Bringing Education Online™

Blackboard 5™

Instructor Manual
Levels Two and Three
Release 5.5

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Chapter 1—Welcome to Blackboard 5

Introduction

Blackboard 5 Instructor Manual

Blackboard 5 offers instructors a robust set of tools, functions and features for teaching.

The *Blackboard 5 Instructor Manual* begins by contextually reviewing the teaching and learning environment for instructors. The bulk of the manual is dedicated to the course Web site tools and functions available to instructors through the Instructor Control Panel.

Please note that the Blackboard 5 user manuals are updated periodically. The HTML versions available within Blackboard 5 and at www.blackboard.com/support are always current. Also, the Blackboard Support Site includes the most current versions of the user manuals in PDF format for those who would like to print a hard copy.

Note: Organization managers will find this manual useful in building and running organization Web sites. The functions and tools found in course Web sites are also used to manage robust environments for organizations.

In this chapter

This chapter introduces Blackboard 5 with sections covering:

Blackboard 5 Overview

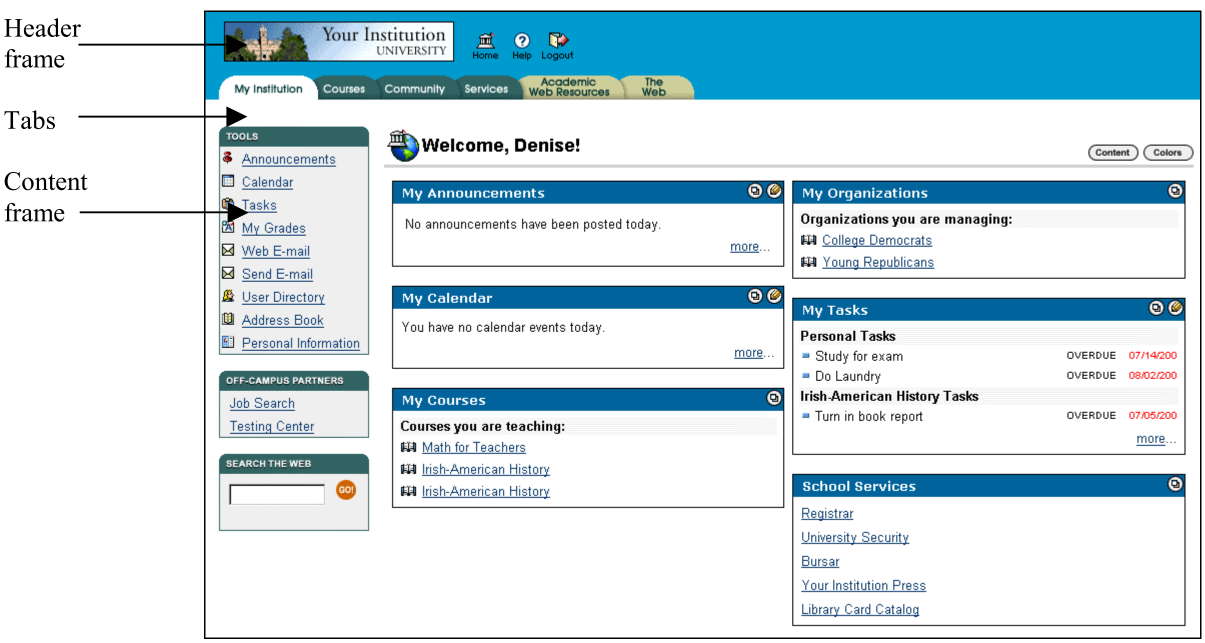
Introduction

Blackboard 5 is a comprehensive and flexible e-Learning software platform that delivers a course management system, and, with a Level Two or Level Three license, a customizable institution-wide portal and online communities. In addition, a Level Three license includes advanced integration tools and APIs to seamlessly integrate Blackboard 5 with existing institution systems.

Blackboard 5 has evolved from Blackboard's award winning Course Info™ software.

Blackboard 5 learning environment

The Blackboard 5 learning environment includes a header frame with images and buttons customized by the institution and tabs that navigate to different areas within Blackboard 5. Clicking on a tab will open that area in the content frame. Web pages containing specific content, features, functions, and tools are accessed from the Tab areas.



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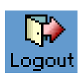
Blackboard 5 Overview, continued

Header frame

The header frame contains a customizable institution image, e-commerce space (if enabled), and navigation buttons that allow the user to access the institution home page, access Blackboard 5 help, and logoff of Blackboard 5.

The table below details the buttons that appear in the header frame and their functions.

Button	Description
	Click **Home** to return an institution home page. This URL is set by the system administrator.
	Click **Help** to access the Blackboard help site. This URL is set by the system administrator.
	Click **Logout** to end a session.

Tabs

The tabs are navigation tools that access the content areas of Blackboard 5. Click on a tab to access a Tab area.

Content frame

The content frame always contains one of the following pages:

- **Tab area**: The area that appears in the content frame when a tab is clicked. Tab areas hold broad information and allow the user to access Web pages containing specific content and features.
- **Web page**: A Web page appears in the content frame when accessed through one of the navigational tools described below. Web pages contain specific content or features and originate from Tab areas.

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Blackboard 5 Overview, continued

Navigating within Blackboard 5

Blackboard 5 contains several ways to move from one area or page to the next. Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

The table below describes each navigation tool available in Blackboard 5.

Navigation Tool	Description
Tab  	Click on a tab to navigate to an area. Tabs are always available no matter what page or area appears in the content frame.
Button  	Click on a button to navigate to a page within Blackboard 5. Some buttons also lead to areas outside of Blackboard 5. In addition, buttons some buttons execute functions.
Link  	Click on a hypertext link to access another Web page within Blackboard 5. The page will appear in the content frame. Links can also open Web sites outside of Blackboard 5.
Image  	Click on an image to navigate to another page. The customized images that appear in Blackboard 5 can be linked by the administrator to another URL.
Path  	Click on one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to allow users to quickly return to a previous page that led to the current page.

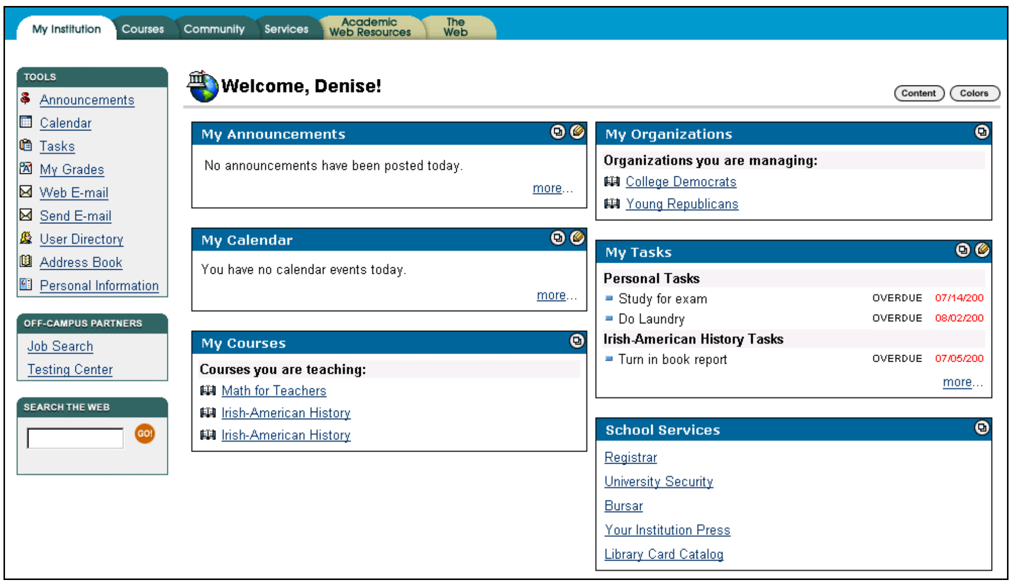
Blackboard 5 Tab Areas

Overview

The Blackboard 5 Tab areas contain content specific to the institution and user. The administrator customizes the appearance and features of each area to present a robust, individualized learning environment to each user.

My Institution Tab

The My Institution Tab area contains tools and information specific to each user's preferences. Tools and information are contained in modules, which users can add and remove from their My Institution Tab area. While users can choose which modules appear, the administrator may restrict access to or require specific modules.



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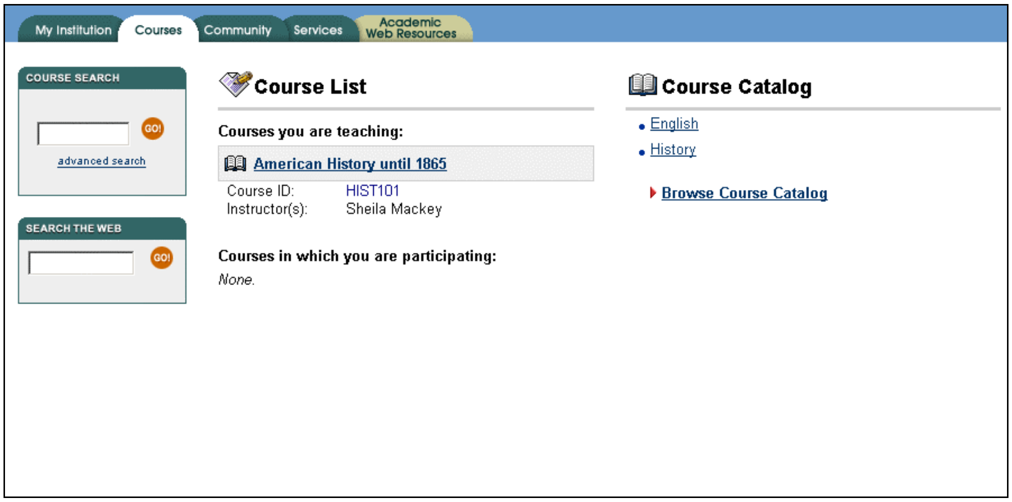
Blackboard 5 Tab Areas, continued

Courses Tab

The Courses Tab area lists courses specific to each user as well as the Course Catalog for the institution. User courses are listed by role: courses that a user teaches as an instructor and courses that a user takes as a student. Users simply click on a course from the Courses Tab area to access the course Web site.



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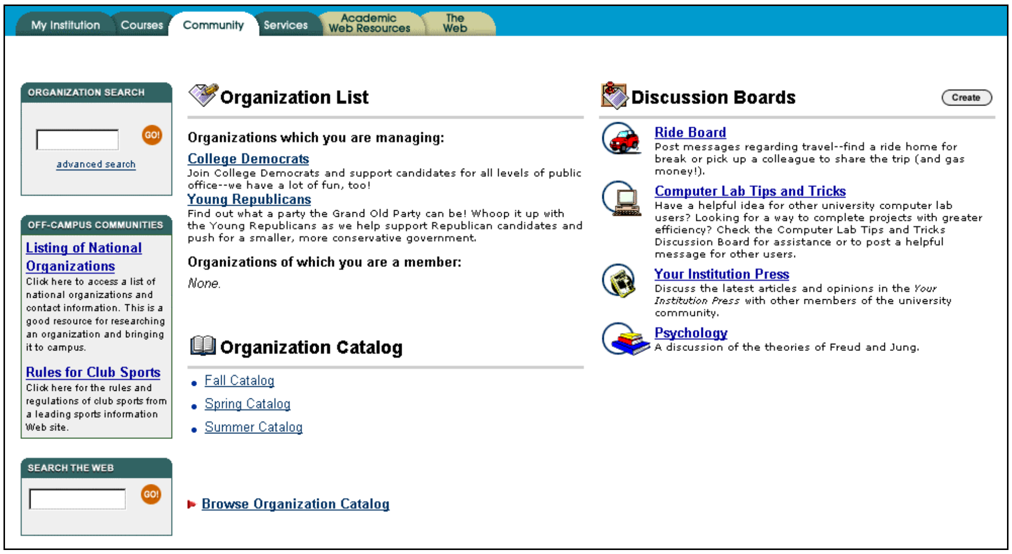
Blackboard 5 Tab Areas, continued

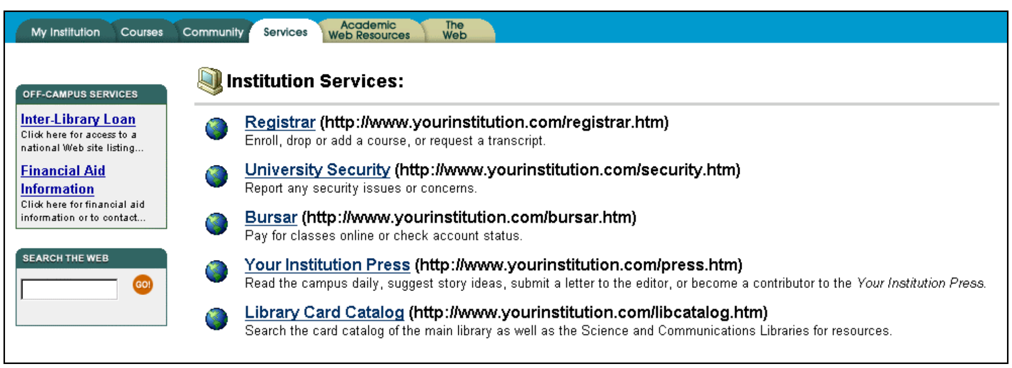
Community Tab

The Community Tab area lists organizations specific to each user, the Organization Catalog for the institution, and institution-wide Discussion Boards. User organizations are listed by role: organizations that a user administrates as a manager and organizations that a user participates in as a member. Users simply click on an organization from the Community Tab area to access the organization Web site.



Services Tab

The Services Tab area contains links to other institutional offerings outside of Blackboard 5. The links are set by the system administrator and cannot be modified by an individual user.



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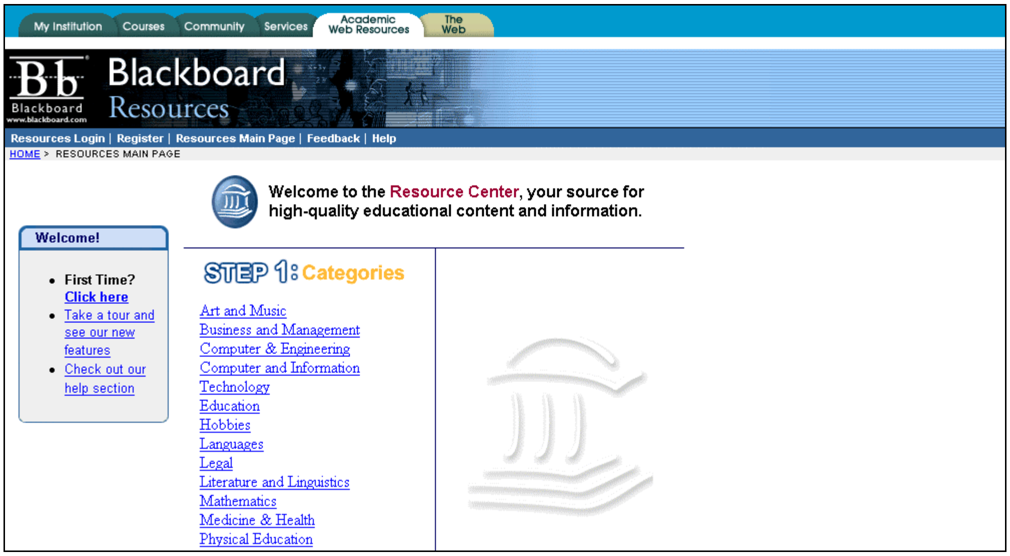
Blackboard 5 Tab Areas, continued

Academic Web Resources Tab

The Academic Web Resources Tab area provides direct access to Blackboard's Resource Center where users explore a number of knowledge areas. Users can customize the Resource Center to provide quick access to their preferred subject matters. Please see the *Blackboard 5 Resource Center Manual* for more information.



Course Web Sites

Overview

Each course offered by an institution is hosted on a Web site. Course Web sites contain all the content and tools required to teach a course. The instructor assigned to a course Web site oversees the course through the Instructor Control Panel. While the instructor has control over the course Web site, the administrator sets overrides that restrict or require content areas and tools.

Organization Web Sites

Organization Web sites function in the same way as course Web sites. The flexible learning tools of a course Web site are structured by the organization manager to provide an online environment for the organization.

Course Web site

A course Web site consists of a navigation path, a button bar, and a content frame. The navigation path allows users to return to any page accessed between the main course page and the current page. The button bar links users to the available content areas and tools. The content frame displays Web pages accessed through the buttons or navigation path.

Navigation path

Button bar

Content frame

Linking to a course Web site

To create a link to a course Web site, simply copy the URL from the address bar in the Web browser. Links to course Web sites can be posted inside the Blackboard platform or externally. In either case, the user will be prompted for authorization before accessing the course Web site.

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Course Web Sites, continued

Course Web site functions

The table below includes information on the components of a course Web site. The names of the areas are customizable by the instructor or the system administrator.

Area	Description
Announcements	Announcements post timely information critical to course success. Announcements occupy the Main Frame upon entry to a course Web site and can also appear on the My Institution and Courses area depending on system configuration. Click **Announcements** from the course Web site tool bar to view course announcements.
Course Information	Course Information displays descriptive materials about the course. Materials usually posted here include: syllabus and course objectives.
Staff Information	Staff Information provides background and contact information on course instructors and teaching assistants.
Course Documents	Course Documents contains learning materials and lesson aids, such as lecture notes.
Assignments	Assignments lists the due date and description for class work. The instructor posts assignments and can modify the task and due date.
Communication	Course users communicate through the Communication Center. The Communication Center allow users to: • Send and receive email • Read and post messages to discussion boards • Enter Virtual Classroom • View student roster • View group pages.

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Course Web Sites, continued

Course Web site functions (continued)

Area	Description
External Links	External Links connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source.
Tools	Tools that can be used in the course Web site. The tools include: Digital Dropbox, Edit Home Page, Personal Information, Course Calendar, Check Grade, Manual, Tasks, and Electric Blackboard. **Note:** Students may access the Dropbox from the Tools area on the course Web site, but instructors must access the Dropbox from the Course Tools on the Instructor Control Panel.
Resources	Accesses to the Blackboard 5 Resource Center. The Resource Center is a customizable Web site of educational resources. For more information about the Resource Center please refer to the *Blackboard 5 Resource Center Student Manual*.
Course Map	Allows easier course Web site navigation. The Course Map connects to an expandable and collapsible bookmark.
Control Panel	Accesses to the Instructor Control Panel. The Instructor Control Panel is used to set up a course Web site.
Logout	Instantly logs the user out.

Instructor Control Panel

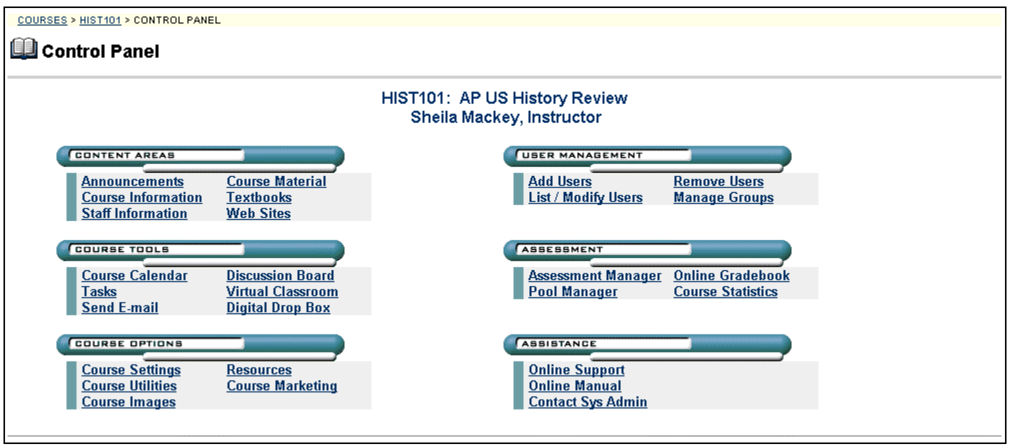
Overview

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

- instructor
- teaching assistant
- grader
- system administrator

Instructor Control Panel page

Click **Control Panel** on the course Web site button bar to access the Instructor Control Panel.



Control Panel Areas

The Control Panel is comprised of six function areas:

- **Content Areas**: This area provides the tools necessary to add text, files, and information into your course.
- **Course Tools**: This area contains the communication tools for instructors to send email, create tasks, and work with groups.
- **Course Options**: This area contains Security and customization options for advanced management of course components.
- **User Management**: This area provides tools for the instructor to manage users and enrollments.
- **Assessment**: This area provides tools for building assessments, recording grades, and tracking user activity.
- **Assistance**: This area offers support contacts and online documentation.

Chapter 2—User Tools

Introduction

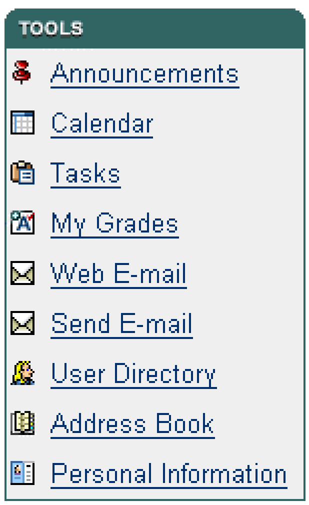
Overview

The Tools box provides quick access to system tools from the My Institution area. The user tools allow users to access several tools that appear in course and organization web sites on a system-wide scale as well as some unique tools such as the User Directory.

Example: Send email from user tools provides a quick shortcut to the send email function for users' courses and organizations.

Tools box

The Tools box appears on the left side of the My Institution area.



In this chapter

This chapter contains information on the following topics:

- **Announcements**
- **Calendar**
- **Tasks**
- **My Grades**
- **Web Email**
- **Send Email**
- **User Directory**
- **Address Book**
- **Personal Information**

Announcements

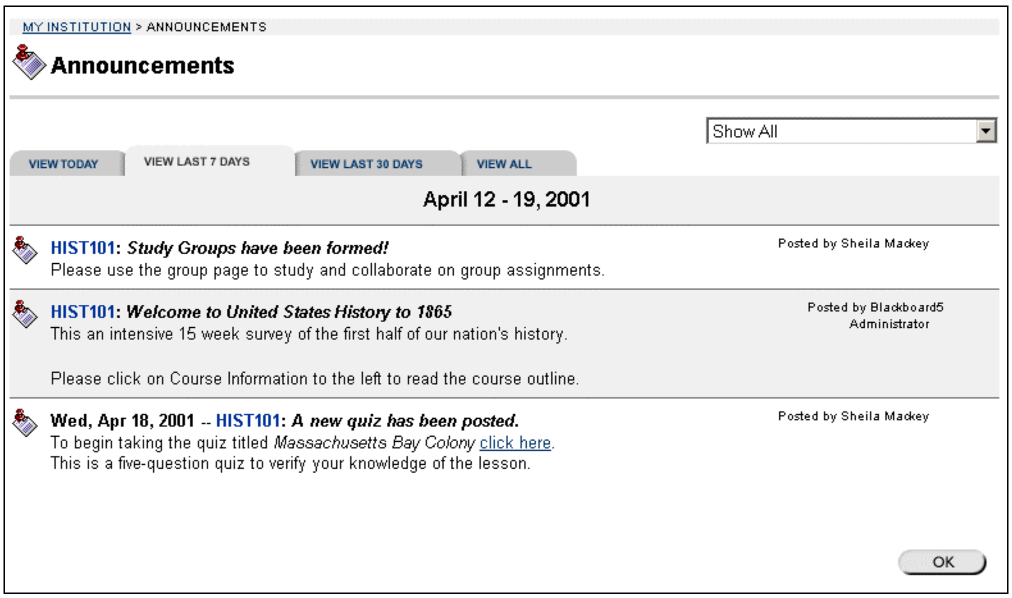
Announcements

Overview

Users view important messages from the institution staff and faculty on the Announcements page. Users can sort announcements by category (courses, organizations, or institution) and post date.

Announcements page

Click **Announcements** from the Tools box on the My Institution area. The Announcements page will appear as shown below. Click the drop-down arrow and select a category of announcements to view. Click on the tabs to view announcements for a specific time period. The default is View Last 7 Days.



Calendar

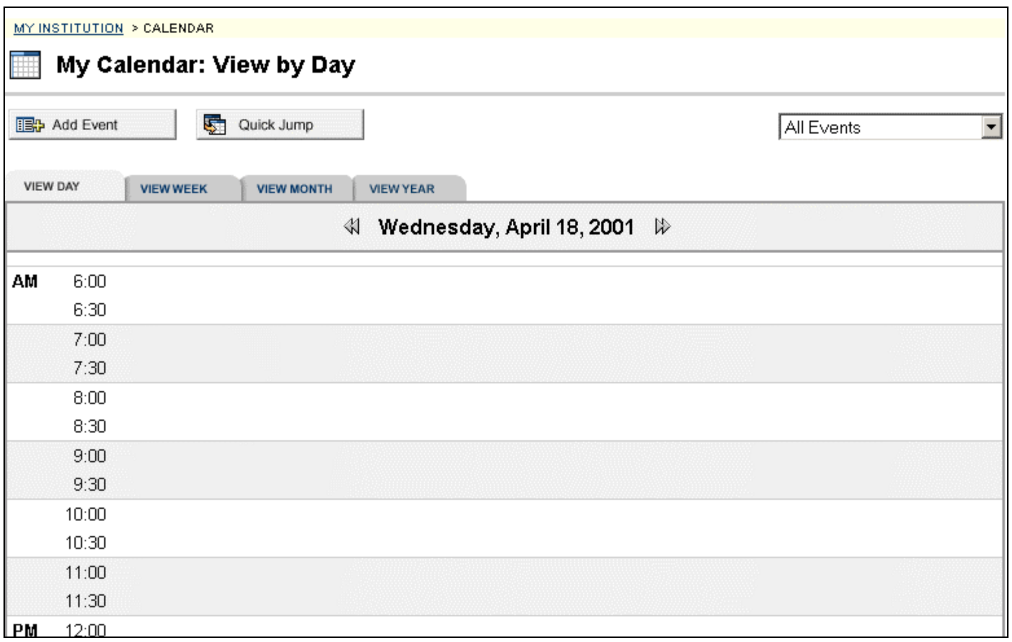
Calendar

Overview

Users manage their course, organization, institution, and personal events through the Calendar. Upcoming and past events can be viewed daily, weekly, or monthly and organized into categories.

Calendar page

Click **Calendar** from the Tools box on the My Institution area. The Calendar page will appear as shown below. The default view shows the day's events, however, users may also select a week, month, or year view.



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Calendar, continued

Available functions

To use the functions available on the Calendar page, follow the table below.

To . . .	click . . .
create an event and adding it to the calendar	**Add Event** to access the Add Event page.
view events for a specific date and time	**Quick Jump** to access the Quick Jump page. From here, select a date and time and the calendar will immediately display events for that time.
view events by group	the drop-down arrow and select a category. Categories include: • All events • My Events • Institution events • Courses • Specific courses • Organizations • Specific organizations
view events by day, week, month, or year	a tab to view events for the current day, current week, current month, or current year.
view previous or future events	the arrows to the left of the current day, week, or month to view events for the previous day week, or month. Click on the arrows to the right to view future events.
view event details	on a calendar event to view details.
remove an event	**Remove** to remove an event from the calendar page. This action is irreversible.

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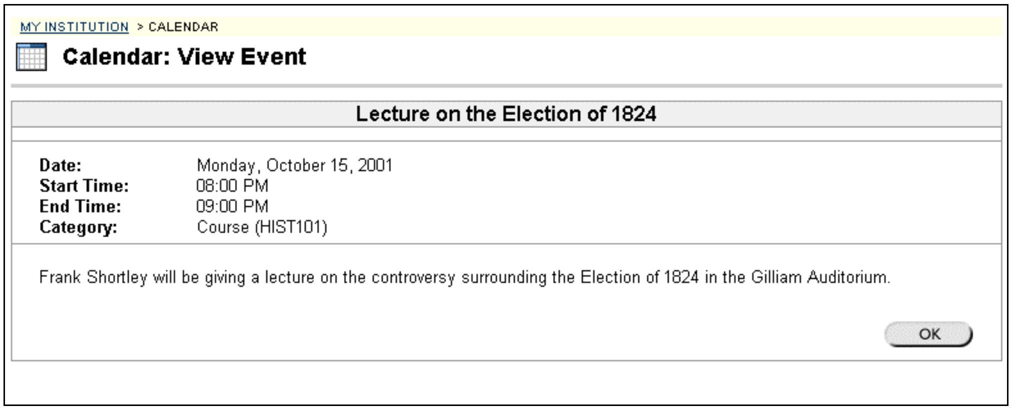
Calendar, continued

View Events

Click on an event to view event details. The Calendar: View Event page will appear as shown below.



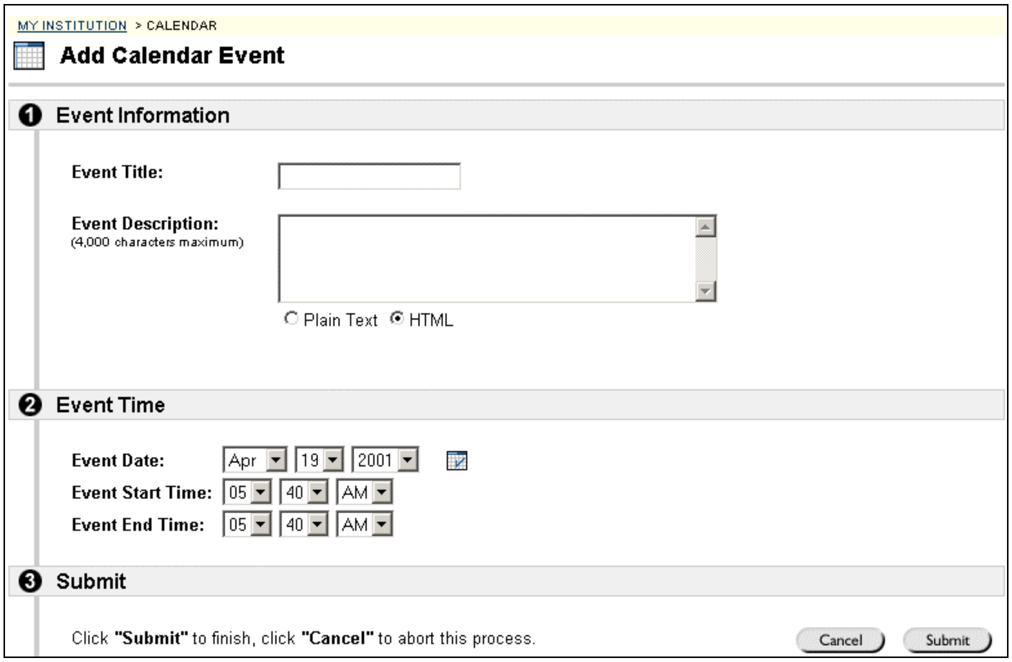
Add Calendar Event

Overview

Events may be added through the Add Calendar Event page.

Add Calendar Event page

Click **Add Event** from the Calendar page. The Add Calendar Event page will appear as shown below.



Add Calendar Event fields

The table below details the entry fields on the Create Event page and Modify Event page.

Event Information	
Event Title:	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
Description:	Enter a description of the event. Click on a text type for the description from the following options: • Plain Text: Displays text as written • HTML: Displays text as coded using HTML tags
Event Time	
Event Date:	Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.
Start Time:	Click the drop-down arrow and select time values.
End Time:	Click the drop-down arrow and select time values.

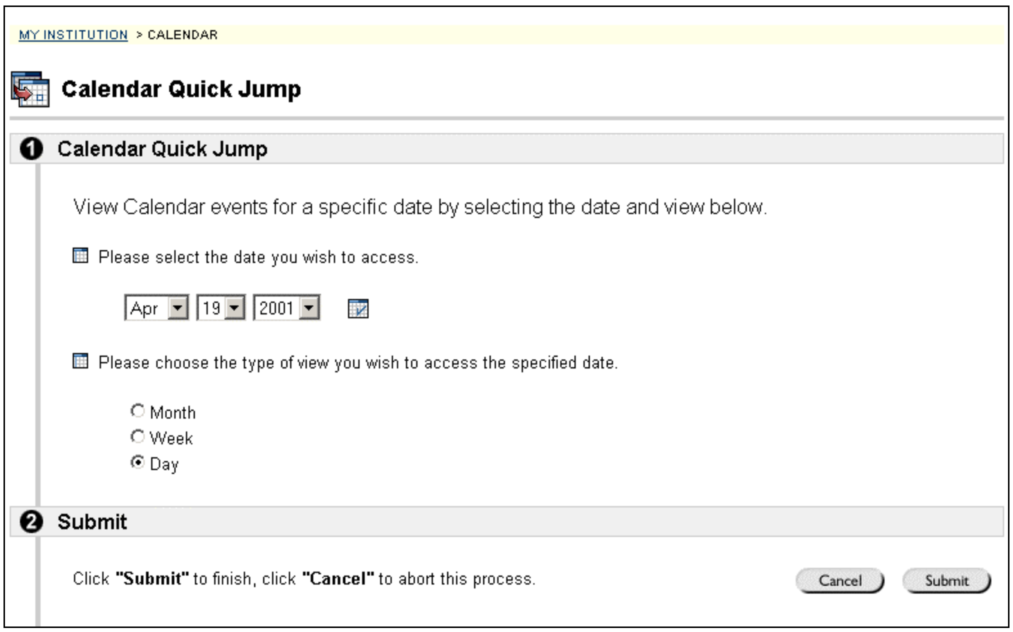
Quick Jump

Overview

The Quick Jump page allows users to quickly view a portion of the calendar. Quick Jump is useful when looking for events planned for months in advance of the current date. It is also useful for looking up the events of a past day, week, or month.

Quick Jump page

Click **Quick Jump** from the Calendar page. The Quick Jump page will appear as shown below.



Quick Jump fields

The table below details the entry fields on the Quick Jump page.

Calendar Quick Jump	
Please select the date you wish to access	Click the first down arrow to select a month. Click the next down arrow to select a day and click the last down arrow to select a year. Or click the icon to select a date from the calendar interface. The My Calendar page will appear with the entered date.
Please choose the type of view you wish to access the specified date	Click on an option to indicate the type of calendar view: • Month will display the month that the date falls in. • Week will display the week that the date falls in. • Day will display that date only.

Tasks

Tasks

Overview

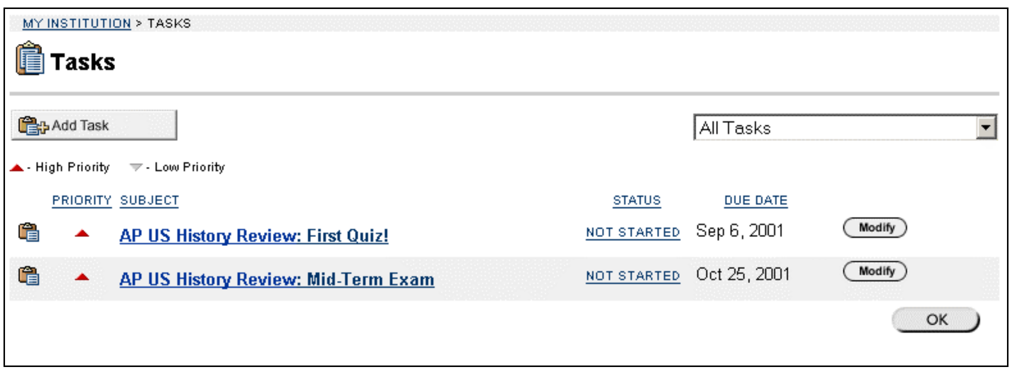
The Tasks page organizes projects (referred to as tasks), defines task priority, and tracks task status.

A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page, instructors and organization leaders can post tasks to users participating in their course and organization, and system administrators can post tasks to all users' Tasks pages.

Tasks page

Task information is arranged in columns that display the priority, task name, status, and due date.

Click **Tasks** from the Tools box on the My Institution area to access the Tasks page. The Tasks page will appear as shown below.



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Tasks, continued

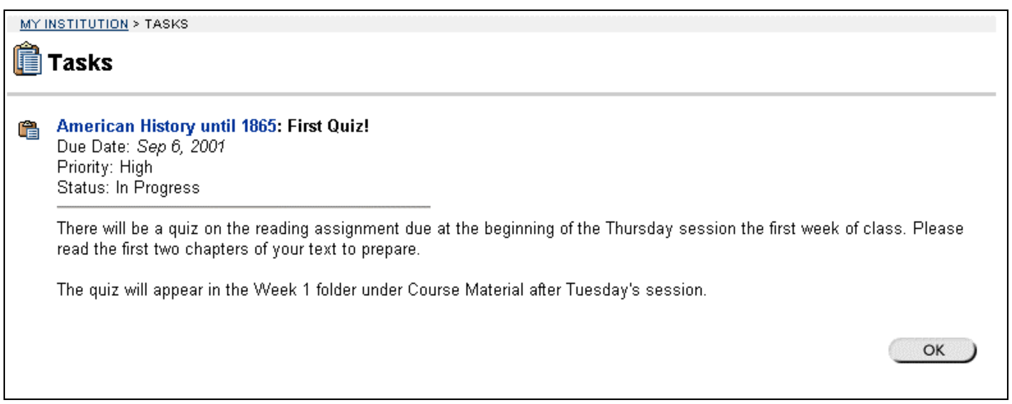
Available functions

To use the functions available on the Tasks page, follow the table below.

To . . .	**click . . .**
narrow the list of task to one subject	the drop-down arrow and select a task category.
create and post a task	**Add Task** to access the Add Task page.
modify a task	**Modify** to access the Modify Task page for a particular task.
remove a task	**Remove**. A box will appear asking to verify that a task should be removed. This action is irreversible.
change or update the status of a project	on the current status. Task status can be one of the following three options: • Not Started • In Progress • Completed.
view the details of a particular task	on a task link to view details.

View Task details

Click on a task from the Task page to view task details. The task details display the task name, due date, priority, status, and a description of the task.



Add or Modify a Task

Overview

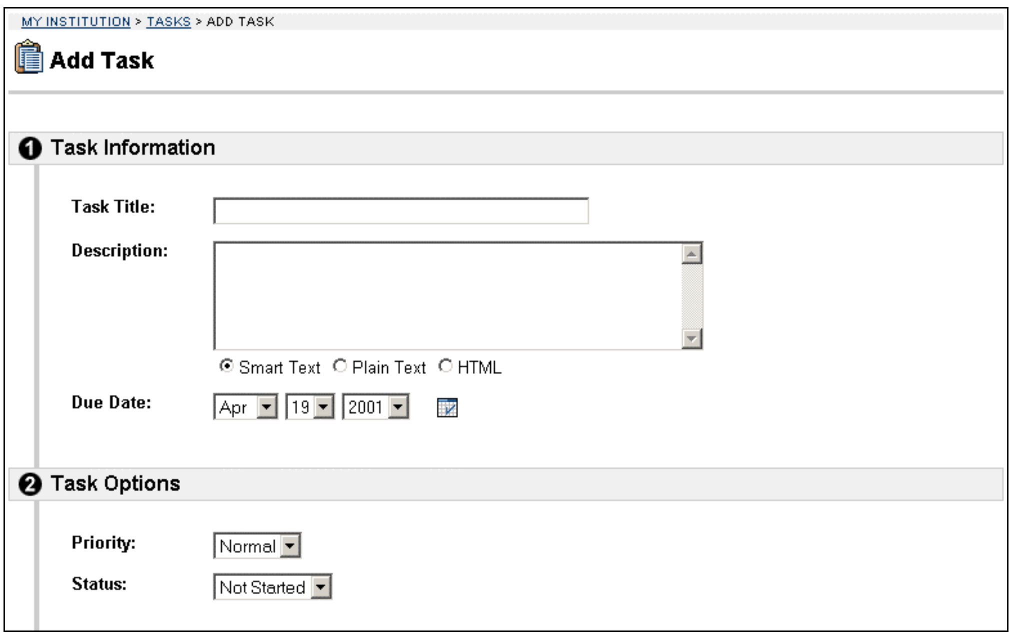
The Add Task page opens with empty fields and the Modify Task page opens with the fields populated with information on a specific task. The Modify Task page contains the same fields as the Add Task page. To Modify a task, click **Modify**.

Note: The Modify Task page may open with fields that cannot be modified. To modify all fields open the task from the area where it was originally added.

For example if an instructor adds a task from the Instructor Control Panel, the task cannot be modified from the My Institution page. To modify the task, the instructor would open the task from the Instructor Control Panel.

Add Task page

Click **Add Task** from the Tasks page or **Modify** corresponding to a specific task. The Add Task page will appear as shown below.



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Add or Modify a Task, continued

Add Task fields

The table below details the entry fields on the Add Task page.

Task Information	
Task Title:	Enter the title of the task.
Description:	Enter a description of the task. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. • HTML: Displays text as coded using HTML tags. • Plain text: Text will appear as entered.
Due Date:	Select the date the task is due from the drop-down list. Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.
Task Options	
Priority:	Select a priority. The options are: • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up) The selected priority appears on the Tasks page.
Status:	Select a status. The options are: • Not started • In progress • Completed The selected status appears on the Tasks page.

My Grades

My Grades

Overview

Users can check grades and performance statistics from the Check Grades page. The Check Grades page lists each user's courses and organizations. Users click on a course or organization to access a report.

Course Grades

Click **My Grades** from the Tools box on the My Institution area. The Check Grades page will appear as shown below. Click on a course or organization to view grades or performance statistics for that course or organization.

View Grades

Click on a course or organization from the Check Grades page to view statistics for that course or organization. The statistics report displays an overview of user performance and below that, a Scores table that details performance on tracked assignments. The Scores table displays the date, name, score, points possible, and class average of each tracked assignment.

Web Email

Mail Login

Overview

This section addresses how to login to Web email accounts.

Access your institution's Web email account or an account set up on the Remote Mailboxes page

To access your institution's Web email account from the Web Email page, log onto Web Email using the same username and password as if logging on to the institution's Web email account.

Note: If an account has been set up on the Remote Mailboxes page the login would appear as shown below.

About POP and IMAP servers

POP and IMAP servers were designed to allow users to retrieve remote email accounts. Web Email allows the retrieval of email that is located on POP or IMAP servers such as Yahoo. However the user must know what type of server the email account is. The two definitions below describe how to tell if a remote email account is POP or IMAP.

POP: POP allows read-only functionality. Users may read messages and delete messages, but may not write or store messages.

IMAP: IMAP allows read and write functionality. Users may read messages, delete messages, create draft copies of emails, manage mail folders, save messages to folders, and mark messages for deletion at a later time.

Access other Web email accounts

To access other Web email accounts from the Web Email page, include the POP server name or the IMAP server name in the username and enter the password.

Example: For example if the username is **janedoe** and the POP server name is **popservername.com** and the password is **password**, then the login would appear as shown below.

USERNAME: **janedoe@popservername.com**
PASSWORD: ************

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Mail Login, continued

Access Yahoo Web email accounts

To access a Yahoo email account, include @pop.mail.yahoo.com in the username and enter the Yahoo password.

Example: For example if the username is **janedoe** and the password is **password**, then the login would appear as shown below.

USERNAME: **janedoe@pop.mail.yahoo.com**
PASSWORD: ********

Using the Remote Mailboxes page

Instead of remembering and entering the POP server name or IMAP server name, use the Remote Mailboxes page so that when the user accesses the Mail Login page only the username and password must be entered. For more information about the Remote Mailboxes page see **Remote Mailboxes**, which is discussed later in this chapter.

Using Hotmail

Hotmail may be used with Web Email, but requires special configuration. For more information about how to use Hotmail please contact Technical Services.

Note: Hotmail can only be used if all users in the institution are going to use Hotmail.

Web Email Page

Overview

Web Email is Web based email software that enables users to access existing email accounts through Blackboard 5. Web Email gives the user the ability to view, compose, forward, and manage email from any computer or Internet-capable device with an active connection. While users can send messages to other system users through Web email, Blackboard 5 also has a Send Email function that identifies people participating in the same courses so users can send emails to specific institution groups or individuals.

Web Email page

Email information is stored in folders and arranged in columns that display the sender, subject, date, and size.

Click **Web Email** from the Tools box on the My Institution area and the Email page will appear.

Available functions

To use the functions available on the Web Email page, use the table below.

To . . .	click . . .
send an email message	**Compose Email** to access the Compose Email page.
set Web email preferences	**Email Preferences** to access the Web Email Preferences page.
log out of Web email	**Email Logout**.
view a message	the subject link.
sort messages by sender	**From**.
sort messages by subject	**Subject**.
sort messages by date	**Date**.
sort messages by size	**Size**.
delete messages marked for deletion	**Empty Trash**.

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Web Email Page, continued

Additional functions

The Web Email page may also be used to perform the following functions.

To…	select the message(s)…
delete a message	for deletion and click **Delete**. **Note:** This function is controlled by an option on the Read Messages Options page. If the Automatically remove deleted messages **Yes** option is select, then the message will be removed. If the **No** option is selected, then the message will be marked for deletion and may be undeleted.
undelete a message that is marked for deletion	and click **Undelete**.
save a message	click the drop-down arrow and select a folder, and click **Save**.

Read Message

Overview

Click an email message and the Read Message page opens. Users may navigate to other email messages using the **Next** and **Previous** options. Messages may be deleted and printed from this page. Lastly, users may reply and forward messages. Use the Read Message Option page, which will be discussed in more detail later, to control the information displayed on the Read Message page.

Read Message page

Click the subject line and the Read Message page will appear.

Available functions

To use the functions available on the Read Message page, follow the table below.

<table>
<tr><th>To . . .</th><th>click . . .</th></tr>
<tr><td>read the previous message</td><td>Previous. If viewing the first message, the Previous button will not be visible.</td></tr>
<tr><td>view the next email message</td><td>Next. If viewing the last message, the Next button will not be visible.</td></tr>
<tr><td>delete the current email message</td><td>Delete.</td></tr>
<tr><td>save a message to a mail folder</td><td>the drop-down arrow and select a folder and click Save.</td></tr>
<tr><td>forward a message to a new recipient</td><td>Forward. The Compose Email page will open with a copy of the message.</td></tr>
<tr><td>reply to a message,</td><td>the drop-down arrow and use the table below to select a reply option:
<table>
<tr><th>To reply to…</th><th>select…</th></tr>
<tr><td>the sender without a copy of the original message</td><td>Sender.</td></tr>
<tr><td>all recipients without a copy of the original message</td><td>All</td></tr>
<tr><td>the sender and include a copy of the original message</td><td>Sender, Include.</td></tr>
<tr><td>all recipients and include a copy of the original message</td><td>All, Include</td></tr>
</table>
Click Reply.</td></tr>
</table>

Compose Email

Overview

Users create and send emails through the Compose Email page. Users can send a copy of the message to themselves and use Cc (Carbon Copy) to copy to other recipients.

Compose Email page

Click the **Compose Email** button on the Web Email page. The Compose Email page will appear.

Entry fields

The table below details the entry fields on the Compose Email page.

Select Users	
To:	Enter the email addresses of message recipients. Use commas to separate multiple addresses.
Cc:	Enter the email address of those recipients who are to receive a copy of the email. Use commas to separate multiple addresses.
Enter Message Details	
From:	Displays the address of the sender.
Subject:	Enter a subject for the email message.
Enter Message Details	
Message:	Enter the text of your message. Click **Spell Check** to check the spelling. **Note:** A signature may appear in the Message box. The signature is controlled by an option on the Compose Message Options page.
Select Message Options	
Attach File:	Enter the file path or click **Browse** to find a file to attach.

