboard characters, and the *WebEQ Symbol Palette*. You can also get MathML™ files from your local drive and import them to *WebEQ Equation Editor*. MathML is a markup language for encoding the structure of mathematical expressions so that they can be shared over the Internet.

The Equation Viewer allows MathML to be displayed in any browser.

### Creating and Inserting Equations

You can use the *WebEQ™ Equation Editor* from a variety of tools to create and insert MathML™ equations, such as into mail and discussion messages, and into assessment questions.

You can use the *WebEQ Equation Editor* from a variety of tools to create and insert MathML equations, such as into reflection messages.

1. From the *Insert equation* drop-down list, select *New*, and click the *Go* icon.
2. Enter a title. When an equation is saved, the title is used as the file name in the *My Files* area of *Content Manager*.

3. Enter a title.
4. The following options are available:
  - To change the font size of the characters in your equation, from the *Font size* drop-down list, select a number.
  - To increase the size of the edit area, click **Enlarge Editor**.
5. Create an equation by doing any of the following. Equations are created using templates, keyboard characters, and symbols. Templates are blank equation elements with empty slots (squares) for entering keyboard characters or symbols.

**IMPORTANT:** Do not enter spaces between templates, keyboard characters, or symbols, because spaces appear as boxes when displayed.

- To insert templates outside template slots:
  - a. Place the cursor where you want to insert the template by clicking the edit area in the appropriate location.
  - b. From the toolbar, click the icon that represents the template you want to insert.
- To insert templates in template slots:
  - a. Click the slot in which you want to insert the templates.
  - b. From the toolbar, click the icon that represents the template you want to insert.
- To enter keyboard characters outside template slots:
  - a. Place the cursor where you want to enter keyboard characters by clicking the edit area in the appropriate location.
  - b. Using the keyboard, enter the characters.
- To enter keyboard characters in template slots:
  - a. Click the slot in which you want to enter the keyboard characters.
  - b. Using the keyboard, enter the characters.
- To insert symbols outside template slots:
  - a. Place the cursor where you want to insert symbols by clicking the edit area in the appropriate location.
  - b. From the toolbar, click the *Symbol Palette* icon.
  - c. Click the symbols you want to insert.
- To insert symbols in template slots:
  - a. Click the slot in which you want to insert the symbols.
  - b. From the toolbar, click the *Symbol Palette* icon.



- c. Click the symbols you want to insert.
6. If you want to save the equation as a MathML file in the *My Files* area of the *Content Manager* or *File Manager* tool, click **Save**.
7. Click **Insert**. The equation is assigned an id and is inserted.

**NOTE:** If the *HTML Creator* is turned on, the equation is inserted where you placed the cursor. If the *HTML Creator* is turned off, the equation is inserted as the last item in the text box.

## Editing and Inserting Equations

You can access a MathML™ equation and make and save changes to it.

You can access a MathML™ equation and make changes to it.

**NOTE:** Equations are never actually edited. Each time you access an equation and save changes made to it, a new equation is created and *WebEQ™ Equation Editor* assigns the equation a new id number. You will need to remove the reference to the original equation when the edited version has been inserted or viewers will see two equations: the original equation and the edited equation.

**NOTE:** Equations are never actually edited. Each time you access an equation, make changes to it, and insert it, a new equation is created and *WebEQ™ Equation Editor* assigns the equation a new id number. You will need to remove the reference to the original equation when the edited version has been inserted or viewers will see two equations: the original equation and the edited equation.

1. From the *Insert equation* drop-down list, select the equation you want to edit and click the *Go* icon. The *Equation Editor* screen appears.
2. If you want to save your changes to the equation, you must change the title of the equation, which is used as the file name. In the *Title* text box, change the equation title.
3. The following options are available:
  - To change the font size of the characters in your equation, from the *Font size* drop-down list, select a number.
  - To increase the size of the edit area, click **Enlarge Editor**.
4. Edit the equation by doing any of the following. Equations are created using templates, keyboard characters, and symbols. Templates are blank equation elements with empty slots (squares) for entering keyboard characters or symbols.

**IMPORTANT:** Do not enter spaces between templates, keyboard characters, or symbols, because spaces appear as boxes when displayed.

- To insert templates outside template slots:
    - a. Place the cursor where you want to insert the template by clicking the edit area in the appropriate location.
    - b. From the toolbar, click the icon that represents the template you want to insert.
  - To insert templates in template slots:
    - a. Click the slot in which you want to insert the templates.
    - b. From the toolbar, click the icon that represents the template you want to insert.
  - To enter keyboard characters outside template slots:
    - a. Place the cursor where you want to enter keyboard characters by clicking the edit area in the appropriate location.
    - b. Using the keyboard, enter the characters.
  - To enter keyboard characters in template slots:
    - a. Click the slot in which you want to enter the keyboard characters.
    - b. Using the keyboard, enter the characters.
  - To insert symbols outside template slots:
    - a. Place the cursor where you want to insert symbols by clicking the edit area in the appropriate location.
    - b. From the toolbar, click the *Symbol Palette* icon.
    - c. Click the icons that represent the symbols you want to insert.
  - To insert symbols in template slots:
    - a. Click the slot in which you want to insert the symbols.
    - b. From the toolbar, click the *Symbol Palette* icon.
    - c. Click the icons that represent the symbols you want to insert.
5. If you want to save the equation as a new MathML file in the *My Files* area of the *Content Manager* tool or the *File Manager* tool, click **Save**.
  6. Click **Insert**. The equation is assigned an id and inserted.

**NOTE:** If the *HTML Creator* is turned on, the equation is inserted where you placed the cursor. If the *HTML Creator* is turned off, the equation is inserted as the last item in the text box.

7. If you only want to display the edited equation and not the original, locate the original equation string in the text box, select the string, and press Backspace or Delete on your keyboard.

**EXAMPLE:** If the original equation string was `{Equation:id=1, title=eqn_1}` and the edited

version was {Equation:id=2, title=eqn\_1}, select {Equation:id=1, title=eqn\_1} and press Backspace or Delete on your keyboard.

## Deleting Equations

Locate the equation string of the equation you want to delete, select the string, and press Backspace or Delete on your keyboard.

# CHAPTER 17: EXPORTING CONTENT

**IMPORTANT:** Topics in this chapter apply to designers.

## EXPORTING CONTENT

You can export the following content for use in other Blackboard Learning System courses and installations:

- learning modules
- quizzes, surveys, and self tests
- questions in the *Question Database* tool

## EXPORTING ASSESSMENTS

You can export quizzes, surveys, and self tests and use them in other Blackboard Learning System courses and installations. For example, if you create a quiz in a Psychology 201 course, you can export and re-use it in a Psychology 205 course.

**NOTE:** If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export assessments.

Assessments are exported as a content package and are saved in a zip file. The content package includes XML files, XML schema files (.xsd files), and any image files (for example, .jpg files) used in the questions in the assessment.

When you export an assessment, the questions it contains, the categories the questions belong to, any image files added to the questions, and the assessment properties are exported. Submission and security settings are not exported.

Assessments are exported in Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

1. From the *Assessments* screen, do one of the following:
  - To export one assessment, next to the assessment, click its *ActionLinks* icon.
  - To export multiple assessments, next to each assessment you want to export, select the check box.
  - To export all assessments on the page, in the table heading row, select the check box.

**TIP:** To export assessments that span multiple pages, adjust the number of assessments listed on a single page to include all assessments you want to export. For more information, see *Navigating Multiple Pages*.

2. Click **Export**.
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file. We recommend that you use all lowercase letters for file names.
5. Click **OK**.
6. Click **Return**.

If you are going to import the assessments to another Blackboard Learning System installation, you must download the zip file to your computer first. For more information, see *Downloading Files and Importing Quizzes, Surveys, Self Tests, and Questions*.

## EXPORTING QUESTIONS

You can export questions and use them in assessments in other Blackboard Learning System courses and installations. For example, if you create 25 multiple choice questions for a quiz in a Biology 101 course, you can export the questions and re-use them in a quiz in a Biology 110 course.

**NOTE:** If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export questions.

Questions are exported as a content package and are saved in a zip file. The content package includes XML files, XML schema files (.xsd files), and any image files (for example, .jpg files) used in the questions.

When you export questions, their categories and settings, and any linked image files are also exported.

Questions are exported in Blackboard Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

1. From the *Question Database* screen, from the *Category View* or the *Question View*, do one of the following:
  - To export one question, locate the question and click its *ActionLinks* icon.
  - To export multiple questions, select each question.
  - To export all questions on the page, in the table heading row, select the check box.

**TIP:** To export questions that span multiple pages, adjust the number of questions listed

on a single page to include all questions you want to export. For more information, see *Navigating Multiple Pages*.

- To export a question category, select each question in the category.
2. Click **Export** or **Export Questions**.
  3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
  4. In the *Save as* text box, enter a name for the zip file. We recommend that you use all lowercase letters for file names.
  5. Click **OK**.
  6. Click **Return**.

If you are going to import the questions to another Blackboard Learning System installation, you must download the zip file to your computer first. For more information, see *Downloading Files and Importing Blackboard Learning System Quizzes, Surveys, Self Tests, and Questions*.

## EXPORTING LEARNING MODULES

You can export learning modules and use them in other Blackboard Learning System courses and installations. For example, if you create a learning module in a French 101 course, you can export and re-use it in a French 105 course.

**NOTE:** If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export learning modules.

Learning modules are exported as a content package and are saved in a zip file. The content package includes XML files, XML schema files (.xsd files), and any HTML and image files linked in the learning modules.

When you export a learning module, headings and any assessments and files linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported. All learning module properties and action menu settings are exported, except the following: *Description*, *First page of the Learning Module should be*, and *Action Menu Status*.

Learning modules are exported in Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging specification. For more information, see the appropriate version of the *Content Interoperability Specification*.

1. From the *Learning Modules* screen, do one of the following:
  - To export one learning module, locate the learning module and click its *ActionLinks* icon.
  - To export multiple learning modules, select each learning module you want to export.

- To export all learning modules on the page, in the table heading row, select the check box.

**TIP:** To export learning modules that span multiple pages, adjust the number of learning modules listed on a single page to include all learning modules you want to export. For more information, see *Navigating Multiple Pages*.

2. Click **Export**.
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file. We recommend that you use all lowercase letters for file names.
5. Click **OK**.
6. Click **Return**.

If you are going to import the learning modules to another Blackboard Learning System installation, you must download the zip file to your computer first. For more information, see *Downloading Files and Importing Learning Modules and Content Modules*.

# CHAPTER 18: FILE MANAGER

**IMPORTANT:** The topics in this chapter apply to designers. See specific topics for your role.

## ABOUT FILE MANAGER

### For Designers

**WARNING:** Files in *File Manager* can be accessed by any user in the course even if there are no direct links to them. If you need to keep files private, save them in *My Files*.

**WARNING:** Files in the *Files* tool can be accessed by any user in the portfolio even if there are no direct links to them. If you need to keep files private, save them in another location.

You can use *File Manager* to create and store files used in a course. You can use these files for course design activities. Each course has a *File Manager* tool.

You can use *Files* to create and store files used in a Blackboard portfolio. You can use these files for portfolio design activities. Each portfolio has a *Files* tool.

You can perform the following tasks with this tool:

#### Locating and Viewing Files and Folders

To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location.

To preview files, you click their titles. You can also set the number of items listed on one page, sort by a column, or filter by file type.

#### Creating and Editing Files and Folders

You can create and edit HTML files by hand-coding HTML or using the *HTML Creator*. For each file, you can create links to media files or glossary definitions stored in *Media Library*. To organize files, you can create folders. Files in *File Manager* use a default character set selected by the administrator but you can declare unique character sets for individual files.

You can create and edit HTML files by hand-coding HTML or using the *HTML Creator*. To organize files, you can create folders. Files use a default character set selected by the Portfolio Administrator but you can declare unique character sets for individual files.



### Managing Files and Folders

You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.

### Creating WebDAV Folders

You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage *File Manager* files and folders from your computer without logging in to the Blackboard Learning System. Any changes you make in WebDAV folders are reflected in *File Manager* folders. For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage portfolio files and folders from your computer without logging in to Blackboard Portfolio. Any changes you make in WebDAV folders are reflected in portfolio folders. For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

## KEY CONCEPTS

### About File Subscriptions

#### For Template Designers

Files that exist outside your template in a sharable location, such as *Repository* or *Template Manager*, can be added to your template by either copying the files or by creating file subscriptions. Unlike file copies, file subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your template.

Whenever you use the *Content Browser* to get a file that is stored in a sharable location, you must indicate whether you want to subscribe to the file or copy the file. Subscribing to the file creates a file subscription which is stored in your template's *File Manager*. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.

**EXAMPLE:** You create and save a file in *Repository* that you want to use in multiple templates. From within each template, you create a file subscription to the file. Now, when you update the file in *Repository*, the changes will be reflected in the file copies in each template.

In *File Manager*, some actions that are available on files are not available on file subscriptions; you cannot edit, rename, copy, download, zip, or declare character sets for file subscriptions. However, you can perform the following tasks:

- create file subscriptions
- preview file subscriptions
- view file subscription information
- view HREF information on file subscriptions
- move file subscriptions
- delete file subscriptions

You can also cancel file subscriptions. This replaces the file subscription with a file copy meaning that changes to the original file will not be reflected in your template. This gives you ownership of the copied file and all file options become available to you.

## About File Subscriptions

### For Section Designers

Files that exist outside your course in a sharable location, such as *Repository* or *Template Manager*, can be added to your course by either copying the files or by creating file subscriptions. Unlike file copies, file subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your course.

Whenever you use the *Content Browser* to get a file that is stored in a sharable location, you must indicate whether you want to subscribe to the file or copy the file. Subscribing to the file creates a file subscription which is stored in your course's *File Manager*. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.

**EXAMPLE:** A file exists in *Repository* that you want to use in multiple courses. From within each course, you create a file subscription to the file. Now, when the file in *Repository* is updated, the changes will be reflected in the file copies in each course.

In *File Manager*, some actions that are available on files are not available on file subscriptions; you cannot edit, rename, copy, download, zip, or declare character sets for file subscriptions. However, you can perform the following tasks:

- create file subscriptions
- preview file subscriptions
- view file subscription information
- view content HREF information on file subscriptions

- move file subscriptions
- delete file subscriptions

You can also cancel file subscriptions. This replaces the file subscription with a file copy meaning that changes to the original file will not be reflected in your course. This gives you ownership of the copied file and all file options become available to you.

## About WebDAV Folders

### For Designers

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add, edit, copy, move, or delete files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add, edit, copy, move, or delete files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

## About Referencing Files From HTML Text Boxes

### For Designers

You can create links to files and insert image files stored in the *File Manager* tool from all text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them.

You can create links to files and insert image files stored in the *Files* tool from all text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them.

References can be created using the *HTML Creator* or hand-coded HTML. The *HTML Creator* allows you to browse the *File ManagerFiles* tool to select files. However, if the *HTML Creator* is not available

and you know the location of the files you want to reference, you can use relative paths.

Relative paths can be used to locate files referenced in HTML documents instead of using an entire Uniform Resource Locator (URL). Relative paths establish one point of reference from which other files can be found relative to that point of reference. In *File Manager*, this point of reference is the root directory, the top level in your *File Manager* folder hierarchy. All files in the *File Manager* tool can be referenced using relative paths.

Relative paths can be used to locate files referenced in HTML documents instead of using an entire Uniform Resource Locator (URL). Relative paths establish one point of reference from which other files can be found relative to that point of reference. In *Files*, this point of reference is the root directory, the top level in your *Files* folder hierarchy. All files in the *Files* tool can be referenced using relative paths.

Relative paths must be prefixed with the following syntax: `RelativeResourceManager/Template/`. This syntax directs the link to the root directory of *File Manager*.

In Blackboard Portfolio, relative paths must be prefixed with the following syntax:

`RelativeResourceManager/Template/`. This syntax directs the link to the root directory of *Files*.

- EXAMPLE:**
- In a discussion message, if you want to link to an HTML file in *File Manager*, you would use a tag similar to the following: `<a href="RelativeResourceManager/Template/HTML_File.html">Link to HTML File</a>`
  - In a *Syllabus* goal, if you want to link to an HTML file in *File Manager* and specify that the file will open in a new window, you would use a tag similar to the following: `<a href="RelativeResourceManager/Template/HTML_File.html" target="_blank">Link to HTML File</a>`
  - In a mail message, if you want to insert an image file from a subfolder of *File Manager*, such as a folder named *Images*, you would use a tag similar to the following: ``

- EXAMPLE:**
- In a *Reflections* message, if you want to link to an HTML file in *File Manager*, you would use a tag similar to the following: `<a href="RelativeResourceManager/Template/HTML_File.html">Link to HTML File</a>`
  - In a *Resume* objective, if you want to link to an HTML file in *File Manager* and specify that the file will open in a new window, you would use a tag similar to the following: `<a href="RelativeResourceManager/Template/HTML_File.html" target="_blank">Link to HTML File</a>`
  - In a *Message Center* message, if you want to insert an image file from a subfolder of *Files*, such as a folder named *Images*, you would use a tag similar to the following: ``

## About the Public Files Folder

## For Designers

The *Public Files* folder is a system-created folder in *File Manager*. You use this folder to store the files that you use for creating a *Course Preview Page*. The *Course Preview Page* allows you to present information about the course, so Students can find out more about the course before they are enrolled. For more information, see *Creating a Course Preview Page*.

**WARNING:** Files that are stored in the *Public Files* folder can be viewed by anyone if they know how to locate them through a URL (Uniform Resource Locator). We recommend that you store only files for the *Course Preview Page* here.

## About Case Sensitivity in File and Folder Names

### For Designers

File and folder names in *Content Manager* and *File Manager* are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

File and folder names in the *Files* tool are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

This also means that paths used for linking files do not need to match the actual case of the folder names and file name in the path. For example, the paths in the following links reference the same location and file:

```
<a href="folder/file.html">Link</a>
```

```
<a href="FOLDER/FILE.html">Link</a>
```

**IMPORTANT:** Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in *Content Manager* and *File Manager* or in Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

**IMPORTANT:** Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in the *Files* tool or in Windows will not cause broken paths but if files are

moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

## About MIME Types

### For Designers

A Multipurpose Internet Mail Extensions (MIME) type is used by browsers to determine how to display content. For example, if the MIME type is text is *text/html*, the browser will display the content as HTML.

When you view a file, the MIME type is sent to your browser so that it can identify the type of file and determine what to do with the file. The following MIME types are supported:

When you view a file the MIME type is sent to your browser so that it can identify the type of file and determine what to do with the file. Blackboard Portfolio supports the following MIME types:

File Type	File Extension	MIME Type
Adobe® Portable Document Format	pdf	application/pdf
Adobe Postscript®	ps	application/postscript
AOL® Art Image	art	image/x-art
Apple® QuickTime® movie	movie	video/x-sgi-movie
Apple QuickTime video clip	mov, qt	video/quicktime
Audio Interchange File	aif, aifc, aiff	audio/x-aiff
Audio Video Interleave	avi	video/x-msvideo
Backup file	bak	application/octet-stream
Basic Audio	au	audio/basic
Bitmap Graphics	bmp	image/bmp
Blackboard Learning System file	wct	application/octet-stream
Calendar file	ics	text/calendar
Cascading Style Sheet	css	text/css

<b>File Type</b>	<b>File Extension</b>	<b>MIME Type</b>
Comma-Separated Variables	csv	text/csv
Corel® Presentations™	shw	applications/presentations
Encapsulated Postscript	eps	application/postscript
e-Pack	epk	application/octet-stream
Executable	exe	application/octet-stream
Extensible Markup Language	xml	text/xml
Extensible Style Sheets	xsl	text/xsl
Graphic Interchange Format	gif	image/gif
Hypertext Markup Language	htm, html	text/html
HyperText Template	htt	text/html
Java	java	text/plain
Java Class	class	application/octet-stream
JavaScript™	js	application/x-javascript
JavaServer™ Pages	jsp	text/html
Joint Photographic Experts Group	jpg, jpe, jpeg	image/jpeg
Log File	log	text/plain
Macromedia® Director®	dir, dcr, dxr	application/x-director
Macromedia Flash®	fla	application/x-shockwave-flash
Macromedia Shockwave® Flash	swf	application/x-shockwave-flash
Microsoft® Access	mdb	application/x-msaccess
Microsoft Excel	xls, xlt	application/vnd.ms-excel
Microsoft HTML	mht	text/mht

Chapter 18: File Manager

<b>File Type</b>	<b>File Extension</b>	<b>MIME Type</b>
Microsoft Outlook®	eml	message/rfc822
Microsoft PowerPoint®	ppt, pot	application/vnd.ms-powerpoint
Microsoft Project	mpp, mpt, mpx	application/vnd.ms-project
Microsoft Word	doc, dot	application/msword
Microsoft Works	msw	application/x-msworks-wp
Moving Pictures Experts Group	mpg, mpe, mpeg	video/mpg
Moving Pictures Experts Group Audio	mpga, mp2, mp3	audio/mpeg
Musical Instrumental Digital Interface	mid, midi	audio/midi
PC Paintbrush Bitmap Graphic	pcx	appliation/x-pc-paintbrush
Portable (Public) Network Graphic	png	image/png
Properties (Java)	properties	text/plain
RealAudio®	ra, ram, rm	audio/x-realaudio
RealPlayer® Plug-In	rpm	audio/pn-realaudio-plugin
RealVideo®	rv	audio/x-realvideo
Rich Text Document	rtx	text/richtext
Rich Text Format	rtf	application/rtf
Shell (Unix)	sh	text/plain
Sound	snd, au, ulaw	audio/basic
Standard Generalized Markup Language	sgml, sgm	text/sgml
StuffIt™ Compressed Archive	sit	application/x-stuffit



File Type	File Extension	MIME Type
Tab-Separated Values	tsv	text/tab-separated-values
Tagged Image Format File	tif, tiff	image/tiff
Text	txt, asc	text/plain
Uniform Resource Locator	url	text/plain
Unknown Binary	bin	application/octet-stream
Virtual Reality Modeling Language	vrml, wrl	x-world/x-vrml
Waveform Audio	wav	audio/x-wave
Windows Advanced Systems Format	asf, asx	video/x-ms-video
WordPerfect®	wpg, wpd	application/wordperfect5.1
Zip Compressed Archive	zip	application/x-zip-compressed

## LOCATING AND VIEWING FILES AND FOLDERS

### For Designers

### Navigating Folders

You can navigate content in different folders from two views:

- **Tree view:** In the left frame, folders are displayed in a hierarchical tree. Parent folders can be expanded to display child folders and collapsed to hide child folders. Use tree view to quickly navigate up and down the folder structure.
- **List view:** In the content display area, the contents of the open folder are displayed. Breadcrumbs appear above the list and can be used to navigate from a child folder to a parent folder. Use list view

to perform actions on folder content.

1. To navigate folders from tree view:

**NOTE:** Tree view is for navigation only. All actions on files and folders are carried out in list view.

- To expand a folder, next to the folder you want to expand, click the *Expand* icon.
- To collapse a folder, next to the folder you want to collapse, click the *Collapse* icon.
- To view the contents of a folder, click the name of the folder.

2. To navigate folders from the list view:

- To navigate down the folder structure, under *Title*, click the name of the folder.
- To navigate up the folder structure, from the breadcrumbs, click the name of the folder.
- If your files in list view span multiple pages, you can navigate the pages using the paging controls at the bottom of the list. For more information, see *Navigating Multiple Pages*.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.

- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Sorting Files and Folders

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

**EXAMPLE:** If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon.

**IMPORTANT:** In the *Content Browser* pop-up window, filtering remains until you change the filter criteria or the pop-up window is closed. In all other areas, filtering remains until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon.

## Previewing Files

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, keywords, and file subscriptions.

1. Navigate to the folder that contains the file for which you want to view information. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **View File Information**.

**NOTE:** If you are viewing a file subscription:

- the path to the original file is displayed next to *Subscribed to*.
- the tools or areas in each template or section where the file is being used are displayed under *File is Shared by*.
- the title and location of all templates and sections that contain file subscriptions to the file are displayed under *Subscriptions to File*.

For more information on subscriptions, see *About File Subscriptions*.

## Viewing File HREF

You can view and copy the location of a file in *File Manager*. The copied file location can be used to reference the file in text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them. For more information, see *About Referencing Files from HTML Text Boxes*.

You can view and copy the location of a file in *Files*. The copied file location can be used to reference the

file in text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them. For more information, see *About Referencing Files from HTML Text Boxes*.

**EXAMPLE:** In a mail message, you want to insert an image file from a subfolder of *File Manager* named *Images*. You navigate to the location of the file in *File Manager*, view the location using **View File HREF**, and copy it from the *File HREF* pop-up window. Then you paste the location in your message using a tag similar to the following: ``

**EXAMPLE:** In a message center message, you want to insert an image file from a subfolder of *Files* named *Images*. You navigate to the location of the file in *Files*, view the location using **View File HREF**, and copy it from the *File HREF* pop-up window. Then you paste the location in your message using a tag similar to the following: ``

1. Locate the file for which you want to view the location and click its *ActionLinks* icon.
2. Click **View File HREF**.
3. To copy the location:
  - a. Click the *HREF* textbox.
  - b. On your keyboard, press CTRL+C (Windows users) or COMMAND+C (Mac users).
4. To paste the location, place your cursor where you want to paste and, on your keyboard, press CTRL+V (Windows users) or COMMAND+V (Mac users).
5. When you are finished viewing the file location, click **OK**.

## CREATING AND EDITING FILES AND FOLDERS

### For Designers

## Creating HTML Files

You can create HTML files using HTML markup or plain text. When creating HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may appear by default, or it may not be available.

1. Navigate to the location or folder in which you want to create a file.
2. Click **Create File**.
3. In the *File Name* text box, enter a name for the file.
4. If you want to use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
5. Enter your content.
6. Click **Save**.

## Editing HTML Files

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

**WARNING:** If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Locate the HTML file and click its *ActionLinks* icon.
2. Click **Edit**.
3. Edit the file:
  - a. In the *File Name* text box, edit the name of the file.
  - b. If you want to use the *HTML Creator* to edit the content, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

4. Click **Save**.

## Working With Media Library Links

*Media Library* is a tool that organizes auxiliary course content, such as media files or glossary definitions. Each entry in a *Media Library* collection can be linked to words in HTML files. When the word is clicked, the linked *Media Library* entry is presented. Entries can consist of text only, such as glossary definitions, or text and file attachments in different formats.

**EXAMPLE:** If you create a *Media Library* entry called Mozart that includes a short biography and a picture of the composer, the word Mozart becomes an active link in HTML files. A Student viewing the HTML file can click on the word Mozart and see the information and image in a new window.

There are three options for linking entries to words in HTML files when a *Media Library* entry is created:

- manual
- automatic: first instance
- automatic: all instances

If the entry is set to *Manual* linking, you need to link each instance of the entry manually. This type of linking is useful when you want to control which instances of a term should offer a link to the entry.

If the entry is set to *Automatic: first instance* linking, entries are automatically linked to the first instance of that term in the HTML file but are not linked to subsequent instances of a term. This type of entry is useful when you only want one link to the entry in the HTML file. You cannot remove links to *Automatic: first instance* entries.

If the entry is set to *Automatic: all instances* linking, entries are automatically linked to all instances of a term. This type of entry is useful when you want every instance of a term to offer a link to the entry in the HTML file. You cannot remove links to *Automatic: all instances* entries.

You can work with *Media Library* links by:

- viewing manual and automatic links to *Media Library* entries.
- creating manual links to *Media Library* entries.
- removing manual links to *Media Library* entries.

## Viewing Manual and Automatic Links to Media Library Entries

You can view all terms that are manually or automatically linked to *Media Library* entries. Manual links can be selectively created and removed but automatic links will appear until the *Media Library* entry is deleted or switched to *Manual* linking.

1. Locate the HTML file for which you want to view links to *Media Library* entries and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. When you are finished viewing links, click **Back**.

## Creating Manual Links to Media Library Entries

In HTML files, you can manually link selected occurrences of a term to a *Media Library* entry of the same name. When the HTML file is viewed, the terms appear as links that can be clicked to display the

*Media Library* entry in a separate window.

**IMPORTANT:** If you want to manually link occurrences of a term in an HTML file to a *Media Library* entry, ensure the following conditions are met:

- The entry you are linking to must already be created in *Media Library*.
- The entry you are linking to must be set to *Manual* linking.
- The term that is entered in the HTML file must exactly match the title of the *Media Library* entry.

1. Locate the HTML file in which you want to add manual links and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. Under *Terms*, locate the term that you want to link to a *Media Library* entry and click its *ActionLinks* icon.
4. Click **Edit**. All occurrences of the term in the HTML file appear, including each occurrence's current link value.

**NOTE:** A value of *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked.

5. Do one of the following:
  - To link one occurrence of a term, locate the occurrence and, under *Linked*, click **No**.
  - To link multiple occurrences of a term, select each occurrence and click **Link**.
  - To link all occurrences of a term, in the table heading row, select the check box and then click **Link**.
6. Click **Back**.

## Removing Manual Links to Media Library Entries

In HTML files, terms can be linked to corresponding *Media Library* entries either manually or automatically. For terms that are manually linked, you can selectively remove those links.

1. Locate the HTML file that contains the manual links that you want to remove and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. Under *Terms*, locate a term from which you want to remove manual links and click its *ActionLinks* icon.
4. Click **Edit**. All occurrences of the term in the HTML file appear, including each occurrence's current link value.



**NOTE:** A value of *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked.

5. Do one of the following:
  - To remove one occurrence, locate the occurrence and under *Linked*, click **Yes**.
  - To remove multiple occurrences, select each occurrence and click **Unlink**.
  - To remove all occurrences, in the table heading row, select the check box and click **Unlink**.
6. Click **Back**.

## Creating Folders

You can create folders to organize content.

1. Navigate to the folder in which you want to create a folder.
2. Click **Create Folder**.
3. Enter a title and click **OK**.

## Renaming Files and Folders

You can change the title of files and folders. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and click its *ActionLinks* icon.
3. Click **Rename**.
4. Enter a new title for the item.
5. Click **OK**.

## Editing File Properties

You can edit the author, title, description and keywords of a file.

1. Navigate to the folder containing the file whose information you want to edit. For more information, see *Navigating Folders*.

2. Locate the file and click its *ActionLinks* icon.
3. Click **Edit Properties**.
4. Edit the file properties:
  - a. In the *Author* text box, edit the name of the person that created the file.
  - b. In the *Title* text box, edit the title of the file.
  - c. In the *Description* text box, edit the text that will help identify the contents of the file.
  - d. In the *Keywords* text box, edit the terms that can be used to search for this file. Use semicolons to separate keywords.
5. Click **Save**.

## Declaring Character Sets

When files are uploaded to the server, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

The following character sets are supported:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)
- Baltic (ISO-8859-4)
- Baltic (Windows 1257)
- Central European (ISO-8859-2)
- Central European (Windows 1250)
- Chinese Simplified (EUC\_CN)
- Chinese Traditional (Big5)
- Cyrillic (ISO-8859-5)
- Cyrillic (KOi8-R)
- Cyrillic (Windows 1251)
- Greek (ISO-8859-7)

- Greek (Windows 1253)
  - Hebrew (ISO-8859-8)
  - Hebrew (Windows 1255)
  - Japanese (EUC-JP)
  - Japanese (IBM-33722)
  - Japanese (Shift\_JIS)
  - Korean (EUC-KR, KSC5601)
  - Korean (ISO-2022-kr)
  - Sixteen-bit UTF (UTF-16)
  - Sixteen-bit UTF, big-endian byte order (UTF-16BE)
  - Sixteen-bit UTF, little-endian byte order (UTF-16LE)
  - Thai (IBM 874)
  - Thai (Windows 874)
  - Turkish (ISO-8859-9)
  - Turkish (Windows 1254)
  - Unicode (UTF-8)
  - Western European (ISO-8859-1)
  - Western European (Windows 1252)
1. Locate the file or the folder containing the files for which you want to declare a character set and click its *ActionLinks* icon.
  2. Click **Declare Character Set**.
  3. From the drop-down list, select the character set.
  4. If you want to preview a file in the selected character set:
    - a. Locate the file and, under *Actions*, click its *Preview* icon.
    - b. When you are finished previewing the file, close the window.
  5. Select each file.
  6. Click **Save**.

## MANAGING FILES AND FOLDERS

## For Designers

### Getting Files

You can get files from another location and add them to your current location in *File Manager*.

If you are getting files from a file-sharing location, such as *Repository* or *Template Manager*, you can either copy the files or create subscriptions to the files. For more information on file subscriptions, see *About File Subscriptions*.

1. In *File Manager*, navigate to the location where you want to add files. For more information on navigating, see *Navigating Folders*.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Locate and select the files you want to add. For more information, see *Navigating with Content Browser*.
4. If you selected files in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create subscriptions to the files, select *Subscribe* next to each file and click **OK**.
  - To create copies of the file that you can edit, select *Copy* next to each file and click **OK**.
5. If you selected files in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscriptions, select *Keep* next to each file and click **OK**.
  - To create copies of the files that you can edit, select *Keep and copy* next to each file and click **OK**.

### Copying Files and Folders

You can create copies of files and folders and paste them to another location.

1. Navigate to the folder containing the items you want to copy. For more information, see *Navigating Folders*.
2. Do one of the following:
  - To copy one or more items, select each item and click **Copy**.

- To copy all items listed on the current page:

**NOTE:** If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Copy**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to paste the items. You can only paste files to locations where you have file and folder pasting capabilities. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Multiple items copied to your computer will be compressed and copied as a single zip file.

4. If you have pasted the items to a location other than your computer and you have encountered a naming conflict, do one of the following:

- To select a new destination folder:
  - i. Select *Select another location*.
  - ii. From the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and subfolders of the original destination folder are available.

- To create a destination folder:
  - i. Select *Select another location*.
  - ii. Click **Create Folder**.
  - iii. In the *Title* text box, enter a name for the folder.
  - iv. Click **OK**.
  - v. From the *Select another location* drop-down list, select the new folder.
- To rename the item:
  - i. Select *Rename*.
  - ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder with the copy, select *Replace*.
- If you are pasting multiple items and have multiple naming conflicts, to cancel the paste action for a single item, select *Skip*.

## Moving Files and Folders

You can move files and folders from one location to another.

**IMPORTANT:** Items moved to your computer are not removed from the system. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items that you want to move. For more information, see *Navigating Folders*.
2. Do one of the following:
  - To move one or more items:
    - a. Select each item.
    - b. Click **Move**.
  - To move all items listed on the current page:

**NOTE:** If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Move**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to move the items. You can only move items to locations where you have file and folder pasting capabilities. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Multiple items moved to your computer will be compressed and moved as a single zip file.

4. If you have moved the items to a location other than your computer and you have encountered a naming conflict, do one of the following:
  - To select a new destination folder:
    - i. Ensure *Select another location* is selected.
    - ii. From the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and subfolders of the original destination folder are available for selection.

- To create a destination folder:
  - i. Ensure *Select another location* is selected.
  - ii. Click **Create Folder**.
  - iii. In the *Title* text box, enter a name for the folder.
  - iv. Click **OK**.

- v. In the *Select another location* drop-down list, ensure the new folder is selected.
- To rename the item:
  - i. Select *Rename*.
  - ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder, select *Replace existing*.
- If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.

## Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

**NOTE:** You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zippping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Download**.
4. Click **Save** and specify the location.

## Zippping Files and Folders

You can create a compressed zip file that contains files and folders. Zippping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items that you want to compress into a single zip file.
2. Do one of the following:
  - To compress one or more items:
    - a. Select each item.
    - b. Click **Zip**. The *Content Browser* pop-up window appears.

- To compress all items listed on the current page:

**NOTE:** If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Zip**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

## Unzipping Files

You can extract all the contents of zip files.

1. Navigate to the folder containing the file that you want to unzip.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Extract**.

## Deleting Files and Folders

You can permanently delete files and folders from the server.

**WARNING:** Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
  - a. Locate the item and click its *ActionLinks* icon.
  - b. Click **Delete**.
  - c. Click **OK**.
- To delete several items:
  - a. Select the items and click **Delete**.
  - b. Click **OK**.



- To delete all items listed on the current page:

**NOTE:** If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
- b. Click **Delete**.
- c. Click **OK**.

## MANAGING FILE SUBSCRIPTIONS

### For Designers

You can:

- subscribe to files that are outside of your course.
- cancel file subscriptions.

You can view existing subscription information on a file using the *View File Information* option. You can also preview, move, delete and view file HREF information on file subscriptions in the same way that you do files. For more information on these tasks, see the applicable help topics.

### Subscribing to Files

Files that are outside your course in a sharable location, such as *Repository* or *Template Manager*, can be added to your course by creating file subscriptions. File subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your course.

**NOTE:** If you do not want changes to the original file to be reflected in the file in your course, you can create a copy of the file instead.

1. From the *File Manager* screen, navigate to the folder in which you want to create the file subscriptions.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Click the icon for the sharable location, either *Repository* or *Template Manager*, that contains the files that you want to add to your course.

4. Locate the files. For more information on navigating, see *Navigating with Content Browser*.
5. Select each file to which you want to subscribe. To subscribe to all files in a learning context, next to *Title*, select the check box.
6. Click **OK**. Another *Content Browser* pop-up window appears.
7. Select a subscription option:
  - To create subscriptions to all files, click **Subscribe to all Files**.
  - To create subscriptions to some files and copy other files, under *What do you want to do?*, individually select *Subscribe* or *Copy* for each file.
8. Click **OK**.
  - If there are no naming conflicts, the *File Manager* screen appears and the file subscription appears in the list of files. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.
  - If the destination folder contains files or file subscriptions with the same name as the file subscriptions you are creating, the *Resolve Naming Conflicts* screen appears:
    - a. For each file subscription with a naming conflict, do one of the following:
      - To select a new destination folder, from the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and sub-folders of the original destination folder are available for selection.
      - To create a destination folder:
        - i. Click **Create Folder**.
        - ii. In the *Title* text box, enter the name for the folder. The folder name can include multiple words and spaces.
        - iii. Click **OK**.
      - To rename the file subscription, select *Rename* and in the text box, enter a new file name.
      - To replace the file in the destination folder with the file subscription you are creating, select *Replace existing*.
    - b. Click **OK**. The *File Manager* screen appears and the file subscriptions appear in the list of files. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.

## Unsubscribing From Files

**NOTE:** Depending on administrator settings, this option may not be available to you.

If you have subscribed to files that are outside of your course, you can cancel those file subscriptions at any time. Canceling a file subscription replaces the file subscription with a file copy meaning that changes to the original file will no longer be reflected in your course. This gives you ownership of the copied file and all file options become available to you. File subscriptions are identified in *File Manager* by the *Subscribed to a remote file* icon that appears next to a file's *ActionLinks* icon.

**NOTE:** If you want to delete the file subscription from *File Manager*, see *Deleting Files and Folders*.

1. From the *File Manager* screen, select each file subscription you want to cancel.
2. Click **Unsubscribe**.
3. Click **OK**. The subscription is replaced by a file copy.

## CREATING WEBDAV FOLDERS

### For Designers

## Creating WebDAV Connections on a Windows® Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add or modify files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see <http://www.webdav.org>

<http://www.webdav.org>).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - d. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.
- If you are not using Microsoft Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **View WebDAV Info**. The folder path appears.
  - d. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
  - e. From your Windows desktop, double-click the *My Network Places* icon.
  - f. Double-click **Add Network Place**.
  - g. Follow the prompts given by the *Add Network Place Wizard*.
  - h. When you are prompted to enter an Internet or network address, paste the server path by pressing CTRL+V on your keyboard.
  - i. Click **Next**.
  - j. In the *User name* and *Password* text boxes, enter your user name and password and click **OK**.
  - k. Click **Next**.
  - l. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - m. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in

the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.

## Creating WebDAV Connections on Mac® Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage portfolio files and folders from your computer without logging in to the Blackboard Portfolio System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Blackboard Portfolio System. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Blackboard Portfolio System. Conversely, when you add or modify files and sub-folders in portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

1. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
2. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
3. Click **View WebDAV Info**. The folder path appears.
4. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
5. From your Mac desktop, from the *Finder*, click **Go**.
6. Click **Connect to Server**.
7. Ensure that your cursor is in the *Address* text box and paste the server path by pressing COMMAND+V.
8. Click **OK**.
9. In the *User Name* and *Password* text boxes, enter your user name and password and click **OK**. The folder is added to the Mac *Finder*.

# CHAPTER 19: GOALS

**IMPORTANT:** Topics for this chapter apply to various roles. See specific topics for your role.

## ABOUT GOALS

### For Designers

The *Goals* tool allows you to record the goals for a course, and to create categories to organize them. For example, you may want to create an Institution category to record your institution's general goals for all Students, as well as a category for each unit in your course.

You can also associate files and course content, such as assessments or assignments, with one or more goals.

You can set permissions to allow Students to view associated files and content.

## CREATING OR EDITING GOALS

### For Designers

1. Depending on whether you are creating or editing a goal, do one of the following:
  - If you are creating a goal, click **Create Goal**.
  - If you are editing a goal:
    - a. Next to the title of the goal you want to edit, click the *ActionLinks* icon.
    - b. Click *Edit Properties*.
2. Enter a title and description.
3. Under *Item Visibility*, select to show or hide the item for Students.
4. If you want to place the goal into a category, under *Category*, select an existing category, or create a new one.
5. Click **Save**.

## ASSOCIATING CONTENT OTHER ITEMS WITH GOALS

### For Designers

You can associate course content or activities, such as assessments or assignments, with goals. This allows you to communicate to Students which items in the course will support progress towards the achievement of each goal. For example, if a goal is for Students to become familiar with Monet's paintings, you can create a link from this goal to a *Media Library* collection containing image files of the paintings.

You can associate portfolio items, such as reflection topics or gallery collections, with goals. This allows you to communicate to Portfolio Reviewers which items in the portfolio demonstrate progress towards the achievement of each goal. For example, if a goal is for you to become familiar with Monet's paintings, you can create a link from this goal to a *Gallery* collection containing image files of the paintings and your critique of each painting.

1. From the *Goals* screen, locate the goal with which you want to associate content and click its title.
2. From the *Goals* screen, locate the goal with which you want to associate items and click its title.
3. Click **Associate Content**.
4. Click **Associate Other Items**.
5. From the tools displayed, click the tool containing the item you want to associate and select it from the inventory list.
6. Click **Add Selected**.

## ASSOCIATING FILES WITH GOALS

### For Designers

1. From the *Goals* screen, locate the goal with which you want to associate a file, and click its title.
2. Click **Associate File**.

3. Click **Browse for Files**. The *Content Browser* pop-up window appears.
4. Locate and select the files you want to associate. For more information, see *Navigating with Content Browser*.
5. If you selected files in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create subscriptions to the files, select *Subscribe* and click **OK**
  - To create copies of the files that you can edit, select *Copy* and click **OK**.
6. If you selected files in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscriptions, select *Keep* and click **OK**.
  - To create copies of the files that you can edit, select *Keep and copy* and click **OK**.
7. If you want to remove a file that you have included, click the *Remove* icon.

## VIEWING ASSOCIATED CONTENT

### For Designers

**NOTE:** Depending on administrator settings, this feature may not be available.

You can view files and course content, such as assessments or assignments, that have been associated with a goal.

You can view files and portfolio material, such as reflection topics and binders, that have been associated with a goal.

From the *Goals* screen, click the goals whose associated files or course content you want to view.

From the *Goals* screen, click the goals whose associated files or other items you want to view.

## REMOVING ASSOCIATED FILES OR CONTENT OTHER ITEMS



## For Designers

You can associate course content or activities, such as assessments or assignments, with goals. This allows you to communicate to Students which items in the course will support progress towards the achievement of each goal. For example, if a goal is for Students to become familiar with Monet's paintings, you can create a link from this goal to a *Media Library* collection containing image files of the paintings.

You can associate portfolio items, such as reflection topics or gallery collections, with goals. This allows you to communicate to Portfolio Reviewers which items in the portfolio demonstrate progress towards the achievement of each goal. For example, if a goal is for you to become familiar with Monet's paintings, you can create a link from this goal to a *Gallery* collection containing image files of the paintings and your critique of each painting.

1. From the *Goals* screen, locate the goal with which you want to associate content and click its title.
2. From the *Goals* screen, locate the goal with which you want to associate items and click its title.
3. Click **Associate Content**.
4. Click **Associate Other Items**.
5. From the tools displayed, click the tool containing the item you want to associate and select it from the inventory list.
6. Click **Add Selected**.

## CREATING OR EDITING CATEGORIES

## For Designers

You can organize your goals into categories.

**EXAMPLE:** You may want to create a category for each unit in your course to help Students understand the expected outcomes of each.

**EXAMPLE:** You may want to distinguish your career and educational goals by creating a Career Goals category and an Educational Goals category.

1. Depending on whether you are creating or editing a category, do one of the following:
  - If you are creating a category, from the *Goals* screen, click **Create Category**.

- If you are editing a category:
  - a. From the *Goals* screen, locate the category that you want to edit and click its *ActionLinks* icon.
  - b. Click *Edit Properties*.
- 2. Enter a title, and description.
- 3. Click **Save**.

## SHOWING OR HIDING GOALS

### For Designers

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## MOVING GOALS

### For Designers

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Below**.

## DELETING GOALS

### For Designers

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## ABOUT GOALS

### For Section Instructors

You can view the goals for a course, including associated files and content. You can also set permissions

to allow Students to view associated files and content.

## VIEWING ASSOCIATED CONTENT

**NOTE:** Depending on administrator settings, this feature may not be available.

You can view files and course content, such as assessments or assignments, that have been associated with a goal.

You can view files and portfolio material, such as reflection topics and binders, that have been associated with a goal.

From the *Goals* screen, click the goals whose associated files or course content you want to view.

From the *Goals* screen, click the goals whose associated files or other items you want to view.

# CHAPTER 20: GRADE BOOK

**IMPORTANT:** Topics in this chapter apply to Template Designers and Section Instructors.

## ABOUT GRADE BOOK

### For Template Designers

When building or editing a template, you can create, edit, and delete columns in *Grade Book*.

**NOTE:** You cannot enter data into these columns. Member and grade data can only be added to *Grade Book* columns at the section organizational level.

*Grade Book* is one of the four main course management tools that Section Instructors can use to manage members.

**NOTE:** The term, "members" simply refers to users that are enrolled in a course in any of the five section roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

*Grade Book's* main purposes are:

- to view, enter, and manage grades for all Students and Auditors.
- to enter descriptive data about Students and Auditors. For example: names, addresses, telephone numbers, areas of interest.
- to grant or deny access to the course for all section members.

*Grade Book* is a spreadsheet-like tool, in that it contains a grid of rows and columns: each row is a member and each column is a type of data. Unlike a spreadsheet, which is open-ended in the type of data you can enter in each cell, in *Grade Book*, each column can only contain a certain type of data, such as numbers or letter grades. This ensures the integrity and standardization of data for export and other operations. Columns either appear by default or are created using the *Grade Book* tool.

Default columns:	<p>The following columns are system-created:</p> <ul style="list-style-type: none"><li>• user-related: <i>Last Name</i>, <i>First Name</i>, <i>User ID</i>, and <i>Role</i>. These columns pull their information from the member's user/enrollment record and cannot be modified in <i>Grade Book</i>. See your administrator to make edits to values in these columns.</li><li>• grade-related: <i>Midterm</i> and <i>Final</i>. These columns cannot be deleted and are used to calculate a Student's midterm and final grade. These columns are unique because only their values can be exported to Student Information Systems (SIS). These two columns are, by default, calculated columns, but you can change the column type to something else.</li><li>• quiz, assignment, and discussion topic columns: if there are any quizzes, assignments, or gradable discussion topics created in the course, a corresponding grade-related column is automatically created in <i>Grade Book</i>. Creation of a survey also creates a column in the <i>Grade Book</i>, contents indicating whether the survey has been completed or not.</li><li>• <i>SCORM</i> columns: if a <i>SCORM</i> module is added to the course, a corresponding grade-related column is automatically created in <i>Grade Book</i>.</li></ul>
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<p>Columns created using the <i>Grade Book</i> tool</p>	<p>You can create the following types of columns:</p> <ul style="list-style-type: none"> <li>• alphanumeric columns: allow you to enter data that contains text and numbers. <b>EXAMPLE:</b> You can use an alphanumeric column to enter an email address for each member.</li> <li>• calculated columns: allow you to specify a formula (that can include other numeric columns) to generate a numeric value. <b>EXAMPLE:</b> You can use a calculated column to calculate an interim grade.</li> <li>• letter grade columns: allow you to calculate a letter grade based on the numeric value of another column.</li> <li>• numeric columns: allow you to enter numbers only. <b>EXAMPLE:</b> You can use a numeric column to insert grades for an offline assignment and other interim grades.</li> <li>• grading form columns: to calculate a numeric grade, based on a grading form. <b>EXAMPLE:</b> You could use a grading form column to record grades for a discussion topic that is graded using a grading form.</li> <li>• selection list columns: allow you to specify one or more text values that can then be selected. <b>EXAMPLE:</b> You can use a selection list column to describe a Student's overall term effort (fair, good, excellent).</li> <li>• text columns: allow you to enter text only. <b>EXAMPLE:</b> You can use a text column to add comments about each member.</li> </ul> <p>When adding a column, you specify whether the column is grade-related or not. Only grade-related columns can be exported. You can also determine which columns are released to Students and Auditors in their <i>My Grades</i> channel in <i>My Blackboard</i> and in their <i>My Grades</i> tool (if added to the <i>Course Toolbar</i>). Students and Auditors will not be able to view other Students' and Auditors' grades.</p> <p><b>NOTE:</b> Member and grade data can only be added to <i>Grade Book</i> columns at the section organizational level.</p>
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## ABOUT GRADE BOOK

### For Section Instructors

*Grade Book* is one of the four main course management tools that Section Instructors can use to manage members.

**NOTE:** The term, "members" simply refers to users that are enrolled in your course in any of the five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

*Grade Book's* main purposes are:

- to view, enter, and manage grades for all Students and Auditors.
- to enter descriptive data about Students and Auditors. For example: names, addresses, telephone numbers, areas of interest.
- to grant or deny access to the course for all members.

*Grade Book* is a spreadsheet-like tool, in that it contains a grid of rows and columns: each row is a member and each column is a type of data. Unlike a spreadsheet, which is open-ended in the type of data you can enter in each cell, in *Grade Book*, each column can only contain a certain type of data, such as numbers or letter grades. This ensures the integrity and standardization of data for export and other operations. Columns either appear by default in *Grade Book* or are added by you.

<p>Default columns:</p>	<p>The following columns are system-created:</p> <ul style="list-style-type: none"> <li>• user-related: <i>Last Name</i>, <i>First Name</i>, <i>User ID</i>, and <i>Role</i>. These columns pull their information from the member's user/enrollment record and cannot be modified in <i>Grade Book</i>. See your administrator to make edits to values in these columns.</li> <li>• grade-related: <i>Midterm</i> and <i>Final</i>. These columns cannot be deleted and are used to calculate a Student's midterm and final grade. These columns are unique because only their values can be exported to Student Information Systems (SIS). These two columns are, by default, calculated columns, but you can change the column type to something else.</li> <li>• cross-listing related: if the course has been cross-listed, a <i>Cross-listing Information</i> column appears with the name of the course each member was originally enrolled in. The <i>Cross-listing Information</i> column only appears if the course has been cross-listed. For more information about the grade book and cross-listed courses, see the appropriate version of the <i>Cross-Listing Guide</i>.</li> <li>• quiz, assignment, and discussion topic columns: if there are any quizzes, assignments, or gradable discussion topics created in the course, a corresponding grade-related column will be automatically created in <i>Grade Book</i>. Creation of a survey also creates a column in the <i>Grade Book</i>, contents indicating whether the survey has been completed or not.</li> </ul>
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<p>Columns added by you:</p>	<p>You can create the following types of columns:</p> <ul style="list-style-type: none"> <li>• alphanumeric columns: allow you to enter data that contains text and numbers. <b>EXAMPLE:</b> You can use an alphanumeric column to enter an email address for each member.</li> <li>• calculated columns: allow you to specify a formula (that can include other numeric columns) to come up with a numeric value <b>EXAMPLE:</b> You could use a calculated column to calculate an interim grade.</li> <li>• grading form columns: to calculate a numeric grade, based on a grading form. <b>EXAMPLE:</b> You could use a grading form column to record grades for a discussion topic that is graded using a grading form.</li> <li>• letter grade columns: to calculate a letter grade based on the numeric values of another column.</li> <li>• numeric columns: allow you to enter numbers only <b>EXAMPLE:</b> You could use a numeric column to insert grades for an offline assignment and other interim grades.</li> <li>• selection list columns: allow you to specify one or more text values that can then be selected <b>EXAMPLE:</b> You could use a selection list column to describe a Student's overall term effort (fair, good, excellent).</li> <li>• text columns: allow you to enter text only <b>EXAMPLE:</b> You could use a text column to add comments about each member or to track member data, like birth dates or hometown.</li> </ul> <p>When adding a column, you specify whether the column is grade-related or not. Only grade-related columns can be exported.</p>
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*Grade Book* is divided into tabs. These tabs present different groups of data columns to give you a different view of all entered information for members.

- *Grades* displays all default columns and any created columns that are tagged as grade-related. This tab is used to view, enter, or override grade-related information.
- *Members* displays all default columns (except quiz, survey, assignment and discussion topic columns), and any created columns that are not tagged as grade-related. This view is meant to hold

descriptive information about Students and Auditors, according to the information that you want to store.

**EXAMPLE:** You could create columns to add your comments about each Student, their first language, their role in the course, or anything else you wanted to remember.

- *View All* displays all columns, grade-related or not.
- *Custom View*, similar to the *View All* tab, also displays all columns, grade-related or not, but you can use it to create your own "custom view" of member information.
- *SCORM Grades* displays columns that are automatically added for gradable SCORM modules.

**NOTE:** You can choose to hide any columns from displaying in all tabs.

Besides helping you grade and describe Students and Auditors, you can also determine which columns are released to Students and Auditors, in their *My Grades* channel in *My Blackboard* and in their *My Grades* tool (if added to *My Tools*). Students and Auditors will not be able to view other Students' and Auditors' grades.

From *Grade Book*, you can enroll new users in roles, as long as user records have already been created for them by an administrator and you know their user name.

## WORKING WITH COLUMNS

### For Designers

## Creating Columns

### Creating Alphanumeric Columns

You can create data columns in *Grade Book* to store specific types of information. An alphanumeric column can contain data in the form of a short string of text or numbers.

**EXAMPLE:** Create an alphanumeric column to store Student campus registration numbers that contain both letters and numbers.

1. From the *Grade Book* screen, click **Create Column**.
2. Click *Alphanumeric*.

3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
5. If the column will contain grade data, select *Grade-related column*.
6. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
7. Click **Save**.

## Creating Calculated Columns

You can create columns in *Grade Book* to store specific types of information. A calculated column will display the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

**EXAMPLE:** Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:

```
AVG{[Quiz1],[Quiz2],[Quiz3],[Quiz4]}
```

1. Create the column:
  - a. From the *Grade Book* screen, click **Create Column**.
  - b. Click *Calculated*.
  - c. In the *Column label* text box, enter the column name.
  - d. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - e. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
  - f. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

- g. If the column will contain grade data, select *Grade-related column*.
- h. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
- i. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
  - To only release the average score, select *Average Only*.

- To release detailed statistics, select *All*. Detailed statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.

j. Click **Save**.

2. Create a formula for the calculated column:

- a. Locate the calculated column and, in its *Actions* row, click the *Edit Column Formula* icon. The *Edit Formula* screen appears.
- b. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

**IMPORTANT:** This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

c. Create the formula:

**NOTE:** You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), **\*** (multiply), or **/** (divide) buttons.
- To nest an argument:

**NOTE:** You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

- i. To open a nested argument, click the **Left Parenthesis** button.
  - ii. Enter the argument.
  - iii. To close the argument, click the **Right Parenthesis** button.
- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total displays. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column, but not the *Final* column, the *Midterm* value appears as a running total.

Running totals are italicized and appear in parenthesis. After there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

**NOTE:** A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

**NOTE:** You can add the following four functions to your formula:

- **SUM:** returns the sum of the arguments within the SUM function braces.
  - **MAX:** returns the maximum value of the arguments within the MAX function braces.
  - **MIN:** returns the minimum value of the arguments within the MIN function braces.
  - **AVG:** returns the average value of the arguments within the AVG function braces.
- i. At a valid point in the formula, click the function button.
  - ii. Enter the function's first argument.
  - iii. To enter another argument, click **Enter Another Value**.
  - iv. To complete the function, click **End Function**.
- To clear the last entry, click **Undo**.
  - To clear the entire formula, click **Clear All**.

3. Click **Save**.

## Creating Grading Form Columns

You can create your own columns for *Grade Book* to enter specific types of information. A grading form column will display the numeric result of a grading form that you created.

**EXAMPLE:** Use a grading form column to record grades for an assignment or discussion topic graded using a grading form's specific criteria and performance indicators.

1. From the *Grade Book* screen, click **Create Column**.
2. Click **Grading Form**.
3. In the *Column label* text box, enter the column name.
4. From the *Alignment* drop-down list, select the alignment (left, right, or center) for the content of the column.
5. Select the grading form:

- a. Click **Select Grading Form**, and select the form.  
**TIP:** To view the form, click its title.
- b. Click **Select**. The *Maximum value* for the grading form now appears.
6. From the *Decimals* drop-down list, select the number of decimal places to be used for the numeric values in this column.
7. Select whether the column is grade-related:
  - If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs, select *Grade-related column*.
  - If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs, clear the *Grade-related column* check box.
8. If you want to allow Students to view their grade in the *My Grades* tool, select *Released to Student*.
9. Click **Save**.

## Creating Letter Grade Columns

You can create columns in *Grade Book* to store specific types of information. A *Letter grade* column displays a letter grade for each Student based on the values of another numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.

**EXAMPLE:** Use a letter grade column to determine the final grade, based on a calculated column that calculates a value from 0 to 100.

1. Create the column:
  - a. From the *Grade Book* screen, click **Create Column**.
  - b. Click *Letter grade*.
  - c. In the *Column label* text box, enter the column name.
  - d. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - e. If the column will contain grade data, select *Grade-related column*.
  - f. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - g. From the *Based on numeric/calculated column* drop-down list, select the numeric or calculated column that contains the numeric value on which you want to base the letter grade.
  - h. Click **Save**.
2. If you want to view or edit the numerical ranges that determine letter grades (the letter grade scheme):



- a. From the *Grade Book* screen, locate the letter grade column you created, and from the *Actions* toolbar, click the *Edit Column Letter Grade Scheme* icon.
- b. Do one of the following:
  - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
  - To create a custom letter grade scheme:
    - i. Under *Grade*, enter a letter value for each letter grade in your scheme.
    - ii. Under *Range*, enter the upper range for each letter grade.

**EXAMPLE:** If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an *A* will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.
    - iii. If you need to add a letter grade:
      - i. Select the row below which you want to insert the new grade and click **Add Grade**.
      - ii. Under *Grade*, enter a letter value for the letter grade.
      - iii. Under *Range*, enter the upper range for the letter grade.
    - iv. If you want to delete a row, click its *Delete* icon.
    - v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
- c. Save your letter grade scheme:
  - To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**.
  - To save the letter grade scheme for this column only, click **Save**.

## Creating Numeric Columns

You can create columns in *Grade Book* to store specific types of information. A *Numeric* column can contain only numeric values.

**EXAMPLE:** Use a numeric column to manually enter scores for an assessment.

1. From the *Grade Book* screen, click **Create Column**.
2. Click *Numeric*.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of characters displayed in this

column, from the *Alignment* drop-down list, select your preferred alignment.

5. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
6. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

7. If the column will contain grade data, select *Grade-related column*.
8. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
9. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
  - To only release the average score, select *Average Only*.
  - To release detailed statistics, select *All*. Detailed statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.
10. Click **Save**.

## Creating Selection List Columns

You can create columns in *Grade Book* to store specific types of information. A *Selection list* column allows you to select from a drop-down (selection) list of one or more values to describe or grade Students. You can create the values and determine the order in which they appear in the list.

**EXAMPLE:** Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

1. Create the column:
  - a. From the *Grade Book* screen, click **Create Column**.
  - b. Click *Selection List*.
  - c. In the *Column label* text box, enter the column name.
  - d. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - e. If the column will contain grade data, select *Grade-related column*.
  - f. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - g. Click **Save**.
2. Create values for the selection list:

- a. From the *Grade Book* screen, locate the selection list column you created, and from the *Actions* toolbar, click the column's *Edit Column Selection List* icon.
- b. Under *Item*, in the text box, enter the first value that you want to appear in the list.
- c. To add an item to your selection list, do one of the following:

**NOTE:** The values will display in the order that they appear in the list on this screen.

- To add an item after the last item in the list, click **Add Item**.
  - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**.
- d. Enter a value in the text box of the added item.
  - e. If you want to add more items, repeat steps c and d for each item you want to add to your selection list.
  - f. To delete an item, click its *Delete* icon.
  - g. To change the order of the list:
    - To move an item above another item:
      - i. Select the item you want to move.
      - ii. In the row for the item above which you want to insert the selected item, click the *Move Selected Items Above* icon.
    - To move an item to the bottom of the list:
      - i. Select the item that you want to move.
      - ii. In the bottom row, click the *Move Selected Items to Bottom of List* icon.
  - h. Click **Save**.

## Creating Text Columns

You can create columns in *Grade Book* to store specific types of information. Text columns can be used to enter more lengthy text than an Alphanumeric column, such as a sentence or a paragraph.

**EXAMPLE:** Use a Text column to enter comments.

1. From the *Grade Book* screen, click **Create Column**.
2. Click *Text*.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of text displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.

5. If the column will contain grade data, select *Grade-related column*.
6. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
7. Click **Save**.

## Editing Columns

### Changing Column Types

For any column that you create, as well as the default *Midterm* and *Final* grade-related columns, you can change the column from one type to another.

**EXAMPLE:** You can change the default *Final* column from a calculated column to a letter-grade column.

You cannot modify the following columns:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course
- *SCORM* grade columns

Each of the different column types can only hold certain types of information, so you may find that a column type no longer serves your needs. Instead of creating a new column and re-entering information, you can change the column type to allow different types of information to be entered.

When you change the column type, any entered values are converted to be consistent with the data allowable in the new column type. You can preview the converted values and decide whether to apply them or cancel the conversion.

The following types of columns are available in *Grade Book*:

- alphanumeric columns: for entering a short line of alphanumeric data.
- calculated columns: for calculating a numerical value, using other columns, if desired.
- grading form columns: for entering a numerical value, based on a grading scheme.
- letter grade columns: for determining a letter grade, based on a column that contains a numeric value.
- selection list columns: for selecting from a list of text values that you create.

- text columns: for entering a paragraph of text.
1. From the *Grade Book* screen, locate the column that you want to modify, and in its *Type* row, click the current column type that you want to modify.
  2. From the *New Value* drop-down list, select a new column type. Depending on the existing column type, only certain column types are available.
  3. Click **OK**.

## Editing Formulas for Calculated Columns

For calculated columns, you can enter or modify the formula used to calculate the values for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

**EXAMPLE:** Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:

```
AVG{[Quiz1],[Quiz2],[Quiz3],[Quiz4]}
```

1. From the *Grade Book* screen, locate the calculated column containing the formula that you want to edit, and from the *Actions* toolbar, click the *Edit Column Formula* icon.
2. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

**IMPORTANT:** This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

3. Create the formula:

**NOTE:** You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), **\*** (multiply), or **/** (divide) buttons.
- To nest an argument:

**NOTE:** You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

- a. To open a nested argument, click the **Left Parenthesis** button.
- b. Enter the argument.

- c. To close the argument, click the **Right Parenthesis** button.
- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total appears. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value appears as a running total.

Running totals are italicized and appear in parenthesis. After there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

**NOTE:** A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

**NOTE:** You can add the following four functions to your formula:

- **SUM:** returns the sum of the arguments within the SUM function braces.
  - **MAX:** returns the maximum value of the arguments within the MAX function braces.
  - **MIN:** returns the minimum value of the arguments within the MIN function braces.
  - **AVG:** returns the average value of the arguments within the AVG function braces.
- a. At a valid point in the formula, click the function button. The function name and its left brace are inserted.
  - b. Enter the function's first argument.
  - c. To enter another argument, click **Enter Another Value**. A comma is inserted after the previous argument to show that another value may be entered.
  - d. To complete the function, click **End Function**.
- To clear the last entry, click **Undo**.
  - To clear the entire formula, click **Clear All**.

4. Click **Save**.

## Editing List Values for Selection List Columns

You can edit the list of values used in a selection list column. You can change the existing items in the

list, add items, delete items, or change their order.

1. From the *Grade Book* screen, locate the selection list column that you want to edit, and from the *Actions* toolbar, click the *Edit Column Selection List* icon.
2. To change an existing item, in the text box, delete the existing text and enter the new value.
3. To add an item to your selection list:
  - a. Do one of the following:

**NOTE:** The values will display in the order that they appear in the list on this screen.

    - To add an item after the last item in the list, click **Add Item**.
    - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**.
  - b. Enter a value in the text box of the added item.
4. To delete an item, click its *Delete* icon.
5. To change the order of the list:
  - To move an item above another item:
    - a. Next to the item you want to move, select the check box.
    - b. In the row for the item above which you want to insert the selected item, click the *Insert Selected Items Above* icon.
  - To move an item to the bottom of the list:
    - a. Next to the item that you want to move, select the check box.
    - b. In the bottom row, click the *Insert Selected Items Below* icon.
6. Click **Save**.

## Editing Schemes for Letter Grade Columns

For letter grade columns, you can modify the numerical ranges that determine the letter grade.

1. From the *Grade Book* screen, locate the letter grade column that you want to edit, and from the *Actions* toolbar, click the *Edit Column Letter Grade Scheme* icon.
2. Do one of the following:
  - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
  - To create a custom letter grade scheme:

- i. Under *Grade*, enter a letter value for each letter grade in your scheme.
- ii. Under *Range*, enter the upper range for each letter grade.

**EXAMPLE:** If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an *A* will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.

- iii. If you need to add a letter grade:
    - i. Select the row below which you want to insert the new grade and click **Add Grade**. A blank row appears
    - ii. Under *Grade*, enter a letter value for the letter grade.
    - iii. Under *Range*, enter the upper range for the letter grade.
  - iv. If you want to delete a row, click its *Delete* icon. The letter grade is deleted without confirmation.
  - v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
3. Save your letter grade scheme:
- To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**.
  - To save the letter grade scheme for this column only, click **Save**.

## Renaming Columns

You can rename any column except for the following:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course.

**NOTE:** To rename these columns, go to the applicable tool and edit the item's name.

- *SCORM* grade columns

**IMPORTANT:** If you rename a numeric or calculated column that you have referenced in a calculated column formula or to generate a letter grade for a letter grade column, the reference will be broken.



1. From the *Grade Book* screen, locate the column that you want to rename and click its name.
2. In the *New Value* text box, enter the new column name.
3. If you are renaming an alphanumeric, letter grade, selection list, or text column, click **Save**.
4. If you are renaming a numeric or calculated column:
  - a. Click **Save**.
  - b. Click **OK**.

## Setting Column Alignment

You can set the alignment of the values displayed for any column as left, centered, or right.

1. From the *Grade Book* screen, do one of the following:
  - To set alignment for one column, locate the column and, in its *Alignment* row, click **L**, **C**, or **R**, to select left, center, or right justification, respectively. The selected value appears in bold, indicating the current alignment.
  - To set the same alignment for several columns:
    - a. In the table heading row, for each column that you want to set the same alignment, select the check box.
    - b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The *Grade Book* screen refreshes. The selected value appears in bold, indicating the current alignment for the selected columns.
  - To set the same alignment for all columns:
    - a. Next to *Select All/None*, select the check box. All columns are selected.
    - b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The *Grade Book* screen refreshes. The selected value appears in bold, indicating the current alignment for all columns.

## Setting Column Decimal Display

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine how many decimal places are displayed for column values. Decimals can be displayed to 0, 1, 2, or 3 places.

**EXAMPLE:** For a calculated column, you can set the decimal display to 0 decimal places so that column values are displayed as whole numbers.

