Information Resources

Blackboard 5
Instructor Manual

• Setting Up an Account
• Posting Messages
• Uploading Files
• Creating External Links
• Communications with Students
• Configuring Blackboard
• Creating Online Quizzes
• Using the Gradebook
• Course Statistics
• User Management
• Appendix – Simple HTML Tags

School of Policy, Planning, and Development
University of Southern California
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INTRODUCTION

About this Manual
This manual is intended as a supplement to the student manual on Blackboard. The student manual explains the different features of Blackboard from the student's perspective while this manual covers how instructors place messages and files in Blackboard, manage forums, use grade books, etc. To get an overall perspective of Blackboard, it is suggested that instructors also familiarize themselves with the Blackboard student manual.

About Blackboard
Blackboard is a secure, pedagogical oriented, web-based environment that instructors and students can use as a center for exchanging information. It contains templates that instructors can use to build their course, upload files and messages without having to know HTML code. Students can only access classes they are enrolled in. Blackboard is designed specifically for distance education and provides the following features:

- Information exchange via e-mail.
- A threaded discussion board.
- A file exchange area.
- Real-time text chats and drawing tools (whiteboard).
- Locations for instructors to post their syllabus, office hours, announcements, test results, course information, course materials, or anything else that could be posted to a web page including PowerPoint presentations, Excel files, video, images, etc.
- Online quizzes, surveys, and tests with an online grade book.

Accessing A Blackboard Course
SPPD requests Blackboard courses for all classes held at SPPD; therefore, if you are teaching a course at SPPD, an account has already been created for your class and you are designated as the instructor. When a student registers for your class, they will automatically be given student access to the class. Note that each section of a class will have its own Blackboard course.

Minimum Browser Requirements
On a PC, use Internet Explorer 4.0 or better only. Do not use Netscape. On a Mac, use either Internet Explorer 4.0 or Netscape Communicator 4.0 or better.
Continuing an Account Beyond a Semester

When an instructor requesters and receives an account for a course, that account pertains only to that particular instance of that course for that semester. Eventually, the account will be dissolved. However, being that instructors will often teach the same course in the following semester or year using the same materials, the information instructors place in a Blackboard course can be rolled over into the next instance of that course, thus saving the instructor the work of recreating their Blackboard teaching materials each semester/year.

If you would like one of your Blackboard courses recycled into a course for the next semester or year, you must provide ISD with information about the old and new course.

To recycle an account, send an email to: sppdmis@usc.edu containing the following information:
- The old and new course's department code.
- The old and new course number.
- The old and new section number.
- The old and new session. (i.e. Fall, 2002)

Combining Course Sections into a Single Section

At this time, combining sections is not possible.

Getting Help

There are various methods of getting help with Blackboard.
For web help, go to:
- http://learn.usc.edu
- http://www.usc.edu/isd/locations/cst/quickstart/tutorials.html
- http://support.blackboard.com/

For e-mail assistance, write: courseinfo@usc.edu
For telephone assistance, call - ISD Help Desk: 213/740-5555

Activating UNIX for Blackboard Access

Blackboard is now directly tied into the user's USC UNIX account. For a student (or instructor) to access Blackboard, they must have first activated their UNIX account and know their UNIX user ID and password. The Blackboard login page offers links to activate UNIX as well as other support in the "Problems?" column.
Logging Into Blackboard – All Users

All users, whether student or instructor, login to Blackboard using the same method.

1. Open your web browser to the following URL: **http://learn.usc.edu**

2. Enter your UNIX user ID in the "user name" box and your UNIX password in the "password" box. (Note UNIX user ID's and passwords are case sensitive).

3. Click the "login" button.

Logging Out Of Blackboard

When you have completed your Blackboard session, for security reasons, it is important that you log out properly.

1. Click the "Logout" button located at the top of the screen.

2. Close the web browser.

THE BLACKBOARD ENVIRONMENT

There are three tabs at the top of you screen, each with their own purpose.

**MY USC**
This tab is for storing personal information that exists outside of a particular course. It also combines a student's course calendars, tasks and announcements single entities.

**Courses**
This tab lists all the courses you are teaching or taking. Once you click a course, the tab will reflect information pertinent only to that course.

**Electronic Resources**
This tab takes you to an ISD web page which lists various electronic resources available at USC.
MY USC

This is the one area of Blackboard that integrates features from various different courses students are taking into one area. For example, each course has its own announcements page, calendar, and a task list. The MY USC combines all calendars into one calendar; all announcements into one announcement page, and all tasks lists into one task list. Students can add personal items to this calendar and task list.

MY USC also contains a personal address book and a directory that a student can place themselves in to make their information available to other students.

Note that over time, the services available from this page will change as ISD enables more Blackboard features. At the moment, many Blackboard features have been disabled.
COURSES  -  ADMINISTRATING YOUR COURSE

This section is concerned with logging into a specific course and inputting your course materials.

1. Click on either the "My Courses" tab or the "Courses" tab.
2. Click the course you would like to setup.

The red buttons shown below will be available to all students unless you remove them. The "CONTROL PANEL" if for administrating the course and is only available to instructors.

- **Announcements:** This is the first screen that a student will see when they enter your course. Use it to announce important or urgent information.

- **Course Information:** This area is intended to hold information about the course such as office hours, meeting times, etc.

- **Staff Information:** This area is intended for instructors to supply information about themselves.

- **Course Documents, Assignments, Books, and Course Information,** are functionally the same. They can contain files, messages, and folders. The only difference is their intent. They are there to help you organize your course but you can also remove them or change their name as you desire in Control Panel.

- **Communication:** This area contains links to e-mail, discussion boards, online text chat and the whiteboard, the class roster, and group pages.

- **Virtual Classroom:** This button also contains links to online text chat and the whiteboard.

- **Discussion Board:** Contains a link to the course's electronic bulletin board. Students can participate in online forums.

- **Groups:** This button also contains a link to the "Group" pages that allows students of the same group to post messages to their group's board, and to exchange files.

- **External Links:** This contains hyperlinks provided by the instructor.

- **Tools:** Contains a file exchange area, student home pages, student personal info, the course calendar, grade checking, a student manual, tasks, electronic notes, and the personal address book.

- **Resources:** This is a link to a web page provided by Blackboard.

- **Course Map:** While not yet setup by ISD, this provides a visual map to your courses.

- **Control Panel:** Instructors use this area to administrate the course.
CONTROL PANEL

Control Panel is only available to instructors and is used to administrate the course. Through Control Panel, instructors will be posting files, messages, configuring the online forum, etc. Control Panel is what the majority of this handout covers. To access Control Panel:

1. Enter the course you wish to configure.
2. Click the "Control Panel" button in the lower left corner of the screen.
ANNOUNCEMENTS

The "Announcements" area is intended for disseminating new, unexpected or special information to the entire class such as a change in quest speakers, the posting of a quiz, extended due dates, etc. When a student first opens a Blackboard session, the Announcements page displays on their screen. The Announcement area can accept:

- Text Messages
- Text messages with HTML code links to web pages, files, and images
- HTML formatting tags

Adding A New Announcement

To create, remove, or modify an announcement for your class:

1. Click the "Control Panel" button.

2. In the Content Areas area, click "Announcements".

3. Click the "Add Announcements" button.

4. Enter a Subject and the Message text.

5. Select either Smart Text, Plain Text, or HTML (See below).

6. To display the announcement regardless of the student's date filter settings, check "YES" at Always show this announcement on the courses main page.

7. Click "SUBMIT"

HTML

- Use this if you are using a lot of HTML tags for formatting.
- Note that if you do select HTML, hitting your enter key will be ignored. You will need to use the <P> or <BR> tags to start a new paragraph or insert a line break.

Plain Text

- URL addresses appear as hyperlinks (underlined).
- HTML code is not interpreted and the tag itself is visible to the student.
- Hitting enter is recognized.
- Images links appear as links.