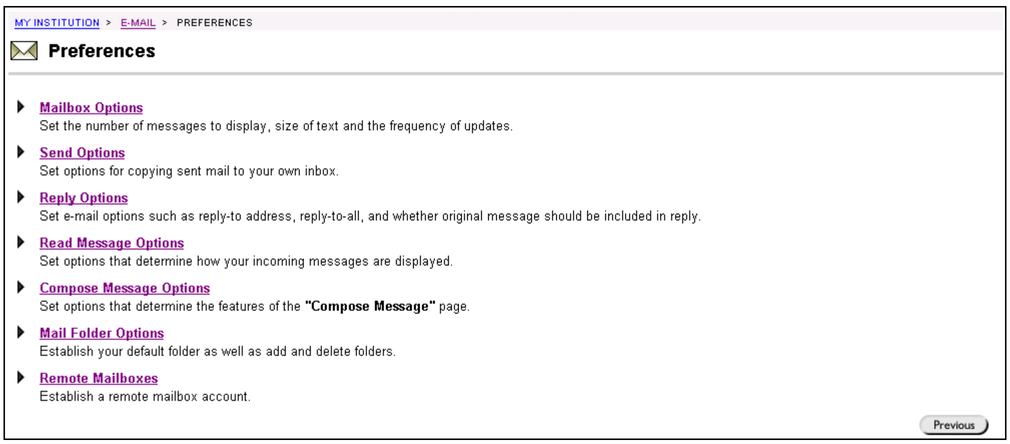
Email Preferences

Overview

The Email Preferences page allows customization of Web Email. Preferences range from including a signature file to specifying how often Web Email should check the mail server for new mail. Unless preferences are updated, the default preferences set by the administrator are active.

Preferences page

Click **Email Preferences** from the Email page. The Preferences page will appear as shown below.



Available functions

The following functions are available from the Web Email Preferences page:

- **Mailbox Options**:
  Customize the appearance of the mailbox.
- **Send Options**:
  Select a folder for sent messages or choose not to save sent messages.
- **Reply Options**:
  Customize the appearance and select the recipients of reply messages.
- **Read Message Options**:
  Customize the appearance of received messages.
- **Compose Message Options**:
  Configure options on the Compose Message page.
- **Mail Folder Options**:
  Select a default mail folder and manage mail folders.
- **Remote Mailboxes**:
  Set up a remote mailbox.

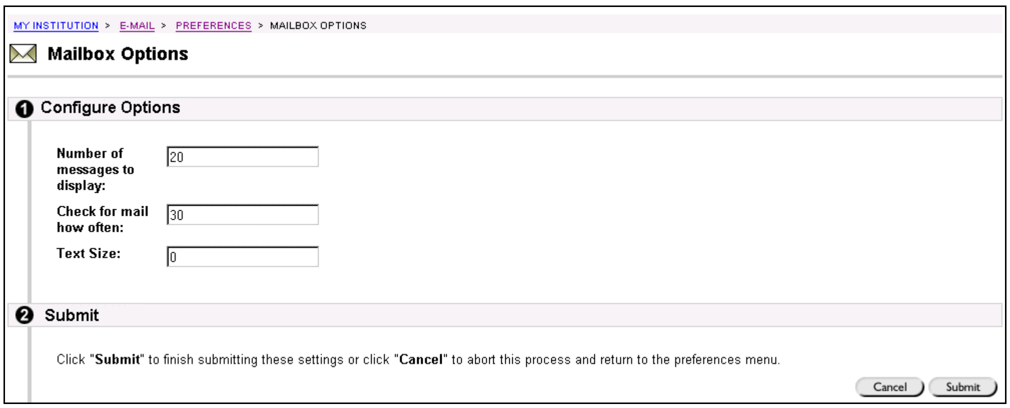
Mailbox Options

Overview

The Mailbox Option page allows users to set how many messages are to display between function bars, how often in seconds to check for new email, and what font size to display in the inbox.

Mailbox Options page

Click **Mail Options** from the Preferences page and the Mail Options page will appear as shown below.



Entry fields

The table below details the entry fields on the Mailbox Options page.

Configure Option	
Number of messages to display:	Enter the number of messages to display between the function bars. Function bars contain information such as From, Subject, Date, and size.
Check for mail how often:	Enter how often in seconds that the system is to check for new email. Web Email checks for new mail based on the time interval set. The default setting for this mailbox option is 30 seconds. When the system checks for new email, it refreshes the screen. The screen “blinks” and returns to the top of the page. To disable this function, set the time option to 0. It is also possible to set this option for a longer interval of time.
Text size:	Enter the font size that the inbox messages are to appear.

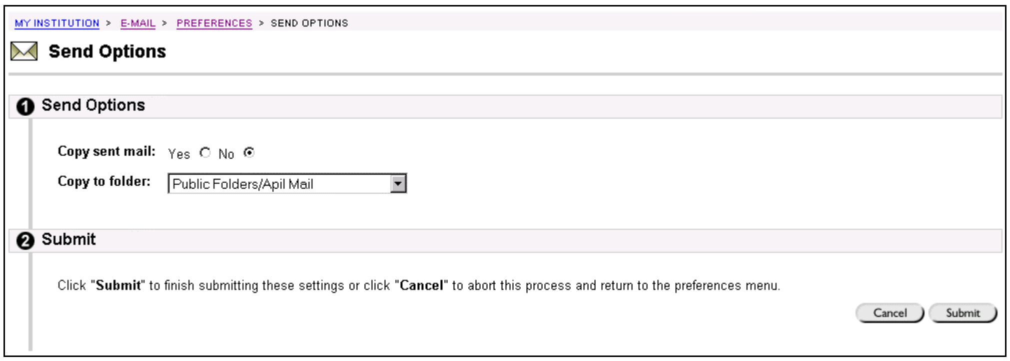
Send Options

Overview

The Send Options page is used to set email send options. Users may elect to save copies of messages sent to a designated folder.

Send Options page

Click **Send Options** from the Preferences page and the Send Options page will appear as shown below.



Entry fields

The table below details the entry fields on the Send Options page.

Send Options	
Copy sent mail:	Click **Yes** to copy sent mail. Click **No** and sent mail will not be copied.
Copy to folder:	Enter the name of the folder that is to store sent emails.

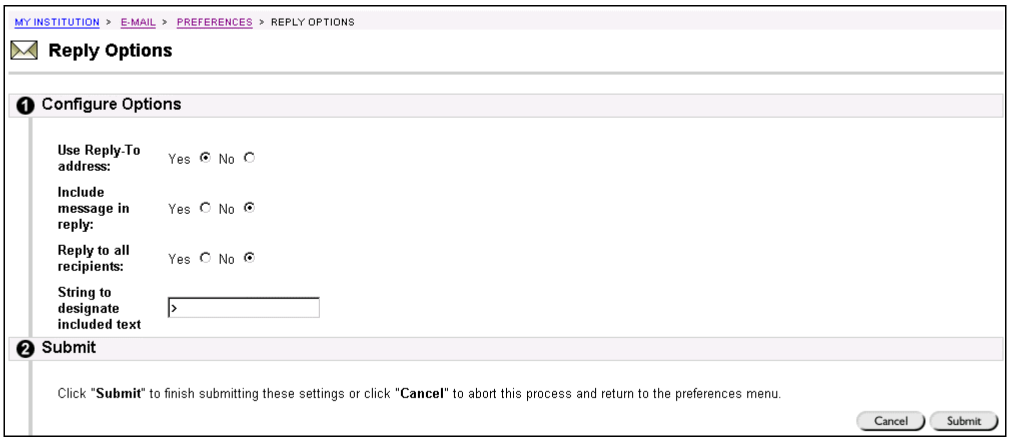
Reply Options

Overview

The Reply Options page allows users to set reply options such as the Reply-to address, include message in reply, and to reply to all recipients.

Reply Options page

Click **Reply Options** from the Preferences page and the Reply Options page will appear as shown below.



Entry fields

The table below details the entry fields on the Send Options page.

Configure Options	
Use Reply-To address:	Click **Yes** to include the Reply to address in reply messages. Click **No** and the Reply to address will not be included.
Include message in reply:	Click **Yes** to include the original message in the reply. Click **No** and the reply will not include the original message.
Reply to all recipients:	Click **Yes** and the default reply option will be to reply to all recipients of the original message. Click **No** and the default reply option will be to reply to the sender of the original message.
String to designate included text:	Specifies what characters precede an included message. Included messages are enclosed by square brackets.

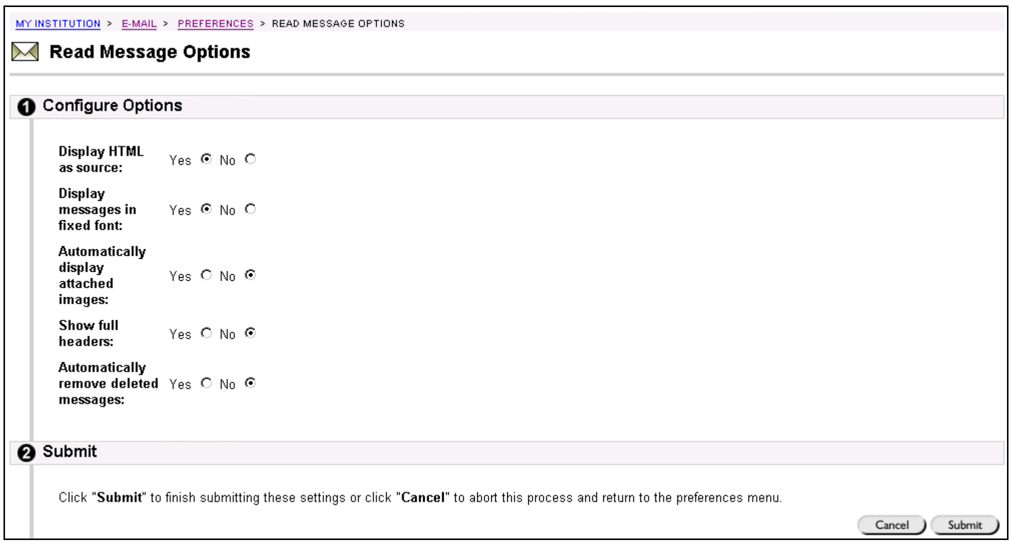
Read Message Options

Overview

The Read Message Options page allows users to set options such as to display HTML as source, display messages in fixed font, automatically display attached images, show full headers, and automatically remove deleted messages.

Read Message Options page

Click **Read Message Options** from the Preferences page and the Read Message Options page will appear as shown below.



Entry fields

The table below details the entry fields on the Read Message Options page.

Configure Options	
Display HTML as source:	Click **Yes** to specify that Web Email is to print HTML source code. When this option is selected and the Display messages in fixed font option is set to **Yes**, the mail message appears exactly as the sender entered it. Click **No** to specify that HTML code is to be hidden.
Display messages in fixed font:	Click **Yes** to specify that the text of a message be displayed in a fixed or standard browser font. Click **No** and HTML new lines are inserted at the end of each text line of the message.
Show full headers	Click **Yes** to display full headers. Click **No** to and the full header will not display.

Continued on next page

Read Message Options, continued

Entry fields (continued)

Configuration Options	
Automatically display attached images	Click **Yes** to specify that image attachments are to automatically display on the Read Message page. Click **No** to specify that image attachments be listed like any other attachments at the bottom of the Read Message page.
Show full headers:	Click **Yes** to specify that the header is to contain the following detailed information: • Received • Reply to • Content-Type • Date • From • Message ID • To • Subject Click **No** to specify that the header is to contain the following information: • Date • From • Reply to • To • Subject
Automatically remove deleted messages:	Click **Yes** to specify that messages be completely and permanently removed from the mailbox when delete is selected. Click **No** to specify that messages are to be marked for deletion. Users have the option to undelete the message.

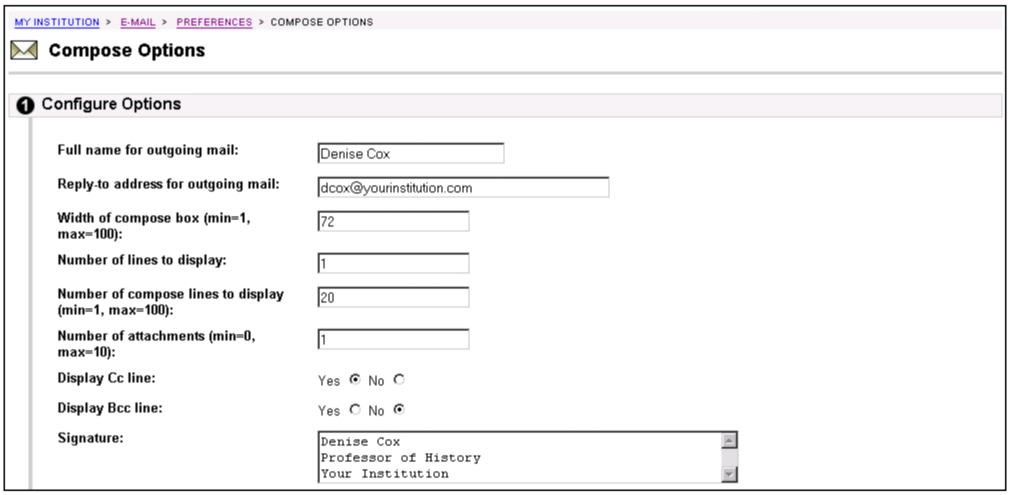
Compose Message Options

Overview

The Compose Message Options page allows users to configure the default settings for composing email.

Compose Options page

Click **Compose Message Options** from the Preferences area and the Compose Options page will appear as shown below.



Entry fields

The table below details the entry fields on the Compose Options page.

Configure Options	
Full name for outgoing mail:	Specify the name recipients see in the From field when an email is received.
Reply-to address for outgoing mail:	Specify the email address where reply emails are to be sent.
Width of compose box (min=1, max=100):	Specify the width of the box used to compose email.
Number of lines to display	Specify how many lines to display in the To: box.
Number of composed lines to display (min=1, max=100):	Specify how many lines to display in the Message box.
Number of attachments (min=0, max-10):	Specify how many local files can be attached to a message.

Continued on next page

Compose Message Options, continued

Entry fields (continued)

Configure Options	
Display Cc line:	Click **Yes** to specify that the Cc line is visible on the Compose Email page. Click **No** and the Cc line will not be visible on the Compose Email page.
Display Bc line:	Click **Yes** to specify that Bc line is visible on the Compose Email page. Click **No** and the Bc line will not be visible on the Compose Email page.
Signature:	Specify what information should be automatically added to the end of any message that is sent. Signature could include information such as sender's name, address, and phone number.

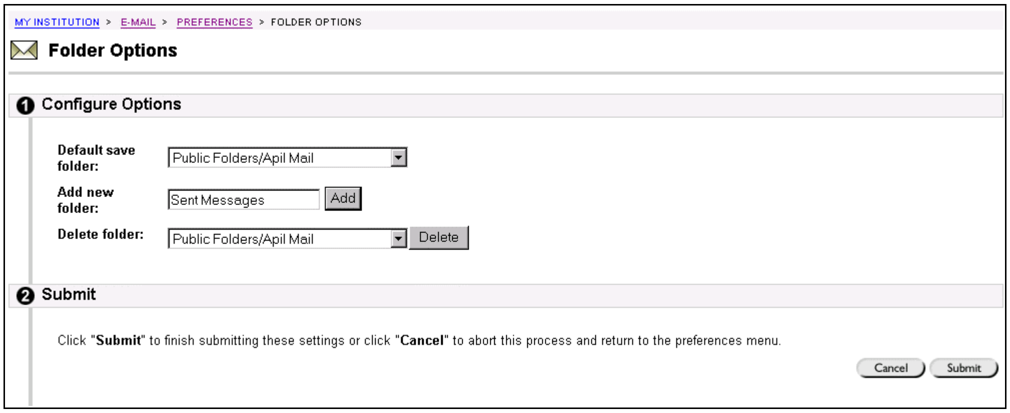
Mail Folder Options

Overview

The Mail Folder Options page allows users to set default mail folders, create folders, and delete folders.

Folder Options page

Click **Mail Folder Options** from the Preferences page and the Folder Options page will appear as shown below.



Entry fields

The table below details the entry fields on the Folder Options page.

Configure Options	
Default save folder:	Specify the default folder to which messages will be saved when the **Save** option is select. You can override this default by selecting a different mailbox from the drop-down list.
Add new folder:	Allows the creation of new mailbox folders.
Delete folder:	Allows the deletion of folders. **Note:** The inbox cannot be deleted. To delete all of the messages in the Inbox, select and delete them from the Web Email page.

Remote Mailboxes

Overview

The Remote Mailboxes page allows users to establish secondary email accounts.

Remote Mailbox Options page

Click **Remote Mailbox Options** from the preferences page and the Remote Mailbox Options page will appear.

Entry fields

The table below details the entry fields on the Folder Options page.

Configure Options	
Remote Account Info:	Enter the email address for a remote mailbox in the form johndoe@email.com.
Remote Password:	Enter a password for the email address.
Advanced: IMAP Path:	Enter the advanced IMAP path. The advanced IMAP path is the directory where the IMAP mail server stores mail. **Note:** An error message that says the account is not accessible, means the email address is incorrectly entered, the mail server is not available, or the domain name is invalid.
Current Remote Mailboxes	
Current Remote Mailboxes:	Allows the deletion of any remote mailboxes.

Send Email

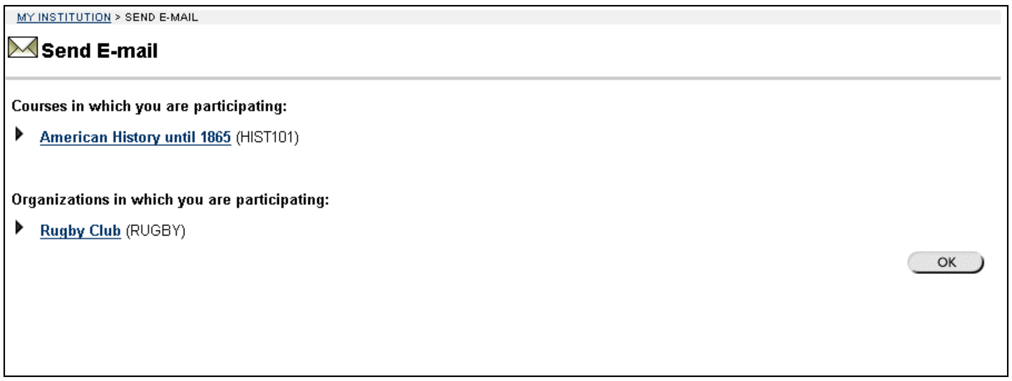
Send Email

Overview

Users access email functions for specific courses and organizations through the Send Email page. Users are able to send messages to other course or organization participants.

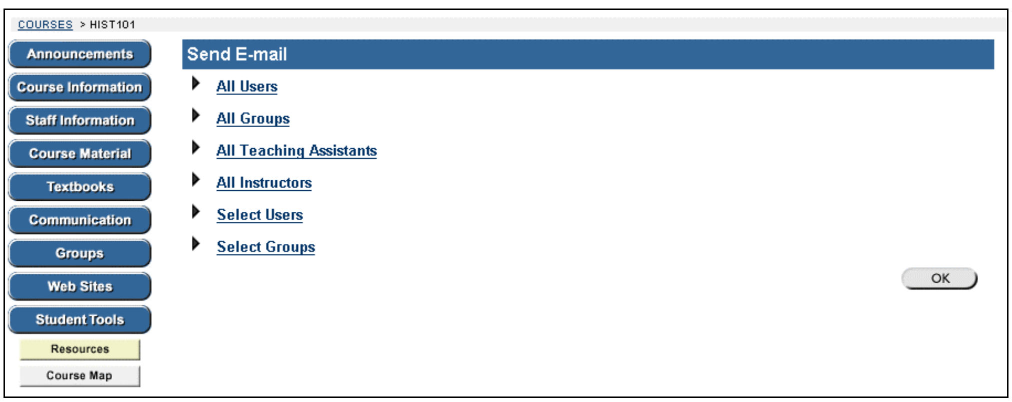
Send Email page

Click **Send Email** from the Tools box on the My Institution area. The Send Email page will appear as shown below. Click on a course or organization to access the Send Email tool for that course or organization.



Send Email tool

Click a course or organization and the Send Email tool for that course or organization will appear as shown below.



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Send Email, continued

Available functions

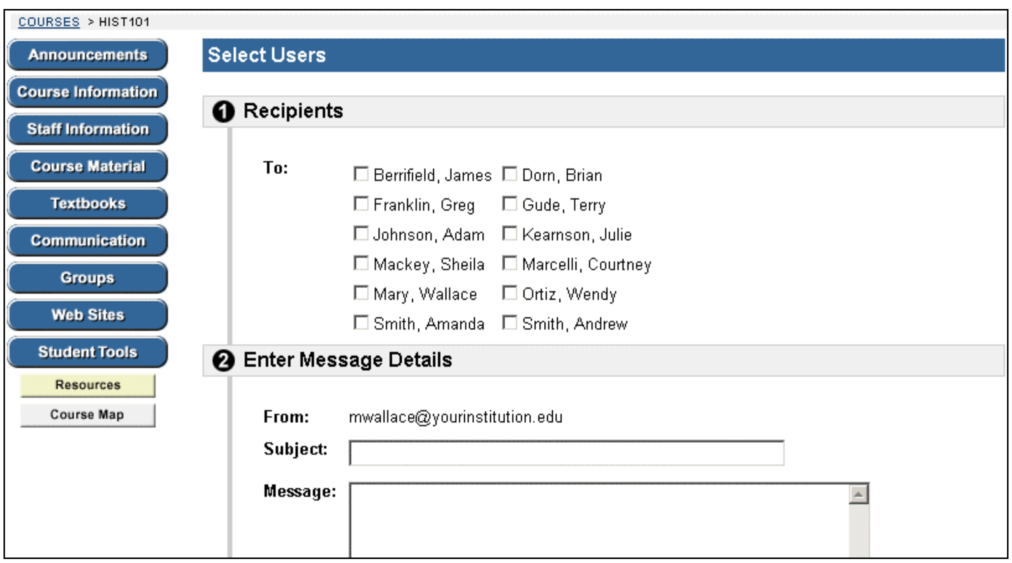
The following functions are available from the Send email page.

- **All Users**: Sends email to all users in the course or organization.
- **All Groups**: Sends email to all of the groups in a specified course or organization.
- **All Teaching Assistants**: Sends email to all of the teaching assistants in a specified course.
- **All Instructors**: Sends email to all of the instructors for a specified course.
- **Select Users**: Sends email to a single user or select users in a specified course.
- **Select Groups**: Send email to a single group or select groups in a course.

Send Email – All Users

Click **All** Users and the Send email page will appear as shown below.

Note: To minimize the distraction of long lists of To: addresses, and to make the re-use of the address lists more difficult for potential spammers all destination addresses are placed into the mail message's Bcc: (Blind Carbon Copy) field upon receipt.



Continued on next page

Send Email, continued

Entry fields

The table below details the entry fields on the Send Email page.

Select Students	
To:	Select the users to receive the message.
From:	The user's email address will automatically be displayed in this field.
Subject:	Enter the subject of the email.
Message:	Enter the email message.
Select Message Options	
Copy of message to self:	Click the check box to send a copy of the message to the sender.
Add Attachments	
Add:	Click here to add attachments.

User Directory

User Directory

Overview

Users can list and contact via email system users through the User Directory. A search function at the top of the page creates a list of users. From the list, a user can click on a listed user's email address to send a message.

Users will only appear in the User Directory if they indicate that they wish to be included from the Set Privacy Options page.

User Directory page

Click **User Directory** from the Tools box on the My Institution area. The User Directory page will appear.

Search the User Directory

The User Directory contains a search function at the top of the page. User can search using different variables selected from the search tabs. The following search tabs are available on the User Directory page:

- Search: Click **Last Name** or **User Name** and enter a value. The search function will create a list of users with that last name or user name.
- A-Z, 0-9: Click the letter or number that represents the first character of a last name. The search function will create a list of all users with a last name that begins with that character.

Address Book

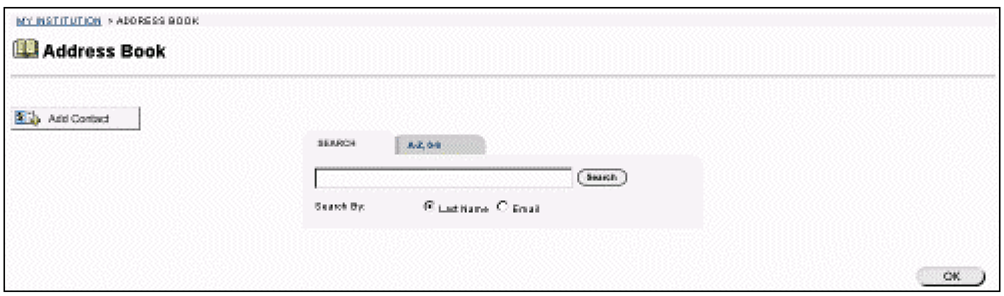
Address Book

Overview

Users store contact information in the Address Book. The Address Book is empty until the user enters contacts. Users must enter in a profile for anyone they wish to add to their address book, even if the contact is a system user.

Address Book page

Click **Address Book** from the Tools box on the My Institution area. The Address Book page will appear as shown below.



Search the Address Book

The Address Book contains a search function at the top of the page. User can search using different variables selected from the search tabs. The following search tabs are available on the Address Book page:

- Search: Click **Last Name** or **User Name** and enter a value. The search function will create a list of contacts with that last name or user name.
- A-Z, 0-9: Click the letter or number that represents the first character of a last name. The search function will create a list of all contacts with a last name that begins with that character.

Available functions

To use the functions available on the Address Book page, follow the table below.

To . . .	click . . .
create a contact and adding it to the Address Book	**Add Contact**. The Add Profile page will appear.
modify a contact	**Modify** for a contact.
remove a contact	**Remove** for a contact. This action is irreversible.

Add or Modify Contact

Overview

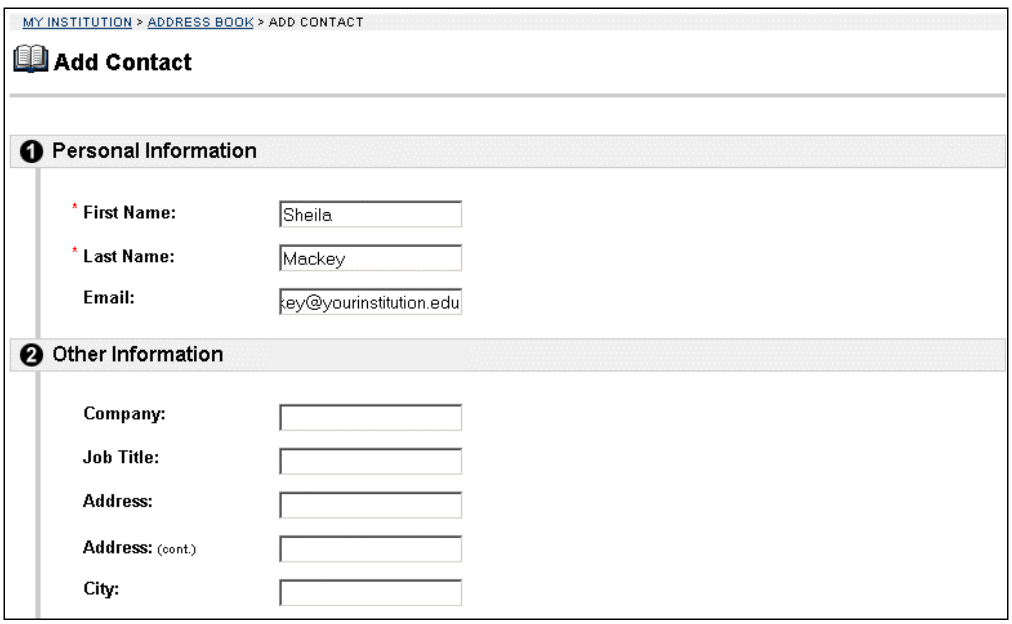
Users create contact profiles for their Address Book from the Add Contact page. Users can create profiles for any contact, including contacts outside of the institution.

The Modify Contact page contains the same fields as the Add contact page. To Modify a contact, click **Modify** for a contact and edit the profile on the Modify Contact page.

Important: The user must create a profile for each contact, even those contacts that are also system users.

Add Contact page

Click **Add Contact** from the Address Book page. The Add Contact page will appear as shown below.



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Add or Modify Contact, continued

Add Contact fields

The table below details the entry fields on the Add Contact page.

Personal Information	
First Name:	Enter the contact's first name. This field is required.
Middle Name:	Enter the contact's middle name.
Last Name:	Enter the contact's last name. This field is required.
Title	Enter the contact's title.
Email:	Enter the contact's email address.
Other Information	
Company:	Enter the contact's company.
Department:	Enter the contact's department.
Job Title:	Enter the contact's job title.
Address:	Enter the contact's address.
Address: (cont.)	Enter any additional address information.
City:	Enter the contact's city.
State/Province:	Enter the contact's state or province.
ZIP/Postal Code:	Enter the contact's ZIP code or postal code.
Country:	Enter the contact's country.
Web Site:	Enter the URL of the contact's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone:	Enter the home phone number of the contact. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the contact. The phone number will display exactly as entered.
Work Fax:	Enter the fax of the contact. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the contact. The phone number will display exactly as entered.

Personal Information

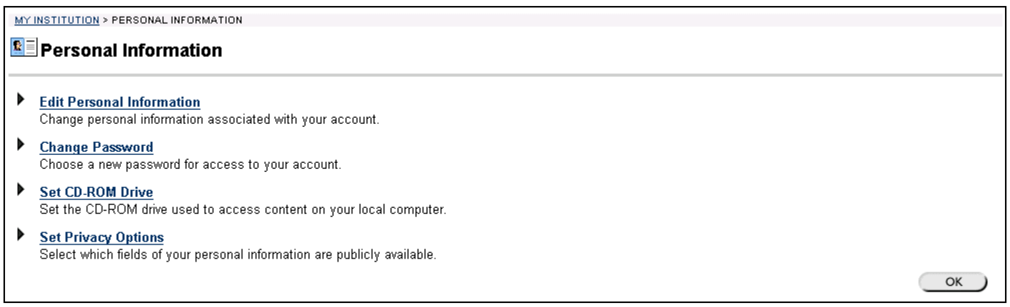
Personal Information

Overview

Users manage personal data and privacy settings from the Personal Information page. Users can edit their account profile, change their password, identify a CD-ROM drive to Blackboard 5, and define privacy settings.

Personal Information

Click **Personal Information** from the Tools box on the My Institution area. The Personal Information page will appear as shown below.



Available functions

The following functions are available from the Personal Information page:

- **Edit Personal Information**
  Make changes to the account profile.
- **Change Password**
  Change the password associated with the user name.
- **Set CD-ROM Drive**
  Identify a CD-ROM drive to Blackboard. This must be done during each session that the user uploads material to Blackboard 5.
- **Set Privacy Options**
  Choose the information from the account profile that other users can view.

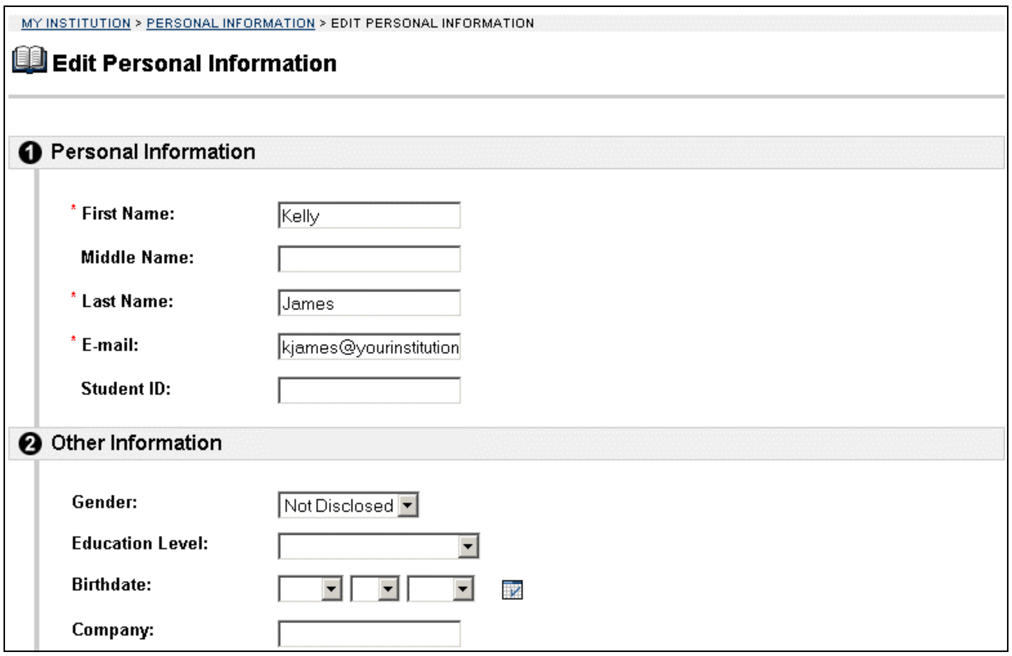
Edit Personal Information

Overview

Users control the information that appears in their account profile from the Edit Personal Information page. Users can change the values in fields, populate empty fields, or remove information from fields.

Edit Your Information page

Click **Edit Personal Information** from the Personal Information page. The Edit Personal Information page will appear as shown below.



Continued on next page

Edit Personal Information, continued

Edit Your Information fields

The table below details the entry fields on the Edit Personal Information page.

Personal Information	
First Name:	Edit first name. This field is required.
Middle Name:	Edit middle name.
Last Name:	Edit last name. This field is required.
Email:	Edit email address. This field is required.
Student ID:	Edit student ID as defined by the institution.
Other Information	
Gender:	Edit gender.
Education Level:	Edit education level.
Birthday:	Select birthday by clicking on the drop-down arrow and selecting date values or click the icon to select a date from the calendar interface.
Company:	Edit company.
Department:	Edit department.
Job Title:	Edit job title.
Address:	Edit address.
Address: (cont.)	Edit any additional address information.
City:	Edit city.
State/Province:	Edit state or province.
Zip/Postal Code:	Edit ZIP code or postal code.
Country:	Edit country.
Web Site:	Edit the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone:	Edit the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Edit the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Edit the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Edit the mobile phone of the user. The phone number will display exactly as entered.

Change Password

Overview

Users manage their account passwords from the Change Password page. Each user must enter a user name and password to enter the system.

Hint: It is recommended that users change their passwords periodically to ensure security.

Change Your Password page

Click **Change Password** from the Personal Information page. The Change Password page will appear as shown below.

Change Your Password fields

The table below details the entry fields on the Create Task or Modify Task page.

Reset Password	
Password:	Enter a new password for the user's account. The password must be at least 1 character and contain no spaces or special characters. This field is required.
Verify Password:	Enter the user's password again to ensure accuracy. This field is required.

Set CD-ROM Drive

Overview

Users identify the CD-ROM drive location on the current workstation to Blackboard 5 from the Set CD-ROM Drive page. The CD-ROM drive must be identified to Blackboard 5 before files can be uploaded from a CD-ROM to Blackboard 5.

Set CD-ROM Drive page

Click **Set CD-ROM Drive** from the Personal Information. The Set CD-ROM Drive page will appear as shown below.

Set CD-ROM Drive fields

The table below details the entry fields on the Set CD-ROM Drive page.

CD-ROM Drive Information	
CD-ROM for PC:	Click the drop-down arrow and select the drive letter that maps to the CD-ROM drive from the list.
CD-ROM for MAC:	Enter the CD-ROM drive location.

Set Privacy Options

Overview

Users manage their profile in the User Directory from the Set Privacy Options page. Users must choose to make information available through the User Directory and what information will be displayed. The default setting excludes the user profile from the User Directory.

Set Privacy Options page

Click **Set Privacy Options** from the Personal Information page. The Set Privacy Options page will appear as shown below.

Select Privacy Options fields

The table below details the entry fields on the Select Privacy Options page.

User Directory Status	
Make information available to public	Select this check box to make information available to other users through the User Directory.
Contact Information	
Email address	Select this check box to make the email address available to other users through the User Directory.
Address	Select this check box to make address information available to other users through the User Directory.
Work Information	Select this check box to make work information available to other users through the User Directory.
Additional Contact Information	Select this check box to make additional contact information available to other users through the User Directory.

Chapter 3—Content Areas

Introduction

Introduction

The Content Areas section of the Instructor Control Panel manages the information, materials, assignments, and assessments used in the course. The Content Areas allows instructors to:

- Post course documents, staff information, assignments, announcements, assessments and more.
- Incorporate text, spreadsheet, slideshow, and graphics files; audio and video clips; and interactive simulations.
- Create sequential Learning Units.

There are six areas available to instructors for posting content. The Announcements and Staff Information areas hold specific information. The other four areas can contain a variety of learning materials.

Note: Instructors can set the name of content areas from the Area Availability page.

Content Areas

Content Areas functions are found in the top left portion of the Instructor Control Panel.

In this chapter

This chapter includes information on the following functions available from the Content Areas section of the Instructor Control Panel:

- **Announcements**
- **Staff Information**
- **Course Content Areas**
- **Learning Units**

Announcements Page

Overview

Announcements post timely information critical to course success. The instructor can add, modify, and remove announcements from the Announcements page. This is an ideal place to post time-sensitive material such as:

- When assignments are due
- Changes in the syllabus
- Corrections/Clarifications of materials
- Exam schedules

Announcements page

Click **Announcements** from the Content Areas section of the Instructor Control Panel to access the Announcements page.

Select a time period from the tabs to view specific announcements. View Last 7 Days is the default view on any Announcements Page.

Available functions

The functions available on this window are described in the table below.

To . . .	click . . .
add an announcement	**Add Announcement**. The Add Announcement page will appear.
modify an announcement	**Modify**. The Modify Announcement page will appear.
remove an announcement	**Remove**. A confirmation box will appear. Removing an announcement is irreversible.

Add or Modify Announcement

Overview

The Add Announcement page is used to add announcements to the course Web site. The announcements will appear in the order posted with the most recent announcements posted first. Instructors have the option to have the announcement posted to the My Institution area as well as the Course area.

Add or Modify Announcement page

Click **Add Announcement** or **Modify** to access the page shown below.

Continued on next page

Add or Modify Announcement, continued

Entry fields

The table below details the entry fields on the Add Announcement page.

Announcement Information	
Subject:	Enter a subject for the announcement.
Message:	Enter the announcement by either typing directly into the field or copy and paste text from another word processing document. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Options	
Always show this announcement on the course's main page.	Select **Yes** and the announcement will appear on the My Institution area. Select **No** and the announcement will only appear on the Course area.
Restrict dates to show this announcement	Check **Display After** and **Display Until** then select the range of dates that the announcement will appear. Select dates using the drop-down lists or click on the icon for a calendar interface. To display an announcement from a date forward, check **Display After** and select a date but do not check **Display Until**. To display an announcement from the current date until a future date, check **Display Until** and select a date but do not check **Display After**.

Staff Information

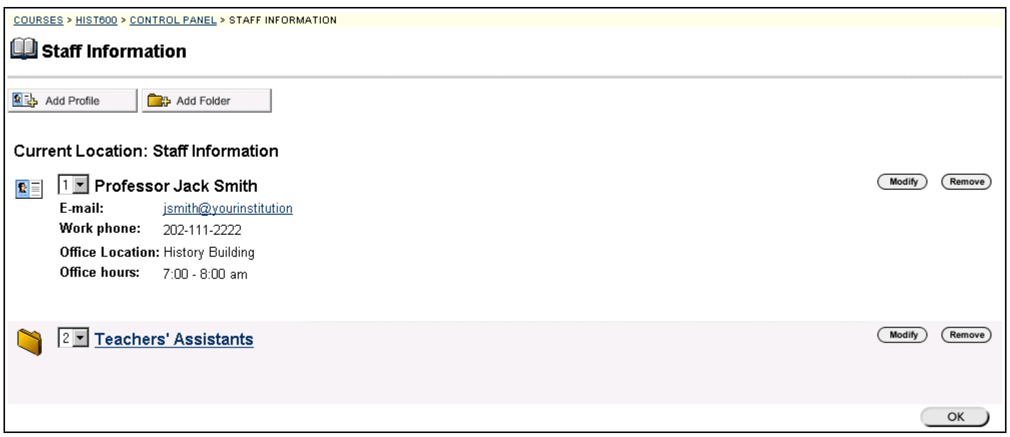
Staff Information Page

Overview

The Staff Information page allows instructors to post information about themselves, teaching assistants, and guest speakers. The page gives users a resource to look up names, email addresses, office hours, and photographs of course instructors.

Staff page

Click **Staff Information** from the Content Areas section of the Instructor Control Panel. The Staff Information page will appear as shown below.



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Staff Information Page, continued

Available functions

The functions available on this window are described in the table below.

To . . .	click . . .
add a staff profile	**Add Profile**. The Add Profile page will appear. On the Add Profile page information such as name, title, phone number, office hours, office location, photo, and personal link may be added.
add a new folder	**Add Folder**. The Add Folder page will appear. On the Add Folder page new folders may be created to group similar information together.
modify a profile	**Modify**. The Modify Profile page will appear. On the Modify Profile page information such as name, title, phone number, office hours, office location, optional photo and optional personal link, may be updated.
modify a folder	**Modify**. The Modify Folder page will appear.
remove an item or folder	**Remove**. A warning pop-up window appears. Click **Ok**. **Warning:** Removing a staff profile or folder is irreversible.
order content items	the drop-down arrow and select a number. The items will appear on the Staff Information page in the order selected.

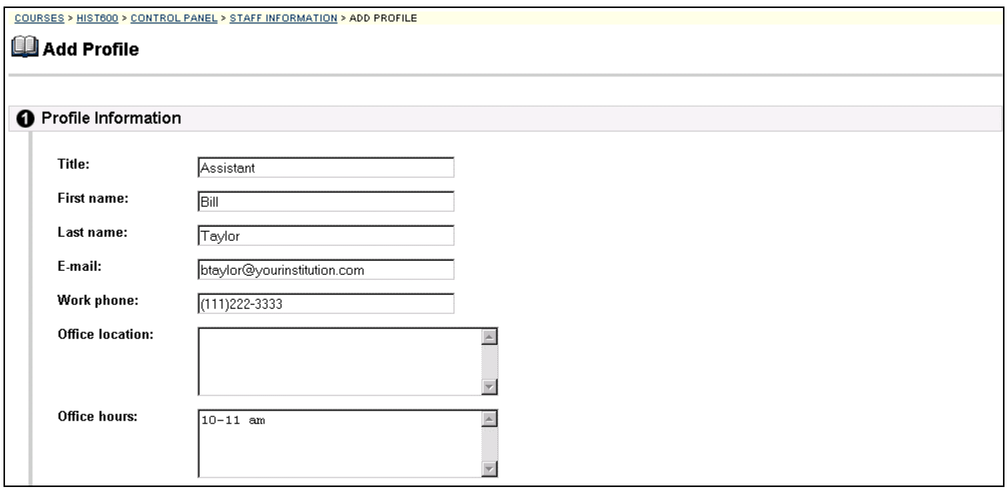
Add or Modify Profile

Overview

Profiles may be added or modified by accessing the Add Profile or Modify Profile page. The fields on the Add Profile page and Modify Profile page are the same. The Add Profile page and Modify Profile page function in a similar manner. The difference being, the Add Profile page opens with empty fields while the Modify Profile page opens with populated fields.

Add Profile or Modify Profile

Click **Add Profile** from the Staff Information page. The Add Profile page will appear as shown below. To modify a profile, click **Modify**. The Modify Profile page will appear.



Continued on next page

Add or Modify Profile, continued

Entry fields

The table below details the entry fields on the Add Profile or Modify Profile page.

Profile Information	
Title:	Enter the staff member's title.
First Name:	Enter the staff member's first name.
Last Name:	Enter the staff member's last name.
Email:	Enter the staff member's email address.
Work Phone:	Enter the staff member's work phone.
Office Location:	Enter the staff member's office location.
Office Hours:	Enter the staff member's office hours.
Notes:	Enter any additional information about the staff member.
Options	
Profile image:	Upload the staff member's image by clicking on the browse button.
Personal link:	Enter the URL for the staff member's home page. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com.
Do you want to make item visible:	Select **Yes** or **No** to make the staff member's image visible.

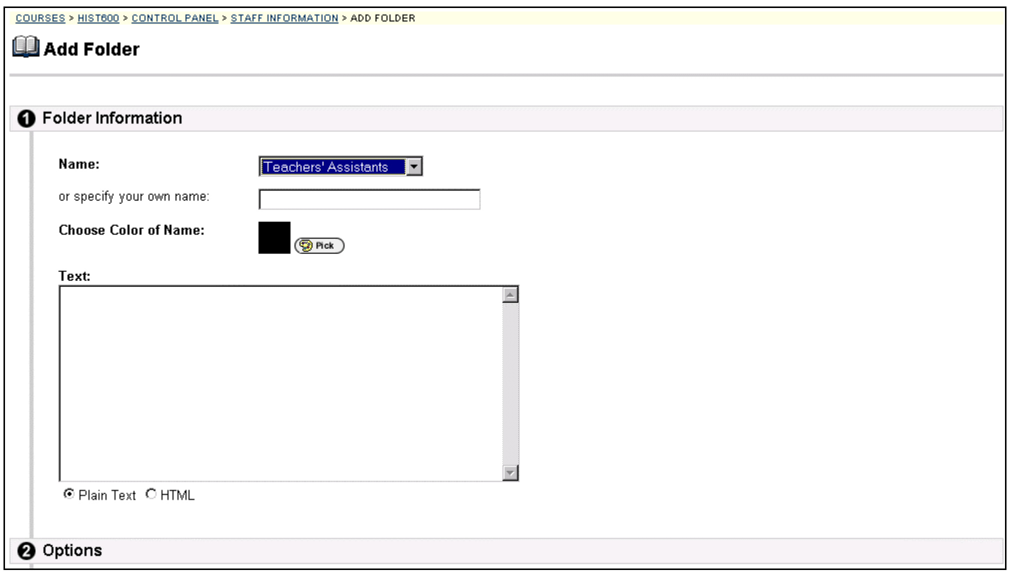
Add or Modify Folder

Overview

Folders may be added or modified by accessing the Add Folder page or Modify Folder page. The fields on the Add Folder page and Modify Folder page are the same. The Add Folder page and Modify Folder page function in a similar manner. The difference being, the Add Folder page opens with empty fields while the Modify Folder page opens with populated fields.

Add Folder page

Click **Add Folder** from the Staff Information page. The Add Folder page will appear as shown. To modify a folder, click **Modify**. The Modify Folder page will appear as shown below.



Continued on next page

Add or Modify Folder, continued

Entry fields

The table below details the entry fields on the Add Folder or Modify Folder page.

