Amarillo College
Faculty Training

Blackboard Learn
Session 2 – Assessing Learners

Revision Date: July 23, 2013

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SCHEDULE OF CHANGES

Whenever changes are made to this document, the changes will be listed here to make it easier for you to determine if you want to print the page or not.

Date of Change	Change that was Made
07/23/13	Pg. 18 The yellow-highlighted text was added.

STEP-BY-STEP DIRECTIONS
SESSION II – ASSESSING LEARNERS

This manual is intended to help you remember the steps used in the training class to complete various activities related to creating assessments and working with the Blackboard Grade Center. When you perform similar activities in your classes, you will rename items as needed.

WORD DOCUMENT FOR PART 3 (Assignment)

This simple document will be uploaded to an *Assignment* for a project grade later in the class.

1. Open Microsoft Word.
2. In the blank document, type the text, "**My Expectations of this Course**."
3. Save the document onto the computer's desktop under the name,

   My Expectations of this Course
4. Close Microsoft Word.

PREPARE THE BLACKBOARD AREA

For this training course, you will need to log in to Blackboard in two different browsers:

1. Firefox should be used for the instructor login

   NOTES:

   a. *Chrome should be used for the student login*

   b. *Blackboard does not work correctly in Internet Explorer or Safari*

   c. *Blackboard trainers suggest you use Mozilla Firefox or Google Chrome*

   d. *Blackboard can be used successfully with an iPad*

      i. *Safari is not compatible even on the iPad*

      ii. *Use Google Chrome for the browser when using an iPad*

Login to Blackboard as an Instructor

1. Use **Firefox** to navigate to the AC Connect portal at this address:

   ## https://acconnect.actx.edu

2. Scroll down and locate your list of classes in the "**AC Connect Classes**" module.

3. Click on your Sandbox class to open it in Blackboard.

Rename the Content Area or Add Content Area to Menu

To standardize our working area, it is advisable to have your Content Area link in the menu (at the left side of the screen) named "Content."

1. Use the **Firefox** (instructor account) browser for this activity.

2. In the menu at the left side of the screen, if the **Content Area** is named anything other than "Content," do the following:

   a. Rest the mouse pointer on the link.

   b. Use the drop-down arrow to choose **Rename Link**.

   c. For the new name, type **Content** and press ENTER.

3. If the **Content** menu link is not visible in the menu at the left side of the screen:

   a. Click the ➕ icon, located at the top of the course menu

   b. Click on **Content Area** option.

      i. Name = **Content**

      ii. The "Available to Users" box should be **checked**

      iii. **Submit**

4. Click-and-drag the Content link up to a new location on the menu if desired.

Add a Test Student

To more accurately see how your Blackboard class would look to a student, add a test student to the class and then login to Blackboard as the test student. This test student account will be used to examine items created in your instructor view of this class.

1. Use the **Firefox** (instructor account) browser for this activity.
2. Locate, and if needed, expand the **Course Tools** menu by clicking on its link.
3. As illustrated below, click on **Add Test Student**.
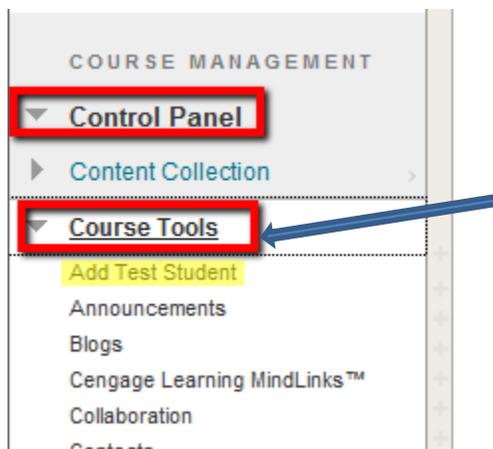
> **NOTE**: Your test student's username is your own username followed
>
> by **_S** (for **Student**) at the end of it.

> For example, the test student for **ketaylor** will be **ketaylor_s**.

4. Fill in the required fields:
   a. Username = (this field is not editable)
   b. Password = <you make up a password> **NOTE**: This password will *not* have to be changed every 90 days like your real network login.
   c. Confirm Password = <same as the one above>
   d. Enroll? Should be **checked**.
5. **Submit**

6. After clicking **Submit**, you will see the screen illustrated below.
   DO NOT modify the Test Student Account at this time.

   NOTE #1: When adding the test student to other courses, the first
   option will be changed to "ENROLL Test Student…" rather than
   "Yes, Unenroll Test Student…"

   NOTE #2: If you do not want to select an option from this screen, click
   on the **Home Page** *link in the* **Course Menu***.*
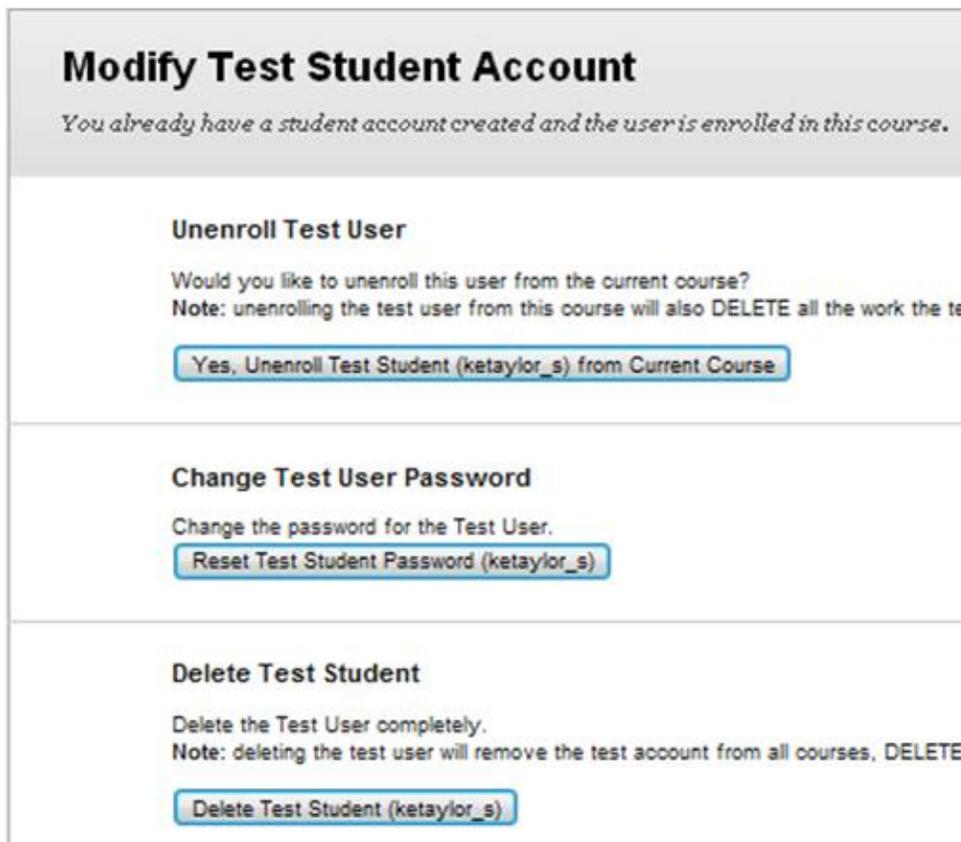
Modify Test Student Account

You already have a student account created and the user is enrolled in this course.

