GETTING TO KNOW

Blackboard learn+

WORKSHOPS 1–4
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WORKSHOP 1: NAVIGATION, ADDING CONTENT

Learning Objectives

By the end of this workshop, you should be able to do, create, edit and use the following:

- **Getting help**
  - “Live” resources
  - Online self-help resources (FAQ guides, YouTube, etc.)

- **Getting in and getting around**
  - Login address
  - NetID account
  - Home page

- **Global Navigation menu**
  - Recently Visited, My Courses, My Organizations
  - Settings
  - Blackboard Home: “aggregator”

- **Courses Menu**
  - Content
  - Tools
  - Course management

- **Content**
  - Understanding content management in Bb Learn
  - Add a folder, file, and discussion forum
  - Edit Mode, Student Preview

- **Content Options**
  - Using the HTML editor
  - Using the Item and Web Page options
  - Using the Folder and Learning Module options

- **Next Steps**
Getting Help

SELF-HELP RESOURCES

- ACT Office FAQ: http://guides.downstate.edu/bblearn
- Blackboard’s searchable help site:
  - https://en-us.help.blackboard.com/Learn/Instructor
- “Blackboard Learn for Instructors” YouTube channel

OPEN SUNY HELPDESK

- Live chat, phone support for both faculty and students:
  - http://sln.suny.edu/support/contact-us/
- Knowledge Base: key Bb Learn articles for faculty at:
  - http://wiki.sln.suny.edu/display/SLNKB/Blackboard+Articles+for+Instructors
- Phone:
  - 1-844-673-6786 (1-844-OPENSUNY) or:
  - 1-518-320-1300; Press option 1 to reach the Help Desk
- Hours of Operation

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<th>Mon – Thur:</th>
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<td>1 pm – 9 pm</td>
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ACT OFFICE

- Location: HSEB E6-012
- Email: act@downstate.edu
- Phone: 718-270-7416
- Workshops: We offer workshops on a variety of topics. These can be scheduled for a particular degree program and customized to fit your degree program’s needs.
The Big Switch: Prime ⇔ Blackboard Learn

Switching systems can be confusing, especially if they use different terminology. Here’s a quick guide to the most important changes.

<table>
<thead>
<tr>
<th>PRIME</th>
<th>BLACKBOARD LEARN</th>
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<tbody>
<tr>
<td>Reorganizable layout</td>
<td>✗ Nuggets</td>
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<td>Starting page</td>
<td>✗ Home page</td>
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<td>Navigational menu</td>
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<td>Grading</td>
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<td>Dropbox</td>
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<td>✗ Repository</td>
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<td>Grading</td>
<td>✗ Assignment</td>
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<td>Subsets of students</td>
<td>✗ Teams</td>
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<td>Non-course sites</td>
<td>✗ Group</td>
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Orientation and Navigation

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<tr>
<th>URL</th>
<th>USERNAME</th>
<th>PASSWORD</th>
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<td><a href="http://blackboard.downstate.edu/">http://blackboard.downstate.edu/</a></td>
<td>NetID (Network)</td>
<td>NetID (Network)</td>
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<td></td>
<td>Example: ‘gwashing’ for George Washington</td>
<td>Changes every 90 days</td>
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</table>

- When you first login, note that Blackboard Learn (Bb Learn) has a layout based on tabbed pages. You are presented with the **Home (#1)** tabbed page.

- Various boxes, or **Modules (#2)**, on your page display a list of courses, overview of current announcements, upcoming events, etc.

- The **Global Navigation (#3)** menu gives you instant access to various areas. Click on your name at upper right to open it.

- **Top:** When you first open it, note that the “Courses” list is open (#4). If you have already logged in, the Recently Visited lists courses/organizations that you’ve been active. My Other Courses will show the rest of courses where you are enrolled (as instructor or student).

- **Left:** Along the left side is a strip of icons (Blackboard Home), an “aggregator” menu (#5). Click any icon on this strip to access all recent/upcoming Discussion Forum postings, Announcements, etc., pulled from across all courses/groups.

- **Bottom:** The Global navigation menu is a ‘venetian blind’ toggled display: clicking on any of the other links (#6), Organization, Settings, etc., closes the currently open tool and reveals the chosen item’s list.
ACTIVITY: Blackboard Home

- Drop down the Global Navigator menu and click on Settings > Personal Information.

