



Advanced Blackboard

Taylor Moore, M.A., PMP
Instructional Design and Access
2019-2020



Agenda

- Show/Hide Menu Links
- Discussion boards
- Assignments
- Tests
- Grade Center



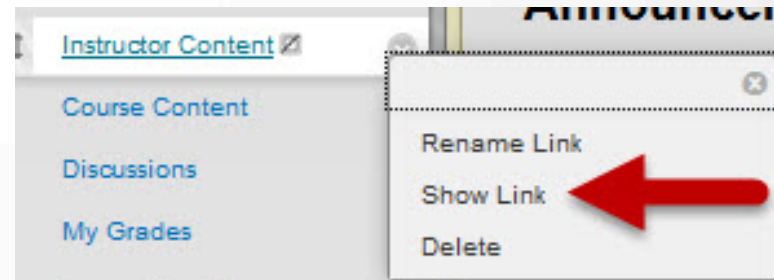
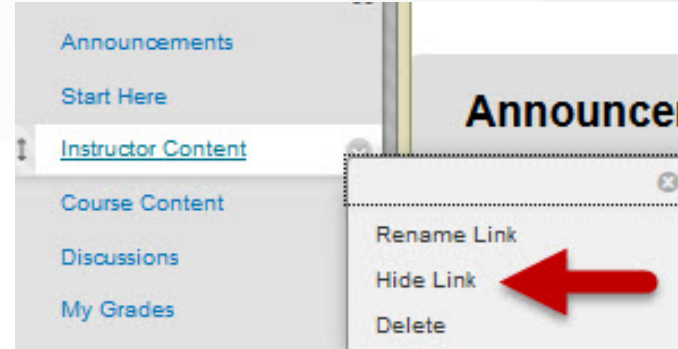
How do you access Blackboard?

- Go directly to Blackboard.Wichita.edu
- Do not log in through MyWSU!
- Browsers that work:
 - Chrome
 - Firefox
 - Safari
- What browser doesn't work?
 - Internet Explorer

Show/Hide Menu Links

Logging in

- Use the hide link option to hide the content associated with an entire tab/link on the course menu from student view
- To make the content available again, use the “show link” option





Discussion Boards

Many roads ... all go to same place

- Discussion boards can also be accessed from a variety of links.

[Announcements](#)

[Start Here](#)

[Modules](#)

[Discussions](#)

[Course Messages](#)

["A" Level Assignments](#)

[My Grades](#)

▼ **Course Tools**

[Achievements](#)

[Add Test Student](#)

[Announcements](#)

[Blogs](#)

[Cengage Learning](#)

[MindLinks](#)

[Contacts](#)

[Content Market Tools](#)

[Course Calendar](#)

[Course Messages](#)

[Course Portfolios](#)

[Date Management](#)

[Discussion Board](#)

[Glossary](#)



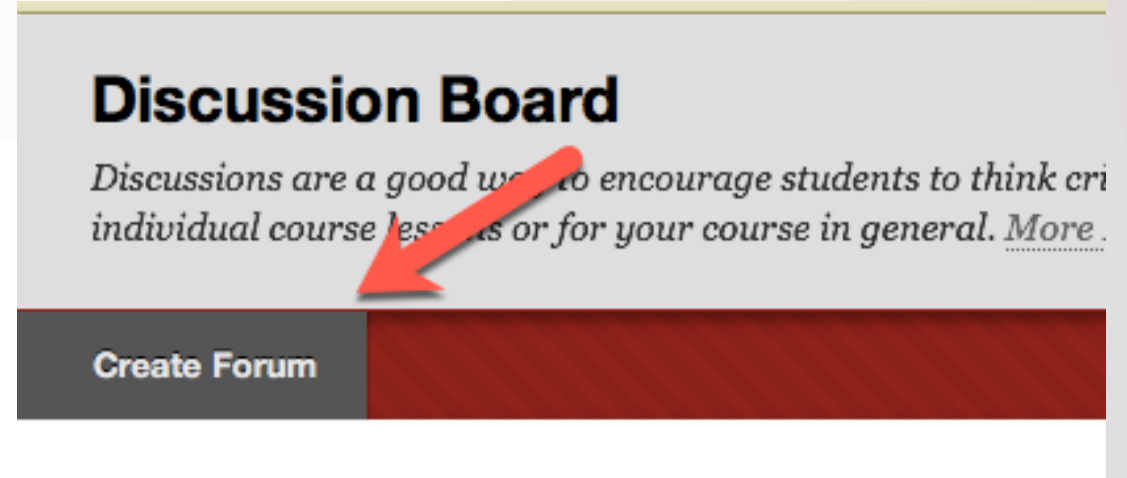
Discussion Board

[Hide Link](#)

Create and manage Forums within the Discussion Board.

