



Blackboard Original Essentials

Fall 23

Please visit our Academic Technology website at <https://juacademictechnology.com> for more information, downloadable notes, and Blackboard video tutorials.

The **Learn Original Essentials** handbook that follows this introduction will give you the fundamentals to help facilitate your course with an on-line presence. Being successful with on-line teaching is not just about having content knowledge, it encompasses course construction, on-camera interaction with live Collaborate sessions, and having a good teacher-student relationship with students that you might never see in person.

This handbook will help you create an on-line course by providing basic but crucial information for designing Blackboard content, conducting the course, and for encouraging student engagement. The guide is divided into multiple sections and each section will ease you into the process of on-line course management by using a step-by-step approach. In addition, it will help you access support content for on-line teaching and suggest useful resources through the Academic Technology Website at Jacksonville University.

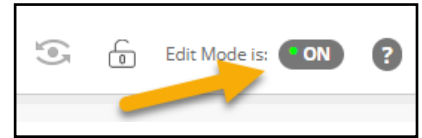
Links are provided at the [end of the manual](#).

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Edit Mode - ([Video Link](#))

To make any **Edits** to a course, you want to ensure that **Edit Mode is ON**. It is found in the upper right corner of the course. It is a toggle switch between **ON and OFF**.



* Please make sure the **Edit Mode is ON** when adding/deleting from within the course.

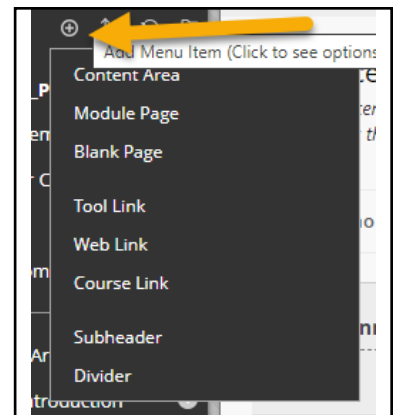
Course Menu

The course menu appears on the left side of your course window. It is the cornerstone for the organization and navigation of your course. You create links on the course menu to present tools and materials to users. You can customize its appearance and order the links.

The course menu appears in a list view, which displays only the top level of course materials. You can choose buttons or text for your links.

How to Create a Link on the Course Menu - ([Video Link](#))

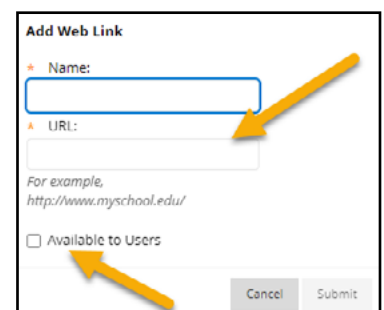
1. Change **Edit Mode to ON** and point to the **PLUS** sign above the course menu.
2. The **Add Menu Item** drop-down list appears.
3. Select the type of content to create. The three most common are described below:



Type	Description
Content Area	Content areas are the top-level course areas. They hold all of your course materials. You create, link, and manage them on the course menu. After you create a content area, you add content to it, such as on-line lectures, multimedia, tests, and communication tools.
Web Link	Create a link to a URL to provide quick access to a resource on the Internet.
Tool Link	Create a direct link to any specific Blackboard course Tools

Creating a Web Link - ([Video Link](#))

1. Change **Edit Mode to ON** and point to the **PLUS** sign above the course menu.
2. The **Add Menu Item** drop-down list appears.
3. Select **Web Link**, Type a **Name for the link** and the website **URL for Web Link**.
Make sure you copy the web address exactly how it displays from the address bar.
4. Select the **Available to Users** check box to allow users to see the link on the course menu.
5. Click **Submit**. A link to the new content appears on the course menu.



Add Web Link

* Name:

* URL:

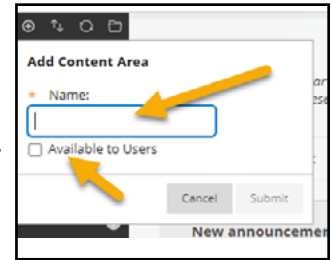
For example,
<http://www.myschool.edu/>

☐ Available to Users

Cancel Submit

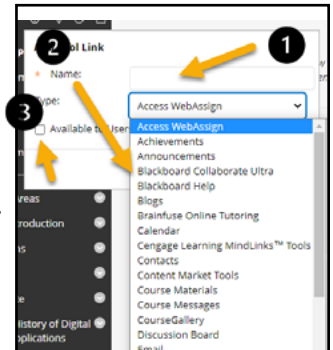
Creating a Content Area - (Video Link)

1. Change **Edit Mode to ON** and point to the **PLUS** sign above the course menu.
2. The **Add Menu Item** drop-down list appears.
3. Select **Content Area**, Type a **Name for the link**. Be descriptive (weeks, content units, etc).
4. Select the **Available to Users** check box to allow users to see the link on the course menu.
5. Click **Submit**. A link to the new content appears on the course menu.



Creating a Tool Link - (Video Link)

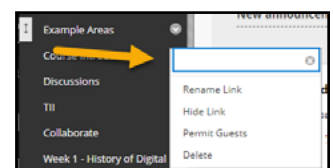
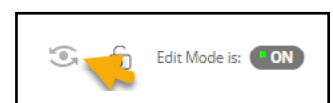
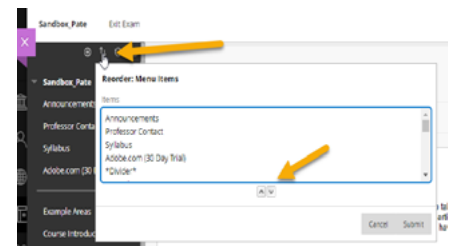
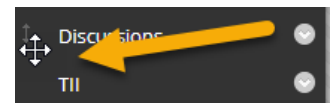
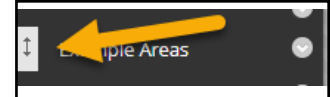
1. Change **Edit Mode to ON** and point to the **PLUS** sign above the course menu.
2. The **Add Menu Item** drop-down list appears.
3. Select **Tool Link**, Type a **Name for the link**. Pull the arrow down for **Type** and choose the **Tool** you want to link to.
4. Select the **Available to Users** check box to allow users to see the link on the course menu.
5. Click **Submit**. A link to the new content appears on the course menu.