  **NOTE:** Our ‘production’ Bb Learn system will use your NetID account to authenticate your login. The ‘Change Password’ feature here in Bb Learn will not work.

- Click on key Blackboard Home icons to explore their use

COURSE LAYOUT

- Click on your practice course (via Global Navigation menu or My Courses)

  ![Course Layout Image]

  - At upper right are the buttons for Student Preview & Edit Mode (#7).
  - Along the left side is the Course Menu (#8).
  - You can alter how the course menu is displayed by using the buttons at the top.
  - The upper links in the course menu are ‘fixed’ items that both instructors and students will see. You can add other links or separator lines just below this upper set of links.

COURSE MANAGEMENT

These are items that are only accessible to instructors or that allow management of the upper menu items. Some of the most important ones are:

- **Course Tools (#9):** access to a variety of modules and add-ins.
- **Evaluation (#10):** Reports on student progress/activity
- **Grade Center (#11):** Add/configure grades and grade display here.
- **Users and Groups (#12):** View your course roster and create/manage Groups (teams of students)
**ADDMING CONTENT TO YOUR COURSE**

Use **Build Content** for:

- “Passive” content items like files and links that students consume but do not modify.
- Items that *organize* content and activities, such as Folders, Module Pages, Learning Modules and Lesson Plans.

Use **Assessments** for content that *evaluates* students or faculty:

- Tests
- Assignments (dropboxes)
- Surveys

Use **Tools** for content items that provide *interactivity* and that students modify:

- Discussion Forums
When you add an item such as a file, there are three groups of settings:

- **Mandatory items** (#13) like Name and selection of the file to upload;
- **Item-specific options** (#14) like how the file will open.
- **Standard options** (#15) to control access:
  a. Show/hide
  b. Track
  c. Start/stop display date/time

You can access this Settings page for an *existing* item:

- Hover over the item’s title with the mouse pointer. An edit menu represented by a chevron symbol (>) appears to the right of the item’s title. Clicking this will drop down the Edit Menu.
  a. Choose Edit to access the item’s Settings page.
  b. Choose Copy, Move or Delete for other actions.
ACTIVITY: Folders & Files

- Add a Folder, then add two Files inside the folder. A “BbLearnWorkshops” demo folder with some practice files may available on your desktop.
- Then use Student Preview to confirm that students can see both, then return to regular view.
- Apply the “Standard Options > Permit Users…” access control to the top file to hide it from students;
- Apply the “Standard Options > Display Until…” access control to the bottom file, setting it to 5 minutes from now.
- User Student Preview to test whether students can see the files.

KEY CONCEPT: FOLDER VS LEARNING MODULE – WHAT’S THE DIFFERENCE?

- An ‘Folder’ groups some items together and has some standard options. Students can click on anything in a folder that is available to them, without being restricted to a particular order.
- A ‘Learning Module’ is a folder with enhanced options for ordering access to content. In fact, it has its own Table of Contents. Students can be required to go through the items in a particular order. We will cover these in Workshop 4.
Content Collections

A fundamental concept in Bb Learn is the ‘collection’.

When you add new content items to your course, it is placed into a ‘collection’ for that course. In some cases, it is also added automatically to a location in the course. In other cases — Discussion Forums and Tests, for example — it won’t appear yet. You have to perform a second step to link the content item to a particular area of the course.

You have access to several collections of content via the Content Collection link:

- Content in your current course or any of your courses or organizations;
- Content in your personal storage;
- Content made available by Open SUNY and by Downstate

If you upload an item to your personal collection, you can reuse it by adding it to any course or groups.

There is an HTML editor used throughout Blackboard Learn.

Text Formatting Tools (A): Standard formatting buttons are outlined in red above:

- Top row: Bold, Italic, Underline, Strikethrough
- Font and size
- Bulleted/Numbered Lists
- Font color, Highlight
- Second row: Text alignment, Superscript/Subscript

If you can only see one row of buttons, the HTML Editor toolbar is ‘collapsed’. Click the Show/Hide Button (B) with the images of a double-chevron at the far-right.
Text Editing Tools (C): Cut, Copy, Paste, Find

Web links (D): Create, Remove. **NOTE: Normally this tool is inactive (greyed out).** You will have to select some text or a graphic on your page first in order to make this tool available.

Media Tools (E): Tools for inserting audio & video files, YouTube video and more are on the lower row. **NOTE:** The ‘YouTube’ button at far left is for inserting video from your own YouTube channel. It will require an account. To insert public YouTube items, drop down the *Mashups menu* and select YouTube.