Create a forum

- All avenues eventually take you to the same place ... the area where you can create a discussion board:





- ## Create Forum

* Indicates a required field.

* Name

Description

Setting up your requirements

- And you have choices to make:
 - Do you want to date restrict?
 - Do you want to offer points?
 - If yes, you will automatically get a Grade Center column created
 - Forums cannot be changed after posting has begun to make it grade-able if it was not originally set to be worth points.
- Additional options are available to restrict/permit posting functionality

Available

☒ Yes ☐ No

Enter Date and Time Restrictions

☐ Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Grade



☒ No Grading in Forum

☐ **Grade Discussion Forum:** Points possible:

☐ Grade Threads

The title is a link

- Once you hit “Submit” you will get a forum in the list of discussion boards:

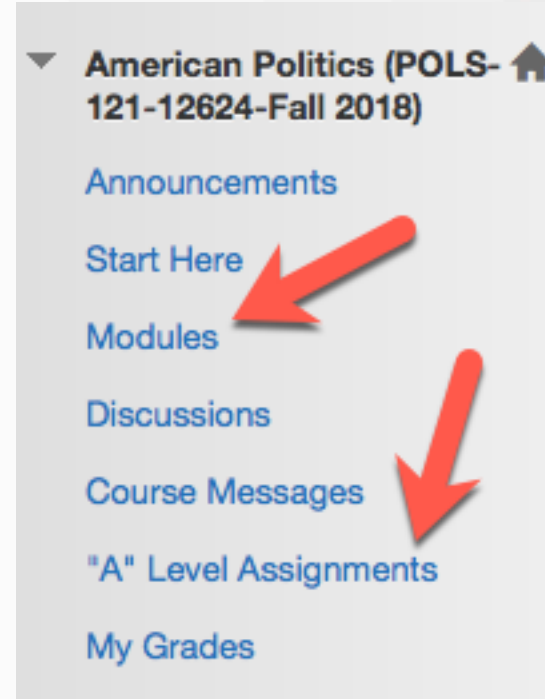
<input type="checkbox"/> Forum	Description
<input type="checkbox"/> Ask the Professor	Please post "non-personal" questions here. Please do not answer other students' questions. I check this discussion board each day Monday-Saturday. Questions posted on Sunday will be answered on Monday.



