Getting Started with Blackboard Learn 9.1
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What’s New in Release 9.1?

Some of the new features that 9.1 offers are:

- bulk file handling, including bulk uploads, management, and content use in a Course;
- support for YouTube videos, SlideShare presentations, Flickr photos, and Lesson Plans with the content type, Mashups;
- Paste From Word tool, which maintains formatting when pasting from MS Word; and
- a tool for creating Wikis for courses, organizations, and groups.

The Results Center offers a number of enhancements to support grading efforts, including:

- customizable Smart Views;
- Anonymous Grading, which conceals student identity while grading, and;
- question-by-question grading, which supports grade assessments question by question for all students, rather than all questions by one student.

A detailed comparison of Blackboard Vista 8 and Blackboard Learn 9.1 was prepared by Marshall University and is available at this link:

http://mupfc.marshall.edu/~savillek/Bb9/comparechart91.html

Can Course Materials from Blackboard Vista 8 be imported into Blackboard Learn 9.1?

Yes. Course materials from Blackboard Vista 8 can be migrated into Blackboard Learn 9.1. Content will not migrate exactly as it appears in Vista due to the differences in the available tools. Learn 9.1 will import content into comparable tools. Any content for which a comparable tool is not available will be located in the Content Manager.

How do I Access Blackboard?

To access your Blackboard Learn 9.1 account:

- Go to https://ilearn-wvncc.wvnet.edu/webapps/login/.
- Enter your user name and password.
  - Your user name is your first initial and last name. For example: Jill Doe would be jdoc.
  - Your password is your last name with 01 after it. For example: doe01.
- Click on the Login Button.
My Organization Page

The basic functions on the My Organization page are similar to the My Blackboard page in Blackboard Vista. However, using the click and drag function you can move the module boxes to any position on the page. You can also manage, collapse or close any of the modules from this page.

EDIT Mode

Knowing where to find the Edit Mode button is one of the most important details instructors need to know about Blackboard 9.1. This button is located in the upper right corner of each Course area and in any subfolders. With Edit Mode ON you can easily manage course content. With Edit Mode OFF you can see what your students see.
Course Home Page

Each course opens to a course home page that contains the modules that are designed to provide students with information on what items require attention and what items are past due or due in the near future. Instructors can modify the course home page to meet their needs.

Customizing the Home Page

Make sure your Edit button is in the ON position.

Adding a Title and a Banner:
1. Select Edit from the drop down menu next to the Home Page and edit the Module Page and click Submit.
2. To add a Banner, Select Page Banner from the drop down menu next to the Home Page.

To add or remove course modules select Add Course Module and Select modules you want to appear on the Home Page and click Submit. You may also remove modules on the Home Page by clicking on the “X” in the upper right hand corner of each module.

Control Panel

All options in the Control Panel are available from the main course menu. However, course content creation and editing tools are embedded throughout the course and no longer require instructors to go to a separate page (tab) to access the Control Panel. Click on the Edit Mode switch in the top right corner of any Blackboard page to make changes. You can expand and collapse items in this area by clicking on any of the Control Panel Buttons. More detailed information on the Control Panel tools will be addressed later in this handbook.
Managing Your Course Menu

Instructors have direct access to edit and organize the Course Menu and may use the click and drag feature to change the order of menu items. Course Menu items that do not contain any content are automatically hidden from student view but are visible to the instructor while in Edit Mode.

Course Tools and Communication Tools are combined into a single tools area in the Course Menu. Instructors have direct access to the tools they want to enable or disable for students.
Adding Course Menu Items

You can add Course Menu items by clicking the “+” sign at the top of the course menu.

Choose from the menu categories listed:

- **Create Content Area** – Place to put documents and other files.

- **Create Blank Page** – Create a blank page for content. A link will appear in the Course Menu.

- **Create Tool Link** – Access other areas of Blackboard content such as Email, Blogs, Wikis, or Announcements.

- **Create Course Link** – Point students to specific content areas of the course.

- **Create External Link** – Point students to web sites external to Blackboard.

- **Create Module Page** – Add a page in Blackboard where you can insert modules such as Alerts, Calculator, Dictionary, and so forth.

- **Create Subheader** – You can organize course menu items into groups and use subheaders to identify groups.

- **Create Divider** – Like subheaders, dividers can be used to organize course menu items into groups.