Unenroll Test User

Would you like to unenroll this user from the current course?
Note: unenrolling the test user from this course will also DELETE all the work the tes

[Yes, Unenroll Test Student (ketaylor_s) from Current Course]

Change Test User Password

Change the password for the Test User.
[Reset Test Student Password (ketaylor_s)]

Delete Test Student

Delete the Test User completely.
Note: deleting the test user will remove the test account from all courses, DELETE

[Delete Test Student (ketaylor_s)]

7. Confirm the existence of the test student now enrolled in your course:

a. Locate, and if needed, expand the **User and Groups** menu by clicking its link.

b. Click on **Users**.

NOTE: You should see the Test Student in your list of users.
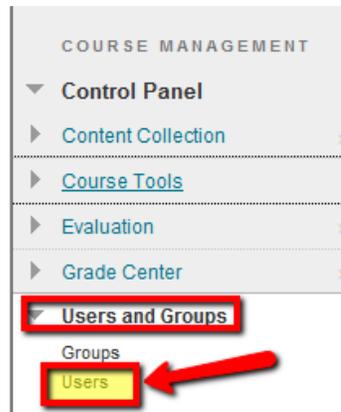
NOTE: Our trainers have found some Blackboard modules do not work properly in the <u>test student account</u>. For example, the "To Do" module does not populate accurately.

BUILD CONTENT

Precautions for Creating Content in Blackboard

- Do not use special characters like: **# / * % & + - . ** etc**.** when naming anything you create in Blackboard. These characters interfere with the Blackboard application and will cause problems.

- **Avoid copy-pasting** text directly from Microsoft Word into any Blackboard area.

- When creating content you can use both **Primary** and **Secondary Displays**, or just use the **Primary Display**.

- Interact with the content you create in your course using a **Test Student** before making it available to actual students. For example, if you create a journal, use the test student account to see if the journal works properly.

First Week Project

Our "First Week Project" is an exercise consisting of three separate activities. The three activities will be averaged together for a single grade.

1. Journal = 100 points
2. Discussion Board Interaction = 100 points
3. Assignment = 100 points

Part 1 – A Journal

This **confidential** journal will be used as a project grade later in the class. Many instructors do not want to use the e-mail feature because Blackboard does not keep a record of e-mail correspondence with students. Therefore, many choose to communicate with students through a private journal instead of, or in addition to, regular e-mail.

Add the Journal Link to the Menu

1. Use the **Firefox** (instructor account) browser for this activity.

2. If the **Journal** menu link is not visible in the menu at the left side of the screen:

    a. Click the ➕ icon, located at the top of the course menu.

    b. Click the **Tool Link** option.

        i. Name = **Journals**

        ii. Use the drop-down arrow to change the type to **Journals.**

        iii. The "Available to Users" checkbox should be **checked**.

        iv. **Submit**

3. Click-and-drag the Journals link up to a new location on the menu if desired.

Create a Journal

IMPORTANT: Even though the instructor creates the journal, the instructor has no way to initiate communication with a student. The STUDENT has to initiate communication the first time.

We suggest the instructor create the journal and then give a "First-Week's Assignment" for the students to create the first journal entry. This will initiate communication.

1. Use the **Firefox** (instructor account) browser for this activity.

2. Click the Journal link in the menu at the left side of the screen.
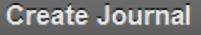
3. **Create Journal**

    a. Name = **Student-Instructor Communication**

    b. Instructions =

        i. **Click the "Create Journal Entry" button.**

        ii. **For your first journal entry, please list three methods of instruction which help you to learn/retain course content**.

    Type these instructions →

    c. Journal Availability = **YES**

d. Journal Date & Time Restrictions = Leave these **UNCHECKED**.

NOTE: *By leaving these options unchecked, it will automatically make this particular journal available for the duration of the course.*

e. Journal Settings:

NOTE: *Depending on how often you want the Journals grouped together (indexed), check either "Weekly" or "Monthly."*

  i. For our class, check the box for "**Weekly**."
  ii. Leave the next three checkboxes **UNCHECKED**

f. Grade Settings
  i. "Grade" should be **CHECKED**
  ii. Points possible = **100**
  iii. The number of the entries should be "**1 time**"
      NOTE: *Many instructors come back to the journal after the first week and then set the entries number to 3 instead of 1.*
  iv. Due Date = <**tomorrow's date**>

g. **Submit**

Part 2 – A Discussion Board Interaction

For this activity, the instructor will create a Discussion Forum and then create a thread to which students can reply. This interaction will be used as a project grade later in the class.

Add the Discussions Link to the Menu

NOTE: If the Discussions link is available in the menu, you will not need to complete #2.

1. Use the **Firefox** (instructor account) browser for this activity.

2. If the Discussions menu link is not visible in the menu at the left side of the screen:

    a. Click the icon, located at the top of the course menu

    b. Click the **Tool Link** option

    c. On the "Add Tool Link" window, do the following:

        i. Name = **Discussions**

        ii. Use the drop-down arrow to change the type to **Discussion Board.**

        iii. The "Available to Users" box should be **checked**.

        iv.

3. Click-and-drag the **Discussions** link up to a new location on the menu if desired.

Create a Discussion Forum & Thread

Discussions are designed to encourage dialog between participants in a course about a common topic. It is made up of the following:

- **Forum** – The instructions and/or original topic is posted by the instructor for student discussion. Various threads (topics) are stored in a Forum.

- **Threads** – Topics, original posts, and replies make up the actual discussion dialog in a forum. Original posts, as well as replies to a specific thread, are considered a part of one thread. Think of a new thread as a new **topic** of discussion.

Setup the Forum

1. Use the **Firefox** (instructor account) browser for this activity.
2. Click the **Discussions** link in the menu at the left side of the screen.
3. **Create Forum**
   - a. Name = **Introduce Yourself**
   - b. Description (here is an example of what you might type) =
     Getting to know your peers helps to create a more effective learning community.