Click [here](#) to access more information on this tool.

Let’s use it to post some text on the Content page.
**ACTIVITY: Item**

- Add an Item.
- Use the formatting tools to apply style to the text.
- Insert a picture, a web link and a YouTube video.
- Then use Student Preview to test what students can see.

**KEY CONCEPT: ITEM VS BLANK PAGE – WHAT’S THE DIFFERENCE?**

An ‘Item’ places text directly on the existing Content web page. Students see the text right away. Useful for short uncomplicated communications that they will not need to print or have after they leave the Bb Learn site.

A ‘Blank Page’ adds a new separate web page. Students won’t be able to see it until they click on the link. (Hopefully no longer a blank page!)

**DISCUSSION FORUMS**

Let’s add a Discussion Forum and look at configuration options.

**KEY CONCEPT: DISCUSSION BOARD VS FORUM – WHAT’S THE DIFFERENCE?**

- ‘Discussion Board’ is a term used in Blackboard Learn to connote this entire class of activity.
- You have one Discussion Board but it can have many individual ‘Discussion Forums’. Each Forum can have different groups assigned, different topics, etc.

Several options are available to create a Discussion Forum:

- You can simply link (#16) to the Discussion Board page and let students pick the forum.
- If you already built a Discussion Forum, you can pick (#17) it from a list.
- Or you can create a new (#18) Discussion Forum.
Forum Settings include:

- Making students post first to reveal other posts (#19)
- Grading can be based on their participation in the entire forum or just on a single “thread”;
- Subscribe (#20) so you get an email when a new post is made
- Functional features like author editing

ACTIVITY: Discussion Forum

- Use the Tools menu to add a Discussion forum.
- Add a posting and then use Student Preview to reply
- OPTIONAL: try the Subscribe option. What happens when you post?
WORKSHOP 2: ASSESSMENTS

Learning Objectives

By the end of this workshop, you should be able to do, create, edit and use the following:

- **Tests**
  - Understand Blackboard’s workflow for creating, editing and adding a test.
  - Create/edit common question types (multiple choice, essay, true/false, fill in the blank).
  - How to group several questions together in a question set.
  - Set access controls including start / end display dates/times; release to selected students or groups; Scramble question order
  - Set performance options including test timer, question display (all at once or one-at-a-time), force completion.
  - Grade questions, override grades, regrade

- **Assignments (dropboxes)**
  - Configure key options,
  - Create a grading rubric, assign it and use it to grade a submission

- **Surveys**
  - Add a survey and create/edit common question types (Likert scale, essay)
  - View results

During this workshop, you may have access to a pre-configured folder (Workshop Examples). It will contain pre-configured versions of an assignment, a test and a survey.
KEY CONCEPT: WHERE ARE TESTS, ASSIGNMENTS (DROPBOXES) AND SURVEYS?

To create them: Assignments (drop boxes), Tests and Surveys Blackboard Learn classifies these as items that faculty collect to evaluate students (or that students use to evaluate other students (Peer Review) or to evaluate faculty (Course Evaluations). They have their own Assessments drop-down menu in the Content area.

To find them: I created a Test but now I don’t see it on my Content area. When you create a Test or Survey, they are not yet added to your Content area. Instead, they are added to a “Tests, Surveys and Pools” area that is only available to instructors. You can reach this area by scrolling down the Course Menu at lower left to the Course Management, then clicking on Course Tools.

To edit them: I can see my Test but I don’t see how to add questions or change settings: Make sure “Edit Mode” is on (grey button at upper right of the Bb Learn display). Then hover over the right side of the test’s title to make the Edit menu button appear (downward facing angled caret). Click that Edit menu button and choose Edit Test (to add questions) or Edit Test Options (to set start/end date/time, make it available, etc).

TIP: Use the “breadcrumbs”. Don’t use the Back button on your web browser to return to a previously visited area. It can eventually ‘break’ your current session. Instead, use the ‘breadcrumb’ links on the upper left area of the Bb Learn display.

1. To add items to your course, click on the Content link (#1) on the Course Menu at the left side.
2. Now click on the Assessment drop down-menu (#2) to add a Test, Survey or Assignment (dropbox).
3. Click on Test to begin.
Tests

The Create Tests page will offer two options: Create a new test or Select an existing one from a list.

