

# Mastering the Basics

## Workshop Handout

Information Technology Services Centre  
The Chinese University of Hong Kong

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# Mastering the Basics

## Workshop Handout

### A) Course Setup

# Welcome to CU eLearning System

CU eLearning System is powered by Blackboard Learn. It is a full-featured and widely adopted eLearning environment around the world. Students can check course announcements, download course materials, submit assignments and collaborate with team members in a group.

To learn more please visit our website at <http://www.cuhk.edu.hk/eLearning>

## Browser & Java requirement

Ensure that you are using supported browser and Java version :

- Browser Support for April 2014

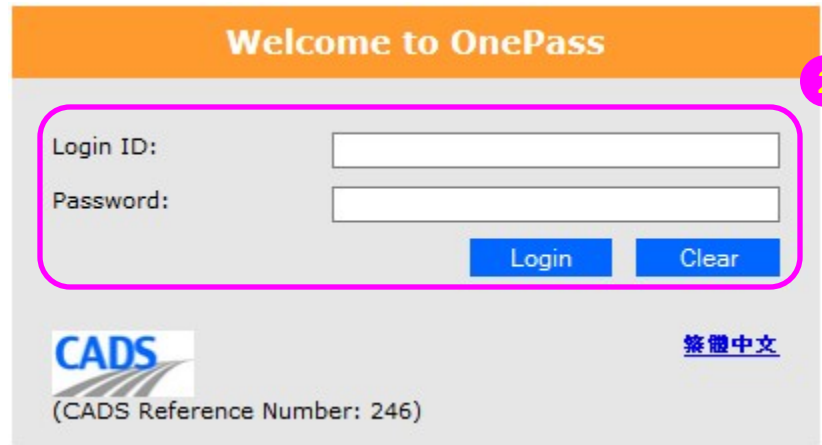
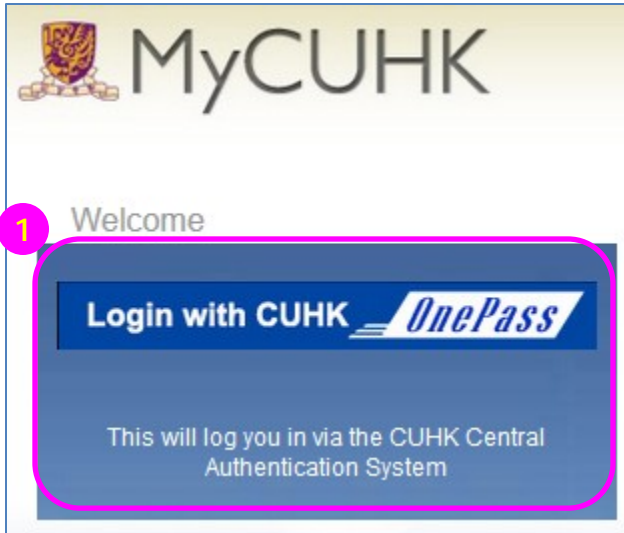
[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/015\\_Browser\\_Support/014\\_Browser\\_Support\\_for\\_April\\_2014](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/015_Browser_Support/014_Browser_Support_for_April_2014)

- Java Runtime Environment (JRE) is required, you can download from :

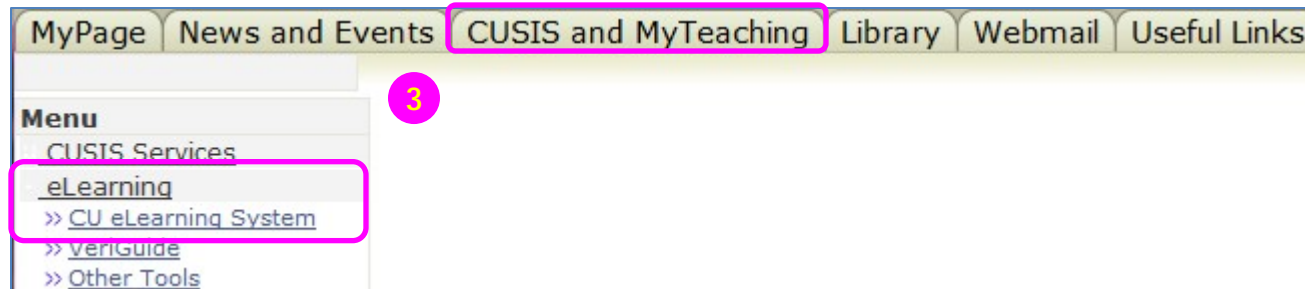
<http://www.oracle.com/technetwork/java/javase/downloads/index.html>

# Course Setup

## Login (via MyCUHK)

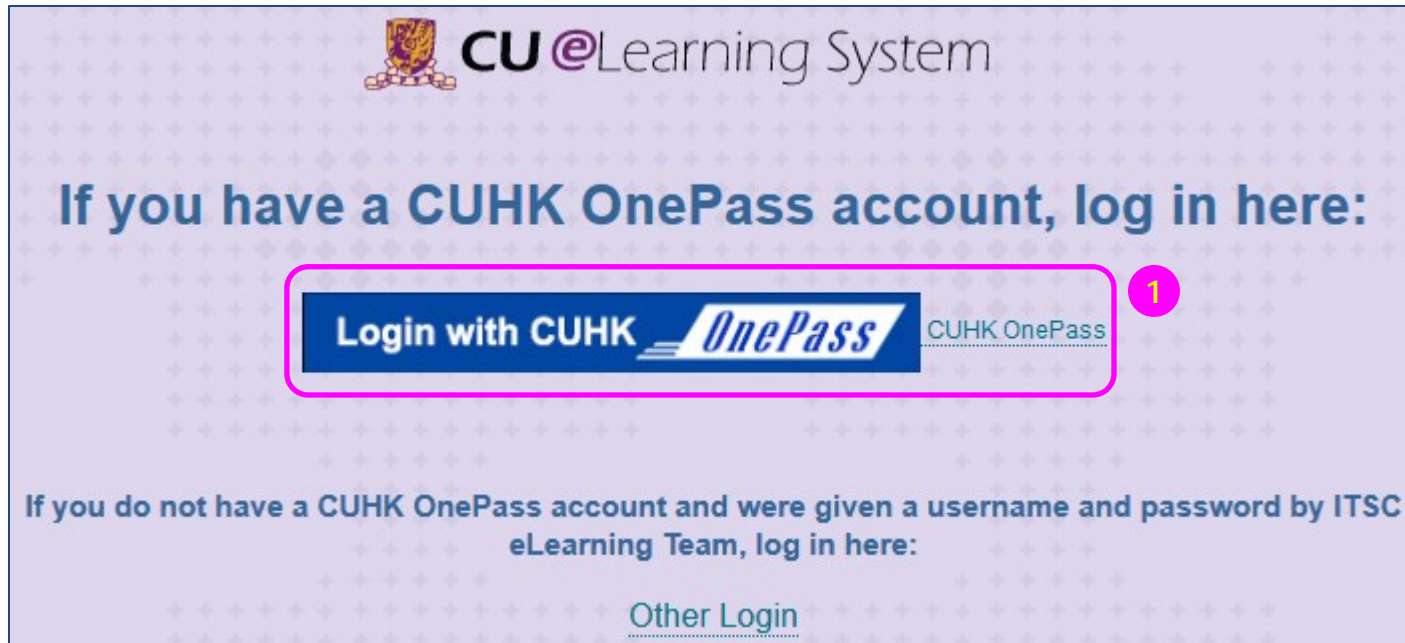



- 1) MyCUHK:  
<https://portal.cuhk.edu.hk>
- 2) Login ID:  
**Staff ID / Student ID**  
(e.g. 12345 / 1100123456)  
Password:  
**OnePass (CWEM)**  
password
- 3) CUSIS and My Teaching >  
eLearning >  
CU eLearning System




# Course Setup

Login (direct login)



 CU@Learning System

**If you have a CUHK OnePass account, log in here:**

**Login with CUHK  CUHK OnePass** 1

If you do not have a CUHK OnePass account and were given a username and password by ITSC eLearning Team, log in here:

[Other Login](#)

- 1) CU eLearning System:  
<http://elearn.cuhk.edu.hk>
- 2) Login ID:  
**Staff ID / Student ID**  
(e.g. 123456 / 1100123456)  
Password:  
**OnePass (CWEM) password**

**Notes:**

If you were given a username and password by ITSC eLearning Team, please login via "Other Login".



**Welcome to OnePass** 2

Login ID:

Password:

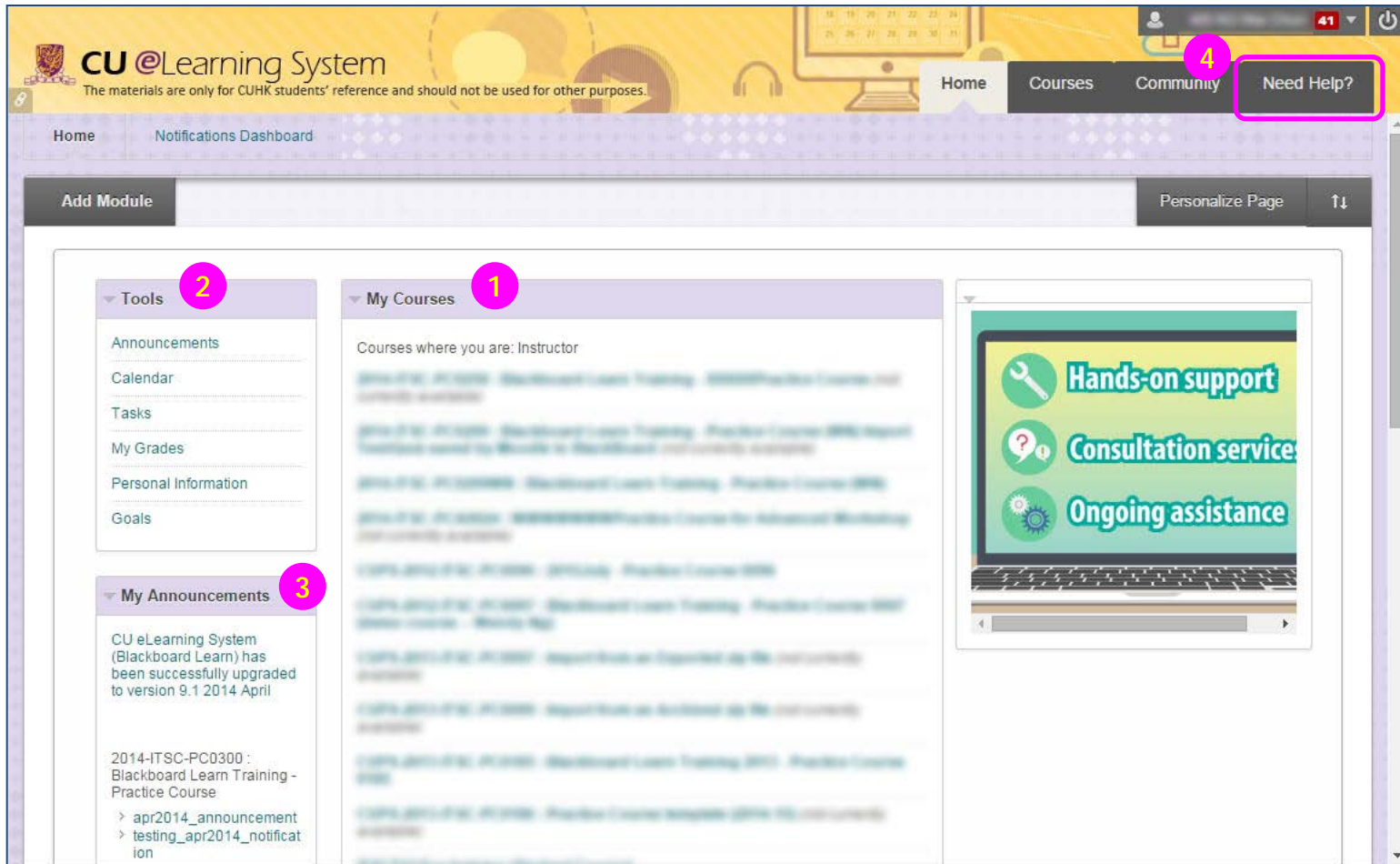
[Login](#) [Clear](#)

 [繁體中文](#)

(CADS Reference Number: 246)

# Course Setup

## Home



- 1) **My Courses** lists all courses you are teaching or enrolled.
- 2) **Tools** is the area which contains tools for managing personal information and communicating with other users.
- 3) **My Announcements:** Displays announcements for courses and from your institution. Announcements communicate important, time-sensitive information.
- 4) The new "Need Help?" tab: You can access information on Course Setup, FAQs, etc., which is useful for your support.



# Course Setup

## Select the Language Pack

The screenshot shows the CU @Learning System interface. At the top right, a user profile icon is circled with a pink '1'. A dropdown menu is open, showing options: Courses, Settings (circled with a pink '2'), Change Text Size, High Contrast Setting, Personal Information (circled with a pink '2'), Edit Notification Settings, and Notifications Dashboard. Below the menu, the 'Personal Information' page is visible. On the left sidebar, 'Change Personal Settings' is circled with a pink '3'. An arrow points from this button to a modal window titled 'Change Personal Settings'. Inside the modal, under the heading '1. Select Language Pack', there is a 'User Language Pack' label and a dropdown menu circled with a pink '4'. The dropdown menu lists: English (United States), System Default, English (United States) (highlighted), 中文(中國), and 繁體中文(台灣).

- 1) Click the **Global Navigation Menu** at the top of the page.
- 2) Click **Settings** and select **Personal Information**.
- 3) On the **Personal Information** page, select **Change Personal Settings**.
- 4) Select a **User Language Pack** from the drop-down list.
- 5) Click **Submit**.

# Course Setup

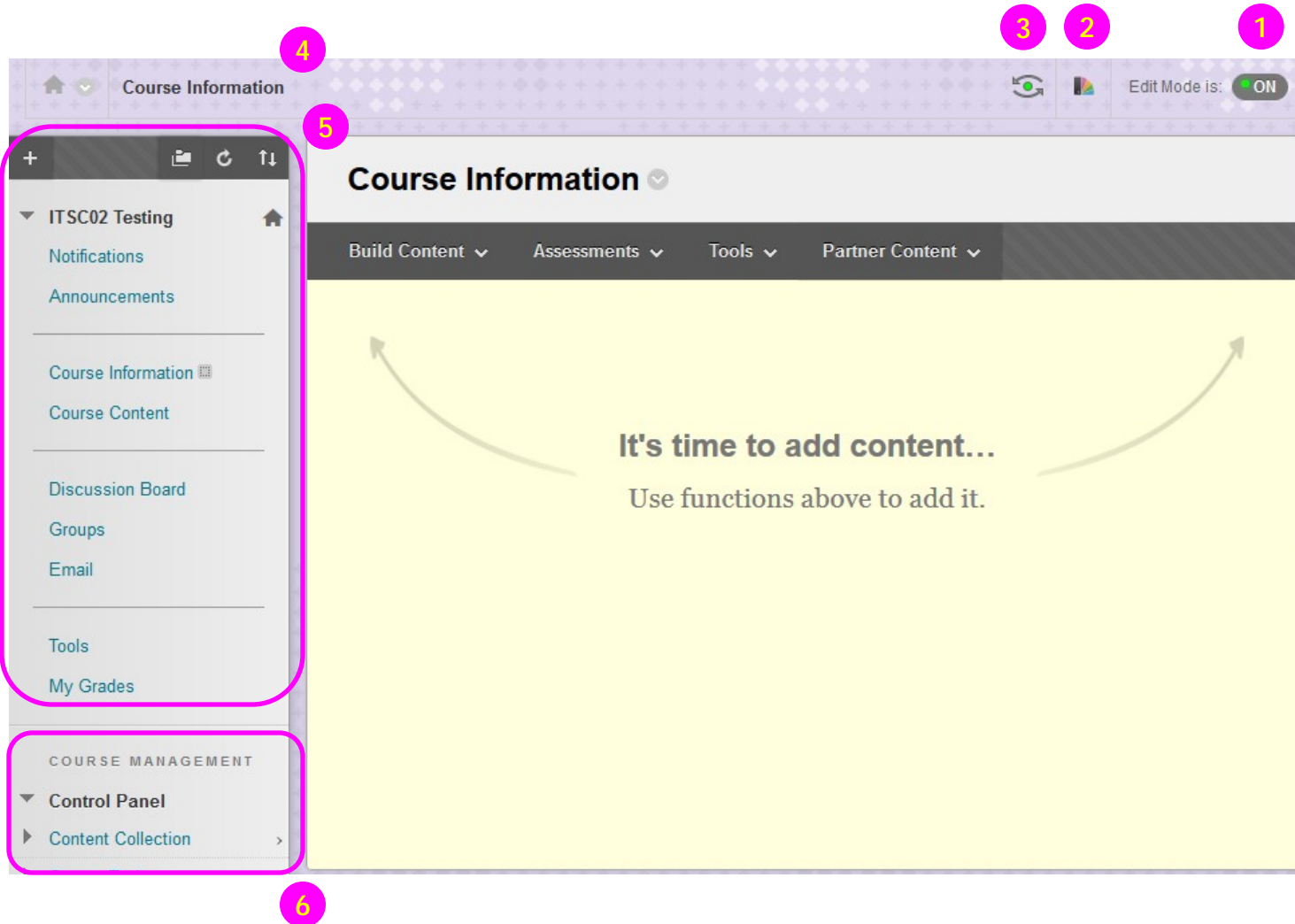
## Upload your Avatar Image

- 1) Click the **Global Navigation Menu** at the top of the page.
- 2) Click **Settings** and select **Personal Information**.
- 3) On the **Personal Information** page, select **Personalize My Settings**.
- 4) On the **Personalize My Settings** page, you can add or change your personal avatar. Select **Use custom avatar image**.
- 5) Click **Browse My Computer**. Select the avatar image file and click **Open**.
- 6) Click **Submit**.

