Purpose

It is important that UA-PTC Faculty and Staff become familiar with the interworks of Blackboard to create, navigate, and orchestrate a Blackboard course as a technology tool for students. The Blackboard Basics certification provides UA-PTC Faculty and Staff with a foundation of Blackboard Learn. This workbook will provide you with instructions and assignments as you follow along with the Blackboard Certification Workshop.

Format

Each section of this workbook covers a task in Blackboard that is key to your foundational understanding of the system. The section contains an overview of the task or tool and instructions to complete the task.

Appendix

The appendix contains policies, procedures and other helpful tips that do not apply to a particular task listed in the workbook, but is still useful information.
# Blackboard Basics Certification

## Frequently used symbols / commands

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<td>Calendar and time to set display and due dates</td>
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1. Blackboard training login procedures

Summary
There are two ways to log into Blackboard.

Instructions
1. Log in directly from the UA–PTC Portal. Visit uaptc.edu/portal.
2. Enter your username and password in the top right fields. Select “Login.”
3. Select “Blackboard” under the “Quick Links” section in the left side panel.

Or

2. Enter your UA-PTC portal username and password. Select “Login.”

TROUBLESHOOTING:
If, for some reason, you are unable to log into the UA-PTC Portal, you will not be able to log into Blackboard. You will first need to contact UA-PTC Portal support of IT Services to gain access to the Portal. Once you have access to the portal, if you still cannot access Blackboard, contact Blackboard support at Blackboard@uaptc.edu.
Summary
The default view for the instructor is the instructor’s view in Edit Mode On. By changing to Edit Mode Off, you will get a simplistic view of what students are seeing but it’s not a complete view. You can also view directly from a student's perspective. While in Student View, you can access the My Grades tool where you can view any grades you may have generated by making tests, assignments, or discussion submissions. You will have the option to save any changes made before exiting Student View.

Instructions

Edit Mode On/Off

1. To enter Edit Mode Off view, switch the toggle button in the upper right corner to the off position.

2. To exit that view, toggle the button: Edit Mode back to the On position.

Student View

1. To enter the full Student View, click on the icon that resembles an eye. You will find it to the left of the Edit Mode button.

NOTE: There is no need to request a faux student account. The Student View will allow you to access full student functions.
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3. Customizing your home page and theme

Summary

Blackboard allows you to customize your Home Page Banner and color themes. It is good practice and policy to properly label your Blackboard Home Page. Course theme changes are for your personal preference.

Instructions

3.1. Change the course theme

1. From anywhere in the course you will find a color wheel in the top right corner between the view buttons. Hoover over the color wheel.
2. Select from any of the themes to change the design of your course shell.

3.2. Change the home page

1. On the left side panel, select Customization > Teaching Style.
2. In the section “Select Course Entry Point,” you will find a dropdown menu to choose the desired home page.
3. You will also find option to customize your course appearance.
4. Select Submit to save your changes.
Summary

Your Course Schedule menu link is linked to your course schedule inside of start here. To update one, simultaneously updates the other. There are several locations throughout the template where you will need to update a file or item. Here we will walk through updating the Course Schedule menu link, the Course Syllabus file and the Course Description item.

Update your Course Syllabus and Course Schedule

1. Go to the Start Here area on the course menu.
2. Find the Course Syllabus
3. Select the chevron next to the hyperlink. Select Edit.
4. Select Select a Different File. This will remove any existing documents.
5. Select Browse My Computer and upload your course schedule.
6. Permit users to view this content and track number of views.
7. Select Submit. Your course schedule will be updated in both locations.
8. To change your Course Schedule, repeat the steps above. Your course schedule will be updated in both locations.

Update your Course Schedule link from the Main Menu

1. From the course menu, go to Course Schedule.
2. At the top of the screen, you will find a chevron next to Course Schedule. Select Edit.
3. Repeat steps 4-7 listed above.

Update your Course Description

1. Go to the Start Here area on the course menu.
2. Find the Course Description.
3. Select the chevron next to the hyperlink
4. Update the text. Select Submit to save your changes.
5. Using the Blank Page tool

Summary
The Blank Page tool allows you to type content directly into Blackboard to appear as a web page within Blackboard instead of as a file attachment. You can also create a blank page inside the Course Content area.