The first step is the Test Information page:

Give your test a name (required), Add a Description (optional) and Add Instructions (optional) in the two HTML editor boxes. Descriptions are visible to students before they click on the test. Instructions are displayed after they click on the test.

Clicking on Submit to create the test and begin adding questions.

![Test Information](image)

**KEY CONCEPT: CAN STUDENTS SEE MY TEST?**

When you create a test or survey, Blackboard Learn sets it to be hidden by default. Go to the test’s Edit menu and choose Edit Test Options. (See the section on this below.)

Check this by going into Student Preview and navigating to the location where you have added your test.

The second step is the Test Canvas page where you add questions and question sets.

Click on Add Question to drop down the list and select an option. Give it a title and fill in the question text.

**ANSWER OPTIONS**

Choose the answer numbering style (Roman or Arabic numerals; upper or lower case letters.)

The answers can be shown in a vertical or horizontal list (Orientation).

You can scramble the answers by clicking the Random Order checkbox.

![Options](image)
ANSWERS

Choose the number of answers.

Fill in each Answer’s test. Use the HTML Editor to format text, create bulleted/numbered lists and to add links or images. Don’t see all three rows of buttons? Click on the double angled button at the far-right end of the top row.

Check off the Correct radio dial button for the correct answer option. Add any Feedback that you may want to have appear when students are reviewing the test.

When you are done, choose either the Submit or the Submit and Create Another button.

There are many other question types available (T/F, essay, etc.). Spend some time now to explore them so that you can consider using them later in your course.

The third step is to set the Test Options. You may see slightly different ways to get to these different editing pages depending on where you are with Bb Learn.

If you are already adding questions in the Test Canvas page:

- Drop down the Edit (#1) menu;
- Choosing the Edit option (#2) will bring you to the Test Information page;
- Choose Modify Options (#3) will go to the Test Options page.
If you have added the test to your Content area, you can access options here:

- Click on the angled caret to the right of the test’s title to open the Edit (#1) menu;
- Choosing the Edit the Test option (#2) will bring you to the Test Information page;
- Choose Edit the Test Options (#3) will go to the Test Options page.

Go to the Test Options and configure them

- **Test Description** (#1): You can choose whether or not to display it, but you can’t edit it here.
- **Test Instructions** (#2): Same as above.
- **Open test in new window** (#3) (i.e., pop up a fresh browser window instead of in the Bb Learn course main display area).

**TEST AVAILABILITY**

- **Show / hide** the link (#1).
- Add an **Announcement** (#2) that they can see/click on to jump to the test.
- **Multiple Attempts** (#3): Check off this box to allow multiple attempts (usually unchecked to keep it to just 1). Choosing this will force you to decide between “Unlimited” or assigning a number of attempts that will be allowed.
- **Force completion** (#4): do not allow any unanswered questions when submitting.
- **Timer** (#5): How long will they have to complete the test once they start it?
- **Link display date/time access controls** (#6): When will it be available to take the test?
- You can apply a **password** (#7).
**TEST AVAILABILITY EXCEPTIONS**

- Use this feature to give accommodations such as extended time to a selected person or group.

- **Due Date**: Allow/block late submissions after a date/time.

- **Self-Assessment Options**: Useful to set up quizzes that will not count toward the overall course grade.

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

- Determine how much of the graded test they should see and when it will be released to them.
TEST PRESENTATION

- Should they see questions one-at-a-time? If so, can they go back to a previous question?
- You can choose “Randomize” to scramble the question order.

ACTIVITY: Add and configure your first test

- Add a Test to your practice course.
- Add a multiple-choice question
- Add a True/False
- Add an Essay question
- Apply Test Options:
  - Show it to students
  - Require a password
  - Scramble question order but not answer order
- Use Student Preview to test it.

Don’t forget to exit Student Preview before continuing on! You’ll know if you are still in Student Preview if you see an orange rectangular bar across the top of your main display.
Grading Exams

You may have essay questions or Grading tests can be accessed from several places:

- Scroll down the Course Menu on the left side and click on the Grade Center’s (#1) triangle option to expand the menu of choices;
- Click on Needs Grading (#2) to get a list submitted tests and assignments that have items that need manual grading.
- Or click on the Tests (#3) sub-option option under the Grade Center to jump to a “Smart View” of the Grade Center that only displays grade columns for your tests. *We will cover Grade Center options in the Grade Center workshop #3.*

If a submission for a test has an item that needs manual grading, that will appear as a yellow button with an exclamation point in the column for that test in the Grade Center.