The screenshot shows the CU @Learning System interface. At the top right, a user profile icon is circled in pink with a '1'. A dropdown menu is open, showing 'Courses' and 'Settings'. 'Settings' is selected, and a sub-menu is displayed with 'Personal Information' circled in pink with a '2'. On the 'Personal Information' page, 'Personalize My Settings' is circled in pink with a '3'. An arrow points from this button to a detailed inset box. The inset box contains the following text: '1. Avatar image', 'Select a personal avatar to display. Note: If your administrator has enabled user avatars.', 'Display Options', two radio buttons (one selected for 'Use custom avatar image'), a preview image of a man with a laptop circled in pink with a '4', and a 'Browse My Computer' button circled in pink with a '5'. Below the preview, it says 'Recommended pixel size for an avatar is 150 by 150.' and 'Attach File'.

# Course Setup

## The Course Interface



- 1) **Edit Mode:** When **Edit Mode** is **ON**, all the instructor functions appear, such as **Build Content** on the action bar in a content area or the appearance of contextual menus. When **Edit Mode** is **OFF**, you are viewing the page in **student view**.
- 2) **Change Course Theme:** You can change course themes using this function.
- 3) **Student Preview:** You can use it to review the course content and validate the course behaviors.
- 4) **Breadcrumbs:** As items and links are viewed in a content area, use the breadcrumbs to navigate to previous pages. Breadcrumbs trace the path to and from each item.
- 5) **Course menu:** The access point for all course content. You decide which links are available here.
- 6) **Control Panel:** The central access point for course management functions. You can manage the course style, course tools, and users from this area. *Student do not see the Control Panel.*


# Course Setup

## Course to Course Navigation

The screenshot shows the 'Discussion Board' page. A red box highlights the dropdown arrow next to the course title 'Discussion Board', with a red circle containing the number '1' next to it. The dropdown menu is open, showing 'Recently Visited' and 'My Other Courses' sections. The 'Recently Visited' section lists several test sites. The 'My Other Courses' section lists several test sites. The main content area shows a 'Create Forum' button and a table with columns 'Forum', 'Description', and 'Total'. The table contains one row: 'Forum - Week 1' with a total of 1.

Forum	Description	Total
<input type="checkbox"/>	Forum - Week 1	1

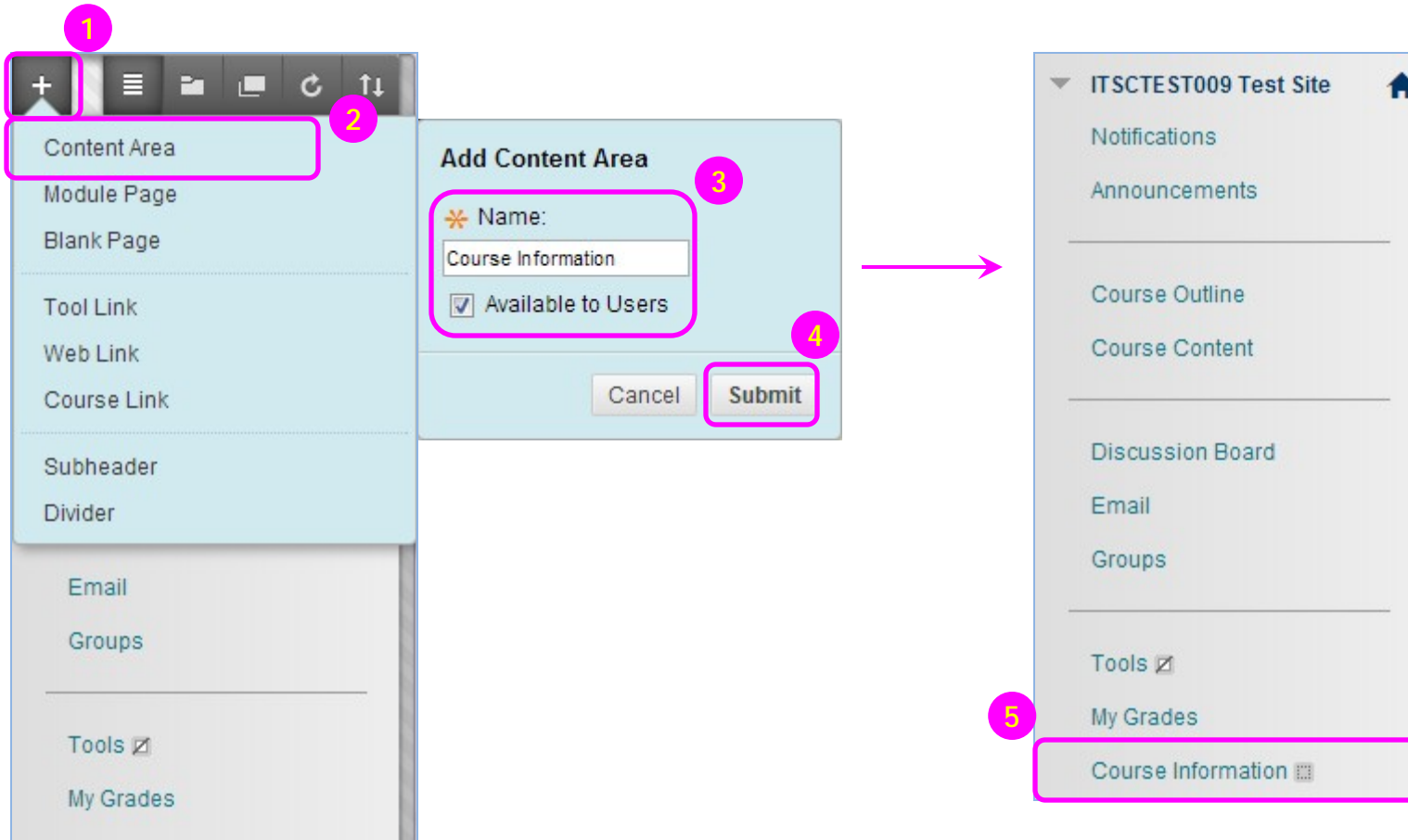
If you are enrolled in or teach more than one course, you can access all your courses using the **course-to-course navigation** feature.

- 1) Access the **contextual menu**  next to the course title and select another course.

For example, if you are viewing the *Announcements* page in one course and select another course from the contextual menu, you are taken to that course's *Announcements* page.

# Course Setup


## Manage Course Menu Links




- 1) Point to the **Add Menu Item +** above the course menu.
- 2) Select **Content Area**.
- 3) Type a **Name** for the new content area. Select the **Available to Users** check.
- 4) Click **Submit**.
- 5) A link to the new content area appears on the bottom of the course menu, and is an empty container.

# Course Setup

## Manage Course Menu Links

6) Use the drag-and-drop function  to reorder content area links.

7) Access a link's contextual menu  and select **Rename Link** to change its title. Select **Hide Link/Show Link** to make it unavailable/available to students. If you **Delete** the content area, all content items within it are also permanently deleted.

# Course Setup

## Select Course Entry Point

Customization > Teaching Style

### Teaching Style

Style settings control course appearance, including course theme, course structure, menu style, course entry point, and banner image. [More Help](#)

## 2. Select Course Entry Point

Select the first area users see when entering the course from the drop-down list.

Entry Point

- Notifications
- Notifications
- Announcements
- Course Outline
- Course Content
- Discussion Board
- Email
- Groups
- My Grades

## 3. Select Course Theme

Select a visual theme that will be used for this course.

Color

يضاارت فالالا    Стандартный  
Padrão    デフォルト

- 1) On the **Control Panel**, expand the **Customization** section, and select **Teaching Style**.
- 2) Under **Select Course entry Point**, select the page from the dropdown list.
- 3) Click **Submit**.

# Course Setup

## Enroll Users

**CUHK User Management**

**Enroll User**

Search

**Data Source:**  
 CUSIS: User(s) added to the course/organization according to CUSIS information.  
 SYSTEM: User(s) added to the course/organization manually.

\* User(s) added accordingly to CUSIS information cannot be removed. Update Available to No using to stop the user(s) from accessing the course/organization. [More Help](#)

<input type="checkbox"/>	User Name	First Name	Last Name	Email	Role	Available	Data Source	
<input type="checkbox"/>	student01		student01	ITSC	test@cuhk.edu.hk	Student	Yes	SYSTEM
<input type="checkbox"/>	student02		student02	ITSC	student02@dummy.cuhk.edu.hk	Student	Yes	SYSTEM
<input type="checkbox"/>	student03		student03	ITSC	student03@dummy.cuhk.edu.hk	Student	Yes	SYSTEM
<input type="checkbox"/>	student04		student04	ITSC	student04@dummy.cuhk.edu.hk	Student	Yes	SYSTEM
<input type="checkbox"/>	student05		student05	ITSC	student05@dummy.cuhk.edu.hk	Student	Yes	SYSTEM
<input type="checkbox"/>	student06		student06	ITSC	student06@dummy.cuhk.edu.hk	Student	Yes	SYSTEM
<input type="checkbox"/>	student07		student07	ITSC	student07@dummy.cuhk.edu.hk	Student	Yes	SYSTEM

A customized tool for enrolling CUHK users to your course.

- 1) On the **Control Panel**, expand **Course Tools**, and select **CUHK User Management**.
- 2) *To add user :*  
Click **Enroll User** to add new user to the course.
- 3) *To remove user :*  
Click the checkbox to select the **Users**, and click **Remove Users from Course**
- 4) *To edit user's role/availability :*  
Click to edit users' **roles** and **availabilities**.



# Course Setup

## Enroll Users (add user)

### Add Users

Users that have an existing account in the system can be enrolled to the course.  
 If you need to enroll more than 10 users into the course, please submit your request via [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk).  
 Repeated use of this function to enroll large number of users to the course will result in system performance degradation.  
[More Help](#)

\* indicates a required field.

Cancel

Submit

### 1. Enroll Users

Enter up to 10 usernames. Separate multiple usernames with commas.

\* Username  
(Student/Staff ID)

543210, 456789

Role

Student  
 Student  
 Teaching Assistant  
 Instructor

### 2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

- 1) Enter **usernames (Student/Staff ID)**. Separate multiple usernames with commas.
- 2) Select a **Role (Student, Teaching Assistant or Instructor)** for the users.
- 3) Click **Submit**.

#### Notes:

Email notification will be sent out from the system to instructor/TA whenever instructor/TA is added or removed from the course site.

# Course Setup

Make your course available to students

The screenshot shows the 'Properties' page in a course management system. The left sidebar contains a navigation menu with 'Customization' expanded to show 'Properties' (annotated with a pink circle 1). The main content area is titled 'Properties' and includes a description: 'Properties control the functional settings of the course, including name, availability, classification, language, files, and structure. More Help'. Below this, there are two sections: '3. Set Availability' and '4. Set Course Duration'. In the 'Set Availability' section, the question 'Make this course available to users?' is followed by 'Make Course Available' with radio buttons for 'Yes' (selected, annotated with a pink circle 2) and 'No'. In the 'Set Course Duration' section, there are radio buttons for 'Continuous' (selected, annotated with a pink circle 3), 'Select Dates', and 'Days from the Date of Enrollment' with a text input field containing '0'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button annotated with a pink circle 4.

To allow you time to set up your course site, e.g. update new course schedule, the site is set to **unavailable** to students when newly created in the system. You have to set the course site to **available** when it ready for students' access.

## Steps:

- 1) On the **Control Panel**, expand **Customization**, and select **Properties**.
- 2) Under **Set Availability**, select **Yes** to make the course available to students.
- 3) Please choose **Continuous** for Duration.
- 4) Click **Submit**.

# Course Setup

## Add Banner

Customization > Teaching Style

ITSCTEST009 Test Site

COURSE MANAGEMENT

- Control Panel
  - Content Collection
  - Course Tools
  - Evaluation
  - Grade Center
  - Users and Groups
- Customization
  - Enrollment Options
  - Guest and Observer Access
  - Properties
  - Quick Setup Guide
  - Teaching Style
  - Tool Availability
- Packages and Utilities
- Help

### Teaching Style

*Style settings control course appearance, including course theme, course structure, menu style, course entry point, and banner image. [More Help](#)*

#### 6. Select Banner

*The banner appears at the top of the course's entry point page.*

Current Banner Image

New Banner Image    Attach File    **Browse My Computer**

#### 7. Submit

*Click Submit to proceed. Click Cancel to quit.*

Cancel    **Submit**

- 1) On the **Control Panel**, expand **Customization**, and select **Teaching Style**.
- 2) Under **Select Banner**, click **Browse My Computer**. Select an image to attach (in jpg/png format). And recommended size for banner is approximately 480 by 80 pixels.
- 3) Click **Submit**.

# Course Setup

## Add Banner

The screenshot displays the CUHK eLearning Platform Blackboard Preview Site interface. At the top, there is a navigation bar with 'Home', 'Courses', and 'Community' tabs. Below this is a 'Notifications' bar with an 'Edit Mode' toggle set to 'OFF'. The main content area features a large banner with the text 'CUHK eLearning Platform Blackboard Preview Site'. Below the banner, there is a 'Notifications' section containing four widgets: 'My Announcements' (no announcements in the last 7 days), 'My Calendar' (no events for the next 7 days), 'My Tasks' (no tasks due), and 'To Do' (with an 'Edit Notification Settings' button and 'All Items (0)' link). A left-hand navigation menu includes options like 'ITSCTEST009 Test Site', 'Course Outline', 'Course Content', 'Discussion Board', 'Email', 'Groups', and 'My Grades'.

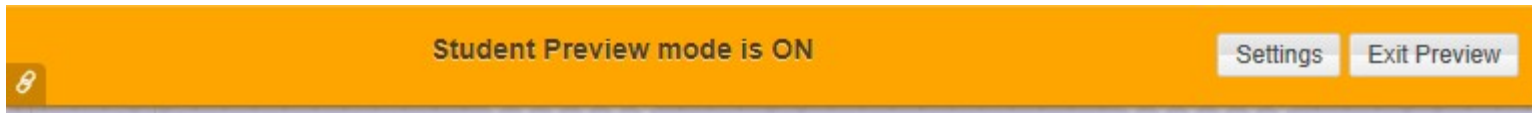
# Course Setup

## Enter Student Preview

To enter student preview mode, click the **Student Preview** icon at the top-right corner of your course pages.