Creating an Assignment

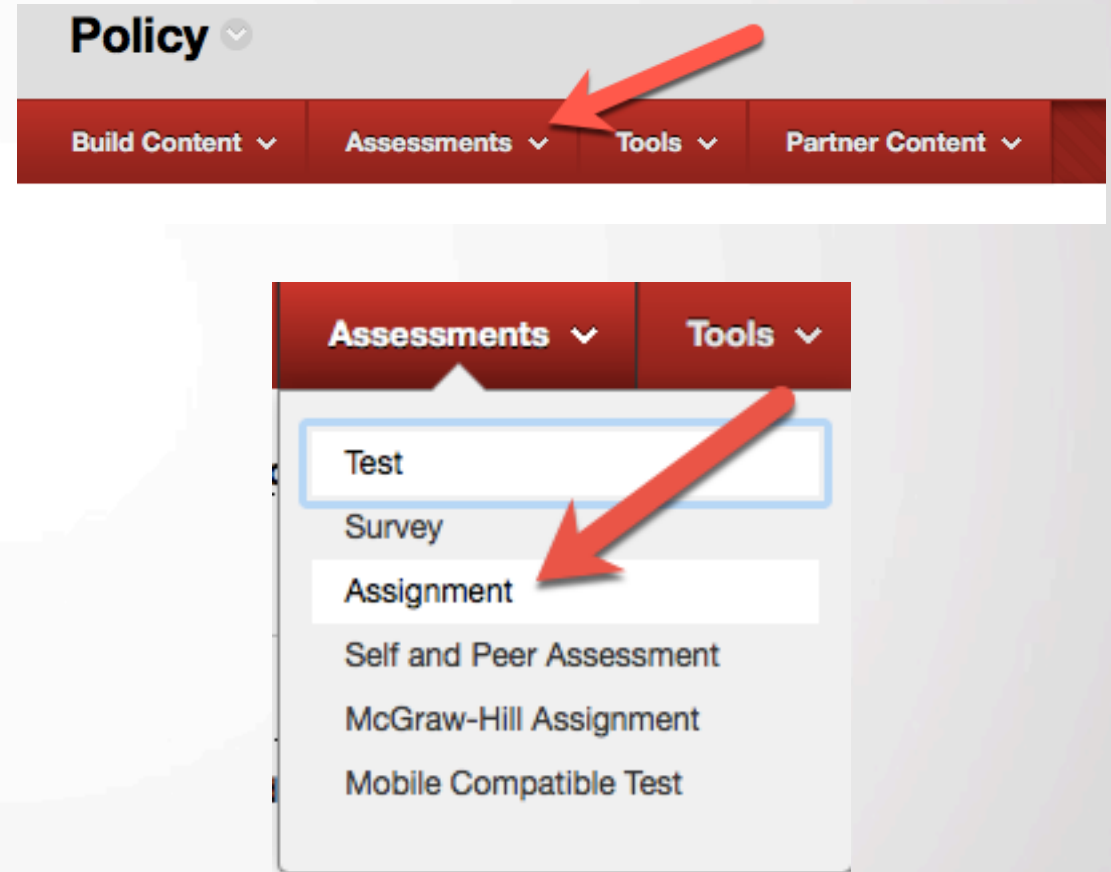
Put your assignment somewhere

- Assignments have to be placed somewhere:



Assessment link gets to Assignments

- Once you are where you want the assignment to be, locate “Assessments” in the ribbon, mouse over to get the dropdown, and choose “Assignment”:



Assignment Instructions

- Once again, you have the same WYSIWYG editor:

Create Assignment

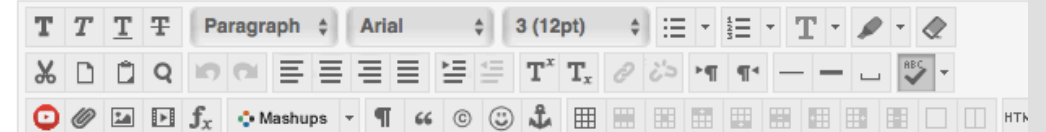
Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions



Path: n

Make your choices

- Once you type in what your assignment is, attach any files as necessary, etc., you have some choices to make.
- First, due dates and points possible.
- The points possible will automatically be used in the Grade Center column for this assignment:

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

☐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

* Points Possible

Associated Rubrics

Add Rubric ▾

Name

Type

Date Last Edited

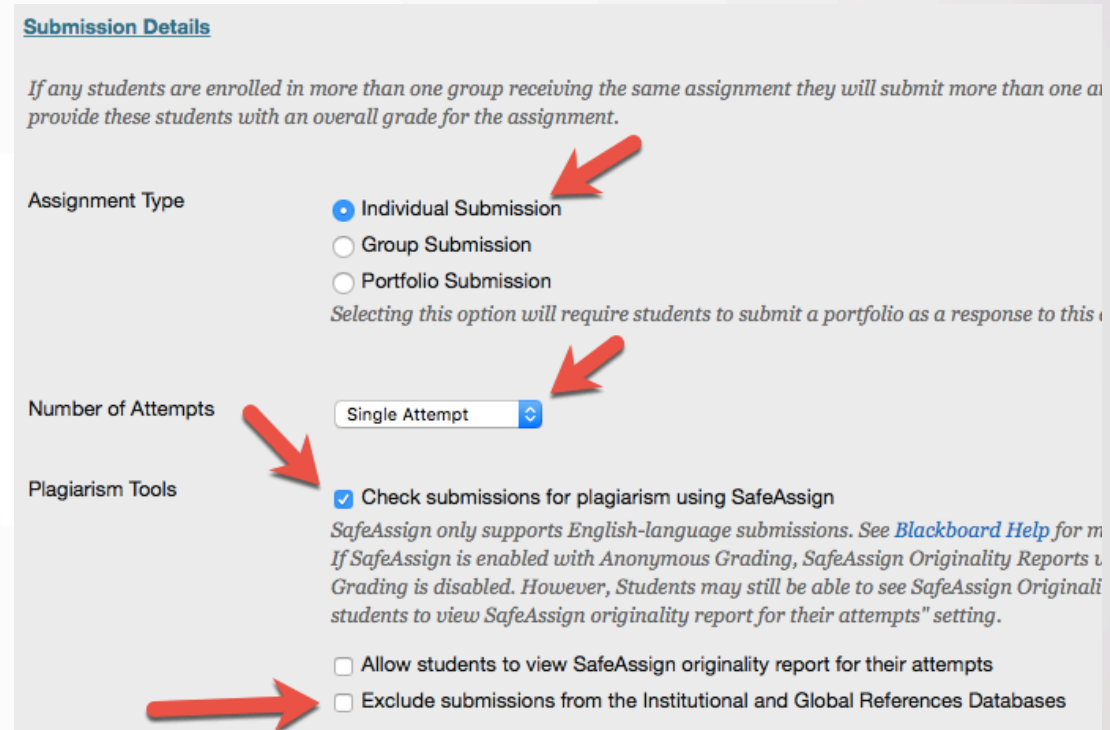
[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

Submission Details

- Then, when you click on “Submission Details” you can choose whether this is an individual or group assignment, whether it can be submitted multiple times (I do), and whether it goes through plagiarism detection (is it a draft?)