**Create Content Area**

1. Type in a Name for the new content area.
2. Select Available to Users so your students will be able to see it.
3. Click Submit.
Create Blank Page -
1. Type in a Name for the blank page.
2. Select Available to Users so your students will be able to see it.
3. Click Submit.

Create Tool Link
1. Type in a Name for the tool you are linking.
2. Select Type from the dropdown list.
3. Select Available to Users so your students will be able to see it.
4. Click Submit.

Create Course Link
1. Type in a Name for the course link.
2. Click Browse to navigate to a location within your course. This is where the link will point to when it is created.
3. Select Available to Students so your students will be able to see it.
4. Click Submit.
Create External Link

1. Type in a Name for the external link.
2. Type in the URL (or copy and paste from your browser’s address bar). You will need the full URL including http:// or https://.
3. Select Available to Students so your student will be able to see it.
4. Click Submit.

Create Module Page

1. Type in a Name for the module page.
2. Select Available to Students so your students will be able to see it.
3. Click Submit.
4. Click the newly created link to go to the Module page.
5. Click Add Course Module to add modules to the Module page. Modules include items such as Calculator, Dictionary, and Thesaurus.

Create Subheader

1. Type in a Name for the subheader.
2. Click Submit.
3. The subheader will show up at the bottom of the course menu. You will need to rearrange the course menu in order to put the subheader in the right place in your course menu.
Create Divider

1. Simply select Create Divider from the Create Item menu.
2. The divider will appear at the bottom of the course menu. You will need to rearrange the course menu in order to move the divider to the right place in your course menu.
Adding Content to Your Blackboard Course

There are many different types of content that can be added to your Blackboard course. This includes the following:

- **Item**: A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder.

- **File**: Use the File content type to add a file that can be selected and viewed as a page within the Course or as a separate piece of content in a separate browser window.

- **Audio**: Use the Audio content type to add audio to play on the page.

- **Image**: Use the Image content type to add an image to display on the page.

- **Video**: Use the Video content type to add a video to the page.

- **Learning Module**: A Learning Module is a collection of Content Items focused on a specific subject that students can navigate at their own pace. For example, a Learning Module about the solar system can include lecture notes, links to websites with pictures of all the planets, and exercises. Instructors can create a structured path for progressing through the items. The path can be set so that students must view content sequentially, or set to permit users to view the content in any order.

- **Lesson Plan**: A Lesson Plan is a special content type that combines information about the lesson itself with the curriculum resources used to teach it.

- **Course Link**: A Link is a shortcut to an area, a tool, or an item. Add a Link to a Content Area to provide quick access points to relevant materials and tools.

- **Content Folder**: A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together.

- **Blank Page**: Adds a new blank page for content.

- **Module Page**: Module Pages are specialized content pages that present content in separate boxes.

- **Flickr Photo**: Use the Flickr Photo search to find photos to use in the course.

- **YouTube Video**: Use the YouTube video search to find video to use in the course.
To access the Build Content tools:

1. Select Edit Mode.
2. Click on the Build Content button.
3. Click on the desired tool.

To add a Content Item:

1. Select Edit Mode.
2. Click on Build Content.
3. Click Item.
4. At the Create Item page:
   a. Enter the item Name.
   b. Enter any instructions in the text field.
5. To add attachments, click on Browse My Computer to locate a file(s) to upload or Browse Course to locate files in your Course Files.

6. Under Options, click “Yes” to permit students to view the content.

7. Select “Yes” or “No” to track number of views.

8. Set any date or time restrictions. When date/time restrictions are set, content will only be available to students during the selected time frame.

9. Click Submit.
Creating Assessments

Blackboard Learn 9.1 lists all evaluation tools under the Create Assessment button. The available assessment options are: Test, Survey, Exercise (Assignments), Self and Peer Assessment, and SafeAssignment. To access the assessment option:

1. Select Edit Mode.
2. Click on the Create Assessment button.

To create a Test:

1. Select Edit Mode.
2. Click on the Create Assessment button.
3. Click on Test.
4. Click on Create to build a new test or Add Test to use an existing test.
5. Enter a Name for the test. The name will display in the Results Center; shorter is better.
6. Provide a description of the test (optional).
7. Provide test instructions (optional).
8. Click Submit.
This creates the test. It is not yet populated with questions or deployed to students. Default point value for questions is 10. You can change this default by clicking the Question Settings, changing the default value and clicking Submit.

