Amarillo College
Faculty Training

Blackboard Learn

Session 2 – Monitoring Student Performance

Revision Date: July 23, 2013

Table of Contents

SCHEDULE OF CHANGES **1**

***PREPARE THE BLACKBOARD AREA** **2**

*LOGIN TO BLACKBOARD AS AN INSTRUCTOR 2
*LOGIN TO BLACKBOARD AS A STUDENT 2

OVERVIEW OF GRADE CENTER **4**

GRADE CENTER BASICS 4
*ACCESSING THE GRADE CENTER 4
THE CONTEXTUAL MENU 5
*EXTERNAL GRADE COLUMNS 5
**Set Your External Grade Column* *6*
*GRADING SCHEMA 7
**Modify the default Grading Schema:* *8*
CATEGORIES 11
**Create Categories in the Grade Center* *12*
CREATING AND MANAGING GRADE CENTER COLUMNS 13
*CREATE CALCULATED COLUMNS FOR EACH CATEGORY 14
**Create an Average Column for HOMEWORK AVERAGE* *14*
**Create an Average Column for QUIZZES AVERAGE* *15*
**Create an Average Column for PROJECT AVERAGE* *17*
**Create an Average Column for FINAL AVERAGE* *18*
GRADE COLUMNS 19
Add Some Grade Columns *19*
Associating Rubrics *21*
Managing Associated Rubrics *22*
Dates *22*
Options *22*
**Create Grade Columns for Homework* *23*
**Entering Grades to Manually Created Grade Columns (hw1, hw2, hw3)* *24*
**Overriding Grade on Final Exam.* *24*
MANAGE COLUMN ORGANIZATION 25
Shown in All Grade Center Views *25*
FREEZE AND UNFREEZE COLUMNS 25
NOT IN A GRADING PERIOD 26
HIDE COLUMNS 26
EDIT CATEGORIES 26
HIDE THE TOTAL OR THE WEIGHTED TOTAL COLUMN 27
HIDE THE USERNAME AND THE STUDENT ID COLUMNS 28
*GROUP CATEGORIES AND GRADE COLUMNS 29
*UPDATING EXTERNAL GRADE COLUMN 31

EXPLORE THE INTERFACE **32**

HOVER OVER ASSIGNMENT COLUMNS TO SHOW POINTS 33
DEFAULT COLUMNS 33
ICON LEGEND 34
HIDE ROWS & COLUMNS 35
Hide Rows *35*
Show Rows *35*
Hide Columns *35*
Show Columns *35*

SORT ROWS AND COLUMNS 36
Sorting Rows *36*
Sorting Columns *36*
ORGANIZING THE GRADE CENTER 37
View the Column Organization Page *39*

REVIEW SETTINGS 39

BY STUDENT 39
BY ITEM 39
STATISTICS TRACKING 40

PERFORMANCE DASHBOARD 41

VIEWING THE PERFORMANCE DASHBOARD 41
UNDERSTANDING THE REVIEW STATUS INDICATOR 43
LINKING TO ADAPTIVE RELEASE CONTROLS 43

EARLY WARNING SYSTEM 44

CREATE LOW GRADE RULE 44
CREATE A "LAST ACCESS" RULE 45

COPY COURSE 46

COPY A SIMPLE COURSE (NO HTML) IN BLACKBOARD 46
COPY A COURSE WITH HTML IN BLACKBOARD 52

ARCHIVE (BACKUP) YOUR COURSE 58

CREATE A NEW ARCHIVE 58
DELETE THE OLD ARCHIVE FILE 59

WHERE TO GET HELP 60

TRAINING COURSES FROM AC 60
CTL STAFF MEMBERS 62
ONLINE RESOURCES 63

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	

STEP-BY-STEP DIRECTIONS FOR SESSION II

This manual is intended to help you remember the steps used in your training class working with the Blackboard Grade Center. The activities in this manual are a continuation of the exercises from the *Session 2 – Assessing Learners* class.

When you perform similar activities in the process of building content in your courses, you will change items as needed. **Not all information found in this manual is covered in the training session.** Titles with an asterisk and highlighted in yellow indicate activities taught in the training.

Some of the material in this manual was taken from training resources provided from Blackboard. The company gave permission for the resources to be used and modified as needed for our training needs.

*PREPARE THE BLACKBOARD AREA

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

1. Firefox should be used for the instructor login
2. Chrome should be used for the test student login
   ***NOTE**: Blackboard does not work properly in Internet Explorer or Safari.*

*Login to Blackboard as an Instructor

1. Use **Firefox** to navigate to the AC Connect portal at https://acconnect.actx.edu
2. Scroll down a little way, and locate your list of classes in the "AC Connect Classes" module.
3. Click on your Sandbox class to open it in Blackboard.
4. Minimize the Firefox window.

*Login to Blackboard as a Student

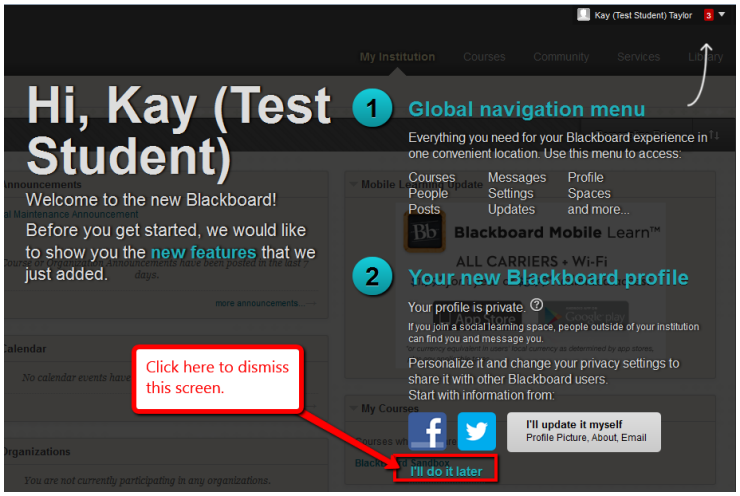
***NOTE**: The student user should have already been added to your course.*

1. Minimize the Firefox window, and then double-click on the **Chrome** icon to open the web browser to be used for the test student.

   ***NOTE**: You **cannot** log in to the AC Connect portal as a fictitious test student, which means you will have to log in directly to Blackboard.*

2. In Chrome navigate to the website: https://actx.blackboard.com
3. For this portion of the activity, you will need to log in to Blackboard with your Test Student login:

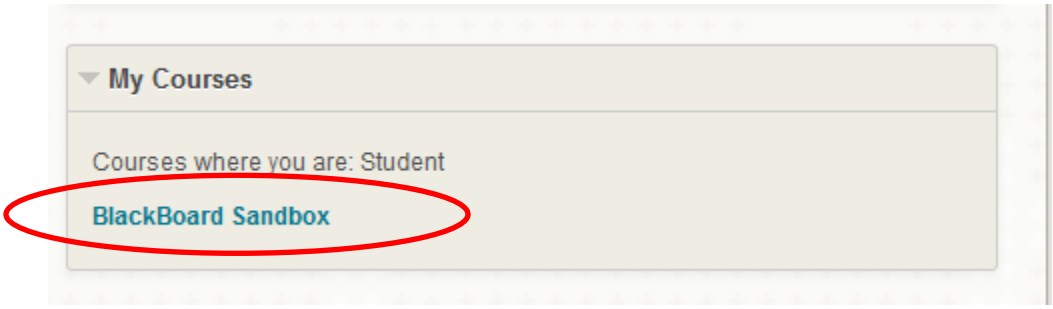
a. USERNAME: your own username followed by **_s** (example: **ketaylor_s**)
b. PASSWORD: the password you specified when the account was created.
   NOTE: This password will not change every 90 days.
c. Click the LOGIN button. The following screen **may** appear.



4. As illustrated above, click the, "I'll Do it Later" link.

5. In the **My Courses** module**,** you should see the name of the course in which you enrolled your Test Student.

   As illustrated below, the name of our practice course is "**BlackBoard Sandbox**."



***NOTE**: After the Test Student is created the first time in your Blackboard Sandbox course, you will be able to add the student to any course to which you have access.*

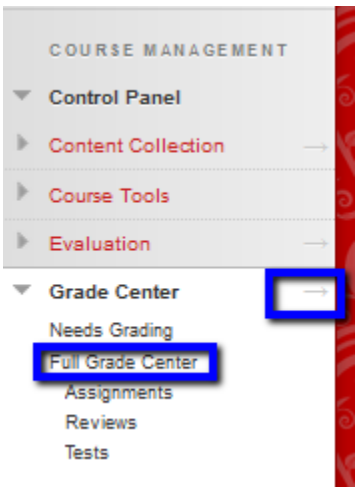
OVERVIEW OF GRADE CENTER

Grade Center Basics

From the Grade Center, you can view and manage grades for assignments, tests, journals, blogs, wikis, and discussions. You can also assign and manage grades for activities completed outside of AC Connect Classes or for items that do not have automatic grading.

**Accessing the Grade Center*

1. In the **Course Management** menu on the lower left side of the screen, expand the **Grade Center** section to display the links.
2. As illustrated below, click on the **right-pointing arrow** next to the Grade Center heading (or click on the **Full Grade Center link)** to display the Full Grade Center.

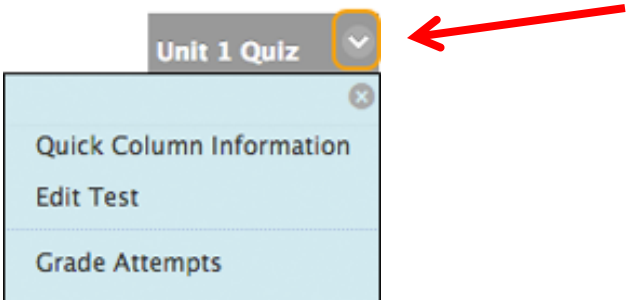


   a. **Needs Grading**
      i. Displays a page listing all test, assignment, journal, etc. ready for grading or review
   b. **Full Grade Center**
      i. Displays all columns and rows in the Grade Center and is the default view of the Grade Center
   c. **Smart Views**
      i. Indented list in the Full Grade Center section
      ii. Each smart view is a focused look at the Grade Center and shows only the data that matches a set of criteria
      iii. Use smart views to quickly find data when the Grade Center includes a great number of students and columns
      iv. Customized smart views can be both created and removed by instructors

The Contextual Menu

In the Grade Center, all cells and column headings have contextual menus. These look like drop-down arrows that display a menu if clicked. To display a contextual menu, click on the arrow on the **right side of the object title**, and the contextual menu will appear.

For example, a contextual menu (see the arrow below) for a test column includes options for **Grade Questions**, **Item Analysis**, and **Column Statistics**. For a non-grade column, such as **First Name**, you only have the options of hiding the column and sorting the cells. If an option does not appear in the contextual menu, you cannot perform the action on that column, row, or cell.



**External Grade Columns*

AC instructors will use an "External Grade Column" to report the students' final grades as well as mid-semester grades to Colleague.

Two calculated columns are created by default and appear in new courses—

- **Weighted Total**:
  - <u>If your Grade Center is based on **percent,** you will set this column as your External Grade Column.</u>
- **Total**:
  - <u>If your Grade Center is based on **points**, you will set this column as your External Grade Column.</u>

***NOTE**: By default, the <u>Total</u> Column is set as the external grade column*

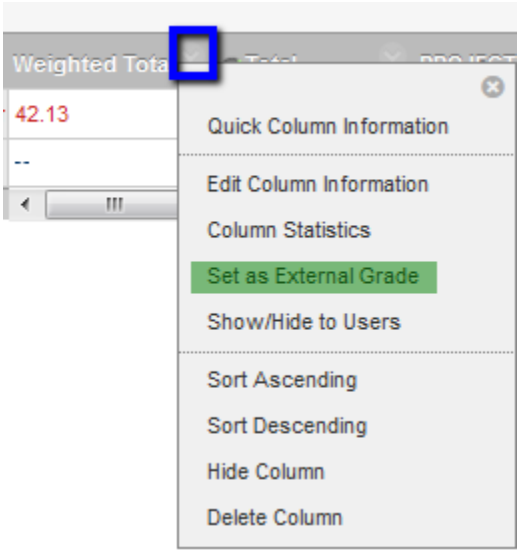
*Set Your External Grade Column

1. In the **Course Management** menu at the lower left side of the screen, expand the **Grade Center** section to display the links.
   ***NOTE**: This will open the grid showing all columns in the Grade Center.*

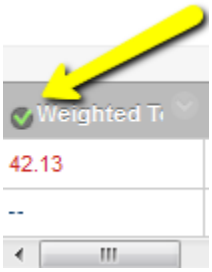
2. Rest the mouse pointer on the column heading for the column to be designated as the external grade.

3. Click the **contextual menu** to the right of the heading for that column.

4. Click **Set as external grade column**.



As illustrated below, the external grade icon ( ) appears in the column header for the external grade.



