

BAKER UNIVERSITY
SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES

FACULTY BLACKBOARD TUTORIAL

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Blackboard Icons

Blackboard uses icons to help users recognize items within the course materials. You will see the following icons within the course.



COURSE LINK – A link to another place within the course; also a link to a discussion board



ASSIGNMENT – A specific task for students to complete and turn in



EXTERNAL LINK – A link to a website outside Blackboard



ITEM – Information for students (e.g. reading assignment)

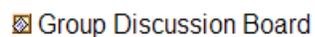


FOLDER – A place that holds a collection of related items (e.g. assignments, links etc.)

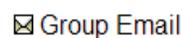


TEST – An assessment tool

The icons below are all associated with team work on Blackboard.



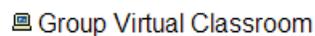
A discussion board available only to the selected team



Allows team members to email each other directly



Allows team members to share files



Allows team members to enter a “classroom” environment



Announcements

Why Use Announcements

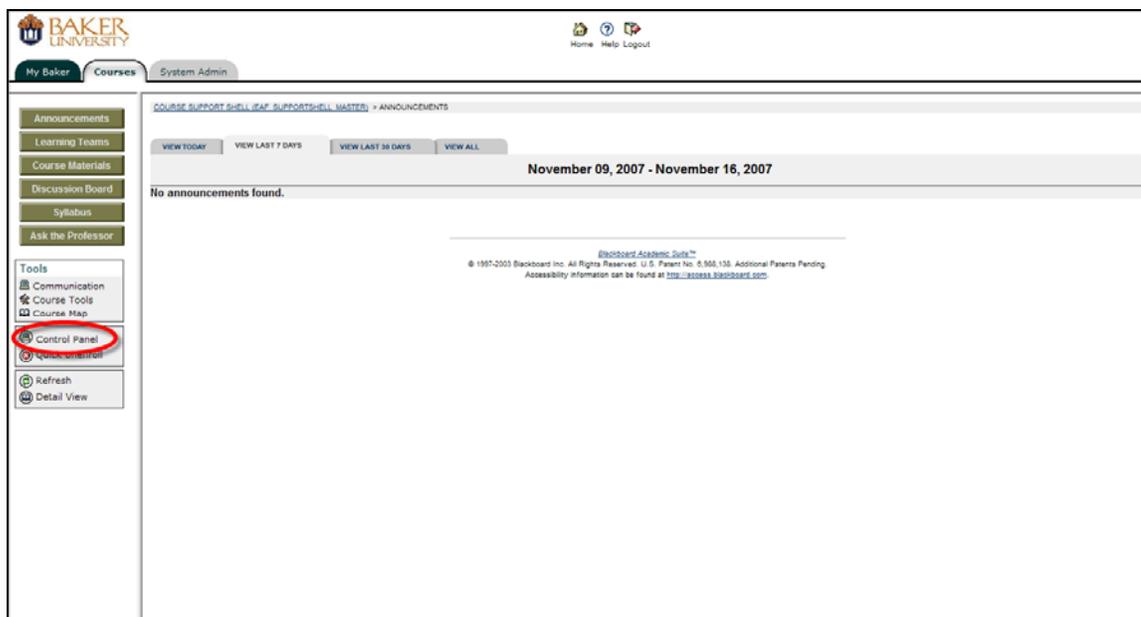
When students open a Blackboard shell the announcements window appears first. This section assists with guiding students towards the goals for the week or for the course. There are several ways to use this feature:

- Provide an introductory welcome to the class
- Post key information for students each week
- Email urgent messages or important announcements at the same time you make announcements within the shell

How to Create an Announcement

To create announcements, complete the following steps:

1. Access the **Control Panel** by selecting the link located on the lower half of the main menu.





2. Select the **Announcement** link located within the **Course Tools** box on the left side of the screen.



3. Select **Add Announcement** by clicking the icon located just below the announcement heading.





Create your message by following steps A through E.

- A. Enter a subject title that pertains to the text of your message.
- B. Add your message.
- C. Determine if any date restrictions are needed.
- D. Provide a course link back to the subject of your message if required. A course link will allow the students to view the location in the shell highlighted by the announcement.
- E. Check the box for sending the announcement as an email if you want your students to read the announcement immediately.

- 4. Click **Submit**, located in the lower right of the screen to save the announcement, and then click **OK** to accept.
- 5. The screen should refresh to the window the shell opens to each time (see step one for creating an announcement). Review your work by clicking the **Announcement** tab located on the main menu.



How to Modify or Remove an Announcement

To **modify** announcements, complete the following steps:

1. Access the **Control Panel** by selecting the link located on the lower half of the main menu.
2. Select the **Announcement** link located within the **Course Tools** box on the left side of the screen.
3. Click **Modify**. The window will refresh with the announcement. Follow steps 4-6 above to revise your announcement.

To **remove** announcements, complete the following steps:

1. Access the **Control Panel** by selecting the link located on the lower half of the main menu.
2. Select the **Announcement** link located within the **Course Tools** box on the left side of the screen.
3. Click **Remove**. A window with a warning will appear: “This action is final and cannot be undone. Remove this item?” Select **OK**. The window will refresh and your announcement will no longer appear.

The screenshot displays the Baker University Blackboard interface. At the top, the Baker University logo is on the left, and navigation links (Home, Help, Logout) are on the right. Below the logo, there are tabs for 'My Baker', 'Courses', and 'System Admin'. The main content area is titled 'Announcements' and includes a breadcrumb trail: 'COURSE SUPPORT SHELL (EAF SUPPORTSHELL MASTER) > CONTROL PANEL > ANNOUNCEMENTS'. There is an 'Add Announcement' button and a date range filter set to 'October 31, 2007 - November 07, 2007'. A specific announcement is shown with the text 'Wed, Nov 07, 2007 -- Welcome! I look forward to working with you!'. In the bottom right corner of the announcement area, there are two buttons: 'Modify' and 'Remove', both of which are circled in red. An 'OK' button is located at the bottom right of the entire page.



Items

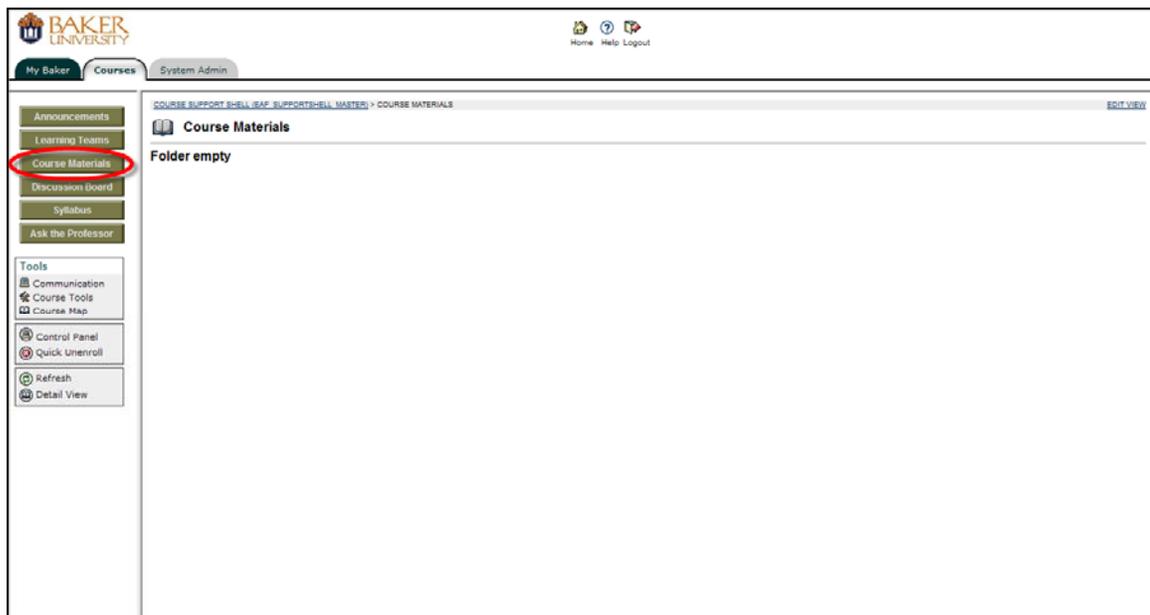
Why Use Items?

You can use items to communicate information to your students, such as reading assignments. Students can read Items, but they cannot submit assignments for grading through an Item link.

How to Create an Item

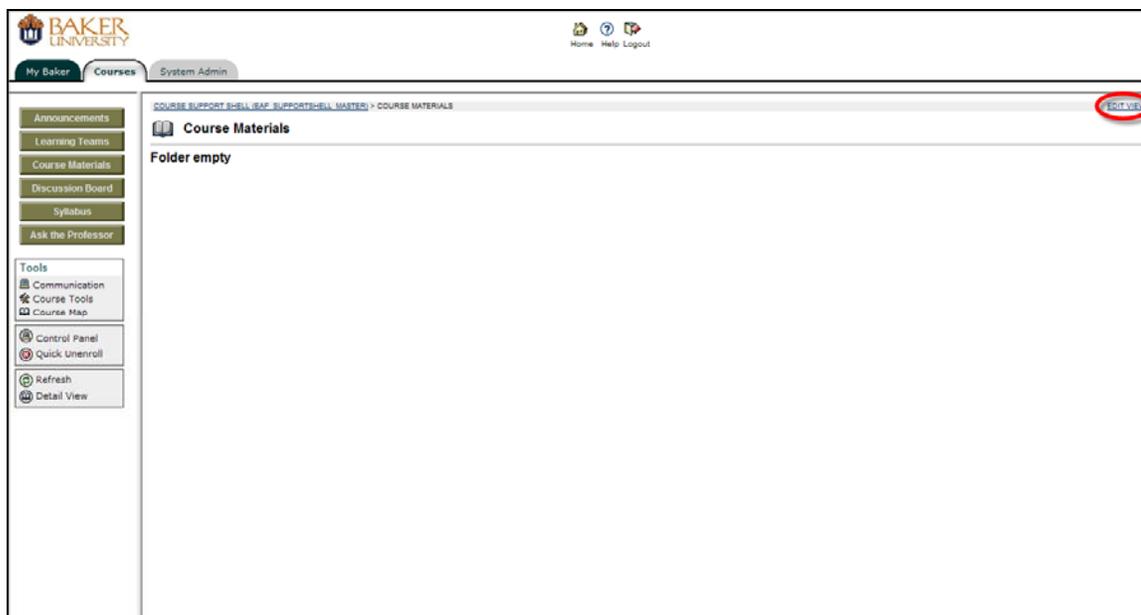
To create an Item, complete the following steps:

1. Select the **Course Materials** tab located on the main menu.

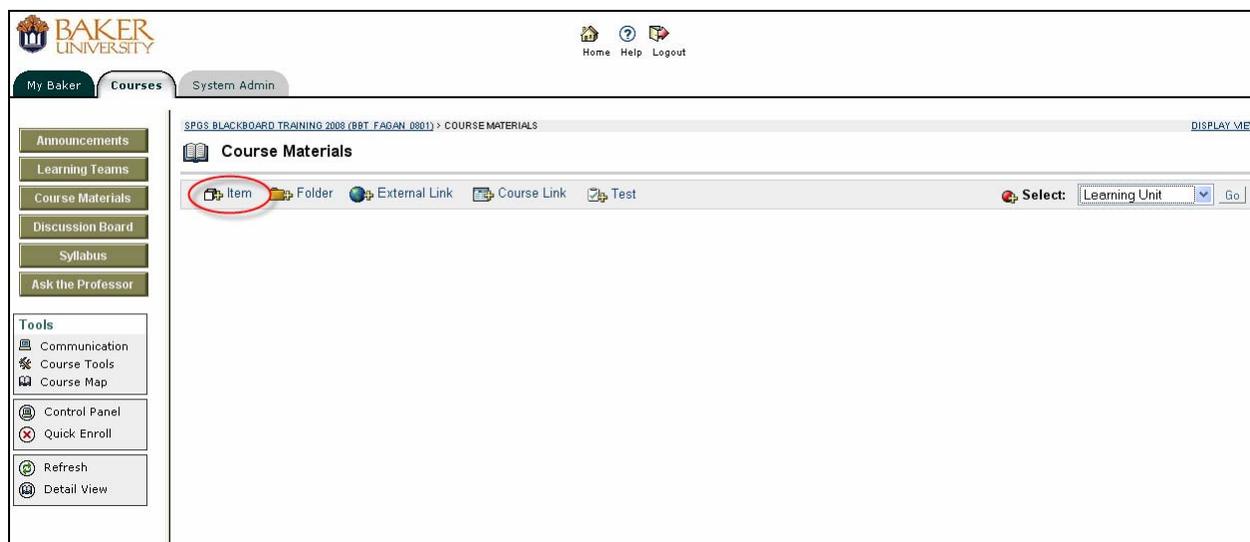




2. Switch from the **Display View** to the **Edit View** by clicking the link located on the right side of the window.



3. Click + **Item** on the left side of the screen.





4. Your screen will refresh to show the Add Item menu.

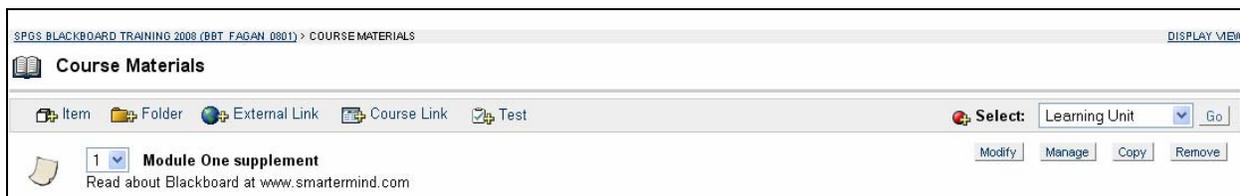
- A. Enter a title that reflects the nature of the Item.
- B. Use the text box to explain the Item.
- C. Attach files or information that will help with the Item.
- D. Apply any date restrictions, track the number of views, or make the Item available to students
- E. Click **Submit** to add your Item.

The screenshot shows the 'Add Item' form in Blackboard. The form is divided into four sections: 1. Content Information, 2. Content, 3. Options, and 4. Submit. Red boxes labeled A through E highlight specific fields: A is the Name field, B is the Text area, C is the Attach local file field, D is the Make the content available radio button, and E is the Submit button. The form also includes a left sidebar with navigation options and a top navigation bar with 'Home', 'Help', and 'Logout' links.

5. Click **OK** to finalize the process.



The screen refreshes to show your completed Item:



How to Modify or Remove an Item

To **modify** items, complete the following steps:

1. Select the **Course Materials** tab located on the main menu. Switch from **Display View** to **Edit View**.
2. Click **Modify** or **Remove**. **Modify** takes you back into the screen you see in step 4 above, while clicking **Remove** will cause a pop-up screen to appear, asking if you really want to remove your Item. Click **OK** to remove your Item.



Assignments

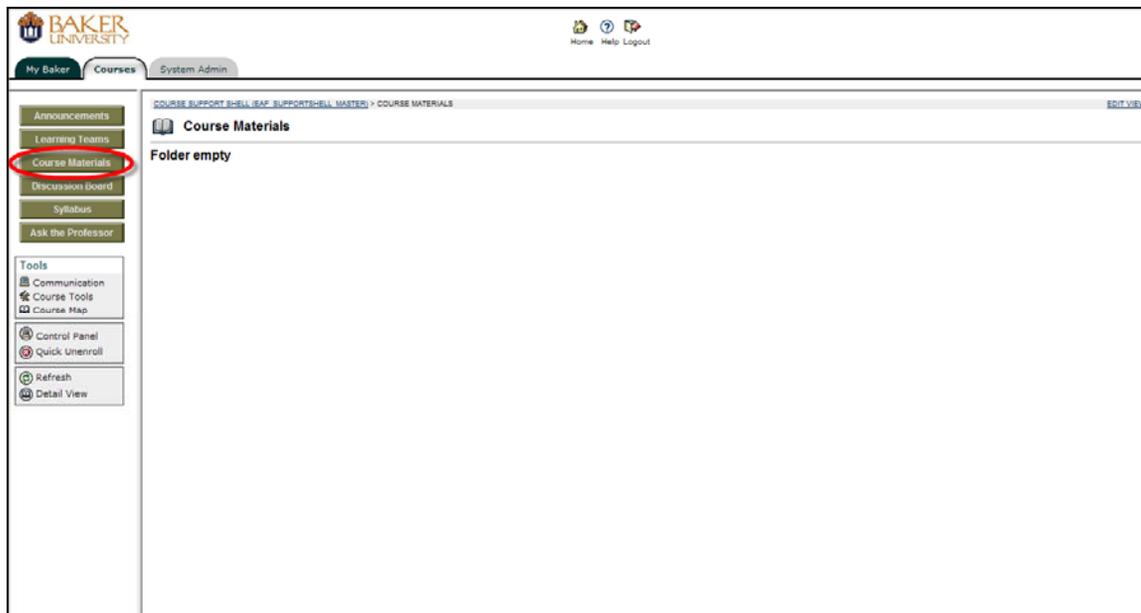
Why Use Assignments

The Assignment feature in Blackboard is a great way to track and collect student work. When you create an assignment within the Course Materials section, the assignment automatically appears in your gradebook. There will be no questions from students about which assignments need to be completed or if you received their submission. You will have an electronic record of their work and your students will be able to view their current grade with your comments instantly.

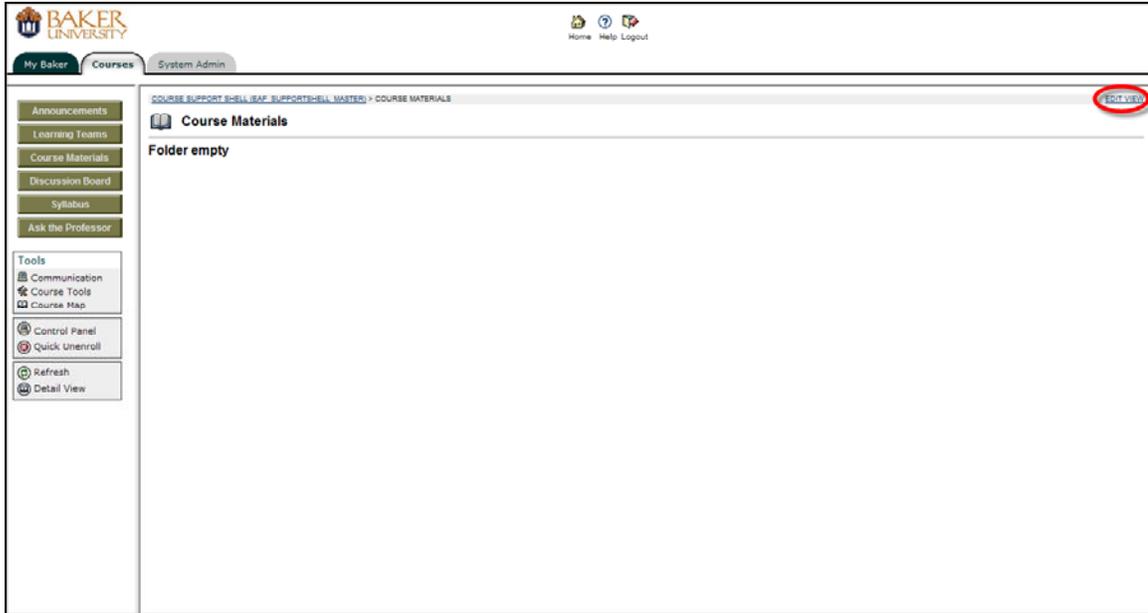
How to Create an Assignment

To create assignments, complete the following steps:

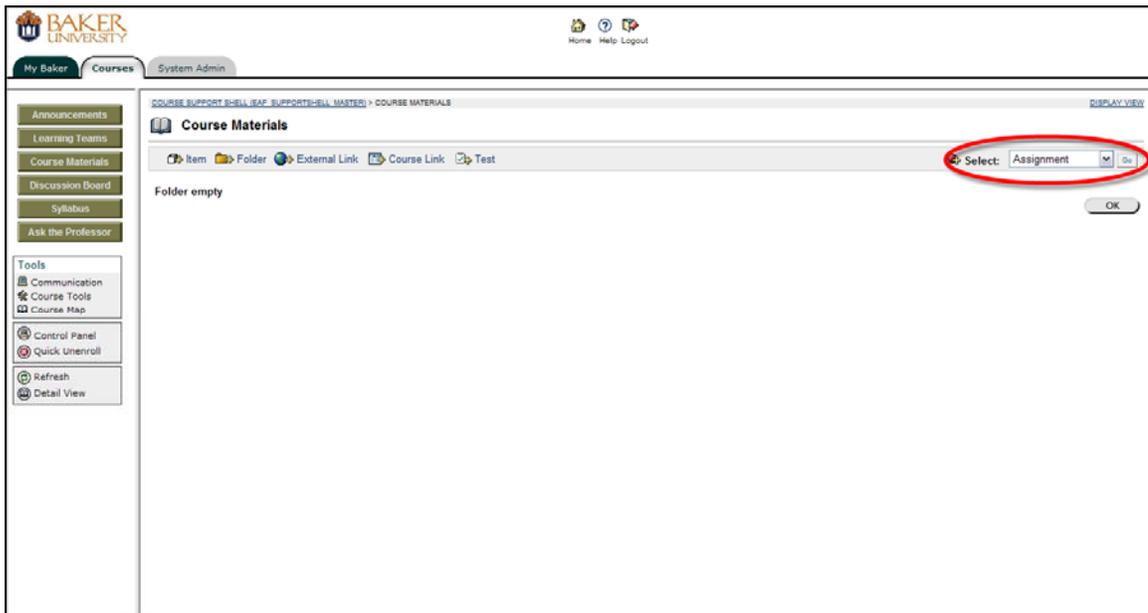
1. Select the **Course Materials** tab located on the main menu.



2. Switch from the **Display View** to the **Edit View** by clicking the link located on the right side of the window. 



3. Select the **Assignment** option from the drop down menu located on the right side of the window. Click **Go** once you have selected **Assignment** in the drop down field.





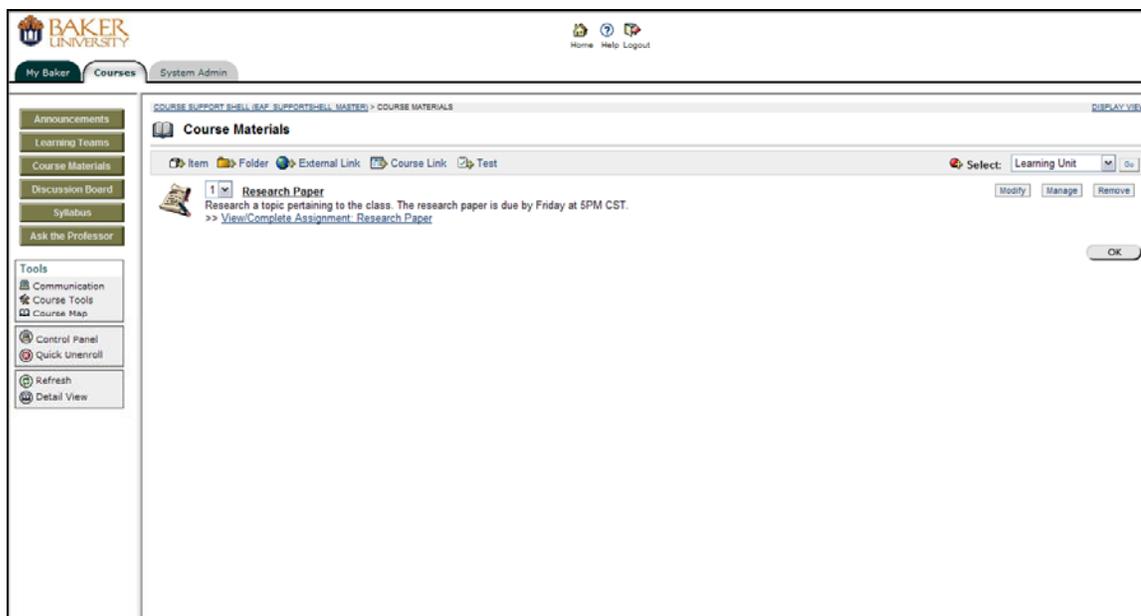
4. Create the assignment.

- A. Enter a title that relates to the content of the assignment.
- B. Enter the number of possible points that can be earned.
- C. Add instructions.
- D. Attach any handouts required to complete the assignment.
- E. Apply any date restrictions, track the number of views, or make the assignment available to students.

5. Click **Submit**, located in the lower right of the screen to finish, and then click **OK** to accept.



6. Review your work by clicking the **Course Materials** tab. To get an idea of what the students will see, switch back to the display view.



Refer to the **Gradebook** section for more information about managing assignments.

How to Modify or Remove an Assignment

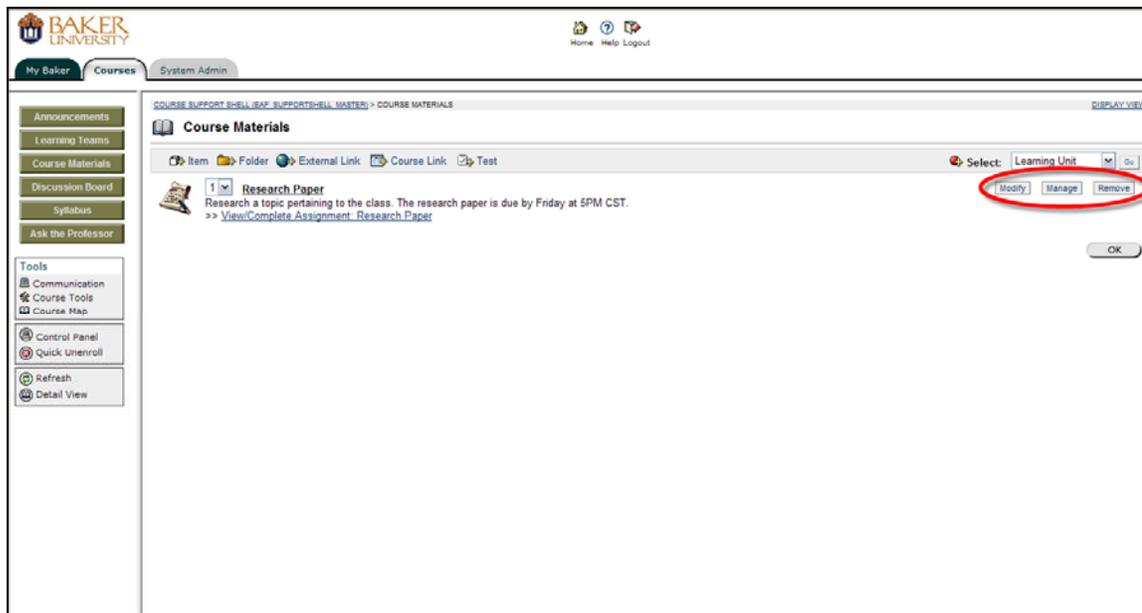
To **modify** assignments, complete the following steps:

3. Select the **Course Materials** tab located on the main menu. Switch from **Display View** to **Edit View**.
4. Click **Modify**. The window will refresh with the assignment. Follow steps 3-5 above to revise your assignment.



To **remove** assignments, complete the following steps:

1. Select the **Course Materials** tab located on the main menu. Switch from **Display View** to **Edit View**.
2. Click **Remove**. A window with a warning will appear: “This action is final and cannot be undone. Remove this item?” Select **OK**. The window will refresh and your assignment will no longer appear.





Discussion Boards

Why Use Discussion Boards

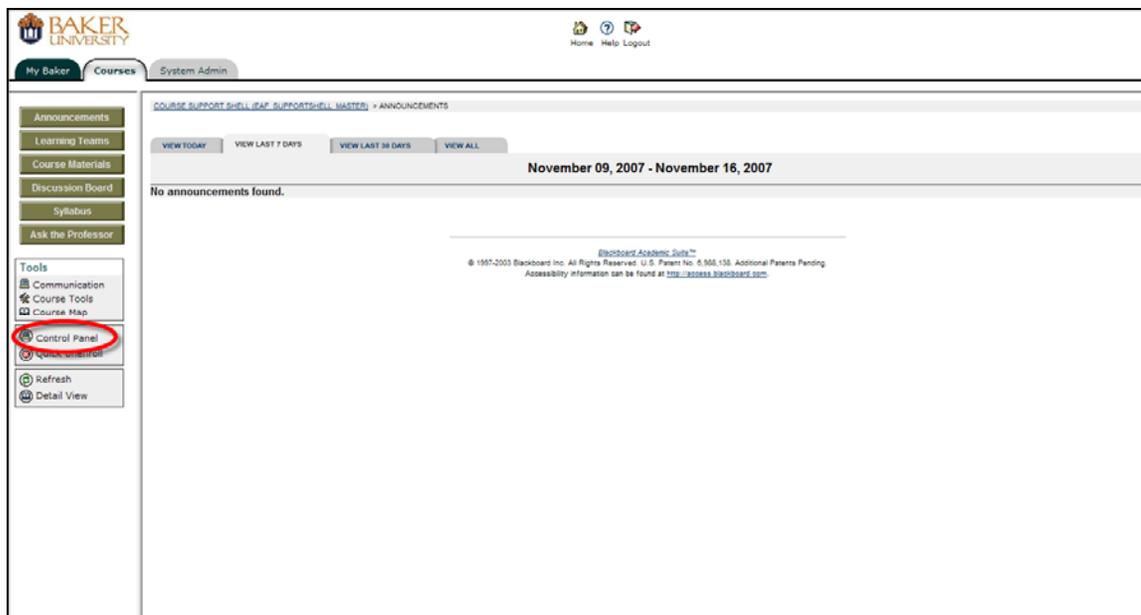
Each course contains two standard discussion boards, **Ask the Professor** and **Class Discussion Board**. If these do not provide exactly what you need for the course discussion boards then you can add more. Discussion boards can align with weekly lectures to keep students connected to the content of a course between class sessions. Students can use the discussion boards to post questions about research or assigned readings.

