

Advanced Blackboard

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User Management

The User Management section of the Control Panel allows you to view and modify, enroll, and remove users from your course. You can also create and manage groups within the course from this section. Each User Management option, along with its description, and brief instructions on using the option are listed below.



Shortcut: When you see the mouse icon, instructions on how to use the tool will follow.

List/Modify Users

This option allows instructors to view a list of their users, similar to viewing a roster. Instructors can also modify a user's information from this area.



From the Control Panel, click **List/Modify users**. Choose the tab and radio button for your search type. Type in the information you want to search by. Click **Search**.

List / Modify Users

SEARCH | A-Z, 0-9 | ADVANCED | LIST ALL

Search

Search By: Last Name Username Email

OK

TIP: Leave the search field blank and click Search to list all users in the class.

Once you have listed the users in your course, you can modify their password and personal information.

Password: By clicking on the **Password** button next to a user's name, you can change their password.

NOTE: You cannot look up a user's password; you can only change it.

List / Modify Users

SEARCH **A-Z, 0-9** ADVANCED LIST ALL

Search By: Last Name Username Email

6 user(s) located.
Displaying records 1-6.

NAME	USER NAME	E-MAIL	ROLE	Buttons
Mittelstaedt, Megan	mmittels	mmittels@gonzaga.edu	Student	Password Properties
Student, Billy Bob	blackboard3	earnest@its.gonzaga.edu	Student	Password Properties
Student, Bobbi Jo	blackboard4	earnest@its.gonzaga.edu	Student	Password Properties
Student, Jenny Lou	blackboard2	earnest@its.gonzaga.edu	Student	Password Properties
Student, Jenny Sue	blackboard0	earnest@its.gonzaga.edu	Instructor	Password Properties
Student, Jim Bob	blackboard1	earnest@its.gonzaga.edu	Student	Password Properties

Properties: You can modify a student's personal information, account role and availability by clicking on the **Properties** button next to their name.

- **Role and Availability:** users are enrolled in courses with the role of "student" by default. To change a student's role, click on the radio button next to the appropriate role and click **Submit**. Student's accounts are created as "available" by default. To make a student unavailable (for your course only), choose "No" from the **Available dropdown menu**.

4 Role and Availability

Role

Course Builder Grader Guest Instructor Student Teaching Assistant

Available (this course only)

Yes

5 Submit


* Required Field

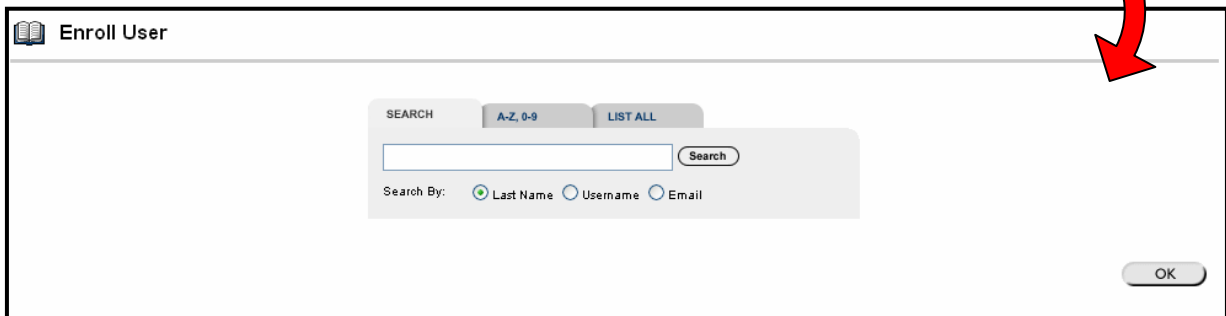
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

Enroll User

You can enroll new users into your course using this option.

 From the Control Panel, click **Enroll User**. Choose the tab and radio button for your search type. Type in the information you want to search by and click **Search**.