A screenshot of the 'Submission Details' form in a learning management system. The form has a light gray background and a white border. It contains several sections: 'Assignment Type' with three radio button options (Individual Submission, Group Submission, Portfolio Submission), 'Number of Attempts' with a dropdown menu set to 'Single Attempt', and 'Plagiarism Tools' with three checkbox options. Red arrows point to the 'Individual Submission' radio button, the 'Single Attempt' dropdown, the 'Check submissions for plagiarism using SafeAssign' checkbox, and the 'Exclude submissions from the Institutional and Global References Databases' checkbox. The 'Check submissions for plagiarism using SafeAssign' checkbox is checked.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one and you will need to provide these students with an overall grade for the assignment.

Assignment Type

☒ Individual Submission
☐ Group Submission
☐ Portfolio Submission
Selecting this option will require students to submit a portfolio as a response to this assignment.

Number of Attempts

Single Attempt

Plagiarism Tools

☒ Check submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more information. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will not be visible. If Anonymous Grading is disabled, however, students may still be able to see SafeAssign Originality Reports. To prevent students from viewing SafeAssign originality reports for their attempts, you can select the "Exclude submissions from the Institutional and Global References Databases" setting.

☐ Allow students to view SafeAssign originality report for their attempts
☐ Exclude submissions from the Institutional and Global References Databases

Grading Options ... No!

- We don't recommend you change the settings for Grading Options:

Grading Options

You can choose to hide student names from submission attempts during grading. Each grader provides separate grades, feedback and notes to students. Users use the official grade for the attempt. By default, instructors have reconciling abilities.

☐ Enable Anonymous Grading

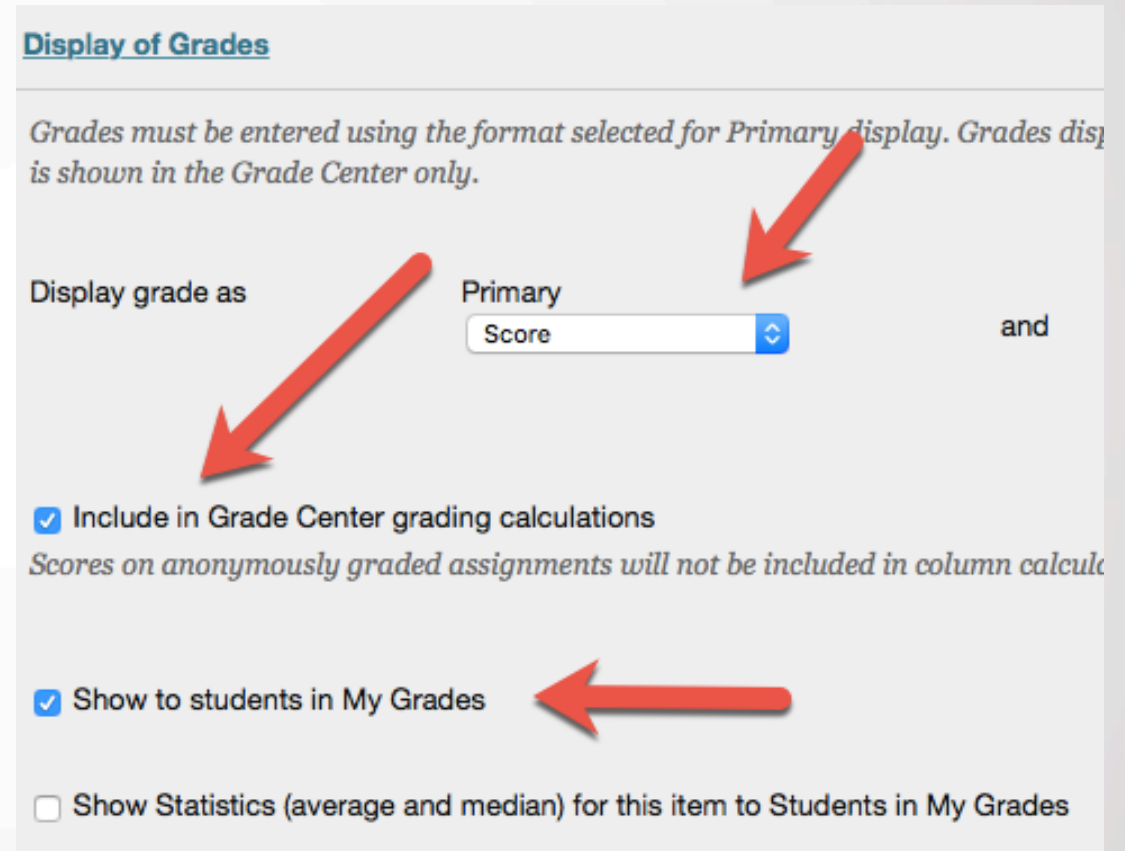
Student names are hidden during the grading process.