Clicking on it will bring you to the Grade Test page. At the top is Test Information about the test and about this submission:

- You can move from submission to submission (#1).
- It will indicate whether a test was submitted late (after the deadline) (#2).
- You can even delete the attempt or jump to the Test Canvas to make corrections (#3).
At the lower part, you see the student’s submitted response and the grading window:

- Enter the number of points awarded at upper right (#1).
- You can see the student’s submission, plus your own “Correct Answer” template (if entered in the Test Canvas) (#2).
- An indicator (#3) will show if the item was submitted late.
- You can enter Feedback (#4) for the response here.

To grade by question, go to the Needs Grading page, click on the Edit menu icon next to the test’s name and choose “Grade by question”.

- You can drop down this menu (#1) to filter and show only questions that have not yet been graded, for example.
- You can hide student information (#2) for more objective grading.
- Click on the number under Attempts to access the question grading interface (#3).
Need to regrade?

- You can Give Full Credit (#1).

- Or click on Edit Test (#2), then select questions to drop. Scroll down and choose Delete or update.

Surveys

- Click on Content, then Assessments. Click on Surveys.
- Bb Learn uses the same workflow and steps for Surveys that are used for Tests
- Opinion Scale/Likert questions are available. By default, they automatically have a Not Applicable answer option that, if selected, will exclude that answer’s submission from the results.
Assignments (Dropboxes)

- Click on **Content**, then **Assessments**. Click on **Assignments**.
- Fill in the **title** and **instructions**.
- Add an Assignment file (good for a template that students can download to use)
- Set the **Due Date/Time**.
  - **TIP**: Click on the Clock icon to pop up a list of times. Scroll down and choose “End of Day”. This will close the Assignment at 11:59 PM on the due date, just before midnight.
- Give the number of points for **Grading**. You can trigger the Rubrics tool to select an existing one or to create a new one.
- The next three items (Submission Details, Grading Options and Display of Grades are collapsed by default. Click on each to open and configure:

### Submission Details

**Submission Details** will set up some options for individual or group Assignment submission, multiple submissions and for an embedded antiplagiarism check.

- Choosing **Group Submission (#A)** will open an option to select Groups (teams of students).
- Choose the **Groups (#B)**.
- **Number of Attempts (#C)**: Choosing Multiple will enable a Maximum Attempts box.
- If more than one submission is permitted, select which one to score (**#D**).
- Bb Learn has an antiplagiarism check called **SafeAssign (#E)**, similar to Turn It In. Settings are similar:
  - Allow students to see the Originality report?
  - Make submissions part of the SafeAssign database, or just check against the database?

### Grading Options

- **Anonymous Grading (#A)**: Faculty graders don’t know the name of the student/group that they are grading.
- **Delegated Grading (#B)**: Assign a grader to randomized sets or to a specific group (team) of students.
**DISPLAY OF GRADES**

How will the students view their grades?

- Choose the type of displayed grade (#A): Letter, Number, Percentage, a term, etc. you can show two (for example, show “83”)
- Skip including in Grade Center calculation (#B) (for self-assessment submissions that don’t count, for example)
- Show/Hide the grade to/from students (#C)
- Show/Hide overall statistics (#D) to/from the students

**AVAILABILITY**

Control access here.

- Make the assignment available (#A)
- Track (#B) whether students have clicked on it or not.
- Click on Submit to create the assignment.
ACTIVITY: Add and configure your first assignment

- Add an Assignment to your practice course.
- Apply the following Options:
  - Multiple submissions
  - Due date/time
  - Make it available immediately
- Use Student Preview to test it.

Surveys (Dropboxes)

- Click on Content, then Assessments.
- Click on Assignments.
- Fill in the Title and Instructions.
Learning Objectives

By the end of this workshop, you should be able to do, create, edit and use the following:

- **Initial Setup**
  - Add grade columns
  - Add calculated columns

- **Customization**
  - Hide/ rearrange columns,
  - Settings,
  - Use Schema grade scale
  - Smart Views

- **Export/Import**
  - Download to Excel
  - Upload grades

- **Categories**
  - Simple tags

- **Grading**
  - Regrading tests
  - Rubric
KEY CONCEPT: AUTOMATIC LINKING OF ASSIGNMENTS AND TESTS?