Enroll User

SEARCH **A-Z, 0-9** LIST ALL

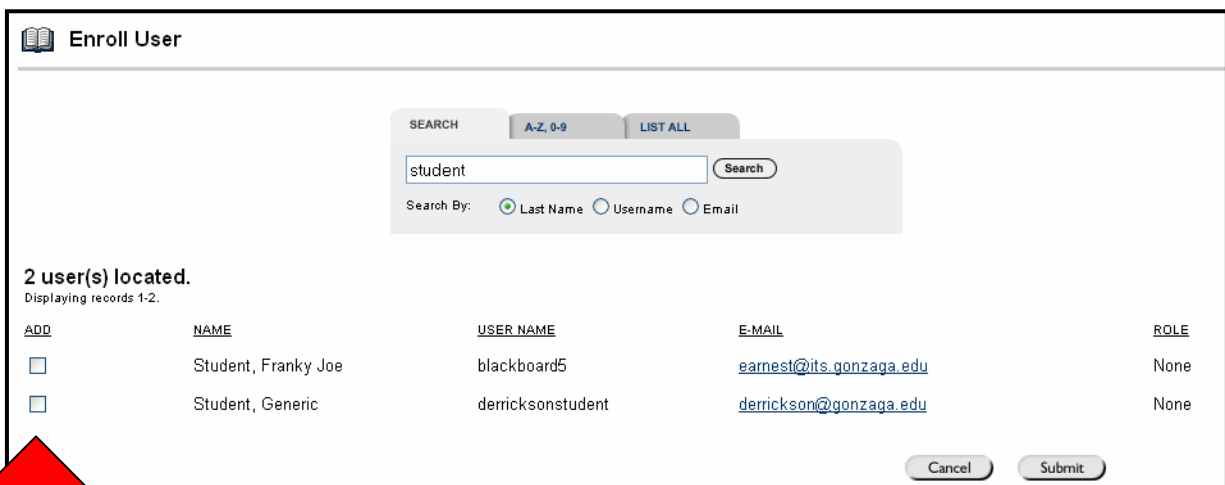
Search

Search By: Last Name Username Email

OK

Check the box next to the user's name that you want to enroll in your course and click **Submit**. You can add multiple students to your course by checking multiple names.

NOTE: When you choose multiple users, you must **submit** the names you have selected on the current page before moving on to the next.



Enroll User

SEARCH **A-Z, 0-9** LIST ALL

student Search

Search By: Last Name Username Email

2 user(s) located.
Displaying records 1-2.

ADD	NAME	USER NAME	E-MAIL	ROLE
<input type="checkbox"/>	Student, Franky Joe	blackboard5	earnest@its.gonzaga.edu	None
<input type="checkbox"/>	Student, Generic	derricksonstudent	derrickson@gonzaga.edu	None

Cancel Submit

Remove Users from Course

This option allows instructors to remove users from their course.



From the Control Panel, click **Remove Users from Course**. Choose the tab and radio button for your search type. Type in the information you want to search by and click **Search**.

Remove Users from Course

SEARCH **A-Z, 0-9** ADVANCED LIST ALL

Search

Search By: Last Name Username Email

OK

Check the box next to the user's name that you want to remove from your course. You must type the word "Yes" before you can **Submit** your request. You will then be prompted to confirm the removal of the users from your course. Click "**OK**" to complete the removal.

NOTE: When you type the word "Yes" you must type it exactly as shown: uppercase "Y", lowercase "es". You can remove multiple students from your course by checking multiple names.

6 user(s) located.
Displaying records 1-6.

REMOVE	NAME	ROLE
<input checked="" type="checkbox"/>	Mittelstaedt, Megan	Student
<input type="checkbox"/>	Student, Billy Bob	Student
<input type="checkbox"/>	Student, Bobbi Jo	Student
<input type="checkbox"/>	Student, Jenny Lou	Student
<input type="checkbox"/>	Student, Jenny Sue	Instructor
<input type="checkbox"/>	Student, Jim Bob	Student

Please type the word "Yes":

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

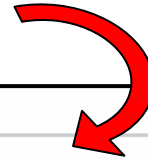
Cancel **Submit**

Manage Groups

Instructors can create Groups within Blackboard. Groups give specified individuals a “mini-Blackboard” within Blackboard. Groups can be created to include a separate Discussion Board, Virtual Classroom, File Exchange and Send Email tools.