Grading Schema

In the Grade Center, when an item is graded, a numeric score appears in the students' cells by default. You can choose to display grades in other ways by using grading schemas. Grading schemas take the actual points scored from a graded item and compare it to the total points possible for that item to create a percentage. This percentage is then mapped to a range of scores to display a grade. For example, suppose a student scores 88 out of 100 on a quiz. The grading schema matches the 88 to a range of grades to assign a grade of "B."

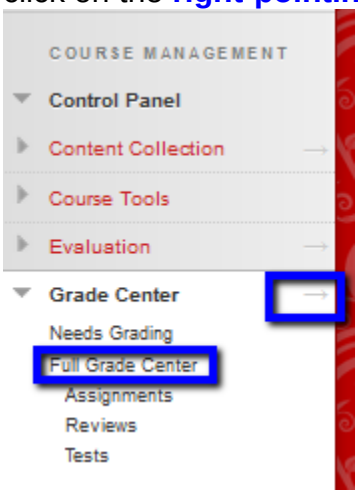
The Grade Center includes a default grading schema named "Letter."

***NOTE**:*

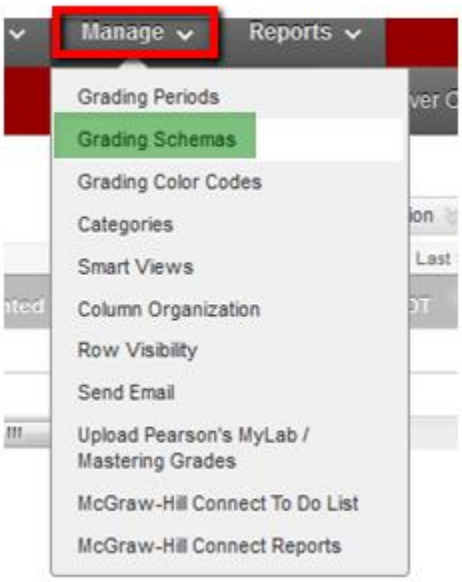
- ***For grades to be sent to Colleague appropriately, the Grade Schema has to be named "Letter."***
- *You should have only 1 grading schema*
- *The Schema must be named* ***Letter.***
- *If there are other grading schemas, they* ***must*** *be deleted.*

***Modify the default Grading Schema:**

1. In the Course Management menu, located at the lower left side of the screen, either click on the **right-pointing arrow** or the **Full Grade Center link**.

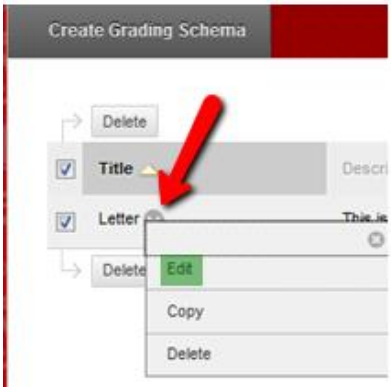


2. Rest the mouse pointer on **Manage**.
3. Click **Grading Schemas** from the resulting menu. There should only be one grading schema that is named "Letter."



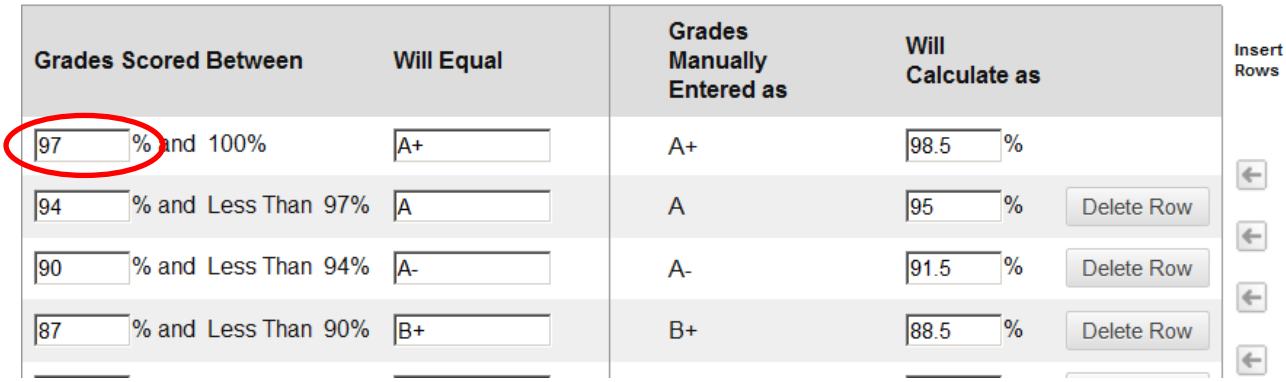
***Remove Unneeded Rows**

4. Rest the mouse pointer on Letter
5. Click the drop-down arrow next to **Letter Default,** and then click **"Edit"**
6. Change the name to Letter (delete Default)



Depending on when your Sandbox or Developmental Shells were created, editing the "Letter Default" schema will be different.

If your Letter schema displays the **+** and **–** beside the letter grades, follow the steps below:



7. Backspace over the **+** sign in the top grade row to make in an "A".
8. Click the Delete Row button at the right side of the second grade column.
9. Use the Delete Row button to remove all grade rows containing "+" signs or "-" signs. This will leave only grade rows for A, B, C, D, and F.

***Set the Grades**

10. As circled in the illustration above, enter the lowest grade that can be earned and still receive that particular grade. In the example above, the 97 needs to be changed to an 89.5 because that is the lowest grade a student can earn in this course and still get an "A."
11. Repeat the previous step for all grades. Remember to use 0 for the grade for "F."
12. Submit

If your Letter schema does not display the + and – beside the letter grades, follow the steps below:

Set the Grades

1. In the example below, an A is set to 89.5 because that is the lowest grade a student can earn in this course and still get an "A."
2. Repeat the previous step for all grades. Remember to use 0 for the grade for "F."

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
89.5 % and 100%	A	A	95 %	
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

Insert Rows

3. Submit

Categories

In the Grade Center, you can use categories to group related columns together and organize the data.

With categories, you can:

- Filter your view of the Grade Center
  - You can filter using the Assignment category and view only assignment columns in the Grade Center grid.
- Calculate grades.
  - You can assign a weight to a category when calculating final grades using a weighted column. To learn more, see Creating and Managing Grade Center Columns.
- Create a smart view
  - Smart views are views of the Grade Center based on a variety of student criteria. You can generate a smart view that only displays columns associated with the test category. To learn more about smart views, see Using Smart Views in the Grade Center.
- Create a report.
  - You can create a printable report that displays statistics of performance for all of the columns in a certain category. To learn more, see Working With Grade Center Reports.

You can create an unlimited number of categories to organize grades. You manually associate columns to categories on the Column Organization page or by editing an individual column's settings.

By default, the following categories are created in the Grade Center.

1) Assignment
2) Blog
3) Discussion board
4) Journal
5) Self and Peer Assessment
6) Survey
7) Test

Note:
You cannot edit the name or the description
You cannot delete default categories

*Create Categories in the Grade Center

Create the following **Categories** in the Grade Center using the steps below:

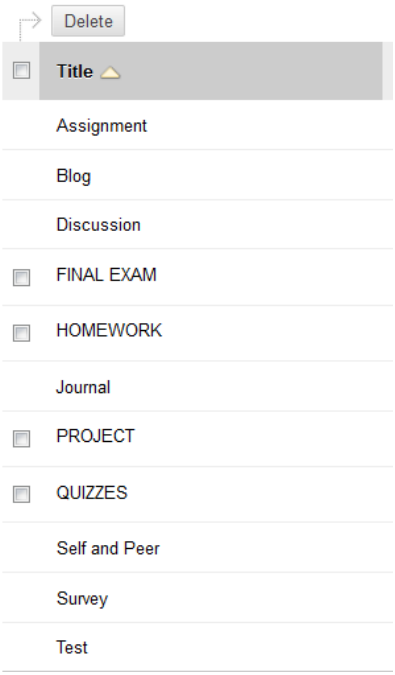
- HOMEWORK
- PROJECT
- QUIZZES
- FINAL EXAM

1. Open the Full Grade Center
2. Rest the mouse pointer on **Manage**.
3. Select **Categories.**
4. On the Categories page, click **Create Category** on the action bar.
5. On the Create Category page:

   a. Type the category Name **IN ALL CAPS.**
   NOTE: *Naming Categories IN CAPS is not required, yet it can assist in easier organization of the Grade Center.*
   b. Type an optional Description if desired. The description can help differentiate categories and explain a category's purpose.

6. Submit

**NOTE: The four categories which were just created all have a box in front of them. The box appears because they are not default categories. Categories created by an instructor can be edited and deleted.*



Creating and Managing Grade Center Columns

In the Grade Center, three types of columns appear:

- **User Columns**
  You cannot delete or edit default user columns. You can hide all but the first user column in the grid. If you need to hide the first column, you can rearrange the user columns on the Column Organization page, but at least one user column must show. You can also freeze user columns so they remain in place as you scroll in the grid.
  - Last Name
  - First Name
  - Username
  - Student ID
  - Last Access
  - Availability

- **Grade Columns**
  When you create gradable items in your course, grade columns are created automatically in the Grade Center. You can edit a grade column to rename it, associate it with a different category, change the grading schema, determine if students will see the results in My Grades, and include or exclude the column in calculations. The grade columns created automatically include:
  - Assignments
  - Surveys
  - Tests
  - Discussion Board
  - Blogs, Journals, and Wikis

- **Calculated Columns**
  In the Grade Center, you can calculate grades using calculated columns. Calculated columns combine data from multiple columns to attain performance results. You can share these results with students and your school.

  You can use calculated columns to do the following:
  - Calculate the total grade
  - Weight grades by column, category, or both
  - Calculate the average grade
  - Calculate a minimum or maximum grade
  - Set criteria when creating adaptive release rules and Early Warning System/Retention Center rules.

  You can include a calculated column when creating another calculated column. For example, if you created a calculated column that weighs quiz grades, you can include the column when creating a final grade column.

  As discussed earlier, two calculated columns are created by default and appear in new courses – the **Total** and **Weighted Total Columns**.

*Create Calculated Columns for Each Category

The average column is a type of calculated column that displays the average for a selected group of columns. You can select which columns and categories are used in the calculation for an average column. An Average Column can contain average one or multiple items. For example, you can display the average for all tests or display the average grade for each student for a Grading Period.

*Create an Average Column for HOMEWORK AVERAGE

Use the following steps to create an average column for HOMEWORK AVERAGE:

1) In the Full Grade Center, point to Create Calculated Column on the action bar to access the drop-down list.
2) Select **Average Column**
3) On the Create Average Column page, type a brief, descriptive Column Name. This name becomes the column name in the Grade Center and on students' My Grades pages. If this name is too long to display clearly in the Grade Center, you can type a short, descriptive name in the Grade Center Name box.
   Column Name: **HOMEWORK AVG**
   Grade Center Name: **HW AVG**
   Only the first 14-15 characters typed in either name box appear in the column heading in the Grade Center grid. If you point to the column heading, you can see its full name on the Grade Information Bar
4) Optionally, type a Description. Information provided here appears to students when they click the item name in My Grades.
5) Primary Display: Set as **Percentage**
6) Secondary Display: Set as **None**
7) Select Columns
   a. Include in Average: Selected **Columns and Categories**
   b. Categories to Select: Click on **HOMEWORK** and using the **bottom arrow**, move **HOMEWORK** over to **Selected Columns.**
      Weight Columns allows you to select how to weigh columns within the category.
      - Select **Equally** to apply <u>equal values</u> to all columns within a category.
      - Select **Proportionally** to apply the appropriate value to a column based on its points compared to other columns in the category.
      - **Drop Grades** removes a number of either the highest or lowest grades for each category from the calculation. If you do not type numbers in the boxes, no grades are dropped.
      - **Use only the Lowest**-OR-**Highest Value to Calculate** removes all grades from the calculation except for the best or worst score
8) Select **Equally**

***NOTE**: To delete a selection in the **Selected Columns** box, click the red **X**.*

9) **Calculate as Running Total**: Select **Yes** to calculate as a running total. Running totals exempt cells that do not contain data. Select **No** to include all selected columns in the calculation, using a value of 0 if no grade exists. This can make grades appear artificially low.
10) Select **Yes**
11) Options
    a. Include this Column in Grade Center Calculations
        - Select **Yes** to make the column available for potential inclusion when creating calculated columns.
    b. Show this Column to Students
        - Select **Yes** to display the column to students on their My Grades pages.
    c. Show Statistics (average and median) for this Column to Students in My Grades - **NO**
        - Select **Yes** to include statistical information with the grade value when shown to students.
12) Submit

