

Amarillo College
Faculty Training

Blackboard Essentials

Version 9.1 (Service Pack 10)



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OUR NEW DIRECTIVE

Amarillo College President, Dr. Russell Lowery-Hart issued a directive to our entire faculty. Beginning Fall 2013, every course, no matter how it is taught, must have a presence in Blackboard. At a minimum, every course must include:

- **A course syllabus**
 - The syllabus must be created and stored in the AC Syllabus Mgr. program:
 - Per state regulations:
 - The syllabus must be within one mouse-click from any page in the course.
 - The syllabus must be visible for three years after the end of class.
 - A week-by-week course calendar must be included in the course syllabus which lists material to be covered each week and all tests and assignments due throughout the semester.
- **E-mail**
- **Gradebook**
 - All course grades (even for dual-credit classes) must be stored daily in the Blackboard Grade Center.
 - Students' final grades are to be submitted to Ellucian (Datatel) through Blackboard, not through WebAdvisor.



GLOSSARY OF TERMS

Working in an online environment may be new to many instructors, and the wording used in manuals may not make sense at first. This list of terms will be useful to new users.

AC Connect	The name for the Amarillo College portal allowing users to login with a single username/password and have access to e-mail, a calendar, AC Connect (Blackboard) courses, Datatel Colleague, and WebAdvisor.
Breadcrumbs	A navigational aid allowing users to keep track of the pages they have recently viewed in Blackboard. By clicking on any one of the locations in the “breadcrumb trail” the specified web page is immediately loaded.
Browser (Web Browser)	The program on your computer enabling you to connect to the Internet to view web pages. Popular browsers include Internet Explorer, Mozilla Firefox, Safari, and Chrome.
Collaborate	A Blackboard product enabling Blackboard users to interact with other users over the Internet.
Content	All of the material used in an online course. Content would include all tests, surveys, handouts, videos, information pages, etc.
Course Menu	The list of links at the left side of your Blackboard course allowing other parts of the course to be displayed.
Course Modules	Small components which include content, links, or tools added together to personalize a page. For example, the “My Announcements” module includes any new announcements. A Calculator module displays a working calculator on the page.
Discussions (Discussion Boards)	Areas where instructors can post questions and students can reply with their answers and, if allowed, to post other questions. Similar questions are grouped together in “forums.”
Download	The process of transferring a file from a distant computer to a folder on your own computer.
E-Learning	All forms of electronic delivery of training material.
F2F (Face-to-Face)	Face-to-face is the word used to describe seated classes compared to online classes.
Faculty Course Development Shell	A Bb “class” where all development should occur. Course Development Shells will have the same name as the live course, but will not contain any Datatel Colleague numbers in the name. After the development shell is completed, the contents are copied to your real course in which students will be added seven days before the class starts.



FAQ	A list of Frequently Asked Questions and their answers. This is a good place to go for help.
Home Page	Generally the first page of a web site and offers information on how to access other parts of the site.
Journals	Journals can be used by students for personal space in which to write notes. Journals can also be used by instructors to communicate privately with students.
Learning Management System (LMS)	Computer software in which courses are created, managed, and delivered through the Internet.
Links (a.k.a. hyperlinks)	An area which can be clicked to transfer the viewer to another page.
Logging on to a Network	The process of connecting to a computer network. You have to have a username and password to log in to a network.
Migrated Course	A course created and used in another LMS such as WebCT or ANGEL and is brought over into Blackboard. Migrated course material does not have to be recreated in the Blackboard course.
Modules	See "Course Modules"
Network	A group of computers linked together allowing an exchange of data and sharing of resources. Users have to log in to the network.
PDF	A document in Portable Document Format (PDF) can be seen and printed in its original format and appearance. This is a good format to use for handout materials. Students have to have the free Adobe Acrobat reader installed to read PDF documents.
Portal (or web portal)	A single website bringing many resources together with only a single logon/password required. The portal Amarillo College is now using is called "AC Connect."
Pushed	The automatic process of moving (pushing) empty "live" courses from Datatel Colleague into your Blackboard area. After this is done, you have to copy course material (content) from your Faculty Course Development Shell into these "live" courses.
Sandbox	A practice course in Blackboard where users can practice Blackboard items without affecting any actual courses.
Upload	The process of transferring a file from your computer to a distant computer.

AC CONNECT

Log in to AC Connect

NOTE: Blackboard does not function properly in Internet Explorer, and also has some issues when used in Safari. We suggest you use Firefox or Chrome.

1. Use Mozilla Firefox (or Chrome) to navigate to the AC website: www.actx.edu
2. Click the **AC Connect** link at the top of the page.
 - a. "Public or Shared Computer" will time out after **ten minutes** of inactivity
 - b. "Private Computer" will time out after **six hours** of inactivity

NOTE: Even if AC Connect times out for inactivity, the Blackboard tab will NOT time out.

Syncing up Your Exchange (Outlook) Email

The first time you log in to the AC Connect portal, you will need to update your credentials so your Outlook e-mail can be retrieved.

1. Login to the AC Connect portal.
2. At the top of the middle column of modules, locate "**Unread Messages (Exchange).**"
3. As illustrated below, click the "**Enter Your Credentials**" link.



Type your username and password, and then verify the password.

NOTE: This is a one-time procedure. After this is done, your e-mail will automatically be synced up to Outlook.