☐ Enable Delegated Grading

Delegate grading responsibilities to one or more additional grader.

Display of Grades

- In “Display Grades” you have some choices if you choose to make them.
- You can show a score or a letter grade
- You can choose not to include the grade in Grade Center calculations, and you can choose not to show the grade to students.
- All of these default to the way they are showing now.

A screenshot of the 'Display of Grades' settings page. The page has a light gray background. At the top, there is a title 'Display of Grades' in blue. Below the title, there is a paragraph of text: 'Grades must be entered using the format selected for Primary display. Grades display is shown in the Grade Center only.' Below this, there is a section titled 'Display grade as' with a dropdown menu set to 'Primary' and a sub-menu showing 'Score'. To the right of the dropdown is the word 'and'. Below this, there are three checkboxes. The first checkbox is checked and labeled 'Include in Grade Center grading calculations', with a red arrow pointing to it. Below this checkbox is a line of text: 'Scores on anonymously graded assignments will not be included in column calculations'. The second checkbox is checked and labeled 'Show to students in My Grades', with a red arrow pointing to it. The third checkbox is unchecked and labeled 'Show Statistics (average and median) for this item to Students in My Grades'.

Availability

- Finally, you can choose to make the assignment available.
- It will default to “on,” but both the display dates *and* availability must be marked for students to have access

AVAILABILITY

☒ Make the Assignment Available

This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

☐ Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Track Number of Views



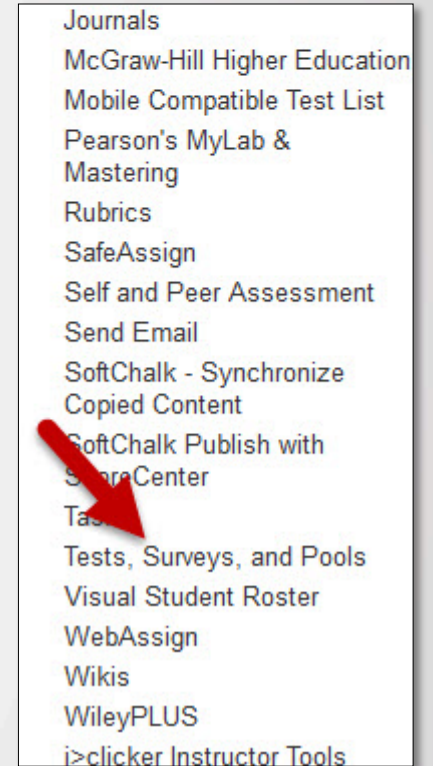
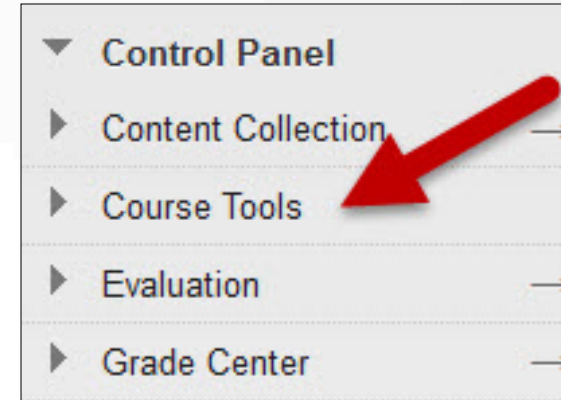
Assignments are great to use

- The Assignments tool is a very powerful tool and will create companion grade columns in the Grade Center, so if you need to delete an assignment, make sure to authorize deleting that column too!
- This tool is excellent for both online and face-to-face classes, and the grading tools that come with this type of submission are very good and pretty easy to use.