Instructions
1. Select “Faculty Information” from the main menu.*
2. Copy/paste or type your information into the “content” textbox.
3. Correct any formatting issues that you may have within the text editor.
4. You have the option to attach a file, if needed.
5. Permit users to view the content and always track the number of views.
6. For your course schedule, it is not recommended to select date and time restrictions considering students will need to access the document all semester.
7. Select Submit to updated the blank page, which will now be filled with your updated content.
8. You will be redirected back to the same page. In order to view your page as students would, select “Edit Mode Off” or “Student Preview.”

TROUBLESHOOTING:
*If you can’t find the “Faculty Information” menu item, check the bottom of your main menu on the left side panel. Sometimes copying courses may cause Blackboard to rearrange some of your menu items. To move the menu link to the appropriate location, hover to the left of the menu link until you see a multi-directional arrow, then drag and drop the menu link to appropriate area.
Summary
Announcements allows you to communicate publicly to the entire class. Announcements display on your home page with the Announcement widget, and in your course menu with the Announcement tool link. can also be sent to students’ emails if needed.

Instructions
1. From the course menu, go to Announcements > Create Announcement.
2. Enter a subject and the message to be announced.
3. You can choose to have the announcements only display during a certain date or display permanently.
4. Choose if you would like to send an email notification of the announcement in addition to displaying the announcement in Blackboard.
5. Lastly, add a course link to the announcement if you would like the announcement to link to a part of the course. For example, an announcement about a new project may link to the project sheet.
6. Select Submit to display your announcement.
Summary
The Course Content area is where your course materials will be created. This area should have the content "chunked" in a logical fashion for better consumption by students. Content can divide by weeks, chapters, topics, units, or a another grouping using folders. Appropriate content, for example, chapter 1 reading, chapter 1 assignment, chapter 1 test, can all be grouped into a chunked titled “Chapter 1." Organizing all of the material necessary to complete that "chunk" of material means students will spend less time searching for what they need to accomplish and more time doing the actual task.

Instructions

7.1 Create content folders
1. From the course menu, in the course content section, hover over Build Content > Content Folder.
2. Enter the name of your content folder. You have the option to color code your folder or add additional text.
3. Specify your options by deciding when and if to make content available. Always track views.
4. Select Submit to create your folder.

7.2 Upload an item
The Build Content > Item feature allows you to display text directly in the course content area. If you choose to attach a file, it will only upload the file as an attachment, meaning students will need to download the item to view. To display the document directly in Blackboard, the File tool is best.
1. From the course menu, in the course content section, hover over Build Content > Item.
2. Enter a name for the file, any text you may add, and attach the file using the button: Browse My Computer.
3. Permit users to view the content, track the number of views and choose if you would like to set a display date.
4. Select Submit.
7.3 Upload a file

The **Build Content > File** feature allow you to upload and display any file that is upload within an iFrame, meaning students will be able to view the file directly within Blackboard.

1. From the course menu, in the course content section, hover over **Build Content > File**.
2. Enter a name for the file and attach the file using the button: Browse My Computer.
3. Choose to display the file in a new window or directly in Blackboard. Also, choose to change the alignment.
4. Permit users to view the content, track the number of views and choose if you would like to set a display date.
5. Select **Submit**.
Summary
Adding links to your course give you the opportunity to make valuable resources accessible to your students with one click from within your course. This section will focus on the three most frequently used tools: Web Links, Course Links and Mashups.

Instructions

8.1. Create a Web Link
   1. Go to Build Content > Web Link
   2. Enter the Name and the URL. You have the option to enter a description and attach a file.
   3. Customize your standard options. Select Submit.

8.2. Create a Web Link
   1. Go to Build Content > Course Link
   2. Select Browse. Find the area in the course to link to. You will have the option to enter a description.
   3. Customize your standard options. Select Submit.

8.3. Create a YouTube Video Mashup
   1. Got to Build Content > Mashups > YouTube Video
   2. Search for a YouTube video as you would on YouTube.
   3. Click Select for the video you would like to link.
   4. Choose to rename the video in the Name section. Add a description.
   5. Under Mashup Options, choose the view option and select Preview in the bottom right corner to preview.
   6. Customize the remaining mashup options.
   7. Attach a computer file, if applicable.
   8. Customize your standard options. Select Submit.
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9. Creating an assignment

Summary
Assignments are used as a storage for any gradable tasks that you designate to students. Some instructors only accept assignments in digital form via Blackboard regardless of the class format. Blackboard submissions are conveniently accessible for both students and instructors, allows grading on the go, enables the use of built-in plagiarism checkers when using SafeAssign and allows students to view grades immediately.