Important Parts of the AC Connect Screen:

When you get logged in to AC Connect, you will have access to many different modules of information. AC Connect allows you to have a one-login access to the following:

- a. **My Week** – Calendar showing any Outlook **AND** Blackboard calendar events for the week
- b. **Unread Messages** – Your e-mail from Exchange (Outlook) and Gmail
- c. **Announcements** – Any school-wide announcements will be displayed here
- d. **AC Connect Classes** – Blackboard courses you are teaching or taking
- e. **My Feeds** – Links to Amarillo College News and “The Ranger” newspaper
- f. **Applications** – Links to Colleague and myAccount (to change your passwords)
- g. **My Bookmarks** – A place to create links to your most-often accessed websites
- h. **Pictures of the Week** – a revolving set of AC-related pictures
- i. **Self Service** – WebAdvisor

FACULTY TOOLS

Developmental Shells

NOTE: Course shells (a.k.a. faculty development shells) are important when working in Blackboard, but they are not mandatory.

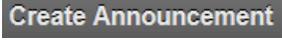
1. Use AC Connect to open one of your Blackboard courses.
2. Click the **Faculty Tools** link located at the top of the page.
3. Click the **CTL Request Forms & Training Manuals** link located at the top of the page.
4. Click “**Developmental Shell Request Form**” link which is located in the middle column.
5. Fill out the form as needed.
 - *You can request up to **four** development shells per form.*
 - *The CTL department will create your shell(s) within 72 hours.*
 - *If you teach a seated class and a hybrid version of the same class, you will need to use two separate development shells.*

ANNOUNCEMENTS

Add the Announcements Link to the Menu

1. Open the desired Blackboard course
2. **Edit Mode** (upper-right corner of Blackboard window) should be . If it is set to “Off” simply click on the button to turn it back “On.”
3. Click the  icon, located at the top of the course menu
4. Click the **Tool Link** option
5. On the “Add Tool Link” window, do the following:
 - a. Type a name such as “**Course Announcements**”
 - b. Add a checkmark to the “**Available to Users**” box. If this box is not checked, students will not be able to see it.
 - c. 
6. Click-and-drag the new “Course Announcements” link up to a new location on the menu.

Create an Announcement

1. Click the “**Course Announcements**” link which is located in the course menu.
NOTE: *the name of the link may be different in your menu*
2. Click the  button.
3. On the “Create Announcement” page, fill out the form:
 - a. Type a title for the new announcement.
 - b. In the **Message** field, type the text you want the students to see.
NOTE: *These items can be added to an announcement: formatted text, graphics, “mashup YouTube” videos, and videos recorded through your webcam.*
 - c. Specify if the announcement is date-restricted or not.
 - d. 

Announcements Permanently Positioned at top of Announcement List

Whenever an announcement is created, it is added to a list of previously-created announcements. A student would have to scroll through the list of announcements to see all of

them. To make an announcement stay at the top of the list, follow these steps:

1. Follow the directions above to create an announcement.
2. Rest the mouse on the announcement to appear at the top of the announcement list.
3. As illustrated below, click-and-drag the announcement above the line.



NOTE: *Announcements are displayed when students first login to the course. The announcements that can be displayed are ones designated as:*

- *“Date Restricted” and*
- *“Not Date Restricted” but have a visible time before the current time*

E-MAIL

NOTE: *The e-mail feature in Blackboard:*

- *Nothing more than an email form sent to your Outlook program.*
- *The message is sent to the student's Gmail account.*
- *The student's Gmail account is his/her official AC e-mail account.*
 - *All correspondence from AC (such as Financial Aid) will be sent to this ONE account.*

Add the "Send E-Mail" Link

If there is no link in the course menu at the left side of the screen, you can easily add the link.

1. Open the desired Blackboard course.
2. **Edit Mode** (upper-right corner of Blackboard window) should be . If it is set to "Off" simply click on the button to turn it back "On."
3. Click the  icon, located at the top of the course menu at the left side of the screen.
4. Click the **Tool Link** option
5. On the "Add Tool Link" window, do the following:
 - a. Type a name such as "**Send E-mail**" or "Course E-mail"
 - b. Use the drop-down arrow to change the type to "**Email**"
 - c. Add a checkmark to the "**Available to Users**" box
 - d. 
6. Click-and-drag the "Send E-Mail" link up to a new location on the menu if desired.

Send an E-Mail Message

1. Click the "Send Email" link, located in the course menu.

NOTE: *The name of the link may be different in your menu.*
2. From the list, choose to whom you want to send the e-mail message.
3. Fill out the form as needed. Make sure you have at least one recipient in the "Selected" field.
4. To attach a file to the e-mail, click the "Attach a File" link and then use the Browse button to located the file to attach to the message.
5. 

NOTE: *All E-mail is sent from **YOUR Outlook account** to the student's Gmail account.*

CREATE FOLDERS & RULES IN OUTLOOK

To keep your student e-mails from getting mixed in with your college employee and outside contact e-mails, set up folders for better organization. Rules can then be created to redirect student messages into the appropriate Outlook folders. You can have as many Outlook folders as you want.