<table>
<tr><th colspan="2">Folder Information</th></tr>
<tr><td>Name:</td><td>Select a folder name from the drop-down list.</td></tr>
<tr><td>Or, specify your own name:</td><td>Enter a name for the folder if one of the provided folder names is not suitable.</td></tr>
<tr><td>Choose color of name:</td><td>Click Pick to select color for the folder name display. Blackboard 5 allows the instructor to select from 216 different colors to customize the color of the folder.</td></tr>
<tr><td>Text:</td><td>Enter a description of the folder. Select a text type for the description from the following options:
Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.
Plain text: Displays text as written.
HTML: Displays text as coded using HTML tags.</td></tr>
<tr><th colspan="2">Options</th></tr>
<tr><td>Do you want to make folder visible:</td><td>Click Yes or No to indicate whether or not the folder is to be available to students. Instructors and staff members can still access the information in the folder by going through the Instructor Control Panel.</td></tr>
</table>

Course Content

Course Content Areas

Overview

Course content areas are configured to meet the needs of the course. While the instructor has almost complete control over the content areas through the Instructor Control Panel, it should be noted that the system administrator is able to set defaults and overrides that define the names and availability of content areas in each course.

Define content areas

To name and set the availability of content areas, use the **Area Availability** feature listed under Course Settings.

Common content areas

The following are examples of some of the more common uses for content areas:

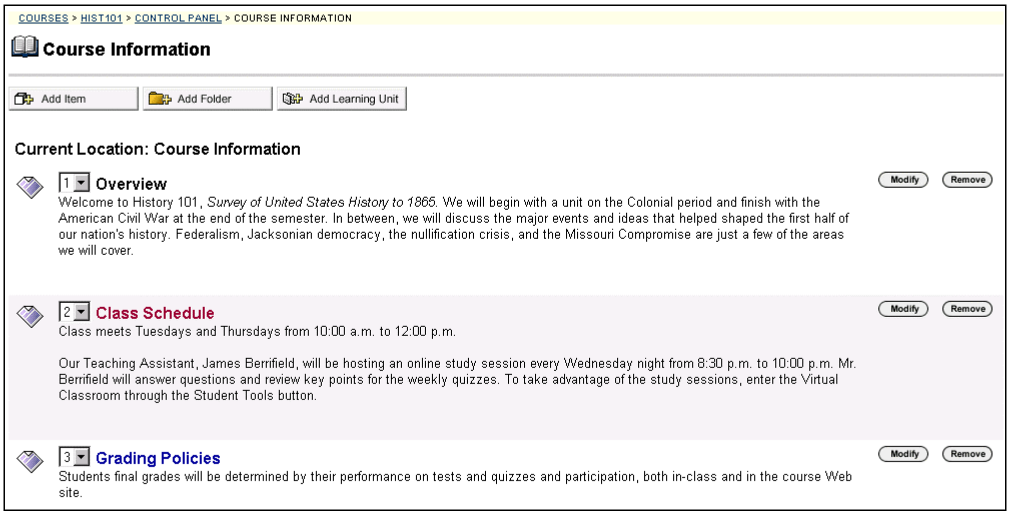
- Course Information: Course Information displays descriptive materials about the course such as the course syllabus and course objectives.
- Course Documents: Course Documents can be used to organize learning materials and lesson aids.
- Assignments: Assignments lists the due date and description for class work. The instructor posts assignments and can modify the task and due date from the Assignments page.
- Books: Instructors post recommended reading lists, useful articles, and other similar material in the Books area.
- External Links: The External Links content area provides a page to reference Web sites useful for a course. This can be used to guide students on virtual field trips to Web sites containing relevant information, research, reports, and data.

Continued on next page

Course Content Areas, continued

Content area pages

Click a link from the Content Areas section of the Instructor Control Panel. A page similar to the one below will appear. Please note that folders can be nested inside of other folders within a content area. When clicking on a folder, a new page will appear with the contents of that folder and the same options to add, modify, or remove content, folders, Learning Units, or links.



Assessments in content areas

It is possible to add an assessment to any content area from the Set Availability page. If the time-release dates of an assessment are changed from within the content area, be sure to also change the time-release date of the associated announcement.

Continued on next page

Course Content Areas, continued

Available functions

The functions available on this window are described in the table below.

To . . .	click . . .
add content	**Add Item**. The Add Content page will appear. On the Add Content page text can be entered and files attached.
add or modify a folder	**Add Folder**. The Add Folder page will appear. On the Add Folder page new folders may be created to group similar information together.
add a Learning Unit	Add Learning Unit. The Add Learning Unit page will appear.
Add a Link	**Add Item.** In the External Links content area, clicking Add Item will open the Add Link page. Add a URL link and description of a Web site from this page. Please note that URLs may also be entered when adding content by selecting Smart Text or HTML when entering text.
modify an item, folder, or Learning Unit	**Modify**. The Modify page will appear. On the Modify Item page the item name and text may be changed, files and links may be modified or removed, and the options may be changed.
remove an item, folder, or Learning Unit	**Remove**. A warning pop-up window will appear. Removing an item or folder is irreversible.
order content	the drop-down arrow and select a number. Content will appear to students in the order selected.

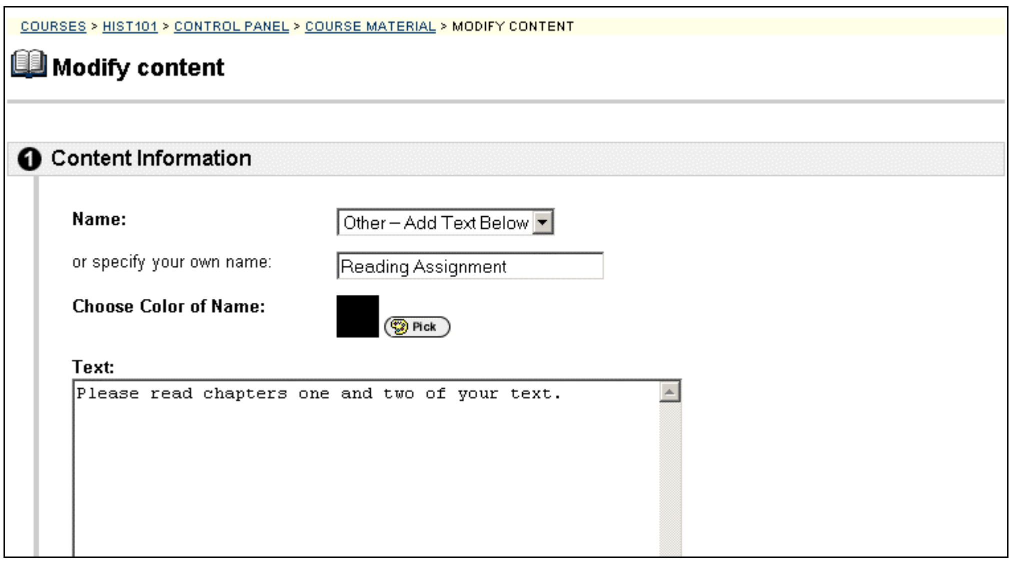
Add or Modify Content

Overview

Items may be added or modified by accessing the Add Item page or Modify Item page. The fields on the Add Item page and Modify Item page are the same. The Add Item page and Modify Item page function in a similar manner. The difference being, the Add Item page opens with empty fields while the Modify Item page opens with populated fields.

Add Content or Modify Content page

Click **Add Item** or **Modify** on a content area page to access the page shown below.



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Add or Modify Content, continued

Entry fields

Options to create a link, display a media file, or unpackage a file are offered on this page. If the Display a media file within the page or Unpackage this file option is selected, it must be an application recognizable by Blackboard 5. If it is not, Blackboard 5 will automatically create a link to the file. If a Name of Link to File is entered, Backboard 5 will use that name for the link, otherwise the saved file name will be used.

Note: Blackboard 5 will delete any special characters and spaces when using the saved file name. For example, a file saved as Chapter 1 will appear as Chapter1.

The table below details the entry fields on the Add Item page.

Item Information	
Name:	Select a name that best describes the content that is being added.
Or, specify your own name:	Enter a customized name for the information being added.
Choose Color of Name:	Click **Pick** to select an alternate test color for the name of the item. The default color is black.
Text:	Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Item Attachments	
File to Attach:	Enter the file path or click **Browse** to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the Special Action field.

Continued on next page

Add or Modify Content, continued

Item Information (continued)

Item Attachments	
Name of Link to File:	Enter the name of the link that students click to access the attached file.
Special Action:	Select the special action for the link from the following options: • Create a link to this file: Selecting this option attaches the file to the Blackboard document. A link is automatically inserted below the document title to access the file. • Display media file within the page: Selecting this option embeds certain kinds of media within the page itself instead of creating a link. • Unpackage this file: Selecting this option indicates to the system that the file must be unpackaged before displaying. If the file format is not one of the supported digital media formats, the Display media file within the page feature will default instead to the Create a link to this file feature. Supported digital media formats are: • Graphics: GIF and JPEG • Video: MPEG, Quicktime, AVI • Audio: WAV and AIFF Multimedia: Shockwave Flash
Current Attached Files:	The attached files are listed here.

Continued on next page

Add or Modify Content, continued

Item Information (continued)

Options	
Do you want to add offline content?	Select **Yes** or **No** to indicate that offline content is allowed or not allowed.
Do you want to track the number of views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report about the number of times Select **No** to indicate that the number of time this page is accessed is not to be tracked.
Do you want to add Meta-Data?	Select **Yes** or **No** to indicate if meta-data is to be used. Meta-data is data about the added item, such as ownership, resource format, and copyright information.
Choose date restrictions	Check **Display After** and **Display Until** then select the range of dates that the content will appear. Select dates using the drop-down lists or click on the icon for a calendar interface. To display content from a date forward, check **Display After** and select a date but do not check **Display Until**. To display content from the current date until a future date, check **Display Until** and select a date but do not check **Display After**.
Do you want to make item visible?	Select **Yes** to indicate that the item is to be available for viewing when a user accesses the Course Information page. Select **No** to indicate that the item is not to be available.

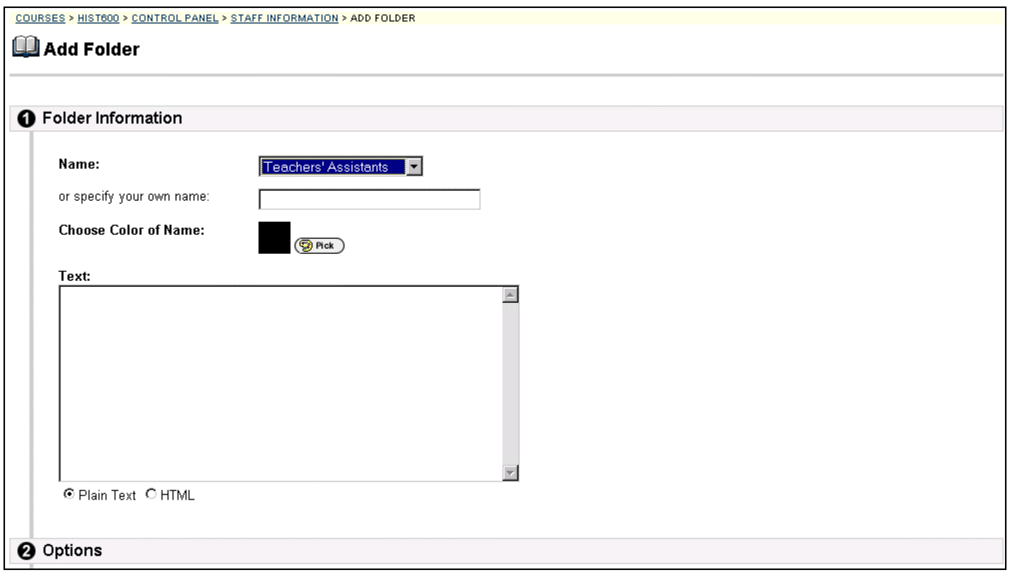
Add or Modify Folder

Overview

Folders may be added or modified by accessing the Add Folder page or Modify Folder page. The fields on the Add Folder page and Modify Folder page are the same. The Add Folder page and Modify Folder page function in a similar manner. The difference being, the Add Folder page opens with empty fields while the Modify Folder page opens with populated fields.

Add Folder page

Click **Add Folder** from the Staff Information page. The Add Folder page will appear as shown. To modify a folder, click **Modify**. The Modify Folder page will appear as shown below.



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Add or Modify Folder, continued

Entry fields

The table below details the entry fields on the Add Folder or Modify Folder page.

Folder Information	
Name:	Select a folder name from the drop-down list.
Or, specify your own name:	Enter a name for the folder if one of the provided folder names is not suitable.
Choose color of name:	Click **Pick** to select color for the folder name display. Blackboard 5 allows the instructor to select from 216 different colors to customize the color of the folder.
Text:	Enter a description of the folder. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Options	
Do you want to make folder visible:	Click **Yes** or **No** to indicate whether or not the folder is to be available to students. Instructors and staff members can still access the information in the folder by going through the Instructor Control Panel.

Add or Modify Link

Overview

Links may be added or modified by accessing the Add Link page or Modify Link page. The fields on the Add Link page and Modify Link page are the same. The Add Link page and Modify Link page function in a similar manner. The difference being, the Add Link page opens with empty fields while the Modify Link page opens with populated fields.

Add Link page

Click **Add Link** from the External Links page. The Add Link page will appear as shown. To modify a link, click **Modify**. The Modify Link page will appear.

Continued on next page

Add or Modify Link, continued

Entry fields

The table below details the entry fields on the Add Link or Modify Link page.

Item Information	
Name:	Select a folder name from the drop-down list.
URL:	Enter the Web address to the link. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Description:	Enter a description of the folder. Select a text type for the description from the following options: • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Options	
Launch item in external window:	Select **Yes** to have the Web site open as a new separate window. Select **No** to have the Web site open on the same window.
Do you want to make item visible:	Click **Yes** to have the link appear on the External Links page. Click **No** so that the link will not appear on the External Links page.

Learning Units

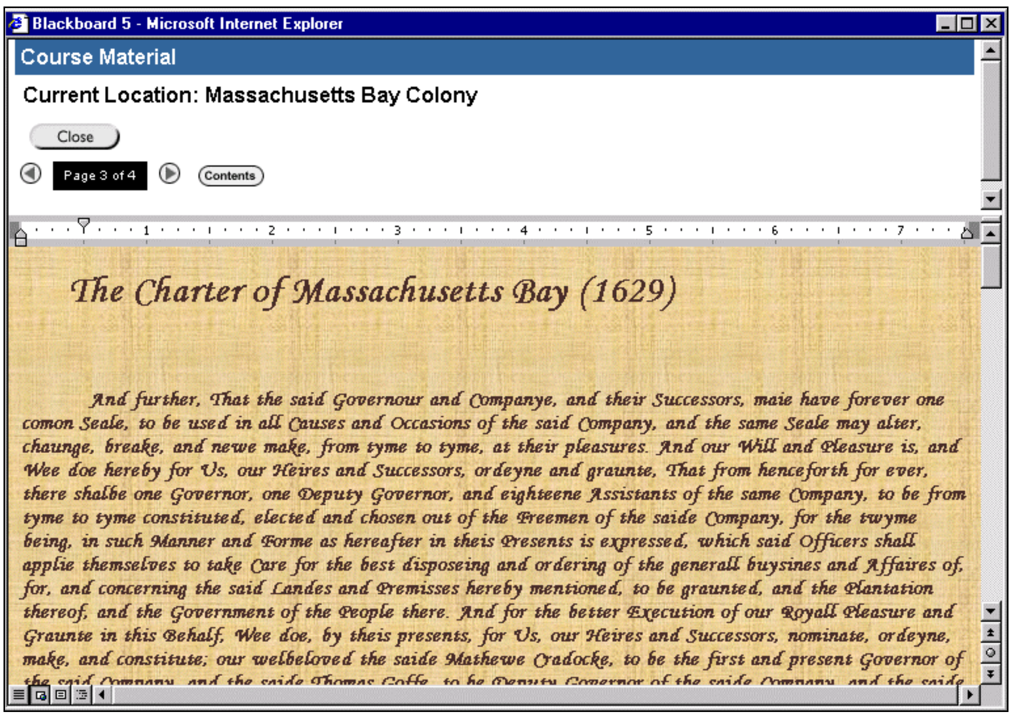
Learning Units

Overview

Blackboard Learning Units enable the instructor to set a structured path for progressing through the content within a course. Instructors will find that the development of self-paced learning is intuitive with Blackboard Learning Units. Students can now access content, including assessments, in a sequential order. The instructor may either allow students to access content nonlinearly within a Learning Unit or enforce a sequential path.

Learning Unit

Learning Units can be set to open in a separate window as shown below or within the main frame of the course.



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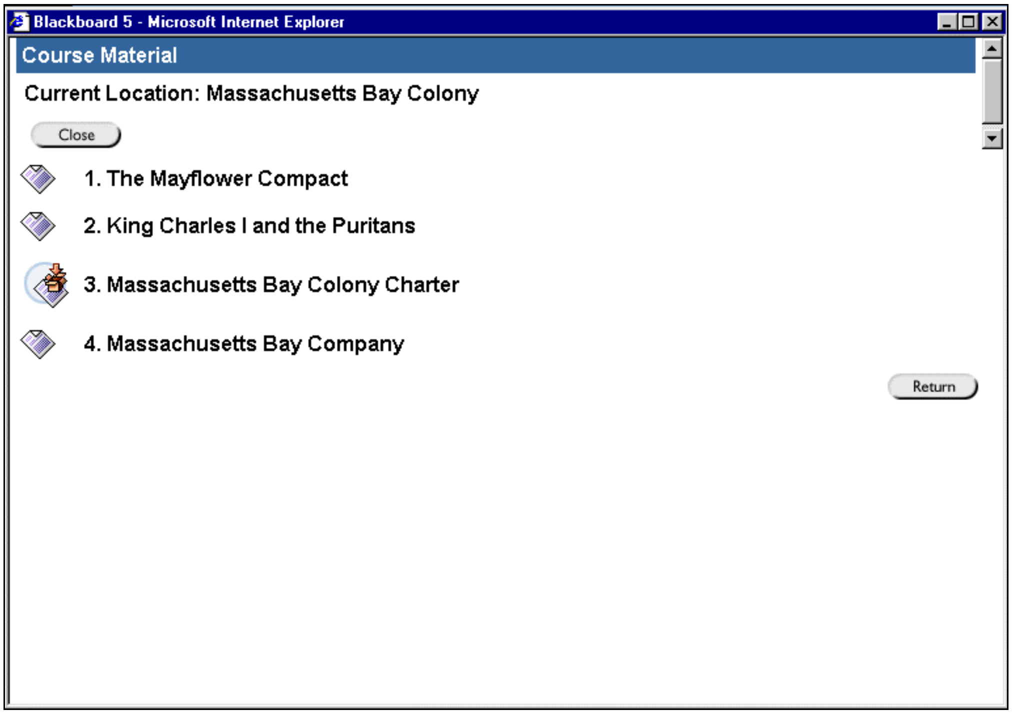
Learning Units, continued

Navigating within a Learning Unit

Click the arrows to the left and right of the page number to move a page forward or a page backward. Click **Close** to exit the Learning Unit and **Contents** to bring up the page shown below. If the student has non-sequential access to all pages within the Learning unit, they may click to a particular page.



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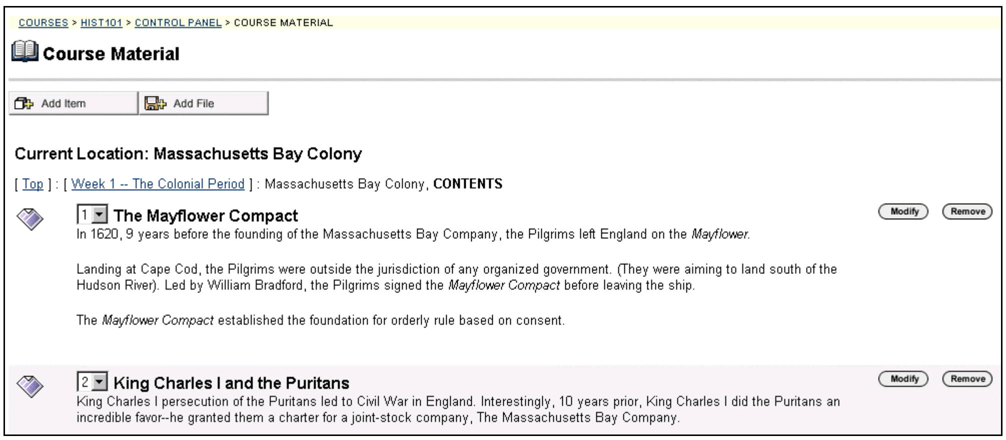
Learning Units, continued

Adding and modifying content within a Learning Unit

Learning Unit content is managed in much the same way as the information that appears in content areas. Items and files may be added, arranged, and modified to create a sequential learning path. In addition, assessments can be added to a Learning Unit through the Manage Assessments feature.

The page below is an example of a Learning Unit as viewed through the Instructor Control Panel. Note that Learning Units cannot contain folders.



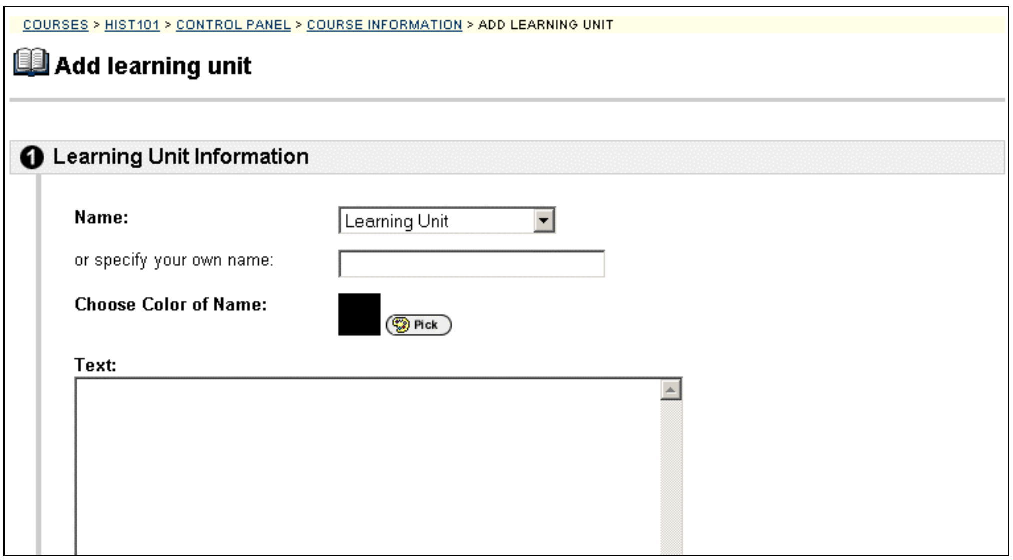
Add a Learning Unit

Overview

Learning Units may be added to any content area with the exception of Announcements, Staff Information, and External Links. Students access Learning Units by clicking on a link within the content area. Once added, a Learning Unit can be modified like any other item within a content area.

Add or Modify a Learning Unit

Click **Add Learning Unit** or **Modify** from a content area page to access the page shown below.



Continued on next page

Add a Learning Unit, continued

Entry fields

The table below details the entry fields on the Add Learning Unit page.

Learning Unit Information	
Name:	Select a name from the drop-down list.
Or, specify your own name:	Enter a name for the folder if one of the provided names is not suitable.
Choose color of name:	Click **Pick** to select color for the Learning Unit name display. Blackboard 5 allows the instructor to select from 216 different colors to customize the color of the name.
Text:	Enter a description of the Learning Unit. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags.

Continued on next page

Add a Learning Unit, continued

Entry fields (continued)

Options	
Do you want to enforce sequential viewing of the Learning Unit?	Click **Yes** and students will view the Learning Unit in the order listed. Students will not be able to advance to a page without having viewed the previous page. Click **No** and students will be able to view the pages in the Learning Unit in any order simply by navigating through the contents.
Do you want the Learning Unit to open in a new window?	Select **Yes** to have the Learning Unit open as a new, separate window. Select **No** to have the Learning Unit open on the same window.
Choose Date Restrictions	Check **Display After** and **Display Until** then select the range of dates that the Learning Unit will appear. Select dates using the drop-down lists or click on the icon for a calendar interface. To display the Learning Unit from a date forward, check **Display After** and select a date but do not check **Display Until**. To display the Learning Unit from the current date until a future date, check **Display Until** and select a date but do not check **Display After**.
Do you want to make the Learning Unit visible:	Click **Yes** or **No** to indicate whether or not the Learning Unit is to be available to students. Instructors and staff members can still access the information in the folder by going through the Instructor Control Panel.

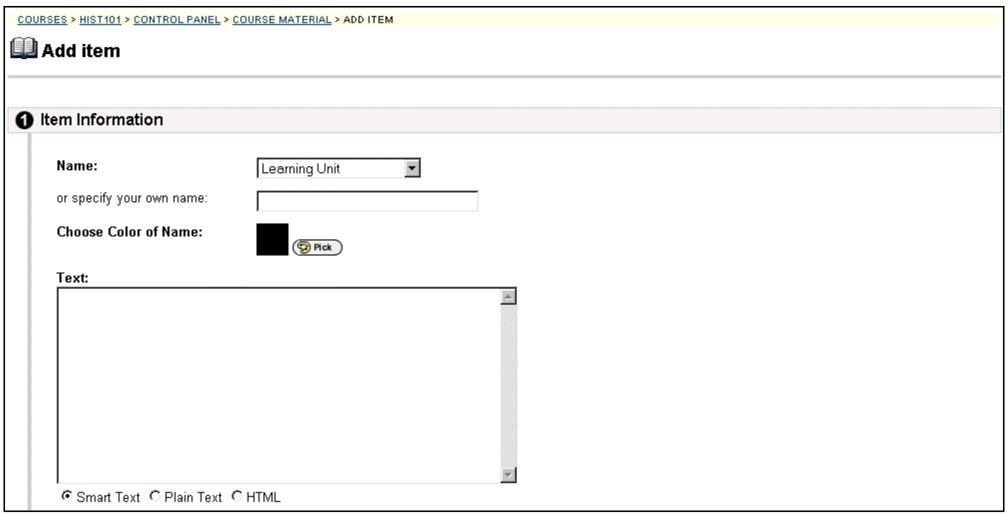
Add an Item to a Learning Unit

Overview

Items added to a Learning Unit appear much the same as content appears within a course content area. Text can be entered or supplemented with attached files. Attached files will, by default, open via a link displayed with the item. Image, audio, and video files can be set to display within the item and packaged files can be unpacked and displayed when the link is clicked.

Add Item page

Click Add Item from within the Learning Unit.



Continued on next page

Add an Item to a Learning Unit, continued

Entry fields

The table below details the entry fields on the Add or Modify Item page

Item Information	
Name:	Select a name that best describes the content that is being added.
Or, specify your own name:	Enter a customized name for the information being added.
Choose Color of Name:	Click **Pick** to select an alternate test color for the name of the item. The default color is black.
Text:	Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.

Continued on next page

Add an Item to a Learning Unit, continued

Item Information (continued)

Item Attachments	
File to Attach:	Enter the file path or click **Browse** to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the Special Action field.
Name of Link to File:	Enter the name of the link that students click to access the attached file.
Special Action:	Select the special action for the link from the following options: • Create a link to this file: Selecting this option attaches the file to the Blackboard document. A link is automatically inserted below the document title to access the file. • Display media file within the page: Selecting this option embeds certain kinds of media within the page itself instead of creating a link. • Unpackage this file: Selecting this option indicates to the system that the file must be unpackaged before displaying. If the file format is not one of the supported digital media formats, the Display media file within the page feature will default instead to the Create a link to this file feature. Supported digital media formats are: • Graphics: GIF and JPEG • Video: MPEG, Quicktime, AVI • Audio: WAV and AIFF • Multimedia: Shockwave Flash
Current Attached Files:	The attached files are listed here.

Continued on next page

Add an Item to a Learning UnitItem, continued

Item Information (continued)

Options	
Do you want to add offline content?	Select **Yes** or **No** to indicate that offline content is allowed or not allowed.
Do you want to track the number of views?	Select **Yes** to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report about the number of times Select **No** to indicate that the number of time this page is accessed is not to be tracked.
Do you want to add Meta-Data?	Select **Yes** or **No** to indicate if meta-data is to be used. Meta-data is data about the added item, such as ownership, resource format, and copyright information.

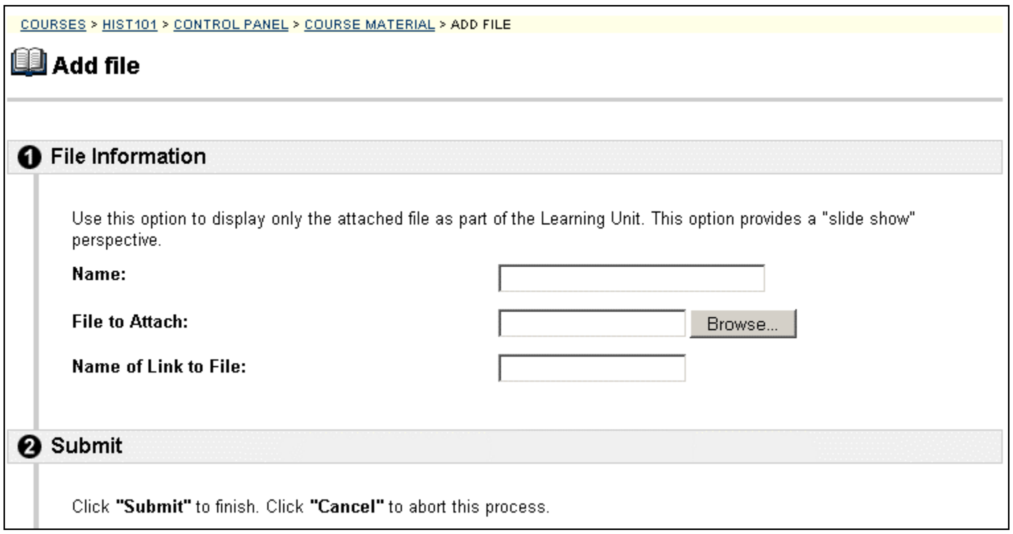
Add a File to a Learning Unit

Overview

Files added to a Learning Unit open as a page within the Learning Unit. Adding files allows students to view content as a slideshow, without having to click a link to open content.

Add or Modify a file page

Click **Add File** or **Modify** to access the page shown below.



Entry fields

The table below details the entry fields on the Add File page. The Modify File page includes a remove feature to replace a file.

File Information	
Name:	Select a name that best describes the file that is being added. This name will appear in the Learning Units contents.
File to Attach:	Enter the path to the file.
Name of Link to File:	Enter a name for the link. This text will appear within the Learning Unit folder to the instructor but will not appear to students.

Chapter 4 - Course Tools

Introduction

Overview

The Course Tools contains communication and collaboration tools that enhance interaction between students and instructors with asynchronous discussion boards and synchronous chat tools. The tools allow users to:

- interact and learn from each other with threaded discussion boards,
- manage online discussions such as sort messages by author, date and/or title, collect all messages in a printer-friendly format, and archive discussions at any time,
- share documents as discussion board attachments or through the Digital Dropbox,
- hold virtual office hours or field trips through the updated Virtual Classroom™ environment with real time chat, whiteboard, and slide creation.

Course Tools

Course Tools are found in the center left portion of the Instructor Control Panel.

In this Section

This section includes information on the following functions available from Course Tools:

- Course Calendar
- Course Tasks
- Send Email
- Discussion Board
- Virtual Classroom
- Digital Dropbox

Course Calendar

Course Calendar Page

Overview

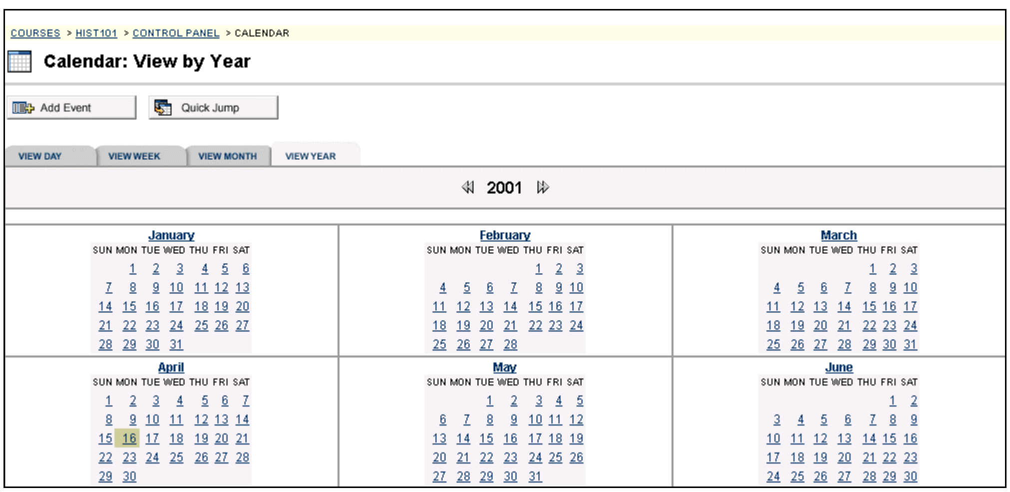
Instructors can use the calendar to indicate important course related events. The dates and events that appear on the Course Calendar are for all students registered in a specific course.

Suggested items to include in the calendar:

- Section Meetings
- Assignments Due
- Exams
- Guest Speakers

Calendar page

Click Course Calendar from the Course Tools box on the Instructor Control Panel. The Calendar page will appear as shown below. The default view shows the day's events, however, users may also select a weekly, monthly, or yearly view by clicking on the appropriate tab.



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Course Calendar Page, continued

Available functions

To use the functions available on the Calendar page, follow the table below.

To . . .	click . . .
create an event and add it to the calendar	**Add Event** to access the Add Event page.
view events for a specific date and time	**Quick Jump** to access the Quick Jump page. From here, select a date and time and the calendar will immediately display events for that time.
view events by day, week, or month	the tab to view events for the current day, current week, current month, or current year.
view previous or future events	the right arrow to view future events or left arrow to view previous events.
view event details	the calendar event to view details.
modify an event	**Modify** corresponding to an event to make changes.
Remove an event	**Remove** corresponding to an event to remove it from the calendar. This action is irreversible.

View Event

Click an event to view event details. The Calendar: View Event page will appear as shown below.

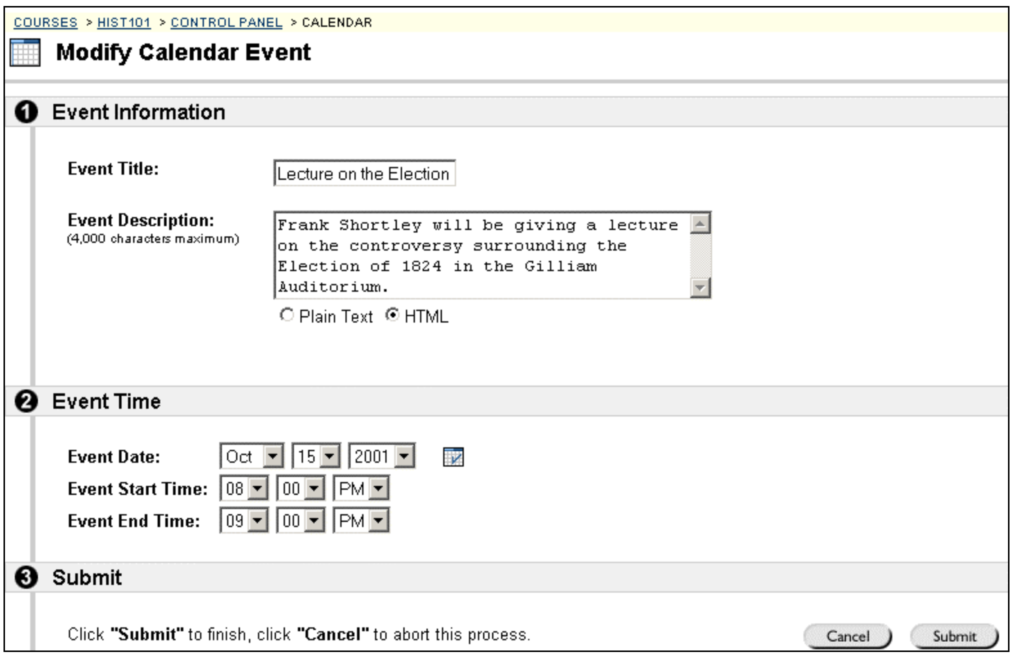
Add or Modify Event

Overview

Events may be added or modified by accessing the Add Event page or Modify Event page. The fields on the Add Event page and Modify Event page are the same. The Add Event page and Modify Event page function in a similar manner. The difference being, the Add Event page opens with empty fields where as the Modify Event page opens with populated fields.

Add Event page

Click **Add Event** from the Calendar page. The Add Event page will appear as shown. To modify an event, click **Modify**. The Modify Event page will appear.



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Add or Modify Event, continued

Entry fields

The table below details the entry fields on the Create Event page and Modify Event page.

Event Information	
Event Title:	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
Description:	Enter a description of the event. The maximum number of characters is 255. Click on a text type for the description from the following options: • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Event Time	
Event Date:	Select the date of the event from the drop-down list or click the icon to select a date from the calendar interface.
Event Start Time:	Select the time the event will begin from the drop-down list.
Event End Time:	Select the time the event will end from the drop-down list.

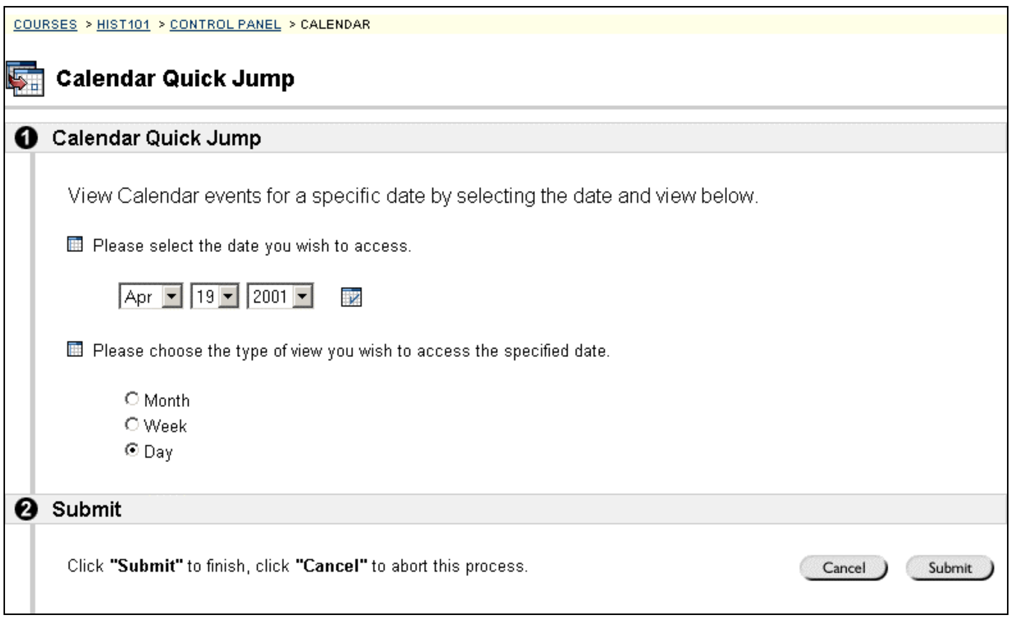
Quick Jump Page

Overview

The Quick Jump page allows users to quickly access a month, week, or day in the calendar. Quick jump is useful when looking for events planned for months in advance of the current date. It is also useful for looking up the events of a past day, week, or month.

Quick Jump page

Click **Quick Jump** from the Calendar page. The Quick Jump page will appear as shown below.



Quick Jump fields

The table below details the entry fields on the Quick Jump page.

Calendar Quick Jump	
Please select the date you wish to access.	Use the drop-down arrow to select a calendar date or click the icon to select a date from the calendar interface. The My Calendar page will appear with the selected date.
Please choose the type of view you wish to access the specified date.	Click on an option to indicate the type of calendar view: • Month will display the month that the date falls. • Week will display the week that the date falls. • Day will display that date only.

Tasks

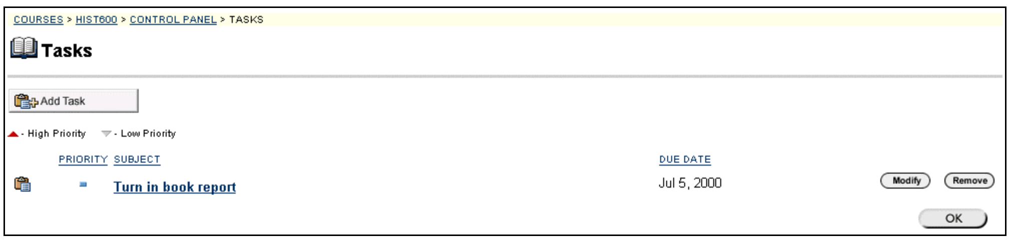
Tasks Page

Overview

The Tasks page organizes projects (referred to as tasks), defines task priority, and tracks task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page, instructors and managers can post tasks to users participating in their course and organization, and system administrators can post tasks to all users' Tasks pages.

Tasks page

Task information is arranged in columns that display the priority, task name, status, and due date. Click **Tasks** from the Course Tools box on the Instructor Control Panel. The Tasks page will appear as shown below.



Available functions

To use the functions available on the Tasks page, follow the table below.

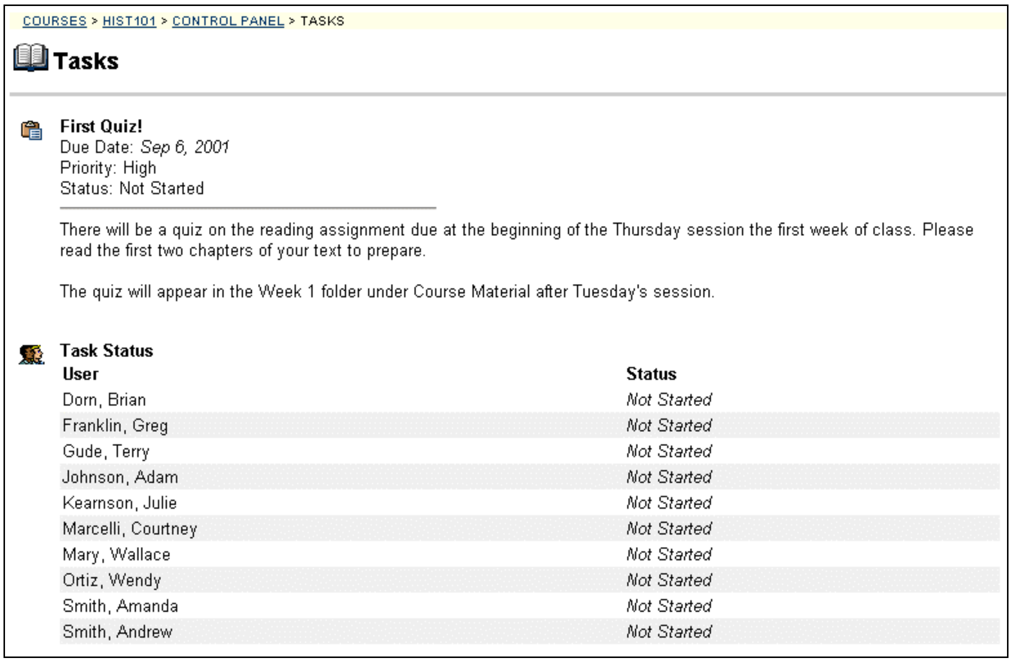
To . . .	click . . .
view a task and the details of the task	the task link.
create and post a task	**Add Task** to access the Create Task page.
modifying a task	**Modify** to access the Modify Task page for a particular task.
removing a task	**Remove** to remove a task. A box will appear asking to verify that a task should be removed. This action is irreversible.
resort the tasks by priority	**Priority**.
resort the tasks alphabetically by subject	**Subject**.
resort the tasks by the date	**Due Date**.

Continued on next page

Tasks Page, continued

View Task detail

Click a task from the Course Task page to view task details. The task details display the task name, due date, priority, status, and a description of the task. Additionally the task status of users may be viewed.



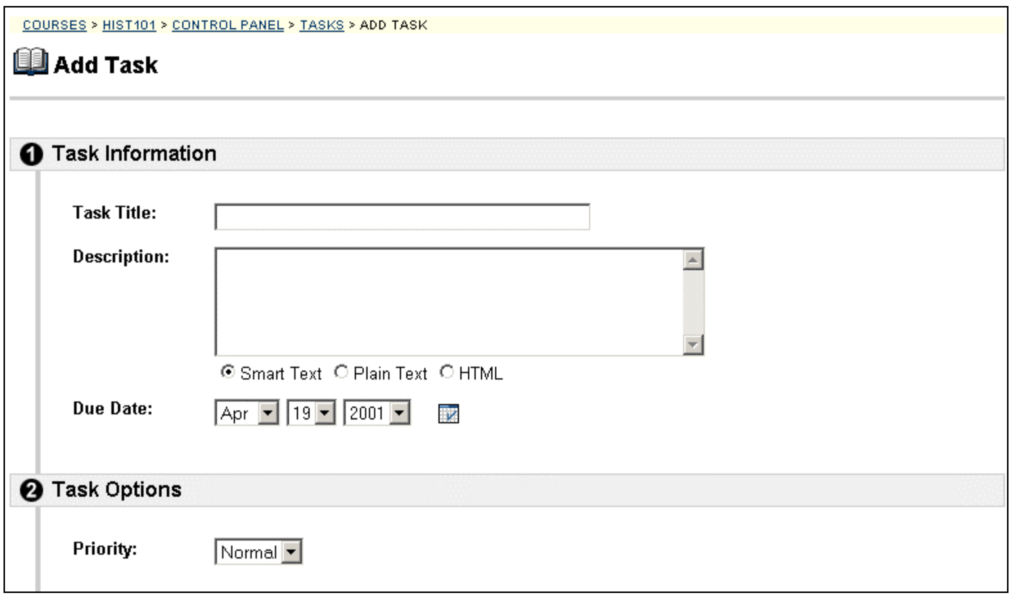
Add or Modify Task

Overview

Tasks may be added or modified by accessing the Add Task page or Modify Tasks page. The fields on the Add Task page and Modify Task page are the same. The Add Task page and Modify Task page function in a similar manner. The difference being, the Add Task page opens with empty fields where as the Modify Task page opens with populated fields.

Add Task page

Click **Add Task** from the Tasks page. The Add Task page will appear as shown. To modify a task, click **Modify**. The Modify Task page will appear.



Continued on next page

Add or Modify Task, continued

Add Task fields The table below details the entry fields on the Create Task or Modify Task page.

Task Information	
Task Title:	Enter the title of the task.
Description:	Enter a description of the task. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags
Due Date:	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface..
Task Options	
Priority:	Select a priority. The options are: • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up) • The selected priority appears on the Tasks page.