***Create an Average Column for QUIZZES AVERAGE**

***Use the following steps to create an average column for QUIZZES AVERAGE:**

1) In the Grade Center, point to Create Calculated Column on the action bar to access the drop-down list.
2) Select **Average Column**
3) On the Create Average Column page, type a brief, descriptive Column Name. This name becomes the column name in the Grade Center and on students' My Grades pages. If this name is too long to display clearly in the Grade Center, you can type a short, descriptive name in the Grade Center Name box.
   Column Name: **QUIZZES AVG**
   Grade Center Name: **QUIZ AVG**
   Only the first 14-15 characters typed in either name box appear in the column heading in the Grade Center grid. If you point to the column heading, you can see its full name on the Grade Information Bar
4) Optionally, type a Description. Information provided here appears to students when they click the item name in My Grades.
5) Primary Display: Set as **Percentage**
6) Secondary Display: Set as **None**

7) Select Columns
    a. Include in Average: Selected **Columns and Categories**
    b. Categories to Select: Click on **QUIZZES** and using the **bottom arrow**, move **QUIZZES** over to **Selected Columns**.
        - Weight Columns allows you to select how to weigh columns within the category.
        - Select **Equally** to apply equal values to all columns within a category.
        - Select **Proportionally** to apply the appropriate value to a column based on its points compared to other columns in the category.
        - **Drop Grades** removes a number of either the highest or lowest grades for each category from the calculation. If you do not type numbers in the boxes, no grades are dropped.
        - **Use only the Lowest**-OR-**Highest Value to Calculate** removes all grades from the calculation except for the best or worst score
8) Select **Equally**

***NOTE**: To delete a selection in the **Selected Columns** box, click the red **X**.*

9) **Calculate as Running Total**: Select **Yes** to calculate as a running total. Running totals exempt cells that do not contain data. Select **No** to include all selected columns in the calculation, using a value of 0 if no grade exists. This can make grades appear artificially low.
10) Select **Yes**
11) Options
    a. Include this Column in Grade Center Calculations
        - Select Yes to make the column available for potential inclusion when creating calculated columns.
    b. Show this Column to Students
        - Select Yes to display the column to students on their My Grades pages.
    c. Show Statistics (average and median) for this Column to Students in My Grades - **NO**
    d. Select **Yes** to include statistical information with the grade value when shown to students.
12) **Submit**

***Create an Average Column for PROJECT AVERAGE**

***Use the following steps to create an average column for PROJECT AVERAGE:**

1) In the Grade Center, point to Create Calculated Column on the action bar to access the drop-down list.
2) Select **Average Column**
3) On the Create Average Column page, type a brief, descriptive Column Name. This name becomes the column name in the Grade Center and on students' My Grades pages. If this name is too long to display clearly in the Grade Center, you can type a short, descriptive name in the Grade Center Name box.
   Column Name: **PROJECT AVG**
   Grade Center Name: **PRJ AVG**
   Only the first 14-15 characters typed in either name box appear in the column heading in the Grade Center grid. If you point to the column heading, you can see its full name on the Grade Information Bar
4) Optionally, type a Description. Information provided here appears to students when they click the item name in My Grades.
5) Primary Display: Set as **Percentage**
6) Secondary Display: Set as **None**
7) Select Columns
   a. Include in Average: Selected **Columns and Categories**
   b. Categories to Select: Click on **PROJECTS** and using the **bottom arrow**, move **PROJECTS** over to **Selected Columns**.
      - Weight Columns allows you to select how to weigh columns within the category.
      - Select **Equally** to apply <u>equal values</u> to all columns within a category.
      - Select **Proportionally** to apply the appropriate value to a column based on its points compared to other columns in the category.
      - **Drop Grades** removes a number of either the highest or lowest grades for each category from the calculation. If you do not type numbers in the boxes, no grades are dropped.
      - **Use only the Lowest**-OR-**Highest Value to Calculate** removes all grades from the calculation except for the best or worst score
8) Select **Equally**

   ***NOTE**: To delete a selection in the **Selected Columns** box, click the red **X**.*

9) **Calculate as Running Total**: Select **Yes** to calculate as a running total. Running totals exempt cells that do not contain data. Select **No** to include all selected columns in the calculation, using a value of 0 if no grade exists. This can make grades appear artificially low.
10) Select **Yes**

11) Options
    e. Include this Column in Grade Center Calculations
        - Select Yes to make the column available for potential inclusion when creating calculated columns.
    f. Show this Column to Students
        - Select Yes to display the column to students on their My Grades pages.
    g. Show Statistics (average and median) for this Column to Students in My Grades - **NO**
    h. Select **Yes** to include statistical information with the grade value when shown to students.
12) Submit

***Create an Average Column for FINAL AVERAGE**

***Use the following steps to create an average column for FINAL AVERAGE:**

1) In the Grade Center, point to Create Calculated Column on the action bar to access the drop-down list.
2) Select **Average Column**
3) On the Create Average Column page, type a brief, descriptive Column Name. This name becomes the column name in the Grade Center and on students' My Grades pages. If this name is too long to display clearly in the Grade Center, you can type a short, descriptive name in the Grade Center Name box.
   Column Name: **FINAL AVG**
   Grade Center Name: **FINAL AVG**
   Only the first 14-15 characters typed in either name box appear in the column heading in the Grade Center grid. If you point to the column heading, you can see its full name on the Grade Information Bar
4) Optionally, type a Description. Information provided here appears to students when they click the item name in My Grades.
5) Primary Display: Set as **Percentage**
6) Secondary Display: Set as **None**
7) Select Columns
    a. Include in Average: Selected **Columns and Categories**
    b. Categories to Select: Click on **FINAL** and using the **bottom arrow**, move **FINAL** over to **Selected Columns**.
        - Weight Columns allows you to select how to weigh columns within the category.
        - Select **Equally** to apply <u>equal values</u> to all columns within a category.
        - Select **Proportionally** to apply the appropriate value to a column based on its points compared to other columns in the category.

- **Drop Grades** removes a number of either the highest or lowest grades for each category from the calculation. If you do not type numbers in the boxes, no grades are dropped.
- **Use only the Lowest**-OR-**Highest Value to Calculate** removes all grades from the calculation except for the best or worst score

8) Select **Equally**

***NOTE**: To delete a selection in the **Selected Columns** box, click the red **X**.*

9) **Calculate as Running Total**: Select **Yes** to calculate as a running total. Running totals exempt cells that do not contain data. Select **No** to include all selected columns in the calculation, using a value of 0 if no grade exists. This can make grades appear artificially low.
10) Select **Yes**
11) Options
    i. Include this Column in Grade Center Calculations
        - Select Yes to make the column available for potential inclusion when creating calculated columns.
    j. Show this Column to Students
        - Select Yes to display the column to students on their My Grades pages.
    k. Show Statistics (average and median) for this Column to Students in My Grades - **NO**
    l. Select **Yes** to include statistical information with the grade value when shown to students.
12) Submit

Grade Columns

Grade Columns represent any student effort in which a grade is stored in the Grade Center. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by manually creating a Grade Column.

Add Some Grade Columns

Grade Columns can be added manually to the Grade Center to represent any item. Enter the following Column Information to add a new Column to the Grade Center:

- **Column Name** is a required field. Column Name is displayed in the Grade Center if no Grade Center Display Name is entered. This field only displays the first 15 characters in the Column header.
- **Grade Center Display Name** appears as the Column header in the Grade Center. This field displays 15 characters in the Column header. The Grade Center is the only place where this name is used.

- A **Description** is optional but helps instructors and other graders identify the Column.
- **Primary Display** is the grade format shown in the Grade Center and to students. Options include Score, Text, Percentage, Letter, and Complete/Incomplete. The **Secondary Display** option shows the grade format in the Grade Center only. The Secondary Display is denoted by parentheses.

If a Column represents an assessment that can have multiple attempts, select which grade option should be used as the Column's final value:

- **Last Graded Attempt** will use the most recent attempt that has been graded.
- **Highest Grade** uses the highest grade out of all graded attempts.
- **Lowest Grade** uses the lowest grade out of all graded attempts.
- **First Graded Attempt** keeps the grade applied to the first attempt that was graded, even if subsequent attempts were also graded.
- **Average of Graded Attempts** calculates the average score of all graded attempts.

Categories classify Grade Center Columns and can be used to create **Smart Views** that focus the view of Grade Center data or to create **Calculated Columns**. Select **No Categories** to remove all Category associations.

Points Possible is a required field. Entries must be numeric.

Associating Rubrics

Associated rubrics are visible under the Column Information section.
To associate a rubric, point to **Add Rubric** and choose one of the options.

- **Select Rubric** associates a rubric that has already been created in the **Rubrics** area of **Course Tools**.
- **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
- **Create From Existing** uses a previously created rubric as a template to create a new associated rubric.

When associating a points-based rubric, the option to use the rubric's points value as the **Points Possible** will be available after clicking **Submit** on the rubric creation or selection page.

Managing Associated Rubrics

Under an associated rubric's **Name**, manage associated rubrics using the icons to **Remove Rubric Association**, **View Rubric**, or **Edit Rubric**.

- **Remove Rubric Association** severs the connection to the rubric, but does not delete the rubric itself. If the rubric has already been used for grading in this assessment, removing the association will also remove those evaluations and the attempts will need to be re-graded.
- **View Rubric** opens a preview that cannot be edited, with a link to view associated items and print the rubric.
- **Edit Rubric** opens the associated rubric to allow for immediate editing. If the rubric has been used for grading, it cannot be edited.
- For the **Type**, rubrics can be designated as **Used for Grading** or **Used for Secondary Evaluation**. If multiple rubrics are associated, only one can be the primary grading rubric.
- **Show Rubric to Students** offers four options for rubric visibility.
    - **No** does not allow students to view the rubric at any time.
    - **Yes (With Rubric Scores)** allows students to view the rubric when the item is made available, including possible point or percentage values.
    - **Yes (Without Rubric Scores)** allows students to view the rubric when the item is made available, but does not include the possible point or percentage values.
    - **After Grading** allows students to view the rubric only after grading on their submission is completed.

Dates

Associate the Column to an available Grading Period. The **Grading Period** list will only show if Grading Periods have been created.
Columns that are assigned a **Due Date** are automatically associated with a Grading Period if the **Due Date** falls within the date range of the Grading Period. The option to automatically **Associate Columns** with a Grading Period is set when Adding or Editing the Grading Period.

Options

Include this Column in Other Grade Center Calculations makes it possible to include this Column in other calculated Columns.
Show this Column to Students and **Show Statistics (average and median) for this Column to Students in My Grades** control what information students can see.

NOTE: *The options to* ***Include this Column in Other Grade Center Calculations*** *and* ***Show Statistics (average and median) for this Column to Students in My Grades*** *are not available if the option to* ***Hide Results for this Test Completely from Instructor and the Grade Center*** *has been selected on the* ***Test Options*** *page.*

***Create Grade Columns for Homework**

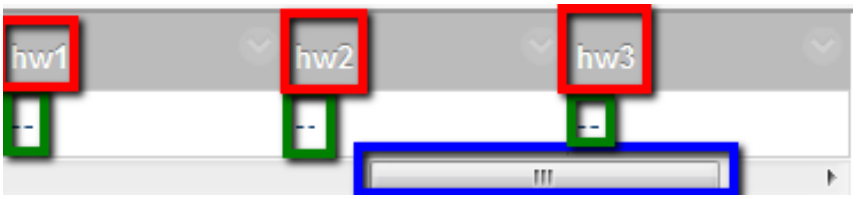
Use the following steps to create grade column for:

- Homework 1
  - **Column Name:** homework 1
  - **Grade Center Name:** hw1
- Homework 2
  - **Column Name:** homework 2
  - **Grade Center Name:** hw2
- Homework 3
  - **Column Name:** homework 3
  - **Grade Center Name:** hw3

1) Type the category Name **in all lowercase.**
   NOTE: *Naming Grade Columns **in all lowercase** is not required, yet it can assist in easier organization of the Grade Center.*
2) In the Grade Center, click on Create Column on the action bar to access the drop-down list.
3) On the Create Grade Column page, type a brief, descriptive Column Name. This name becomes the column name in the Grade Center and on students' My Grades pages. If this name is too long to display clearly in the Grade Center, you can type a short, descriptive name in the Grade Center Name box.
   Column Name**: see above**
   Grade Center Name**: see above**
   Only the first 14-15 characters typed in either name box appear in the column heading in the Grade Center grid. If you point to the column heading, you can see its full name on the Grade Information Bar
4) Optionally, type a Description. Information provided here appears to students when they click the item name in My Grades.
5) Primary Display: Set as **Percentage**
6) Secondary Display: Set as **None**
7) Categories: Use the contextual menu and select **HOMEWORK**
8) Points Possible: **100**
9) Options
   a. Include this Column in Grade Center Calculations
      (a) Select **Yes** to make the column available for potential inclusion when creating calculated columns.
   b. Show this Column to Students
      (a) Select **Yes** to display the column to students on their My Grades pages.
   c. Show Statistics (average and median) for this Column to Students in My Grades
      (a) Select **Yes** to include statistical information with the grade value when shown to students.
10) Select **No**
11) **Submit**

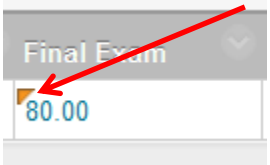
***Entering Grades to Manually Created Grade Columns (hw1, hw2, hw3)**

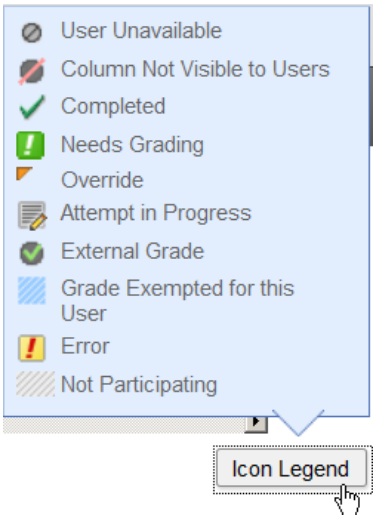
1. In the Full Grade Center, locate the hw1, hw2, and hw3 grade columns.
2. Use the scroll bar to move to the far right columns of the grade columns.
3. Click on the - -
4. Click on the white space again and enter the grade. After typing the numerical grade, press Enter on the keyboard to advance to the next grade column.
    a. hw1 = 90
    b. hw2 = 75
    c. hw3 = 80



***Overriding Grade on Final Exam.**

1. In the Full Grade Center, locate the Final Exam grade column.
2. Use the scroll bar to locate the Final Exam column.
3. Click on the - -
4. Click on the white space again and enter the grade of **80 for the Final Exam**. After typing the numerical grade, press Enter on the keyboard. Notice the Red Mark in the upper left corner of the grade area. This indicates this grade was overridden.