     Initial Post:
     - i. **Type a short bio about yourself**
     - ii. **Wherever you are when you post your initial post, look to your left and to your right. Find four items representing who you are.**
     - iii. **List the four items and explain why they represent you and/or why you chose them.**

     Response Post:
     - i. **You are required to respond to at least two posts of your peers.**
     - ii. **The criteria for your replies are to have interactive conversation with your peers.**

4. Forum Availability:

    a. Available = **Yes**

    b. Enter Date and Time Restrictions

        i. Display After = (Check Box) (**Today's Date**) (12:30 AM)

        ii. Display Until = (Check Box) (**Tomorrow's Date**) (11:59 PM)

5. Forum Settings:

    a. Only the following settings should be **checked**:

        i. **Allow Users to Reply with Quote**

        ii. **Allow File Attachment** (check this only if you want students to have the ability to attach a file)

        iii. **Allow Members to Create New Threads** (This is not a good idea if you do not want the possibility of students going off-topic)

*NOTE: Subscribe means allowing students to receive new discussion thread updates automatically **from the course g-mail** without requiring the students to log in to Bb to receive them. However, if you want to allow students to subscribe, but still have to log in to Bb, select "Include link to post" rather than "Include body of post in email."*

ANALOGY: Getting magazine subscriptions delivered to your home automatically without having to go to the bookstore and buying the magazines individually.

IMPORTANT: Do not place a checkmark in the Force Moderation of Posts unless you as the instructor want to have to approve every post before it becomes visible to the students. This setting is intended more for K-12.

6. Grade – **Grade Discussion Forum:** Possible Points = **100**

7. *Needs Grading after every* **2 posts**.

   *NOTE: In a "live course" this setting would most likely be set at **3 posts** so the instructor would not be notified to grade a particular student's Discussion until the **3-posts** requirement was met.*

8. **Submit**

Add an Instructor Introduction Thread to the "Introduce Yourself Forum".

For this particular forum, you as the instructor will want to introduce yourself to your students. You will now create your own introduction thread. This also serves as a good model of your expectations of what you expect for the students' individual introduction posts.

9. Click on the "Introduce Yourself Forum" to open it.

10. Inside the forum, click the **Create Thread** button.

   a. Give the thread the title: **Instructor Introduction**

   b. Type an appropriate message to the student in the Message area
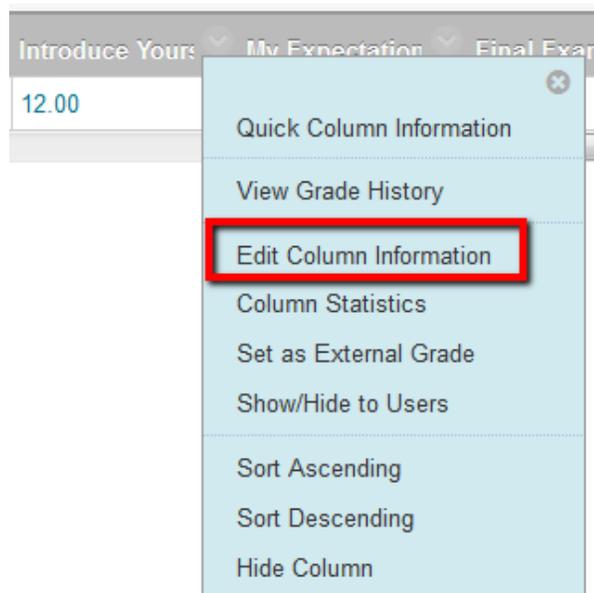
   c. **Submit**

   NOTE: Now, you should have:

   - *A Forum called "Introduce Yourself."*
   - *Inside the forum, you now have a thread called "Instructor Introduction."*

Add a Due Date to the Discussion Forum

IMPORTANT: When building a Discussion Forum, there is not an opportunity to add a due date. Therefore, it must be added in a different area.

After the Discussion Forum is created and appearing in the Grade Center

1. Locate, and if needed, expand the **Grade Center** menu by clicking on its link.
2. Click on the **Full Grade Center** link to open it.
3. Locate the Grade Column for the desired Forum.
4. Using the contextual menu at the right of the name of the forum, select "**Edit the Column Information.**"

5. Due Date = (Check Box),**Tomorrow's date,** (11:59 PM).

6.

Add a Thread to the Forum When the Option "Allow Members to Create New Threads" is NOT Checked

IMPORTANT: When you create a Discussion and **you DO NOT check the option – "***Allow Members to Create New Threads"*** – the instructor** must create the new thread in the Discussion Forum to make the Discussion active to the students. **If this step is not done, the Discussion Forum is non-existent to the students and they will never even see it.**

1. Use the **Firefox** (instructor account) browser for this activity.
2. After creating the Discussion Forum (for example, Introduce Yourself), click on the active Discussion Forum link.
3. Inside the forum, click the Create Thread button.
    a. Give the Thread a title appropriate to the topic of the forum
    b. Type the appropriate text in the message area
    c. Submit

Part 3 – An Assignment

In Blackboard, an Assignment is a form of assessment where students can upload a file or type a submission to an instructor to be graded. When an Assessment is created in a course, it adds a column to the Grade Center to assign grades and give feedback to each student.

For the *First Week Project*, we will create an Assignment titled ***My Expectations of This Course***. The creation of this Assignment will allow the students to upload the Word document created at the start of training.
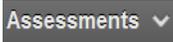
1. Use the **Firefox** (instructor account) browser for this activity.
2. Click the Content link in the course menu at the left side of the screen.
3. Assessments ∨
4. Click "**Assignment**" from the resulting menu.
   a. Name and Color
      i. Name = **My Expectations of This Course**
      ii. Change the color if desired
      iii. Instructions = **Using detail in 50 to 200 words, describe your expectations of this course**.
   b. Grading
      i. Points Possible = **100**
   c. Availability
      i. Make the Assignment Available should be **CHECKED**
   d. Number of Attempts = **Allow Single Attempt**
   e. Limit Availability
      i. Display After = (Check Box) **(Today's Date)** (12:30 AM)
      ii. Display Until = (Check Box) **(Tomorrow's Date)** (11:59 PM)
   f. Track Number of Views should be **CHECKED**
   g. Due Date: (Check Box) **(Tomorrow's Date)** (11:59 PM)
   h. Recipients = **All Students Individually**
   i. Submit

Tests and Quizzes

Creating a test (quiz) in Blackboard is a three-step process:

Step 1: Create the test and save it. All tests are saved in a place named,

"Tests, Surveys, and Pools" located in the "Course Tools" link of the Control Panel.

Step 2: Add questions to the test and save it again.

Step 3: Deploy (Bb's term for making a test available to students) the test into the
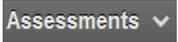
desired Content area.

NOTE: During the "deploy" process, you can specify important properties for the test and set the availability times for the test.

Test #1 - Syllabus Quiz

This quiz will contain one T/F question and one essay question.