Smart Text

- URL addresses do not appear as hyperlinks (underlined).
- HTML tags are recognized and hitting ENTER is recognized.
Modify/Remove Announcements
1. Click the "Control Panel" icon.
2. In the Content Areas, click "Announcements".
3. Scroll down to the announcement to be modified or removed.
4. Click the appropriate button next to the announcement.

BOOKS, COURSE INFORMATION, ASSIGNMENTS, AND COURSE DOCUMENTS

While the content of what is placed in these four areas is different, they all function exactly alike. All four areas allow you to create folders, messages, and post files. Therefore, we will demonstrate how to use one of them only.

Adding a Folder
You may wish to organize your documents into folders. The steps below cover how to create a folder.

1. Click the "Control Panel" icon.
2. In the Content Areas section, click either: Books, Course Information, Assignments, or Course Documents.
3. Click the "ADD FOLDER" button.
4. NAME, use the drop down menu to select a name or enter a name for the folder in the box below the drop down arrow.
5. TEXT: Type a description of the type of information the folder will hold.
6. Select a text formatting option: plain text, smart text, or HTML.
7. If you would like the folder to be available to the students now, click "YES". If you click "NO", it will not appear on their screens until you modify the folder's properties to say "YES".
8. Click the "SUBMIT" button.
Adding A Document Message and File

1. Click the "Control Panel" icon.
2. In Contents Area, click either Course Information, Books, Assignments, or Course Documents.
3. If placing the document within a folder, select the folder first.
4. Click the "ADD DOCUMENT" button at the top of the screen.

5. Name: Use the drop list to select a name or enter a specific name below.

6. Color: Select a color for the link.

7. TEXT: Enter your message text here if desired.

8. Select the text type (Smart, Plain, or HTML).

9. If desired, click the "Browse" button to attach a file.

10. Create a name for the clickable link to the file.

11. Set the Special Action (See Below)

Special Actions

Create a Link to this File
Select this option when you are uploading an application file such as PowerPoint, Word, or Excel. The file will display as a link that the user can click to open the file. Generally, the file will open from within Blackboard rather than launching the actual application on the user's computer.

Display Media File Within the Page
Select this option when you are uploading an image file and wish to display it directly on the screen with the document text.

Unpackage this File
Select this option when you are uploading compressed files such as .zip files.
Do you want to add offline content?  □ Yes  □ No
Do you want to track number of views?  □ Yes  □ No
Do you want to add Meta-Data?  □ Yes  □ No
Do you want to make item visible:  □ Yes  □ No

12. Set any desired options. (See Below).
13. Click "SUBMIT".

**Options**

*Do you want to add off-line content?*
Select No. To view it offline, the student must have the file (CDROM, Floppy).

*Do you want to track this contents usage?*
This option allows instructors to track how many and which students have viewed the document.

*Do you want to add metadata?*
This option allows instructors to record descriptive information about the item that can be used later in a search.

*Do you want this information available immediately?*
Set this to "yes" to have it immediately available to students. If you set it to "no", you will need to come back and modify the response when you do wish students to be able to view the data.

**Changing Item Order, Modifying, or Removing an Item**

Complete the steps below to control the order documents and folders are listed on the student's screen:

1. Click the "Control Panel" icon.
2. In Contents Area, click "Course Information".
3. Use the drop down arrows to select the documents/folder position on the screen. Documents are sorted by number in ascending order (lower to higher).

To modify or remove an item, click the "MODIFY" or "REMOVE" button on the same line as the item.
STAFF INFORMATION

This section allows instructors to provide information about themselves. Like the other areas, folders can also be created and the list order can be set as well.

Adding Information About a Staff Member

1. Click the "Control Panel" icon.
2. In the Area Contents section, click "Staff Information".
3. Click the "ADD PROFILE" button.

1. Profile Information

<table>
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<tr>
<th>Title:</th>
<th>Professor</th>
</tr>
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<tbody>
<tr>
<td>First name:</td>
<td>Tommy</td>
</tr>
<tr>
<td>Last name:</td>
<td>Trojan</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:ttrojan@usc.edu">ttrojan@usc.edu</a></td>
</tr>
<tr>
<td>Work phone:</td>
<td>213/740-3000</td>
</tr>
<tr>
<td>Office location:</td>
<td>RGL 108</td>
</tr>
<tr>
<td>Office hours:</td>
<td>4 AM - 5 AM Saturdays and Sundays</td>
</tr>
<tr>
<td>Notes:</td>
<td>Stay off my bad side.</td>
</tr>
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4. Type the desired information into the appropriate boxes.

5. To upload an image of yourself, click the Browse button and select an image file.

6. Use "Personal Link" to provide a hyperlink to a website. For example, your UNIX site.

7. When complete, click the "SUBMIT" button.
EXTERNAL LINKS

External links allows instructors to create hyperlinks to web pages and files on web pages such as PowerPoint, Excel, movie clips, images, etc. When a file you would like to make accessible to students is large, it is recommended that rather than uploading the file to Blackboard, place the file on a web server such as Marshall, UNIX, CWIS, etc. and link to the file on that server.

Like other areas of Blackboard, folders can also be created to organize the links. Students access the links by clicking the "External Links" button on the main screen.

Adding an External Link

1. Click the "Control Panel" icon.
2. In the Contents Areas section, click "External Links".
3. Click the "Add Item" button.
4. Type a Name for the link. (This is what the user will see to click on.)
5. Type in the full address to the link. For example:
   - http://www.usc.edu
   - http://www.usc.edu/tom.gif
   - http://www.usc.edu/sppd
6. Type a description.
7. Set the desired options.
8. Click "SUBMIT".

Modify / Remove an External Link

You can modify or remove external links by clicking the "Modify" or "Remove" button next to the link.

1. Click the "Control Panel" icon.
2. In the Contents Areas section, click "External Links".
3. Click the "Modify" or "Remove" button next to the link you wish to affect.

Order Hyperlinks

Use the drop down arrows next to the hyperlink to control its order on the screen.

1. Click the "Control Panel" icon.
2. In the Contents Areas section, click "External Links".
3. Click the "Modify" or "Remove" button next to the link you wish to affect.
COMMUNICATION

This area allows students to communicate with each other and their instructor using various different methods, all of which can be enabled or disabled by the instructor. Communications has six major components.

**Send E-mail**
This option allows students to e-mail each other or their instructor on an individual basis or in groups. Note that a single file can be attached and by default, the e-mail will be sent to the recipient's UNIX e-mail account.

**Discussion Board**
This is a threaded discussion board that allows students to post messages and files to an electronic bulletin board that is open to everyone in the class. Students can also reply to messages posted by other students. Note that for this to function, the instructor must first create the forum topics.

**Virtual Classroom**
Allows students to participate in a real-time text chat with other users, participate in an online discussion led by the instructor, and use the whiteboard.

**Roster**
Lists the names and e-mail address of all students in the course and allows access to their home page.

**Group Pages**
Allows student groups to exchange information and files with other group members. The instructor must create and populate the groups.
Communication - Sending Email To Students

This option allows instructors to e-mail users on an individual basis or in groups. Note that a single file can be attached and by default, the e-mail will be sent to the user's UNIX account.

1. Click the "Control Panel" icon.
2. In the Course Tools section, click "Send E-mail".
3. Select the recipient type. In this example, we have chosen "Single/Selected Users". Note that "ALL" refers to all users in the section, not all Blackboard users.

4. Enter a Subject.

5. Enter the Message text.

6. Check "Send Copy of Message to Self" if you would like a copy of this sent to your UNIX e-mail account.

7. File Attachments: If you would like to add a single file attachment, click the ADD button in the "Add Attachments" area. You will be taken to an attachment section where you can use a browse button of attach the file. After attaching it, you will click "Submit" to be returned to this screen.