Discussion boards can be organized by housing them within modules; they can also appear in the Course Materials tab. Name the discussion boards with titles that pertain to key concepts from lectures.

How to Create a Discussion Board

To create discussion boards, complete the following steps:

1. Access the **Control Panel** by selecting the link located on the lower half of the main menu.





2. Select the **Discussion Board** link located within the **Course Tools** box on the left side of the screen.

The screenshot shows the Blackboard interface for a course. The 'Course Tools' box on the left contains several categories of links. The 'Discussion Board' link is circled in red. Other categories include Content Areas, Course Materials, Course Options, User Management, Assessment, and Help.

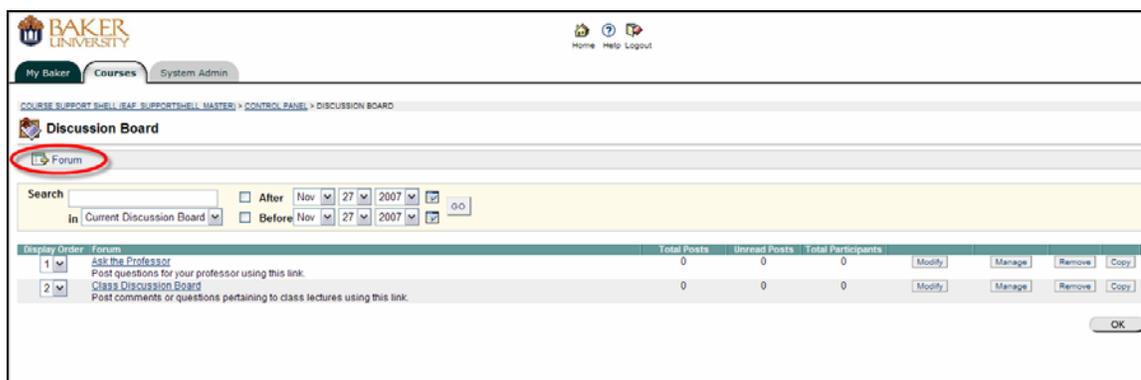
3. Click the main discussion board link (typically the first listed).

The screenshot shows the Blackboard Discussion Boards page. A table lists the discussion boards for the course. The 'EAF_supportshell_master' link is circled in red. The table has columns for Discussion Board, Forums, Participants, and Posts.

Discussion Board	Forums	Participants	Posts
EAF_supportshell_master	2	0	0
Learning Team 1	1	0	0
Learning Team 2	1	0	0
Learning Team 3	1	0	0
Learning Team 4	1	0	0



- Click the icon highlighted below to add a discussion board (they are also called forums).



- Follow Steps A through C to create the discussion board (see the image on the next page).
 - Provide a title and description for the discussion board. Be sure to save a copy of the text from the description. Select what you've written and copy it so you can use the information to create a link to the board.
 - Determine the parameters of the discussion board (there are defaults that will appear and can be modified).
 - Click **Submit** to save the discussion board.



Add Forum

Forum Information

A Name

Description

Available Yes No

Forum Settings

B Allow anonymous posts

Allow author to remove own posts

All posts

Only posts with no replies

Allow author to modify own published posts

Allow file attachments

Allow members to create new threads

Allow members to subscribe to threads

Allow members to rate posts

Force moderation of posts

Grade No grading in forum

Grade forum: Points possible:

Grade threads

Submit

C Click **Submit** to finish. Click **Cancel** to quit.

Required Field

Cancel Submit

- The screen will refresh and a list of discussion boards for the shell will appear. To view a discussion board, click the appropriate link. The order of discussion boards can be modified by using the drop down field posted to the left of the discussion board.

Discussion Board

Search After Nov 27 2007 Before Nov 27 2007

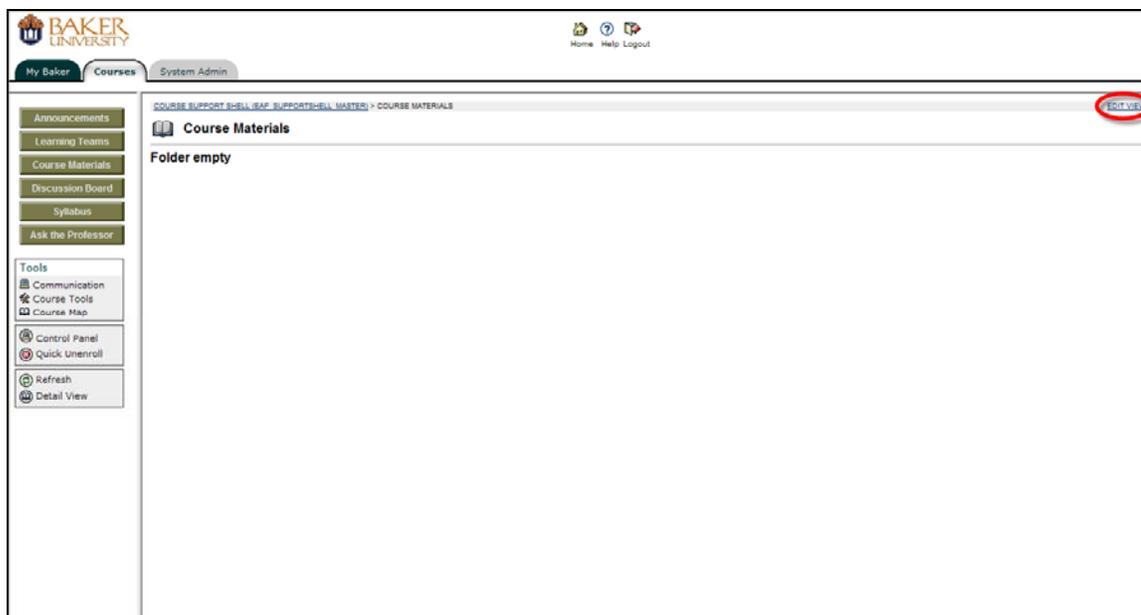
Display Order	Forum	Total Posts	Unread Posts	Total Participants	Modify	Manage	Remove	Copy
1	Ask the Professor Post questions for your professor using this link.	0	0	0	Modify	Manage	Remove	Copy
2	Class Discussion Board Post comments or questions pertaining to class lectures using this link.	0	0	0	Modify	Manage	Remove	Copy

OK

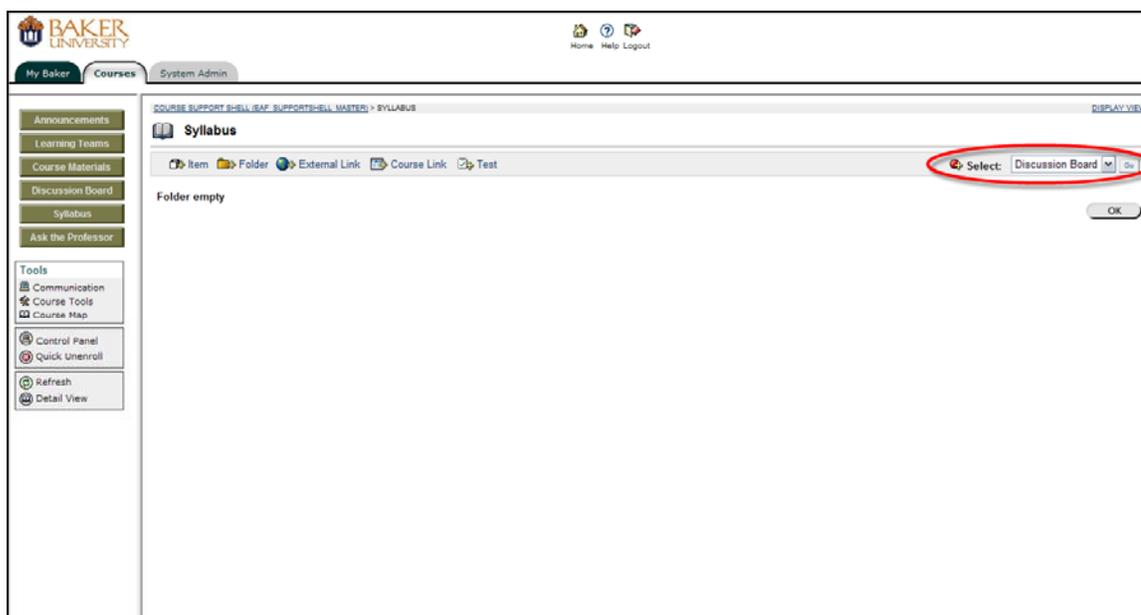
To link the discussion board to a specific location within the shell, complete the following steps.



1. Select the tab that will house the discussion board. Switch from the **Display View** to the **Edit View** by clicking the link in the upper right hand corner of the screen.



2. The screen will refresh to the following image. Select **Discussion Board** from the drop down field located on the right side of the screen. Then click **Go**.



3. The **Add Link: Discussion Board** section will appear. **Select a Discussion Board forum** from the list and click **Next** to continue.



BAKER UNIVERSITY

Home Help Logout

My Baker Courses System Admin

Announcements
Learning Teams
Course Materials
Discussion Board
Syllabus
Ask the Professor

Tools
Communication
Course Tools
Course Map

Control Panel
Quick Uenroll
Refresh
Detail View

COURSE SUPPORT SHELL (EAF SUPPORTSHELL MASTER) > VOLLAGE > ADD LINK: DISCUSSION BOARD

Add Link: Discussion Board

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum.