Reorder and Manage Course Menu Links - (Video Link)

You can organize and rename the course menu links to make them easier for students to use.

1. Use the drag-and-drop function to reorder course menu links.
 - With your pointer, you will need to proceed to the left side of the course menu title that you would like to move and an up/down arrow will appear.
 - You will hover over the **up/down arrow** and your pointer will turn into a **4-way arrow**.
 - By left clicking while still the **4-way arrow** appears, you can now drag the menu to the new location.
2. Alternatively, use the keyboard accessible reordering tool to reorder the links.
 - At the top of the course menu, you will notice a **2 way up/down arrow** next to the plus sign.
 - You click on the **arrow set** and the full menu of course items will appear.
 - Using the **up/down arrows** found at the bottom of the menu, you can move the menu items.
 - Click **Submit** when you are complete.
3. Access a link's contextual menu and click **Rename** to change its title.
Click **Hide Link** to make it unavailable to students.
Click **Show Link** to make it available to students. If you **Delete** a content area, all content items within it are also permanently deleted. This action is final.
4. With **Edit Mode set to ON**, an unavailable link title appears with a square with a diagonal line through it.
Students do not see the link on the course menu.
5. Switch to student preview to verify what the students actually see.



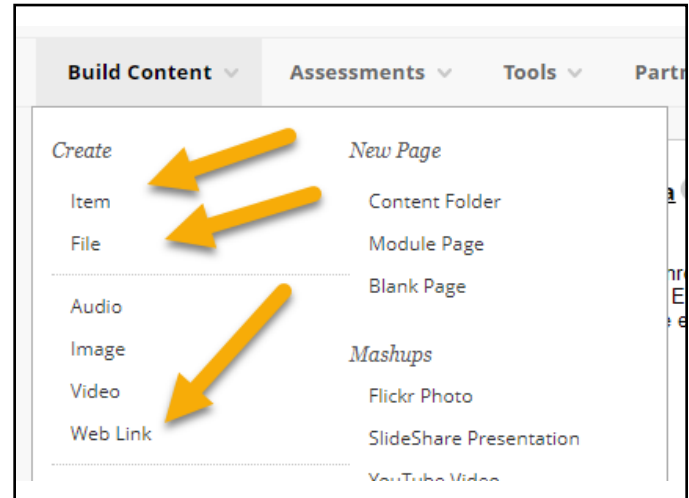
Creating Content

Course content is found to the right of the course menu and can provide varying options when creating module content.

Create an Item - ([Video Link](#))

You can use content items to present a variety of course material.

1. Change **Edit Mode to ON** and access a content area or folder that you want the item to appear.
2. Within one of your course menu item links, on the action bar, point to **Build Content** and click **Item**.
3. On the **Create Item** page, type a **Name**.
4. Type instructions or a description in the **Text** box.
5. **Option:** In the **Attachments** section, attach a file by browsing your computer.
 - To upload a file from your computer, click **Browse My Computer**.
6. Select the **Options**; keeping the default is recommended.
 - Click **Yes to Permit Users** to View this Content.
 - Click **No to Track Number of Views**.
 - Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Display restrictions do not affect item availability, only when it appears.
7. Click **Submit**.



Create a Web Link - ([Video Link](#))

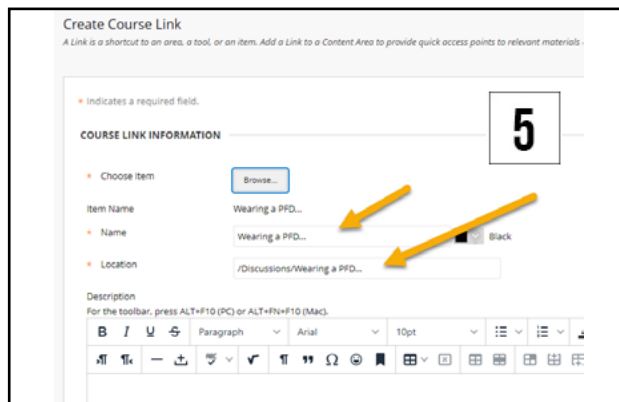
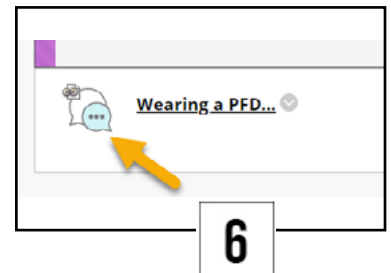
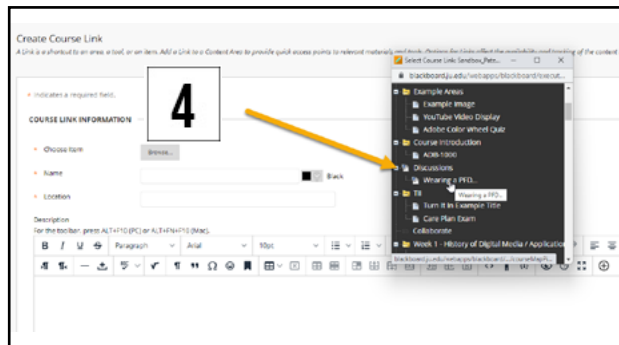
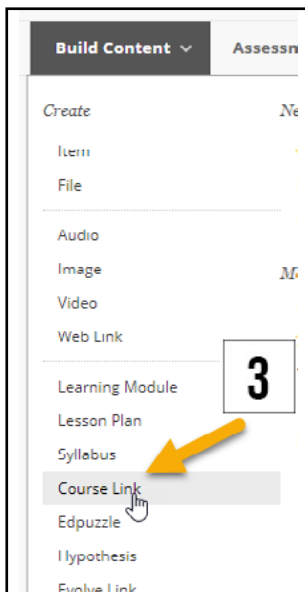
Create a website link in a course area to provide quick access to a resource on the Internet