When you enter student preview mode, the student preview bar appears at the top of every page.




Student preview mode is active only in the courses where you enabled it. You are still an instructor in the rest of Blackboard Learn. However, the same preview user account will be used when you enter student preview mode in more than one course.

When you enter student preview mode and are logged in to your course with the preview user account, your preview user appears in the course roster and is visible to all students enrolled in the course. Users can easily identify it as your preview user account by the way it is named: its last name is your last name appended with “\_PreviewUser” and its username is your username appended with “\_previewuser”.

<input type="checkbox"/>	Username	First Name	Last Name ▲	Email	Role
<input type="checkbox"/>	student01	demo	student01	[blurred]	Student
<input type="checkbox"/>	student02	demo	student02	[blurred]	Student
<input type="checkbox"/>	student03	demo	student03	[blurred]	Student
<input type="checkbox"/>	student04	demo	student04	[blurred]	Student
<input type="checkbox"/>	student05	demo	student05	[blurred]	Student
<input type="checkbox"/>	teacher02	Teacher02	testing	[blurred]	Instructor
<input type="checkbox"/>	teacher02_previewuser	Teacher02	testing_PreviewUser	[blurred]	Student

# Course Setup

## Exit Student Preview

When you click the Exit Preview icon , you are prompted to **keep** or **delete** the preview user and all its associated data.

### Keep the Preview User and Data:

- If you keep the data, the preview user account will appear in the course roster, Grade Center, and any place where you did something as that user.
- If you keep your preview user account and run reports or gather statistics from your course, your numbers will be skewed by one (or more if there are multiple instructors using student preview). Also, it can potentially confuse your students who may try to interact with your preview student when you are not in student preview mode to monitor the interaction.

### Delete the Preview User and Data:

- All activity conducted or created as the preview user is removed from the course permanently. This includes test attempts, assignment submissions, grades, discussion posts, etc. Also deleted is any interaction an enrolled student has with the preview user, such as replies to a preview user's discussion posts.

### Exit Student Preview

You are leaving student preview. Using student preview created a preview user in your course with all of your activity as that user. This user and the related data may impact the course experience for you and your students. What would you like to do?

- Delete the preview user and all data (Recommended)**  
*If you are finished previewing the course as a student, delete the data and remove the preview user from your course.*
- Keep the preview user and all data**  
*If you are temporarily leaving the student preview to complete your task in your real account, keep the preview user and data. You can delete the user and data by returning to student preview and changing these settings.*
- Remember this choice and do not ask me again**  
*This can be changed in Student Preview Settings, located in the Student Preview control bar.*

# Mastering the Basics

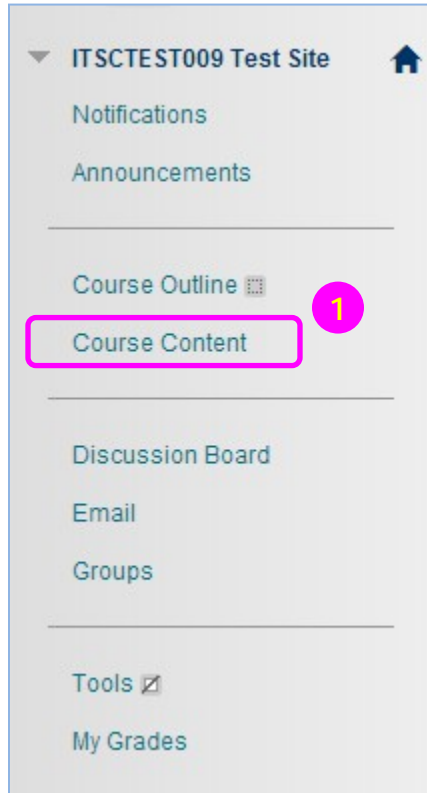
## Workshop Handout


### B) Content Delivery

# Course Content

## Create a Content Folder

- 1) Access a content area.
- 2) Point to **Build Content**. Select **Content Folder**.




ITSCTEST009 Test Site 

Notifications

Announcements

---

Course Outline 

**Course Content** 1


---

Discussion Board

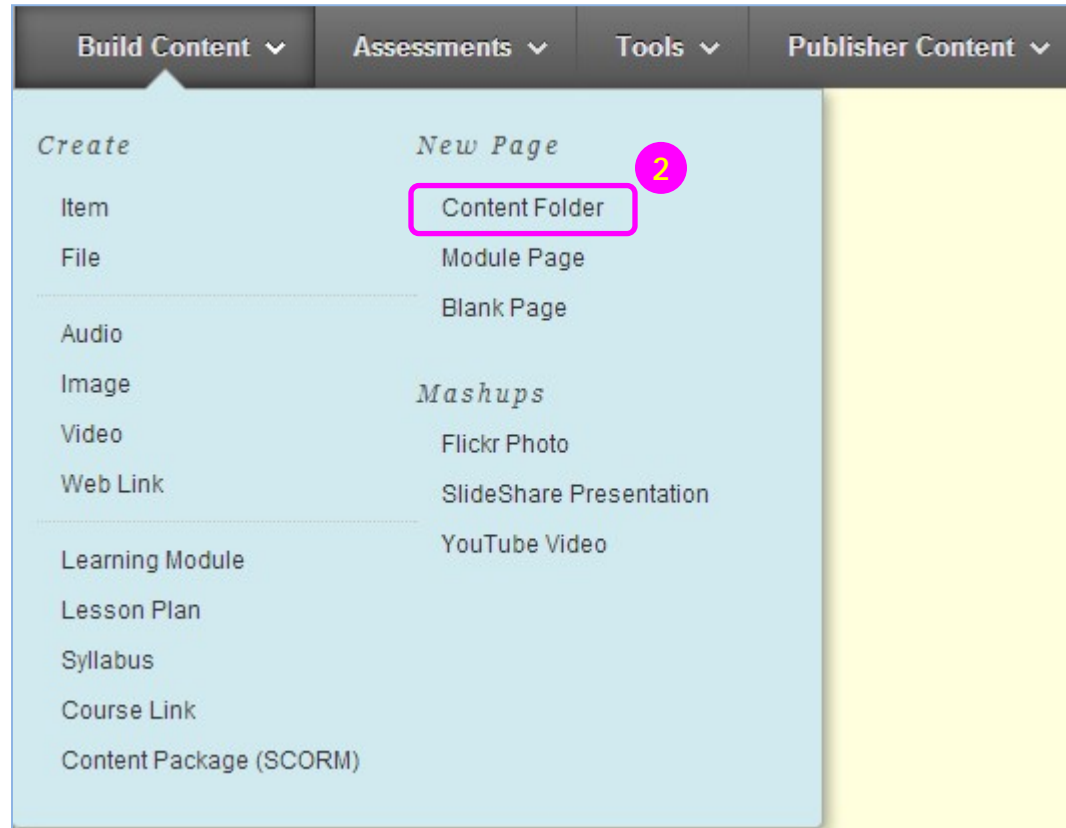
Email

Groups

---

Tools 

My Grades



Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

*Create*

Item

File

---

Audio

Image

Video

Web Link

---

Learning Module

Lesson Plan

Syllabus

Course Link

Content Package (SCORM)

*New Page*

**Content Folder** 2

Module Page

Blank Page

---

*Mashups*

Flickr Photo

SlideShare Presentation

YouTube Video



# Course Content

## Create a Content Folder

### 1. Content Folder Information

**Name**

Color of Name  Black

Text

Arial  3 (12pt)

Path: p Words:0

### 2. Standard Options

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select 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.*

### 3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

- 3) On the **Create Content Folder** page, type a **Name** for the folder.
- 4) Select **Yes to Track Number of Views** if you would like to view Usage Statistics of this folder later.
- 5) Click **Submit**.

# Course Content

## Create an Item

**Build Content** ▾

Create

**Item**

File

---

Audio

Image

Video

Web Link

---

Learning Module

Lesson Plan

Syllabus

Course Link

Content Package (SCORM)

\* Indicates a required field.

Cancel Submit

### 1. Content Information

\* Name

Color of Name  Black

Text

*(Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Link, Unlink, etc.)*

Path: p Words: 0

### 2. Attachments

*If you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.*

Attach File

### 3. Standard Options

Permit Users to View this  Yes  No  
Content

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Display Until

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

- 1) Access a content area. Point to **Build Content** to access the drop-down list. Select **Item**.
- 2) On the **Create Item** page, type a **Name** for the item.
- 3) Attach files from **Browse My Computer** or **Browse Content Collection**.
- 4) Select **Yes** to **Track Number of Views** if you would like to view Usage Statistics of this item later.
- 5) For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time.
- 6) Click **Submit**.

# Course Content

## Content Collection

- 1) In the Control Panel, expand the **Content Collection** section, select the course.
- 2) Select **Upload Files** under the **Upload** menu.

COURSE MANAGEMENT

- Control Panel
  - Content Collection** 1
    - ITSCTEST009
    - All Courses Content
    - All Organizations Content
    - Institution Content
- Basic Search
- Advanced Search

Course Tools

- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Upload 2 Create Folder

Upload Files

Upload Zip Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Permissions
	assessment&collaboration_2013_v3.pptx	Jun 17, 2014 2:47:45 PM	3.03 MB	
	Koala.jpg	Jun 17, 2014 3:59:01 PM	782.6 KB	
	SAMPLE_PIC1.jpg	Jul 11, 2014 4:47:54 PM	85.8 KB	
	Syllabus.doc	Jul 11, 2014 4:47:00 PM	45 KB	
	Testing Doc.docx	Jun 17, 2014 3:46:27 PM	12.6 KB	

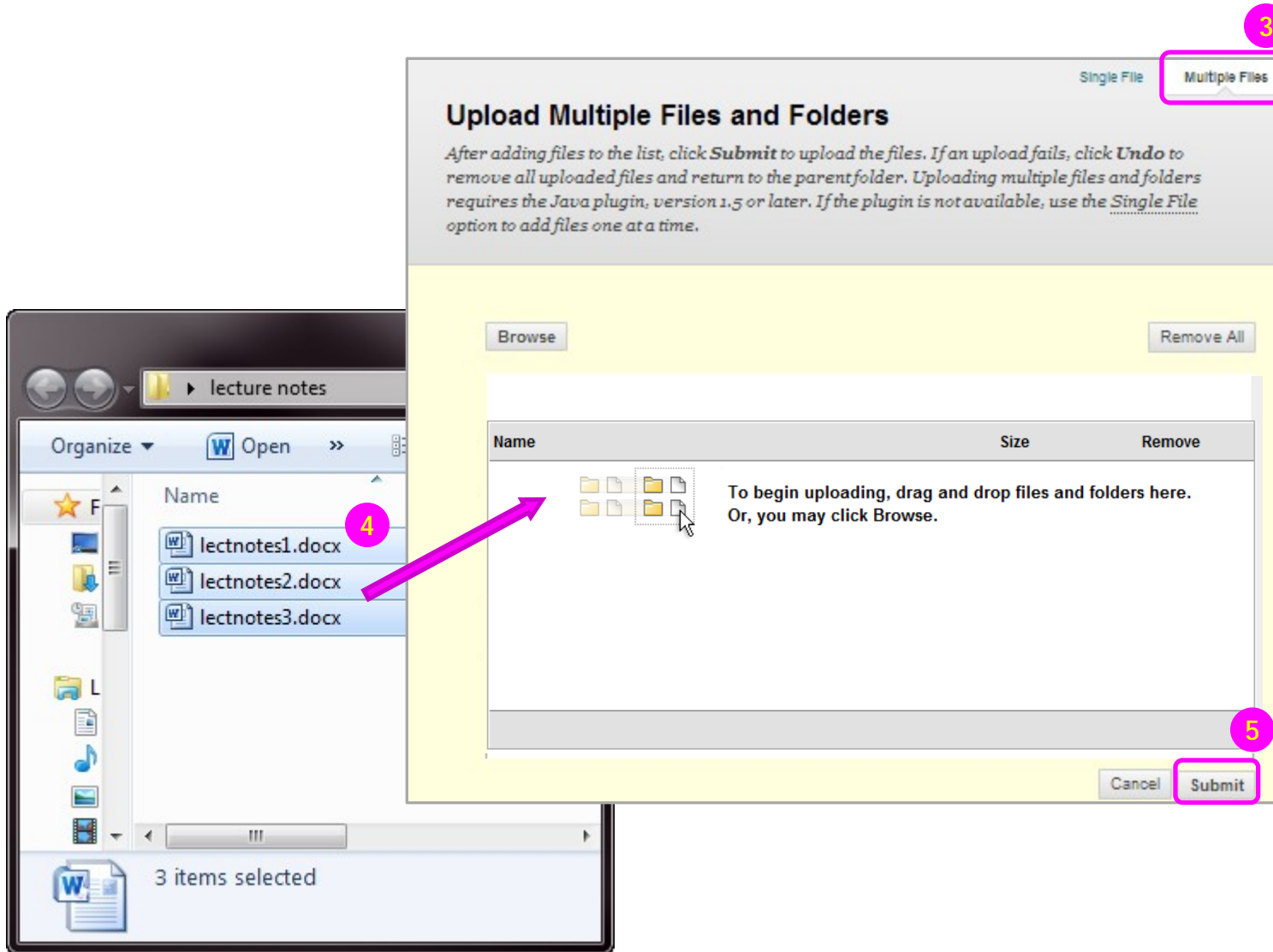
Download Package Copy Move Delete Refresh

Displaying 1 to 5 of 5 items Show All Edit Paging...

**Tips:**  
 You can display a directory of files for students to download. First, you have to upload files to a folder in course Content Collection area. For details: <http://elearning.itsc.cuhk.edu.hk/blog/?p=655>.

# Content Collection

## Content Collection



- 3) Select **Multiple Files** at the top of the page.
- 4) Locate the files from your computer, select the files and **drag** them into the upload box on the **Upload Multiple Files and Folders** page.

Or, you can click **Browse** and open the folder on your computer containing the files and folders to upload.

- 5) Click **Submit**.

### Tips:

For *Windows*, to select multiple files and folders in a list, press the **SHIFT** key and click the first and last items. To select files and folders out of sequence, press the **CTRL** key and click each item needed. For *Macs*, press the **COMMAND** key instead of the CTRL key.

# Course Content

## Create a Web Link

**Build Content** ▾

Create

- Item
- File
- Audio
- Image
- Video
- Web Link**
- Learning Module
- Lesson Plan
- Syllabus
- Course Link
- Content Package (SCORM)

\* Indicates a required field.

Cancel Submit

### 1. Web Link Information

\* Name

\* URL   
*For example, <http://www.myschool.edu/>*

### 2. Description

Text

Paragraph Arial 3 (12pt)

Path: p Words: 0

### 3. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

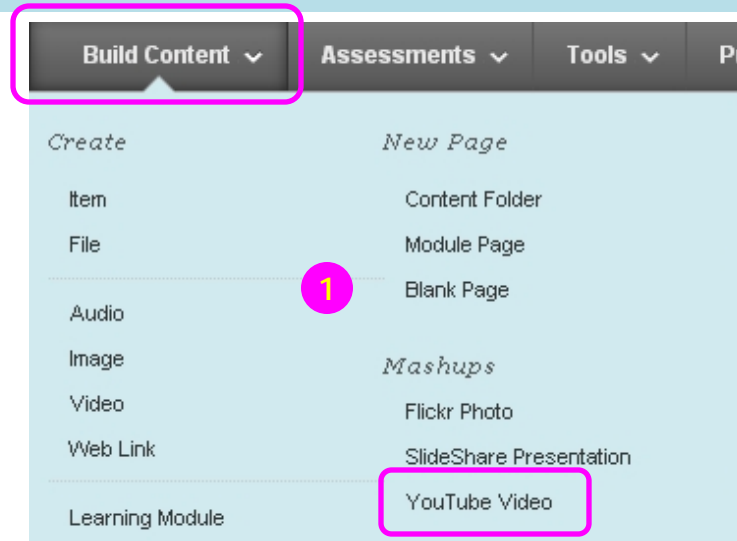
### 4. Web Link Options

Open in New Window  Yes  No

- 1) Access a content area. Under **Build Content** choose **Web Link**.
- 2) Enter the **Name** and **URL** (includes **http://**) in the **Web Link Information** input box.
- 3) Select **Yes** to **Open in New Window**.
- 4) Click **Submit**.