Creating a Test

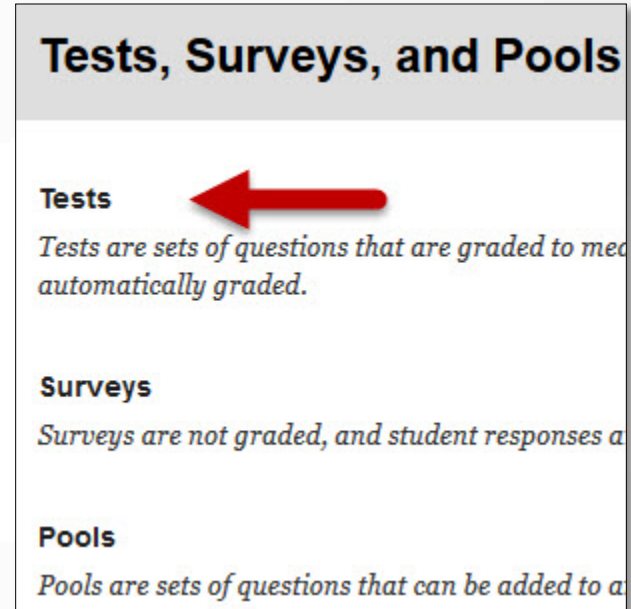
Tests, Surveys, and Pools

- Go to your Blackboard course, and select Tests, Surveys, and Pools from the list of Course Tools.



Select Tests

- Next, select Tests. Then select “Build Test”.

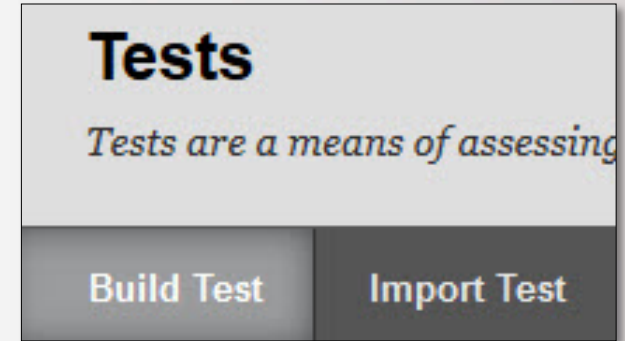
A screenshot of a software interface showing a menu titled 'Tests, Surveys, and Pools'. The menu has three options: 'Tests', 'Surveys', and 'Pools'. A red arrow points to the 'Tests' option. Below each option is a brief description.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to meet specific criteria and are automatically graded.

Surveys
Surveys are not graded, and student responses are not tracked.

Pools
Pools are sets of questions that can be added to a test.

A screenshot of a software interface showing a page titled 'Tests'. Below the title is a description: 'Tests are a means of assessing student knowledge and skills.' At the bottom of the page are two buttons: 'Build Test' and 'Import Test'.

Tests

Tests are a means of assessing student knowledge and skills.

Build Test **Import Test**

Name the Test

- Provide your test with a name, description, and instructions.
- Select “Submit” in the bottom right-hand corner.

Test Information
Type a Name for the test. This is a required field. The name is the title text that appears in the content area.

** Indicates a required field.*

TEST INFORMATION

** Name*

Description

T T T Arial 3 (12pt) **T** **≡** **≡** **✓** **✎** **✎**

Cancel

Submit



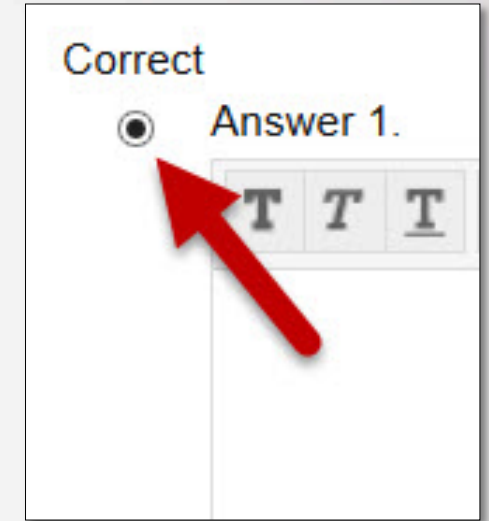
Create Question

- Select “Create Question”.
- If you choose to Create a question, you will need to select the type of question you want to create.

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False

Write the Question

- Type or paste in your question and answers into the Question Text Box and Answer Text Boxes, respectively.
- Indicate the correct answer by marking the circle next to the correct answer option.

A screenshot of the 'Question Text' box. It has a title bar with an asterisk icon and the text 'Question Text'. Below the title bar is a text area with a toolbar containing icons for bold (T), italic (T), underline (T), font color (A), font size (3 (12pt)), and text color (T). The text area is empty.A screenshot of the 'Answer Text Boxes' section. It has a title bar with the text 'Number of Answers' and a dropdown menu set to '2'. Below the title bar is a section labeled 'Correct' with a radio button next to 'Answer 1.'. Below this is a text area with a toolbar containing icons for bold (T), italic (T), underline (T), font color (A), font size (3 (12pt)), text color (T), bulleted list, numbered list, and a checkmark icon.A screenshot of the 'Correct' section. It shows the word 'Correct' in bold, followed by a radio button next to 'Answer 1.'. A red arrow points to the radio button. Below this is a text area with a toolbar containing icons for bold (T), italic (T), and underline (T).