Send Email

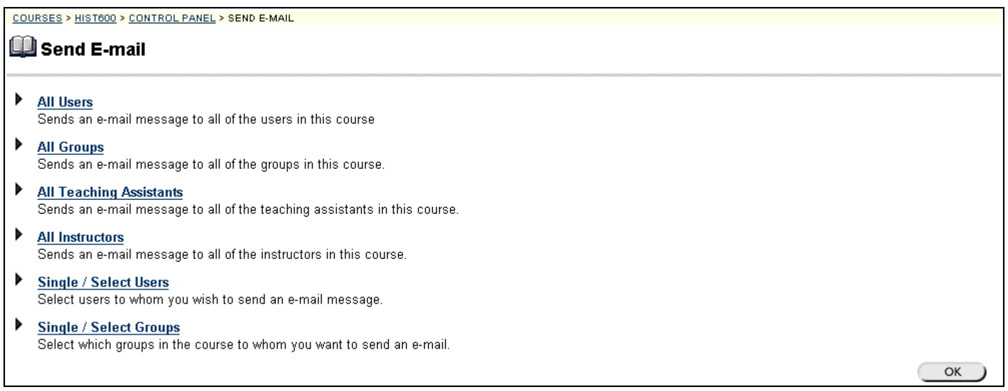
Send Email Page

Overview

Instructors can send email to individuals to participate in a particular course or organization from the Send Email page. Instructors cannot send email to others via the Internet with Send Email function; however, instructors can use the Web email function to email via the Internet. This section reviews the Send Email page.

Send Email page

Click **Send Email** from the Instructor Control Panel to access the Send email functions. The Send email page will appear as shown below.



Available Functions

The following functions are available from the Send email page.

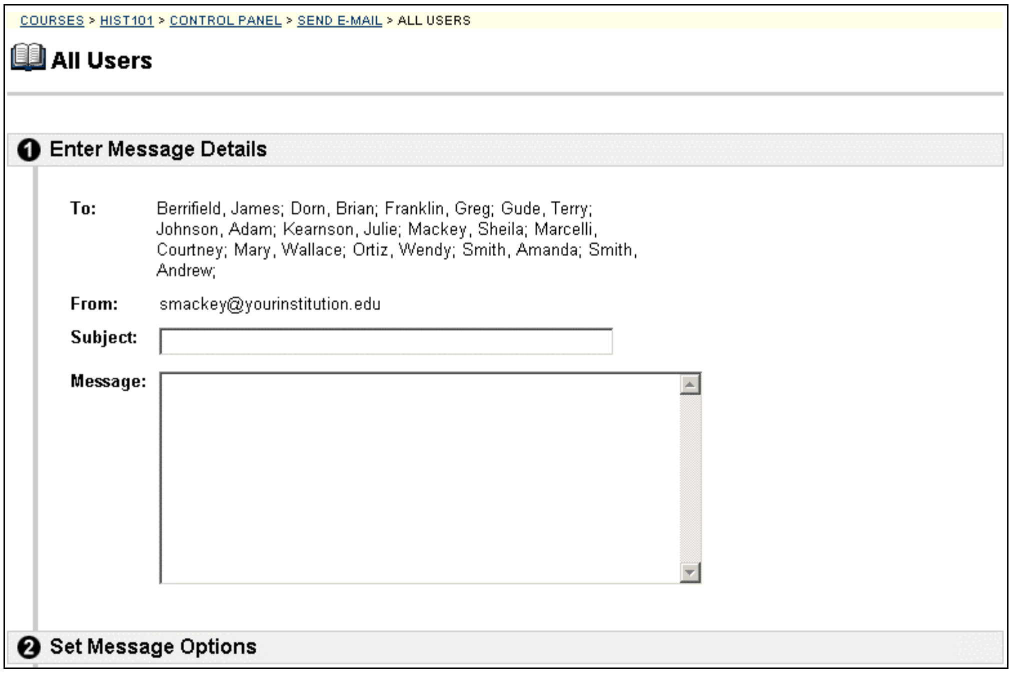
- **All Users**: Sends email to all users in a specified course or organization.
- **All Groups**: Sends email to all of the groups in a specified course or organization.
- **All Teaching Assistants**: Sends email to all of the teaching assistants in a specified course.
- **All Instructors**: Sends email to all of the instructors for a specified course.
- **Select Users**: Sends email to a single user or select users in a specified course.
- **Select Groups**: Send email to a single group or select groups in a course.

Continued on next page

Send Email Page, continued

Send Email – All Users

The table below details the entry fields on the Send email page. The Send email page will appear as shown below.



Entry fields

The table below details the entry fields on the Send email page.

Select Students	
To:	All users enrolled in the course will appear.
From:	The user's email address will automatically be displayed in this field.
Subject:	Enter the subject of the email.
Message:	Enter the email message.
Select Message Options	
Copy of message to self:	Click the check box to send a copy of the message to the sender.
Add Attachments	
Add:	Click here to add attachments.

Discussion Board – Adding Forums

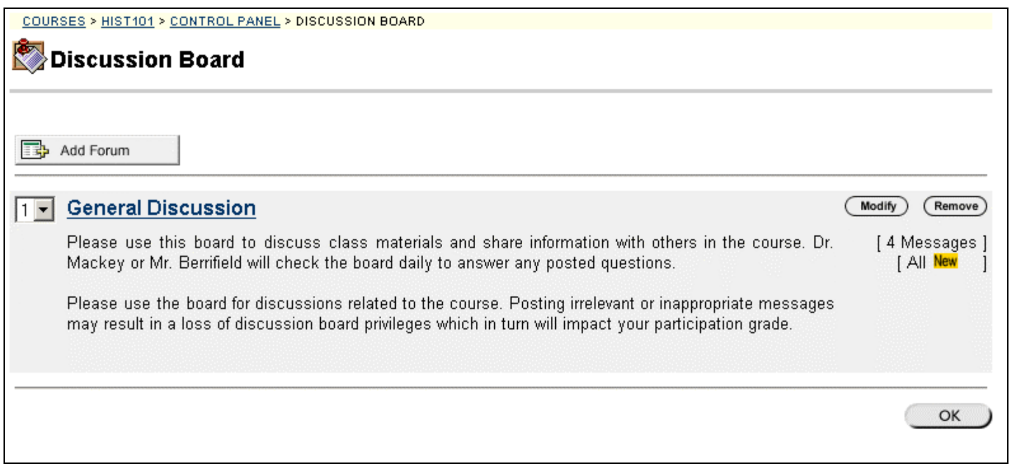
Discussion Board Forum Page

Overview

The Discussion Board is another communication tool that can be used to enhance a course Web site. This feature is similar to the chat, but is designed for asynchronous use, users are not present at the same time to converse on-line. For example email is asynchronous. An additional advantage of the discussion board is that student conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies. The Discussion Board Forum page is the first page accessed when Discussion Board is clicked from the Instructor Control Panel.

Discussion Board page

Click **Discussion Board** from the Course Tools section of the Instructor Control Panel to access the Discussion Boards page.



Available functions

The functions available on this window are described in the table below.

To . . .	click . . .
add a new discussion forum	**Add Forum**.
access a forum listed on the Discussion Board page	a forum topic link. The Discussion Forum Board will appear. Additional functions are available on this page and are discussed in the following section.
modify a forum	**Modify**. The Modify Forum page will appear.

Continued on next page

Discussion Board Forum Page, continued

Available functions (continued)

To . . .	click . . .
remove a forum	**Remove**. A confirmation box will appear. Removing a forum is irreversible.
order content items	the drop-down arrow and select an number. The forums will appear on the Discussion Board in the order selected.

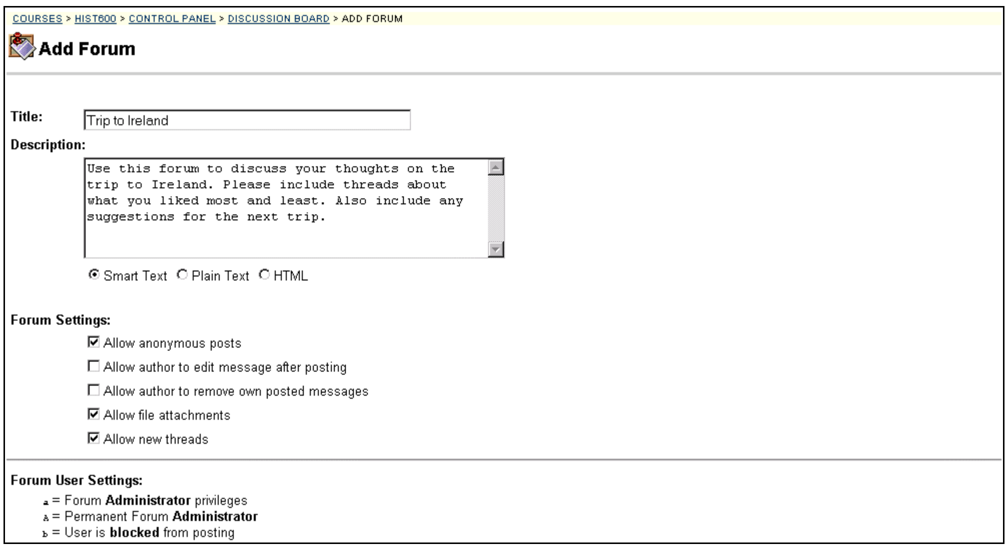
Add or Modify Forum

Overview

Forums may be added or modified by accessing the Add Forum page or Modify Forum page. The fields on the Add Folder page and Modify Folder page are the same. The Add Folder page and Modify Folder page function in a similar manner. The difference being, the Add Folder page opens with empty fields while the Modify Folder page opens with populated fields.

Add Forum page

Click **Add Forum**. The Add Forum page will appear as shown below.



Continued on next page

Add or Modify Forum, continued

Entry field

The table below details the entry fields on this page.

Forum Information	
Title:	Enter the forum's title.
Description:	Enter a description of the forum. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. Please note that embedded images and Javascripts may not be used when posting a message to a discussion board.
Forum Settings:	
Forum Options provides options to allow or disallow users to post anonymously, to allow or disallow editing of the message once it has been posted, to allow or disallow file attachments and to allow or disallow new messages. Check the appropriate check boxes to: • Allow anonymous posts • Allow author to edit message after posting • Allow author to remove own messages • Allow file attachments • Allow new messages.	
Forum User Settings:	
Highlight a user and click the appropriate button to assign forum user settings.	
Normal	Revokes the forum administrator privileges to a selected user.
Admin	Assigns forum administrator privileges to a selected user. • Permanent Forum Administrator – the person creating the forum, no one can take away these privileges. • Forum Administrator privileges are privileges assigned by the Permanent Forum Administrator.
Block	Blocks a user from posting to the discussion board forum. The forum administrator or the permanent forum administrator can only block a user.
Unblock	Unblocks a user that was formerly blocked from posting to the discussion board forum.

Discussion Board – Add Threads and Reply to Messages

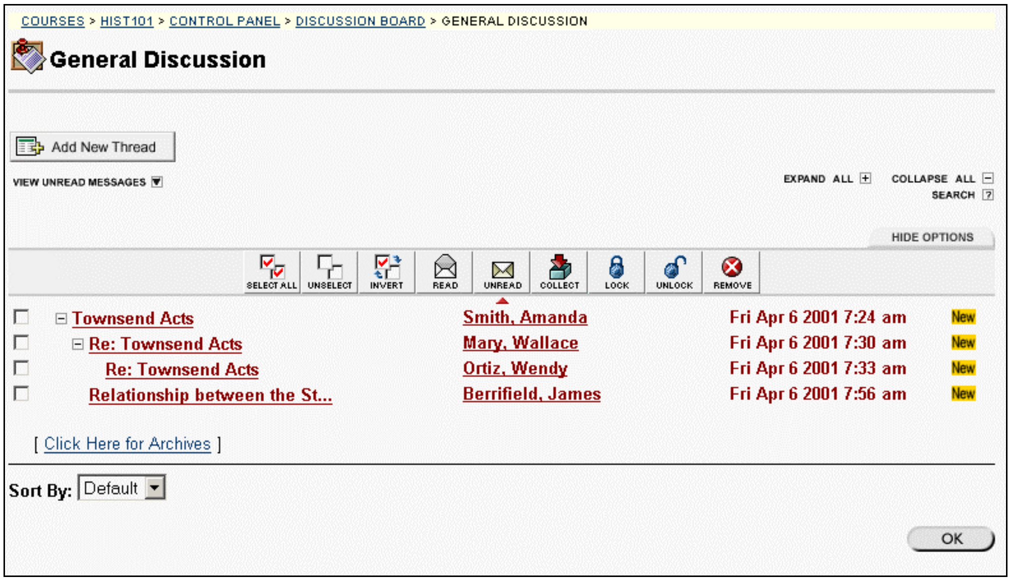
Discussion Board Threads Page

Overview

From the first Discussion Board page students and instructors click discussion links to access the discussion forum. Once a forum has been accessed a new Discussion Board page appears.

Forum Discussion Board page

Click the forum link. The Forum Discussion Board will appear as shown below.



Continued on next page

Discussion Board Threads Page, continued

Available functions

The table below details the functions available on the Discussion Board page.

To . . .	click . . .
start a new discussion, which is called a thread	**Add New Thread**. The Add Thread page will appear. On the Add Thread page a new subject title and new discussion description may be added.
view all messages	the **View all Messages** up arrow. All messages will be shown.
view unread messages	the **View Unread Messages** down arrow. All unread messages will be shown.
see all the threads and responses	the **EXPAND ALL** (+) option. All threads and responses will appear.
see only the threads	the **CLAPSE ALL** (-) option. The topic threads will appear.
read a message	a link to a message. A new Discussion Board page will appear. Depending on the settings selected by the person who created the discussion form, a user may modify, remove, or reply to a message.
view tool bar	**Options** tab. The options tool bar will appear. The options include select all, unselect all, invert action, mark as read, mark as unread, collect selected messages in one place for reading, lock marked threads, unlock marked threads, and remove the selected messages.
resort the list of messages	the drop-down arrow and select one of the following options to sort by: • Default to have the message sort by the earliest date. • Author to have the messages sort by the author of the message. • Date to have the messages sort by the earliest date. Note this is the default. • Subject to have the messages sort by the subject.

Continued on next page

Discussion Board Threads Page, continued

About the Options tab

The table below describes the options available on the Options tab.

To . . .	Then . . .
select all threads and messages in the forum	click **Select All**.
unselect the selections	click **Unselect All**.
unselect the threads and messages that have been selected and select the threads and messages that have not been selected	click **Invert**.
mark messages as read	select the threads and messages and click **Read**.
mark messages as unread	select the threads and messages and click **Unread**.
view multiple threads or messages	select the threads and messages and click **Collect**.
lock a thread or message	select the thread and messages and click **Lock**.
unlock a thread or message	select the thread and messages and click **Unlock**.
remove a thread or message	select the thread and message and click **Remove**.

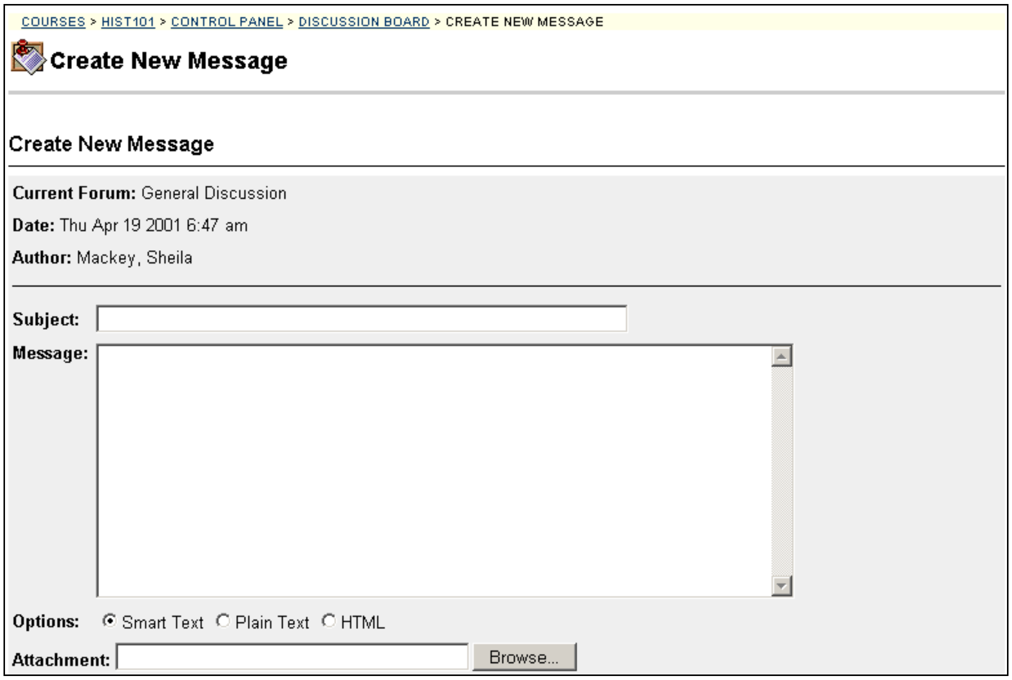
Add New Thread

Overview

The Add Thread page is used to add a new discussion. The new thread will appear in the discussion area.

Add New Thread page

Click **Add New Thread** on the Forum Discussion Board. The Create New Message page will appear.



Continued on next page

Add New Thread, continued

Entry fields

The table below details the entry fields on the Create New Thread page.

<table>
<tr><th colspan="2">Message Information</th></tr>
<tr><td>Subject:</td><td>Enter the subject of the thread.</td></tr>
<tr><td>Message:</td><td>Enter a message.
Select a text type for the message from the following options:
Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well.
Plain Text: Displays text as written.
HTML: Displays text as coded using HTML tags. Please note that embedded images and Javascripts may not be used when posting a message to a discussion board.</td></tr>
<tr><th colspan="2">Options</th></tr>
<tr><td>Post message as Anonymous</td><td>Check the box to post an anonymous message. This option may or may not be available depending on the options selected when the discussion forum was set up.</td></tr>
<tr><td>Attachment:</td><td>Enter the file path or click Browse to locate a file.</td></tr>
</table>

View Messages

Overview

This section describes the Discussion Board once a message has been selected for viewing.

Discussion Board page

Click a message link from the Discussion Board page. The Discussion Board page will appear as shown below.

Available functions

The table below details the available functions on the Discussion Board page once a message has been accessed.

To . . .	click . . .
access a previous message	the **Previous Message** double-arrow.
access the next message	the **Next Message** double-arrow.
modify a message	**Modify**. This option may or may not be available depending on the options selected when the discussion forum was added.

Continued on next page

View Messages, continued

Available functions (continued)

To . . .	click . . .
remove a message	**Remove**. This option may or may not be available depending on the options selected when the discussion forum was added.
reply to a message	**Reply**. A new Discussion Board – Your Response page will appear. Post a reply in the same way that new messages are posted.
access another message in that in the thread	message link. The selected message will appear.
return to the previous Discussion Board page	**OK**.

Virtual Classroom

Virtual Classroom Page

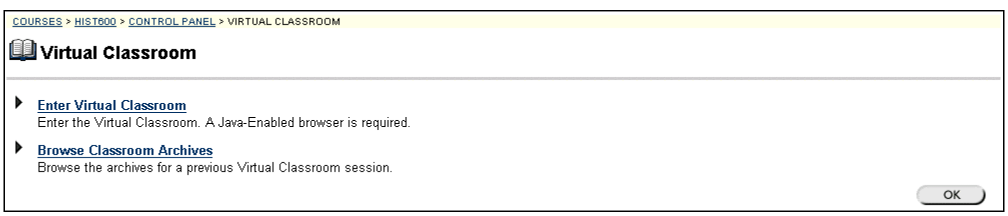
Overview

The Virtual Classroom allows the instructor and students to participate in real time lessons and discussions and also view archives of previous classroom sessions. The virtual classroom, or the chat room, can be used to hold real-time, online classroom discussions, TA sessions, and office hour type question/answer forums. You can even have guest speakers and subject matter experts talk with the class in the Virtual Classroom. When developing an activity that requires a Virtual Classroom, consider the following:

- The Virtual Classroom is a Java application and may initially take a few moments to load into a browser window. Before developing assignments that require the Virtual Classroom, be sure that all students have Java enabled browsers.
- Due to the synchronous nature of the Virtual Classroom, multiple users must participate at the same time. Be sure to notify students about a scheduled Virtual Classroom session to ensure attendance.
- Sometimes a Virtual Classroom session can be overwhelming if there are too many users. Consider grouping students into several small groups to keep the conversation manageable.

Virtual Classroom page

Click **Virtual Classroom** from the Instructor Control Panel.



Available functions

The following functions are available from the Virtual Classroom page:

► **Enter Virtual Classroom**
Allows users to enter a real-time discussion with instructors, students, and colleagues.

► **Browse Classroom Archives**
Allows users to browse the virtual classroom archives for previous discussions.

Use the Virtual Classroom

Overview

Selecting the Entering Virtual Classroom link calls the Virtual Classroom, which allows real-time interaction between the student and instructor. This section discusses the whiteboard tool bar, the discussion tabs, and the menu items.

To run Tutornet on Macintosh Netscape 4.x the following two utilities, the MRJ from Apple, and the Netscape MRJ Plug-in from Mozilla, must be downloaded. Please access the following Web site to down load these utilities.

http://company.blackboard.com/support/CourseInfoTutornet/

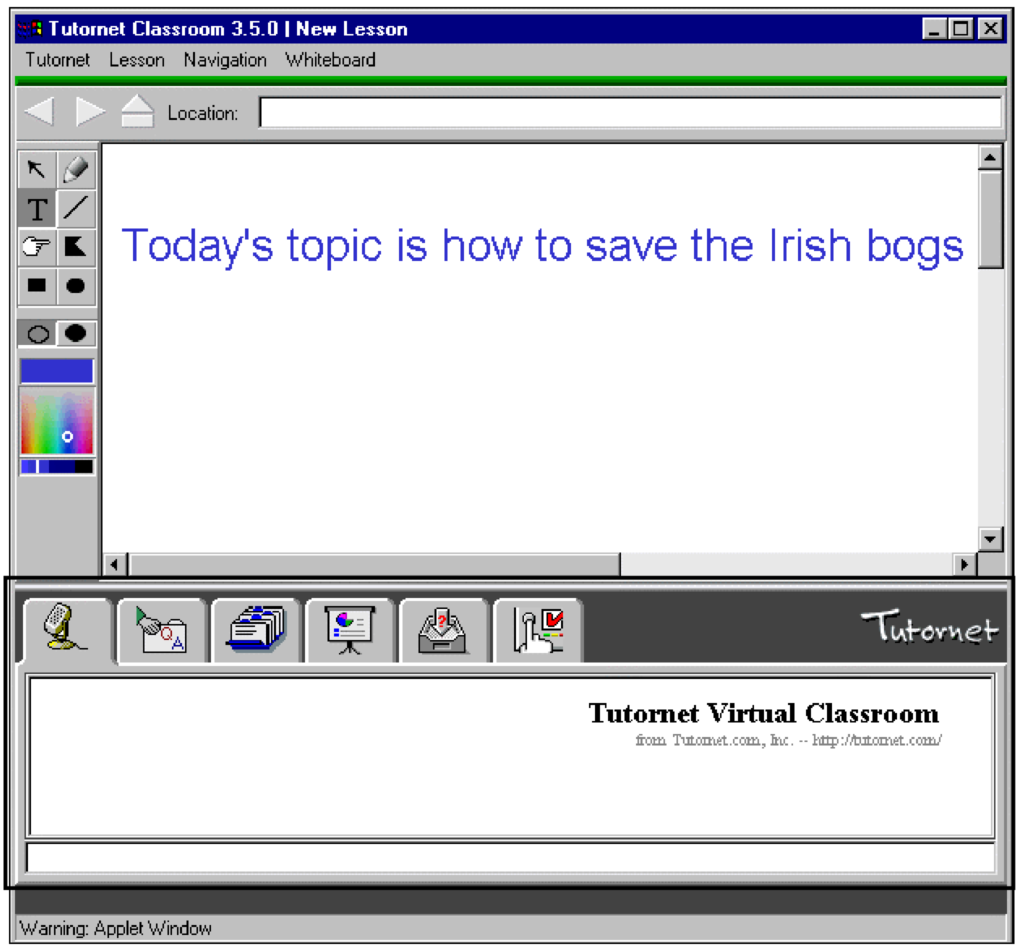
Virtual Classroom

Click the **Enter the Virtual Classroom** link and the Virtual Classroom page will appear as shown below.

Menu items →

Whiteboard tool bar →

Discussion tabs →



Use the Virtual Classroom, continued

Whiteboard tools

The table below details the tools available for use on the whiteboard. The tool bar has been highlighted in the page above.

To . . .	click . . .
select an item	the **Arrow** tool. Then click on an item for selection. The following may be performed on selected items: • Enlarge: Click on one of the small black boxes that surround the item and drag it to the desired size. • Move: Click on the item and move it to the desired location • Delete: Click on the Whiteboard menu item; then click on the selected object; then click delete. • Bring front: Click on the Whiteboard menu item then click on selected object then bring to front. • Bring back: Click on the Whiteboard menu item then click on selected object, then click bring to back.
draw free hand	the **Pencil** drawing tool.
enter text using the keyboard	the **Insert Text**.
draw a straight line	the **Slanted Line** tool.
highlight something with an arrow	the **Pointer**.
draw a multi-sided object either filled or unfilled	the **Polygon** drawing tool. To change the direction of the object single-click. To stop drawing, double-click.
draw a rectangle or square	the **Rectangle** drawing tool. To change the direction of the object single-click. To stop drawing, double-click.
draw a circle either filled or unfilled	the **Oval** drawing tool. To change the direction of the object single-click. To stop drawing, double-click.
draw unfilled objects	unfilled oval. For example, to draw an unfilled rectangle, click on both the rectangle tool button and the unfilled oval.
draw filled objects	the filled oval.
select a color	the color palette. The color will appear in the color display window.
make the color lighter or dark	in the color palette below. The color will appear in the color display window.

Continued on next page

Use the Virtual Classroom, continued

Virtual chat

The table below describes the virtual chat tab functions.

To . . .	click . . .
read the discussion	**Microphone** tab. The discussion log appears.
add to the discussion	small lower box. • Enter a comment. • Press enter to have the comment added to the discussion.
ask a question and answer a question	**QA** tab. • Click in the box in the right hand corner. • Enter the question or answer. • Click **Send**. • Click the **In-box** tab. • Click in the box in the right hand corner. • Type the answer. • Click **send**. While using the discussion tab questions may be asked and can be stored in the QA tab, without disrupting the discussion.
view a student's name or other information about the student grant a student access to the floor get the floor back	**Rotary File** tab. **Floor**. The button becomes disabled. **No Floor**.
move to another slide	**Navigate Slides** tab. Three options are available for moving to another slide. • Option 1: Use the arrow to point to the slide that you wish to move to. Click the green round button. • Option 2: Use the yellow arrows to move to the desired slide. • Option 3: Click on the Navigation menu item. Select to move to first slide, next slide, previous slide, or last slide.

Continued on next page

Use the Virtual Classroom, continued

Virtual chat (continued)

To . . .	click . . .
grant permissions	**Control Panel** tab. Student functionality is controlled on the control panel. Instructors may elect to limit: • who may ask questions • who may enter the chat • who may draw on the white board • who may navigate. Click on one of the following for each option: • All – To indicate all students may have access to that function. • Floor – To indicate only the student with the floor may perform the function. • None – To indicate that only the instructor may perform the function.

Menu items

The table below describes the functions of the Virtual Classroom menu bar items.

To . . .	click . . .
clear the discussion board	**File** menu, then click **Clear Discussion Log**.
clear the question board	**File** menu, then click **Clear Question Log**.
quit the virtual classroom	**File** menu, then click **Quit**.
add a slide	**Lesson** menu, then click **Add Slide**. You will be asked to provide information such as title of the slide that is being added.
add a slide without being ask about the title of the slide and other information	**Lesson** menu, then click **Quick Add From Display**. A new blank slide will appear and will have the same descriptive information as the slide that was used to create the quick slide.

Continued on next page

Use the Virtual Classroom, continued

Menu items (continued)

To . . .	click . . .
move to a specific slide move to the first slide move to the previous slide move to the next slide last slide.	**Navigation** menu, then click **Set Current Slide**. Then click the slide title that you wish to move to. **Navigation** menu, then click **First Slide**. **Navigation** menu, then click **Previous**. **Navigation** menu, then click **Next**. **Navigation** menu, then click **Last slide**.
clear the whiteboard bring a selected object front move a selected object back delete a selected object	**Whiteboard** menu, then click **Clear Draw Layer**. **Whiteboard** menu, then click **Selected Object**, then select **Bring to Front**. **Whiteboard** menu, then click **Selected Object**, then select **Move to Back**. **Whiteboard** menu, then click **Selected Object**, then select **Delete**.
select font as bold or italics, font type and font size	**Whiteboard** menu, then click **font**.
select a line width to be used with the freehand drawing pencil tool and the object lines	**Whiteboard** menu, then click **Line Width**, then make a selection.
add grid lines to the whiteboard	**Whiteboard** menu, then click **Show Grid**.

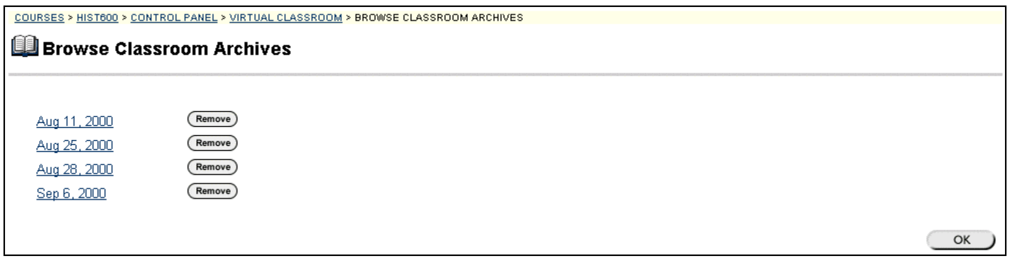
Browse Classroom Archives Page

Overview

The Browse Classroom Archives feature gives instructors and students the option to review the discussions and questions raised during a virtual classroom setting. The virtual classrooms are archived by date. The option to remove an archive is available.

Browse Classroom Archives page

Click the **Browse Classroom Archives** link on the Virtual Classroom page. The Browse Classroom Archives page will appear as shown below.



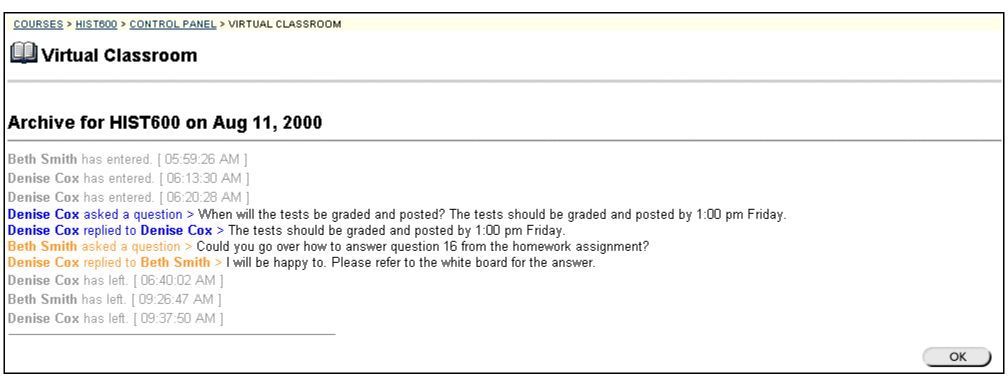
Available functions

The table below details the available functions on this page.

To . . .	click . . .
access an archived classroom	the date that represents the date of the virtual classroom. The Virtual Classroom page will appear with the course name and date. The time that the classroom started and ended is provided as well as the discussions and questions that were raised.
delete a virtual classroom archive	**Remove**.

Archive example

Below is an example of a Virtual Classroom archive.



Digital Dropbox

Digital Dropbox Page

Overview

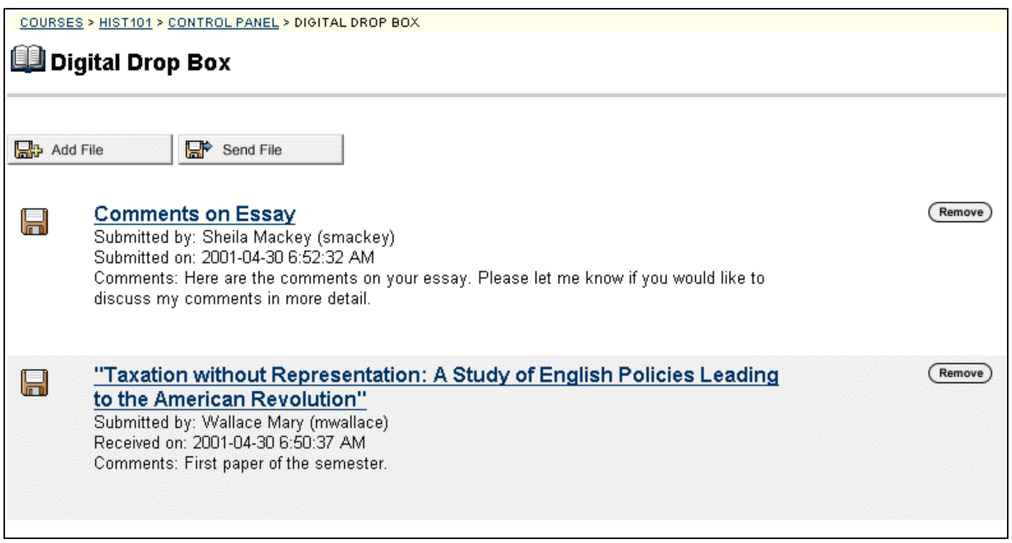
The Digital Dropbox is a tool that instructor and students can use to exchange files. The dropbox works by uploading a file from a disk or a computer to a depository. Files can be sent back in forth from the instructor's Drop Box to the Drop Box of other users.

Individual student access to the dropbox is available from the Digital Dropbox area located in Student Tools area on the course Web site. Students also have group access to a private dropbox from a group homepage. Instructors must access their Drop Box from the Instructor Control Panel.

Note: The Digital Dropbox is used to exchange materials between a individual students and the instructor. Information that needs to be posted for all students should be placed in the Course Documents area.

Digital Dropbox page

Click **Digital Dropbox** from the Course Tools section of the Instructor Control Panel.



Continued on next page

Digital Dropbox Page, continued

Available functions

The functions available on this window are described in the table below.

To . . .	click . . .
add a file	**Add File**. The Add File page will appear.
send a file	**Send File**. The Send File to Students page will appear.
remove a file	**Remove** next to the file that is to be removed. A warning pop-up window will appear. Removing a file permanently deletes the file from the instructor Drop Box.

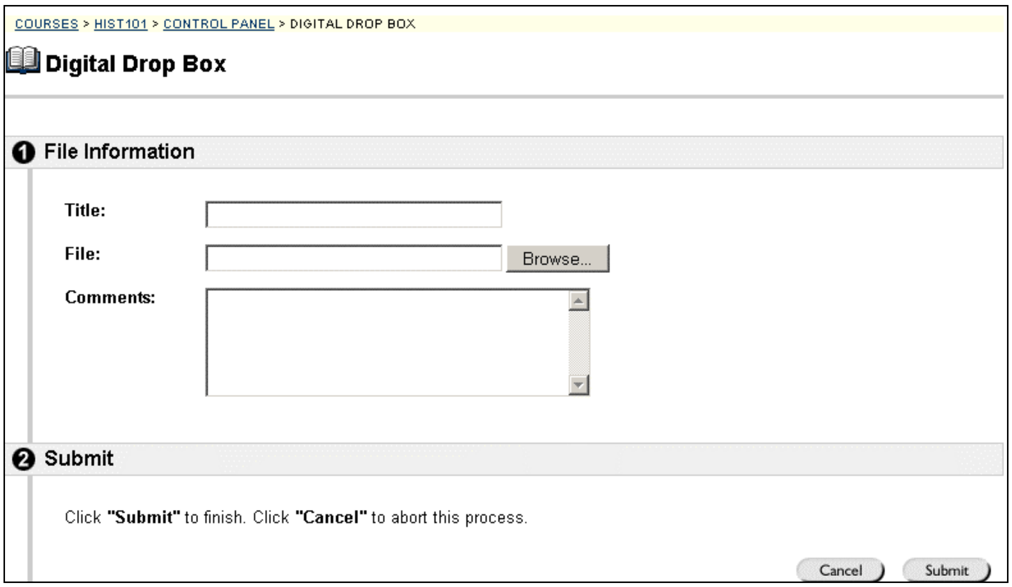
Add File

Overview

Files may be added to the Digital Dropbox page by accessing the Add File page. This section discusses the Add File page.

Add File page

Click **Add File** on the Digital Dropbox page. The Add File page will appear as shown below. To modify a file, click **Modify**. The Modify File page will appear.



Entry Fields

The table below details the entry fields on this page.

File Information	
Title:	Enter the title of the file.
File:	Enter the file path or click **Browse** to locate the desired file.
Comments:	Enter comments about the file.

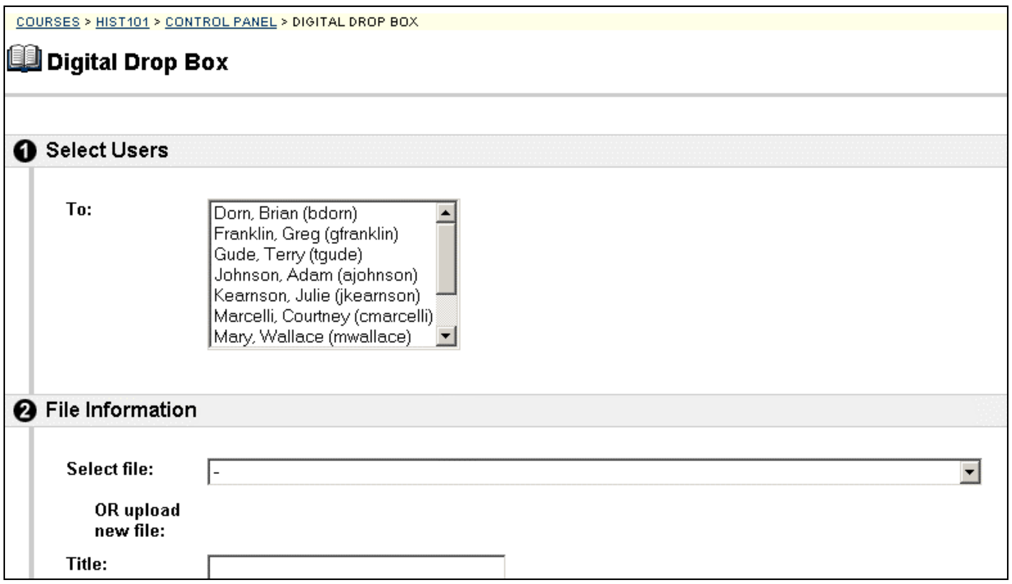
Send File to Students

Overview

Instructors may send files to students using the Send File page. Instructors may select one or many students to receive the file. The file will appear in each student's digital dropbox.

Send File page

Click **Send File** on the Digital Dropbox page. The Send a File to Students page will appear as shown below.



Entry field

The table below details the entry fields on this page.

Select Users	
To:	Select a user who is to receive the file.
File Information	
Select file:	Select a file from the drop-down list or upload a new file.
Title:	Enter the title of the file that is to be sent to students.
File:	Enter the file path or click **Browse** to locate the desired file.
Comments:	Enter comments about the file.

Chapter 5—Course Options

Introduction

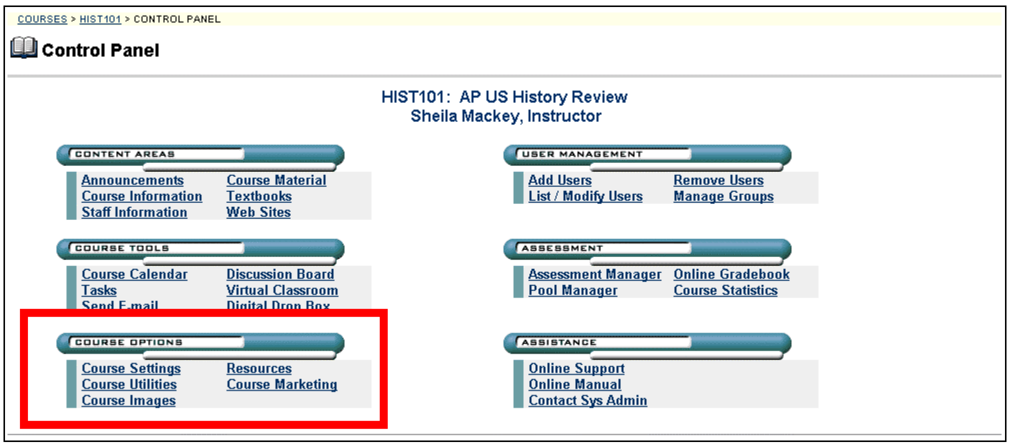
Overview

The instructor can manage the appearance and structure of the course from Course Options. Options include the ability to customize navigational buttons.

For example, under the Course Settings area, instructors may designate subject headers from a menu of options, as well as determine whether the box is enabled or disabled.

Course Options

The Course Options functions appear in the lower right portion of the Instructor Control Panel.



In this chapter

This chapter contains information on the following:

- Course Settings
- Course Utilities
- Course Images
- Resources
- Course Marketing

Course Settings

Course Settings Page

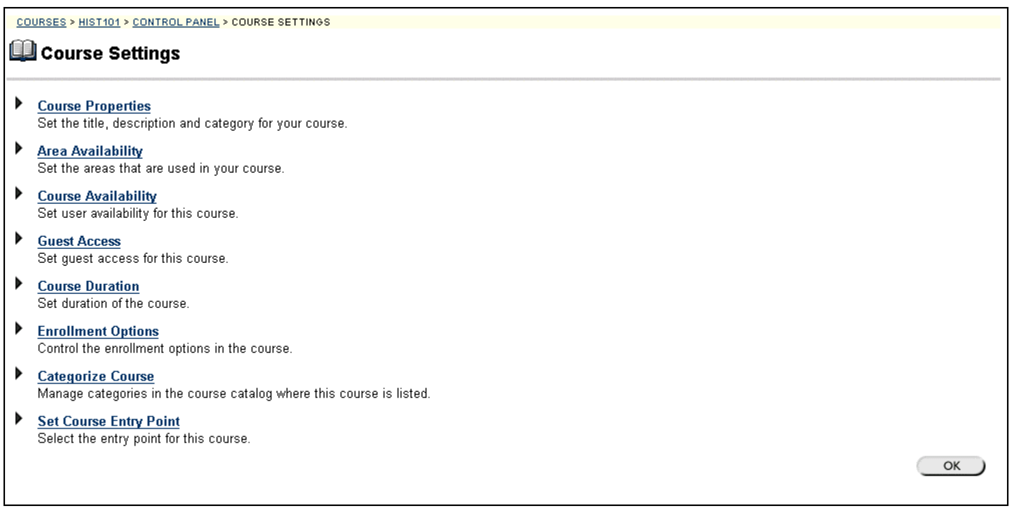
Overview

Instructors can use the Properties link to change the name, description, and subject type of a course, the Course Availability link to make the course available to students, the Course Duration link to set the duration of the course, Enrollment Options to set how students are to enroll in the course, and select a course catalog for the course to appear.

Important: To maintain a consistent appearance and functionality for all course Web sites, administrators may remove options by setting overrides.

Course Setting page

Click **Course Settings** from the Course Options section of the Instructor Control Panel to access the Course Options page.



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Course Settings Page, continued

Available functions

The following functions are available from the Course Options page:

- **Course Properties**
  Manage the course name, description, and subject type.
- **Area Availability**
  Enable or disable the buttons that are to appear on the course Web site page.
- **Course Availability**
  Manage when the course is to be available to students.
- **Guest Access**
  Manage guest access to the course.
- **Course Duration**
  Set the duration of the course.
- **Enrollment Options**
  Manage how students are to enroll in the course.
- **Categorize Course**
  Indicate which categories the course is to be listed under in the Course Catalog.
- **Set Course Entry Point**
  Indicate which content area users view first when entering the course Web site.

Course Properties Page

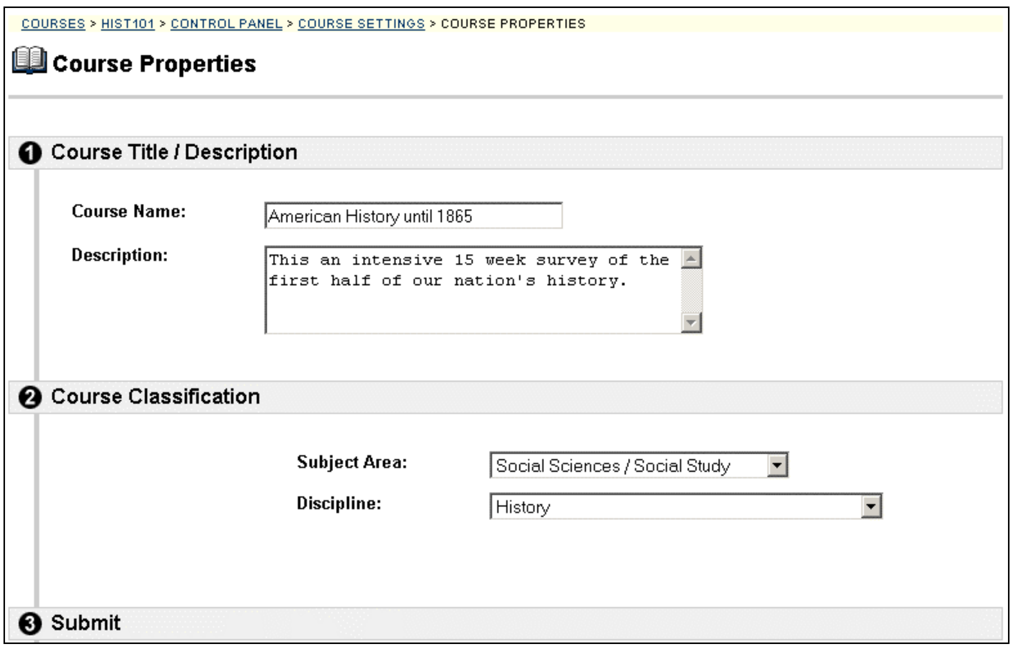
Overview

Instructors change the name, description, and subject type of a course from the Course Properties page. This is a detail page attached to the Course Options page that allows instructors to configure individual course Web sites.

Important: To maintain a consistent appearance and functionality for all course Web sites, administrators may remove the options by selecting overrides.

Course Properties page

Click the **Course Properties** link on the Course Settings page and the Course Properties page will appear as shown below.



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Course Properties Page, continued

About the course name

The course name is used to describe the course Web site.

When naming the course keep in mind the following limitations:

- maximum character length is 50 characters
- may not contain spaces or commas
- any character that requires a function key to create is not valid
- invalid characters are:
  - plus (+) sign
  - ampersand (&)
  - backward slash (\)
  - forward slash(/)
  - open parentheses(( )
  - closed parentheses ( ))

Entry fields

The table below details the entry fields on the Add or Modify File page.

Course Title/Description	
Course Name:	Enter the name of the course.
Description:	Enter a description of the course.
Course Categorization	
Subject Area:	Select the subject area that best describes the course.
Discipline:	The subject area can be further defined by discipline.