1. From the *Grade Book* screen, do one of the following:

- To set the decimal display for one column:
  - a. Locate the column and in its *Decimals* row, click the current value. The *Edit Column Value* pop-up window appears.
  - b. From the *New Value* drop-down list, select the new number of decimal places.
  - c. Click **Save**. The pop-up window closes and the decimal display is updated.
- To set the same decimal display for multiple columns:
  - a. In the table heading row, for each column that you want to set the decimal display, select the check box.
  - b. From the *Decimals* drop-down list, select the number of decimal places that you want the selected columns to display and click the *Go* icon. The decimal display for each column is updated.
- To set the same decimal display for all columns:
  - a. Next to *Select All/None*, select the check box. All columns are selected.
  - b. From the *Decimals* drop-down list, select the number of decimal places that you want all columns to display and click the *Go* icon. The decimal display for all columns is updated.

## Setting Column Maximum Value

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine a maximum value. After you enter a maximum value, the column displays *out of #* next to its name.

**EXAMPLE:** For a quiz column, you can set the maximum value at 60, so it is apparent that the displayed values for that column are out of 60.

1. From the *Grade Book* screen, locate the column that you want to change, and in its *Maximum Value* row, click the current value..
2. In the *New Value* text box, enter the maximum value and click **Save**.

## Setting Columns as Grade-Related

Columns in *Grade Book* contain a setting that indicates whether the column contains grade information or not. Grade-related columns can be released to Students while non-grade-related columns cannot.

Some grade-related columns are created automatically by the following tools:

- *Assignments*
- *Assessments*

- *Discussions*
- *SCORM*

You cannot make the following columns grade-related:

- *First Name*
- *Last Name*
- *User ID*
- *Role*

1. From the *Grade Book* screen, do one of the following:

- To set one column as grade-related, locate the column and, in its *Grade Column* row, click *No*. The value is updated to *Yes*, indicating it is a grade-related column.
- To set multiple columns as grade-related:
  - a. In the table heading row, for each column that you want to set as grade-related, select the check box.
  - b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. The selected columns are converted to grade-related columns.
- To set all columns as grade-related:
  - a. Next to *Select All/None*, select the check box. All columns are selected.
  - b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. All columns that are eligible to be grade-related are converted to grade-related columns.

2. The *Grade Book* screen refreshes and each selected column is updated.

## Setting Columns as Released to Students

*Grade Book* allows you to determine which columns Students see in their *My Grades* channel in *My Blackboard* and in their my *My Grades* tool. When a grade column is released to Students, each Student will see only their value, not all Students' values.

- NOTE:**
- Students can only see grade-related columns. If you release columns that are not grade-related, Students will not see them.
  - You cannot release *SCORM* grade columns to Students.

1. From the *Grade Book* screen, do one of the following:

- To release one column, locate the column and, in its *Released to Student* row, click *No*. The value is updated to *Yes*, indicating it is released to Students.
- To release multiple columns:

- a. In the table heading row, for each column that you want to release, select the check box.
  - b. Click **Release**. The *Grade Book* screen refreshes and the selected columns are released to Students.
- To release all columns:
    - a. Next to *Select All/None*, select the check box. All columns are selected.
    - b. Click **Release**. The *Grade Book* screen refreshes and all columns are released to Students.

## Setting Column Statistics as Released to Students

*Grade Book* lets you specify whether you want to release statistics for the item in a numeric or calculated column. For example, you may want to release the average score for an assignment to Students. You can also specify to release more detailed statistics.

**IMPORTANT:** You can only release statistics for numeric and calculated columns.

1. From the *Grade Book* screen, do the following:
  - a. For each column you want to release statistics for, in its *Release Statistics* row, click the current value. The *Edit Column Value* pop-up window appears.
  - b. From the *New Value* drop-down list, select an option:
    - To only release the average score, select *Average Only*.
    - To release detailed statistics, select *All*.

**NOTE:** When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

## Deleting Columns

### For Template Designers

You can only delete columns that contain the *Delete* icon in the *Actions* toolbar. You cannot delete the following columns:

- *First Name*
- *Last Name*

- *User ID*
- *Role*
- *Midterm*
- *Final*
- columns automatically created when a new assignment, gradable discussion topic, survey or quiz is added to the course

**NOTE:** To delete these columns, go to the applicable tool.

- *SCORM* grade columns
1. From the *Grade Book* screen, do one of the following:
    - To delete one column, above the column you want to delete, click its *Delete* icon.
    - To delete multiple columns:
      - a. Above each column you want to delete, select the check box.
      - b. Click **Delete**.
    - To delete all columns:
      - a. Next to *Select All/None*, select the check box.
      - b. Click **Delete**.
  2. Click **OK**.

## ABOUT THE GRADE BOOK TABS

### For Section Instructors

### About the Grades Tab

The *Grades* tab allows you to view, enter, or override values for all grade-related columns for all Students and Auditors in your course. The following columns appear in the *Grades* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a

column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

**NOTE:** Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.

## About the Members Tab

The *Members* tab allows you to view, enter, or override values for non grade-related, member information for all Students and Auditors in your course. The following columns appear in the *Members* tab:

- default columns: the *First Name*, *Last Name*, *User ID*, and *Role* columns. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.
- added non-grade-related columns: any added columns that are not set as grade-related.

## About the View All Tab

The *View All* tab allows you to view, enter, or override values for every column in *Grade Book* (grade-related or not) for all Students and Auditors in your course. All columns appear in the *View All* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

**NOTE:** Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.
- added non-grade-related columns: any added columns that are not set as grade-related.

## About the Custom View Tab

The *Custom View* tab allows you to view, enter, or override values for every column in *Grade Book* (grade-related or not) for all Students and Auditors in your course. You can hide columns you do not need to see to create your own, unique view of the *Grade Book*. The following columns appear in the *Custom View* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

**NOTE:** Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.
- added non-grade-related columns: any added columns that are not set as grade-related.

## About the SCORM Grades Tab

The *SCORM Grades* tab allows you to view grades for gradable SCORM modules in your course. The following columns appear in the *SCORM Grades* tab:

- default columns: the *First Name*, *Last Name*, *User ID*, and *Role* columns. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.
- SCORM grade-related columns: columns that have been automatically added for gradable SCORM modules

## LOCATING GRADE BOOK CONTENT

### For Section Instructors

### Finding Members

As some courses can potentially grow to thousands of members, you can search for and display only certain members in the *Grade Book* tabs. You can find members of selected roles, groups, or courses. Or, you can perform a more advanced search to find specific members.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Find Members**.

3. Do one of the following to find members:

- To find members of selected roles, groups or courses:
  - a. Under *Column*:
    - To display members of certain roles, select the *Roles* check box.
    - If you have added members to groups and want to display group members, select the *Groups* check box.
    - If you are working in a cross-listed course and want to display members according to the course they were originally enrolled in, select the *Courses* check box.
  - b. Under *Condition*, for the appropriate row, select *contain*.
  - c. Under *Value*, for the appropriate row, select the roles, groups, or courses whose members you want to find.

**TIP:** You can select multiple roles:

- To select consecutive items in the list, hold the `Shift` key while selecting the items.
  - To select non-consecutive items in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the items.
- To find specific members:
    - a. Under *Column*, from the drop-down list, select the data column on which you want to search.
    - b. Under *Condition*, from the second drop-down list, select a comparison function.
    - c. Under *Value*, in the text box, enter a text value that will be compared to member values for the selected data column.

**NOTE:**

- The value is case-sensitive.
- You can also use wildcard characters, such as, \* or ?.

- d. To add additional criteria, click **Add Criteria**.

**TIP:** You can enter role and group criteria as already described to further limit the number of displayed members.

4. Click **Run Query**.

5. To return to displaying all members, click **Grade Book Options** and click **Show All Members**.

## Freezing and Unfreezing Name Columns

You can choose whether or not you want the *Last Name* and *First Name* columns in all *Grade Book* tabs



to be frozen. When the *Last Name* and *First Name* columns are frozen, they remain locked in the same position while you scroll horizontally through adjacent columns. This allows you to keep track of members when viewing *Grade Book* tabs with numerous columns.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Freeze Columns** or **Unfreeze Columns**.

## Highlighting Rows

You can highlight rows in *Grade Book* tabs. This allows you to maintain focus on select rows across all columns.

From the *Grades*, *Members*, *View All*, *Custom View*, or *SCORM Grades* tab, do one of the following:

- To highlight rows, locate the rows and click anywhere in each row except on values that can be edited.
- To remove highlighting from rows, locate the highlighted rows and click anywhere in each row except on values that can be edited.

## Sorting Members

If a column title is underlined, you can sort members by that column. An arrow appears next to the column title by which members are currently sorted. An arrow pointing up indicates members are sorted in ascending order (1 to 10, A to Z); an arrow pointing down indicates members are sorted in descending order (10 to 1, Z to A).

From any of the *Grade Book* tabs, click the *Action Links* icon for the column by which you want to sort members and from the menu that appears, click **Sort Column**. If members were not previously sorted by this column, they are now sorted in ascending order. If members were previously sorted by this column, they are now sorted in the reverse order.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not

exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## WORKING WITH MEMBERS

### For Section Instructors

#### Enrolling Members

Depending on administrator settings, this feature may not be available to you.

You can enroll users in your course for whom user records have already been created. After users are enrolled in your course, they are referred to as members. With *Grade Book*, you can only enroll one user at a time.

You must know the user names of the members you want to enroll. Existing users can be enrolled in the following roles:

- Auditor
- Student

- Teaching Assistant
- Section Designer

**NOTE:** Depending on administrator settings you may not be able to enroll users in some of the above roles.

1. From the *Grades, Members, View All*, or *Custom View* tab, click **Enroll Members**.
2. Enter the user name.
3. Under *Assign roles*, select the role in which you want the user to be enrolled.

**IMPORTANT:** The only roles in which users can be concurrently enrolled are Section Designer and Teaching Assistant.

- Auditor: can access course content, complete assignments and assessments, but does not receive a final grade.
  - Student: can access course content, complete assignments and assessments, and is assigned a final grade.
  - Teaching Assistant: can grade assignments and assessments and participate in discussions.
  - Section Designer: can create, edit, and delete all course content, communication tools, and assignments and assessments.
4. Click **Enroll**.

**NOTE:** At this point, the member is not yet enrolled. The members listed under *Members Enrolled* are queued to be enrolled.

5. If you want to remove members from the *Members Enrolled* queue list:
  - a. Select the members and click **Unenroll**.
  - b. Click **OK**.
6. Click **Save**.
7. Click **OK**.

## Importing Data from Spreadsheet

You can import data from a spreadsheet that contains grades or other information. You can import the data to existing columns or create new columns during the import process.

**NOTE:** All new columns created during import are created as text columns. If you want imported columns to be alphanumeric, calculated, letter grade, numeric, or selection list, you must create them first in *Grade Book*. During import you can match the *Grade Book* columns

you created to the columns in your imported file.

You must create a comma-delimited or tab-delimited text file containing the information you want to add. The first row of the text file must contain the field names and the remaining rows must contain the user records. Text files can be created by exporting a tab's data to a spreadsheet file and editing it in a spreadsheet application before import.

**IMPORTANT:** Your text file must contain a *User Name* field and the user names for each member whose data you are importing.

1. From the *Grades, Members, View All, or Custom View* tab, click **Import from Spreadsheet**.
2. Click **Browse**.
3. Locate and select the file you want to import.
4. From the *Separator* drop-down list, select the character that separates column data in your file.
5. From the *Character Set* drop-down list, select the character set used by your spreadsheet.
6. Click **Upload**. The following appears:
  - Under *Import Column*, the field names from your text file
  - Under *Match*, a check mark indicates the fields that match existing *Grade Book* data columns
  - Under *Grade Book Column*, for matched fields, the data column that matches your text file field
  - Under *Data Preview*, the various user values for that field
7. In the row that represents the user name field in your file, select *User Id* from the drop-down list under *Grade Book Column*. The User Id column is a required column for matching purposes only and will not be imported.
8. Check that the remaining fields from your text file are matched to data columns. If necessary, under *Grade Book Column*, from the drop-down list, do one of the following:
  - To select a data column to which to import the data, select the column.
  - To create a new data column for the data, select *Add as new column*.
  - If the data is not important and you do not wish to import it, select *Do not import*.
9. Click **Import**.

## Sending Mail to Members

You can send mail messages to members from the *Grades, Members, View All, or Custom View* tab. This feature is useful for contacting select Students about grades.

*Mail* must be enabled and added to *Course Tools*.

1. From the *Grades, Members, View All, or Custom View* tab do one of the following:
  - To send a message to one member, locate the member and, under *Last Name*, click the member's *PeopleLinks* icon.
  - To send a message to multiple members, select the members.
  - To send a message to all members currently displayed, in the table heading row, select the check box.
2. Click **Send Mail**.
3. Compose and send your message.

## Granting or Denying Access

Members are granted access to a course when they are first added to that course. You can deny access to certain members and grant those members access again at a later time. When members are denied access, they will see the link to that course in the *Course List* channel of their *My Blackboard*. However, if they click the link, they receive a message, notifying them that their access has been denied.

**EXAMPLE:** You may want to deny access to members with outstanding bills. After the bill is no longer outstanding, you can grant access to the course.

From the *Grades, Members, View All, or Custom View* tab, do one of the following:

- To grant or deny access to one member:
  - a. Locate the member and, under *Last Name*, click the *PeopleLinks* icon.
  - b. Click **Grant Access** or **Deny Access**.
- To grant or deny access to multiple members:
  - a. Next to each member, select the check box.
  - b. Click **Grant Access** or **Deny Access**.
- To grant or deny access to all members:
  - a. In the table heading row, select the check box.
  - b. Click **Grant Access** or **Deny Access**.

## Exporting Data to Spreadsheet

Member information can be exported as a comma-delimited or tab-delimited text file. You can export all column information, except formulas for calculated columns. The data that you can export is determined

in part by the tab from which you commence the export.

1. From the *Grades, Members, View All, or Custom View* tab, do one of the following:
  - To export all member data, click **Export to Spreadsheet**. The *Export to Spreadsheet* screen appears.
  - To export selected members' data, next to each member that you want to export, select the check box and click **Export to Spreadsheet**.
2. If you did not select members to export in step 1, proceed to step 4.
3. If you selected members to export in step 1, under *Members to Export*, do one of the following:
  - To export the selected members, ensure that *Selected members* is selected.
  - To export all members instead of the members you selected in step 1, select *All members*.
4. Under *Columns to Export*, do one of the following:
  - To export the information contained in the data columns that appear in the tab from which you initiated the export, select *Visible columns*.
  - To export the information contained in all data columns that have been defined for this course, select *All columns*.
5. Under *Select Export Format*, do one of the following:
  - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
  - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
6. Under *Select Character Set*, select the character set that works best with your spreadsheet application for your language.
7. Click **Export**.
8. Download the file.

## Unenrolling Members

You can unenroll members from a course. The user retains their user name and can access their *My Blackboard* and other courses in which they are enrolled, but they will no longer have access to your course.

If you unenroll a Student, their grade information remains in *Grade Book*. You can hide their grade information by using the *Hide Unenrolled Member Data* option. For more information, see *Hiding and Showing Grade Information for Unenrolled Members*.

**NOTE:** The demo Student cannot be removed from *Grade Book*.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, do one of the following:
  - To unenroll one member:
    - a. Locate the member and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.
    - b. Click **Unenroll Member**. A confirmation message appears.
  - To unenroll multiple members:
    - a. Next to each member you want to remove, select the check box.
    - b. Click **Unenroll**. A confirmation message appears.
  - To unenroll all members:
    - a. In the table heading row, select the check box. All members are selected.
    - b. Click **Unenroll**. A confirmation message appears.
2. Click **OK**. The members are unenrolled.

## Hiding and Showing Grade Information for Unenrolled Members

The grade information for unenrolled members remains in *Grade Book*. However, you can specify to hide the grade information for unenrolled members. Alternatively, if the grade information for unenrolled members is hidden, you can make it viewable again.

**NOTE:** Only Section Instructors can unenroll course members.

From any of the *Grade Book* tabs, do one of the following:

- To hide the grade information for unenrolled members:
  - a. Click **Grade Book Options**.
  - b. Click *Hide Unenrolled Member Data*.
- To show the grade information for unenrolled members:
  - a. Click **Grade Book Options**.
  - b. Click *Show Unenrolled Member Data*.

## WORKING WITH COLUMNS

## For Section Instructors

### Creating Columns

#### Creating Alphanumeric Columns

You can create your own data columns for *Grade Book* to enter specific types of information. An alphanumeric column allows you to enter a short string of text or numbers.

**EXAMPLE:** Use an alphanumeric column to enter Student campus registration numbers that contain both letters and numbers.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Do one of the following:
  - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
    - a. Click **Create Column**.
    - b. Click *Alphanumeric*.
  - To create the column from the *Column Settings* screen:
    - a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.
    - b. Click *Column Settings*.
    - c. Click **Create Column**.
    - d. Click *Alphanumeric*.
2. In the *Column label* text box, enter the column name.
3. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
4. If the column will contain grade data, select *Grade-related column*.
5. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
6. Click **Save**.



## Creating Calculated Columns

You can create your own columns for *Grade Book* to enter specific types of information. A calculated column will display the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz or assignment columns.

**EXAMPLE:** Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:  

$$\text{AVG}\{[\text{Quiz1}], [\text{Quiz2}], [\text{Quiz3}], [\text{Quiz4}]\}.$$

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
  - a. Do one of the following:
    - To create the column from the *Grades, Members, View All, or Custom View* tab:
      - i. Click **Create Column**.
      - ii. Click *Calculated*.
    - To create the column from the *Column Settings* screen:
      - i. From the *Grades, Members, View All, or Custom View* tab, click **Grade Book Options**.
      - ii. Click *Column Settings*.
      - iii. Click **Create Column**.
      - iv. Click *Calculated*.
  - b. In the *Column label* text box, enter the column name.
  - c. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - d. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
  - e. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.
 

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.
  - f. If the column will contain grade data, select *Grade-related column*.

- g. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
- h. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
  - To only release the average score, select *Average Only*.
  - To release detailed statistics, select *All*.

**NOTE:** When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

- i. Click **Save**.

2. Create a formula for the calculated column:

- a. Do one of the following:
  - If you created your calculated column from the *Grades, Members, View All, or Custom View* tab:
    - i. Locate the calculated column and click its *ActionLinks* icon.
    - ii. From the menu that appears, click **Edit Column Formula**.
  - If you created your calculated column from the *Column Settings* screen, locate the calculated column and, in its *Actions* row, click the *Edit Column Formula* icon.
- b. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

**IMPORTANT:** This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

- c. Create the formula:

**NOTE:** You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), **\*** (multiply), or **/** (divide) buttons.
- To nest an argument:

**NOTE:** You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do

not, you will not be able to save the formula.

- i. To open a nested argument, click the **Left Parenthesis** button.
  - ii. Enter the argument.
  - iii. To close the argument, click the **Right Parenthesis** button.
- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total displays. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value will appear as a running total.

Running totals are italicized and appear in parenthesis. After there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

**NOTE:** A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

**NOTE:** You can add the following four functions to your formula:

- **SUM:** returns the sum of the arguments within the SUM function braces.
  - **MAX:** returns the maximum value of the arguments within the MAX function braces.
  - **MIN:** returns the minimum value of the arguments within the MIN function braces.
  - **AVG:** returns the average value of the arguments within the AVG function braces.
- i. At a valid point in the formula, click the function button.
  - ii. Enter the function's first argument.
  - iii. To enter another argument, click **Enter Another Value**.
  - iv. To complete the function, click **End Function**.
- To clear the last entry, click **Undo**.
  - To clear the entire formula, click **Clear All**.

3. Click **Save**.

## Creating Grading Form Columns

You can create your own columns for *Grade Book* to enter specific types of information. A grading form column will display the numeric result of a grading form that you created.

**EXAMPLE:** Use a grading form column to record grades for an assignment or discussion topic graded using a grading form.

All grading form columns that you create are automatically added to the *View All* and *Custom View* tabs, as well as the *Grades* tab.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab or from the *Column Settings* screen, click **Create Column**.
2. Click **Grading Form**.
3. In the *Column label* text box, enter the column name.
4. From the *Alignment* drop-down list, select the alignment (left, right, or center) for the content of the column.
5. Select the grading form:
  - a. Click **Select Grading Form**, and select the form.
 

**TIP:** To view the form, click its title.
  - b. Click **Select**. The *Maximum value* for the grading form now appears.
6. From the *Decimals* drop-down list, select the number of decimal places to be used for the numeric values in this column.
7. Select whether the column is grade-related:
  - If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs, select *Grade-related column*.
  - If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs, clear the *Grade-related column* check box.
8. If you want to allow Students to view their grade in the *My Grades* tool, select *Released to Student*.
9. Click **Save**.

## Creating Letter Grade Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *letter grade* column displays a letter grade for each Student, based on the values of another numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.

**EXAMPLE:** Use a letter grade column to determine the final grade, based on a calculated column that calculates a value from 0 to 100.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
  - a. Do one of the following:
    - To create the column from the *Grades, Members, View All, or Custom View* tab:
      - i. Click **Create Column**.
      - ii. Click *Letter grade*.
    - To create the column from the *Column Settings* screen:
      - i. From the *Grades, Members, View All, or Custom View* tab, click **Grade Book Options**.
      - ii. Click *Column Settings*.
      - iii. Click **Create Column**.
      - iv. Click *Letter grade*.
  - b. In the *Column label* text box, enter the column name.
  - c. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - d. If the column will contain grade data, select *Grade-related column*.
  - e. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - f. From the *Based on numeric/calculated column* drop-down list, select the numeric or calculated column that contains the numeric value on which you want to base the letter grade.
  - g. Click **Save**.
2. If you want to view or edit the numerical ranges that determine letter grades (the letter grade scheme):
  - a. Do one of the following:
    - If you created your letter grade column from the *Grades, Members, View All, or Custom View* tab:
      - i. Locate the letter grade column and click its *ActionLinks* icon.
      - ii. Click **Edit Column Letter Grade Scheme**.
    - If you created your letter grade column from the *Column Settings* screen, locate the letter grade column and, in its *Actions* row, click the *Edit Column Letter Grade Scheme* icon.
  - b. Do one of the following:
    - To populate the letter grade scheme with the current default letter grades and ranges, click

### Use Default Scheme.

- To create a custom letter grade scheme:
  - i. Under *Grade*, enter a letter value for each letter grade in your scheme.
  - ii. Under *Range*, enter the upper range for each letter grade.  
  
**EXAMPLE:** If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an *A* will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.
  - iii. If you need to add a letter grade:
    - i. Select the row below which you want to insert the new grade and click **Add Grade**.
    - ii. Under *Grade*, enter a letter value for the letter grade.
    - iii. Under *Range*, enter the upper range for the letter grade.
  - iv. If you want to delete a row, click its *Delete* icon.
  - v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
- c. Save your letter grade scheme:
  - To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**.
  - To save the letter grade scheme for this column only, click **Save**.

## Creating Numeric Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *numeric* column can contain only numeric values.

**EXAMPLE:** Use a numeric column to manually enter scores for an assessment.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Do one of the following:
  - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
    - a. Click **Create Column**.
    - b. Click *Numeric*.
  - To create the column from the *Column Settings* screen:

- a. From the *Grades, Members, View All*, or *Custom View* tab, click **Grade Book Options**.
  - b. Click *Column Settings*.
  - c. Click **Create Column**.
  - d. Click *Numeric*.
2. In the *Column label* text box, enter the column name.
  3. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  4. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
  5. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

6. Determine whether the column is grade-related or not:
  - If you want the column to appear in the *Grades, View All*, and *Custom View* tabs only, next to *Grade-related column*, select the check box.
  - If you want the column to appear in the *Members, View All*, and *Custom View* tabs only, next to *Grade-related column*, clear the check box.
7. If you chose to make your column grade-related, determine whether the column is released to Students or not:
  - If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - If you want the column to appear only in the *Grade Book*, clear the *Released to Student*.
8. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
  - To only release the average score, select *Average Only*.
  - To release detailed statistics, select *All*.

**NOTE:** When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

9. Click **Save**.

## Creating Selection List Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *selection list* column allows you to select from a drop-down (selection) list of one or more values to describe or grade Students. You can create the values and determine the order in which they appear in the list.

**EXAMPLE:** Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
  - a. Do one of the following:
    - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
      - i. Click *Selection List*.
    - To create the column from the *Column Settings* screen:
      - i. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.
      - ii. Click *Column Settings*.
      - iii. Click **Create Column**.
      - iv. Click *Selection List*.
  - b. In the *Column label* text box, enter the column name.
  - c. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - d. If the column will contain grade data, select *Grade-related column*.
  - e. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - f. Click **Save**.
2. Create values for the selection list:
  - a. Do one of the following:
    - If you created your selection list column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
      - i. Locate the selection list column and click its *Action Links* icon.
      - ii. Click **Edit Column Select List**.
    - If you created your selection list column from the *Column Settings* screen, locate the selection list column and, in its *Actions* row, click the *Edit Column Selection List* icon.
  - b. In the text box, enter the first value that you want to appear in the list.



- c. To add an item to your selection list, do one of the following:

**NOTE:** The values will display in the order that they appear in the list on this screen.

- To add an item after the last item in the list, click **Add Item**.
  - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**.
- d. Enter a value in the text box of the added item. Repeat steps e and f for each item you want to add to your selection list.
- e. To delete an item, click its *Delete* icon.
- f. To change the order of the list:
- To move an item above another item:
    - i. Select the item you want to move.
    - ii. In the row for the item above which you want to insert the selected item, click the *Move Selected Items Above* icon.
  - To move an item to the bottom of the list:
    - i. Select the item that you want to move.
    - ii. In the bottom row, click the *Move Selected Items to Bottom of List* icon.
- g. Click **Save**.

## Creating Text Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *text* column allows you to enter an extended amount of words, phrases, or paragraphs.

**EXAMPLE:** Use a text column to enter comments.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Do one of the following:
  - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
    - a. Click **Create Column**.
    - b. Click *Text*.
  - To create the column from the *Column Settings* screen:
    - a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.

- b. Click *Column Settings*.
  - c. Click **Create Column**.
  - d. Click *Text*.
2. In the *Column label* text box, enter the column name.
3. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
4. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
5. Click **Save**.

## Editing Columns

### Changing Column Types

For any column that you create, as well as the default *Midterm* and *Final* grade-related columns, you can change the column from one type to another.

**EXAMPLE:** You can change the default *Final* column from a calculated column to a letter-grade column.

You cannot modify the following columns, because they come directly from the member's user and enrollment records:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- *SCORM Grades* columns

Each of the different column types can only hold certain types of information, so you may find that a column type no longer serves your needs. Instead of creating a new column and re-entering information, you can change the column type to allow different types of information to be entered.

When you change the column type, any entered values are converted to be consistent with the data allowable in the new column type. You can preview the converted values and decide whether to apply them or cancel the conversion.

The types of columns available in *Grade Book* are as follows:

- alphanumeric columns: for entering a short line of alphanumeric data.

- calculated columns: for calculating a numerical value, using other columns, if desired.
  - grading form columns: for entering a numerical value, based on a grading scheme.
  - letter grade columns: for determining a letter grade, based on a column that contains a numeric value.
  - selection list columns: for selecting from a list of text values that you create.
  - text columns: for entering a paragraph of text.
1. From any of the *Grade Book* tabs, click **Grade Book Options**.
  2. Click **Column Settings**.
  3. Locate the column that you want to modify and click the current column type that you want to modify.
  4. From the *New Value* drop-down list, select a new column type. Only certain column types will be available, based on the existing column type.
  5. In the *Comment* text box, enter a note about your change. Comments appear in the audit history for *Grade Book* which, depending on your institution's policies, may be very important.
  6. Click **Save**. The old values for the column and the new, converted values appear.
  7. Scroll through and review each new value.
  8. Click **Apply**.

## Determining Column Order

You can determine the left-to-right order in which columns display in each of the *Grade Book* tabs. The order of columns is unique to each tab: you can have the *Last Name* column appear left-most in the *Grades* tab and have it as the third column in the *Members* tab.

1. From any of the *Grade Book* tabs, click **Reorder Columns**. Each column that is currently in the tab you started from appears in a list. The top-most column in this list is the left-most column in the tab.
2. Select each column you want to move.
3. Do one of the following:
  - To move the selected columns to the left of a column, under *Move*, click the appropriate *Insert Selected Items Above* icon.
  - To move the selected columns to the right of the right-most column in the tab, at the bottom of the list, under *Move*, click the *Insert Selected Items at Bottom of List* icon.
4. Click **Save**.

## Editing Formulas for Calculated Columns

For calculated columns, you can enter or modify the formula used to calculate the values for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

**EXAMPLE:** Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:  

$$\text{AVG}\{[\text{Quiz1}], [\text{Quiz2}], [\text{Quiz3}], [\text{Quiz4}]\}$$

1. Do one of the following:
  - To edit formulas from the *Grades, Members, View All, or Custom View* tab:
    - a. Locate the calculated column whose formula you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit Column Formula**.
  - To edit formulas from the *Column Settings* screen:
    - a. From the *Grades, Members, View All, or Custom View* tab, click **Grade Book Options**.
    - b. Click *Column Settings*.
    - c. Locate the calculated column whose formula you want to edit and, in its *Actions* row, click the *Edit Column Formula* icon.
2. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

**IMPORTANT:** This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

3. Create the formula:

**NOTE:** You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), **\*** (multiply), or **/** (divide) buttons.
- To nest an argument:

**NOTE:** You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

- a. To open a nested argument, click the **Left Parenthesis** button.
- b. Enter the argument.

- c. To close the argument, click the **Right Parenthesis** button.
- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total appears. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value appears as a running total.

Running totals are italicized and appear in parenthesis. After there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

**NOTE:** A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

**NOTE:** You can add the following four functions to your formula:

- **SUM:** returns the sum of the arguments within the SUM function braces.
- **MAX:** returns the maximum value of the arguments within the MAX function braces.
- **MIN:** returns the minimum value of the arguments within the MIN function braces.
- **AVG:** returns the average value of the arguments within the AVG function braces.

- a. At a valid point in the formula, click the function button.
  - b. Enter the function's first argument.
  - c. To enter another argument, click **Enter Another Value**.
  - d. To complete the function, click **End Function**.
  - To clear the last entry, click **Undo**.
  - To clear the entire formula, click **Clear All**.
4. Click **Save**.

## Editing Schemes for Letter Grade Columns

For letter grade columns, you can modify the numerical ranges that determine the letter grade.

1. Do one of the following:
  - To edit schemes from the *Grades, Members, View All*, or *Custom View* tab:
    - a. Locate the letter grade column whose scheme you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit Column Letter Grade Scheme**.
  - To edit schemes from the *Column Settings* screen:
    - a. From the *Grades, Members, View All*, or *Custom View* tab, click **Grade Book Options**.
    - b. Click *Column Settings*.
    - c. Locate the letter grade column whose scheme you want to edit and, in its *Actions* row, click the *Edit Column Letter Grade Scheme* icon.
2. Do one of the following:
  - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
  - To create a custom letter grade scheme:
    - i. Under *Grade*, enter a letter value for each letter grade in your scheme.
    - ii. Under *Range*, enter the upper range for each letter grade.

**EXAMPLE:** If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an *A* will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.
    - iii. If you need to add a letter grade:
      - i. Select the row below which you want to insert the new grade and click **Add Grade**.
      - ii. Under *Grade*, enter a letter value for the letter grade.
      - iii. Under *Range*, enter the upper range for the letter grade.
    - iv. If you want to delete a row, click its *Delete* icon.
    - v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
3. Save your letter grade scheme:
  - To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**.
  - To save the letter grade scheme for this column only, click **Save**.

## Editing List Values for Selection List Columns

You can edit the list of values used in a selection list column.

**EXAMPLE:** Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

Selection list columns can be used in the *Members* tab as descriptive data or in the *Grades* tab as a grade column. You can choose the order in which the values appear in the list. You can edit selection list column values in any book view in which that column appears.

1. Do one of the following:
  - To edit list values from the *Grades*, *Members*, *View All*, or *Custom View* tab:
    - a. Locate the selection list column whose list values you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit Column Select List**.
  - To edit list values from the *Column Settings* screen:
    - a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.
    - b. Click *Column Settings*.
    - c. Locate the selection list column whose list values you want to edit and, in its *Actions* row, click the *Edit Column Selection List* icon.

2. In the text box, enter the first value that you want to appear in the list.

3. To add an item to your selection list, do one of the following:

**NOTE:** The values will display in the order that they appear in the list on this screen.

- To add an item after the last item in the list, click **Add Item**.
  - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**.
4. Enter a value in the text box of the added item.
  5. To delete an item, click its *Delete* icon.
  6. To change the order of the list:
    - To move an item above another item:
      - i. Select the item you want to move.
      - ii. In the row for the item above which you want to insert the selected item, click the *Insert Selected Items Above* icon.
    - To move an item to the bottom of the list:
      - i. Select the item that you want to move.
      - ii. In the bottom row, click the *Insert Selected Items Below* icon.

7. Click **Save**.

## Hiding or Showing Columns

You can determine which data columns display in each of the *Grade Book* tabs. Hide and show settings for columns affect only the tab from which they are set. This allows you to show a column in one tab and hide it in another.

Because exporting column information can be limited to exporting only displayed columns, hiding and showing columns is a useful way to export only certain information.

**NOTE:** You cannot hide the following columns:

- all *SCORM Grades* columns
- *First Name*
- *Last Name*

1. Navigate to the tab whose data columns you want to hide or show.
2. To hide data columns:
  - To hide one column at a time:
    - a. Locate the column you want to hide and click its *ActionLinks* icon.
    - b. Click **Hide Column**.
  - To hide several columns at once:
    - a. Click **Reorder Columns**.
    - b. Do one of the following:
      - To hide select columns:
        - i. Select each column you want to hide.
        - ii. Click **Hide**.
      - To hide all columns:
        - i. In the table heading row, select the check box.
        - ii. Click **Hide**.
    - c. Click **Save**.
3. To show data columns:
  - a. Click **Reorder Columns**.
  - b. Do one of the following:
    - To show columns one at a time, select the column and click **Show**.



- To show multiple columns:
    - i. Select each column you want to show.
    - ii. Click **Show**.
  - To show all columns:
    - i. In the table heading row, select the check box.
    - ii. Click **Show**.
- c. Click **Save**.

## Renaming Columns

Renaming a column updates that column's name in each tab in which the column appears.

**NOTE:** You cannot rename the following columns:

- all *SCORM Grades* columns
- *First Name*
- *Last Name*
- *User ID*
- *Role*
- *Cross-listing Information*

**NOTE:** This column only appears if the course has been cross-listed.

- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course

**IMPORTANT:** If you rename a numeric or calculated column that you have referenced in a calculated column formula or to generate a letter grade for a letter grade column, the reference will be broken.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click *Column Settings*. You can rename several columns, but you must do so one at a time.
3. Locate the column that you want to rename and click its name.
4. In the *New Value* text box, enter the new column name.
5. If you are renaming an alphanumeric, letter grade, selection list, or text column, click **Save**.
6. If you are renaming a numeric or calculated column:

- a. Click **Save**.
- b. Click **OK**.

## Setting Column Alignment

You can set the justification of the values displayed for any column as left, centered, or right.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click *Column Settings*.
3. Do one of the following:
  - To set alignment for one column, locate the column and, in its *Alignment* row, click **L**, **C**, or **R**, to select left, center, or right justification, respectively.
  - To set the same alignment for several columns:
    - a. In the table heading row, select each column that you want to set the same alignment.
    - b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon.
  - To set the same alignment for all columns:
    - a. Next to *Select All/None*, select the check box.
    - b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon.

## Setting Column Decimal Display

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine how many decimal places are displayed for column values. Decimals can be displayed to 0, 1, 2, or 3 places.

**EXAMPLE:** For a calculated column, you can set the decimal display to 0, so that you know that the displayed values for that column are whole numbers.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Column Settings**.
3. Do one of the following:
  - To set the decimal display for one column:
    - a. Locate the column and, in its *Decimals* row, click the current value.
    - b. From the *New Value* drop-down list, select the new number of decimal places.

- c. Click **Save**.
- To set the same decimal display for multiple columns:
  - a. In the table heading row, select each column that you want to set the decimal display.
  - b. From the *Decimals* drop-down list, select the number of decimal places that you want the selected columns to display and click the *Go* icon.
- To set the same decimal display for all columns:
  - a. Next to *Select All/None*, select the check box.
  - b. From the *Decimals* drop-down list, select the number of decimal places that you want all columns to display and click the *Go* icon.

## Setting Column Maximum Value

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine a maximum value. After you enter a maximum value, the column will display *out of #* next to its name in all tabs in which it appears.

**EXAMPLE:** For a quiz column, you can set the maximum value at 60, so that you know that the displayed values for that column are out of 60.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Column Settings**.
3. Locate the column and, in its *Maximum Value* row, click the current value.
4. In the *New Value* text box, enter the maximum value and click **Save**.

## Setting Columns as Grade-Related

Columns that you add to *Grade Book* can be grade-related or not. All added columns appear in the *View All* and *Custom View* tabs. Grade-related columns appear only in the *Grades* tab while columns that are not grade-related only appear in the *Members* tab. Grade-related columns can be released to Students while non-grade-related columns cannot.

**NOTE:** You cannot make the following columns grade-related:

- all *SCORM Grades* columns
- *First Name*
- *Last Name*
- *User ID*

- *Role*

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Column Settings**.
3. Do one of the following:
  - To set one column as grade-related, locate the column and, in its *Grade Column* row, click *No*. The value is updated to *Yes*, indicating it is a grade-related column.
  - To set multiple columns as grade-related:
    - a. In the table heading row, select each column that you want to set as grade-related.
    - b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon.
  - To set all columns as grade-related:
    - a. Next to *Select All/None*, select the check box.
    - b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon.

## Setting Columns as Released to Students

*Grade Book* allows you to determine which columns Students see in their *My Grades* channel in *My Blackboard* and in their *My Grades* tool. When a grade column is released to Students, each Student will see only their value, and not all Students' values.

- NOTE:**
- Students can only see grade-related columns. If you release columns that are not grade-related, Students will not see them.
  - You cannot release *SCORM* grade columns to Students.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Column Settings**.
3. Do one of the following:
  - To release one column, locate the column and, in its *Released to Student* row, click *No*.
  - To release multiple columns:
    - a. In the table heading row, select each column that you want to release
    - b. Click **Release**.
  - To release all columns:
    - a. Next to *Select All/None*, select the check box.
    - b. Click **Release**.

## Setting Column Statistics as Released to Students

*Grade Book* lets you specify whether you want to release statistics for the item in a numeric or calculated column. For example, you may want to release the average score for an assignment to Students. You can also specify to release more detailed statistics.

**IMPORTANT:** You can only release statistics for numeric and calculated columns.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click **Column Settings**. The *Column Settings* screen appears.
3. For each column you want to release statistics for, in its *Release Statistics* row, click the current value. The *Edit Column Value* pop-up window appears.
4. From the *New Value* drop-down list, select an option:
  - To only release the average score, select *Average Only*.
  - To release detailed statistics, select *All Statistics*.

**NOTE:** When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

## Viewing Column Statistics

You can view the following statistics for calculated, numeric, alphanumeric, and grading form columns from the *Grades*, *Members*, *View All*, or *Custom View* tab:

**NOTE:** Only numeric column values are used in statistics.

- *Count*: the total number of values in the column.
  - *Average*: the average value of all values in the column.
  - *Median*: the middle value in a distribution of column values.
  - *Maximum*: the maximum column value.
  - *Minimum*: the minimum column value.
  - *Standard Deviation*: the measure of the dispersion or variation in a distribution of column values.
1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click the *ActionLinks* icon for the column for which you want to view statistics.
  2. Click **Column Statistics**.

The *Column Statistics* screen displays a *Grade Histogram*, which is a bar graph of the number of Students who scored within certain grade ranges. The measurement for the number of Students is broken down into decimals to represent how often (the *Frequency*) grades were in a certain grade range. The bottom bar represents the highest grade. You can increase or decrease the number of grade ranges:

- To increase the number of grade ranges, click **More Bars**.
- To decrease the number of grade ranges, click **Fewer Bars**.

**NOTE:** To calculate the grade ranges, this program uses the maximum grade allowed for the column and divides the value into 10 even ranges. If a maximum allowable grade has not been set for a column, the program uses the highest grade in the column. For example, if the maximum grade allowed for a column is 100, or the highest grade is 100, you see 10 ranges each with an increment of 10.

3. When you are done viewing statistics for the column, click **OK**.

## Viewing Submissions

You can quickly 'jump' to the submissions for an assignment, assessment or gradable discussion topic from *Grade Book* columns that have been automatically created for these items.

1. From the *Grades*, *View All* or *Custom View* tab, click the *ActionLinks* icon for the column you want to view submissions for. A menu appears.
2. Click **View Submissions**. Depending on the type of submissions you are viewing, one of the following screens appear:
  - If you are viewing submissions for an assignment, the *Assignment Dropbox* screen appears with the *All* tab displayed. The submissions in the *All* tab are filtered so you only see submissions for the assignment you selected in *Grade Book*.
  - If you are viewing submissions for an assessment, the *Assessment Manager* screen appears with the *All* tab displayed. The submissions in the *All* tab are filtered so you only see submissions for the assessment you selected in *Grade Book*.
  - If you are viewing submissions for a gradable discussion topic, the messages screen appears with the submissions for the discussion topic you selected in *Grade Book*.

## Deleting Columns

Deleting a column removes that column and all its data permanently from *Grade Book*. You cannot delete the following default columns:

- all *SCORM Grades* columns
- *First Name*

- *Last Name*
- *User ID*
- *Role*
- *Midterm*
- *Final*
- *Cross-listing Information*

**NOTE:** This column only appears if the course has been cross-listed.

- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course

**IMPORTANT:** Columns contain information about Students that is lost if you delete that column. Check with your system administrator before you delete a column, as you may be required to back up your course first to save that data for future restoring.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click *Column Settings*.
3. Do one of the following:
  - To delete one column, above the column you want to delete, click its *Delete* icon.
  - To delete multiple columns:
    - a. Above each column you want to delete, select the check box.
    - b. Click **Delete**.
  - To delete all columns:
    - a. Next to *Select All/None*, select the check box.
    - b. Click **Delete**.
4. Click **OK**.

## EDITING COLUMN VALUES

### For Section Instructors

## Editing Column Values for a Member

You can enter or edit a value for all columns for one member. For example, if a student has transferred to your section and all of his or her grades need to be added to your *Grade Book*, you can enter all grades at once if you edit by member.

When editing column data for a member, if you enter values for calculated, quiz, or assignment columns, the values will display in *Grade Book* with a caret symbol (^) to indicate that they are overridden values. Changes made to a column's values are reflected in all tabs in which that column displays.

**NOTE:** You can only edit column values for Students and Auditors. But you cannot edit their *First Name*, *Last Name*, *User ID*, and *Role* columns.

1. Click the *Grades*, *Members*, *View All*, or *Custom View* tab.

**TIP:** Select the *View All* tab to be able to edit all columns in the *Grade Book*.

2. Locate the member you want to edit and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.
3. Click **Edit Member**.
4. Locate the row that contains the value you want to edit, and do one of the following:
  - In the *Change to* text box or drop-down list, enter or select a new value that is appropriate for the column type. For example, a numeric column can only accept numbers.
  - If the column is a grading form column:
    - a. Click **Edit Grading Form Grade**.
    - b. In the *Change to* text box, enter the grade.
    - c. In the *Comments* text box, enter a comment. This comment will appear when the Student or Auditor views their grade.
    - d. In the *Grade Book audit log comment* text box, enter a comment to explain the grade change. This comment will appear in the audit log.
    - e. Click **Save**.
5. If the column is grade-related and you want to enter, view or export comments for auditing purposes:
  - If the *Comment* text box appears, enter a reason for editing the value.
  - If you want to view or export comments entered for previous changes to this grade:

**NOTE:** Depending on administrator settings, this function may not be available.

- i. Click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying comments for changes made to this column for this member.



**TIP:** To view comments for changes made to all columns for this member, next to the member's name, click **View Audit History**.

- ii. If you want to export the audit history as a text file:
    - i. Click **Export Log**.
    - ii. Under *Specify Export Format*, select the file format:
      - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
      - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
    - iii. Click **Export**.
    - iv. Download the file.
    - v. Click **Done**.
  - iii. When you are finished viewing the audit history, click **Done**.
6. Click **Save**.

## Editing Column Values for a Column

You can edit by column and manage the information in that column for all members. For example, if you have the results for an assignment, you can enter all members' results on one screen if you edit by column.

If you choose to edit a column that is a calculated, quiz, or assignment column, upon editing any of those values, they will display in *Grade Book* with a caret symbol (^) to indicate that they are overridden values. Changes made to a column's values are reflected in all tabs in which that column displays.

**NOTE:** You can only edit column values for Students and Auditors. But you cannot edit their *First Name*, *Last Name*, *User ID*, and *Role* columns.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, locate the column you want to edit and click its *ActionLinks* icon.
2. Click **Edit Values**.
3. Locate the member whose value you want to enter or edit and, under the *Change to* column, do one of the following:
  - In the text box, enter a value that is appropriate for the column type. For example, a numeric column can only accept numbers.
  - From the drop-down list, select the value.

- If the column is a grading form column:
  - a. Click **Edit Grading Form Grade**.
  - b. In the *Change to* text box, enter the grade.
  - c. In the *Comments* text box, enter a comment. This comment will appear when the Student or Auditor views their grade.
  - d. In the *Grade Book audit log comment* text box, enter a comment to explain the grade change. This comment will appear in the audit log.
  - e. Click **Save**.
- 4. If the column that you edited is grade-related and you want to enter, view or export comments for auditing purposes:
  - If the *Comment* text box appears, enter a reason for your edit.
  - If you want to view or export all comments entered for changes to this grade:

**NOTE:** Depending on administrator settings, this function may not be available.

    - a. Click **View Audit History**.
    - b. If you want to export the audit history as a text file:
      - i. Click **Export Log**.
      - ii. Under *Specify Export Format*, select a file format:
        - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
        - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
      - iii. Click **Export**.
    - c. When you are finished viewing the audit history, click **Done**.
- 5. Click **Save**.

## Editing a Single Column Value for a Member

You can enter or edit a column value for a specific member. For example, if you need to override one Student's assignment grade, you can go directly to the grade in the *Grade Book* and edit it.

If the column whose value you are editing is a calculated, quiz, or assignment column, the value will display in *Grade Book* with a caret symbol (^) to indicate that it is overridden. Changes made to a column's values are reflected in all tabs in which that column displays.

**NOTE:** You can only edit column values for Students and Auditors. But you cannot edit their *First Name*, *Last Name*, *User ID*, and *Role* columns.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, locate the member and column whose value you want to edit and click the value.

**TIP:** If you cannot click the value, it is not one that you can edit.

2. Depending on the type of column that you are editing, do one of the following:
  - If you are editing a value in a *Calculated*, *Letter Grade*, *Quiz*, or *Assignment* column:
    - a. If you want to use the default value for the column, select *Revert to Original*.
    - b. If you want to change the value to a custom value, in the *Change to* text box, enter a new value.
  - If you are editing a value in a *Numeric*, *Selection List*, *Text*, or *Alphanumeric* column, in the *Change to* text box or drop-down list, enter or select a new value.

**NOTE:** The value you enter must be valid for the column type. For example, a numeric column can only accept numbers.

- If you are editing a value in a *Grading Form* column, in the *Change to* text box, enter a new value.
3. In the *Comments* text box, enter a comment. This comment appears when the Student or Auditor views their grade.
  4. In the *Grade Book audit log comment* text box, enter a comment to explain the grade change. This comment appears in the audit log.
  5. If you want to view or export all comments entered for changes to this member:

**NOTE:** Depending on administrator settings, this function may not be available.

- a. Click **View Audit History**.
  - b. If you want to export the audit history as a text file:
    - i. Click **Export Log**.
    - ii. Under *Specify Export Format*, select a file format:
      - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
      - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
    - iii. Click **Export**.
  - c. When you are finished viewing the audit history, click **Done**.
6. Click **Save**.

## WORKING WITH GRADES

### For Section Instructors

## Overriding Grades

All grade-related columns appear in the *Grades* tab of *Grade Book*. Students and Auditors are graded for quizzes and assignments. Students also receive a midterm and final grade. Aside from these default *Grade Book* columns, you can add other columns that determine other grades.

For grade columns that automatically create a value (calculated, quiz, assignment, or letter grade), you can override the calculated value. If you do so, the values will display in *Grade Book* with a caret symbol (^) to indicate that the calculation has been overridden.

If you override the grade of a Student who is part of a group, where all group members received the same grade, only the one Student's grade is overridden. The grades of the other group members are not changed.

- NOTE:**
- You cannot edit column values for the *First Name*, *Last Name*, *User ID*, and *Role* columns.
  - You can only edit column values for Students and Auditors.

1. From the *Grades*, *View All*, or *Custom View* tab, locate the member and column whose value you want to edit and click the value.
2. Enter or edit the value:
  - a. In the *Change to* text box, enter the new value.
  - b. In the *Comment* text box, enter a reason for your edit, for auditing purposes.
  - c. To view the audit history to note any previous edits made for this member:
    - i. Click **View Audit History**.
    - ii. If you want to export the audit history as a text file:
      - i. Click **Export Log**.
      - ii. Under *Select Export Format* do one of the following:
        - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.

- To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
  - iii. Click **Export**.
  - iv. Download the file.
  - v. Click **Done**.
- iii. When you are finished viewing the audit history, click **Done**.
3. Click **OK**.

## Viewing Audit History for One Student

You can view the history of any grade overrides made to a single Student for any grade-related column in your course.

1. From the *Grades, Members, View All, or Custom View* tab:
  - a. Locate the Student whose audit history you want to view and, under *Last Name*, click the Student's *PeopleLinks* icon. A menu appears.
  - b. Click **Edit Member**.

In this screen, each data column appears as a row, with the current value, a text box to enter a new value, and a text box to enter a comment for the change (for auditing purposes).
2. Do one of the following
  - To view the audit history for all columns for this Student, next to the Student's name, click **View Audit History**.
  - To view the audit history for one column for this Student, in the row that represents the column, click **View Audit History**.
3. To sort by any column, click that column's title.
4. To change the sort order, click the column's title again.
5. To print the list, use your web browser's print function.
6. If you are viewing the audit history for all columns, you can export the list as a comma or tab-delimited file:
  - a. Click **Export Log**.
  - b. Under *Select Export Format*, do one of the following:
    - To create a text file where field information is separated by a comma, select

*Comma-delimited.*

- To create a text file where field information is separated by a tab keystroke, select *Tab-delimited.*
- c. Click **Export**.
7. Click **Done**.

## Viewing the Audit History for all Students

You can view the full history of any overrides made to any Student grades for any grade-related column in your course.

1. From the *Grades, Members, View All* or *Custom View* tabs, click **Grade Book Options**.
2. Click **View Audit History**.
3. To sort by any column, click that column's title.
4. To change the sort order, click the column's title again.
5. To print the list, use your web browser's print function.
6. To export the list as a comma or tab-delimited file:
  - a. Click **Export Log**.
  - b. Under *Select Export Format*, do one of the following:
    - To create a text file where field information is separated by a comma, select *Comma-delimited.*
    - To create a text file where field information is separated by a tab keystroke, select *Tab-delimited.*
  - c. Click **Export**.
7. Click **Done**.

## Exporting to Student Information System (SIS)

To export data contained in the *Midterm* and *Final* grade columns to a Student Information System (SIS):

- The Blackboard Learning System™ must be integrated with a SIS, such as SunGard Higher Education solutions.
- *Grade Book* must have *Midterm* and *Final* grade columns that appear by default and cannot be

deleted. Depending on administrator settings, the *Midterm* and *Final* grade columns may not appear or may appear by default.

**NOTE:** You cannot export data to a SIS from columns that you have manually created and named *Midterm* and *Final*.

Grades can be exported multiple times. If a grade export request has been pending for more than 30 minutes, you should export the grades again.

1. From the *Grades, Members, View All, or Custom View* tab, from the *Export to SIS* drop-down list, select *Midterm* or *Final* and click the *Go* icon.
2. Select the members whose grades you want to export. If you have already exported grades for members at least once and there are members whose grades have not yet been exported, you see two lists:
  - *List of Students with grades to export*
  - *List of Students with previously exported grades*

You cannot export the grades for both types of members at the same time. Do one of the following:

- a. Select the members whose grades have not been exported and click **Export Midterm Grade** or **Export Final Grade**. The members move to the *List of Students with previously exported grades* list.
- b. Select the members whose grades have previously been exported and click **Export Midterm Grade** or **Export Final Grade**.

The export begins processing and the message, *Awaiting response from SIS*, displays under *Reason*. When the export is complete, the message is updated to show the status of the report.

# CHAPTER 21: GRADING FORMS

**IMPORTANT:** Topics in this chapter apply to all roles.

## ABOUT GRADING FORMS

### For All Roles

The *Grading Forms* tool provides a more granular way of grading Students' work by identifying specific criteria and levels of performance against the criteria. Some of the benefits of using a grading form include:

- performance expectations are clear: Students can view the criteria when completing the work.
- grading is consistent: Section Instructors and Teaching Assistants use the criteria when grading the work.
- feedback is structured: along with their final mark, Students can view the completed grading form to see how they scored for each criterion.

**EXAMPLE:** The following is an example of a grading form that a Section Instructor might use to evaluate writing assignments. Each performance indicators must be given a numeric value.

Objective/Criteria	Performance Indicators		
	Needs improvement	Meets expectations	Exceptional
<b>Spelling and grammar</b>	Many mistakes and lack of proofreading (10 points)	Few obvious mistakes (20 points)	No obvious mistakes (30 points)
<b>Critical thinking</b>	Arguments not supported (10 points)	Some arguments supported (20 points)	Solid arguments with excellent support for all of them (30 points)
<b>Original ideas</b>	Nothing original (15 points)	Some originality (25 points)	Several original ideas (40 points)

You can create multiple grading forms for a course. You can then choose to use one of the grading forms from the *Discussions* and *Assignments* tools to grade discussion topics and assignments. You can also create columns in the *Grade Book* that are associated with grading forms.



If the *Grading Forms* tool has been enabled, you can access it by clicking **Grading Forms** on the course menu, under *Designer Tools* or *Instructor Tools*. Grading forms can also be accessed from assignments and discussions topics that use grading forms.

With *Grading Forms* you can:

- create and edit grading forms.
- preview grading forms.
- view content that uses the grading form.
- delete grading forms.

## CREATING OR EDITING GRADING FORMS

### For All Roles

**NOTE:** Depending on administrator settings, this feature may not be available.

Create a grading form to grade Students' work based on specific criteria. It also provides clear performance indicators for Students and consistent grading guidelines for Section Instructors and Teaching Assistants. After you create the grading form, it will be available as a grading option for assignments and discussion topics.

**EXAMPLE:** You could create a grading form to evaluate a writing assignment. The evaluation criteria could be *Spelling & grammar*, *Critical thinking*, and *Original ideas*, and the performance indicators could be *Needs improvement*, *Meets expectations*, and *Exceptional*. You would then need to define and assign a numeric value to your performance indicators.

When editing grading forms that are used by a learning object, you cannot add or delete criteria or performance indicators. You can, however, edit the numeric values assigned to the performance indicators. If grades have been assigned, they are automatically re-graded in *Grade Book*. There is one exception: overridden grades are not automatically re-graded.

1. From the *Grading Forms* screen, do one of the following:

- To create a grading form, click **Create Grading Form**.
- To edit a grading form, click its **ActionLinks** icon and click **Edit Grading Form**.

**NOTE:** If the grading form is used by a learning object, such as an assignment, you cannot add or delete criteria or performance indicators.

2. Enter a title and description.

3. Three criteria appear by default. To add to or edit these, do the following:
  - a. Under *Objective/Criteria*, click its **Edit** icon.
  - b. Edit the label. Click outside the text box to save your edit.
  - c. If you need to add a criterion, click **Add Criterion**.
  - d. If you need to delete a criterion, click its **Remove this criterion** icon.
4. Three performance indicators appear by default. To add to or edit these, do the following:
  - a. Under *Performance Indicators*, click its **Edit** icon.
  - b. Edit the label, and click outside the text box to save your entry.
  - c. If you need to add a performance indicator, click **Add Performance Indicator**.
  - d. If you need to delete a performance indicator, click its **Remove this performance indicator** icon. You must have at least two performance indicators.
5. For each criterion, define your performance indicators by entering an explanation in the text box. For example: To receive a ranking of excellent for the spelling and grammar criterion, you must have fewer than five errors.
6. In the *points* text box for each criterion's performance ranking, enter a numeric value. The maximum score is calculated automatically.
7. Click **Save**.

You can now select this grading form when creating assignments and discussion topics.

## PREVIEWING GRADING FORMS

### For All Roles

You can access a read-only view of the grading form.

1. From the *Grading Forms* screen, locate the grading form you want to view and click its **ActionLinks** icon.
2. Click **Preview**.

## VIEWING CONTENT THAT USES GRADING FORMS

## For All Roles

From the *Grading Form* inventory listing screen you can access which assignments, discussion topics, and *Grade Book* columns are using the grading form.

1. From the *Grading Form* screen, locate the grading form and click its **ActionLinks** icon.
2. Click **View Links to this Item**.

## DELETING GRADING FORMS

## For All Roles

When you delete a grading form that has an associated column in the *Grade Book*, grades are kept but the grading form cannot be viewed. Its *Grade Book* column type is changed from *Grading Form* to *Numeric*.

1. From the *Grading Forms* screen, do one of the following:
  - To delete one grading form, click its **ActionLinks** icon.
  - To delete multiple grading forms, next to each one that you want to delete, select the check box.
  - To delete all grading forms on the current page, in the table heading row, next to *Title*, select the check box.
2. Click **Delete**.
3. Click **OK**.

# CHAPTER 22: GROUP MANAGER

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT GROUP MANAGER

### For Template Designers

The *Group Manager* tool allows you to create empty groups, such as study groups or assignment groups, that can later be used to group members.

**NOTE:** The term "members" refers to users that are enrolled in your course in any of these five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

There are three options for creating groups in *Group Manager*:

1. Create custom group
2. Create multiple groups
3. Create groups with sign-up sheets

The following table describes each option:

Option	Description
Create custom group	Creates one empty group to which Section Instructors and Teaching Assistants can add members later
Create multiple groups	Creates one or more empty groups to which Section Instructors and Teaching Assistants can add members later
Create groups with sign-up sheets	Creates one or more empty groups that Students sign up for by using a sign-up sheet that they access from the <i>Course Content</i> tool.

After the groups are created, you can do the following:

- In *Group Manager*, you can:
  - create discussion topics for groups, in which group members can read and post messages.
  - create chat or whiteboard rooms for groups, in which group members can communicate in real-time.

- edit group settings, such as group name and description.
- edit sign-up sheet settings, such as sign-up sheet title, instructions, and location.
- delete groups.
- In *Assignments*, you can:
  - create assignments that can be assigned to groups, allowing Students to work collaboratively.
  - create assignments that Students all work on individually but in which you provide additional instructions to groups of Students.
- In *Selective Release* , you can set selective release criteria based on membership within a group.

## WORKING WITH GROUPS

### For Template Designers

You can:

- create custom groups.
- create multiple groups.
- create groups with sign-up sheets.
- create discussion topics for groups.
- create chat or whiteboard rooms for groups.
- edit group settings.
- edit sign-up sheet settings.
- delete groups.

### Creating Custom Groups

You can create an empty group in which Section Instructors and Teaching Assistants can select members to add.

1. From the *Group Manager* screen, click **Create Groups**.
2. Select *Create custom group* and click **Continue**.

3. In the *Group name* text box, enter a name for the group.
4. In the *Group description* text box, enter a description for the group.
5. If you want to save the group and create another, do the following:
6. Click **Save**.

## Creating Multiple Groups

You can create multiple empty groups in which Section Instructors and Teaching Assistants can select the members to add.

1. From the *Group Manager* screen, click **Create Groups**.
2. Select *Create multiple groups* and click **Continue**.
3. Under *Group Information*, in the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.  
**EXAMPLE:** If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.
4. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
5. Under *How Should the Groups Be Created*, in the *Number of groups* text box, enter the number of groups you want to create.
6. Click **Continue**.
7. If you want to, edit the group names and descriptions.
8. Click **Save**.

## Creating Groups with Sign-Up Sheets

You can create one or more empty groups that Students can join by using a sign-up sheet. This allows Students to choose the group that they want to join. Students can sign up for only one group.

Section Instructors and Teaching Assistants can also use the sign-up sheets to add Students to groups.

After Students sign up for a group, they cannot remove themselves from the group. Only Section Instructors and Teaching Assistants can remove Students from groups.

**IMPORTANT:** You will not be able to see that Students have signed up for a group without logging out and logging back in to the Blackboard Learning System.

1. From the *Group Manager* screen, click **Create Groups**.
2. Select *Create groups with sign-up sheets* and click **Continue**.
3. Under *Group Settings*, in the *Number of groups* text box, enter the number. This is the number of groups that will appear on the sign-up sheet.
4. In the *Word or phrase all group names start with* text box, enter the word or phrase.

**EXAMPLE:** If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so on.

5. In the *Default description*, enter a description. Later, you will be able to add or edit the description for each group.
6. In the *Maximum Students per group* text box, enter the number.
7. If you want Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
8. Under *Sign-Up Sheet Settings*, in the *Sign-up sheet title* text box, enter a title. The title will appear as a link to the sign-up sheet.
9. In the *Sign-up sheet instructions* text box, enter the instructions for Students.
10. From the *Place the sign-up sheet link on* drop-down list, select the location where you want the link to appear.
11. Click **Continue**.
12. Click **Save**.

## Creating Discussion Topics for Groups

**NOTE:** The feature for artifact creation is available only to institutions using Blackboard Portfolio™ and if it is enabled through administrator settings.

You can create threaded discussion topics for groups in which group members can participate in asynchronous communication. A threaded discussion topic is a structured discussion in which users post and reply to messages. Replies associated with the same post are grouped together, creating message threads that can be expanded and collapsed.

**EXAMPLE:** If you create a group assignment, you can create a discussion topic for the group in which group members can read and post messages, such as questions and ideas about the assignment.

You can create a discussion topic for one group or create multiple discussion topics at once, one for each group that you select. You can also choose to grade members on their participation in the discussion groups.

**IMPORTANT:** For group members to have access to a topic created for groups, *Discussions* must be added to the course menu, or the topic must be added to the *Course Content* tool.

1. From the *Group Manager* screen, do one of the following:
  - To create a topic for one group or for each of multiple groups, next to each group for which you want to create a topic, select the check box.
  - To create topics for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Discussion topic* and click the *Go* icon.
3. Enter a title. If you are creating topics for multiple groups, the title will be added to the group's name.

**EXAMPLE:** If you are creating topics for groups named *Assignment Group 1* and *Assignment Group 2* and you enter the title, *American Poets*, the topics will be titled *American Poets - Assignment Group 1* and *American Poets - Assignment Group 2*.

4. Enter a description:
  - To enter a description in Plain Text format, enter it in the *Description* text box.
  - To enter a description in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

  - To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Description* text box, enter the HTML code.
5. Under *Category*, if you want to add the topic to a category, do one of the following from the *Select Category* drop-down list:
  - To add the topic to an existing category, select the category.
  - To create a category:
    - a. Select *Create New Category*.
    - b. Enter a name and description.
6. Under *Grading*, select whether you want Students to receive a grade based on their participation in the topic:
  - If you do not want the topic to be gradable, select *Topic is not gradable*.
  - If you want the topic to be gradable, under *Allow the topic to be graded*:
    - a. Select a grading scheme:



**NOTE:** You can only change your original grading selection from alphanumeric to numeric, from numeric to alphanumeric, and from one grading form to a different grading form.

- To assign a numeric grade, select *Numeric grade* and, in the *Out of* text box enter the maximum grade that can be attained.
- To assign a letter grade, select *Alphanumeric grade*.
- To grade the topic using a grading form:
  - i. If you need to remove a grading form that is currently selected, click the *Remove* icon next to the form's title.
  - ii. Select *Grade by grading form* and then click **Select Grading Form**.
  - iii. Select the form.

**TIP:** To see the content of the grading form, click its title.

- iv. Click **Select**.
  - b. If you want the *Grade Book* column for this topic to have a name other than the topic title, enter the name in the *Grade Book column title* text box.
  - c. If you want Students to see their grades for this topic in *My Grades*, select *Release grade to Students in My Grades*.
7. Under *Goals*, if you want to associate a goal with this topic:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
  - b. Select the items and click **Add Selected**.
8. Under *Group Work*, if you want to remove one of the groups for which you are creating this discussion topic, next to the group name, select the *Remove* icon.
9. Next to *Topic Behavior Options*, click the *Expand/Collapse* icon to set *Student Posting Rules* for the topic:

**NOTE:** These options do not apply to journal topics.

- If you want to allow Students to contribute to a topic:
  - a. Select one of the following:
    - *Students can post messages and reply to messages.*
    - *Students can post messages but cannot reply to messages.*
    - *Students can reply to messages but cannot post messages.*

- b. To allow Students to edit their messages, select *Students can edit their messages after posting them*.
- If you want to allow Students to read messages but prevent them from contributing to a topic, select *Lock this topic for Students*. Section Instructors and Teaching Assistants can post messages to a locked topic.

**TIP:** If you want to make a topic available to a group of students or on specific dates only, apply selective release criteria to the topic. For more information, see *Adding Date Criteria to Items* or *Adding Group Criteria to Items*.

10. Under *Author Identification*, specify whether Students' names should display with their messages:

- For user names to display, select *Authors are identified by user names*.
- For postings to remain anonymous, select *Authors are anonymous to Students*.

**NOTE:** Author names display to Section Instructors and Teaching Assistants.

11. Under *Artifact Creation for Portfolios*, you can allow Students to save their discussion messages for use in their portfolios.

**NOTE:** Depending on settings, this function may not be available.

12. Click **Save**.

## Creating Chat or Whiteboard Rooms for Groups

To make it easy for groups to collaborate online, you can create chat rooms, whiteboard rooms, or combined chat and whiteboard rooms for groups.

Group members can use chat rooms to engage in real-time conversations with other group members.

**EXAMPLE:** Study groups can use chat rooms to communicate in real-time about exams for which they are studying.

Group members can use whiteboard rooms to draw objects, insert text, import images, and create slide shows that can be viewed by other group members.

**EXAMPLE:** Students working on a group project can use a whiteboard room to plan the project and share project ideas.

You can:

- create one chat or whiteboard room for one group.
- create one chat or whiteboard room for multiple groups.
- at one time, create multiple chat or whiteboard rooms, one for each group that you select.

1. From the *Group Manager* screen, do one of the following:
  - To create chat or whiteboard rooms for one or multiple groups, select each group.
  - To create chat or whiteboard rooms for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Chat/whiteboard room* and click the *Go* icon. The *Create Chat or Whiteboard Room* screen appears. If you are creating a chat or whiteboard room for only one group, the *Name* text box contains the group's name.
3. In the *Name* text box, enter or edit the name for the room. If you selected more than one group and are creating a room for each group, the name that you enter will be appended with the group's name.

**EXAMPLE:** If you are creating rooms for groups named *History Assignment Group 1* and *History Assignment Group 2* and you enter the name *Chat Room*, the rooms will be named *Chat Room - History Assignment Group 1* and *Chat Room - History Assignment Group 2*.

4. In the *Description* text box, enter a description for the room.
5. For *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
6. In the *Maximum users* text box, enter the maximum number of group members allowed in the room at once.
7. Under *Group Work*, the groups that you selected in step one above are listed. If you selected more than one group, do one of the following:
  - If you want to create one room for each of the groups that you selected, select *Create a room for each of the following groups*.
  - If you want to create one room for all of the groups that you selected, select *Create one room for the following groups*.

**TIP:** If you decide that you do not want to create a room for one of the groups that you selected, next to the group's name, click its *Remove* icon. The screen updates and the group is removed.

8. If you want to further modify the room settings, next to *More Options*, click the *Expand* icon.
9. Specify the following room settings:

**NOTE:** Some of this functionality may not be available.

- a. For combined rooms, if you want to allow members to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow user to hide or show Chat or Whiteboard in a combined room*.
- b. If you want to allow members to send private *Chat* messages, select *Allow private Chat messages*.
- c. To maintain a *Chat* room log, select *Maintain Chat room log*.
- d. To allow members to identify themselves in the room using an alias, select *Allow alias*.

10. Click **Save**.

**IMPORTANT:** For group members to have access to a room created for a group, you must add *Chat* to *Course Tools* or add a content link to the room in the *Course Content* tool.

## Editing Group Settings

You can edit group names and descriptions. For groups with sign-up sheets, you can also edit the maximum number of students allowed in each group and whether the sign-up sheet displays the names of group members.