Access the Web Version of Outlook

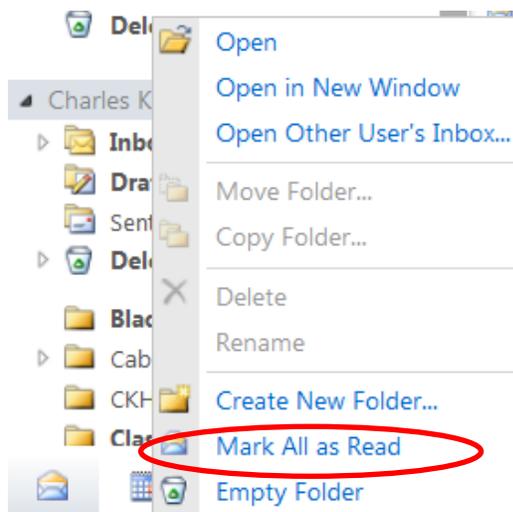
1. Use a web browser to login to the AC Connect portal (<https://acconnect.actx.edu>)
2. As illustrated below, click on the link for “Unread Messages (Exchange)”



NOTE: This will launch the web version of Outlook. (Exchange and Outlook refer to the same program)

Create a new Class Folder (In Outlook)

1. Follow the directions above to access the web version of Outlook.
2. At the left side of the Outlook window, **right-click your name** (located about half way down the list of folders)
3. As illustrated below, click the option to “**Create New Folder.**”



4. **Type a name** for the new folder and **press ENTER**.

NOTE: Many instructors use the name of the course as the name of the folder. The folder name should make it easy to identify which course e-mail is being stored.

5. Repeat steps #2- #4 for each class you are teaching this semester.

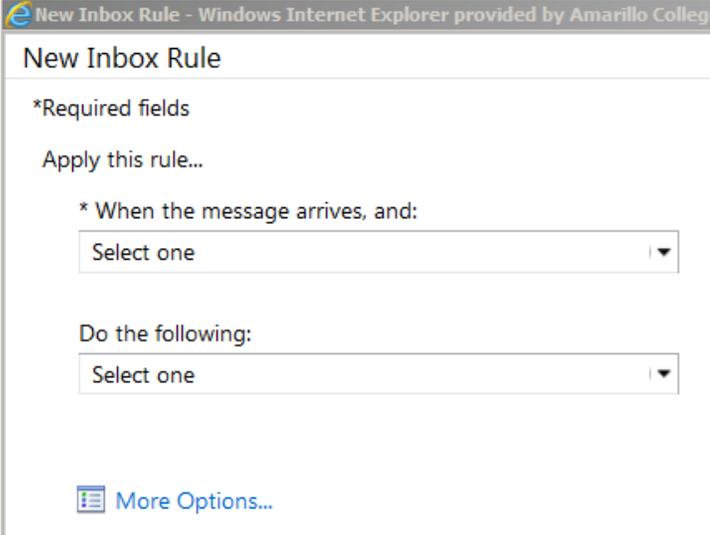
Create a Rule to Redirect E-mails into the Class Folder

Outlook rules are used to redirect e-mails as needed.

NOTE: Rules cannot be created in the “Light Version” of the Outlook Web program.

1. In the upper-right corner of the Outlook window, click on “**Options.**”
2. Click the option to, “**Create an Inbox Rule.**”

3. Click the **New**  icon. The following window will be displayed:



New Inbox Rule - Windows Internet Explorer provided by Amarillo College

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

Select one

Do the following:

Select one



4. Specify the “**Criteria Text**”:

- a. Click the drop-down arrow of the first field and choose the option, “**It includes these words in the subject**”
- b. Click the drop-down arrow of the second field and then type the course name and section number (BIOL-2401-004) any **and press ENTER**.

NOTE: You have to be **extremely specific** when typing the class name.

“**BIOL-2401-004**” is **NOT THE SAME** as “BIOL 2401 3905”. Spaces are not the same as hyphens. **It has to match EXACTLY!**

- c. OK

5. Specify the Action to take:

- a. Click the second (lower) drop-down arrow.
- b. From the drop-down menu, click the option, “**Move the message to folder.**”
- c. Click the appropriate folder.

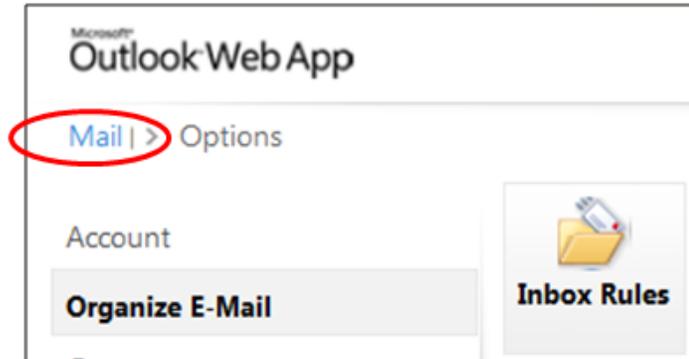
NOTE: If the folder has not been created yet, you can use the “New Folder” button to create it now.

- d. OK

6. Name the Outlook rule:

- a. Click the  [More Options...](#) link.
- b. In the “Name of Rule” box, **type an identifying name** for this rule. Make it easy to identify from other rules so you know the course which it is associated with.
- c. SAVE

7. Test the Outlook rule:
 - a. As illustrated below, click the “**Mail**” link (located in the upper-left corner)



8. Send a message to yourself and include the criteria text (step #4) in the subject. The rule should redirect the e-mail message into the appropriate folder.
9. Open the class folder to see if the test message was redirected correctly.