- All T/F questions are automatically graded by Blackboard
- All Essay questions are graded manually
- This quiz will also require a password before it can be opened

Create the Syllabus Quiz

1. Use the **Firefox** (instructor account) browser for this activity.
2. Click the **Content** link in the course menu at the left side of the screen.
3. Assessments ∨
4. Click "**Test**" from the resulting menu.
5. Click the "**Create**" button. This will open the "Test Information" form.
   a. Name = **Syllabus Quiz**
   b. Description = **"The purpose of this quiz is to assess the student's knowledge of the course syllabus. Before taking this quiz, carefully review the syllabus. You will only have one attempt to complete this quiz."**
   c. Instructions = "**Instructions would go here…be descriptive**"
   d. Submit

Add Questions to the Syllabus Quiz

1. Complete the previous steps to create the syllabus quiz.

2. Click on Create Question ⌄

3. Scroll down and then click "**True/False**" from the resulting menu.

   a. Leave the "Question Title" **blank**.

   b. Question Text = "**I do not have to read my syllabus**"

   c. Options = **Vertical**

   d. Answers = **False**

   e. Submit

4. Create Question ⌄

5. Click "**Essay**" from the resulting menu.

   a. Leave the "Question Title" **blank**.

   b. Question Text = **"In 100 words or less, state the make-up policy for this course."**

   c. Answer field

   NOTE: Students **WILL SEE** whatever is typed in this field.

   d. Submit

## Update Point Values for the Questions in the Syllabus Quiz

After the two questions have been added to the Syllabus Quiz "test canvas," set the point values for each question.

*NOTE: Each question added to a test is automatically assigned the value of **ten** points. Since we only have two questions on this test, the test is currently only worth twenty points.*

Option #1:

NOTE: This method is used when the questions have different point totals.

1. At the right side of the **T/F** question, do the following:
   a. Click the "10" point box. The following dialog box opens:
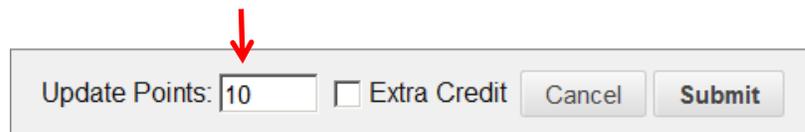
   NOTE: This is also an area that can be used to designate an extra credit question on the test. You place a checkmark in the "Extra Credit" box.

   b. Change the "Update Points" to **40**.
   c. **Submit**

2. At the right side of the **Essay** question, do the following:
   a. Change the "Update Points" to **60**.
   b. **Submit**

   *NOTE: After this is done, the "Total Points" for the Syllabus Quiz will be **100** points.*

Option #2:

NOTE: This option is used when you want to quickly change the point value of a group of questions from a test and make all questions in the group worth the same value.

1. Place a checkmark before each question for which you want to change the point value.
   a. As shown in the illustration below, assign a value of **50** points.
   b. **UPDATE**

Option #3:

NOTE: This option is used when you want to quickly make all questions worth the same value.

2. Above the first question of the test, do the following:
   a. As illustrated below, click on **All** (this selects every question in the test).
   b. Assign a value of **50** points.
   c. **UPDATE**

   > *NOTE: After this is done, the "Total Points" for the Syllabus Quiz will be **100** points. Each question in our 2-question test will be worth 50 points.*

   d. Scroll to the bottom of the test canvas and click the ← OK button.

NOTE: Regardless of the method used to assign points, you should see the following screen:

1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test   Create

Add Test   -- Select Test Below --
                  Syllabus Quiz

You should see this screen with the test you just created highlighted in a color.

Do not click "SUBMIT" at this time.

Click Cancel. (We will deploy the Syllabus Quiz at a later time)

Test #2 – Final Exam

Create the Final Exam

1. Use the **Firefox** (instructor account) browser for this activity.

   NOTE: The Final Exam should be created and deployed in the same Content location as the Syllabus quiz. Therefore, make sure you are viewing the Content area.

1. Click the **Content** link in the course menu at the left side of the screen.

2. Assessments ∨
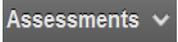
3. Click "**Test**" from the resulting menu.

4. Click the "**Create**" button. This will open the "Test Information" form.

   a. Name = **Final Exam**

   b. Description = "**This is the final exam for the course**."

   c. Instructions = "**Instructions would go here…be descriptive**"

   d. Submit

Add Questions to the Final Exam

After completing the first five steps in the previous section of this manual, you will be ready to add questions to the Final Exam.

1. Use the **Firefox** (instructor account) browser for this activity.
2. Complete the following steps to create the Final Exam.
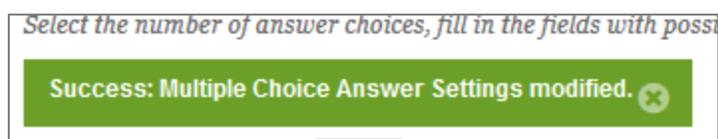3. Create Question ∨
4. Click the option for "**Multiple Choice**" from the resulting menu.
   a. Leave the "Question Title" **blank**.
   b. Question Text = "**Which is not a fruit?"**
   c. Answer Numbering = Select your choice from the drop-down menu. In class, we will use "**Lowercase Letters (a, b, c)**".
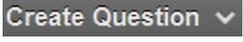
      *NOTE: If you check "**Show Answers in Random Order**" make sure there are no questions with an answer, "All of the Above are Correct" because that choice could be displayed as the first option and it would not make sense.*

   d. Number of Answers = **4** (This is the lowest default number)
   e. Since this question will only have two answer choices, remove two of them:
      i. Click the Remove button located at the right side of the first answer. The success box shown in the image below will appear. The text on the screen will jump. This is normal.
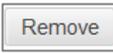
      Select the number of answer choices, fill in the fields with poss
      Success: Multiple Choice Answer Settings modified. ⊗

      ii. Repeat the previous step to remove a second answer choice.
      NOTE: The "Number of Answers" should now be "2"

f. Answers:

    i. Answer 1 = "**Peaches**"

    ii. Answer 2 = "**Pizza**"

g. Select the correct answer.

IMPORTANT: *No matter how many answer options are listed for a test question, the first option is always marked as Correct by default. If the next step is not followed, an incorrect answer may result.*

h. Click the option button for answer #2 to make it the <u>correct</u> answer.

i. **Submit**

Update the Point Values for the Final Exam Question

After the Multiple Choice question has been added to the Final Exam "test canvas" you will need to set the point values for the question.

NOTE: Use Option 2 to update the points for the Final Exam question.

1. Place a checkmark before question #1.

2. In the "**Points**" field, type **100** because this one question will be 100 points.

3. Update

NOTE: At the top of the exam, you should now see the total number of questions is one and it is worth 100 points instead of just 10.

(See the illustration below.)

| Description	Description goes here
Instructions	Instructions go here
Total Questions	1
Total Points	100
Number of Attempts	1

4. Scroll to the bottom of the test canvas and click the [← OK] button.

Deploy the Final Exam

The "Deploy" process makes a test available to students, either immediately, or in the future.