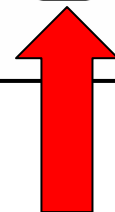
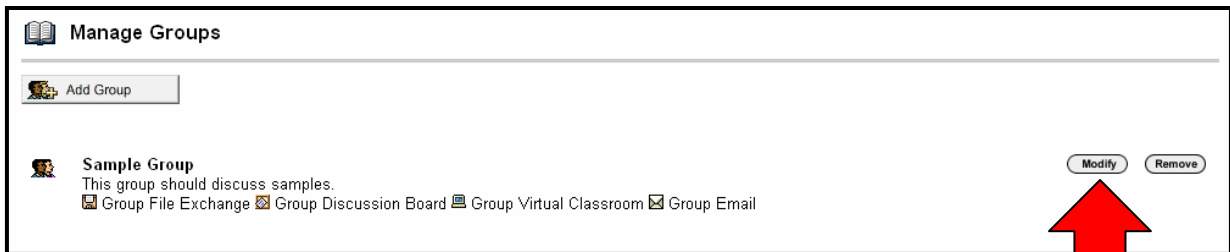


From the Control Panel, click **Manage Groups**. Click **Add Group**.



Before you **Submit** the Group, specify the following:

- **Group Name:** Name the group something meaningful so that group members can distinguish if they would be a member or not.
- **Group Description:** Describe the group’s purpose. Why should they meet in this area? Include the names of the group members in this area if the group name is not obvious.
- **Group Options:** Check the box next to the options to allow group privileges to the discussion board, virtual classroom, file exchange and send email tools.
- **Group Available:** Choose to make the Group available (visible) or unavailable.



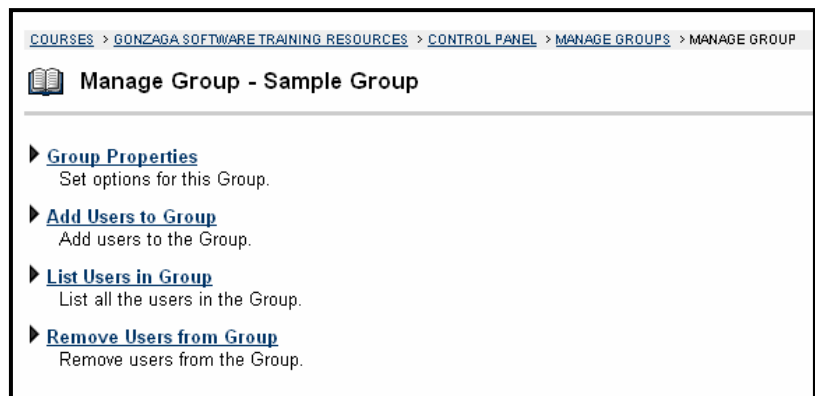
Even though you have created your group, you still have to add the members!
Click **Modify** to manage your Group’s properties.

Group Properties: Allows you to change the properties you originally set for the group (name, description, etc.)

Add Users to Group: Choose this option to add users to the group you have created.

List Users in Group: Use this option to list the users in the group, similar to a roster.

Remove Users from Group: This option allows the instructor to remove users from a group.



Assessment

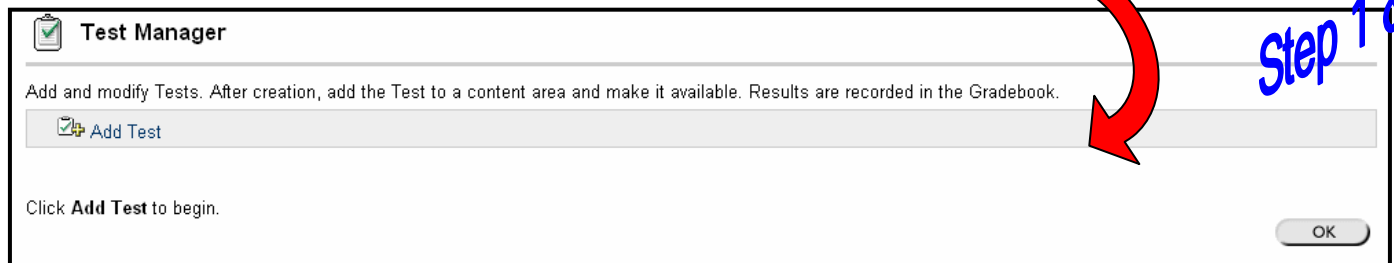
The Assessment section of the Control Panel allows you to create and manage tests, surveys, and Blackboard's Gradebook. You can also view statistics on your course from this section.