LINK TO THE AC COURSE SYLLABUS

IMPORTANT: House Bill 2504 Mandates

- Instructors are required to provide one-click access to the Course Syllabus from every page in the course.
- A week-by-week calendar must be included in the syllabus
- The week-by-week calendar must let students know what exams (excluding “pop quizzes”) and assignments are due each week.

Add the “Course Syllabus” Link to the Menu (If Needed)

If there is not a link for the syllabus in your menu, use these steps to add it.

1. Open the desired Blackboard course.
2. **Edit Mode** (upper-right corner of Blackboard window) should be . If it is set to “Off” simply click on the button to turn it back “On.”
3. Click the  icon, located at the top of the course menu at the left side of the screen.
4. Click the **Web Link** option
5. On the “Add Web Link” box, add the following:
 - a. Name = **Course Syllabus**
 - b. URL = <http://www.actx.edu> (you have to type the <http://>)
 - c. Add a checkmark to the “**Available to Users**” box
 - d. 
6. Click-and-drag the “Course Syllabus” link up close to the top of the menu.

Open the AC Syllabus Program in a new Browser Window

7. At the top of the web browser, click the new tab icon  (for Firefox) or  (for Chrome) to add a new tab.
8. In the new browser window, display this website at www.actx.edu/syllabus

NOTE: You do not need to log in to the syllabus program to get the needed syllabus link.

Set the Link to the Syllabus

9. Complete the steps in the previous section to display the AC syllabus program.
10. Locate the syllabus:
 - a. Click the **Catalog Year** link for your department.
 - b. Click the **Courses** link for the appropriate catalog year.
 - c. Click the **Course Syllabi** link for the desired course.
 - d. Click the **View Syllabus** link for the desired syllabus.
11. In the address bar at the top of the browser window, click the web address (URL) for the syllabus you are viewing to highlight it.
12. Copy the address by using CTRL+C or (right-click on it and choose **Copy**).
13. Click the browser tab containing your Blackboard course.
14. Create the link:
 - a. Rest the mouse pointer on the **Course Syllabus** link in the menu at the left side of the screen (do not click the link).
 - b. Click the drop-down arrow located at the right side of Course Syllabus.
 - c. Click **Web Link** from the resulting menu.
 - d. From the keyboard, press the **Delete** key to clear the URL field.
 - e. Use (CTRL+V) or right-click and choose **Paste** to place the address for the syllabus into the URL field.
15.  (see note below)

NOTE: *If the SUBMIT button does not work, press the left-arrow on the keyboard a couple of times and then click the SUBMIT button again.*

16. Rest the mouse pointer on the **Course Syllabus** link in the menu.
17. Click the drop-down arrow located at the right side of the link.
18. Click "**Set Link to Open in New Window**".
19. Click the **Course Syllabus** link in the menu to test it.

STUDENT PREVIEW MODE

Why view a course in “Student Preview Mode?”

- To more accurately see how your Blackboard course would look to a student
- To make sure the grade center columns are calculating correctly, you will need to add grades for the test student
- It will aid in testing items created in the instructor view of the course

1. Click the **Enter Student Preview**  button which is located in the upper right corner of the screen.

NOTE: After a few seconds, an orange banner will appear at the top of the Bb screen to notify you that “Student Preview” mode is on.

2. View the course as needed.
3. Exit “**Student Preview**” mode:
 - a. Click the **Exit Preview**  button located at the end of the orange preview bar at the top of the page.
 - b. Click the middle option button to “**Keep the preview user and all data.**”
 - c. 

A SIMPLE LOOK AT THE GRADE CENTER

In this course, we will not have grades linked to assignments. We will use simple columns and calculated columns to figure grades. Grades will be entered directly into the “Grade Center.” It is similar to an Excel spreadsheet because there are columns for grades, and student records are listed in rows. Grades are entered into the corresponding “cells.”

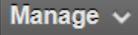
Access the Blackboard Grade Center

1. Use steps listed earlier in this manual to open the desired Blackboard course.
2. **Edit Mode** (upper-right corner of Blackboard window) should be . If it is set to “Off” simply click on the button to turn it back “On.”
3. In the “Control Panel” portion of the menu, click **Grade Center > Full Grade Center**

Setup the “Letter” Grading Schema (Grading Scale)

Blackboard uses the “Grading Schema” to assign letter grades to students’ numerical semester grade.

IMPORTANT: To submit grades to Ellucian (Datatel)

- The grading schema has to be named Letter
 - There can only be one grading schema
 - The letter grading schema has to be tied to the external grade column in the gradebook
4. Use the directions above to access the Grade Center for your course.
 5. Rest the mouse pointer on the  link.
 6. Click **Grading Schemas**.
 7. If there are more than one schema, delete the extra ones:
 - a. Rest the mouse pointer on an extra schema and click its drop-down menu
 - b. Click **Delete** from the resulting menu
 8. Rest the mouse pointer on the one remaining schema and click its drop-down menu.
 9. Click “Edit” from the resulting menu

IMPORTANT: Since the grading schema has to be named “Letter” adjust the name as needed. “Letter (default)” is not acceptable.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
89.5 % and 100%	A	A	98.5 %	
79.5 % and Less Than 89.5%	B	B	85 %	Delete Row
69.5 % and Less Than 79.5%	C	C	75 %	Delete Row
59.5 % and Less Than 69.5%	D	D	65 %	Delete Row
0 % and Less Than 59.5%	F	F	55 %	Delete Row

10. Modify the table of schema grade letters (illustrated above):

c. Datatel does not accept plus signs or minus signs. Therefore, click the



button at the end of each row containing a grade with a + or –.