NOTE: The Final Exam is now displayed (highlighted) in the "Select Test Below" box.
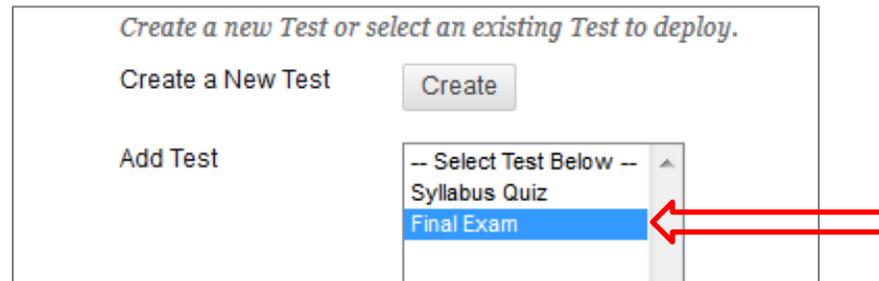
5. With the Final Exam highlighted, click **Submit**.

    a. Change the wording/color of the **Name** if desired.

    b. Add/change a description if desired.

    c. Open Test in a New Window = **Yes**

    d. In the Test Availability area, make these changes:

        i.   Make Link Available = **Yes**

        ii. Add a New Announcement for this Test = **Yes**

        iii. Multiple Attempts – Leave **UNCHECKED**

Important!

- For some tests/quizzes, allowing multiple attempts is a good choice

- You can allow unlimited attempts or a specific number of attempts. The Grade Center will display all attempts.

- You can choose to grade the student's last attempt, first attempt, highest score, lowest score, or average of scores.

- An override field is available so an instructor can manually enter a score.

iv.   Force Completion = **UNCHECKED**

NOTE:

- If this option is <u>**UNCHECKED**</u> and a student gets dropped from the test because of some technical glitch, the student can immediately log in again and return to the question which was interrupted.

- If this option <u>**IS CHECKED**</u>, the instructor will first have to contact the instructor to clear the student's last attempt before the student can re-enter the test. Any previously-answered questions which were saved **will be lost** and the student will have to start over.

v.   Set Timer = **0 hours, 5 minutes**

IMPORTANT: Setting a timer helps to make a test more secure. **If a student "leaves" a test before it is submitted, logs out of the course, or even logs out of AC Connect completely, the timer continues to count down.** It cannot be stopped, and the test will automatically submit when time runs out.

vi.   Auto-Submit = **On**

NOTE: By setting Auto-Submit to **On**, the test will automatically submit once the timer has expired.

vii.   Display After – (check box) **<current date>,** 12:30 AM (morning)

viii.   Display Until – (check box) **<tomorrow's date>,** "End of Day"

ix.   Password = **unchecked**

x.   Due Date = **checked, <tomorrow's date>, "End of Day"**

e. Self-assessment Options

i.   "Include this Test in the Grade Center Calculations" = **CHECKED**

  f. In the Test Feedback area, make these changes:

    i. Score = **CHECKED**

    ii. Correct Answers = **CHECKED**

    iii. Feedback = **CHECKED**

  g. Test Presentation

    i. **All At Once**

  h. **Submit**

Deploy the Syllabus Quiz

1. Use the **Firefox** (instructor account) browser for this activity.

2. In the Content Area, place your courser on **Assessments ∨**.

3. Click on "**Test**".

4. In the "Select Test Below" box, click on "**Syllabus Quiz**".

5. With the Syllabus Quiz highlighted, click **Submit**.

  a. Change the color of the name if desired.

  b. Add/change a description if desired.

  c. Open Test in a New Window = **Yes**

  d. In the Test Availability area, make these changes:

    i. Make Link Available = **Yes**

    ii. Add a New Announcement = **Yes**

    iii. Force Completion = **Checked**

    iv. Set Timer = **0 hours, 5 minutes**

    v. Auto-Submit = **On**

    vi. Display After – **checked, current date, 1:00 AM** (morning)

    vii. Display Until – **checked, tomorrow's date, "End of Day"**

    viii. Password = **checked**

    ix. Password = **kay** (all lower case letters)

    x. Due Date = **checked, tomorrow's date, "End of Day"**

NOTE: On this page, the instructor can select the "Randomize Question" box which will keep the same questions for all tests, but will ask them in random order. This will help keep the tests more secure so students cannot memorize answers in order.

    e. Self-assessment Options – Check "**Include this Test in the Grade Center Calculations"**

    f. In the Test Feedback area, make these changes:

        i. Score = **CHECKED**

        ii. Correct Answers = **CHECKED**

        iii. Feedback = **CHECKED**

    g. Test Presentation

        i. **One at a Time**

    h. **Submit**
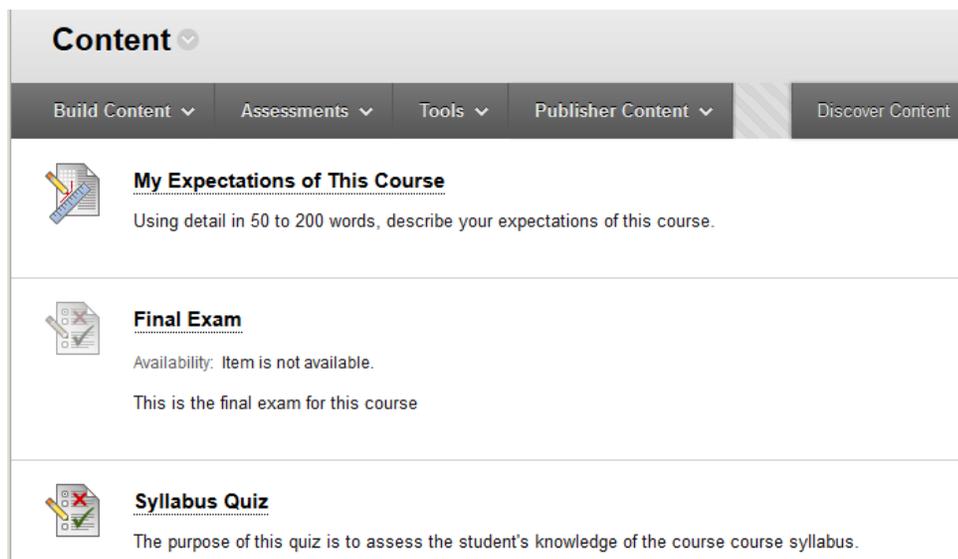
Content

Build Content ∨	Assessments ∨	Tools ∨	Publisher Content ∨	Discover Content

My Expectations of This Course

Using detail in 50 to 200 words, describe your expectations of this course.

Final Exam

Availability: Item is not available.

This is the final exam for this course

Syllabus Quiz

The purpose of this quiz is to assess the student's knowledge of the course course syllabus.

WORK WITH BLACKBOARD AS A STUDENT

Login to Blackboard as a Student

The Firefox browser is being used for your INSTRUCTOR login to AC Connect/Blackboard. All of the tests were created as an instructor in the Firefox browser. <u>The following activities will be completed as a student</u> and the Chrome browser will be used.