8. Click "SUBMIT" to send the e-mail.

NOTE:
Blackboard can send e-mail but not receive. E-mail sent by Blackboard will arrive initially in the user's UNIX e-mail accounts. SPPD students have been given the option to setup UNIX to autoforward any UNIX e-mail to their 3rd party (yahoo, AOL..) e-mail accounts.
Communication - Configure the Discussion Board (Forums)

"Discussion Board" allows a student to post messages that all other students enrolled in the same class can view and respond to on the bulletin board. It is up to the instructor to create the general topic areas (forums) but once created, students can reply to previous messages or start new ones in the forum. Further, instructors have the option to allow students to make their postings anonymous and upload files.

1. Click the "Control Panel" icon.
2. In the Course Tools section, click "Discussion Board".
3. Click the button, "Add Forum".

4. Fill out the forum's Title and Description.
5. Select the text type (Smart, Plain, or HTML).
6. Make the desired Forum Settings.

7. Forum User Settings allows you to block / unblock a user from posting to a forum and make specified users a forum administrator.
   
   Simply click the user's name then click either "ADMIN", "NORMAL", "BLOCK", or "UNBLOCK".

8. When complete, click "SUBMIT".

9. Use the drop down arrows to control the forum's hierarchy on the discussion board.

Modify/Remove a Forum

To modify or remove a forum,

1. Click the "Control Panel".
2. In the Course Tools section, click "Discussion Board".
3. Click the "Modify" or "Remove" button next to the appropriate forum.
Communication - Virtual Classroom

Virtual Chat contains "text-chat" that allows students to correspond with each other and their instructor in real time by typing text into a common window. It also contains "white-board". Whiteboard allows the instructor or students to draw or display images that all users in the course can see.

1. From the main course menu, click the "Communication" button.
2. Click "Virtual Classroom". (The "Tutornet" window should open.)

---

Chat Panel: Click this button to chat with users.
Questions: Students use to pose questions to the instructor.
User Info: Lists students who are in chat room and allows instructors to control who has the floor.
Slides: (Instructors Only) Used in conjunction with whiteboard.
Question Inbox: (Instructors Only) Used to answer questions.
Control Panel: (Instructors Only) Used to control student access during the chat session

Note that the student toolbar only contains the left three buttons.

Participate in a Text Chat

This allows instructors and students to interact with one another via text. All students in the virtual chat will see what is typed here. There is no way to send private messages in this area.

1. Instructors and students should click on their "Chat Panel" tab in the in Tutornet window.

This area lists who has joined / left the chat and contains a history of what was said. Instructors can clear the history by clicking "File – Clear Discussion Log" from Tutornet's menu.

2. Enter text to be sent here then press ENTER to send.
Answering Student Questions

Using the "Questions" tab, students can submit questions directly to the instructor. The question will show up in the Instructor's Inbox only. No other student will see the question and it will not appear in the chat window either. Once the instructor's replies to the question, it will show up under the "Questions" tab for all users unless the instructor checks the "Private Response" option in which case the question will appear only under the question tab of the person who asked the question.

Note: Instructors cannot use this feature to pose questions, just answer them.

To check for student questions and answer them, the instructor should:

1. Click the "Inbox" icon:

   ![Inbox Icon]

2. If a student has posed a question, their name will be listed here. Click their name to read the question.

3. Type the reply to the student's question here then click "Send".

   Use these buttons to see more info on the student or delete a question without answering it.

Once the instructor responds to a question, it will display under the "Questions" tab of all users unless the response is private, in which case it will only show up under the "Questions" tab of the person who asked the question.

Instructors can clear the question log by clicking: **File – Clear Question Log** from the menu.
Using the Whiteboard

Whiteboard allows instructors and students to communicate visually through drawings, web pages, and pictures. Images are conveyed through the use of slides that the instructor creates and students can view and add to. You can create as many slides as desired; however, slides cannot be saved. Once you close the Blackboard session, all slides created will be lost.

1. Click on the "Slides" tab to view the whiteboard controls (instructors only).

Whiteboard Navigation

Though students can browse through the slides at will, by default, they will see the slide you see.
Creating a New Slide & Linking to Web Pages

1. Click the "Slides" tab.
2. From the menu, click: LESSION – ADD SLIDE – NEW SLIDE

3. Fill out the "Title" and "Description".

If you would like to link to a web page or an image on a web page, enter the web address in the "Media URL:" box. Note that hyperlinks will be clickable.

Example: to link a web page: http://www.cnn.com

Example: to link to an image on a web page: http://www-rcf.usc.edu/~yourname/cat.jpg

If you simply wish to create a blank page, then leave the "Media URL" line blank.

4. Click "Create Slide".

Editing a Slide

1. Use the navigation to select the slide to be edited.
2. From the menu, click: LESSION – EDIT CURRENT SLIDE
   (The current slide is the one that is currently visible on the whiteboard.)
3. Make the desired changes then click the "EDIT SLIDE" button.

Remove a Slide

1. Use the navigation to select the slide to be deleted.
2. From the menu, click: LESSION – REMOVE CURRENT SLIDE
   (The current slide is the one that is currently visible on the whiteboard.)
Using the Whiteboard Drawing Tools

A description of the drawing tools are below. They can be used to create new drawings or to annotate a web page or image from a web page. To use most of the tools, you will follow these steps:

1. Select the color and brightness for the object to be drawn.
2. Select to use an inside fill color or no inside fill color.
3. Select the tool you wish to draw with.
4. Draw on the whiteboard using the selected tool's method of drawing.

**Select Tool:**
Used to select drawn objects for editing and removal.

**Marker Tool:**
Used to draw freehand.

**Line Tool:**
Used to draw straight lines.

**Polygon Tool:**
- Click tool.
- Click pivot points.
- Double click to stop drawing.

**Oval Tool:**
Used to draw ovals.

**Fill Tool:**
Fills an object with color.

**Select Color:**
Click and drag mouse to specify an object's color.

**Shade:**
Click and drag mouse to specify an object's darkness.

**Text Tool:**
- Click text tool.
- Click screen.
- Type text.

**Point Tool:**
Used to draw right pointing horizontal arrows.

**Rectangle Tool:**
Used to draw rectangles.

**No Fill Tool:**
Removes an object fill color.

**Current Color:**
Displays the currently selected color.
Moving and Deleting Drawn Objects
1. Click the selection tool.
2. Click the object to be altered.
   - Click and drag the object to move it.
   - Press the delete key on your keyboard to delete it.
   - Use the color tools to change its color.

Using the Whiteboard to Browse
You can also use the whiteboard to browse spontaneously on the Internet as well.
1. Type the web address on the "Location" line then press enter.

   Use the back and next buttons to go to previously viewed pages.

Controlling the Floor
This feature allows the instructor to control what student's are allowed to do during the current chat session. For example, the instructor can allow only a selected students to send text chat text, use the whiteboard, or submit questions. The instructor can also eject students from the chat session.

Step 1: Telling Blackboard You Wish to Be Able to Control the Floor
Before you can give a particular student the floor, you must first tell Blackboard that you wish to function in that manner.

1. Click on the "Access Control Panel" tab.
2. Select which options you wish to be able to use the "yield the floor" feature with by clicking in the appropriate row in the "floor" column. For example, to be able to control who can type text in a text chat, click in the floor column in the "Chat" row.

   - When items in the "All" column are selected, any user can use that feature at any time.
   - When items in the "Floor" column are selected, the instructor has the ability to control who can have the floor for that item.
   - When items in the "None" column are selected, students cannot communicate using any item with a setting of "none".
Step 2: Controlling the Floor
Now that you have told Blackboard that you wish to be able to control the floor, you can specify which students can communicate.