Test Manager

The Test Manager allows you to add and modify Tests. After you create a test, you must add it to a content area and make it available. The test and results are automatically recorded in the Gradebook.



From the Control Panel, click **Test Manager**. Click **Add Test**.

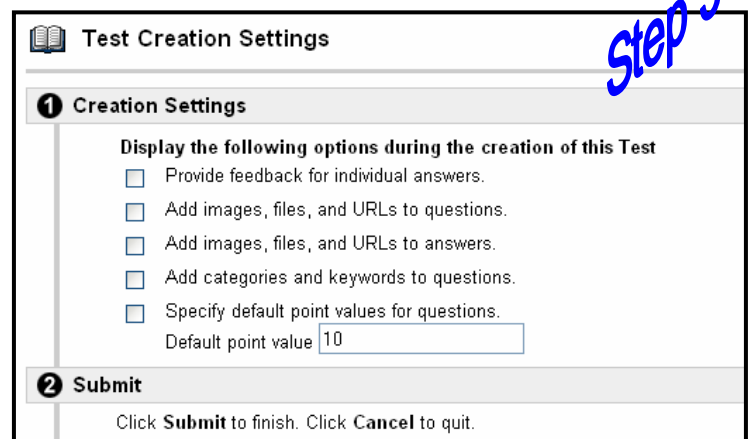


There are a few steps to creating a test in Blackboard. I will discuss the more complicated steps in detail. The steps are:

1. Create your test in the **Test Manager** (above)
2. **Name** the test, **describe** the contents of the test, and provide detailed **instructions** for the students (this is all done from within the Test Manager)
3. Specify the test **Creation Settings**
4. Add, Modify and Remove your **Test questions**
5. **Submit** the Test
6. Add the Test to a **Content Area**
7. **Modify** the Test options to make it available to your students

From the Test Manager you will accomplish steps 1 and 2. The Test Canvas (the center of the Test creation process) is where you will accomplish step 3; specifying the test creation settings. **Creation Settings** allow instructors to adjust settings for a test. These settings control options, such as question feedback, categorization of questions, and default point value. You can establish the following default options from the Test Creation Settings page:

- **Provide feedback for individual answers:** Select this check box to include the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers.
Note: Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, and Matching questions.
- **Add images, files, and URLs to questions**
- **Add images, files and URLs to answers**
- **Add categories and keywords to questions:** Select this check box to include the option to create categories for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.
- **Specify default point values for questions**



Test Questions

Add, modify, and remove questions within the Test Canvas. Select a question type from the Add Question drop-down list and click **GO** to add questions. There are many different question types. They are described below:

Multiple Choice: Multiple-choice questions provide the user with a number of choices with only one correct answer. The number of answer choices is limited to 20.

True/False: True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.

Multiple Answer: Multiple answer questions allow users to choose more than one answer. Partial credit is not given for partially correct answers, but Instructors may manually change the number of points a Student receives on the Grade Assessment page.

Ordering: Ordering questions require Students to provide an answer by selecting the correct order of a series of items.

Students will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points.

Matching: Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question. Students will be granted partial credit for matching questions if they answer part of the question correctly.

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. Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors.
- Provide answers that allow for abbreviations or partial answers.

Essay: Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page.