For example, delete the B+ and B- rows.

d. Repeat the previous step for each row not needed in the schema grade grid.

e. In the first field for the “A” row, type the **lowest grade a student could earn and still receive an “A”**. For example, 89.5 or 90.

f. In the last column, type the middle grade of the specified letter grade. For example, an “A” might be entered into the Grade Center as a 95.

g. Repeat the process for each of the grades you issue.

NOTE: If needed, click the  located at the end of the “A” row to insert a new row.

11. 

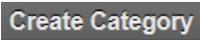
Create Categories

Categories are simply types or classifications of grades to be added to the Grade Center.

12. Complete the previous steps to set up the “Letter” grade schema.

13. Rest the mouse pointer on the  link.

14. Click “**Categories**”

15. Click the  button.

a. Type a generic category name such as “HOMEWORK” or “DAILY QUIZZES” “MAJOR EXAMS” “FINAL EXAM”, etc. (**Suggestion:** Type the category name in all uppercase letters to distinguish your categories from ones Blackboard created)

b. 

16. Repeat the previous step for each category of grade you will use in your course.

Create Plain Grade Columns for Homework Grades

These directions list the steps to create some generic Homework grade columns. These directions would be the same regardless of what kind of column is being created. For example, you might include columns for quizzes, article summaries, major exams, final exam, etc.

17. Complete the previous steps to access the full Grade Center and create categories.

18. Click the **Create Column** button, located above the first column of the Grade Center.

a. **Column Name:** Type a name for the column such as: **Homework 1**

NOTE: *Students see the column name in their grade list.*

b. **Grade Center Name:** Type a shortened version of the “column name”: **hw1**.

NOTE: *Instructors see the “Grade Center Name”. A shortened name requires less scrolling when entering grades.*

Suggestion: *Type all grade center names in all lowercase letters to distinguish these “regular” grades from “calculated” grades in the Grade Center.*

c. **Description:** If desired, enter a description for the column to identify what grades are being recorded.

d. **Primary Display: Percentage** This field specifies how grades are to be displayed in the column.

e. **Secondary Display: None** Skip this field for any regular grade column

f. **Category: HOMEWORK** This field specifies type of grade in this column.

g. **Points Possible: 100** The highest grade which can be earned for this grade.

h. **Due Date: Skip this field.** (This field adds the due date to the student’s calendar.)

i. **Options:** The first two options should be set to “Yes”.

j. **Options:** Most instructors are setting the third option to **No**.

k. **Submit**

19. Repeat the previous step for each homework grade column needed.

20. When finished creating “Plain Grade Columns,” for homework grades, click the  button which is located in the lower-right corner of the page.



Create a Calculated Column for the Homework Category

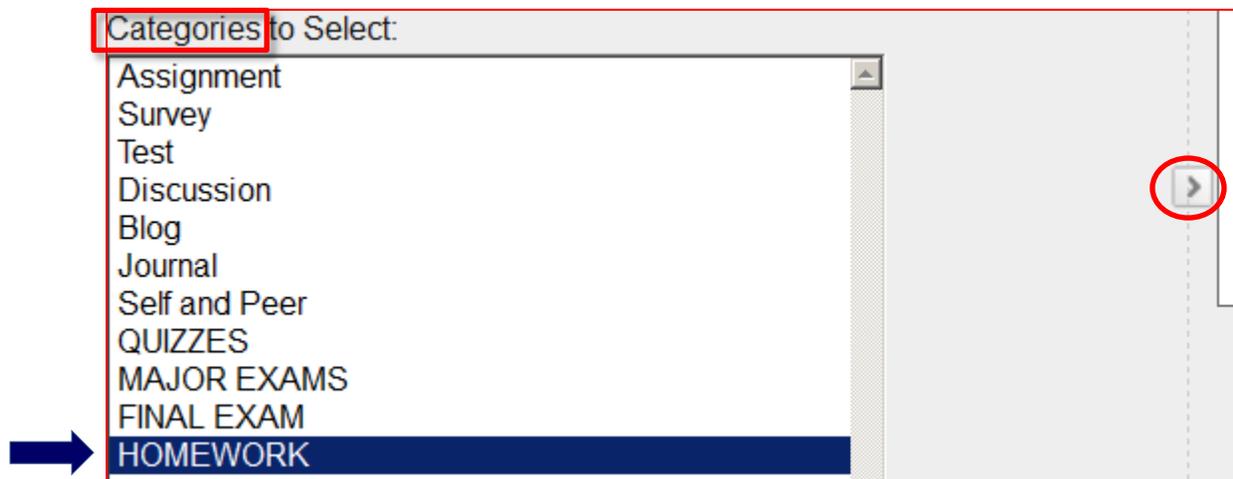
NOTE: Calculated Columns are used to average a group of “Plain Grade Columns.” For example, if you have 10 plain grade columns for homework, you can create a “Calculated Column” to compute the average for all 10 homework grades.