1. Click the "Participant Information Panel" tab.
2. Click the name of the student to be given the floor.
3. Click the "Give Floor to Student" button:

Take the Floor Away From a Student
1. Click the "Participant Information Panel" tab.
2. Click the name of the student who loses the floor.
3. Click the "Take Floor from Student" button:

Note that if a button looks grayed out here, that means that it is already selected. For example, if "Give Floor to Student" is grayed out, that means that the student already has the floor.

Communications – Roster
There is nothing here for the instructor to configure, this is simply a way to list all students who are taking your course. The only action you may wish to consider is hiding this information from the student although nothing confidential is listed, just the student's name and e-mail address. To list students in your course:

1. Click on the Communications button.
2. Click the "Roster" button

Search:
Allows you to search for a particular student by last name or user name.

A-Z, 0-9
Lists all students whose name starts with the chosen letter.

Advanced
Allows you to search by first name and other criteria.

List All
Lists all students enrolled in your course.
**Communication - Create / Modify / Remove Groups**

Group pages allow students in the same group to:

- Post files to a common area that only their group can access.
- Exchange e-mail messages with other members of their group.
- Participate with other group members of their group in a threaded discussion
- Participate in a virtual chat with other members of their group.

All exchanges are secure. This means that only members of a group have access to their group. The instructor must create and populate each group.

**Create a Group**

The first step is to create the group name and set its properties. Later you will add members to the group.

1. Click the "Control Panel" icon.
2. In the User Management section, click "Manage Groups".
3. Click the "Add Group" button.  

<table>
<thead>
<tr>
<th>Main Group Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group name:</strong></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkbox] Enable Group Discussion Board Function</td>
</tr>
<tr>
<td>![Checkbox] Enable Group Virtual Classroom Function</td>
</tr>
<tr>
<td>![Checkbox] Enable Group File Exchange Function</td>
</tr>
<tr>
<td>![Checkbox] Enable Group E-mail Function</td>
</tr>
</tbody>
</table>

4. Enter a **Group Name** that is unique to your course.
5. Enter a **Description**.
6. Set the **Group Options** as desired. When checked, the function will be available to the group for their use.
7. Check "YES" to **Make group visible now**. If you check "NO", the members will not be able to use it until you make it available.
8. Click "SUBMIT" then click "OK".
**Adding Members to the Group**

After creating the group and clicking "OK", you should have been taken to a screen that has a link called "Add Users to Group". Otherwise, return to "Manage Groups" in control panel and click the "Modify" button next to the name of the group.

1. Click the link "Add User to Group".
2. Click the "List All" tab.
3. Click the "List All" button.
4. Check the users who will be members of the group by checking the box in the "ADD" column next to their name.
5. Click "SUMBIT" then "OK".

**Modify / Remove a Student Group**

To change or remove an existing student group:

1. Click the "Control Panel" icon.
2. In the User Management section, click "Manage Groups".
   All groups for your course will be listed.
   a. Click the "Remove" button next to the group to remove it.
   b. Click the "Modify" button next to the group to get the screen shown to the right.

![Groups](Groups.png)

Students can access their group from the "Group" button on their main menu.
**Digital Drop Box**
This allows students to send files to the instructor and read files that the instructor has sent specifically to them or to all students in the course.

**Edit Your Homepage**
Under the "Communications" button, there is a link called "Roster". Through "Roster" members of the class can read about each other. "Edit Your Homepage" is the area where the student creates the home page.

**Personal Information**
This area allows students to change their name, e-mail address, and enter personal information such as home phone, address, company, etc.

**Course Calendar**
This allows students to place items on their personal calendar. Instructors can also place items (test dates, due dates, etc.) on the calendars of their students.

**Check Grade**
Assuming instructors are using the online grade book, this allows a student to view the grade they received on homework, quizzes, tests, etc. A student can only see their grades.

**Manual**
This opens a new web page containing the student manual provided by Course Info.

**Tasks**
These are Tasks assigned to the entire class by the instructor. Students can change the progress of the task but not the task itself. They can add personal tasks under the MY USC tab.

**Electronic Blackboard**
Students can use this to save notes about a course. Note that there is no option to print the notes although they could copy and paste the notes into a word processor and print from the word processor.

**Address Book**
This allows users to store information about anyone they wish in their personal address book. All courses a user is in use the same address book.
TOOLS - DIGITAL DROP BOX

The "Digital Drop Box" is a place where instructors can post files for all or specific students to read and students can submit files to the instructor. The files will be posted to the student's digital drop box – not sent to the student's UNIX e-mail account and students will only see posting sent to their drop box.

To access the Digital Drop Box:
1. Click on the "Control Panel" button.
2. In the Course Tools section, click "Digital Drop Box".

Viewing / Saving Files
All files sent to you will be listed as shown to the right.
- To view the file as a web page, click the link.
- To save the file, RIGHT click it and select "Save Target as".
- To delete a file, click the "Remove" button.

Adding A File to Your Digital Drop Box List
To add a file to your digital drop box but not send it out yet, follow the steps below.
1. Click on the "Control Panel" button.
2. In the Course Tools section, click "Digital Drop Box".
3. Click the "Add File" button.
4. Fill out the screen shown below then click "SUBMIT".
Sending Files To Students

The section below is used to send a file to a single student or all students in the course at once.

1. Click on the "Control Panel" button.
2. In the Course Tools section, click "Digital Drop Box".
3. Click the "Send File" button.
4. Click the user(s) you are sending the file to.
   Hold down the CONTROL key to select noncontiguous recipients.
   Hold down the SHIFT key to select contiguous recipients.
5. If you have already added the file, you can select it off of the "Select File" list; otherwise, use the "Browse" button to locate the file.
6. Give the hyperlink a Title.
7. Add any comments desired.
8. Click "SUBMIT".
TOOLS - CONFIGURE THE COURSE CALENDAR

"Student Calendar" allow instructors to place class items such as test dates, class meetings, etc., on the calendar. The image below shows monthly view.

1. Click the "Control Panel" button.
2. In the Course Tools section, click "Course Calendar".

Click the tabs to change between day, week and monthly view. Use "Quick Jump" to jump to a specific day and view. Click the left / right arrows to move between days/weeks/months.

Click an event to view its details. Click a day move to that day in "View Day" mode. Click "Add Event" to add a new event to the calendar.

Placing Items on the Calendar

1. Click the "Control Panel" button.
2. In the Course Tools section, click "Course Calendar".
3. Click the "Add Event" button.
4. Fill out the form then click "Submit".

<table>
<thead>
<tr>
<th>Event Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Title: Final Project Due</td>
</tr>
<tr>
<td>Event Description: Please submit this by the end of the session.</td>
</tr>
<tr>
<td>Event Time</td>
</tr>
<tr>
<td>Event Date: April 1 2002</td>
</tr>
<tr>
<td>Event Start Time: 7:00 PM</td>
</tr>
<tr>
<td>Event End Time: 10:00 PM</td>
</tr>
</tbody>
</table>
Removing / Modifying an Event
To remove or modify an event you previously created:
1. Click the "Control Panel" button.
2. In the Course Tools section, click "Course Calendar".
3. Go to the day your event is on and click the event.

<table>
<thead>
<tr>
<th>Final Project Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Start Time:</td>
</tr>
<tr>
<td>End Time:</td>
</tr>
<tr>
<td>Category:</td>
</tr>
</tbody>
</table>

*Please submit this by the end of the session.*

Filter students by last name begins with the
Click the "Modify" button to change the event.

Note: "My USC Calendar"
The calendar on the MY USC tab combines data from all courses a student is taking into one calendar. Further, students can add to the MY USC calendar.
TOOLS - ASSIGNING TASKS

Tasks allows you to place a task on your student's task lists. This is similar to the calendar in that all students in your class will see the same tasks and they can access it from a general task lists that reaches across all classes they are enrolled in.