Manage Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center.
The following actions change the way the Grade Center appears:

- **Freeze columns**: Frozen columns remain in place when scrolling through the Grade Center views.
- **Hide columns**: Hidden columns are not displayed in Grade Center views although all data is preserved and the column can be revealed at any time.
- **Edit Categories**: Selected rows can be associated with a Category, or have their Category association changed.
- **Edit Grading Periods**: Selected rows can be associated with a Grading Period, or have their Grading Period association changed.

WARNING: *If two people are editing the Organize Grade Center page at the same time, the changes made by the first will be overwritten when the second person saves the changes.*

Shown in All Grade Center Views

The rows in this table are displayed in every Grade Center View. Student information including First Name and Last Name are part of this table. Rows from other tables can be dragged and dropped into this table so that they appear in very Grade Center View.

Freeze and Unfreeze Columns

Grade Center Columns in the Shown in All Grade Center Views table can be frozen in place so they remain in position on the left side of the screen while scrolling through other data. The columns containing students' first and last names are frozen by default. Instructors can freeze any other columns in this table. To freeze a column in all of the Grade Center Views:

1. If the Column is not in the Shown in All Grade Center Views table, drag it to that table.
2. Drag the dark gray bar down below the desired row or drag the row above the dark gray bar.
3. Click **Submit** to save changes.

To unfreeze a column in any of the Grade Center Views:

1. Drag the dark gray bar above the desired row or drag the row below the dark gray bar.
2. Click **Submit** to save changes.

The row can also be removed from the Shown in All Grade Center Views table to unfreeze it.

Not in a Grading Period

Grade Columns that are not associated with a Grading Period appear in this table. Rows can be dragged and dropped in to other tables to associate them with a Grading Period or to be shown in all Grade Center Views.

Hide Columns

Columns can be hidden, preventing them from displaying in the Grade Center. All existing information associated with the Column is kept, but the Column does not show in the Grade Center. Hiding Columns not currently used reduces the length of the grid, reducing the need for continuous scrolling.

To hide a Column, follow these steps:

1. Select the columns to be hidden.
2. Click the **Show/Hide** menu.
3. Select **Hide Selected Columns**.

To show a hidden column, follow these steps:

1. Select the columns to be shown.
2. Activate the **Show/Hide**.
3. Select **Show Selected Columns**.

Edit Categories

Columns can be associated with an existing Category or can have their association with a Category changed or removed. To change a Column's associated Category, follow these steps:

1. Select the rows.
2. Click the "**Change Category to"** menu.
3. Select a Category, or select **No Category** to remove the association.

***Edit these Categories using Manage > Column Organization:**

PROJECT

1. Select the rows by placing a check in the box:
    a) Introduce Yourself
    b) My Expectations of This Course
    c) Student-Instructor Communication
2. Scroll to the bottom of the page
3. Click the **"Change Category to"** menu
4. Select **PROJECT**

QUIZZES

1. Select the rows by placing a check in the box:
    a) Syllabus Quiz
2. Scroll to the bottom of the page
3. Click the **"Change Category to"** menu
4. Select **QUIZZES**

FINAL EXAM

1. Select the rows by placing a check in the box:
    a) Final Exam
2. Scroll to the bottom of the page
3. Click the **"Change Category to"** menu
4. Select **FINAL EXAM**

Hide the Total or the Weighted Total Column

Depending on which column you are using for your External Grade Column, you will hide the one you are not using.

To hide the column you are not using for the External Grade Column, follow these steps:

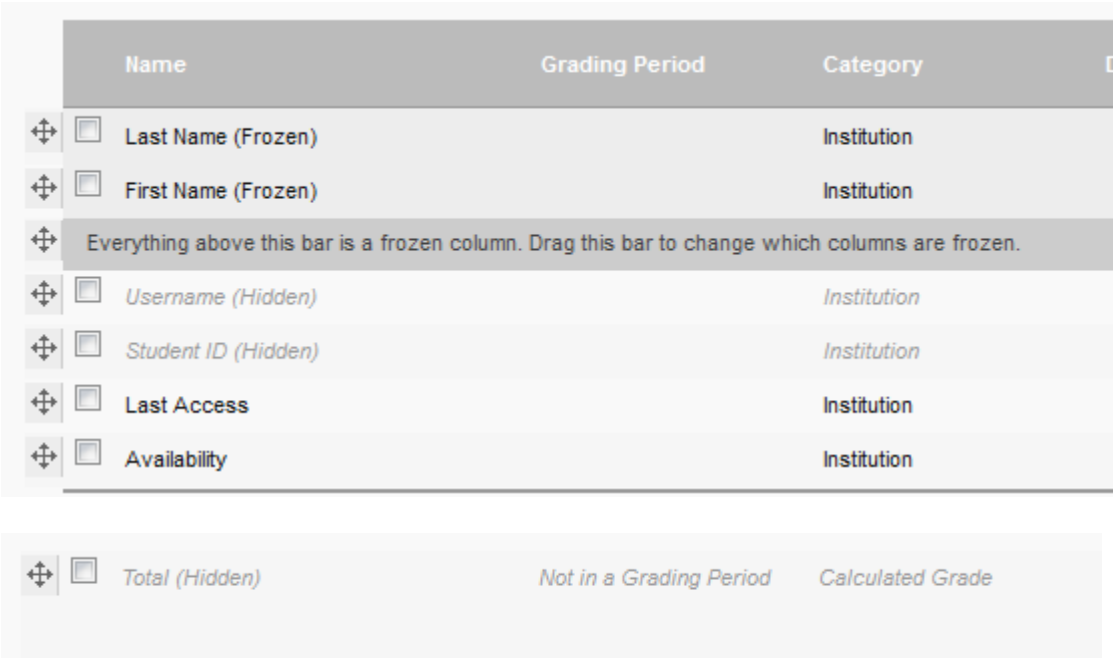
1. Select the column to be hidden by placing a check mark in the box in front of the column name
2. At the bottom of the page, place your mouse pointer on the **Show/Hide** menu
3. Select **Hide Selected Columns**

Hide the Username and the Student ID Columns

The **Username** and **Student ID** Columns may be columns you do not want to see in the Grade Center.

To hide these columns, follow these steps:

1. Select the column to be hidden by placing a check mark in the box in front of the column name
2. At the top of the page, place your mouse pointer on the **Show/Hide** menu
3. Select **Hide Selected Columns**
4. Click **Submit**
5. The columns you hid should now be in a lighter shade of text and italicized.



*Group Categories and Grade Columns

*Using the directions below organize your Grade Center in the colored groups listed below. **The image on the next page depicts how your screen should look when you have completed this exercise.**

1. Rest the mouse pointer on **Manage**.
2. Click "**Column Organization**" from the resulting menu.
3. To move a row from one location to another:
   a. Click-and-drag the icon, located at the far left side of the row to be moved, to the desired location.

***NOTES**:*
If you click-and-drag a row to a new location and the results do not look like they worked, click the SUBMIT button to accept the changes and then repeat steps #1 - #2 again. The row will probably be in the desired location.

There are also times your column names will jump to an undetermined location on the screen. If this happens, click Submit and continue with steps #1 - #2 again.

Weighted Total (External Grade)
or
Total (External Grade)

Whichever External Grade Column you are not using, move it to the bottom of the screen.

PRJ TOTAL
Student-Instructor Communication
Introduce Yourself
My Expectations of This Course

QUIZ AVG
Syllabus Quiz

HW AVG
hm1
hm2
hm3

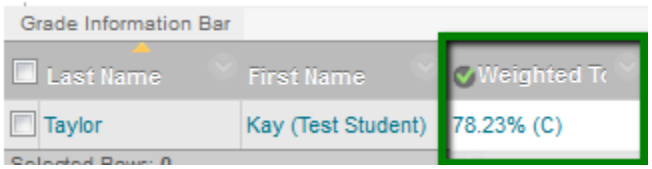
FINAL AVG
final exam

Name	Grading Period	Category
Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade
PRJ TOT	Not in a Grading Period	Calculated Grade
Student-Instructor Communication	Not in a Grading Period	PROJECT
Introduce Yourself	Not in a Grading Period	PROJECT
My Expectatiions of the Course	Not in a Grading Period	PROJECT
QUIZ AVG	Not in a Grading Period	Calculated Grade
Syllabus Quiz	Not in a Grading Period	QUIZZES
HW AVG	Not in a Grading Period	Calculated Grade
hw1	Not in a Grading Period	HOMEWORK
hw2	Not in a Grading Period	HOMEWORK
hw3	Not in a Grading Period	HOMEWORK
FINAL AVG	Not in a Grading Period	Calculated Grade
final exam	Not in a Grading Period	FINAL EXAM
Total (Hidden)	*Not in a Grading Period*	*Calculated Grade*

*Updating External Grade Column

Use these directions if you will use the "Weighted Total" External Grade Column

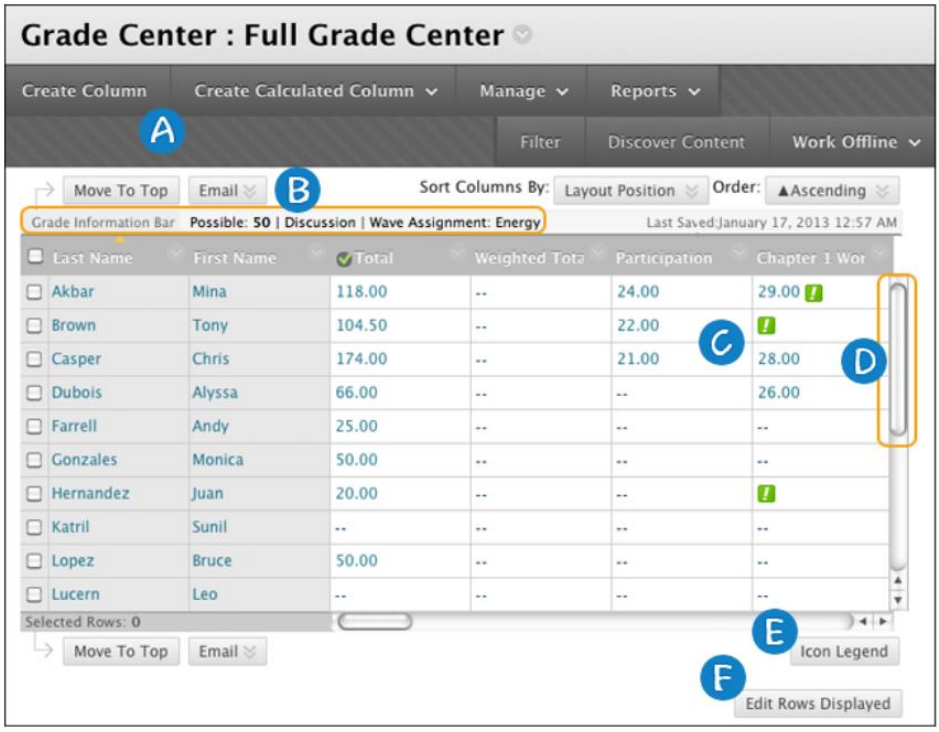
1. Access Full Grade Center
2. Hover over the contextual menu to the right of Weighted Total
3. Select **Edit Column Information**
4. Primary Display = **Percentage**
5. Secondary Display = **Letter**
6. Categories to Select:
    a. Highlight the following Categories, move them to Selected Columns using the **bottom arrow**, and assign them the % indicated:
        i. HOMEWORK = **50%,** Weighted Columns = **Equally**
        ii. PROJECT = **20%,** Weighted Columns = **Equally**
        iii. FINAL EXAM = **20%,** Weighted Columns = **Equally**
        iv. QUIZZES = **10%,** Weighted Columns = **Equally**
7. Options: Select **Yes**, **Yes**, **No**
8. **Submit**
9. The results in your External Grade Column should be 78.23% (C)



EXPLORE THE INTERFACE

Some of the information in this section will be a review. It is intended for you to use as a quick reference.