21. Complete the previous steps to create plain grade columns for homework.
22. Rest the mouse pointer on **Create Calculated Column**.
23. Click “**Average Column.**”
 - a. **Column Name:** Type a name such as **HOMEWORK AVERAGE**
 - b. **Grade Center Name:** Type a shortened version of the “Column Name”: **HW AVG** (**Suggestion:** Type the name for calculated columns in ALL CAPS so it is easier to distinguish calculated columns from regular grade columns in Grade Center)
 - c. **Description:** Type a description to list how this columns grade is calculated. For example, “**The grade for this column is automatically created by averaging all of the following homework grades.**”
 - d. **Primary Display:** Percentage
 - e. **Secondary Display:** None

g. **Select Columns:**

- i. As shown in the box below, click the option button marked:
“**Selected Columns and Categories.**”

Include in Average	<input type="radio"/> All Grade Columns
	<input checked="" type="radio"/> Selected Columns and Categories



NOTE: Earlier in this manual, homework grade columns were created in the Grade Center and each homework column was added to the “Homework” category.

- ii. As illustrated above, click the “**HOMEWORK**” (all caps) category.
- iii. **Click the lower arrow button** (circled above) to add the HOMEWORK category to the “Selected Columns” box.
- h. **Calculate as Running Total: YES** (selecting “No” enters zeros for any grade not turned in, including items due later in the semester. **Always choose “Yes”**)
- i. **Next Two Options:** set both to **Yes**
- j. **Show Statistics:** Most instructors set this to **NO**
- k. **Submit**



Setup the “Weighted Column”

NOTE: For gradebooks using percentages, the “Weighted Column” calculates the final letter grade to be automatically sent to Ellucian (Datatel) to be entered onto each student’s transcript. The Blackboard term for this type of grade is called the “External Grade” and is designated with a green checkmark icon.

Set as the “External Grade”

24. Complete the previous steps to create grade and average columns as needed.

25. If the “**Semester Grade**” column is not set as the “External” Grade:

- a. Click the drop-down arrow located at the right side of the “Semester Grade” column’s title.
- b. Click the option, “**Set as External Grade.**”

NOTE: Afterwards, there will be a green checkmark icon next to that column to indicate it is the external grade.

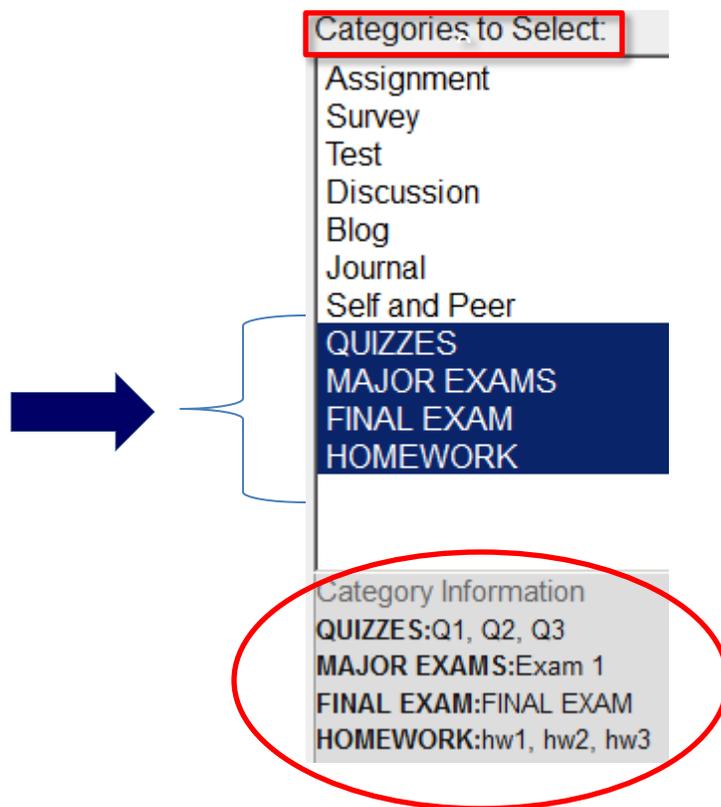
<<continued on the next page>>

Calculate the Student’s Final Grade

26. Rest the mouse pointer on the “**Weighted Column**” column, and then click the drop-down arrow.

27. Click the option marked, “**Edit Column Information.**”

- a. **Column Name:** Semester Grade (this can be changed if desired)
- b. **Grade Center Name:** Semester Grade (this can be changed if desired)
- c. **Description:** If desired, type a description to let you know this is the student’s final grade to be sent to Datatel.
- d. **Primary Display:** Percentage
- e. **Secondary Display:** Letter (name of grading schema)
- f. Select Columns or Categories:



- i. As illustrated above, **CTRL+Click each category** to be included in the final calculation.

- ii. **Click the lower arrow button** to add all selected categories to the “Selected Columns” box (shown in the next illustration).