1. Change **Edit Mode to ON** and access a content area that you want the item to appear.
2. On the action bar, point to **Build Content** and click **Web Link**.
3. On the **Create Web Link** page, type a **Name** for the link that will display in the course area.
4. Type a **URL**. Use the http:// protocol, such as <http://www.myinstitution.edu/>.
5. Optionally, type instructions or a description in the **Text** box.
6. Optionally, attach a file:
 - To upload a file from your computer, click **Browse My Computer**.
 - Set the **Options**: Click **Yes for Open in New Window** to display the content in a new browser window.
7. Select the **Options**; keeping the default is recommended.
 - Click **Yes to Permit Users** to View this Content.
 - Click **No to Track Number of Views**.
 - Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Display restrictions do not affect item availability, only when it appears.
8. Click **Submit**.

Linking Discussion Boards (DB) - ([Video Link](#))

Create a **Discussion Board** link in a course area to provide quick access to the assignment.

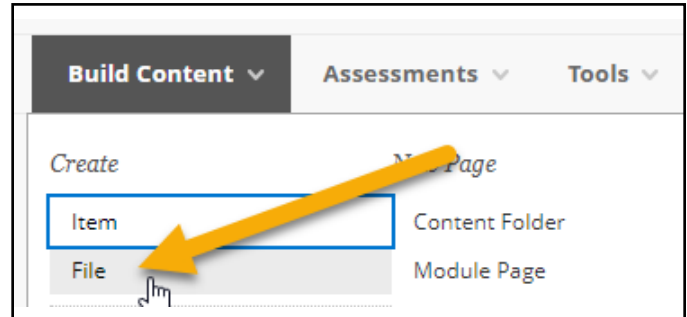
1. Change **Edit Mode** to **ON** and access a content area that you want the link to appear.
2. Make sure the **Discussion Board** is complete and active before you create the link.
3. Within the **Course Menu** item you will proceed to the **Build Content** menu and select **Course Link**.
4. Once the **Create Course** link is selected, you click **Browse** and a new window will open where you will find your **Discussion Board** section and all available threads to choose from.
5. Choose the thread and this will appear in the path location with the Title. If the directions are to be duplicated from the original thread, you can place this information in the window below the location.
6. Click **Submit**.
7. The link module will appear at the bottom page for you to adjust if needed. You will notice the icon next to the title now reflects a link to a threaded discussion.



Create a File - ([Video Link](#))

Create a file in a course area to provide quick access to uploaded content.

1. Change **Edit Mode to ON** and access a content area that you want the item to appear..
2. On the action bar, point to **Build Content** and click **File**.
3. On the **Create File** page, type a **Name** for the link that will display in the course area.
4. Attach a file:
 - To upload a file from your computer, click **Browse My Computer**.
5. Set the Options:
 - Click **Yes** for **Open in New Window** to display the content in a new browser window.
6. Select the **Options**; keeping the default is recommended.
 - Click **Yes to Permit Users to View this Content**.
 - Click **No to Track Number of Views**.
 - Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Display restrictions do not affect item availability, only when it appears.
9. Click **Submit**.

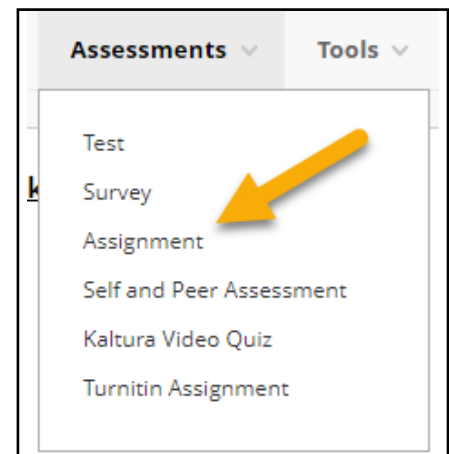


Assignments

Assignments allow you to create coursework and manage the grades and feedback for each student separately. In an assignment, you can include a description, point value, and file attachments. You can create assignments in several courses areas, such as in a content area or folder. Students access the assignment, type a submission, attach files, and submit it. You can respond to each student separately with comments and attached files. Assignments titles can be color coded to identify type or style of assignment.

Creating an Assignment - ([Video Link](#))

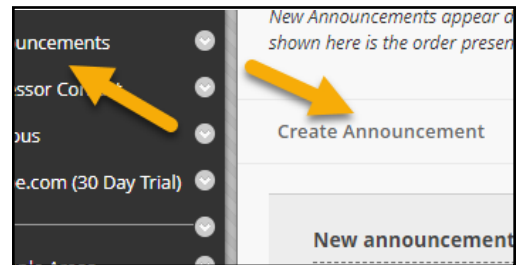
1. Change **Edit Mode to ON** and access the course area where you want to create the assignment.
2. On the action bar, point to **Assessments** and click **Assignment**.
3. On the **Create Assignment** page, type a name and instructions.
4. Optionally, attach a file using **Browse My Computer, Browse Course**.
5. Select the **Due Date** check box and use the calendar and clock icons to select the date and time of when the assignment is due.
6. Type **Points Possible** and optionally, associate a rubric. Use rubrics to create criteria for evaluating student performance.
7. As a routine assignment the default values of Submission Details, Grading Options and **Display of Grades** are recommended.
8. Select the check box to **Make the Assignment Available**.
9. Select the **Display After** and **Display Until** check boxes to limit availability.
10. Click **Submit**.