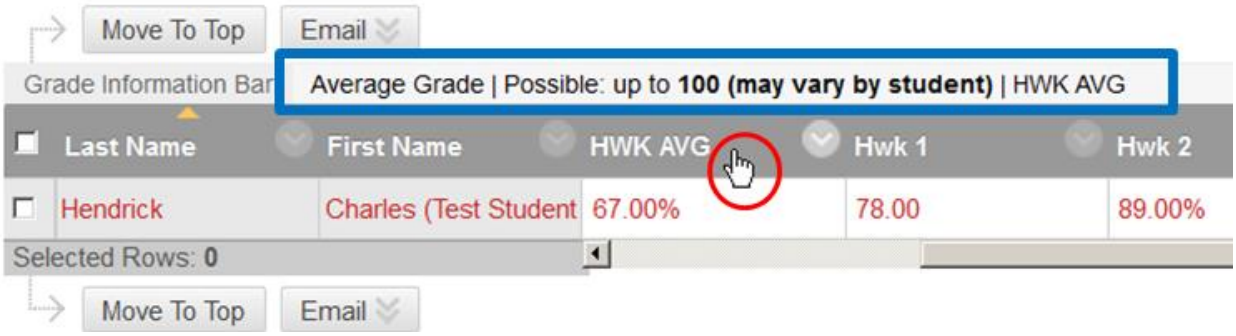
The illustration below shows the Grade Center with major parts marked. The definitions of the marked areas are located below the graphic.



A. Action bar: Rows preceding the grid information containing functions and drop-down lists specific to the current page, such as **Create Column**, **Manage**, **Filter**, **Email**, **Sort Columns By**, and **Order**.
B. Grade Information Bar: Information about a selected column, such as type of grade and points possible. Point to a Grade Center column title and details appear in the area preceding the grid and following the action bar. In this same row, you can view when data was last saved.
C. Grid/spreadsheet: Columns, rows, and cells that make up the current view of the Grade Center data.
D. Scroll bars: The horizontal and vertical scroll bars are used to navigate through the Grade Center columns and rows. When you navigate to another course area and return to the Grade Center, you see the same rows and columns on the page from the last visit. The view remains in effect until you use the scroll bars again or log out.
E. Icon Legend: Explanation of the symbols used in the columns and cells.
F. Edit Rows Displayed: You can change the number of rows appearing in the grid. In the box, type a number between 5 and 50, and click **Go**

Hover Over Assignment Columns to Show Points

1. Use Blackboard to open one of your classes.
2. At the bottom of the menu bar at the left side of the screen, open Grade Center if it is not already expanded. *NOTE: It will be expanded if there if there are sub topics under Grade Center*.
3. Click one time on Grade Center to launch it.
4. As illustrated below, the mouse pointer (circled in red) is hovered over the "HWK AVG" column heading and as a result, the details for that column are displayed in the area surrounded by the blue rectangle.



Default Columns

The columns in the following list are default columns in the Grade Center. You can hide any column from view except the **Last Name** column.

- **Last Name**
- **First Name**
- **Username**
- **Student ID**

First four columns are placed in Grade Center automatically when student enrolls in the course.

- **Last Access**
- **Availability**
- **Weighted Total**: This column is provided for instructors who create a calculated column that weighs the data in grade or category columns.
- **Total**: By default, the total column displays a running total of the items in all grade columns. You can edit the criteria for the total column.

As you build your course, the following columns are added automatically to the Grade Center when items are created in your course:

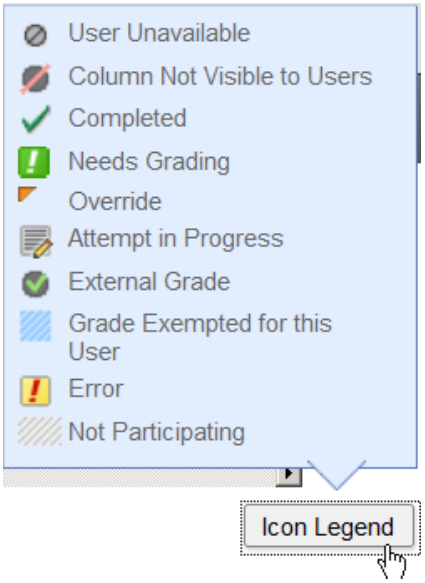
- **Assignments**
- **Assessments**: Generated for both tests and surveys ***after*** they are deployed
- **Blogs**: This column is generated when a blog is set for grading
- **Discussions**: Generated when forums or threads are set for grading
- **Journals**: Generated when a journal is set for grading
- **Wikis**: Generated when a wiki is set for grading
- **Self and Peer Assessments**: The Self and Peer Assessment tool enables students to review and evaluate work submitted by themselves or their peers. Using criteria specified by you and optional sample responses, students can assign points and provide feedback on submitted assignments.
- **SafeAssignment**: The SafeAssign tool compares your students' work with previously submitted papers and published works from several databases, and a report is generated that indicates the percentage of the paper that matches existing sources

Link to get more information about default user columns:

https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/080_Grade_Center/003_Creating_and_Managing_Grade_Center_Columns#section_1

Icon Legend

1. Launch the Grade Center.
2. At the right side of the last column, click the Icon Legend button (illustrated below) to see a list of the Grade Center icons.



Hide Rows & Columns

You can hide columns and rows in the Grade Center to make it easier to focus on specific data. When you hide information, the data is hidden, but not deleted.

Hide Rows

1. View the full Grade Center.
2. To hide data for a specific user:
    a. Move your mouse pointer over a student's name
    b. Click the drop-down arrow next to the student's name.
    c. Click **Hide User**.

Show Rows

1. View the full Grade Center.
2. Rest the mouse pointer on **Manage**.
3. Click **Row Visibility** from the resulting menu.

***NOTE**: You can also use this feature to show multiple users.*

Hide Columns

You can hide columns to reduce scrolling.

1. View the full Grade Center.
2. Rest the mouse pointer on the column heading of the column to be hidden and then click the drop-down arrow for that column.
3. Click **Hide Column** from the resulting menu.

Show Columns

1. View the full Grade Center.
2. Rest the mouse point on **Manage**.
3. Click **Column Organization** from the resulting menu. This will show all columns in the Grade Center. Any hidden column will be grayed out and have the word "Hidden" at the end of it.
4. Check the box for each hidden column to be displayed.
5. Rest the mouse pointer on the Show/Hide button.
6. Click "Show Hidden Columns" from the resulting menu.

SORT ROWS AND COLUMNS

When you sort information in the Grade Center, the sorting preference you select remains in effect only as long as your current session. After you close your browser, the view returns to the default.

Sorting Rows

1. View the full Grade Center.
2. Click on the column heading of the column to be used as the sort column. For example, if you want to sort the rows by “Last Name” click the “Last Name” column heading.
3. If you want to reverse the sort order, click on the same column heading again to reverse the order.

   ***NOTE**: An orange triangle will appear on the column name of the column used as the sort column. In the example above, there would be an orange triangle on the Last Name column heading.*

Sorting Columns

Even though it is possible to sort columns in Blackboard by one of the following ways, this feature is rarely done. The reason is that most instructors find it more intuitive to manually set the columns as opposed to automatically sorting them. You can sort by:

- Category
- Due date
- Creation date
- Points possible
- Column display name

1. View the full Grade Center.
2. Rest the mouse on the “Layout Position” button, located above the last visible column at the right side of the screen.
3. Click the way by which you want columns to be automatically sorted.

ORGANIZING THE GRADE CENTER

The **Column Organization** page allows you to view all the columns in the Grade Center on one page. Any changes you make appear in the Grade Center grid.

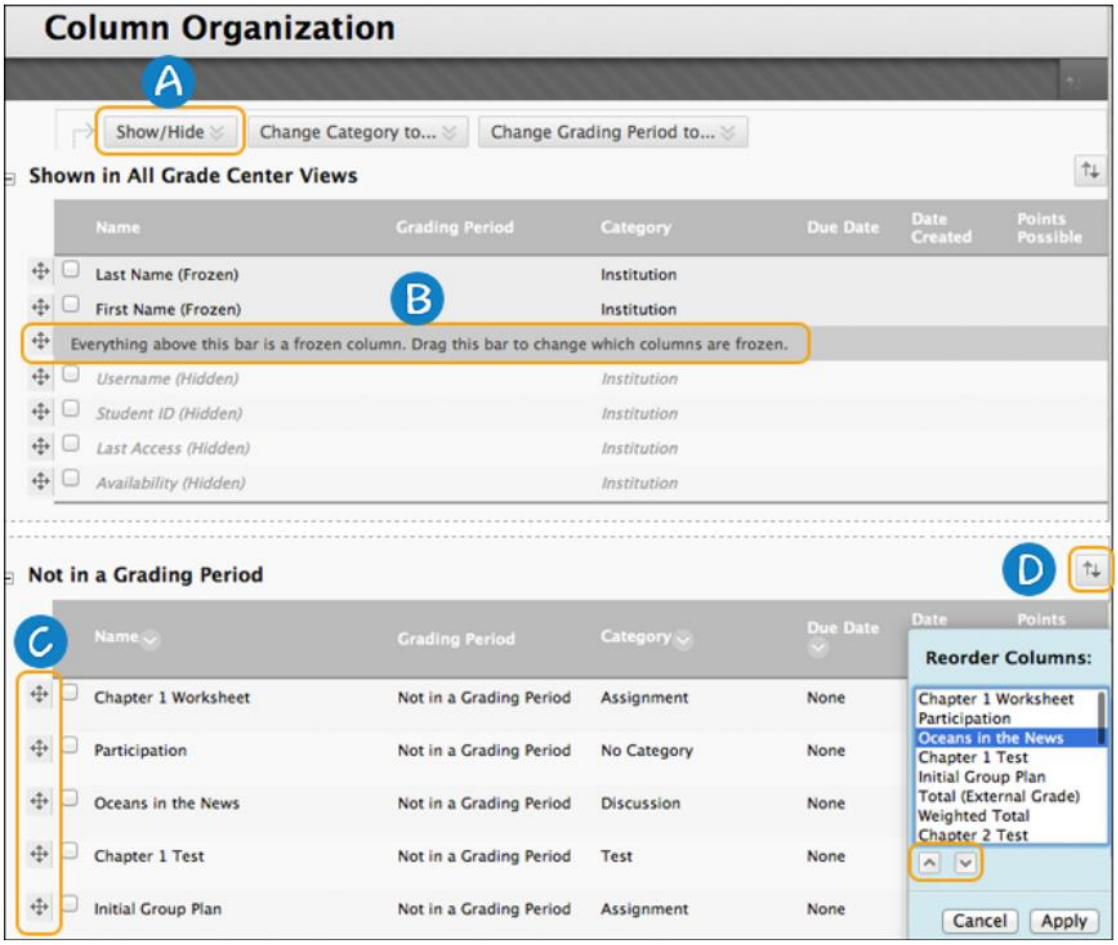
On the Column Organization page, you can organize the Grade Center columns in the following ways:

- Manually reorder columns quickly using the drag-and-drop function.
- Freeze or unfreeze columns in the first table. ***NOTE**: If you freeze a column, it remains stationary when scrolling through the Grade Center view*.
- Hide or show multiple columns.
- Change a grade column's category.

IMPORTANT: Changes you make on this page **DO NOT** affect what students see in My Grades. For example, if you choose to hide a column on this page, the column is only hidden from your view in the Grade Center grid. You must edit an existing column's settings to hide a column from students in My Grades or select Show/Hide to Users in a column's contextual menu.

On the Column Organization page, each column in the Grade Center grid becomes a row. For example,

- The **Last Name** column in the grid becomes the **Last Name** row on the **Column Organization** page.
- The first column in the grid is the first row on this page.
- The order of rows on this page is the same as the order of columns in the grid.



A. To show or hide one or more columns, select the check boxes next to the titles, and then select **Show** or **Hide** on the action bar.

B. The columns in this table pertain to user information, and you cannot move them into another table. If shown, these columns always appear on the left side of the grid. You can also freeze columns in the first table. To change which columns are frozen and remain stationary when scrolling in the Grade Center view, drag the bar that states: **Everything above this bar is a frozen column.** Alternatively, drag a column above the bar to freeze it. Columns in gray are frozen in place on the left side of the Grade Center. Use this feature to easily match up individual students with their data across the Grade Center.