Discussion Board page

Select a Discussion Board forum

--Select forum below--
Ask the Professor
Class Discussion Board

Create new forum [Create new forum](#)

Submit

Click **Next** to continue. Click **Cancel** to quit.

[Cancel](#) [Next](#)



4. To complete the process of adding the link, follow steps A through C.
 - A. Insert the copied text from step 5 above into the **Text** box.
 - B. Determine if the discussion board should be available or hidden. Use the date restrictions to assist with hiding the discussion board.
 - C. Click **Submit** to save the discussion board link. The screen will refresh to reveal the section where the link has been placed. Students can access the discussion board via the **Discussion Board** tab or from the new location.

How to Edit a Discussion Board

To **modify, remove, or copy** a discussion board complete the following steps:

1. Click **Discussion Board**. The window will refresh to reveal the discussion boards for the course.
2. Determine which discussion board you would like to **modify, remove, or copy**. Then select the appropriate task you would like to perform and click the corresponding button. Follow steps a, b, or c to complete the task.



- a. To **modify** the discussion board, make the necessary changes and click **Submit** to save the revised discussion board.

BAKER UNIVERSITY

Home Help Logout

My Baker Courses System Admin

COURSE SUPPORT SHELL (EAF SUPPORT@HILL MASTERS) > DISCUSSION BOARD > MODIFY FORUM

Modify Forum

1 Forum Information

Name

Description

Smart Text Plain Text HTML

Available Yes No

2 Forum Settings

Allow anonymous posts

Allow author to remove own posts

All posts

Only posts with no replies

Allow author to modify own published posts

Allow file attachments

Allow members to create new threads

Allow members to subscribe to threads

Allow members to rate posts

Force moderation of posts

Grade No grading in forum

Grade forum: Points possible:

Grade threads

3 Submit

Click Submit to finish. Click Cancel to quit.

* Required Field



- b. To **remove** the discussion board, confirm the action by clicking **OK**. The screen will refresh and the board will no longer be visible. **Caution!** When you perform this action all threads in this discussion board will no longer exist.

The screenshot shows the Blackboard interface for a discussion board. A confirmation dialog box from Windows Internet Explorer is overlaid on the page, asking "Removing this forum will erase all of its threads. Continue?". The dialog has "OK" and "Cancel" buttons. In the background, the discussion board interface is visible, including a search bar, a table of forum entries, and a left-hand navigation menu.

- c. To **copy** a discussion board, provide a name for the discussion board, determine if you want to copy the **entire forum** or the **forum settings only**, and select the location. Click **Submit** to finish the process.

The screenshot shows the Blackboard interface for copying a forum. The page title is "Copy Forum". Under "Forum Information", there is a text input field for "Name". Below that, there are radio buttons for "Copy": "Entire forum" and "Forum settings only". There is also a "Location" dropdown menu with options: "Learning Team 1", "Learning Team 2", "Learning Team 3", and "Learning Team 4". At the bottom, there is a "Submit" section with the instruction "Click Submit to finish. Click Cancel to quit." and a "Required Field" asterisk. "Cancel" and "Submit" buttons are at the bottom right.



Learning Teams

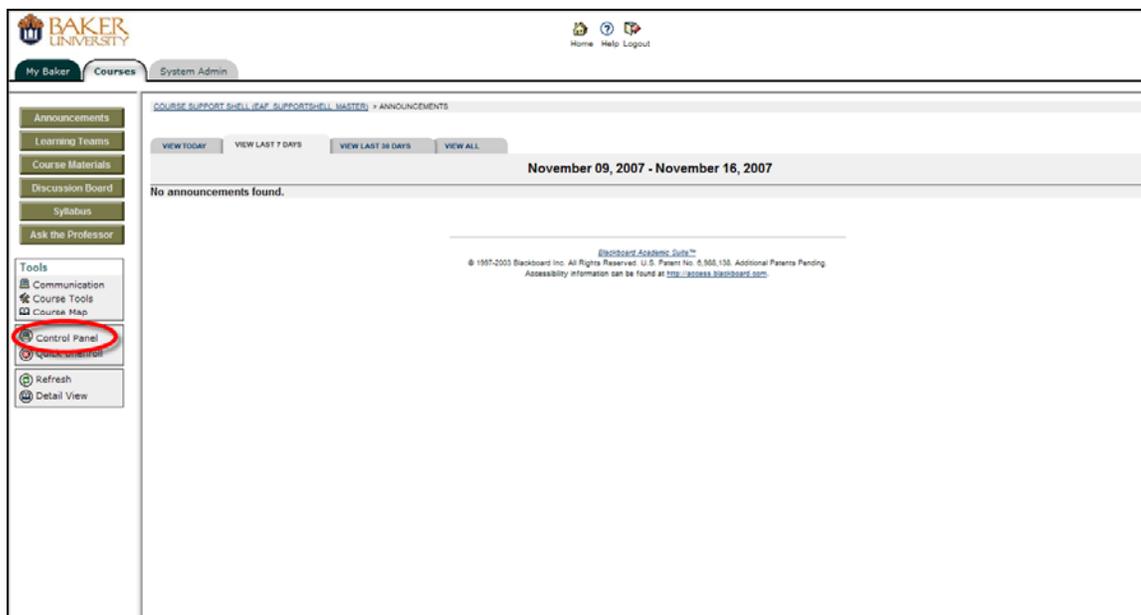
Why Use Learning Teams

Faculty can further enhance the effectiveness of the learning teams through Blackboard. Within Blackboard, there is a group component that allows for file sharing, group discussions within a team, and emailing. This feature is housed under the **Learning Teams** tab. This section will help to facilitate learning outside of the classroom, increase communication within a learning team, and provide a virtual workspace for project completion.

How to Create a Learning Team

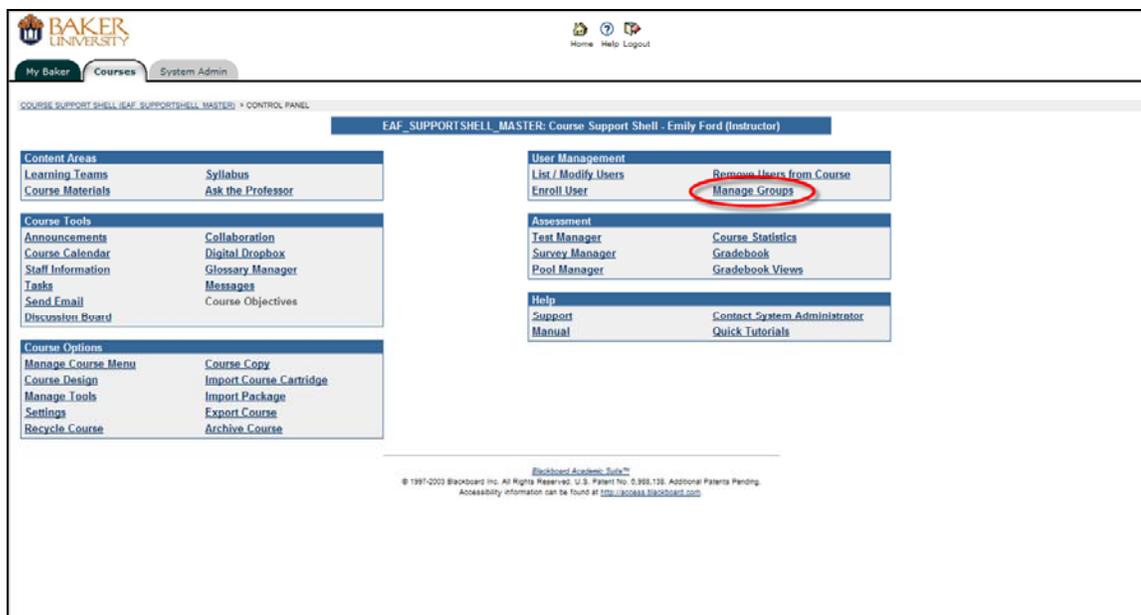
To create learning teams, complete the following steps:

1. Access the **Control Panel** by selecting the link located on the lower half of the main menu.

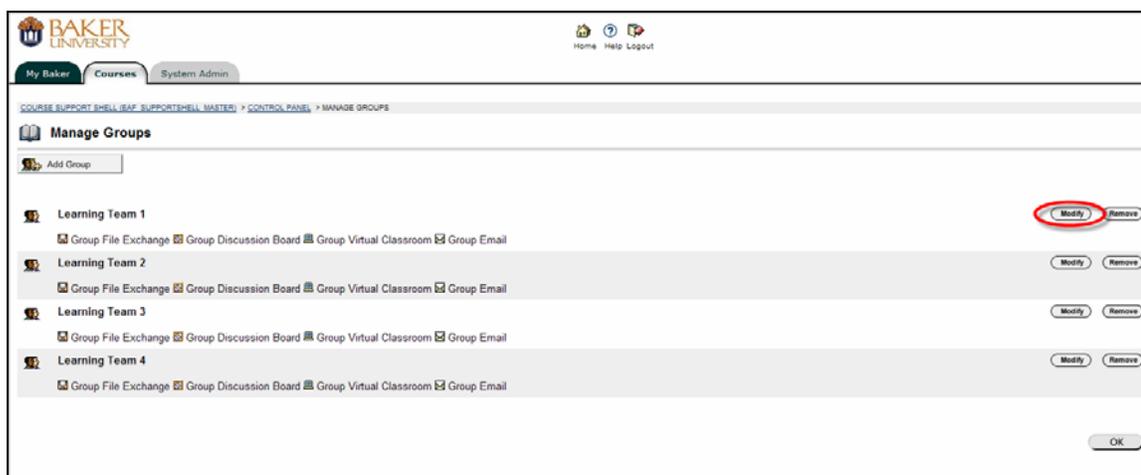




2. Select the **Manage Groups** link located within the **User Management** box on the right side of the screen.



3. Select the group you wish to modify first by clicking **Modify**, located on the right side of the screen.





- The screen will refresh to reveal the following image. Click **Add Users to Group** to enroll students in their respective learning teams.