1. Click the "Control Panel" button.
2. In the Course Tools section, click "Tasks".
3. Click the "Add Task" button.
4. Fill out the Task Information screen and click "SUBMIT".

Removing / Modifying a Task

To remove or modify a task you previously created:
1. Click the "Control Panel" button.
2. In the Course Tools section, click "Tasks".

All tasks for the course will be listed.
3. Click the "Remove" or "Modify" button to affect the task.
"Address Book" allows users to store information on friends, classmates, coworkers, etc. that can be used later as a reference or for e-mail addressing. It is global across all classes a student is taking and therefore can be viewed from the "My USC" tab or from within a course.

Adding a Contact
1. Click on the "Tools" button.
2. Click "Address Book".
3. Click the "Add Contact" button.
4. Fill out the screen and then click "Submit". Note that items with the red asterisk are required fields.

Viewing Contacts in Your Address Book
1. Click on the "Tools" button.
2. Click "Address Book".
3. Use the search pages to find a contact by Last Name, E-mail address, or by the initial letter of their last name. Note that the * wild card is allowed.

Sending a Contact an E-mail
After using Search to find a contact, if you click their e-mail address, your default e-mail program will start and their e-mail address will already be in the TO line.

Modify / Remove a Contact
After using Search to find a contact, you can modify or remove the contact by clicking either the "Modify" or "Remove" button.
COURSE OPTIONS

The "Course Options" section of Control Panel allows instructors to configure the features available to students. Note that Course Resources, Course Utilities, and the ability of uploading a course banner have been disabled by the Blackboard administrators.

Course Settings
1. Click on the "Control Panel" button.
2. In the Course Options section, click "Course Settings".

There are four areas under Course Settings as shown to the right. Only Area Availability is covered in this handout.

Course Settings - Area Availability

Use this to hide items you do not intend to use or to change the names of existing buttons.
1. Click the "Control Panel" button.
2. In the Course Options area, click "Course Settings".
3. Click "Course Availability".

Set Area Availability

You can designate the various areas for your course below. Simply select the area title from the lists below, and check whether it is "Enabled" or "Disabled". You can also secure the area by checking the box related to each area under the "Secure" heading. By setting an area to "Secure", only users who are enrolled in your course will have access to the area.

<table>
<thead>
<tr>
<th>Areas</th>
<th>Enable</th>
<th>Disable</th>
<th>Secure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Announcements</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>2) Course Information</td>
<td>☑</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>3) Staff Information</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4) Course Documents</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5) Assignments</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6) Books</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7) Communication</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8) Virtual Classroom</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9) Discussion Board</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10) Groups</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11) External Links</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12) Tools</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
2 Enable / Disable Communication Areas

Within the Communication Area, you can "Enable" or "Disable" the following tools:

- **Send E-mail**
  - Enabled
  - Disabled
  - Options: All Users, All Groups, All Teaching Assistants, All Instructors, Select Students, Select Groups

- **Discussion Board**
  - Enabled
  - Disabled

- **Virtual Classroom**
  - Enabled
  - Disabled
  - Options: Enter Virtual Classroom, View Archives

- **Roster**
  - Enabled
  - Disabled

- **Group Pages**
  - Enabled
  - Disabled

3 Enable / Disable Tools

Within the Tools Area, you can "Enable" or "Disable" the following tools:

- **Digital Drop Box**
  - Enabled
  - Disabled

- **Edit Your Homepage**
  - Enabled
  - Disabled

- **Personal Information**
  - Enabled
  - Disabled

- **Course Calendar**
  - Enabled
  - Disabled

- **Check Grade**
  - Enabled
  - Disabled

- **Tasks**
  - Enabled
  - Disabled

- **Electric Blackboard - CST101_17**
  - Enabled
  - Disabled

- **Manual**
  - Enabled
  - Disabled
COURSE IMAGES

Use this area to change the style of the buttons used and the course banner file.

1. Click on the "Control Panel" button.
2. In the Course Options section, click "Course Images".
3. Click "Button Style".
4. Set a button type, shape and style.
5. Click "Submit".

```
1 Select a Button Style

<table>
<thead>
<tr>
<th>Button Type:</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Button Shape:</td>
<td>Rectangular</td>
</tr>
<tr>
<td>Button Style:</td>
<td>Announcements</td>
</tr>
</tbody>
</table>

[ GALLERY OF BUTTONS ]
```

DIC Button Style
Set the button style for your course

Course Banner
Add or remove a course banner on the first page in your course.
ASSESSMENT – ONLINE QUizzes

The Assessment section of Control Panel allows instructors to create online quizzes and surveys, grade online quizzes, pool questions, update the online grade book for student viewing, view Blackboard student use statistics, and view grade statistical reports. It is broken down into four areas:

**Assessment Manager:** Used to create quizzes and surveys.

**Pool Manager:** Used to store / access questions to be used in quizzes and surveys.

**Online Gradebook:** Used to monitor /edit student grades and monitor progress.

**Course Statistics:** Used to generate reports on how Blackboard is being used.

ASSESSMENT MANAGER (ONLINE QUizzes)

Blackboard gives the instructor the ability to create quizzes and surveys that can be taken by students through the Blackboard interface. The questions can be in a number of formats including:

- True / False
- Multiple Choice (Only one answer allowed.)
- Multiple Answer (More than one answer and partial credit is given.)
- Fill-In
- Matching
- Ordering (i.e. "place these items in the order their occurred.")
- Short Answer/Essay.

All question types except Short Answer/Essay are graded by the system and automatically entered into the Gradebook once taken. The instructor must grade Short Answer/Essay questions manually through Blackboard. If desired, quizzes can be timed and the instructor has the option of giving students immediate feedback to their answers.

Questions from quizzes can be used in other quizzes. For example, for a final exam, questions from previous quizzes can be used.

Creating an On-Line Quiz

1. Click on the "Control Panel" button.
2. In the Assessment section, click on "Assessment Manager".
3. Click the button: "Add Quiz/Exam"
4. Enter a name for the quiz.
5. Type a general description of the quiz.
6. Click "Submit".

<table>
<thead>
<tr>
<th>Enter a Name:</th>
<th>Microsoft Access Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a Description:</td>
<td>Tests all covered features of Microsoft Access.</td>
</tr>
</tbody>
</table>
7. Enter instructions for students who will be taking the test.

8. Click "Submit".

At this point, you will begin creating each question for the quiz/test. For each question you must specify the question type.

9. Select a question type then click "Submit".

You are now taken to the screen where you provide the question, possible answers, and if you intend to make the results of the test immediately available to the student, you have the option of providing correct and incorrect response feedback for each question.

IMAGE NOTE: If you would like to upload images to use in the test, click the "ADVANCED" link. It is next to the "NORMAL" button at the top of the screen. (It looks grayed out but it still works.)

10. Type the question at step "1" on the screen.

11. At step "2", set the number of possible answers (assuming a multiple choice question).

12. Type the possible answers and check the correct answer.
13. Step "3" only needs to be filled out if you intend to make the results of the quiz immediately available to students. After the quiz is complete and the student submits it, they will receive feedback on their answers.

### Options

Enter a response to a correct answer and a response to an incorrect answer.

**Correct Response:**
A database that can link separate tables together is a relational database

**Incorrect Response:**
Sorry, Access is a relational database.

14. The final step (4) is to submit the information. You have several choices:

**Add New Question:** Saves the current question and allows you to create another question for the quiz.

**Preview:** Saves the current question and displays all questions and options you have created for the quiz so far. From the Preview Assessment screen, you can either create a new question, set the number of points each question is worth, remove a question, modify a question, set the question order on the test, save, or save and make available.

15. Select "Add New Question" and create at least one more new question. The process is very similar for each question type. Follow the on-screen instructions.