Communication

The announcements section allows you to post timely information critical to course success. On the **Announcements** page, you can add, edit, and delete announcements. This is an ideal place to post time-sensitive material including:

- Weekly reminders to keep students on track
- Due dates for assignments and projects.
- Changes to your syllabus.
- Corrections/clarifications of materials.
- Exam schedules.



When you add an announcement, you can also send the announcement as an email to students in your course. This ensures that students receive the announcement even if they do not log in to your course.

Create Announcements - ([Video Link](#))

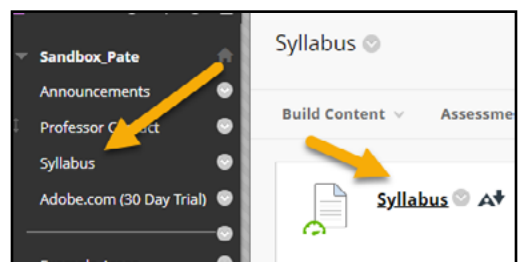
Announcements appear in the order posted, with the most recent announcements appearing first.

1. On the **Course Menu** click **Announcements**.
2. On the **Announcements** page, click **Create Announcement** on the action bar.
3. On the **Create Announcement** page, type a **Subject**. This becomes the title of the announcement on the **Announcements** page.
4. Type your message.
5. In the **Web Announcements Options** section, click:
Not Date Restricted to keep the announcement visible until you remove it.
-OR-
Date Restricted to limit the announcement's visibility by date and time.
select the **Display After** and **Display Until** check boxes to enable the date and time selections.
6. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email.
7. Optionally, in the **Course Link** section, click **Browse** to link to a course area, tool, or item. Remember those students reading the announcement by email will not have access to the course content.
8. Click **Submit**.

Syllabus - ([Video Link](#))

To upload your syllabus:

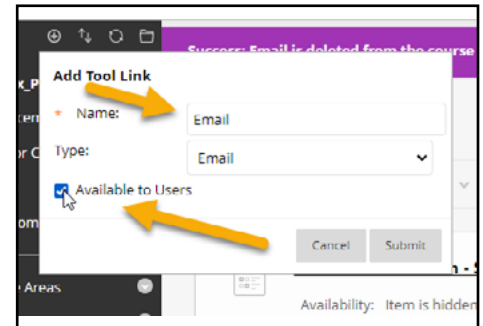
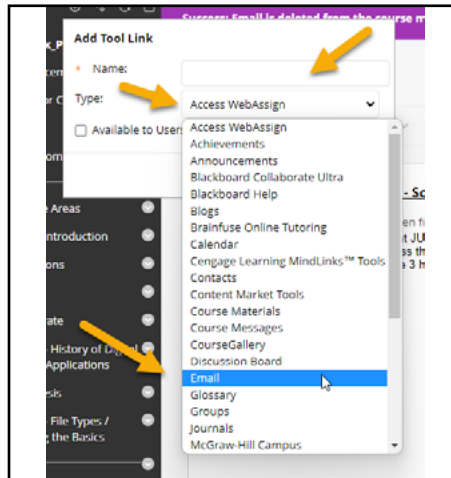
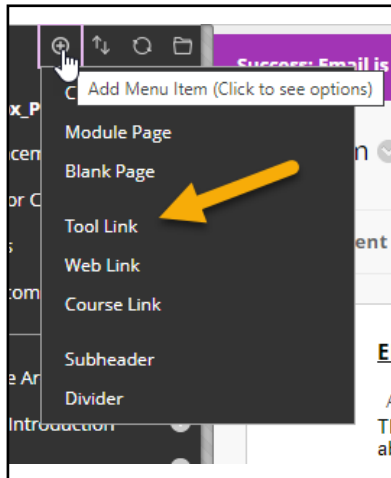
- Click on **Syllabus** in the content menu
- Click on **Build Content** to the right (see screen capture)
- Select File
- Scroll down to **Attachments** and upload your **Word or PDF file**, then click on **Submit**



Messaging - ([Video Link](#))

Blackboard has the capability of sending internal emails to users, groups, course staff, and Instructors. The messaging course menu item will need to be added first.

- Click on the **+** sign to drop the sub-menu of items and **click on Tool Link**.
- In the **Add Tool Link** Window scroll down to **Email**, then assign a name to the link. Make sure you check **Available to Users** if you would like the students to be able use the messaging system. Click on **Submit**.



Send Email Options

Email Interface

Send Email
Send emails to others in your course without having to switch to your email provider. [More Help](#)

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.

EMAIL INFORMATION

To: Student Example
From: Matthew Patel - mpatel@ju.edu (mpatel@ju.edu)
Subject: [Text Box]

Message
For the toolbar, press ALT-F10 (PC) or ALT-⌘F10 (Mac).

A copy of this email will be sent to the sender.
Return Receipt: ☐
Attachments: Attach a file

Click Submit to proceed.

Cancel Submit

Assessments

You can use tests to measure student knowledge, gauge progress, and gather information from students. You create tests and surveys and then deploy them in a course area. When you add a test or survey to a content area, it is “deployed.” You assign points to test questions for grading evaluation, but survey questions are not scored. Survey results are anonymous, but you can see whether a student has completed a survey and view aggregate results for each survey question.

For ways to ensure the integrity of your assessments visit the [Respondus web page](#).

Wired Connections Are Best

Remind your students that it is best to take tests using a wired connection. Wireless connections are more prone to network issues. The stability of the signal depends on how long and how much bandwidth users draw, similar to 4G phone data connections.