C. Drag a column to a new location using the move icon represented by four arrows. Alternatively, select one or more columns' check boxes and make a selection in one of the drop-down lists on the action bar.

D. Use the keyboard accessible reordering tool represented by two arrows. In the **Reorder Columns** box, make a selection and use the up and down arrows to adjust the order. Click **Apply**.

View the Column Organization Page

1. View the Grade Center.
2. At the top of the column headings, rest the mouse pointer on **Manage**.
3. Click **Column Organization** from the resulting menu.

Tutorial video showing how to Customize the Grade Center View:
http://ondemand.blackboard.com/r91/movies/bb91_grade_center_customizing_grade_center_view.htm

REVIEW SETTINGS

When you enable review status for specific content items, students can keep track of their progress through the course by marking items they read as "Reviewed." This is especially useful if students move through the content in a non-linear fashion.

Check the review status for a few items early in the term and encourage those students who have not been keeping up with the assignments.

***TIP**: Enable review status on a few, choice items. Students can find it cumbersome to select the reviewed box for every item in a course. Also, you may not have time to examine review status on numerous items so save it for the most important ones.*

By Student

Example: On the **Performance Dashboard** page, investigate a student's low grade to see if a content item was reviewed that you enabled review status for.

By Item

Example: See if the majority of your class is utilizing the link you provided to an interactive exercise.

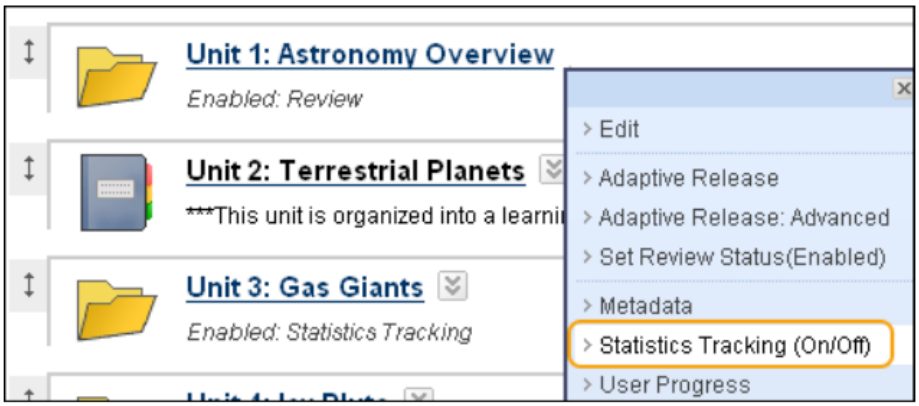
Tutorial Video showing how to enable the Review Status:
http://ondemand.blackboard.com/r9/movies/Bb9_Adaptive_Release_Enable_Review_Status.htm

Statistics Tracking

Statistics tracking provides data on how many times a particular content item was viewed and exactly when it was accessed. In addition, summaries of hits by day of the week and hour of the day are provided.

You enable statistics tracking at the item level while creating an item, or at any time you want to collect data. However, data appears only for users who access the content item after statistics tracking is turned on.

***TIP**: Enable statistics tracking for items you want to monitor closely. For example, you might enable it on test review materials to determine whether time spent on them correlates with higher test scores.*



Tutorial Video showing how to turn on tracking:
http://ondemand.blackboard.com/r91/movies/bb91_reporting_turning_on_tracking_for_content_item.htm

PERFORMANCE DASHBOARD

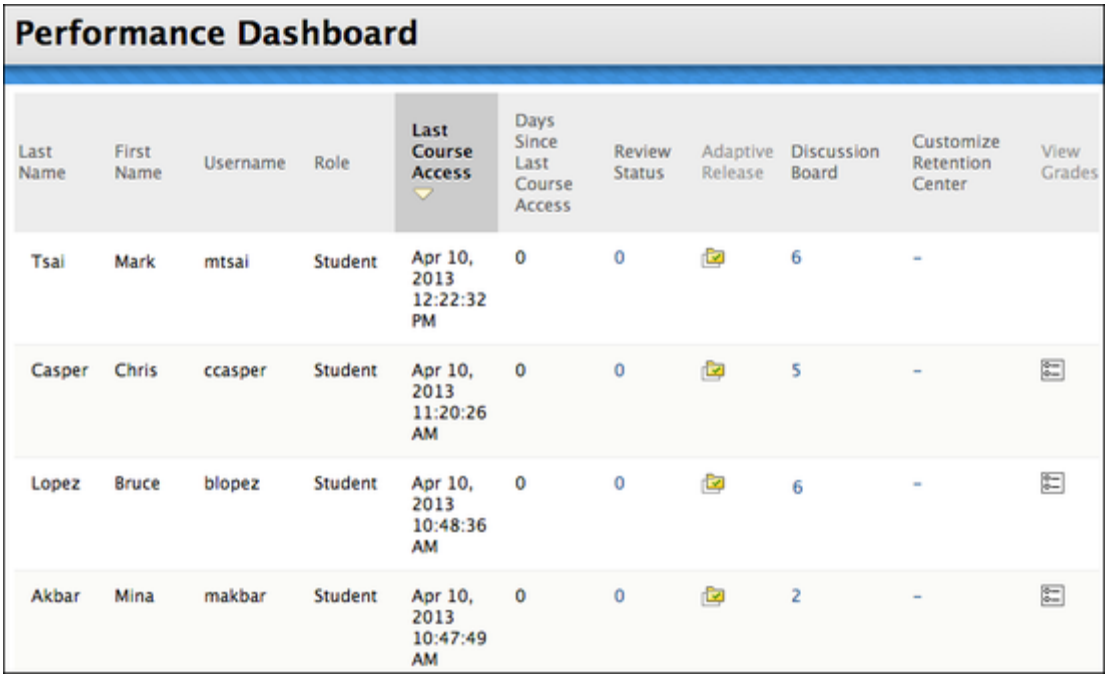
The Performance Dashboard provides you with a view into all types of user activity in a course or organization. All users enrolled in your course are listed, including instructors, students, teaching assistants, graders, observers, and guests, with pertinent information about each user's progress and activity.

The Performance Dashboard provides a quick view of student activity and is an excellent tool for starting your investigation of why a student is struggling. It summarizes the following:

- When each student last accessed your course.
- How much of the review status-enabled course content has been marked.
- Which course content items students can view: adaptive release.
- The number of times each student posted to the discussion board.
- How many Early Warning System criteria are met.

Viewing the Performance Dashboard

1. At the bottom of the menu bar at the left side of the screen, open **Evaluation** if it is not already expanded. ***NOTE**: It will be expanded if there if there are sub topics under Grade Center*.
2. Click **Performance Dashboard**.



Performance Dashboard

Last Name	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Customize Retention Center	View Grades
Tsai	Mark	mtsai	Student	Apr 10, 2013 12:22:32 PM	0	0		6	-	
Casper	Chris	ccasper	Student	Apr 10, 2013 11:20:26 AM	0	0		5	-	
Lopez	Bruce	blopez	Student	Apr 10, 2013 10:48:36 AM	0	0		6	-	
Akbar	Mina	makbar	Student	Apr 10, 2013 10:47:49 AM	0	0		2	-	

The Performance Dashboard page appears and displays a summary of information for your course:

- **Last Name, First Name, and Username**: The user's name and the username they use to log in to Blackboard Learn.
- **Role**: The user's defined role within your course. Examples of roles include instructor, student, grader, teaching assistant, guest, and observer. A user can have one role in a course, and a different role in another. To learn more, see Course Roles.
- **Last Course Access**: The date and time when the user last accessed your course.
- **Days Since Last Course Access**: The number of days that has elapsed since the last time the user accessed your course.
- **Review Status**: Displays how many items have been reviewed. To view a detailed view of reviewed items, click the number shown. If the review status tool has not been enabled for your course, this column does not appear.
- **Adaptive Release**: Displayed only if the adaptive release tool is enabled in your course, clicking the icon opens a new window showing a directory tree overview of the entire course relative to the user, and the access status. To learn more, see Adaptive Release.
- **Discussion Board**: Displayed only if the discussion board tool is enabled in your course. This column lists the number of discussion board comments created by this user. Clicking a number link opens the Discussion Board page listing all of the selected user's discussion board comments in your course.
- **Early Warning System/Customize Retention Center**: Displayed only if the Early Warning System/Retention Center tool is enabled in your course. This column shows the number of triggered rules and the number of total rules that may trigger a warning. For example, 2/6 would mean a user has triggered two rules out of six total. Clicking the data in this column will display a page showing the Early Warning System/Retention Center status for the user. The Early Warning System/Customize Retention Center column will only display if the tool is turned on in your course.

  Your school determines which tool you can use to create rules.

- **View Grades**: Displayed only if the Grade Center is enabled. This column provides direct links to the Full Grade Center.

Understanding the Review Status Indicator

The numbers provided in the Review Status column of the Performance Dashboard indicate the number of items that a student has marked as Reviewed.

Using adaptive release rules in your course creates multiple tracks for students to progress through. This allows for the possibility that each student will have a different requirement for marking certain items in your course as Reviewed. At any time, items in a student's track may or may not be visible to them. The Performance Dashboard provides an at-this-moment view of the item availability and a student's progress on reviewing items.

The Review Status number for each user links to a list of the items that a user sees as Reviewed and Mark Reviewed in your course.

The Review Status column is only visible if the review status tool has been enabled for your course.

Linking to Adaptive Release Controls

The adaptive release indicator in the Performance Dashboard for each user opens a course map tree view of the course menu, showing all items in your course. Icons beside each item in the course map indicate the visibility of an item to that user, and the review status of any items with a review requirement, if applicable.

Adaptive Release and Review Status Icons

- Visible: This item is visible to that user.
- Invisible: This item is not visible to that user.
- Reviewed: This item has been marked as Reviewed by the user.
- Mark Reviewed: This item is displayed as Mark Reviewed to the user, but has not yet been marked as reviewed.

The Adaptive Release column is visible only if the adaptive release tool has been enabled for your course.

Tutorial Video that shows how to use this feature:
http://ondemand.blackboard.com/r91/movies/bb91_evaluation_performance_dashboard.htm

EARLY WARNING SYSTEM

IMPORTANT: The Blackboard Early Warning System is not to be confused with Retention Alert. Early Warning System is for faculty and student monitoring of progress, and Retention Alert is the college-wide system.

As the term begins, you will want to keep track of student progress and touch base with those who are struggling. With the Early Warning System, you can minimize the time you spend collecting and communicating this information, while maximizing the chances for student retention and success.

In the Early Warning System, you set early warning system rules—related to grades, calculated columns, due dates, and attendance—and then monitor performance against them. If a warning rule is met, you can email students and their learning partners or "observers," such as parents and advisors.
There are three main steps to using the Early Warning System:

1. Add Warning Rules.
2. Run Status Checks
3. Notify Users

Create Low Grade Rule

After accessing the Early Warning System from the **Control Panel**, the first step is to create rules to monitor progress.

You can monitor students by:

- **Grades**

  Example: Set a rule to see warnings for students who receive 65 or less on an exam worth 100 points.

- **Due dates**

  Example: Set a rule to see warnings for students who have missed a due date by more than one day.

- **Course access**

  Example: Set a rule to see warnings for students who have not accessed the course in five days.

During criteria selection, Grade Center items are listed by category, such as Test, Assignment, or Discussion. Grade rules enable you to select a score threshold for a specific Grade Center item or calculated column. Due date rules require you to select a Grade Center item as well as the attempt and the number of days beyond the due date the warning is generated. When you create a last access rule, specify the number of days that can pass before you want to be warned of a student's absence.

1. Open your course in Blackboard.
2. At the bottom of the menu at the left side of the screen, click the **Evaluation** link to open it.
3. Click the “Early Warning System” link.
4. Create Rule
5. Click “Grade Rule” from the resulting menu.
    a. Rule Name = Low Grade for Journal
    b. Availability = Yes
    c. Select a Grade Center Item = Journal – Student-Instructor Communication
    d. Define Criteria = Less Than or Equal to
    e. Value = Score, 60
    f. Submit

Create a “Last Access” Rule

This rule activates when a certain amount of time has passed since a student’s last login to the system. This is useful to warn the student that he/she needs to login and complete some assignments.