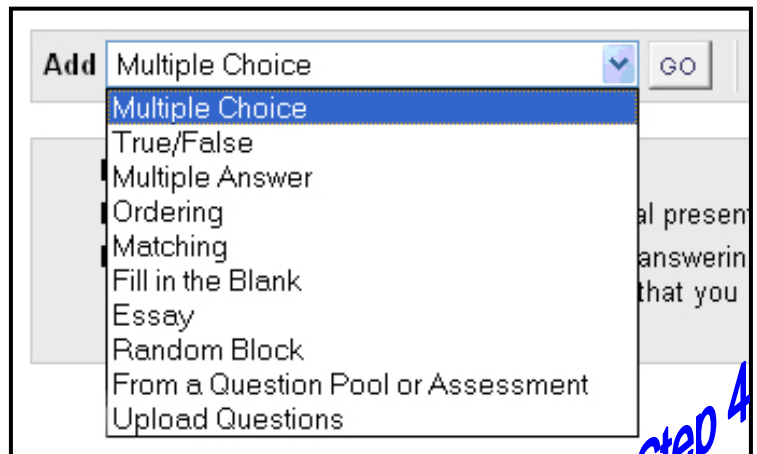
Random Block: Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.

Note: Random Blocks cannot be included in a Survey or a Pool.

From a Question Pool or Assessment: You may retrieve questions from a Question Pool or another Assessment within your Blackboard course by choosing this option.

Upload Questions: Instructors may import files containing questions into an Assessment.

The questions in the uploaded file must match a Blackboard specific file structure. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions. Contact me for the Blackboard specific file structure instructions.



After you have entered all of your questions, click **OK** to **Submit** your test. You can always click the “**modify**” button in the Test Manager to return to the Test Canvas.

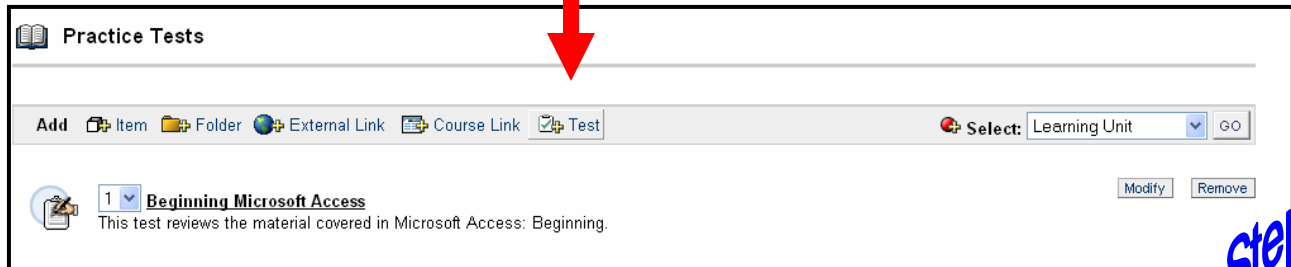
step 5

Posting Your Test

You've created your test; now you have to show it to your students! To do this, add the test to a Content Area.