Create a Test - ([Video Link](#))

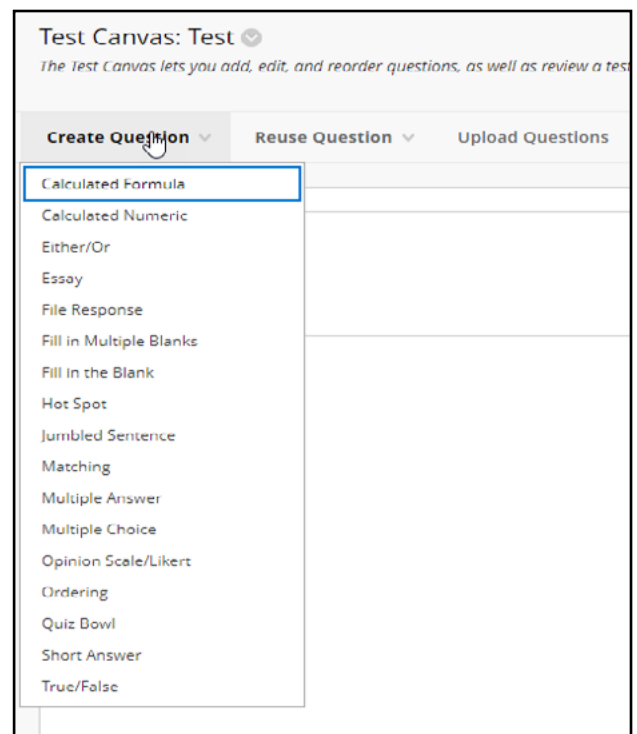
Tests can be created from scratch using a few different methods. Using Respondus 4.0 will allow you to build assessments from within the program and then export the file as a .zip file to be used directly in Blackboard. The build file can then be saved for future use as a Respondus file. Optionally, you can build your assessments directly in Blackboard and save the build as a Quiz/Test or Question Pool.

[Download Link - Respondus Campus Wide 4.0](#)

Build a Test or Add New Questions - ([Video Link](#))

Before students take a test, you can **add** new questions exactly where you want them.

1. On the **Control Panel** (below the students’ links in the course menu), expand the **Course Tools** section and click **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Tests**.
3. On the **Tests** page, click **Build Test** on the action bar.
4. On the **Test Information** page, type a **name**. Optionally, provide a description and instructions.
5. Click **Submit**.
6. On the **Test Canvas**, point to **Create Question** on the action bar and select a question type.
7. On the **Create/Edit** page, provide the necessary information to create a question. Required Fields are the **Question Text and Answers**.
8. Complete the **Options** section – **Answer numbering and orientation, Partial Credit, and Random Order**.
9. Choose the **Number of Answers** that will show.
10. Click **Submit**.

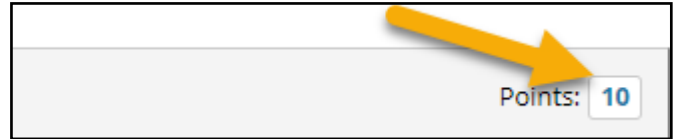


-OR-

You can add new questions exactly where you want them on the **Test Canvas**. Click the plus sign before or after another question and choose a question type.

11. On the **Test Canvas**, you can change a question's point value. Continue adding questions.

- Click a question's current point value.
- In the **Update Points** pop-up box, edit the points.
- Click **Submit**.

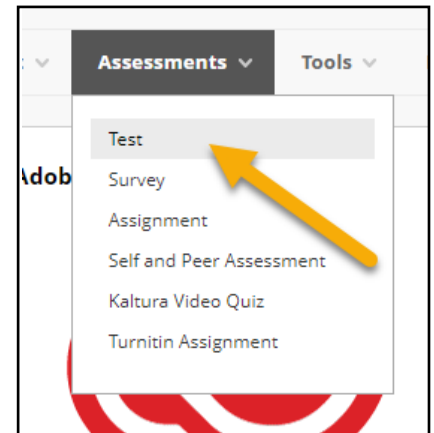


12. Click **OK**. The test is added to the list on the Tests page and is ready to deploy in a course area.

Add a Test to a Content Area - ([Video Link](#))

After you create a test, the next step is to **deploy** it. First, you add the test to a content area. Then, you make the test available to students. To make changes to the options, access its **contextual menu** and click **Edit the Test Options** or **Edit the Survey Options**.

1. Navigate to where you want to add a test.
2. Select **Assessments** to access the menu and select Test.
3. Select a **Test** from the list and all available assessments will be available to deploy.
4. Select **Submit**. The **Test Options** page appears next.



Test Options - ([Video Link](#))

The following information provides descriptions of the test and survey availability options.

Option / Description
Make the Link Available You can set this to available, and then use the Display After and Display Until fields to limit the amount of time the link appears.
Add a New Announcement for this Test/Survey You can create an announcement for a test or survey. The announcement includes the date and states, "An assessment has been made available in [Course area that includes the link to the assessment]." If an announcement was previously posted using this feature, the date and time of the most recent announcement appears.
Multiple Attempts You can allow students to take a test or survey multiple times. The status of multiple attempts appears to students at the top of the test or survey. Select Allow Unlimited Attempts to allow students to take it as many times as they want. Select Number of Attempts and provide the amount of attempts. With multiple attempts for a test, you can also select which attempts score to use in the Grade Center from the Score Attempts Using drop-down list.
Force Completion If you select Force Completion , students must complete the test or survey when they launch it. <i>Students may only access the test or survey ONE TIME.</i> The Save function is available for students to save the questions as they work through them, but they may not exit and reenter the test or survey. In the instructions, Force Completion is noted and explained to students. If you do not enable Force Completion , students may save their progress, navigate away, and return to complete the test or survey. If students accidentally close their browsers, leave the test or survey page, or lose power or their Internet connections, they cannot continue. They must contact you to allow them to start over with a <i>new</i> attempt. You may want to reserve the Force Completion option for when students are on campus taking a proctored test and connected to an Ethernet cable instead of Wi-Fi. If issues occur, an instructor can be available to reset the test. Alternatively, use the Set Timer options to reduce receiving emails from panicked students who accidentally left a test or survey with Force Completion enabled.