### Setting Question Points, Rank, and Making Available

1. After you have created all of your questions, click "Preview".
2. Set how many points each question is worth.
3. Specify the questions position on the quiz.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Multiple Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question:</strong> Access is primarily known as a:</td>
<td></td>
</tr>
<tr>
<td><strong>Answer:</strong></td>
<td></td>
</tr>
<tr>
<td>X Flat Database</td>
<td></td>
</tr>
<tr>
<td>X Object Orientated Database</td>
<td></td>
</tr>
<tr>
<td>✔ Relational Database</td>
<td></td>
</tr>
<tr>
<td>X Circle Database</td>
<td></td>
</tr>
<tr>
<td><strong>Correct Feedback:</strong> A database that can link separate tables together is a relational database</td>
<td></td>
</tr>
<tr>
<td><strong>Incorrect Feedback:</strong> Sorry, Access is a relational database</td>
<td></td>
</tr>
</tbody>
</table>

[Add New Question] [Preview] [Cancel] [Save] [Save and Make Available]
4. You will probably not wish to post it at this time for student use, select "SAVE".

**Save:** If you click "Save", quiz will be listed with any other quizzes under the "Assessment Manager" but will not be available for students at this point.

**Save and Make Available:**
If you click "Save and Make Available", the quiz will be listed with any other quizzes under "Assessment Manager" and you will be taken to a screen which determines where the quiz will appear on the student's screen and what options are to be set.

### Posting the Quiz

Once you are ready for the students to take the quiz, you will need post it.

1. Return to "Control Panel".
2. In the Assessment section, click "Assessment Manager".
   All your quizzes and surveys will be listed.

3. Click the "Set Availability" button next to the quiz you wish to make available.
4. Set "Make assessment available?" to YES.

#### Assessment Availability Information

<table>
<thead>
<tr>
<th>Make Assessment Available?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

---

5. If you would like to place a message in the "Announcements" section of BlackBoard about the quiz, set "Generate an Announcement" to YES.
6. Select the folder where you would like the quiz posted to. The choices are: Assignments, Course Information, and Course Documents.
7. Set any options desired then click "SUBMIT".

#### Options

- **Show detailed result:** Show your students the results for each question instead of simply their final grade.
- **Reveal correct answer:** Show your students the correct answer for each question. (Shown only when Show Detailed Result checked.)
- **Feedback enabled:** Allow your students to view the feedback that you have entered for each question. (Shown only when Show Detailed Result and Reveal Correct Answer checked.)
- **Allow multiple attempts:** Allow your students to take this assessment multiple times.
- **Set time for quiz:** Students are shown a running clock and warned when the time limit is approaching.
  - Hours: 0
  - Minutes: 30
- **Password protect:** Allow only those students with the specified password to take the assessment. No spaces are allowed. (Leaving it blank means no password required.)
  - Enter password: [Blank]
    - No spaces are allowed.
THE QUESTION POOL

The question pool is a repository for questions that can later be used to create assessments. It is also possible to take questions from previously created assessments and add them to the Question Pool.

Creating A New Pool and Adding A New Question to the Pool

1. Click on the "Control Panel" button.
2. In the Assessment area, click "Pool Manager".
   Any existing pools will be listed.

3. Click the: "Add Pool" button
4. "Enter a Name" for the pool that is descriptive of its questions subject matter.
   How general or specific the name is depends upon the breadth of the class you are teaching. For example, if you are teaching a class that is an overview all things that relate to computers, then "Software" would be a good choice; however, if you are teaching a software class than it would be too general.

5. Type a Description then click "SUBMIT".
6. Select the type of question you would like to create from the drop down list.
   (If you would like to use a question from another pool or an existing quiz, click "From Question Pool or Assessment".)
7. Click "Submit".

These next steps are just like creating a question for a quiz/exam. Refer to that section to complete the question. (i.e. type the question, set the possible answers and mark the correct answer, set the correct and incorrect replies).

8. Click "Preview Pool".
**Adding an Existing Question to a New Or Existing Pool**

Questions from online quizzes or other pools can also be added to a new pool or an existing pool.

1. Click on the "Control Panel" button.
2. In the Assessment area, click "Pool Manager".
   - To add to an existing pool, click the "Modify" button next to the name of the pool.
   - To create a new pool, click the "Create New Pool" button then follow the steps on the previous page.
3. Click the "Modify" button next to the name of the pool you wish to add a question to.
4. Click the "Add Item" button.
5. Set the question type to "From Question Pool or Assessment".
6. Click "Submit".
7. Check the pools and assessments that you will be selecting questions from.
8. Click "Submit".
9. **Related Categories**: If your online quizzes were categorized, you can filter the questions by selecting a category, otherwise, select "ALL".
10. **Select Question Type**: Check the types of questions you would like to use by checking the appropriate boxes.
11. **Enter Keywords**: If you entered keywords when you created your question, you can use this box to filter questions based on the matching keyword.
12. Click "SUBMIT".

---

**POOLS:**
- Excel -- 5 Questions
- History -- 1 Question
- Questions -- 5 Questions

**ASSESSMENTS:**
- Excel Exam -- 7 Questions
- Final Exam -- 8 Questions
- FP Quiz -- 2 Questions
- Microsoft Access Quiz -- 2 Questions
- MidTerm -- 15 Questions
A list of all matching questions will be listed.

13. In the "Add" column, check all the questions you wish to add to the question pool.

14. Click "Submit" to add the questions to the question pool.

The pool is created and you are taken to the screen below. You can use this screen to modify or remove individual questions, preview questions, or add more questions.
Using the Question Pool to Make an Online Quiz

1. Click on the "Control Panel" button.
2. In the Assessment section, click "Assessment Manager".
3. Click the button: "Create New Assessment" (or modify an existing one).
4. Use the drop down arrow to select Quiz/Test as the type of assessment.
5. Click on "Submit".

6. Enter a name for the quiz.
7. Type a general description of the quiz.
8. Click "Submit".

9. Enter instructions for students who will be taking the test.
10. Click "Submit".

11. Select "From Question Pool or Assessment" then click "Submit".

12. Check the pools and assessments that you will be selecting questions from.
13. Click "Submit".

14. Related Categories: If your online quizzes were categorized, you can filter the questions by selecting a category, otherwise, select "ALL".

15. Select Question Type: Check the types of questions you would like to use by checking the appropriate boxes.

16. Enter Keywords: If you entered keywords when you created your question, you can use this box to filter questions based on the matching keyword.

17. Click "SUBMIT".
18. A list of all matching questions will be listed. Check all the questions you wish to add to the question pool.
19. Click "Submit" to add the questions to the question pool.
20. Set the question order using the drop down arrows.
21. Type in the number of points you would like to award for each question.
22. Click "Save" to save the quiz but not post it for student use yet OR Click "Save and Make Available" to save it and post it so student can take it now.

Note that if you click "Save and Make Available" you will need to complete a further screen pertaining to feedback and where to post it. If you selected just "SAVE", you will not see the feedback screen until you make it available.

**IMPORTANT NOTE ON TAKING QUIZZES**
After a student takes a quiz and submits it, if they attempt to go back and look at the quiz again, all of their answers will be erased. Further, if you did not check "Allow multiple attempts", they will not be able to supply new answers.
ONLINE GRADEBOOK

Use the "Online Grade book" area to create the Gradebook, monitor student progress, and edit grades. When students take online quizzes, unless there are essay questions, the score will be recorded in the grade book automatically. The Gradebook can also be used to input non-online scores for such items as on class participation, attendance, etc. Instructors have the option of allowing students to view their own scores in the Gradebook.