1. From the *Group Manager* screen, locate the group that you want to edit and click its *ActionLinks* icon.
2. Click *Edit Group*.
3. Modify the group settings:
  - a. In the *Group name* text box, edit the group name.
  - b. In the *Group description* text box, add or edit the group description.
  - c. If you are editing a group with a sign-up sheet, modify the following group settings:
    - i. In the *Maximum Students per group* text box, edit the maximum number of Students allowed in the group.
    - ii. If you want to allow Students who have not yet joined a group to see the names of group members on the sign-up sheet, select *Allow students who have not yet joined a group to see the names of group members*.
4. Click **Save**.

## Editing Sign-Up Sheet Settings

You can edit the title, instructions, and location of sign-up sheets. You can also create additional groups that Students can sign up for on the sign-up sheet.

1. From the *Group Manager* screen, locate the sign-up sheet you want to edit and click its *ActionLinks* icon.
2. Click **Edit Sign-Up Sheet**.
3. Under *Basic Settings*, edit the sign-up sheet settings:
  - a. In the *Sign-up sheet title* text box, edit the sign-up sheet title.

- b. In the *Sign-up sheet instructions* text box, add or edit the sign-up sheet instructions.
  - c. From the *Place the sign-up sheet link on* drop-down list, edit the location on which to place the link to the sign-up sheet.
4. If you want to create additional groups that Students can sign up for on the sign-up sheet, do the following:
- a. Under *Groups*, click **Create Additional Groups**.
  - b. In the *Number of additional groups* text box, enter the number of additional groups you want to create.
  - c. In the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.  
  
**EXAMPLE:** If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, etc.
  - d. In the *Default description* text box, enter a default description for the groups.
  - e. In the *Maximum Students per group* text box, enter the maximum number of Students allowed in each group.
  - f. If you want to allow Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
  - g. Click **Continue**.
  - h. If you want to, edit the group names, descriptions, and maximum number of Students allowed in each additional group.
  - i. Click **Save**.
5. Click **Save**.

## Deleting Groups

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- 
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## ABOUT GROUP MANAGER

### For Section Instructors

The *Group Manager* tool allows you to group members in your course.

**NOTE:** The term "members" refers to users that are enrolled in your course in any of these five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

Depending on the design of your course, groups may have been created for you or you can create groups yourself. There are three options for creating groups in *Group Manager*:

1. Create custom group

## 2. Create multiple groups

## 3. Create groups with sign-up sheets

The following table describes each option:

Option	Description
Create custom group	Creates one group in which you select the members to add
Create multiple groups	Either: <ul style="list-style-type: none"> <li>creates one or more empty groups to which you add members later</li> <li>creates one or more full groups in which Students are randomly distributed</li> </ul>
Create groups with sign-up sheets	Creates one or more empty groups that Students sign up for by using a sign-up sheet that they access from the <i>Course Content</i> tool.

After the groups are created, you can do the following:

- In *Group Manager*, you can:
  - add and remove group members.
  - create discussion topics for groups, in which group members can read and post messages.
  - create chat or whiteboard rooms for groups, in which group members can communicate in real time.
  - send mail messages to all members of one or more groups.
  - edit group settings, such as group name and description.
  - edit sign-up sheet settings, such as sign-up sheet title, instructions, and location.
  - delete groups.
- In *Assignments*, you can:
  - create assignments that can be assigned to groups, allowing Students to work collaboratively.
  - create assignments that Students work on individually but for which you provide additional instructions to groups of Students.
- In *Selective Release*, you can set selective release criteria based on membership within a group.

## Working with Groups

## For Section Instructors

You can:

- create custom groups.
- create multiple groups.
- create groups with sign-up sheets.
- create discussion topics for groups.
- create chat or whiteboard rooms for groups.
- send mail messages to groups.
- edit group settings.
- edit sign-up sheet settings.
- delete groups.

## Creating Custom Groups

When you create a custom group, you can select members for the group.

**NOTE:** The same member can be added to multiple groups.

1. From the *Group Manager* screen, click **Create Groups**.
2. Select *Create custom group* and click **Continue**.
3. In the *Group name* text box, enter a name.
4. In the *Group description* text box, enter a description.
5. Under *Membership Information*, click **Add Members**.
6. Do one of the following:
  - To add one or multiple members, select each member and click **Add Selected**.
  - To add all members, click **Add All**.The members are added.
7. If you want to save the group and create another group, do the following:
8. Click **Save**.

## Creating Multiple Groups



When you create multiple groups, you can choose to:

- create empty groups in which you can add members later.
- create full groups in which Students and Auditors who are currently enrolled in your course are randomly distributed. Group size and selection are based on whether you specify the number of members that you want in each group or specify the number of groups you want created.

1. From the *Group Manager* screen, click **Create Groups**.
2. Select *Create multiple groups* and click **Continue**.
3. Under *Group Information*, in the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

**EXAMPLE:** If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.

4. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you can add or edit the description for each group.
5. Under *How Should the Groups Be Created?*, specify how you want to create the groups:
  - To create empty groups and add section members later:
    - a. Select *Create empty groups, and add members later*.
    - b. In the *Number of groups* text box, enter the number of groups you want to create.
  - To create full groups in which Students and Auditors who are currently enrolled in your course are randomly distributed:
    - a. Select *Create full groups, and randomly distribute Students*.
    - b. If you want to include the demo student in one of the groups, under the *Students*, select *Include the demo student in one of the groups*. If you select this option, from the *Student View* tab, you will be able to view assignments that are assigned to groups in which the demo student is a member. This gives you the opportunity to test the appearance and usability of group assignments.
    - c. Under *Set Up Groups*, specify how you want to set up the groups:
      - To randomly distribute the members by the number of groups, select *By number of groups* and, in the text box, enter the number of groups you want to create.
      - To assign a specific number of members to each group, select *By number of Students per group* and, in the text box, enter the number of Students and Auditors you want in each group.
    - d. Under *What Should Be Done with Any Extra Members*, select whether extra Students and Auditors should be randomly distributed among the groups, put in their own group, or left to be manually added to groups later.
6. Click **Continue**.

7. If you want to, edit the group names and descriptions.
8. If you created full groups and you want to move group members between the groups, click **Shuffle Members**.
9. Click **Save**. If a group contains more than 10 members, to view all group members, click **View All Members**.

## Creating Groups with Sign-Up Sheets

You can create one or more empty groups that Students can join by using a sign-up sheet. This allows Students to choose the group that they want to join. Students can sign up for only one group.

Section Instructors and Teaching Assistants can also use the sign-up sheets to add Students to groups.

After Students sign up for a group, they cannot remove themselves from the group. Only Section Instructors and Teaching Assistants can remove Students from groups.

**IMPORTANT:** You will not be able to see that Students have signed up for a group without logging out and logging back in to the Blackboard Learning System.

1. From the *Group Manager* screen, click **Create Groups**.
2. Select *Create groups with sign-up sheets* and click **Continue**.
3. Under *Group Settings*, in the *Number of groups* text box, enter the number. This is the number of groups that will appear on the sign-up sheet.
4. In the *Word or phrase all group names start with* text box, enter the word or phrase.  
  
**EXAMPLE:** If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so on.
5. In the *Default description*, enter a description. Later, you will be able to add or edit the description for each group.
6. In the *Maximum Students per group* text box, enter the number.
7. If you want Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
8. Under *Sign-Up Sheet Settings*, in the *Sign-up sheet title* text box, enter a title. The title will appear as a link to the sign-up sheet.
9. In the *Sign-up sheet instructions* text box, enter the instructions for Students.
10. From the *Place the sign-up sheet link on* drop-down list, select the location where you want the link to appear.
11. Click **Continue**.
12. Click **Save**.

## Creating Discussion Topics for Groups

You can create threaded discussion topics for groups in which group members can participate in asynchronous communication. A threaded discussion topic is a structured discussion in which users post and reply to messages. Replies associated with the same post are grouped together, creating message threads that can be expanded and collapsed.

**EXAMPLE:** If you create a group assignment, you can create a discussion topic for the group in which group members can read and post messages, such as questions and ideas about the assignment.

You can create a discussion topic for one group or create multiple discussion topics at once, one for each group that you select. You can also choose to grade members on their participation in the discussion groups.

**IMPORTANT:** For group members to have access to a topic created for groups, *Discussions* must be added to the course menu, or the topic must be added to the *Course Content* tool.

1. From the *Group Manager* screen, do one of the following:
  - To create a topic for one group or for each of multiple groups, next to each group for which you want to create a topic, select the check box.
  - To create topics for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Discussion topic* and click the *Go* icon.
3. Enter a title. If you are creating topics for multiple groups, the title will be added to the group's name.

**EXAMPLE:** If you are creating topics for groups named *Assignment Group 1* and *Assignment Group 2* and you enter the title, *American Poets*, the topics will be titled *American Poets - Assignment Group 1* and *American Poets - Assignment Group 2*.

4. Enter a description:
    - To enter a description in Plain Text format, enter it in the *Description* text box.
    - To enter a description in HTML format, you can use the *HTML Creator* or hand code the HTML:
      - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
- NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
- To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Description* text box, enter the HTML code.

5. Under *Category*, if you want to add the topic to a category, do one of the following from the *Select Category* drop-down list:

- To add the topic to an existing category, select the category.
- To create a category:
  - a. Select *Create New Category*.
  - b. Enter a name and description.

6. Under *Grading*, select whether you want Students to receive a grade based on their participation in the topic:

- If you do not want the topic to be gradable, select *Topic is not gradable*.
- If you want the topic to be gradable, under *Allow the topic to be graded*:
  - a. Select a grading scheme:

**NOTE:** You can only change your original grading selection from alphanumeric to numeric, from numeric to alphanumeric, and from one grading form to a different grading form.

- To assign a numeric grade, select *Numeric grade* and, in the *Out of* text box enter the maximum grade that can be attained.
- To assign a letter grade, select *Alphanumeric grade*.
- To grade the topic using a grading form:
  - i. If you need to remove a grading form that is currently selected, click the *Remove* icon next to the form's title.
  - ii. Select *Grade by grading form* and then click **Select Grading Form**.
  - iii. Select the form.

**TIP:** To see the content of the grading form, click its title.

- iv. Click **Select**.
- b. If you want the *Grade Book* column for this topic to have a name other than the topic title, enter the name in the *Grade Book column title* text box.
- c. If you want Students to see their grades for this topic in *My Grades*, select *Release grade to Students in My Grades*.

7. Under *Goals*, if you want to associate a goal with this topic:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
- b. Select the items and click **Add Selected**.

8. Under *Group Work*, if you want to remove one of the groups for which you are creating this discussion topic, next to the group name, select the *Remove* icon.
9. Next to *Topic Behavior Options*, click the *Expand/Collapse* icon to set *Student Posting Rules* for the topic:

**NOTE:** These options do not apply to journal topics.

- If you want to allow Students to contribute to a topic:
  - a. Select one of the following:
    - *Students can post messages and reply to messages.*
    - *Students can post messages but cannot reply to messages.*
    - *Students can reply to messages but cannot post messages.*
  - b. To allow Students to edit their messages, select *Students can edit their messages after posting them.*
- If you want to allow Students to read messages but prevent them from contributing to a topic, select *Lock this topic for Students*. Section Instructors and Teaching Assistants can post messages to a locked topic.

**TIP:** If you want to make a topic available to a group of students or on specific dates only, apply selective release criteria to the topic. For more information, see *Adding Date Criteria to Items* or *Adding Group Criteria to Items*.

10. Under *Author Identification*, specify whether Students' names should display with their messages:
  - For user names to display, select *Authors are identified by user names*.
  - For postings to remain anonymous, select *Authors are anonymous to Students*.

**NOTE:** Author names display to Section Instructors and Teaching Assistants.

11. Under *Artifact Creation for Portfolios*, you can allow Students to save their discussion messages for use in their portfolios.

**NOTE:** Depending on settings, this function may not be available.

12. Click **Save**.

## Creating Chat or Whiteboard Rooms for Groups

To make it easy for groups to collaborate online, you can create chat rooms, whiteboard rooms, or combined chat and whiteboard rooms for groups.

Group members can use chat rooms to engage in real-time conversations with other group members.

**EXAMPLE:** Study groups can use chat rooms to communicate in real-time about exams for which they

are studying.

Group members can use whiteboard rooms to draw objects, insert text, import images, and create slide shows that can be viewed by other group members.

**EXAMPLE:** Students working on a group project can use a whiteboard room to plan the project and share project ideas.

You can:

- create one chat or whiteboard room for one group.
  - create one chat or whiteboard room for multiple groups.
  - at one time, create multiple chat or whiteboard rooms, one for each group that you select.
1. From the *Group Manager* screen, do one of the following:
    - To create chat or whiteboard rooms for one or multiple groups, select each group.
    - To create chat or whiteboard rooms for all groups, in the table heading row, select the check box. All groups are selected.
  2. From the *Create Group Activity* drop-down list, select *Chat/whiteboard room* and click the *Go* icon. The *Create Chat or Whiteboard Room* screen appears. If you are creating a chat or whiteboard room for only one group, the *Name* text box contains the group's name.
  3. In the *Name* text box, enter or edit the name for the room. If you selected more than one group and are creating a room for each group, the name that you enter will be appended with the group's name.

**EXAMPLE:** If you are creating rooms for groups named *History Assignment Group 1* and *History Assignment Group 2* and you enter the name *Chat Room*, the rooms will be named *Chat Room - History Assignment Group 1* and *Chat Room - History Assignment Group 2*.

4. In the *Description* text box, enter a description for the room.
5. For *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
6. In the *Maximum users* text box, enter the maximum number of group members allowed in the room at once.
7. Under *Group Work*, the groups that you selected in step one above are listed. If you selected more than one group, do one of the following:
  - If you want to create one room for each of the groups that you selected, select *Create a room for each of the following groups*.
  - If you want to create one room for all of the groups that you selected, select *Create one room for the following groups*.

**TIP:** If you decide that you do not want to create a room for one of the groups that you selected, next to the group's name, click its *Remove* icon. The screen updates and the group is removed.

8. If you want to further modify the room settings, next to *More Options*, click the *Expand* icon.
9. Specify the following room settings:

**NOTE:** Some of this functionality may not be available.

- a. For combined rooms, if you want to allow members to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow user to hide or show Chat or Whiteboard in a combined room*.
  - b. If you want to allow members to send private *Chat* messages, select *Allow private Chat messages*.
  - c. To maintain a *Chat* room log, select *Maintain Chat room log*.
  - d. To allow members to identify themselves in the room using an alias, select *Allow alias*.
10. Click **Save**.

**IMPORTANT:** For group members to have access to a room created for a group, you must add *Chat* to *Course Tools* or add a content link to the room in the *Course Content* tool.

## Sending Mail Messages to Groups

**IMPORTANT:** You can send mail messages to groups only if the *Mail* tool has been added to *Course Tools*.

From *Group Manager*, you can send mail messages to all members of one or multiple groups.

1. From the *Group Manager* screen, do one of the following:
  - To send a message to one group:
    - a. Locate the group to which you want to send a message and, under *Group Name*, click its *ActionLinks* icon.
    - b. Click **Send Mail**.
  - To send a message to multiple groups, select each group and click **Send Mail**.
  - To send a message to all groups:
    - a. In the table heading row, select the check box.
    - b. Click **Send Mail**.
2. If you want to add recipients, in the *To*, *CC*, or *BCC* text box, do one of the following:
  - To enter recipients manually, enter each recipient. Use semicolons to separate multiple recipients.
  - To browse for recipients:
    - a. Click **Browse for Recipients**.

- b. If you want to send one or more recipients the message, locate the recipients and, under *To*, select the recipients.
  - c. If you want to send one or more recipients a copy of the message, locate the recipients and, under *CC*, select the recipients.
  - d. If you want to send one or more recipients a copy of the message but want to hide them from other recipients, locate the recipients and, under *BCC*, select the recipients.
  - e. Click **Save**.
3. Enter a subject for your message.
4. If you want to mark your message as high priority, select *High priority*.
5. Enter the content of the message:
  - To create the message in Plain Text format, in the *Message* text box:
    - a. Enter the message text. The message will appear exactly as you have typed it.
  - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand code the HTML:
      - a. Select *Use HTML*.
      - b. In the *Message* text box, enter the HTML code.
6. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
7. If you want to attach files to your message:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears
  - b. Locate and select the files you want to attach. For more information, see *Navigating with Content Browser*.
8. If you want to view the message as it will appear to the recipient, click **Preview**.

**WARNING:** Clicking **Cancel** will delete the message you are creating.
9. Click **Send**.

## Editing Group Settings

You can edit a group's name and description, and add or remove section members from the group. For



groups with sign-up sheets, you can also edit the maximum number of Students allowed in each group and whether the sign-up sheet displays the names of group members.

**NOTE:** The same section member can be added to multiple groups.

1. From the *Group Manager* screen, locate the group and click its *ActionLinks* icon.
2. Click **Edit Group**.
3. Modify the group settings:
  - a. In the *Group name* text box, edit the name.
  - b. In the *Group description* text box, add or edit the description.
4. If you want to add members to the group, do the following:
  - a. Under *Membership Information*, click **Add Members**.
  - b. If the section contains many members and you want to search for specific section members, see *Finding Members to Add to Groups*.
  - c. Do one of the following:
    - To add one or multiple members, select each member and click **Add Selected**.
    - To add all members, click **Add All**.
5. If you want to remove members from the group, do the following:
  - a. Under *Membership Information*, do one of the following:
    - To remove one or multiple members from the group, select each member.
    - To remove all members from the group, in the table heading row, select the check box.
  - b. Click **Remove Selected**.
6. Click **Save**.

## Editing Sign-Up Sheet Settings

You can edit the title, instructions, and location of sign-up sheets. You can also create additional groups that Students can sign up for on the sign-up sheet.

1. From the *Group Manager* screen, under *Group Name*, locate the group with the sign-up sheet you want to edit and click its *ActionLinks* icon.
2. Click **Edit Sign-Up Sheet**.
3. Under *Basic Settings*, edit the sign-up sheet settings:
  - a. In the *Sign-up sheet title* text box, edit the sign-up sheet title.

- b. In the *Sign-up sheet instructions* text box, add or edit the sign-up sheet instructions.
  - c. From the *Place the sign-up sheet link on* drop-down list, edit the location on which to place the link to the sign-up sheet.
4. If you want to create additional groups that Students can sign up for on the sign-up sheet, do the following:
- a. Under *Groups*, click **Create Additional Groups**.
  - b. In the *Number of additional groups* text box, enter the number of additional groups you want to create.
  - c. In the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.  
  
**EXAMPLE:** If you enter the phrase *History Assignment Group*, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.
  - d. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
  - e. In the *Maximum Students per group* text box, enter the maximum number of Students allowed in each group.
  - f. If you want to allow Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
  - g. Click **Continue**.
  - h. If you want to, edit the group names, descriptions, and maximum number of Students allowed in each additional group.
  - i. Click **Save**.
5. Click **Save**.

## Deleting Groups

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## Managing Group Members

### For Section Instructors

You can:

- add members to groups.
- remove members from groups.

### Adding Members to Groups

You can add existing section members to any existing group.

**NOTE:** The same section member can be added to multiple groups.

1. From the *Group Manager* screen, locate the group and click its *ActionLinks* icon.
2. Click **Edit Group**.
3. Under *Membership Information*, click **Add Members**.
4. If the section contains many members and you want to search for specific section members, see *Finding Members to Add to Groups*.
5. Do one of the following:
  - To add one or multiple section members, select each member and click **Add Selected**.
  - To add all section members, click **Add All**.
6. Click **Save**.

## Removing Members from Groups

When you remove members from a group, they remain enrolled in the course and in *Grade Book*.

After Students and Auditors are removed from a group, they can no longer access the following:

- any discussion topics created for that group
- any chat or whiteboard rooms created for that group

**IMPORTANT:** If you remove Students from a group for a collaborative assignment and the assignment has not been submitted, the Students will no longer have access to the assignment.

From the *Group Manager* screen, do one of the following:

- To remove selected members from a group:
  - a. Under *Group Name*, locate the group and click its *ActionLinks* icon.
  - b. Click **Edit Group**.
  - c. Under *Membership Information*, select each member and click **Remove Selected**.
  - d. Click **Save**.
- To remove all members from a group:
  - a. Do one of the following:
    - To remove members from one or multiple groups, select the groups.
    - To remove members from all groups, in the table heading row, select the check box.
  - b. Click **Remove All Members**.

- c. Click **OK**.
- d. Click **Continue**.

# CHAPTER 23: HTML CREATOR

**IMPORTANT:** Topics in this chapter apply to all roles.

## ABOUT HTML CREATOR

### For All Roles

The *HTML Creator* is an HTML editing tool that allows you to create content in HTML without having to enter HTML tags. Similar to a word processor, you can easily create and maintain content by entering text and using the buttons on the *HTML Creator* toolbar to format the text and insert objects. The *HTML Creator* automatically generates the underlying HTML source code.

## USING THE HTML CREATOR

### For All Roles

The *HTML Creator* consists of the following:

- a toolbar that contains buttons for formatting content and inserting objects, such as tables, links, and images.
- an editing area where you enter content.
- tabs that allow you to display content in either *WYSIWYG* (What You See Is What You Get) view or *Source View*.

*WYSIWYG* view displays a visual representation of your content. When you work in *WYSIWYG* view, the *HTML Creator* automatically generates the underlying HTML source code. To view or edit the underlying source code, click the **Source View** tab.

**WARNING:** If you use *HTML Creator* to edit an HTML file that was created by using another HTML editor, such as Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Click **Enable HTML Creator**.

2. In the *HTML Creator* editing area, enter your content. Use the *HTML Creator* toolbar to format your text and insert objects. The following table describes how to use each button and drop-down list on the toolbar:

Button or Drop-Down List	How to Use
Shrink the toolbar or Expand the toolbar	To shrink or expand the toolbar, click the <b>Shrink the toolbar</b> or <b>Expand the toolbar</b> button. The toolbar shrinks or expands.
New	To open a new document without saving the current document: a. Click the <b>New</b> button. The <i>New Document</i> dialog box appears. b. Click <b>OK</b> . The editing area clears.
Cut	To cut text, in the editing area, select the text you want to cut and click the <b>Cut</b> button. The selected text is cut from the editing area.
Copy	To copy text, in the editing area, select the text you want to copy and click the <b>Copy</b> button.
Paste	To paste text that you cut or copied from the editing area, place your cursor where you want the text to appear and click the <b>Paste</b> button. The text is pasted.
Find and Replace	To search for and replace text: a. Click the <b>Find and Replace</b> button. The <i>Find and Replace</i> dialog box appears. b. In the <i>Find What</i> text box, enter the text you want to find. c. If you want to find only those instances in which the case matches the text you typed, select <i>Match Case</i> . d. If you want to find whole words only, select <i>Find Whole Words Only</i> . e. If you want to replace the text you find with other text, in the <i>Replace With</i> text box, enter the text you want to use as a replacement. f. By default, the <i>HTML Creator</i> searches down, from the point where your cursor is placed in the editing area, to the end of the document. If you want to search up, from the point where your cursor is placed, to the beginning of the document, next to <i>Direction</i> , select <i>Up</i> . g. Click <b>Find Next</b> , <b>Replace</b> , or <b>Replace All</b> . h. To close the <i>Find and Replace</i> dialog box, click <b>Cancel</b> .

Button or Drop-Down List	How to Use
Undo	To undo mistakes, click the <i>Undo</i> button.
Redo	If you decide you do not want to undo an action, click the <b>Redo</b> button.
Paragraph Format	To apply a different paragraph format to text, in the editing area, select the text you want to modify and from the <i>Paragraph Format</i> drop-down list, select the format you want to apply. The selected text is modified.
Font Type	To change the font of the text, in the editing area, select the text you want to modify and from the <i>Font Type</i> drop-down list, select the font you want to apply. The selected text is modified.
Font Size	To change the size of the text, in the editing area, select the text you want to modify and from the <i>Font Size</i> drop-down list, select the size. The selected text is modified.
Bold	To apply bold formatting to text, in the editing area, select the text you want to format and click the <b>Bold</b> button. The selected text is bold.
Italic	To apply italic formatting to text, in the editing area, select the text you want to format and click the <b>Italic</b> button. The selected text is italic.
Underline	To underline text, in the editing area, select the text you want to format and click the <b>Underline</b> button. The selected text is underlined.
Font Color	To change the color of text: a. Select the text you want to change. b. Click the <b>Font Color</b> button. The <i>Colors</i> dialog box appears. c. Select the color you want. The text color changes.
Align Left	To align text to the left, in the editing area, select the text you want to align and click the <b>Align Left</b> button. The selected text is left aligned.
Center	To center text, in the editing area, select the text you want to center and click the <b>Center</b> button. The selected text is centered.



Button or Drop-Down List	How to Use
Align Right	To align text to the right, in the editing area, select the text you want to align and click the <b>Align Right</b> button. The selected text is aligned right.
Justify	To justify text, in the editing area, select the text you want to justify and click the <b>Justify</b> button. The selected text is justified.
Subscript	To make text subscript, in the editing area, select the text you want to format and click the <b>Subscript</b> button. The selected text is subscript.
Superscript	To make the text superscript, in the editing area, select the text you want to format and click the <b>Superscript</b> button. The selected text is superscript.
Insert Table	<p>To insert a table that you can format and choose dimensions for before the table is inserted, insert a custom table.</p> <p><b>NOTE:</b> After a custom table is inserted, you can add rows and columns but you cannot delete rows or columns, or modify table formatting.</p> <p>To insert a custom table:</p> <ol style="list-style-type: none"> <li>a. In the editing area, place your cursor where you want to insert a table and click the <b>Insert Table</b> button. The <i>Table Properties</i> dialog box appears.</li> <li>b. Under <i>Number of rows/columns</i>, select the number of rows and columns. <p><b>NOTE:</b> You can insert a maximum of 10 rows and 10 columns in the table.</p> </li> <li>c. Enter the table, row, column, cell, and color properties you want and click <b>OK</b>. The table is inserted in the editing area.</li> </ol>

Button or Drop-Down List	How to Use
Insert Table Wizard	<p>To insert a simple table, which you cannot format, use the <b>Insert Table Wizard</b> button.</p> <p><b>NOTE:</b> After a simple table is inserted, you can add rows and columns but you cannot delete rows or columns.</p> <p>To insert a simple table:</p> <ol style="list-style-type: none"> <li>In the editing area, place your cursor where you want to insert a table and click the <b>Insert Table Wizard</b> button. The <i>Table Wizard</i> dialog box appears.</li> <li>Drag to highlight the number of rows and columns that you want to insert and then click your mouse.</li> </ol> <p><b>NOTE:</b> You can insert a maximum of 10 rows and 10 columns in the table.</p> <p>The table is inserted in the editing area.</p>
Insert Row	<p>To insert a row in a table:</p> <ol style="list-style-type: none"> <li>Click in a cell above or below where you want to insert a row and click the <b>Insert Row</b> button. The <i>Insert Row</i> dialog box appears.</li> <li>Select the position in which you want to insert the row and click the <b>Insert Row</b> button. The row is inserted.</li> </ol>
Insert Column	<p>To insert a column in a table:</p> <ol style="list-style-type: none"> <li>Click in a cell to the left or right of where you want to insert a column and click the <b>Insert Column</b> button. The <i>Insert Column</i> dialog box appears.</li> <li>Select the position in which you want to insert the column and click the <b>Insert Column</b> button. The column is inserted.</li> </ol>

Button or Drop-Down List	How to Use
Unordered List	<p>To insert an unordered (bulleted) list:</p> <ol style="list-style-type: none"> <li>a. In the editing area, place your cursor where you want to insert an unordered list and click the <b>Unordered List</b> button. The first bullet in the list appears. When you press <b>Enter</b> on your keyboard to add the next list item, the <i>HTML Creator</i> automatically inserts the next bullet.</li> <li>b. If you want to modify the style of the bullets: <ol style="list-style-type: none"> <li>a. Click the down arrow to the right of the <b>Unordered List</b> button.</li> <li>b. Select the bullet style you want to use. The bullet style is modified.</li> </ol> </li> <li>c. To end the list: <ol style="list-style-type: none"> <li>a. On your keyboard, press <b>Enter</b>. The next bullet appears.</li> <li>b. Click the <b>Unordered List</b> button. The bullet is removed.</li> </ol> </li> </ol>
Ordered List	<p>To insert an ordered (numbered) list:</p> <ol style="list-style-type: none"> <li>a. In the editing area, place your cursor where you want to insert an ordered list and click the <b>Ordered List</b> button. The first number in the list appears. When you press <b>Enter</b> on your keyboard to add the next list item, the <i>HTML Creator</i> automatically inserts the next number.</li> <li>b. If you want to modify the style of the numbers: <ol style="list-style-type: none"> <li>a. Click the down arrow to the right of the <b>Ordered List</b> button.</li> <li>b. Select the number style you want to use. The number style is modified.</li> </ol> </li> <li>c. To end the list: <ol style="list-style-type: none"> <li>a. On your keyboard, press <b>Enter</b>. The next number appears.</li> <li>b. Click the <b>Ordered List</b> button. The number is removed.</li> </ol> </li> </ol>
Decrease Indent	<p>To decrease the left indent of text, in the editing area, select the text in which you want to decrease the left indent and click the <b>Decrease Indent</b> button. The left indent of the selected text decreases.</p>

Button or Drop-Down List	How to Use
Increase Indent	To increase the left indent of text, in the editing area, select the text in which you want to increase the left indent and click the <b>Increase Indent</b> button. The left indent of the selected text increases.
Insert Link	<p>To insert a link:</p> <ol style="list-style-type: none"> <li>a. In the editing area, place your cursor where you want the link to appear and click the <b>Insert Link</b> button. The <i>Insert Link</i> pop-up window appears.</li> <li>b. Do one of the following: <ul style="list-style-type: none"> <li>• To insert a link to a file in a <i>Content Browser</i> location: <ol style="list-style-type: none"> <li>i. Click <b>Browse</b>. The <i>Content Browser</i> pop-up window appears.</li> <li>ii. Navigate to and select the file. For more information, see <i>Navigating with Content Browser</i></li> </ol> </li> <li>• To insert a link to a file on the Internet, in the <i>URL</i> text box, enter the complete URL of the file, including the protocol to use (usually <code>http://</code>).</li> </ul> <p><b>TIP:</b> Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box.</p> </li> <li>c. In the <i>Link Text</i> text box, enter the text you want to represent the link and click <b>OK</b>. The link is inserted in the editing area.</li> </ol>

Button or Drop-Down List	How to Use
Insert Bookmark	<p>A bookmark is an invisible marker in a document. You can link to a particular item or location in a document by first inserting a bookmark and then creating a link to the bookmark.</p> <ul style="list-style-type: none"> <li>• To insert a bookmark:           <ol style="list-style-type: none"> <li>a. In the editing area, place your cursor where you want the bookmark and click the <b>Insert Bookmark</b> button. The <i>Insert Bookmark</i> dialog box appears.</li> <li>b. In the <i>Bookmark Name</i> text box, enter a name for the bookmark and click <b>OK</b>. The name cannot contain spaces. The bookmark is inserted in the editing area. A flag signifies the location of the bookmark.               <p style="margin-left: 40px;"><b>TIP:</b> To edit the bookmark name, right-click the flag and, from the menu that appears, click <b>Bookmark Properties</b>. The <i>Edit Bookmark</i> dialog box appears. In the <i>Bookmark Name</i> dialog box, edit the name and click <b>OK</b>.</p> </li> </ol> </li> <li>• To create a link to the bookmark:           <ol style="list-style-type: none"> <li>a. In the editing area, place your cursor in the location from which you want to create a link to the bookmark and click the <b>Insert Link</b> button. The <i>Insert Link</i> pop-up window appears.</li> <li>b. Next to <i>Link type</i>, select <i>File Browse or Upload</i> and in the text box, enter a number sign (#), followed by the name of the bookmark.               <p style="margin-left: 40px;"><b>EXAMPLE:</b> To link to a bookmark named <code>Top</code>, enter <code>#Top</code>.</p> </li> <li>c. In the <i>Link text</i> text box, enter the text you want to represent the link and click <b>OK</b>. The link is inserted in the editing area.</li> </ol> </li> </ul>

Button or Drop-Down List	How to Use
Insert Image	<p>To insert an image, do one of the following:</p> <p><b>NOTE:</b> You can insert <code>.gif</code>, <code>.jpg</code>, and <code>.png</code> files only.</p> <ol style="list-style-type: none"> <li>a. In the editing area, place your cursor where you want the image to appear and click the <b>Insert Image</b> button. The <i>Insert Image</i> pop-up window appears.</li> <li>b. Do one of the following: <ul style="list-style-type: none"> <li>• To insert a link to file in a <i>Content Browser</i> location: <ol style="list-style-type: none"> <li>i. Click <b>Browse</b>. The <i>Content Browser</i> pop-up window appears.</li> <li>ii. Navigate to and select the file. For more information see <i>Navigating with Content Browser</i>.</li> </ol> </li> <li>• To insert a link to a file on the Internet, in the <i>URL</i> text box, enter the complete URL of the file, including the protocol to use (usually <code>http://</code>).</li> </ul> </li> </ol> <p><b>TIP:</b> Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box.</p> <ol style="list-style-type: none"> <li>c. If you want text to display when users mouse over the image, in the <i>ALT Text</i> text box, enter the text.</li> <li>d. If you want a border to appear around the image, in the <i>Border</i> text box, enter the width in pixels.</li> <li>e. If you want to specify a height and width for the image, in the <i>Width</i> and <i>Height</i> text boxes, enter the height and width in pixels.</li> <li>f. Click <b>OK</b>. The image is inserted in the editing area.</li> </ol>
Insert Horizontal Line	<p>To insert a horizontal line, in the editing area, place your cursor where you want a horizontal line to appear and click the <b>Insert Horizontal Line</b> button. A horizontal line appears in the editing area.</p>

Button or Drop-Down List	How to Use
Check Spelling	<p><b>NOTE:</b> Depending on administrator settings, the spelling checker may not be available.</p> <p>To check the spelling of your content:</p> <ol style="list-style-type: none"> <li>Click the <b>Check Spelling</b> button. If the <i>HTML Creator</i> finds a possible spelling error, the <i>Check Spelling</i> dialog box appears.</li> <li>Make your changes.</li> <li>When the spelling check is complete, to close the <i>Check Spelling</i> dialog box, click <b>OK</b>. The <i>Check Spelling</i> dialog box closes.</li> </ol>
Insert Symbol	<p>To insert a symbol:</p> <ol style="list-style-type: none"> <li>In the editing area, place your cursor where you want the symbol to appear and click the <b>Insert Symbol</b> button. The <i>Insert Symbol</i> dialog box appears.</li> <li>Click the symbol you want to insert. The symbol appears next to <b>Insert</b>.</li> <li>Click <b>Insert</b>. The symbol appears in the editing area.</li> <li>To close the <i>Insert Symbol</i> dialog box, click <b>Close</b>. The <i>Insert Symbol</i> dialog box closes.</li> </ol>
Show All	<p>You can show or hide paragraph and other formatting marks. Showing paragraph marks help you see where each paragraph ends. To show all paragraph marks:</p> <ol style="list-style-type: none"> <li>Click the <b>Show All</b> button. The paragraph marks and other formatting marks appear in your content.</li> <li>If you want to hide the paragraph marks, click the <b>Show All</b> button again.</li> </ol>
Document Statistics	<p>You can view the number of words, characters, paragraphs, and images in your content by displaying document statistics. To display document statistics:</p> <ol style="list-style-type: none"> <li>Click the <b>Document Statistics</b> button. The <i>Document Statistics</i> dialog box appears.</li> <li>To close the <i>Document Statistics</i> dialog box, click <b>OK</b>.</li> </ol>

Button or Drop-Down List	How to Use
Frame Window Mode	<p>If you want the <i>HTML Creator</i> to appear in a new window, which you can resize:</p> <ol style="list-style-type: none"> <li>a. Click the <b>Frame Window Mode</b> button. The <i>HTML Creator</i> appears in a new window.</li> <li>b. If you want to resize the window: <ol style="list-style-type: none"> <li>a. Point to any window corner.</li> <li>b. When the pointer changes into a vertical double-headed arrow, drag the border in any direction.</li> </ol> </li> <li>c. When you are finished editing the content in Frame Window Mode, click <b>X</b> in the upper corner of the window. You return to the tool page.</li> </ol>
About	<p>If you want to know more information about the <i>HTML Creator</i>:</p> <ol style="list-style-type: none"> <li>a. Click the <b>About</b> button. The <i>About</i> dialog box appears.</li> <li>b. If you want to read about the system properties: <ol style="list-style-type: none"> <li>a. Click <b>System Info</b>. The <i>System Properties</i> dialog box appears.</li> <li>b. When you are finished reading the system properties, click <b>OK</b>. The <i>System Properties</i> dialog box closes.</li> </ol> </li> <li>c. To close the <i>About</i> dialog box, click <b>OK</b>. The <i>About</i> dialog box closes.</li> </ol>



# CHAPTER 24: IMPORTING CONTENT

**IMPORTANT:** Topics in this chapter apply to designers.

## ABOUT IMPORTING CONTENT

### For Designers

You can use the *Import* tool to bring in content created in other Blackboard Learning System courses or in software programs, such as Respondus®.

You can import the following content:

- entire courses exported from CE 4.1 with the Migration Pack (MP)
- quizzes, surveys, questions, and content modules exported from CE 4.x courses
- quizzes, surveys, self tests, questions, and learning modules exported from CE 6 and Vista courses
- e-Learning Resource Packs (e-Packs)
- exams created using Respondus
- generic IMS content packages
- presentations created using the PowerPoint® presentation graphics program
- web sites and pages created using Dreamweaver® software or the FrontPage® web site creation and management tool

**NOTE:** You can also import SCORM content packages. For more information, see *Creating SCORM Modules*.

## ABOUT SUPPORTED E-LEARNING STANDARDS

### For Designers

The following is a list of the e-Learning standards that the *Import* tool supports:

- Content Interoperability Specification (CIS):

You can import learning modules, quizzes, surveys, self tests, and questions in CIS format. The CIS format implements the IMS Content Packaging and the IMS Question and Test Interoperability (QTI) specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

- IMS Content Packaging specification:

You can import:

- generic IMS content packages.
- web sites and pages created by using Macromedia Dreamweaver® MX 2004 software and the Content Packager for IMS extension.

- IMS QTI specification:

You can import exams that were created by using Respondus®.

- Microsoft Learning Resource iNterchange (LRN):

You can import:

- presentations that were created by using the PowerPoint® presentation graphics program and then saved in LRN format.
- web sites and pages that were created by using the FrontPage® web site creation and management tool and then saved in LRN format.

## IMPORTING DREAMWEAVER WEB SITES AND PAGES

### For Designers

There are two ways that you can import web sites or pages that were created by using Macromedia Dreamweaver® software:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing Dreamweaver web sites or pages as learning modules are described below.

**IMPORTANT:** To import Dreamweaver web sites or pages as learning modules, they must have been created using Dreamweaver MX 2004 software and the Content Packager for IMS

extension. For more information, see Macromedia Dreamweaver Content Packager for IMS (<http://www.webct.com/macromedia>).

1. Ensure the Dreamweaver web site or pages are saved as a content package in zip file format.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file that you want to import. For more information, see *Navigating with Content Browser*.
5. After the file finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.
7. To go to the learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

A file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

All imported files are saved in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

## IMPORTING E-PACKS

### For Section Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created by a publisher and is ready for use in the Blackboard Learning System. For more information, see Digital Content (<http://www.webct.com/content/>).

- IMPORTANT:**
- The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
  - Students need an access code to enter a course that contains an e-Pack. For more information, go to Digital Content (<http://www.webct.com/content/>). In the

menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
  - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
  - If the zip or .epk file you want to import is on your local computer or on an accessible network drive:
    - a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
    - b. Locate and select the zip or .epk file.
  - If the zip or .epk file you want to import is in the Blackboard Learning System, locate and select the zip or .epk file. or more information, see *Navigating with Content Browser*.

The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.

4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**. The *Import Log* pop-up window appears.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

**NOTE:** All imported files are stored in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of the Blackboard Learning System. For more information, see *Viewing the Content Import Log*.

## IMPORTING E-PACKS

### For Template Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created by a publisher and is ready for use in the Blackboard Learning System. For more information, see *Digital*

Content (<http://www.webct.com/content/>).

- IMPORTANT:**
- You can only import one e-Pack to a template.
  - Because an e-Pack is protected by an access code, after an e-Pack is imported, you will no longer be able to export content (assessments, questions, and learning modules) from the template.
  - The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
  - Students need an access code to enter a course that contains an e-Pack. For more information, go to Digital Content (<http://www.webct.com/content/>). In the menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
  - If you are on the *Manage Course* screen, go to step 2.
  - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
  - If the zip or .epk file you want to import is on your local computer or on an accessible network drive:
    - a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
    - b. Locate and select the zip or .epk file.
  - If the zip or .epk file you want to import is in the Blackboard Learning System, locate and select the zip or .epk file. or more information, see *Navigating with Content Browser*.The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**. The *Import Log* pop-up window appears.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

**NOTE:** All imported files are stored in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of the Blackboard Learning System. For more information, see *Viewing the Content Import*

*Log.*

e-Pack content is merged with existing content of the same type. For example, if the template already contained assignments and the e-Pack contains assignments, the e-Pack assignments are added to the existing assignments in the *Assignments* tool.

If the e-Pack contains a type of content that did not exist in the template already, the e-Pack content is added to the template and its corresponding tool is added under *Course Tools*. For example, if the template did not contain the *Discussions* tool or discussion topics but the e-Pack contains discussion topics, the *Discussions* tool is added under *Course Tools* and the discussion topics in the e-Pack are added to the *Discussions* tool.

## IMPORTING FRONTPAGE WEB SITES AND PAGES

### For Designers

There are two ways that you can import web sites or pages that were created by using the FrontPage® web site creation and management tool:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing FrontPage web sites or pages as learning modules are described below.

**IMPORTANT:** Before FrontPage web sites or pages can be imported as learning modules, they must first be saved in Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

1. Ensure the web site or pages are saved in LRN format in a single zip file.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the file finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.

7. To go to the learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

## IMPORTING GENERIC IMS CONTENT PACKAGES

### For Designers

## Importing Generic IMS Content Packages

You can import generic IMS content packages.

The imported packages are added as learning modules to the *Learning Modules* tool.

1. Ensure the package is saved in a single zip file on your local computer, on an accessible network drive, in *Content Manager*, or in *File Manager*.
2. Navigate to the *Manage Course* screen: Under *Designer Tools*, click *Manage Course*.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.
7. To go to the imported content:
  - a. Under *Course Tools*, click **Learning Modules**.
  - b. Locate the imported content and click its title. If a title was not specified in the metadata of the imported manifest file, the title of the learning module is `Default Title`.

You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

8. To view the files you imported, click *File Manager*. The files you imported are saved in the `Imported_Resources` folder.

## IMPORTING POWERPOINT PRESENTATIONS

### For Designers

There are two ways that you can import presentations that were created by using the PowerPoint® presentation graphics program:

- You can import the presentations as single files. For more information, see *Getting Files*.
- You can import the presentations as learning modules. Each slide in a presentation becomes an HTML file in the learning module's table of contents. The instructions for importing PowerPoint presentations as learning modules are described below.

**IMPORTANT:** To import PowerPoint presentations as learning modules, they must first be saved in Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

1. Ensure the presentation is saved in LRN format in a single zip file.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.
7. To go to the learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.



You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

## IMPORTING RESPONDUS EXAMS

### For Designers

You can import exams that were created by using Respondus® software.

**IMPORTANT:** The exams must have been created using the Respondus CMS (Course Management System) “personality” *IMS QTI 1.1+* and saved as an IMS QTI XML file in zip file format. If the Respondus exam you want to import was created using a CMS personality other than *IMS QTI 1.1+*, you can convert the exam file to use the *IMS QTI 1.1+* personality. For more information, see the Respondus documentation.

Respondus exams import as quizzes and are added to the *Assessments* tool. All questions are added to the *Question Database* tool in a category named *Main*.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the file finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to the quiz:
  - a. Click **Assessments**.
  - b. Locate the quiz and click its title.
7. Review and, if necessary, edit the quiz properties. Quiz properties define how a quiz will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*.

**IMPORTANT:** If you imported an exam or question that has the same title as an assessment or question that already exists in the Blackboard Learning System, before you can edit its

properties, you must edit the title to make it unique.

You can create links to quizzes on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.

All imported files are saved in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

## IMPORTING CE 4.1 (MP) COURSES

### For Designers

You can import entire courses that have been exported from CE 4.1 with the Migration Pack (MP).

1. Ensure the CE 4.1 (MP) course content package is in zip file format.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**. The course is imported.

Some features and functionality in CE 4.1 (MP) courses do not map to identical features and functionality in this version.

**EXAMPLE:** The *Self Test* tool does not exist as a separate tool in this version; imported self tests are added to the *Assessments* tool.

A file called *Content Import Log* was created when the course was imported. This file describes what happened to the course content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

All imported files are saved in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

# IMPORTING LEARNING MODULES AND CONTENT MODULES

## For Designers

You can import learning modules and content modules that were created in other Blackboard Learning System courses.

You can import the following:

- content modules exported from a CE 4.x course
- learning modules exported from a CE 6 or Vista 3.x or later course

**NOTE:** When a learning module is exported from a CE 6 or Vista course, only headings, files, and assessments linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported and so, will not import.

- learning modules created using the Content Interoperability Specification (CIS)

Imported learning modules and content modules are added to the *Learning Modules* tool.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package imports, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to an imported learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

**NOTE:** If you imported content modules that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes

what happened to your content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

## IMPORTING QUIZZES, SURVEYS, SELF TESTS, AND QUESTIONS

### For Designers

You can import quizzes, surveys, self tests, and questions that were created in other Blackboard Learning System courses.

You can import the following:

- all quizzes, surveys, and questions exported from a (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or Vista 3.x or later course
  - created using the Content Interoperability Specification (CIS)

The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.

6. To go to an imported quiz, survey, or self test:

- a. Click **Assessments**.
- b. Locate the assessment and click its title.

7. To go to the questions, click **Go to Question Database**.

If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it. If you imported questions that were exported from a CE 4.x course and the questions were in a *Default* category that was automatically created, the questions are added to the *Uncategorized Questions* category. If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

8. Review and, if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

**IMPORTANT:** If you imported an assessment or a question that has the same title as an assessment or question that already exists in the Blackboard Learning System, before you can edit its properties, you must edit the title and make it unique.

If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

## VIEWING THE CONTENT IMPORT LOG

### For Designers

A file titled *Content Import Log*, which describes where content appears after it is imported, is created when you import the following types of content:

- an entire course exported from CE 4.1 with the Migration Pack (MP)
- a content module exported from a CE 4.x course
- all quizzes, surveys, and questions exported from a CE 4.x course
- web sites and pages created using Macromedia Dreamweaver® MX 2004 software and the Content Packager for IMS Extension
- an e-Learning Resource Pack (e-Pack).

## Chapter 24: Importing Content

1. On the course menu, under *Course Tools*, click **Course Content**.
2. Locate the link to the *Content Import Log*.

- EXAMPLE:**
- If you imported an entire course that was exported from CE 4.1 (MP), the link looks similar to the following: `<course_ID> Content Import Log 2006-08-28 11:05:15`.
  - If you imported an e-Pack, the link looks similar to the following: `e-Pack Content Import Log 2006-08-29 10:04:42`.

3. Do one of the following:
  - If you are on the *Build* tab:
    - a. Next to the *Content Import Log* link, click the **ActionLinks** icon.
    - b. Click **Preview**.
  - If you are on the *Teach* tab, click the link.
4. If you want, print the log.

The log is hidden from Students but Section Designers can remove the link to the log. For more information, see *Removing Links*.

The *Content Import Log* is saved in either *File Manager*, if the content was imported from the *Assign Course Content* screen, or in *File Manager* in the `Imported_Resources` folder, if the content was imported from the *Manage Course* screen using the *Import* tool. Log file names are in the following formats, where `yyyy_mm_dd_hhmmss` is the date and time of import:

- for a course that was exported from CE 4.1 (MP):  
`<course_ID>_course_content_import_log_YYYY_MM_DD_HHMMSS.html`.
- for a content module that was exported from a CE 4.x course, and for web sites or pages created using Macromedia Dreamweaver MX 2004 software and the Content Packager for IMS Extension:  
`content_module_content_import_log_YYYY_MM_DD_HHMMSS.html`.
- for all quizzes, surveys, and questions that were exported from a CE 4.x course:  
`quiz_content_import_log_YYYY_MM_DD_HHMMSS.html`.
- for an e-Pack: `e_pack_content_import_log_YYYY_MM_DD_HHMMSS.html`.

# CHAPTER 25: LEARNING MODULES

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT LEARNING MODULES

### For Designers

Use the *Learning Modules* tool to organize and deliver course content. You can add content to learning modules, such as *Discussions* topics.

#### Adding Content

You can add content from the following tools:

- *Assessments*
- *Assignments*
- *Chat*
- *Discussions*
- *Media Library*
- *SCORM*
- *Web Links*

You can also add files from your computer or from *File Manager*, or create a new file directly from the *Learning Modules* tool.

### Organizing Content

After you have added content to a learning module, you can structure the content hierarchically within a table of contents by using headings and outline numbering. This allows you to organize the order in which content is delivered.

**EXAMPLE:** Add content that pertains to one topic in a course unit by creating links to content, such as a link to a video from *Media Library*, a link to an article from an online journal from *Web Links*, and link to an assignment from *Assignments*. Next, create text headings under which to organize the content. Indent the content below the text headings to create a table of contents that visually communicates how information is organized and in what order content should be accessed.

### Working with Settings

You can modify settings to make the learning module available or unavailable, as well as specify release criteria that must be met for the learning module to become available. You can also specify where the learning module is accessed by adding it to the *Course Content* tool. After you have created a learning module, you can preview the learning module to see how it will appear to others.

### Working with Action Menus

An *Action Menu* provides Students with navigation links to content, such as a discussion topic that is relevant to the learning module. An *Action Menu* also provides links to the following tools: *Bookmarks*, *Create Printable View*, and *Notes*. These tools provide Students with different ways to interact with the learning module. For example, you can add the *Bookmarks* tool to let Students create links to pages within the learning module, and the *Notes* tool to let Students create private notes relevant to content in the learning module.

You can add an *Action Menu* to a learning module and to each content link within a learning module.

## ABOUT LEARNING MODULES

### For Section Instructors

#### *About Learning Modules*

Learning modules contain related course content that is organized to specify a learning path. A learning



path is meant to guide you through the content in order to help you achieve the learning module's objectives.

**EXAMPLE:** A learning module may contain four content items. The first item may be an introduction and overview of the content in the learning module. The second and third content items could be links to articles and web sites with information about the course. The fourth content item may be an assignment pertaining to the information in the articles and web sites. There could also be a link to a *Chat* room where you and other Students could post questions and comments about the learning module's content.

### *Navigating Learning Modules*

When you work with a learning module, you can navigate the content by using the table of contents or *Action Menu*:

- If the table of contents is set to display, it appears as either a pane to the left of the learning module, or as the first page of the learning module. Navigate the learning module by clicking links in the table of contents.
- If the *Action Menu* is set to display, it appears above the learning module. Navigate the learning module by clicking the navigation buttons in the *Action Menu*.

### *Working with Action Menu Tools*

The *Action Menu* can also provide links to content, such as a quiz or discussion topic, or tools which help you work with the learning module. These tools are: *Bookmarks*, *Create Printable View* and *Notes*.

**NOTE:** Depending on administrator settings, the table of contents or *Action Menu* may not appear. In addition, one or more of the *Action Menu* tools may not appear.

### *Working with the Learning Modules Tool*

If the *Learning Modules* tool is available, you will see it under *Course Tools*. The *Learning Modules* tool is different from a learning module; the tool allows you to perform some designer options on a learning module. This includes editing the description the designer entered while creating the learning module. You can also hide a learning module to make it temporarily unavailable to Students, or show a learning module to make it available to Students.

**NOTE:** Depending on administrator settings, the *Learning Modules* tool may not appear or it may appear by default.

## CREATING LEARNING MODULES

### For Designers

Create a learning module to organize and deliver course content. After you have created a learning

module, you can add content by selecting items from one or more tools, such as an assignment.

Create a binder to organize and deliver portfolio material. After you have created a binder, you can add links to items by selecting them from one or more tools, such as a web link

1. From the *Learning Modules* screen, click **Create Learning Module**.
2. From the *Binders* screen, click **Create Binder**.
3. Enter a title and description.
4. Next to *Item Visibility*, select to show or hide the item for Students.
5. Complete the *Table of Contents* section:
  - From the *Numbering* drop-down list, select a numbering style for the table of contents.
  - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.
  - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the binder.

6. Under *First page of the learning module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.

**NOTE:** When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.

7. Under *First page of the binder should be*, select whether the first page in the binder should be the first page in the table of contents, or the table of contents.

**NOTE:** When a table of contents is set to display in a separate pane on the left, or as the first page in a binder, every item, such as a reflection topic or web link, becomes a linked heading in the table of contents. Users can click on the link to access the item and navigate through the binder. When the table of contents is set to not display on the left, and the first page of the binder is the first page in the table of contents, users must use the browse buttons to navigate the binder.

8. Under *Goals*, if you want to associate a goal:
  - a. Click **Select Goals**.
  - b. Select the items and click **Add Selected**.
9. Click **Save**. Now you can add items to the learning module. For more information, see *Adding Content*.

10. Click **Save**. Now you can add items to the binder. For more information, see *Adding Content*.

## ADDING CONTENT

### For Designers

You can add course content to a learning module. This allows you to place related content in the same learning module so Students can access the content from one place. You can add the following content to a learning module:

You can add portfolio material to a binder. This allows you to place related items in the binder so Portfolio Reviewers can access the material from one place. You can add the following items to a binder:

- assessments
- assignments
- chat or whiteboard rooms
- discussion topics and categories
- reflection topics and categories
- media library collections
- gallery collections
- SCORM modules
- web links

You can also add files from your computer or from the *File Manager* tool, or create a new file. For more information, see *Adding Files*.

You can also add files from your computer or from the *Files* tool, or create a new file. For more information, see *Adding Files*.

**IMPORTANT:** You must first create the content before you can add it to a learning module. For more information, see the appropriate topics under *Using Blackboard Learning System Features and Tools*.

**IMPORTANT:** You must first create the content before you can add it to a binder. For more information, see the appropriate topics under *Using the Blackboard Portfolio System Features and Tools*.

1. From the screen for the learning module you want to add content to, click **Add Content Link**.

2. From the screen for the binder you want to add content to, click **Link to Other Items**.
3. Click the tool with the content you want to add. For example, to add a web link, click *Web Link*. The menu option expands.
4. Select an item from an inventory of all the items that belong to the tool, and then click **Add Selected**.

**TIP:** To select multiple items, hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the items.

You can create headings to help you organize content. For more information, see *Adding Headings*.

## ADDING FILES

### For Designers

You can present course content by adding files in the *Course Content* or *Learning Modules* tools. This allows Student to access content from these locations.

You can present portfolio material by adding files in the *Home Page* or *Binders* tools. This allows Portfolio Reviewers to access material from these locations.

To add a file, you have the following options: browse for files in another location or create an HTML file.

1. From the location where you want to add a file, click **Add File**.
2. Click one of the following options:
  - **Browse for Files**.
  - **Create File**.

## ADDING SCORM MODULES

### For Designers

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of the Blackboard Learning System and imported into your course as a .zip file.

When adding SCORM modules to learning modules, you can:

- select an existing SCORM module from an inventory of all the SCORM modules in your course.
- import a SCORM module, which is then automatically added to the learning module and the *SCORM Module* tool.

1. From the learning module where you want to add a SCORM module, click **Add Content Link**.
2. Click **SCORM Module**.
3. Do one of the following:

- To add an existing SCORM module, select the SCORM module and click **Add Selected**.

**TIP:** To select multiple SCORM modules, hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the SCORM modules.

- To import a SCORM module:

**IMPORTANT:** SCORM modules must be in .zip format.

- a. Click **Import SCORM Module**.
- b. Under *Settings*, enter a title.
- c. From the *Numbering* drop-down list, select the numbering scheme for the table of contents.
- d. In the *Author* text box, enter your name.
- e. In the *Keywords* text box, enter searchable keywords.
- f. Next to *Gradable*, select whether the SCORM module is gradable. Only SCORM modules that contain gradable content for which Students are assigned a grade within the SCORM module and for which you select the gradable option will produce grades that appear in the *Grade Book* tool of the *Teach* tab.
- g. Under *Navigation Controls*, select how you want Students to navigate the SCORM module.
- h. Next to *File*:
  - i. Click **Browse**. The *Content Browser* pop-up window appears.
  - ii. Locate and select the file you want to import. For more information, see *Navigating with Content Browser*.
- i. Click **Save**.

## ORGANIZING CONTENT IN A LEARNING MODULE

## For Designers

After you have added content to a learning module, you can organize the content by arranging the order and level of each item and heading. You can edit the title for each item and heading as well as specify whether you want an item to be hidden or shown. You can also preview each item to see how it will appear to others.

After you have added content to a binder, you can organize the content by arranging the order and level of each item and heading. You can edit the title for each item and heading as well as specify whether you want an item to be hidden or shown. You can also preview each item to see how it will appear to others.

## Adding Headings

All the content you add to the learning module appears in the table of contents. To organize the content, you can add text headings.

All the content you add to the binder appears in the table of contents. To organize the content, you can add text headings.

**EXAMPLE:** Create a text heading for each unit in the course. Organize the content, such as assignments and quizzes, that apply to a unit, under the appropriate text heading.

**EXAMPLE:** Create a text heading for each topic in your binder. Organize the content, such as a link to an article from an online journal from *Web Links* and an assignment artifact file created from an assignment submission, under the appropriate text heading.

**NOTE:** Headings only appear to others if the table of contents is set to display as a separate pane or as the first page in the learning module. For more information, see *Editing Learning Module Properties*.

**NOTE:** Headings only appear to others if the table of contents is set to display as a separate pane or as the first page in the binder. For more information, see *Editing Binder Properties*.

1. From the *Learning Modules* screen, locate the learning module in which you want to add a heading, and click its title.
2. From the *Binders* screen, locate the binder in which you want to add a heading, and click its title.
3. Click **Create Heading**.
4. Enter a title and click **Save**.

## Adjusting Heading Levels

When you create a learning module, you can add content. Content is comprised of text headings and links to items, such as a web link from *Web Links*. Text headings can be used to organize items added to a learning module. Links to items appear as linked headings.

When you create a binder, you can add content. Content is comprised of text headings and links to items, such as a web link from *Web Links*. Text headings can be used to organize items added to a binder. Links to items appear as linked headings.

You can adjust the level of all content by increasing or decreasing the indentation. This allows you to organize the order in which content should be delivered.

**EXAMPLE:** You might have a heading named "Introduction to Biology" and a link to an HTML page called "Terminology." The heading would be at the top level of the table of contents and the linked HTML page would be indented beneath it.

1. From the *Learning Modules* screen, locate the learning module you want to adjust heading levels for, and click its title. The content of the learning module is displayed.
2. From the *Binders* screen, locate the binder you want to adjust heading levels for, and click its title. The content of the binder is displayed.
3. Select the item you want to adjust:
  - To adjust one or more items, select each item.
  - To adjust all items, in the table heading row, select the check box.
4. Do one of the following:
  - To decrease the selected items by one level, click **Indent**.
  - To increase the selected items by one level, click **Outdent**.
  - To increase the selected items to the highest level, click **Outdent All**.

## Changing the Order of Content in a Learning Module

## Changing the Order of Content in a Binder

You can change the order in which content in a learning module will appear to users.

You can change the order in which content in a binder will appear to users.

1. From the *Learning Modules* screen, locate the learning module with the content for which you want to change the order, and click its title. The content of the learning module is displayed.
2. From the *Binders* screen, locate the binder with the content for which you want to change the order, and click its title. The content of the binder is displayed.
3. Select the item you want to move.

4. Do one of the following:

- To move the item anywhere in the learning module except to the end, locate the item above which you want to insert the selected item and, under *Move*, click its *Move Selected Items Above* icon.
- To move the item anywhere in the binder except to the end, locate the item above which you want to insert the selected item and, under *Move*, click its *Move Selected Items Above* icon.
- To move the item to the end of the learning module, click the *Move Selected Items to Bottom of List* icon. The item is moved to the end.

**NOTE:** The *Move Selected Items to Bottom of List* icon is the last icon in the *Move* column.

- To move the item to the end of the binder, click the *Move Selected Items to Bottom of List* icon. The item is moved to the end.

**NOTE:** The *Move Selected Items to Bottom of List* icon is the last icon in the *Move* column.

## Editing Content Items

You can edit the content items you have added to a learning module. When you edit a content item from the *Learning Modules* tool, you edit the content as it appears everywhere in your course. For example, if you edit a discussion topic from the *Learning Modules* tool, your edits affect the topic as it appears in the learning module, and as it appears everywhere in your course.

**NOTE:** You can also edit the title for a content item as it appears in a learning module only. When you do this, you do not edit how the content item's title appears anywhere else in the course - just in the learning module. For more information, see *Editing Table of Content Links*.

1. From the *Learning Modules* screen, locate the learning module with the content item you want to edit and click its title.
2. Locate the content item and click the icon in the *Linked to* column.
3. Edit the content item.
4. Click **Save**.

## Editing Table of Contents Links

If a learning module is set to display a table of contents, a linked table of contents appears next to learning module content for navigation. You can edit the titles of these links. Your edits are only applied to the learning module and not to the items as they appear elsewhere in your course.



If a binder is set to display a table of contents, a linked table of contents appears next to binder content for navigation. You can edit the titles of these links. Your edits are only applied to the binder and not to the items as they appear elsewhere in your portfolio.

1. From the *Learning Modules* screen, locate the binder and click its title.
2. From the *Binders* screen, locate the binder and click its title.
3. Click **Edit Link Titles**.
4. In the text boxes, edit the links.
5. Click **Submit**.

## Hiding or Showing Content ItemsHiding or Showing Binder Items

You can make content items available to users by showing the item in the learning module. Alternatively, if you do not want certain content items to be available, you can hide them temporarily.

You can make binder items available to users by showing the item in the binder. Alternatively, if you do not want certain binder items to be available, you can hide them temporarily.

1. From the *Learning Modules* screen, locate the learning module with the items you want to hide or show, and click its title.
2. From the *Binders* screen, locate the binder with the items you want to hide or show, and click its title.
3. Locate the item you want to hide or show and click its *ActionLinks* icon.
4. Do one of the following:
  - To hide an item and make it unavailable, click **Hide Item**.
  - To show an item and make it available, click **Show Item**.

## Previewing Content ItemsPreviewing Binder Items

**NOTE:** You cannot preview headings.

1. From the *Learning Modules* screen, locate the learning module with the items you want to preview and click its title.
2. From the *Binders* screen, locate the binder with the items you want to preview and click its title.

3. Locate the item and click its *ActionLinks* icon.
4. Click **Preview**.

## Viewing All Links to Content Items Viewing All Links to Binder Items

If there are links to an item from other locations in the course, you can view a list of those locations.  
If there are links to an item from other locations in the portfolio, you can view a list of those locations.

1. From the *Learning Modules* screen, click the learning module with the item.
2. From the *Binders* screen, click the binder with the item.
3. Locate the item and click its *ActionLinks* icon.
4. Click **View Links to this Item**.

## Deleting Content Items Deleting Binder Items

You can delete items in a learning module, such as a discussion topic or web link. You can also delete headings.

You can delete items in a binder, such as a reflection topic or web link. You can also delete headings.

**NOTE:** When you delete an item, you delete the link to the item. The item still exists in the tool it belongs to. For example, if you delete a link to a discussion topic, the topic no longer appears in the learning module, but still exists in the *Discussions* tool.

**NOTE:** When you delete an item, you delete the link to the item. The item still exists in the tool it belongs to. For example, if you delete a link to a reflection topic, the topic no longer appears in the binder, but still exists in the *Reflections* tool.

1. From the *Learning Modules* screen, locate the learning module with the items you want to delete, and click its title.
2. From the *Binders* screen, locate the binder with the items you want to delete, and click its title.
3. You can delete one item or several items. You can also delete all items.
  - To delete one item or several items:
    - a. Select the items and click **Delete**.
    - b. Click **OK**.

- To delete all items:
  - a. Select the check box next to *Title*.
  - b. Click **Delete**.
  - c. Click **OK**.

## WORKING WITH LEARNING MODULES

### For Designers

You can modify settings to hide or show the learning module, as well as specify release criteria that must be met for the learning module to become available. You can also specify where Students will access the learning module by adding it to the *Course Content* tool. After you have created a learning module, you can preview the learning module to see how it will appear to Students.

### Editing Learning Module Properties Editing Binder Properties

When you edit the properties for a learning module, you can edit the title and description as well as whether the learning module is available to users. You can also edit the settings for the table of contents.

When you edit the properties for a binder, you can edit the title and description as well as whether the binder is available to users. You can also edit the settings for the table of contents.

1. Depending on whether you are viewing the list of learning modules or an individual learning module, do one of the following:
  - If the *Learning Modules* screen is displayed, do the following:
    - a. Locate the learning module you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit Properties**.
  - If an individual learning module is displayed, do the following:
    - a. Click the *ActionLinks* icon for the title of the learning module.
    - b. Click **Edit Properties**.
2. Depending on whether you are viewing the list of binders or an individual binder, do one of the following:

- If the *Binders* screen is displayed, do the following:
    - a. Locate the binder you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit Properties**.
  - If an individual binder is displayed, do the following:
    - a. Click the *ActionLinks* icon for the title of the binder.
    - b. Click **Edit Properties**.
3. In the *Title* text box, edit the title.
  4. In the *Description* text box, enter or edit the description.
  5. Next to *Item Visibility*, select to show or hide the item for Students.
  6. Complete the *Table of Contents* section.
    - From the *Numbering* drop-down list, select a numbering style for the table of contents.
    - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.
    - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the binder.
    - Under *First page of the learning module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.
    - Under *First page of the binder should be*, select whether the first page in the binder should be the first page in the table of contents, or the table of contents.

**NOTE:** When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.

**NOTE:** When a table of contents is set to display in a separate pane on the left, or as the first page in a binder, links to items and files become linked headings in the table of contents. Users can click on the links to access the item or file and navigate through the binder. When the table of contents is set to not display on the left, and the first page of the binder is the first page in the table of contents, users must use the browse buttons to navigate the binder.

7. Under *Goals*, if you want to associate a goal:
  - a. Click **Select Goals**.

- b. Select the items and click **Add Selected**.
8. Click **Save**.

## Linking Learning Modules to Content Folders Linking Binders to the Home Page

You can link learning modules to folders in the course. Users can access the learning module by clicking the link.

You can create links to binders on the *Home Page* or in folders on the *Home Page*. Users can access the binder by clicking the link.

1. Select the learning module that you want to create a link for.
2. Select the binder that you want to create a link for.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

## Previewing Items

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Setting or Modifying Release Criteria for Items

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.

3. Set or modify the release criteria for the item.

## Showing or Hiding Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Sorting Items

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that

column, they are now sorted in descending order.

- If you want to reverse the sort order, click the column title again.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Viewing Links to Items

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Deleting Items

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- 
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.



3. Click **OK**.

## WORKING WITH ACTION MENUS

### For Designers

An *Action Menu* is a menu that can be displayed within a learning module. It provides Students with links to content and access to the following tools: *Goals*, *Bookmarks*, *Create Printable View* and *Notes*.

You can create two kinds of *Action Menus*.

- The *Learning Module Action Menu* is the default action menu for all content items within a learning module.
- The *Content Item Action Menu* is a customized action menu for individual content items within a learning module.

**EXAMPLE:** Create a *Learning Module Action Menu* with a link to a *Chat* room where Students can communicate about issues that relate to any of the content in the learning module. Create *Content Item Action Menus* for each content item in the learning module. For example, if you have added an assignment to the learning module, create a *Content Item Action Menu* for the assignment with a link to a web site. The web site could include information that helps Students complete the assignment.

### Adding Action Menu Links

An *Action Menu* is a menu that can be displayed within a learning module. It provides Students with links to content. For example, you can add a link to a *Chat* room where Students can communicate about issues that relate to any of the content in the learning module.

You can add an *Action Menu* to a learning module and to each content item within a learning module:

- The *Learning Module Action Menu* is the default action menu for all content items within a learning module.
  - The *Content Item Action Menu* is a customized action menu for individual content items within a learning module.
1. Select the *Action Menu* you want to create:
    - To create the *Learning Module Action Menu*:
      - a. From the *Learning Modules* screen, locate the learning module and click its *ActionLinks* icon.