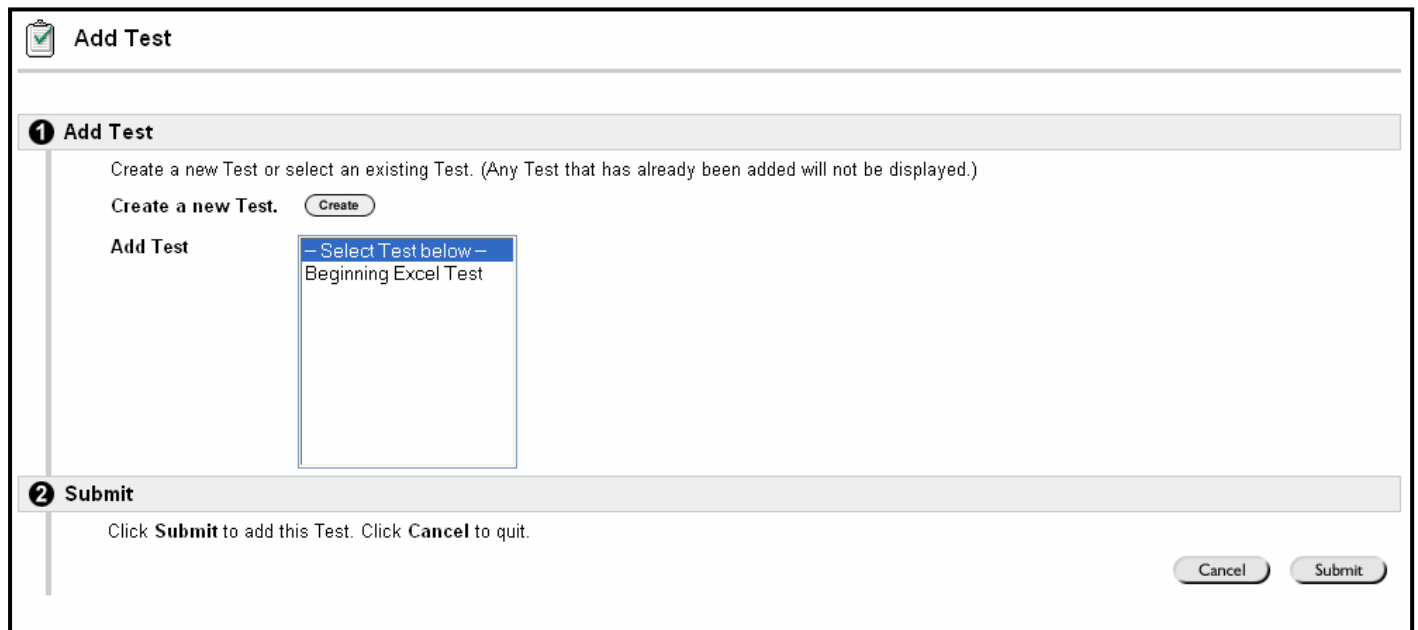


From the Control Panel, choose the Content Area where you want your test to display. Click on the add **Test** button.



Step 6

Choose your test from the Add Test page and click **Submit**. If you have not created a test at this point, click on the **Create** button; this will take you to the Test Manager.



Once you have submitted your test, the Modify Test page will appear. Choose **Modify the Test Options** to make the test available (viewable), and specify your test's availability options, feedback options and presentation options. These options are presented on the following page.




Step 7

Test Options




1 Test Information

Name

Choose Color of Name 

Description

This test will cover the material presented in the Excel 101 class.

Smart Text Plain Text HTML   

Open Test in new window Yes No

2 Test Availability

Make the link available Yes No

Create an announcement for this Test Yes No

Allow multiple attempts. Permit users to take this Test multiple times.

Force Completion. Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After

May 2005 PM

Display Until

May 2005 PM

Password. Require a password to access this Test.

Password:

3 Test Feedback

Feedback Mode

- Score Only**
Only the final score is presented.
- Detailed Results**
The user's answers, whether they are correct, and the final score are presented, but not the correct answers.
- Show Correct Answers**
The user's answers, the correct answers, and the final score are presented, but not any question feedback.
- Detailed Results, Correct Answers, and Feedback**
The user's answers, the correct answers, feedback for the questions, and the final score are presented.

4 Test Presentation

Presentation Mode

- All at Once.** Present the entire Test on one screen.
- One at a Time.** Present one question at a time.
 - Prohibit Backtracking.** Prevent changing the answer to a question that has already been submitted.
- Randomize Questions.** Randomize questions for each Test attempt.

5 Submit

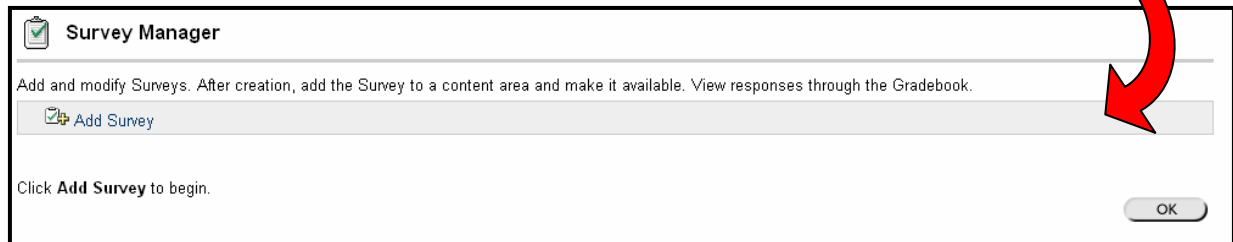
Click **Submit** to update options for this Test. Click **Cancel** to quit.