# Course Content

## Create Mashups



1) Access a content area. point to **Build Content** to access the drop-down list. Select one of the available mashups, **Flickr Photo**, **SlideShare Presentation**, or **YouTube Video**.

2) Select a type from the **Search** drop-down list, type **Keywords**, and select how the keywords should be used in the search. Click **More Options** to further narrow your search.

3) Click **Select** for an item. You have the option to **Preview** it before selecting it.

4) Click **Submit**.

**Search Results**

Powered by **YouTube**

Search

Page 1 of 100000

Displaying 1 to 10 of 1000000 items

Sort by

**Learn German - German in Three Minutes - Do You Speak English?**

Duration: (4:16)  
 User: germanpod101 Added: 9/14/12  
 YouTube Rating: 4.834025 of 5 stars - 241 Votes View Count: 62187  
 YouTube URL: <http://www.youtube.com/watch?v=fnFB631Uqkl>  
<http://www.GermanPod101.com/video> Learn useful German phrases with our German in Three Minutes series! In Germany, manners are important, and this step-by-st...

# Course Content


## Edit Content

ITSCTEST009 Test Site

- Notifications
- Announcements
- Course Outline
- Course Content **1**

**Lect. Notes** **2**

Enabled: Status  
Attached Files: **Edit** (973 KB)  
Adaptive Release

- 1) Access the course area.
- 2) Click an item's action link to access its **contextual menu** , select **Edit**.
- 3) On the **Edit** page, make changes to the name, description, file attachments, options, or settings.
- 4) Click **Submit**.

\* Indicates a required field.

Cancel **Submit** **4**

### 1. Content Information

**3**

\* Name


Color of Name  Black

### 2. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

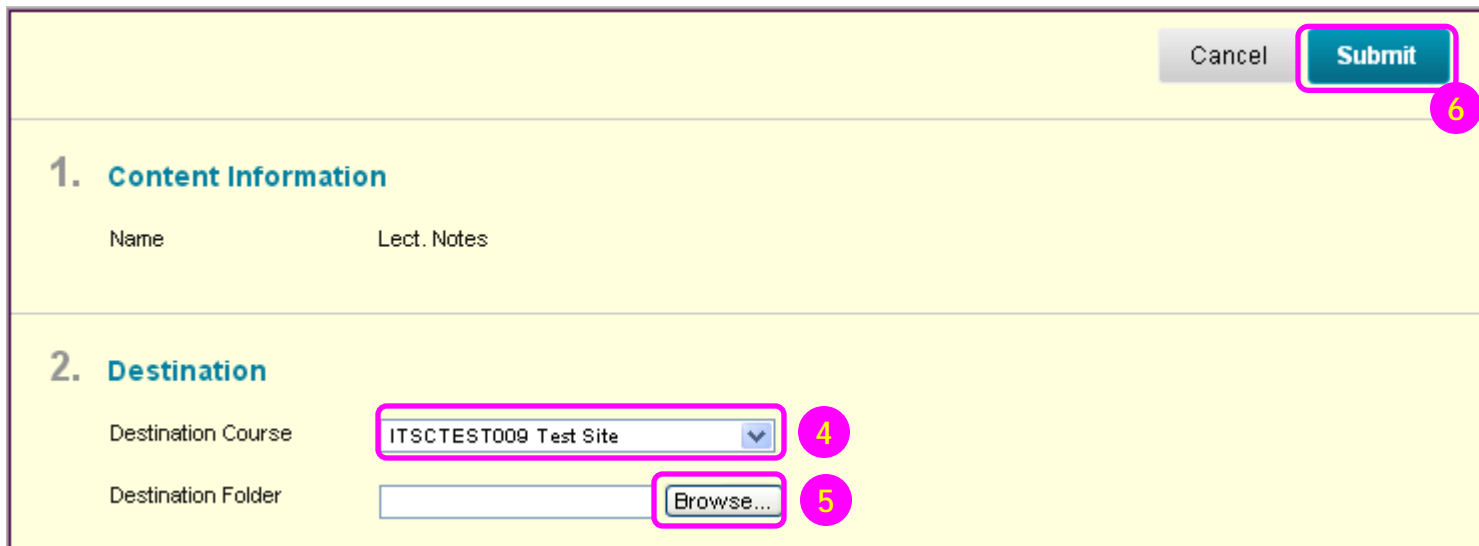
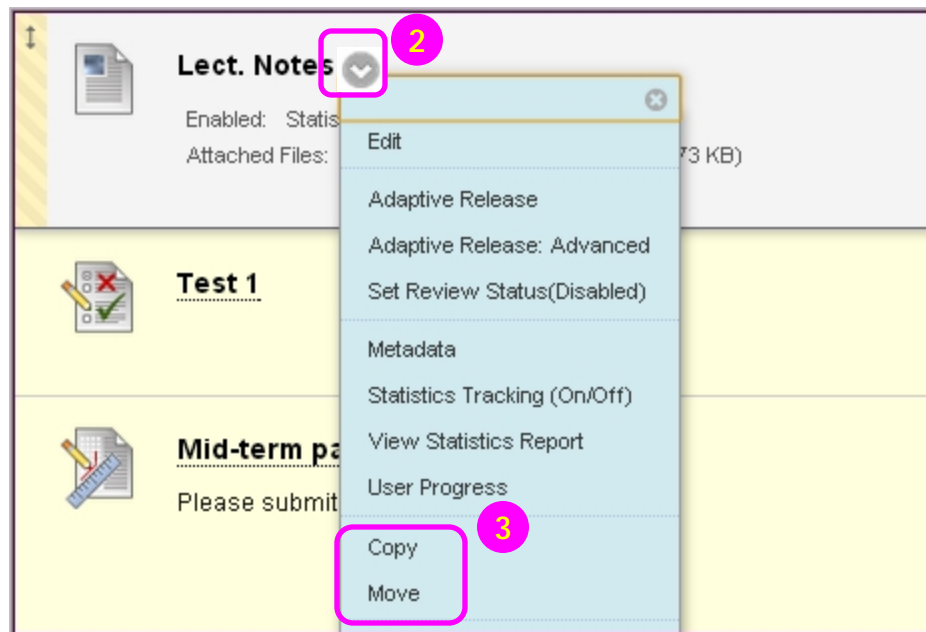
Attach File


Attached files

File Name	Link Title	File Action	Item's Alignments
 PeterChan_paper.pdf	<input type="text" value="PeterChan_paper.pdf"/>	Create a link to this file	<input type="checkbox"/> Add alignment to content <input type="button" value="Mark for removal"/>

# Course Content

## Copy or Move Content

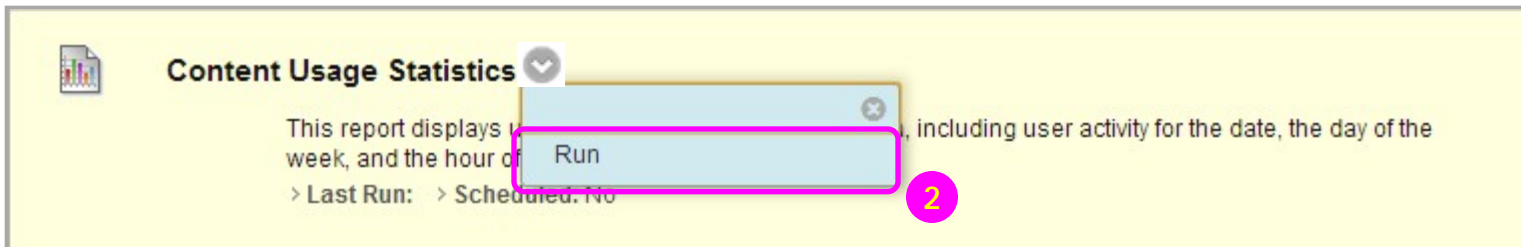
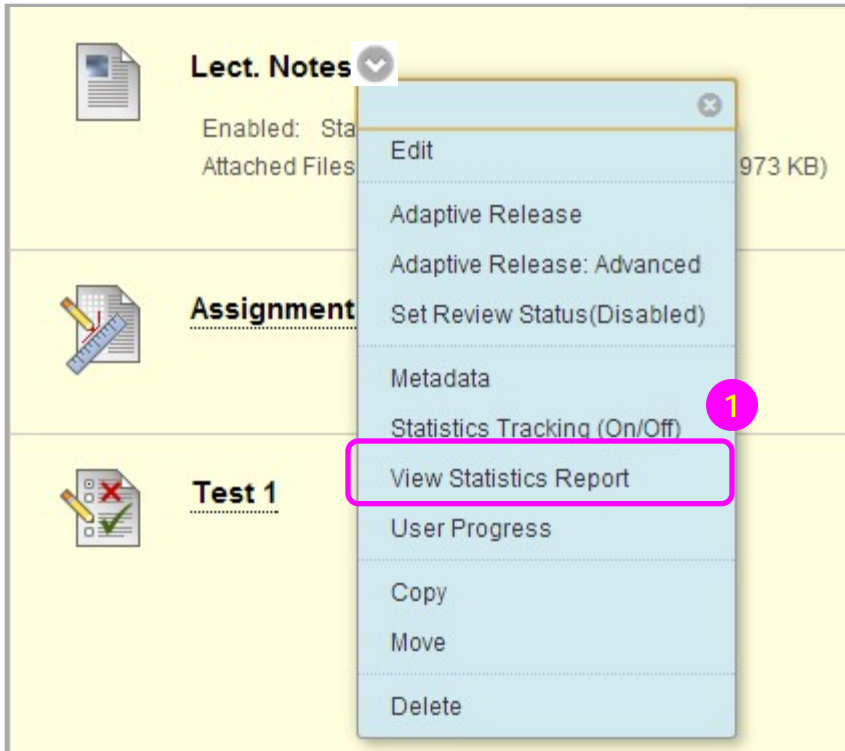




- 1) Access a course area.
- 2) For the course area you want to copy or move, click its action link to access the **contextual menu**  .
- 3) Select **Copy** or **Move**.
- 4) On the **Copy/Move** page, select the **Destination Course** from the drop-down list.
- 5) Click **Browse** to select the **Destination Folder**.
- 6) Click **Submit**.



# Student Performance

## View Statistics Reports



- 1) Access a course area. Click the action link for the item to access the contextual menu . Select **View Statistics Report**. This link is not displayed if Statistics Tracking is not enabled for the content item.
- 2) Click the action link  for **Content Usage Statistics** and select **Run**.

# Student Performance

## View Statistics Reports

### 2. Report Specifications

All report types will open in a new browser window upon Submit.

Select Format

PDF ▼

Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

3

\* Select a Start Date

06/01/2014

Enter dates as mm/dd/yyyy

\* Select an End Date

07/14/2014

Enter dates as mm/dd/yyyy

Select Users

01, Student (student01)  
02, Student (student02)  
03, Student (student03)

### Successful Run: Content Usage Statistics

Save to Content Collection

Save this report to the Content Collection.

Download Report

4

Save the file containing the report data to a local system.

Run a new Report


Run the report again using different report criteria.

- 3) On the Run Reports page, **Select a Start Date** and **Select an End Date**.
- 4) Click **Submit**. Then click **Download Report** to view the results.

# Course Content

## Add Adaptive Release Criteria

The screenshot displays the 'Course Content' interface. At the top, there are navigation tabs: 'Build Content', 'Assessments', 'Tools', and 'Publisher Content'. Below these, a folder icon is labeled 'Week 1'. Underneath, a document icon is labeled 'Lect. Notes' with a dropdown arrow. A contextual menu is open over the 'Lect. Notes' item, listing several options: 'Edit', 'Adaptive Release' (highlighted with a pink box), 'Adaptive Release: Advanced', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'View Statistics Report', 'User Progress', 'Copy', 'Move', and 'Delete'. A pink circle with the number '1' is placed next to the 'Adaptive Release' option. Below the 'Lect. Notes' item, there is a 'Test 1' item with a document icon and a 'Mid-term pa' item with a document icon and a ruler icon. The 'Mid-term pa' item has the text 'Please submit' below it.

- 1) Access a content area on the course menu. Select **Adaptive Release** from the **contextual menu**  for an item.

# Course Content

## Add Adaptive Release Criteria

### 1. Date

Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.

Choose Date

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.

### 2. Membership

This content item is visible to all users until a Membership criterion is created. Users must be specified in the Username list or must be in a selected Group.

Username

Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.

### 3. Grade

This content item is visible to all users until a Grade criterion is created. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric.

Select a Grade Center column

Select Condition

User has at least one attempt for this item

An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

Score  Percent

Score  Percent Between  and

- 2) On the **Adaptive Release** page, complete one or more sections of the Adaptive Release page — date, membership, grade, and so on.
- 3) Click **Submit**.

# Course Content

## Add Adaptive Release Criteria

Criteria	Description
Date and Time	Display content based on a date or time. Options include: <ul style="list-style-type: none"> <li>• After a specific date</li> <li>• Until a specific date</li> <li>• Within a time frame</li> </ul>
Username	Display content to one or more users.
Course Groups	Display content to members of one or more groups in a course.
Grade Center Column	Display content item to users based a grade or a calculated column.
Grade Center: Item with at least one attempt	Display content based on a recorded attempt by the user, instead of a required score.
Grade Center: Item with a specific score	Display content based on a required score. Options include: <ul style="list-style-type: none"> <li>• Less than or equal to</li> <li>• Greater than or equal to</li> <li>• Equal to</li> </ul>
Grade Center: Item with a score between X and Y	Display content based on a range of scores.
Review Status an item	Display content to the user only after an associated item has been marked as Reviewed.

# Course Content

## User Progress

The screenshot shows a course content interface with three items: 'Lect. Notes', 'Test 1', and 'Mid-term pa...'. A dropdown menu is open for 'Lect. Notes', showing options like 'Edit', 'Adaptive Release', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'View Statistics Re...', 'User Progress', 'Copy', and 'Move'. A pink circle with the number '1' highlights the dropdown arrow, and another pink circle with the number '2' highlights the 'User Progress' option.

The visibility and review status of content items for a specific user are displayed in the table below.