- Add students to the learning team by completing the following steps:
 - Click **List All** from the three tabs located at the top of the selection box.



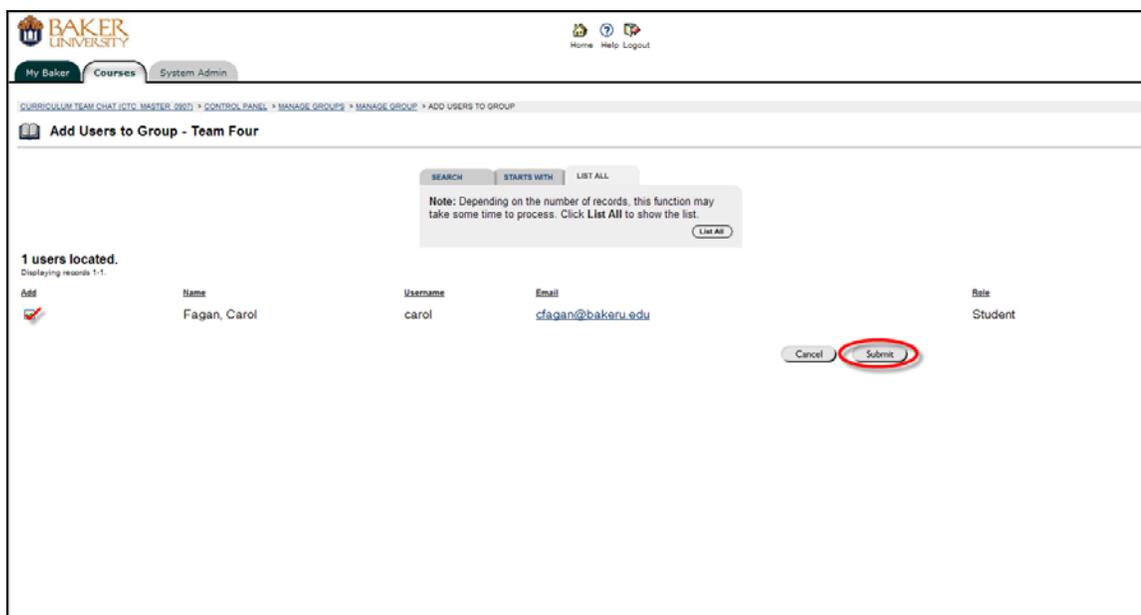
- The screen will refresh to reveal notes regarding the **List All** option. Click **List All**, located in the lower right corner of the selection box.





- c. The screen will refresh to reveal the students enrolled in the course. Check boxes will appear next to each name. Enroll students by marking the respective check boxes, and click **Submit** (see example below).

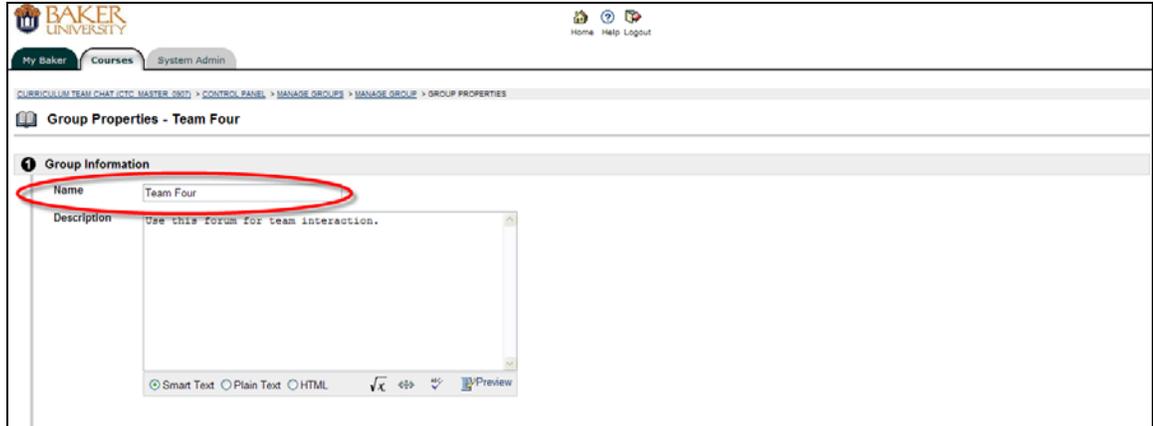
***Students are already assigned to official learning teams. To obtain the official learning team assignments contact the class representative for the cohort.



6. Often learning teams will have selected a name. You can modify the heading for each team to increase ownership of the team's site within the Blackboard shell. To modify the name for the learning team, follow steps 1 through 3 above, making sure to click **Group Properties** from the Manage Group section.



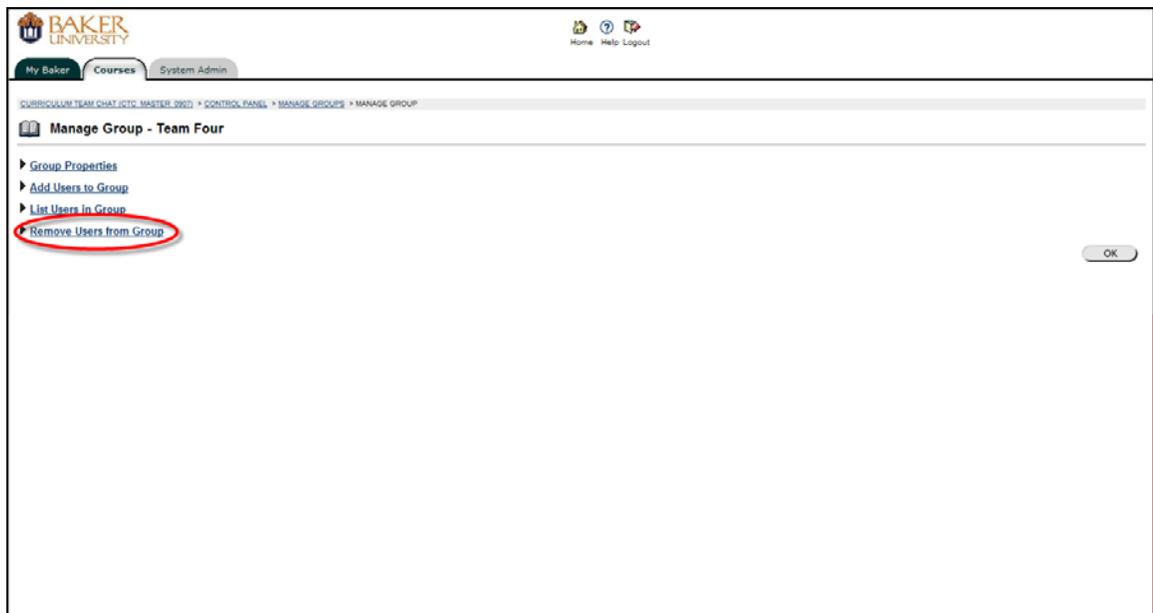
7. The window will refresh to the image below. Rename the group and click **Submit**. Your changes will be saved and the students will be able to view their team's name when they click the **Learning Teams** tab. 



How to Modify a Learning Team

To **modify** a learning team complete the following steps:

1. To remove a student from a learning team, complete the following steps:
 - a. Follow steps 1 through 3 from the section above, and then click **Remove Users from Group**.





b. Click **List All** from the three tabs located at the top of the selection box.



c. The screen will refresh to reveal notes regarding the **List All** option. Click **List All**, located in the lower right corner of the selection box.





- d. Check boxes will appear next to each name. Remove students by marking the respective check boxes, typing the word **Yes** as it appears, and clicking **Submit** (see example below).

The screenshot shows the 'Remove Users from Group - Team Four' page. At the top, there are navigation tabs for 'My Baker', 'Courses', and 'System Admin'. Below that, a breadcrumb trail reads: CURRICULUM TEAM CHAT (CTC MASTER 2007) > CONTROL PANEL > MANAGE GROUPS > MANAGE GROUP > REMOVE USERS FROM GROUP. The main heading is 'Remove Users from Group - Team Four'. There are three tabs: 'SEARCH', 'STARTS WITH', and 'LIST ALL'. A note states: 'Note: Depending on the number of records, this function may take some time to process. Click List All to show the list.' Below this, it says '1 users located. Displaying records 1-1.' A table lists the user:

Remove	Name	Username	Email	Role
<input type="checkbox"/>	Fagan, Carol	carol	cfagan@bakeru.edu	Student

Below the table, there is a text input field with 'Yes' entered, and a 'Submit' button circled in red. A 'Cancel' button is also visible.

2. To review your work, go through the steps above, making sure to click **List Users in Group**. You will be able to view each group of students.

The screenshot shows the 'Manage Group - Team Four' page. At the top, there are navigation tabs for 'My Baker', 'Courses', and 'System Admin'. Below that, a breadcrumb trail reads: CURRICULUM TEAM CHAT (CTC MASTER 2007) > CONTROL PANEL > MANAGE GROUPS > MANAGE GROUP. The main heading is 'Manage Group - Team Four'. There are four options listed:

- ▶ Group Properties
- ▶ Add Users to Group
- ▶ **List Users in Group** (circled in red)
- ▶ Remove Users from Group

An 'OK' button is visible at the bottom right.



Monitoring Learning Teams

As the instructor, you have access to your learning teams' tools. You can use your access to:

- Monitor each team's work
- Provide feedback when appropriate

Click **Learning Teams** in the course menu.