Survey Manager

The Survey Manager is used to create, add, preview, modify, and remove Surveys. Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge.



From the Control Panel, click **Survey Manager**. Click **Add Survey**.



The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing Surveys, Survey questions and settings. Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.
- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

Survey Creation Settings

The Survey Creation Settings function in the same way as the Test Creation Settings. The only difference is there are not options to Add categories to questions or to Specify default point values for questions.

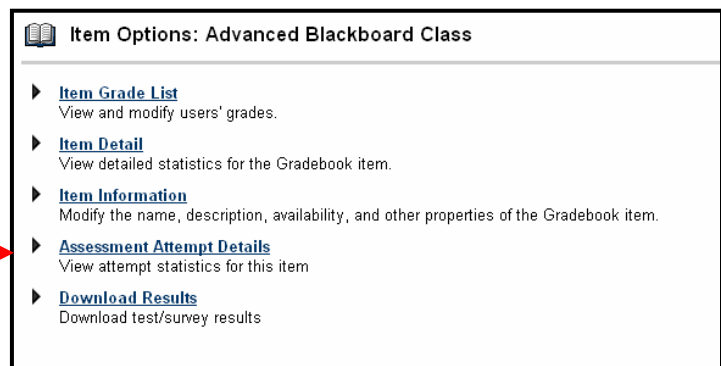
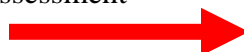
Survey Results

Instructors may view the results of Surveys on the **Assessment Attempt Details** page. This page will show how users responded to questions on the Survey by percentage.



Viewing Survey Results

From the Gradebook, click on the name of the survey you want to view the details for. This will open the Item Options page. Click **Assessment Attempt Detail**.



The Gradebook

Tests, Surveys, Assignments, & TurnItIn Assignments are automatically added to the Gradebook when you create them. These items can all be viewed and/or graded in the Gradebook. Work completed outside of Blackboard can also be accommodated in the Gradebook. A brief description of each Gradebook options is listed below:

- **Add Item:** Gradebook Items may be added or modified from the Modify Gradebook Item page. Instructors may add items and grades to the Gradebook for work that has been done outside of Blackboard.
- **Manage Items:** The Manage Items page allows the Instructor to modify Gradebook items and select the order for them to appear in the Gradebook.
- **Gradebook Settings:** The Gradebook Settings page allows Instructors to change the way Student grades are displayed, set the values for grades, and control the way each Gradebook item's grade is displayed.
- **Weight Grades:** Instructors can set a weight for each Gradebook item to determine a final grade. Instructors can adjust Gradebook weights according to category or item.
- **Download Grades:** Instructors can download and save a Gradebook for use in a spreadsheet program or as a comma-delimited file. This file, or Gradebook items in this file, can be uploaded to a Gradebook at a later date.
- **Upload Grades:** Instructors may upload Gradebook information into Blackboard from the Upload Gradebook page. The Gradebook Upload will fail if the user name for each row of data is not present. Also, the Gradebook will not process the data for any user name that is not enrolled as a user in the Blackboard course. Changes to the first and last name columns will not be processed either.
- **Item Options:** The Item Options page enables Instructors to access areas where they can modify the Gradebook item and view item statistics. These options enable the Instructor to:
 - View all Students grades for this Item
 - View details and statistics about the Gradebook item, such as, the class average and the high and low score received
 - View and modify the Item, for example, make changes to the description or change the availability of the Item
- **User Options:** Instructors can view details about a Student from the User Options page. This includes their personal information, such as address and phone number, and statistical information about their performance in the course.