Area Availability Page

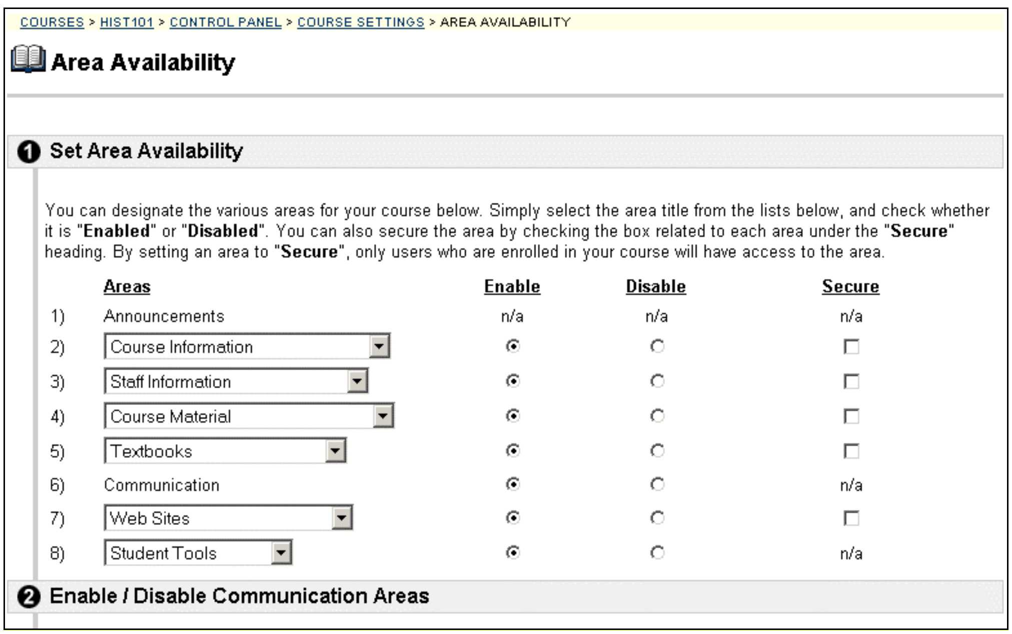
Overview

This option allows the instructor to turn on and off buttons that appear on the course Web site. Setting a feature to enabled or disabled, adds or removes that feature from the course Web site. The Security option limits access to students only. Guests are not allowed to access secured areas and tools.

Important: To maintain a consistent appearance and functionality for all course Web sites, administrators may remove options by setting overrides.

Area Availability page

Click the **Area Availability** link on the Course Settings page and the Area Availability page will appear as shown below.



Continued on next page

Area Availability Page, continued

Setting button availability

To select a button for availability follow the steps below.

Step	Action
1	Does the course Areas have more than one option for the name? If yes, use the drop-down arrow to select the course Areas name that is being used. If no, go to the next step.
2	Should the course Area be available? If yes, select **Enabled**. If no, select **Disabled**.
3	Should the course Areas be viewable by those students who have enrolled in the course Web site? If yes, then click the **Secure** check box. If no, do not click the **Secure** check box.

Example

An administrator selects Staff Information as the name for the Staff Area, naming the Staff Areas in all new course Web sites as Staff Information. Instructors may change the name of the Staff Area from the Instructor Control Panel.

If the instructor decides not to include the Staff Area in the course Web site, the instructor would simply click the **Disabled** option next to Staff Area.

Enable/Disable Communication Areas

The table below details the available functions in the Enable/Disable Communication Areas section of the Tools Availability page.

Enable/Disable Communication Areas	
Send Email	Click either the **Enabled** or **Disabled** option, to control the email functionality in the Communications area. Further define who is enabled or disabled by clicking the check box next to the appropriate group.
Discussion Board	Click either the **Enabled** or **Disabled** option, to control access to the Discussion Board in the Communications area.
Virtual Classroom	Click either the **Enabled** or **Disabled** option, to control access to the Virtual Classroom in the Communications area.
Roster	Click the **Enabled** or **Disabled** option to control the Student Roster functionality in the Communications area.
Group Pages	Click the **Enabled** or **Disabled** option to control the Group Pages functionality in the Communications area.

Continued on next page

Area Availability Page, continued

Enable/Disable Communication Areas (continued)

Enable/Disable Tools	
Digital Drop-box:	Click the **Enabled** or **Disabled** option to control the Digital Drop-box functionality in the Tools area.
Edit Your Homepage	Click the **Enabled** or **Disabled** option to control the Edit Your Homepage functionality in the Tools area.
Enable/Disable Tools	
Personal Information	Click the **Enabled** or **Disabled** option to control the Personal Information functionality in the Tools area.
Course Calendar	Click the **Enabled** or **Disabled** option to control the Course Calendar functionality in the Tools area.
Check Grade	Click the **Enabled** or **Disabled** option to control the Check Grade functionality in the Tools area.
Tasks	Click the **Enabled** or **Disabled** option to control the Tasks functionality in the Tools area.
Electric Blackboard	Click the **Enabled Disabled** option to control the Electric Blackboard functionality.
Manual	Click the **Enabled** or **Disabled** option to control the Manual functionality in the Tools area.

Course Availability Page

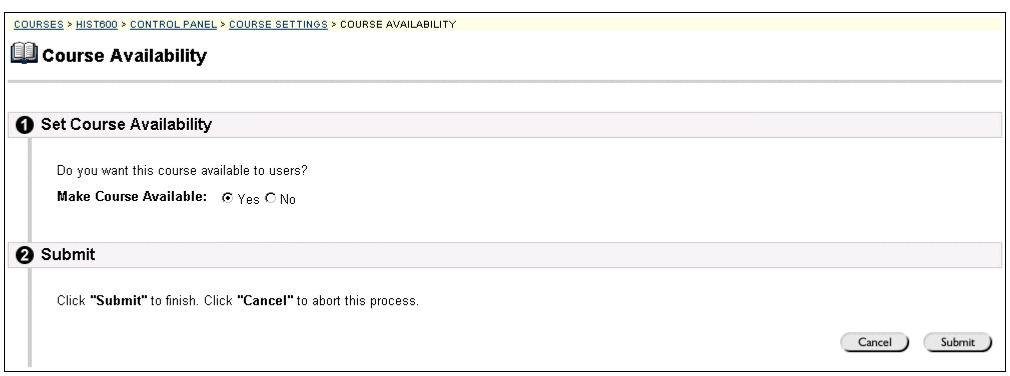
Overview

The Course Availability page is used to control access to the course. If the course is set to available, all users participating in the course will have access. If the course is set to unavailable, access is determined by course role:

- **Students:** Courses set to Unavailable will not appear at all in the student's My Courses module on the My Institution tab, or in the student's Course List on the Courses tab. Students may not access a course Web site that is set to unavailable.
- **Instructors:** Courses set to Unavailable will appear in the Courses you are teaching section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable, but will still be accessible by the instructor.
- **Course Builders and Teaching Assistants:** Courses set to Unavailable will appear in the Courses in which you are participating section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable. The course is still accessible by course builders and teaching assistants.
- **Graders:** Courses set to Unavailable will appear in the Courses in which you are participating section of the My Courses module and in the Course List on the Courses tab. The course will be indicated as Unavailable and is not accessible by graders.

Course Availability Page

Click the **Course Availability** link on the Course Settings page. The Course Availability page will appear as shown below.



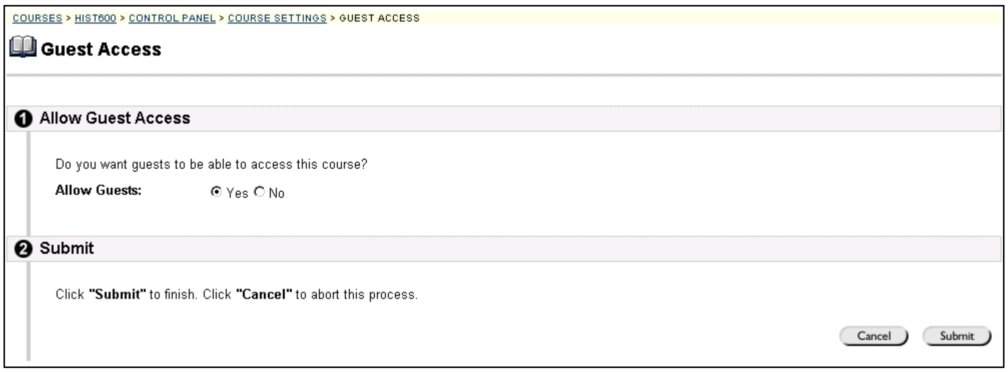
Guest Access Page

Overview

The Guest Access page is use to control whether or not guests, those users not enrolled in the course, are to have access to the course.

Guest Availability page

Click the **Guest Access** link on the Course Settings page. The Guest Availability page will appear as shown below.



Entry field

The table below details the entry fields on this page.

Allow Guest Access	
Allow guests:	Click either **Yes** or **No** to make the course available to guests.

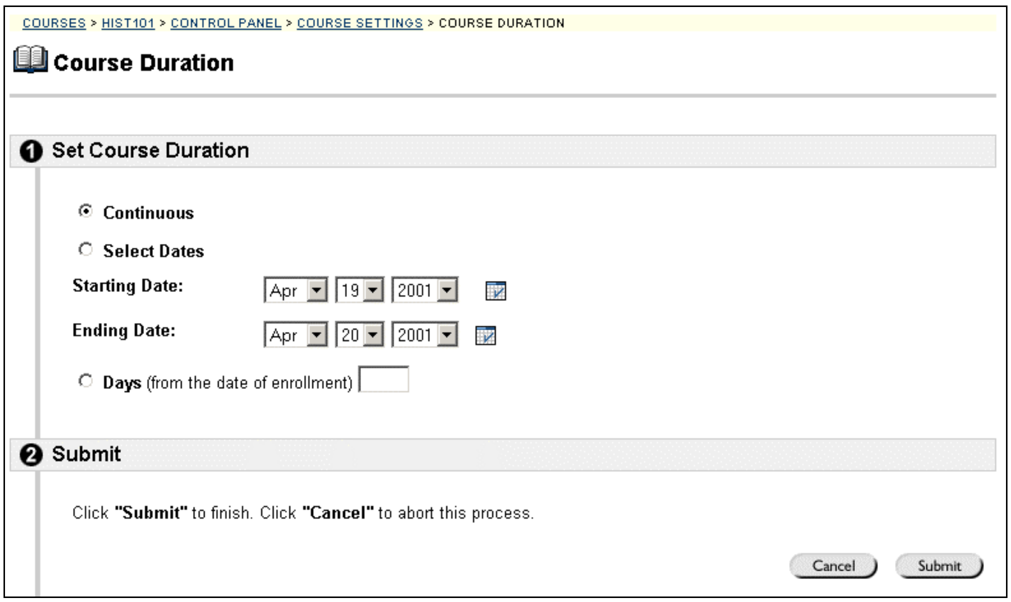
Course Duration Page

Overview

Instructors set the length of the course from the Course Duration page. The course can be continuously available, available from a set start to a set end date, or available for a number of days.

Course Duration page

Click **Course Duration** from the Course Options page. The Course Duration page will appear as shown below.



Entry Fields

The table below details the entry fields on the Course Duration page.

Set Course Duration	
Continuous:	Select this option to make the course continuous.
Select Dates:	Select this option to set the course for a specific number of days. Use the drop down list to select the starting and ending dates of the course or click the icon to select dates from the calendar interface. After the end date, the course is no longer available for students but is otherwise unchanged. Students who attempt to login to the course Web site are told that the course has ended.
Days:	Select this option to place a time limit on a self-paced course. The course will be available for that number of days from the enrollment date.

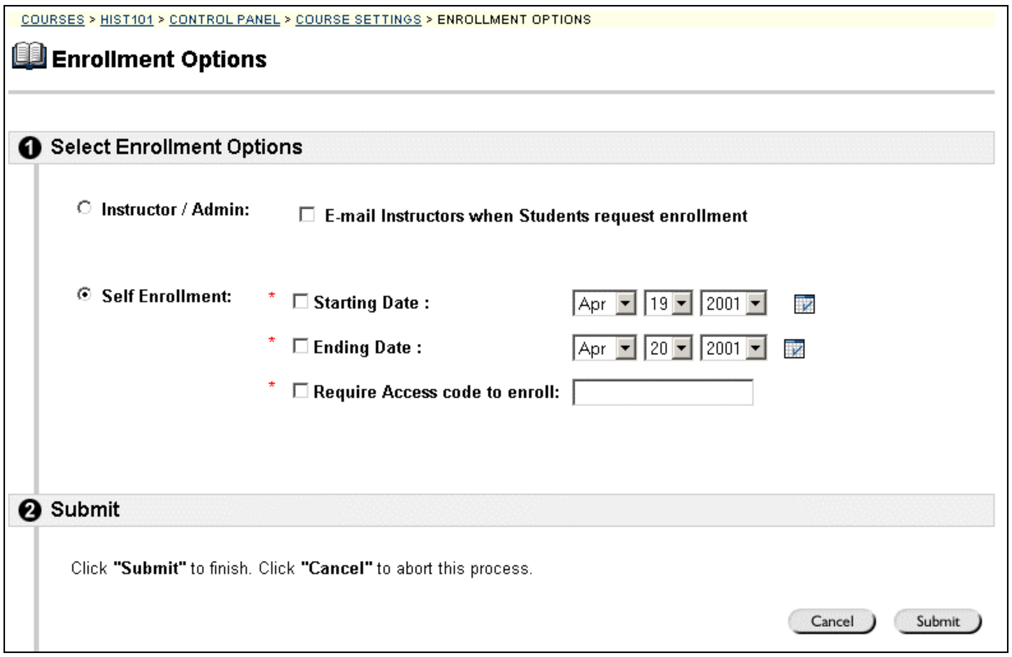
Enrollment Options Page

Overview

Instructors set the enrollment process for a course from the Enrollment Options page. Instructors can lead enrollment by processing enrollment requests from students through the Instructor Control Panel. Enrollment can also be limited to a set time and to those students that receive approval and are granted an access code.

Enrollment Options Page

Click **Enrollment Options** on the Course Settings page and the Enrollment Options page will appear as shown below.



Entry fields

The table below details the entry fields on this page.

Select Enrollment Options	
Instructor/Admin:	Select this option to make course enrollment instructor and or administrator led. Click the check box to create a link for students to email an enrollment request to the instructor. The link appears in the course catalog.
Self Enrollment:	Select this option to allow students to enroll in a course as determined by the limits defined below.

Continued on next page

Enrollment Options Page, continued

Entry fields (continued)

Select Enrollment Options	
Starting Date:	Select this option to set an enrollment start date. Choose an enrollment start date by clicking the drop-down arrow and selecting date values or click the icon to select a date from the calendar interface. **Note:** A starting date and an ending date are not required.
Ending Date:	Select this option to set enrollment end date. Choose an enrollment end date by clicking the drop-down arrows and selecting date values or click the icon to select a date from the calendar interface.
Require an Access Code to Enroll:	Select this option to require an access code to enroll. Enter an Access Code that will be distributed to approved students. If selected, students will need this Access Code to enroll in the course.

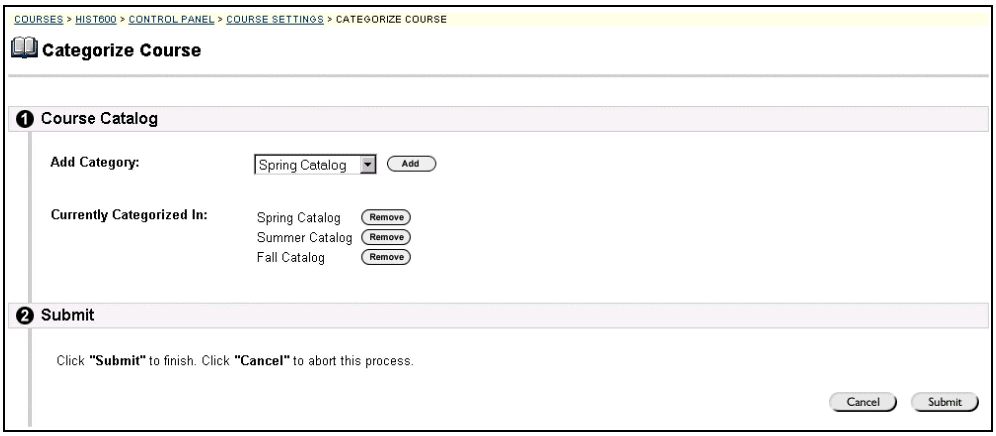
Categorize Course Page

Overview

The Categorize Course page allows instructors to indicate the catalog the course is to appear. The instructor may select multiple catalogs or he or she may remove catalogs. This section discusses the Categorize Course page.

Categorize Course page

Click the **Categorize Course** link on the Course Settings page. The Categorize Course page as shown below will appear.



Entry fields

The table below details the entry fields on this page.

Course Catalog	
Add Category	Click the drop-down arrow and select a catalog category that the course is to appear. Click **Add**. More than one category may be selected. Repeat the process to add another category.
Currently Categorized In:	Displays the catalog categories that have been selected. To remove a category, click **Remove** next to the category that is to be removed.

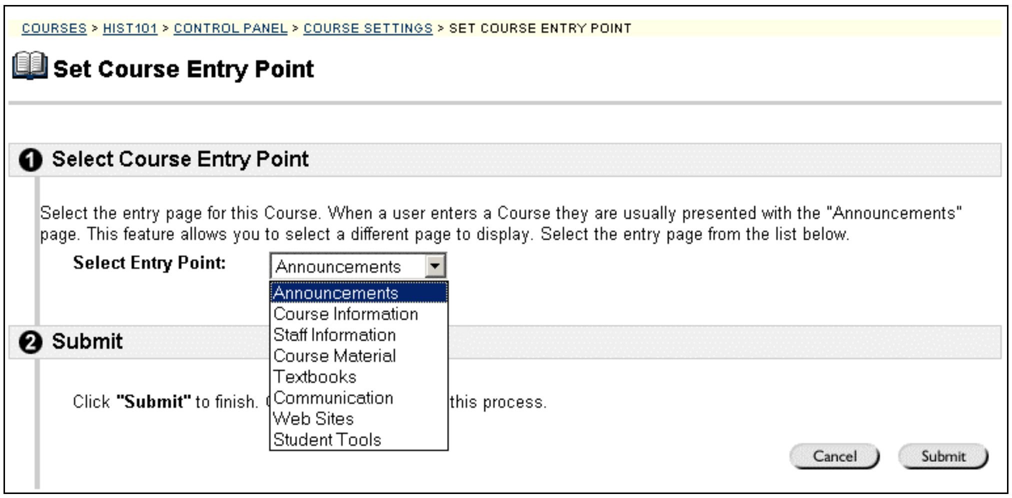
Set Course Entry Point

Overview

The default course entry point is the Announcements page. In some courses, it may be advantageous to change the entry point to another area.

Set Course Entry Point page

Access the Set Course Entry page through the Course Settings feature. To select a new entry point, pick an area from the drop-down list and click **Submit**.



Course Utilities

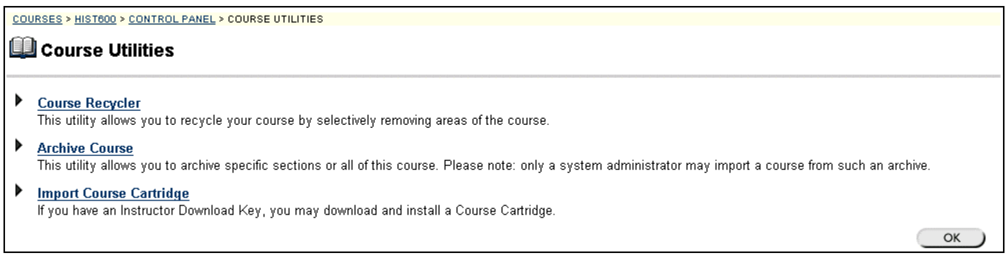
Course Utilities Page

Overview

Course Utilities allow instructors to recycle, archive, and import a course to manage disk space by archiving courses and importing courses back into the system when needed. Recycling a course removes grades and other areas and allows a course to be given again to a new group of students.

Course Utilities page

Click **Course Utilities** from the Instructor Control Panel to access the Course Utilities page.



Available functions

The following functions are available from the Course Images page:

- ► **Course Recycler**
  Delete areas of a course Web site to prepare it for a new group of students.
- ► **Archive Course**
  Create an archive file of the course.
- ► **Import Course Cartridge**
  Import a course cartridge.

Course Recycler Page

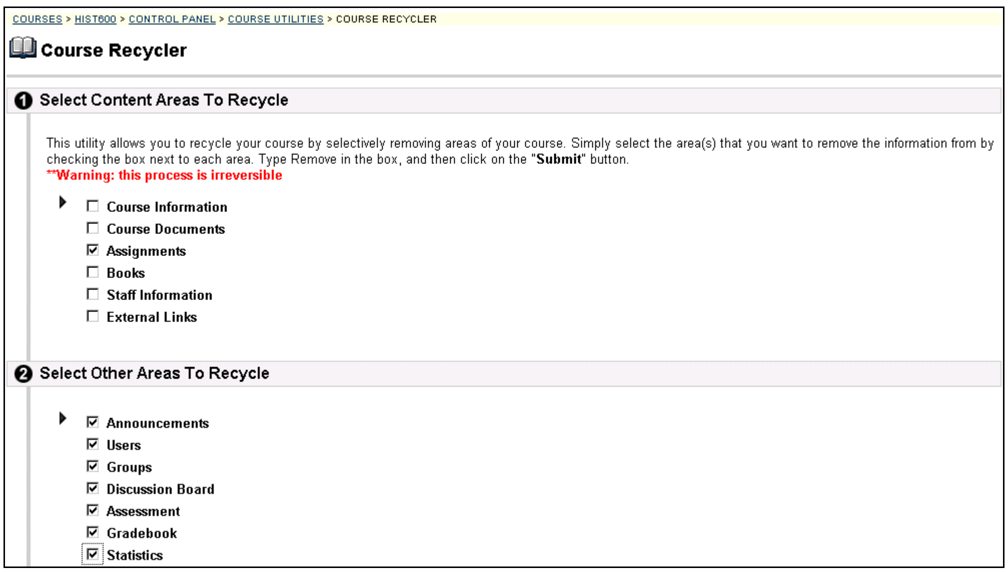
Overview

The Course Recycler page is a useful tool for instructors to use at the end of a course. The Course Recycler allows instructors to select information to be deleted from a course.

For example, click the check box next to gradebook and all the names of students and their grades will be deleted from the course Web site. The instructor will have a clean gradebook to start the new semester.

Course Recycler page

Click **Course Recycler** on the Course Utilities page and the Course Recycler page will appear as shown below.



Continued on next page

Course Recycler Page, continued

Entry fields

The table below details the entry fields on this page.

Select Content Areas to Recycle	
Course Information	Select the Course Information check box to delete the course information, such as course syllabus from the course Web site.
Course Documents	Select the Course Document check box to delete the information, such as lecture notes stored in the Course Document area of the course Web site.
Assignments	Select the Assignments check box to delete the assigned assignments in the Assignment area of the course Web site.
Books	Select the Books check box to delete reading information from the course Web site.
Staff Information	Select the Staff Information check box to delete the information about the staff from the course Web site.
External links	Select the External Links check box to delete the external links in the course Web site.
Select Other Areas to Recycle	
Announcements	Select the Announcements check box to delete the announcements that had been entered for the course.
Users	Select the Users check box to delete the students that had been enrolled in the course.
Groups	Select the Groups check box to delete the groups that had been formed.
Discussion Board	Select the Discussion Board check box to delete the discussion forums from the course Web site.
Assessment	Select the Assessments check box to delete the assessments that had been given in the course Web site.
Gradebook	Select the Gradebook check box to delete the gradebook names, items, and assessments for the course.
Statistics	Select the Statistics check box to delete the information such as how many students accessed the course from the course.

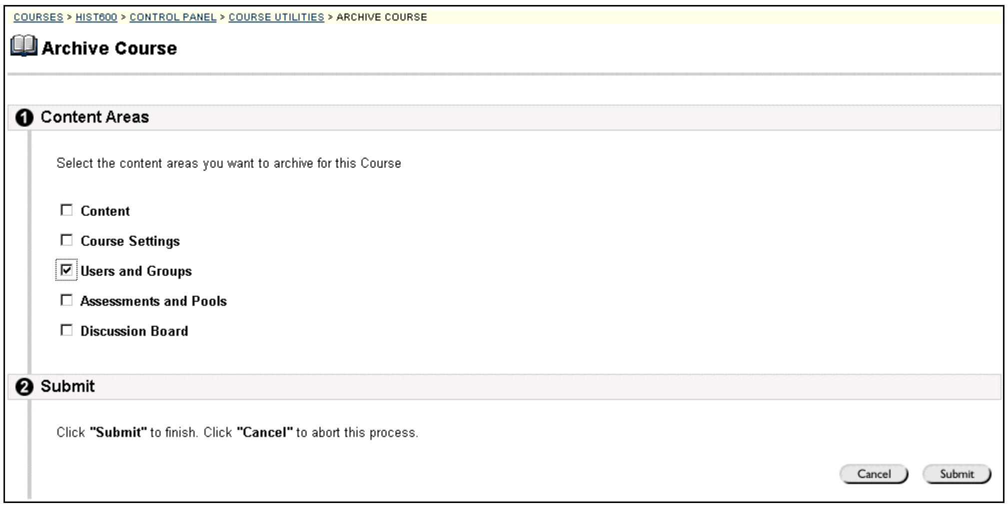
Archive Course Page

Overview

Instructors can create archive files and save in .ZIP format, from the Archive Course page. Archiving a course does not remove it from the system.

Archive Course page

Click **Archive Course** on the Course Utilities page. The Archive Course page appears as shown below.



Entry fields

The table below details the entry fields on this page.

Select Areas to Export	
Content	Select the check box to archive content for the course. Please note that all content with the exception of content from a Course Cartridge will be archived.
Course Settings	Select the check box to archive the course settings for the course.
Users and Groups	Select the check box to archive the course users and groups.
Assessments and Pools	Select the check box to archive the course assessments and pools.
Discussion Board	Select the check box to archive the course discussion board.

Import Course Cartridge Page

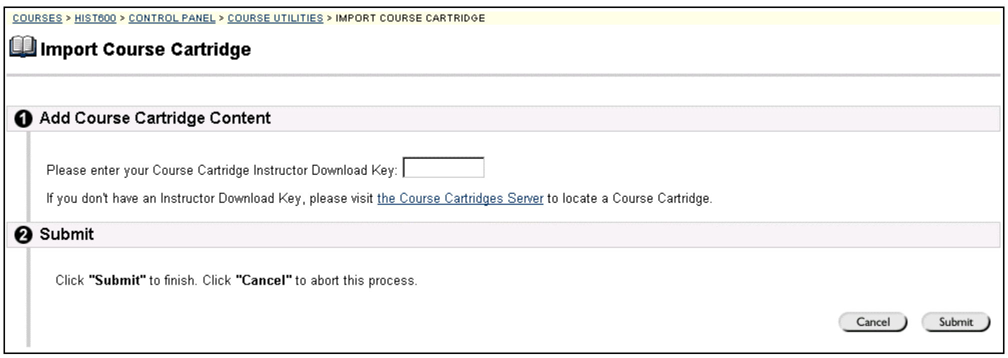
Overview

Course cartridges are comprehensive collections of publisher-created content, available for import to instructor-designed course Web sites powered by Blackboard. Content ranges from textbooks to slides, documents, quiz banks, lists of relevant links, and other materials. This section discusses the Import Course Cartridge page.

Course Cartridge Page

Click **Import Course Cartridge** on the Course Utilities page from the Instructor Control Panel. The Import Course Cartridge page will appear as shown below.

Important: Access the Download Key from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.



Entry fields

The table below details the entry fields on this page.

Select Areas to Export	
Please enter your Course Cartridge Instructor Download Key:	Enter the Course Cartridge Download Key. Course Cartridge content will be added to course materials.

How to Add Course Cartridge Materials during Course Creation

Overview

To download a Course Cartridge into a Blackboard 5 course Web site, instructors and administrators follow a series of simple steps. These steps are provided below.

How to download a Course Cartridge

Follow the steps below to download a Course Cartridge.

Step	Action
1	Select an appropriate textbook from a publisher and determine if the textbook has a companion Course Cartridge by browsing the Course Cartridge Catalog, accessible through the Blackboard Resource Center.
2	Obtain Instructor Download Key from textbook publisher.
3	Begin the course Web site creation process.
4	During the course creation process, you will be prompted for the Instructor Download Key you obtained in Step 2.
5	Click **Submit** to create your course.
6	You will receive notification that your course was created and that you will receive an email when the Course Cartridge has finished loading into your new course.

How students access course cartridges

Students must follow the steps below to access the course cartridge materials.

Step	Action
1	Provide students with URL for Blackboard-powered course Web site.
2	Instruct students to purchase required textbook or other publisher provided materials that contain the Access Key.
3	When first accessing course Web site content, students will be required to enter their Access Key. Once validated, students will no longer need the Access Key.

Course Images

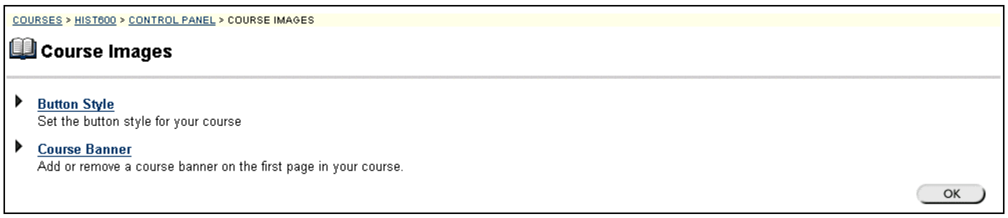
Course Images Page

Overview

Instructors set the appearance of a course Web site through the tools on the Course Images page. The instructor can add a course banner and change the button style from this page.

Course Images page

Click **Course Images** from the Course Properties page. The Course Images page will appear as shown below.



Available functions

The following functions are available from the Course Images page:

- **Button Style**
  Set the button style for the course Web site.
- **Course Banner**
  Add a banner to the course Web site.

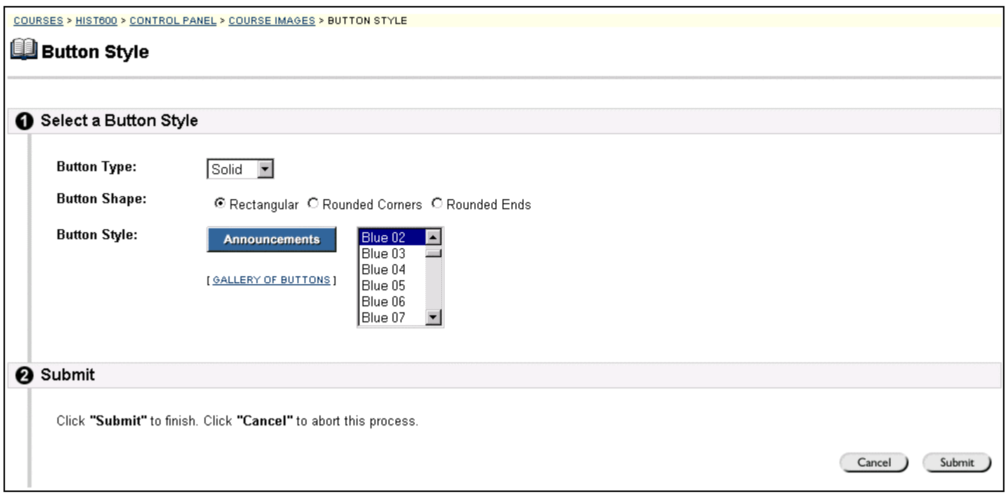
Button Style Page

Overview

The button style is originally set when the course is created from the Create Course page. This page allows the instructor to change the appearance of the buttons in the course Web site. The instructor may not be able to customize certain button feature depending on the system overrides set by the administrator.

Button Style page

Click **Button Style** from the Course Properties page. The Button Style page will appear as shown below.



Entry field

The table below details the entry fields on this page.

Select a Button Style	
Button Type:	Select a button type from the drop-down list. The button type is simply the pattern that will appear in the button background.
Button Shape:	Click a button shape. The button shape may be, rectangular, rounded ends or rounded corners.
Button Style:	Select a button style from the drop-down list. The button style is made up of colors and shapes. Click the Gallery of Buttons link to preview button styles.

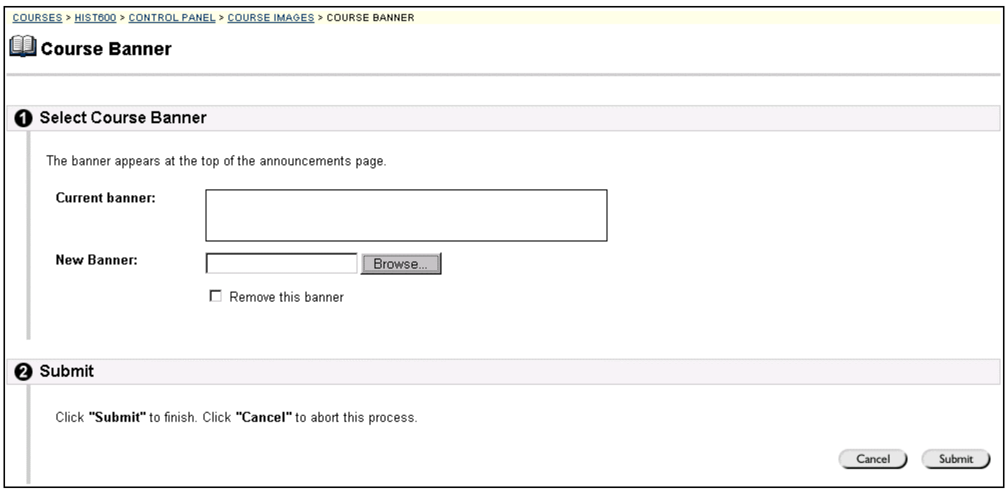
Course Banner Page

Overview

Instructors can add a banner to the top of the Announcements area on the course Web site. The banner will appear only in this course Web site and cannot be linked to a URL. Instructors may not be able to customize a course banner if the administrator has overridden this option.

Course Banner Page

Click **Course Banner** from the Course Images page. The Course Banner page will appear as shown below.



Entry field

The table below details the entry fields on this page.

Select Course Banner	
Current Banner:	Displays the banner that currently appears at the top of the Announcements area.
New Banner:	Either enter the path to the new banner file or click **Browse** to upload a new course banner.
Select Course Banner	
Remove this banner:	Select this check box to remove the banner image from the course Web site.

Resources

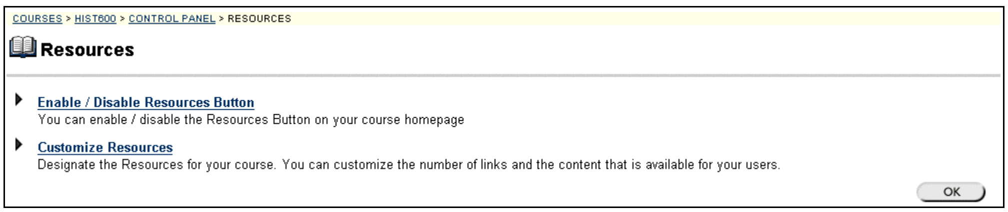
Resources Page

Overview

Blackboard 5 offers access to the Resource Center. The Resource Center is a customizable Web site of educational resources. For more information about the Resource Center, please refer to the *Resource Center Instructor Manual*.

Resources page

Click **Resources** on the Control Panel to access the Resources page. The Resources page will appear as shown below.



Available functions

The following functions are available from the Resources Page:

- **Enable/Disable Resources Button**
  This allows the Instructor to either enable or disable the resources button displayed on the course Web site.
- **Customize Resources**
  This allows the Instructor to customize the Resources for a particular course.

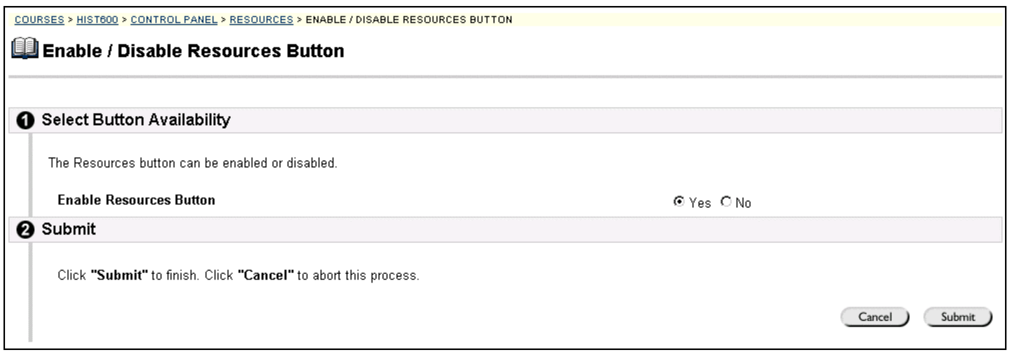
Enable/Disable Resources Button Page

Overview

The instructor has the option of customizing a Resource Center page for the course Web site. To allow access to the Resource Center, the instructor must enable the **Resource** button on the course Web site. If the Resource Center is not being utilized, then the instructor may wish to disable the **Resource** button.

Enable/Disable Resources Button

Click **Enable/Disable Resources Button** on the Control Panel to access the Resources page. The Resources page will appear as shown below.



Entry field

The table below details the entry fields on this page.

Select Button Availability	
Enable Resources Button	Select **Yes** or **No** to either enable or disable the Resources button.

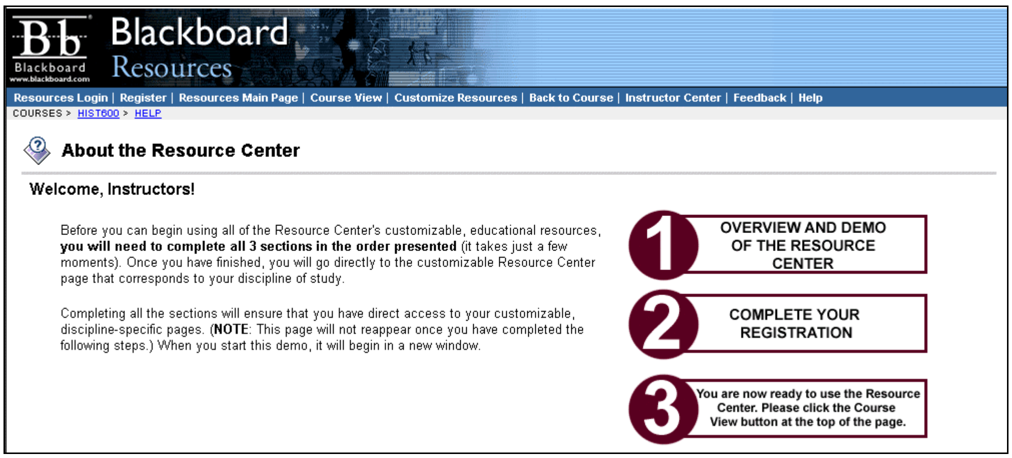
Customize Resource Page

Overview

The Resource Center may be customized to a specific course Web site. You can customize the number of links and the content that is available for your users. For more information about the Resource Center please refer to the *Resource Center Instructor Manual*.

Customize Resource page

Click **Customize Resources** on the Resources page. The Resource Center page will be accessed as shown below.



Course Marketing

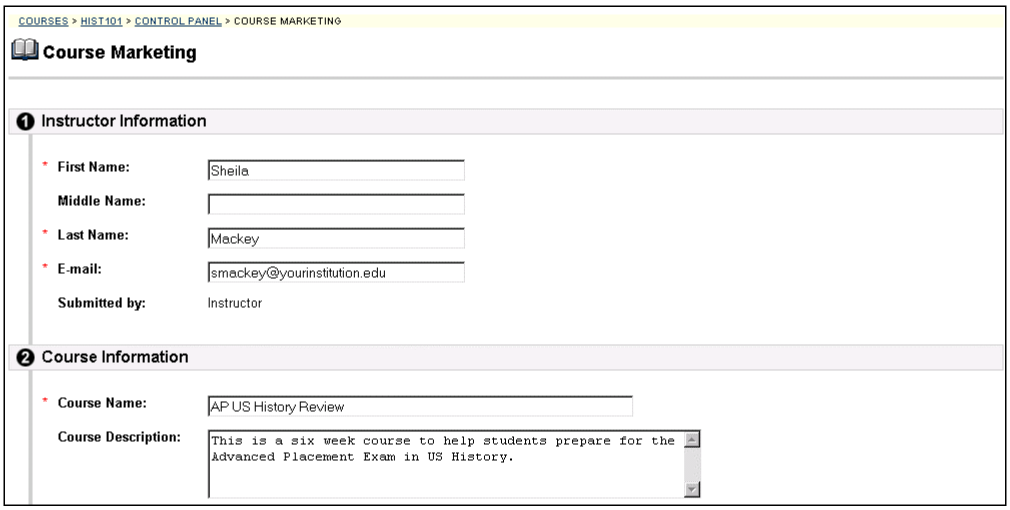
Course Marketing Page

Overview

The Course Marketing page allows the instructors to customize course marketing.

Course Marketing page

Click on the Course Marketing button in the Course Options area of the Instructor Control Panel. The Course Marketing page will appear.



Entry field

The table below details the entry fields on this page.

Instructor Information	
First Name:	Enter the instructor's first name.
Middle Name:	Enter the instructor's middle name or middle initial.
Last Name:	Enter the instructor's last name.
Email:	Enter the instructor's email address.
Additional Instructors:	Enter additional instructors', names and email addresses that are pertinent to the course.
Submitted by:	Indicates who submitted the Course Marketing information.

Continued on next page

Course Marketing Page, continued

Entry field (continued)

Course Information	
Course Name:	Enter the course name.
Course Description:	Enter a description of the course.
Course URL:	Enter a web site address for the course. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Target Audience 1:	Select a target audience for this course from the drop-down list. This should be the main or first choice.
Target Audience 2:	Select a target audience for this course from the drop-down list. This should be the second choice.
Target Audience 3:	Select a target audience for this course from the drop-down list. This should be the third choice.
Target Audience 4:	Select a target audience for this course from the drop-down list. This should be the fourth choice.
Subject Area:	Select a subject area that best describes the course. Further describe by selecting a more descriptive subject area from the second drop-down box.
Course Duration:	Click a button to indicate if the course duration is to be one of the following: • Continuous, to make the course unending. • Select Days, to set a specific start and end date for the course. Enter a start and finish date. • Days, to make the course available for an indicated number of days. Enter a number in the box. This function is useful to place a time limit on a self-paced course.
Contact Information	
Institution Name:	Enter the institution's name where the course is to be taught.
System Admin Email:	Enter the system administrator's email address.
Address:	Enter the institution's address.
City:	Enter the institution's city.
State/Providence:	Enter the institution's state or providence.
Zip/Postal Code:	Enter the institution's zip or postal code.
Country:	Enter the country where the institution is located.

Chapter 6 - User Management

Introduction

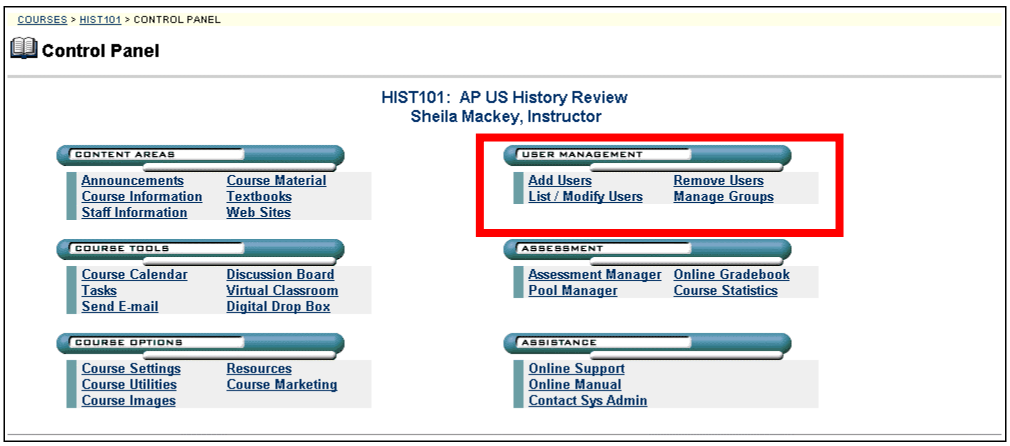
Overview

User Management allows the instructor to manage the users of the course Web site. For example instructors may:

- Add and drop individuals or groups of students to and from courses.
- Limit enrollment to certain dates or time periods.
- Control how a student may enroll. For example instructors may require a password to enroll in the course.

User Management

The User Management functions appear in the top right portion of the Instructor Control Panel.



In this chapter

This chapter contains information on the following:

- Add Users
- List/Modify Users
- Remove Users
- Manage Groups

Add Users

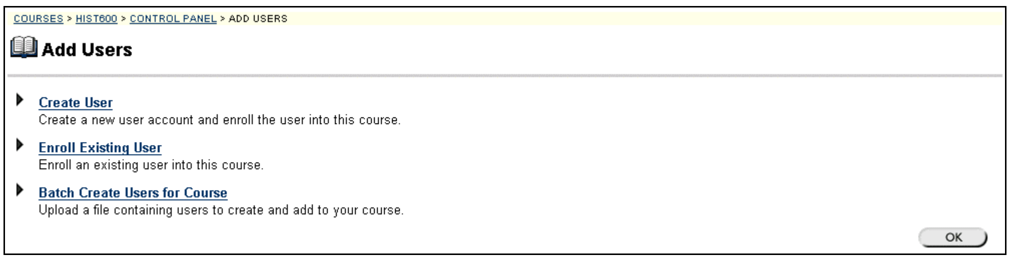
Add Users Page

Overview

The Add Users page allows instructors to add students to the system. If enrolling a large number of users, consider using the Batch Create Users for Course page.

Add Users page

Click **Add Users** from the User Management section of the Instructor Control Panel to access the Add Users page.



Available Functions from the Add Users page

The following functions are available from the Add Users page:

- **Create User**
  Allows instructor to create new accounts and enroll users in a course.
- **Enroll Existing User**
  Allows instructor to enroll an existing user in the course.
- **Batch Create Users for Course**
  Allows instructor to create and enroll a large group of students.