Last Name	First Name	Username	Course Role	Visibility
			Instructor	
student01	student01	student01	Student	
student02	student02	student02	Student	
student03	student03	student03	Student	
student04	student04	student04	Student	
student05	student05	student05	Student	
student06	student06	student06	Student	
student07	student07	student07	Student	



**Visible:** This item is visible to that user.



**Invisible:** This item is not visible to that user.

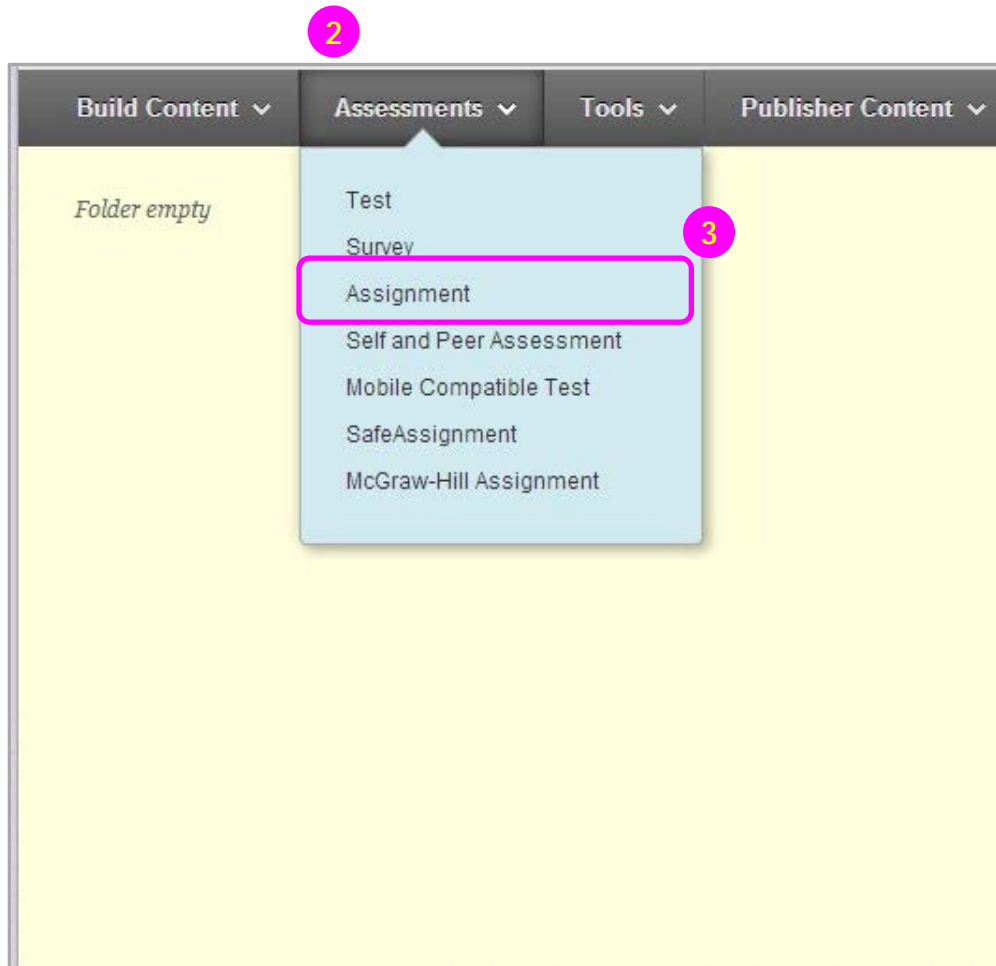
# Mastering the Basics

## Workshop Handout

### C) Assignments & Grade Center

# Assignments & Grade Center

## Create Assignment



- 1) Access the course area where you want to create the assignment.
- 2) Point to **Assessments** to access the drop-down list.
- 3) Select **Assignment**.



# Assignments & Grade Center

## Create Assignment

**ASSIGNMENT INFORMATION**

\* Name and Color   Black

Instructions **4**

**T T T** Arial 3 (12pt) **T** **≡** **≡** **ABC** **↶** **↷** **↶** **i** **↶** **↷**

Path: p Words:0

**ASSIGNMENT FILES**

Attach File

**DUE DATES**

Due Date     **5**

- 4) On the **Create Assignment** page, type a **Name**. And enter **Instructions** that may be necessary to complete the assignment.
- 5) Optionally, select a **Due Date**.

# Assignments & Grade Center

## Create Assignment

**GRADING**

\* Points Possible  **6**

Associated Rubrics  ▾

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Submission Details

Assignment Type  Individual Submission **7**  
 Group Submission

Number of Attempts  **8**

Score attempts using

Grading Options

- 6) Enter **Points Possible**.
- 7) Select **individual** or **group** submission.
- 8) Allow **single**, **multiple**, or **unlimited attempts**. If you select more than one attempt, you can also decide which attempt to use in the Grade Center.

# Assignments & Grade Center

## Create Assignment

### Display of Grades

Display grade as  and  **9**

Include in Grade Center grading calculations

Show to students in My Grades **10**

Show Statistics (average and median) for this item to Students in My Grades

### AVAILABILITY

Make the Assignment Available **11**

Limit Availability  Display After

Display Until

Track Number of Views

Cancel

Submit **12**

- 9) Choose how grades will appear in the Grade Center and to students in My Grades. **Only your Primary selection appears to students.**

#### **Note:**

If you would like to learn more about setting Text / Letter as Primary display grade, please see [Mastering the Grade Center](#) (Grading Schema).

- 10) You can choose not to show the grade and statistical information to students in My Grades.

- 11) Use the **Display After** and **Display Until** date and time fields to define the availability of the assignment. Select both the **Display After** and **Display Until** check boxes to enable the date and time selections.

- 12) Click **Submit**.

# Assignments & Grade Center

## Grade Center Overview

### Q1. How to Access Submitted Assignments?

- Grade Center

### Q2. Where can I give students grades?

- Grade Center

### Q3. Why should I record the grades in Grade Center?

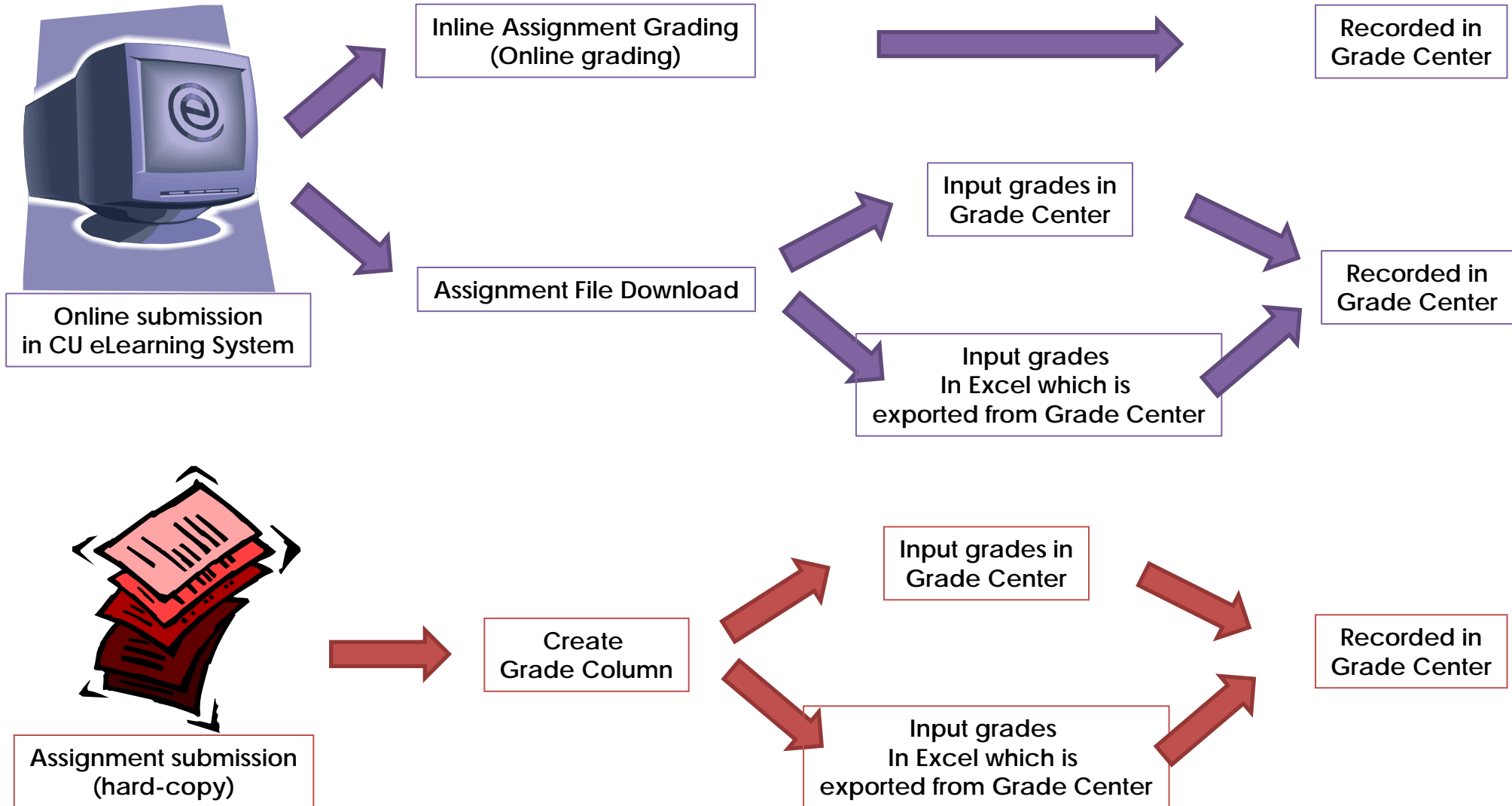
- Students will see results (of each gradable item) in the **My Grades** page.

### Q4. How to exempt grade for sit-in students?

- Grade Center

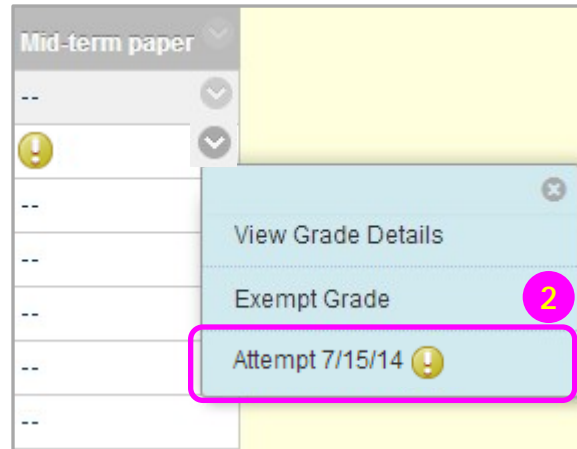
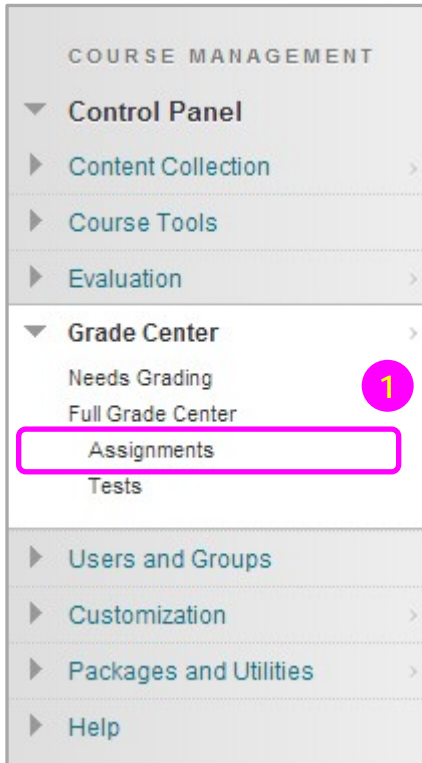
# Assignments & Grade Center

## Grade Center Overview



# Assignments & Grade Center

## Grading Assignments



- 1) Access **Assignments** under **Full Grade Center**.
- 2) Access the **Attempt** from the contextual menu for the assignment listed in the Grade Center.

# Assignments & Grade Center

## Grading Assignments

The screenshot displays the inline assignment grading interface. On the left, the assignment content is visible, including the title 'Lesson 1- Introduction' and a list of bullet points about metaphysics, epistemology, ethics, political philosophy, aesthetics, logic, philosophy of mind, philosophy of language, and philosophy of religion. On the right, the 'Assignment Details' sidebar is shown. It features a 'GRADE' section with a score of '0/10' and a 'Last Graded Attempt' section with a score of '4/10'. Below this is a 'FEEDBACK - SHOWN TO LEARNER' section with a text input field and a 'Character count: 0' indicator. At the bottom of the sidebar, there is a 'SUBMISSION' section showing a file named 'SAMPLE1100.doc' with a download icon.

3) From the inline viewer toolbar you can **zoom** the document in or out, open the annotation tools menu to **comment** directly in the document, **download** the document and move from page to page.


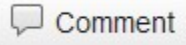


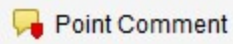
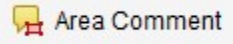
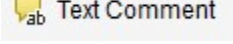
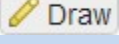

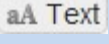
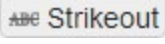

4) Grade the submission from the inline grading sidebar. You can view the assignment details, the grading rubric and each attempt here. Enter the **grade**.

**Notes:**  
 Inline Assignment Grading is available only with submitted files, not for content created using the text editor.

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

# Assignments & Grade Center

## Grading Assignments



Button	Description
	Zoom out / in. Make the content of the file appear smaller / larger.
 Comment	Expand the list of annotation tools
	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.
	View all annotations.
 Point Comment	Add a comment to a specific point in the document.
 Area Comment	Add a comment to a selected area in the document.
 Text Comment	Add a comment to selected text in the document.
 Draw	Draw in the document using a pencil tool.
 Highlight	Highlight selected text in the document.
 Text	Add text to the document.
 Strikeout	Strike out text in the document.
	Move forward / back a page. This button is also available to students when they review their submission.



# Assignments & Grade Center

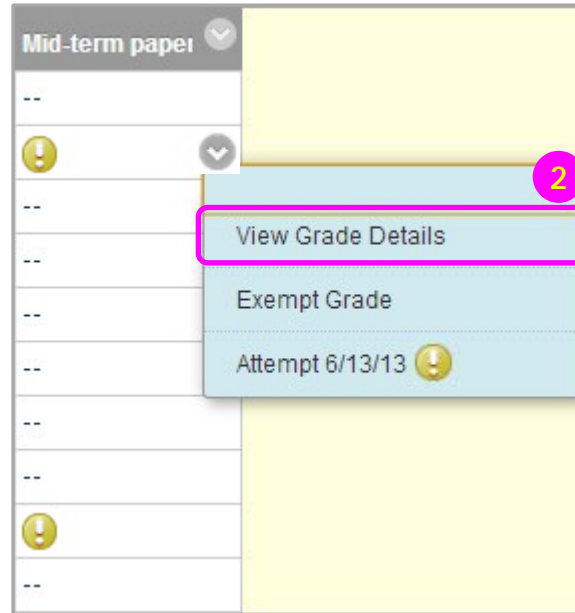
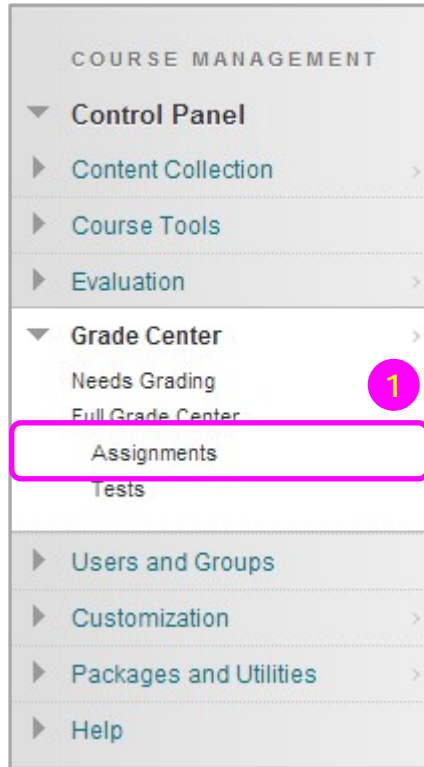
## Grading Assignments

The screenshot displays the Canvas LMS interface for grading an assignment. On the left, the 'Assignment Instructions' pane shows a document titled 'Lesson 1 - Introduction' with various text elements. On the right, the 'Assignment Details' pane shows the current attempt (7 of 8), a feedback area (6), a file attachment area (5) with a 'SAMPLE1100 - Feedback.doc' file, and a 'Submit' button (8).

- 5) Click  to **download** a copy of the submission.
- 6) Input the feedback, or, **Attach**  a feedback document for students.
- 7) Input the **Grade**. The grade must be numeric.
- 8) Click **Submit** to save the grade.

# Assignments & Grade Center

## View Grade Details



- 1) Access **Full Grade Center**.
- 2) Access the **Grade Details** page from the contextual menu for the assignment listed in the Grade Center.