- b. Click **Edit Action Menu**.
- To create a *Content Item Action Menu*:
  - a. From the *Learning Modules* screen, locate the learning module with the content item you want to create an action menu for, and click its title.
  - b. Locate the content item and click its *ActionLinks* icon.
  - c. Click **Edit Item Action Menu**.
2. Under *Links*, locate the link you want to add to the *Action Menu*, and under *Actions*, click its *Create Link to Item* icon.
3. If you have not already created the item you want to link to:
  - a. Click **Create**.
  - b. Click **Save**.
4. Select the check box for each item you want to add to the action menu and click **Add Selected**.

## Adding or Editing Action Menu Links to Goals

You can specify goals for your Students. You can do this for a learning module or for specific content in a learning module. The goal appears as a link in the *Action Menu*. When Students click the link a pop-up window appears with the goals you specified.

1. Select the *Action Menu* for which you want to create or edit a link to *Goals*:
  - To select the *Learning Module Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module and click its *ActionLinks* icon.
    - b. Click **Edit Action Menu**.
  - To select a *Content Item Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module with the content item you want to add or edit, and click its title.
    - b. Locate the content item and click its *ActionLinks* icon.
    - c. Click **Edit Item Action Menu**.
2. Under *Action Menu Tools*, locate *Goals* and select *On* or *Off*.
3. Click **Done**.

## Editing Action Menu Links

**WARNING:** When you edit an action menu link, you edit the content the link points to. For example, if you are editing the action menu link to a web link, you could be editing the title or web site address of the link, and your edits affect the web link as it appears in the *Action Menu*, and as it appears everywhere in your course.

1. Select the *Action Menu* for which you want to edit an action menu link:
  - To select a *Learning Module Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module and click its *ActionLinks* icon.
    - b. Click **Edit Action Menu**.
  - To select a *Content Item Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module and click its title.
    - b. Locate the content item and click its *ActionLinks* icon.
    - c. Click **Edit Item Action Menu**. If you are setting this content item's *Action Menu* for the first time, the links that are currently set for the *Learning Module Action Menu* appear. You can delete these links. For more information, see *Deleting Action Menu Links*.
2. Locate the link you want to edit and click its *ActionLinks* icon.
3. Click **Edit**.
4. Edit the link.
5. Click **Save**.

## Previewing Action Menus Links

1. Select the *Action Menu* for which you want to preview links:
  - To select the *Learning Module Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module you want to preview links for and click its *ActionLinks* icon.
    - b. Click **Edit Action Menu**.
  - To select a *Content Item Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module with the content item you want to preview links for and click its title.
    - b. Locate the content item and click its *ActionLinks* icon.
    - c. Click **Edit Item Action Menu**.
2. Locate the link you want to preview and, under *Actions*, click its *Preview* icon.

3. When you are finished previewing the link, close the browser window.

## Displaying or Hiding Action Menus

**WARNING:** If you hide the action menu for a learning module, all of the customized action menus (*Content Item Action Menus*) for content in the learning module are hidden.

1. From the *Learning Modules* screen, locate the learning module whose *Action Menu* you want to display or hide, and click its *ActionLinks* icon.
2. Click **Edit Action Menu**.
3. Next to *Action Menu Status*, select whether you want to display or hide the *Action Menu*:
  - To display the *Action Menu*, select *On*.
  - To hide the *Action Menu*, select *Off*.
4. Click **Done**.

## Displaying or Hiding Action Menu Tools

You can display or hide the *Bookmarks*, *Create Printable View*, and *Notes* tools on an *Action Menu*. Section Instructors, Teaching Assistants, Students, and Auditors can use these tools for the following:

- The *Bookmarks* tool is used to create links to content within a learning module.
- The *Create Printable View* tool is used to create a printable view of all or selected content in a learning module. Depending on the content in the learning module, the following information appears in the printable view:
  - Title of assessments.
  - Title of SCORM modules.
  - Title, instructions, collaboration type, due date, grading criteria, and attachments of assignments.
  - Title and description of chat and whiteboard rooms, and discussion categories and topics.
  - Title and content of HTML (.html) content files; the title and a link to the content of text (.txt) content files.
  - Title and description of media library collections and the title, description, and attachments of the collection's entries.
  - Title and URL of URLs.
- The *Notes* tool is used to create general notes relevant to the entire course or to specific content

within a learning module.

**NOTE:** Notes are private and cannot be viewed by other members of the course.

1. Select the *Action Menu* for which you want to display or hide *Bookmarks*, *Create Printable View*, and *Notes* tools:
  - To select a *Learning Module Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module and click its *ActionLinks* icon.
    - b. Click **Edit Action Menu**.
  - To select a *Content Item Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module and click its title.
    - b. Locate the content item and click its *ActionLinks* icon.
    - c. Click **Edit Item Action Menu**.
2. Under *Action Menu Tools*, select whether you want to display or hide *Bookmarks*, *Create Printable View*, and *Notes*:
  - To display the tool, select *On*.
  - To hide the tool, select *Off*.
3. Click **Done**.

## Deleting Action Menu Links

1. Select the *Action Menu* for which you want to delete links:
  - To select a *Learning Module Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module you want to delete an action link from and click its *ActionLinks* icon.
    - b. Click the **Edit Action Menu**.
  - To select a *Content Item Action Menu*:
    - a. From the *Learning Modules* screen, locate the learning module with the content item you want to delete an action link from, and click its title.
    - b. Locate the content item and click its *ActionLinks* icon.
    - c. Click **Edit Item Action Menu**.
2. Locate the link you want to delete and click its *ActionLinks* icon.
3. Click **Delete**.

4. Click **OK**.

## WORKING WITH RESOURCES AND REFERENCES

### For Designers

You can create a central repository of resources that contain information relevant to your course. You can create the following types of resources:

- books
- articles
- URLs

Resources can include information such as the resource title, publisher, year of publication, and edition. You can also specify particular content within the resource, such as a range of pages or chapters.

**NOTE:** Resource information does not include the actual content of the resource.

After a resource is created, you can make it available to Students by creating a reference to the resource. Students can then access the resource using the *References* action menu link on the *Learning Module Action Menu* or the *Content Item Action Menu*.

**EXAMPLE:** If there is a web site to which you want Students to refer, you can create a URL resource with the web site's information. You can then link the URL resource to the *Action Menu* in the learning module that contains the course content relevant to the web site.

### Accessing the Resources Screen

1. From the content screen for a learning module, click **Action Menu Settings**.
2. Next to *References* and under *Actions*, click the *Create Link to Item* icon.
3. Click **Maintain Resource**.

### Creating Book Resources

Books, along with articles and URLs, can be used as resources which are then referenced from a learning module. After a resource is created, it can be referenced from any learning module in your course.

1. From the *Create Link to: Resources* screen, click **Maintain Resource**.
2. Click **Create Resource**.
3. Click **Book**.
4. In the *Book title* text box, enter the book title.
5. If you want to enter additional details about the article, complete the remaining fields:
  - a. In the *Author* text box, enter the name of the author.
  - b. In the *Publisher* text box, enter the name of the publisher.
  - c. In the *Year* text box, enter the year of publication of this book.
  - d. In the *Edition* text box, enter the edition of this book.
  - e. In the *Description* text box, enter a description of the book in Plain Text or HTML format:
    - To enter the description in Plain Text format, enter the description in the text box. The description will appear exactly as you have typed it.
    - To enter the description in HTML format:
      - a. Select *Use HTML*.
      - b. Enter HTML code in the text box.
6. Click **Save**.

You can now add a reference to this resource to the *Learning Module Action Menu* or the *Content Item Action Menu*.

## Creating Article Resources

Articles, along with books and URLs, can be used as resources which are then referenced from a learning module.

1. From the *Create Link to: Resources* screen, click **Maintain Resource**.
2. Click **Create Resource**.
3. Click **Article**.
4. Enter a title.
5. If you want to enter additional details about the article, complete the remaining fields:
  - a. In the *Journal* text box, enter the name of the journal.
  - b. In the *Year* text box, enter the year of the publication.

- c. In the *Volume* text box, enter the volume number.
  - d. In the *Number* text box, enter the number of this publication.
  - e. In the *Description* text box, enter the description of this publication in Plain Text or HTML format:
    - To enter the description in Plain Text format, enter the description in the text box. The description will appear exactly as you have typed it.
    - To enter the description in HTML format:
      - i. Select *Use HTML*.
      - ii. Enter HTML code in the text box.
6. Click **Save**.

You can now add a reference to this resource to the *Learning Module Action Menu* or the *Content Item Action Menu*.

## Creating URL Resources

URLs, along with articles and books, can be used as resources which are then referenced from a learning module.

1. From the *Create Link to: Resources* screen, click **Maintain Resource**.
2. Click **Create Resource**.
3. Click **URL**.
4. Enter a title.
5. In the *URL* text box, enter the URL including the `http://`.
6. If you want to add additional information about this resource, enter a description in Plain Text or HTML format:
  - To enter the description in Plain Text format, enter the description in the text box. The description will appear exactly as you have typed it.
  - To enter the description in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code in the text box.
7. Click **Save**.

You can now add a reference to this resource to the *Learning Module Action Menu* or the *Content Item*



*Action Menu.*

## Editing Book Resources

Books, along with articles and URLs, can be used as resources which are then referenced through the *Action Menu* in a learning module.

1. From the *Resources* screen, locate the book resource you want to edit and click its *ActionLinks* icon.
2. Click **Edit**.
3. Edit the book resource:
  - a. In the *Book title* text box, edit the book title.
  - b. In the *Author, Publisher, Year, and Edition* text boxes, enter or edit the information.
  - c. In the *Description* text box, enter or edit the information in Plain Text or HTML format:
    - To enter or edit the description in Plain Text format, enter or edit the description in the text box. The description will appear exactly as you have typed it.
    - To enter or edit the description in HTML format:
      - i. Select *Use HTML*.
      - ii. Enter or edit HTML code in the text box.
4. Click **Save**.

## Editing Article Resources

Articles, along with books and URLs, can be used as resources which are then referenced through the *Action Menu* in a learning module.

1. From the *Resources* screen, locate the article resource you want to edit and click its *ActionLinks* icon.
2. Click **Edit**.
3. Edit the article resource:
  - a. In the *Article title* text box, edit the title of the article.
  - b. In the *Journal, Year, Volume, and Number* text boxes, enter or edit the information.
  - c. In the *Description* text box, enter or edit the information in Plain Text or HTML format:
    - To enter or edit the description in Plain Text format, enter or edit the description in the text box. The description will appear exactly as you have typed it.

- **NOTE:** To enter or edit the description in HTML format:
    - i. Select *Use HTML*.
    - ii. Enter or edit HTML code in the text box.
4. Click **Save**.

## Editing URL Resources

URLs, along with articles and books, can be used as resources which are then referenced through the *Action Menu* in a learning module.

1. From the *Resources* screen, locate the URL resource you want to edit and click its *ActionLinks* icon.
2. Click **Edit**.
3. Edit the URL resource:
  - a. In the *URL title* text box, edit the title of the URL.
  - b. In the *URL* text box, edit the URL, including the `http://`.
  - c. In the *Description* text box, enter or edit the description in Plain Text or HTML format:
    - To enter or edit the description in Plain Text format, enter or edit the description in the text box.

**NOTE:** The description will appear exactly as you have typed it.
    - To enter or edit the description in HTML format:
      - i. Select *Use HTML*.
      - ii. Enter or edit HTML code in the text box.
4. Click **Save**.

## Adding a Reference to a Resource

After you create a resource, you can add a reference to the resource to a learning module or to a content item within a learning module.

1. Do one of the following:
  - If you want to add a resource reference to a learning module:

- a. From the *Learning Modules* screen, locate the learning module and click its *ActionLinks* icon.
- b. Click **Edit Action Menu**.
- If you want to add a resource reference to a content item within a learning module:
  - a. From the *Learning Modules* screen, locate the learning module with the content item you want to add the reference to, and click its title.
  - b. Locate the content item and click its *ActionLinks* icon.
  - c. Click **Edit Item Action Menu**.
2. Next to *References* and under *Actions*, click the *Create Link to Item* icon.
3. Under *Title*, select the resources that you want to reference:
  - To select one resource or multiple resources, next to each resource that you want to reference, select the check box.
  - To select all resources, in the table heading row, select the check box.
4. Click **Add Selected**.

You can also provide more specific details about the pages, chapters, or sections in the resource that are most relevant. For more information, see *Adding or Editing Reference Ranges*.

## Adding or Editing Reference Ranges

For each book or article reference you create, you can specify a range within the resource to which the reference applies. Depending on the type of publication, you may want to specify a range of paragraphs, pages, chapters, or sections.

**EXAMPLE:** For a book resource, only three chapters in the book are relevant, so you specify a range from Chapter 3 to Chapter 5.

1. From the *Action Menu Settings* screen, under *References*, locate the reference for which you want to specify a range and, under *Actions*, click its *ActionLinks* icon.
2. Click **Edit**.
3. In the *Units* text box, enter or edit the range type.

**EXAMPLE:** For a book resource, to reference a range from Chapter 3 to Chapter 5, enter *Chapters*.

4. In the first text box, next to *Range from*, enter a value that represents where the range begins.

**EXAMPLE:** For a book resource, to reference a range that begins at Chapter 3, enter *3* in the text box.

5. In the second text box, next to *Range from*, enter a value that represents where the range ends.

**EXAMPLE:** For a book resource, to reference a range that ends at Chapter 5, enter 5 in the text box.

6. Click **Save**.

## Deleting Resources

**NOTE:** If you want to delete a reference to a resource without deleting the resource, see *Deleting Action Menu Links*.

1. From the *Resources* screen, do one of the following:
  - To delete one or more resources:
    - a. Select the resources and click **Delete**.
    - b. Click **OK**.
  - To delete all resources on the current page:
    - a. Select the check box next to *Title*. All resources on the current page are selected.
    - b. Click **Delete**.

## Deleting References

You can remove a reference to a resource from the *Learning Module Action Menu* or the *Content Item Action Menu*. If you want to delete a resource, see *Deleting Resources*. Deleting a resource deletes the resource and all references to that resource.

1. From the *Action Menu Settings* screen, locate the reference that you want to delete and click its *ActionLinks* icon.
2. Click **Remove**.
3. Click **OK**.

# EXPORTING AND IMPORTING LEARNING MODULES

## For Designers

If you want to re-use learning modules that were created in this course, you can export them and import them to other Blackboard Learning System courses and installations. For more information, see *Exporting Learning Modules*.

If you want to use learning modules and content modules that were created in other Blackboard Learning System courses, you can import them to this course. For more information, see *Importing Blackboard Learning System Learning Modules and Content Modules*.

You can also import content that was created using other software programs. The following content can be imported as a learning module:

- web sites and pages created using Dreamweaver® software or the FrontPage® web site creation and management tool. For more information, see *Importing Dreamweaver Web Sites and Pages* and *Importing FrontPage Web Sites and Pages*.
- presentations created using the PowerPoint® presentation graphics program. For more information, see *Importing PowerPoint Presentations*.

## Exporting Learning Modules

You can export learning modules and use them in other Blackboard Learning System courses and installations. For example, if you create a learning module in a French 101 course, you can export and re-use it in a French 105 course.

**NOTE:** If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export learning modules.

Learning modules are exported as a content package and are saved in a zip file. The content package includes XML files, XML schema files (.xsd files), and any HTML and image files linked in the learning modules.

When you export a learning module, headings and any assessments and files linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported. All learning module properties and action menu settings are exported, except the following: *Description*, *First page of the Learning Module should be*, and *Action Menu Status*.

Learning modules are exported in Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging specification. For more information, see the appropriate version of the *Content Interoperability Specification*.

1. From the *Learning Modules* screen, do one of the following:

- To export one learning module, locate the learning module and click its *ActionLinks* icon.
- To export multiple learning modules, select each learning module you want to export.
- To export all learning modules on the page, in the table heading row, select the check box.

**TIP:** To export learning modules that span multiple pages, adjust the number of learning modules listed on a single page to include all learning modules you want to export. For more information, see *Navigating Multiple Pages*.

2. Click **Export**.
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file. We recommend that you use all lowercase letters for file names.
5. Click **OK**.
6. Click **Return**.

If you are going to import the learning modules to another Blackboard Learning System installation, you must download the zip file to your computer first. For more information, see *Downloading Files and Importing Learning Modules and Content Modules*.

## Importing Learning Modules and Content Modules

You can import learning modules and content modules that were created in other Blackboard Learning System courses.

You can import the following:

- content modules exported from a CE 4.x course
- learning modules exported from a CE 6 or Vista 3.x or later course

**NOTE:** When a learning module is exported from a CE 6 or Vista course, only headings, files, and assessments linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported and so, will not import.

- learning modules created using the Content Interoperability Specification (CIS)

Imported learning modules and content modules are added to the *Learning Modules* tool.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package imports, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.

5. Click **Return**.
6. To go to an imported learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

**NOTE:** If you imported content modules that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to your content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

## NAVIGATING LEARNING MODULES

### For Section Instructors

## Navigating Learning Modules Using the Action Menu Navigating Binders Using the Navigation Buttons

If the *Action Menu* is set to display, it appears above the learning module. Use the *Action Menu* to navigate through the learning module or access links to content, such as a quiz or discussion topic.

Navigation buttons appear above binders. Use the navigation buttons to navigate through binder items.

You can also use the *Action Menu* to access tools, such as *Bookmarks*, *Create Printable View* or *Notes*. *Action Menu* tools help you work with the learning module.

**NOTE:** Depending on administrator settings, one or more of the *Action Menu* tools may not display.

Do one of the following:

- To go to the next item, click the *Next Page* icon.
- To go to the previous item, click the *Previous Page* icon.
- To retrace your path, click the *Retrace* icon.
- To access a content item or tool, click the appropriate icon. To return to the learning module, click the *Retrace* icon.

## Navigating Learning Modules Using the Table of Contents

## Navigating Binders Using the Table of Contents

Learning module content can be presented in a table of contents. It can appear as a pane on the left or as the first page of the learning module. Use the table of contents to navigate through the learning module.

Binder content can be presented in a table of contents. It can appear as a pane on the left or as the first page of the binder. Use the table of contents to navigate through the binder.

1. Under *Table of Contents*, if the content is grouped in sections, you can click the plus sign to expand the section and the minus sign to collapse it.
2. Click the item you want to access.

**NOTE:** Some entries in a table of contents may be headings only, and not links to content.

When you are finished viewing content, you can use the table of contents or the paging controls to move to the next item in the learning module. When you have completed an assignment or assessment, you are automatically taken to the next item in the learning module.

When you are finished viewing an item, you can use the table of contents or the navigation buttons to move to the next item in the binder.

## WORKING WITH ACTION MENU TOOLS

### For Section Instructors

## Bookmarks

### Adding Bookmarks

1. From the *Bookmarks* screen, click **Add Current Page**.
2. In the *Comments* text box, enter your comments in Plain Text or HTML format:



- To enter comments in Plain Text format, enter your comments in the text box. The comments will appear exactly as you have typed them.
  - To enter comments in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code in the text box.
3. Click **Save**.

## Editing Bookmarks

1. From the *Bookmarks* screen, locate the bookmark and click its *ActionLinks* icon. A menu appears.
2. Click **Edit**.
3. In the *Comments* text box, edit your comments in Plain Text or HTML format:
  - To edit comments in Plain Text format, edit the comments in the text box. The comments will appear exactly as you have typed them.
  - To edit comments in HTML format:
    - a. Select *Use HTML*.
    - b. Edit the HTML code in the text box.
4. Click **Save**.

## Deleting Bookmarks

From the *Bookmarks* screen, do one of the following:

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
- Using the **Delete** button to delete all items:
  1. Select the check box next to *Title*.
  2. Click **Delete**.
  3. Click **OK**.

## Creating a Printable View of Content

**NOTE:** Depending on administrator settings, this feature may not be available to you.

You can create a printable view of all or selected content in a learning module. The printable view can be printed or saved to a file.

Depending on the content of the learning module and the items you select to include, the following information appears in the printable view:

- Title of assessments.
- Title of SCORM modules.
- Title, instructions, collaboration type, due date, grading criteria, and attachments of assignments.
- Title and description of chat and whiteboard rooms, and discussion categories and topics.
- Title and description of discussion categories and topics
- Title and content of HTML (.html) content files; and the title and a link to the content of text (.txt) content files.
- Title and description of media library collections and the title, description, and attachments of the collection's entries.
- Title and web site address of web links.

1. In the *Action Menu*, click the *Create Printable View* icon.
2. Do one of the following:
  - To create a printable view of one or more items, next to each item for which you want to create a printable view, select the check box.
  - To create a printable view of all items, in the table heading row, select the check box. All items are selected.

**NOTE:** You cannot create a printable view of headings.

3. Click **Continue**.
4. If you want to print the compiled content, click **Print**.
5. If you want to save the compiled content to a file, click **Save to File**. Depending on the number and type of items you selected, it may take some time to save the compiled content to a file. The compiled content is saved as a zip file with the file name, `compiled_<learning_module_ID>.zip`. For example, `compiled_14045.zip`
  - a. To view the compiled content, unzip the file and open the `index.html` file.
  - b. When you are finished viewing the compiled content, from the *Compiled Contents of* screen, do one of the following:
    - If the table of contents is not set to display, to return to the learning module, in the breadcrumbs that appear in the upper frame, click the name of the learning module.
    - To return to a folder, in the breadcrumbs that appear in the upper frame, click the name of the

folder.

- To return to the *Course Content* tool, in the breadcrumbs that appear in the upper frame, click *Home Page*.

## Creating Learning Module Notes

**NOTE:** Depending on administrator settings, this feature may not be available to you.

You can create one note per item in a learning module. Your notes are private and cannot be viewed by other members of the course.

Any notes you create in a learning module are added to your notebook, which also lets you create general notes. You can access your notebook by clicking the *Notes* icon from the action menu. For more information, see *Notes*.

1. From the item, in the *Action Menu*, click the *Notes* icon.
2. In the *Notes* text box, enter your note:
  - To enter the note in Plain Text format, enter the text. The note will appear exactly as you have typed it.
  - To enter the note in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code.
3. Click **Save**.

## WORKING WITH THE LEARNING MODULES TOOL

### For Section Instructors

**NOTE:** Depending on administrator settings, the *Learning Modules* tool may not appear or it may appear by default.

If the *Learning Modules* tool is available, you will see it under *Course Tools*. The *Learning Modules* tool allows you to perform some designer options on a learning module. This includes editing the link description that appears in the *Course Content* tool. You can also hide a learning module to make it temporarily unavailable to Students, or show a learning module to make it available to Students.

## Editing the Description of Items

**NOTE:** Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules* tool. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

**IMPORTANT:** When you edit a description, the changes apply only to that occurrence of the item. If the item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon.
2. Click **Edit Description**.
3. Edit the description and click **Save**.

## Setting or Modifying Release Criteria for Items

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Showing or Hiding Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

- NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.
- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
    - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.
- NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:

1. Click the *Paging Preferences* icon.
2. Enter the number of items to appear on each page and click **OK**.

## Viewing Learning Modules

From the *Learning Modules* screen, click the title of the learning module you want to view.

## Viewing Links to Items

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

# CHAPTER 26: LOCAL CONTENT

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT LOCAL CONTENT

### For Designers

*Local Content* allows you to reference media files that would be inefficient to download from the server. Because the files are loaded from the Student's computer rather than over the Internet, Students with slower connections can view large files. This means that you can create links to multimedia files in your course files without slowing down online activities.

The following steps must be completed to successfully enable *Local Content*:

1. In a file within your course, add links to local files.
2. Create a local content entry.
3. Distribute the local files to your class (for example, through portable media).
4. Get Students to enable and configure local content for their computers.

#### 1. Add Links in Files

In an existing or newly created course file, add links to the files that you want Students to load from their computers. You must reference the file by entering the full path as it is structured on the local storage medium that you are using. Each link within the file must be hand coded in HTML.

**EXAMPLE:** You are using a Compact Disc (CD) as your storage medium, and the file that you want to reference is located in the root folder named *movies*. You create a link in your file by entering the following, `<a href="movies/movie.mpg">Movie</a>`, where "movies/movie.mpg" is the full path to the movie file, and *Movie* is the linked text in the file.

#### 2. Create Local Content Entry

Using the *Local Content* tool, create a local content entry. When creating local content entries, you must create a folder in *File Manager* with a folder name that exactly matches the name of the root folder for your local content media, including spaces and capitalization. After the root folder is created and then selected for your local content entry, any folders under the root folder can be referenced without creating new entries.

**EXAMPLE:** You are using a CD as your storage medium, and the file that you want to reference is located in a subfolder named *musical scores* in the root folder *movies*. You create a folder

in *File Manager* called `movies` and select it for your local content entry. In this example, you could create a link in your file similar to the following: `<a href="movies/musical scores/symphony.mp3">Musical Score</a>`

### 3. Distribute Local Content Medium

You must distribute the files that you want Students to access locally. You can do this by distributing the content on a portable storage medium, such as a Compact Disc (CD).

### 4. Configure Local Content Tool

To access content locally, Students must enable the *Local Content* tool on their local computers. They must also associate a drive path with the local content entry that you created in step 2 by specifying the following:

- drive letter of the device on their computer that will run the distributed portable storage medium
- root folder that you selected while creating your local content entry

**EXAMPLE:** You are using a CD as your storage medium with a root folder named *movies*, and the Student's CD-ROM drive is mapped to the letter D. The Student enters `D:\movies` as the drive path.

After Students place the storage medium in the specified drive, and they configure *Local Content* for their computers, clicking a link in a file automatically loads the media file from the Student's local storage device.

You can test your local content entries by configuring them for your own computer. You can do this from the *Student View* tab. If you need help configuring *Local Content* as a Student, from the *Student View* tab, click **Help**.

With *Local Content* you can:

- create entries
- edit entries
- delete entries.

## Creating Entries

Before Students can configure the *Local Content* tool to access course content locally, you must create the local content entry.

1. In *File Manager*, create a folder with the same name as the root folder on your local content media:
  - a. Under *Designer Tools*, click **File Manager**.
  - b. Click **Create Folder**.
  - c. In the *Title* text box, enter the name of the root folder of your local content.
  - d. Click **OK**.



**EXAMPLE:** If you have a CD-ROM that contains multimedia files in a folder called *movies*, you would create a folder in *File Manager* called `movies`.

2. In *Local Content*, create the entry:

- a. Under *Designer Tools*, click **Local Content**.
- b. Click **Create Local Content Entry**.
- c. Enter a title.

**TIP:** Use a title that students will be able to recognize and associate with the local content media that you distribute. For example, if you distribute your local content on a CD-ROM labelled *Songs*, enter *Songs* as the title.

- d. Next to the *Location* text box, click **Browse**.
- e. Locate and click the folder that you created in step 1 and click **OK**.
- f. Click **Save**.

## Editing Entries

You can change the title and location of a local content entry.

1. From the *Local Content* screen, locate the entry that you want to edit and click its title.
2. Edit the entry:

- a. In the *Title* text box, edit the title.

**TIP:** Use a title that Students will be able to recognize and associate with the local content media you distribute. For example, if you distribute your local content on a CD-ROM labelled *Songs*, enter *Songs* as the title.

- b. Next to the *Location* text box, click **Browse**.
- c. Locate and click the folder that you want to use as the local content folder.

**NOTE:** The folder name must exactly match the name of the root folder for your local content media, including spaces and capitalization.

- d. Click **OK**.

3. Click **Save**.

## Deleting Entries

When you delete a local content entry, you are deleting the entry for all course members.

1. From the *Local Content* screen, do one of the following:
  - To delete one entry, click its *ActionLinks* icon.
  - To delete multiple entries, select the check box next to each entry.
  - To delete all entries, select the check box in the table heading row.
2. Click **Delete**.
3. Click **OK**.

## ABOUT LOCAL CONTENT

### For Section Instructors

*Local Content* allows links in content files to load files stored on your local computer rather than from the server. This makes it possible to access large files, such as multimedia files, that might be too slow to download from the server.

The *Local Content* tool must have been made available in your course, and media containing the content, such as a Compact Disc (CD), distributed to you. In addition, you must complete the following steps to successfully enable *Local Content*:

1. Make your local content media available on your computer.
2. Enable the *Local Content* tool.
3. Map local content folders to your computer's local storage devices.

#### 1. Making Media Available:

Before you enable *Local Content* and map folders to your computer, you must make the local content medium available on your computer.

**EXAMPLE:** If you are using a CD as your local storage medium, you must insert the CD into your CD-ROM drive.

#### 2. Enabling Local Content:

Before you can access content locally, you must turn the *Local Content* tool status to *On*.

#### 3. Mapping Folders:

You must map local content folders created for your course to the device that you are using to load your local content. To do this, you enter the drive letter of the device on your computer that will run the local content medium, as well as the root folder of the local content medium.

**EXAMPLE:** If you are using a CD as your local storage medium with a root folder named *movies*, and your CD-ROM drive is mapped to the letter D, you would enter `D:\movies` as the drive path for the local content entry.

After you have placed the storage medium in the specified drive and configured *Local Content* for your computer, clicking a link in the content file automatically loads the file from the local storage device.

## Configuring Local Content

**IMPORTANT:** Due to browser security enhancements, the *Local Content* tool cannot be properly configured if your browser does not allow access to your local computer. For best results, we recommend that you use Microsoft® Internet Explorer 6 Service Pack 1 as your web browser. To allow you to access content locally with this web browser, you must add your Blackboard Learning System server as a Trusted Site. For more information, see the online help in Microsoft Internet Explorer.

To access course content locally, your Students must configure the *Local Content* tool to work with their computer's local device (for example, CD-ROM drive). This is done by establishing the drive letter of the local device that will run the local content medium, as well as the root folder of the local content medium.

If desired, you can also configure the *Local Content* tool. This allows you to access local content when viewing files from the *Teach* tab.

1. Ensure that the local medium is available on your computer.

**EXAMPLE:** If the local content is stored on a Compact Disc (CD), ensure that the CD is in your CD-ROM drive.

2. From the *Teach* tab, under *Course Tools*, click **Local Content**.
3. Under *Status*, select *On* to enable *Local Content* or *Off* to disable *Local Content*.
4. To map the drive path to the local content folder, locate the local content entry you want to map and, in its *Drive Path* text box, enter the letter of the drive and the root folder where the files are stored.

**EXAMPLE:** If the local content is stored on a CD, the letter for your CD-ROM drive is *D*, and the root folder on the CD is named *Root Folder*, you would enter `D:\Root Folder` in the *Drive Path* text box.

5. Click **Save**. Local content files on this drive path will now automatically load from your computer.

# CHAPTER 27: MAIL

**IMPORTANT:** Topics in this chapter apply to all roles.

## ABOUT MAIL

### For All Roles

*Mail* allows you to communicate with other Blackboard Learning System users through written correspondence, in text or HTML format, and file attachments. You can send mail to other users in the selected course or section.

*Message Center* allows you to communicate with other portfolio users through written correspondence, in text or HTML format, and file attachments.

**NOTE:** Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

*Mail* can be used to exchange messages with other Blackboard Learning System users, but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.

*Message Center* can be used to exchange messages with other portfolio users, but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.

With *Mail* folders you can:

With *Message Center* folders you can:

- show and hide folders.
- open folders.
- create folders.
- rename folders.
- delete folders.

With *Mail* messages you can:

With *Message Center* messages you can:

- read messages.
- reply to messages.
- forward messages.
- create and send messages.
- create and save messages as drafts.
- edit draft messages.
- preview messages.
- navigate multiple pages of messages.
- sort messages
- copy and move messages.
- create a printable view of messages.
- print messages.
- mark messages as read or unread.
- show and hide read messages.
- forward messages to external accounts.
- delete open messages.
- delete messages.

## MANAGING MAIL FOLDERS

### For All Roles

You can:

- show and hide folders
- open folders
- create folders
- rename folders
- delete folders

## Showing and Hiding Folders

You can show all folders in a list that displays the folder name, the number of new messages, and the total number of messages. Or, you can hide the folder list and display only the name of the open folder.

From the messages screen, do one of the following:

- If you want to hide folders, next to *Folders*, click the *Hide Folders* icon. Your folders now appear in a drop-down list and only the name of the open folder appears.
- If you want to show folders, next to the drop-down list, click the *Show Folders* icon. Folders now appear in a list, displaying all folder names. The folder that is currently open appears in bold.

## Opening Folders

From the messages screen, do one of the following:

- If your folders are displayed in a folder list with icons, click the folder you want to open.
- If your folders are displayed in a drop-down list, from the drop-down list, select the folder you want to open.

## Creating Folders

To create folders, your folder list must be displayed. For more information, see *Showing and Hiding Folders*.

1. From the messages screen, under *Folders*, click **Create Folder**.
2. In the *Folder name* text box, enter a name.
3. Click **Create**.

## Renaming Folders

You can only rename folders that you created.

To rename folders, your folder list must be displayed. For more information, see *Showing and Hiding Folders*.

1. From the messages screen, under *Folders*, locate the folder you want to rename and click its *ActionLinks* icon.
2. Click **Rename**.
3. In the *Folder name* text box, enter a new name.
4. Click **Rename**.

## Deleting Folders

You can only delete folders that you created.

To delete folders, your folder list must be displayed. For more information, see *Showing and Hiding Folders*.

1. From the messages screen, locate the folder you want to delete and click its *ActionLinks* icon.
2. Click **Delete**.
3. Click **OK**.

# READING AND SENDING MAIL MESSAGES

## For All Roles

You can:

- read messages
- reply to messages
- forward messages
- create and send messages
- create and save messages as drafts
- edit draft messages
- preview messages.

## Reading Messages

**NOTE:** Unread messages appear in bold.

The folder that contains the messages you want to read must be open.

1. From the messages screen, click the subject line of the message you want to read.

**TIP:** To read the next or previous message from the same folder, click **next** or **previous**.

2. If the message has attached files and you want to save them:
  - a. Click **View Attachments**.
  - b. Select each attachment. To save all attachments, select the check box next to *File name*. If you want to save multiple attachments in separate folders, you must save each attachment separately.
  - c. Click **Save to Folder**. The *Content Browser* pop-up window appears.
  - d. Navigate to the location you want to store the attachments. For more information, see *Navigating with Content Browser*.
3. When you are finished reading the message, click **Close this window**.

## Replying to Messages

1. From the messages screen, click the message that you want to reply to.
2. Specify the recipients:

**NOTE:** Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

- To reply to the sender, click **Reply**.
- To reply to the sender and all recipients of the message, click **Reply to All**. You cannot reply to recipients whose names appear in the *BCC* text box.

3. If you want to send the message to additional recipients, do one of the following:

**NOTE:** Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

- Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
- Browse for recipients:
  - a. Click **Browse for Recipients**.
  - b. Select the recipients and click **Save**.

4. If you want to change the original subject, edit it in the *Subject* text box.



5. If your message is urgent, select *High priority*.
6. Enter your reply:
  - To reply in Plain Text format, in the *Message* text box:
    - a. Enter the message text. The message will appear exactly as you have typed it.
  - To reply in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand code the HTML:
      - a. Select *Use HTML*.
      - b. In the *Message* text box, enter the HTML code.
7. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
8. If you want to attach files to your message:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.

**TIP:** If you want to remove an attached file, next to the file, click its *Remove Attachment* icon.
9. If you want to preview the message, click **Preview**.
10. Click **Send**.

## Forwarding Messages

You can forward messages to one or multiple recipients.

**NOTE:** Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

1. From the messages screen, click the message that you want to forward.
2. Click **Forward**.

3. Specify recipients for your message by doing one of the following:
  - Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
  - Browse for recipients:
    - a. Click **Browse for Recipients**.
    - b. Select the recipients and click **Save**.
4. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
5. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
6. Enter a subject.
7. If your message is urgent, select *High priority*.
8. Enter the content of the message:
  - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
  - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
    - NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand code the HTML:
      - a. Select *Use HTML*.
      - b. In the *Message* text box, enter the HTML code.
9. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
10. If you want to attach files to your message:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.
11. If you want to preview the message, click **Preview**.
12. Click **Send**.

## Creating and Sending Messages

You can send messages to one or multiple recipients in the course.

You can send messages to one or multiple recipients in the portfolio.

**NOTE:** Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

1. From the messages screen, click **Create Message**.
2. Specify recipients for your message by doing one of the following:
  - Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
  - Browse for recipients:
    - a. Click **Browse for Recipients**.
    - b. Select the recipients and click **Save**.
3. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
4. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
5. Enter a subject.
6. If your message is urgent, select *High priority*.
7. Enter the content of the message:
  - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
  - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

  - To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Message* text box, enter the HTML code.
8. If you want to insert an equation into your message, see *Creating and Inserting Equations*.

9. If you want to attach files to your message:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.

10. If you want to preview the message, click **Preview**.
11. Click **Send**.

## Creating and Saving Messages as Drafts

You can create and save a message as a draft until you are ready to send it.

1. From the messages screen, click **Create Message**.
2. Specify recipients for your message by doing one of the following:

**NOTE:** Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

- Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
  - Browse for recipients:
    - a. Click **Browse for Recipients**.
    - b. Select the recipients and click **Save**.
3. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
  4. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
  5. Enter a subject.
  6. If your message is urgent, select *High priority*.
  7. Enter the content of the message:
    - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
    - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
      - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the*

*HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Message* text box, enter the HTML code.
  - 8. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
  - 9. If you want to attach files to your message:
    - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
    - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.
- NOTE:** Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.
10. If you want to preview the message, click **Preview**.
  11. Click **Save as Draft**.

## Editing Draft Messages

You can edit the messages saved in your *Drafts* folder.

1. Open the *Drafts* folder.
2. Click the message that you want to edit.
3. Specify recipients for your message by doing one of the following:

**NOTE:** Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

- Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
  - Browse for recipients:
    - a. Click **Browse for Recipients**.
    - b. Select the recipients and click **Save**.
4. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.

5. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
6. Enter a subject.
7. If your message is urgent, select *High priority*.
8. Enter the content of the message:
  - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
  - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

  - To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Message* text box, enter the HTML code.
9. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
10. If you want to attach files to your message:
  - a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.
11. If you want to preview the message, click **Preview**.
12. Do one of the following:
  - If you are not ready to send the message but want to save your changes to the message in the *Drafts* folder, click **Save as Draft**.
  - If you are ready to send the message, click **Send**.

## Previewing Messages

Before you are able to preview a message, you must enter a message subject in the *Subject* text box.

1. From the *Create Message* pop-up window, click **Preview**.

2. When you are finished previewing the message, do one of the following:
  - If you want to return to the message, click **Cancel**.
  - If you want to save the message in the *Drafts* folder, click **Save as Draft**.
  - If you want to send the message without any further editing, click **Send**.

## MANAGING MAIL MESSAGES

### For All Roles

You can:

- navigate multiple pages of messages.
- sort messages.
- copy and move messages.
- create a printable view of messages.
- print messages.
- mark messages as read or unread.
- show and hide read messages.
- delete open messages.
- delete messages.

To forward copies of all incoming messages to an external e-mail address specified in your profile, go to the *My Tool Options* tab in *My Settings*. The *My Settings* link is available from the logo bar, unless you are working in a course, in which case you must return to the *My Blackboard* screen to see the link.

### Copying and Moving Messages

You can copy or move messages from one folder to another.

It is not possible to copy or move messages to certain folders. The following table specifies which folders you can and cannot copy or move messages to.

	To Inbox	To Sent Mail	To Drafts	To Deleted Messages	To Custom
From Inbox	no	no	no	yes	yes
From Sent Mail	no	no	no	yes	yes
From Drafts	no	no	no	yes	no
From Deleted Mail	yes	no	no	no	yes
From Custom	yes	no	no	yes	yes

The folder containing the message you want to copy or move must be open.

1. From the messages screen, under *Subject*, select the check box next to each message you want to copy or move.
2. Select the destination folder for the message being copied or moved:
  - To copy the message, from the *Copy to* drop-down list, select a folder to copy the message to and click the *Go* icon.
  - To move the message, from the *Move to* drop-down list, select a folder to move the message to and click the *Go* icon.

## Creating a Printable View of Messages

You can create a printable view of messages that you can print or save as a file.

1. From the messages screen, under *Subject*, select each message for which you want to create a printable view.

**TIP:** If you want to create a printable view of messages from multiple folders, copy or move the messages into one folder.
2. Click **Create Printable View**.
3. If you want to print the compiled message, click **Print**.
4. If you want to save the compiled messages, click **Save as File**.
5. When you are finished viewing the compiled messages, click **Cancel**.



## Printing Messages

1. From the messages screen, click the subject line of the message you want to print.
2. Click **Print**.

## Marking Messages as Read or Unread

You can mark all messages in a folder as read or unread.

On the messages screen, next to *Mark all as*, click one of the following:

- To mark messages as read, click **Read**.
- To mark messages as unread, click **Unread**.

## Showing and Hiding Read Messages

When you open a folder, both read and unread messages are displayed. However, you can choose to show a folder's unread messages only.

From the messages screen, next to *Show*, click one of the following:

- To show unread messages only, click **Unread**.
- To show both read and unread messages, click **All**.

## Deleting Open Messages

You can delete a message when you have the message open.

From the *Message* screen, click **Delete**.

## Deleting Messages

**WARNING:** Messages deleted from the *Deleted Mail* folder are deleted permanently.

1. From the messages screen, do one of the following:
  - To delete one message:
    - a. Locate the message and click its *ActionLinks* icon.
    - b. Click **Delete**.
  - To delete multiple messages:
    - Select each message.
    - Click **Delete**.
  - To delete all messages:
    - In the table heading row, select the check box.
    - Click **Delete**.

# CHAPTER 28: MANAGE COURSE

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT MANAGE COURSE

### For All Roles

The *Manage Course* area is a central place containing features that you use to customize a course:

#### Tools

In a Blackboard Learning System course, you use tools to perform specific activities. You can determine which tools will be used in the course. For example, if you want to create quizzes, you add the *Assessments* tool and use it to create and modify quizzes. Or if you want to create discussion topics, you use the *Discussions* tool.

#### Course Menu

The course menu contains links to *Course Tools* and role-specific tools, listed under *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. The course menu is visible throughout the course so users can access tools and their content by clicking the links. You can temporarily hide tools from Students by hiding links to tools on the course menu.

#### Colors

You can customize a course by choosing text and background colors. You can also use predefined color sets, including a high contrast set.

#### Course Content Icons

The *Course Content* tool is a central location where you can organize and present content. You can customize the *Course Content* tool by choosing different icon styles or using your own icons.

### Import

You can import a variety of content into a course, such as content from third-party applications and other Blackboard Learning System courses. You can also import an entire CE 4.x course.

**NOTE:** This feature is available to designers only.

### Course Preview Page Setup

You can set up the *Course Preview Page* to provide information about a course. The *Course Preview Page* is public and can be seen by all users, including those who are not enrolled in the course. The *Course Preview Page* can be a single page or a set of linked HTML files, like a web site.

**NOTE:** This feature is available to designers only.

### Date Rollover

You can use the *Date Rollover* feature to change the dates for all course items. When a course is finished for the current term, you can prepare it for the next term by setting dates forward for all course items. You can also adjust the dates further for individual course items.

## USING COURSE TOOLS

### For All Roles

To create, organize, or deliver content in a Blackboard Learning System course, you use various course tools. A tool is a function in this software that allows you to perform specific activities. For example, if a designer wants to create quizzes, they can add the *Assessments* tool and use it to create quizzes. Students use the *Assessments* tool to complete and submit the quizzes. The Section Instructor uses the *Assessment Manager* tool to grade quizzes submitted by Students.

Links to tools are listed under *Course Tools* on the course menu, which is visible throughout the course. All users access course tools by clicking the links.

For more information on how to use specific tools, see topics for each tool under *Using Blackboard Learning System Features and Tools*.

**IMPORTANT:** In order to use course tools, they must be enabled. Administrators can enable or disable

course tools. If you have access to *Settings* in the *Manage Course* area, you may be allowed to enable or disable course tools.

## Adding or Removing Course Tools

**NOTE:** Depending on administrator settings, these features may not be available.

Tools that are available in a course appear under *Course Tools* on the course menu. If necessary, you can add more course tools. For example, if you want to create an assignment, you add the *Assignments* tool. Or if you want Students to be able to view their grades, you add the *My Grades* tool. After you have added tools, a link to each tool appears under *Course Tools*. You and other users access the tools and their content by clicking the links.

If you do not want certain tools to be used in the course, you can remove them from the course menu. Content in those tools is saved and will be available if you add the tools again.

If there is content in a tool that you do not want to make available to Students yet, you can hide that tool temporarily instead of removing the tool.

**IMPORTANT:** If you created separate links to content items in different locations in the course, those links will still be available even if you remove the tool. For example, if you created a link to an assignment, that link will still be available even if you remove the *Assignments* tool.

1. From *Manage Course*, click **Tools**.
2. Do one of the following:
  - To add tools, select the check box next to each tool and click **Save**.
  - To remove tools, clear the check box next to each tool and click **Save**.

## Hiding or Showing Course Tools

**NOTE:** Depending on administrator settings, this feature may not be available.

Links to course tools are listed under *Course Tools* on the course menu. You can temporarily hide any of those links so Students cannot use the course menu to access the tools from that location. However, if you have added links to content in other locations, Students can still access that content even if the link on the course menu is hidden. For example, you can hide the link to the *Assignments* tool on the course menu, but if you added a link to an individual assignment in the *Course Content* tool, Students can still access that particular assignment. Hiding tools on the course menu allows you to organize and present content in a central location.

When you want Students to access tools from the course menu again, you can show the links.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the

template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. In the *Visibility to Students* column, do one of the following:
  - To hide tools, locate each tool and click **Hide Link**. On the **Build** and **Teach** tabs, the hidden tools are marked with *(H)* on the course menu.

**IMPORTANT:** In the *Course Content* and *Learning Modules* tools, you can add content links to items in course tools. If you hide a course tool, those items are still available to Students. For example, if you add a content link to an assignment from the *Learning Modules* tool but you hide the *Assignments* tool, the assignment is still available in *Learning Modules*.

- To show tools, locate each tool and click **Show Link**.

## MANAGING THE COURSE MENU

### For All Roles

**NOTE:** Depending on administrator settings, these features may not be available.

The course menu is the primary navigation feature in a course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu. For example, if there are links to the *Assessments* and *Assignments* tools under *Course Tools*, users can click the links to access these tools and content.

### Displaying the Course Menu

**NOTE:** Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can click the links to access tools and content. For example, if there are links to the *Assignments* and *Assessments* tools listed under *Course Tools*, users click the links for *Assignments* and *Assessments*.

You can change the appearance of links on the course menu:

- icons and text
- text only
- icons only

You can also change the orientation of the course menu in the Student interface so it appears either vertically on the left or horizontally at the top of the screen. However, the course menu in the designer and instructor interfaces always appears vertically on the left.

You can also change the order of *Course Tools* and *My Tools* in the student interface. For example, if *Course Tools* is currently displayed at the top, you can move it to the bottom.

If new content becomes available in course tools, a *New items available* icon appears next to each link. If a course tool is hidden from Students, the link is marked with (*H*) and does not appear to Students.

**IMPORTANT:** If you are designing a template, these features apply to all courses that are based on the template. The Section Designer or Section Instructor can edit these features in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. Under *General Settings*, do the following:
  - a. Next to *Course Menu*, select one of the following options:
    - *Display as icons and text*
    - *Display text only*
    - *Display icons only*
  - b. Next to *Course Menu Orientation*, select one of the following options:
    - *Vertical* so the course menu appears vertically on the left
    - *Horizontal* so the course menu appears horizontally at the top
3. Click **Apply Settings**.
4. If you want to change the order of *Course Tools* and *My Tools*, do the following:

In the *Move* column, click the *Move up* or *Move down* icon next to *Course Tools* or *My Tools*.

## Expanding and Collapsing the Course Menu

The course menu is the primary navigation feature in a Blackboard Learning System course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu.

If the links are displayed as both icons and text, you can expand and collapse the menu as necessary. Collapsing the course menu increases the viewing area of the current screen. You can also expand and

collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools* sections.

**NOTE:** The course menu collapses automatically if you click the link for the following tools: *Learning Module*, *Mail*, *File Manager*, or *My Files*. This automatically increases the viewing area of these tools.

- To expand or collapse the entire course menu, click the **Expand or Collapse** toggle.
- To expand or collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools*: Click the **Expand or Collapse** icon next to the heading.

## Moving Links on the Course Menu

**NOTE:** Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the menu. You can change the order of links, except for the *Course Content* link, by moving them up or down on the course menu.

You can change the order of links on the *Portfolio Menu*, except for the *Home Page* link, by moving them up or down.

**IMPORTANT:** If you are designing a template, these settings apply to all courses that are based on the template. The Section Designer or Section Instructor can change these settings in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. From *Set Preferences*, click **Menus**.
3. In the *Move* column, select the link that you want to move up or down.
4. Do one of the following:
  - To move the item up:
    - a. Locate a link above the one that you already selected and click its *ActionLinks for this Item* icon.
    - b. Click **Move Selected Above**.
  - To move the item down or to the end of the list:
    - a. Locate a link below the one that you already selected and click the *ActionLinks for this Item* icon.
    - b. Click **Move Selected Below**.



## Hiding or Showing Course Tools

**NOTE:** Depending on administrator settings, this feature may not be available.

Links to course tools are listed under *Course Tools* on the course menu. You can temporarily hide any of those links so Students cannot use the course menu to access the tools from that location. However, if you have added links to content in other locations, Students can still access that content even if the link on the course menu is hidden. For example, you can hide the link to the *Assignments* tool on the course menu, but if you added a link to an individual assignment in the *Course Content* tool, Students can still access that particular assignment. Hiding tools on the course menu allows you to organize and present content in a central location.

When you want Students to access tools from the course menu again, you can show the links.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. In the *Visibility to Students* column, do one of the following:
  - To hide tools, locate each tool and click **Hide Link**. On the **Build** and **Teach** tabs, the hidden tools are marked with *(H)* on the course menu.

**IMPORTANT:** In the *Course Content* and *Learning Modules* tools, you can add content links to items in course tools. If you hide a course tool, those items are still available to Students. For example, if you add a content link to an assignment from the *Learning Modules* tool but you hide the *Assignments* tool, the assignment is still available in *Learning Modules*.

- To show tools, locate each tool and click **Show Link**.

## Displaying or Hiding the Course Content Map

**NOTE:** Depending on administrator settings, this feature may not be available.

The *Course Content Map* contains a list of links to content in the *Course Content* tool, presented in outline format. Users can use the *Course Content Map* to access files, content items, and content folders in the *Course Content* tool. For example, if there are links to individual quizzes and assignments in the *Course Content* tool, users can access these items from the *Course Content Map*. You can set the *Course Content Map* to appear in the following ways:

- on the course menu.

- as a drop-down list.

You can also hide the entire *Course Content Map*.

**IMPORTANT:** If you are designing a template, these features apply to all courses that are based on the template. The Section Designer or Section Instructor can edit these features in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. Under *General Settings*, next to *Course Content Map*, select one of the following options:
  - *Display on the course menu*
  - *Display as a drop-down list*
  - *Do not display*
3. Click **Apply Settings**.

## Adding Custom Links

**NOTE:** Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. You can add a custom link to an Internet resource, such as Google™ (<http://www.google.com>), under *Course Tools* where it is visible to all users in the course. Or you can add the link under *My Tools* where it is visible to Students only.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. Next to *Course Tools* or *My Tools*, click **Add Custom Link**.
3. In the *Title* text box, enter the name of the link. For example: Google.
4. In the *URL* text box, enter the URL for the link. You have the option of entering the protocol. If none is entered, the default protocol is HTTP. For example: <http://www.google.com>.
5. Decide if you want to use an icon. The image will be re-sized to 20x20 pixels automatically.
  - If you do not want to use an icon, click **Save**.
  - If you want to use an icon:
    - a. Click **Browse**.

- b. Locate and select the file. For more information, see *Navigating with Content Browser*.
- c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create a subscription to the file, select *Subscribe* and click **OK**
  - To create a copy of the file that you can edit, select *Copy* and click **OK**.
- d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
- e. Click **Save**.

## Editing Custom Links

**NOTE:** Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. If a custom link to an Internet resource, such as Google™ (<http://www.google.com>), was added to *Course Tools* or *My Tools*, you can edit it.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. Locate the custom link that you want to edit and click its *ActionLinks* icon.
3. Click **Edit Custom Link**.
4. In the *Title* text box, edit the name of the link. For example: Google.
5. In the *URL* text box, edit the URL for the link. You have the option of entering the protocol. If none is entered, the default protocol is HTTP. For example: <http://www.google.com>.
6. Decide if you want to use an icon. The image will be re-sized to 20x20 pixels automatically.
  - If you do not want to use an icon, click **Save**.
  - If you want to use an icon:
    - a. Click **Browse**. The *Content Browser* pop-up window appears.

- b. Locate and select the file. For more information, see *Navigating with Content Browser*.
- c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create a subscription to the file, select *Subscribe* and click **OK**
  - To create a copy of the file that you can edit, select *Copy* and click **OK**.
- d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
- e. Click **Save**.

## Deleting Custom Links

**NOTE:** Depending on administrator settings, this feature may not be available.

The course menu contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. If a custom link to an Internet resource, such as Google™ (<http://www.google.com>), was added to *Course Tools* or *My Tools* but you no longer want to use the link, you can delete it.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. Next to *Course Tools* or *My Tools*, locate the custom link that you want to delete and click its *ActionLinks* icon.
3. Click **Delete**.

## MANAGING COLORS

### For All Roles

**NOTE:** Depending on administrator settings, these features may not be available.

You can customize a course by choosing different text and background colors. You can use a predefined color set which applies a consistent color scheme throughout the course, or you can create a custom color set. In compliance with the US Rehabilitation Act, Section 508, the Blackboard Learning System also offers a high contrast color set which allows users who have difficulty distinguishing colors to use the Blackboard Learning System.

You can customize a portfolio by choosing different text and background colors. You can use a predefined color set which applies a consistent color scheme throughout the course, or you can create a custom color set. In compliance with the US Rehabilitation Act, Section 508, the Blackboard Portfolio System also offers a high contrast color set which allows users who have difficulty distinguishing colors to use the Blackboard Portfolio System.

## Selecting a Color Set

**NOTE:** Depending on administrator settings, this feature may not be available.

You can customize a course by selecting a predefined color set which applies a consistent color scheme throughout the course. In compliance with the US Rehabilitation Act, Section 508, the Blackboard Learning System also offers a high contrast color set which allows users who have difficulty distinguishing colors to use the Blackboard Learning System.

You can customize a portfolio by selecting a predefined color set which applies a consistent color scheme throughout the portfolio. In compliance with the US Rehabilitation Act, Section 508, Blackboard Portfolio also offers a high contrast color set which allows users who have difficulty distinguishing colors to use Blackboard Portfolio.

**NOTE:** To further customize a course, you can override the predefined color set by changing the background color in the *Course Content* tool.

**NOTE:** To further customize a portfolio, you can override the predefined color set by changing the background color in the *Home Page* tool.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Colors**.
2. From *Set Preferences*, click **Colors**.
3. Under *Color Set*, select a color set.
4. Click **Apply**.

## Creating a Custom Color Set

**NOTE:** Depending on administrator settings, this feature may not be available.

You can customize a course by choosing background and text colors to create a custom color set.

You can customize a portfolio by choosing background and text colors to create a custom color set.

You can select the background color of the following:

- page
- table headers
- course menu containing *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students
- *Portfolio Menu*, *Owner Tools*, and *Options*
- selected items on the course menu
- selected items on the menus
- highlighted items on the course menu
- highlighted items on the menus

You can select the text color of the following:

- page text
- table headers
- links
- visited links
- items on the course menu
- selected items on the course menu
- selected items on the menus
- highlighted items on the course menu
- highlighted items on the menus

To further customize a course, you can override custom colors that are set here by changing the background color in the *Course Content* tool.

To further customize a portfolio, you can override custom colors that are set here by changing the background color in the *Home Page* tool.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Colors**.
2. From *Set Preferences*, click **Colors**.

3. Under *Color Set*, select *Custom*. The preview frame displays the elements that you can select colors for.
4. Under *Preview*, click the *Edit* icon next to the element that you want to change.
5. Do one of the following:
  - Click a color.
  - In the *Color value* text box, enter the RGB color value and click **Preview**.
6. Click **Apply**. The new color appears in the preview frame.
7. Click **Apply**. The new color is applied.

## MANAGING COURSE CONTENT ICONS

### For All Roles

**NOTE:** Depending on administrator settings, these features may not be available.

In the *Course Content* tool, you can choose an icon set or change an icon style for an individual link. Links can appear as icon and text, icon only, or text only.

In the *Home Page* tool, you can choose an icon set or change an icon style for an individual link. Links can appear as icon and text, icon only, or text only.

### Selecting an Icon Set

**NOTE:** Depending on administrator settings, this feature may not be available.

You can customize the *Course Content* tool by choosing an icon set so that a consistent icon style is used for files, content folders, and content links. Icon styles include photographic and illustrated images.

You can customize the *Home Page* tool by choosing an icon set so that a consistent icon style is used for files, folders, and links. Icon styles include photographic and illustrated images.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Content Icons**.

2. From *Set Preferences*, click **Icons**.
3. Click **Select New Content Icon Set**. The *Photo* and *Casual* images have a white background. The *Learning System*, *Casual transparent*, *Photo transparent*, and *Formal* images do not have a background and are suitable on pages that contain a background image or have a background color other than white.
4. Click **Select New Content Icon Set**.
5. Select an icon set and click **Select**.
6. On the *Course Content Icons* screen, click **Apply**.
7. On the *Icons* screen, click **Apply**.
8. View the selected icon set in the *Course Content* tool.
9. View the selected icon set in the *Home Page* tool.

## Customizing an Individual Icon

**NOTE:** Depending on administrator settings, this feature may not be available.

In the *Course Content* tool, an icon set is used by default so that a consistent icon style is used for files, content folders, and content links. However, you can use your own images as custom icons. The custom icon is used wherever that type of item appears in the *Course Content* tool. If the icon was already changed to a custom one, you can revert to the original icon. Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

In the *Home Page* tool, an icon set is used by default so that a consistent icon style is used for files, folders, and links. However, you can use your own images as custom icons. The custom icon is used wherever that type of item appears in the *Home Page* tool. If the icon was already changed to a custom one, you can revert to the original icon. Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

**IMPORTANT:** If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Content Icons**.
2. From *Set Preferences*, click **Icons**.
3. Locate the icon that you want to customize and click its **ActionLinks** icon.
4. Depending on whether the icon was changed before, do one of the following:
  - If the icon was changed before and you want to use the original icon, click **Revert to Original** and **Apply**.
  - If the icon was not changed before, you can customize it:



- a. Click **Replace Image**. The *Content Browser* pop-up window appears.
  - b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.
    - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
5. On the *Course Content Icons* screen, click **Apply**.
  6. On the *Icons* screen, click **Apply**.

## IMPORTING CONTENT

### For Designers

You can use the *Import* tool to bring in content created in other Blackboard Learning System courses or in software programs, such as Respondus®.

You can import the following content:

- entire courses exported from CE 4.1 with the Migration Pack (MP)
- quizzes, surveys, questions, and content modules exported from CE 4.x courses
- quizzes, surveys, self tests, questions, and learning modules exported from CE 6 and Vista courses
- e-Learning Resource Packs (e-Packs)
- exams created using Respondus
- generic IMS content packages
- presentations created using the PowerPoint® presentation graphics program
- web sites and pages created using Dreamweaver® software or the FrontPage® web site creation and management tool

**NOTE:** You can also import SCORM content packages. For more information, see *Creating SCORM Modules*.

## About Supported e-Learning Standards

### For Designers

The following is a list of the e-Learning standards that the *Import* tool supports:

- Content Interoperability Specification (CIS):  
You can import learning modules, quizzes, surveys, self tests, and questions in CIS format. The CIS format implements the IMS Content Packaging and the IMS Question and Test Interoperability (QTI) specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.
- IMS Content Packaging specification:  
You can import:
  - generic IMS content packages.
  - web sites and pages created by using Macromedia Dreamweaver® MX 2004 software and the Content Packager for IMS extension.
- IMS QTI specification:  
You can import exams that were created by using Respondus®.
- Microsoft Learning Resource iNterchange (LRN):  
You can import:
  - presentations that were created by using the PowerPoint® presentation graphics program and then saved in LRN format.
  - web sites and pages that were created by using the FrontPage® web site creation and management tool and then saved in LRN format.

## Importing Dreamweaver Web Sites and Pages

### For Designers

There are two ways that you can import web sites or pages that were created by using Macromedia Dreamweaver® software:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing Dreamweaver web sites or pages as learning modules are described below.

**IMPORTANT:** To import Dreamweaver web sites or pages as learning modules, they must have been created using Dreamweaver MX 2004 software and the Content Packager for IMS extension. For more information, see Macromedia Dreamweaver Content Packager for IMS (<http://www.webct.com/macromedia>).

1. Ensure the Dreamweaver web site or pages are saved as a content package in zip file format.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file that you want to import. For more information, see *Navigating with Content Browser*.
5. After the file finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.
7. To go to the learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

A file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

All imported files are saved in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

## Importing e-Packs

### For Section Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created

by a publisher and is ready for use in the Blackboard Learning System. For more information, see Digital Content (<http://www.webct.com/content/>).

- IMPORTANT:**
- The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
  - Students need an access code to enter a course that contains an e-Pack. For more information, go to Digital Content (<http://www.webct.com/content/>). In the menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
  - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
  - If the zip or .epk file you want to import is on your local computer or on an accessible network drive:
    - a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
    - b. Locate and select the zip or .epk file.
  - If the zip or .epk file you want to import is in the Blackboard Learning System, locate and select the zip or .epk file. or more information, see *Navigating with Content Browser*.The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**. The *Import Log* pop-up window appears.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

**NOTE:** All imported files are stored in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of the Blackboard Learning System. For more information, see *Viewing the Content Import Log*.

## Importing e-Packs

## For Template Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created by a publisher and is ready for use in the Blackboard Learning System. For more information, see Digital Content (<http://www.webct.com/content/>).

- IMPORTANT:**
- You can only import one e-Pack to a template.
  - Because an e-Pack is protected by an access code, after an e-Pack is imported, you will no longer be able to export content (assessments, questions, and learning modules) from the template.
  - The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
  - Students need an access code to enter a course that contains an e-Pack. For more information, go to Digital Content (<http://www.webct.com/content/>). In the menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
  - If you are on the *Manage Course* screen, go to step 2.
  - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
  - If the zip or .epk file you want to import is on your local computer or on an accessible network drive:
    - a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
    - b. Locate and select the zip or .epk file.
  - If the zip or .epk file you want to import is in the Blackboard Learning System, locate and select the zip or .epk file. or more information, see *Navigating with Content Browser*.The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**. The *Import Log* pop-up window appears.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

**NOTE:** All imported files are stored in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of the Blackboard Learning System. For more information, see *Viewing the Content Import Log*.

e-Pack content is merged with existing content of the same type. For example, if the template already contained assignments and the e-Pack contains assignments, the e-Pack assignments are added to the existing assignments in the *Assignments* tool.

If the e-Pack contains a type of content that did not exist in the template already, the e-Pack content is added to the template and its corresponding tool is added under *Course Tools*. For example, if the template did not contain the *Discussions* tool or discussion topics but the e-Pack contains discussion topics, the *Discussions* tool is added under *Course Tools* and the discussion topics in the e-Pack are added to the *Discussions* tool.

## Importing FrontPage Web Sites and Pages

### For Designers

There are two ways that you can import web sites or pages that were created by using the FrontPage® web site creation and management tool:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing FrontPage web sites or pages as learning modules are described below.

**IMPORTANT:** Before FrontPage web sites or pages can be imported as learning modules, they must first be saved in Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

1. Ensure the web site or pages are saved in LRN format in a single zip file.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the file finishes importing, if you want to view a log that contains details about the import process:

- a. Click **View Import Log**.
- b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.
7. To go to the learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

## Importing Generic IMS Content Packages

### For Designers

You can import generic IMS content packages.

The imported packages are added as learning modules to the *Learning Modules* tool.

1. Ensure the package is saved in a single zip file on your local computer, on an accessible network drive, in *Content Manager*, or in *File Manager*.
2. Navigate to the *Manage Course* screen: Under *Designer Tools*, click *Manage Course*.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.
7. To go to the imported content:
  - a. Under *Course Tools*, click **Learning Modules**.
  - b. Locate the imported content and click its title. If a title was not specified in the metadata of the imported manifest file, the title of the learning module is `Default Title`.

You can create links to learning modules on folders in the *Course Content* tool. For more

information, see *Linking Learning Modules to Content Folders*.

8. To view the files you imported, click *File Manager*. The files you imported are saved in the `Imported_Resources` folder.

## Importing PowerPoint Presentations

### For Designers

There are two ways that you can import presentations that were created by using the PowerPoint® presentation graphics program:

- You can import the presentations as single files. For more information, see *Getting Files*.
- You can import the presentations as learning modules. Each slide in a presentation becomes an HTML file in the learning module's table of contents. The instructions for importing PowerPoint presentations as learning modules are described below.

**IMPORTANT:** To import PowerPoint presentations as learning modules, they must first be saved in Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

1. Ensure the presentation is saved in LRN format in a single zip file.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**.
7. To go to the learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.



# Importing Respondus Exams

## For Designers

You can import exams that were created by using Respondus® software.

**IMPORTANT:** The exams must have been created using the Respondus CMS (Course Management System) “personality” *IMS QTI 1.1+* and saved as an IMS QTI XML file in zip file format. If the Respondus exam you want to import was created using a CMS personality other than *IMS QTI 1.1+*, you can convert the exam file to use the *IMS QTI 1.1+* personality. For more information, see the Respondus documentation.

Respondus exams import as quizzes and are added to the *Assessments* tool. All questions are added to the *Question Database* tool in a category named *Main*.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the file finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to the quiz:
  - a. Click **Assessments**.
  - b. Locate the quiz and click its title.
7. Review and, if necessary, edit the quiz properties. Quiz properties define how a quiz will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*.

**IMPORTANT:** If you imported an exam or question that has the same title as an assessment or question that already exists in the Blackboard Learning System, before you can edit its properties, you must edit the title to make it unique.

You can create links to quizzes on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.

All imported files are saved in a folder called `Imported_Resources`. You can view the contents of this

folder in *File Manager*.

## Importing CE 4.1 (MP) Courses

### For Designers

You can import entire courses that have been exported from CE 4.1 with the Migration Pack (MP).

1. Ensure the CE 4.1 (MP) course content package is in zip file format.
2. On the course menu, under *Designer Tools*, click *Manage Course*.
3. Click **Import**.
4. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
6. Click **Return**. The course is imported.

Some features and functionality in CE 4.1 (MP) courses do not map to identical features and functionality in this version.

**EXAMPLE:** The *Self Test* tool does not exist as a separate tool in this version; imported self tests are added to the *Assessments* tool.

A file called *Content Import Log* was created when the course was imported. This file describes what happened to the course content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

All imported files are saved in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

## Importing Learning Modules and Content Modules

### For Designers

You can import learning modules and content modules that were created in other Blackboard Learning System courses.

You can import the following:

- content modules exported from a CE 4.x course
- learning modules exported from a CE 6 or Vista 3.x or later course

**NOTE:** When a learning module is exported from a CE 6 or Vista course, only headings, files, and assessments linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported and so, will not import.

- learning modules created using the Content Interoperability Specification (CIS)

Imported learning modules and content modules are added to the *Learning Modules* tool.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package imports, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to an imported learning module:
  - a. Click **Learning Modules**.
  - b. Locate the imported learning module and click its title.

**NOTE:** If you imported content modules that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to your content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

## Importing Quizzes, Surveys, Self Tests, and Questions

### For Designers

You can import quizzes, surveys, self tests, and questions that were created in other Blackboard Learning System courses.

You can import the following:

- all quizzes, surveys, and questions exported from a (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or Vista 3.x or later course
  - created using the Content Interoperability Specification (CIS)

The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to an imported quiz, survey, or self test:
  - a. Click **Assessments**.
  - b. Locate the assessment and click its title.
7. To go to the questions, click **Go to Question Database**.

If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it. If you imported questions that were exported from a CE 4.x course and the questions were in a *Default* category that was automatically created, the questions are added to the *Uncategorized Questions* category. If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

8. Review and, if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing*

*Quiz Properties, Editing Survey Properties, or Edit Self Test Properties.*

**IMPORTANT:** If you imported an assessment or a question that has the same title as an assessment or question that already exists in the Blackboard Learning System, before you can edit its properties, you must edit the title and make it unique.