Instructions
1. To create an assignment, the Assignments tool will need to be accessed from the Course Content area. Go to Assessments > Assignments.
2. Name your assignment a short, descriptive name.
3. Write the assignment instructions.
4. If you would like to upload a document, such as an assignment sheet, attach a file.
5. Set a due date for your assignment. An assignment will still display after the due date, but all assignments submitted after the due date will be marked late.
6. Enter the amount of points possible for this assignment.
7. Add a rubric. Building rubrics in Blackboard will be covered in another workshop.
8. Customize your submission details. Note: You can allow student to submit as an individual, as a group or as a portfolio. Groups will require you to set up groups under the "User and Groups" area of the BlackBoard Course Management panel, prior to creating the assignment. Portfolio submissions will need to be submitted in response to an assignment and a template will need to be added.
9. Indicate how many attempts you will allow students to have for this assignment.
10. Grading options allows you to have anonymous grading or to delegate another grader. You can also customize how you would like grades to display.
11. Set your availability for the assignment, choose display dates (if desired), and always track the number of views. Tracking views on assignments can be useful for any discrepancies that may occur.
12. Select Submit. The assignment will appear where you entered the assignments tools.
Summary
Test is an assessment feature in Blackboard that allows instructors to hold exams, quizzes or tests online. Blackboard only uses the term "test;" there is no distinguishing between a test, quiz, or exam. However, you can name your "test" whatever you’d like.

Instructions
1. Enter the Course Content area on Blackboard.
2. From the Assessments drop down menu, select Test.
3. Name your test, add a description, and instructions.
4. Select Create to create a new test.
5. Enter a name, description, and instructions. Select Submit.
6. The test canvas will allow you to choose from a variety of question types.
7. Once you select a question type, you have the option to enter the question title but it is not required. It may help with categorization of questions.
8. You are required to enter the question text. Type your question here.
9. Choose how you would like for the answers to display: vertical or horizontal.
10. Choose the answer choices and select the correct answer.
11. If you'd like to provide feedback for a correct or incorrect answer, enter in the appropriate text editors.
12. Select Submit to create the question.
13. Back on the test canvas screen, select the number of points on the right side of the screen. Click Submit. Update the points category accordingly for each question on the test.
14. Select Ok to complete the test.
15. You will be directed back to the initial test creating screen where you will select the test that you just created.
16. Select Submit to enter your test options. You have the option to choose to show the description or instructions before the test.
17. Make the test available to students.
Instructions (cont’d)

18. Optional: Add an announcement to notify students the test has been created and is available.

19. Customize the number of attempts. If you allow more than one attempt, you will need to indicate which score you would like to use.

20. Do not use force completion. This feature can be a catch-22 for students if interrupted while completing a test.

21. Choose if you would like to time the test and set the timer.

22. Use display dates to customize when content will appear and disappear. Note: If you set a test’s end display date before the due date, students will not be able to view the test.

23. Choose if you would like to require a password for the test to be accessed.

24. Choose any course participants you would like excluded from this test.

25. Set a due date for your exam.

26. Check the box to include the test in the grade center calculations.

27. Customize how you’d like to present feedback to students.

28. Indicate how you would like the test questions presented.

29. Select submit and your test will appear in the content area where it was created.

30. To place your test in a new content area within the Course Content area, simply drag and drop.
11. Blackboard course message and email

Summary
Blackboard has built in communication tools in place to make interacting with your students convenient. Course Messages and Email are not the same thing and they function differently. Course Messages is an internal message system built into Bb that allows users within the same course section shell to communicate. Course messages segregates your communication which keeps your records organized and available. It is the preferred means of communication. Course Messages are private communications and are a good means to communicate information to students that might be covered by FERPA. Email is available in Bb but it's a different tool than Course Messages. Email can only be sent to PTC email addresses of enrolled users in a course shell.

Instructions

11.1 Send a course message

1. Go to Course Messages > Create Message

2. The Compose Message screen will appear, select To and choose a recipient. Be sure to click the arrow point to the right to move the recipient into the correct category. If you would like to select all, use the button: Select All.

3. Add to the "Cc" and "Bcc" fields if needed.

4. Type a subject and the body of your message.

5. Select Submit to send the message.

11.2 Send an email

1. Go to Email (or UA-PTC Email)

2. Determine which category is most fitting for your email purposes. Group emails will auto populate all emails. Single emails will require you to specific persons to be contacted.