To add questions to the test:

1. Click on Create Question to see a drop down list of available question types. You can also reuse questions created for other tests by clicking on Reuse Questions or upload a test created on a compatible test generator if available from your textbook publisher by clicking on Upload Questions.

2. Select the question type you want to add. Multiple Choice is used here as an example.
3. Enter the question title.
4. Enter the question text.
5. Under Options, choose how you want answers to display or if partial credit will be allowed.

6. Under Answers:
   a. Select the number of answer choices (4 is the default)
   b. Enter the answers in the boxes provided.
   c. Click the Correct box next to the correct answer.
7. Enter question feedback (optional)
8. Set Categories and Keywords for the question (optional).
9. Add Instructor Notes (optional).
10. Click Submit.
11. Repeat the create question process until the test is complete.

When the test is complete click the OK button at the bottom of the test. Clicking the OK box takes you back to the Create Test screen. You can now deploy the test.

**To deploy the test:**

1. Open the content area that will receive the test.
2. Click the Create Assessment button.
3. Click Test.
4. At the Create Test screen, click the name of the test you want to deploy.
5. Click Submit. When you click Submit, the Test Options screen will automatically open.
To set Test Options:

**Under Option 1:**

1. You can change the name of the test if desired. Remember, this is the name that will appear in the Results Center grade book so it is best to keep it short.

2. Make sure to keep the Open Test in a New Window radio button set to No. Allowing the test to open in new window may cause the student’s computer to “freeze”.

![Test Options](image.png)
Under Option 2:

1. The Make the Link Available radio button must be set to Yes for the test to be visible to students.
2. Setting the Add a New Announcement radio button to Yes will create an automatic announcement of the test when the test is available to students.
3. Allow multiple attempts (optional).
4. I suggest you always set the Force Completion check box.
5. Set the timer (optional).
6. Set the date/time range (optional). If you set a range, make sure the Display After and Display Until boxes are checked.
7. Use the Password option ONLY if you want to limit the test to part of the class.

Under Option 3:

1. It is not necessary to set a Due Date if the date/time range is set under Option 2.
Under Option 4:

Warning: If you check the Hide Results for This Test Completely from Instructor and the Results Center it will do just that. There is no way to recover the results.

Under Option 5:

1. Set the feedback options you prefer. You can select multiple boxes.

Under Option 6:

1. Select the presentation mode you prefer. Note: One at a time presentation mode can cause lockouts, especially for students using dial-up to access the Internet.
2. Click Submit.

NOTE: Just as in Blackboard Vista, students must have the pop-up blocker on their computer turned OFF otherwise it will interfere with the launching of the test.
Creating Exercises (Assignments)

Blackboard Learn 9.1 includes a system for managing Assignments. It is easy for students and faculty to use. The Assignment drop box that was available in Blackboard Vista is not included in Blackboard Learn 9.1.

To access the Exercise option:

1. Select Edit Mode.

2. Click on the Create Assessment button.

You can create Exercises and add them to any content area. Exercises list the name, point value, and a description of the exercise. Instructors also have the option of including attachments to an exercise. Students complete the exercise in a separate file and send it back to the instructor through the exercise link (similar to Blackboard Vista). The Results Center is automatically updated with exercise information.

To create an Exercise:

1. Open the Content Folder where you want to add the exercise. Note: You can create a folder in which to add exercises. The Create Assessment tool is available in any content area.
2. Click the Create Assessment button.
3. Click Exercise from the drop-down list.
4. Complete the information in the following fields: (1) Exercise Information; (2) Exercise Files; (3) Grading; (4) Availability; (5) Due Dates; (6) Recipients.
Files can be uploaded using the Browse My Computer button.

5. Click Submit.
Viewing and Grading Individual Exercises (Assignments)

Student submissions to Exercises are only accessible through the Results Center.

You can access individual submissions for viewing, submitting grades, and providing feedback.

1. Select Results Center on the Control Panel.
2. Click on Needs Evaluation.
3. At the Needs Evaluation screen, you can view all exercise submissions or narrow the results by Category, Item, User or Date Submitted.
4. To view and grade exercises, click on Evaluate All or the ActionLink beside the exercise title. Blackboard Learn 9.1 gives you the option of grading students anonymously. Using this option will allow you to grade the student’s exercise without knowing the student’s identity.
To grade exercises:

1. Click on Evaluate All. Ungraded exercises are noted with an exclamation point.

2. Item 1 shows what Attempt number you are currently viewing.

3. Item 2 will display student text submissions, attached files and comments.

4. Under Item 3, enter the student’s grade, provide feedback (optional) and attach files (optional).
5. Item 4 allows the instructor to enter private notes and attachments for themselves.