# Assignments & Grade Center

## View Grade Details

User **Student 03 (student03)** < > Column **Mid Term Paper (Assignment)** < >

**Current Grade:** 8.00 out of 10 points **Exempt**  
 Grade based on Last Graded Attempt  
 Due: Jul 20, 2014  
 Calculated Grade 8.00 **3**  
**View Attempts**

Attempts | Manual Override | Column Details | Grade History

Delete Last Attempt [Go]

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jul 15, 2014 3:27:15 PM	Jul 15, 2014 3:27:15 PM (Needs Grading)	!			<b>4</b> Grade Attempt   Clear Attempt   Ignore Attempt   Edit Grade
Jul 15, 2014 2:41:16 PM	Jul 15, 2014 2:41:16 PM (Completed)	8.00	Well done!		Grade Attempt   Clear Attempt   Ignore Attempt   Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts). **5**  
**Allow Additional Attempt**

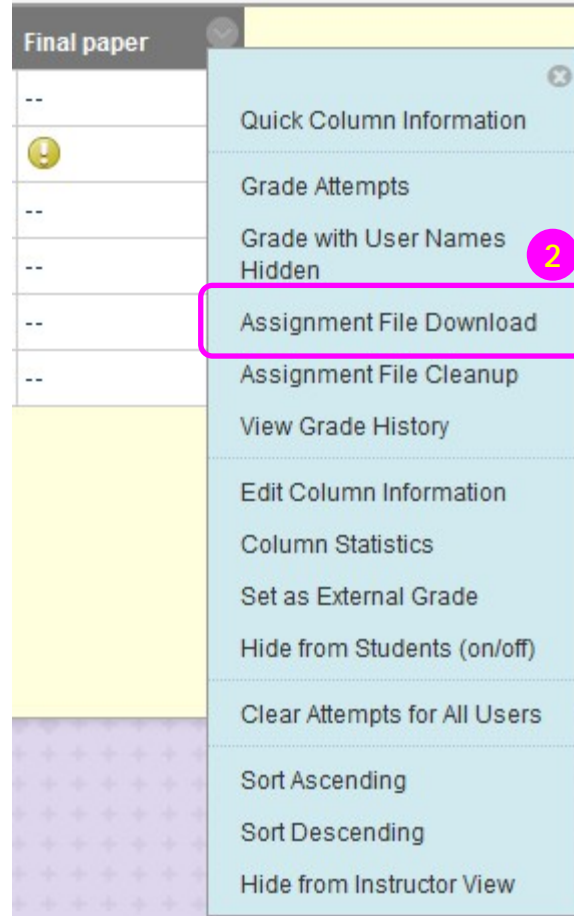
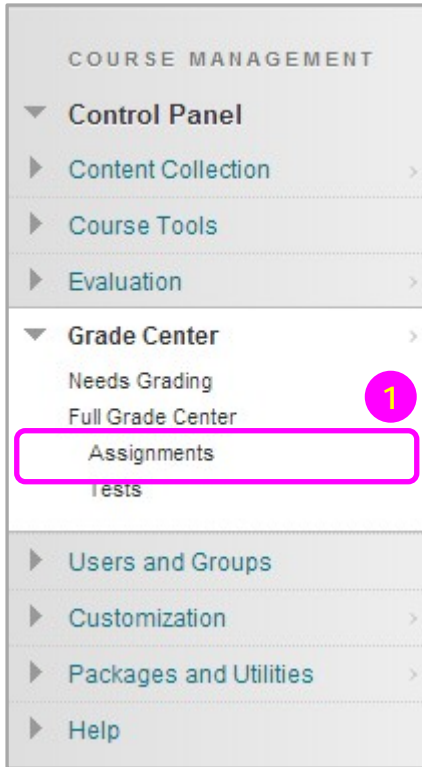
Icon Legend


← Return to Grade Center

- On the **Attempts** tab, you can view each attempt's submission date, feedback, and grading notes. Use **View Attempts** to successively view each attempt in detail.
- For each attempt, you can **Grade Attempt**, **Clear Attempt** to remove it, or **Ignore Attempt** to keep it but omit the score from Grade Center calculations and not count it toward the number of allowed attempts. Assignment attempts also have an **Edit Grade** function.
- If a student submits the maximum number of attempts, the **Allow Additional Attempt** function appears so that you can permit another submission.

# Assignments & Grade Center

## Assignment File Download



- 1) In the **Grade Center**, locate the column for the assignment you want to download.
- 2) Access the assignment column's contextual menu  and select **Assignment File Download**.

# Assignments & Grade Center

## Assignment File Download

### 1. Select Users

<input checked="" type="checkbox"/>	Name ▲	Date	Grade
<input checked="" type="checkbox"/>	student01, student01	Thursday, March 21, 2013 11:20:28 AM CST	Needs Grading
<input checked="" type="checkbox"/>	student02, student02	Thursday, March 21, 2013 11:15:19 AM CST	Needs Grading
<input checked="" type="checkbox"/>	student03, student03	Monday, May 20, 2013 10:31:45 AM CST	Needs Grading
<input checked="" type="checkbox"/>	student05, student05	Monday, July 22, 2013 4:58:10 PM CST	Needs Grading
<input checked="" type="checkbox"/>	student06, student06	Monday, July 29, 2013 11:17:14 AM CST	Needs Grading
	student07, student07		Not Available
<input checked="" type="checkbox"/>	student08, student08	Thursday, August 15, 2013 12:26:33 PM CST	Needs Grading
<input checked="" type="checkbox"/>	student09, student09	Monday, August 19, 2013 8:43:00 PM CST	Needs Grading
<input checked="" type="checkbox"/>	student10, student10	Monday, June 3, 2013 12:29:23 PM CST	Needs Grading

Displaying 1 to 9 of 9 items

Show All

Edit Paging...

### 2. Select Files

Select files to download

- Last attempt file  
 All attempt files

### 3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

- Click **Show All** to see all submitted assignment.
- Select the **check box** in the header bar to choose all available submissions.
- Select files to download.
- Click **Submit**. On the next **Download Assignment** page, click the **Download assignments now** link. In the pop-up window, select **Save File** and click **OK**. Browse to the location where you want to download the file and click **Save**.

# Assignments & Grade Center

## Download Grades

- 1) In Full Grade Center, point to **Work Offline** and select **Download**.

**Grade Center : Full Grade Center**

*When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column
Create Calculated Column
Manage
Reports
Filter
Work Offline

Move To Top
Email
Sort Columns By: Layout Position
Upload
Download

Grade Information Bar Last Saved: April 16, 2013 4:06 PM

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability
<input type="checkbox"/>	BB2	Student001	student001		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student002	student002		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student003	student003		April 25, 2013	Available
<input type="checkbox"/>	BB2	Student004	student004		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student005	student005			Available
<input type="checkbox"/>	BB2	Student006	student006			Available
<input type="checkbox"/>	BB2	Student007	student007			Available
<input type="checkbox"/>	BB2	Student008	student008			Available
<input type="checkbox"/>	BB2	Student009	student009		June 3, 2013	Available
<input type="checkbox"/>	BB2	Student010	student010		April 25, 2013	Available

Selected Rows: 0

Move To Top
Email
Icon Legend
Edit Rows Displayed

# Assignments & Grade Center

## Download Grades

**1. Data**

Select Data to Download  Full Grade Center **2**

Selected Column Weighted Total ▼  Include Comments for this Column

User Information Only

---

**2. Options**

*Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third party applications that do not support Excel.*

Delimiter Type  Comma  Tab **3**

Include Hidden Information  Yes  No

Hidden information includes columns and users that have been hidden from view.

- 2) Select the data to download.
- 3) Select the file delimiter, **Comma** or **Tab**. Click **Submit**.
- 4) On the next **Download Grades** page, click **Download** and save the file. Do not change the file name while saving because the Grade Center needs the information it contains to deliver it to the appropriate column when uploading.

**Download Grades**


The data has been saved to a file. To download the file and work off line click Download to Open the file.

**DOWNLOAD** **4**


# Assignments & Grade Center

## Upload Grades

- 1) In Full Grade Center, point to **Work Offline** and select **Upload**.

**Grade Center : Full Grade Center** 

*When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column
Create Calculated Column ▾
Manage ▾
Reports ▾
Filter
Work Offline 

Move To Top
Email ▾
Sort Columns By: Layout Position
Download
Upload

Grade Information Bar Last Saved: April 16, 2013 4:06 PM

<input type="checkbox"/>	Last Name ▾	First Name ▾	Username ▾	Student ID ▾	Last Access ▾	Availability ▾
<input type="checkbox"/>	BB2	Student001	student001		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student002	student002		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student003	student003		April 25, 2013	Available
<input type="checkbox"/>	BB2	Student004	student004		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student005	student005			Available
<input type="checkbox"/>	BB2	Student006	student006			Available
<input type="checkbox"/>	BB2	Student007	student007			Available
<input type="checkbox"/>	BB2	Student008	student008			Available
<input type="checkbox"/>	BB2	Student009	student009		June 3, 2013	Available
<input type="checkbox"/>	BB2	Student010	student010		April 25, 2013	Available

Selected Rows: 0

Move To Top
Email ▾
Icon Legend
Edit Rows Displayed



# Assignments & Grade Center

## Upload Grades

### Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

Cancel

Submit

#### 1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

\* Attach File

2

Browse My Computer

Browse Content Collection

Delimiter Type

3

Auto  Comma  Tab

#### 2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

4  
Submit

- 2) Browse for the file.
- 3) Choosing **Auto** attempts to automatically detect the delimiter used in the selected file.
- 4) Click **Submit** to upload the selected file.

# Assignments & Grade Center

## Upload Grades

### Upload Grades Confirmation

*Review the list below and select what to upload, then click **Submit**.*

Cancel Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Weighted Total	✔	Weighted Total	-	Automatically calculated data will not be uploaded.
	Total	✔	Total	-	Automatically calculated data will not be uploaded.
<input checked="" type="checkbox"/>	Assignment 1	✔	Assignment 1	-.....,90,85,80	
	Test 1	✔	Test 1	-	No Data Updates

*Click Submit to proceed. Click Cancel to quit.*


Cancel Submit

- 5) Review the list of data from the file to be uploaded on the **Upload Grades Confirmation** page. Review the **Data Preview** column to be sure the correct data is being uploaded. Click **Submit** to confirm and upload the file.

# Assignments & Grade Center

## Exempt Grades

Teacher/TA can exempt students (e.g. guest/auditor/sit-in students) from any grade item in the Grade Center. Existing grades that have been exempted are not deleted but are ignored in all total and statistical or total grade calculations.

- 1) From the Grade Center, access an item's contextual menu. Select **Exempt Grade**. It will display an **Exempted icon**  in the cell of the exempted grade.

Move To Top Email

Sort Columns By: Layout Position Order: ▲ Ascending

Grade Information Bar Last Saved: June 14, 2013 3:11 PM

<input type="checkbox"/>	Last Name	First Name	Last Access	Availability	Weighted Total	<input checked="" type="checkbox"/> Total	Test 1	Mid-term paper
<input type="checkbox"/>	BB2	Student001	April 12, 2013	Available	--	40.00	40.00	--
<input type="checkbox"/>	BB2	Student002	June 13, 2013	Available	--	30.00	30.00	--
<input type="checkbox"/>	BB2	Student003	April 25, 2013	Available	--	40.00	40.00	--
<input type="checkbox"/>	BB2	Student004	April 12, 2013	Available	--	40.00	40.00	--
<input type="checkbox"/>	BB2	Student005		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student006		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student007		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student008		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student009	June 14, 2013	Available	--	--	--	!
<input type="checkbox"/>	BB2	Student010	April 25, 2013	Available	--	--	--	--

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

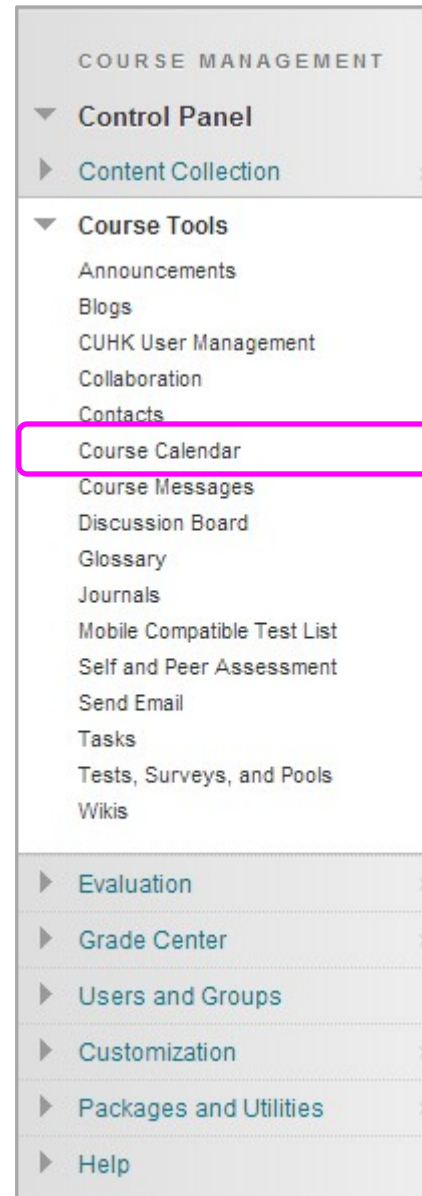
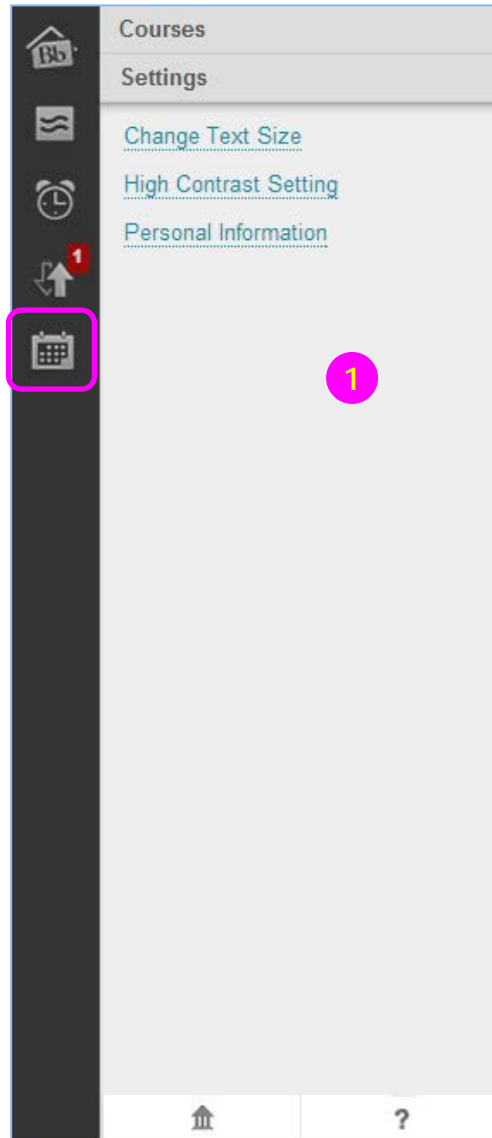
# Mastering the Basics


## Workshop Handout

### D) Communication & Collaboration

# Communication & Collaboration

## Course Calendar



- 1) From the **Global Navigation Menu**, select Calendar  .

or

On the **Control Panel**, expand **Course Tools**, and select **Course Calendar**.

# Communication & Collaboration

## Course Calendar

**Calendar**

Today < > May 2013 **2** +

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	<b>3</b> 30 11:59pProj ✓	1	2	3	4
5	6	7	8 11:59pFinal ✓	9	10	11
12	13	14	15 11:59pCP1 ✓	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**CALENDARS** **4**

- Institution
- Personal
- ITSCTEST001 Test Site
- ITSCTEST002 Test Site
- ITSCTEST003 Test Site

**ICALENDAR** **5**

Get External Calendar Link

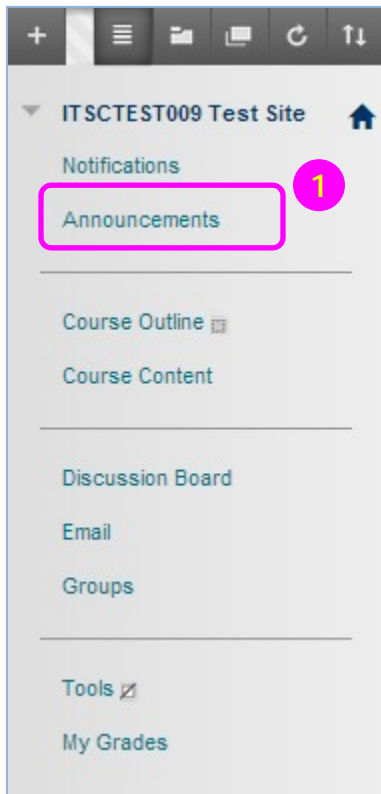
- 2) Click the **plus sign** **+** to create a new event. You can also click inside a date to create an event. Assign the event to the appropriate calendar, select the date and time and add a description.
- 3) Click an event to manage it. You can also **drag and drop** an event to change the date.
- 4) Select the calendars you want to show, such as institution, personal, or course.
- 5) Get an iCal URL for importing your Blackboard Learn calendar into an external calendar application. Once the Learn iCal URL is set up in an external calendar, it is updated dynamically with new Learn calendar events.