1. Click the "Control Panel" button.
2. In the Assessment section, click "Online Gradebook".

Online Gradebook as four major sections:

<table>
<thead>
<tr>
<th>Online Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Report By User</td>
</tr>
<tr>
<td>Use this area to find a specific user. You can view statistics and assessment results, and modify and update scores for a user.</td>
</tr>
<tr>
<td>▪ Report By Item</td>
</tr>
<tr>
<td>Use this area to view information about a specific gradebook item.</td>
</tr>
<tr>
<td>▪ Spreadsheet View</td>
</tr>
<tr>
<td>Your standard gradebook view is located here. You can add, modify and remove gradebook entries, including assessment results.</td>
</tr>
<tr>
<td>▪ Export Gradebook</td>
</tr>
<tr>
<td>Export the gradebook as a comma-delimited text file.</td>
</tr>
</tbody>
</table>

GRADEBOOK – SPREADSHEET VIEW

The "Spreadsheet" is useful to:

- **Structure/Design the Gradebook**
  It is here that instructors create the Gradebook. For example, test scores, participation, homework, attendance, etc., can all be tracked. This area should be setup well before class begins although it can be modified later. Note that quizzes and surveys created by the Assessment Manager will automatically be added to the Gradebook once the quiz is made available to the student.

- **Overview Of all Student Grades**
  "Spreadsheet" can be used to view scores for the entire class at once.

- **Edit Scores**
  Spreadsheet view can be changed to see all scores for a particular student or see how all students scored on a particular item. Once in either of these last two views, instructors can edit the scores.

3. Click "Spreadsheet View".
Changing a Quiz Score:
You can view a student's answers on a quiz and change the number of points given by clicking the score for that student in the appropriate column. Note that quiz scores are recorded automatically when a student takes the quiz.

Assigning Scores for Non Quiz Items
While quiz scores are recorded automatically, manually added items such as "Attendance", "Homework", etc. must be recorded by the instructor.
To input or modify the number of points given to a student on a particular item, click the dash in the appropriate box.

View/Modify Score - Single Student:
To view or modify all scores of a particular student, click the name of the student. All other students will be hidden from view.

View/Modify Score by Column:
To view or modify all student scores on a particular item, click the column name. All other columns will be hidden.
CREATING THE GRADEBOOK STRUCTURE
The first task you will most likely wish to accomplish is to create the structure of your Gradebook. This might include adding columns to track: attendance, participation, homework, etc.

Note on Online Quizzes/Surveys:
Columns for online quizzes should not be created here. There is no way to link a quiz column you create here to a quiz created using Assessment Manager. When you use Assessment Manager to create an online quiz or survey, the quiz/survey will automatically show up as a column in the Gradebook as soon as you make it available to students.

Creating a New Non-Quiz Item (Column)
1. Click the "Control Panel" button.
2. In the Assessment section, click "Online Gradebook".
3. Click "Spreadsheet View".
4. Click "Add Item".
5. Fill out the form as shown below.

   **Enter Item Information**
   - Name: Group Project II
   - Type: Group Project
   - Points possible: 30

   **Options**
   - Make item visible to students now: Yes

   a. What you type here displays at the top of the column.
   b. What you select here displays just below the column title.
   c. Enter the points possible.
   d. If you would like students to see their grade for this column, click "Yes".
   e. Click "SUBMIT"

Modifying a Column Entry
Should you decide to change any of the information on the "Enter Item Information" screen shown above, (name, type, points, availability) for a manual item or a quiz, follow the steps below.

1. While in "Spreadsheet View", click the "MODIFY" button.
2. Click the item you wish to modify then click "SUBMIT".
3. Make your modifications then click "SUBMIT".
### Remove a Column

To remove a column and all of its contents from the spreadsheet, follow the steps below.

1. While in "Spreadsheet View", click the "Remove Item" button.
2. Check the boxes next to the items to be removed then click "SUBMIT".

#### Select Items to Remove

<table>
<thead>
<tr>
<th>Current Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance [Attendance]</td>
</tr>
<tr>
<td>Group Project II [Group Project]</td>
</tr>
<tr>
<td>Lab Assignment5 [Assignment]</td>
</tr>
<tr>
<td>Lab Assignments [Assignment]</td>
</tr>
<tr>
<td>Lab10 [Lab]</td>
</tr>
</tbody>
</table>

#### Select Assessments to Remove

<table>
<thead>
<tr>
<th>Current Assessments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Exam [Quiz]</td>
</tr>
<tr>
<td>Excel Test [Quiz]</td>
</tr>
<tr>
<td>FP Quiz [Quiz]</td>
</tr>
<tr>
<td>Final [Quiz]</td>
</tr>
</tbody>
</table>

Columns in the "Current Items" section (manually created columns) will be removed from the spreadsheet.

Checking columns in the "Current Assessments" section (Quizzes), clears the student scores but does not remove the quiz. You must remove the quiz in Assessment Manager to remove a quiz from the Gradebook.
UPDATING STUDENT SCORES

To enter scores for manually created columns such as Participation, or Group Projects or online quizzes, follow the steps below.

1. Click on the "Control Panel" button.
2. In the Assessment section, click "Online Gradebook".
3. Click "Spreadsheet View".

There are two ways to go about this.
- Enter the grades in all columns for a particular student.
- Enter the grades for all students of a particular column.

Report for Group Project II

<table>
<thead>
<tr>
<th>Scores</th>
<th>Student</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>May 18, 2001</td>
<td>Buck, Gail</td>
<td>30</td>
</tr>
<tr>
<td>May 18, 2001</td>
<td>Crystals, Sandra</td>
<td>29</td>
</tr>
<tr>
<td>May 18, 2001</td>
<td>Clark, Wes</td>
<td>25</td>
</tr>
<tr>
<td>May 18, 2001</td>
<td>Cohen, Carolyn</td>
<td>26</td>
</tr>
</tbody>
</table>

Report for Wes Clark

User Statistics
Average: 9.714285
Points/Assessment: 32.2513%
Total Points: 211

Scores
<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Score</th>
<th>Points Possible</th>
<th>Class Avg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 13, 2000</td>
<td>Participation</td>
<td>20</td>
<td>20</td>
<td>15.75</td>
</tr>
<tr>
<td>Apr 20, 2001</td>
<td>Excel Exam (quiz)</td>
<td>40</td>
<td>80</td>
<td>69</td>
</tr>
<tr>
<td>Dec 12, 2000</td>
<td>Final Exam (quiz)</td>
<td>45</td>
<td>45</td>
<td>45</td>
</tr>
</tbody>
</table>

For manually created columns, enter the score in the text box.

Quiz scores are recorded automatically. To view a student's quiz or change the score, click on the score.
Problems and Grading Essay/Short Answer Online Quizzes

1. Be in "Spreadsheet View". (Control Panel - Online Gradebook – Spreadsheet View)

   | Thomas, Kraig (111-11111) | Edit | - | ! |

   Items with a red exclamation indicate that the instructor will need to check the online quiz manually. This is usually because the quiz contains a short answer/essay type question but can also appear if the student took longer than allowed on a timed test or there was a connection failure during the test.

2. Click the red exclamation point for the item you wish to examine.

   The online quiz will open. Use this window to:
   - Read the essay / short answer input from the student.
   - Assign / change the number of points awarded for each question.
   - Clear the student's attempt to take the test if you think there were technical problems. Once cleared, the student's scores will be erased and the system will allow them to take the test again.

3. Once you have made your changes, click the "SUBMIT" button.

Gradebook – Report By User

Like Spreadsheet view, "Report by User" allows instructors to change a student's score for manual items and online quizzes. "Report by User" displays only one student on the screen and does not allow you to restructure your Gradebook design. It produces the same results as clicking on a students name in "Spreadsheet View".

Gradebook – Report By Item

Like Spreadsheet view, "Report by Item" allows instructors to change a student's score for manual items and online quizzes. "Report by Item" allows you to input the score for all student for a particular item such as participation, attendance, etc. It produces the same results as clicking a column name if "Spreadsheet View".