6. Click **Save and Next** to move on to the next ungraded exercise, **Save as Draft** to save and continue working later, **Exit**, or **Save and Exit**. You can also scroll through ungraded exercises by using the right and left arrows.

To reset an attempt:

Exercise attempts can only be reset through the Results Center.

1. Select Results Center on the Control Panel.
2. Select Exercises.
3. Slide the mouse pointer over the Exercise grade until the ActionLink appears.
4. Click the ActionLink to display exercise options.
5. Click on View Result Details.
6. From the Result Details window, you can view or clear the attempt, edit attempt results or allow an additional attempt for this student.

**Downloading Exercises**

You can download all of your student’s exercise files in one process for saving and editing purposes.

1. Select Results Center and Exercises.
2. Click the ActionLink under the exercise title then click Exercise File Download.
3. Select individual exercises or use the Select All.

4. Click Submit.

5. Click the link on the page to save the packaged exercises to a location on your computer or USB drive. You will be prompted to open or Save the file.

Note: All the files will be combined into one “zipped” file. Files are automatically renamed with the exercise name followed by the user name and the original file name.

To Delete Exercises:

1. Click on Exercise File Cleanup.
2. Select individual exercises or select all.
3. Click Delete.
4. Click OK.

Column Statistics

By selecting a particular assignment, you will also be able to access column statistics.
Evaluation

This tool allows instructors to view key information and outcomes for all users. The Performance Dashboard displays the last time a user logged in, days since last course access, Review Status for content items, Adaptive Release criteria, Discussion board activity, and Early Warning System.

To access the Performance Dashboard:

1. Select Evaluation from the Control Panel.
2. Select Performance Dashboard.

The Performance Dashboard is where the instructor can get a snapshot of student Blackboard activity.

- **Last Name, First Name, User Name**, and their **Role** in the course.
- **Last Course Access** is shown next and gives you the date and time the student last entered the course in Blackboard. If they have never entered the course it says *Never* next to the student’s role.
- **Days Since Last Course Access** shows the exact number of days since students have been inside the course. It keeps a count from their last course access to the present day.
- **Review Status** needs to be enabled for use. If enabled, it lets you see how many items have been viewed in the course. Click the number underneath Review Status which brings you to the content item, if the item is visible, and if the student has reviewed the item. To enable Review Status for a content item, click the ActionLink beside the item title and then click on Set Review Status.

*The Review Status tool allows instructors to track user review of specific content items. Once the instructor enables the tool for an item, each Student tracks their progress. A Reviewed button appears on the item.*
when the user opens the Content Area. After reviewing the item, the Student selects this button to mark it Reviewed. The instructor may check the status of student reviews on the User Progress page.)

**Adaptive Release needs to be enabled within the course to view the Adaptive Release status. If this is enabled, you will see what the students have Reviewed, Not Reviewed or what is Visible or Not Visible to the students within the course.

**Adaptive Release of Content provides controls to release content to users based on a set of rules provided by the instructor. The rules may be related to availability, date and time, individual users and user groups (such as Course Groups), scores or attempts on any Results Center item, or review status or another item in the Course.

- Discussion Board shows you how many Discussion Boards the student has taken part in. Click the number underneath Discussion Board to show the forums they have participated in, the total number of posts, date of last post, average, minimum, and maximum post lengths, average post position, and their grade if that is enabled. Click Email user to send the student an email.

**Early Warning System**

The Early Warning System is a rule driven communication feature that can send email messages to students when criteria of the rule are met. For example, a rule can be set to send an email to any student who scores below a 60 on an exam. The score entered into the Results Center, whether automatically or manually, triggers the message.

**Managing Early Warning System Rules**

Rules determine when the Early Warning System flags student performance. It is up to the instructor to communicate the warning to the user through Review Rule Status.

There are three options for rules:

1. **Result Rule**: Identifies when student performance on an Exercise, Assessment, or manually graded item is equal to or below a certain level. It is also possible to set a Result Rule that identifies when a user exceeds a performance level. This can be a useful tool for positive feedback.

2. **Last Access Rule**: Identifies the last time a student accessed the course online. Please keep in mind that rules are not constantly running in the background checking for events. Regularly refresh the Early Warning System to run the rules and check for events that will trigger a warning.