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

* 15 % **Category: QUIZZES**

Weight Columns: Equally Proportionally

Drop Grades Drop **OR** Use only the
Highest Grades Lowest Value to Calculate
 Highest Value to Calculate

Drop Lowest
Grades

* 30 % **Category: HOMEWORK**

Weight Columns: Equally Proportionally

Drop Grades Drop **OR** Use only the
Highest Grades Lowest Value to Calculate
 Highest Value to Calculate

Drop Lowest
Grades

Total Weight: 45%

- iii. For each category added, type its weight (or worth). **As illustrated above**

- **QUIZZES category is worth 15%** of the student's final grade
- **HOMEWORK category is worth 30%**. Also notice the circled area is illustration the lowest homework grade is being dropped.

- iv. **Calculate as Running Total:** **Yes**
 - v. **Next Two Options:** set all to **Yes**.
 - vi. **Show Statistics:** Most instructors set this to **NO**
- g. **Submit**

Adding Extra Credit Points to a Final Average

These directions are for instructors who want to add points to student averages.

1. Complete the directions above to create columns and the “Semester Grade” column.
2. Use the directions previously listed in this manual to **create a plain column**:
 - a. **Column Name:** **Extra Credit**
 - b. **Grade Center Name:** In the second field, type a shortened version of the name: **Extra Credit**.
 - c. **Description:** If desired, enter a description of who gets points.
 - d. **Primary Display:** **SCORE** This field is used to specify how the grades are to be displayed in the column.
 - e. **Secondary Display:** **None**
 - f. **Category:** **None**
 - g. **Points Possible:** **??** Enter the highest number of extra credit points that could be added to a student’s semester average. If the most points a student could receive is six, then type a “6” into the Points Possible field.
 - h. **Due Date:** Skip this field.
 - i. **Options:** The first two options should be set to **Yes**.
 - j. **Options:** Third option is set to **No**.
3. **Submit**
4. Click the drop-down arrow located at the right side of the “**Total**” column’s title.

5. Click the option, “**Set as External Grade**” from the resulting menu.
***NOTE:** Afterwards, there will be a green checkmark icon next to that column to indicate it is the external grade.*
6. Click the drop-down arrow located at the right side of the “**Total**” column’s title.
7. Choose “**Edit Column Information**” from the resulting menu.
 - a. **Column Name** = “Semester Avg with Extra Credit”
 - b. **Grade Center Name** = “Semester AVG w/ EC”
 - c. **Primary Display** = **SCORE**
 - d. **Secondary Display** = **LETTER**
 - e. Click the option button “Selected Columns and Categories”.
 - f. Add these two columns (Not categories)
 - i. Semester Average
 - ii. Extra Credit
 - g. **Running Total** = **YES**
 - h. **Due Date:** Skip this field.
 - i. **Options:** The first two options should be set to **Yes**.
 - j. **Options:** Third option is set to **No**.
8. 

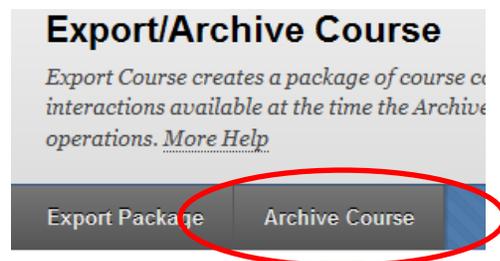
ARCHIVE (BACKUP) YOUR COURSE

- Archiving your course means to **back up the entire course** into a single ZIP-formatted file which can be restored if something happens to the actual course
- Archiving your course is **VERY IMPORTANT!**
- In ANGEL, it was not very convenient to create a backup, but it is extremely easy in Bb
- When archiving your course, make sure to include the “Grade Center” (checkbox)
- Archive the course every time you enter grades so they will not be lost

NOTE: When the archive process is finished, you will receive a notification e-mail in your Outlook program.

Create a New Archive

1. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Packages and Utilities** to open it.
2. Click **Export/Archive Course**.



3. As shown in the illustration above, click on the **Archive Course** button.
4. **IMPORTANT:** Place a checkmark in the “**Include Grade Center History**” checkbox.
5. **Submit**

Delete the Old Archive File

Do not keep more than one copy of an archive because of space restrictions. Once you get a new archive, follow the following steps to delete the outdated copy.

1. After receiving the e-mail from “Blackboard Administrator” (check your Outlook inbox) announcing the completion of the operation archive, login to your course again.
2. In the “Control Panel” area of the menu bar (lower left portion of the screen), click on **Export/Archive Course**.
This will refresh the screen and display the newly-created archive file (it is in a zip format).
3. Rest the mouse pointer on the older copy. The newer copy is always placed at the bottom of the list.
4. Use the drop-down contextual menu to delete the older copy.

Save the New Archive File onto Your Computer

When a new archive file is created, good practice dictates that you save the new file onto your computer. Why? If your backup file is saved in your class, and something happens to totally destroy the class, the backup file will probably not be available again.

1. Follow the previous steps to create an archive “backup” copy of your course and then remove the old copy.
2. Rest the mouse pointer on the new archive copy of the course and click the drop-down arrow next to the file.
3. Click the **Open** option from the resulting menu.
4. Locate the file that was opened. It may be in the “Downloads” folder on drive C:
NOTE: *The file will begin with the letters, “ArchiveFile_”*
5. Right-click the file and choose **Cut**.
6. Open the folder where the file is to be stored.
7. Paste the file into the folder.

COPY COURSE MATERIAL INTO A LIVE COURSE

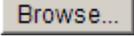
Every instructor should first create the class in a “Development Shell” and **NOT** in the actual class. Why?