The screenshot shows the Baker University Blackboard interface. At the top left is the Baker University logo. Below it are three tabs: "My Baker", "Courses" (which is active), and "System Admin". On the left side, there is a vertical menu with several buttons: "Announcements", "Learning Teams" (circled in red), "Course Materials", "Discussion Board", "Syllabus", and "Ask the Professor". Below this menu is a "Tools" section with three items: "Communication", "Course Tools", and "Course Map". The main content area on the right shows the breadcrumb "SPGS BLACKBOARD TRAINING 2008 (BBT FAGAN 0801) > ANNOUNCEMENTS" and three buttons: "VIEW TODAY", "VIEW LAST 7 DAYS", and "VIEW LAST 30 DAYS". Below these buttons, a message states "No announcements found."



Click the **Learning Team** whose work you want to review.

SPGS BLACKBOARD TRAINING 2008 (BBT FAGAN 0801) > LEARNING TEAMS

 **Learning Teams**

 [Learning Team 1](#)

 [Learning Team 2](#)

 [Learning Team 3](#)

 [Learning Team 4](#)

Click **Group Discussion Board**.

SPGS BLACKBOARD TRAINING 2008 (BBT FAGAN 0801) > COMMUNICATIONS > GROUP PAGES > [LEARNING TEAM 1](#) > GROUP TOOLS

Group Page: Learning Team 1

▶ [Group Discussion Board](#)

▶ [Collaboration](#)

▶ [File Exchange](#)

▶ [Send Email](#)

▶ **Group Members**

Name	Email
<u>Emily</u>	
<u>Amanda</u>	



You'll see all of Learning Team 1's forums. If you want to make sure that your teams are using their discussion boards, this screen gives you some useful information:

- A.** This section shows you how many posts there are in the forum.
- B.** Here you can see how many people are taking part in the discussions on each forum.

SPGS BLACKBOARD TRAINING 2008 (B&T FAGAN 0801) > COMMUNICATIONS > GROUP PAGES > LEARNING TEAM 1 > GROUP DISCUSSION BOARD

Discussion Board

Forum

Search After Jan 18 2008 Before Jan 18 2008

in Current Discussion Board

Display Order	Forum	Total Posts	Unread Posts	Total Participants	Modify	Manage	Remove	Copy
1	Learning Team 1 Discussion Use this board to discuss your team's projects and assignments.	A 2	0	B 2				

OK

Click **Learning Team 1 Discussion** if you'd like to read what the students have posted.

SPGS BLACKBOARD TRAINING 2008 (B&T FAGAN 0801) > COMMUNICATIONS > GROUP PAGES > LEARNING TEAM 1 > GROUP DISCUSSION BOARD > COURSE DISCUSSIONS: LEARNING TEAM 1 DISCUSSION

Course Discussions: Learning Team 1 Discussion

Thread Remove Collect Lock Unlock Change Status to: Published

Display Published Search After Jan 18 2008 Before Jan 18 2008

in Current Forum

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	1/18/08 10:06 AM	Let's get started on our project!=D	Dave Student	Published	0	2

Select All

OK



You can click any of the posts to see what the students are talking about.

SPGS BLACKBOARD TRAINING 2008 (BBT FAGAN 0801) > COMMUNICATIONS > GROUP PAGES > LEARNING TEAM 1 > GROUP DISCUSSION BOARD > LEARNING TEAM 1 DISCUSSION > THREAD DETAIL

Thread Detail

Collect Flag Clear Flag

Search After Jan 18 2008 Go
in Current Thread Before Jan 18 2008

Thread: [Let's get started on our project! =D](#) [Reply](#)

Total posts: 2 **Unread posts:** 0

<input type="checkbox"/>	Let's get started on our project! =D	Dave Student	1/18/08 10:06 AM
<input type="checkbox"/>	RE:Let's get started on our project =D	Aaron	1/18/08 10:09 AM

Refresh Select All Go

Subject: Let's get started on our project! =D [Reply](#) [Modify](#) [Remove](#)

Author: [Dave Student](#) [Next Post](#)
Creation date: Friday, January 18, 2008 10:06:25 AM CST
Date last modified: Friday, January 18, 2008 10:06:25 AM CST
Total views: 3 **Your views:** 3

Hi everyone! Let's start brainstorming.

Subject: Let's get started on our project! =D [Reply](#) [Modify](#) [Remove](#)



Replying to Learning Team Discussion Boards

Replying lets you offer students feedback, but if you do not reply to a thread, the students will not know that you have read their forums. To reply, click the thread or post you want to address. The thread you select will:

- A. Be highlighted in blue.
- B. Appear in the bottom frame.

The screenshot shows a Blackboard discussion board interface. At the top, there is a breadcrumb trail: "SPGS BLACKBOARD TRAINING 2008 (BBT_FAGAN_0801) > COMMUNICATIONS > GROUP PAGES > LEARNING TEAM 1 > GROUP DISCUSSION BOARD > LEARNING TEAM 1 DISCUSSION > THREAD DETAIL". Below this is a "Thread Detail" section with options to "Collect", "Flag", and "Clear Flag". A search bar is present with "Current Thread" selected. The thread title is "Thread: Let's get started on our project! =D" with a "Reply" button. Below the title, it says "Total posts: 2" and "Unread posts: 0". A table lists two posts: one by "Dave Student" on "1/18/08 10:06 AM" and one by "Aaron" on "1/18/08 10:09 AM". A red box labeled "A" highlights the first post. Below the table is a "Refresh" button and a "Select All" dropdown. The main content area shows the subject "Let's get started on our project! =D" with "Reply", "Modify", and "Remove" buttons. The author is "Dave Student" and the creation date is "Friday, January 18, 2008 10:06:25 AM CST". The content of the post is "Hi everyone! Let's start brainstorming." A red box labeled "B" highlights this content. At the bottom, there is another "Subject" line with "Reply", "Modify", and "Remove" buttons, and an "OK" button.

As you can see, there are three **Reply** buttons:

This screenshot is identical to the one above, but with three red boxes highlighting the "Reply" buttons. Box "1" highlights the "Reply" button next to the thread title. Box "2" highlights the "Reply" button next to the subject line above the post content. Box "3" highlights the "Reply" button next to the subject line at the bottom of the post content area.



Number 1 replies to the first post in the thread—no matter which post you’re reading! Numbers 2 and 3 reply to the post you’re reading. Make sure you reply correctly to avoid confusion. When you reply, you have three steps:

- A. You can rename your response.
- B. Enter your message in this box.
- C. Click **Submit** to post your reply.

SPGS BLACKBOARD TRAINING 2008 (B&T FAGAN 0801) > COMMUNICATIONS > GROUP PAGES > LEARNING TEAM 1 > GROUP DISCUSSION BOARD > LEARNING TEAM 1 DISCUSSION > REPLY TO POST

Reply to Post

1 Message

[Show Original Post](#)

Subject: RE:INSTRUCTOR Let's get started on our project **A**

Message

Good idea. Starting early can only help. **B**

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC Preview

2 Attachments

Attachments [Attach a file](#)

3 Submit

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit. **C**

Cancel Save Submit

Your reply appears right in the thread.

Thread: RE:Let's get started on our project! =D [Reply](#)

Total posts: 3 Unread posts: 0 [Previous Thread](#)

<input type="checkbox"/>	<input type="checkbox"/> Let's get started on our project! =D	Dave Student	1/18/08 10:06 AM
<input type="checkbox"/>	<input type="checkbox"/> RE:Let's get started on our project! =D	Aaron	1/18/08 10:09 AM
<input type="checkbox"/>	<input type="checkbox"/> RE:INSTRUCTOR Let's get started on our project! =D	Aaron Nienshultz	1/18/08 11:32 AM

[Refresh](#) Select All [Go](#)

Subject: RE:INSTRUCTOR Let's get started on our project! =D [Reply](#) [Modify](#) [Remove](#)

Author: Aaron Nienshultz [Previous Post](#)

Creation date: Friday, January 18, 2008 11:32:50 AM CST

Date last modified: Friday, January 18, 2008 11:32:50 AM CST

Total views: 1 **Your views:** 2

--Show Parent Post--

Good idea. Starting early can only help.

Subject: RE:INSTRUCTOR Let's get started on our project! =D [Reply](#) [Modify](#) [Remove](#)

OK

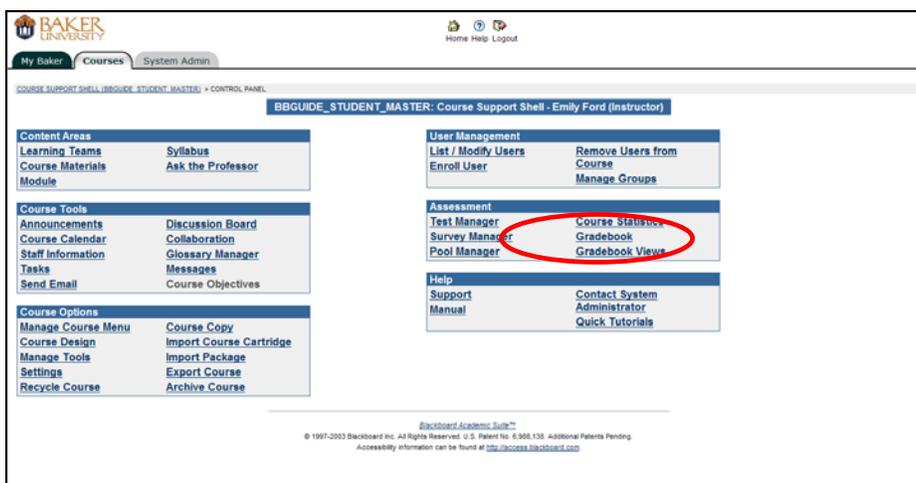


Gradebook

The Gradebook feature is an assignment management system. It can be used to accomplish the following:

- Electronically collect student work
- Track cumulative grade status for each student
- Provide immediate feedback to students
- Offers students 24/7 access to their grade status

Click **Control Panel** to find **Gradebook**.



This is the opening screen when you click **Gradebook**.