When you create an Assignment (dropbox) or a Test, a column is added to the Grade Center.

- Log in and enter your course. At the lower left of the Course Menu is the Grade Center (#1) link. Click on the toggle triangle (just to the left of it) to open it if needed.
- Choose Full Grade Center (#2).

Types of Columns

- There are three types of columns: User (#1), Grade (#2) and Calculated (#3).

  - **User** columns have information about the student. Some can be hidden but at least one must remain at the leftmost side. You can ‘freeze’ them to keep them in view while you scroll to the right to view grades.
  - **Grade** columns will accept a single grade for each student.
  - **Calculated** columns can be used to generate weighted totals and averages.
    - To create columns, click on the drop down menus for either Create Column (#A) or Create Calculated Column.
    - To hide columns you don’t need, drop down the Edit menu (#B) (click on the angle bracket at the left of column titles) and select Hide. You can hide and *unhide* hidden columns via the Manage > Column Organization tool link.
  - Create a new basic column and assign settings. Most are straightforward but a few need explaining:
    - **Primary Display** and **Secondary Display (#A):** You can select from several different formats (Score,
Percentage, Letter, etc.). The Primary Display is the format that is seen by the student in their User Progress area. Both Primary and Secondary Display are seen by the instructor in the Grade Center.

Options

- **Include in Grade Center calculations (#A):** Skip this if it’s something like a weekly quiz for self-assessment (does not count toward course grade)
- **Show/Hide** from students (#B)
- **Show Statistics** (average, median) To Students (#C)
- Click on **Save** to finish and create the column.

Entering Grades

- To enter grades, simply click on any cell in any column. A text entry box appears.
- Don’t remember a graded item’s maximum value or the format (points, percentage) to enter? If you don’t recall whether an item is worth 5 points or 100 percent, drop down the Edit menu for the column and choose **Quick Info**.
- Students see their grades in “User Progress” in the Course Menu. Keep that in mind when you use “Student Preview” to check what they see.
**ACTIVITY: Add Grade Columns**

- Add 2–3 simple grade columns; enter some grades for your “Student Preview” self. If you don’t see yourself listed yet, go into Student Preview and then exit it to create your ‘Preview User’ version.
- Use Student Preview to test. You might already see grades if you created an Assignment or Test in a prior workshop and ran up some activity via Student Preview, but only if you chose “Keep activity” when exiting Student Preview.
- Now go back in, and alter the Show setting for a grade; re-enter Student Preview and test.

**Calculated Columns**

- These can add together the values in other columns, generate an average or drop the highest/lowest grades, etc.
- **Total calculated column:** This adds together the scores from all other columns that have been assigned to it. You can choose specific columns to select.
- Edit the Total column’s settings to ensure it displays a Running Total. That will generate an average based on the number of items completed to date. Students can get a sense on how they are doing at the start of the course when there are few graded items.
- **Weighted total column:** This uses the values from other columns that have been assigned to it, but weights the amounts that each one contributes to the end result.

- To use letter grades or phrases (High Pass/Pass/Fail), choose the Manage menu > **Grading Schema**
  - You can use/edit the existing Letter schema.
  - Or click on “Create Schema” to create a new one (Fail/Pass/High Pass)
**ACTIVITY: Add a Grading Schema**

- Add letters or phrases
- Switch one of your columns from a prior activity to use the schema
- Use Student Preview to test.

**Categories**

- **Categories** are tags used to group together graded items. You automatically have some categories already (Assignments, Tests, etc). You can create your own as well.

**KEY CONCEPT: WHY DID MY “PRACTICE” GRADES DISAPPEAR FROM STUDENT PREVIEW?**

Be sure to select “Kept activity” when exiting from Student Preview.

**Exporting Grades**

- To **export** your grades, drop down the Work Offline menu > Upload or Download.

**ACTIVITY: Download/upload, configure, test**

- Create a unique Category
- Add some items
WORKSHOP 4: TRACKING, REPORTING, COMMUNICATION

Learning Objectives

By the end of this workshop, you should be able to do, create, edit and use the following:

- Tracking & Interaction: Progress Report
- Adaptive Release
- Announcements
- Calendars
- Wikis, Blogs & Journals
- Collaborate
- Bb Student Mobile App
Log in and enter your course. At the lower left of the Course Menu is the Grade Center link. Click on the toggle triangle (just to the left of it) to open it if needed. Choose “Full Grade Center”.