	Beginning Microsoft Access	Intermediate Access 1 Assignment	Article Review	Beginning Excel Test	Total	Weighted Total
Name (Last, First)	Exam Pts Possible 16 Weight 0%	Assignment Pts Possible 16 Weight 0%	Turnitin Assignment Pts Possible 25 Weight 0%	Exam Pts Possible 50 Weight 0%	Pts Possible 100	
Student, Annie	-	-	-	-	-	0%
Student, Billy Bob	-	-	-	-	-	0%
Student, Bobbi Jo	A+	-	-	-	15	0%
Student, Chrissy	-	-	-	-	-	0%

Notes Page

Add Item

Manage Items

Gradebook Settings

Spreadsheet Settings

Manage Gradebook Categories

Manage Display Options

Weight Grades

Download Grades

Upload Grades

Item Options

Item Grade List

Item Detail

Item Information

Assessment Attempt Details

Download Results

User Options

User Grade List

User Detail

User Information

Pool Manager

The Pool Manager functions in the same way as the Test Manager and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Content Areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test. Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting **Import**.



To Create a Question Pool

From the Control Panel, choose Pool Manager, and then click **Add Pool**.

The screenshot shows the 'Pool Manager' interface. At the top, there is a header 'Pool Manager' with a clipboard icon. Below it, the text reads 'Add and import Pools of questions for use in assessments.' There are two buttons: 'Add Pool' and 'Import'. Below this is a table with columns 'Name' and 'Date'. The table contains three rows of data, each with a checkbox, a name, a date, and three buttons: 'Export', 'Modify', and 'Remove'. An 'OK' button is located at the bottom right of the table. A red arrow points from the text above to the 'Add Pool' button.

Name	Date	Export	Modify	Remove
<input checked="" type="checkbox"/> Access Questions	September 3, 2004	Export	Modify	Remove
<input checked="" type="checkbox"/> Semester 1	September 8, 2004	Export	Modify	Remove
<input checked="" type="checkbox"/> Excel Questions	April 21, 2005	Export	Modify	Remove

Name, describe, & provide instructions, if necessary, for the Questions Pool. Create new questions or pull questions from existing tests or surveys.

The screenshot shows the 'Pool Info' form. At the top, it says 'Enter the name, description, and instructions.' Below this is a section titled 'Pool Info' with a help icon. There are three main input areas: 'Name' (a text box), 'Description' (a large text area), and 'Instructions' (a text area). Below the 'Description' area, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML'. There are also icons for mathematical symbols (square root, infinity), a link icon, and a 'Preview' button.

Course Options

Use the Course Options area to manage the availability and accessibility of a course as well as manage the appearance of course features. Course Options also includes tools to archive or recycle the course, and import content.

Recycle Course

The Recycler wipes a course clean. It removes content and data so that the course may be reused. Once you have removed information during recycling you cannot recover it. To recycle a course, select the materials to remove. Type **Remove** in the box and then click **Submit** to finish.

Course Copy

Copy Course can be used in several different ways:

- Copy selected course materials into a new course.
- Copy selected course materials into an existing course to share content across several courses without having to recreate the content in each course.
- Create an exact copy of a course, including enrollments and Student interactions.

Note: A user can only copy materials into a course where the Instructor has a role of Instructor, Teaching Assistant, or Course Builder.

Import Course Cartridge

Course Cartridges enable Instructors to gain access to complete sets of teaching tools provided by academic publishers. In one central location, Instructors can find relevant, publisher-created materials. Once the materials are downloaded to a Blackboard Course, Instructors can customize the content.

Note: A Download Key is needed to access Course Cartridges; this can be obtained from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.

Export Course

The Export Course feature creates a package of the course content that can be imported back into Blackboard at a later date. It is important to note that, unlike the Archive Course feature, ***Export Course does not include any user interactions with the course—it only includes the content and the tools.***

Export packages are downloaded as compressed .ZIP files and are imported in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

Import Package

Instructors may use the Import Package page to upload course materials from an exported course package.

Archive Course

Archive Course creates a permanent record of a course including all the content and user interactions. Archived Courses are a permanent record of the course.

Archived courses are saved as .zip files. Archiving a course does not remove it from the system.