Gradebook - Export Gradebook

This feature allows you to export your Gradebook as a text file (*.csv) that can easily be imported into Excel.

1. Open "Control Panel".
2. In the Assessment section, click "Online Gradebook".
3. Click "Export Gradebook".
4. If desired, use the drop down arrows to limit what will be exported.
5. Click "GO".
6. Click "Get Exported Gradebook"
7. Select "Save this file to disk" and click "OK".
8. Select a location then click "Save".
Import the Gradebook into Excel

1. Start MS Excel.
2. Click FILE – OPEN
3. Go the location of where you exported your Gradebook file (*.csv)
4. Change "Files of Type" to "All Files"
5. Click the file then click "OPEN".
6. At "Step 1", set the data type to "Delimited" then click "NEXT".

7. At "Step 2", set the Delimiters to "Comma" and the Text Qualifier to double quotes ".
8. Click on "NEXT".
9. Click on "FINISH".
COURSE STATISTICS

This area allows instructors to generate reports and graphs on student use of blackboard. Reports can be generated for all students or selected students and for all dates or between given dates. To generate a report, follow the steps below.

1. Click on the "Control Panel" button.
2. In the Assessment area, click "Course Statistics".
3. Use the down arrow to select a report type.
4. Specify the reporting period.
5. Select the users to include in the report.
6. Set the report options.
7. Click "SUBMIT".

---

1. **Select Report Filter**
   - **Report type:** Overall Summary of Course Usage
   - **Time period:** All dates
   - **Between the following dates:**
     - From: May 01 2000
     - To: May 18 2001

2. **Select Users**
   - **Users:**
     - All Users
     - Selected Users:
       - Bergin, Richard
       - Blackboard5, Guest
       - Buck, Gail
       - CST Training, Instructor
       - Chrystal, Sandra

3. **Options**
   - **Do you wish to refresh the dataset:**
     - Yes
     - No
   - **What information do you want to display:**
     - Total number of accesses per area
     - Number of accesses over time
     - User accesses per hour of the day
     - User accesses per day of the week
     - Total accesses by user
ENROLL/MODIFY/DELETE USERS

**Enroll A User**
When a student registers for a course, they should automatically be entered into the Blackboard system. However, should the need to manually enroll a user who has an active USC UNIX account but is not enrolled in your class:

1. Click the "Control Panel" icon.
2. In the User Management section, click "Add Users".
3. Click "Enroll Existing Users".

Use the search box to find the student. Note, you can only add a user who has a UNIX account.

4. Click on the "Search" tab.
5. Enter their last name then click "Search".

6. Check the box in the "Add" button next to the users name.
7. Click "SUBMIT".
8. Click "OK" at being told you were successful.

By default, the user will be given the role of "Student".

**Modify a User**
To change the role or availability of an enrolled user:

1. Click the "Control Panel" icon.
2. In the User Management section, click "List/Modify User".

3. Click on the "LIST ALL" tab.
4. Click the "List All" button.

(Because of the limited number of students in a course, "List All" is fairly quick when listing users in a course.)

5. Click the "Properties" button next to the person whose properties you wish to change.

The top of the screen lists personal information such as name, password, city, state, etc., while the bottom of the screen lists the Role and Availability. It is this area that instructors will probably be most concerned with.
### Role and Availability

<table>
<thead>
<tr>
<th>User Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Instructor</td>
</tr>
<tr>
<td>Teachers Assistant</td>
</tr>
<tr>
<td>Grader</td>
</tr>
<tr>
<td>Course Builder</td>
</tr>
</tbody>
</table>

- **Instructor** – Full Access.
- **Grader** – Access to the Gradebook only.
- **Student** – No Access to the Control Panel.
- **Teachers Assistant** – Access to quiz developments, the Gradebook, and managing users.
- **Course Builder** – All access except the Assessment and Communications sections.

6. Select the desired role for the user then click "SUBMIT".

---

### Remove User

To delete a user from a course follow the steps below. Note that to remove a user you have given the role of "Instructor" to, you must first change their role back to student (see above).

1. Click the "Control Panel" icon.
2. In the User Management section, click "Remove Users".
3. Use the search box to find the user then click "Search".

4. Check the box in the "Remove" column for the user to be removed.
5. Type the word **Yes** where indicated.
6. Click "SUBMIT" to remove the user.
APPENDIX– SIMPLE HTML CODE

Course Info, Course Documents, Announcements, Books, and Assignments all allow the use of HTML tags to dress up the text and link to/display html, image, and application data files on the web. This section is intended to show some of the more common uses of HTML code.

Simple Formatting Tags
Most HTML tags have an opening tag (on switch) and a closing HTML tag (off switch). The off switch is exactly like the on switch except that a forward slash is added.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Syntax</th>
<th>Code Example</th>
<th>Display Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold Face</td>
<td>&lt;B&gt;text&lt;/B&gt;</td>
<td>Be sure &lt;B&gt;not to be late&lt;/B&gt; with your assignment.</td>
<td>Be sure <strong>not to be late</strong> with your assignment.</td>
</tr>
<tr>
<td>Underline</td>
<td>&lt;U&gt;text&lt;/U&gt;</td>
<td>Items in quotes &lt;U&gt;are&lt;/U&gt; to be taken literally.</td>
<td>Items in quotes <strong>are</strong> to be taken literally.</td>
</tr>
<tr>
<td>Paragraph Break</td>
<td>&lt;P&gt;</td>
<td>Class Schedule &lt;P&gt; This schedule is designed to...</td>
<td>Class Schedule</td>
</tr>
<tr>
<td>(double spaces)</td>
<td></td>
<td></td>
<td>This schedule is designed to...</td>
</tr>
<tr>
<td>Line Break</td>
<td>&lt;BR&gt;</td>
<td>Class Schedule&lt;BR&gt; This schedule is designed to...</td>
<td>Class Schedule</td>
</tr>
<tr>
<td>(single spaces)</td>
<td></td>
<td></td>
<td>This schedule is designed to...</td>
</tr>
<tr>
<td>Larger Text</td>
<td>&lt;BIG&gt;text&lt;/BIG&gt;</td>
<td>&lt;BIG&gt;Class Schedule&lt;/BIG&gt;  &lt;BR&gt; This schedule is designed to...</td>
<td>Class Schedule</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This schedule is designed to...</td>
</tr>
</tbody>
</table>

Creating a Bullet List
Bullet lists must begin with the <UL> tag and end with the </UL> tag (Unordered List). Each line which is to have a bullet is preceded by the <LI> tag (Line Item).

Example
Reading List
<UL>
  <LI>Read "In Search of Excellence".
  <LI>Read "The Great Divide".
  <LI>Compare and contract the two.
</UL>

Reading List
- Read "In Search of Excellence".
- Read "The Great Divide".
- Compare and contract the two.

Note: you can use the <OL> tags rather than the <UL> tags to create a numbered list.
**Creating a Link to an External Web Page**

To create a hyperlink to another user's html web page:

Syntax:  

```
<A HREF="address of page">Message on screen for user to click</A>
```

Example:  

```
<A HREF="http://www.usc.edu/computing">Go to Computing Page</A>
```

Result:  

Go to Computing Page

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**Create a Link to a File (Excel, PowerPoint, etc.)**

Syntax:  

```
<A HREF="address of file">Message on screen for user to click</A>
```

Example:  

```
<A HREF="http://www-rcf.usc.edu/~yourname/images/JavaScript-Beginning.ppt">View Pwrpt</A>
```

Result:  

View Pwrpt

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**Display an Image from an External Web Page**

Syntax:  

```
<IMG SRC="web address of file">
```

Example:  

```
<IMG SRC="http://www-rcf.usc.edu/~yourname/images/homer_mad.gif">
```

Result:  

![Homer Simpson](http://www-rcf.usc.edu/~yourname/images/homer_mad.gif)