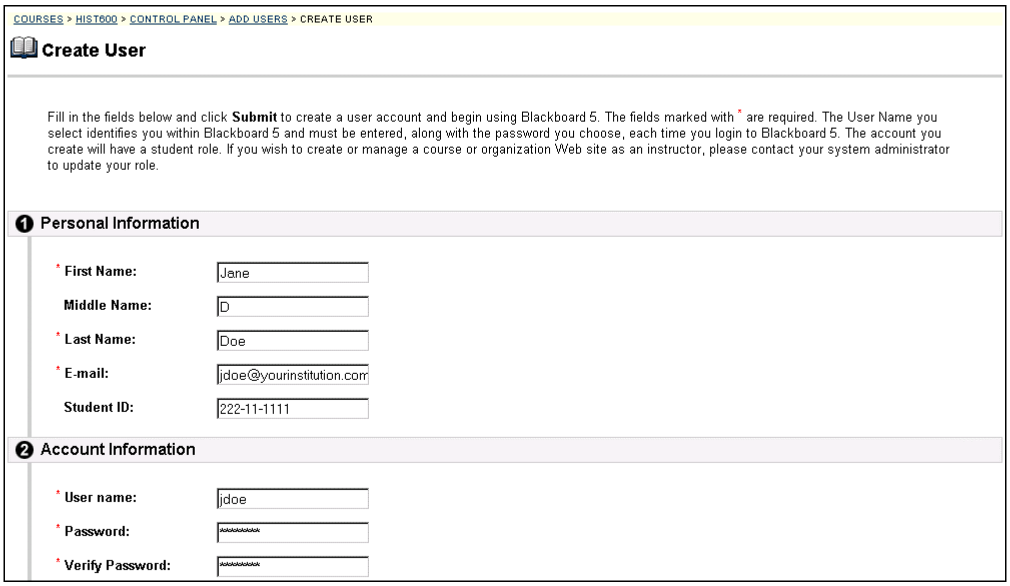
Create User Page

Overview

Instructors can create a profile for a user. The action of creating a user also enrolls the user in the course.

Create User page

Click **Create User** on the Add User page. The Create User page as shown below will appear.


COURSES > HIST600 > CONTROL PANEL > ADD USERS > CREATE USER

Create User

Fill in the fields below and click **Submit** to create a user account and begin using Blackboard 5. The fields marked with * are required. The User Name you select identifies you within Blackboard 5 and must be entered, along with the password you choose, each time you login to Blackboard 5. The account you create will have a student role. If you wish to create or manage a course or organization Web site as an instructor, please contact your system administrator to update your role.

1 Personal Information

* First Name: Jane

Middle Name: D

* Last Name: Doe

* E-mail: jdoe@yourinstitution.com

Student ID: 222-11-1111

2 Account Information

* User name: jdoe

* Password: ********

* Verify Password: ********

Entry fields

The table below details the entry fields on the Modify User page.

Personal Information	
First Name:	Enter the new user's first name. This field is required.
Middle Name:	Enter the new user's middle name.
Last Name:	Enter the new user's last name. This field is required.
Email:	Enter the new user's email address. This field is required.
Student ID:	Enter the new user's student ID as defined by the institution.
Account Information	
User Name:	Enter a user name for the new user. This field is required.
Password:	Enter a password for the user's account. The password must be at least 1 character and contain no spaces or special characters.
Verify Password:	Enter the user's password again to ensure accuracy.

Continued on next page

Create User Page, continued

Entry fields (continued)

Other Information	
Gender:	Enter the new user's gender.
Education Level:	Enter the new user's education level.
Birthdate:	Select the new user's birthday from the drop-down list or click the icon to select a date from the calendar interface.
Company:	Enter the new user's company.
Department:	Enter the new user's department.
Job Title:	Enter the new user's job title.
Address:	Enter the new user's address.
Address: (cont.)	Enter any additional address information.
City:	Enter the new user's city.
State/Province:	Enter the new user's state or province.
ZIP/Postal Code:	Enter the new user's ZIP code or postal code.
Country:	Enter the new user's country.
Web Site:	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone:	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the user. The phone number will display exactly as entered.

Continued on next page

Create User Page, continued

Entry fields (continued)

Role and Availability	
Role and Availability:	Select a role option. Available roles are: • Student: User is able to access all available course content and will be graded on assessments. • Instructor: User is able to control all aspects of the course through the Instructor Control Panel. • Teacher's Assistant: User is able to control most aspects of the course through the Instructor Control Panel. A Teacher's Assistant cannot access Course Marketing. • Grader: User is able to access all areas under Assessments. • Course Builder: User is able to add content to the course through the Content Areas and the Course Tools on the Instructor Control Panel.
Available (this course only)	Select **Yes** or **No** from the drop-down list. If **Yes** is selected, the user will have access to the course Web site. If **No** is selected, the user will not be able to access the course. This option can be modified after the user is created to control access throughout the user's involvement with the course.

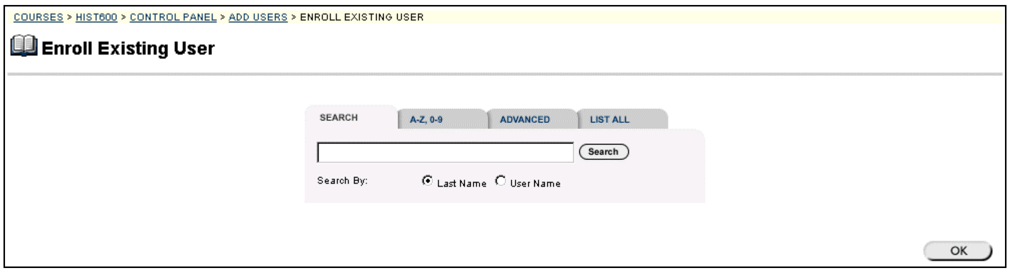
Enroll Existing User Page

Overview

Instructors may enroll an existing user into the course using the Enroll Existing User page.

Enroll Existing User page

Click **Enroll Users** on the Add User page. The Enroll Existing Users page will appear as shown below.



Search functions

The table below details the search functions.

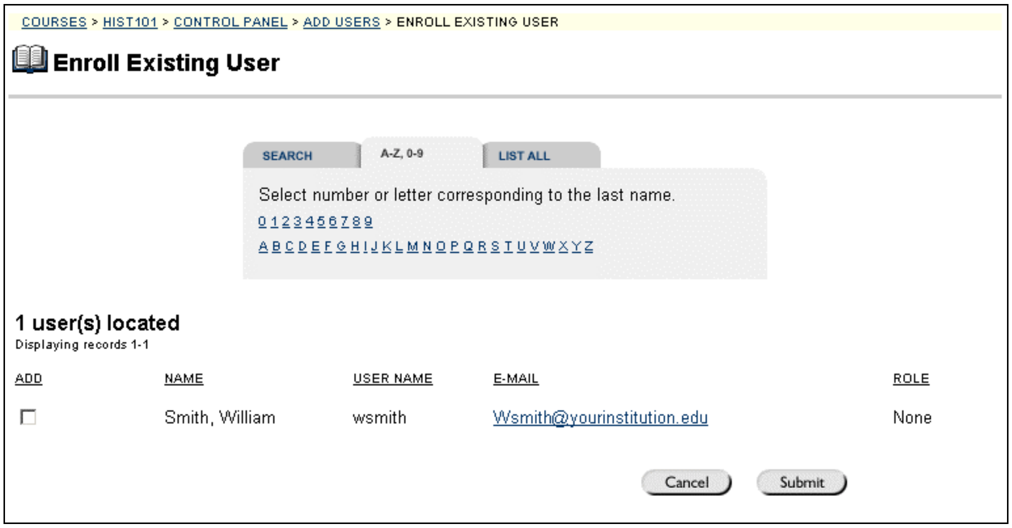
To . . .	Then . . .
search for a user using the user's last name or user's ID	• Select the Search tab. • Enter either a last name or a user ID. • Select either the **Last Name** or **User ID** option. All matching entries will be displayed.
search for a group of last names that start with a particular letter or a user ID that starts with a particular number	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.
search using a value found in the user's first or last name	• Select the Advanced tab • Enter a value in the Containing: field. • The search will return all users with that value in their User Name. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Continued on next page

Enroll Existing User Page, continued

Search results

Below is an example of the Enroll Existing User page that displays the search results.



Enroll the user

Click next to the name of the user that is to be enrolled and click **Submit**. A Receipt: Success page will appear to indicate that the user was enrolled.

After enrolling a user, be sure to set the user role and availability. The default values are student and available.

Batch Create Users for Course Page

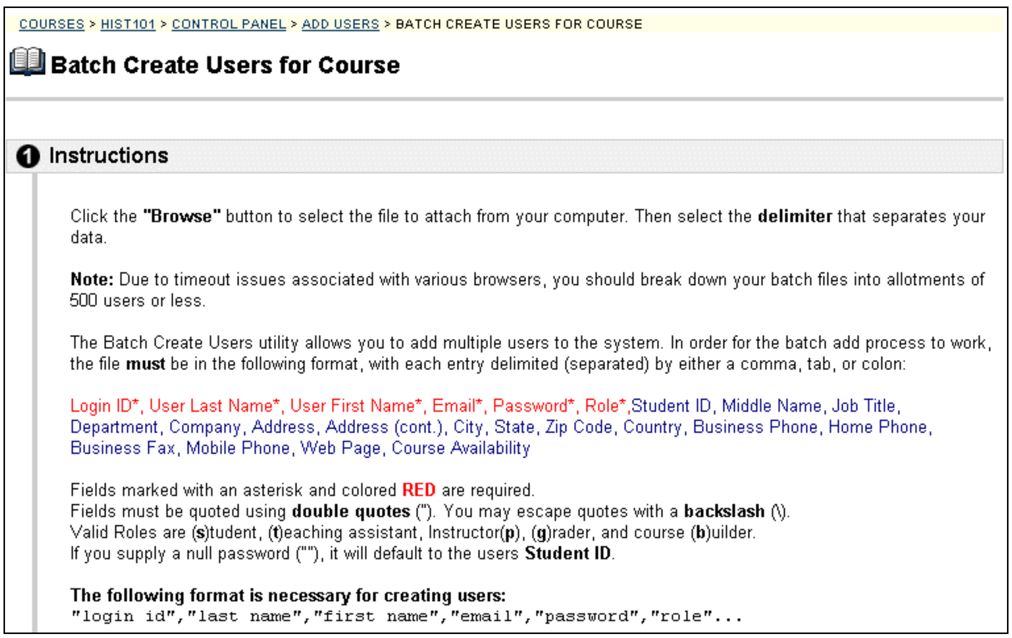
Overview

Instructors may enroll large numbers of users into courses from the Batch Create Users for Course page. Using a batch file, users are entered into courses quickly. A batch file for enrolling users can enroll many users into many different courses.

Warning: If using a batch file created for a previous version of Blackboard 5, verify that the fields are in the correct order for the current version.

Batch Create Users for Course page

Click **Batch Create Users for Course** from the Add Users page. The Batch Enroll Users page will appear as shown below.



Entry fields

The table below details the entry fields on the Batch Create Users for Course page.

File Upload	
File Location:	Enter the location of the batch user file.
Delimiter Type of Your File:	Click on either the comma, tab, or colon delimiter used on the batch user file entered in the File Location field.

Continued on next page

Batch Create Users for Course Page, continued

Creating batch files

Batch files are .txt files that hold large quantities of information to upload to the system. Each batch utility contains specific instructions on creating the batch file. The following batch file standards are universal.

- Fields must be enclosed in double quotes.
  Example: “John”
- Each field must be separated with a delimiter. Commas, colons or tabs may be used, however, you may not use more than one as a delimiter in a batch file.
  Example: “John”,”Smith”
- Each record must be separated by a hard return.
  Example: “John”,”Smith”
  “Larry”,”Smith”
- Each batch file should not exceed 500 records due to time out restrictions associated with most browsers.

List/Modify Users

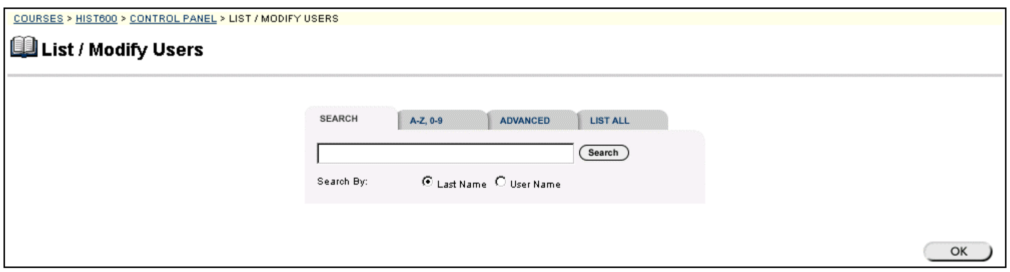
List/Modify Users Page

Overview

Instructors may view and update user information from the List/Modify Users page. User profiles and user roles for specific courses are updated by clicking the **Properties** button that appears next to user information. In addition, the instructor can send an email to a user by clicking on the user's email address in the Email column.

List/Modify Users page

Click **List/Modify Users** from the User Management page. The List/Modify Users page will appear as shown below.



Search for users

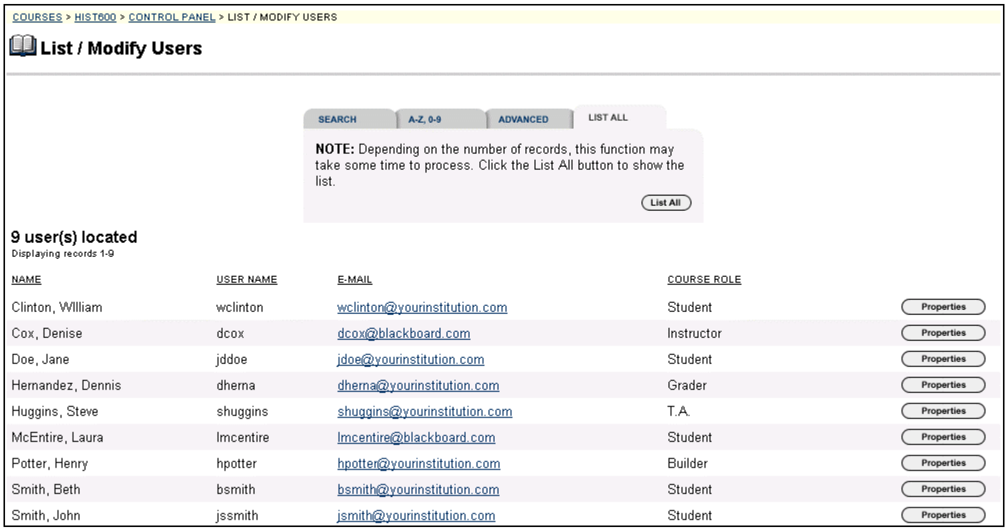
The List/Modify Users page contains a search function. The instructor can search using different variables selected from the search tabs. The following search tabs are available:

To . . .	Then . . .
search for a user using the user's last name or user's ID	• Select the Search tab. • Enter either a last name or a user ID. • Select either the Last Name or User ID option. All matching entries will be displayed.
search for a group of last names or a user ID that starts with a particular character	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.
search using a value found in the user's name	• Select the Advanced tab • Enter a value in the Containing: field. • The search will return all users with that value in their User Name. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

List/Modify Users Page, continued

Search results

Below is an example of the List/Modify Users page that displays the search results.



Available functions

To use the functions available on the List/Modify Users page, follow the table below.

To . . .	click. . .
send an email to a user	the email address to open the Compose Email page.
edit a user profile	**Properties** to open the Modify User page.

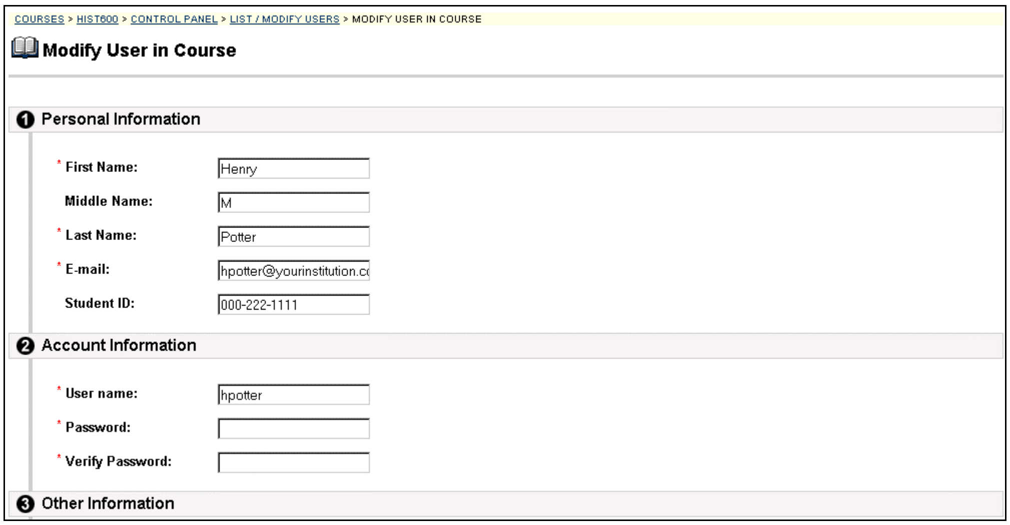
Modify User Page

Overview

Instructors can update a user's profile information including the user role from the Modify User page.

Modify User page

Click **Properties** for a user from the List/Modify Users page. The Modify Users page will appear.



Modify User fields

The table below details the entry fields on the Modify User page.

Personal Information	
First Name:	Enter the new user's first name. This field is required.
Middle Name:	Enter the new user's middle name.
Last Name:	Enter the new user's last name. This field is required.
Email:	Enter the new user's email address. This field is required.
Student ID:	Enter the new user's student ID as defined by the institution.
Account Information	
User Name:	Enter a user name for the new user. This field is required.
Password:	Enter a password for the user's account. The password must be at least 1 character and contain no spaces or special characters.
Verify Password:	Enter the user's password again to ensure accuracy.

Continued on next page

Modify User Page, continued

Modify User fields (continued)

Other Information	
Gender:	Enter the new user's gender.
Education Level:	Enter the new user's education level.
Birthdate:	Select the new user's birthday from the drop-down list or click the icon to select a date from the calendar interface.
Company:	Enter the new user's company.
Department:	Enter the new user's department.
Job Title:	Enter the new user's job title.
Address:	Enter the new user's address.
Address: (cont.)	Enter any additional address information.
City:	Enter the new user's city.
State/Province:	Enter the new user's state or province.
ZIP/Postal Code:	Enter the new user's ZIP code or postal code.
Country:	Enter the new user's country.
Web Site:	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone:	Enter the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Enter the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the user. The phone number will display exactly as entered.

Continued on next page

Modify User Page, continued

Modify User fields (continued)

Role and Availability	
Role and Availability:	Select a role option. Available roles are: • Student: User is able to access all available course content and will be graded on assessments. • Instructor: User is able to control all aspects of the course through the Instructor Control Panel. • Teacher's Assistant: User is able to control most aspects of the course through the Instructor Control Panel. A Teacher's Assistant cannot access Course Marketing. • Grader: User is able to access all areas under Assessments. • Course Builder: User is able to add content to the course through the Content Areas and the Course Tools on the Instructor Control Panel.
Available (this course only)	Select Yes or No from the drop-down list. If Yes is selected, the user will have access to the course Web site. If No is selected, the user will not be able to access the course. This option can be modified after the user is created to control access throughout the user's involvement with the course.

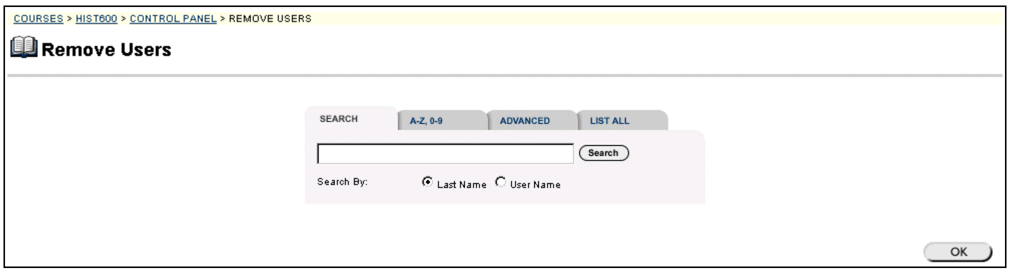
Remove Users Page

Overview

Instructors may remove users from a course from the Remove Users page. Removed users cannot be restored to the course. To restore a removed user, enroll the user in the course from the Add Users page.

Remove Users page

Click **Remove Users** on User Management. The Remove Users page will appear as shown below



Search for users

The Remove Users page contains a search function. The instructor can search using different variables selected from the search tabs. The following search tabs are available:

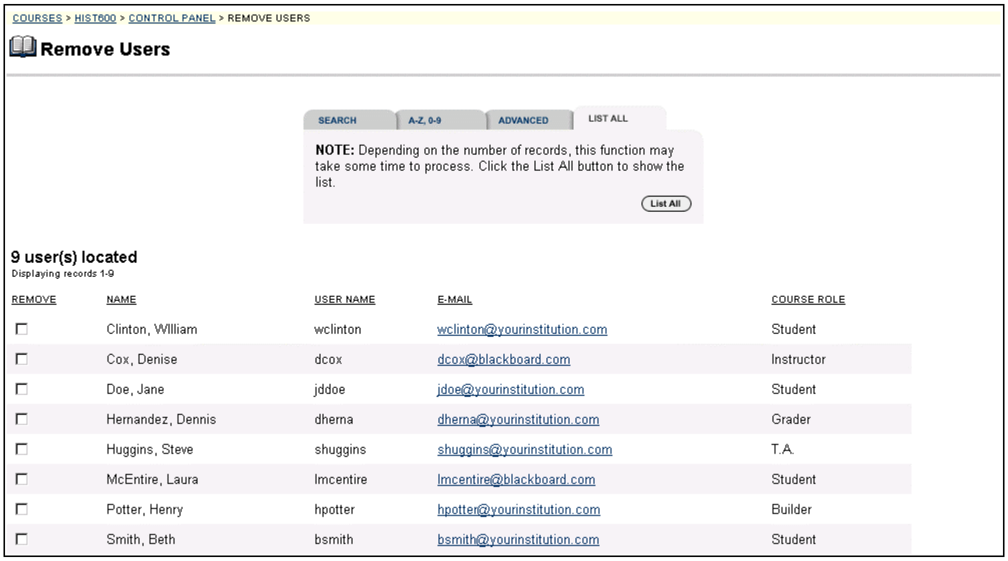
To . . .	Then . . .
search for a user using the user's last name or user's ID	• Select the Search tab. • Enter either a last name or a user name. • Select either the **Last Name** or **User ID** option. All matching entries will be displayed.
search for a group of last names or a user ID that starts with a particular character	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.
search using a value found in the user's name	• Select the Advanced tab • Enter a value in the Containing: field. • The search will return all users with that value in their User Name. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Continued on next page

Remove Users Page, continued

Search results

Below is an example of the Remove Users page that displays the search results.



Remove users

Follow the steps below to remove users.

- Select the users to be removed.
- Type **Yes** in the entry field at the bottom of the page.
- Click **Submit**. The selected users will be removed from the course.

Manage Groups - Add a Group

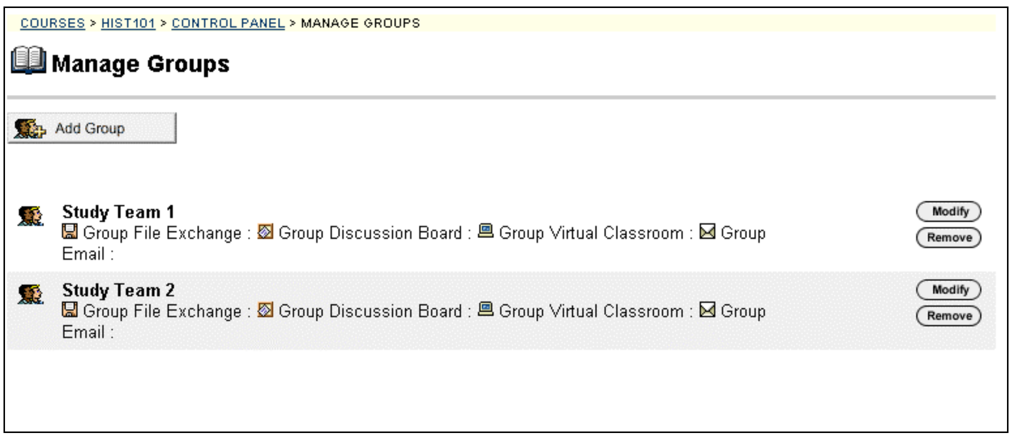
Manage Groups Page

Overview

Build study or project groups using the Manage Groups page. Instructors can add, remove, and modify groups of users within a course from the Manage Groups page. The instructor has the option of giving the group discussion board functions, virtual classroom functions, group file exchange functions, and group email functions. These functions are displayed on the Manage Groups page under the group name. Also displayed are the group's members.

Manage Groups

Click **Manage Groups** from the User Management section of the Instructor Control Panel. The Manage Groups page will appear as shown below.



Continued on next page

Manage Groups Page, continued

Available functions

The table below details the available functions on this page.

To . . .	click. . .
add a group	**Add Group**. The Add Group page will appear. On the Add Group page new groups may be created with a group name, description, and various options. Once a group has been created, students must be added. Click **Modify** to access the page to control that particular group. Click the Add Users to Group link to add students to the group.
modify a group	**Modify**. A Manage Group page will appear. On the Manage Group page, group properties may be modified, new students may be added, group users may be listed or modified, and users may be removed from the group.
remove a group	**Remove**.

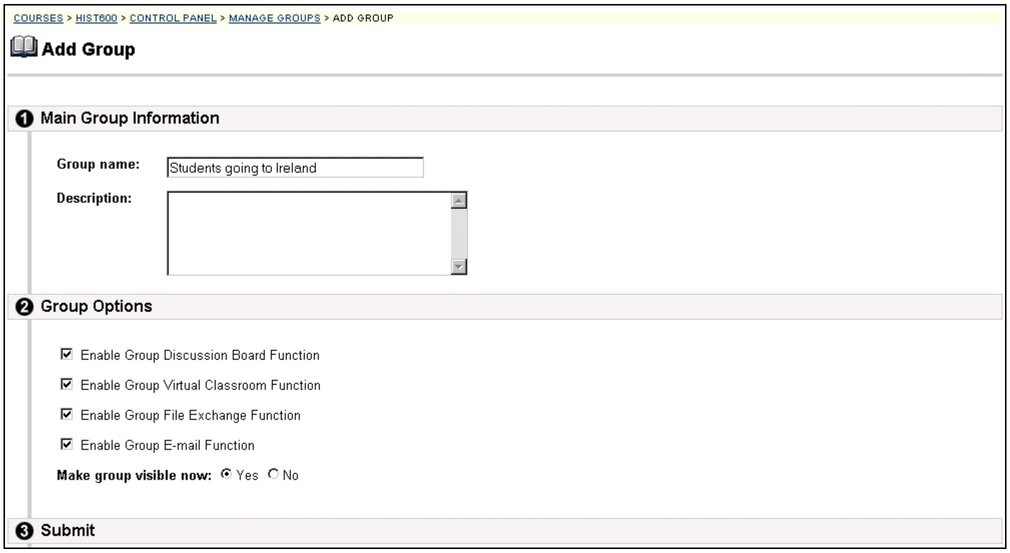
Add Group

Overview

Groups may be added by accessing the Add Group page.

Add Group page

Click **Add Group** on the Manage Group page. The Add Group page will appear as shown below.



Entry fields

The table below details the entry fields on this page.

Main Group Information	
Group name:	Enter a group name.
Description:	Enter a description of the group.

Continued on next page

Add Group, continued

Entry fields (continued)

Group Options	
Enable Group Discussion Board function:	Click **Yes** to indicate that this group will have access to the Discussion Board functions. Click **No** to indicate that this group is not to have access to the Discussion Board functions.
Enable Group Virtual Classroom function:	Click **Yes** to indicate that this group will have access to the Virtual Classroom functions. Click **No** to indicate that this group is not to have access to the Virtual Classroom functions.
Enable Group File Exchange function:	Click **Yes** to indicate that this group will have access to the group file exchange function. Click **No** to indicate that this group is not to have access to the group file exchange function.
Enable Group Email function:	Click **Yes** to indicate that this group will have access to the group email function. Click **No** to indicate that this group is not to have access to the group email function.
Make Group Visiable Now:	Click **Yes** or **No** to control the availability of the group.

Manage Groups - Modify a Group

Modify Group Page

Overview

In most areas of Blackboard 5, the add and modify pages function similarly. However adding a group is different from modifying a group. This section discusses what happens when the instructor clicks **Modify** from the Manage Groups page.

Manage Group page

Click **Modify** on the Manage Group page. The Manage Group page will appear as shown below.

Available functions

The following functions are available from the Manage Group page:

- ► **Group Properties**
  Modify the group name, description, or options.
- ► **Add Group**
  Add a new group.
- ► **Add Users to Group**
  Add students to the group. A search feature is available to narrow down the list of users to add.
- ► **List Users in Group**
  List or modify users in a group. A search feature is available to narrow down the list of users to add.
- ► **Remove Users From Group**
  Remove users from a group A search feature is available to narrow down the list of users.

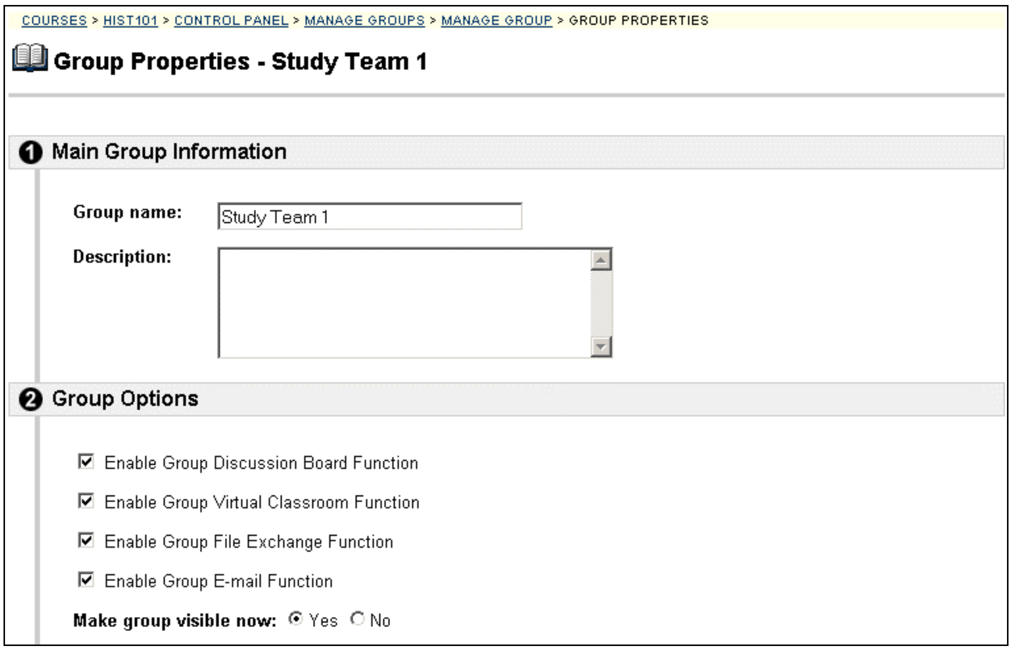
Group Properties Page

Overview

The Group Properties page is used to modify the name, description, and options for the group.

Group Properties page

Click **Group Properties** on the Manage Group page. The Group Properties page will appear.



Entry fields

The table below details the entry fields on the Group Properties page.

Main Group Information	
Group name:	Enter a group name.
Description:	Enter a description of the group.

Continued on next page

Group Properties Page, continued

Entry fields (continued)

Group Options	
Enable Group Discussion Board function:	Click **Yes** to indicate that this group will have access to the Discussion Board functions. Click **No** to indicate that this group is not to have access to the Discussion Board functions.
Enable Group Virtual Classroom function:	Click **Yes** to indicate that this group will have access to the Virtual Classroom functions. Click **No** to indicate that this group is not to have access to the Virtual Classroom functions.
Enable Group File Exchange function:	Click **Yes** to indicate that this group will have access to the group file exchange function. Click **No** to indicate that this group is not to have access to the group file exchange function.
Enable Group Email function:	Click **Yes** to indicate that this group will have access to the group email function. Click **No** to indicate that this group is not to have access to the group email function.
Make group visible now:	Click **Yes** or **No** to control the availability of the group.

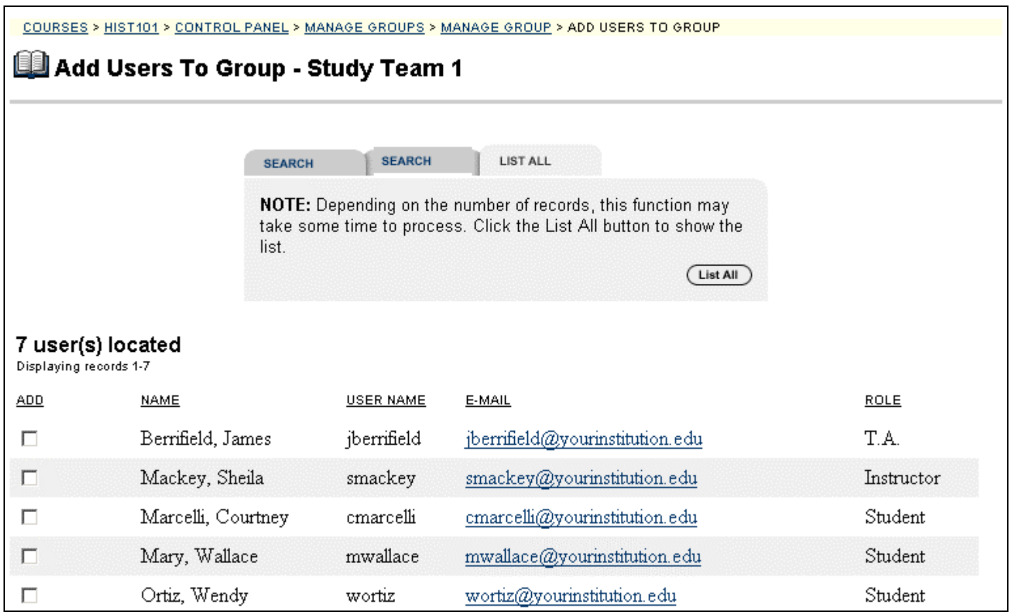
Add Users to Group Page

Overview

Once a group has been created, users are added to the group using the Add Users to Group page. This section describes the function and fields of the Add Users to Group page.

Add Users to Group page

Click **Add Users To Group** on the Manage Group page. The Add Users to Group page will appear as shown below.



Search Functions

The table below details the search functions on the Report by Item page.

To . . .	Then . . .
search for a user using the user's last name or user's ID	• Select the Search tab. • Enter either a last name or a user ID. • Select either the **Last Name** or **User ID** option. All matching entries will be displayed.
search for a group of last names or user names that begin with a particular character.	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.
list all users	• Select the LIST ALL tab. • Click on the **List All** button to list all the names enrolled. All entries will be displayed.

Continued on next page

Add Users to Group Page, continued

Add the user	Click the user's check box that is to be added to the group and click **Submit**. A Receipt: Success page will appear to verify that the user was enrolled.

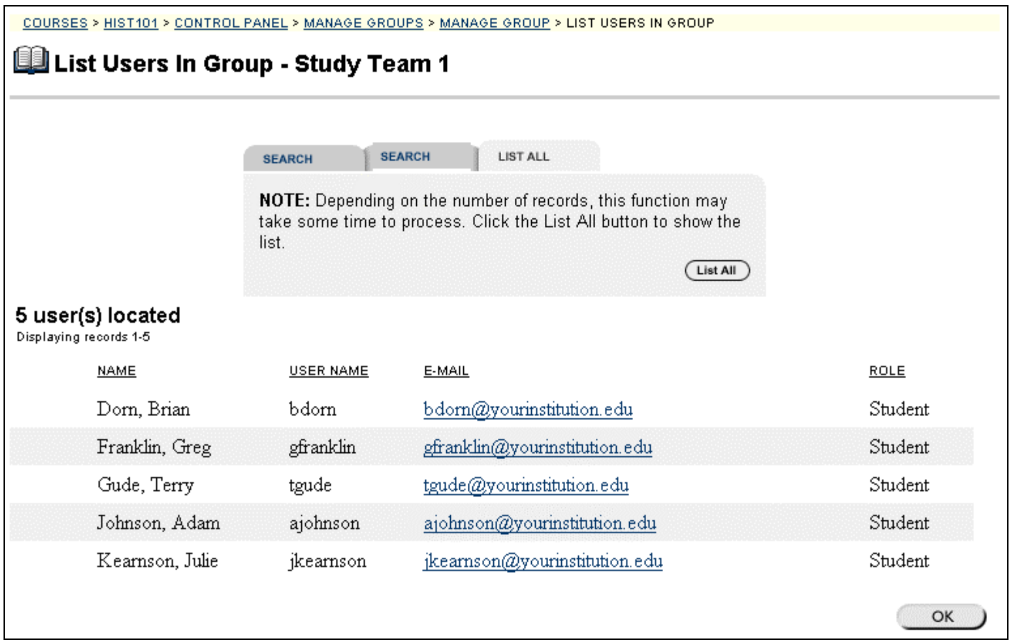
List Users in Group Page

Overview

Users in a group can be viewed contacted using the List Users in a Group page—click on an email address to send a message to that user.

List Users in Group page

Click **List Users in Group** from the Group Management page. The List Users in Group page will appear as shown below.



Search for users

The List Users in Group page contains a search function. The instructor can search using different variables selected from the search tabs. The following search tabs are available:

To . . .	Then . . .
search for a user using the user's last name or user's ID	• Select the Search tab. • Enter either a last name or a user ID. • Select either the Last Name or User ID option. All matching entries will be displayed.
search for a group of last names or user names that start with a particular character.	• Select the A-Z, 0-9 tab. • Click on the first character of the last name or the user name. All matching entries will be displayed.
list all users	• Select the LIST ALL tab. • Click **List All** to list all group members

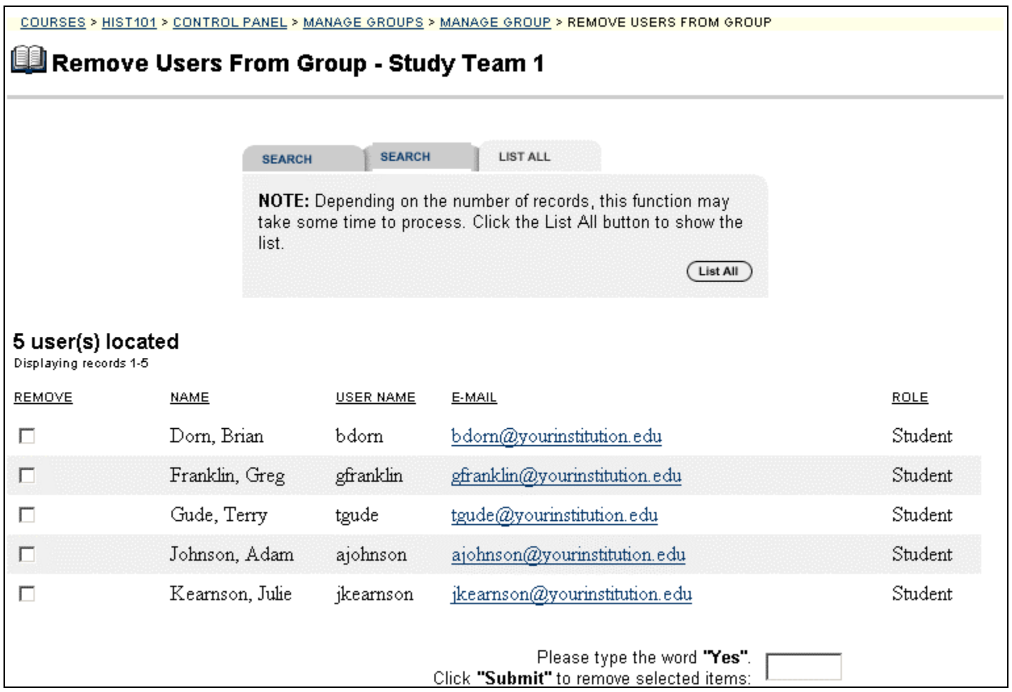
Remove Users From Group Page

Overview

Instructors may drop users from a group using the Remove Users from Group page. Removed users cannot be restored to the course. To restore a removed user, add the user from the Add Users to Group page.

Remove Users page

Click **Remove Users** on the Group Management page. The Remove Users page will appear as shown below



Continued on next page

Remove Users From Group Page, continued

Search for users

The Remove Users from Group page contains a search function. The instructor can search using different variables selected from the search tabs. The following search tabs are available:

To . . .	Then . . .
search for a user using the user's last name or user's ID	• Select the Search tab. • Enter either a last name or a user ID. • Select either the Last Name or User ID option. All matching entries will be displayed.
search for a group of last names or user names that start with a particular character	• Select the A-Z, 0-9 tab. • Click on the first character of the last name or the user name. All matching entries will be displayed.
list all users	• Select the tab. • Click **List All** to list group members.

Remove users

To remove a user, click the check box of the users that are to be removed. Type 'Yes' in the entry field at the bottom of the page. Click **Submit**. The selected users will be removed from the group.

Chapter 7 – Assessment

Introduction

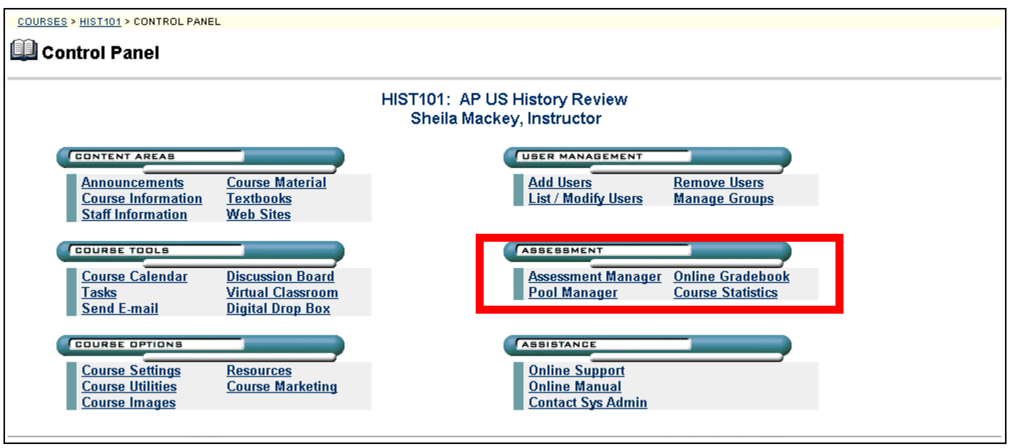
Overview

Instructors use the assessment area to increase student preparedness, measure student progress and customize lessons by creating and administering quizzes and surveys. The assessment area allows instructors to:

- follow a simple, step-by-step process to create quizzes and surveys
- mix and match multiple question types
- include multimedia or other attachments with assessment questions
- provide question randomization and re-use from assessment pools
- provide password-protected tests, timed tests and instant feedback to students
- create statistical reports of student answers.

Assessment

The Assessment tools appear in the center right portion of the Instructor Control Panel.



In this chapter

This chapter covers the following subjects:

- **Assessment Manager**
- **Pool Manager**
- **Online Gradebook**
- **Course Statistics**

Assessment Manager Overview

Overview

The Blackboard 5 Assessment manager creates and organizes quizzes, exams, and surveys. Results can be graded and recorded in the online gradebook. Instructors can create an assessment to test the knowledge and skill level of the users enrolled in the course. Assessments can also determine a consensus of thought on a particular subject matter. This section describes the types of assessments.

Assessments

The assessment option permits the instructor to assign point values to each question on exams or quizzes. Student answers are submitted for grading, and the results are recorded in the gradebook.

Survey

The survey option provides instructors with an assessment tool that records answers anonymously. This is useful for polling purposes, instructor evaluations, and random checks of knowledge. There is no method of grading surveys.

Surveys have the following features and limitations:

- Can not give user feedback
- Can not be graded and
- A name will not be associated with a survey. The online gradebook will reflect that the survey has been taken and submitted by a student.

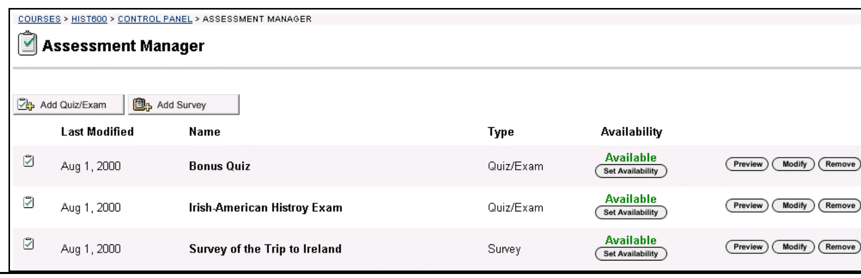
How to Create an Assessment

Overview

This is an overview of how to create an assessment. The sections that follow provide detail about each Web page. Assessments can be used to measure student's understanding of the course. The student takes the assessment on-line and the assessment is automatically graded. Assessments may consist of multiple choice, true/false, matching, ordering, multiple answers, and essay or short answer. Essay and short answer are not graded online.

Overview of how to access the Assessment Manager page

Follow the steps below to access the Assessment Manager page.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Assess the Instructor Control Panel.</td></tr>
<tr><td>2</td><td>Click Assessment Manager to access the Assessment Manager Page. An example of the Assessment Manager page is shown below.

</td></tr>
<tr><td>3</td><td>Click Add Quiz/Exam to access the Create New Assessment page.</td></tr>
</table>

Continued on next page

How to Create an Assessment, continued

Overview of how to create an assessment

Follow the steps below to create an assessment. To modify an assessment, click **Modify** next to the assessment that needs to be modified.

Step	Action
1	Enter the name of the assessment. Enter a description. Click **Submit**.
2	Enter instructions for how to complete the assessment. Click **Submit**.
3	Select a question type. Click **Submit**.
4	Enter the question text. Enter answers to choose from. **Note:** The option to have the correct and incorrect responses appear is set on the Set Availability page. Enter a correct response that the student will see if the answer is correct. Enter an incorrect response that the student will see if the answer is incorrect. Click **Add New Question**.

Continued on next page

How to Create an Assessment, continued

Overview of how to create an assessment (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Use the table below to complete the question.
<table>
<tr><th>To…</th><th>Click…</th></tr>
<tr><td>preview the question</td><td>Preview. Then click Cancel to return to the question.</td></tr>
<tr><td>cancel the question</td><td>Cancel.</td></tr>
<tr><td>add another question</td><td>Add New Question and repeat steps 3-5.</td></tr>
<tr><td>finish adding questions</td><td>Preview. Enter a point value for each question.</td></tr>
</table></td></tr>
<tr><td>6</td><td>Use the table below to complete the assessment.
<table>
<tr><th>To save the assessment…</th><th>Click…</th></tr>
<tr><td>but not make it available</td><td>Save. The system returns to the Assessment Manager page and displays the assessment.</td></tr>
<tr><td>and make it available.</td><td>Save and Make Available. The system displays the Set Availability page.</td></tr>
</table></td></tr>
<tr><td>7</td><td>Go to the next section for information about the Set Availability page.</td></tr>
</table>

How to make an assessment available

From the Assessment Manager page, follow the steps below to make an assessment available.

Step	Action
1	Click **Set Availability**.
2	Select **Yes** for the question, **Make assessment available**.
3	Do you want to generate an announcement for the assessment? If so, select **Yes**. If not, select **No**.
4	Where do you want a link to the assessment to appear? Click the drop-down arrow and select an area.
5	Click **Submit**. The system returns to the Assessment Manager page and the assessment is displayed with a green available flag.

Assessment Question Types

Overview

Assessments may be created using several different types of questions. The following sections provide detailed information about the pages used to create the assessment questions. This section provides a description and example of each of the question types.