Set Timer

Set a time limit for finishing a test or survey. Type the amount of time in the hours and minutes boxes. During a timed test, the time elapsed is displayed to students. As students approach the time limit, a one-minute warning appears. When an attempt is complete, student completion time is available in the **Test Information** section.

If a student saves and exits the test, the timer continues. For example, if he begins the test on Tuesday, saves and exits it, then completes it on Thursday, his completion time will be 48 hours.

If you set the timer, turn on **Auto-Submit** to automatically save and submit a test or survey when time expires. Without enabling auto-submit, students have the option to continue after time expires. Tests and surveys are flagged as submitted after the timer expired. You have the option to adjust the grade based on the time.

You may find it advantageous to use the **Set Timer** options and not the **Force Completion** option. For example, if a student loses his Internet connection for 10 minutes on a timed test, at least he can access the test again and continue. If you enabled the Forced Completion option, he cannot access the test again and must contact you to reset the test.

Display After

Optionally, select the date and time when the test or survey will become available to students. You can control availability through the **Make the Link Available** option without setting specific dates.

Display Until

Optionally, select the date and time the test or survey will be made unavailable to students.

Password

You can require and type a password for students to use to access a test or survey. Passwords have a limit of 15 characters and are case sensitive.

Restrict Location

You can require students to take the test or survey in a specific location. Students outside of this location are not able to take the test or survey.

*** Test Availability Exceptions**

* For existing availability settings, you can make exceptions for individual students or groups. Use exceptions to provide an accommodation to a student who is disabled, or for technology and language differences.

For a test with one attempt, you can allow more attempts for a student who is blind and using screen reader technology for the first time.

If the settings exist for a test or survey, you can create the following exceptions:

Number of attempts / Timer / Availability / Force Completion / Restrict Location

Due Date

If you use grading periods in the **Grade Center**, set a due date to easily include that test or survey in a grading period and on the calendar in the **My Blackboard** menu.

Due Date and Late Submissions - ([Video Link](#))

To prevent late submissions, you can select the check box for **Do not allow students to start the Test/Survey if the due date has passed**. Students receive a message after the due date, notifying them that the test or survey can no longer be completed.

When you allow late submissions, they are clearly marked on the following pages:

Needs Grading

View All Attempts

Review Test Submission

Grade Details

Discussions

Online discussions offer flexible and reflective communication. You can create asynchronous interactions occurring over extended periods of time. This allows for more flexibility, as well as reflective communication.

Set Up Discussions - ([Video Link](#))

1. In the **Course Menu**, click on the **Discussions** link.
2. On the discussion board page, click **Create Forum** on the action bar.
3. On the **Create Forum** page, type a **name** and the Discussion Board Prompt. On the main discussion board page, the description follows the forum name.
4. In the **Forum Availability** section, click **Yes**.
5. Select the **Display After and Display Until** check boxes to enable the date and time selections.
6. Select the **Forum Settings** based on your specific needs.

Forum Settings

Viewing Threads/Replies Settings - ([Video Link](#))

To promote originality, creativity, and a variety of responses, you can choose **Participants must create a thread to view other threads in this forum**, which is the post first setting. Students must respond before they can read their classmates' posts.

In **Standard View**, users can see all previously created threads in the forum

Grade Settings

You can create a graded forum or thread and a column is created automatically in the Grade Center.

Click **Grade Discussion Forum** and type a point value to evaluate participants on performance throughout a forum.

If you enable grading for the forum, select the check box for **Show participants in needs grading status** and select the number of posts from the drop-down list. Applying this setting displays the needs grading icon in the Grade Center and places the posts in the queue on the **Needs Grading** page after users make the specified number of posts. If you select a grading option and do NOT select the check box, the needs grading icon does not appear in the Grade Center and posts do not appear on the **Needs Grading** page. If you choose three posts from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and the discussion board until the specified number of posts is met.

Click **Submit**.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

☒ Standard View

☐ Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

☒ Standard View

☐ Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

☐ No Grading in Forum

☒ Grade Discussion Forum: Points possible: 50

☐ Grade Threads

☒ Show participants in "needs grading" status

Due Date

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

Grading

You access the Grade Center from the Control Panel. Expand the Grade Center section to display the links to the Needs Grading page, the Full Grade Center, and the smart views. On the Needs Grading page, you can begin grading assignments, group assignments, tests, blog and journal entries, wiki page saves, and discussion posts.

Course Management

Click Submit to proceed.

Cancel

Submit

Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Needs Grading
Full Grade Center
Assignments Tests

Course Management

▼ **Control Panel**

▼ **Content Collection** ⓘ

Sandbox_Pate

All Courses Content

All Organizations Content

Institution Content

.....