- The course material can be reused in another section of the same class
- The same material can be used for the same class in future semesters
- Course material can be shared among different instructors

Once the course has been created in the “Development Shell,” the instructor needs to use these directions to copy the course material into the actual class before the first day of class.

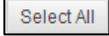
1. Complete the development of your class in the development shell. Include these items:
 - a. Any announcements, assignments, and a link to your course syllabus
 - b. Fix the menu links as needed
 - c. Add any links to outside resources
 - d. Set up the Grade Center (grading schema, categories, columns, etc.)
2. Open the development shell in which you have done all of your work.
3. In the Control Panel area of the menu, click the “**Packages and Utilities**” link.
4. Click “**Course Copy**” from the resulting menu.
5. Use the drop-down arrow to select, “**Copy Course Material into an **EXISTING** Course.**”

6. Select your REAL (live) class:

- a. In the “**Destination Course ID**” field, click the  button.
- b. If needed, use the search box in the upper-left corner of the window to search for your REAL class. For example, I needed to copy content from my “Blackboard Essentials Online” development shell into my real class with the same name. In the search box, I typed, “Blackboard Essentials Online” and it returned the only class that I am teaching with the name, “Blackboard Essentials Online.”

NOTE: Make sure you are choosing the correct class!

- c. Click the option button for the class
- d. 

7. Click the  button to select everything in the development shell.

8. Select an option for copying file attachments:

- a. If you have any HTML content, or if you have extra content such as SoftChalk material that is being included in a lesson, click the third option, “Copy links and copies of the content ‘include entire course home folder”
- b. If you do not include extra content, use the middle (default) option button.

9. 



SUBMIT FINAL GRADES

Even though grades have been sent to Datatel all semester, the instructor has to complete these steps to submit the final grades at the end of the semester.

1. Access the course in Blackboard.
2. In the menu, click **Course Tools > AC Retention Alert-Submit Final Grades**.
3. Click the **Final Grades** tab.
4. Use the drop-down arrows to make these changes:
 - a. Change the **Visible Groups** field to show the course name and ID.
Example: ENGL-1301-007.
NOTE: *This will populate student names and current grades in the table.*
 - b. Change the **Populate with Course Grade** field to Final Grade

IMPORTANT:

- You can override a final grade letter if desired
- For a grade of “F” you have to do the following:
 - Enter the grade of “F”
 - Enter the last day the student had any activity in the course
(format: DD/MM/YYYY)
- If a student never attended, check the appropriate box
- Incompletes:
 - Enter the grade of “I”
 - Enter the date by which the work has to be completed.

5. **Submit Grades**



MAKE YOUR COURSE UNAVAILABLE

Your live course will be automatically opened for students at midnight on the first day of class for the semester. Many instructors do not want their students to see the class until the first day that they meet. For example, if the first day of class is on Monday and the first day a particular class meets is on Thursday, the instructor may want to class to be unavailable to the students until Thursday. These directions show you how to make a class unavailable.

1. Open the Blackboard course that is to be made unavailable.
2. In the Control Panel, click **Customization**.
3. Click **Properties**.
4. Scroll down to the “Set Availability” section of the form.
5. Click the **NO** option button.
6.  **Submit**

NOTE: *Be sure to follow these directions again on the first day of class to set the option to **YES** so the students will be able to see the course.*



WHERE TO GET HELP

From your Blackboard Course:

1. Login to Blackboard
2. Click the **Faculty Tools** link at the top of the page
3. Choose from the three tabs at the top:
 - a. Bb How-To's
 - b. Bb Collaborate & IM
 - c. CTL Request Forms & Training Manuals

CTL Staff Members

As you begin working in Blackboard, you may need to contact a CTL representative for further help with Blackboard issues. This list also included each person's area of specialization.

1. **Buster Bonjour** and **Richard Stephenson** 806 371-5992
 - a. Creating and Managing Course Content
 - b. Working with the Bb Grade Center
 - c. General questions about Blackboard

2. **Charles Hendrick** 806 345-5540
 - a. Creating and Managing Course Content
 - b. Linking to AC Course Syllabi from Blackboard
 - c. Setting up and managing your Grade Center
 - d. Embedding SoftChalk Content in Bb
 - e. Respondus, Respondus Lockdown Browser

3. **Heather Voran** 806 371-5150
 - a. Incorporating Publisher content
 - b. Creating assessments and tying them to the Bb Grade Center
 - c. Setting up and managing your Grade Center
 - d. Respondus, Respondus Lockdown Browser



4. **Brian Nixon** 806 371-5214
 - a. Video-related questions
 - b. Linking content from other sources into a course

Online Resources

This list contains some online resources for further instruction on Blackboard.

- Blackboard **On-Demand** Learning Center: <http://ondemand.blackboard.com/>
- Blackboard Help and Manuals: <https://help.blackboard.com/>
- Blackboard FAQ database: <http://www.actx.edu/faq>
- Blackboard Tutorials from Palomar University:
<http://www2.palomar.edu/pages/atrc/blackboard/faculty-information/tutorials-by-category/>
- A 47-minute recorded webinar to show how to set up a Blackboard Course
(skip first 4:30)
http://www.youtube.com/watch?v=Loz2TXgw4tA&feature=player_embedded