Questions to consider before planning a quiz

Below are questions to consider before planning a quiz:

- How many questions will this assessment contain?
- Are there instructions that will be included with this assessment?
- What type of questions will this assessment contain?
- What is the point value associated with each question?

Types of Assessment Questions

There are several types of questions that can be included in an assessment. All of the options can be automatically evaluated, with the exception of the Short Answer/Essay. Short Answer/Essay questions require an instructor or teacher's assistant to read and evaluate individual answers. A description of each question type and illustration of the required fields are provided below.

Multiple – choice questions

Allows the users a multitude of choices. These questions are usually created for more complex assessments. The number of answer choices is limited to 20. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.

True/False question

True/False questions allow the user to choose either true or false. True and False answer options are by default limited to the words True and False. Additional text is not permitted. The True/False question type provides an area for the instructor to type the question and designate *correct answer*, if appropriate *images* and *feedback* may be included.

Continued on next page

Assessment Question Types, continued

Fill in the blank

Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling and letter patterns. Accordingly, it is important to keep the answers simple and limited to as few words as possible.

Consider the following tips when creating fill in the blank questions and answers:

- Provide answers that allow for common spelling errors, for example: convenient and convenient.
- Provide answers that allow for abbreviations or partial answers, for example Ben Franklin, Benjamin Franklin, Mr. B. Franklin, Franklin.
- Create the question that indicates to students the best way to answer the question, for example: ______, is pictured on the one hundred dollar bill. Avoid using nicknames or abbreviations in your answer.

Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or order of answer terms. For example if the question is *Ben's favorite colors are* _____ and the correct answer is *Ben's favorite colors are red and blue* but the student types *blue, red*, the answer will be marked incorrect.

Multiple answer

Multiple answer questions allow users to choose more than one answer.

Matching

Matching questions allow students to pair questions to answers.

Ordering

Ordering questions allow students to provide an answer by selecting the correct order the answers are to appear.

Short answer essay

Essay questions require the instructor to provide students with a question or statement. Students are given the opportunity to type and/or cut and paste an answer into a text field. After the exam, sample answers can be added for users or graders to use as reference in the **Answers** section. These types of questions must be graded manually.

Assessment Manager – Creating Questions and Assessments

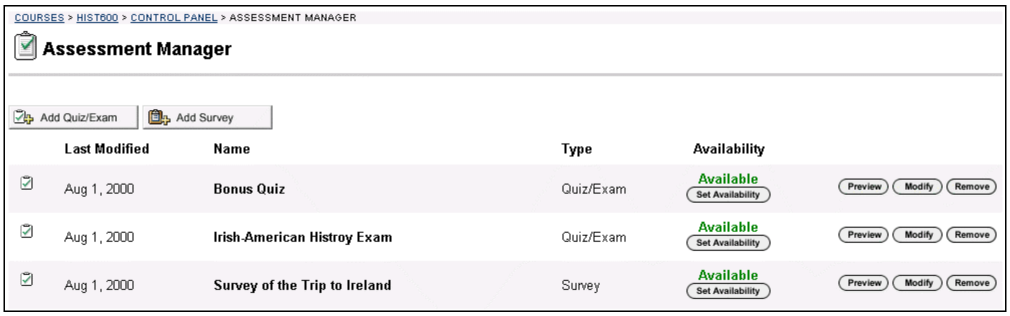
Assessment Manager Page

Overview

The Assessment Manager is used to create, add, set availability, preview, modify, and remove assessments.

Assessment Manager page

Click **Assessment Manager** from the Assessments section of the Instructor Control Panel to access the Assessment Manager.



Available functions

The functions available on this page are described in the table below.

To . . .	click. . .
create an assessment	**Add Quiz/Exam**. The Create New Assessment page will appear.
add a survey	**Add Survey**. The Create New Assessment page will appear.
set availability of the assessment or survey	**Set Availability** next to the assessment or survey. The Set Availability page will appear.
preview the assessment or survey	**Preview** next to the assessment or survey. The Preview Assessment page will appear.
modify an assessment or a survey	**Modify** next to the assessment or survey. The Assessment Builder page will appear.
remove an assessment or a survey	**Remove** next to the assessment or survey. A confirmation box appears. Removing assessments is irreversible.

Add Quiz/Exam

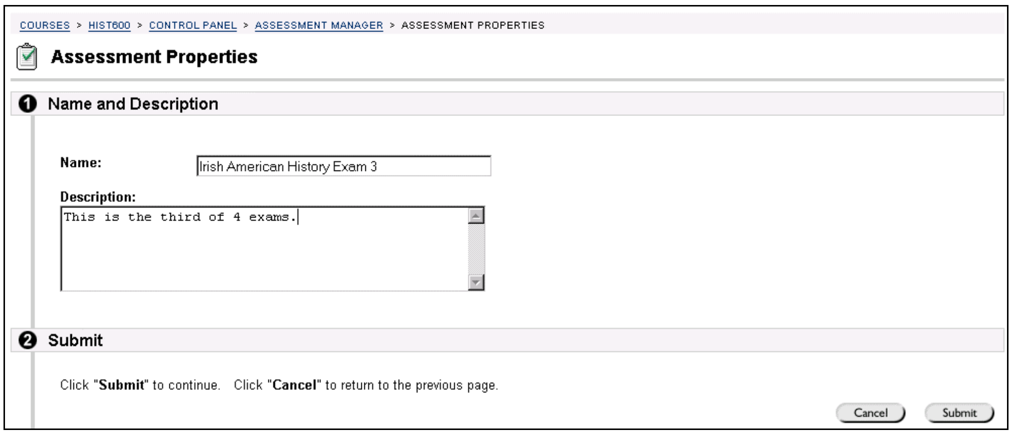
Overview

Instructors add assessments and surveys through the Assessment Manager page. This section describes how to add quizzes, exams, and surveys.

Hint: Create assessments for graded quizzes and create surveys for gathering information from students, for example, a course evaluation.

Assessment Properties page

Click **Add Quiz/Exam** or **Add Survey** on the Assessment Manager page. The Assessment Properties page will appear as shown below.



Continued on next page

Add Quiz/Exam, continued

Entry fields

The table below details the entry fields on the Assessment Properties page.

Enter Name and Description	
Name:	Enter the name of the assessment or survey.
Description:	Enter a description of the assessment or survey. Click **Submit**. The Create/Modify Assessment page requiring instructions will appear.
Enter Instructions	
Instructions:	Enter the instructions for completing the assessment. Click **Submit**. The Add Question to Assessment page requiring the question type will appear.
Select Question Type	
Question type	Select from the drop-down list the type of question that is to be used as a question in the assessment. Click **Submit**. The Add/Modify Question page as determined by the question type will appear. Go to the next section for information regarding this page.

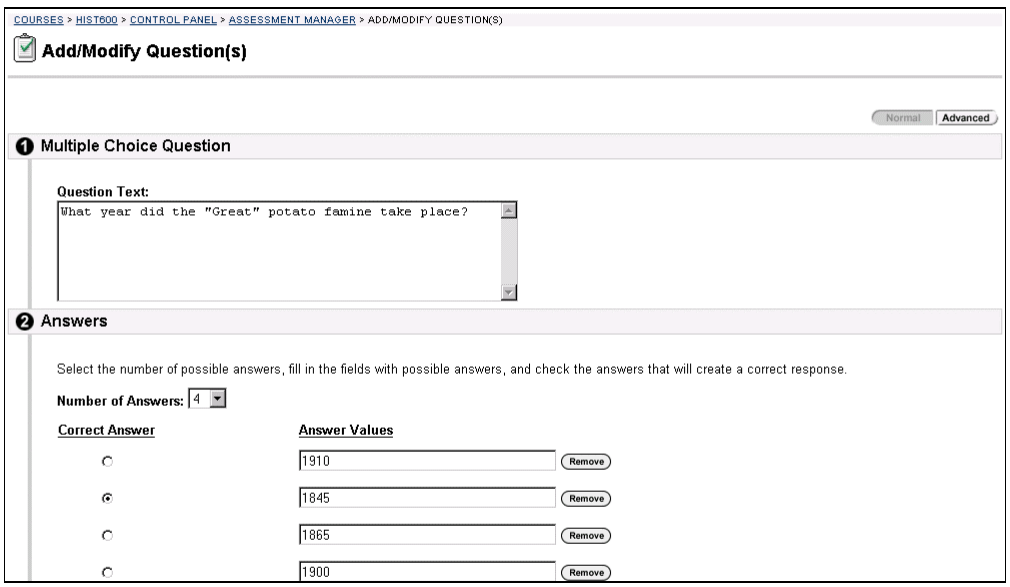
Add/Modify Question – Multiple Choice

Overview

After selecting the question type an Add/Modify Question page appears. The information required on this page varies depending on the question type selected. This section discusses the multiple-choice question and answer. For the multiple choice question an additional option is available. Choose to use either the normal multiple-choice page or the advanced multiple-choice page. The advanced multiple-choice page allows for the same information to be entered as the normal multiple-choice page. Additionally the advanced page allows more unique information to be included. For more information regarding the advanced multiple-choice page, please see the section called, **Advanced Functions**.

Add/Modify Question page multiple-choice

Click **Submit** on the Add Question to Assessment page and the Add/Modify Question Multiple-Choice Question page will appear as shown below.



Available functions

The functions available on this page are described in the table below.

To . . .	click. . .
create another question	**Add New Question**. The Add Question to Assessment page will appear.
complete or to preview the assessment or survey	**Preview**. The Assessment Builder page will appear.

Continued on next page

Add/Modify Question – Multiple Choice, continued

Entry fields

The table below details the entry fields on this page.

Multiple – Choice Question	
Question text:	Enter the question, as it is to appear on the assessment.
Answers	
Number of correct answers:	Enter the number of answers to choose from. The maximum number of answers is 20.
Correct answer:	Click an option to signify the correct answer.
Answer value:	Enter the answers to choose from in the **Answer Value** box.
Options	
Correct response:	Enter a response that is to appear if the student selects the correct answer. **Note:** The Set Availability page allows instructors to select the Reveal Correct Answer option, which will show students the correct answer.
Incorrect response:	Enter a response that is to appear if the student selects the incorrect answer.

Completing an assessment

To complete an assessment, follow the steps below.

Step	Action
1	Click **Preview**.
2	Add a point value for each question.
3	Click either **Save** or **Save and Make Available**.

Add/Modify Question – True/False

Overview

After selecting the question type the Add/Modify Question page appears. The information required on this page varies depending on the question type selected. This section discusses the true/false question and answer. For the true/false question, advance functions are available.

Note: For more information regarding the advanced functions, please see the topic called, **Advanced Functions**.

Add/Modify Question True/False

Click **Submit** on the Add Question to Assessment page and the Add/Modify Question page will appear as shown below.

Continued on next page

Add/Modify Question – True/False, continued

Entry field

The table below details the entry fields on this page.

True/False Question	
Question text:	Enter the question, as it is to appear on the assessment.
Answers	
Correct Answer:	Click the correct answer option.
Answer Values:	The answer values of True and False are given.
Options	
Correct response:	Enter a response that is to appear if the student selects the correct answer. **Note:** The Set Availability page allows instructors to select the Reveal Correct Answer option, which will show students the correct answer.
Incorrect response:	Enter a response that is to appear if the student selects the incorrect answer.

Completing an assessment

To complete an assessment, follow the steps below.

Step	Action
1	Click **Preview**.
2	Add a point value for each question.
3	Click either **Save** or **Save and Make Available**.

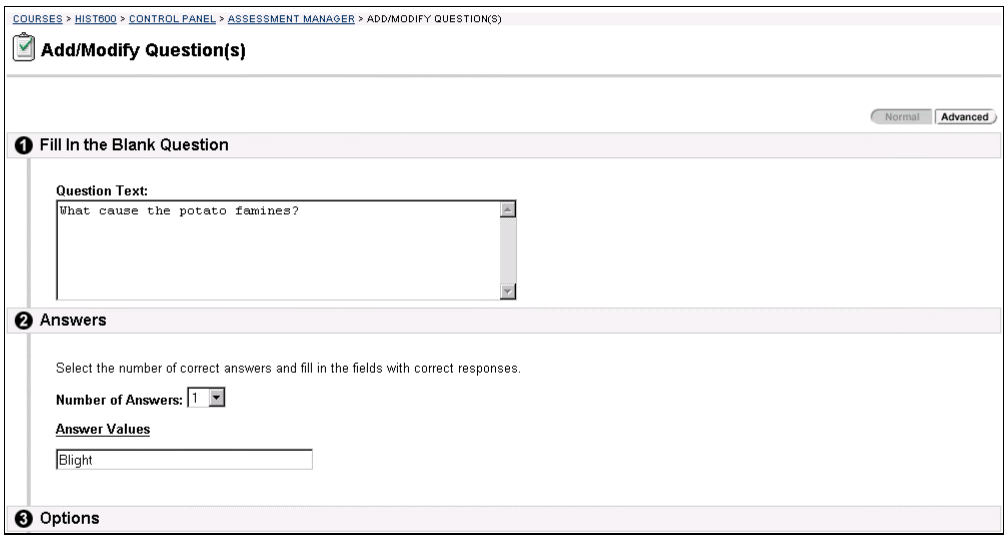
Add/Modify Question – Fill in the Blank

Overview

After selecting the question type Add/Modify Question page appears. The information required on this page varies depending on the question type selected. This section discusses the fill in the blank question and answer. For the fill in the blank question advanced functions are available. For more information regarding the advanced functions, please see the section called, **Advanced Functions**.

Add/Modify Question page for fill in the blank

Click **Submit** on the Create/Modify Question page and the Add/Modify Assessment – Fill in the Blank Question page will appear as shown below.



Available functions

The functions available on this page are described in the table below.

To . . .	click. . .
create another question	**Add New Question**. The Add Question to Assessment page will appear.
complete or to preview the assessment or survey	**Preview**. The Assessment Builder page will appear.

Continued on next page

Add/Modify Question – Fill in the Blank, continued

Entry field

The table below details the entry fields on this page.

Fill in the Blank Question	
Question text:	Enter the question, as it is to appear on the assessment.
Answers	
Number of answers:	Enter the number of answers. The maximum number of answers is 20.
Answer values:	Enter the correct answers.
Options	
Correct response:	Enter a response that is to appear if the student selects the correct answer. **Note:** The Set Availability page allows instructors to select the Reveal Correct Answer option, which will show students the correct answer.
Incorrect response:	Enter a response that is to appear if the student selects the incorrect answer.

Completing an assessment

To complete an assessment, follow the steps below.

Step	Action
1	Click **Preview**.
2	Add a point value for each question.
3	Click either **Save** or **Save and Make Available**.

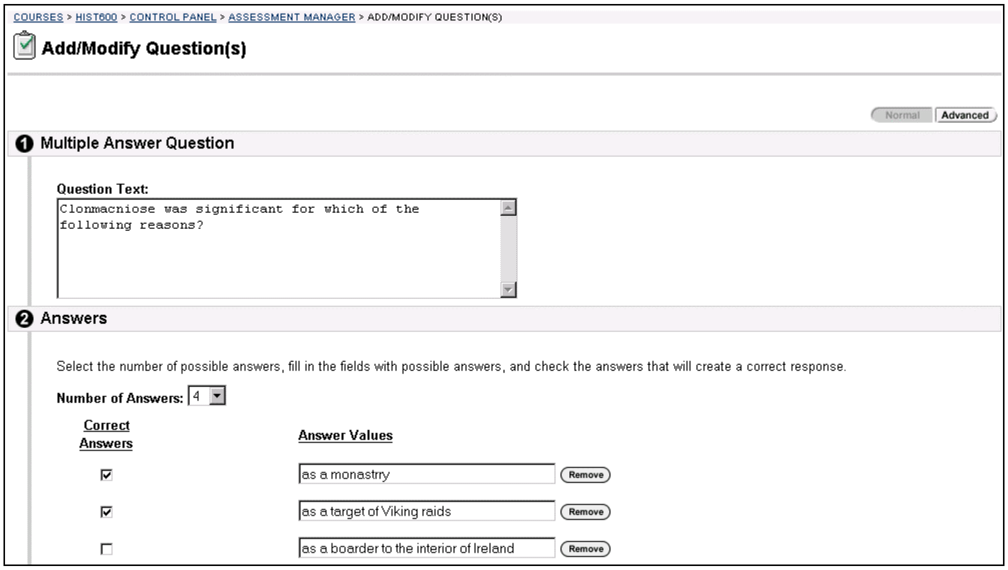
Add/Modify Question – Multiple Answer

Overview

After selecting the question type the Add/Modify Question page appears. The information required on this page varies depending on the question type selected. This section discusses the multiple answer question and answer. For the multiple answer advanced functions are available. For more information regarding the advanced functions, please see the section called **Advanced Functions**.

Add/Modify Question Multiple Answer

Click **Submit** on the Add Question to Assessment page and the Add/Modify Question page will appear as shown below.



Available functions

The functions available on this page are described in the table below.

To . . .	click. . .
create another question	**Add New Question**. The Add Question to Assessment page will appear.
complete or to preview the assessment or survey	**Preview**. The Assessment Builder page will appear.

Continued on next page

Add/Modify Question – Multiple Answer, continued

Entry field

The table below details the entry fields on this page.

Multiple Answer Question	
Question text:	Enter the question, as it is to appear on the assessment.
Answers	
Number of correct answers:	Select from the drop down list the number of answers to choose from. The maximum number of answers is 20.
Correct answer:	Click the correct answer.
Answer value:	Enter the answers to choose from in the **Answer Value** box.
Options	
Correct response:	Enter a response that is to appear if the student selects the correct answer. **Note:** The Set Availability page allows instructors to select the Reveal Correct Answer option, which will show students the correct answer.
Incorrect response:	Enter a response that is to appear if the student selects the incorrect answer.

Completing an assessment

To complete an assessment, follow the steps below.

Step	Action
1	Click **Preview**.
2	Add a point value for each question.
3	Click either **Save** or **Save and Make Available**.

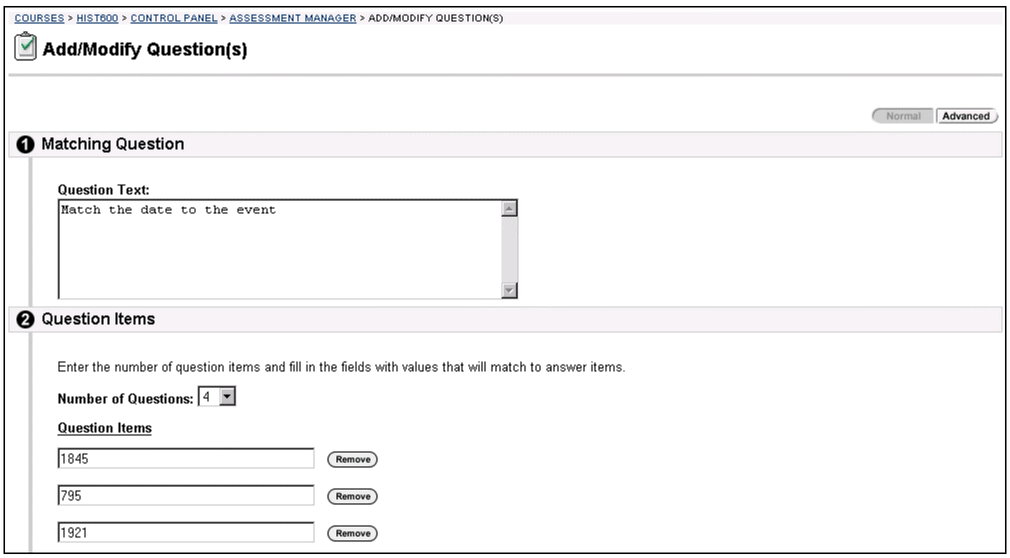
Add/Modify Question – Matching

Overview

After selecting the question type the Add/Modify Question page appears. The information required on this page varies depending on the question type selected. This section discusses the matching question and answer. For the matching question, advanced functions are available. For more information regarding the advanced functions, please see the section called **Advanced Functions**.

Add/Modify Question Matching

Click **Submit** on the Add Question to Assessment page and the Add/Modify Question page will appear as shown below.



Available functions

The functions available on this page are described in the table below.

To . . .	click. . .
create another question	**Add New Question**. The Add Question to Assessment page will appear.
complete or to preview the assessment or survey	**Preview**. The Assessment Builder page will appear.

Continued on next page

Add/Modify Question – Matching, continued

Entry field

The table below details the entry fields on this page.

Matching Question	
Question text:	Enter the question, as it is to appear on the assessment.
Question Items	
Number of Questions:	Enter the number of questions. The maximum number of answers is 20.
Question Items:	Enter the questions in the Question Items box.
Answer Items	
Number of Answers	Enter the number of answers.
Answer Items:	Enter the answers.
Assign	
Match	Click the drop-down arrow and select the correct answer.
Options	
Correct response:	Enter a response that is to appear if the student selects the correct answer. **Note:** The Set Availability page allows instructors to select the Reveal Correct Answer option, which will show students the correct answer.
Incorrect response:	Enter a response that is to appear if the student selects the incorrect answer.

Completing an assessment

To complete an assessment, follow the steps below.

Step	Action
1	Click **Preview**.
2	Add a point value for each question.
3	Click either **Save** or **Save and Make Available**.

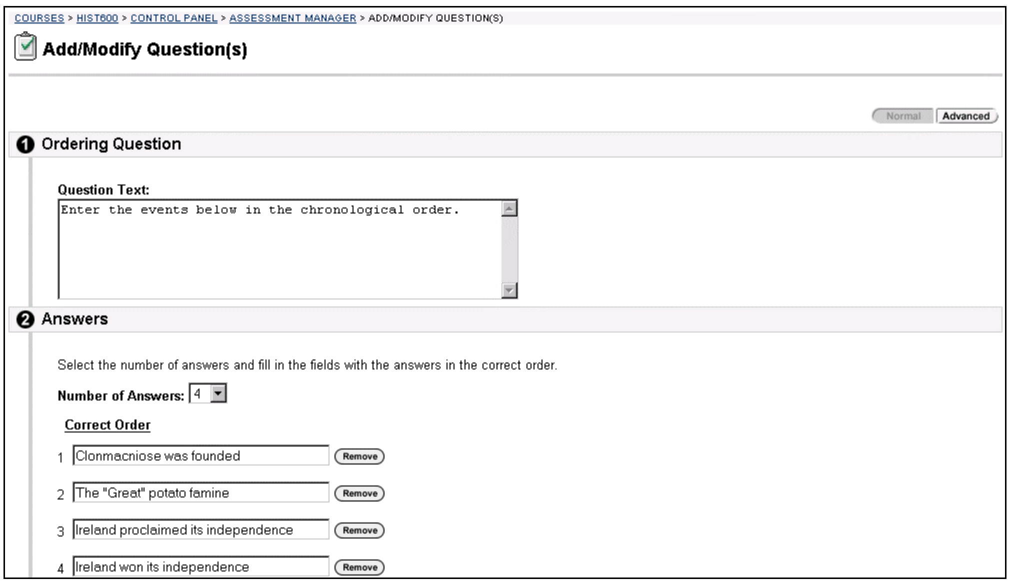
Add/Modify Question – Ordering

Overview

After selecting the question type the Add/Modify Question page appears. The information required on this page varies depending on the question type selected. This section discusses the Ordering question and answer. For the ordering question, advanced functions are available. For more information regarding the advanced functions, please see the section called **Advanced Functions**.

Add/Modify Question page Ordering

Click **Submit** on the Add Question to Assessment page and the Add/Modify Question page as shown below will appear.



Available functions

The functions available on this page are described in the table below.

To . . .	click. . .
create another question	**Add New Question**. The Add Question to Assessment page will appear.
complete or to preview the assessment or survey	**Preview**. The Assessment Builder page will appear.

Continued on next page

Add/Modify Question – Ordering, continued

Entry field

The table below details the entry fields on this page.

Ordering Question	
Question text:	Enter the question, as it is to appear on the assessment.
Answers	
Number of Answers:	Enter the number of answers to choose from. The maximum number of answers is 20.
Correct Order:	Enter the answers in the correct order.
Select Display Order	
Display Order	Select the order that the answers are to appear on the assessment.
Correct Order	The correct order for the answers displays.
Options	
Correct response:	Enter a response that is to appear if the student selects the correct answer. **Note:** The Set Availability page allows instructors to select the Reveal Correct Answer option, which will show students the correct answer.
Incorrect response:	Enter a response that is to appear if the student selects the incorrect answer.

Completing an assessment

To complete an assessment, follow the steps below.

Step	Action
1	Click **Preview**.
2	Add a point value for each question.
3	Click either **Save** or **Save and Make Available**.

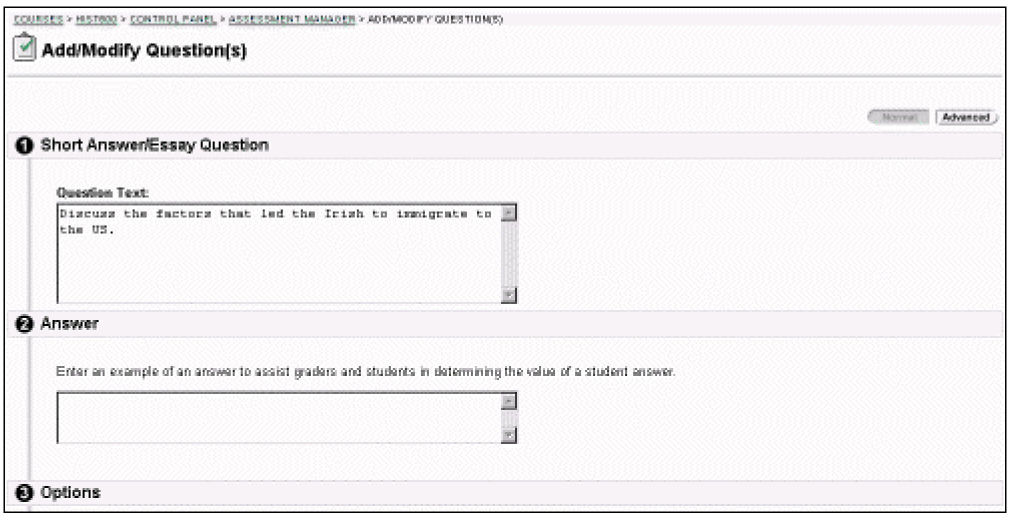
Add/Modify Questions – Short Answer/Essay Question

Overview

After selecting the question type the Add/Modify Question page appears. The information required on this page varies depending on the question type selected. This section discusses the Short Answer/Essay question and answer. For the short answer/essay question, advanced functions are available. For more information regarding the advanced functions, please see the section called **Advanced Functions**.

Add/Modify Question page Short Answer/Essay

Click **Submit** on the Add Question to Assessment page and the Add/Modify Question page will appear as shown below.



Available functions

The table below describes the available functions on the Add/Modify Question page for Short Answer/Essay Question.

To . . .	click. . .
create another question	**Add New Question**. The Add Question to Assessment page will appear.
complete or to preview the assessment or survey	**Preview**. The Assessment Builder page will appear.

Continued on next page

Add/Modify Questions – Short Answer/Essay Question,
continued

Entry field

The table below details the entry fields on this page.

Short Answer/Essay Question	
Question text:	Enter the question, as it is to appear on the assessment.
Answers	
Answer value:	Enter an example of an answer.
Options	
Add Category:	Click **Add Category** to add a category to search for when building an assessment or pool.

Completing an assessment

To complete an assessment, follow the steps below.

Step	Action
1	Click **Preview**.
2	Add a point value for each question.
3	Click either **Save** or **Save and Make Available**.

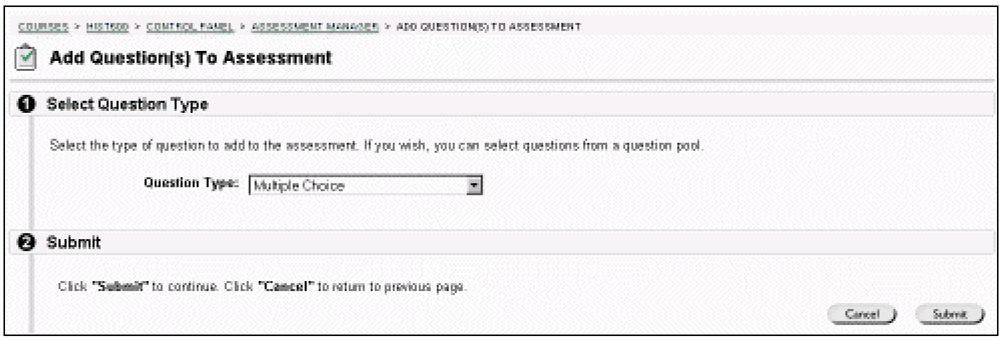
Using Questions from Question Pools or Other Assessments

Overview

After selecting the question type, From Question Pool or Assessment, the Add Questions to Assessment page appears. This section discusses how to use questions from question pools or another assessments.

Add Question to Assessment page

Click **Submit** on the Create/Modify Assessment page and the Add Question to Assessment page as shown below will appear.



Entry field

The table below details the entry fields on this page.

Select Question Type	
Question type:	Select from the drop down list one of the following: • Select Specific Questions from Pool or Assessment. This option allows the selection and viewing of a pool of questions. For more information see the section that follows. • Select Random Block of Questions. This option searches using the type of question and selecting a pool.

Continued on next page

Using Questions from Question Pools or Other Assessments, continued

Select Specific Questions from Pool or Assessment

The Select Specific Questions from Pool or Assessment option allows the selection and viewing of a pool of questions. The table below describes how to use the Select specific Questions from Pool or Assessments.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Click the check box to select one or more pool and assessment to use in the search.
Click Submit</td></tr>
<tr><td>2.</td><td>Define the types of questions, such as multiple-choice or fill in the blank to narrow the search. Define a keyword to further narrow the search. Hold down the SHIFT key to select more than one question type.
Click Submit. The Search Result displays.</td></tr>
<tr><td>3.</td><td>Click Preview to view the question, answer, correct feedback, and incorrect feedback. Click the drop-down arrows to view the search criteria that were used.</td></tr>
<tr><td>4.</td><td>Select the questions that are to be added to the assessment by checking the check box.
Click Submit. The questions are added to the bottom of the Assessment Manager Builder page.</td></tr>
<tr><td>5.</td><td>Enter point value for each question.</td></tr>
<tr><td>6.</td><td>Use the table below to complete the add question from pool process.
<table>
<tr><th>To . . .</th><th>. . .</th></tr>
<tr><td>complete the assessment</td><td>enter point values for each question. Click Save or Save and Make Available.</td></tr>
<tr><td>cancel the assessment</td><td>click Cancel.</td></tr>
<tr><td>add another question</td><td>click Add Item.</td></tr>
</table></td></tr>
</table>

Continued on next page

Using Questions from Question Pools or Other Assessments, continued

Select Random Block of Questions

The Select Random Block of Questions from Pool option allows the assessment to select random questions from a pool each time the assessment is completed. The table below describes how to use the Select Random Block of Questions from Pool option is selected.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select the types of questions and pools to include in the search. Hold down the SHIFT key to select more than one question type.
Click Submit. The Select Random Block page appears.</td></tr>
<tr><td>2</td><td>Enter the number of questions to be selected. The assessment will randomly select this number of questions from the indicated pool each time the assessment is completed.
Click Submit.</td></tr>
<tr><td></td><td>Use the table below to complete the add question from pool process.
<table>
<tr><th>To . . .</th><th>. . .</th></tr>
<tr><td>complete the assessment</td><td>enter point values for each question. Click Save or Save and Make Available.</td></tr>
<tr><td>cancel the assessment</td><td>click Cancel.</td></tr>
<tr><td>add another question</td><td>click Add Item.</td></tr>
</table>
</td></tr>
</table>

Set Availability Page

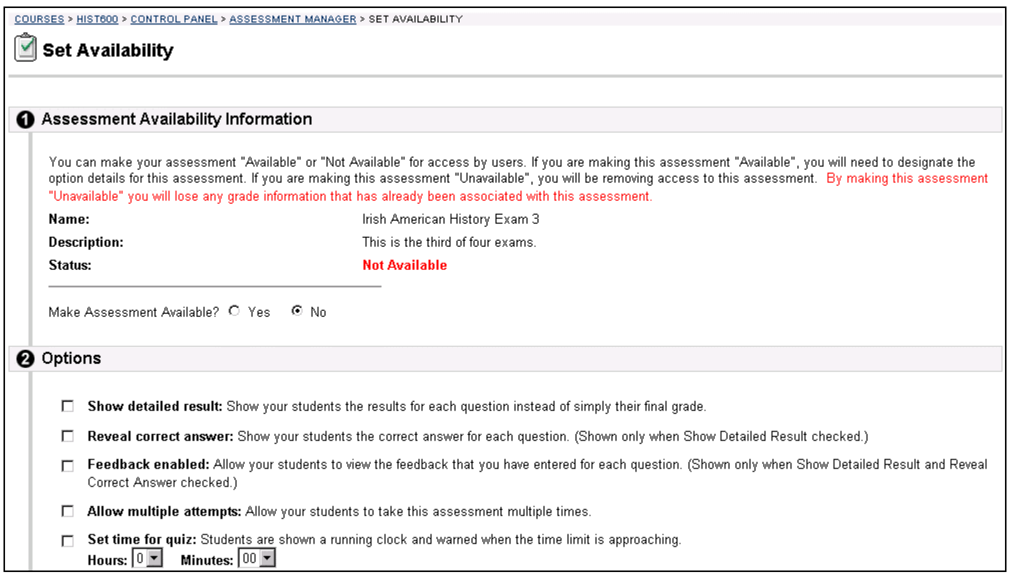
Overview

The Set Availability page allows an instructor to indicate the availability of an assessment. In addition other options such as whether or not to show the correct answer and whether or not to set a time limit for an assessment and to indicate the time limit are available.

Note: Assessments that are not available are not viewable from the Online Gradebook.

Set Availability page

Click **Set Availability** on the Assessment Manager page. The Set Availability page will appear as shown below.



Assessments in content areas

It is possible to add an assessment to any content area from the Set Availability page. If the time-release dates of an assessment are changed from within the content area, be sure to also change the time-release date of the associated announcement.

Continued on next page

Set Availability Page, continued

Entry fields

The table below details the entry fields on the Set Availability page.

Assessment Availability Information	
Make assessment available:	Click **Yes** or **No** to control the assessment availability. Click **Yes** and the following two questions appear: • Generate an Announcement? Click **Yes** and the assessment will appear in the Announcement area. • Place a link. Select a folder from the drop-down list. Assessments may be included in content areas and instructor-created folders. Also, it is possible to place an assessment in a Learning Unit.
Options	
Show detail result:	Select this check box to show the detail results of the test. If this check box is not selected, only the final grade will be shown.
Reveal correct answer:	Select this option to show the correct answer. **Note:** This option is only available when **Show detail result** has been selected.
Feedback enabled:	Select this option to indicate that students may view feedback that the instructor has added. **Note:** This option is only available when **Show detail result** and **Reveal correct answer** has been selected.
Options	
Allow multiple attempts:	Select this option to allow students to take this assessment or survey multiple times.
Set time for quiz:	Select this option to time the quiz. This option provides students with a running clock and a warning when time is up. Enter the hours and minutes that are to be allowed for the quiz.
Password protect:	Select this option to require a password. Enter a password. If the password is left blank, the system will not require a password. Spaces are not allowed.

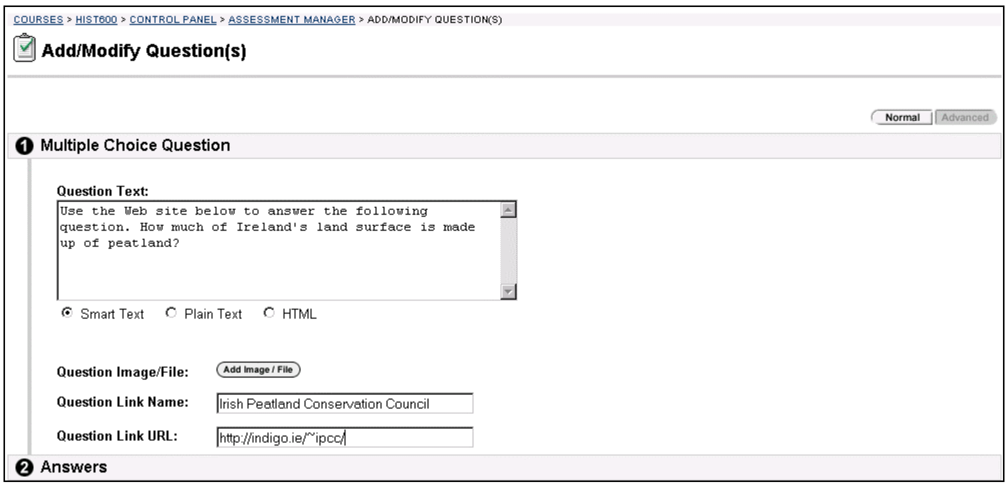
Advanced Functions

Overview

The previous sections described the normal option for each type of question. Also available on each page is the option to use more advanced functions. This section describes the advanced functions.

Add/Modify Question page for advanced multiple choice

Click **Advanced** on the Add/Modify Question page and the Advanced Add/Modify Question page as shown below will appear.



Available functions

The available functions on this page, are described in the table below.

To . . .	click . . .
add an image or file	**Add Image/File**. The Attach File to Question page will appear.
remove an image or file	**Remove** next to the image or file. A warning pop-up window appears. This action is irrevocable.
modify an image or file	**Modify** next to the assessment or survey. The Modify Assessment page will appear.
add a new category for this question	**Add Category**. The Categorize Question page allows instructors to organize questions for easier future use.

Continued on next page

Advanced Functions, continued

Entry fields

The table below details the entry fields on this page.

Multiple Choice Question	
Question Text:	Enter the question, as it is to appear on the assessment. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text accepts HTML tags as well. • Plain Text: Displays text as written • HTML: Displays text as coded using HTML tags.
Question Image/File:	Click **Add Image/File** to include an image or file as part of the question.
Question Link Name:	Enter the link name, as it is to appear as part of the question.
Question Link URL:	Enter the location of the image or file.
Answer	
Number of Answers:	Enter the number of answers to choose from. The maximum number of answers is 20.
Correct Answer:	Click the correct answer option.
Answer Value:	Enter the answers to choose from in the **Answer Value** box.
Options	
Correct Response:	Enter a response that is to appear if the student selects the correct answer.
Incorrect Response:	Enter a response that is to appear if the student selects the incorrect answer.
Add Category:	Select a category type that can be used to search for this question when using a question.

Assessment Manager – Modify Assessments

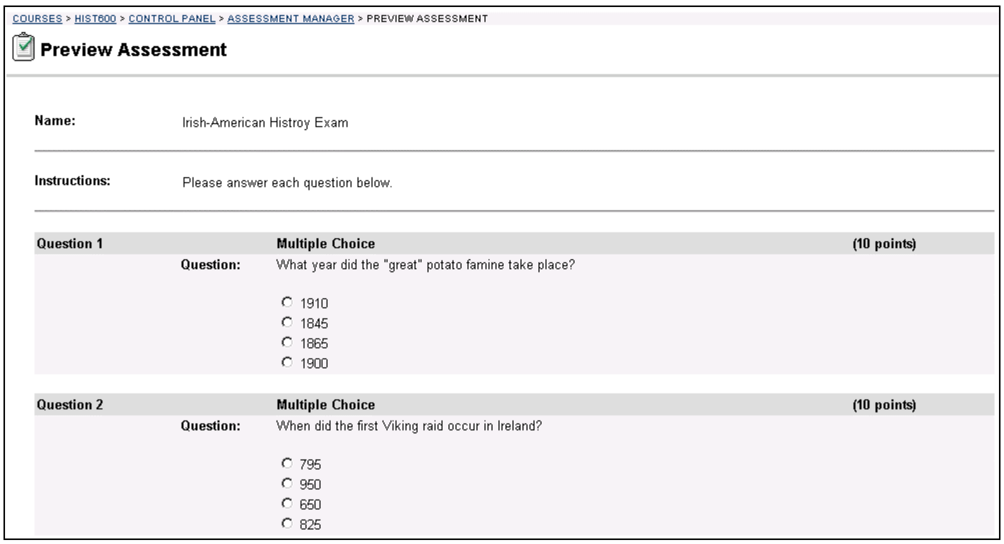
Preview an Assessment

Overview

Instructors have the ability to take an assessment to observe the assessment in action. This is done through the **Preview** option available in the Assessment area.

Preview Assessment

Click **Preview** from the Assessment Manager page to view and take an assessment. The Preview Assessment page will appear as shown below.



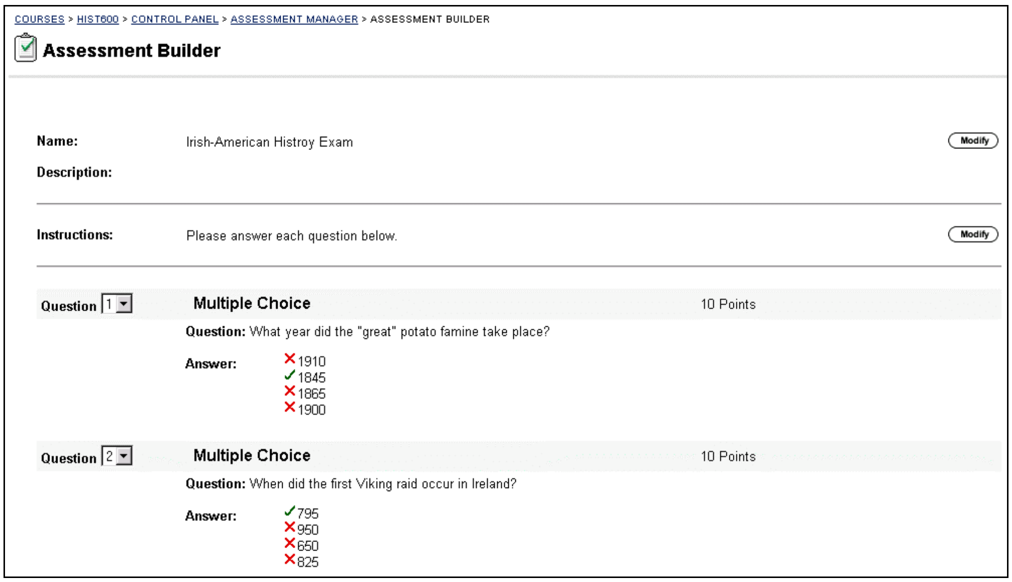
Assessment Builder Page

Overview

Once an assessment has been saved, modifications may be made using the Assessment Builder page.

Assessment Builder page

Click **Modify** on the Assessment Manager page. The Assessment Builder page will appear as shown below.



Available functions

The functions available on this page are described in the table below.

To . . .	click . . .
add another item	**Add Item**. The Add/Modify Question page will appear.
make modifications	**Modify**. The Add/Modify Question page will appear.
order the questions	the down-arrow and select the order for the questions to appear.
remove a question	**Remove** next to the question. A confirmation box will appear. Click **Ok**. This action is irreversible.

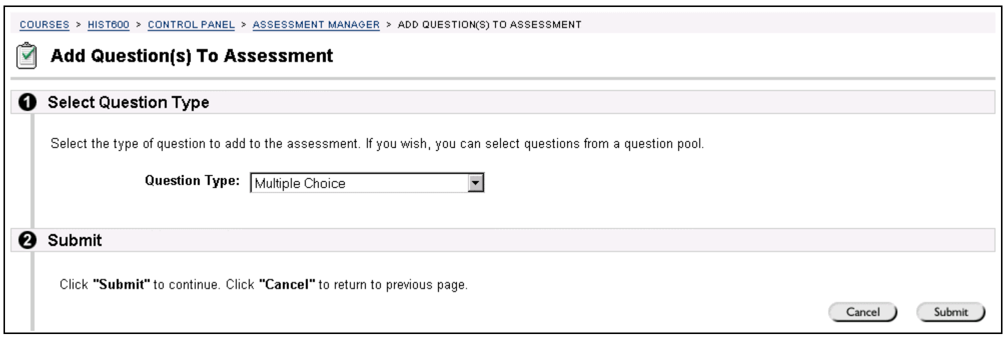
Add Item

Overview

Instructors create and modify assessments and surveys through the Assessment Manager page. This section describes how to add an item to an existing assessment or survey.

Add Question to Assessment page

Click **Add Item** on the Assessment Builder page. The Add Question to Assessment page will appear as shown below.



Entry fields

The table below details the entry fields on the Add Question to Assessment page.

Select Question Type	
Question type	Select the type of question that is to be used as a question in the assessment. Click **Submit**. The Add/Modify Question page as determined by the question type will appear. Go to the section that describes how to complete the steps for the question type entered.

Assessment Manger - Categorizing Questions

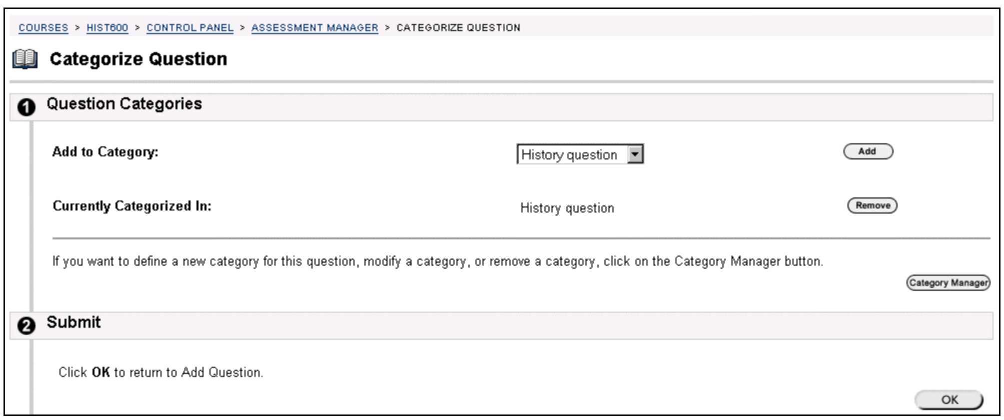
Categorize Question Page

Overview

Instructors have the option to create categories for the question to help organize the question for future use. The Categorize Question page allows the instructor to add a question to multiple categories and to remove a question from a category. Also from this page the Category Manager page may be accessed where new categories may be created.

Categorize Question page

Click either **Add Category** or **Modify** on the advance question page. The Categorize Question page will appear as shown below.



Available functions

The table below details the available functions on the Categorize Question page.

To . . .	click . . .
add a question to a category	the drop-down arrow and select a category for the question. Click **Add**.
remove an image or file	**Remove** next to a category the question is currently categorized in. A warning pop-up window appears. This action is irrevocable.
add a new category	**Category Manager**.