1. Minimize (but do not close) the Firefox browser.
2. Launch **Chrome**:
    a. If you have already logged in to Chrome, click on the appropriate icon at the bottom of the window to open the browser session.
    b. If you have not logged in to Chrome yet, double-click the Chrome icon on the desktop (or click on Start > All Programs > Google Chrome)
        i. Since you will not be able to login to the AC Connect portal as a fictitious student, you will have to access Blackboard directly. In the address bar, type the address https://actx.blackboard.com
        ii. Username = your username followed by _s (example: ketaylor_s)
        iii. Password = the password created back on page two of this manual. Read the Note on the next page.

    NOTE: In the upper right corner of the course, (where your name is displayed) notice you are listed as the "First Name (Test Student) Last Name." This is how you will know you are logged in as the test student.

3. Once you are logged in to Blackboard as the test student, click on your desired class which is located in the "My Course" module.

Interact with the Journal (as a Student)

As explained earlier, the journal is **private** communication between the student and the instructor. However, even though the instructor creates the journal, it is dead until the student creates the first journal entry.

As a student, you will need to open the journal and add a journal entry to the "Student-Instructor Communication" forum created by the instructor. This first journal entry is worth 100 points to your "Projects" grade to be recorded in the Grade Center.

1. Make sure to use the **Chrome** web browser for this activity.
2. If you are not in the correct class, click on the "Courses" tab at the top of the screen and then click on the proper class.
3. Click the **Journals** link which is located in the menu at the left side of the screen.
4. Click the **Student-Instructor Communication** forum link, located in the center of the screen.
5. Read the directions in the blue (or other color) background. These will be the instructions for answering the first journal entry.
6. **Create Journal Entry**
   a. Title = **Method of Instruction <your name>**
   b. Entry Message = **1. Lecture 2. Simulations 3. Demonstrations**
   c. **Post Entry**

Interact with the Discussion Forum (as a Student)

As a student, open the Discussion Board and answer the question so this activity can be graded and recorded in the Grade Center.

1. Make sure to use the **Chrome** web browser for this activity.
2. Click the **Discussions** link, located in the menu at the left side of the screen.
3. Click the **Introduce Yourself** <u>forum</u> link.

Create Your Personal Thread

a. Click on [**Create Thread**]

b. Subject = Type your name (example: Kay Taylor)

c. Message = "**Hi. My name is <your name> and I am in your class**."

d. [**Submit**]

Respond to the Thread Created by the Instructor

1. Click the <u>thread</u> created earlier named, "Introduce Yourself." This will open the thread so you can read it.

2. Click the [**Reply**] button.

3. Message = "**I am glad to meet you. This will be a fun class**".

4. [**Submit**]

Submit the Word Document as an Assignment (as a Student)

The Word document to be submitted as an assignment was created at the start of this training and was saved onto the computer's desktop. The name for this file is, "**My Expectations of this Course**." You will submit your assignment using two different methods:

    a. As an attached file
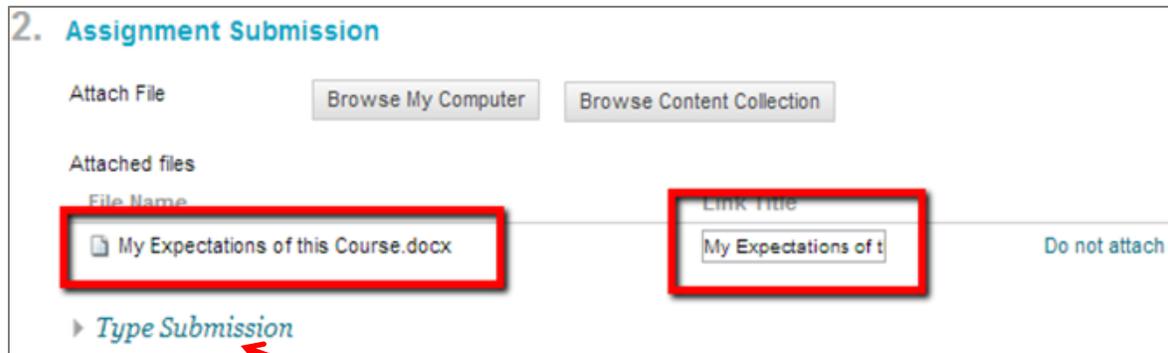
    b. As a typed submission

You will now experience two of three ways a student can make a submission to an Assignment Content Area in Blackboard. The third type of submission is when students browse their personal Course Content Collection and attached their file to the Assignment from their Content Collection.

Method #1: As an Attached File

    1. Make sure to use the **Chrome** web browser for this activity.

    2. Click the **Content** link, located in the menu at the left side of the screen.

    3. Click the "**My Expectations of This Course**" link.

    4. In the **"Assignment Information" Area,** the following information is displayed to the student:

        a. Name

        b. Instructions

        c. Due Date

        d. Points Possible

    5. Click on "**Browse My Computer**"

    6. Select the Desktop and locate the Word file created at the beginning of this training titled "**My Expectations of this Course**"

7. Double click on the file.

The file will automatically upload to the course. (See image below)

Method #2: As a Typed Submission

1. In the **"Assignment Submission" Area,** complete the following:

   a. As illustrated above, click on the "**Type Submission**" link.

   b. Type the words – "**Type Submission was entered here.**"

   c. **Submit**

   d. The illustration on the next page shows what you should see after clicking "Submit".

2. Click **OK**.

Word processing text will show up in this window, but graphic files will not.

Take the Syllabus Quiz (as a Student)

The syllabus quiz was created and then deployed in the Content area of the class.

1. Make sure to use the **Chrome** web browser for this activity.
2. Click the **Content** link, located in the menu at the left side of the screen.
3. Click the **Syllabus Quiz** link, located in the middle of the screen.
4. Read the instructions.
5. **Begin**

   a. Enter the password, "**kay**" (all lowercase letters)

   b. **Submit**
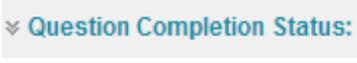
   c. Click the **⊻ Question Completion Status:** link located in the upper-left corner of the screen to list all unanswered questions.

   d. Click the answer box for Question #1.

   e. Save your answer. The answer will automatically save, but it takes a few seconds for the automatic save to activate after a student submits an answer.

   *NOTE: As illustrated below, the "**Question Completion Status**" darkens all answered questions and leaves unanswered questions white.*

   Question has been answered → **⊼ Question Completion Status:** [1] [2]

   f. Click the forward arrow to advance to Question #2.

   g. Type – "**The make-up policy ……."**

   h. **Save and Submit**

   i. OK

6. After the Syllabus Quiz has been submitted, **read the screen for details** about the test.
7. In the lower-right corner of the "Test Submitted" screen, click the **OK** button.
8. **OK**

Take the Final Exam (as a Student)

The Final Exam was created and then deployed in the Content area of the class.