3. **Due Date Rule**: Identifies when a student does not complete course work when it is due. A Due Date Rule can only be used to track an Exercise or Assessment created through the Blackboard Learning System. Due Date Rules cannot be created for manually graded items.
Add Rule:
1. Click Evaluation on the Control Panel.
2. Click Early Warning System.
3. Click Result Rule, Last Access Rule, or Due Date Rule.
4. Enter a name and availability for the rule and then set the rule criteria.

Edit Rule:
1. Click Evaluation on the Control Panel.
2. Click Early Warning System.
3. Select Edit from the contextual menu for a rule from the list.
4. Change the rule information and criteria.

Delete Rule:
1. Click Evaluation on the Control Panel.
2. Click Early Warning System.
3. Select one or more rules from the list.
4. Click Delete. Confirm that the selected rules should be deleted.

Refresh Rules:
1. Click Evaluation on the Control Panel.
2. Click Early Warning System.
3. Select one or more rules from the list.
4. Click Refresh from the Action bar. The selected rules are run and any events that trigger the rule creates a warning.

To communicate a warning to a student:
1. Click Evaluation on the Control Panel.
2. Click Early Warning System.
3. Click Review Rule Status.
4. Select the student who will receive the Early Warning System notification.

5. Click Notify to send the student a notification email.
Creating a Discussion Board Forum

1. Click on the Discussions tool.
2. Click on Create Forum.

3. Enter a name and description (optional) for the forum.

4. Set forum availability. Make sure to set Availability to “Yes”. Restrictions may also be set to allow the forum to open and close at predetermined dates and times.
5. Select the appropriate forum settings.

- **Allow Anonymous Posts:**
  Students will have the option of posting replies or messages anonymously.

- **Allow Author to Delete Own Posts:** Students will be able to remove previously posted messages.

- **Allow Author to Edit Own Published Posts:** Students will be able to edit their original postings.

- **Allow Post Tagging:** Allow text labels or tags to be used to group similar messages together for search purposes. **NOTE: For faster Discussion Board page loading, disable message tagging.**

- **Allow Users to Reply with Quote:** Students can include the text of the original message in any replies to that message.

- **Allow File Attachments:** Students may attach files to their messages and replies.

- **Allow Members to Create New Threads:** Students may introduce a new subject to the Forum. If new threads are not allowed, students will only be allowed to reply to the original thread.

- **Allow Members to Subscribe to Threads:** Students can choose to receive emails when a new post is made to the discussion board.

- **Allow Members to Rate Posts:** Students can evaluate posts based on a fixed 5-point scale.

- **Force Moderation of Posts:** A designated moderator must approve all posts before they can be viewed by other students.

**Result:**

- **No Grading in Forum:** Do not use the discussion grader.

- **Evaluate Discussion Forum: Possible Points:** Assign the total points for the entire forum.

- **Evaluate Threads:** Enable grading of individual threads within the forum.

8. Click Submit.
Grading Discussions

To grade discussions:

1. Click on the Discussions tool.
2. Click the ActionLink beside the forum title.
3. Click Result.
4. To view and grade individual student posts, click the Result.
5. Click Edit Result.
6. Enter the student grade, feedback (optional) and evaluation notes (optional).
7. Click Save Result.
8. Click OK to return to the Evaluate Discussion Forum Users page.
Private Blogs and Journal Tools

Blackboard 9.1 has built in private Blog and Journal tools that allow students to create and share ideas with their instructor or other students enrolled in the same class. Neither of these tools can be viewed outside of Blackboard.

**Individual journals** allow students to record what they are learning. These thoughts can be private between a student and their instructor or shared with others in the course. The student and the instructor can add comments.

**Group journals** allow groups of students to work collaboratively and comment on group member’s entries. To maintain privacy, group members may anonymously add journal entries.

**Individual blogs** provide each student in a course with their own area to share thoughts and work with others in the course. Students are able to receive comments and feedback on their individual blog from other students in the course.

**Course blogs** allow users in a particular course to share thoughts and work in a common area where all the students in the same course can read and comment.

**Group blogs** allow groups of students in a course to collaboratively post thoughts and comments on each other’s work while everyone else in the course can view and comment on the groups’ entries.