If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

## WORKING WITH A COURSE PREVIEW PAGE

### For Designers

You can create and set a *Course Preview Page* to present information about the course. This allows Students to find out more about the course before they are enrolled. The *Course Preview Page* can be a single page or a set of linked HTML files. To view the *Course Preview Page*, Students click **Course List** on the *Entry Page* when they access the Blackboard Learning System.

### Creating a Course Preview Page

You can set a *Course Preview Page* to provide information about a course, allowing Students to find out more about the course before they are enrolled. The *Course Preview Page* can be a single page or a set of linked HTML files, like a web site. To view the *Course Preview Page*, Students click **Course List** on the *Entry Page* when they access the Blackboard Learning System.

To create the *Course Preview Page*, you can use plain text or HTML. If you are using HTML, you can hand-code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links. Depending on administrator settings, the *HTML Creator* may not be available.

**IMPORTANT:** You must save the files for *Course Preview Page* in the *Public Files* folder in *File Manager*.

1. From *File Manager*, open the *Public Files* folder.
2. In *Public Files*, click **Create File**.
3. In the *File Name* text box, enter the file name.

4. If you want to use *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

5. Enter your content.
6. Click **Save**. The *Course Preview Page* saved in the *Public Files* folder.
7. Set the *Course Preview Page*. For more information, see *Setting the Course Preview Page*.

## Setting a Course Preview Page

You can set a *Course Preview Page* to provide information about a course, allowing Students to find out more about the course before they are enrolled. To view the *Course Preview Page*, Students click **Course List** on the *Entry Page* when they access the Blackboard Learning System.

**IMPORTANT:** The files for the *Course Preview Page* must be saved in the *Public Files* folder in *File Manager*.

1. From *Manage Course*, click **Course Preview Page Setup**.
2. Do one of the following:
  - If a *Course Preview Page* was previously set, click **Choose another Course Preview Page**.
  - If a *Course Preview Page* was not previously set, click **Browse for Course Preview Page**.
3. In the *Public Files* folder, select the file. If you are using a set of linked HTML files, like a web site, select the file for the first page.
4. Click **OK**.

## RESETTING COURSES

### For Section Instructors

**NOTE:** Depending on administrator settings, you may not be able to reset courses.

Resetting a course allows you to prepare a course for a new term by deleting its content, such as *Discussion* messages, *Mail* messages, *Chat* logs, *Assignments*, and *Assessments*. *Grade Book* data will also be deleted. Public, course-level *Calendar* entries will not be deleted. However, Student-created

entries will have the associated name removed. The Section Designer will become the owner of these Student-created entries.

In addition, when you reset a course, some course attributes will be preserved, such as the title of the course and assigned dates. Only an administrator can change these attributes.

Students and Auditors will be automatically unenrolled. You have the option to unenroll Section Designers or Teaching Assistants.

A backup of the course will automatically be created.

**IMPORTANT:** Depending on server load and the size of the reset queue, resetting a course may take from under a minute to several hours. After a course is in the reset queue, it cannot be removed. The course will be hidden from users in *My Blackboard* until the reset is complete.

1. From a course, click the **Teach** tab.
2. Under *Instructor Tools*, click **Manage Course**.
3. Click **Reset**.
4. If you want to unenroll Section Designers or Teaching Assistants, select the appropriate check boxes under *The following users will be unenrolled from this course*.

**NOTE:** Students and Auditors will be automatically unenrolled regardless of whether you select these additional roles.

5. Click **Continue**. *My Blackboard* appears. The course will be closed until the reset is complete.

## SETTINGS

### For Section Designers and Section Instructors

Settings determine which tools and features are enabled in the course.

Settings determine which tools and features are enabled in the portfolio.

Settings are listed under the following headings:

- *Tools*: these settings allow you to configure settings specific to course tools. For example, using the *Mail* tool settings you can enable or disable the tool and specify the maximum attachment size.
- *Tools*: these settings allow you to configure settings specific to portfolio tools. For example, using the *Message Center* tool settings you can enable or disable the tool and specify the maximum attachment size.
- *Administration*: these settings allow you to configure settings that apply to the program in a broader sense. For example, using the *International* administration settings you can set the time and date

format used throughout the course.

- *Administration*: these settings allow you to configure settings that apply to the program in a broader sense. For example, using the *International* administration settings you can set the time and date format used throughout the portfolio.
- *System Integration*: these settings allow you to configure deployable components.

## OVERVIEW OF CONFIGURING SETTINGS

Settings determine which features are enabled and how the features are configured for the course. You can specify setting values for your courses. If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it. Administrators can also override your setting values if they want to ensure consistent feature configuration for all courses.

Settings determine which features are enabled and how the features are configured for the portfolio. You can specify setting values for portfolios. If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it. Administrators can also override your setting values if they want to ensure consistent feature configuration for all portfolios.

1. From the *Manage Course* screen, click **Settings**.
2. From the *Set Preferences* screen, click **Settings**.
3. Click the setting that you want to configure.
4. Under *Value*, select or enter a value. For more information, see the topic for the setting.
5. Click **Save Values**.

## CONFIGURING TOOL SETTINGS

### Assessments Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Assessments Tools* screen, specify setting values:



Setting	Description
Enable <i>Assessments</i> tool	Determines whether the tool is available for use in a course.

2. Click **Save Values**.

## Assignments Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Assignments Tools* screen, specify setting values:

Setting	Description
Enable <i>Assignments</i> tool	Determines whether the tool is available for use in a course.
View group member list	If Students are placed in groups, this setting determines how names are displayed on the group member list

2. Click **Save Values**.

## Bookmarks Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Bookmarks Tools* screen, specify setting values:

Setting	Description
Enable <i>Bookmarks</i> tool	Determines whether the tool is available for use in a course.

2. Click **Save Values**.

## Calendar Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Calendar Tools* screen, specify setting values:

Setting	Description
Enable <i>Calendar</i> tool	Determines whether the tool is available for use in a course.
Enable <i>Calendar</i> tool	Determines whether the tool is available for use in a portfolio.
Display institution public entries in the section <i>Calendar</i>	Institution public entries, created by the Institution Administrator, are always displayed when <i>Calendar</i> is accessed from <i>My Blackboard</i> . This setting determines whether institution public entries are also displayed when <i>Calendar</i> is accessed from the section .
Allow non-Section Instructors to add public entries to the section <i>Calendar</i>	Determines whether Teaching Assistants, Students, and Auditors can create public entries in the section <i>Calendar</i> . Public entries appear in all section members' <i>Calendar</i> .

2. Click **Save Values**.

## Chat Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Chat Tools* screen, specify setting values:

Setting	Description
Enable <i>Chat</i> tool	Determines whether the tool is available for use in a course.

Setting	Description
Allow Teaching Assistants to view and clear chat logs	If logging is turned on for a chat room, all messages are recorded in the log. This setting determines whether Teaching Assistants can view and clear these chat logs.
Logging is on by default in newly created chat rooms	Determines whether logging is automatically set to on when chat rooms are created. To enable logging by default in newly created chat rooms, select <i>True</i> .
Allow Students to view chat logs	Determines whether Students can view chat logs. Allow Students to view chat logs if you want them to benefit from the online chat session even if they were not present.
Allow Auditors to view chat logs	Determines whether Auditors of the section can view chat logs. Allow Auditors to view chat logs if you want them to benefit from the online chat session even if they were not present.
Allow Teaching Assistants to create rooms	Determines whether Teaching Assistants can create new chat, whiteboard, or combined chat and whiteboard rooms.

2. Click **Save Values**.

## Course Menu Settings

*Course Menu Settings* determine designers and Section Instructors can change the appearance of the course menu, such as the links under *Course Tools* or *My Tools*.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Course Menu* settings screen, specify setting values:

Setting	Description
The following settings are available to Section Designers. You can allow Section Instructors to control the availability of course tools and appearance of the course menu:	

Setting	Description
<p>Allow Section Instructors to add or remove tools in the course</p>	<p>Determines whether Section Instructors can control which tools are used in the course by adding or removing them. For example, if the <i>Assignments</i> tool is added, it can be used to create assignments and a link to it appears under <i>Course Tools</i> on the course menu.</p> <p><b>NOTE:</b> This setting is selected by default.</p>
<p>Allow Section Instructors to hide or show links on the course menu in the student interface</p>	<p>Determines whether Section Instructors can control the visibility of links on the course menu. In the student interface, the course menu contains links to course tools listed under <i>Course Tools</i> and links to student tools listed under <i>My Tools</i>. Students can access tools and their content by clicking these links. Section Instructors can hide the links if they do not want Students to access tools from the course menu.</p> <p><b>NOTE:</b> This setting is selected by default.</p>
<p>Allow Section Instructors to change appearance of the course menu</p>	<p>Determines whether Section Instructors can control how the course menu appears, including the following:</p> <ul style="list-style-type: none"> <li>• appearance of links (display icons and text, text only, or icons only)</li> <li>• orientation of the course menu in the Student interface (display vertically on the left or horizontally at the top of the screen)</li> <li>• appearance of the <i>Course Content Map</i> (display on the course menu or as a drop-down list)</li> </ul>
<p>Allow Section Instructors to add custom links</p>	<p>Determines whether Section Instructors can add custom links to Internet resources such as Google™ (<a href="http://www.google.com">http://www.google.com</a>). Custom links can be listed under <i>Course Tools</i> or <i>My Tools</i> on the course menu.</p>

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Setting	Description
<p>The following settings are available to Section Instructors and Teaching Assistants. You can allow Section Designers to control the availability of course tools and appearance of the course menu:</p> <p><b>NOTE:</b> These settings are selected by default.</p>	
Allow Section Designers to add or remove tools in the course	Determines whether Section Designers can control which tools are used in the course by adding or removing them. For example, if the <i>Assignments</i> tool is added, it can be used to create assignments and a link to it appears under <i>Course Tools</i> on the course menu.
Allow Section Designers to hide or show links on the course menu in the student interface	Determines whether Section Designers can control the visibility of links on the course menu. In the student interface, the course menu contains links to course tools listed under <i>Course Tools</i> and links to student tools listed under <i>My Tools</i> . Students can access tools and their content by clicking these links. Section Designers can hide the links if they do not want Students to access tools from the course menu.
Allow Section Designers to change appearance of the course menu	<p>Determines whether Section Designers can control how the course menu appears, including the following:</p> <ul style="list-style-type: none"> <li>• appearance of links (display icons and text, text only, or icons only)</li> <li>• orientation of the course menu in the Student interface (display vertically on the left or horizontally at the top of the screen)</li> <li>• appearance of the <i>Course Content Map</i> (display on the course menu or as a drop-down list)</li> </ul>
Allow Section Designers to add custom links	Determines whether Section Designers can add custom links to Internet resources such as Google ( <a href="http://www.google.com">http://www.google.com</a> ). Custom links can be listed under <i>Course Tools</i> or <i>My Tools</i> on the course menu.

2. Click **Save Values**.

## Create Printable View Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Create Printable View Tools* screen, specify setting values:

Setting	Description
Enable <i>Create Printable View</i> tool on action menu in learning modules	If enabled, designers can choose to hide or display the <i>Create Printable View</i> tool on the action menu of learning modules. The <i>Create Printable View</i> tool allows Section Instructors, Teaching Assistants, Students, and Auditors to create a printable view of all or selected items in a learning module.
Enable <i>Create Printable View</i> tool in binders for Portfolio Owners and Portfolio Designers	If enabled, Portfolio Owners and Portfolio Designers can create a printable view of all or selected items in a binder while previewing a binder. Portfolio Reviewers cannot use this tool.

2. Click **Save Values**.

## Discussions Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Discussions Tools* screen, specify setting values:

From the *Reflections Tools* screen, specify setting values:

Setting	Description
Enable <i>Discussions</i> tool	Determines whether the tool is available for use in a course.
Enable <i>Reflections</i> tool	Determines whether the tool is available for use in a portfolio.

Setting	Description
Maximum number of topics per section ("-1" represents unlimited)	<p>Determines the maximum number of discussion topics allowed per section. In the text box, enter the numeric value.</p> <p><b>NOTE:</b> To allow an unlimited number of discussion topics, enter: -1.</p>
Maximum number of topics per portfolio ("-1" represents unlimited)	<p>Determines the maximum number of discussion topics allowed per portfolio. In the text box, enter the numeric value.</p> <p><b>NOTE:</b> To allow an unlimited number of discussion topics, enter: -1.</p>
Allow Teaching Assistants to delete messages	Determines whether Teaching Assistants can delete discussion messages.
Allow Teaching Assistants to delete topics and messages inside	Determines whether Teaching Assistants can delete discussion categories, discussion topics, and all of the messages in the topics. Categories are used to group topics. Topics are used to group messages.
Allow Teaching Assistants to grade topics	Determines whether Teaching Assistants can assign a grade to a Student based on their participation in a gradable topic.
Allow Students to edit their own posts (default value)	Determines the default value for the <i>Editable posts</i> discussion topic property. The <i>Editable posts</i> property determines whether Students can edit their messages in the topic after posting them.
Enable Blog and Journal type topic creation	Determines whether blog and journal type topics can be created. Threaded type topic creation is always enabled.
Enable Blog type topic creation	Determines whether blog type topics can be created. Threaded type topic creation is always enabled.
Enable Peer Review option	Determines whether the peer review options are available when creating topics.

Setting	Description
Enable Message Rating option	Determines whether the message rating options are available when creating topics.

2. Click **Save Values**.

## Grade Book Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Grade Book Tools* screen, specify setting values:

Setting	Description
Display assignment and assessment comments in <i>My Grades</i>	Determines whether Students can view comments for an assignment or assessment made by the Section Instructor or Teaching Assistant, along with their grade, in <i>My Grades</i> .
Display unenrolled members in <i>Grade Book</i>	When a Student or Auditor is unenrolled from a section, determines whether their data continues to display in the <i>Grade Book</i> .

2. Click **Save Values**.

## HTML Creator Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *HTML Creator Tools* screen, specify setting values:



Setting	Description
Allow Students and Auditors to use the <i>HTML Creator</i>	<p>Determines whether Students and Auditors can use the <i>HTML Creator</i> to create and edit content.</p> <p><b>WARNING:</b> If users are allowed to use the <i>HTML Creator</i>, they may have already used the tool to create content. If you change the setting to disallow users from using the <i>HTML Creator</i>, all of the content they already created will appear as <i>HTML</i> source code. If users do not know how to modify <i>HTML</i> source code without a <i>WYSIWYG HTML</i> editor, they may not be able to modify existing content and will have to recreate the content using plain text.</p>
Allow Portfolio Reviewers to use the <i>HTML Creator</i>	<p>Determines whether Portfolio Reviewers can use the <i>HTML Creator</i> to create and edit material.</p> <p><b>WARNING:</b> If users are allowed to use the <i>HTML Creator</i>, they may have already used the tool to create material. If you change the setting to disallow users from using the <i>HTML Creator</i>, all of the existing text will appear as <i>HTML</i> source code. If users do not know how to modify <i>HTML</i> source code without a <i>WYSIWYG HTML</i> editor, they may not be able to modify existing text and will have to recreate the material using plain text.</p>
Allow Students and Auditors to use the spelling checker in the <i>HTML Creator</i>	Determines whether Students and Auditors can use the spelling checker in the <i>HTML Creator</i> .
Allow Portfolio Reviewers to use the spelling checker in the <i>HTML Creator</i>	Determines whether Portfolio Reviewers can use the spelling checker in the <i>HTML Creator</i> .

2. Click **Save Values**.

## Learning Module Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Learning Modules Tools* screen, specify setting values:

From the *Binders Tools* screen, specify setting values:

Setting	Description
Enable <i>Learning Modules</i> tool	Determines whether the tool is available for use in a course.
Enable <i>Binders</i> tool	Determines whether the tool is available for use in a portfolio.

2. Click **Save Values**.

## Local Content Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Local Content Tools* screen, specify setting values:

Setting	Description
Enable <i>Local Content</i> tool	Determines whether the tool is available for use in a course.

2. Click **Save Values**.

## Mail Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Mail Tools* screen, specify setting values:

From the *Message Center Tools* screen, specify setting values:

Setting	Description
Enable <i>Mail</i> tool	Determines whether the tool is available for use in a course.

Setting	Description
Enable <i>Message Center</i> tool	Determines whether the tool is available for use in a portfolio.
Allow <i>Mail</i> messages to be forwarded to an external e-mail address	Determines whether users can specify an external e-mail address to which <i>Mail</i> messages will be forwarded. This cannot be done on a message by message basis; it is applied to all <i>Mail</i> messages received.  If set to <i>True</i> , users access this feature from <i>My Settings</i> in the <i>My Blackboard</i> screen.
Maximum attachment size (KB)	Determines the maximum size of message attachments in kilobytes.
Display User Names in <i>Mail</i> tool and messages	Determines whether user names are displayed in brackets after users' first and last names throughout the tool and in messages.
Display User Names in <i>Message Center</i> tool and messages	Determines whether user names are displayed in brackets after users' first and last names throughout the tool and in messages.

2. Click **Save Values**.

## Media Library Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Media Library Tools* screen, specify setting values:

Setting	Description
Enable <i>Media Library</i> tool	Determines whether the tool is available for use in a course.
Allow <i>Media Library</i> entries to be created by roles other than designer.	Determines whether roles other than designer can create, import, and export entries.

2. Click **Save Values**.

## My Blackboard Settings

The *My Blackboard* screen is the first screen you see after logging in. It provides access to channels of links and information. The main channel is the *Course List* channel, which provides a single point of access to courses.

Administrators can manage the settings for all *My Blackboard* channels. You can manage settings for the *Course List* channel.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *My Blackboard Tools* screen, specify setting values:

<b>Setting</b>	<b>Description</b>
Display tool news icon for	Determines the tools that will display an icon in the <i>Course List</i> channel if there is new content in the tool.

Setting	Description
Section description display	<p>The section description appears between the section link and the Section Instructor name. Enter any combination of the variables below.</p> <ul style="list-style-type: none"> <li>• %1 = Course title</li> <li>• %2 = Course long description</li> <li>• %3 = Course full description</li> <li>• %4 = Course IMS ID</li> <li>• %5 = Course category</li> <li>• %6 = Course start date</li> <li>• %7 = Course start time</li> <li>• %8 = Course end date</li> <li>• %9 = Course end time</li> <li>• %C = Section title</li> <li>• %D = Section long description</li> <li>• %E = Section full description</li> <li>• %F = Unused</li> <li>• %G = Section IMS ID</li> <li>• %H = Section category</li> <li>• %I = Section start date</li> <li>• %J = Section start time</li> <li>• %K = Section end date</li> <li>• %L = Section end time</li> </ul> <p><b>EXAMPLE:</b> If you enter %E (%I - %K), where:</p> <ul style="list-style-type: none"> <li>• %E = In Section C of Introduction to Cell Biology we will cover: types of cells, cell membrane, mitochondria, cell membrane proteins and protein transport mechanisms</li> <li>• %I = January 4, 2006</li> <li>• %K = May 3, 2006</li> </ul> <p>the section link would display as: <i>In Section C of Introduction to Cell Biology we will cover: types</i></p>

Setting	Description
	<i>of cells, cell membrane, mitochondria, cell membrane proteins and protein transport mechanisms (January 4, 2006 - May 3, 2006).</i>
Formatting for section link	Determines the formatting for the section link in the <i>Course List</i> channel.
Formatting for section description	Determines the formatting for the text specified in the <i>Section description display</i> setting.
Color for section description (Hex)	Determines the color for the text entered in the <i>Section description display</i> setting. In the text box, enter a hexadecimal color value. Valid hexadecimal color values consist of six characters, 0 to 6 and A to F.  <b>EXAMPLE:</b> Enter FFFFFFFF for white and 000000 for black.

2. Click **Save Values**.

## My Computer Applet Settings

If an action allows selecting multiple files, *My Computer* applet can be used to select multiple files simultaneously. If *My Computer* is disabled, users must browse and select multiple files individually.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *My Computer Applet Tools* screen, specify setting values:

Setting	Description
Enable <i>My Computer</i> Applet	Determines whether users can select multiple files simultaneously when completing actions that allow multiple file selection. If the <i>My Computer</i> applet is disabled, users can only select one file at a time.
Maximum number of files per upload	Determines the number of files users can upload each time they access the <i>My Computer</i> applet.

2. Click **Save Values**.

## Notes Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Notes Tools* screen, specify setting values:

Setting	Description
Enable <i>Notes</i> tool on Learning Module Action Menu and course menu	Determines whether the tool is available for use in a course.

2. Click **Save Values**.

## SCORM Module Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *SCORM Module Tools* screen, specify setting values:

Setting	Description
Enable <i>SCORM Module</i> tool	Determines whether the tool is available for use in a course.

2. Click **Save Values**.

## Search Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Search Tools* screen, specify setting values:

Setting	Description
Enable <i>Search</i> tool	Determines whether the tool is available for use in a course.

2. Click **Save Values**.

## Syllabus Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Syllabus Tools* screen, specify setting values:

From the *Resume Tools* screen, specify setting values:

Setting	Description
Enable <i>Syllabus</i> tool	Determines whether the tool is available for use in a course.
Enable <i>Resume</i> tool	Determines whether the tool is available for use in a portfolio.

2. Click **Save Values**.

## Web Links Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Web Links Tools* screen, specify setting values:

Setting	Description
Enable <i>Web Links</i> tool	Determines whether the tool is available for use in a course.
Enable <i>Web Links</i> tool	Determines whether the tool is available for use in a portfolio.
Allow web links to be created by roles other than designer.	Determines whether roles other than designer, such as Section Instructors and Students, can create web links.

2. Click **Save Values**.

## Who's Online Settings



If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Who's Online Tools* screen, specify setting values:

Setting	Description
Enable <i>Who's Online</i> tool	Determines whether the tool is available for use in a course.
Allow Students and Auditors to use instant messaging	Determines whether Students and Auditors can use instant messaging to chat in the <i>Who's Online</i> tool.  <b>NOTE:</b> Instant messaging is always available to Section Designers, Section Instructors, and Teaching Assistants.
Allow Students and Auditors to become invisible	Determines whether users can hide their name on the list of online users even if they are logged in to the Blackboard Learning System. If users hides their name, other users cannot send them a chat invitation.

2. Click **Save Values**.

## CONFIGURING ADMINISTRATION SETTINGS

### Content Manager Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Content Manager Administration* screen, specify setting values:

Setting	Description
Enable <i>My Files</i> tool for learners	Determines whether or not users who are enrolled as Student or Auditor can use <i>My Files</i> for storing personal files.

2. Click **Save Values**.

## Content Sharing Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Content Sharing Administration* screen, specify setting values:

Setting	Description
Allow Breaking Links	Determines whether users can break links to files.

2. Click **Save Values**.

## Customize Settings

*Customize* settings determine whether Section Instructors and Teaching Assistants can change the appearance of the *Course Content* tool and the course menu.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Customize Administration* screen, specify setting values:

Setting	Description
Allow Section Instructors to edit descriptions on folder links  <b>NOTE:</b> This setting is available to Section Designers.	Determines whether Section Instructors can edit the description for a folder link in the <i>Course Content</i> tool. The default description is the description provided when the folder was created.
Allow Teaching Assistants to edit descriptions on folder links  <b>NOTE:</b> This setting is available to Section Designers and Section Instructors.	Determines whether Teaching Assistants can edit the description for a folder link in the <i>Course Content</i> tool. The default description is the description provided when the folder was created.

Setting	Description
Allow Teaching Assistants to edit descriptions on folder links	Determines whether Teaching Assistants can edit the description for a folder link in the <i>Course Content</i> tool. The default description is the description provided when the folder was created.
Icon set	Determines the icon style set used in the <i>Course Content</i> tool. Styles include photographic and illustrated images.  <b>NOTE:</b> The <i>Photo</i> and <i>Casual</i> images have a white background. The <i>Learning System</i> , <i>Casual transparent</i> , <i>Photo transparent</i> , and <i>Formal</i> images do not have a background and are suitable on pages that contain a background image or have a background color other than white.
Default Display of Course Tools and My Tools in the Student view	Determines how the course menu containing links to <i>Course Tools</i> and <i>My Tools</i> is displayed in the Student view: <ul style="list-style-type: none"> <li>• Display the course menu vertically on the left of the screen</li> <li>• Display the course menu horizontally at the top of the screen</li> </ul>

2. Click **Save Values**.

## International Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *International Administration* screen, specify setting values:

Setting	Description
Language	Sets the default language.
Prevent Students from changing language	Determines whether Students' language selections in <i>My Settings</i> will take effect. You would likely only set this to <i>true</i> to force the default language to be used for a language course.
Date format	Sets the format for displaying dates.

Setting	Description
Time format	Determines whether the 12 hour or 24 hour clock is used.
Number format	Sets the format for displaying numbers.
File upload default character set	Determines the character set that is applied when uploading files to the server.
Name format	Controls how users' names are displayed throughout the course. There are a few exceptions, such as <i>Grade Book</i> , <i>Selective Release</i> , and performance reports, where name parts appear in separate columns.
Name format	Controls how users' names are displayed throughout the portfolio.

2. Click **Save Values**.

## PeopleLinks Settings

*PeopleLinks* allow users to perform some specific tasks, such as creating and sending a *Mail* message, directly from tools where user names and group names appear.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *PeopleLinks Administration* screen, specify setting values:

Setting	Description
Allow Students and Auditors to use <i>PeopleLinks</i> on user names	Determines whether Students and Auditors can access the <i>PeopleLinks</i> tool from users' names.
Allow Students and Auditors to use <i>PeopleLinks</i> to view profiles	Determines whether Students and Auditors can use <i>PeopleLinks</i> to view profiles.  <b>IMPORTANT:</b> This setting only takes effect if Students and Auditors are allowed to use <i>PeopleLinks</i> on user names.

Setting	Description
Allow Students and Auditors to use <i>PeopleLinks</i> to send mail	Determines whether Students and Auditors can use <i>PeopleLinks</i> to send mail.  <b>IMPORTANT:</b> This setting only takes effect if Students and Auditors are allowed to use <i>PeopleLinks</i> on user names.

2. Click **Save Values**.

## Portfolio Settings

**NOTE:** This feature is available only to institutions using Blackboard Portfolio™.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Portfolio Administration* screen, specify setting values:

Setting	Description
Enable Course Artifact creation	Determines whether Section Instructors and Students can create course artifacts from graded assessment and assignment submissions, discussion messages, and <i>My Grades</i> . Course artifacts are files that can be moved to a portfolio and presented to Portfolio Reviewers. They contain all the formatting and components of the original items. Section Designers and Section Instructors can override this setting for individual assessments, assignments, and discussion topics.
Show only creator's name in Course Artifacts	Determines whether the names of users other than the artifact creator are visible in the artifact. The default is to show only the creator's name to protect the privacy of other section members.

2. Click **Save Values**.

## Teaching Assistant Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and

you cannot modify it.

1. From the *Teaching Assistant Settings Administration* screen, specify setting values:

Setting	Description
Allow Teaching Assistants to use <i>Grade Book</i> tool	If set to <i>true</i> , both Teaching Assistants and Section Instructors can use the <i>Grade Book</i> tool. If set to <i>false</i> , it can only be used by Section Instructors.
Allow Teaching Assistants to use <i>Selective Release Map</i> tool	Determines whether Teaching Assistants can use the <i>Selective Release Map</i> tool to control the release of items and folders.
Allow Teaching Assistants to use <i>Tracking</i> tool	Determines whether Teaching Assistants can use the <i>Tracking</i> tool, which is used to track various course activities by running reports.
Allow Teaching Assistants to use <i>Assessments</i> tool	Determines whether Teaching Assistants can use the <i>Assessments</i> tool, which is used to create and manage quizzes, surveys, and self-tests.
Allow Teaching Assistants to use <i>Assignment Dropbox</i> tool	Determines whether Teaching Assistants can use the <i>Assignment Dropbox</i> tool, which is used to grade assignments.
Allow Teaching Assistants to use <i>SCORM</i> tool	Determines whether Teaching Assistants can use the <i>SCORM</i> tool to run SCORM module data reports on SCORM modules in their section.
Allow Teaching Assistants to view <i>Grade Book</i> audit history	Determines whether Teaching Assistants can use the <i>Grade Book</i> tool to view grade audit history.
Allow Teaching Assistants to use <i>Settings</i>	Determines whether Teaching Assistants can view and modify <i>Settings</i> for the section.
Allow Teaching Assistants to create, edit, and delete Grading Forms	Determines whether Teaching Assistants can create, edit, and delete grading forms using the <i>Grading Forms</i> tool. This tool allows assignments and discussion topics to be graded using specified criteria.

2. Click **Save Values**.

## Tracking Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Tracking Administration* screen, specify setting values:

From the *Track Guests Administration* screen, specify setting values:

Setting	Description
Show tracking results	<p>Determines the name information that appears in the tracking report.</p> <ul style="list-style-type: none"> <li>• <i>Anonymously</i></li> <li>• <i>Student Name Only</i></li> <li>• <i>Student Name and Username</i></li> </ul>
Show tracking results	<p>Determines the name information that appears in the track guests report.</p> <ul style="list-style-type: none"> <li>• <i>Anonymously</i></li> <li>• <i>Portfolio Reviewer Name Only</i></li> <li>• <i>Portfolio Reviewer Name and Username</i></li> </ul>
Enable export	Determines whether tracking results can be exported.

2. Click **Save Values**.

## User Manager Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *User Manager Administration* screen, specify setting values:

Setting	Description
Allow users to register themselves as a Student in a section	<p>Determines whether users can register themselves in sections as Students.</p> <p><b>NOTE:</b> If <i>Allow users to register themselves as a Student in a section</i> and <i>Allow users to register themselves as an Auditor in a section</i> are both true, the user has the option of choosing either role.</p>
Allow users to register themselves as an Auditor in a section	<p>Determines whether users can register themselves in sections as Auditors.</p> <p><b>NOTE:</b> If <i>Allow users to register themselves as a Student in a section</i> and <i>Allow users to register themselves as an Auditor in a section</i> are both true, the user has the option of choosing either role.</p>

- Click **Save Values**.

## CONFIGURING SYSTEM INTEGRATION SETTINGS

### Deployable Components Settings

Deployable components are software components, developed either by the Blackboard Learning System or by third parties, that can be integrated with the Blackboard Learning System application. This includes:

- authentication modules for performing inbound and outbound authentication services.
- translation adapters for use with the system integration framework.
- transport modules for use with the system integration framework.

You can enable or disable all deployable components within a learning context in the *Deployable Components System Integration* screen.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.



1. From the *Deployable Components System Integration* screen, specify setting values:

Setting	Description
Allow deployable components	Determines whether deployable components are enabled.

2. Click **Save Values**.

## SSO V1 Module Security Settings

**IMPORTANT:** Deployable components must be enabled before you can enable this module. The institution's System Integration API shared secret setting must also be set before you can use proxy tool instances created for this module.

The SSO V1 module can be used to create proxy tools that enable single sign-on between the Blackboard Learning System and an external application that supports the SSO V1 authentication protocol. (Generally, the external application would be an instance of CE 4 or earlier, but this is supported by Vista and newer versions of CE as well.) For example, you can use the SSO V1 module to create a link from a course on this instance of the Blackboard Learning System to a user's *My Blackboard* on a CE 4 server. The user only needs to click the link to display *My Blackboard*. Entering the login ID and password is not required.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *SSO V1 Module Security System Integration* screen, specify setting values:

Setting	Description
Enable	Determines whether the SSO V1 module is enabled.
Control flag	<p><b>IMPORTANT:</b> These three settings are set to the required values:</p> <ul style="list-style-type: none"> <li>• Sufficient</li> <li>• 1</li> <li>• Outgoing</li> </ul> <p>Do not modify these values. For more information about these settings, see the <i>PowerLinks SDK Programmer's Guide</i>.</p>
Order	
Mode	

Setting	Description
Autosignon URL	Determines the autosignon URL for authenticating users in the external application. To log users in to a CE 4 instance, enter: http://<server>:<port>/webct/public/autosignon where <server> and <port> are the server and port where the CE 4 instance is running.
URL	Determines the URL where users are redirected if authentication is successful. To redirect users to the <i>My Blackboard</i> page in CE 4, enter:http://<server>:<port>/webct/public/homearea/homearea where <server> and <port> are the server and port where the CE 4 instance is running.

2. Click **Save Values**.

## MANAGING DATES

### For All Roles

Course items, such as announcements, assessments, syllabus items, and calendar entries have start and end dates. Assignments have due dates and cutoff dates. Some of these course items also have start and end times. When a course is finished for the current term, you can prepare it for the next term by adjusting the dates and times of course items. Using the *Date Rollover* tool, you can set forward the dates for all course items by a certain number of days. For example, if the earliest course item is January 15, 2006 and you change it to September 15, 2006, this will set the dates forward for all course items by 243 days. Then, you can further adjust the dates and times for individual course items.

### Adjusting All Dates

When a course is finished for the current term, you can prepare it for the next term by setting the dates forward for all course items. For example, if the earliest course item starts on January 15, 2006 and you change it to September 15, 2006, this will set the dates forward for all course items by 243 days.

After you adjust all dates, we recommend that you adjust dates and times for individual course items.

**IMPORTANT:** If date criteria were set in the *Selective Release* tool, these dates are not updated automatically and you must adjust them manually. For more information, see *Selective Release*.

1. From the *Manage Course* screen, click **Date Rollover**.
2. Click **Adjust All Dates**.
3. Change the start date of the earliest course item by clicking the *Date Selection* icon. You can also enter the date in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
4. Click **Adjust All Dates**.
5. Now, adjust dates and times for individual course items. For more information, see *Adjusting Individual Dates and Times*.

## Adjusting Individual Dates and Times

When a course is finished for the current term, you can prepare it for the next term by viewing a list of course items and adjusting their dates and times. If the original dates appear in *Calendar* and *Grade Book*, these dates are updated accordingly.

Before you adjust individual dates and times, you have the option to set forward the dates for all course items by a certain number of days. For example, if the earliest course item starts on January 15, 2006 and you change it to September 15, 2006, this will set the dates forward for all course items by 243 days. After you do this, it is easier for you to adjust dates and times for individual items. For more information, see *Adjusting All Dates*.

1. From the *Manage Course* screen, click **Date Rollover**.
2. Click **Adjust Individual Dates**.
3. From the *View* drop-down list, select to view all dates or dates by month and click the *Go* icon. We recommend viewing dates by month because this allows you to make small adjustments more efficiently.
4. Next to *Show*, click one of the following:
  - **Dates Only**
  - **Dates and Times**
5. Select a date for a course item and click the new date on the calendar. You can also enter the new date in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006. If there is no end date for an item, enter *unlimited*.
6. If dates and times are shown and you want to adjust the time for a course item, click the *Time Selection* icon and select a new time.

7. If a course item has selective release criteria:

a. Click **(Conditional)** next to it and view or adjust the criteria.

**IMPORTANT:** If date criteria were set in the *Selective Release* tool, you must also adjust those dates manually. Ensure that dates and times specified here do not conflict with any date criteria. For more information, see *Selective Release*.

b. Click **Save**.

8. Click **Save**.

# CHAPTER 29: MEDIA LIBRARY

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT MEDIA LIBRARY

### For Designers

You can use the *Media Library* tool to build a database of text, image, video, and audio entries to enhance your course. You organize these *Media Library* entries into collections. A *Media Library* collection, called *Glossary*, is automatically created for you by default, but you can also create other collections to group entries that are related. To add an entry to the *Media Library*, you upload a file from your local computer and place it in a collection.

**EXAMPLE:** For a music appreciation course, a course designer creates three collections titled *The Baroque Period*, *The Classical Period*, and *The Romantic Period*. Each collection contains audio files that sample the music of the period, image files that contain pictures of important composers, and text files that define important terms.

Students can view the media library entries you create by going to the *Media Library* tool, but you can also create links to allow Students to access media library entries from within files. Students can click the link in the file to display the text, image, video, or audio file in a pop-up window.

**EXAMPLE:** An entry titled *Paris*, which contains an image file of the city of Paris, is automatically linked to occurrences of the word *Paris* in all files.

With the *Media Library* tool, you can:

- create, edit, and delete entries and collections.
- allow Students to create entries on a per-collection basis.
- manually or automatically link entries to files.
- export and import entries.
- view entries and collections.
- add entries to collections.
- reorder and sort collections.
- remove entries from collections.
- show or hide collections.

# Working with Entries

## For Designers

You can use the *Media Library* tool to create and manage entries that contain text, image, video, or audio files that relate to your course. You can also create links to media library entries from instances of the entry title in files.

You can use the *Gallery* tool to create and manage entries that contain text, image, video, or audio files that relate to your portfolio.

You can work with entries by:

- creating entries.
- editing entries.
- adding entries to collections.
- viewing all entries.
- previewing entries.
- setting a default linking option for file links to entries.
- exporting and importing entries.
- deleting entries.

## Creating Entries

**NOTE:** Depending on administrator settings, Section Instructors and Teaching Assistants may not be able to create entries.

A *Media Library* entry can consist of a term and its definition, or it can be a text, graphic, video, or audio file.

A *Gallery* entry can consist of a term and its definition, or it can be a text, graphic, video, or audio file.

You can create a link to a *Media Library* entry from instances of the entry's title in HTML files anywhere in your course.

**IMPORTANT:** Links will only appear in files that are in HTML format.

**EXAMPLE:** You can create an entry titled *Paris* with an image file of a panoramic view of the city from the Eiffel Tower. Options you set for the *Media Library* entry allow each occurrence of the word *Paris* in all HTML files in your course to be linked to the *Media Library* entry.

1. In a collection, click **Create Entry**. If you are a designer, you can also go to the *View All Entries* screen and click **Create Entry**.
2. From the *View All Entries* screen or from within a collection, click **Create Entry**.
3. Enter a title.

**IMPORTANT:** If you want to create automatic links from HTML files to this *Media Library* entry, this title must exactly match the word or phrase in the HTML file.

4. If you want, select to display the title in italics. For example, you may want to italicize medical terminology.
5. Enter a description or definition for the entry in Plain Text or HTML format:
  - To create the description in Plain Text format, enter the description. The description will appear exactly as you have typed it.
  - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand code the HTML:
      - a. Select *Use HTML*.
      - b. In the *Description* text box, enter the HTML code.
6. If you want to include a file with the entry, such as an image or audio file:
  - a. Click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager*, do one of the following:
    - If you have not already subscribed to the file, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - If you have already subscribed to the file, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  - d. If you want to remove a file that you have included:
    - i. Click the *Remove* icon.

- ii. Click **OK**.
7. In the *Keywords* text box, enter keywords separated by commas.
8. Under *Display this entry in the following collections*, select each collection in which to display the entry.

**IMPORTANT:** Section members can view only entries that have been added to a collection.

9. If you want to create links to the entry in HTML files, do the following:
  - a. Next to *More Options*, click the *Expand/Collapse* icon.
  - b. Under *Entry linking*, select how you want the entry to be linked:
    - To link only selected instances of the entry title in files, select *Manual*. For more information on creating individual links, see *Creating Manual Links to Media Library Entries*.
    - To automatically link only the first instance of the entry title in all files, select *Automatic: first instance*.
    - To automatically link all instances of the entry title in all files, select *Automatic: all instances*.

**NOTE:** The *Automatic: all instances* linking option is set as the default. You can override the default when you create or edit an entry, or you can select a new default linking option using the *Manage Linking* feature.

10. Click **Save**.

## Editing Entries

Depending on administrator settings, users other than designer may not be able to create or edit entries. If users are allowed to create entries, they can edit only entries they have created.

You can change the title, description, and keywords for an entry. You can also add, remove, or change the file associated with the entry, change which collections the entry is included in, or change the linking option.

- IMPORTANT:**
- Section members can view only entries that have been added to a collection.
  - Links will only appear in files that are in HTML format.

You can change the title, description, and keywords for an entry. You can also add, remove, or change the file associated with the entry and change the collection in which the entry is included.

1. In a collection, locate the entry that you want to edit and click its *ActionLinks* icon. If you are a designer, you can also go to the *View All Entries* screen, locate the entry and click its *ActionLinks* icon.



2. From the *View All Entries* screen or from within a collection, locate the entry that you want to edit and click its *ActionLinks* icon.
3. Click **Edit**.
4. Edit the title.

**IMPORTANT:** If you change the title of the entry, links from content files to the entry will become unlinked. The entry title must exactly match the word or phrase in the content file.

5. If you want, select to display the title in italics. For example, you may want to italicize medical terminology.
6. Edit the description or definition in Plain Text or HTML format:
  - To edit the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
  - To edit the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:
    - i. Select *Use HTML*.
    - ii. In the *Description* text box, edit the HTML code.
7. If you want to add or change the file associated with the entry:
    - a. Click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager*, do one of the following:
      - If you have not already subscribed to the file, do one of the following:
        - To create a subscription to the file, select *Subscribe* and click **OK**
        - To create a copy of the file that you can edit, select *Copy* and click **OK**.
      - If you have already subscribed to the file, do one of the following:
        - To use the existing subscription, select *Keep* and click **OK**.
        - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  8. In the *Keywords* text box, enter keywords separated by commas, or edit the existing keywords.
  9. Under *Display this entry in the following collections*, select each collection in which to display the

entry.

10. If you want to create links to the entry in HTML files, or edit how the entry is linked in HTML files, do the following:

**WARNING:** Section Instructors and Students creating entries do not have the option to enable linking. However, designers can edit Section Instructor and Student entries. Designers should be cautious about selecting the *Automatic: all instances* option for entry linking when editing Student entries. This is because Students can edit their entry after you've enabled it to show up in all instances of its occurrence in HTML files, without you being able to preview the entry before it is released.

- a. Next to *More Options*, click the *Expand/Collapse* icon.
- b. Under *Entry linking*, select how you want the entry to be linked:
  - To link only selected instances of the entry title in files, select *Manual*. For more information on creating individual links, see *Creating Manual Links to Media Library Entries*
  - To automatically link only the first instance of the entry title in all files, select *Automatic: first instance*.
  - To automatically link all instances of the entry title in all files, select *Automatic: all instances*. The *Automatic: all instances* linking option is set as the default. You can override the default when you create or edit an entry, or you can select a new default linking option using the *Manage Linking* feature.

11. Click **Save**.

12. Click **OK**. If you edited the linking option for the entry, links are automatically updated as follows:

- If you change from *Automatic: all instances* or *Automatic: first instance* to *Manual*, all links are removed.
- If you change from *Automatic: all instances* to *Automatic: first instance*, all links but the first in each file are removed.
- If you change from *Manual* or *Automatic: first instance* back to *Automatic: all instances*, all links are put back in.
- If you change from *Manual* or *Automatic: all instances* back to *Automatic: first instance*, the first instance of the entry title in each file is linked.

13. If you edited the entry title and want to maintain links to HTML files, you must open each HTML file and edit the linked word or phrase to match the edited title of the entry.

## Adding Entries to Collections

After an entry is created, you can add the entry to a collection that contains related entries.

**NOTE:** Entries can be added to more than one collection.

To add an entry to a collection:

- From within a collection:
  - a. Click **Add Existing Entries**.
  - b. Do one of the following:
    - To add one or multiple entries to a collection, select each entry.
    - To add all entries to a collection, in the table heading row, select the check box.
  - c. Click **Add Selected**.
- From the *Media Library* screen:
  - a. Click **View All Entries**.
  - b. Do one of the following:
    - To add one or multiple entries to a collection, select each entry.
    - To add all entries to a collection, in the table heading row, select the check box.
  - c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.
- From the *Gallery* screen:
  - a. Click **View All Entries**.
  - b. Do one of the following:
    - To add one or multiple entries to a collection, select each entry.
    - To add all entries to a collection, in the table heading row, select the check box.
  - c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.

## Viewing all Entries

You can view a listing of all entries in the *Media Library* tool.

You can view a listing of all entries in the *Gallery* tool.

1. Do one of the following:
  - From the *Media Library* screen, click **View All Entries**.
  - From the *Gallery* screen, click **View All Entries**.
  - From within a collection, click **Add Existing Entries**.
2. To return to the listing of all collections, click **View All Collections**.

## Previewing Entries

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Selecting a Default Linking Option

When you create or edit a *Media Library* entry, there are three ways to link the entry to instances of the entry's title in files:

- *Manual*: manually create links to entries
- *Automatic: first instance*: create links from the first instance of the entry title in all files
- *Automatic: all instances*: create links from all instances of the entry title in all files

*Automatic: all instances* is initially set as the default linking option for new entries, but you can change the default to one of the other options. The default option will appear preselected on the *Create Entry* or *Edit Entry* screen, but you can override the default by selecting a new linking option.

**NOTE:**

- Existing links are not affected when a new default linking option is set.
- Links will only appear in files that are in HTML format.

1. From the *Media Library* or *View All Entries* screen, click **Manage Media Library Links**.
2. Under *Default Linking Setting*, select one of the three options.

**NOTE:** If you select *Manual*, links will not be automatically created. For more information on manual linking, see *Creating Manual Links to Media Library Entries*.

3. Click **Set Default**.

## Exporting Entries

You can export entries and import them to other collections.

Depending on *Media Library* settings, users enrolled as Section Instructors or Teaching Assistants may not be able to export entries.

1. Do one of the following:
  - To export entries from a specific collection, from the *Media Library* screen, click the title of the collection.
  - To export entries from the *Media Library*, from the *Media Library* screen, click **View All Entries**. This option is not available to users enrolled as Section Instructors or Teaching Assistants.
2. Do one of the following:
  - To export entries from a specific collection, from the *Gallery* screen, click the title of the collection.
  - To export entries from the *Gallery*, from the *Gallery* screen, click **View All Entries**.
3. Select the entries you want to export and click **Export**.
4. Click **Save** and save the file. The entries and any attachments are saved in a zip file. The default zip file name is `<section_title>-MediaEntriesExport-yyyy-mmm-dd-hh-mm-ss.zip` where:
  - `<section_title>` is the title of the section.
  - `yyyy-mmm-dd` is the date that the entries were exported.
  - `hh-mm-ss` is the time that the entries were exported.

In the zip file, the entries are saved in a comma-separated values (.csv) file. Each entry appears in the following format:

```
<title>,<description>,<use_HTML>,<display_in_italic>,"<keywords>",<entry_linking>,<attachment_file_name>
```

The following table describes each field:

Field	Description
<code>&lt;title&gt;</code>	The entry title.
<code>&lt;description&gt;</code>	The entry description. If the description contains commas, quotation marks, or line breaks, it is enclosed in quotation marks.
<code>&lt;use_HTML&gt;</code>	Determines whether the description is in Plain Text or HTML format. Possible values are: <ul style="list-style-type: none"> <li>• 0 = description is in Plain Text format</li> <li>• 1 = description is in HTML format</li> </ul>
<code>&lt;display_in_italic&gt;</code>	Determines whether the title is in regular or italic font style. Possible values are: <ul style="list-style-type: none"> <li>• 0 = title is in regular font style</li> <li>• 1 = title is in italic font style</li> </ul>

Field	Description
"<keywords>"	Keywords associated with the entry, separated by commas and enclosed in quotation marks.  This field is not used in <i>Gallery</i> entries. When you export <i>Gallery</i> entries, this field is blank.
<entry_linking>	Determines how entries are linked. Possible values are: <ul style="list-style-type: none"> <li>• 0 = manual</li> <li>• 1 = automatic, first instance</li> <li>• 2 = automatic, all instances</li> </ul> This field is not used in <i>Gallery</i> entries. When you export <i>Gallery</i> entries, the default value 0 is exported.
<attachment_file_name>	The file name of the attachment.  <b>NOTE:</b> When entries are exported, the file names of attachments are renamed with the ID of the entry.

**EXAMPLE:** apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,1,"pome,fruit",2,912345678.jpg

**EXAMPLE:** apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,"",0,912345678.jpg

For information about importing entries, see *Importing Entries*.

## Importing Entries

You can import entries:

- that were exported from the *Media Library* in a course in which you are enrolled.

**EXAMPLE:** If you exported entries from a course that you were enrolled in last term, you can import those entries to new collections that you create.

For more information, see *Exporting Entries*.

- that were exported from the *Gallery* in a portfolio.

**EXAMPLE:** If you exported entries from your portfolio, you can import those entries to new collections that you create.

- that are saved in a Comma Separated Values (.csv), text (.txt), or zip file.

**EXAMPLE:** If you have downloaded *Glossary* entries from a CE 4.x course or have an Excel® spreadsheet software file that contains glossary terms that you want to import, you can modify its format and import it.

For information about how to format entries for import, see *Formatting Entries for Import*.

Depending on *Media Library* settings, users enrolled as Section Instructors or Teaching Assistants may not be able to import entries.

If you import entries that were exported from the *Media Library* in a course, the keywords and entry linking fields do not import.

1. Do one of the following:
  - To import entries to a specific collection, from the *Media Library* screen, click the title of the collection.
  - To import entries to the *Media Library*, from the *Media Library* screen, click **View All Entries**. This option is not available to users enrolled as Section Instructors or Teaching Assistants.
2. Do one of the following:
  - To import entries to a specific collection, from the *Gallery* screen, click the title of the collection.
  - To import entries to the *Gallery*, from the *Gallery* screen, click **View All Entries**.
3. Click **Import**.
4. Locate and select the .csv, .txt, or zip file.
5. If you are importing entries to *Media Library* and you do not want import entries to the collections specified in the file, select *Ignore the collection information when importing*.
6. Click **Import**. The entries are imported.

## Formatting Entries for Import

If you have downloaded *Glossary* entries from a CE 4.x course or have an Excel® spreadsheet software file that contains glossary terms that you want to import, you can modify the file and import it.

Depending on whether the entries have file attachments, you must format the entries in a Comma Separated Values (.csv) or text (.txt) file:

- If the entries do not have file attachments, you must format the entries in a .csv or .txt file.
- If the entries have file attachments:
  - you must format the entries in a .csv file.
  - the file name of the .csv file must be `entries_export.csv`.

- the `entries_export.csv` file and all file attachments must be included in a single zip file.

When creating the `.csv` or `.txt` file, each entry must be in the following format:

```
<title>,<description>,<use_HTML>,<display_in_italic>,"<keywords>",<entry_linking>,<attachment_file_name>
```

The following table describes the fields:

Field	Description
<code>&lt;title&gt;</code>	The entry title.
<code>&lt;description&gt;</code>	<p>The entry description.</p> <p>If the description contains commas, quotation marks, or line breaks, it must be enclosed in quotation marks.</p> <p><b>EXAMPLE:</b>    <code>pomegranate,"A large fruit having many tiny seeds in an inedible, red pulp.",0,1,"fruit,Punica granatum",1</code></p> <p>The description can be in Plain Text or HTML format. If the description is in HTML format, the value of the <code>&lt;use_HTML&gt;</code> field must be set to 1.</p>
<code>&lt;use_HTML&gt;</code>	<p>Determines whether the description is in Plain Text or HTML format. Possible values are:</p> <ul style="list-style-type: none"> <li>0 = description is in Plain Text format</li> <li>1 = description is in HTML format</li> </ul> <p>This field is optional. If you leave it blank, the default value 0 is used.</p>
<code>&lt;display_in_italic&gt;</code>	<p>Determines whether the title is in regular or italic font style. Possible values are:</p> <ul style="list-style-type: none"> <li>0 = title is in regular font style</li> <li>1 = title is in italic font style</li> </ul> <p>This field is optional. If you leave it blank, the default value 0 is used.</p>



Field	Description
"<keywords>"	Keywords associated with the entry. They must be separated by commas and enclosed in quotation marks.  This field is optional. You can leave it blank.  If you import entries to the <i>Gallery</i> , keywords are not imported.
<entry_linking>	Determines the entry linking. Possible values are: <ul style="list-style-type: none"> <li>• 0 = manual</li> <li>• 1 = automatic, first instance</li> <li>• 2 = automatic, all instances</li> </ul> This field is optional. If you leave it blank, the <i>Media Library</i> default linking setting is used.  If you import entries to the <i>Gallery</i> , entry linking is not imported.
<attachment_file_name>	The file name of the attachment.
<collection>	Set this value to Glossary to import entries into the glossary.

**EXAMPLE:** apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,1,"pome,fruit",2,SpartanApple.jpg

For information about importing entries, see *Importing Entries*.

## Deleting Entries

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*.

For more information, see *using the Basic View or Power View*.

- In the *Media Library* tool:
  - designers can delete any entry.
  - users other than designer can delete only their own entries.
- In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**.
  3. Click **OK**.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.

## Working with Collections

### For Designers

You use collections to group media library entries that are related. A default collection, called *Glossary*, is created automatically for you in which you can add terms and their definitions. You can also create other collections to organize text, image, video, and audio files.

You use collections to group gallery entries that are related. You can create collections to organize text, image, video, and audio files.

You can use *Media Library* for:

You can use *Gallery* for:

- creating collections.
- editing collections

- adding entries to collections.
- viewing a collection.
- previewing a collection.
- moving collections.
- reordering and sorting collections.
- removing entries from collections.
- linking collections to pages.
- hiding or showing collections.
- viewing links to collections.
- setting or modifying release criteria for collections.
- deleting collections.

## Creating or Editing Collections

You can create collections to organize media library entries into logical groupings. An entry can be added to more than one collection.

You can create collections to organize gallery entries into logical groupings. An entry can be added to more than one collection.

Depending on administrator settings, you may also be able to set Student permissions to create entries for the collection. If you remove these permissions after Students have created content, the content remains, but further Student entries are not allowed.

1. Depending on whether you are creating or editing a collection, do one of the following:
  - If you are creating a collection, from the *Media Library* screen, click **Create Collection**.
  - If you are creating a collection, from the *Gallery* screen, click **Create Collection**.
  - If you are editing a collection:
    - a. From the *Media Library* screen, locate the collection that you want to edit and click its *ActionLinks* icon.
    - b. From the *Gallery* screen, locate the collection that you want to edit and click its *ActionLinks* icon.
    - c. Click **Edit Properties**.
2. Enter a title and description:

**NOTE:** The description is visible to Students and appears next to the collection title.

**NOTE:** The description is visible to Portfolio Reviewers and appears next to the collection title.

- To create the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
- To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

- To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Description* text box, enter the HTML code.
3. Select to show or hide the item.
  4. Under *Student Permissions*, select to allow or disallow Students to create entries.

**NOTE:** Depending on administrator settings, this setting may not be available to you.

5. In the *Keywords* text box, enter one or more keywords, separated by commas.
6. Click **Save**.

## Adding Entries to Collections

After an entry is created, you can add the entry to a collection that contains related entries.

**NOTE:** Entries can be added to more than one collection.

To add an entry to a collection:

- From within a collection:
  - a. Click **Add Existing Entries**.
  - b. Do one of the following:
    - To add one or multiple entries to a collection, select each entry.
    - To add all entries to a collection, in the table heading row, select the check box.
  - c. Click **Add Selected**.
- From the *Media Library* screen:

- a. Click **View All Entries**.
  - b. Do one of the following:
    - To add one or multiple entries to a collection, select each entry.
    - To add all entries to a collection, in the table heading row, select the check box.
  - c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.
- From the *Gallery* screen:
    - a. Click **View All Entries**.
    - b. Do one of the following:
      - To add one or multiple entries to a collection, select each entry.
      - To add all entries to a collection, in the table heading row, select the check box.
    - c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.

## Viewing a Collection

You can view a listing of all the entries associated with a collection.

1. From the *Media Library* screen, locate the collection that you want to view and click its title.
2. From the *Gallery* screen, locate the collection that you want to view and click its title.
3. To toggle between showing and hiding the collection's *Description*, click the *Expand/Collapse Description* icon.
4. To return to the listing of all collections, in the breadcrumbs, click **Media Library**.
5. To return to the listing of all collections, in the breadcrumbs, click **Gallery**.

## Previewing Collections

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.

2. Click **Preview**.

## Moving Collections

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Below**.

## Sorting Collections

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## Removing Entries from a Collection

**NOTE:** Removing an entry from a collection does not delete the entry, nor does it change its status in other collections.

1. From within a collection, do one of the following:
  - To remove one or more entries, select each entry.
  - To remove all entries, in the table heading row, select the check box.
2. Click **Remove**.
3. Click **OK**.

## Linking Collections to the Course Content and Learning Modules Tools

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

**NOTE:** In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

**NOTE:** In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

## Showing or Hiding Collections

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Viewing Links to Collections

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## Setting or Modifying Release Criteria for Collections

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective*



*Release.*

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Deleting Collections

**NOTE:** Deleting a collection does not delete the entries that are included in that collection.

1. Do one of the following:
  - To delete an individual collection:
    - a. Depending on your location in *Media Library*, do one of the following:
      - From the *Media Library* screen, locate the collection and click its *ActionLinks* icon.
      - From within a collection, click the *ActionLinks* icon next to the collection title.
    - b. Depending on your location in *Gallery*, do one of the following:
      - From the *Gallery* screen, locate the collection and click its *ActionLinks* icon.
      - From within a collection, click the *ActionLinks* icon next to the collection title.
    - c. Click **Delete**.
  - To delete multiple collections:
    - a. From the *Media Library* screen, next to each collection that you want to delete, select the check box.
    - b. From the *Gallery* screen, next to each collection that you want to delete, select the check box.
    - c. Click **Delete**.
  - To delete all collections:
    - a. From the *Media Library* screen, in the table heading row, select the check box. All collections are selected.
    - b. From the *Gallery* screen, in the table heading row, select the check box. All collections are selected.
    - c. Click **Delete**.
2. Click **OK**.

## ABOUT MEDIA LIBRARY

### For Section Instructors

In the *Media Library* tool, you can view a database of text, image, video, and audio files related to your course. Files are added to the *Media Library* by creating entries. Entries can then be grouped into *Media Library* collections.

**EXAMPLE:** In an art history class, the *Media Library* tool contains a collection titled *Monet*. The collection contains multiple files related to Monet, including image files of Monet's paintings, a text file with a brief description of Monet's life, and a video file of a virtual tour of the Metropolitan Museum of Art.

Depending on how your course is designed, you and your Students may also be able to access a *Media Library* entry by clicking linked text from within a file.

With the *Media Library* tool, you can:

- view a collection.
- view entries.
- make collections available or unavailable.
- depending upon administrator settings:
  - create entries.
  - edit entries you have created.
  - export and import entries.
  - delete entries you, other Section Instructors, Teaching Assistants, and Students have created.

### Creating or Editing Entries

**IMPORTANT:**

- You can create entries for a collection only if administrator settings allow it.
- You can edit only entries you have created.

A *Media Library* entry can consist of a term and its definition, or it can be a text, graphic, video, or audio file.

1. Depending on whether you are creating or editing an entry, do one of the following:

- If you are creating an entry:
    - a. From within a collection, click **Create Entry**.
  - If you are editing an entry:
    - a. From within a collection, locate the entry that you want to edit and click its *ActionLinks* icon.
    - b. Click **Edit**.
2. Enter a title.
- If you want, select to display the title in italics.
- EXAMPLE:** You may want to italicize medical terminology.
3. Enter a description or definition for the entry in Plain Text or HTML format:
- To create the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
  - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
- NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
- To hand code the HTML:
    - a. Select *Use HTML*.
    - b. In the *Description* text box, enter the HTML code.
4. If you want to include a file with the entry, such as an image or audio file:
- a. Click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the file that you want to include. For more information, see *Navigating with Content Browser*.
5. In the *Keywords* text box, enter keywords separated by commas, or edit the existing keywords.
6. Under *Display this entry in the following collections*, select each collection in which to include the entry.
- NOTE:** This option is available only to Section Instructors and Teaching Assistants.
- IMPORTANT:** Section members can view only entries that have been added to a collection.
7. Click **Save**.

## Viewing Entries

From within a collection, locate the entry and click its title.

## Previewing Entries

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Editing Collections

You can edit the description, visibility, and keywords assigned to a collection.

1. From the *Media Library* screen, locate the collection that you want to edit and click its *ActionLinks* icon.
  2. Click **Edit Properties**.
  3. Edit the description in Plain Text or HTML format:
    - To edit the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
    - To edit the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
      - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
- NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
- To hand code the HTML:
    - i. Select *Use HTML*.

- ii. In the *Description* text box, edit the HTML code.
4. Select to show or hide the item for Students.
5. Under *Student Permissions*, select to allow or disallow Students to create entries in a collection. If you disallow Student entries after they have created entries, those entries remain, but Students can no longer create or edit.

**NOTE:** Depending on administrator settings, this option may not be available.

6. In the *Keywords* text box, enter one or more keywords, separated by commas.
7. Click **Save**.

## Viewing a Collection

You can view a listing of all the entries associated with a collection.

1. From the *Media Library* screen, locate the collection that you want to view and click its title.
2. From the *Gallery* screen, locate the collection that you want to view and click its title.
3. To toggle between showing and hiding the collection's *Description*, click the *Expand/Collapse Description* icon.
4. To return to the listing of all collections, in the breadcrumbs, click **Media Library**.
5. To return to the listing of all collections, in the breadcrumbs, click **Gallery**.

## Removing Entries from a Collection

**NOTE:** Removing an entry from a collection does not delete the entry, nor does it change its status in other collections. However, if you remove the entry from all collections, it will be visible only to designer roles. You will no longer have access to the entry.

1. From within a collection:
  - If a **Remove** button is available, do one of the following:
    - To remove one or more entries, select each entry.
    - To remove all entries, in the table heading row, select the check box.
  - If no **Remove** button is available:

- a. Next the entry you want to remove, click the *ActionLinks* icon.
2. Click **Remove**.
3. Click **OK**.

## Showing or Hiding Collections

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Viewing Links to Collections

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.

2. Click **View Links to this Item**.

## Setting or Modifying Release Criteria for Collections

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## Exporting Entries

You can export entries and import them to other collections.

Depending on *Media Library* settings, users enrolled as Section Instructors or Teaching Assistants may not be able to export entries.

1. Do one of the following:
  - To export entries from a specific collection, from the *Media Library* screen, click the title of the collection.
  - To export entries from the *Media Library*, from the *Media Library* screen, click **View All Entries**. This option is not available to users enrolled as Section Instructors or Teaching Assistants.
2. Do one of the following:
  - To export entries from a specific collection, from the *Gallery* screen, click the title of the collection.
  - To export entries from the *Gallery*, from the *Gallery* screen, click **View All Entries**.
3. Select the entries you want to export and click **Export**.
4. Click **Save** and save the file. The entries and any attachments are saved in a zip file. The default zip file name is <section\_title>-MediaEntriesExport-yyyy-mmm-dd-hh-mm-ss.zip where:
  - <section\_title> is the title of the section.
  - yyyy-mmm-dd is the date that the entries were exported.
  - hh-mm-ss is the time that the entries were exported.

In the zip file, the entries are saved in a comma-separated values (.csv) file. Each entry appears in the following format:

```
<title>,<description>,<use_HTML>,<display_in_italic>,"<keywords>",<entry_linking>,<attachment_file_name>
```

The following table describes each field:

Field	Description
<title>	The entry title.
<description>	The entry description. If the description contains commas, quotation marks, or line breaks, it is enclosed in quotation marks.
<use_HTML>	Determines whether the description is in Plain Text or HTML format. Possible values are: <ul style="list-style-type: none"> <li>• 0 = description is in Plain Text format</li> <li>• 1 = description is in HTML format</li> </ul>
<display_in_italic>	Determines whether the title is in regular or italic font style. Possible values are: <ul style="list-style-type: none"> <li>• 0 = title is in regular font style</li> <li>• 1 = title is in italic font style</li> </ul>
"<keywords>"	Keywords associated with the entry, separated by commas and enclosed in quotation marks.  This field is not used in <i>Gallery</i> entries. When you export <i>Gallery</i> entries, this field is blank.
<entry_linking>	Determines how entries are linked. Possible values are: <ul style="list-style-type: none"> <li>• 0 = manual</li> <li>• 1 = automatic, first instance</li> <li>• 2 = automatic, all instances</li> </ul> This field is not used in <i>Gallery</i> entries. When you export <i>Gallery</i> entries, the default value 0 is exported.



Field	Description
<attachment_file_name>	<p>The file name of the attachment.</p> <p><b>NOTE:</b> When entries are exported, the file names of attachments are renamed with the ID of the entry.</p>

**EXAMPLE:** apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,1,"pome,fruit",2,912345678.jpg

**EXAMPLE:** apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,"",0,912345678.jpg

For information about importing entries, see *Importing Entries*.

## Importing Entries

You can import entries:

- that were exported from the *Media Library* in a course in which you are enrolled.

**EXAMPLE:** If you exported entries from a course that you were enrolled in last term, you can import those entries to new collections that you create.

For more information, see *Exporting Entries*.

- that were exported from the *Gallery* in a portfolio.

**EXAMPLE:** If you exported entries from your portfolio, you can import those entries to new collections that you create.

- that are saved in a Comma Separated Values (.csv), text (.txt), or zip file.

**EXAMPLE:** If you have downloaded *Glossary* entries from a CE 4.x course or have an Excel® spreadsheet software file that contains glossary terms that you want to import, you can modify its format and import it.

For information about how to format entries for import, see *Formatting Entries for Import*.

Depending on *Media Library* settings, users enrolled as Section Instructors or Teaching Assistants may not be able to import entries.

If you import entries that were exported from the *Media Library* in a course, the keywords and entry linking fields do not import.

- Do one of the following:

- To import entries to a specific collection, from the *Media Library* screen, click the title of the collection.
  - To import entries to the *Media Library*, from the *Media Library* screen, click **View All Entries**. This option is not available to users enrolled as Section Instructors or Teaching Assistants.
2. Do one of the following:
    - To import entries to a specific collection, from the *Gallery* screen, click the title of the collection.
    - To import entries to the *Gallery*, from the *Gallery* screen, click **View All Entries**.
  3. Click **Import**.
  4. Locate and select the .csv, .txt, or zip file.
  5. If you are importing entries to *Media Library* and you do not want import entries to the collections specified in the file, select *Ignore the collection information when importing*.
  6. Click **Import**. The entries are imported.

## Formatting Entries for Import

If you have downloaded *Glossary* entries from a CE 4.x course or have an Excel® spreadsheet software file that contains glossary terms that you want to import, you can modify the file and import it.

Depending on whether the entries have file attachments, you must format the entries in a Comma Separated Values (.csv) or text (.txt) file:

- If the entries do not have file attachments, you must format the entries in a .csv or .txt file.
- If the entries have file attachments:
  - you must format the entries in a .csv file.
  - the file name of the .csv file must be `entries_export.csv`.
  - the `entries_export.csv` file and all file attachments must be included in a single zip file.

When creating the .csv or .txt file, each entry must be in the following format:

```
<title>,<description>,<use_HTML>,<display_in_italic>,"<keywords>",<entry_linking>,<attachment_file_name>
```

The following table describes the fields:

Field	Description
<title>	The entry title.

Field	Description
<description>	<p>The entry description.</p> <p>If the description contains commas, quotation marks, or line breaks, it must be enclosed in quotation marks.</p> <p><b>EXAMPLE:</b>   pomegranate,"A large fruit having many tiny seeds in an inedible, red pulp.",0,1,"fruit,Punica granatum",1</p> <p>The description can be in Plain Text or HTML format. If the description is in HTML format, the value of the &lt;use_HTML&gt; field must be set to 1.</p>
<use_HTML>	<p>Determines whether the description is in Plain Text or HTML format. Possible values are:</p> <ul style="list-style-type: none"> <li>• 0 = description is in Plain Text format</li> <li>• 1 = description is in HTML format</li> </ul> <p>This field is optional. If you leave it blank, the default value 0 is used.</p>
<display_in_italic>	<p>Determines whether the title is in regular or italic font style. Possible values are:</p> <ul style="list-style-type: none"> <li>• 0 = title is in regular font style</li> <li>• 1 = title is in italic font style</li> </ul> <p>This field is optional. If you leave it blank, the default value 0 is used.</p>
"<keywords>"	<p>Keywords associated with the entry. They must be separated by commas and enclosed in quotation marks.</p> <p>This field is optional. You can leave it blank.</p> <p>If you import entries to the <i>Gallery</i>, keywords are not imported.</p>

Field	Description
<entry_linking>	<p>Determines the entry linking. Possible values are:</p> <ul style="list-style-type: none"> <li>• 0 = manual</li> <li>• 1 = automatic, first instance</li> <li>• 2 = automatic, all instances</li> </ul> <p>This field is optional. If you leave it blank, the <i>Media Library</i> default linking setting is used.</p> <p>If you import entries to the <i>Gallery</i>, entry linking is not imported.</p>
<attachment_file_name>	The file name of the attachment.
<collection>	Set this value to Glossary to import entries into the glossary.