1. Make sure to use the **Chrome** web browser for this activity.
2. Click the "**Content**" link, located in the menu at the left side of the screen.
3. Click the **Final Exam** link.
4. Read the instructions.
5. **Begin**
   a. **DO NOT ANSWER ANY QUESTIONS**.
   b. **Sit and watch the timer**. Notice how the color of the timer and progress bar change as time expires.
   c. As soon as the timer reaches 30 seconds remaining for the test, click ==**Close Window.**==
   d. **Do not enter the test until after the 30 seconds.**
   e. After the 5 minute time limit has expired, try to resume test and view results.
   f. You should see a message similar to this.

> **Test time has ended. The system has saved and submitted your work.**
>
> ## Test Submitted: fgf
>
> Test saved and submitted.
>
> **Student:** Kay (Test Student) Taylor
> **Test:** fgf
> **Course:** session2_training_sandbox (ketaylor_session2)
> **Started:** 6/17/13 3:46 PM
> **Submitted:** 6/17/13 3:51 PM
> **Time Used:** 5 minutes out of 5 minutes.
>
> Click **OK** to review results.
> Monday, June 17, 2013 3:51:54 PM CDT

   g. A grade of 0.00 will automatically be added to the Grade Center.

ASSESS STUDENTS' WORK

For this part of the class, you will need to use your Firefox (instructor) login.

The "Needs Grading" Area

There is a convenient feature in Bb called "Needs Grading" which gathers all items to be graded and lists them in one place. This allows instructors to go to one place and get all grading accomplished.

1. Make sure to use **Firefox** to for this activity.
2. Click the **Grade Center** link to open it. The "Grade Center" link is listed in the Control Panel menu at the left side of the screen.

   NOTE: *The Control Panel is the gray portion of the menu at the left side of the screen.*

3. Click the **Needs Grading** link. Each item to be graded will be grouped by category. As shown in the illustration below, four types of items need to be graded: a test, a discussion board, and a journal entry and an assignment.

4 total items to grade.

Category	Item Name
Journal	Student-Instructor Communication
Discussion	Introduce Yourself
Assignment	My Expectations of This Course
Test	Syllabus Quiz

NOTE: *When grading an item, you can access the item by either*

- *Clicking the name of the student who submitted the item*

- *Use the contextual menu beside the name of the item.*

- *Using the contextual menu offers the instructor additional options other than grading the item.*

Grade the Journal Entry

Access the Journal

1. Make sure to use **Firefox** to for this activity.

2. If the "**Grade Center**" link is not opened, click the link to open the "**Grade Center**".

3. Click the "**Needs Grading**" link, located at the bottom of the menu at the left side of the screen.

4. Click the user attempt for the "**Student-Instructor Communication**" journal. This will open the journal.

5. Read the entry submitted by the student.

Enter a Grade for the Journal Entry

6. As illustrated below, find the area (at the right side of the screen) which allows journals to be graded.

This green icon indicates there is something to be graded. In this example, it is our student's first journal entry.

7. Examine the illustration above:

    a. The red arrow points to the icon indicating the item needs grading.

    b. The arrow button icons (circled) to the right of "More Journals" allow the instructor to easily view other journals to be graded without having to return to the "Needs Grading" area.

8. To grade the journal:

    a. Locate the "**Journal Grade**" box above "More Journals".
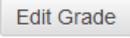
    b. As circled in the illustration below, click the Edit Grade button, located at the right side of the screen.
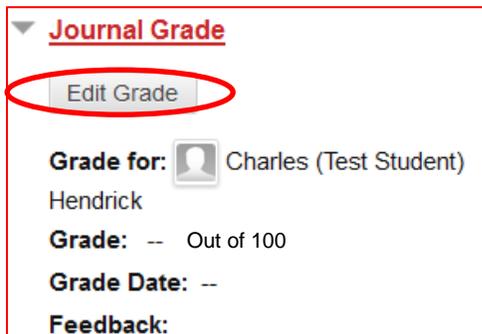
    *NOTE: Text Editor Button. By clicking on this button, you are able to edit text using HTML, add pictures, etc. in the **Feedback** and **Grading Notes** areas described below. If you want to use plain text, do not click on the* ***Text Editor Button.***

    c. Click on the **Text Editor Button** and complete the following:

        i. Use the HTML editor to match the text in steps "b" and "c".

        ii. For the grade, give the student a "**46** out of 100" grade. (We need to assign a low grade to illustrate a "rule" later in our class)

        iii. Feedback = "**You did not give additional explanations**"

        iv. Grading Notes = "**Grading Notes go here**".

            NOTE: Students are not able to see the grading notes.

        v. **Submit**

9. If you are using the plain text option, enter the appropriate grade and text. To finish, click **Save Grade** at the bottom of the "Journal Grade" area.

10. Scroll to the bottom of the page.

11. Click **"Exit".** This will redirect you to the "Needs Grading" area. Notice the Journal is no longer showing on the screen for the instructor to grade.

Grade the Discussion Board Forum Reply

Access the Discussion Board

1. Make sure to use **Firefox** to for this activity.

2. If the **"Grade Center"** link is not opened, click the **link** to expand the **"Grade Center".**

3. Click the "Needs Grading" link, located at the bottom of the menu at the left side of the screen. This was discussed in an earlier section of this manual.

4. This time use the contextual menu to grade.

    a. Click on the contextual menu to reveal the screen in the image below.

    b. Click on "Grade All Users (1).
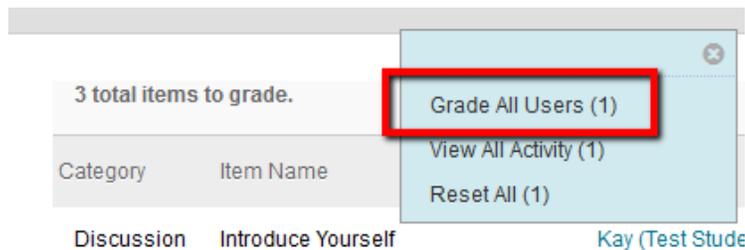
5. Read the reply submitted by the student.

6. You can reply to the student if desired.

Enter a Grade for the Reply
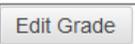
7. As circled in the illustration below, click the [Edit Grade] button, located at the **right** side of the screen.
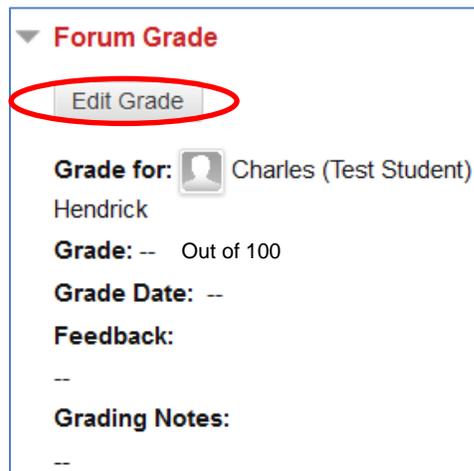
8. For the grade, give the student a "**48** out of 100" grade. (We need to assign a low grade to illustrate a "rule" later in our class)

9. Use the plain text option to complete the following:

 a. Feedback = **Your post did not meet the requirements.**

 b. Grading Notes = **Grading Notes go here.**

10. At the bottom of the Forum Grade area at the right side of the screen, click [Save Grade].

11. Click the "**Exit**" button to return to the "Needs Grading" area.

Since this journal is only going to graded one time, you need to turn off the "needs grading" status. Complete the following steps to accomplish this task:

12. Click on the **Discussion Link** in the **Course Menu**

13. Click on the **Contextual Menu** to the right of **"Introduce Yourself"**

14. Select **Edit**

15. Locate **Grade** at the bottom of **#3 Forum Settings**.

16. As illustrated below, sse the drop-down arrow to change the **1** to **–** (zero)

17. [Submit]

Grade the Assignment (Word Document)

The Word document was create on the desktop and then submitted as a student into an assignment, which in Blackboard, is nothing more than a drop-box.