Go

Basic Search

Advanced Search

▶ Course Tools

▶ Evaluation ⓘ

▼ **Grade Center** ⓘ

Needs Grading

Full Grade Center

Assignments

Tests

▶ Users and Groups

▶ Customization ⓘ

▶ Packages and Utilities ⓘ

▶ Help

Grade Center : fullGradeCenterMsg

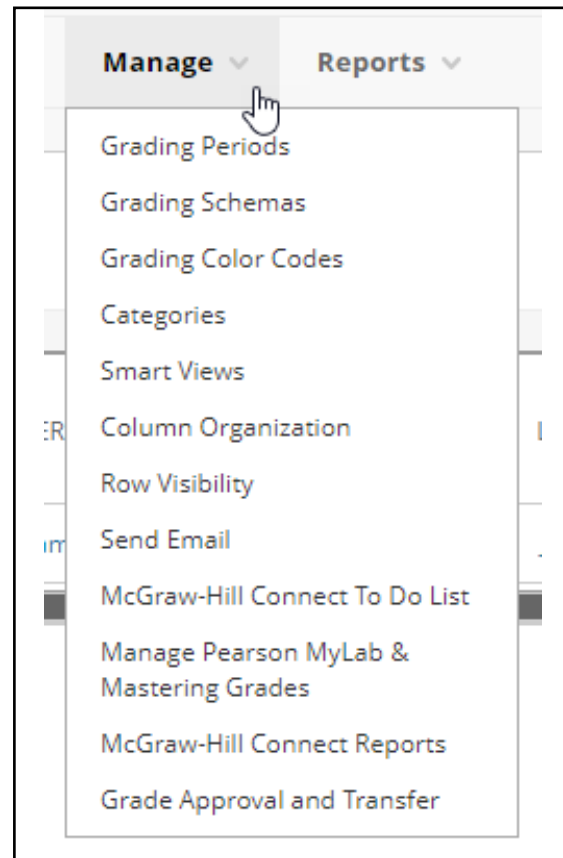
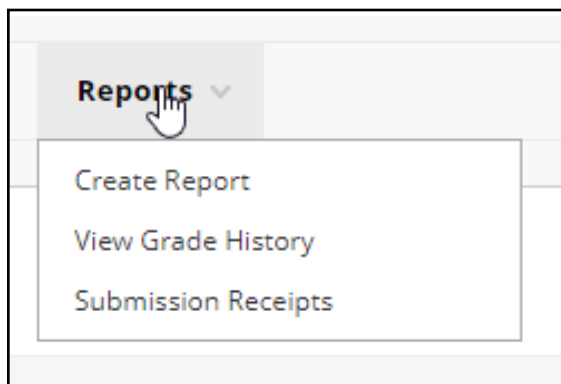
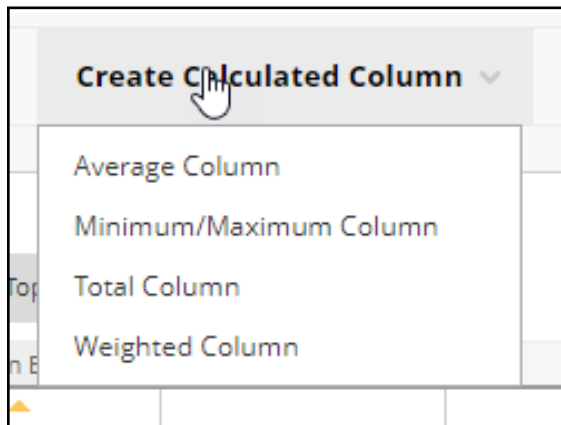
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Work Offline Discover Content

Move To Top Email

Sort Columns By: Layout Position Order: Descending

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TOTAL	ASSIGNMENT 1
<input type="checkbox"/>	Adams	Samantha	sadams20	0543969	June 28, 2022	Available	--	--	4
<input type="checkbox"/>	Anno	Delon	dpleima	0392007	June 28, 2022	Available	--	--	4
<input type="checkbox"/>	Barfield	Elise	ebarfie	0501881	June 28, 2022	Available	--	--	4
<input type="checkbox"/>	Campbell	Colby	ccampbe30	0534482	June 27, 2022	Available	--	--	4
<input type="checkbox"/>	Dang	An	adang	0476115	June 22, 2022	Available	--	--	--
<input type="checkbox"/>	Dennis	Kari	kdennis5	0537123	June 28, 2022	Available	--	--	4
<input type="checkbox"/>	Flanagan	Andrew	aflanag	0482921	June 28, 2022	Available	--	--	4
<input type="checkbox"/>	Hardy	Zachary	zhardy	0533408	June 28, 2022	Available	--	--	4
<input type="checkbox"/>	Hayden	Alexandrea	ahayden	0536329	June 28, 2022	Available	--	--	4
<input type="checkbox"/>	Henry	Aaron	ahenry7	0462289	June 28, 2022	Available	--	--	--



Needs Grading

Access the Needs Grading page through the Course Management, Grade Center Link.

Sort columns to organize your list. To sort a column, select the column title. The sorted list remains in effect until you change it or log out. These columns appear on the Needs Grading page:

1. **Category:** Sort attempts to group all like items together, such as assignments.
2. **Item Name:** Sort attempts by alphabetical order or reverse alphabetical order.
3. **User Attempt:** Sort attempts by a student's name.
4. **Date Submitted:** Sort attempts by the date and time students submitted the attempts. If you allowed students to submit a test after the due date, a **Late** label appears in the column. You must manually review the submissions to remove the Needs Grading status.
5. **Due Date:** If you provided a due date when the item was created, sort attempts by due date and grade items that are due first.
6. Access an item's menu and make a selection. For example, for assignments, you can select Grade All Users or Grade with User Names Hidden.
7. **Select Show All to display up to 1,000 items on one page.** Select Edit Paging to change the number of items to view per page.
8. Once the list is sorted, you simply can select the students name to open up the assignment that will need to be manually scored.