The screenshot shows the 'Gradebook View Spreadsheet' interface. It includes a toolbar with options like 'Add Item', 'Manage Items', 'Gradebook Settings', 'Weight Grades', 'Download Grades', and 'Upload Grades'. Below the toolbar, there are filters for 'Sort Items by Position', 'Filter Items by Category All', and 'Filter Users by Last Name'. The main area displays a table of student grades for four users: Ford, Emily; Kulp, Amanda; Nielsenshultz, Aaron; and Student, Dave. A legend at the bottom left explains the status icons: In Progress, No Information, Needs Grading, Grading Error, Completed, and Denotes an unavailable item.

Name (Last, First)	Position Paper Pts Possible 100 Weight 0%	Final Exam Pts Possible 100 Weight 0%	Quiz #1 Pts Possible 50 Weight 0%	Case Study 3 Presentation Pts Possible 150 Weight 0%	Current Event Article Pts Possible 100 Weight 0%	Total Pts Possible 500	Weighted Total
Ford, Emily	95	-	-	-	-	95	Not Applicable
Kulp, Amanda	-	-	-	-	-	-	-
Nielsenshultz, Aaron	-	-	-	-	-	-	-
Student, Dave	92	88	45	148	100	473	Not Applicable



From this screen, you can add Items (in this case, Item means assignments), manage Items, change the gradebook settings, download or upload grades, view individual student grades, view grades for the entire class, access assignments to be graded, and provide feedback to students on those assignments.

Adding Assignments to the Gradebook

Assignments can be put into the Gradebook in two ways:

One: When you create a graded assignment using the **Assignment** and/or **Discussion Board** selection from the drop down menu and you assign a point value, the assignment automatically appears in the gradebook.

Two: You can manually enter an Assignment into the Gradebook using the **Add Item** link.

Caution: When you use **Add Item**, be sure to name the assignment exactly what you originally named it. Modifying the name at all will cause the Gradebook NOT to recognize the assignment.

Click **Add Item**

The screenshot shows the Blackboard Gradebook interface. At the top, there's a navigation bar with 'My Baker', 'Courses', and 'System Admin'. Below that, the page title is 'Gradebook View Spreadsheet'. A toolbar contains several icons, with 'Add Item' circled in red. Below the toolbar are filters for 'Sort Items by Position', 'Filter Items by Category All', and 'Filter Users by Last Name'. The main content is a table with columns for student names and various assignments. A legend at the bottom left explains the status icons.

Name (Last, First)	Position Paper Assignment Pts Possible 100 Weight 0%	Final Exam Exam Pts Possible 100 Weight 0%	Quiz #1 Assignment Pts Possible 50 Weight 0%	Case Study 3 Presentation Assignment Pts Possible 150 Weight 0%	Current Event Article Assignment Pts Possible 100 Weight 0%	Total Pts Possible 500	Weighted Total
Ford, Emily	95	-	-	-	-	95	Not Applicable
Kulp, Amanda	-	-	-	-	-	-	-
Nielsenshultz, Aaron	-	-	-	-	-	-	-
Student, Dave	92	88	45	148	100	473	Not Applicable

4 Users
Displaying records 1 - 4

- In Progress
- No Information
- Needs Grading
- Grading Error
- Completed
- * Denotes an unavailable item

You have many options open to you when you **Add Item**.

- A. Item Name:** Add the assignment name.
- B. Category:** You may assign a category in the drop down menu , but it's not required.



- C. Description:** A brief explanation of the assignment.
- D. Due Date:** We strongly recommend adding this date so students can see it when they view their grades.
- E. Points Possible:** We strongly recommend adding this information as it allows the Gradebook to calculate for you.
- F. Display As:** Choose an option as to how you want the grade displayed.
- G. Make Item Available to Users:** This makes the assignment visible (or not visible) in the Gradebook to students.
- H. Include Item in Gradebook Calculations:** Check NO only if you do not want the item included (extra credit, for example).
- I.** When you're finished, click **Submit**.

Add Gradebook Item

1 Item Information

* Item Name **A**

Category **B**

Description **C**

Creation Date 1/18/08

Due Date Dec 20 2007 **D**

* Points Possible **E**

Display As **F**

2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No **G**

Include item in Gradebook score calculations. Yes No **H**

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field **I**



Modifying Assignments in the Gradebook

You may **Modify** an assignment once it is in the Gradebook.

If you need to modify one assignment, click the assignment you want to **Modify**.

Gradebook View Spreadsheet

Navigation: Add Item, Manage Items, Gradebook Settings, Weight Grades, Download Grades, Upload Grades

Sort Items by: Position (GO) | Filter Items by Category: All (GO) | Filter Users by Last Name: []

Name (Last, First)	Position Paper	Final Exam	Quiz #1	Ca
	Assignment	Exam	Assignment	
	Pts Possible 100 Weight 0%	Pts Possible 100 Weight 0%	Pts Possible 50 Weight 0%	
Ford, Emily	95	-	-	
Kulp, Amanda	-	-	-	
Nienshultz, Aaron	-	-	-	
Student, Dave	92	88	45	

4 Users
Displaying records 1 - 4

Click **Modify Gradebook Item**

Item Options: Position Paper

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Modify Gradebook Item](#)
Modify the name, description, availability, and other properties of the Gradebook item.
- ▶ [Item Download](#)
Download files submitted by users for this item.
- ▶ [Item File Cleanup](#)
Remove files submitted by users for this item.

OK



Make any modifications to the information on the screen. Click **Submit**.

Modify Gradebook Item

1 Item Information

* Item Name:

Category:

Description:

Creation Date: 1/10/08

Due Date: Jan 20 2008

* Points Possible:

Display As:

2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

If you need to modify multiple assignments, click **Manage Items**.

Gradebook View Spreadsheet

Sort Items by: GO
 Filter Items by Category: GO
 Filter Users by Last Name: GO

	Position Paper	Final Exam	Quiz #1	Case Study 3 Presentation	Current Event Article	Total	Weighted Total
Name (Last, First)	Assignment Pts Possible 100 Weight 0%	Exam Pts Possible 100 Weight 0%	Assignment Pts Possible 50 Weight 0%	Assignment Pts Possible 150 Weight 0%	Assignment Pts Possible 100 Weight 0%	Pts Possible 500	
Ford, Emily	95	-	-	-	-	95	Not Applicable
Kulp, Amanda	-	-	-	-	-	-	-
Niensenshultz, Aaron	-	-	-	-	-	-	-
Student, Dave	92	88	45	148	100	473	Not Applicable

4 Users
Displaying records 1 - 4



Select the Item you want to modify and click **Modify**.

Manage Items

Add Item

Select the order in which to display items. Select **Remove** to remove a Gradebook Item and all of its grades. Only Gradebook Items that were added in the Gradebook can be removed on this page.

Order	Item Name	Category	Due Date	
1	Position Paper	Assignment	1/20/08	
2	Final Exam	Exam	1/31/08	
3	Quiz #1	Assignment	1/7/08	
4	Case Study 3 Presentation	Assignment	1/25/08	
5	Current Event Article	Assignment	1/15/08	

The Item can be modified from this screen. Click **Submit**.

Modify Gradebook Item

1 Item Information

* Item Name

Category

Description

Creation Date 1/10/08

Due Date Jan 20 2008

* Points Possible

Display As

2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field



Removing Assignments from the Gradebook

Assignments can be removed from the Gradebook using the **Manage Items** link. The sample page we have been using, however, does not offer that option because all the assignments were added to the Gradebook using the Assignment function. To remove these assignments, you must return to the location in the shell where you created the assignment and remove it from there.

 **Manage Items**

 Add Item

Select the order in which to display items. Select **Remove** to remove a Gradebook Item and all of its grades. Only Gradebook Items that were added in the Gradebook can be removed on this page.

Order	Item Name	Category	Due Date		
1 	Position Paper	Assignment	1/20/08	<input type="button" value="Modify"/>	
2 	Final Exam	Exam	1/31/08	<input type="button" value="Modify"/>	
3 	Quiz #1	Assignment	1/7/08	<input type="button" value="Modify"/>	
4 	Case Study 3 Presentation	Assignment	1/25/08	<input type="button" value="Modify"/>	
5 	Current Event Article	Assignment	1/15/08	<input type="button" value="Modify"/>	



The sample below includes assignments that were added within the Gradebook; therefore these Items may be removed using the **Remove** button.

Manage Items

Add Item

Select the order in which to display items. Select **Remove** to remove a Gradebook Item and all of its grades. Only Gradebook Items that were added in the Gradebook can be removed on this page.

Order	Item Name	Category	Due Date		
1 ▾	Stress and Disease Discussion Board	Forum Grade	2/2/08	Modify	Remove
1 ▾	SRRS Assignment	Assignment	2/3/08	Modify	
1 ▾	Week One Discussion Board	Forum Grade	2/2/08	Modify	Remove
2 ▾	Psychology, Anger and Stress	Forum Grade	2/9/08	Modify	Remove
3 ▾	PMR Discussion	Forum Grade	2/9/08	Modify	Remove
4 ▾	Meditation Discussion	Forum Grade	2/9/08	Modify	Remove
5 ▾	Spirituality Discussion Board	Forum Grade	2/16/08	Modify	Remove
6 ▾	Autogenic Discussion	Forum Grade	2/16/08	Modify	Remove
7 ▾	Visualization Discussion	Forum Grade	2/16/08	Modify	Remove
8 ▾	Spirituality Exploration Paper	Assignment	2/24/08	Modify	
9 ▾	Relaxation Experiment	Assignment	3/9/08	Modify	
10 ▾	Coping Strategies II	Forum Grade	3/1/08	Modify	Remove
11 ▾	Coping Strategies I	Forum Grade	2/23/08	Modify	Remove
12 ▾	Relaxation Discussion Board	Forum Grade	3/1/08	Modify	Remove
13 ▾	Relaxing and Coping	Forum Grade	3/1/08	Modify	Remove
14 ▾	Relaxation Techniques Discussion Board	Forum Grade	3/8/08	Modify	Remove
15 ▾	Week Six Discussion Board	Forum Grade	3/8/08	Modify	Remove
16 ▾	Final Discussion Board	Forum Grade	3/15/08	Modify	Remove

OK