**Note:** You cannot import external calendars into this calendar.

# Communication & Collaboration

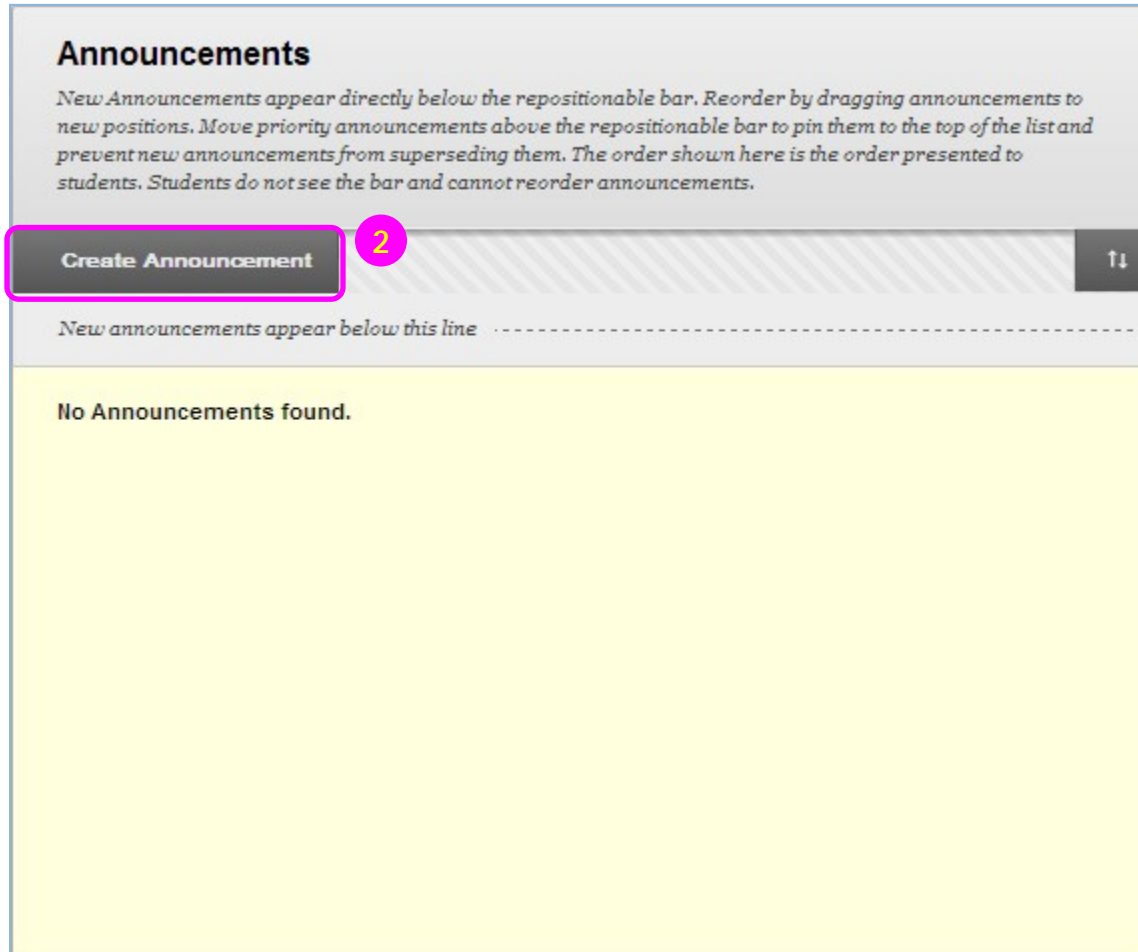
## Create Announcement

- 1) On the course menu, click the **Announcement** link.
- 2) Click **Create Announcement**.



ITSCTEST009 Test Site

- Notifications
- Announcements** 1
- Course Outline
- Course Content
- Discussion Board
- Email
- Groups
- Tools
- My Grades



### Announcements

*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

**Create Announcement** 2

*New announcements appear below this line* .....

**No Announcements found.**

# Communication & Collaboration

## Create Announcement

**1. Announcement Information**

\* Subject

Message **3**

Please check it in My Grades.

Path: p Words:5

---

**2. Web Announcement Options**

Duration **4**  Not Date Restricted

Date Restricted

Email Announcement **5**  Send a copy of this announcement immediately

*Students are still notified of this announcement even if this option is not selected*

---

**4. Submit**

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


**6**

- 3) Type a **Subject**. In the **Message** box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups.
- 4) Select **Not Date Restricted** to keep the announcement visible until you remove it.
- 5) Select the **Email Announcement** check box to send students an email containing the announcement.
- 6) Click **Submit**.



# Communication & Collaboration


## Send Email

ITSCTEST009 Test Site 

Notifications

Announcements

---

Course Outline 

Course Content


---

Discussion Board

**Email** 1

Groups

---

Tools 

My Grades

**All Users**  
*Send email to all of the users in the Course.*

**All Groups**  
*Send email to all of the Groups in the Course.*

**All Student Users**  
*Send email to all of the Student users in the Course.*

**All Teaching Assistant Users**  
*Send email to all of the Teaching Assistant users in the Course.*

**All Instructor Users**  
*Send email to all of the Instructor users in the Course.*

**All Observer Users**  
*Send email to all Observer users in the Course.*

**Single / Select Users** 2  
*Select which users will receive the email.*

**Single / Select Groups**  
*Select which Groups will receive the email.*

**Single / Select Observer users**  
*Send an email to selected Observer users.*

- 1) On the course menu, click the **Email** link.
- 2) On the **Send Email** page, click one of the options listed to send the email, e.g. **Single/Select Users**

# Communication & Collaboration

## Send Email


The screenshot shows an email composition window. At the top, there are two lists: 'Available to Select' and 'Selected'. The 'Available to Select' list contains seven entries: 'BB2, Student003', 'BB2, Student004', 'BB2, Student005', 'BB2, Student006', and 'BB2, Student007'. The 'Selected' list contains two entries: 'BB2, Student001' and 'BB2, Student002'. A right-pointing arrow button is located between the two lists, and a callout '3' points to it.

Below the lists, the 'From' field is filled with 'Teacher009 BB2 (teacher@dummy.cuhk.edu.hk)'. The 'Subject' field contains 'Assignment (not submitted)'. A callout '4' points to the 'Subject' field.

The 'Message' field contains the text 'Please hand it in as soon as possible.' and a word count of 'Words:7'. A callout '5' points to the 'Return Receipt' checkbox, which is currently unchecked.

Below the message field, there is an 'Attachments' section with an 'Attach a file' button. A callout '6' points to this button.

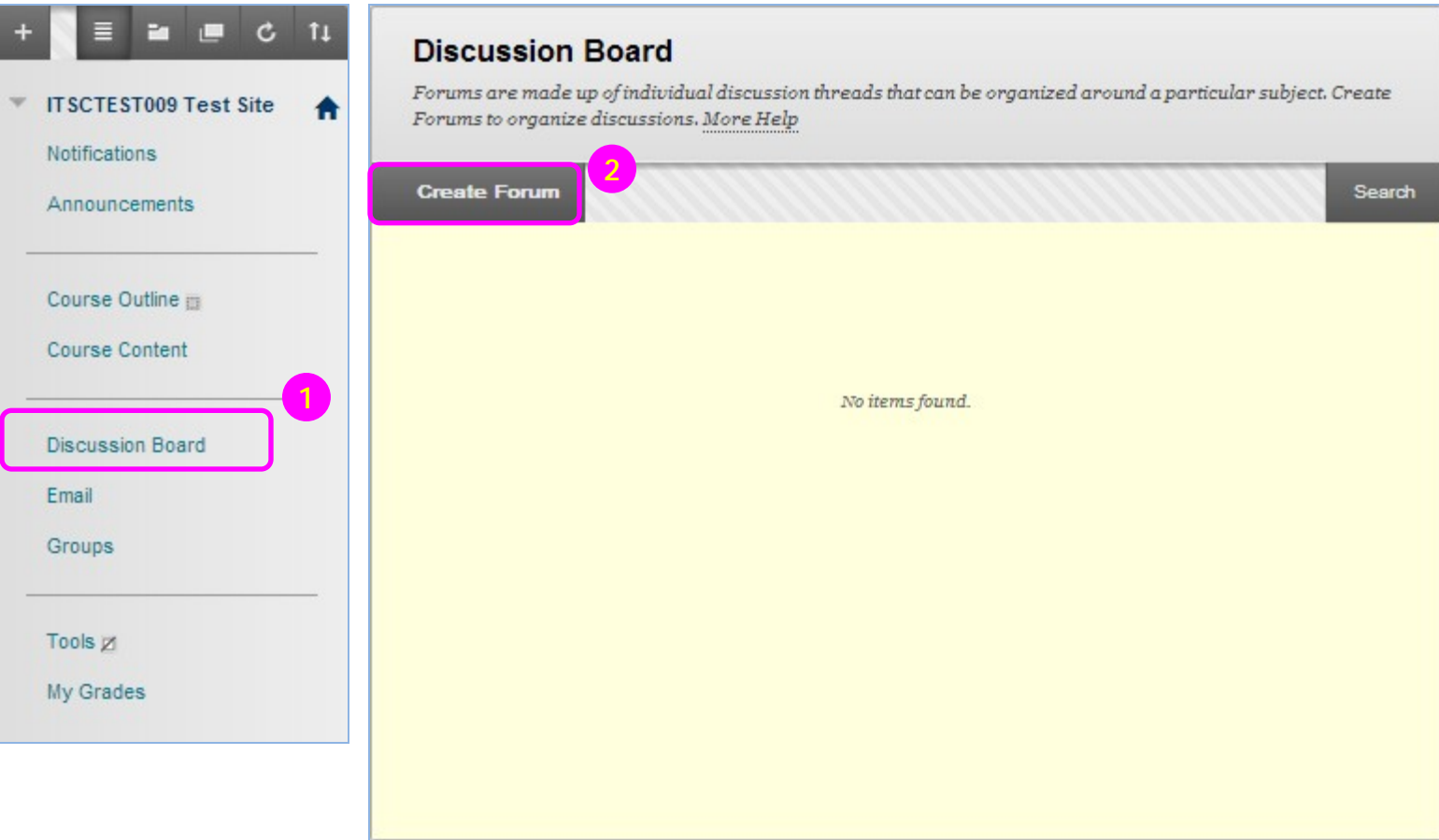
At the bottom of the window, there is a '2. Submit' section with the instruction 'Click Submit to proceed. Click Cancel to quit.' and two buttons: 'Cancel' and 'Submit'. A callout '7' points to the 'Submit' button.

- 3) Select the recipients in the **Available to Select** box and click the right-pointing arrow  to move them into the **Selected** box.
- 4) Type your **Subject** and **Message**.
- 5) Select the **Return Receipt** box to send a copy of the message to the sender.
- 6) Click **Attach a file** to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
- 7) Click **Submit**.

# Communication & Collaboration

## Discussion Board (Create Forum)

- 1) On the course menu, click the **Discussions** link.
- 2) On the **Discussion Board** page, click **Create Forum**.



# Communication & Collaboration


## Discussion Board (Create Forum)

- 3) On the **Create Forum** page, type a **Name**.
- 4) Click **Submit**.

**1. Forum Information**

\* Name **3**

Description



Path: p Words:0

**4. Submit**

*Click Submit to proceed. Click Cancel to quit.*

**4**

# Communication & Collaboration

## Discussion Board (Create Forum)

### **Suggestions for Forum Settings in the Discussion Board (*from Blackboard Help*)**

- If you want to create effective social forums, select the **Allow Anonymous Posts** and **No Grading in Forum** options. Allowing students to post anonymously is important at the beginning of a course when they are still becoming comfortable with discussions. If quality and behavior monitoring is a concern, assign a moderator to review each post before making it public.
- If you want to create forums where students have control of the discussion, allow them to edit, delete, and rate posts. Also, you can *allow students to create new threads* and direct the discussion.
- If you want to have a tightly controlled forum and use it for evaluating student performance, select the **Force Moderation of Posts** and **Grade Forum** or **Grade Threads** options. To be sure students focus on the existing threads, do not allow the creation of new threads.
- When you want your students to focus on the existing threads, *clear* the check box for **Allow Members to Create New Threads**.
- If you allow authors to edit their published posts, consider locking the thread after grading. Users cannot change locked posts.
- You cannot select some settings in combination. For example, if you are grading forums or threads, anonymous posts are not allowed. Also, if thread grading is enabled, members cannot create new threads.
- If you select **Grade Forum** or **Grade Threads**, you can choose the number of posts that will place the activity in needs grading status. You might want to grade students only when they have made a certain number of posts, rather than grading each time they make a single post.
- When the **Grade Forum** option is selected, you can associate rubrics with a forum. If the Grade Threads option is selected, you can associate rubrics when creating or editing a thread.
- If you want to force students to post original ideas before allowing them to see and reply to what other students have posted, consider selecting the **Participants must create a thread in order to view other threads in this forum** option.

# Communication & Collaboration

## Discussion Board (Create Thread)

- 1) Click the forum name to access a forum.
- 2) Click **Create Thread**.



A screenshot of a forum list table. The table has columns for Forum, Description, Total Posts, Unread Posts, and Total Participants. The row for 'Forum - Week 1' is highlighted with a pink box, and a pink circle with the number '1' is placed over the forum name. A 'Delete' button is visible above and below the table. At the bottom right, there are buttons for 'Show All' and 'Edit Paging...'. The text 'Displaying 1 to 1 of 1 items' is also present.

Forum	Description	Total Posts	Unread Posts	Total Participants
Forum - Week 1		0	0	0



A screenshot of the 'Forum: Forum - Week 1' page. The page title is 'Forum: Forum - Week 1'. Below the title is a description: 'Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)'. At the bottom left, the 'Create Thread' button is highlighted with a pink box, and a pink circle with the number '2' is placed over it. Other buttons include 'Subscribe', 'Search', and 'Display' with a dropdown arrow. View options 'List View' and 'Tree View' are visible at the top right.

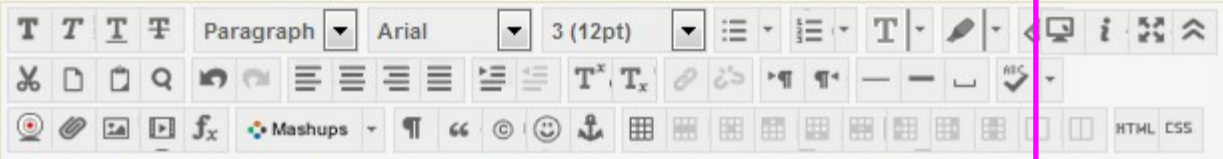
# Communication & Collaboration

## Discussion Board (Create Thread)

**1. Message**

\* Subject  3

Message



I think the Discussion Board is very useful. Students can raise their questions here.

Path: p Words:13

**2. Attachments**

Attach File 4

**3. Submit**

*Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.* 5

- 3) On the **Create Thread** page, type a **Subject**. Type instructions, a description, or a question in the **Message** box.
- 4) To upload a file from your computer, click **Browse My Computer** in the **Attachments** section.
- 5) Click **Submit**.