Needs Grading *Allows for filtering by date, assignment or user.*

View all items ready for grading or review on the Needs Grading page. Select Grade All to begin grading immediately, or sort columns and apply filters to narrow the list. [More Help](#)

Grade All *Allows for continuous grading of all assignments.* Filter

22 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Assignments From Our First Class	Angela McTammany	June 30, 2022 7:09:26 AM	July 5, 2022
Assignment	Assignments From Our First Class	Deandre Mccray	June 30, 2022 6:53:49 PM	July 5, 2022
Assignment	Assignments From Our First Class	Shea Jones	July 1, 2022 1:23:40 PM	July 5, 2022

24 total items to grade. *By clicking on the student name, you can isolate only the students assignments.*

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Spectrum of Tech Part 2	Stephanie Di Ianni	June 28, 2022 5:16:21 PM	July 5, 2022
Assignment	Spectrum of Tech Part 2	Allison Ventrone	June 30, 2022 10:08:43 AM	July 5, 2022
Assignment	Spectrum of Tech Part 2	Emmaline Pinckney	June 30, 2022 10:32:19 AM	July 5, 2022
Assignment	Spectrum of Tech Part 2	Jessica Villa	June 30, 2022 12:34:09 PM	July 5, 2022

Refresh Hide User Names Jump to...

Viewing 1 of 24 gradable items

Stephanie Di Ianni (Attempt 1 of 1) *Student selected for grading.*

Exit

Assignment Instructions

Video submission is on Flipgrid - Stephanie Di Ianni, Olivia Rice, and Allison Ventrone.

Manually inputted score or override of the point score by the instructor.

Assignment Details

GRADE
LAST GRADED ATTEMPT /100

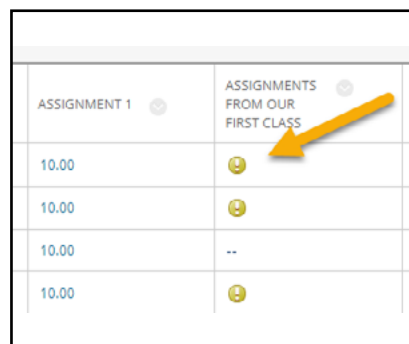
ATTEMPT
6/28/22 5:16 PM /100

Full Grade Center - (Video Link)

The Full Grade Center link displays all columns and rows in the Grade Center and is the default view of the Grade Center.

Automatically Created Columns

When you create gradable items in your course, grade columns are created automatically in the Grade Center. When students submit work that is ready for you to grade, a Needs Grading icon appears in their cells. Work can be graded through the Needs Grading page as described above.



ASSIGNMENT 1	ASSIGNMENTS FROM OUR FIRST CLASS
10.00	Needs Grading
10.00	Needs Grading
10.00	--
10.00	Needs Grading

Manually Created Columns

You can create grade columns for activities that took place outside of Blackboard. The column is populated when you assign the grades.

1. Access the **Full Grade Center** in the Course Menu
2. In the **Grade Center**, select **Create Column**.

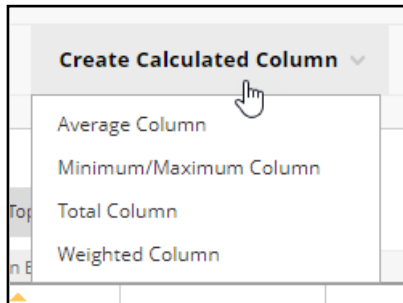


3. On the **Create Grade Column** page, type a brief name.. The name becomes the column name in the Grade Center and on students' My Grades pages.
4. Make a selection in the **Primary Display** menu. The selection is the grade format shown in the Grade Center and to students in My Grades.
 - Score: A numeric grade is the default setting. If you don't make a selection, the score appears in the grid.
 - Letter: A letter grade appears. The default grading schema is used to assign letter grades.
 - Percentage: A percentage appears. For example, a score of 21/30 appears as 70%.
 - Complete/Incomplete: When a student submits an item, a Completed icon appears in the column regardless of the score achieved.
5. In the **Points Possible** box, type the total points. Entries must be numeric.
6. Provide a **Due Date**. Due dates also appear on the course calendar and Activity Stream.
7. Select the **Options**:
 - Include this Column in Grade Center **Calculations**: Select Yes to make the column available for potential inclusion when creating calculated columns.
 - Show this Column to Students: Select Yes to display the column to students in My Grades.
 - Show **Statistics** (average and median) for this Column to Students in My Grades.
8. Select Submit.

Adding a Calculated Column

When creating additional columns in Blackboard to calculate previously scored content, you have a few choices on what the outcome of the new column can display. These include the following:

1. Average Column
2. Max/Min Column
3. Total Column
4. Weight Column



In the full grade center you will click on the **Create Calculated Column** and select what option you would to create for the calculated column. This will take you to the **Column Information** page where you will add the appropriate title, choose the display options, columns needed in the calculated column, and grade center criteria.

When all of the settings have been completed, click **Submit**.

COLUMN INFORMATION

* Column Name

Grade Center Name
Displays as the column header in the Grade Center

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B **I** **U** **S** Paragraph Arial 10pt

¶ **¶** **—** **±** **ABC** **✓** **¶** **”** **Ω** **☺** **🔖** **🔍**

Primary Display
Calculated grades display in this format in both t^h

Secondary Display
This display option is shown in the Grade Center c

DATES

Date Created Jul 21, 2022

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the average. If Grading Periods **Selected Columns and Categories**.

Include in Average ☒ All Grade Columns
☐ Selected Columns and Categories

Calculate as Running Total ☒ Yes ☐ No
A running total only includes items that have grades or att

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select

Include this column in Grade Center calculations ☒ Yes ☐ No

Show this column to students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

*Click **Submit** to proceed.*

Resource Hyperlinks

[JU Academic Technology Website](#)

[Blackboard Help](#)

[Guides and Video Tutorials \(Various Topics\)](#)

Applications

[Turn It In](#)

[Collaborate](#)

[Kaltura](#)

[Flip](#)

[Respondus](#)

[Canva](#)