3. Write a subject and message.

4. You may have the options to send a copy of the message to your own email and to attach a file.

5. Select Submit.
Summary

Some items in the template, you may not desire to use at this time, such as Blackboard Collaborate or the Discussions forum. You can hide, move or delete a link in Blackboard.

Instructions

Find the item that you would like to hide, move or delete.

12.1 Hide

1. Next to the hyperlink, you will find a chevron, select Edit.

2. Under options, you will find Available along with the options yes or no. Select “no” to hide the item from students.

3. Select Submit to save your changes. You will still be able to see the item, but students will not. To see what students see, switch to Student Preview mode.

12.2 Move

1. Next to the hyperlink, you will find a chevron, select Move.

2. Select Browse and then area in the Blackboard shell where you would like to move the content.

3. Select Submit to save your changes. Your item can be found in its new location.

12.3 Delete

1. Next to the hyperlink, you will find a chevron, select Delete.

2. A pop up window will ask you to confirm your deletion, confirm.

3. Your item will, along with any associated content, will be permanently deleted from the shell.
Summary
The Blackboard in-line grading feature is made possible by Crocodoc, which makes grading items a lot faster. This method of advancing reduces the time it would otherwise take to exit back to the Grade Center to access the next submission.

Instructions
13.1. Grading
1. When a student has made a submission, you will see a gold dot in the cell.
2. From the Full Grade Center, click on the action icon in the intersecting cell of an assignment.
3. Select Attempt + date. There you will have the option to view the submission as submitted text or an uploaded file.
4. In the right side pane, you will find a place to enter a grade point value and feedback.
5. To advance to the next student's submission, you can click on the arrow (>) to the right of the currently displayed student's name. This will advance you to the next available item in need of grading for that column.

13.2. View Grades
1. The student can go to My Grades. A list of grades will appear.
2. The graded item will be listed along with points. Select the graded item to view the points, review your submissions, and any feedback offered.
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14. Using the Grading Center

Summary
You can arrange the order your grade columns appear with drag and drop.

Instructions
14.1. Adding a grade column
   1. From the Full Grade Center, select “Create Column. You are required to “Enter the “Column Name” and “Points Possible.” All other fields are additional.
   2. Enter a description to help best identify the grade information.
   3. The primary score and secondary score indicate the format in which points will be displayed.
   4. If a rubric has been created for a particular assignment or activity, you can associate it with the grade column in Associated Rubrics > Add Rubric.
   5. Add a possible due date. And specific any additional options.
   6. Select Submit to create your grade column.

14.2. Drag and drop columns
   1. To access that option, from the Grade Center, go into the Full Grade Center > Manage > Column Organization.
   2. From that screen, you can drag and drop the column titles into whatever order you’d like to see them appear in the standard spreadsheet view.

TIP: To add or remove columns from the frozen section of your grade center, drag and drop the bar that says "Everything above this bar is a frozen column. Drag this bar to change which columns are frozen" below or above the bar.

14.3. Show/Hide columns
   1. From the Grade Center, go into the Full Grade Center > Manage > Column Organization.
   2. Select the checkboxes for columns that you would like to either show or hide.
   3. At the top of the screen, select the Show/Hide drop down menu. Choose the correct option.
   4. Select Submit to save your changes.
Summary

There are several ways of tracking student activity in Bb. There are several types of reports that can be run. Most are run from the Course Reports section. Another type of report can be run from inside the Full Grade Center. You can create this report using all grade columns to help your students understand their grade. You can also use this tool to determine if a student clicked on a specific item such as Quiz 3. If they did, it will show how many times that link was clicked on further down to the time/date.

Instructions

Grade Reports

1. From the Grade Center, go to Reports > Create Reports.
2. Complete the Header Information section. Select “All” or specific users desired.
3. Add any additional information listed to your report. Select Submit.

Evaluation Reports

1. Go to Evaluation > Course Reports
2. Choose the report that you would like to run based on the description below each report name.
3. Hoover over the report name for the drop down arrow to appear.
4. Click Run.
5. You will be directed to another screen with additional details before processing your report. In addition to the name and description, it will include the run time for the report and information specific to the type of report such as goals set, goal types, content details, run dates, user information, target performance, etc...
6. Customize the report format, if necessary.
7. Click Submit to run your report.
8. You have the choices to save your report to Blackboard, to download to run again with different criteria. To view your report immediately, select Download Report.