**Creating a Blog**

1. Click Edit Mode ON.
2. Click Course Tools from the Tools area.
3. Click Blogs and Create Blog.
4. Enter a Name for the blog and any specific Instructions in the text box.
5. Click Yes to make the blog available to users.
6. Use the Display After and Display Until date and time fields to Limit Availability of the blog.
7. Determine the Blog Participation by clicking Individual to All Students or Course and choose between Monthly or Weekly index entries.
8. Click the checkboxes to Allow Users to Edit or Delete Entries and Allow Users to Delete comments if desired.
9. Click Submit.

Creating Blog Posts
1. Click Blogs on the Course Tools menu.
2. Select the appropriate Blog and click Create Blog Entry.
3. Enter an Entry Title and text in the Entry Message text box.
4. Attach a file if needed.
5. Click Post Entry or Save Entry as Draft for later posting. Drafts may be viewed by clicking View Drafts from the main Blog page.

How to Comment on a Blog Post
1. Click Blogs on the Course Tools menu and open the desired Blog.
2. Click Comment for the appropriate post and enter a comment in the comment field.
3. Click Add.

Creating a Journal
1. Click Edit Mode ON.
2. Click Course Tools from the Tools area.
3. Click Journals and Create Journal.
4. Enter a Name for the Journal and any specific Instructions in the text box.
5. Click Yes to make the Journal available to users.
6. Use the Display After and Display Until date and time fields to Limit Availability of the Journal.
7. Determine the Journal settings.
8. Click Submit.

Creating Journal Entries
1. Click Journals on the Course Tools menu.
2. Select the appropriate Journal and click Create Journal Entry.
3. Enter an Entry Title and text in the Entry Message text box.
4. Attach a file if needed.
5. Click Post Entry or Save Entry as Draft for later posting. Drafts may be viewed by clicking View Drafts from the main Journal page.

How to Comment on a Journal Entry
1. Click Journal on the Course Tools menu and open the desired Journal.
2. Click Comment for the appropriate entry and enter a comment in the comment field.
3. Click Add.
Creating Announcements

To create an Announcement:

1. Select Edit Mode.
2. Click on Announcements on the Course Menu. If the Announcements tool is not available on the Course Menu, follow the steps listed under Create Tool Link on Page 6.
3. Click on the Create Announcement button.
4. Enter a Subject and Message.
5. Under the Options section, choose whether you want the announcement to be displayed permanently or date restricted. “Not Date Restricted” means that the announcement will always be visible to students.
6. You can also choose to direct students to a particular area of the course by adding a Course Link.
   a. Click Browse.
   b. In the Select Course Link box, click the tool you want to link to.
7. Click Submit.
Results Center

To access the Results Center:

1. Click the Results Center tool under the Control Panel.
2. The Results Center is automatically populated with all the students registered in your class.
3. You can choose to view only exercises and tests that are awaiting grading by selecting Needs Evaluation, the full Result Center, only Exercises or only Tests.
4. In a new course, the columns: Last Name, First Name, Username, Learner ID, Last Access, Availability, Weighted Total and Total are created automatically. The Total column will add the points for all the columns you create where you enter points for a student. You can choose to keep or remove the Total column from your view.
5. To remove a column from your view, click the double arrows to the right of the column name and select Hide Column.
6. One of the columns in your results center will display a yellow arrow pointing either up or down. This indicates the column by which the result center is sorted (ascending or descending).
7. To sort on a different column, double click the cell containing the column title. Double click again to change the sort from ascending to descending.
Creating a Column

1. For every exam, quiz, exercise or other item you want to use in calculating student grades, there must be a column in the results center.

2. Click the Create Column button.

3. Enter a name for the item you will be grading.

4. If you wish to display an optional, abbreviated name in the results center window, enter it in the Results Center Display Name box.

5. You may enter a description (optional).

6. Select the type of display you would like for the grade.

7. You can set a secondary display (optional).

8. Set a category for the item if you wish (categories are addressed later in this handbook).

9. Set the number of points possible for this item.

10. If you set a due date, then overdue or missed items can be monitored using the early warning system.
11. Verify that you want to include this column in the results center calculations (total points and final grade).

12. Verify that you want students to be able to see their grade for this item when it is entered.

13. Verify that you want students to be able to see class statistics along with their own grades.

14. Click Submit.

15. You will see the new column in your result center. You may have to scroll to the right to see it.

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**Using Categories**

When you create a weighted final grade, you will have two options. You can assign a percent weight to every item in your result center, or you can assign a percent to groups of items, if those items have a category assigned. For example, you can assign each quiz as worth 10% or you can assign a quiz category to each of them and say that the category “quizzes” is worth 40%. If you use categories, you also have the option of telling Blackboard to drop the lowest or highest grade in a category.