1. Make sure to use **Firefox** to for this activity.
2. If the **"Grade Center"** link is not opened, click the **link** to expand the **"Grade Center"**.
3. Click the "Needs Grading" link, located at the bottom of the menu at the left side of the screen. This was discussed in an earlier section of this manual.
4. Click the contextual menu next to "**My Expectations of This Course**".
   Notice the two options:
   a. Grade All Users (1)
      i. By selecting this option, the name of the student is revealed.
   b. Grade Anonymously (1)
      ii. By selecting this option, the name of the student does not appear. In this instance you know who the student is because you are the only student in your course, yet if you wanted to grade several submissions at one time without bias you could select the "Grade Anonymously" option.

Category	Item Name	User Attempt
Assignment	My Expectations of This Course	Kay (Test Student) Taylor
Test	Syllabus Quiz	Grade All Users (1)
		Grade Anonymously (1)

   b. Click on the "**Grade Anonymously**" link to experience this option of grading. See the following illustration with explanations of the grading area for an "Assignment". (**NOTE**: – The User is identified as **Student 1**.)

Ignore this field unless you need to override a grade.

Show User Names

User: **Student 1**
View: **Needs Grading**

Exit   < **1 of 1** >

Assignment Details

GRADE
Last Graded Attempt   /25

Type Submission was entered

Use this field to enter the grade.

ATTEMPT
6/15/13 7:47 PM   /25

When a student submits their assignment using the "Type Submission" option it will appear in this area.

When a student uploads a document for submission to an "Assignment", it appears here.

Click here to download the student's submission.

An instructor can make remarks, etc. to a student's document, picture, etc. and upload it as an attachment in the "Grader Feedback" area for the student to review.

SUBMISSION

Submission Text

My Expectations of this Course.docx

COMMENTS

(Test Student) Taylor
6/15/13 7:47 PM

Student comments go here.

Grader Feedback

Character count: 0

Save as Draft   Submit

Enter a Grade for the Assignment

5. Add a grade of **92 to the Attempt field.**

6. **Submit**

Adding Instructor Comments to an Assignment Submission

There are several ways an instructor can make comments to a student's work submitted in an "Assignment". Do not limit this Assessment Area to just text. All types of files can be submitted to the instructor using this assessment tool. Examples are text files, images, spreadsheets, PowerPoint, graphic design creations, etc.

Some types of uploaded files, such as a text file, can have instructor comments made to the submission within Blackboard. Other types of files, such as images, can be downloaded to the instructor's computer, allowing the instructor to add appropriate changes, comments, etc., using additional computer software (not Blackboard) allowing such feedback. The instructor can then upload the student's work with comments, etc. beneath the Grader Feedback Area. This is accomplished by clicking on the paper clip and attaching/uploading the file for student review.
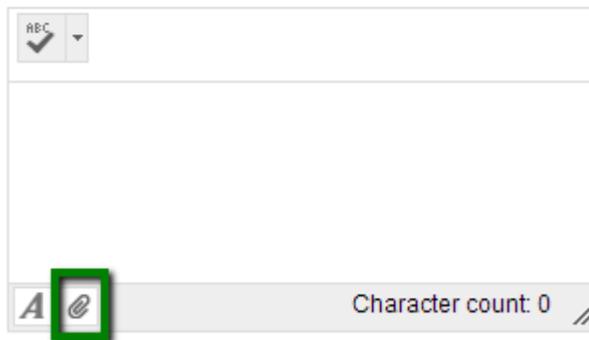

In this training, you uploaded a word document to the Assignment – "My Expectations of This Course". Since this is a text file, you as the instructor are able to make comments directly to this submission using Blackboard.

To interact with this feedback tool, click on the file, "My Expectations of this Course". When you click on the file name, the document appears in the viewing area of the submission screen.

Tools to make comments, draw, etc. are activated when the document appears in the viewing area.
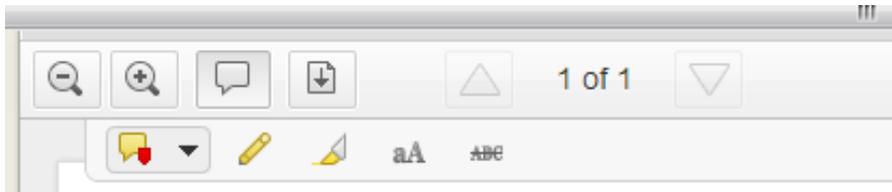
Watch the short video by clicking on the following link to demonstrate using the feedback/comment tools which appeared on your screen.

http://www.youtube.com/watch?v=bTVjRDfWzuk

Grade the Syllabus Quiz

Depending on the type of questions created, Blackboard will automatically grade tests and the grades will be added to the appropriate grade columns in the Grade Center. In our class example, the Syllabus Quiz is in the "Needs Grading" area because any essay question has to be manually graded by the instructor.

2. Make sure to use **Firefox** to for this activity.
3. If the **"Grade Center"** link is not opened, click the **link** to expand the **"Grade Center".**
4. Click the "Needs Grading" link, located at the bottom of the menu at the left side of the screen. This was discussed in an earlier section of this manual.
5. Click the user attempt for the **Syllabus Quiz** to open it.
    a. Question 1 was graded by Blackboard.

       You will see 50 out of 50 points associated with that question.

    b. Question 2 was NOT GRADED BY BLACKBOARD. A computer program cannot grade essay questions, so they have to be graded manually.

       You will see - out of 50 points associated with the essay question.
    c. Click the point box (currently showing a dash)
        i. Type a grade of **40** for the essay question.
        ii. Fill out any other field as desired for the form.
        iii. Click the "Submit" button. Since there are no other essay questions to be graded manually you will be redirected to the "Needs Grading" area.
        iv. No items should be listed to grade.

Final Exam

The final exam does not have to be graded manually like the Syllabus Quiz because its question was a simple Multiple Choice. Therefore, it is graded by Blackboard and assigned a grade of 0.00. The grade is automatically added to the Grade Center.