**EXAMPLE:** apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,1,"pome,fruit",2,SpartanApple.jpg

For information about importing entries, see *Importing Entries*.

## Deleting Entries

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.

- In the *Web Links* tool, Students can delete only their own web links.
  
- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
  
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**.
  3. Click **OK**.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.

# CHAPTER 30: MY FILES

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT MY FILES

### For All Roles

### My Files

You can use *My Files* to create and store your personal files. Each user has their own *My Files* that is always private and cannot be accessed by other users.

You can use *My Files* for the following tasks:

#### Locating and Viewing Files and Folders

To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location in the course.

To preview files, you click their titles. You can also set the number of items listed on one page, sort by a column, or filter by file type.

#### Creating and Editing Files and Folders

You can create and edit HTML files and organize them in folders. You can also rename files and folders. Files in *My Files* use a default character set selected by the administrator but you can declare unique character sets for individual files.

#### Managing Files and Folders

You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.

### Creating WebDAV Folders

You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage *My Files* files and folders from your computer without logging in to the Blackboard Learning System. Any changes you make in WebDAV folders are reflected in *My Files* folders. For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

## ACCESSING MY FILES

### For Designers

You can use *My Files* to create and store your personal files. You can access *My Files* from two locations:

- from *File Manager* in a course or template
- from *Content Manager*

Depending on your location, do one of the following:

- If you are in a course or template:
  - a. Under *Designer Tools*, click **File Manager**.
  - b. Click **My Files**.
- If you are at *My Blackboard*, click the **Content Manager** tab and then click **My Files**.

## ACCESSING MY FILES

### For Section Instructors

You can use *My Files* to create and store your personal files. *My Files* is located in *Content Manager*.

Depending on your location, do one of the following:

- If you are in a course:

1. Click the **My Blackboard** link and then click the **Content Manager** tab.
  2. Click **My Files**.
- If you are at *My Blackboard*, click the **Content Manager** tab and then click **My Files**.

## KEY CONCEPTS

### For All Roles

You can learn about:

- WebDAV folders.
- case-sensitivity in file and folder names.
- MIME types.

### About WebDAV Folders

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add, edit, copy, move, or delete files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add, edit, copy, move, or delete files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

### About Case Sensitivity in File and Folder Names



File and folder names in *Content Manager* and *File Manager* are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

File and folder names in the *Files* tool are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

This also means that paths used for linking files do not need to match the actual case of the folder names and file name in the path. For example, the paths in the following links reference the same location and file:

```
<a href="folder/file.html">Link</a>
```

```
<a href="FOLDER/FILE.html">Link</a>
```

**IMPORTANT:** Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in *Content Manager* and *File Manager* or in Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

**IMPORTANT:** Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in the *Files* tool or in Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

## About MIME Types

A Multipurpose Internet Mail Extensions (MIME) type is used by browsers to determine how to display content. For example, if the MIME type is text is `text/html`, the browser will display the content as HTML.

When you view a file, the MIME type is sent to your browser so that it can identify the type of file and determine what to do with the file. The following MIME types are supported:

When you view a file the MIME type is sent to your browser so that it can identify the type of file and determine what to do with the file. Blackboard Portfolio supports the following MIME types:

File Type	File Extension	MIME Type
Adobe® Portable Document Format	pdf	application/pdf

<b>File Type</b>	<b>File Extension</b>	<b>MIME Type</b>
Adobe Postscript®	ps	application/postscript
AOL® Art Image	art	image/x-art
Apple® QuickTime® movie	movie	video/x-sgi-movie
Apple QuickTime video clip	mov, qt	video/quicktime
Audio Interchange File	aif, aifc, aiff	audio/x-aiff
Audio Video Interleave	avi	video/x-msvideo
Backup file	bak	application/octet-stream
Basic Audio	au	audio/basic
Bitmap Graphics	bmp	image/bmp
Blackboard Learning System file	wct	application/octet-stream
Calendar file	ics	text/calendar
Cascading Style Sheet	css	text/css
Comma-Separated Variables	csv	text/csv
Corel® Presentations™	shw	applications/presentations
Encapsulated Postscript	eps	application/postscript
e-Pack	epk	application/octet-stream
Executable	exe	application/octet-stream
Extensible Markup Language	xml	text/xml
Extensible Style Sheets	xsl	text/xsl
Graphic Interchange Format	gif	image/gif
Hypertext Markup Language	htm, html	text/html
HyperText Template	htt	text/html

<b>File Type</b>	<b>File Extension</b>	<b>MIME Type</b>
Java	java	text/plain
Java Class	class	application/octet-stream
JavaScript™	js	application/x-javascript
JavaServer™ Pages	jsp	text/html
Joint Photographic Experts Group	jpg, jpe, jpeg	image/jpeg
Log File	log	text/plain
Macromedia® Director®	dir, dcr, dxr	application/x-director
Macromedia Flash®	fla	application/x-shockwave-flash
Macromedia Shockwave® Flash	swf	application/x-shockwave-flash
Microsoft® Access	mdb	application/x-msaccess
Microsoft Excel	xls, xlt	application/vnd.ms-excel
Microsoft HTML	mht	text/mht
Microsoft Outlook®	eml	message/rfc822
Microsoft PowerPoint®	ppt, pot	application/vnd.ms-powerpoint
Microsoft Project	mpp, mpt, mpx	application/vnd.ms-project
Microsoft Word	doc, dot	application/msword
Microsoft Works	msw	application/x-msworks-wp
Moving Pictures Experts Group	mpg, mpe, mpeg	video/mpg
Moving Pictures Experts Group Audio	mpga, mp2, mp3	audio/mpeg
Musical Instrumental Digital Interface	mid, midi	audio/midi
PC Paintbrush Bitmap Graphic	pcx	application/x-pc-paintbrush

<b>File Type</b>	<b>File Extension</b>	<b>MIME Type</b>
Portable (Public) Network Graphic	png	image/png
Properties (Java)	properties	text/plain
RealAudio®	ra, ram, rm	audio/x-realaudio
RealPlayer® Plug-In	rpm	audio/pn-realaudio-plugin
RealVideo®	rv	audio/x-realvideo
Rich Text Document	rtx	text/richtext
Rich Text Format	rtf	application/rtf
Shell (Unix)	sh	text/plain
Sound	snd, au, ulaw	audio/basic
Standard Generalized Markup Language	sgml, sgm	text/sgml
StuffIt™ Compressed Archive	sit	application/x-stuffit
Tab-Separated Values	tsv	text/tab-separated-values
Tagged Image Format File	tif, tiff	image/tiff
Text	txt, asc	text/plain
Uniform Resource Locator	url	text/plain
Unknown Binary	bin	application/octet-stream
Virtual Reality Modeling Language	vrml, wrl	x-world/x-vrml
Waveform Audio	wav	audio/x-wave
Windows Advanced Systems Format	asf, asx	video/x-ms-video
WordPerfect®	wpg, wpd	application/wordperfect5.1

File Type	File Extension	MIME Type
Zip Compressed Archive	zip	application/x-zip-compressed

## LOCATING AND VIEWING FILES AND FOLDERS

### For All Roles

You can locate and view files and folders by:

- navigating folders.
- navigating multiple pages.
- sorting items.
- filtering files by type.
- previewing files.
- viewing file information.

### Navigating Folders

You can navigate content in different folders from two views:

- **Tree view:** In the left frame, folders are displayed in a hierarchical tree. Parent folders can be expanded to display child folders and collapsed to hide child folders. Use tree view to quickly navigate up and down the folder structure.
- **List view:** In the content display area, the contents of the open folder are displayed. Breadcrumbs appear above the list and can be used to navigate from a child folder to a parent folder. Use list view to perform actions on folder content.

1. To navigate folders from tree view:

**NOTE:** Tree view is for navigation only. All actions on files and folders are carried out in list view.

- To expand a folder, next to the folder you want to expand, click the *Expand* icon.
- To collapse a folder, next to the folder you want to collapse, click the *Collapse* icon.

- To view the contents of a folder, click the name of the folder.
2. To navigate folders from the list view:
- To navigate down the folder structure, under *Title*, click the name of the folder.
  - To navigate up the folder structure, from the breadcrumbs, click the name of the folder.
  - If your files in list view span multiple pages, you can navigate the pages using the paging controls at the bottom of the list. For more information, see *Navigating Multiple Pages*.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

**EXAMPLE:** If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon.

**IMPORTANT:** In the *Content Browser* pop-up window, filtering remains until you change the filter criteria or the pop-up window is closed. In all other areas, filtering remains until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon.

## Previewing Files

You can preview files that can be viewed in a web browser, such as HTML files and some image files. To preview other types of files, you must open them with a specific program or download them to your computer for viewing.

1. Navigate to the folder that contains the file that you want to preview.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Preview**.

## Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, and keywords.

1. Navigate to the folder containing the file. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **View File Information**.

# CREATING AND EDITING FILES AND FOLDERS

## For All Roles

You can create and edit files and folders by:

- creating HTML files.
- editing HTML files.
- creating folders.
- renaming files and folders.
- editing file properties.
- declaring character sets.

## Creating HTML Files

You can create HTML files using HTML markup or plain text. When creating HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may appear by default, or it may not be available.

1. Navigate to the location or folder in which you want to create a file.
2. Click **Create File**.
3. In the *File Name* text box, enter a name for the file.
4. If you want to use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
5. Enter your content.
6. Click **Save**.

## Editing HTML Files

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.



**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

**WARNING:** If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Locate the HTML file and click its *ActionLinks* icon.
2. Click **Edit**.
3. Edit the file:
  - a. In the *File Name* text box, edit the name of the file.
  - b. If you want to use the *HTML Creator* to edit the content, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

4. Click **Save**.

## Creating Folders

You can create folders to organize content.

1. Navigate to the folder in which you want to create a folder.
2. Click **Create Folder**.
3. Enter a title and click **OK**.

## Renaming Files and Folders

You can change the title of files and folders. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and click its *ActionLinks* icon.
3. Click **Rename**.
4. Enter a new title for the item.
5. Click **OK**.

## Editing File Properties

You can edit the author, title, description and keywords of a file.

1. Navigate to the folder containing the file whose information you want to edit. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Edit Properties**.
4. Edit the file properties:
  - a. In the *Author* text box, edit the name of the person that created the file.
  - b. In the *Title* text box, edit the title of the file.
  - c. In the *Description* text box, edit the text that will help identify the contents of the file.
  - d. In the *Keywords* text box, edit the terms that can be used to search for this file. Use semicolons to separate keywords.
5. Click **Save**.

## Declaring Character Sets

When files are uploaded to the server, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

The following character sets are supported:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)
- Baltic (ISO-8859-4)
- Baltic (Windows 1257)
- Central European (ISO-8859-2)
- Central European (Windows 1250)

- Chinese Simplified (EUC\_CN)
  - Chinese Traditional (Big5)
  - Cyrillic (ISO-8859-5)
  - Cyrillic (KOi8-R)
  - Cyrillic (Windows 1251)
  - Greek (ISO-8859-7)
  - Greek (Windows 1253)
  - Hebrew (ISO-8859-8)
  - Hebrew (Windows 1255)
  - Japanese (EUC-JP)
  - Japanese (IBM-33722)
  - Japanese (Shift\_JIS)
  - Korean (EUC-KR, KSC5601)
  - Korean (ISO-2022-kr)
  - Sixteen-bit UTF (UTF-16)
  - Sixteen-bit UTF, big-endian byte order (UTF-16BE)
  - Sixteen-bit UTF, little-endian byte order (UTF-16LE)
  - Thai (IBM 874)
  - Thai (Windows 874)
  - Turkish (ISO-8859-9)
  - Turkish (Windows 1254)
  - Unicode (UTF-8)
  - Western European (ISO-8859-1)
  - Western European (Windows 1252)
1. Locate the file or the folder containing the files for which you want to declare a character set and click its *ActionLinks* icon.
  2. Click **Declare Character Set**.
  3. From the drop-down list, select the character set.
  4. If you want to preview a file in the selected character set:
    - a. Locate the file and, under *Actions*, click its *Preview* icon.

- b. When you are finished previewing the file, close the window.
5. Select each file.
6. Click **Save**.

## MANAGING FILES AND FOLDERS

### For All Roles

You can manage files and folders by:

- getting files.
- copying files and folders.
- moving files and folders.
- downloading files.
- zipping files and folders.
- unzipping files.
- deleting files and folders.

### Getting Files

You can get files from another location and copy them to your current location in *Content Manager*.

1. Navigate to the location to which you want to add files. For more information on navigating, see *Navigating Folders*.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Locate and select the files. For more information, see *Navigating with Content Browser*. One of the following occurs:
  - Each file is copied to the *Content Manager* folder from which you clicked **Get Files**.
  - If the destination folder contains files with the same name as the files you are adding, the *Resolve Naming Conflicts* screen appears. For each naming conflict, do one of the following:
    - To select a new destination folder, from the *Select another location* drop-down list, select a

folder and click **OK**. Only the original destination folder and sub-folders of the original destination folder are available for selection.

- To create a destination folder:
  - a. Click **Create Folder**.
  - b. In the *Title* text box, enter the name for the folder. The folder name can include multiple words and spaces.
  - c. Click **OK**.
  - d. Click **OK**.
- To rename the file, select *Rename*, enter a new file name, and click **OK**.
- To replace the file in the destination folder with the file you are creating, select *Replace existing* and click **OK**.

Each file is copied to the *Content Manager* folder.

## Copying Files and Folders

You can create copies of files and folders and paste them to another location.

1. Navigate to the folder containing the items you want to copy. For more information, see *Navigating Folders*.
2. Do one of the following:
  - To copy one or more items, select each item and click **Copy**.
  - To copy all items listed on the current page:

**NOTE:** If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Copy**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to paste the items. You can only paste files to locations where you have file and folder pasting capabilities. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Multiple items copied to your computer will be compressed and copied as a single zip file.

4. If you have pasted the items to a location other than your computer and you have encountered a

naming conflict, do one of the following:

- To select a new destination folder:
  - i. Select *Select another location*.
  - ii. From the *Select another location* drop-down list, select a folder.
    - NOTE:** Only the original destination folder and subfolders of the original destination folder are available.
- To create a destination folder:
  - i. Select *Select another location*.
  - ii. Click **Create Folder**.
  - iii. In the *Title* text box, enter a name for the folder.
  - iv. Click **OK**.
  - v. From the *Select another location* drop-down list, select the new folder.
- To rename the item:
  - i. Select *Rename*.
  - ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder with the copy, select *Replace*.
- If you are pasting multiple items and have multiple naming conflicts, to cancel the paste action for a single item, select *Skip*.

## Moving Files and Folders

You can move files and folders from one location to another.

**IMPORTANT:** Items moved to your computer are not removed from the system. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items that you want to move. For more information, see *Navigating Folders*.
2. Do one of the following:
  - To move one or more items:
    - a. Select each item.
    - b. Click **Move**.

- To move all items listed on the current page:

**NOTE:** If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Move**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to move the items. You can only move items to locations where you have file and folder pasting capabilities. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Multiple items moved to your computer will be compressed and moved as a single zip file.

4. If you have moved the items to a location other than your computer and you have encountered a naming conflict, do one of the following:

- To select a new destination folder:
  - i. Ensure *Select another location* is selected.
  - ii. From the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and subfolders of the original destination folder are available for selection.

- To create a destination folder:
  - i. Ensure *Select another location* is selected.
  - ii. Click **Create Folder**.
  - iii. In the *Title* text box, enter a name for the folder.
  - iv. Click **OK**.
  - v. In the *Select another location* drop-down list, ensure the new folder is selected.
- To rename the item:
  - i. Select *Rename*.
  - ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder, select *Replace existing*.
- If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.

## Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

**NOTE:** You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zippping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Download**.
4. Click **Save** and specify the location.

## Zippping Files and Folders

You can create a compressed zip file that contains files and folders. Zippping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items that you want to compress into a single zip file.
2. Do one of the following:
  - To compress one or more items:
    - a. Select each item.
    - b. Click **Zip**. The *Content Browser* pop-up window appears.
  - To compress all items listed on the current page:

**NOTE:** If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Zip**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

## Unzipping Files

You can extract all the contents of zip files.



1. Navigate to the folder containing the file that you want to unzip.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Extract**.

## Deleting Files and Folders

You can permanently delete files and folders from the server.

**WARNING:** Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
  - a. Locate the item and click its *ActionLinks* icon.
  - b. Click **Delete**.
  - c. Click **OK**.
- To delete several items:
  - a. Select the items and click **Delete**.
  - b. Click **OK**.
- To delete all items listed on the current page:

**NOTE:** If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
- b. Click **Delete**.
- c. Click **OK**.

## CREATING WEBDAV FOLDERS

### For All Roles

You can create WebDAV folders by:

- creating WebDAV connections on a Windows® operating system.
- creating WebDAV connections on Mac® operating system software.

## Creating WebDAV Connections on a Windows® Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add or modify files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - d. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.

- If you are not using Microsoft Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **View WebDAV Info**. The folder path appears.
  - d. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
  - e. From your Windows desktop, double-click the *My Network Places* icon.
  - f. Double-click **Add Network Place**.
  - g. Follow the prompts given by the *Add Network Place Wizard*.
  - h. When you are prompted to enter an Internet or network address, paste the server path by pressing CTRL+V on your keyboard.
  - i. Click **Next**.
  - j. In the *User name* and *Password* text boxes, enter your user name and password and click **OK**.
  - k. Click **Next**.
  - l. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - m. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.

## Creating WebDAV Connections on a Mac® Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage portfolio files and folders from your computer without logging in to the Blackboard Portfolio System. To do this, you set up WebDAV folders on your computer that mirror your folders in the

Blackboard Portfolio System. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Blackboard Portfolio System. Conversely, when you add or modify files and sub-folders in portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

1. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
2. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
3. Click **View WebDAV Info**. The folder path appears.
4. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
5. From your Mac desktop, from the *Finder*, click **Go**.
6. Click **Connect to Server**.
7. Ensure that your cursor is in the *Address* text box and paste the server path by pressing COMMAND+V.
8. Click **OK**.
9. In the *User Name* and *Password* text boxes, enter your user name and password and click **OK**. The folder is added to the Mac *Finder*.

# CHAPTER 31: MY PROGRESS

**IMPORTANT:** Topics in this chapter apply to designers.

The *My Progress* tool allows Students to view a report that includes information about their level of participation in the course. The *My Progress* report includes the following data:

Column Title	Description
<i>Session</i>	Each time you log in to the Blackboard Learning System, it counts as one session. Each session is assigned a number. This column contains the session number.
<i>First Access</i>	The date and time you logged in to the session.
<i>Last Access</i>	The date and time you logged out of the session.
<i>Total Time</i>	The total time you spent in the course during the session.  <b>NOTE:</b> If you did not log out to end the session, <i>Total Time</i> is calculated as the amount of time between the time you first accessed the course and the time you last accessed the course plus up to an additional 60 seconds.
<i>Content Folders</i>	The number of content folders you viewed during the session.
<i>Files</i>	The number of files you viewed during the session.
<i>Discussions</i>	<ul style="list-style-type: none"> <li>• <i>Viewed Message:</i> The number of messages you viewed in the <i>Discussions</i> tool during the session.</li> <li>• <i>Posted Message:</i> The number of messages you posted in the <i>Discussions</i> tool during the session.</li> </ul>
<i>Assessments</i>	<ul style="list-style-type: none"> <li>• <i>Began:</i> The number of assessments you began during the session.</li> <li>• <i>Finished:</i> The number of assessments you finished during the session.</li> <li>• <i>Total Time:</i> The total time you spent in the <i>Assessments</i> tool during the session.</li> </ul>

## Chapter 31: My Progress

Column Title	Description
<i>Assignments</i>	<ul style="list-style-type: none"><li>• <i>Read</i>: The number of assignments you read during the session.</li><li>• <i>Submitted</i>: The number of assignments you submitted during the session.</li><li>• <i>Total Time</i>: The total time you spent in the <i>Assignments</i> tool during the session.</li></ul>
<i>Media Library</i>	<ul style="list-style-type: none"><li>• <i>Entry Viewed</i>: The number of <i>Media Library</i> entries you viewed during the session.</li><li>• <i>Collection Viewed</i>: The number of <i>Media Library</i> collections you viewed during the session.</li></ul>

**NOTE:** Depending on the settings used by your institution, it may take one hour or one day before the data for a session appears in the *My Progress* report.

Students can export a copy of the *My Progress* report to their local computer.

## CHAPTER 32: MY SETTINGS

**IMPORTANT:** Topics in this chapter apply to all roles.

### ABOUT MY SETTINGS

Use *My Settings* to:

- view and edit your profile. A profile contains information about you. It could contain your picture, as well as your first and last name, e-mail address, and academic achievements. The type of information that appears and whether you can edit information depends on Institution Administrator settings. The profiles of Section Instructors, Teaching Assistants, Students, and Auditors are visible in courses where the *Roster* and *PeopleLinks* tools have been added.
- change your password.
- set options for tools. This is the central place to set default options for some tools, such as *Mail* and *Calendar*. You can also set the language and font.
- view all of your current enrollment information.

The *My Settings* link is always available from the logo bar at the top, unless you are working in a course, in which case you must return to the *My Blackboard* screen to see the link.

### ABOUT PROFILES

You can view your profile in the *My Profile* tab. Depending on administrator settings, you may be able to edit some or all of the information in your profile.

If you are a Section Instructor, Teaching Assistant, Student or Auditor, your profile is visible to members in courses where the *Roster* tool has been added. Section Designers only see profiles for Section Instructors and Teaching Assistants.

If the *PeopleLinks* tool has been added to a course, profiles are available to Section Instructors and Teaching Assistants from wherever user names appear. Depending on administrator settings, Students and Auditors may also see profiles.

If you are an administrator or designer, your profile is not visible to other users. However, your profile information may be used for purposes such as reporting. The e-mail address in your profile may be particularly important if your institution sends automated alerts to external e-mail addresses.

**IMPORTANT:** It is recommended that all users keep their profile information up-to-date.

## EDITING YOUR PROFILE

Depending on administrator settings, you may not be able to edit some or all of your profile, add a photo, or change the public/private status of certain items.

1. Click **Edit Profile**.
2. Edit the available fields.
3. If you can add your photo:

**NOTE:** You can only add photos that are in .jpg or .gif format. The recommended height and width of the photo is 320 by 240 pixels. If the photo is larger, it will be resized.

  - a. Click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the file. For more information, see *Navigating with Content Browser*.
4. If you can edit your birthday, click the *Date Selection* icon to select a date. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
5. To specify whether information in your profile is visible to other users, do one of the following:
  - To make information in your profile visible to other users through the *Roster* and *PeopleLinks* tools, select *Public*.
  - To hide information in your profile from other users, clear the *Public* check box.
6. Click **Save**.

## CHANGING YOUR PASSWORD

You cannot change your password if:

- your institution uses Kerberos™ network authentication protocol, LDAP (Lightweight Directory Access Protocol), or custom authentication to validate your user name and password.
- your Institution Administrator has disallowed users from changing their own password.

If you cannot change your password, the **Change Password** button does not display in the *My Profile* tab.

1. From the *My Profile* tab, click **Change Password**.
2. In the *Current password* text box, enter your current password.



3. In the *New password* text box, enter your new password.

**NOTE:** Passwords are case sensitive and must be at least six characters. Depending on whether your institution requires strong passwords, passwords may need to contain three of the following types of characters: Uppercase letters, lowercase letters, numbers, and symbols. For example, *Pa55w\*rd*.

4. In the *Confirm new password* text box, re-enter your new password.
5. If you want to receive your login information by e-mail when you forget your user name or password, set up a secret question that you will have to answer before the information will be sent to you:
  - a. In the *Secret question* text box, enter a question.

**EXAMPLE:** What is the name of your favorite pet?

- b. In the *Secret answer* text box, enter the answer to the question. In order to receive your login information by e-mail, you must enter the answer exactly as entered here.

**IMPORTANT:** In order to receive your login information by e-mail, you must have a valid e-mail address in your profile.

6. Click **Save**.
7. Click **OK**.

## SETTING YOUR TOOL OPTIONS

**NOTE:** Information about portfolios in this topic applies only to institutions using Blackboard Portfolio™.

You can set options for certain course tools. Tool options are personal and apply only to you. The options you set here are default, which means they apply to all of the courses you are enrolled in and are always in effect when you first enter a course. You can modify an option while working in a particular course, but the next time you enter that course, the default setting specified here is in effect.

You may not have access to some or all of the course tools these settings apply to. For example, if none of your courses include the *Discussions* tool, then the *Discussions* settings do not apply, although you still see the settings.

You can also specify the language, font, and your time zone.

**NOTE:** Tool options apply to portfolios, except for the *Who's Online* option. The *Who's Online* tool does not exist in portfolios. In addition, two course tools are referred to differently in portfolios: *Discussions* is the *Reflections* tool while *Mail* is the *Message Center* tool. Although the *My Tool Options* tab displays the course names for these tools, any options you set apply to the corresponding portfolio tools.

1. Click **My Tool Options**.
2. Under *Calendar*:
  - Specify whether you want the month, week, or day view to display when you enter *Calendar* by selecting an option from the *Preferred view* drop-down list.
  - Specify the day that determines the start of the week by selecting an option from the *Week begins on* drop-down list.
3. Under *Discussions*:
  - Specify whether you want to display your posted messages as read by selecting *Mark my own posts as read*. If you do not select this check box, messages you post will be marked as unread. Unread messages appear bold and are tagged as *New*.

**NOTE:** This option does not apply to blogs or journal entries.
  - Specify whether you want discussions to appear threaded by selecting a *View* option. A threaded discussion is a series of messages on the same subject with the originating message listed first followed by replies to that message. An unthreaded discussion consists of messages that are listed in chronological order.

**NOTE:** This option does not apply to blogs or journal entries.
  - Specify whether to show new messages or threads at the top or bottom of the list by selecting a *Show new messages or threads at* option.
  - Specify whether to show all messages or only unread messages when you first enter the *Discussions* tool by selecting a *Show messages* option. This option is disabled if the *View* option is set to *Threaded*.
4. Under *Fonts*:
  - Select the font size to display your courses in by selecting an option from the *Font size* drop-down list. You can also select to use the *System default* font size.
  - Specify the font type to display your courses in by selecting an option from the *Font type* drop-down list. You can also select to use the *System default* font type.

**NOTE:** If you select *Courier*, formatting may not always be applied correctly.
5. Under *HTML Creator*, specify whether the *HTML Creator* starts by default. The *HTML Creator* is an HTML editing tool that allows you to create content in HTML without having to enter HTML tags. You can use the *HTML Creator* in areas of a course where you enter text, such as messages in *Discussions* and *Mail*, and descriptions in *Calendar* entries.
6. Under *Language*, specify the language by selecting an option from the *My Language* drop-down list. The languages you can select from depend on administrator settings. You can also select to use the *System default*, which displays each course in the language the Section Instructor specified to use.

**NOTE:** Your selection may not take effect in certain courses, such as language courses where the Section Instructor wants Students to use the language that is being taught.

7. Under *Mail*:

- Specify whether to forward copies of all incoming course messages to the external e-mail address in your profile by selecting *Forward all mail messages to the e-mail address in my profile*. Messages will appear in both the *Mail* tool and the external e-mail account. However, if you want to respond to the message, you must open it from within the *Mail* tool.

**NOTE:**

- Depending on administrator settings, mail forwarding may not be available in some courses.
- A valid e-mail address must be specified in your profile for this setting to take effect.
- Specify whether to show all messages or only unread messages when you first enter *Mail* by selecting a *Show messages* option.
- Specify whether to show new messages at the top or bottom of the list by selecting a *Show new messages at* option.

8. Under *Paging*, select the default number of items to be displayed on each page by specifying a value in the *Number of records per page* text box.

9. Under *Time Zone*, select your time zone. Dates and times will display according to the time zone that you select.

If you live in a different time zone than the institution that is hosting your course, select your local time zone.

**EXAMPLE:** If you live in Seattle and the institution that is hosting your course is in New York, select *US/Pacific*. Assignment due dates and times will display in your local time, not in New York time.

If you select a time zone that uses daylight saving time, the time will automatically adjust for daylight saving time changes.

10. Under *Who's Online*, specify your default online status:

**NOTE:**

- Specifying this option does not change your current status, just your default status, which will be in effect the next time you log in.
- Depending on administrator settings, an *Invisible* online status may not be available in certain courses.
- If you want your name to appear on the list of online users and appear available to chat, select *Visible/Available*.
- If you want your name to appear on the list of online users but do not want users to send chat invitations, select *Visible/Unavailable*.
- If you do not want your name to appear on the list of online users, select *Invisible*.

11. Click **Save**.

## VIEWING YOUR ENROLLMENT INFORMATION

**NOTE:** Information about portfolios in this topic applies only to institutions using Blackboard Portfolio™.

The *My Roles* tab displays all of your current enrollment information. Enrollment indicates whether you are assigned a role in a learning context.

**EXAMPLE:** A user is assigned the role of Student in the learning context *Biology 101 - Morning Section*.

Learning contexts are associated with organizational levels, such as the *Section* organizational level.

**NOTE:** The enrollment information you see depends on where you access *My Roles* from. If you access *My Roles* from the *Portfolios* tab, you see only portfolio enrollment information. If you access *My Roles* from any tab other than the *Portfolios* tab, such as the *My Blackboard* tab, you see only learning context enrollment information.

# CHAPTER 33: NOTES

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT NOTES

### For Designers

**NOTE:** Depending on the settings used by your institution, the *Notes* tool may not be available.

With the *Notes* tool, section members can create general or learning module notes to use as a reminder or study aid. General notes are relevant to the entire course; learning module notes are relevant to specific content within a learning module, such as a quiz or discussion topic. Both general and learning module notes are private and cannot be viewed by other members of the course.

**NOTE:** Learning module notes must be created from within a learning module. However, section members can edit learning module notes when they have accessed the *Notes* tool from the course menu.

Students, Teaching Assistants, and Section Instructors can:

- create general notes.
- edit notes.
- print notes.
- delete items.

To make the *Notes* tool available to section members, you must add it to the course menu.

## ABOUT NOTES

### For Section Instructors

**NOTE:** Depending on the settings used by your institution and the design of your course, the *Notes* tool may not be available.

With the *Notes* tool, you can create general or learning module notes to use as a reminder. General notes are relevant to the entire course; learning module notes are relevant to specific content within a learning module, such as a quiz or discussion topic.

**EXAMPLE:** If you have general ideas, concepts, or questions that apply to the course, create a general note. If you have ideas, concepts, or questions that apply to content in a learning module, create a learning module note. You can use both types of notes as a reminder later on.

Both general notes and learning module notes are private and cannot be viewed by other members of the course. To access your notebook, under *Instructor Tools*, click **Notes**.

**NOTE:** Learning module notes must be created from within a learning module. However, you can edit learning module notes when you have accessed the *Notes* tool under *Instructor Tools*.

You can:

- create general notes.
- edit notes.
- print notes.
- delete items.

## CREATING GENERAL NOTES

### For Section Instructors

You can create general notes to use as a reminder or study aid. General notes are private and cannot be viewed by other members of the course.

**NOTE:** You can also create learning module notes that pertain to specific content within a learning module, such as a quiz or discussion topic. However, you must do this from within the learning module.

1. From the *Notebook* pop-up window, click **Add General Note**.
2. Enter a title.
3. Enter the note:
  - To enter the note in Plain Text format, enter the text. The note will appear exactly as you have typed it.
  - To enter the note in HTML format:
    - a. Select *Use HTML*.

- b. Enter HTML code.
4. Click **Save**.

## CREATING LEARNING MODULES NOTES

### For Section Instructors

**NOTE:** Depending on administrator settings, this feature may not be available to you.

You can create one note per item in a learning module. Your notes are private and cannot be viewed by other members of the course.

Any notes you create in a learning module are added to your notebook, which also lets you create general notes. You can access your notebook by clicking the *Notes* icon from the action menu. For more information, see *Notes*.

1. From the item, in the *Action Menu*, click the *Notes* icon.
2. In the *Notes* text box, enter your note:
  - To enter the note in Plain Text format, enter the text. The note will appear exactly as you have typed it.
  - To enter the note in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code.
3. Click **Save**.

## EDITING NOTES

### For Section Instructors

1. From the *Notebook* pop-up window, next to the note you want to edit, click the *ActionLinks* icon.

2. Click **Edit**.
3. Edit the note:
  - a. For general notes, in the *Title* text box, edit the title.
  - b. In the *Notes* text box, edit your note:
    - To edit the note in Plain Text format, edit the text. The note will appear exactly as you have typed it.
    - To edit the note in HTML format:
      - a. Select *Use HTML*.
      - b. Enter HTML code.
4. Click **Save**.

## PRINTING NOTES

### For Section Instructors

1. From the *Notebook* pop-up window, select the notes you want to print:
  - To print one or multiple notes, select the notes.
  - To print all notes, in the table heading row, select the check box next to *Title*.
2. Click **Create Printable View**.
3. Click **Print**.
4. To return to the *Notebook* pop-up window, click **Back**.

## DELETING NOTES

### For Section Instructors

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete**



button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- 
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

# CHAPTER 34: PEOPLELINKS

**IMPORTANT:** Topics in this chapter apply to Section Instructors.

## ABOUT PEOPLELINKS

### For Section Instructors

**NOTE:** Depending on administrator settings, this feature may not be available to you.

*PeopleLinks* allow you to perform some specific tasks directly from tools where user names and group names appear. *PeopleLinks* are available from the following tools:

- *Assignments*
- *Assessments*
- *Calendar*
- *Discussions*
- *Grade Book*
- *Group Manager*
- *Mail*
- *Who's Online*

You can access *PeopleLinks* from anywhere that the *View PeopleLink Options for This User* icon is displayed next to a user's name or a group name. By clicking this icon, you can perform the following tasks:

From all tools where the *PeopleLinks* icon appears:

- *Send Mail*: create and send a *Mail* message to a Student, Teaching Assistant, Section Instructor, or group.

**NOTE:** This option is available only if the *Mail* tool has been added to the course. It is not available from within the *Mail* tool.

- *View Performance Report*: view a summary, by tool, of a Student's activity in the course. The Student's grades in the course are also reported.
- *View Profile*: view the profile of a Student, Teaching Assistant or Section Instructor.

**NOTE:** This option is available only if the *Roster* tool has been added to the course. It is not available from within the *Roster* tool.

Additional *PeopleLinks* are available from the following tools:

From *Discussions*

- *View Student Posts*: view all messages posted by a Student in a topic.

**NOTE:** This option is available only when viewing topics that are gradable.

From *Grade Book*

- *Edit Member*: enter or edit grades for a Student. You can also view an audit history for a Student or a specific grade.
- *Grant Access/Deny Access*: change a Student's access to the course.

**NOTE:** Depending on administrator settings, this option may not be available to you.

- *Unenroll Member*: unenroll a Student from the course.

From *Group Manager*

- *Edit Group*: edit a group's name, description, or membership.
- *Edit Sign-Up Sheet*: edit the title, instructions, and location of a group's sign-up sheet.

## Using PeopleLinks

**NOTE:** Depending on administrator settings, this feature may not be available to you.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLink Options for This User* icon that appears next to the user's name or the group name. A menu appears.
2. Depending on the tool you are accessing *PeopleLinks* from, do one of the following:
  - To create and send a mail message to a user, or to all users in a group, click **Send Mail**.

**NOTE:** This option is available only if the *Mail* tool has been added to the course. It is not available from the *Mail* tool.

- To view the profile of a user, click **View Profile**.
- To view a summary, by tool, of the Student's activity in the course, or to view the Student's grades, click **View Performance Report**.
- From the *Discussions* tool, to view all messages posted by a Student in a gradable topic, click **View Student Posts**.
- From the *Grade Book* tool, to change a user's grades or course access, click **Edit Member**.

- From the *Grade Book* tool, to prevent the user from participating in the course, click **Deny Access**.
- From the *Grade Book* tool, to allow a user with denied access to participate in the course, click **Grant Access**.
- From the *Grade Book* tool, to unenroll a user from the course, click **Unenroll Member**. Any grade data for the user remains in the *Grade Book*. To re-enroll a member that was previously unenrolled, see *Enrolling Members*.
- From the *Group Manager* tool, to edit a group's name, description, or membership, click **Edit Group**.
- From the *Group Manager* tool, to edit the settings for a group's Sign-Up Sheet, click **Edit Sign-Up Sheet**.

## About Individual Student Performance Reports

**NOTE:** Depending on administrator settings, this feature may not be available to you.

From the *PeopleLinks* tool, you can view the Individual Student Performance report for a Student. The report includes information on the Student's level of activity in your course and a summary of the Student's grades. It's divided into the following sections:

The *Overview* section provides the following login information:

- *Student*: the Student's first and last names.
- *First login*: the date and time that the Student first accessed the course.
- *Last login*: the date and time that the Student last accessed the course.
- *Total sessions*: the total number of user sessions for the Student.
- *Total time*: the cumulative time of the Student's user sessions.

The *Tool Usage* section details the Student's activity in each tool. You can compare the Student's tool usage to the average tool usage in the section using the data provided under *Section Average*. The report contains data generated from the following tools:

- *Mail*
  - *Messages read*: the total number of messages that the Student read in the *Mail* tool.
  - *Messages sent*: the total number of messages that the Student sent in the *Mail* tool.
- *Discussions*
  - *Messages read*: the total number of messages that the Student read in the *Discussions* tool.
  - *Messages sent*: the total number of messages that the Student posted in the *Discussions* tool.

- *Calendar*
  - *Entries viewed*: the total number of entries that the Student viewed in the *Calendar* tool.
  - *Entries added*: the total number of entries that the Student added to the *Calendar* tool.
- *Chat*
  - *Tool entered*: the total number of times that the Student accessed the *Chat and Whiteboard* tool.
- *Assessments*
  - *Assessment started*: the total number of assessments that the Student began.
  - *Assessment completed*: the total number of assessments that the Student finished.
  - *Total time*: the total amount of time that the Student spent in the *Assessments* tool.
- *Assignments*
  - *Assignments read*: the total number of assignments that the Student read.
  - *Assignments completed*: the total number of assignments that the Student submitted.
  - *Total time*: the total amount of time that the Student spent in the *Assignments* tool.
- *Web Links*
  - *Web Links viewed*: the total number of web links that the Student viewed.
- *Folders*
  - *Folders viewed*: the total number of folders in the *Course Content* tool that the Student viewed.
- *Files*
  - *Files viewed*: the total number of files the Student viewed.
- *Media Library*
  - *Media Library entries viewed*: the total number of entries that the Student viewed in the *Media Library* tool.
  - *Media Library collections viewed*: the total number of collections that the Student viewed in the *Media Library* tool.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

The *Student Grades* section, lists all grades assigned to the Student in the course.

## Viewing and Printing Individual Student Performance Reports

**NOTE:** Depending on administrator settings, this feature may not be available to you.

From the *PeopleLinks* tool, you can view and print the Individual Student Performance report for a Student. The report provides information on the Student's level of activity in your course and a summary of the Student's grades.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLinks Options for This User* icon that appears next to the Student's name.
2. Click **View Performance Report**.
3. To view all sections in the report, do the following:
  - a. To move from the *Tool Usage* section to the *Student Grades* section, click **View Student Grades**. If a grading form has been used for grading, you can click **View Grading Form** to see the criteria and performance indicators used for grading.
  - b. To return to the *Tool Usage* section from the *Student Grades* section, click **View Tool Usage**.
4. To print the report, each screen must be printed separately.
  - To print the tool usage information: Under *Tool Usage*, click **Print**.
  - To print the Student grade information: Under *Student Grades*, click **Print**.

# CHAPTER 35: QUESTION DATABASE

**IMPORTANT:** Topics in this chapter apply to designers.

## ABOUT THE QUESTION DATABASE

### For Designers

With the *Question Database* tool, you can create a repository of questions to be used in assessments. You can also import questions from the *Question Database* tool of a CE course.

**NOTE:** When you create questions using the *Assessments* tool, the questions are automatically added to the *Question Database* tool. As well, when you import assessments created using Respondus® 2.0 or that were exported from a CE course, the assessment questions are automatically added to the *Question Database* tool.

You can create the following types of questions:

- **Calculated:** The Student is presented with a mathematical formula and must enter the answer.
- **Combination Multiple Choice:** The Student is first presented with a list of answers. They are then presented with various combinations of those answers and must select one of the combinations as correct.
- **Fill in the Blank:** The Student is presented with a question containing blanks and must provide the missing text.
- **Jumbled Sentence:** The Student is presented with a question containing blanks for which they must provide the missing text by selected a word or phrase from drop-down lists.
- **Matching:** The Student is presented with two lists and must match terms in one list with terms or definitions in the other list.
- **Multiple Choice:** The Student is presented with a list of answers and must select one or more answers as correct.
- **Paragraph:** The Student must answer the question by entering multiple sentences.
- **Short Answer:** The Student must answer the question by entering a brief response.
- **True False:** The Student must select whether the statement is true or false.

With the *Question Database* tool, you can:

- create variations of a question in order to present Students with similar, but not identical questions.

- specify that the order of multiple choice answers be varied per assessment.
- specify that for mathematical, calculated questions, values for variables be randomly assigned within specified ranges.

When you create questions, you must organize them into categories. Because the *Question Database* tool can contain thousands of questions, category names should be descriptive of their content. You can have only one level of categories, that is, you cannot create categories within categories.

## Accessing the Question Database Tool

### For Designers

To access the Question Database tool:

From the *Assessments* screen, click **Go to Question Database**.

## Creating Questions

### For Designers

You can create the following types of questions:

- **Calculated:** Students are presented with a mathematical formula and must enter the answer.
- **Combination:** Students are first presented with a list of answers. They are then presented with various combinations of those answers and must select one of the combinations as correct.
- **Fill in the blank:** Students are presented with a question containing blanks and must provide the missing text.
- **Jumbled sentence:** Students are presented with a question containing blanks and must select the correct word or phrase from a drop-down list.
- **Matching:** Students are presented with two lists and must match terms in one list with terms or definitions in the other list.
- **Multiple choice:** Students are presented with a list of answers and must select one or more answers as correct.
- **Paragraph:** Students must answer the question by entering multiple sentences.
- **Short answer:** Students must answer the question by entering a brief response.



- True false: Students must select whether the statement is true or false.

After you add questions to the *Question Database* tool, you can add them to assessments.

## Creating Calculated Questions

A calculated question requires Students to solve a mathematical problem.

**EXAMPLE:** What is  $19 + 64$ ?

You use variables when creating or editing calculated questions. The Blackboard Learning System replaces each variable with random values in a specified numeric range and generates a set of calculated questions. Students are given different questions so they cannot share their answers with each other.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Calculated**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format, placing the variables inside square brackets:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

  - To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:

- a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.
    - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Under *Formula*, enter the mathematical problem and place the variables in square brackets. To see a list of the operators and functions that you can use, click **View a list of supported formulas**.

**EXAMPLE:**  $(([x]+[y])*([x]+[y]))$

**IMPORTANT:** Use parentheses, not square brackets, to accentuate precedence. Use square brackets to contain variables.

9. Click **Analyze Variables**.
10. Under *Units*, if you want to specify units for the answer, do the following:
- a. In the *Units* text box, enter the unit for the answer.
  - b. If necessary, select the following:
    - If the unit is required for the correct answer, select *Required*.
    - If multiple words are acceptable as one word, select *Ignore spaces*.

**EXAMPLE:** *Kilowatt hours* and *kilowatthours* are both correct.

- If the unit is acceptable in either uppercase or lowercase, select *Ignore case*.

**EXAMPLE:** *Mile* and *mile* are both correct.

- c. If you want to award a percentage value for the correct unit, select it from the *Percentage of the question value* drop-down list. The combined percentage value of the unit and answer will equal 100%.

**EXAMPLE:** If 30% is awarded for the correct unit, Students who enter the correct answer but incorrect unit will be awarded only 70%.

11. Under *Variables*, do the following:
  - a. For each variable, enter the minimum and maximum values. The Blackboard Learning System generates values for a variable between these two numbers.

**EXAMPLE:** You can specify a numeric range of 1 to 100 for  $x$  and a range of 50 to 500 for  $y$ . This generates an answer set where  $x$  can be any number between 1 and 100, and where  $y$  can be any number between 50 and 500. This will create a question such as *What is  $19 + 230$ ?*
  - b. If you want to specify decimal places for variables, select it from the *Calculate to decimal places* drop-down list.
12. Under *Answers*, do the following:
  - a. If you want to specify the number of questions to be generated, select it from the *Specify the number of answers per set*.
  - b. If you want to set the number of decimal places or significant figures to which the answer is calculated, select the number from the *Calculate the answer sets to* drop-down lists.
  - c. If you want to allow a range of answers (in units or percent) to be correct, enter the tolerance in the *Answer Tolerance (+/-)* text box and select either *Units* or *Percent*.
  - d. Click **Generate Answer Set**. The questions are created.
  - e. If you want to manually change the answer set, enter new values for each variable as necessary and click **Update Answer Set**. The updated questions appear.
13. To see more options, click the *Expand/Collapse* icon next to *More Options*.
14. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
15. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
16. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
  - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
  - To place the question in a new category, select *Create a category* and enter the category name in the text box.
17. If you want to preview the question to ensure it appears correctly, do the following:
  - a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:

- i. Select your answer and click **Grade**.
- ii. If you want to test another answer, click **Back**.

18. Click **Save**.

## Creating Combination Multiple Choice Questions

A combination question requires Students to choose a correct answer combination from a list of possible answers.

**EXAMPLE:** Which of the following are European countries: France, Germany, Spain, Montreal, Luxembourg, Tanzania? Choose one of the following answer combinations:

- a. France, Germany, Montreal
- b. France, Spain, Luxembourg, Tanzania
- c. France, Germany, Spain, Luxembourg
- d. all of the above
- e. none of the above

The correct answer is *c. France, Germany, Spain, Luxembourg*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

**NOTE:** If your question requires a single correct answer, you should create a multiple choice question instead. For more information, see *Creating or Editing Multiple Choice Questions*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Combination**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have

typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation. For more information, see *Creating and Inserting Equations*.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Under *Single Answers*, do the following:
    - a. In the *Answer* text boxes, enter the answer choices in Plain Text or HTML format.

**EXAMPLE:** If the question is *Which of the following are countries in Europe: France, Germany, Spain, Montreal, Luxembourg, Tanzania*, you enter the name of each country in a different text box.
    - b. If you want to create additional answers, click **Create Additional Single Answers**.
  9. Under *Create Answer Combinations*, do the following:
    - a. Select the answers for each combination.

**EXAMPLE:** For *Combination 1*, select answers *A, C, and E*. The combination *A, C, and E* will be one of the answer choices that Students can choose from.

- b. If you want to use an answer choice that is not based on an answer combination, such as *none of the above* or *all of the above*, enter it in Plain Text or HTML format in the *Other* text box.
  - c. Next to the correct combination, select *Correct response*. Only one correct answer is allowed.
  - d. If you want to provide feedback for an answer, enter it in Plain Text or HTML format in the *Feedback* text box.
  - e. If you want to create more answer combinations, click **Create Additional Combinations**.
10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
  11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
  12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
  13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
  14. If you want to preview the question to ensure it appears correctly, do the following:
    - a. Click **Preview**.
    - b. If you want to test the grading scheme and feedback:
      - i. Select your answer and click **Grade**.
      - ii. If you want to test another answer, click **Back**.
  15. Click **Save**.

## Creating Fill in the Blank Questions

A fill in the blank question requires Students to enter missing text.

**EXAMPLE:** Albert Einstein was born on March 14 in the year \_\_\_\_\_. His birthplace was \_\_\_\_\_.

The correct answers are *1879* and *Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Fill in the Blank**.
  - If you are editing a question, click the question title. The *Edit Fill in the Blank Question* screen appears.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets. When Students view the question, the text inside the square brackets is missing.

**EXAMPLE:** Albert Einstein was born on March 14 in the year [1879]. His birthplace was [Ulm, Germany]. Use only one pair of square brackets for the missing text. Correct: [missing text]. Incorrect: [[missing text]]

- To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
- NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
- To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.

- d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question, click **Generate Answers**.
  - If you are editing a question, click **Update Answers**.
9. Under *Answers*, do the following:
  - a. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
  - b. Select a grading scheme for each answer:
    - If Students' answers must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
    - If Students' answers must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
    - If you want to use a Perl™ regular expression to evaluate Students' answers, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
10. If another answer is correct, create an alternate answer:
  - a. Click **Create Alternate**.
  - b. In the *Alternate* text box, enter the alternate answer text.
  - c. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
  - d. Select a grading scheme.
11. Under *Settings*, do the following
  - a. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.
  - b. Next to *Answers are case sensitive*, select one of the following:
    - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
    - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.



12. To see more options, click the *Expand/Collapse* icon next to *More Options*.
13. If you want to include a comment about the question, enter it in the *General feedback* text box in Plain Text or HTML format. The comment appears when Students view their graded assessment.
14. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
15. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
  - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
  - To place the question in a new category, select *Create a category* and enter the category name in the text box.
16. If you want to preview the question to ensure it appears correctly, do the following:
  - a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
17. Click **Save**.

## Creating Jumbled Sentence Questions

A jumbled sentence question requires Students to select text that is missing from a sentence and put the text in the correct order. This question type is useful for language classes because you can provide sentences for Students to translate.

**EXAMPLE:** Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

The text that is in square brackets will be presented to Students in random order. To translate the sentence correctly, Students must select the words in the correct order.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.

b. Click **Jumbled Sentence**.

- If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
  4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets.

**EXAMPLE:** Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

**IMPORTANT:** Use only one pair of square brackets for the missing text. Correct: [missing text].  
Incorrect: [[missing text]]

- To enter the question in Plain Text format, enter the text.

**NOTE:** The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand-code the HTML:
  - a. Select *Use HTML*.
  - b. Enter the HTML code.

5. If you want, insert an equation.

**NOTE:** You cannot use equations as one of the jumbled items.

6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:

- To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question, click **Generate Answers**.
    - If you are editing a question, click **Update Answers**.
  9. Under *Answers*, do the following:
    - a. In the *Value (%)* text box, enter the percentage value of the correct answer.
    - b. If another answer is correct, create an alternate answer:
      - a. Click **Create Alternate**.
      - b. From the drop-down lists, select the words in another order.

**NOTE:** Text that is already selected appears at the bottom of the list under a dotted line.
    - c. In the *Value (%)* text box, enter the percentage value of the correct answer.
  10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
  11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
  12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
  13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
  14. If you want to preview the question to ensure it appears correctly, do the following:
    - a. Click **Preview**.
    - b. If you want to test the grading scheme and feedback:
      - i. Select your answer and click **Grade**.

ii. If you want to test another answer, click **Back**.

15. Click **Save**.

## Creating Matching Questions

A matching question requires Students to match items on one list to items on another list.

**EXAMPLE:** Match the following capital cities with their countries:

Capital City	Country
Toyko	Canada
Ottawa	France
London	Italy
Paris	England
Rome	Japan

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Matching**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

- To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
- NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
- To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation. For more information, see *Creating and Inserting Equations*.
  6. If you want to add an image to display with the question:
    - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
    - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
    - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
      - To create a subscription to the file, select *Subscribe* and click **OK**
      - To create a copy of the file that you can edit, select *Copy* and click **OK**.
    - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
      - To use the existing subscription, select *Keep* and click **OK**.
      - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
  7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
  8. Under *Matching Pairs*, do the following:
    - a. If you need larger text boxes, change the column format by clicking **Long Answer**.

**NOTE:** The default column format is *Short Answer*.
    - b. In *Column 1*, enter an item in a text box in Plain Text or HTML format.
    - c. In *Column 2*, enter the matching item in the corresponding text box in Plain Text or HTML format.
    - d. If you need more text boxes, click **Create Additional Pairs**.
  9. Under *Grading Scheme*, do the following:
    - If you want each correct match in the list to receive an equal percentage value, select *Equally weighted/All answers have equal value*. This means if Students match 50% of the items correctly, they receive 50%.

- If you want all items in the list to be correctly matched for 100%, select *All or nothing*. This means if Students match 50% of the items correctly, they receive 0%. They must correctly match all items to receive 100%.
  - If you want to deduct a percentage value for incorrect matches, select *Right minus wrong*. This means if Students match 60% of the items correctly but 40% incorrectly, they receive 20%.
10. Under *Column Preview*, select one of the following:
- If you want Students to see both lists at the same time, select *Preview both columns*.
  - If you want Students see the first list and to select items in the second list from a drop-down list, select *Do not preview both columns*.
11. To see more options, click the *Expand/Collapse* icon next to *More Options*.
12. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
14. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.
- NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
- To place the question in a new category, select *Create a category* and enter the category name in the text box.
15. If you want to preview the question to ensure it appears correctly, do the following:
- a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
16. Click **Save**.

## Creating Multiple Choice Questions with One Correct Answer

A multiple choice question requires Students to choose a correct answer from a list of possible answers.

**EXAMPLE:** Which of the following countries is NOT in Europe?

- (1) France
- (2) Germany
- (3) Spain
- (4) Tanzania

The correct answer is (4) *Tanzania*

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Multiple Choice**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

  - To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to,

do one of the following:

- To create a subscription to the file, select *Subscribe* and click **OK**
  - To create a copy of the file that you can edit, select *Copy* and click **OK**.
- d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
- To use the existing subscription, select *Keep* and click **OK**.
  - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.

7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.

8. Under *Answers*, do the following:

- a. Next to *Select mode*, indicate if there is one correct answer or multiple correct answers: select *One answer* or *Multiple Answers*.
- b. In the *Answer* text boxes, enter the answer choices, including the correct answer, in Plain Text or HTML format.
- c. If you want to include a comment about an answer, enter it in Plain Text or HTML format in the *Feedback* text box. When Students view their graded assessment, this feedback appears next to the answer.
- d. Next to the correct answer or answers, select *Correct response* and enter the *Value (%)*.

**EXAMPLE:** If there is one correct answer, you can award 100%. If there are two correct answers, you can award 50% to each answer.

e. Next to each incorrect answer, do one of the following:

- If you want to deduct a percentage value for incorrect answers, enter the negative percent value in the *Value (%)* text box.
- If you do not want deduct a percentage value for incorrect answers, leave the value in the *Value (%)* text box as 0.

f. If you want to create more answers, click **Create Additional Answers**.

9. Under *Settings*, do the following:

- a. Next to *Answer layout*, select one of the following:
  - To make the answers appear under each other in one column, select *Vertical*.
  - To make the answers appear next to each other from left to right, select *Horizontal*.
- b. Next to *Answer labels*, select whether the answers should be identified by *Numbers* or *Letters*.

**EXAMPLE:**

- (1) France
- (2) Germany



- (3) Spain
  - (4) Tanzania
- or
- (a) France
  - (b) Germany
  - (c) Spain
  - (d) Tanzania
- c. Next to *Randomize answer ordering*, select one of the following:
- To make answers appear in random order each time the question appears in an assessment, select *Yes*. This prevents Students who complete the assessment first from sharing their answers with others.
  - To keep the answers in the same order that you entered them, select *No*.
- d. Next to *Grading Scheme*, do one of the following:
- If there is only one correct answer or if there are multiple correct answers and you want each correct answer to count for a portion of the total score, select *Cumulative*.
  - If you want all correct answers to be selected for a score 100%, select *All or nothing*.
- EXAMPLE:** If there are three correct answers but Students select only one or two of the answers, they receive 0%.
- e. Next to *Allow negative score*, select one of the following:
- To deduct a percentage value for incorrect answers, next to *Allow negative score*, select *Yes*. You may want to inform Students in the question text. For example, An incorrect answer will result in a negative score.
  - To make incorrectly answered questions worth 0%, next to *Allow negative score*, select *No*.
10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

14. If you want to preview the question to ensure it appears correctly, do the following:

- a. Click **Preview**.
- b. If you want to test the grading scheme and feedback:
  - i. Select your answer and click **Grade**.
  - ii. If you want to test another answer, click **Back**.

15. Click **Save**.

## Creating Paragraph Questions

A paragraph question requires Students to write a paragraph or an essay as their answer. Section Instructors or Teaching Assistants must mark paragraph questions.

**EXAMPLE:** Using examples from Shakespeare's plays, write about the differences between a comedy and tragedy.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Paragraph**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the*

*HTML Creator.*

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- To hand-code the HTML:
  - a. Select *Use HTML*.
  - b. Enter the HTML code.
- 5. If you want, insert an equation.
- 6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.
    - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
- 7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
- 8. Under *Answer*, do the following:
  - a. If you want to give information that will help Students answer the question, enter it in Plain Text or HTML format in the *Pre-fill answer box with* text box. When Students view the question, the information will appear in the text box where they enter their answer.
  - b. If you want Students to see an example of a correct answer after their answer is marked, enter it in Plain Text or HTML format in the *Correct response* text box. Section Instructors or Teaching Assistants can use the correct answer as a reference when they mark the question.
- 9. Under *Settings*, specify the size of the text box where Students enter their answer:
  - a. From the *Answer box height* drop-down list, select the number of lines of text allowed in the answer box. A minimum of two lines or a maximum of 50 lines of text are allowed.
  - b. From the *Answer box width* drop-down list, select the width of the text box, in characters. A minimum of 30 and a maximum of 100 characters are allowed.
- 10. To see more options, click the *Expand/Collapse* icon next to *More Options*.

11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
  - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.  
  
**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
  - To place the question in a new category, select *Create a category* and enter the category name in the text box.
14. If you want to preview the question to ensure it appears correctly, do the following:
  - a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
15. Click **Save**.

## Creating Short Answer Questions with One Correct Answer

A short answer question requires Students to write a word or short phrase as their answer. The following are examples of short answer questions:

**EXAMPLE:** What is the birth date of Albert Einstein? The correct answer is *March 14, 1879*.

**EXAMPLE:** Name the four planets in the inner solar system. The correct answer is *Mercury, Venus, Earth, and Mars*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

If you want to award bonus marks for your short answer questions, see *Creating or Editing Short Answer Questions with Bonus Marks*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:

- a. Click **Create Questions**.
  - b. Click **Short Answer**.
- If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
  - To hand-code the HTML:
    - a. Select *Use HTML*.
    - b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.
    - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Scroll to the *Settings* section and do the following:
  - a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and

the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.

- b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.
  - c. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.
  - d. Next to *Answers are case sensitive*, select one of the following:
    - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
    - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.
9. Scroll to the *Answers* section and do the following:
- a. In the *Answer text* text box, enter the correct answer.

**IMPORTANT:** The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.
  - b. If the answer requires more than one text box, click **Create Additional Answers**.
  - c. In the *Value (%)* text box, enter the percentage value for the answer. For example, if there is one correct answer, enter 100%. If it is a multi-part answer that is acceptable in any order, enter a percentage for each part so that the total equals 100%.
  - d. Select a grading scheme for the answer:
    - If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
    - If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
    - If you want to use a Perl™ regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
    - Depending on whether you want Students to enter answers in a certain order, select one of the following in the *Allow in answer box* drop-down list:
      - If Students can enter answers in order, select *All Answers* for each answer text box.
      - If Students must enter answers in a specific order, select the answer number that corresponds to the answer text box number.

**EXAMPLE:** For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.

10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
  - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
  - To place the question in a new category, select *Create a category* and enter the category name in the text box.
14. If you want to preview the question to ensure it appears correctly, do the following:
  - a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
15. Click **Save**.

## Creating Short Answer Questions with Bonus Marks for the Correct Order

A short answer question requires Students to write a word or short phrase as their answer. You have the option of awarding bonus marks if you want Students to include additional information in their answer.

**EXAMPLE:** What is Albert Einstein's birth date? For bonus marks, where is his birth place?

You can award marks in the following ways:

- Option 1: Award partial marks (for example, 60%) for the correct answer *March 14, 1879*. Award full marks (for example, 100%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.
- Option 2: Award full marks (for example, 100%) for the correct answer: *March 14, 1879*. Award bonus marks (for example, 150%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

If you want to create or edit short answer questions without bonus marks, see *Creating or Editing Short*

*Answer Questions.*

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **Short Answer**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.
    - To hand-code the HTML:
      - a. Select *Use HTML*.
      - b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do



one of the following:

- To use the existing subscription, select *Keep* and click **OK**.
- To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.

7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Scroll to the *Settings* section and do the following:
  - a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.
  - b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.
  - c. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.
  - d. Next to *Answers are case sensitive*, select one of the following:
    - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
    - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.
9. Scroll to the *Answers* section and enter two versions of the answer: (1) the correct answer and (2) the correct answer with bonus.
  - a. In the *Answer text 1* text box, enter the correct answer.

**IMPORTANT:** The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.
  - b. In the *Answer text 2* text box, enter the correct answer with bonus.
  - c. In the *Value (%)* text box, enter the percentage value for the correct answer and the correct answer with bonus.

**NOTE:** Percentage values for both answers must equal a minimum of 100%.
  - d. For each answer, select a grading scheme:
    - If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
    - If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.

- If you want to use a Perl™ regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
- e. For each answer, select the following from the *Allow in answer box* drop-down list:
- For the correct answer, select *All answers*.
  - For the correct answer with bonus, select the answer number that corresponds to the answer text box number.

**EXAMPLE:** For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.

10. To see more options, click the *Expand/Collapse* icon next to *More Options*.
11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.
- NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
- To place the question in a new category, select *Create a category* and enter the category name in the text box.
14. If you want to preview the question to ensure it appears correctly, do the following:
- a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
15. Click **Save**.

## Creating True False Questions

With this question type, Students select either *True* or *False* in response to the question.

**EXAMPLE:** True or false: Albert Einstein was born in Germany.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
  - If you are creating a question:
    - a. Click **Create Questions**.
    - b. Click **True False**.
  - If you are editing a question, click the question title.
3. Enter a title. The title is used for identifying and finding questions in the *Question Database*. Do not enter the question text as the title. For example, if the question is *Match the following capital cities with their countries*, enter a title such as *Matching capital cities*.
4. Enter the question in Plain Text or HTML format:
  - To enter the question in Plain Text format, enter the text. The text will appear exactly as you have typed it.
  - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:
    - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.
    - To hand-code the HTML:
      - a. Select *Use HTML*.
      - b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
  - a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  - c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  - d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.
    - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.

7. In the *Image Title* text box, enter a title. If you do not enter a title, the image file name is used.
8. Under *Answer*, select whether the correct answer is *True* or *False*.
9. To see more options, click the *Expand/Collapse* icon next to *More Options*.
10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
  - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

**NOTE:** *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.
  - To place the question in a new category, select *Create a category* and enter the category name in the text box.
13. If you want to preview the question to ensure it appears correctly, do the following:
  - a. Click **Preview**.
  - b. If you want to test the grading scheme and feedback:
    - i. Select your answer and click **Grade**.
    - ii. If you want to test another answer, click **Back**.
14. Click **Save**.

## Creating Questions Using Existing Questions

You can create a question by saving an existing question as a new question and then editing the new question.

1. From the *Question Database* screen, locate the question that you want to save as a new question and click its title.
2. Enter a title. The question title is used to identify the question when browsing the *Question Database*. When Students view the question, the title is displayed at the top of the question. If you don't change the question title, the question is saved as a new question with the same title as the existing question.
3. Click **Save as New**.
4. Edit the new question.

# Managing Questions

## For Designers

With the *Question Database* tool, you can:

- create questions.
- edit questions.
- add images to questions.
- browse the *Question Database* tool.
- create categories in which to organize questions.
- copy questions to another category.
- move questions to another category.
- preview questions.
- delete questions.
- export questions.

## Editing Paging for the Question View

You can edit the number of questions that are displayed on the *Question View* screen at one time.

1. From the *Question View* screen, click *Paging Preferences*.
2. In the *Number of records per page* text box, enter the number of questions you want displayed at a time and click **OK**.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Adding Images to Questions

Add images as an aid to Students in answering questions or make questions that relate to the image. You can add an image file of type *.jpg* or *.gif* to any question.

**TIP:** If you want to remove the image from the question:

1. Click the *Remove Image* icon.
  2. Click **OK**.
1. While adding or editing any question, from the *Create Question* or *Edit Question* screen, next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
  2. Locate and select the image file you want to add. For more information, see *Navigating with Content Browser*.
  3. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
    - To create a subscription to the file, select *Subscribe* and click **OK**
    - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  4. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
    - To use the existing subscription, select *Keep* and click **OK**.

- To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.

## Browsing Question Database

1. From the *Question Database* screen, click **Question View**.
2. Browse the database as follows:
  - To sort questions by any of the columns, click the column heading. The *Sort* icon appears next to the column heading.
    - If a column is already sorted in ascending order (1 to 10, A to Z), click the *Sorted in ascending order, click to reverse order* icon.
    - If a column is already sorted in descending order (10 to 1, Z to A), click the *Sorted in descending order, click to reverse order* icon.
  - To scroll through the questions, to the right of the table, use the scroll bar.
  - To edit the number of records that appear on the screen:
    - Click **Edit Paging**.
    - In the *Number of records per page* text box, enter the number of records you want to appear, and click **OK**.

## Copying Questions to Another Category

A question can exist in multiple categories; you can copy a question to another category.

1. From the *Question Database* screen, do one of the following:
  - If you are in *Category View*, open the category containing the question you want to copy, and locate the question.
  - From *Question View*, locate the question you want to copy.
2. Next to the question you want to copy, click the *ActionLinks* icon.
3. Click *Edit this Question*.
4. Next to *More Options*, click the *Expand/Collapse* icon.
5. Under *Category*, from the *Specify an existing category* drop-down list, select the category to which you want to move the question.
6. Click **Save as New**.
7. Click **OK**.

## Moving Questions to a Category

1. From the *Question Database* screen, from either *Category View* or *Question View*, select each question that you want to move.
2. From the *Select category* drop-down list, select the category and click the *Go* icon.

## Previewing Questions

You can preview a question to see how it will appear to Students. To verify question grading, you can answer the question and have the question graded.

1. From the edit screen for the assessment, locate the question and click its *ActionLinks* icon.
2. Click **Preview**.
3. Answer the question and click **Grade**.
4. If you want to return to the question to try another answer, click **Back**.

## Deleting Questions

You can delete one question, multiple questions, or all questions in a category from the *Question Database* tool. After you have deleted questions, you will not be able to recover them.

- To delete one or more questions:
  1. From the *Question Database* screen, click **Question View**.
  2. Do one of the following:
    - To delete one question:
      - a. Locate the question and click its *ActionLinks* icon.
      - b. Click **Delete**.
    - To delete multiple questions:
      - a. Select each question.
      - b. Click **Delete**.
  3. Click **OK**. The selected questions are deleted.
- To delete all questions in a category:
  - a. From the *Question Database* screen, click **Category View**. All questions are displayed in their



categories.

- b. Expand the category containing the questions that you want to delete.
- c. In the table heading row, select the check box. All questions in the expanded category are selected.
- d. Click **Delete**. A warning message appears.
- e. Click **OK**. The selected questions are deleted.

## Managing Categories

### For Designers

Question categories are used to group questions according to your own organization.

You can:

- create categories.
- browse categories.
- rename categories.
- delete categories.

### Editing Paging for the Category View

You can edit the number of categories that are displayed at one time on the *Category View* screen.

1. From the *Category View* screen, click the *Paging Preferences*. The *Edit Paging* pop-up window appears.
2. In the *Number of records per page* text box, enter the number of categories you want to display at a time and click **OK**. The *Category View* screen updates to display the specified number of categories.

### Creating Categories

To organize questions, group your questions in categories. You can create as many categories as you need to organize all the questions in the *Question Database*. You can only have one level of categories, that is, you cannot create categories within categories. Categories allow you to perform tasks on all questions contained in the category at once, such as deleting all questions in a category or exporting all questions in a category to a text file.

1. From the *Question Database* screen, do one of the following:
  - If questions or categories are in the question database, click **Category View**.
  - If no questions or categories exist in the database, proceed to step 2.
2. Click **Create Category**.
3. In the *Title* text box, enter a category name.
4. Click **Save**.

## Browsing Categories

1. From the *Question Database* screen, click **Category View**.
2. Browse the categories as follows:
  - To show questions contained within a category, next to the category name, click the *Open Category* icon.
  - To collapse questions contained within a category, next to the category name, click the *Close Category* icon.
  - To sort categories by any of the columns, click the column heading. The *Sort* icon appears next to the column heading.
    - If a column is already sorted in ascending order (1 to 10, A to Z), click the *Sorted in ascending order, click to reverse order* icon.
    - If a column is already sorted in descending order (10 to 1, Z to A), click the *Sorted in descending order, click to reverse order* icon.
  - To scroll through the categories, to the right of the table, use the scroll bar.
  - To edit the number of records that appear on the screen:
    - Click *Paging Preferences*.
    - In the *Number of records per page* text box, enter the number of records you want to appear, and click **OK**.