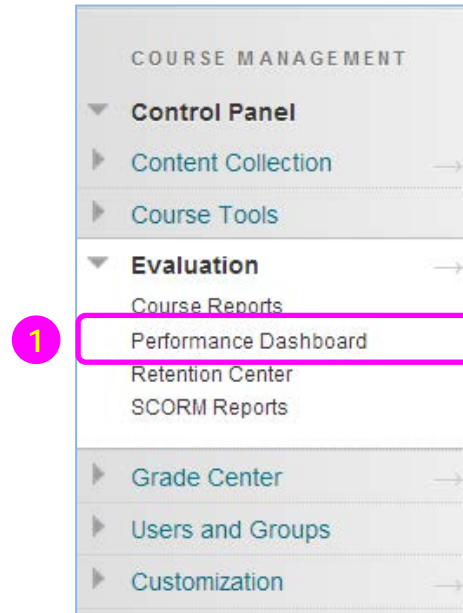
# Mastering the Basics

## Workshop Handout

### E) Student Performance & Course Evaluation



# Student Performance Performance Dashboard



- 1) On the **Control Panel**, expand **Evaluation** and select **Performance Dashboard**.

Last Name ▲	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Customize Retention Center	View Grades
01	Student	student01	Student	Jul 11, 2014 5:46:00 PM	5	0		0	1/4	
02	Student	student02	Student	Jul 15, 2014 4:56:56 PM	1	0		0	1/4	
03	Teacher	teacher03	Instructor	Jul 16, 2014 3:08:51 PM	0	0		1	-	
03	Student	student03	Student	Jul 15, 2014 3:27:21 PM	1	0		0	0/4	
fname	student04	student04	Student	Jul 3, 2014 3:11:22 PM	13	0		0	2/4	

# Student Performance





## Performance Dashboard

<b>Last Course Access</b>	The date and time when the user last accessed your course.
<b>Days Since Last Course Access</b>	The number of days that has elapsed since the last time the user accessed your course.
<b>Adaptive Release</b>	Displayed only if the adaptive release tool is enabled in your course, clicking the icon opens a new window showing a directory tree overview of the entire course relative to the user, and the access status.
<b>Review Status</b>	Displays how many items have been reviewed. For a detailed view, click the number shown.
<b>Discussion Board</b>	Displayed only if the discussion board tool is enabled in your course. This column lists the number of discussion board comments created by this user. Clicking a number link opens the Discussion Board page listing all of the selected user's discussion board comments in your course.
<b>Customize Retention Center</b>	Displayed only if the Retention Center tool is enabled in your course. This column shows the number of triggered rules and the number of total rules that may trigger a warning. Clicking the data in this column will display a page showing the Retention Center status for the user.
<b>View Grades</b>	Displayed only if the Grade Center is enabled. This column provides direct links to the Full Grade Center.

# Student Performance Performance Dashboard

The adaptive release indicator in the Performance Dashboard for each user opens a tree view of the course menu, showing all items in your course. Icons beside each item indicate the visibility of an item to that user, and the review status of any items with a review requirement, if applicable.

Last Name ▲	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Customize Retention Center	View Grades
01	Student	student01	Student	Jul 11, 2014 5:46:00 PM	5	0		0	1/4	
02	Student	student02	Student	Jul 15, 2014 4:56:56 PM	1	0		0	1/4	
03	Teacher	teacher03	Instructor	Jul 16, 2014 3:08:51 PM	0	0		1	-	
03	Student	student03	Student	Jul 15, 2014 3:27:21 PM	1	0		0	0/4	
fname	student04	student04	Student	Jul 3, 2014 3:11:22 PM	13	0		0	2/4	

-  **Visible:** This item is visible to that user.
-  **Invisible:** This item is not visible to that user.
-  **Reviewed:** This item has been marked as Reviewed by the user.
-  **Mark Reviewed:** This item is displayed as Mark Reviewed to the user, but has not yet been marked as reviewed.

# Student Performance

## Course Report

- 1) On the **Control Panel**, expand **Evaluation** and select **Course Reports**.
- 2) On the **Course Reports** page, access a report's contextual menu. Select **Run**.

**COURSE MANAGEMENT**

- Control Panel
- Content Collection
- Course Tools
- Evaluation**
  - Course Reports**
  - Early Warning System
  - Performance Dashboard
  - SCORM Reports
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

### Course Reports

Run course reports to view information about course usage and activity. You can search the list of reports based on keywords in the names or descriptions to find the report that generates the information you need. [More Help](#)

Search

**All User Activity inside Content Areas**

This report displays a summary of all user activity inside Content Areas for the course.

> Last Run:

**Course Activity Overview**

Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per user and the total amount of activity the user had in the course.

> Last Run: Monday, March 11, 2013 3:39:03 PM CST

**Course Performance**

This report displays information showing how a single Blackboard Learn Course performs against a selected set of goals. Performance targets and a range of acceptable performance for the course can be determined when running the report. Data includes averages for the entire course as well as break downs for individual students and goals.

> Last Run:

**Overall Summary of User Activity**

The report displays user activity for the week.

> Last Run: Monday, June 10, 2013 11:10:55 AM CST

Run

# Student Performance


## Course Report


### 2. Report Specifications

All report types will open in a new browser window upon Submit.

Select Format

Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

\* Select a Start Date    
Enter dates as mm/dd/yyyy

\* Select an End Date    
Enter dates as mm/dd/yyyy

Select Users

BB2, Student001 (student001)	▲
BB2, Student002 (student002)	☰
BB2, Student003 (student003)	
BB2, Student004 (student004)	
BB2, Student005 (student005)	▼

### 3. Run Report

Click **Submit** to run this report. Click **Cancel** to quit.

Cancel

Submit

- 3) On the **Run Reports** page, **select a Start Date** and **Select an End Date**.
- 4) Click **Submit**. Then, you can **Download Report** (save the report) to your computer.

# Mastering the Basics

## Workshop Handout

### F) Other Features

# Groups

## Overview


		Single Group	Group Set
Group Enrollment	Self-enroll	<ul style="list-style-type: none"> <li>1 group</li> <li>Students sign up</li> </ul>	<ul style="list-style-type: none"> <li>More than 1 group</li> <li>Students sign up</li> </ul>
	Manual enroll	<ul style="list-style-type: none"> <li>1 group</li> <li>Assign by instructor</li> </ul>	<ul style="list-style-type: none"> <li>More than 1 group</li> <li>Assign by instructor</li> </ul>
	Random enroll	<ul style="list-style-type: none"> <li>Not Available</li> </ul>	<ul style="list-style-type: none"> <li>More than 1 group</li> <li>Assign by system</li> </ul>


Group Tools:	<ul style="list-style-type: none"> <li><b>Blogs:</b> In the Group area, all members of a Group can create entries for the same Blog, building upon one another. Any Course member can read and comment on a Group Blog, but cannot make Entries if they are not a member of the Group. Instructors can select the grade option for Group Blogs.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Collaboration:</b> Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Discussion Board:</b> Users within the Group can create and manage their own Forums. The Group Discussion Board is available only to group members, not to the entire course.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Email:</b> Users within the Group can email individual members or the entire Group.</li> </ul>
	<ul style="list-style-type: none"> <li><b>File Exchange:</b> Group members and the Instructor can share files in this area. All members, as well as the Instructor, can add files. They can also delete files, regardless of who added them.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Journals:</b> When used in the Group area, all members of a Group can view each other's Entries, but the Group Journal can only be viewed by the Group and the Instructor. Instructors can select the grade option for Journals.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Tasks:</b> Users within the Group can create Tasks that are distributed to all Group members.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Wikis:</b> Users within the Group can edit their Group Wiki. All Students within the Course can view a Group Wiki. The Instructor can view and edit a Group Wiki and can select the grade option for Group Wikis.</li> </ul>

# Groups

## Overview

### Group 1

Add Personal Module 

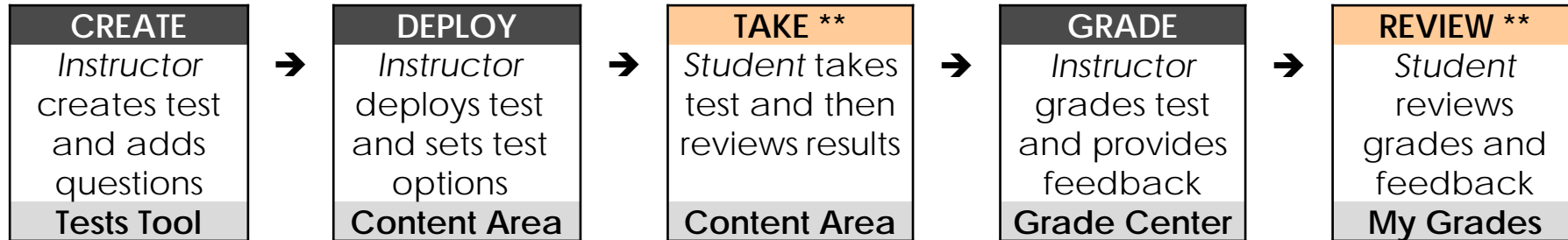
- Group Properties**
  - Group Description
  - Group Members 
    - student01 student01
    - student02 student02
    - student03 student03
    - student04 student04
    - student05 student05
    - student06 student06
- Group Tools**
  - Collaboration
  - File Exchange
  - Group Blog
  - Group Discussion Board
  - Group Journal
  - Group Tasks
  - Group Wiki
  - Send Email
- Group Assignments**
  - Group Assignment



# Test and Survey

## Overview

There are five major stages in the assessment lifecycle.



\*\* : Students take the action in these two stages

**Tests** are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

**Surveys** are similar to tests and are useful for polling purposes and evaluations. Questions in Surveys cannot be assigned points and Surveys may not be graded.

# Test and Survey

## Overview

There are totally 17 question types in Blackboard Learn.

Some Question Types	Description
<ul style="list-style-type: none"> <li>Multiple Choice</li> </ul>	<ul style="list-style-type: none"> <li>Multiple choice questions allow students several choices with only one correct answer.</li> </ul>
<ul style="list-style-type: none"> <li>Multiple Answer</li> </ul>	<ul style="list-style-type: none"> <li>Multiple answer questions allow students to choose more than one answer. Use this type of question when more than one answer is correct.</li> </ul>
<ul style="list-style-type: none"> <li>Either / Or</li> </ul>	<ul style="list-style-type: none"> <li>A statement with a pre-defined choice of two answers (Yes/No, Agree/Disagree).</li> </ul>
<ul style="list-style-type: none"> <li>File Response</li> </ul>	<ul style="list-style-type: none"> <li>Uploaded files are used to respond to the question.</li> </ul>
<ul style="list-style-type: none"> <li>Fill in Multiple Blanks</li> </ul>	<ul style="list-style-type: none"> <li>Multiple responses are inserted into a sentence or paragraph.</li> </ul>
<ul style="list-style-type: none"> <li>Hot Spot</li> </ul>	<ul style="list-style-type: none"> <li>A specific point on an image is used to indicate the answer. For example, selecting all the countries in South America by clicking on each one on a map.</li> </ul>
<ul style="list-style-type: none"> <li>Jumbled Sentence</li> </ul>	<ul style="list-style-type: none"> <li>Jumbled Sentence questions ask Students to select the correct word from a set of words in a drop-down menu to complete the sentence.</li> </ul>
<ul style="list-style-type: none"> <li>Matching</li> </ul>	<ul style="list-style-type: none"> <li>Two columns of items where each item in the first column must be matched to an item in the second column.</li> </ul>
<ul style="list-style-type: none"> <li>Opinion Scale / Likert</li> </ul>	<ul style="list-style-type: none"> <li>A rating scale used to measure attitudes or reactions.</li> </ul>

# Test and Survey

## Overview

Description

Instructions

1. Answer the questions. Click **Save answer** each time you have finished one question.
2. Click **Save and Submit** once you have finished the test.
3. A message appears indicating your test has been submitted successfully.
4. Click **OK** to view your test result if instructor releases it once you finished the test.

Timed Test

This Test has the time limit of 10 minutes. You are notified when time expires, and you may continue or submit. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain. *[The timer does not appear when previewing this Test]*

Multiple Attempts

This Test allows multiple attempts.

Force Completion

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

⚡ Question Completion Status:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17															

Save All Answers

**Save and Submit**

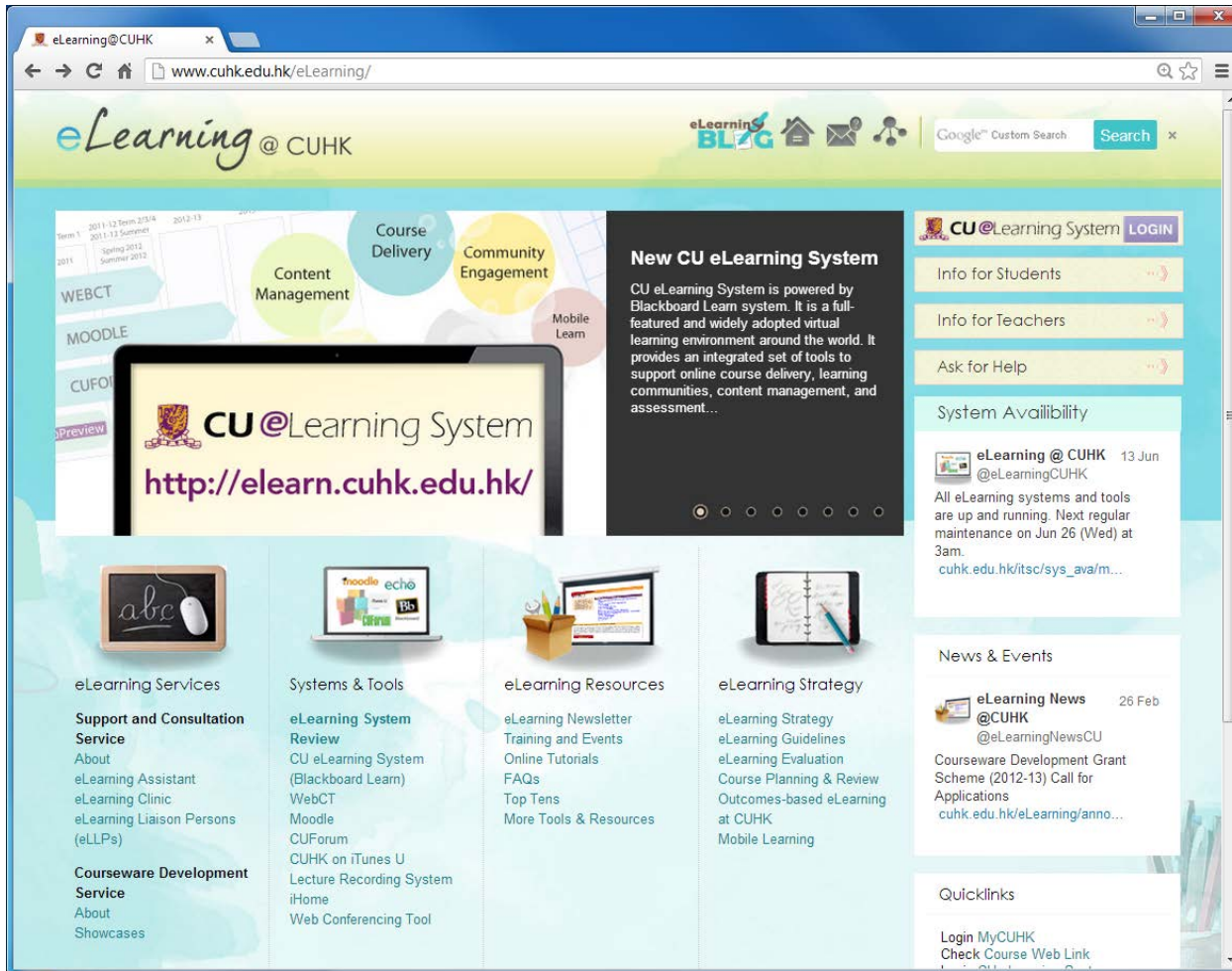
**Question 1** 10 points Save Answer

**If a small glass contains 6 ounces of water, and a large glass contains 9 ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?**

**Question 2** 10 points Save Answer

**If the average human body temperature under normal conditions ranges between 35.5 and 36.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?**

# Contact us



- **ITSC Service Desk:**  
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