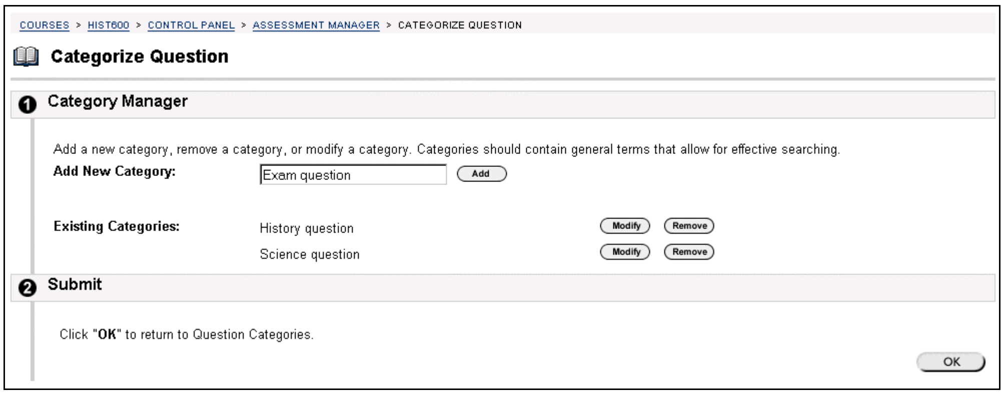
Category Manager Page

Overview

Instructors may add new categories, modify existing categories, or remove categories using the Category Manager page.

Category Manager page

Click **Category Manger** from the Categorize Question page. The Category Manager page will appear as shown below.



Available functions

The table below details the available functions on the Category Manager page.

To . . .	click . . .
add a new category	Enter a new category name and click **Add.**
modify an existing category	Modify. The Categorize Question page will appear.
remove an existing category	**Remove** next to the image or file. A warning pop-up window appears. This action is irrevocable.

Pool Manager

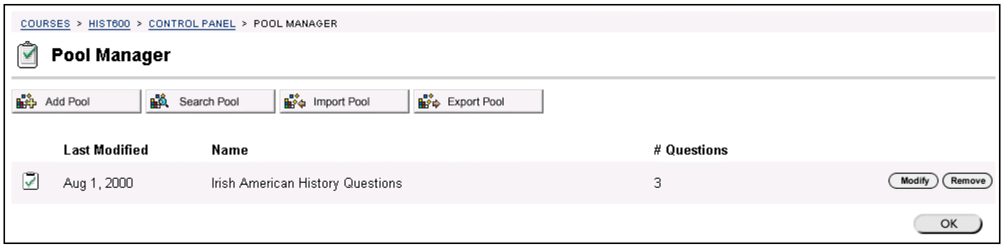
Pool Manager Page

Overview

The Pool Manager Area allows instructors to store questions for repeated use. Pools are course specific although pools from other courses can be imported.

Pool Manager

Click **Pool Manager** from the Assessments section of the Instructor Control Panel. The Pool Manager page will appear as shown below.



Available functions

The table below describes the available functions on this page.

To . . .	click . . .
add or modify a pool	**Add Pool**. The Add/Modify Pool page will appear.
search for a pool	**Search Pool**. The Add Pool page will appear.
import a pool	**Import Pool**. The Pool Import page will appear.
export a pool	**Export Pool**. The Pool Export page will appear.
modify a pool	**Modify**. The Modify Pool page will appear.
remove a pool	**Remove**. A confirmation box will appear. This action is irreversible.

Add or Modify Pool

Overview

The Search Pool page allows instructors to search pools and assessments for questions. This section describes how to use the Add/Modify Pool page.

Pool Properties page

Click **Add Pool** on the Pool Manager page. The Add/Modify Pool page will appear as shown below.

Entry fields

The table below details the entry fields on the Add/Modify Pool page.

Enter Name and Description	
Name:	Enter the name of the pool.
Description:	Enter a brief description of the pool. Click **Submit** and the Add/Modify Pool page will appear requesting the question type. Choose the question type by clicking the drop-down arrow and selecting a question type from the list and click **Submit**. For more information on adding a new question, refer to the Assessment Manager section.

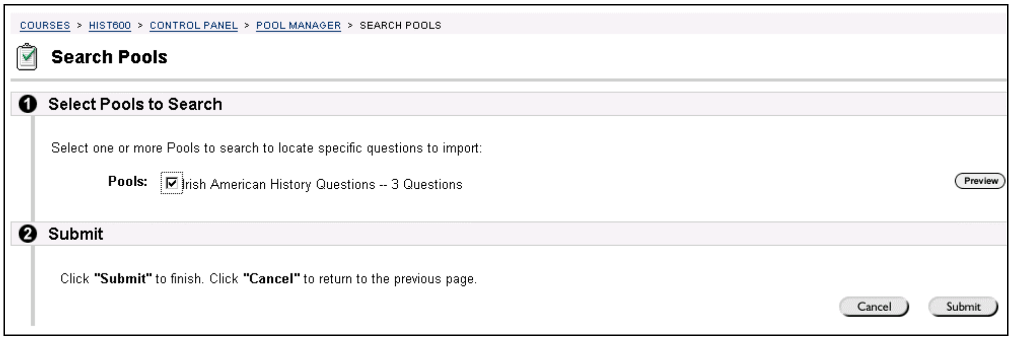
Search Pool Page

Overview

The Search Pool page may be used to search for questions that have been added to a pool or questions in assessments. This section details the Search Pool page.

Search Pool page

Click **Search Pool** on the Pool Manager page. The Search Pool page will appear as shown below.



Entry fields

The table below details the entry fields on the Search Pool page.

Select Pools to Search	
Pools:	Select a pool to search. Click **Preview** to view the questions in a pool. Click **Submit**. The Search Pool page, which allows the search to be narrowed, will appear.

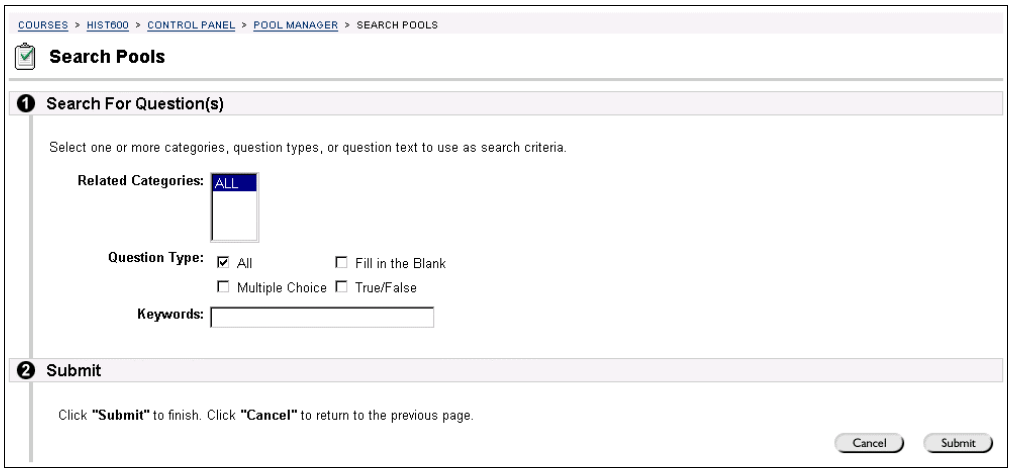
Search Pool – Select Question

Overview

This section describes the Search Pool page once a pool of questions has been selected for searching.

Search Pool page – select question

Click **Submit** on the Search Pools page. The Search Pool page will appear as shown below.



Entry fields

The table below details the entry fields on the Search Pool page.

Search for Question(s)	
Related Categories:	Select the categories that are to be included in the search. For the most comprehensive search select ALL. To narrow the search, select pertinent categories.
Question Type:	Select the types of questions, such as multiple choice and/or short answer to be included in the search. Hold down the **shift** key to select more than one question type.
Keywords:	Enter a keyword to narrow the search based on a word that is in the questions. Click **Submit**. The Pool Search page, which displays the search results, will appear.

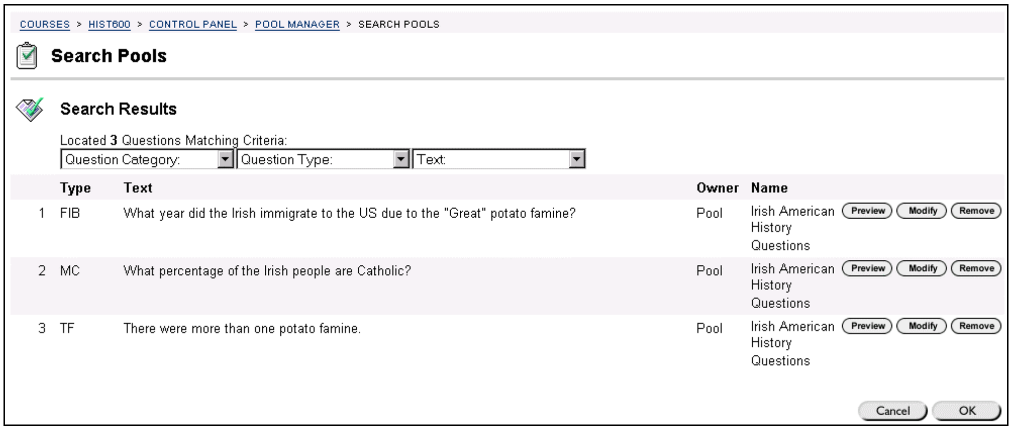
Pool Search – Search Results

Overview

The Pool Search – Search Results page displays the result of the search. This page may be used to review the search criteria that were entered, to preview the questions, and to modify the questions.

Pool Search page – Search Results

Click **Submit**. The Pool Search page will appear as shown below.



Entry fields

The table below details the entry fields on the Search Pool page.

Search Results	
Question Category:	Click the drop-down arrow to view the categories that were selected for the search.
Question Type:	Click the down arrow to view the type of questions that were included in the search.
Text:	Click the drop-down arrow to view the text or keyword that was entered for the search. Click **OK**. The Pool Manager page will return.

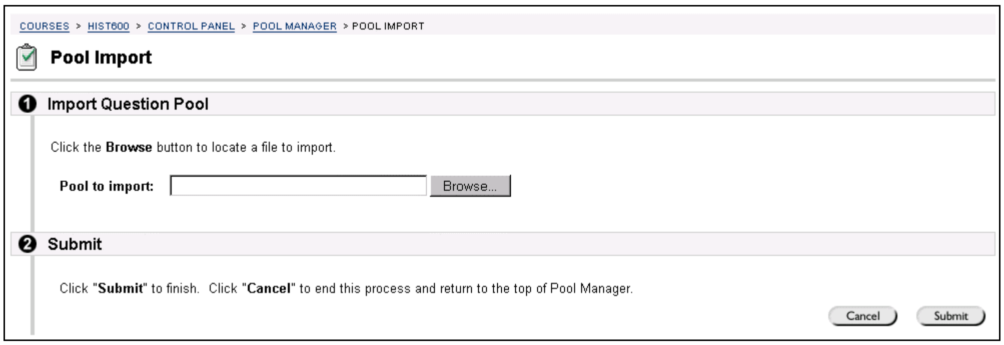
Pool Import Page

Overview

Instructors may import questions for use in assessments. This section describes how to import a pool using the Pool Import page.

Pool Import page

Click **Import Pool** on the Pool Manager page. The Pool Import page will appear as shown below.



Entry field

The table below details the entry fields on the Import Pool page.

Import Question Pool	
Pool to import:	Enter the path to the pool or click **Browse** to locate the path.Click **Submit**. The Receipt: Success page will appear.

Export Pool Page

Overview

Questions may be archived for future use by using the Export Pool page. This section describes the Export Pool page.

Pool Export

Click **Export Pool** on the Pool Manager page. The Pool Export page as shown below will appear.

Entry field

The table below details the entry fields on the Export Pool page.

Select Question Pool to Export	
Pool to export:	Select the pool of questions to be exported. Click **Submit**. The Receipt: Success page will appear.

Online Gradebook

Online Gradebook Page

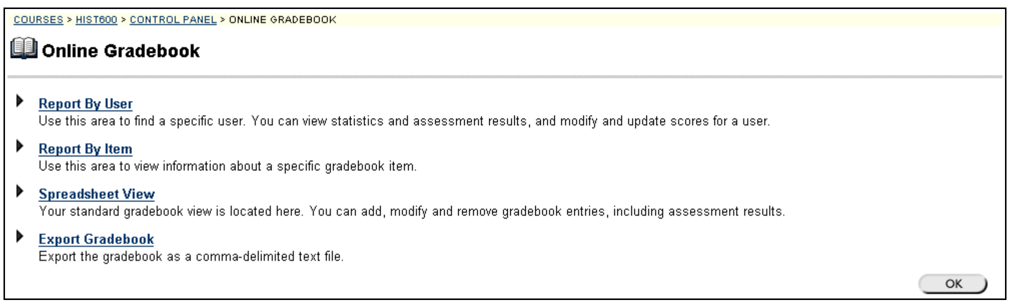
Overview

The Online Gradebook posts all student grades associated with assessments. The Online Gradebook also accommodates scores for essay questions and grades for work completed outside of Blackboard 5.

Note: Assessments that are not available are not viewable from the Online Gradebook.

Online Gradebook page

Click **Online Gradebook** from the Assessments section of the Instructor Control Panel. The Online Gradebook page will appear as shown below.



Available functions

The following functions are available from the Online Gradebook page:

- **Report by User**
  Find a specific user and view statistics, assessment results, and modify/update scores for a user.
- **Report By Item**
  Find a specific gradebook item and view statistics, users scores, and modify/update scores for a user.
- **Spreadsheet View**
  View a standard spreadsheet view.
- **Export Gradebook**
  Export gradebook information such as name and items in a comma-delimited file.

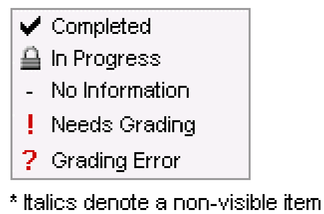
Continued on next page

Online Gradebook Page, continued

Gradebook legend

Every student has a value for every gradebook item. If the value is not a numerical representation of the grade, it will be one of the following symbols:

- Check mark: Completed
- Padlock: In Progress
- Dash: No Information
- Exclamation Point: Needs Grading
- Question Mark: Gradebook Error



Report By User Page

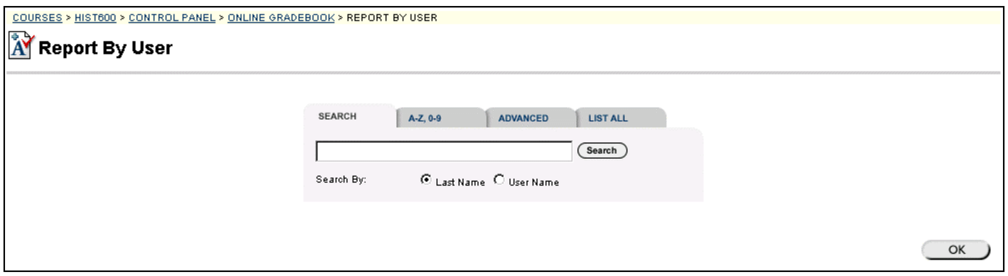
Overview

Instructors may create a report of a student's grades by using the Report by User page. Information included on the report includes:

- Statistics on a users average points and total points.
- Student's scores per assignment or quiz.

Report by User page

Click **Report by User**. The Report by User page will appear as shown below.



Available functions

The table below details the available functions on the Report by User page.

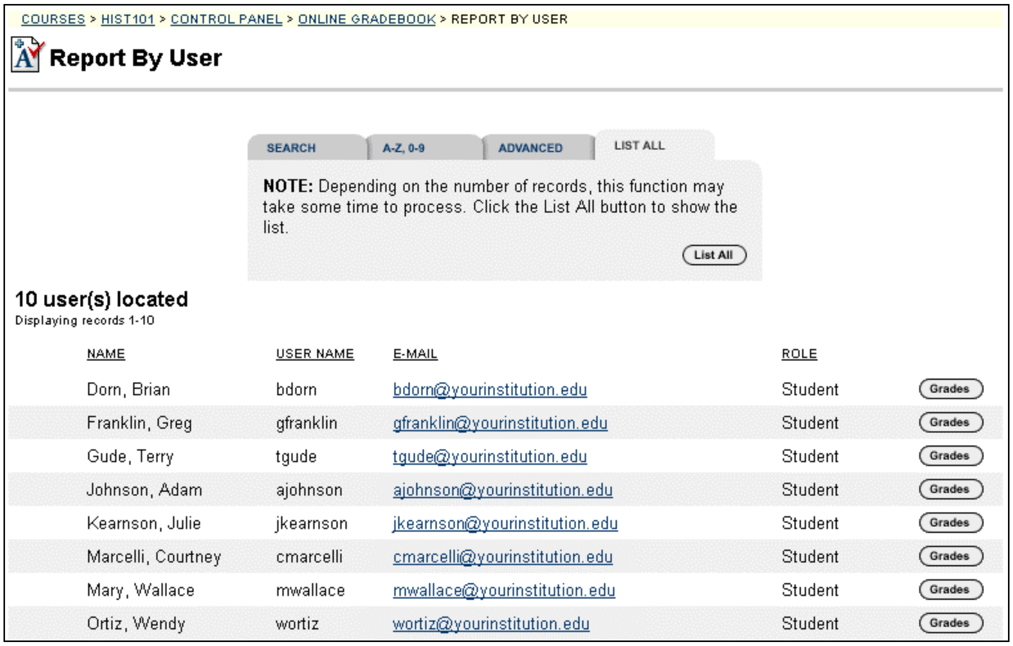
To . . .	Then . . .
search for a user using the user's last name or user's ID	• Select the Search tab. • Enter either a last name or a user ID. • Select either the **Last Name** or **User ID** option. All matching entries will be displayed.
search for a group of last names that start with a particular letter or a user ID that starts with a particular number	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.
search using a value found in the user's name	• Select the Advanced tab • Enter a value in the Containing: field. • The search will return all users with that value in their User Name. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled.

Continued on next page

Report By User Page, continued

Report By User

The matching entries display on the Report By User page as shown below.



Available functions

The table below details the available functions on the Report by User page.

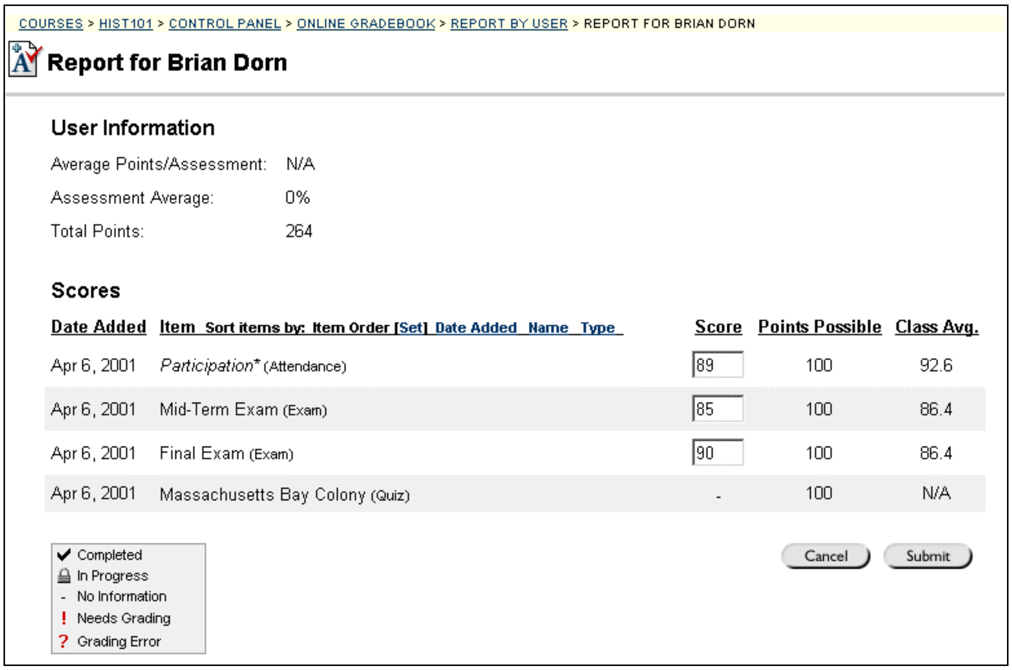
To . . .	click . . .
view an overall snapshot of a users performance	**Grades**. The top of the page provides statistics on a users average points and total points. The table below the statistics provides user scores per assignment or quiz. Instructors have the option to update or change an user's score from the User page.
send an email to a user	email address. A new blank email message page with the user's address in the To field appears.
return to the Online Gradebook page	**OK**.

Continued on next page

Report By User Page, continued

Report example

Below is an example of he Report by User. Note that the instructor can change the grade of an item from this page if that item is not an assessment within the course Web site.



Report By Item Page

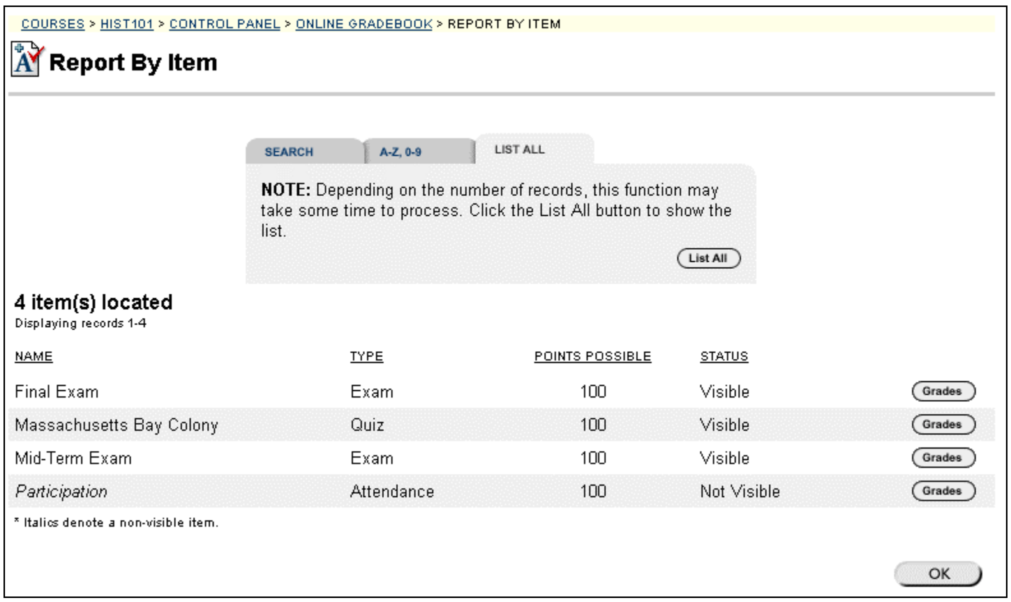
Overview

Instructors may create a report of students' grades by gradebook item by using the Report by Item page. The report includes information such as:

- Students' average points and total points.
- Student's scores per assignment or quiz.

Report by Item page

Click **Report by Item**. The Report by Item page will appear as shown below. Click **Grades** to view all student grades for an item.



Search for an Item

The table below details the search function on the Report by Item page.

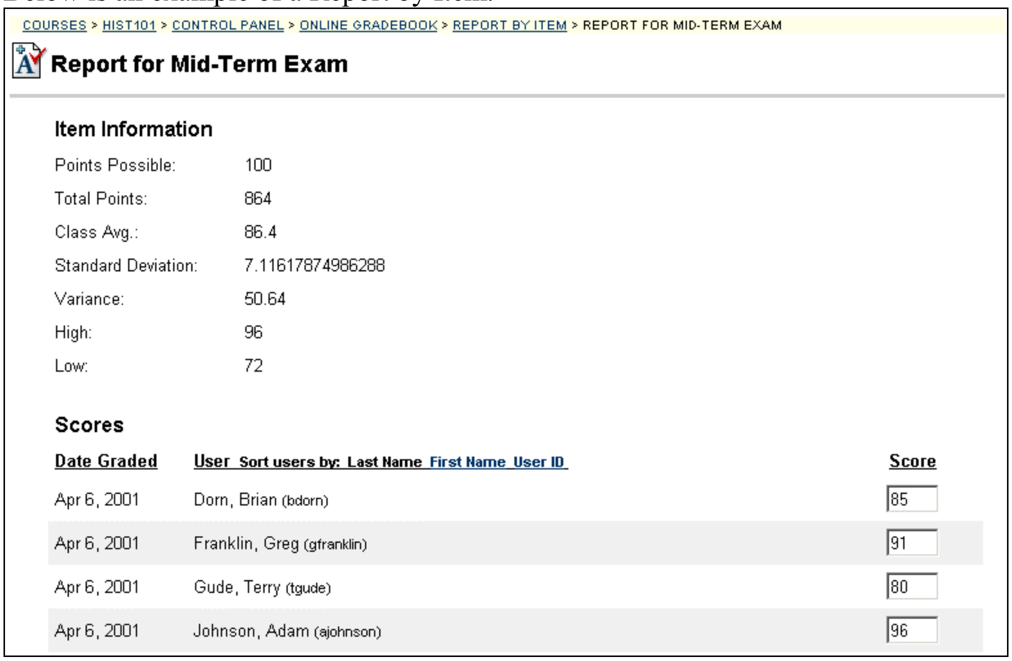
To . . .	Then . . .
search for an item by Item Name or Type	• Select the Search tab. • Enter either an item name or type. • Select either the **Item Name** or **Type** option. All matching entries will be displayed.
search for an item that begins with a particular character	• Select the A-Z, 0-9 tab. • Click on the first character of the item.
list all items	• Select the tab. • Click **List All** to list all items.

Continued on next page

Report By Item Page, continued

Report example

Below is an example of a Report by Item.



COURSES > HIST101 > CONTROL PANEL > ONLINE GRADEBOOK > REPORT BY ITEM > REPORT FOR MID-TERM EXAM

Report for Mid-Term Exam

Item Information

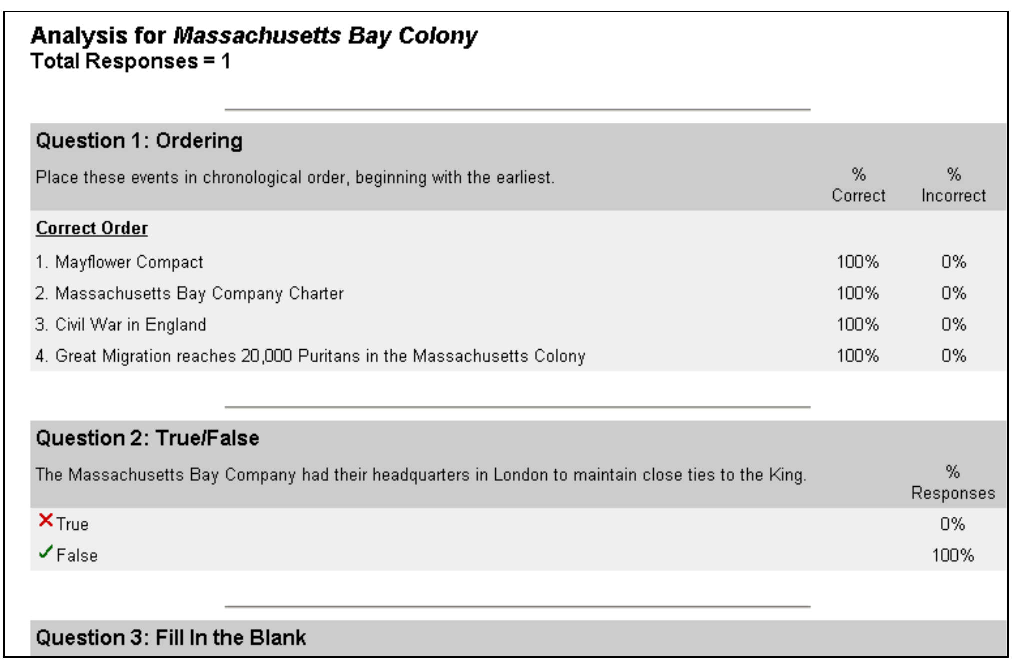
Points Possible:	100
Total Points:	864
Class Avg.:	86.4
Standard Deviation:	7.11617874986288
Variance:	50.64
High:	96
Low:	72

Scores

Date Graded	User Sort users by: Last Name First Name User ID	Score
Apr 6, 2001	Dorn, Brian (bdorn)	85
Apr 6, 2001	Franklin, Greg (gfranklin)	91
Apr 6, 2001	Gude, Terry (tgude)	80
Apr 6, 2001	Johnson, Adam (ajohnson)	96

Detailed Analysis page

Click **Detailed Analysis**, to view statistics for each question on the exam. This option is only available with assessments provided through the course Web site.



Analysis for *Massachusetts Bay Colony*
Total Responses = 1

Question 1: Ordering

Place these events in chronological order, beginning with the earliest.	% Correct	% Incorrect
Correct Order		
1. Mayflower Compact	100%	0%
2. Massachusetts Bay Company Charter	100%	0%
3. Civil War in England	100%	0%
4. Great Migration reaches 20,000 Puritans in the Massachusetts Colony	100%	0%

Question 2: True/False

The Massachusetts Bay Company had their headquarters in London to maintain close ties to the King.	% Responses
✗ True	0%
✓ False	100%

Question 3: Fill In the Blank

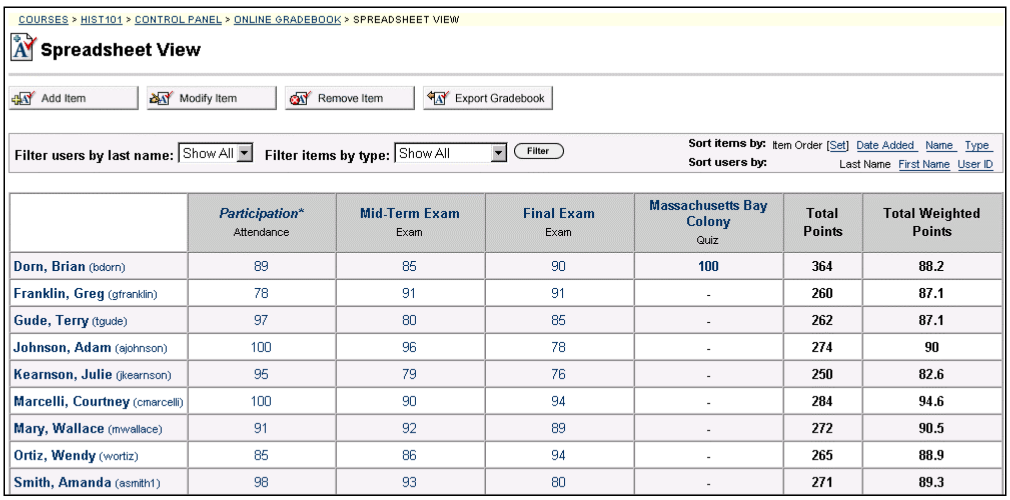
Spreadsheet View Page

Overview

The spreadsheet is a powerful tool for managing course grades. The Spreadsheet View is used to add gradebook items, input grades, weight grades, sort grades, and remove grades.

Spreadsheet View page

Click **Spreadsheet View** on the Online Gradebook page. The Spreadsheet View page will appear as shown below.



	Participation* Attendance	Mid-Term Exam Exam	Final Exam Exam	Massachusetts Bay Colony Quiz	Total Points	Total Weighted Points
Dorn, Brian (bdorn)	89	85	90	100	364	88.2
Franklin, Greg (gfranklin)	78	91	91	-	260	87.1
Gude, Terry (tgude)	97	80	85	-	262	87.1
Johnson, Adam (ajohnson)	100	96	78	-	274	90
Kearnson, Julie (jkearnson)	95	79	76	-	250	82.6
Marcelli, Courtney (cmarcelli)	100	90	94	-	284	94.6
Mary, Wallace (mwallace)	91	92	89	-	272	90.5
Ortiz, Wendy (wortiz)	85	86	94	-	265	88.9
Smith, Amanda (asmith1)	98	93	80	-	271	89.3

Available functions

The table below details the available functions on the Spreadsheet View page.

To . . .	click . . .
add a gradebook item	**Add Item**. The Add Gradebook Item page will appear.
modify an item	**Modify Item**. The Modify Gradebook Item page will appear.
remove an item	**Remove Item**. The Remove Gradebook Item page will appear.
view statistics for a gradebook item	the gradebook item's name.
view statistics for a user	the user's name.
modify a grade	the grade that needs to be modified. The Modify Single Grade page appears. Make the changes to the grade and click on the **Submit** button to save the changes.

Continued on next page

Spreadsheet View Page, continued

Available functions (continued)

To . . .	Click . . .
Sort Items	Click one of the **Sort items by:** links to display items as column heads in that order from left to right. Items may be sorted by: • Item Order (click **Change Item Order** in the top left of the spreadsheet to open the Reorder Gradebook Items page. Select an order for each item from the drop-down lists.) • Date Added • Name • Type
Sort Users	Click one of the Sort users by: links to display users as row heads in that order from top to bottom. Users may be sorted by: • Last Name • First Name • User ID
Filter users by last name	Select a letter from the **Filter users by last name** drop-down list. Only users whose last name begins with that letter will appear in the spreadsheet view.
Filter items by type	Select a type of item from the Filter items by type drop-down list. Only items that match that type will appear in the spreadsheet view.
Weight Gradebook items	Click **Weight Grades** in the Weight row at the bottom of the spreadsheet.

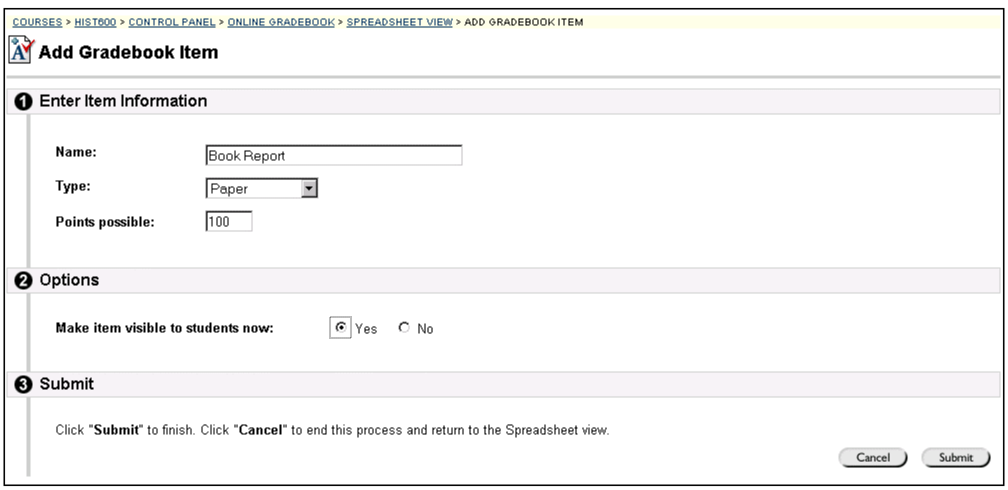
Add or Modify Gradebook Item Page

Overview

Grades may be added or modified by accessing the Add Gradebook Item page or Modify Gradebook item page. The fields on the Add Gradebook Item page and Modify Gradebook Item page are the same. The difference being, the Add Gradebook Item page opens with empty fields while the Modify Gradebook Item page opens with populated fields.

Add or Modify Gradebook Item page

Click **Add Grade** to add a new gradebook item. The Add Gradebook Item page will appear as shown below. Click **Modify Grade** and the Modify Gradebook Item page will appear. Select the item to modify and click **Submit**. The Modify Gradebook Item page appears.



Entry fields

The table below details the entry fields on the Add Gradebook item page.

Enter Item Information	
Name:	Enter the item's name.
Type:	Select the item type, such as homework or test, from the drop-down menu.
Points possible:	Enter the total points possible.

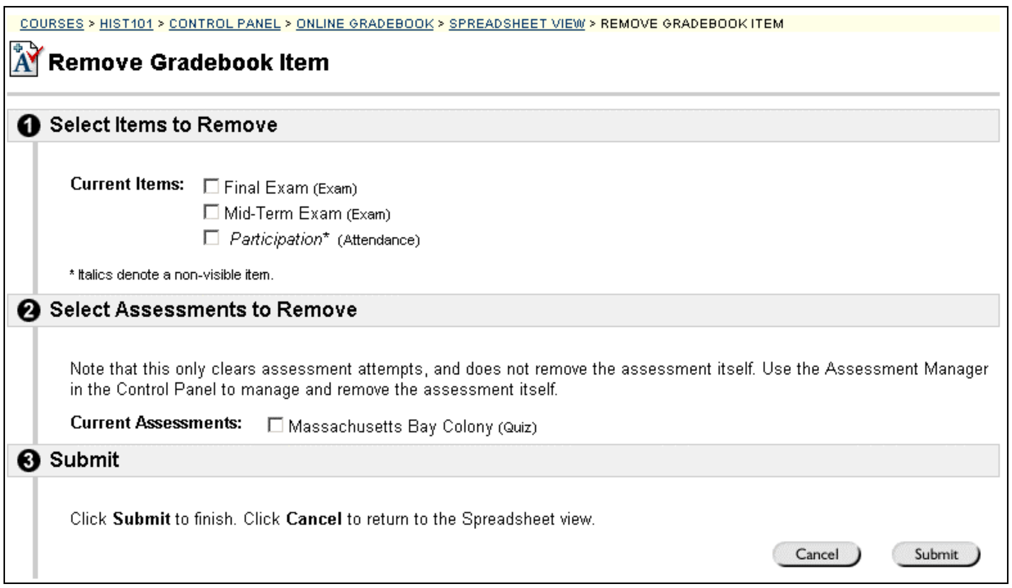
Remove Gradebook Item Page

Overview

This section describes the Remove Gradebook Item page. The Remove Gradebook Item page may be used to remove grades that were manually entered by the instructor, which are called current items, or to remove grades that were automatically entered by the system. The automatic gradebook items are called current assessments.

Remove Gradebook page

Click **Remove Item** on the Spreadsheet View page. The Remove Gradebook Item page will appear as shown below.



Continued on next page

Remove Gradebook Item Page, continued

Entry fields

The table below details the entry fields on the Remove Gradebook Item page.

Warning: Click **Submit** and a Receipt: Delete Gradebook Item page appears. A confirmation does not appear and this action is irrevocable.

Select Items to Remove	
Current Items:	Select the item to be removed. Items listed here are entered in the gradebook manually. For example a term paper may be entered and graded manually by an instructor.
Select Assessments to Remove	
Current Assessments:	Click the check box next to the assessment to be removed. Assessments are grades that are entered in the gradebook by the system. For example a student completes an assessment online and the system grades the assessment and enters the grade in the gradebook.

Adjust Gradebook Weights

Overview

Instructors can set a weight for each Gradebook item to determine a final grade. For example, a final exam may be worth 25 percent of a student's grade while a reading quiz may be worth only 10 percent.

Warning: The Adjust Gradebook Weights page lists the points possible for each item—the weighting formula assumes that each item has the same points possible. If items have different points possible, for example a quiz may have 20 points possible and a test may have 100 points possible, weighting them will not give an accurate measure of student performance.

Adjust Gradebook Weights page

Click **Weight Grades** from the Gradebook spreadsheet view to access the Adjust Gradebook Weights page shown below.

Set weights

To set weights, enter a percentage of the final grade for each item. The percentages may equal less than 100 percent to allow for the addition of new gradebook items. The percentages may not in total exceed 100 percent.

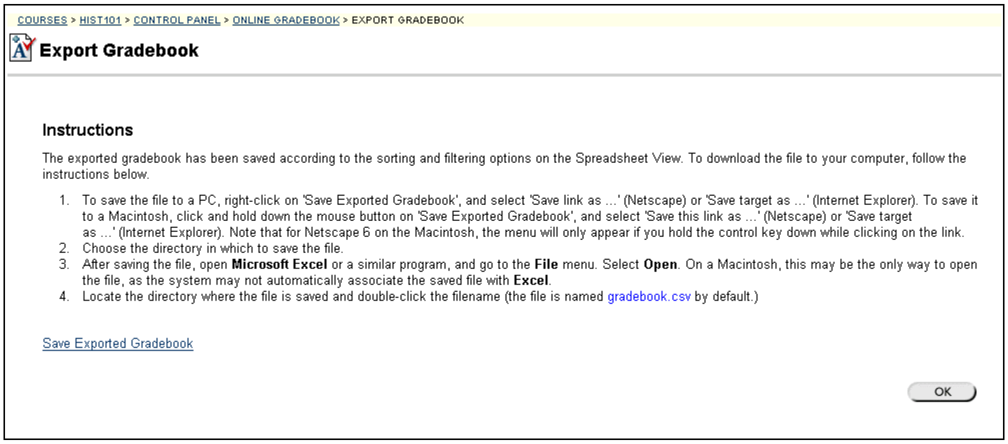
Export Gradebook Page

Overview

Instructors can export and save a Gradebook for use in a spreadsheet program or as a comma-delimited file.

Export Gradebook page

Click **Export Gradebook** from the Online Gradebook page. The Export Gradebook page will appear as shown below. Follow the instructions to export the gradebook.



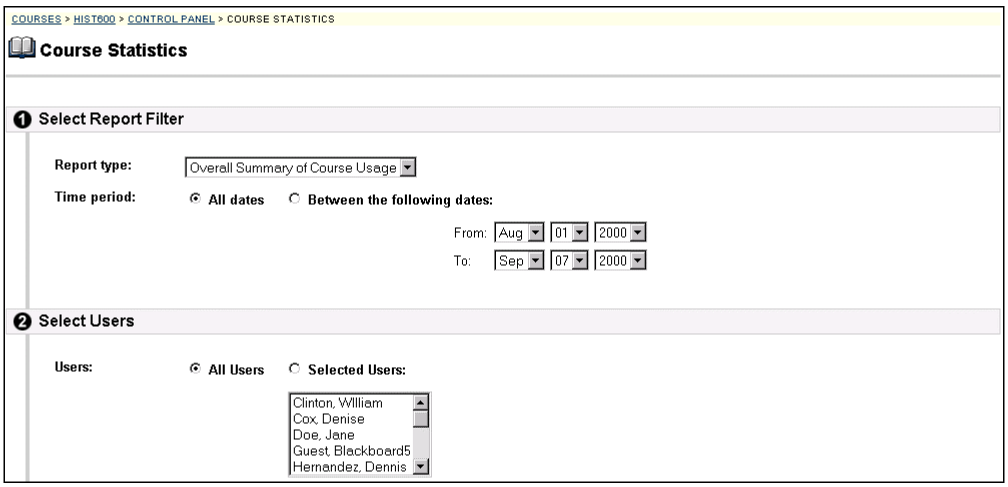
Course Statistics Page

Overview

Instructors can use the Course Statistics area to generate reports on the course usage and activity. Reports can help the instructors determine whether they need to add more content or other information to the course to increase traffic. Instructors can view specific student's usage to determine if some students require extra assistance. The report appears in the form of a graphic.

Course Statistics page

Click **Course Statistics** from the Instructor Control Panel. The Course Statistics page will appear as shown below.



Entry fields

The table below details the entry fields on the Course Statistics page.

Select Report Filer	
Report Type	Select one of the following reports: • Overall summary of course usage • Main content areas report • Communication areas report • Group Pages area report • Students
Time Period	Click the all dates or between the following dates option. If the user clicks the between the following dates button, the user must select from and to dates.

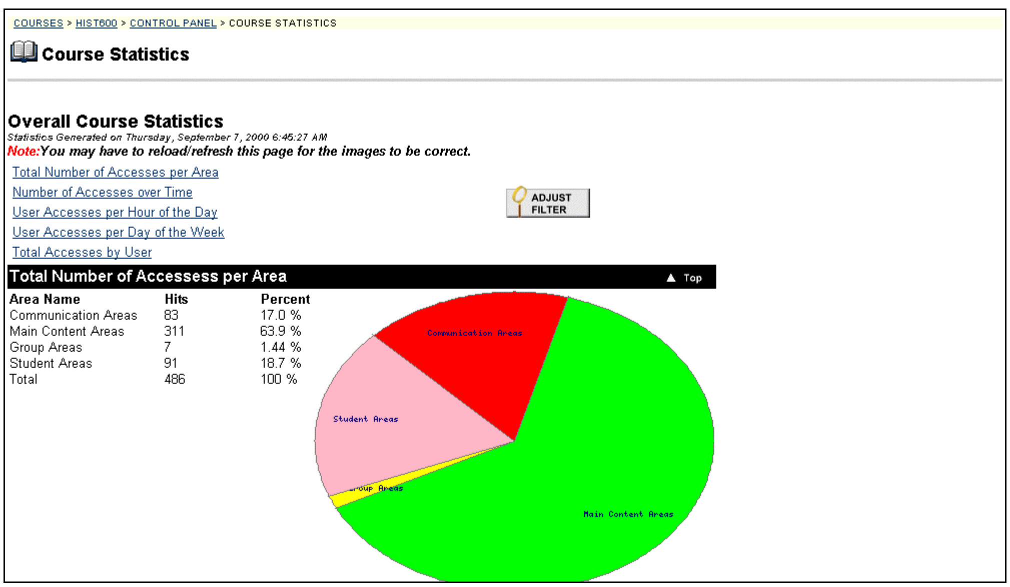
Continued on next page

Course Statistics Page, continued

Entry fields (continued)

Select Users	
Select Users	Click the all users or selected users option. This provides instructors with the ability to determine each student's usage.
Options	
Do you wish to refresh the dataset?	Click **Yes** to refresh the dataset with the new selections. Please note that the dataset is limited to 100,000 hits.
What information do you want to display?	Select one of the following: • Total number of accesses per area • Number of accesses overtime • User accesses per hour of the day • User accesses per day of the week • Total accesses by user

Report example Below is an example of the Course Statistics report.



Chapter 8 – Assistance

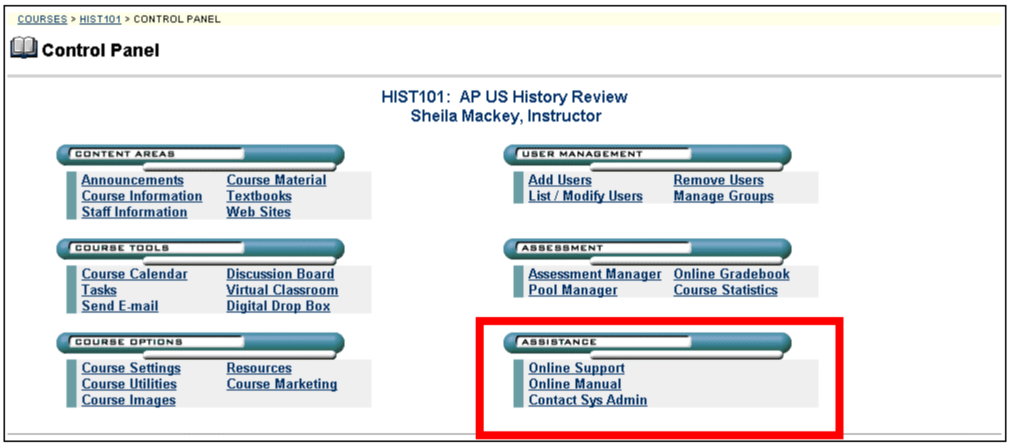
Finding Help

Introduction

Assistance allows the Instructor to research the online support site, browse the online Instructor Manual, and contact support.

Assistance

Assistance appears in the right column of the Instructor Control Panel Tab.



Online Support

Click **Online Support** to open the Support Site in another browser window.

Online Instructor Manual

Click **Online Instructor Manual** to open the Instructor Manual in another browser window. Please note that the online manuals are updated regularly. Check here first for help with any of the features and functions in Blackboard 5.

Contact System Administrator

Click **Contact Sys Admin** to send email to the system administrator at the institution for support.