Additional Question Options

- You can also adjust the answer numbering, orientation, allow for partial credit, and show answers in a random order
- Submit when finished.

OPTIONS

If partial credit is allowed, each incorrect answer can specify

Answer Numbering	<div>None</div>
Answer Orientation	<div>Vertical</div>
Allow Partial Credit	<input type="checkbox"/>
Show Answers in Random Order	<input type="checkbox"/>

Cancel

Submit

Adjusting the Points

- Next, you can adjust the points associated with the individual question.
- When you are finished creating questions and are ready to deploy it, click “OK” in the bottom right-hand corner.

Update Points: ☐ Extra Credit

Create Question ▾

Reuse Question ▾

Upload Questions

Description

Instructions

Total Questions 1

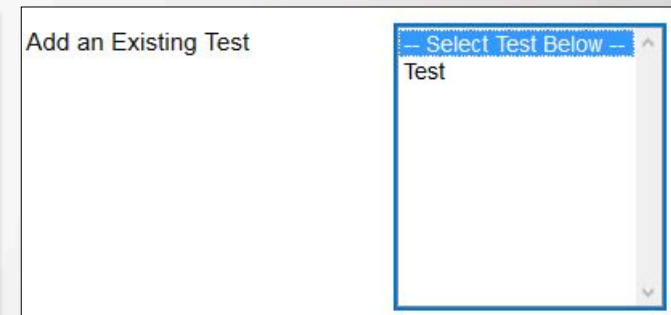
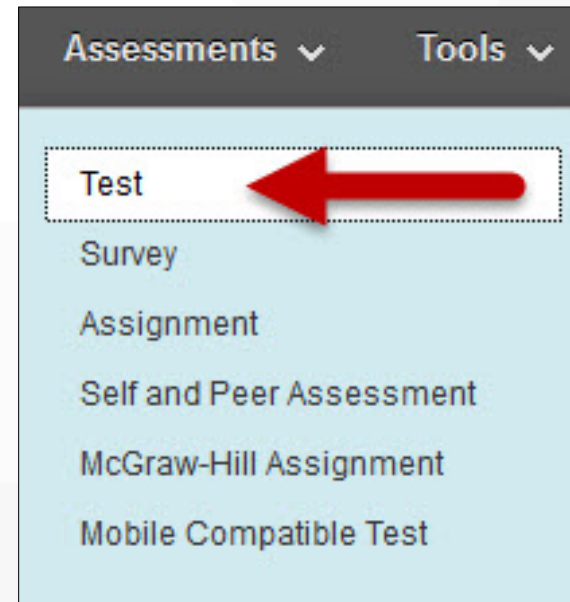
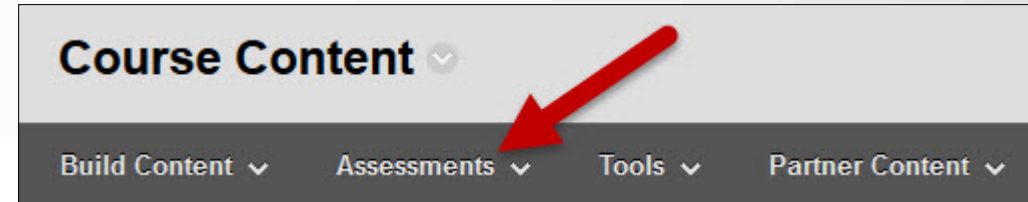
Total Points 10



← OK

Choose Assessment

- Once you are in the area that you want the test to be, select “Assessments” from the ribbon, and mouse over or click it to get the dropdown to appear. Select “Test” from the options that appear.
- And select the newly created test from the list available and select submit.



Test Settings to Use

- Important Test Settings to Use:
 - Make the Link Available
 - Set a Timer
 - Use Auto-Submit
 - Use Display Dates
 - Use Exceptions

Make the link available

☐ Yes ☒ No

☐ Set Timer

Set expected completion time. Selecting this option also records completion time.

60 Minutes

Auto-Submit

☒ OFF ☐ ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

☐ Display After 08/07/2018 10:58 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until 08/07/2018 10:59 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for exceptions. If you choose to use groups, you*

Add User or Group



Test Settings to Avoid

- Important Test Settings to Avoid
 - Force Completion
 - Password
 - Avoid Internet Explorer

☐ Force Completion

Once started, this test must be completed in one sitting.