Note: For a grading report, go to Evaluation > Course Reports > Reports > Create Report, select the user, and specify the settings.
A. Blackboard Help

Blackboard Help can be found in the Blackboard course shell. Students have the Blackboard Help link in the course menu. The link is named "Help;" however, you are encouraged to change the name to "Blackboard Help" to clarify the type of help available to students. Instructors can find help in the Course Management pane under "Help." Both links will redirect the user to Blackboard's help website.

B. Tracking

Track Views is a setting option that should be turned on wherever you see it. In most places it's a radio button. However, in Assignments it's a check box and in Tests you have to click the action link next to the title of the test, and select **Statistics Tracking (On/Off)** in order to turn it on.

C. Student access

Students gain access to their online course shells on the first day of class. Your shells should already have fully developed content copied into each course section shell before students arrive.

Students lose access to Blackboard on the last day of Finals at 11:59 PM. Make sure you don’t have any due dates set beyond that time, because students will not have access to submit them. To find out what that date is in any given semester, check out the Academic Calendar posted on the UA-PTC website. There is a web link in the Faculty Help Desk for efficient access. [http://www.pulaskitech.edu/current_students/academic_calendar.asp](http://www.pulaskitech.edu/current_students/academic_calendar.asp)

D. Mobile app access

Blackboard also has a mobile app called Blackboard Mobile Learn which can be downloaded from the App Store or Google Play. You can also access Bb on your smart phone via the web browser. In the mobile app, you would need to use your Employee ID number as the username. Certain features will not be available via the mobile app. The Blackboard Mobile app is run by a third party and is not supported by UA-PTC Blackboard Support. You will have to contact Blackboard directly on Blackboard Help for assistance with the app.
E. UA-PTC grade submission policies

Posting Grades to Jenzabar (electronic GradeBook in the UA-PTC portal):

All courses must post grades to the electronic gradebook in the portal. This is a mandatory policy. The electronic gradebook is not capable of accepting an imported file so the grade transfer is a manual process. For users who have all grades displaying in Bb, our administration has agreed to allow only the mid-term grade and the second half grades to be posted rather than having to transfer every single grade. Instructions to do this correctly are posted in this course as well as the Faculty Help Desk shell, and in the portal on the Academics tab > Faculty Resources> Make Calculated Columns in Blackboard.
F. UA-PTC online course policies

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete the course agreement test in order to be counted as attending. It is important that you know this policy as an instructor. Federal regulations require students to participate in online courses to be considered as attending the course. Participation is measured by students submitting artifacts such as assignments and/or tests. It is recommended that this information is communicated in your syllabus for online courses. A sample of that might read something like this:

“Attendance and Participation are both required for this class and are tracked using course login records as well as assignment and/or test submissions. The instructor may drop students if you miss two submission requirements such as an assignment or quiz. Agencies granting financial assistance may be notified of violations of the attendance policy by students receiving financial aid.”

Students who have not participated in a course by creating some form of acceptable artifact (such as a course agreement) should not be validated on roster certifications. Per federal regulations, they are considered as not having attended and should be reported as “No Shows.”

Each online course shell is required to contain a course agreement to ensure there is a consistent means for students to create an artifact that confirms class participation for all online courses. If you don’t currently have a course agreement, you can create a test with an agree/disagree question type using the verbiage provided to Distance Learning by the Vice President of Learning. The course agreement language is as follows:

“In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete the course agreement in order to be counted as attending.”
To complete your certification, you must complete your development shell. In order to complete your development shell, you must do the following:

- Create a course syllabus or course schedule file.
- Create a course description, required materials, or learning outcomes item.
- Create a simple test or form using the test feature.
- Edit a blank page (Faculty Information).
- Change the name of a menu link.
- Create a “Course Schedule” course link.
- Create an announcement.
- Create at least 4 course folders chunked into weeks, units, projects, modules or another categorization.
  - 1 Course folder must contain a complete unit. The follow tools are required:
    - 1 item explaining the contents of the work in the folder
    - 1 assignment with detailed instructions, a display date and grading options
    - 1 test or quiz with at least five different types of questions
- Hide one form of contact from Student View.
- Create a manual grade column.
- Hide the “Username” and “Availability” user columns in the Grade Center.

Due Date: The final project is due within 14 days from the date the final development shell has been assigned. Please send an email to Blackboard@uaptc.edu with a hyperlink to your Blackboard Dev Shell (your final project course).

Once your final project is received, you will receive a digital certificate and your certification status will be updated with Professional Development.