## Renaming Categories

You can rename a category without affecting the questions within the category.

1. From the *Question Database* screen, click **Category View**.
2. Locate the category you want to rename and click its *ActionLinks* icon.
3. Click *Rename*.

**NOTE:** You cannot rename the *Uncategorized Questions* category

4. In the *Title* text box, edit the category name.
5. Click **Save**.

## Deleting Categories

When you delete a category, the category and all questions within that category are deleted.

**NOTE:** *Uncategorized Questions* is a default category; you cannot delete this category.

1. From the *Question Database* screen, click **Category View**.
2. Do one of the following:
  - To delete one category:
    - a. Locate the category and click the *ActionLinks* icon next to it.
    - b. Click *Delete*.
  - To delete multiple categories:
    - a. Select each category that you want to delete.
    - b. Click **Delete Categories**.
3. Click **OK**.

## Managing Columns

### For Designers

To manage the columns in the *Question Database*, you can:

- create columns.
- rename columns.
- hide columns.
- show columns.
- move columns.
- delete columns.

## Creating Columns

To add descriptive information to each question, you can create columns in the *Question Database*. When creating or editing a question, you will be presented with a text box in which to enter the information.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**.
2. Click **Create Column**.
3. In the *Name* text box, enter the column name.
4. Click **Save**.
5. Click **OK**.

## Hiding Columns

You can hide columns so they don't display on the *Question Database* screen. Although hidden columns do not display, the data contained within that column remains intact, and you can perform searches on the data.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**.
2. Do one of the following:
  - To hide one column, locate the column click **Hide Item**.
  - To hide multiple columns:
    - a. Select each column.
    - b. Click **Hide**.
  - To hide all columns:
    - a. In the table heading row, select the check box.
    - b. Click **Hide**.
3. Click **OK**.

## Showing Columns

You can show any columns in the *Question Database* screen that have been hidden.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage**

### Columns.

2. Do one of the following:
  - To show one column, locate the column and, under *Visibility*, click **Show Item**.
  - To show multiple columns:
    - a. Select each column.
    - b. Click **Show**.
  - To show all columns:
    - a. In the table heading row, select the check box.
    - b. Click **Show**.
3. Click **OK**.

## Moving Columns

You can change the order of the columns that appear on the *Question Database* screen. You can move both the default columns and the columns that you added.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**. The top row on the *Manage Columns* screen is the leftmost column on the *Question Database* screen.
2. Select the column that you want to move.
3. Locate the column above which you want to move the selected column and, under *Order*, click its *Insert selected Items Above* icon.
4. Click **Save**.

## Renaming Columns

You can rename columns that you created; the data contained in the columns is not affected. You cannot rename the default columns.

1. From the *Question Database* screen, from either *Category View* or *Question View*, click **Manage Columns**.
2. Locate the column that you want to rename and, under *Actions*, click its *Rename* icon.
3. In the *Name* text box, edit the column name.
4. Click **Save**.
5. Click **Save**.

## Deleting Columns

You can delete columns that you have added. When you delete a column, all data stored in that column is deleted. Application default columns can be hidden but not deleted.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**.
2. Do one of the following:
  - To delete one column, locate the column and click its *Delete Column* icon.
  - To delete multiple columns:
    - a. Select each column.
    - b. Click **Delete**.
3. Click **OK**.
4. Click **Save**.

## Exporting and Importing Questions

### For Designers

If you want to re-use questions that were created in this course, you can export them and import them to other Blackboard Learning System courses and installations. For more information, see *Exporting Questions*.

If you want to use questions that were created in other Blackboard Learning System courses, you can import them to this course. For more information, see *Importing Blackboard Learning System Quizzes, Surveys, Self Tests, and Questions*.

### Exporting Questions

You can export questions and use them in assessments in other Blackboard Learning System courses and installations. For example, if you create 25 multiple choice questions for a quiz in a Biology 101 course, you can export the questions and re-use them in a quiz in a Biology 110 course.

**NOTE:** If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export questions.

Questions are exported as a content package and are saved in a zip file. The content package includes

XML files, XML schema files (.xsd files), and any image files (for example, .jpg files) used in the questions.

When you export questions, their categories and settings, and any linked image files are also exported.

Questions are exported in Blackboard Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

1. From the *Question Database* screen, from the *Category View* or the *Question View*, do one of the following:
  - To export one question, locate the question and click its *ActionLinks* icon.
  - To export multiple questions, select each question.
  - To export all questions on the page, in the table heading row, select the check box.

**TIP:** To export questions that span multiple pages, adjust the number of questions listed on a single page to include all questions you want to export. For more information, see *Navigating Multiple Pages*.

  - To export a question category, select each question in the category.
2. Click **Export** or **Export Questions**.
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file. We recommend that you use all lowercase letters for file names.
5. Click **OK**.
6. Click **Return**.

If you are going to import the questions to another Blackboard Learning System installation, you must download the zip file to your computer first. For more information, see *Downloading Files* and *Importing Blackboard Learning System Quizzes, Surveys, Self Tests, and Questions*.

## Importing Quizzes, Surveys, Self Tests, and Questions

You can import quizzes, surveys, self tests, and questions that were created in other Blackboard Learning System courses.

You can import the following:

- all quizzes, surveys, and questions exported from a (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or Vista 3.x or later course

- created using the Content Interoperability Specification (CIS)

The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. On the course menu, under *Designer Tools*, click *Manage Course*.
2. Click **Import**.
3. Locate and select the zip file you want to import. For more information, see *Navigating with Content Browser*.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.
5. Click **Return**.
6. To go to an imported quiz, survey, or self test:
  - a. Click **Assessments**.
  - b. Locate the assessment and click its title.
7. To go to the questions, click **Go to Question Database**.

If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it. If you imported questions that were exported from a CE 4.x course and the questions were in a *Default* category that was automatically created, the questions are added to the *Uncategorized Questions* category. If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

8. Review and, if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

**IMPORTANT:** If you imported an assessment or a question that has the same title as an assessment or question that already exists in the Blackboard Learning System, before you can edit its properties, you must edit the title and make it unique.

If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the



content after it was imported and where you can find it in this version. For more information, see *Viewing the Content Import Log*.

# CHAPTER 36: REPOSITORY

**IMPORTANT:** Topics in this chapter apply to template designers.

## ABOUT REPOSITORY

*Repository* allows you and other users to share content and re-use materials across your institution. You can use *Repository* to create and store files that you intend to share with other users. You have options to allow other users to access and edit these files, so you can collaborate and develop content. Depending on your role and permissions, you may also have access to files in the *Repository* of other learning contexts, allowing you to view and re-use a variety of content created by other users. For more information, see *About Roles and File Permissions*.

Each learning context, from the domain organizational level to the course organizational level, has a *Repository*. You use the *Repository* for your learning context. For example, if you are a Course Designer enrolled in a Biology 100 course, you use the *Repository* for that course. If there are other Course Designers enrolled in the same Biology 100 course, they use the same *Repository*.

You can use *Repository* for the following tasks:

### Locating and Viewing Files and Folders

To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location in the course.

To preview files, you click their titles. You can also set the number of items listed on one page, sort by a column, or filter by file type.

### Creating and Editing Files and Folders

You can create and edit HTML files and organize them in folders. You can also rename files and folders. Files in *Repository* use a default character set selected by the administrator but you can declare unique character sets for individual files.

### Managing Files and Folders

You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.

### Creating WebDAV Folders

You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage *Repository* files and folders from your computer without logging in to the Blackboard Learning System. Any changes you make in WebDAV folders are reflected in *Repository* folders. For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

## ACCESSING REPOSITORY

*Repository* allows you and other users to share content and re-use materials across your institution. You can use *Repository* to create and store files that you intend to share with other users. *Repository* is located in *Content Manager*.

Click the **Content Manager** tab and then click **Repository**. The repository screen for your learning context appears.

## ABOUT ROLES AND FILE PERMISSIONS

*Repository* allows administrators and designers to create and store files that can be shared with other users. As a designer, you can create files and folders in your own learning contexts. You can control access to these files by setting permissions on your files. Similarly, your ability to view and use files created by other users is controlled by file permissions. For detailed instructions on managing the file permissions of your own files, see *Setting File Permissions*.

Aside from a user's role in the Blackboard Learning System, there are three factors that determine file permissions:

- the ownership of the file
- the editorship of the file
- the status of the file, either public or private

### *Ownership*

By default, you are the owner of all files that you create. You can transfer ownership of a file to another user at any time. Similarly, you can be granted ownership of a file by the file owner or an administrator. File ownership allows you to perform the following tasks on the file:

- preview
- edit content
- rename

- edit properties (name, keywords, and description)
- view file information
- set file permissions
- copy
- move
- download
- create a zip archive
- extract a zip archive
- delete

*Editorship*

Only designers can be file editors. You can be granted editorship of a file by the file owner or and by an administrator. Editorship allows you to perform the following tasks on the file:

- preview
- edit content
- edit properties (name, keywords, and description)
- view file information
- copy
- download
- create a zip archive

*File Status*

In *Repository*, files can be either public or private. The default setting when you create files is private, but you can make files available to other designers by changing their status to public. This allows you to share files with other users while ensuring that no changes are made to the file; making a file public does not grant file ownership or editorship.

**NOTE:** Private files are not available to designers unless they are owners or editors of the files.

The table below describes permissions on public files in *Repository* for each designer role.

**NOTE:** The permissions described below only apply if the designer is not an owner or editor of the files.

Role	Permissions with Public Files
Domain Designer	Preview, view file information on, copy, download, and create zip archives of public files at the domain learning context

Chapter 36: Repository

<b>Role</b>	<b>Permissions with Public Files</b>
Institution Designer	Preview, view information on, copy, download, and create zip archives of public files in the institution and domain learning contexts
Division Designer	Preview, view information on, copy, download, and create zip archives of public files in their division learning contexts and the institution and domain learning contexts
Group Designer	Preview, view information on, copy, download, and create zip archives of public files in their group learning contexts and all parent division, institution, and domain learning contexts
Course Designer	Preview, view information on, copy, download, and create zip archives of public files in their course learning contexts and all parent group, division, institution, and domain learning contexts

<b>Role</b>	<b>Permissions with Public Files</b>
Domain Designer	Preview, view file information on, copy, download, and create zip archives of public files at the domain learning context
Institution Designer	Preview, view information on, copy, download, and create zip archives of public files in the institution and domain learning contexts
Group Designer	Preview, view information on, copy, download, and create zip archives of public files in their group learning contexts and all parent division, institution, and domain learning contexts
Course Designer	Preview, view information on, copy, download, and create zip archives of public files in their course learning contexts and all parent group, division, institution, and domain learning contexts

<b>Role</b>	<b>Permissions with Public Files</b>
Domain Designer	Preview, view file information on, copy, download, and create zip archives of public files at the domain learning context

Role	Permissions with Public Files
Institution Designer	Preview, view information on, copy, download, and create zip archives of public files in the institution and domain learning contexts
Course Designer	Preview, view information on, copy, download, and create zip archives of public files in their course learning contexts and all parent group, division, institution, and domain learning contexts

## KEY CONCEPTS

### About File Subscriptions

Designers can add files that are saved in *Repository* to their templates or sections in two ways: by copying the files or by creating file subscriptions. Unlike file copies, file subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in the template or section.

**EXAMPLE:** You create and save a file in *Repository* that template designers can use in their templates. From within each template, the designer creates a file subscription to the file. Now, when you update the file in *Repository*, the changes will be automatically reflected in the file copies in each template.

Therefore, before you edit or delete a file, you may want to know if there are any file subscriptions from templates or sections to the file. You can see all of the subscriptions to a file using the *View File Information* option. For more information, see *Viewing File Information*.

**NOTE:** Deleting a file that is subscribed to removes the file from *Repository* and also removes the file from all templates and sections where subscriptions to the file exist.

### About WebDAV Folders

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add, edit, copy, move, or

delete files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add, edit, copy, move, or delete files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

## About Case Sensitivity in File and Folder Names

File and folder names in *Content Manager* and *File Manager* are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

File and folder names in the *Files* tool are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

This also means that paths used for linking files do not need to match the actual case of the folder names and file name in the path. For example, the paths in the following links reference the same location and file:

```
<a href="folder/file.html">Link</a>
```

```
<a href="FOLDER/FILE.html">Link</a>
```

**IMPORTANT:** Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in *Content Manager* and *File Manager* or in Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

**IMPORTANT:** Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in the *Files* tool or in Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

## About MIME Types

A Multipurpose Internet Mail Extensions (MIME) type is used by browsers to determine how to display content. For example, if the MIME type is text is *text/html*, the browser will display the content as HTML.

When you view a file, the MIME type is sent to your browser so that it can identify the type of file and determine what to do with the file. The following MIME types are supported:

When you view a file the MIME type is sent to your browser so that it can identify the type of file and determine what to do with the file. Blackboard Portfolio supports the following MIME types:

File Type	File Extension	MIME Type
Adobe® Portable Document Format	pdf	application/pdf
Adobe Postscript®	ps	application/postscript
AOL® Art Image	art	image/x-art
Apple® QuickTime® movie	movie	video/x-sgi-movie
Apple QuickTime video clip	mov, qt	video/quicktime
Audio Interchange File	aif, aifc, aiff	audio/x-aiff
Audio Video Interleave	avi	video/x-msvideo
Backup file	bak	application/octet-stream
Basic Audio	au	audio/basic
Bitmap Graphics	bmp	image/bmp
Blackboard Learning System file	wct	application/octet-stream
Calendar file	ics	text/calendar
Cascading Style Sheet	css	text/css
Comma-Separated Variables	csv	text/csv
Corel® Presentations™	shw	applications/presentations



<b>File Type</b>	<b>File Extension</b>	<b>MIME Type</b>
Encapsulated Postscript	eps	application/postscript
e-Pack	epk	application/octet-stream
Executable	exe	application/octet-stream
Extensible Markup Language	xml	text/xml
Extensible Style Sheets	xsl	text/xsl
Graphic Interchange Format	gif	image/gif
Hypertext Markup Language	htm, html	text/html
HyperText Template	htt	text/html
Java	java	text/plain
Java Class	class	application/octet-stream
JavaScript™	js	application/x-javascript
JavaServer™ Pages	jsp	text/html
Joint Photographic Experts Group	jpg, jpe, jpeg	image/jpeg
Log File	log	text/plain
Macromedia® Director®	dir, dcr, dxr	application/x-director
Macromedia Flash®	fla	application/x-shockwave-flash
Macromedia Shockwave® Flash	swf	application/x-shockwave-flash
Microsoft® Access	mdb	application/x-msaccess
Microsoft Excel	xls, xlt	application/vnd.ms-excel
Microsoft HTML	mht	text/mht
Microsoft Outlook®	eml	message/rfc822
Microsoft PowerPoint®	ppt, pot	application/vnd.ms-powerpoint

<b>File Type</b>	<b>File Extension</b>	<b>MIME Type</b>
Microsoft Project	mpp, mpt, mpx	application/vnd.ms-project
Microsoft Word	doc, dot	application/msword
Microsoft Works	msw	application/x-msworks-wp
Moving Pictures Experts Group	mpg, mpe, mpeg	video/mpg
Moving Pictures Experts Group Audio	mpga, mp2, mp3	audio/mpeg
Musical Instrumental Digital Interface	mid, midi	audio/midi
PC Paintbrush Bitmap Graphic	pcx	appliation/x-pc-paintbrush
Portable (Public) Network Graphic	png	image/png
Properties (Java)	properties	text/plain
RealAudio®	ra, ram, rm	audio/x-realaudio
RealPlayer® Plug-In	rpm	audio/pn-realaudio-plugin
RealVideo®	rv	audio/x-realvideo
Rich Text Document	rtx	text/richtext
Rich Text Format	rtf	application/rtf
Shell (Unix)	sh	text/plain
Sound	snd, au, ulaw	audio/basic
Standard Generalized Markup Language	sgml, sgm	text/sgml
StuffIt™ Compressed Archive	sit	application/x-stuffit
Tab-Separated Values	tsv	text/tab-separated-values
Tagged Image Format File	tif, tiff	image/tiff

File Type	File Extension	MIME Type
Text	txt, asc	text/plain
Uniform Resource Locator	url	text/plain
Unknown Binary	bin	application/octet-stream
Virtual Reality Modeling Language	vrml, wrl	x-world/x-vrml
Waveform Audio	wav	audio/x-wave
Windows Advanced Systems Format	asf, asx	video/x-ms-video
WordPerfect®	wpg, wpd	application/wordperfect5.1
Zip Compressed Archive	zip	application/x-zip-compressed

## LOCATING AND VIEWING FILES AND FOLDERS

### Navigating Repository

You can navigate *Repository* to locate all files and folders which are available to you. When you first access *Repository*, the *Repository* screen displays the files and folders in your learning context. The name of the learning context that you are currently viewing is displayed in the breadcrumbs. You can perform actions on these files and folders using the *ActionLinks* menu and the button controls.

You can navigate to files and folders in other learning contexts using the organizational structure displayed in the left frame.

**NOTE:** Only those learning contexts that your role has access to are listed in the organizational structure.

To view the files and folders in a learning context, click the learning context in the left frame. The following occurs:

- In the right frame, the files and folders in that learning context, which you have permissions for, are listed. Depending on your role and file permissions, you can perform various tasks on these items. For more information on file permissions, see *About Roles and File Permissions*.

- In the left frame, the organizational structure expands to display the child learning contexts, if any, in the selected learning context. A heading identifies the organizational level of the child learning contexts.

**EXAMPLE:** In the left frame, you click the course learning context, Chemistry 121. The learning context expands to display all the sections in the course below the heading, "Sections".

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

**EXAMPLE:** If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon.

**IMPORTANT:** In the *Content Browser* pop-up window, filtering remains until you change the filter criteria or the pop-up window is closed. In all other areas, filtering remains until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon.

## Previewing Files

You can preview files that can be viewed in a web browser, such as HTML files and some image files. To preview other types of files, you must open them with a specific program or download them to your computer for viewing.

1. Navigate to the folder that contains the file that you want to preview.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Preview**.

## Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, keywords and file subscriptions.

1. Navigate to the folder that contains the file for which you want to view information.
2. Locate the file and click its *ActionLinks* icon. A menu appears.
3. Click **View File Information**. The *File Information* pop-up window appears displaying information about the file.

**NOTE:** If you are viewing a file that is subscribed to from other locations:

- the path to the original file is displayed next to *Location*.
- the tools or areas in each template or section where the file is being used are displayed under *File is Shared by*.

- the title and location of all templates and sections that contain file subscriptions to the file are displayed under *Subscriptions to File*.

For more information on subscriptions, see *About File Subscriptions*.

## CREATING AND EDITING FILES AND FOLDERS

### Creating HTML Files

You can create HTML files in any learning context in which you have file permissions. For more information, see *About Roles and File Permissions*.

When creating HTML files, you can use HTML markup or plain text. If you are going to use markup, you can either hand-code the HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

1. Navigate to the location where you want to create a file.
2. Click **Create File**.
3. Enter a file name.
4. If you want to use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

5. Enter the content.
6. Click **Save**.

### Editing HTML Files

You can edit all HTML files for which you have file editing permissions. For more information, see *About Roles and File Permissions*.

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

**WARNING:** If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Navigate to and locate the HTML file and click its *ActionLinks* icon.
2. Click **Edit**.
3. Edit the file:
  - a. Enter a file name.
  - b. If you want to use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

- c. Edit the content.
4. Click **Save**.

## Creating Folders

You can create folders to organize content. You can create folders in your own learning context, and depending on your permissions, you may also be able to create folders in other learning contexts. For more information, see *About Roles and File Permissions*.

1. Navigate to the location in which you want to create a folder.
2. Click **Create Folder**.
3. Enter a title and click **OK**.

## Renaming Files and Folders

You can change the title of all files and folders for which you have file permissions. For more information, see *About Roles and File Permissions*. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and click its *ActionLinks* icon.
3. Click **Rename**.

4. In the *New title* text box, enter a new title for the item.
5. Click **OK**.

## Editing Files Properties

For all files for which you have file permissions, you can enter information to describe each file's author, title, description, and keywords. For more information on file permissions, see *About Roles and File Permissions*.

1. Navigate to the folder containing the file for which you want to edit file properties.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Edit Properties**.
4. Edit the file properties:
  - a. In the *Author* text box, enter or edit the name of the person that created the file.
  - b. In the *Title* text box, enter or edit the title of the file.
  - c. In the *Description* text box, enter or edit text that will help identify the contents of the file.
  - d. In the *Keywords* text box, enter or edit terms that you would use to search for this file. To separate keywords, use commas.
5. Click **Save**.

## Declaring Character Sets

When you upload files to the Blackboard Learning System, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

The following character sets are supported:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)
- Baltic (ISO-8859-4)
- Baltic (Windows 1257)



- Central European (ISO-8859-2)
- Central European (Windows 1250)
- Chinese Simplified (EUC\_CN)
- Chinese Traditional (Big5)
- Cyrillic (ISO-8859-5)
- Cyrillic (KOi8-R)
- Cyrillic (Windows 1251)
- Greek (ISO-8859-7)
- Greek (Windows 1253)
- Hebrew (ISO-8859-8)
- Hebrew (Windows 1255)
- Japanese (EUC-JP)
- Japanese (IBM-33722)
- Japanese (Shift\_JIS)
- Korean (EUC-KR, KSC5601)
- Korean (ISO-2022-kr)
- Sixteen-bit UTF (UTF-16)
- Sixteen-bit UTF, big-endian byte order (UTF-16BE)
- Sixteen-bit UTF, little-endian byte order (UTF-16LE)
- Thai (IBM 874)
- Thai (Windows 874)
- Turkish (ISO-8859-9)
- Turkish (Windows 1254)
- Unicode (UTF-8)
- Western European (ISO-8859-1)
- Western European (Windows 1252)

You can declare character sets for all files for which you have permissions. For more information, see *About Roles and File Permissions*.

1. Locate the file or the folder containing the files for which you want to declare a character set and click its *ActionLinks* icon.

2. Click **Declare Character Set**.
3. From the drop-down list, select the character set for the files.
4. If you want to preview a file in the selected character set:
  - a. Locate the file and, under *Actions*, click its *Preview* icon.
  - b. When you are finished previewing the file, close the pop-up window.
5. Ensure each file name is selected.
6. Click **Save**.

## MANAGING FILES AND FOLDERS

### Getting Files

You can get files from another location and copy them to any location in *Repository* for which you have file permissions. For more information on permissions, see *About Roles and File Permissions*.

1. In *Repository*, navigate to the location where you want to add files.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Locate and select the files you want to add. For more information, see *Navigating with Content Browser*. One of the following occurs:
  - Each file is copied to the *Repository* folder from which you clicked **Get Files**.
  - If the destination folder contains files with the same name as the files you are creating, the *Resolve Naming Conflicts* screen appears. For each naming conflict, do one of the following:
    - To select a new destination folder, from the *Select another location* drop-down list, select a folder and click **OK**.

**NOTE:** Only the original destination folder and sub-folders of the original destination folder are available for selection.
  - To create a destination folder:
    - i. Click **Create Folder**.
    - ii. In the *Title* text box, enter the name for the folder. The folder name can include multiple words and spaces.
    - iii. Click **OK**.

- iv. Click **OK**.
- To rename the file, select *Rename* and in the text box, enter a new file name and click **OK**.
- To replace the file in the destination folder with the file you are creating, select *Replace existing* and click **OK**.

## Setting File Permissions

*Repository* allows you to create and store files that you intend to share with other users. File sharing is controlled by the following permissions:

- file status, either public or private
- file ownership
- file editorship

For more information on the files for which you can set permissions, and on file status, ownership, and editorship, see *About Roles and File Permissions*.

1. From *Repository*, navigate to the folder that contains the file for which you want to set permissions.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Manage Permissions**.
4. Under *File status*, do one of the following:
  - To make the file private, select *Private*.
  - To make the file public, select *Public*.
5. If you want to assign ownership of the file to another user with permissions in the learning context where the file exists, from the *Ownership* drop-down list, select a user.
6. If you want to assign editors to the file, next to *Editorship*, select one or more designers:

**NOTE:** Only designers who are enrolled in the same learning context containing the file can be editors.

- a. Under *Available*, select the users.

**TIP:** You can select multiple users:

- To select consecutive users in the list, hold the `Shift` key while selecting the users.
- To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

- b. Click the *Add* icon.
  - c. If you want to remove a user that you selected as an editor, under *Selected*, select the user and click the *Remove* icon.
7. Click **Save**.

For information on editing other file information, see *Editing File Properties*.

## Copying Files and Folders

You can create copies of files and folders and paste them to another location.

1. Navigate to the folder containing the items you want to copy. For more information, see *Navigating Folders*.
2. Do one of the following:
  - To copy one or more items, select each item and click **Copy**.
  - To copy all items listed on the current page:

**NOTE:** If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Copy**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to paste the items. You can only paste files to locations where you have file and folder pasting capabilities. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Multiple items copied to your computer will be compressed and copied as a single zip file.

4. If you have pasted the items to a location other than your computer and you have encountered a naming conflict, do one of the following:
  - To select a new destination folder:
    - i. Select *Select another location*.
    - ii. From the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and subfolders of the original destination folder are available.

- To create a destination folder:
  - i. Select *Select another location*.
  - ii. Click **Create Folder**.
  - iii. In the *Title* text box, enter a name for the folder.
  - iv. Click **OK**.
  - v. From the *Select another location* drop-down list, select the new folder.
- To rename the item:
  - i. Select *Rename*.
  - ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder with the copy, select *Replace*.
- If you are pasting multiple items and have multiple naming conflicts, to cancel the paste action for a single item, select *Skip*.

## Moving Files and Folders

You can move files and folders for which you have permissions to another location. For more information on permissions, see *About Roles and File Permissions*.

**IMPORTANT:** Items moved to your computer are not automatically removed from the Blackboard Learning System. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items you want to move.

**TIP:** The items may appear on multiple pages. You can use the paging controls to navigate to items that appear on other pages. For more information, see *Navigating Multiple Pages*.

2. Do one of the following:

- To move one or more items:
  - a. Next to each item you want to move, select the check box.
  - b. Click **Move**. The *Content Browser* pop-up window appears.
- To move all items listed on the current page:

**NOTE:** If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Move**. The *Content Browser* pop-up window appears.
3. Navigate to the location where you want to move the items. You can only move items to locations where you have pasting permissions. For more information on locations, see *Navigating with Content Browser*.

**NOTE:** Multiple items moved to your computer will be compressed and moved as a single zip file.

One of the following occurs:

- If there are no naming conflicts, the items are moved and a confirmation message appears.
- If you are moving items to a location other than your computer and there are items with the same name as the items you are moving, the *Resolve Naming Conflicts* pop-up window appears.
  - a. For each item with a naming conflict, do one of the following:
    - To select a new destination folder:
      - i. Ensure *Select another location* is selected.
      - ii. From the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and subfolders of the original destination folder are available for selection.
    - To create a destination folder:
      - i. Ensure *Select another location* is selected.
      - ii. Click **Create Folder**.
      - iii. In the *Title* text box, enter a name for the folder.
      - iv. Click **OK**.
      - v. In the *Select another location* drop-down list, ensure the new folder is selected.
    - To rename the item:
      - i. Select *Rename*.
      - ii. In the *Rename* text box, enter a new file name.
    - To replace the item in the destination folder, select *Replace existing*.
    - If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.
  - b. Click **OK**.

## Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

**NOTE:** You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zippping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Download**.
4. Click **Save** and specify the location.

## Zippping Files and Folders

You can create a compressed zip file that contains files and folders. Zippping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items that you want to compress into a single zip file.
2. Do one of the following:
  - To compress one or more items:
    - a. Select each item.
    - b. Click **Zip**. The *Content Browser* pop-up window appears.
  - To compress all items listed on the current page:

**NOTE:** If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Zip**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

## Unzipping Files

You can extract all the contents of zip files for which you have permissions. For more information, see *About Roles and File Permissions*.

1. Navigate to the folder containing the zip file you want to unzip.
2. Locate the zip file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Extract**. A folder is created with the same name as the zip file. The contents of the zip file are extracted to the folder.

## Deleting Files and Folders

You can permanently delete files and folders for which you have permissions from the Blackboard Learning System. For more information on permissions, see *About Roles and File Permissions*.

**WARNING:** Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
  - a. Locate the item and, next to its title, click the *ActionLinks* icon.
  - b. Click **Delete**.
  - c. Click **OK**.
- To delete several items:
  - a. Select the items and click **Delete**.
  - b. Click **OK**.
- To delete all items listed on the current page:

**NOTE:** If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
- b. Click **Delete**.
- c. Click **OK**.



## CREATING WEBDAV FOLDERS

### Creating WebDAV Connections on a Windows® Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add or modify files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - d. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when

you are connected to the Internet.

- If you are not using Microsoft Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **View WebDAV Info**. The folder path appears.
  - d. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
  - e. From your Windows desktop, double-click the *My Network Places* icon.
  - f. Double-click **Add Network Place**.
  - g. Follow the prompts given by the *Add Network Place Wizard*.
  - h. When you are prompted to enter an Internet or network address, paste the server path by pressing CTRL+V on your keyboard.
  - i. Click **Next**.
  - j. In the *User name* and *Password* text boxes, enter your user name and password and click **OK**.
  - k. Click **Next**.
  - l. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - m. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.

## Creating WebDAV Connections on Mac® Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and

manage portfolio files and folders from your computer without logging in to the Blackboard Portfolio System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Blackboard Portfolio System. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Blackboard Portfolio System. Conversely, when you add or modify files and sub-folders in portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

1. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
2. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
3. Click **View WebDAV Info**. The folder path appears.
4. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
5. From your Mac desktop, from the *Finder*, click **Go**.
6. Click **Connect to Server**.
7. Ensure that your cursor is in the *Address* text box and paste the server path by pressing COMMAND+V.
8. Click **OK**.
9. In the *User Name* and *Password* text boxes, enter your user name and password and click **OK**. The folder is added to the Mac *Finder*.

# CHAPTER 37: ROSTER

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT ROSTER

### For Section Designers

The *Roster* tool allows a course member to view the profiles of other course members. Course members are users who are enrolled in a course as one of the following roles:

- Section Instructor
- Teaching Assistant
- Student
- Auditor

Course member profiles can also be viewed according to the groups they are members of.

**NOTE:** Depending on settings, Students and Auditors may not see profiles according to groups, or, if they can, they may only see the groups they are members of. For more information, see *Roster Settings*.

Section Designers can view the profiles of Section Instructors and Teaching Assistants. Primary Section Instructors display first, then secondary Section Instructors, and then Teaching Assistants.

**NOTE:** Section Designer profiles are not available in the *Roster* tool. To view and edit your profile, go to the *My Profile* tab in *My Settings*.

To print all the profiles that appear on the screen, click **Print Page**.

## ABOUT ROSTER

### For Template Designers

The *Roster* tool allows a course member to view the profiles of other course members. Course members are users who are enrolled in a course as one of the following roles:

- Section Instructor
- Teaching Assistant
- Student
- Auditor

Depending on administrator settings, course member profiles can also be viewed according to the groups they are members of.

Section Designers can view the profiles of Section Instructors and Teaching Assistants.

Designer profiles do not appear in the *Roster* tool. If you want to view and edit your profile, go to the *My Profile* tab in *My Settings*.

## ABOUT ROSTER

### For Section Instructors

The *Roster* tool allows you to view the profiles for course members.

- To see the profiles for Section Instructors and Teaching Assistants enrolled in the course, click **Instructors**. Primary Section Instructors display first, then secondary Section Instructors, and then Teaching Assistants.
- To see the profiles for Students and Auditors enrolled in the course, click **Students**.
- To see the profiles for course members according to the groups they are members of, click **Groups**. From the *Groups* drop-down list, select a group and click the *Go* icon.

**NOTE:** Depending on administrator settings, Students and Auditors may not see the *Groups* tab, or, if the *Groups* tab is available, Students and Auditors may only see the groups they are members of.

- To print all the profiles that appear on the screen, click **Print Page**.
- To edit your profile, locate the profile, and then click **Edit Profile**. For more information, see *Editing Your Profile*.

## EDITING YOUR PROFILE

## For Section Instructors

Depending on administrator settings, you may not be able to edit some or all of your profile, add a photo, or change the public/private status of certain items.

1. Click **Edit Profile**.
2. Edit the available fields.
3. If you can add your photo:

**NOTE:** You can only add photos that are in .jpg or .gif format. The recommended height and width of the photo is 320 by 240 pixels. If the photo is larger, it will be resized.

  - a. Click **Browse**. The *Content Browser* pop-up window appears.
  - b. Locate and select the file. For more information, see *Navigating with Content Browser*.
4. If you can edit your birthday, click the *Date Selection* icon to select a date. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
5. To specify whether information in your profile is visible to other users, do one of the following:
  - To make information in your profile visible to other users through the *Roster* and *PeopleLinks* tools, select *Public*.
  - To hide information in your profile from other users, clear the *Public* check box.
6. Click **Save**.

# CHAPTER 38: SCORM® MODULES

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT SCORM MODULES

### For Section Designers

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of Blackboard Learning System and imported as a .zip file. SCORM content packages can contain the following two types of learning objects:

- assets: normally files or images, such as an HTML file

- Sharable Content Objects (SCOs), such as a quiz

After the SCORM content package is imported, it is referred to as a SCORM module.

SCORM modules are displayed in a similar user interface to that of a learning module, including a table of contents and *Previous* and *Next* icons for navigation.

**EXAMPLE:** When a quiz is imported as a SCORM module, the SCORM module containing the quiz displays within the Blackboard Learning System interface containing the optional table of contents and *Previous* and *Next* icons, but the content, grading scheme, and appearance of the quiz itself is determined by the creator of the quiz. Data generated by the quiz, such as Student grades, are reported to Section Instructors in the *Grade Book* tool.

You can use the *SCORM Module* tool for:

- creating SCORM modules (actually importing SCORM-compliant content packages).
- editing the SCORM module's title and description.
- showing or hiding SCORM modules.
- viewing links to SCORM modules.
- setting or modifying release criteria for SCORM modules.
- adding SCORM modules to the *Course Content* tool and to learning modules.
- running SCORM module data reports
- deleting SCORM modules.

## ABOUT SCORM MODULES

### For Template Designers

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of the Blackboard Learning System and imported as a .zip file. SCORM content packages can contain the following two types of learning objects:

- assets: normally files or images, such as an HTML file
- Sharable Content Objects (SCOs), such as a quiz

After the SCORM content package is imported into the Blackboard Learning System, it is referred to as a SCORM module.

SCORM modules are displayed in a similar user interface to that of a learning module, including a table of contents and *Previous* and *Next* icons for navigation.

**EXAMPLE:** When a quiz is imported as a SCORM module, the SCORM module containing the quiz displays within the Blackboard Learning System interface containing the optional table of contents and *Previous* and *Next* icons, but the content, grading scheme, and appearance of the quiz itself is determined by the creator of the quiz. Data generated by the quiz, such as Student grades, are reported to Section Instructors in the *Grade Book* tool.

You can use the *SCORM Module* tool for:

- creating SCORM modules (actually importing SCORM-compliant content packages).
- editing the SCORM module's title and description.
- showing or hiding SCORM modules.
- viewing links to SCORM modules.
- setting or modifying release criteria for SCORM modules.
- adding SCORM modules to the *Course Content* tool and to learning modules.
- deleting SCORM modules.

## CREATING SCORM MODULES

### For Designers



Sharable Content Object Reference Model (SCORM)-compliant content packages are actually created outside of the Blackboard Learning System and imported into your course. Creating a SCORM module merely creates an instance of the already-existing module.

**IMPORTANT:** SCORM modules can only be imported as zip files.

1. From the *SCORM Modules* screen, click **Create SCORM Module**.
2. Enter a title. If you enter the same title as an existing SCORM module, the new SCORM module title will be added with a number when you save the module. For example, if a SCORM module named TEST already exists and you created a new SCORM Module named TEST, the title for the new SCORM module is changed to TEST 1.
3. From the *Numbering* drop-down list, select the numbering style you want to use for the SCORM module's table of contents.
4. In the *Author* text box, enter your name.
5. In the *Keywords* text box, enter searchable keywords that relate to the SCORM module.
6. In the *Description* text box, enter a description of the SCORM module.
7. Next to *Gradable*, select whether the SCORM module is gradable. Only SCORM modules that contain gradable content for which Students are assigned a grade within the SCORM module and for which you select the gradable option will produce grades that appear in the *Grade Book* tool of the *Teach* tab.
8. Under *Navigation Controls*, select how you want Students to navigate the SCORM module.
9. Next to *File*, click **Browse**. The *Content Browser* pop-up window appears.
10. Locate and select the file you want to import. For more information, see *Navigating with Content Browser*
11. Click **Save**.

## EDITING THE TITLE OR DESCRIPTION OF A SCORM MODULE

### For Designers

1. From the *SCORM Modules* screen, locate the SCORM module and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Edit the SCORM module title or description. If you enter the same title as an existing SCORM

module, the new SCORM module title will be added with a number when you save the module. For example, if a SCORM module named TEST already exists and you created a new SCORM Module named TEST, the title for the new SCORM module is changed to TEST 1.

4. Click **Save**.

## PREVIEWING SCORM MODULES

### For Designers

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## SHOWING OR HIDING SCORM MODULES

### For Designers

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.

- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

## VIEWING LINKS TO SCORM MODULES

### For Designers

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## SETTING OR MODIFYING RELEASE CRITERIA FOR SCORM MODULES

### For Designers

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## SORTING SCORM MODULES

### For Designers

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## MOVING SCORM MODULES

### For Designers

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.

2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Below**.

## NAVIGATING MULTIPLE PAGES

### For Designers

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
    - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.
- NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.

- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## LINKING ITEMS TO THE COURSE CONTENT AND LEARNING MODULES TOOLS

### For Designers

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

**NOTE:** In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

**NOTE:** In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

## DELETING SCORM MODULES

### For Designers

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.

2. Click **Delete**.
3. Click **OK**.

## RUNNING SCORM MODULE DATA REPORTS

### For Section Designers

You can run data reports for both gradable and non-gradable SCORM modules. Data reports contain the following information for each Student:

- the status of the SCORM module: *Passed, Completed, Failed, Incomplete, Browsed, or Not attempted*.
- the total time the Student spent viewing the SCORM module.
- if applicable, the Student's score.

Data reports can be filtered by status and by Sharable Content Object (SCO).

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to run a data report and click its *ActionLinks* icon.
2. Click **Run Data Report**.
3. If you want to apply a filter to the data report, next to *Show*:
  - a. From the *Status* drop-down list, select the status by which you want to filter the data report.
  - b. From the *SCO* drop-down list, select the SCO for which you want to view the selected status and click the *Go* icon.
4. If you want to change the number of Students displayed on each page of the report:
  - a. Click the *Paging Preferences* icon.
  - b. In the *Number of records per page* text box, enter a number up to three digits in length and click **OK**.
5. Click **OK**.

## ABOUT SCORM MODULES



## For Section Instructors

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of the Blackboard Learning System and imported into your course. After the SCORM content package is imported, it is referred to as a SCORM module. SCORM modules are displayed in a user interface very similar to that of a learning module, including a table of contents and *Previous* and *Next* icons for navigation.

**EXAMPLE:** When a quiz is imported as a SCORM module, the SCORM module containing the quiz displays within the Blackboard Learning System interface containing the optional table of contents and *Previous* and *Next* icons, but the content, grading scheme, and appearance of the quiz itself is determined by the creator of the quiz. Data generated by the quiz, such as Student grades, are reported in the *Grade Book* tool.

You can use the *SCORM Module* tool for:

- viewing the SCORM modules that have been added to your course.
- editing the SCORM module's description.
- viewing Students' grades for gradable SCORM modules. Grades are automatically calculated within the SCORM module and then reported on the *SCORM Grades* tab of the *Grade Book* tool. For more information, see *About the SCORM Grades Tab*.
- setting or modifying release criteria.
- showing or hiding the SCORM module.
- running data reports for SCORM modules.

## Viewing SCORM Modules

**NOTE:** Depending on the settings selected when the SCORM module was created, some or all of these viewing options may not be available to you.

You can view the content in a SCORM module by using the navigational controls provided in the module. If the table of contents is set to display, it appears in the left frame of the SCORM module. If the *Previous* or *Next* icons are set to display, they appear in the taskbar at the top of the SCORM module.

1. From the *SCORM Module* pop-up window, do one of the following:
  - To navigate through the SCORM module using the table of contents, under *Table of Contents*, click the item that you want to access.
  - To navigate through the SCORM module using the *Previous* and *Next* icons, from the taskbar, click the appropriate icon.

- If you want to display the table of contents in a drop-down list:
    - a. Click the *Display table of contents as a drop-down list* icon.
    - b. From the drop-down list, select the item you want to access.
    - c. To return to viewing the table of contents in the left frame, click the *Display table of contents in frame* icon.
2. After you have finished, click the *Quit* icon.

## Editing the Description of SCORM Modules

**NOTE:** Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules* tool. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

**IMPORTANT:** When you edit a description, the changes apply only to that occurrence of the item. If the item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon.
2. Click **Edit Description**.
3. Edit the description and click **Save**.

## Running SCORM Module Data Reports

You can run data reports for both gradable and non-gradable SCORM modules. Data reports contain the following information for each Student:

- the status of the SCORM module: *Passed, Completed, Failed, Incomplete, Browsed, or Not attempted*.
- the total time the Student spent viewing the SCORM module.
- if applicable, the Student's score.

Data reports can be filtered by status and by Sharable Content Object (SCO).

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to run a data report and click its *ActionLinks* icon.
2. Click **Run Data Report**.
3. If you want to apply a filter to the data report, next to *Show*:
  - a. From the *Status* drop-down list, select the status by which you want to filter the data report.
  - b. From the *SCO* drop-down list, select the SCO for which you want to view the selected status and click the *Go* icon.
4. If you want to change the number of Students displayed on each page of the report:
  - a. Click the *Paging Preferences* icon.
  - b. In the *Number of records per page* text box, enter a number up to three digits in length and click **OK**.
5. Click **OK**.

## Showing or Hiding SCORM Modules

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Viewing Links to SCORM Modules

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## SETTING OR MODIFYING RELEASE CRITERIA FOR SCORM MODULES

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## NAVIGATING MULTIPLE PAGES

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.  
**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

# CHAPTER 39: SEARCH

**IMPORTANT:** Topics in this chapter apply to all roles.

## ABOUT SEARCH

### For All Roles

The *Search* tool allows you to conduct a search for data within a course. For example, if you remember sending a discussion message regarding *Assignment Five*, but you can't recall in which discussion topic you posted the message, you can do a keyword search to retrieve the message.

To perform a search, you must enter keywords, select the area of records you want to search, and select the area of the course you want to search. You can also apply date restrictions and specify preferences for viewing results. After performing a search, records that match your search criteria are displayed. You can choose to view a record, refine or expand your search using the advanced search functionality, or conduct a new search.

**NOTE:** Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.

## PERFORMING SEARCHES

### For All Roles

You can search for data within a course. You can search for alphabetic characters only.

**NOTE:** Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.

1. In the *Search for* text box, enter your search terms and any of the following connectors:
  - **and:** Use the **and** connector between terms to specify that search results must contain all terms, in any order.
  - **or:** Use the **or** connector between terms to specify that search results must contain at least one of

the terms.

- quotation marks: Use quotation marks around search terms to specify that search results must contain the exact phrase.
- not: Use the `not` connector to specify that search results cannot contain the term following the connector.
- parentheses: Use parentheses in your search to indicate the order of operations.

**EXAMPLE:** (cat or feline or dog or canine) and ("hip displacia" or "hip displasia")

2. Under *Search area*, select the areas to be searched:

- To search the title, select *Title*.
- To search the author, select *Author*.
- To search the subject, select *Subject*.
- To search the main area, select *Full text*.

**NOTE:** *Full text* does not search the *Title*, *Author*, or *Subject* area.

3. From the *Search tool* drop-down list, select the tool you want to search in. You can select to search a specific tool or all searchable tools.

4. Under *Date*, select the date criteria to be applied to your search:

- To retrieve results from any date, select *Any date*.
- To retrieve results from a specific date range, select *Specify date range* and click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.

5. From the *Sort results by* drop-down list, select how you want the results sorted:

- To sort results beginning with records containing the most occurrences of your search terms, select *Relevance*
- To sort results alphabetically by record title, select *Title*.
- To sort results alphabetically by author's name, select *Author*.
- To sort results alphabetically by tool, select *Tool*.
- To sort results beginning with the most recent records, select *Date*.

6. Click **Search**. Records that satisfy your search criteria are displayed.

## VIEWING SEARCH RESULTS

## For All Roles

Each result contains a title, date, subject, author, description, and a link to the record.

1. From the *Search Results* screen, if you want to sort the results:
  - a. From the *Sort results by* drop-down list, select how you want the results sorted:
    - To sort results beginning with records containing the most occurrences of your search terms, select *Relevance*.
    - To sort results alphabetically by record title, select *Title*.
    - To sort results alphabetically by author's name, select *Author*.
    - To sort results alphabetically by tool type, select *Tool*.
    - To sort results beginning with the most recent records, select *Date*.
  - b. Click the *Go* icon.
2. Locate the record you want to view:
  - To go to the next page of records, click the *Next Page* icon.
  - To go to the previous page of records, click the *Previous Page* icon.
  - To go to the last page of records, click the *Last Page* icon.
  - To go to the first page of records, click the *First Page* icon.
3. Click the record title.

## REFINING SEARCHES

### For All Roles

After performing a search, you can refine your search by searching within the results. You can search for alphabetic characters only.

**NOTE:** If you run a search to locate content that has just been created and no results are returned, run the search again at a later time. Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.



1. From the *Search Results* screen, under *Advanced Search*, select *Search within these results*.
2. In the *Search for* text box, enter the terms you want to search for within the results of your previous search. You can also enter any of the following connectors:
  - **and:** Use the `and` connector between terms to specify that search results must contain all terms, in any order.
  - **or:** Use the `or` connector between terms to specify that search results must contain at least one of the terms.
  - **quotation marks:** Use quotation marks around search terms to specify that search results must contain the exact phrase.
  - **not:** Use the `not` connector to specify that search results cannot contain the term that follows the connector.
  - **parentheses:** Use parentheses in your search to indicate the order of operations.

**EXAMPLE:** If your initial search was `(cat or feline or dog or canine) and ("hip displacia" or "hip displasia")`, you may now want to search within those results for `spayed or neutered`.

3. Under *Search area*, select the areas to be searched:

- To search the title, select *Title*.
- To search the author, select *Author*.
- To search the subject, select *Subject*.
- To search the main area, select *Full text*.

**NOTE:** *Full text* does not search the *Title*, *Author*, or *Subject* area.

4. From the *Search tool* drop-down list, select the tool to be searched. You can search a specific tool or all searchable tools.
5. Under *Date*, select the date to be applied to your search:
  - To retrieve results from any date, select *Any date*.
  - To retrieve results from a specific date range, select *Specify date range* and click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: `12/31/2006` or `31/12/2006`.
6. From the *Sort results by* drop-down list, select how you want the results sorted:
  - To sort results beginning with records containing the most occurrences of your search terms, select *Relevance*.
  - To sort results alphabetically by record title, select *Title*.
  - To sort results alphabetically by author's name, select *Author*.

- To sort results alphabetically by tool, select *Tool*.
- To sort results beginning with the most recent records, select *Date*.

7. Click **Search**.

## SEARCH TIPS

### For All Roles

When performing a search, keep the following tips in mind:

- Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.
- You can include numeric characters in your search if they are accompanied by alphabetic characters. Entering numeric characters alone will cause the search to fail to return any results.
- Entering any of the following characters in a search will fail to return any results: ? \* | %
- The *Search* tool is not case sensitive (for example, searching for "faculty" or "Faculty" will generate the same results).
- The *Search* tool is designed to ignore common words, known as stop words, when performing a search for a phrase. This is done to shorten the time spent generating the search results returned to you. However, if you try to search for a stop word on its own, or in combination with other stop words, the search does not return any results. Therefore, avoid performing searches on the following words: a, about, after, all, also, an, and, any, are, as, at, be, because, been, but, by, can, co, could, for, from, had, has, have, he, her, his, if, in, inc, into, is, it, its, last, more, most, no, not, of, on, one, only, or, other, out, over, s, says, she, so, some, such, than, that, the, their, there, they, this, to, up, was, we, were, when, which, who, will, with, would.
- If you run a search to locate content that has just been created and no results are returned, run the search again at a later time. Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.

# CHAPTER 40: SELECTIVE RELEASE

**IMPORTANT:** Topics in this chapter apply to various roles. See specific topics for your role.

## ABOUT SELECTIVE RELEASE

### For Section Designers and Section Instructors

You can use the *Selective Release* tool to control the release of items and folders, all from a single page.

The *Selective Release* screen displays all of the items and folders that have been added to the *Course Content* tool. From that screen, you can do the following:

- show or hide items and folders to Students
- selectively release items and folder to Students who meet the criteria you set
- view which items and folders are visible to Students

#### *Showing or Hiding Items and Folders to Students*

If you need to, you can temporarily hide an item or folder from Students and then, when you are ready, show it to Students.

**EXAMPLE:** If a course evaluation survey has been added to the *Course Content* tool but you do not want it to be visible to Students yet, you can temporarily hide the survey and then, near the end of the course, when Section Instructors are ready, they can show it to Students.

#### *Selectively Releasing Items and Folders to Students Who Meet the Criteria You Set*

You can control when and to whom an item or folder is released by setting release criteria for it. When the release criteria is satisfied, the item or folder is released (becomes visible) to Students.

There are four types of release criteria that you can set:

- Date criteria allows you to specify a date and time when items and folders will be released to Students.
- Member criteria allows you to specify to which Students items and folders will be released.
- Group criteria allows you to specify to which group of Students items and folders will be released.
- *Grade Book* criteria allows you to release items and folder to Students based on information in the *Grade Book*.

You can set more than one criterion for items and folders and you can combine different types of criteria.

**EXAMPLE:** If you create a bonus assignment that you want to release on October 23 to Students who receive an A on a midterm assignment, you can set date and *Grade Book* criteria for the bonus assignment. The bonus assignment will then be released on October 23, only to Students who achieve greater than 86 out of 100 on the midterm assignment.

#### *Viewing Which Items and Folders are Visible to Students*

For each Student enrolled in the course, you can view which items and folders are visible to them.

**EXAMPLE:** If Students tell you that they are unable to view a quiz, you can check to see if the quiz is visible to them.

## ABOUT SELECTIVE RELEASE

### For Template Designers

You can use the *Selective Release* tool to control the release of items and folders, all from a single page.

The *Selective Release* screen displays all of the items and folders that have been added to the *Course Content* tool. From that screen, you can do the following:

- show or hide items and folders to Students
- selectively release items and folder to Students who meet the criteria you set

#### *Showing or Hiding Items and Folders to Students*

If you want, you can hide an item or folder from Students and then, when Section Instructors are ready, they can show it to Students.

**EXAMPLE:** If a course evaluation survey has been added to the *Course Content* tool but you do not want it to be visible to Students yet, you can hide the survey and then, near the end of the course, when Section Instructors are ready, they can show it to Students.

#### *Selectively Releasing Items and Folders to Students Who Meet the Criteria You Set*

You can control when and to whom an item or folder is released by setting release criteria for it. When the release criteria is satisfied, the item or folder is released (becomes visible) to Students.

There are three types of release criteria that you can set:

- Date criteria allows you to specify a date and time when items and folders will be released to Students.
- Group criteria allows you to specify to which learning group items and folders will be released.
- *Grade Book* criteria allows you to release items and folder to Students based on information in the *Grade Book*.

You can set more than one criterion for items and folders and you can combine different types of criteria.

**EXAMPLE:** If you create a bonus assignment that you want to release on October 23 to Students who receive an A on a midterm assignment, you can set date and *Grade Book* criteria for the bonus assignment. The bonus assignment will then be released on October 23, only to Students who achieve a score of greater than 86 out of 100 on the midterm assignment.

## SHOWING OR HIDING ITEMS USING THE SELECTIVE RELEASE TOOLS

### For All Roles

You can control whether items in the *Course Content* tool are visible to Students by using the *Selective Release* tool to show or hide the items.

**EXAMPLE:** If an assignment and a learning module are added to the *Course Content* tool but you do not want Students to see them yet, you can hide both of the items temporarily.

When you hide an item, all instances of the item in the course are hidden; when you show an item, all instances of the item in the course are shown.

**IMPORTANT:** If release criteria are set for an item, the item must be set to show. If the item is hidden, when the release criteria are satisfied, the item will not be visible to Students.

**TIP:** You can also show or hide items from within the *Course Content* tool and from within the tool in which the items were created. For more information, see *Showing or Hiding Items*.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item.

**TIP:** To display items in a folder or learning module, next to the title of the folder or learning module, click the *Expand* icon.

2. Do one of the following:

- To show item, click **Show Item**. If release criteria are set for the item, the item appears only when all release criteria are satisfied.
- To hide item, click **Hide Item**.

## SETTING RELEASE CRITERIA FOR ITEMS

## For Section Designers and Section Instructors

You can selectively release items to Students by setting release criteria for them. By setting release criteria for items, you can control when and to whom the items are visible.

There are four types of release criteria you can set for items:

- Date criteria allows you to select the starting and ending dates and times when an item will be released to Students.

**EXAMPLE:** If a learning module has been added to the *Course Content* tool but you do not want it to be released to Students until the third week of the course, you can add date criteria to the learning module so that it will be released to Students starting on the first day of the third week of the course.

- Member criteria allows you to select the Students and Auditors to which an item will be released.

**EXAMPLE:** If a makeup assignment has been added to the *Course Content* tool but you want it to be released only to Students who were unable to submit an earlier assignment, you can add member criteria to the makeup assignment so that it is released only to the Students you select.

- Group criteria allows you to select the groups to which an item will be released.

**EXAMPLE:** If two assignments (Assignment A and Assignment B) have been added to the *Course Content* tool and two groups of Students (Group A and Group B) have been created, you can add group criteria to Assignment A to release it only to Students in Group A and add group criteria to Assignment B to release it only to Students in Group B.

- Grade Book criteria allows you to release an item to Students based on information in the *Grade Book*.

**EXAMPLE:** If a bonus assignment has been added to the *Course Content* tool but you want it to be released only to Students who receive an A on the midterm, you can add *Grade Book* criteria to the bonus assignment so that it is released only to Students who receive a grade on the midterm that is greater than 90 out of 100.

If you want to release an item based on several release criteria, you can group criteria and combine criteria using the *And* and *Or* Boolean operators.

If you need help with setting advanced release criteria for an item or folder, you can work through an example that shows you how to combine, group, move, and preview release criteria. For more information, see *Example of Setting Advanced Released Criteria for an Item*.

## For Template Designers

You can selectively release items to Students by setting release criteria for them. By setting release criteria for items, you can control when and to whom the items are visible.

There are three types of release criteria you can set for items:

- Date criteria allows you to select the starting and ending dates and times when an item is released to Students.

**EXAMPLE:** If a learning module has been added to the *Course Content* tool but you do not want it to be released to Students until the third week of the course, you can add date criteria to the learning module so that it will be released to Students starting on the first day of the third week of the course.

- Group criteria allows you to select the groups to which an item is released.

**EXAMPLE:** If two assignments (Assignment A and Assignment B) have been added to the *Course Content* tool and two groups of Students (Group A and Group B) have been created, you can add group criteria to Assignment A to release it only to Students in Group A and add group criteria to Assignment B to release it only to Students in Group B.

- Grade Book criteria allows you to release an item to Students based on information in the *Grade Book*.

**EXAMPLE:** If a bonus assignment has been added to the *Course Content* tool but you want it to be released only to Students who receive an A on the midterm, you can add *Grade Book* criteria to the bonus assignment so that it is released only to Students who receive a grade on the midterm that is greater than 90 out of 100.

If you want to release an item based on several release criteria, you can group criteria and combine criteria using the *And* and *Or* Boolean operators.

If you need help with setting advanced release criteria for an item or folder, you can work through an example that shows you how to combine, group, move, and preview release criteria. For more information, see *Example of Setting Advanced Released Criteria for an Item*.

## Adding Date Criteria to Items

### For All Roles

If you want to release an item to Students starting from a specific date and time or until a specific date and time, you can add date criteria to the item. For example, if you want a *Discussion* topic to be released to Students for one week only, you can add date criteria to the topic and it will be released (be visible) to Students for only the week that you specify.

**IMPORTANT:** • If you add date criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.

- When adding date criteria to an assignment, ensure that the date criteria does not conflict with the due and cutoff dates of the assignment.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item.

**TIP:** To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon.

2. Click *Set Release Criteria* for the item.

3. Click **Add Date Criteria**.

4. Under *Available Starting*, select the start date and time for the item to be released:

- To release the item immediately, select *Immediately*.
- To select a start date and time:
  - a. Select the option next to the date selection area.
  - b. Click the *Date Selection* icon and select the start date.
  - c. Click the *Time Selection* icon and select the start time.

5. Under *Available Until*, select the end date and time:

- To release the item for an unlimited period, select *Unlimited*.
- To set an end date and time:
  - a. Select the option next to the date selection area.
  - b. Click the *Date Selection* icon and select the end date.
  - c. Click the *Time Selection* icon and select the end time.

6. Click **Save**.

7. Click **Save**. The item will be released when the release criteria are satisfied. To indicate that release criteria have been set for the item, the word *Conditional* appears next to the item.

## Adding Member Criteria to Items

### For Section Designers and Section Instructors

If you want to release an item only to certain Students, you can add member criteria to the item.

**EXAMPLE:** If you want a quiz to be released only to Students who did not complete the midterm, you can add member criteria to the quiz and it will be released only to the Students you specify.



If you do not want to release an item to certain Students and Auditors, you can also add member criteria to the item.

**EXAMPLE:** If you want a quiz to be released to all Students except a few who will be completing a written assignment instead, you can add member criteria to the quiz and it will be released to all Student s except the ones you specify.

**IMPORTANT:** If you add member criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.

1. From the *Selective Release* screen, click the *Course Content* tab and locate the item.

**TIP:** To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon.

2. Click *Set Release Criteria* for the item.

3. Click **Add Member Criteria**.

4. Do one of the following:

- To release the item to specific Students only:
  - a. Next to *User ID*, select *Equals*.
  - b. Select members by doing one of the following:
    - To select one or more members, next to each member to which you want to release the item, select the check box.
    - To select all members, in the table heading row, select the check box.
- To specify the Students to whom you do not want to release the item:
  - a. Next to *User ID*, select *Does not equal*.
  - b. Select members by doing one of the following:
    - To select one or more members, next to each member to which you do not want to release the item, select the check box.
    - To select all members, in the table heading row, select the check box.

5. Click **Save**.

6. Click **Save**. The item will be released when the release criteria are satisfied. To indicate that release criteria have been set for the item, the word *Conditional* appears in parentheses next to the item.

## Adding Group Criteria to Items

## For All Roles

If learning groups have been created in the course and you want to release an item to certain groups only, you can add group criteria to the item. For example, if two learning groups have been created and separate quizzes have been created for each group, you can add group criteria to the quizzes so that each quiz will be released only to the group that you specify.

You can also add group criteria to an item if you do not want to release it to certain groups. For example, if five learning groups have been created and you want to release a *Media Library* collection to four of the five learning groups, instead of selecting the four groups to which you want to release the collection, you can select the one group to which you do not want to release the collection.

**IMPORTANT:** If you add group criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.

1. From the *Selective Release* screen, click the *Course Content* tab and locate the item.

**TIP:** To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon.

2. Click *Set Release Criteria* for the item.

3. Click **Add Group Criteria**.

4. Do one of the following:

- To release the item only to specific groups:
  - a. Next to *Group Name*, select *Equals*.
  - b. Select groups by doing one of the following:
    - To select one or more groups, next to each group to which you want to release the item, select the check box.
    - To select all groups, in the table heading row, select the check box.
- To specify the groups to which you do not want to release the item:
  - a. Next to *Group Name*, select *Does not equal*.
  - b. Select groups by doing one of the following:
    - To select one or more groups, next to each group to which you do not want to release the item, select the check box.
    - To select all groups, in the table heading row, select the check box.

5. Click **Save**.

6. Click **Save**. The *Selective Release* screen appears. The item will be released when the release criteria

are satisfied. To indicate that release criteria have been set for the item, the word *Conditional* appears next to the item.

## Adding Grade Book Criteria to Items

### For All Roles

If you want to release an item to Students and Auditors based on information in the *Grade Book*, you can add *Grade Book* criteria to the item.

**EXAMPLE:** If you want to release a bonus assignment only to Students who receive an A on a semester assignment, you can add *Grade Book* criteria to the bonus assignment so that it will be released only to Students who receive greater than 90 out of 100 on the semester assignment.

**IMPORTANT:** If you add *Grade Book* criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.

1. From the *Selective Release* screen, click the *Course Content* tab and locate the item.

**TIP:** To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon.

2. Click *Set Release Criteria* for the item.
3. Click **Add Grade Book Criteria**.
4. From the *Criteria* drop-down list, select a *Grade Book* criterion.
5. From the *Condition* drop-down list, select the condition that you want to use with the *Grade Book* criterion.
6. If the condition requires a value, enter the value you want the *Grade Book* criterion and condition to meet.
7. Click **Save**.
8. Click **Save**. The item will be released when the release criteria are satisfied. To indicate that release criteria have been set for the item, the word *Conditional* appears next to the item.

## Combining Release Criteria Using the And and Or Boolean Operators

## For All Roles

You can use the *And* and *Or* Boolean operators to define a relationship between two criteria that are listed consecutively.

If you want an item to be released only when both release criteria are satisfied, use the *And* operator.

**EXAMPLE:** If you want to release a quiz to a learning group named *Group 1*, but only on September 26, 2005 at 9:00 A.M., you would add group and date criteria to the quiz and combine them using the *And* operator (the release criteria would look similar to the following: *Group Equals Group 1 And September 26, 2005 09:00 AM Until Unlimited*).

If you want an item to be released when either release criterion is satisfied, use the *Or* operator.

**EXAMPLE:** If you want to release a bonus assignment to Students who receive greater than 89 out of 100 on either Quiz 1 or Quiz 2, you would add two *Grade Book* criteria to the bonus assignment and combine them using the *Or* operator (the release criteria would look similar to the following: *Quiz 1 Greater than 89 Or Quiz 2 Greater than 89*).

1. From the *Set Release Criteria* screen, do one of the following:

- If both criteria must be satisfied for the item to be released, from the *And/Or* drop-down list, select *And*. The default operator is *And*.
- If only one criterion must be satisfied for the item to be released, from the *And/Or* drop-down list, select *Or*.

**NOTE:** The *And/Or* drop-down list appears only if you have more than one criterion. If you have more than two criteria, and you use both the *And* operator and the *Or* operator, the *And* operator is evaluated before the *Or* operator. For example, if you specify this release criteria:

- A: October 22, 2005 9:00AM until October 22, 2005 5:00PM
- B: User ID = Student1
- C: Group = Group C

Then use the *And* and *Or* operators to create this expression:

- (A and B) or C

The program looks for criteria A and B before it looks for criteria C. If the program finds criteria A and B, it will not look for criteria C.

2. Click **Save**.

## Grouping Release Criteria

## For All Roles

You can group release criteria. For example, you can set the following release criteria for a quiz:

1. Midterm grade is greater than 60 (*Midterm Greater than 60*)
2. And passed Quiz 1 (*Quiz 1 Greater than or equal to 50*)
3. And passed Quiz 2 (*Quiz 2 Greater than or equal to 50*)

But you can change the release criteria so that the first criterion must be satisfied but either the second or third criterion can be satisfied.

1. Midterm grade is greater than 60 (*Midterm Greater than 60*)
2. And release if passed Quiz 1 (*Quiz 1 Greater than or equal to 50*)
3. Or Quiz 2 (*Quiz 2 Greater than or equal to 50*)

1. From the *Set Release Criteria* screen:
  - a. Next to the first criterion of the group, select the check box.
  - b. Click **Indent**.
2. If you want to delete the criterion from the group:
  - a. Next to the parentheses, select the check box.
  - b. Click **Outdent**. The criterion is deleted.
3. If necessary, select the Boolean operator to define the relationship between the release criteria. For more information, see *Combining Release Criteria Using the And and Or Boolean Operators*.
4. Click **Save**.

## Moving Release Criteria

### For All Roles

If you want to change the order of the release criteria that are set for an item, you can move the release criteria.

**EXAMPLE:** Quiz 3 is set to be released to Students only if they pass Quiz 1 and it is between October 20, 2005 7:00 AM and December 22, 2005 11:59 PM and if they pass Quiz 2. The release criteria for Quiz 3 currently looks like the following:

- *Quiz 1 Greater than or equal to 50*

- *And October 20, 2005 7:00 AM Until December 22, 2005 11:59 PM*
- *And Quiz 2 Greater than or equal to 50*

You can change the order of the release criteria for Quiz 3 so that it will be released to Students if they pass either Quiz 1 or Quiz 2 and it is between October 20, 2005 7:00 AM and December 22, 2005 11:59 PM. After the release criteria is moved, it will look similar to the following:

- *Quiz 1 Greater than or equal to 50*
- *Or Quiz 2 Greater than or equal to 50*
- *And October 20, 2005 7:00 AM Until December 22, 2005 11:59 PM*

1. From the *Set Release Criteria for* screen, select the criterion. You can move only one criterion at a time. For the example above, you would select the check box next to *And Quiz 2 Greater than or equal to 50*.
2. Do one of the following to move the selected criterion:
  - To move the selected criterion within the list, in the row above which you want to move the criterion, click the *Move Selected Item Above* icon. For the example above, click the *Move Selected Item Above* icon next to *And October 20, 2005 7:00 AM Until December 22, 2005 11:59 PM*.
  - To move the selected criterion to the end of the list, locate the last criterion in the list and click its *Move Selected Item to Bottom of List* icon.
3. If necessary, select the Boolean operator to define the relationship between the release criteria. For more information, see *Combining Release Criteria Using the And and Or Boolean Operators*.
4. Click **Save**.

## Previewing Release Criteria

### For All Roles

If advanced release criteria have been set for an item (for example, release criteria have been grouped within parentheses), you can view the release criteria in a more readable format by previewing the criteria.

1. From the *Set Release Criteria for* screen, click **Preview Expression**.
2. Click **OK**.

## Example of Setting Advanced Release Criteria for an Item

### For All Roles

This is an example to guide you through the process of setting advanced release criteria for an item. In this example, you want to release an item based on the following criteria:

- section member has achieved a score of greater than or equal to 50 on two quizzes titled Quiz 1 and Quiz 2 *or*
- section member has achieved a score of greater than 75 on Quiz 3 *or*
- section member is a member of Group 1 *and*
- the date is November 30th, 2005, between 8:00 A.M. and 10:00 P.M.

**NOTE:** If you want to reproduce this example, create three quizzes titled *Quiz 1*, *Quiz 2*, and *Quiz 3*. In the *Group Manager* tool, create a group named *Group 1*. Finally, add at least one item or folder to the *Course Content* tool.

1. From the *Selective Release* screen, click the *Course Content* tab and locate the item you want to use for this example.
2. Under *Release Criteria*, click **Set Release Criteria**.
3. Click **Add Grade Book Criteria**.
4. Set the criterion so that the user has a score of greater than or equal to 50 on Quiz 1:
  - a. From the *Criteria* drop-down list, select *Quiz 1*.
  - b. From the *Condition* drop-down list, select *Greater than or equal to*.
  - c. In the *Value* text box, enter 50.
  - d. Click **Save**.
5. Click **Add Grade Book Criteria**.
6. Set the criterion so that the user has a score of greater than or equal to 50 on Quiz 2:
  - a. From the *Criteria* drop-down list, select *Quiz 2*.
  - b. From the *Condition* drop-down list, select *Greater than or equal to*.
  - c. In the *Value* text box, enter 50.
  - d. Click **Save**.