☐ Password

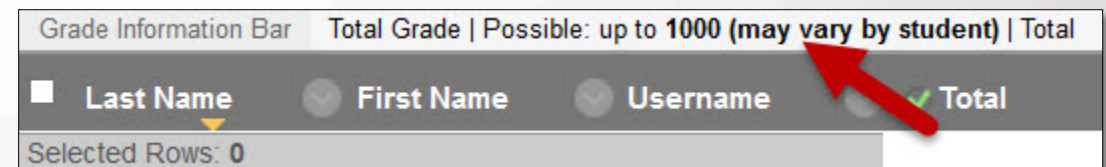
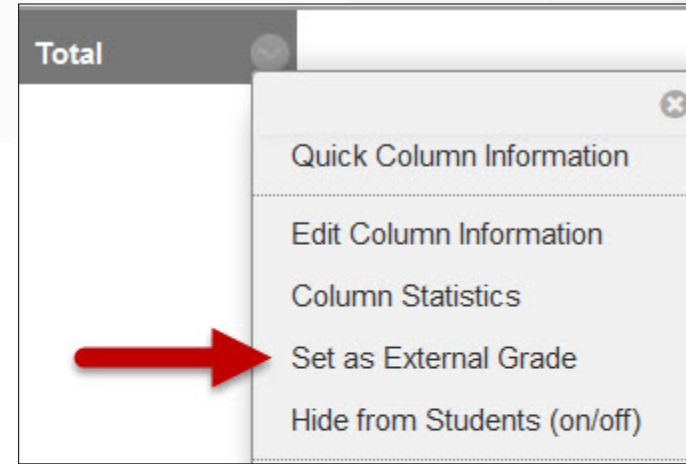
Require a password to access this test.



Grade Center

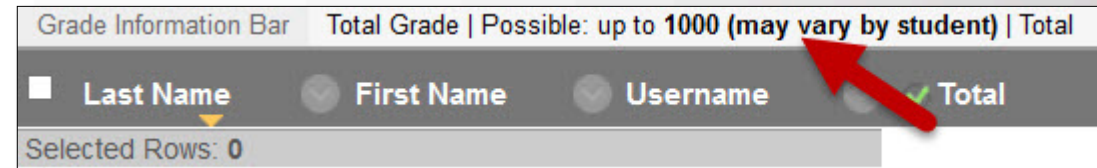
Grade Center Settings

- Set External Grade
- Check Total Points Possible



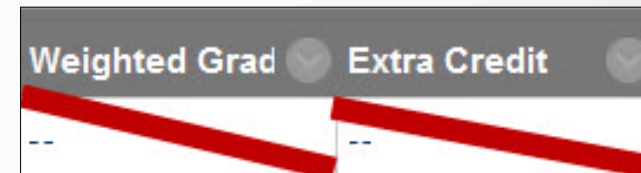
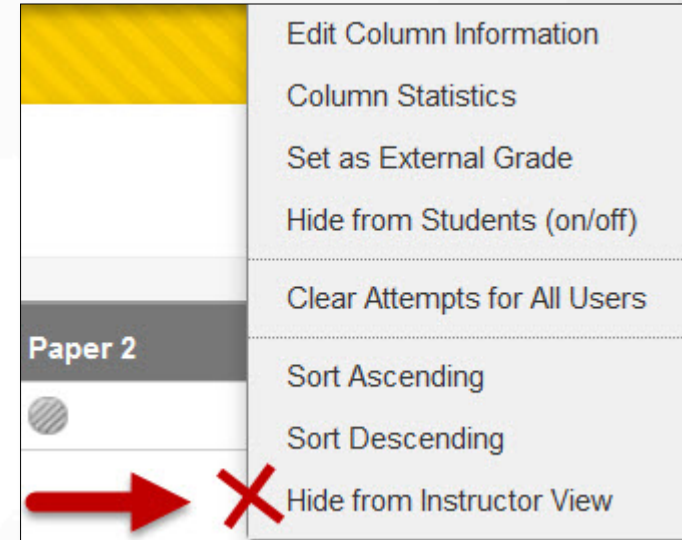
Do's of the Grade Center

- Do recognize key indicators or symbols in the grade center
- Do check your total points for the course
- Do test your grade center before opening your course to students
- Do seek assistance early



Don'ts of the Grade Center

- Don't hide assignment columns from instructor view
- Don't use weighted grades with extra credit
- Don't wait to ask for assistance
- Don't assume students understand their total columns





How to get help

- Come see us in the IDA Blackboard and Accessibility labs
 - 1:00-3:00pm every Tuesday and Wednesday in the C-space in the library
- Email us at IDA@Wichita.edu
- Submit a OneStop ticket for technical support
- Remember
 - IDA = training
 - OneStop = technical support
- Blackboard training guide for instructors can be found at:
<https://wichita.edu/Bbguide>



Thank you. Questions?

Please send questions to IDA@Wichita.edu