**To create a category:**

1. Click the Manage button in the main Results Center window.
2. Select Categories.
3. Click the Create Category button.
4. Enter a name for the category.
5. Click Submit.
Assigning a Category to an Item:

1. In the Results Center main window, click the down arrows on the right edge of the column you want to assign a category to.
2. From the menu, select Edit Column Information.
3. In the category drop down box, select the appropriate category for the item.
4. Click Submit.

Creating a Weighted Column (such as final grade)

1. In the main Result Center window, click the Create Calculated Column button.
2. From the menu, select Weighted Column.
3. Enter a name for the grade you are assigning.
4. You can enter a shorter display name for the results center (optional).
5. You can enter a description for this grade (optional).
6. Select the primary display you would like (percentage, score, letter).
7. To calculate the grade, select from the left side of the screen which columns (scores) should be included in the final grade.
8. Use the arrow in the window to move those from the left to the right side.
9. Once you have selected the columns to include, enter the percent weight each item will have in the final grade.
10. They should add up to 100%.
11. Select your desired options.
12. Click Submit.
Setting the Weight Using Categories

1. If you have created and assigned categories to the columns in your result center, you can assign the weight to the categories rather than each item.
2. When setting the weight of items, use the area “categories to select” and add each category (quizzes, exams, exercises, or whatever you use in your class).
3. Enter the weight that the entire category gets in the final grade. In this example, all tests together are worth 50%, discussions are worth 20% and exercises are worth 30%.
4. You can choose to apply the percent equally to all items in the category or proportionally based on the point values assigned to items in the category.
5. You can also have Blackboard drop the lowest or highest grade, or use only the lowest or highest value in a category.

Calculate as a Running Total:

1. Immediately under the weighting, you are asked if you wish to calculate the grade as a running total.
2. If you leave the default “Yes”, then students will be able to view their grade throughout the semester to see how they are doing “so far”. The running total will not include any columns where a grade has not been entered.
3. If you check “No”, then the result center will calculate the grade as if all empty grades are zero.
4. If you are using the running total feature, then you must be sure not to leave any blank grades at the end of the term, as that column will not be included at all in the final grade, and Blackboard will calculate the student’s grade based only on the columns where you have entered data.
Options

1. Under Options, verify:
   - that you wish to include this column in the result center calculations
   - whether you want students to be able to see this grade in their My Grades
   - whether you want students to be able to see statistics for the class when they see their grade

2. When all options are set as you wish, click Submit.

3. As you enter grades in the result center, the weighted grade column will recalculate.

Additional Result Center Options

1. To reorganize the order in which columns are displayed, select Manage, Column Organization.

2. Columns can be dragged up or down in the list to change the order in which they appear. Click and drag the cross-hair icon to the left of the column name.

Result Center Reports

You can get reports created through the result center, including grade history and ‘create report’ which gives you a printed report for each student showing their grades to date. Click the Reports button in the main result center window to run reports.
Communication Tools

Blackboard Learn 9.1 has two different communication tools for sending communication to students. The first tool is “Messages” and the other tool is “Send Email”.

Messages

The Messages tool allows instructors and students to send messages to other users in the course. Communication sent by the Messages tool remains within the course, and students must check the course to see their messages. This is similar to the old Blackboard Vista “Mail” tool.

To Send a Message:

1. Click the Messages link under the Course Tools.
2. Click the Create Message button in the Messages window.
3. Click the “To” button to Select Recipients.
4. In the Select Recipients box on the left, click the name of the student(s) you want to send a message to.
5. Click the directional arrow to move the selected student(s) to the Recipients box.
6. Enter the subject (required).
7. Make sure the Text Editor is ON.
8. Enter the message text.
9. Upload an attachment if needed.
10. Click Submit.
Email

The “Send Email” tool sends messages to the user’s WVNCC email account. Messages are NOT stored in the course as there is no inbox or outbox. Emails cannot be sent into Blackboard 9.1. Students and instructors can view and reply to communication using their WVNCC email account. The “Send Email” tool offers the following options for sending communications:

- **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 Teaching Assistant Users**: Send email to all of the teaching assistant users in the course.
- **All Student Users**: Send email to all of the student 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**: 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.

To access email, click the Send Email link under Course Tools.