7. Click **Add Grade Book Criteria**.
8. Set the criterion so that the user has a score of greater than 75 on Quiz 3:
  - a. From the *Criteria* drop-down list, select *Quiz 3*.
  - b. From the *Condition* drop-down list, select *Greater than*.
  - c. In the *Value* text box, enter 75.
  - d. Click **Save**.
9. Click **Add Group Criteria**.
10. Set the criteria so that the section member is a member of Group 1:
  - a. Select *Group 1*.
  - b. Click **Save**.
11. Click **Add Date Criteria**.
12. Set the criteria as November 30, 2005 between 8:00. and 10:00:
  - a. Under *Available Starting*:
    - i. Select the option next to the date selection area.
    - ii. Click the *Date Selection* icon and select *November 30, 2005*.
    - iii. Click the *Time Selection* icon and select *08:00*.
  - b. Under *Available Until*:
    - i. Select the option next to the date selection area.
    - ii. Click the *Date Selection* icon and select *November 30, 2005*.
    - iii. Click the *Time Selection* icon and select *10:00*.
  - c. Click **Save**.
13. Organize the criteria:
  - a. Next to the group criterion, select the check box and click **Indent**.
  - b. Next to the date criterion, select the check box and click **Indent**.
  - c. Next to the criterion for Quiz 3, select the check box and click **Indent**.
  - d. Next to the criterion for Quiz 2, select the check box and click **Indent**.
  - e. Move the criterion for Quiz 1 into the parentheses with Quiz 2:
    - a. Next to the criterion for Quiz 1, select the check box.
    - b. Next to the criterion for Quiz 2, under *Move*, click the *Move Selected Item Above* icon.
14. Preview the release criteria by clicking **Preview Expression**. The following appears: (*Quiz 1 Greater*



*than or equal to 50 And Quiz 2 Greater than or equal to 50) Or (Quiz 3 Greater than 75) Or (Group Equals Group ) Or (November 30, 2005 08:00 Until November 30, 2005 10:00).*

15. Select the appropriate Boolean operators:
  - a. Next to the criterion for Quiz 2, from the *And/Or* drop-down list, ensure *And* is selected.
  - b. Next to the parentheses above the Quiz 3 criterion, from the *And/Or* drop-down list, ensure *Or* is selected.
  - c. Next to the parentheses above the group criteria, from the *And/Or* drop-down list, ensure *Or* is selected.
  - d. Next to the parentheses above the date criteria, from the *And/Or* drop-down list, select *And*.
  - e. Click **Preview Expression**. The following appears: *(Quiz 1 Greater than or equal to 50 And Quiz 2 Greater than or equal to 50) Or (Quiz 3 Greater than 75 ) Or ( Group Equals Group 1) And (November 30, 2005 08:00 Until November 30, 2005 10:00).*
16. Click **Save**.

## WORKING WITH RELEASE CRITERIA

### For All Roles

If you need to, you can edit or delete release criteria that have been set for an item.

**EXAMPLE:** If an assignment is set to be released to Students during the third week of the course but the course outline changes and the assignment is postponed for one week, you can edit the date criteria so the assignment is released one week later.

### Editing Release Criteria

#### For All Roles

If you need to, you can edit the release criteria that is set for an item.

1. From the *Selective Release* screen, click the *Course Content* tab and locate the item.
2. Click the release criteria.

3. Locate the specific criterion you want to edit and click its *ActionLinks* icon.
4. Click **Edit**.
5. Edit as required.
6. Click **Save**.
7. Click **Save**.

## Deleting Release Criteria

### For All Roles

You can delete release criteria that are no longer required or that were entered incorrectly.

1. From the *Selective Release* screen, click the *Course Content* tab and locate the item.
2. Click the release criteria.
3. Do one of the following:
  - To delete one criterion:
    - a. Locate the criterion and click its *ActionLinks* icon.
    - b. Click **Delete**.
    - c. Click **OK**.
  - To delete all criteria:
    - a. Click **Delete All**.
    - b. Click **OK**.
  - To delete the parentheses that group a set of criteria but not the criteria contained within them:
    - a. Select a criterion within the parentheses and click **Outdent**.
    - b. Repeat step a. until all criterion have been moved outside the parentheses.
    - c. Next to the parentheses, click the *ActionLinks* icon.
    - d. Click **Delete**.
    - e. Click **OK**.
  - To delete all criteria grouped within a set of parentheses:
    - a. Locate the parentheses that contains the criteria you want to delete and click its *ActionLinks* icon.

- b. Click **Delete**.
  - c. Click **OK**.
4. Click **Save**.

## Editing or Deleting Invalid Member Criteria

### For Section Designers and Section Instructors

If you see release criteria that are preceded by an exclamation point (for example, *! UserID Equals*), the criteria is invalid and you must edit or delete the criteria.

Member criteria is valid if it is based on real users in the course. If member criteria is based on users from another course, the criteria is invalid in your course. For example, if the content of a Biology 101 course was copied from another course, and this other course contained member release criteria, the member criteria become invalid in the Biology 101 course. In the Biology 101 course, the invalid member criteria is preceded by an exclamation point.

You can either edit the criteria to change the member information, or delete the criteria.

From the *Set Release Criteria for* screen, do one of the following:

- Delete the criterion. For more information, see *Deleting Release Criteria*.
- Edit the member criterion:
  - a. Locate the member criterion and click its *ActionLinks* icon.
  - b. Click **Edit**.
  - c. If you want to release the item to specific members of the course:
    - i. Next to *User ID*, select *Equals*.
    - ii. Select members by doing one of the following:
      - To select one or more members, next to each member to which you want to release the item, select the check box.
      - To select all members, in the table heading row, select the check box.
  - d. If you do not want to release the item to specific members of the course:
    - i. Next to *User ID* select *Does not equal*.
    - ii. Select members by doing one of the following:
      - To select one or more members, next to each member to which you do not want to release

the item, select the check box.

- To select all members, in the table heading row, select the check box.
- e. Click **Save**.
  - f. Click **Save**.

## Deleting Invalid Member Criteria

### For Template Designers

If you see release criteria that are preceded by an exclamation point (for example, *! UserID Equals*), this indicates the criteria is invalid and you must delete it.

If you copied a section containing member criteria to a template, the template will contain invalid member criteria. Member criteria is valid only if it is based on real users in a section. Before assigning the template to a section, ensure you delete any invalid member criteria.

For more information, see *Deleting Release Criteria*.

## VIEWING WHICH ITEMS ARE VISIBLE TO STUDENTS

### For Section Designers and Section Instructors

You can view items in *Course Content* tool that are visible to each Student and Auditor. If Students tell you that they cannot see an assignment, you can check to see if it is visible to them.

1. From the *Selective Release* screen, click the **Members** tab.
2. Locate the Student or Auditor whose information you want to view. If necessary, to locate the Student or Auditor, sort the information or use the paging controls. For more information, see *Sorting Items* and *Navigating Multiple Pages*.
3. Click the user ID.

# CHAPTER 41: SYLLABUS

**IMPORTANT:** Topics in this chapter apply to all roles.

## ABOUT SYLLABUS

### For All Roles

Using the *Syllabus* tool, you can make a syllabus available to Students to provide them with course information such as:

- your contact information and office hours.
- the objectives of your course.
- the academic policies of your institution, as well as your own policies regarding late assignments and make-up exams.
- a course outline, which includes important dates.
- an overview of course lessons.
- a list of required texts and recommended reading.

There are two ways to add a syllabus to your course. You can use the built-in syllabus feature to create a syllabus or you can import a file that has been created outside of the Blackboard Learning System.

#### *Built-in Syllabus*

With the built-in syllabus feature, you can add course information to six different sections within the syllabus. Each section is called an *item*. You can add multiple versions of each item and title them as you desire. There are also default items, such as *Section Information* and *Section Instructor*, that are pre-populated with system generated information.

You can add course information to the following items:

- Course Requirements
- Goals
- Policies
- Lessons
- Resources
- Custom HTML

- Other

#### *Syllabus File*

If you have created a syllabus outside of the Blackboard Learning System that you want to use for your online course, you can import the file and make it available to section members.

After your syllabus is created or uploaded, it can be added to *Course Content* or another folder.

**IMPORTANT:** If you want to apply selective release to the syllabus, add the syllabus to folders only. Do not make the *Syllabus* tool available from the *Course Menu* because selective release does not apply.

## CREATING A SYLLABUS

### For All Roles

To create a syllabus using the *Syllabus* tool, you can add:

- *Course Requirements*.
- *Custom HTML* items.
- *Lesson* items.
- *Goals*.
- *Policies*.
- *Resources*.
- *Other* (miscellaneous) items.

You can create multiple versions of each of these items and change their titles.

Alternatively, you can import a text or HTML file that you have created outside of the Blackboard Learning System and import it into your course.

### Adding Goals

1. From the *Syllabus* screen, click **Add Syllabus Item**.
2. Click **Goals**.
3. Select each goal you want to associate.

4. Click **Save**.

## Adding Policies

1. From the *Syllabus* screen, click **Add Syllabus Item**.
2. Click **Policies**.
3. If you want to change the title of the item, in the *Heading* text box, edit the title.
4. In the remaining text boxes, enter content in Plain Text or HTML format:
  - To enter content in Plain Text format, enter text in the text boxes. The text will appear exactly as you have typed it.
  - To enter content in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code in the text boxes.
5. Click **Save**.

## Adding Course Requirements

1. From the *Syllabus* screen, click **Add Syllabus Item**.
2. Click **Course Requirements**. If you want to change the title of the item, in the *Heading* text box, edit the title.
3. In the remaining text boxes, which are optional, enter content in Plain Text or HTML format:
  - To enter content in Plain Text format, enter text in the text boxes. The text will appear exactly as you have typed it.
  - To enter content in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code in the text boxes.
4. Click **Save**.

## Adding Other Items

In the *Syllabus* tool, you can add the following information about your course: goals, policies, course

requirements, lessons, and resources. If you have additional information that does not belong in one of the previous categories, you can add other items.

1. From the *Syllabus* screen, click **Add Syllabus Item**.
2. Click **Other**.
3. If you want to change the default title, edit the title in the *Heading* text box.
4. In the *Label* text box, enter a title for the custom item.
5. In the *Content* text box, enter content in Plain Text or HTML format:
  - To enter content in Plain Text format, in the *Content x* text box, enter the text. The text will appear exactly as you have typed it.
  - To enter content in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code in the *Content x* text box.
6. Click **Save**.

## Adding Lesson Items

1. From the *Syllabus* screen, click **Add Syllabus Item**.
2. Click **Lesson**.
3. If you want to change the default title, edit the title in the *Heading* text box.
4. Enter a lesson title.
5. If you want to create a corresponding *Calendar* event:
  - a. Click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006..
  - b. Select *Create a corresponding event in the Calendar*.
6. In the remaining text boxes, which are optional, enter content in Plain Text or HTML format:
  - To enter content in Plain Text format, enter the text in the text boxes. The text will appear exactly as you have typed it.
  - To enter content in HTML format:
    - a. Under the *Assignments* text box, select *Use HTML*.
    - b. Enter HTML code in the text boxes.
7. Click **Save**.



## Adding Resources

1. From the *Syllabus* screen, click **Add Syllabus Item**.
2. Click **Resources**.
3. If you want to change the default title, edit the title in the *Heading* text box.
4. Enter a resource title.
5. In the *Author*, *Publisher*, *Edition/Year*, and *ISBN* text boxes, enter the information.
6. Enter any additional information about the resource in Plain Text or HTML format:
  - To enter additional information in Plain Text format, in the *Additional Information x* text box, enter the text. The text will appear exactly as you have typed it.
  - To enter additional information in HTML format:
    - a. Select *Use HTML*.
    - b. Enter HTML code in the *Additional Information x* text box.
7. Select whether the resource is a *Required resource* or a *Recommended resource*.
8. Click **Save**.

## Importing a Syllabus/Importing a Resume

Instead of using the *Syllabus* tool to create a syllabus, you can import a syllabus. The imported syllabus must be in plain text or HTML format.

Instead of using the *Resume* tool to create a resume, you can import a resume. The imported resume must be in plain text or HTML format.

**NOTE:** If you used the *Syllabus* tool to add items, this information is saved but not displayed after you import a syllabus. Only the information in the imported syllabus is displayed.

**NOTE:** If you used the *Resume* tool to add items, this information is saved but not displayed after you import a resume. Only the information in the imported resume is displayed.

1. From the *Syllabus* screen, under *Select Syllabus Type*, select *Use File* and click **Select**.
2. From the *Resume* screen, under *Select Resume Type*, select *Use File* and click **Select**.
3. Under *Select Syllabus*, click **Browse**. The *Content Browser* pop-up window appears.
4. Under *Select Resume*, click **Browse**. The *Content Browser* pop-up window appears.

5. Locate and select the file. For more information on browsing for files and folders, see *Navigating with Content Browser*.

## WORKING WITH SYLLABUS ITEMS

### For All Roles

### Editing Syllabus Items

You can edit *Syllabus* items, such as goals, policies, course requirements, lessons, and resources.

**NOTE:** If the syllabus was imported as an HTML file, you can edit it in *File Manager*. If the syllabus was imported in another file format, you must edit it on your local computer and import it again.

1. Do one of the following:
  - To edit policies, course requirements, custom HTML, other items, lessons, and resources:
    - a. From the *Syllabus* screen, click the item title.
    - b. Edit the information. In some text boxes, you can enter or edit the content in Plain Text or HTML format:
      - To enter or edit the content in Plain Text format, enter the text in the text boxes. The text will appear exactly as you have typed it.
      - **NOTE:** To enter or edit the content in HTML format:
        - a. If available, select *Use HTML*.
        - b. Enter the HTML code in the text box.
      - If you are editing a custom HTML item, depending on administrator settings, you may also be able to click **Enable HTML Creator** to use the *HTML Creator*. The *HTML Creator* allows you to create content in HTML without having to enter HTML tags. For more information, see *Using the HTML Creator*.
  - To edit goals:
    - a. From the *Syllabus* screen, click the title of the goal.
    - b. Select or clear goals.

2. Click **Save**.

## Showing or Hiding Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## Moving Items

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:

- To move an item up:
  - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
  - b. Click **Move Selected Above**.
- To move an item down:
  - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
  - b. Click **Move Selected Below**.

## Deleting Items

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- 
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.

3. Click **OK**.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## VIEWING AND PRINTING THE SYLLABUS

### For All Roles

## Printing the Syllabus Printing a Resume

You can convert the syllabus to a version that can be printed using your browser's print function. In the printable version, all syllabus items are expanded to display their content.

You can convert a resume to a version that can be printed using your browser's print function. In the printable version, all resume items are expanded to display their content.

**NOTE:** Hidden items do not appear.

1. From the *Syllabus* screen, click **Printable Version**.
2. From the *Resume* screen, click **Printable Version**.
3. Click your browser's print function and follow the prompts.

# CHAPTER 42: TEMPLATE MANAGER

**IMPORTANT:** Topics in this chapter apply to template designers.

## ABOUT TEMPLATE MANAGER

### For Course Designers

Templates allow you to develop courses, before student data is added, that can be shared across learning contexts and then used in many sections. You can save templates in any learning context from the domain organizational level down to the course organizational level. Both administrators and template designers can create templates, but only designers can build the template by adding tools and course content. After the template is built, the template can be associated and assigned:

- Template association adds templates to a pool of templates within a course learning context that allows Section Designers to assign the templates to their sections.
- Template assignment creates a copy of the template at the section.

**NOTE:** As a Course Designer, you can assign templates directly to sections without first associating them with a parent course. Administrators also have this ability.

After the template is assigned, it becomes a live course in which section users can interact. Because a template is copied to the section when it is assigned, it can be modified by section users without altering the original template. This allows the same template to be assigned to multiple sections and customized according to the needs of each section. After a template is assigned to a section and the Section Designer has customized the content and tools to meet their needs, student data can be added and the course can be presented to Students.

A template's status, either public or private, can determine whether it is available to users for copying, moving, associating, and assigning. Template ownership and editorship permissions also determine the availability of templates. All templates have a designated owner and can also have multiple editors. Although both administrators and template designers can be owners, only designers can be editors. By default, the user that creates the template is the owner but when templates are copied or moved, a user enrolled in the destination learning context must be assigned as owner.

**NOTE:** For more information about role permissions, ownership, editorship, and public and private templates, see *About Roles and Template Permissions*.

With *Template Manager* you can:

- create templates.
- import templates.

- build templates.
- edit template names, keywords, and descriptions.
- set template permissions.
- view template information.
- sort templates.
- navigate multiple pages of templates.
- copy templates.
- move templates.
- associate templates with courses.
- disassociate templates from courses.
- delete templates.

**EXAMPLE:** For a course for which there are multiple sections, you can create a template that contains a framework of course content and tool structures. The template can then be assigned to the sections by an administrator and customized by the Section Designer. As a result, the sections for the course will all have a similar look and feel but will be customized to meet each of the instructors' teaching styles and needs.

## ABOUT TEMPLATE MANAGER

### For Other Designers

Templates allow you to develop courses, before student data is added, that can be shared across learning contexts and then used in many sections. You can save templates in any learning context from the domain organizational level down to the course organizational level. Both administrators and template designers can create templates, but only designers can build the template by adding tools and course content. After the template is built, an administrator can associate and assign it:

- Template association adds templates to a pool of templates within a course learning context that allows Section Designers to assign the templates to their sections.
- Template assignment creates a copy of the template at the section.

**NOTE:** Administrators and Course Designers can assign templates directly to sections without first associating them with a parent course.

After assigned, the template becomes a live course in which section users can interact. Because a template is copied to the section when it is assigned, it can be modified by section users without altering the

original template. This allows the same template to be assigned to multiple sections and customized according to the needs of each section. After a template is assigned to a section and the Section Designer has customized the content and tools to meet their needs, student data can be added and the course can be presented to Students.

A template's status, either public or private, can determine whether it is available to users for copying, moving, associating, and assigning. Template ownership and editorship permissions also determine the availability of templates. All templates have a designated owner and can also have multiple editors. Although both administrators and template designers can be owners, only designers can be editors. By default, the user that creates the template is the owner but when templates are copied or moved, a user enrolled in the destination learning context must be assigned as owner.

**NOTE:** For more information about role permissions, ownership, editorship, and public and private templates, see *About Roles and Template Permissions*.

With *Template Manager* you can:

- create templates.
- import content as templates.
- build templates.
- edit template names, keywords and descriptions.
- set template permissions.
- view template information.
- sort templates.
- navigate multiple pages of templates.
- copy templates.
- move templates.
- delete templates.

**EXAMPLE:** For a course for which there are multiple sections, you can create a template that contains a framework of course content and tool structures. The template can then be assigned to the sections by an administrator and customized by the Section Designer. As a result, the sections for the course will all have a similar look and feel but will be customized to meet each of the instructors' teaching styles and needs.

## ACCESSING TEMPLATE MANAGER

### For Template Designers



Do one of the following:

- If you are not designing a template in the designer interface, click the **Content Manager** tab and click **Template Manager**.
- If you are designing a template in the designer interface, click **Return to Content Manager** and click **Template Manager**.

## NAVIGATING TEMPLATE MANAGER

### For Template Designers

You can navigate *Template Manager* to locate all templates which are available to you. When you first access *Template Manager*, the *Template Manager* screen displays the templates in your learning context. The name of the learning context that you are currently viewing is displayed in the breadcrumbs. You can perform actions on these templates using the *ActionLinks* menu and the button controls.

You can navigate to templates in other learning contexts using the organizational structure displayed in the left frame.

**NOTE:** Only those learning contexts that your role has access to are listed in the organizational structure.

To view the templates in a learning context, click the learning context in the left frame. The following occurs:

- In the right frame, the templates in that learning context, which you have permissions for, are listed. Depending on your role and template permissions, you can perform various tasks on these templates. For more information on template permissions, see *About Roles and Template Permissions*.
- In the left frame, the organizational structure expands to display the child learning contexts, if any, in the selected learning context. A heading identifies the organizational level of the child learning contexts.

**EXAMPLE:** In the left frame, you click the course learning context, Chemistry 121. The learning context expands to display all the sections in the course below the heading, "Sections".

## ABOUT ROLES AND TEMPLATE PERMISSIONS

## For Template Designers

The actions that you can perform on a template are controlled by three factors:

- your role within the Blackboard Learning System
- the learning contexts in which you are enrolled
- the permissions assigned to the template, which consist of the following:
  - the status of the template, either public or private
  - the ownership of the template
  - the editorship of the template

### *Role*

Each role in the Blackboard Learning System possesses specific template permissions. Administrators generally possess permissions that allow them to manage all templates, while designers generally possess permissions that allow them to build, edit, and manage their own templates.

### *Enrollment*

The learning context in which an administrator or designer is enrolled also determines the template permissions they possess.

**EXAMPLE:** Domain Administrators possess template creation and management permissions on all templates in the domain learning context while Institution Administrators possess these same permissions, but on all templates in their institution learning context and all child learning contexts. Similarly, Course Designers can associate templates with courses, while other designers enrolled in other learning contexts cannot associate templates.

### *Template Status*

Templates can be either public or private. The default setting for templates when they are created is private, but they can be made available to other users by setting their status to public. Making a template public allows other users to view, copy, and associate the template. The status of a template can be changed at any time.

### *Ownership*

By default, the administrator or template designer that creates the template becomes the template's owner. Ownership can be transferred from an administrator to a designer so that the template can be built. Ownership of a template gives designers the ability to build (create and edit content), view information on, edit properties of (name, keywords, and description), set permissions for, copy, move, and delete the template.

**NOTE:** Aside from template building permissions, administrator roles inherently possess the ownership permissions listed above on all public and private templates, without being a template owner or editor.

### *Editorship*

## Chapter 42: Template Manager

Only designers can be template editors. Designers can be granted editorship by template owners and by administrators. By granting editor permissions, you can allow other designers to build templates that you own or administer. Designers can edit content in, view information on, edit properties of (name, keywords, and description), and copy all templates for which they have editorship permissions. Although editors can delete files and content within a template, they cannot delete or move the template.

A complete description of the template permissions associated with each role type is presented below. Where permissions are identical for multiple roles, the roles have been grouped under one heading, such as "All other administrators".

Role	Permissions with Templates
Domain Administrator	<ul style="list-style-type: none"> <li>• create, import, change status of, edit properties of, view information on, set permissions for, copy, move, and delete all public and private templates that exist in the domain learning context</li> </ul>
Course Instructor	<ul style="list-style-type: none"> <li>• does not have access to <i>Template Manager</i></li> <li>• use the <i>Administration</i> area to associate public and private templates that exist in their course learning contexts with their courses</li> <li>• use the <i>Administration</i> area to associate public templates in parent learning contexts with their courses</li> <li>• use the <i>Administration</i> area to assign or reassign templates to sections</li> </ul>
All other administrators	<ul style="list-style-type: none"> <li>• create, import, change status of, edit properties of, view information on, set permissions for, copy, move, and delete all public and private templates in their own learning contexts and all child learning contexts</li> <li>• copy a section as a template and paste it in their own learning contexts and all child learning contexts</li> <li>• use <i>Template Manager</i> or the <i>Administration</i> area to associate with courses, public and private templates in their own learning contexts and all child learning contexts</li> <li>• use the <i>Administration</i> area to assign or reassign templates to sections</li> </ul>

Role	Permissions with Templates
Domain Designer	<ul style="list-style-type: none"> <li>• create and import public and private templates in the domain learning context</li> <li>• build, change status of, edit properties of, view information on, set permissions for, copy, move, and delete their own templates</li> <li>• for public templates, other than those in which they have ownership or editorship permissions, view information on and copy templates in the domain learning context</li> </ul> <p><b>NOTE:</b> Domain Designers do not have any permissions on private templates in which they do not have ownership or editorship permissions.</p>
Course Designer	<ul style="list-style-type: none"> <li>• create and import public and private templates in their own course learning contexts</li> <li>• build, change status of, edit properties of, view information on, set permissions for, copy, move, associate, assign, and delete their own templates</li> <li>• associate with their courses, public and private templates in their own course learning contexts</li> <li>• for public templates, other than those for which they have ownership or editorship permissions:               <ul style="list-style-type: none"> <li>• view information on and copy templates in their learning contexts and all parent learning contexts</li> <li>• paste copied templates into their own learning contexts</li> <li>• associate with their courses, templates in parent learning contexts</li> </ul> </li> </ul> <p><b>NOTE:</b> Aside from associating course level templates to courses, Course Designers do not have any permissions on private templates in which they do not have ownership or editorship permissions.</p>

Role	Permissions with Templates
All other designers	<ul style="list-style-type: none"> <li>• create and import public and private templates in their own learning contexts</li> <li>• build, change status of, edit properties of, view information on, set permissions for, copy, move, and delete their own templates</li> <li>• for all public templates, other than those for which they have ownership or editorship permissions:               <ul style="list-style-type: none"> <li>• view information on and copy templates in their own learning contexts and all parent learning contexts</li> <li>• paste copied templates into their own learning contexts</li> </ul> </li> </ul> <p><b>NOTE:</b> Designers do not have any permissions with private templates in which they do not have ownership or editorship permissions.</p>

## CREATING TEMPLATES

### For Template Designers

Using templates, you can develop courses before adding Student data.

1. From the *Template Manager* screen, click **Create Template**.
2. In the *Name* text box, enter the template name. This name appears when you search for templates.
3. In the *Keywords* text box, enter one or more keywords that identifies the template when you search for templates. To separate keywords, use commas.
4. In the *Description* text box, enter a useful description for the template. Template descriptions are used to identify templates that have been assigned to sections. Descriptions also appear in the *View Information* pop-up window.
5. Save the template by doing one of the following:
  - If you want to save the template and return to *Template Manager*, click **Save**.
  - If you want to save the template and assign permissions:

- a. Click **Save and Set Permissions**.
- b. Under *Template status*, select one of the following:
  - To make the template available for association with other courses and for copying to other learning contexts, select *Public*.
  - To make the template unavailable, select *Private*.
- c. By default, the user that created the template is the template owner. If you want to assign ownership to another user enrolled in the learning context, from the *Ownership* drop-down list, select a user. Template ownership can only be assigned to an administrator or template designer that appears in the drop-down list.
- d. You can allow other designers in the learning context to be editors of the template by assigning them editorship permissions. If you want to assign editors to the template, next to *Template editor(s)*, select one or more designers in the learning context:

- NOTE:**
- Owners are automatically editors.
  - Editors gain ownership of all files in a template.

- i. Under *Potential editor(s)*, select the users.

**TIP:** You can select multiple users:

- To select consecutive users in the list, hold the `Shift` key while selecting the users.
- To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

- ii. Click the *Add* icon.

- iii. If you want to remove a user that you selected as an editor, under *Selected Editor(s)*, select the user and click the *Remove* icon.

- e. Click **Save**.

- If you want to save the template and start adding tools, tool items, and course content to it, click **Save and Start Building**.

## IMPORTING CONTENT AS A NEW TEMPLATE

### For Template Designers

In *Template Manager*, you can create a template using content that you import. You can import:

- entire courses exported from CE 4.1 with the Migration Pack (MP)
- quizzes, surveys, questions, and content modules exported from CE 4.x courses
- quizzes, surveys, self tests, questions, and learning modules exported from CE 6 and Vista courses
- e-Learning Resource Packs (e-Packs)

When the import process is complete, a user with designer permissions can enter the template to view the imported content. Newly imported tool items are added to the appropriate tool. For example, if you import an assessment, the assessment appears in the *Assessments* tool and its questions in the *Question Database* tool.

**NOTE:** Some features and functionality in other versions of this software may not map to identical features and functionality in this version of the software.

1. Ensure that the `.zip` or `.epk` file is on your local drive, on an accessible network drive, or is already uploaded to *Content Manager*.
2. From the *Template Manager* screen, navigate to the learning context to which you want to import content as a template. For more information on navigating, see *Navigating Template Manager*.
3. Click *Import Content as Template*.
4. Do one of the following:
  - If the `.zip` or `.epk` file you want to import is on your local computer or on an accessible network drive:
    - a. Click the *My Computer* icon.
    - b. Locate and select the file.
  - If the `.zip` or `.epk` file you want to import is in *Content Manager*, locate and select the file. For more information, see *Navigating with Content Browser*.
5. In the *Name* field, edit the name of the template.
6. In the *Keywords* field, add keywords separated by commas.
7. In the *Description* field, enter a description for the template.
8. Click **Import**. The Blackboard Learning System recognizes the type of content that the file contains, creates a new template, and adds the content contained in the file to the template.
9. After the file import process is complete, you can view the details of the import:
  - a. Click **View Import Log**.
  - b. When you are finished viewing the import log, click **Close**.

## MANAGING TEMPLATES

### Building Templates

#### For Template Designers

After a template is created, you can build the template by adding tools, adding content items created with those tools, and adding course content. You can build templates that you have created or templates for which you have been made an editor or owner. You have access to all of the templates that appear as links in your learning context in *Template Manager*.

1. From the *Template Manager* screen for your learning context, navigate to and click the title of the template that you want to build.
2. Begin to build the template by adding individual tools, items, and content.

### Setting Template Permissions

#### For Template Designers

You can change the public/private status of a template. You can also set permissions on the template by assigning ownership and editorship permissions to selected users. For more information on private and public templates, and template ownership and editorship, see *About Roles and Template Permissions*

1. From the *Template Manager* screen, navigate to the learning context containing the template for which you want to set permissions. For help with navigating, see *Navigating Template Manager*.
2. Locate the template for which you want to set permissions and click its *ActionLinks* icon.
3. Click **Manage Permissions**.
4. Under *Template status*, select one of the following:
  - To make the template available for association with other courses and for copying to other learning contexts, select *Public*.
  - To make the template publicly unavailable, select *Private*.



5. By default, the user that created the template is the template owner. If you want to assign ownership to another user enrolled in the learning context, from the *Ownership* drop-down list, select a user. Template ownership can only be assigned to an administrator or template designer that appears in the drop-down list.
6. You can allow other designers in the learning context to be editors of the template by assigning them editorship permissions. If you want to assign editors to the template, next to *Template editor(s)*, select one or more designers in the learning context:

- NOTE:**
- Owners are automatically editors.
  - Editors gain ownership of all files in a template.

- a. Under *Potential editor(s)*, select the users:

**TIP:** You can select multiple users:

- To select consecutive users in the list, hold the `Shift` key while selecting the users.
- To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

- b. Click the *Add* icon.

- c. If you want to remove a user that you selected as an editor, under *Selected Editor(s)*, select the user and click the *Remove* icon.

7. Click **Save**.

## Viewing Template Information

### For Template Designers

You can view descriptive information that was entered when a template was created.

1. From the *Template Manager* screen, navigate to the learning context containing the template.
2. Click the template's *ActionLinks* icon.
3. Click **View Information**.

## Sorting Templates

## For Template Designers

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## Navigating Multiple Pages of Templates

### For Template Designers

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.

- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Copying Templates

### For Template Designers

You can copy templates and paste them in any learning context in which you have permissions. For more information, see *About Roles and Template Permissions*.

When copying a template, you must set the template's status to either public or private, and assign an owner and editors. You must also decide how you want to copy the files from the source template to the new template. You can create file copies or file subscriptions:

- File copies prevent edits to the original files from being reflected in the files that are in your course.
- File subscriptions allow edits to the original files to automatically be reflected in the files that are in your course.

In addition, the source template may already contain file subscriptions to files in other locations. You must decide if you want to maintain these existing file subscriptions.

Therefore, when you are copying a template, you can select from the following three subscription options:

- *Keep subscriptions*: All existing file subscriptions in the source template are maintained in the new template. All other files are copied from the source template to the new template. Therefore, for all file subscriptions, edits to all original files will be reflected in the files in the new template; file copies will not reflect edits.
- *Fully subscribe*: All existing file subscriptions in the source template are maintained in the new template. All other files from the source template become file subscriptions in the new template. Therefore, edits to all original files will be reflected in the files in the new template.
- *Fully copy*: Existing file subscriptions in the source template are not maintained in the new template. Instead, all files in the source template are copied to the new template. Therefore, edits to all original files will not be reflected in the files in the new template.

Subscriptions only apply to files. Tool items in the source template, such as discussion topics and chat rooms, are always copied from the source template and pasted in the new template.

1. From the *Template Manager* screen, navigate to the learning context containing the templates. For help with navigating, see *Navigating Template Manager*.

2. Do one of the following:
  - To copy one template or several templates, select each template that you want to copy and click **Copy**.
  - To copy all templates on the current page, select the check box next to *Title*, which selects all templates on the page, and click **Copy**. The *Content Browser* pop-up window appears.
3. Navigate to the learning context in which you want to paste the copied templates. You can only paste templates to a learning context for which you have template permissions. For help with navigating, see *Navigating with Content Browser*.
4. Next to *Subscription options*, select how you want to copy files from the source template to the new template:
  - To keep existing file subscriptions and copy all other files, select *Keep subscriptions*.
  - To keep existing file subscriptions and create new file subscriptions, select *Fully subscribe*.
  - To copy all files, select *Fully copy*. Existing subscriptions in the source template become file copies in the new template.
5. Click **OK**. If the template name already exists in the destination learning context:
  - a. To assign a new name to the copied template, in the *Rename* text box, enter a template name and click **OK**. The *Manage Permissions* pop-up window appears.
  - b. To replace the existing template with the copied template, select *Replace existing* and click **OK**. The *Manage Permissions* pop-up window appears.
6. Under *Template status*, do one of the following:
  - To make the template private, select *Private*.
  - To make the template public, select *Public*.
7. Under *Template permissions*, from the *Ownership* drop-down list, select a user in the destination learning context as the template owner.
8. If you want to assign editors to the template, next to *Editorship*, select one or more users in the destination learning context:

**NOTE:** Owners are automatically editors.

- a. Under *Available*, select the users.

**TIP:** You can select multiple users:

- To select consecutive users in the list, hold the **Shift** key while selecting the users.
- To select non-consecutive users in the list, hold the **Ctrl** key (Windows users) or the **Command** key (Mac users) while selecting the users.

- b. Click the *Add* icon.

- c. If you want to remove a user that you selected as an editor, under *Selected*, select the user and click the *Remove* icon.
9. Click **Save**.

## Moving Templates

### For Template Designers

**NOTE:** Templates cannot be moved to sections.

You can move templates between learning contexts in which you have template permissions. For more information, see *About Roles and Template Permissions*. When you move a template, you can set the template's status to either public or private, and assign an owner and editors.

1. From the *Template Manager* screen, navigate to the learning context containing the template. For help with navigating, see *Navigating Template Manager*.
2. Do one of the following:
  - To move one template or several templates, select each template that you want to move and click **Move**. The *Content Browser* pop-up window appears.
  - To move all templates on the current page, select the check box next to *Title*, which selects all templates on the current page, and click **Move**. The *Content Browser* pop-up window appears.
3. Navigate to the destination learning context where you want to move the selected templates. You must have template permissions in the destination learning context. For help with navigating, see *Navigating with Content Browser*.
4. Click **OK**.
  - If the template name is unique in the destination learning context, the *Manage Permissions* pop-up window appears.
  - If the template name already exists in the destination learning context, the *Resolve Naming Conflicts* pop-up window appears.
    - a. To assign a new name to the moved template, in the *Rename* text box, enter a template name and click **OK**.
    - b. To replace the existing template with the moved template, select *Replace existing* and click **OK**.
5. Under *Template status*, do one of the following:
  - To make the template private, select *Private*.

- To make the template public, select *Public*.
- 6. Under *Template permissions*, from the *Ownership* drop-down list, select a user in the destination learning context as the template owner.
- 7. If you want to assign editors to the template, next to *Editorship*, select one or more users in the destination learning context:

**NOTE:** Owners are automatically editors.

- a. Under *Available*, select the users.

**TIP:** You can select multiple users:

- To select consecutive users in the list, hold the `Shift` key while selecting the users.
- To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

- b. Click the *Add* icon.
- c. If you want to remove a user that you selected as an editor, under *Selected*, select the user and click the *Remove* icon.

- 8. Click **Save**.

- 9. Click **OK**.

## Associating Templates With Courses

### For Course Designers

Templates allow you to develop courses that can be shared across learning contexts and then assigned to many sections. They can be created and saved in any learning context from the domain organizational level to the course organizational level. A template only becomes active when it is assigned to a section. Templates can be assigned directly to sections by administrators, or you can allow Section Designers to assign templates to their own sections by associating the templates to the sections' parent course.

When associating templates with a course, you can associate all public and private templates saved in that course learning context, and public templates saved in any of the course's parent learning contexts.

**IMPORTANT:** For Section Designers to be able to assign the templates that are associated with their parent course, the templates must be public.

- 1. From the *Template Manager* screen, navigate to the course learning context with which you want to associate templates. For more information on navigating, see *Navigating Template Manager*.

2. Next to the course title, click the *ActionLinks* icon.
3. Click **View/Manage Associated Templates**.
4. Click **Associate Templates**. The template status is indicated under the column heading, *Public*. Section Designers can only assign public templates to sections.
5. To view information about a template:
  - a. Click the template *ActionLinks* icon.
  - b. Click **View Information**.
  - c. Close the pop-up window.
6. Select each template that you want to associate. To associate all displayed templates, in the table heading row, select the check box.
7. Click **Select**.

## Disassociating Templates From Courses

### For Course Designers

You can remove templates from a list of templates that is available to Section Designers by disassociating the templates from the course. Templates that have been disassociated are no longer available for assignment to the course's sections.

1. From the *Template Manager* screen, navigate to the course learning context from which you want to disassociate templates. For more information on navigating, see *Navigating Template Manager*.
2. Next to the course title, click the *ActionLinks* icon.
3. Click **View/Manage Associated Templates**.
4. Select each template that you want to disassociate. To disassociate all displayed templates, select the check box in the table heading row.
5. Click **Disassociate**. The selected templates are removed from the list of associated templates. They are also removed from the templates available to Section Designers for section assignment.

## Deleting Templates

### For Template Designers

When you delete a template:

- the template record in *Template Manager* is deleted.
  - the template is removed from its associations with courses meaning that it is no longer available to be assigned to sections.
  - all content added to the template's *File Manager* is deleted.
1. From the *Template Manager* screen, navigate to the learning context containing the template.
  2. Do one of the following:
    - To delete one template or several templates:
      - a. Select each template that you want to delete and click **Delete**.
      - b. Click **OK**.
    - To delete all templates on the current page:
      - a. Select the check box next to *Title*. All templates on the current page are selected.
      - b. Click **Delete**.
      - c. Click **OK**. The selected templates are deleted.
      - d. If there are additional pages of templates, and you want to delete them, use the paging controls to move to the next page and then repeat steps a through c.

## CREATING WEBDAV CONNECTIONS ON A WINDOWS OPERATING SYSTEM

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add or modify files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP



Professional operating systems.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - d. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.
- If you are not using Microsoft Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **View WebDAV Info**. The folder path appears.
  - d. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
  - e. From your Windows desktop, double-click the *My Network Places* icon.
  - f. Double-click **Add Network Place**.
  - g. Follow the prompts given by the *Add Network Place Wizard*.
  - h. When you are prompted to enter an Internet or network address, paste the server path by pressing CTRL+V on your keyboard.
  - i. Click **Next**.
  - j. In the *User name* and *Password* text boxes, enter your user name and password and click **OK**.
  - k. Click **Next**.
  - l. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the

Internet.

- m. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.

## CREATING WEBDAV CONNECTIONS ON MAC OPERATING SYSTEM SOFTWARE

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage portfolio files and folders from your computer without logging in to the Blackboard Portfolio System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Blackboard Portfolio System. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Blackboard Portfolio System. Conversely, when you add or modify files and sub-folders in portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

1. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
2. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
3. Click **View WebDAV Info**. The folder path appears.
4. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
5. From your Mac desktop, from the *Finder*, click **Go**.
6. Click **Connect to Server**.
7. Ensure that your cursor is in the *Address* text box and paste the server path by pressing COMMAND+V.
8. Click **OK**.

9. In the *User Name* and *Password* text boxes, enter your user name and password and click **OK**. The folder is added to the Mac *Finder*.

# CHAPTER 43: TRACKING

**IMPORTANT:** Topics in this chapter apply to Section Instructors.

## TRACKING

With the *Tracking* tool, you can run reports on various Student activities in your course during a specified date range.

You can run the following types of reports:

- *Summary of Activity*: provides an overall summary of user activity in the course.
- *Tool Usage*: provides an overview of how often each tool in the course is used.
- *Course Item Usage*: provides an overview of how often individual items in the course are used.
- *Entry Page or Tool*: provides an overview of the pages or tools most frequently used as course entry points.
- *Exit Page or Tool*: provides an overview of the pages or tools most frequently used as course exit points.
- *File Usage*: provides an overview of the content files that are viewed most frequently.
- *Student Tracking*: provides a detailed summary of activity information for individual Students in the course.

You can use the statistics provided by these reports to:

- determine the items, tools, and pages that are of most interest to Students.
- determine each Student's level of participation in various course activities.

**EXAMPLE:** If a Student performs poorly on their assessments, you can run a Student Tracking report to determine if the Student has been accessing course content, participating in discussions, and submitting assignments. These statistics can help you to decide if the Student needs to be encouraged to participate more in the course or, if they already have a high level of participation, if they need remedial help with course content.

For most Student activity report types (excluding *Summary of Activity* and *Student Tracking*), you can graph the report statistics. For all Student activity report types, you can export the statistics to your local computer.

## ABOUT REPORT TYPES

## For Section Instructors

### About Summary of Activity Reports

Summary of Activity reports provide an overview of Student and Auditor activity in your course.

Summary of Activity reports provide an overview of Portfolio Reviewer activity in your portfolio.

These reports include the following data:

- *Total sessions*: the total number of sessions. Each time a Student or a Auditor accesses a course, it is counted as one session.
- *Total sessions*: the total number of sessions. Each time a Portfolio Reviewer accesses a portfolio, it is counted as one session.
- *Average session length*: the average duration of sessions.
- *Average sessions per day*: the average number of sessions per day.
- *Average sessions per day weekdays*: the average number of sessions between Mondays and Fridays.
- *Average sessions per day weekends*: the average number of sessions on Saturdays and Sundays.
- *Most active day*: the day that has the greatest number of sessions.
- *Least active day*: the day that has the least number of sessions.

**NOTE:** Days for which there is no activity are not included in this statistic.

- *Most active hour of day*: the hour of the day that has the greatest number of sessions.
- *Least active hour of day*: the hour of the day that has the least number of sessions.

**NOTE:** Hours for which there is no activity are not included in this statistic.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

### About Tool Usage Reports

**NOTE:** Report data on *artifacts* is available only to institutions using Blackboard Portfolio™.

### About Tool Usage Reports

Tool Usage reports provide an overview of the tools Students are using in your course.

**NOTE:** If a tool has not yet been accessed, it is not listed in the Tool Usage report.

Tool Usage reports include the following statistics:

- *Tools:* the tools that Students have accessed. Tool sessions are recorded for the following tools:

- *Announcements*
- *Artifact*
- *Assessments*
- *Assignments*
- *Bookmarks*
- *Calendar*
- *Chat*
- *Discussions*
- *Folder*
- *Goals*
- *Help*
- *Mail*
- *Media Library*
- *File Manager*
- *My Grades*
- *Notes*
- *Printable View*
- *References*
- *Search*
- *Syllabus*
- *PowerLinks Proxy Tool*

**NOTE:** Each proxy tool is listed individually in the report by name.

- *SCORM Module*
- *Web Links*
- *Who's Online*

- *Sessions*: the total number of sessions for each tool. Each time a Student accesses a tool, it is counted as one tool session.
- *Average Time Per Session*: the average time Students spent per tool session.
- *Total Time*: the total amount of time spent in all tool sessions.
- *Percent of Total Sessions*: relates the time per tool session to the total time.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

## About Course Item Usage Reports About Portfolio Item Usage Reports

Course items, such as assignments, chat rooms, discussion topics, and web links, are created using course tools. The Course Item Usage report provides an overview of how often each item in the course is used by Students.

Portfolio items, such as reflection topics, binders, and web links, are created using portfolio tools. The Portfolio Item Usage report provides an overview of how often each item in the portfolio is used by Portfolio Reviewers.

**NOTE:** If an item has not yet been accessed by Students, it is not listed in the Course Item Usage report.

**NOTE:** If an item has not yet been accessed by Portfolio Reviewers, it is not listed in the Portfolio Item Usage report.

Course Item Usage reports contain the following data:

- *Item*: the item Students have accessed.
- *Visits*: the total number of times Students visited the item. Each time a Student accesses an item, it is counted as one item visit.
- *Average Time per Visit*: the average time Students spent per item visit.
- *Total Time*: the total amount of time Students spent in all item sessions.
- *Percent of Total Visits*: relates the time spent in the item to the total time spent in all items.

Portfolio Item Usage reports contain the following data:

- *Item*: the item Portfolio Reviewers have accessed.
- *Visits*: the total number of times Portfolio Reviewers visited the item. Each time a Portfolio Reviewer accesses an item, it is counted as one item visit.
- *Average Time per Visit*: the average time Portfolio Reviewers spent per item visit.

- *Total Time*: the total amount of time Portfolio Reviewers spent in all item sessions.
- *Percent of Total Visits*: relates the time spent in the item to the total time spent in all items.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

## About Entry Page or Tool Reports

Entry Page or Tool reports provide an overview of the pages and tools Students use most frequently as entry points to your course. There are four possible entry points for Students:

- If a new assessment, assignment, calendar entry, or discussion topic is available to Students, a *New Assessment Available*, *New Assignment Available*, *New Calendar Entry Available*, or *New Discussion Topic Available* icon appears in their *My Blackboard*. If Students click the icon, they are taken directly to the assessment, assignment, calendar entry, or discussion topic, which is then registered as their entry point to the course.
- If Students access the course from the linked course title that is always available in their *My Blackboard*, *Home Page* is registered as their entry point to the course.
- If Students access the course from the *My Grades* channel or the *Who's Online* channel in their *My Blackboard*, that tool is registered as their entry point to the course.
- If Students access the course from the *Calendar* icon in their *My Blackboard*, and then click a tool link from a calendar entry, the tool is registered as their entry point to the course.

Entry Page or Tool reports include the following data:

- *Page Name*: the name of the page that was used as an entry point to the course.
- *Tool*: the tool to which the page is associated.
- *Page Usage*: the total number of times the page was used as an entry point to the course.
- *Percent of Total Usage*: relates the total number of times the page was used as an entry point to the total usage for all entry points.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

## About Exit Page or Tool Reports

Exit Page or Tool reports provide an overview of the pages and tools Students use as exit points from your course. Exit Page or Tool reports contain the following data:

- *Page Name*: the name of the page that was used by Students as an exit point from the course.



- *Tool*: the tool with which the page is associated.
- *Page Usage*: the total number of times the page was used as an exit point from the course.
- *Percent of Total Usage*: relates the total number of times the page was used as an exit point to the total usage for all exit point pages.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

## About File Usage Reports

File Usage reports provide an overview of the files Students are using in your course.

File Usage reports provide an overview of the files Portfolio Reviewers are using in your portfolio.

**NOTE:** If a file has not yet been accessed by Students, it is not listed in the File Usage report.

**NOTE:** If a file has not yet been accessed by Portfolio Reviewers, it is not listed in the File Usage report.

File Usage reports contain the following data:

- *File*: the file that Students have accessed.
- *File*: the file that Portfolio Reviewers have accessed.
- *Sessions*: the total number of file sessions. Each time a Student accesses a file it counts as one file session.
- *Sessions*: the total number of file sessions. Each time a Portfolio Reviewer accesses a file it counts as one file session.
- *Percent of Total Sessions*: relates the number of file sessions to the total number of sessions for all files.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

## About Student Tracking Reports

**NOTE:** Report data on *artifacts* is available only to institutions using Blackboard Portfolio™.

## About Student Tracking Reports About Portfolio Reviewer Tracking Reports

## Chapter 43: Tracking

The Student Tracking report provides an overview of Student activities in the course displaying both general session information and more detailed tool usage statistics for each Student.

The Portfolio Reviewer Tracking report provides an overview of Portfolio Reviewer activities in the portfolio displaying both general session information and more detailed tool usage statistics for each Portfolio Reviewer.

**NOTE:** Depending on administrator settings, the results displayed in this report may be anonymous with Student names replaced by numbers (for example, Student 1, Student 2).

**NOTE:** Depending on administrator settings, the results displayed in this report may be anonymous with Portfolio Reviewer names replaced by numbers (for example, Portfolio Reviewer 1, Portfolio Reviewer 2).

Student Tracking reports include the following data:

- *Student*: the Student's first and last names, or a number if tracking results are anonymous.
- *User Name*: the Student's user name.

**NOTE:** If tracking results are anonymous, this data is not provided.

- *First Access*: the date and time of the first time the Student accessed the course.
- *Last Access*: the date and time of the last time the Student accessed the course.
- *Sessions*: the total number of user sessions for the Student.

**NOTE:** Each time the Student accesses the course, it is counted as one user session.

- *Total Time*: the total time of the Student user sessions.
- *MailMessage Center*:
  - *Read Messages*: the total number of messages the Student read in the *Mail* tool.
  - *Sent Messages*: the total number of messages the Student sent in the *Mail* tool.
- *Artifact*
  - *Artifact Created*: the total number of artifacts the Student created.
  - *Artifact Saved*: the total number of artifacts the Student created and then saved to a location.
- *Discussions*:
  - *Read Messages*: the total number of messages the Student read in the *Discussions* tool.

**NOTE:** If a Student reads the same message several times, each reading event is counted in this statistic.

- *Posted Messages*: the total number of messages the Student posted in the *Discussions* tool.
- *Calendar*:

## Chapter 43: Tracking

- *Viewed Entries*: the total number of entries the Student viewed in the *Calendar* tool.
- *Added Entries*: the total number of entries the Student added to the *Calendar* tool.
- *Chat*:
  - *Entered Lobby Page*: the total number of times the Student entered the lobby page in the *Chat* tool.
- *Assessments*:
  - *Began*: the total number of assessments the Student began.
  - *Finished*: the total number of assessments the Student finished.
  - *Total Time*: the total amount of time the Student spent in the *Assessments* tool.
- *Assignments*:
  - *Read*: the total number of assignments the Student read.
  - *Submitted*: the total number of assignments the Student submitted.
  - *Total Time*: the total amount of time the Student spent in the *Assignments* tool.
- *Web Links*:
  - *Viewed*: the total number of web links the Student viewed.
- *Folders*:
  - *Viewed*: the total number of folders the Student viewed.
- *Files*:
  - *Viewed*: the total number of files the Student viewed.
- *Media Library*:
  - *Viewed Entries*: the total number of entries the Student viewed in the *Media Library* tool.
  - *Viewed Collections*: the total number of collections the Student viewed in the *Media Library* tool.

Portfolio Reviewer Tracking reports include the following data:

- *Portfolio Reviewer*: the Portfolio Reviewer's first and last names, or a number if tracking results are anonymous.
- *User Name*: the Portfolio Reviewer's user name.

**NOTE:** If tracking results are anonymous, this data is not provided.

- *First Access*: the date and time of the first time the Portfolio Reviewer accessed the portfolio.
- *Last Access*: the date and time of the last time the Portfolio Reviewer accessed the portfolio.
- *Sessions*: the total number of user sessions for the Portfolio Reviewer.

**NOTE:** Each time the Portfolio Reviewer accesses the portfolio, it is counted as one user session.

- *Total Time:* the total time of the Portfolio Reviewer's user sessions.
- *Message Center:*
  - *Read Messages:* the total number of messages the Portfolio Reviewer read in the *Message Center* tool.
  - *Sent Messages:* the total number of messages the Portfolio Reviewer sent in the *Message Center* tool.
- *Reflections:*
  - *Read Messages:* the total number of messages the Portfolio Reviewer read in the *Reflections* tool.  
  
**NOTE:** If a Portfolio Reviewer reads the same message several times, each reading event is counted in this statistic.
  - *Posted Messages:* the total number of messages the Portfolio Reviewer posted in the *Reflections* tool.
- *Calendar:*
  - *Viewed Entries:* the total number of entries the Portfolio Reviewer viewed in the *Calendar* tool.
- *Web Links:*
  - *Viewed:* the total number of web links the Portfolio Reviewer viewed.
- *Folders:*
  - *Viewed:* the total number of folders the Portfolio Reviewer viewed.
- *Files:*
  - *Viewed:* the total number of files the Portfolio Reviewer viewed.
- *Gallery:*
  - *Viewed Entries:* the total number of entries the Portfolio Reviewer viewed in the *Gallery* tool.
  - *Viewed Collections:* the total number of collections the Portfolio Reviewer viewed in the *Gallery* tool.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available. If your administrator has made changes to a Student's first name, last name, or user name, these changes will not be reflected in the report until the following day.

**NOTE:** Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available. If your administrator has made changes to a Portfolio Reviewer's first name, last name, or user name, these changes will not be reflected in the report until the following day.

The Student Tracking report displays statistics for all Students in the course. You can view statistics for an individual Student in a separate report by running a Student Tracking Report for an Individual Student.

The Portfolio Reviewer Tracking report displays statistics for all Portfolio Reviewers in the portfolio. You can view statistics for an individual Portfolio Reviewer in a separate report by running a Portfolio Reviewer Tracking Report for an Individual Portfolio Reviewer .

## WORKING WITH REPORTS

### For Section Instructors

## Running Reports

You can run the following types of reports:

- Summary of Activity
  - Tool Usage
  - Course Item Usage
  - Portfolio Item Usage
  - Entry Page or Tool
  - Exit Page or Tool
  - File Usage
  - Student Tracking
  - Portfolio Reviewer Tracking
1. From the *Tracking* screen, under *Select a Report Type*, locate and select the report type you want to run.
  2. From the *Track Guests* screen, under *Select a Report Type*, locate and select the report type you want to run.
  3. Under *Select a Date Range for the Report*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.
  4. Click **Run Report**. Depending on the settings applied by your administrator, activity statistics may

not appear in the report immediately; it may take from one hour to one day before the statistics are available.

5. Depending on the report type, you can now graph or export the report.

## Running Student Tracking Reports for Individual Students Running Portfolio Reviewer Tracking Reports for Individual Portfolio Reviewers

If you want to view the course activity statistics for one Student, you can run an individual Student Tracking report. Then, from the Student Tracking report, you can specify to see the tracking details for a particular session or certain type of activity.

If you want to view the portfolio activity statistics for one Portfolio Reviewer, you can run an individual Portfolio Reviewer Tracking report. Then, from the Portfolio Reviewer Tracking report, you can specify to see the tracking details for a particular session or certain type of activity.

Tracking details let you view exactly which course items (for example: a file or web link) the Student accessed while logged in to a course, as well as when they accessed the course item and how long they spent working with it.

Tracking details let you view exactly which portfolio items (for example: a file or web link) the Portfolio Reviewer accessed while logged in to a portfolio, as well as when they accessed the portfolio item and how long they spent working with it.

When you generate tracking details for a particular session, you see information about a Student's activity with all tools during the session. Alternatively, when you generate tracking details for a particular type of activity, you see information about a Student's activity with one tool across multiple sessions.

When you generate tracking details for a particular session, you see information about a Portfolio Reviewer's activity with all tools during the session. Alternatively, when you generate tracking details for a particular type of activity, you see information about a Portfolio Reviewer's activity with one tool across multiple sessions.

1. From the *Tracking* screen, select and run the *Student Tracking* report.
2. From the *Track Guests* screen, select and run the *Portfolio Reviewer Tracking* report.
3. In the report, under *Student*, locate the Student for whom you want to run an individual report and click their name. You can export the report to your computer. Depending on the settings applied by your administrator, activity statistics may not appear in the report immediately; it may take from one hour to one day before the statistics are available.
4. In the report, under *Portfolio Reviewer*, locate the Portfolio Reviewer for whom you want to run an individual report and click their name. You can export the report to your computer. Depending on the settings applied by your administrator, activity statistics may not appear in the report immediately; it may take from one hour to one day before the statistics are available.
5. You can see more detailed statistics for a particular session, or for a certain type of activity, such as a web link viewing, by doing one of the following:

- To see detailed statistics for a particular session, under *Session*, click the number for the session you want to see.
- To see detailed statistics for a certain type of activity, click the activity's **Total** value at the bottom of the column. (You will only be able to generate detailed statistics for some types of activities.)

**NOTE:** The *Event Time* column in the *Tracking Details* screen displays the date and time the Student first accessed the course item. In addition, *Total Time* and *Time Spent* values in the *Student Tracking Report*, *Individual Student Tracking Report* and *Tracking Details* screens are a measurement of how long a course item was displayed, which may not be an accurate measurement of a Student's interaction with the course item.

**NOTE:** The *Event Time* column in the *Tracking Details* screen displays the date and time the Portfolio Reviewer first accessed the portfolio item. In addition, *Total Time* and *Time Spent* values in the *Portfolio Reviewer Tracking Report*, *Individual Portfolio Reviewer Tracking Report* and *Tracking Details* screens are a measurement of how long a portfolio item was displayed, which may not be an accurate measurement of a Portfolio Reviewer's interaction with the portfolio item.

## Sorting Columns

If a column title in a report is underlined, you can sort items by that column. An arrow appears next to the column title by which items are currently sorted. An arrow pointing up indicates items are sorted in ascending order (1 to 10, A to Z); an arrow pointing down indicates items are sorted in descending order (10 to 1, Z to A).

1. Within the report, click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
2. If you want to reverse the sort order, click the column title again. The sort order is reversed.

## Graphing Reports

From within most reports, you can generate a bar graph of report data. Bar graphs are a valuable way for Section Instructors, especially distance learning Section Instructors, to quickly access a visual representation of participation in a course.

From within most reports, you can generate a bar graph of report data. Bar graphs are a valuable way for Portfolio Owners to quickly access a visual representation of participation in a portfolio.

**EXAMPLE:** The graph for the *Tool Usage* report displays the time spent in each tool as a percentage of the total time spent in all sessions. This graph could help a Section Instructor quickly identify which tools are not being used as much as expected. After identifying this, the

Section Instructor may want to modify the under utilized tools to be more engaging to Students.

From the following reports, you can view a bar graph of the report data:

- Tool Usage Report: the graph compares tool usage by displaying the time spent in each tool as a percentage of the total time spent in all sessions.
  - Course Item Usage Report: the graph compares item usage by displaying the time spent in each item as a percentage of the total time spent viewing all items.
  - Portfolio Item Usage Report: the graph compares item usage by displaying the time spent in each item as a percentage of the total time spent viewing all items.
  - Entry Page or Tool Report: the graph compares entry points by displaying the number of times each page was used as an entry point as a percentage of all pages used as entry points. Examples of entry points could be a *Mail* or *Assignment* icon on *My Blackboard*, or a course-related calendar entry accessed from the *Calendar* tool from *My Blackboard*. An entry point could also be a content folder on the *Home Page* screen from within a course.
  - Exit Page or Tool Report: the graph compares exit points by displaying the number of times each page was used as an exit point as a percentage of all pages used as exit points.
  - File Usage Report: the graph compares file usage by displaying the number of sessions in which each file was viewed, at least once, as a percentage of the total number of sessions in which a file was viewed.
1. From the *TrackingTrack Guests* tool, select and run the report that you want to graph.
  2. From the *Tool Usage Report*, *Course Item Usage Report*, *Entry Page or Tool Report*, *Exit Page or Tool Report*, or *File Usage Report* screen, click **Graph**.
  3. From the *Portfolio Item Usage Report* or *File Usage Report* screen, click **Graph**.
  4. To remove the graph, click **Hide Graph**.

## Exporting Reports

You can export reports to your computer in comma separated value (CSV) format.

**NOTE:** Depending on administrator settings, this feature may not be available to you.

1. From the *Tracking* screen, select and run the report that you want to export.
2. From the *Track Guests* screen, select and run the report that you want to export.
3. From the *Summary of Activity Report*, *Tool Usage Report*, *Item Usage Report*, *Entry Page or Tool Report*, *Exit Page or Tool Report*, *File Usage Report*, *Student Tracking Report*, or *Individual Student Tracking Report* screen, click **Export**.
4. From the *Summary of Activity Report*, *Portfolio Item Usage Report*, *File Usage Report*, *Portfolio*



*Reviewer Tracking Report*, or *Individual Portfolio Reviewer Tracking Report* screen, click **Export**.

5. Save the file to your local computer.
6. Click **OK**.

## CHAPTER 44: WEB LINKS

**IMPORTANT:** Topics for this chapter apply to various roles. See specific topics for your role.

### ABOUT WEB LINKS

You can use the *Web Links* tool to compile a list of Internet addresses. These Internet addresses can then be added to folders and learning modules to reference web pages outside of your course. You can set the web page to open in a new browser window and you can also set release criteria.

**EXAMPLE:** Use *Web Links* to create a link in a folder or learning module to an online essay that you want members of your course to read.

You can also organize web links into categories, and set permissions to allow Students to create web links for particular categories.

### CREATING OR EDITING WEB LINKS

**NOTE:** Depending on administrator settings, this feature may not be available.

You can create or edit web links to Internet resources, such as web sites and search engines. Users other than designers can only edit web links they have created.

If you want to allow Students to create and edit web links, you must first create a web link category and select to allow Students to assign links to it. For more information, see *Creating or Editing Categories*.

You can create or edit web links to Internet resources, such as web sites and search engines.

1. Depending on whether you are creating or editing a web link, from the *Web Links* screen, do one of the following:
  - If you are creating a web link, click **Create Web Link**.
  - If you are editing a web link:
    - a. Next to the title of the web link you want to edit, click the *ActionLinks* icon.
    - b. Click *Edit Properties*.
2. Enter a title and description. The title appears as the link to the web link.
3. In the *URL* text box, enter the Internet address for the web link. You are not required to enter `http://`

4. If you want the web page to *Open in a new browser window*, select this option.
5. Next to *Item Visibility*, select to show or hide the item for Students.
6. Under *Category*, select the category in which to save the web link. If you do not select a category, web links will appear in a default category called *Uncategorized*.
7. Under *Goals*, if you want to associate a goal with this topic:

**NOTE:** Goals are available only to designer roles.

- a. Click **Select Goals**.
  - b. Select the items and click **Add Selected**.
8. Click **Save**.

## CREATING OR EDITING CATEGORIES

**NOTE:** Depending on administrator settings, this feature may not be available.

You can create categories to organize web links into logical groupings. You can add a web link to more than one category. Depending on administrator settings, you may also be able to allow Students to create entries for the category.

**IMPORTANT:** Students can only create web links when at least one category exists that permits Student web links. If you remove these permissions after Students have created content, the content remains, but further Student entries are not allowed.

1. Depending on whether you are creating or editing a category, do one of the following:
  - If you are creating a category:
    - a. From the *Web Links* screen, click **Create Category**.
  - If you are editing a category:
    - a. From the *Web Links* screen, locate the category that you want to edit and click its *ActionLinks* icon.
    - b. Click *Edit*.
2. Enter a title and description. The description is visible to Students and appears next to the category title.
3. Under *Student Permissions*, select to allow or disallow Students to create web links for this category.

**NOTE:** Depending on administrator settings, this option may not be available.

4. Click **Save**.

## MOVING WEB LINKS

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Below**.

## MOVING CATEGORIES

**NOTE:** Depending on administrator settings, these features may not be available.

You can move web link categories to change the order in which they appear on the *Web Links* screen. You can also move a web link from one category to another.

- To change the order in which web links appear on the *Web Links* screen:
  1. From the *Web Links* screen, click **Reorder Categories**.
  2. Select the category that you want to move. You can select multiple categories.
  3. Click the icon to indicate where you want to move the selected category:
    - To move the category above another category, click its *Move Selected Items Above* icon.

- To move the category below another category, click its *Move Selected Items Below* icon.
4. Click **OK**.
- To move a web link into another category:
    - a. From the *Web Links* screen, next to the web link that you want to move, click the *ActionLinks* icon.
    - b. Click *Edit Properties*.
    - c. Under *Category*, from the *Select Category* drop-down list, select the category to which to move the web link.
    - d. Click **Save**.

## PREVIEWING WEB LINKS

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## SHOWING OR HIDING WEB LINKS

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.

- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

## VIEWING WEB LINKS

From the *Web Links* screen, click the title of the web link you want to view. A web site appears.

**NOTE:** Depending on administrator settings, the web site may appear in a new browser window or it may appear within the Blackboard Learning System frame.

## VIEWING LINKS TO WEB LINKS

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

## SETTING OR MODIFYING RELEASE CRITERIA FOR WEB LINKS

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible. For more information, see *Selective Release*.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon.
2. Click **Set Release Criteria**.
3. Set or modify the release criteria for the item.

## NAVIGATING MULTIPLE PAGES

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## DELETING WEB LINKS

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- 
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.



# CHAPTER 45: WHO'S ONLINE

**IMPORTANT:** Topics in this chapter apply to all roles.

## ABOUT WHO'S ONLINE

You can use the *Who's Online* tool to chat in real time with users who are enrolled in any of your courses and logged in to the Blackboard Learning System at the same time you are logged in. You can access the *Who's Online* tool from *My Blackboard*. If a link to the *Who's Online* tool appears under *Course Tools* on the course menu, you can also access it there.

The *Who's Online* tool is similar to the *Chat* tool except that you use the *Who's Online* tool to chat with users without first entering a course. You use the *Chat* tool to chat with users only while you are in a particular course.

## Sending Chat Invitations

You can send chat invitations to other users who are enrolled in any of your courses and logged in to the Blackboard Learning System at the same time you are logged in. You can participate in a maximum of five chat sessions at the same time.

1. From *My Blackboard*, under the *Who's Online* channel, click the name of the course where there are users you want to chat with.
2. Select the user that you want to chat with and click **Send Chat Invitation**.
3. In the text box, type a short message.
4. Click **Send Invitation**.

## Accepting Chat Invitations

If you receive a chat invitation through the *Who's Online* tool, you can accept it and begin chatting with the other user. If you receive multiple chat invitations, you can accept a maximum of five invitations at the same time.

- If you receive a single chat invitation and want to accept it, do the following:
  1. From the *Checking invitation from* pop-up window, type a reply.

2. Click **Accept**.
  3. To continue chatting, type your next message in the lower text box and either press `ENTER` or click **Send**.
- If you receive multiple chat invitations, a list of names appear in the *You have invitations from* box. To accept an invitation, do the following:
    1. Double-click the name of the user whose invitation you want to accept.
    2. Type a reply and click **Accept**.
    3. To continue chatting, type your next message in the lower text box and either press `ENTER` or click **Send**.

## Declining Chat Invitations

If you receive a chat invitation through the *Who's Online* tool but you do not want to chat with the user, you can decline the invitation.

- If you receive a single chat invitation and want to decline it, do the following:
  1. From the *Checking invitation from* pop-up window, type a reply.
  2. Click **Decline**.
- If you receive multiple chat invitations, a list of names appear in the *You have invitations from* box. To decline an invitation, do the following:
  1. Double-click the name of the user whose invitation you want to decline.
  2. Type a reply and click **Decline**.

## Ending a Chat Session

You can end a single chat session or several chat sessions in the *Who's Online* tool.

1. From the *You are chatting with* pop-up window, locate the name of the user that you want to stop chatting with and click the *Close this channel* icon.
2. Click **OK**.

## Setting Your Online Status

In the *Who's Online* tool, you can view a list of users who are enrolled in any of your courses and logged in to the Blackboard Learning System at the same time you are logged in. You can hide or display your own name on this list by setting your online status.

From the *Who's Online* screen, under *My Status*, do one of the following:

- If you want your name to appear on the list of online users and are available to chat, select *Visible/Available* and click **Update**.
- If you want your name to appear on the list of online users but do not want users to send chat invitations to you, select *Visible/Unavailable* and click **Update**.
- If you do not want your name to appear on the list of online users, select *Invisible* and click **Update**.

## Updating the List of Online Users

The *Who's Online* tool displays a list of users who are enrolled in any of your courses and currently logged in to the Blackboard Learning System.

**NOTE:** If users are logged in and set their online status to *Visible*, their names appear on the list. If users are logged in but set their online status to *Invisible*, their names do not appear on the list.

You can see the following information about each user who is visible:

- name
- role
- availability to chat
- time that the user logged in to the Blackboard Learning System
- if the user is already participating in the maximum number of chat sessions (five)
- amount of time that a user is inactive in the *Who's Online* tool after logging in. The time is accurate within 10 minutes.

If you keep the screen open for some time, you can refresh the list so you see an updated version.

From the *Who's Online* screen, do one of the following:

- To refresh the list of online users, click **Refresh now**.
- To set the list of online users to automatically refresh every minute, select *Auto-refresh*.

**NOTE:** You must select this setting each time you log in.

## Sorting the List of Online Users

The *Who's Online* tool displays a list of users who are enrolled in any of your courses and logged in to Blackboard Learning System at the same time you are logged in. You can sort the list by name, role, availability, and login time in either ascending order (from A to Z, 0 to 9) or descending order (from Z to A, 9 to 0). By default, the list is sorted by *Name* in descending order.

**NOTE:** Next to the column title, the *Sorted* icon indicates whether the list is currently sorted in ascending or descending order.

To sort the list, click a column title.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.

2. Enter the number of items to appear on each page and click **OK**.