1. Open your course in Blackboard.
2. At the bottom of the menu at the left side of the screen, click the **Evaluation** link to open it.
3. Click the “Early Warning System” link.
4. Create Rule
5. Click “Last Access Rule” from the resulting menu.
    a. Rule Name = Last Access Rule
    b. Availability = Yes
    c. Days Since Last Course Access = 10 (to activate when the student has not logged into the system in the last 10 days).
    d. Submit

COPY COURSE

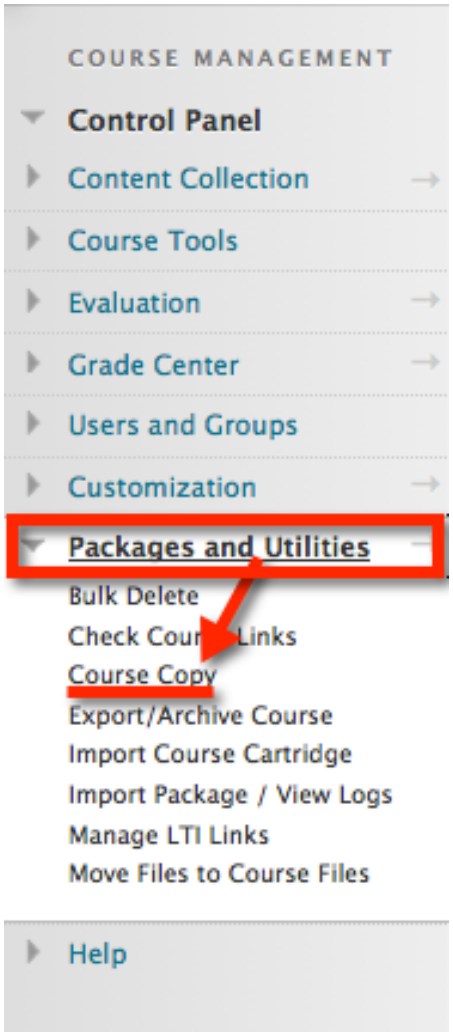
Copy a Simple Course (No HTML) in Blackboard

STEP 1:

- In the child course (the course you are copying content TO), go to Grade Center→Full Grade Center.
- Locate the *Weighted Total* and *Total* Columns.
- Using the contextual menu beside the column title, select Edit Column Information.
- Rename these columns in the Column Name blank, or you will have duplicates with the same name in the copied course.
- Click Submit

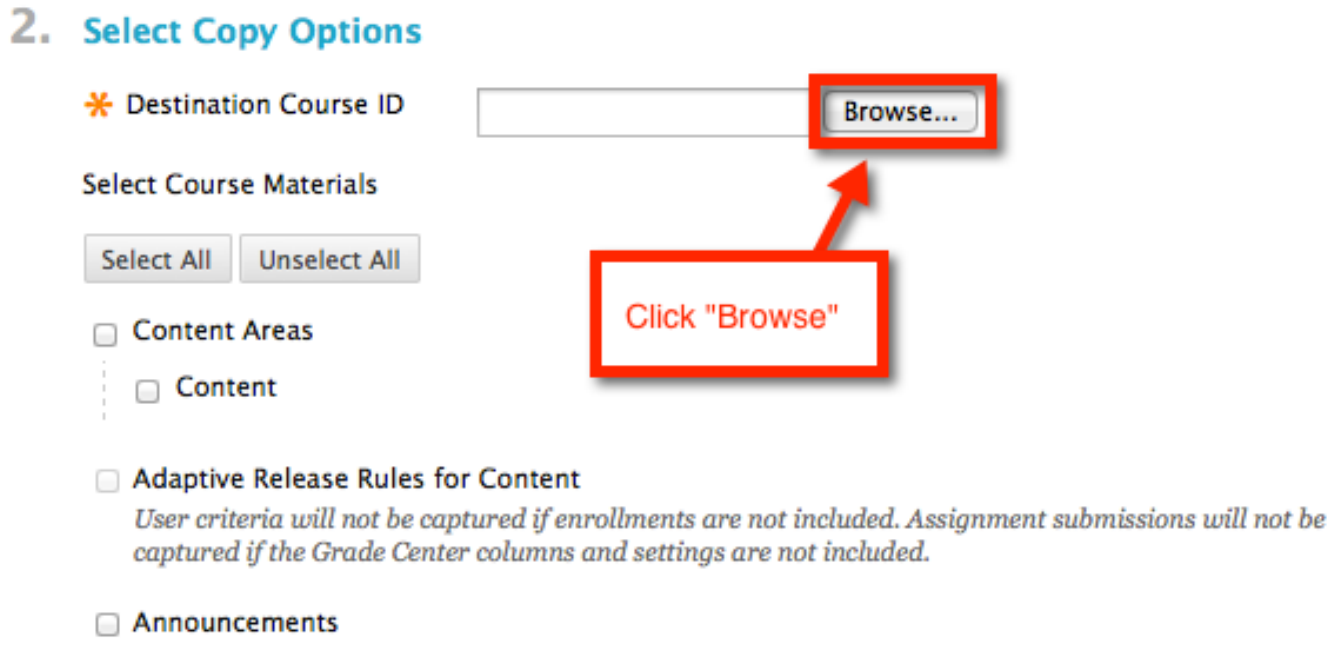
STEP 2:

In the Course Management area of the parent course (the one you want to copy **FROM—the one containing content),** click Packages and Utilities, then Course Copy.

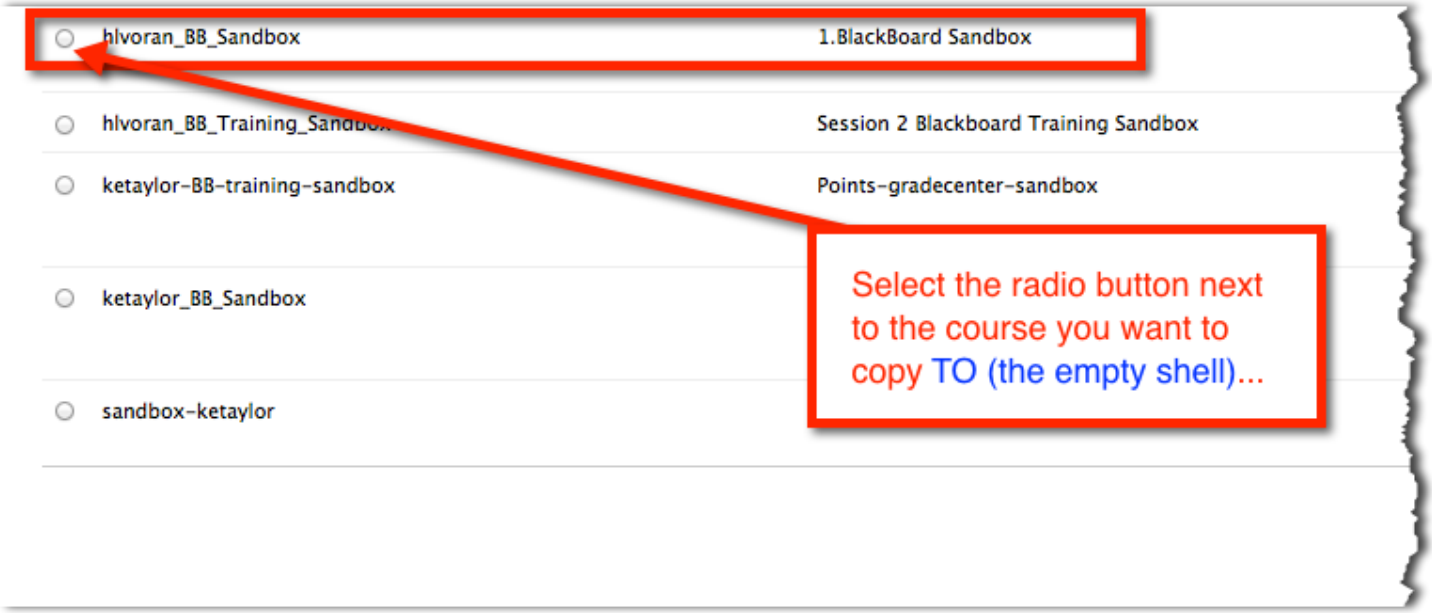


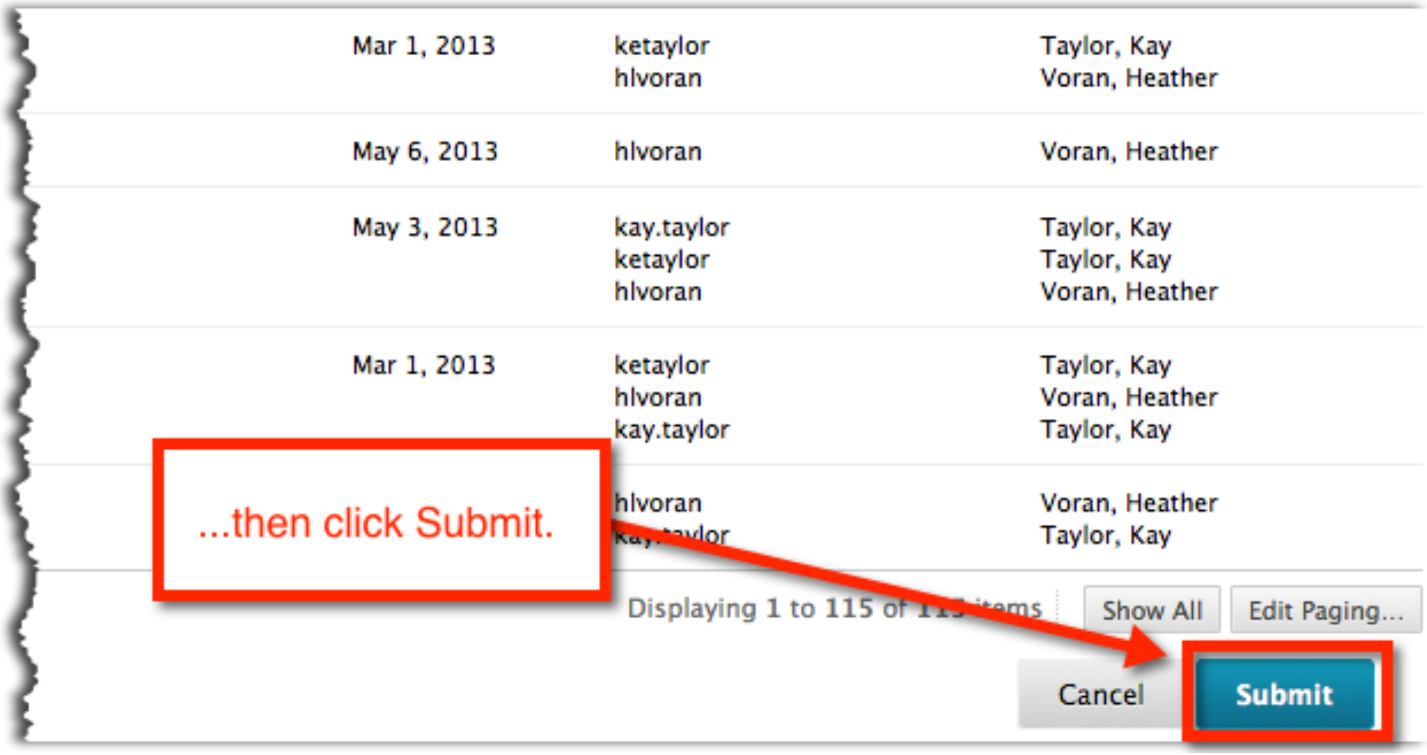
Copy Course
Course copy can make an exact copy of the course. Course copy can also make a copy o
permission on these files to make copies of them. More Help
Use the drop-down menu to select the SECOND option:
1. Select Copy Type
Select Copy Type
Copy Course Materials into an Existing Course

STEP 2a:

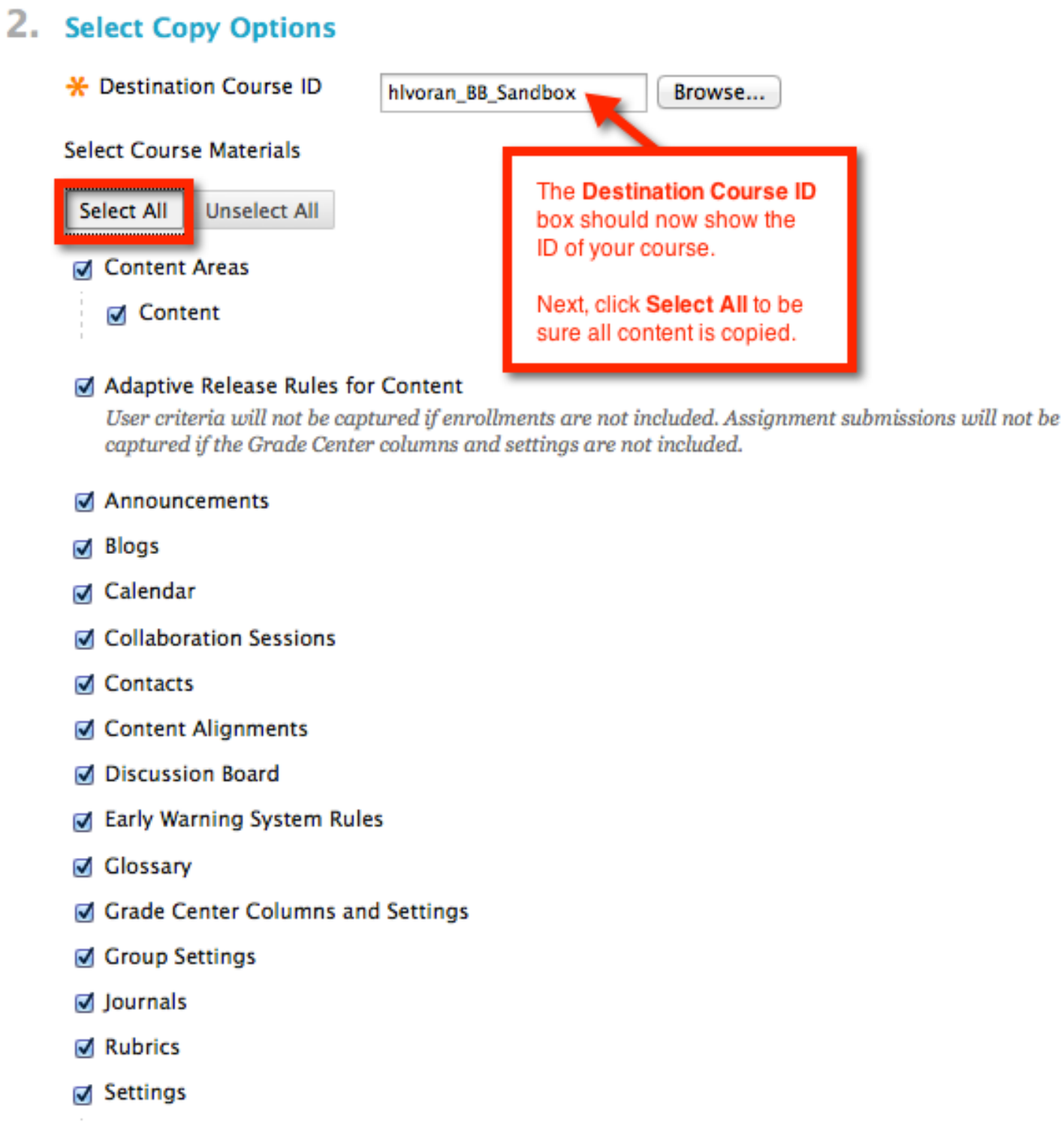

2. Select Copy Options
Destination Course ID
Browse...
Select Course Materials
Select All
Unselect All
Click "Browse"
Content Areas
Content
Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
Announcements

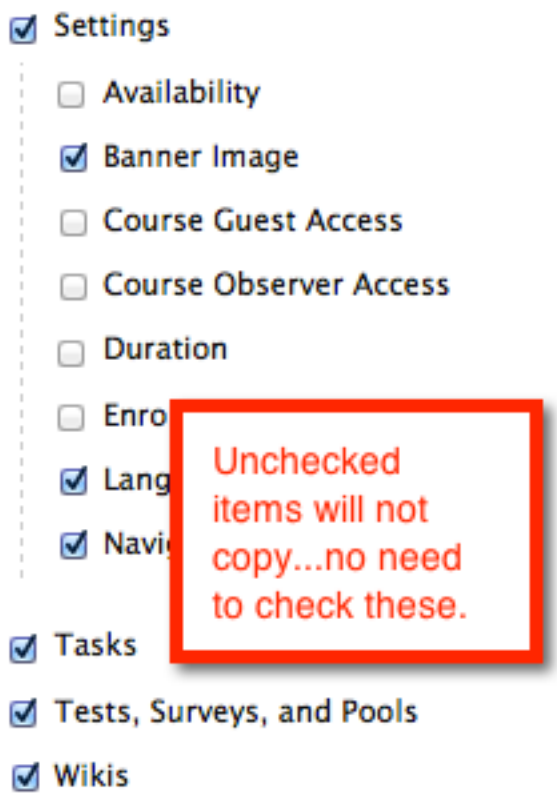
STEP 2b:


hlvoran_BB_Sandbox
1.BlackBoard Sandbox
hlvoran_BB_Training_Sandbox
Session 2 Blackboard Training Sandbox
ketaylor-BB-training-sandbox
Points-gradecenter-sandbox
ketaylor_BB_Sandbox
sandbox-ketaylor
Select the radio button next to the course you want to copy TO (the empty shell)...

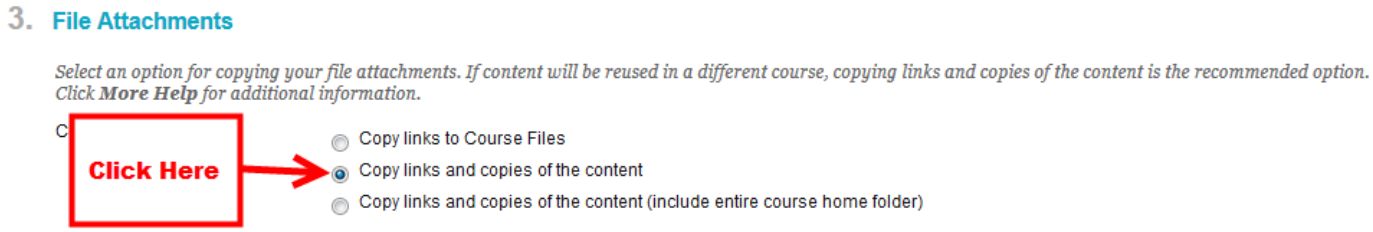

Mar 1, 2013
ketaylor
hlvoran
Taylor, Kay
Voran, Heather
May 6, 2013
hlvoran
Voran, Heather
May 3, 2013
kay.taylor
ketaylor
hlvoran
Taylor, Kay
Taylor, Kay
Voran, Heather
Mar 1, 2013
ketaylor
hlvoran
kay.taylor
Taylor, Kay
Voran, Heather
Taylor, Kay
hlvoran
Voran, Heather
Taylor, Kay
...then click Show All
Show All
Edit Paging...
Cancel
Submit

STEP 2c:


2. Select Copy Options
Destination Course ID
hlvoran_BB_Sandbox
Browse...
Select Course Materials
Select All
Unselect All
Content Areas
Content
Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
Announcements
Blogs
Calendar
Collaboration Sessions
Contacts
Content Alignments
Discussion Board
Early Warning System Rules
Glossary
Grade Center Columns and Settings
Group Settings
Journals
Rubrics
Settings
The Destination Course ID box should now show the ID of your course.
Next, click Select All to be sure all content is copied.

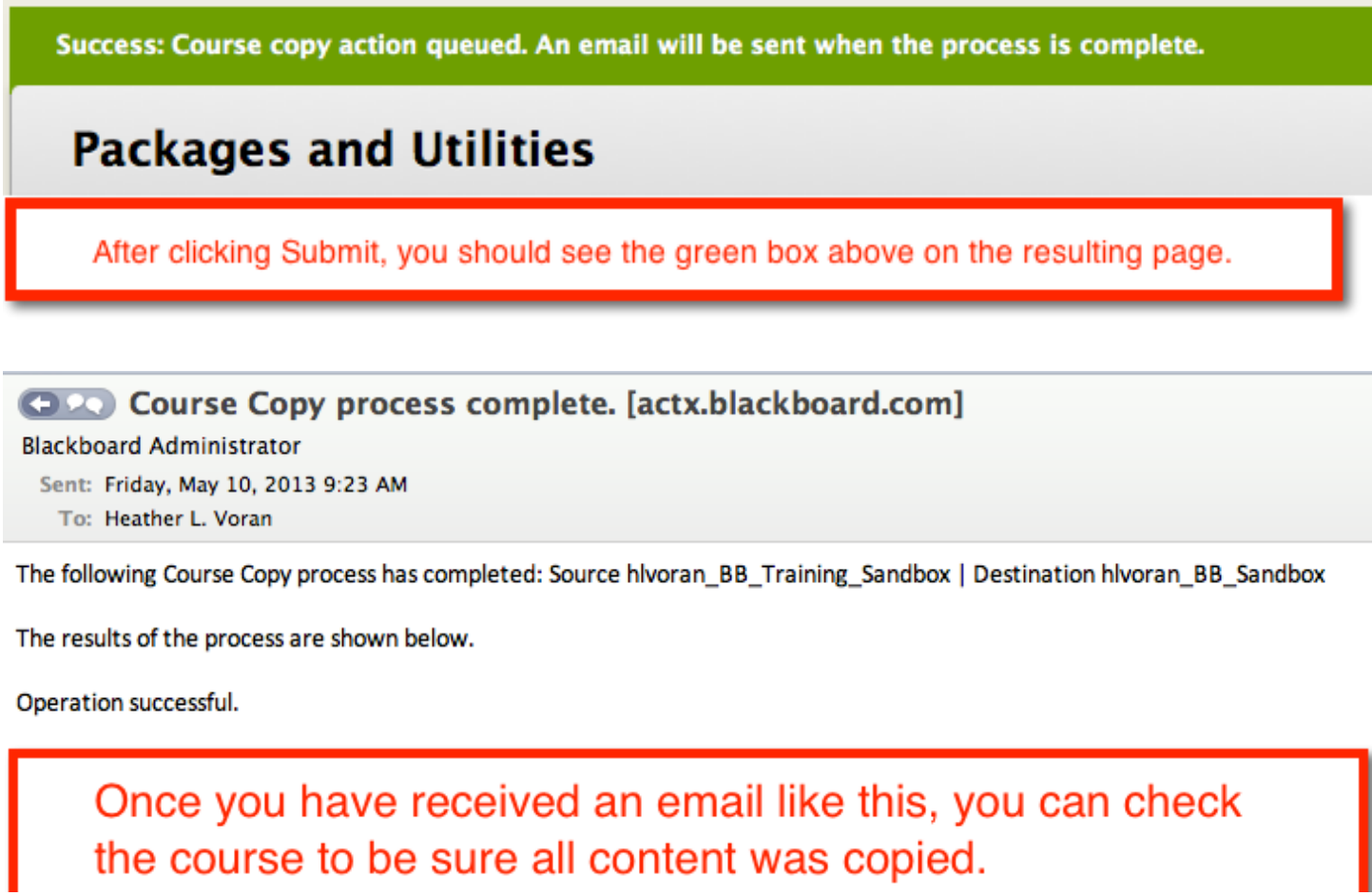

Settings
Availability
Banner Image
Course Guest Access
Course Observer Access
Duration
Enro
Lang
Navi
Unchecked items will not copy...no need to check these.
Tasks
Tests, Surveys, and Pools
Wikis

Step 3:


3. File Attachments
Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click More Help for additional information.
Click Here
Copy links to Course Files
Copy links and copies of the content
Copy links and copies of the content (include entire course home folder)

Step 4:

5. Submit
Click Submit to proceed. Click Cancel to quit.
Click Submit.
Submit



Congratulations! You have completed the task of copying your course content!

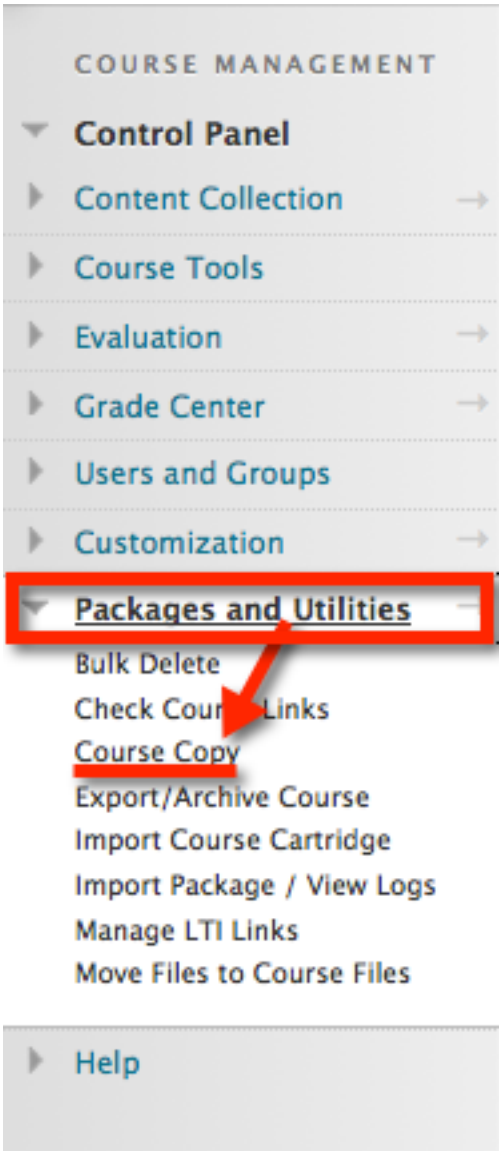
Copy a Course WITH HTML in Blackboard

STEP 1:

- In the child course (the course you are copying content TO), go to Grade Center→Full Grade Center.
- Locate the *Weighted Total* and *Total* Columns.
- Using the contextual menu beside the column title, select Edit Column Information.
- Rename these columns in the Column Name blank, or you will have duplicates with the same name in the copied course.
- Click Submit

STEP 2:

In the Course Management area of the parent course (the one you want to copy **FROM—the one containing content),** click Packages and Utilities, then Course Copy.

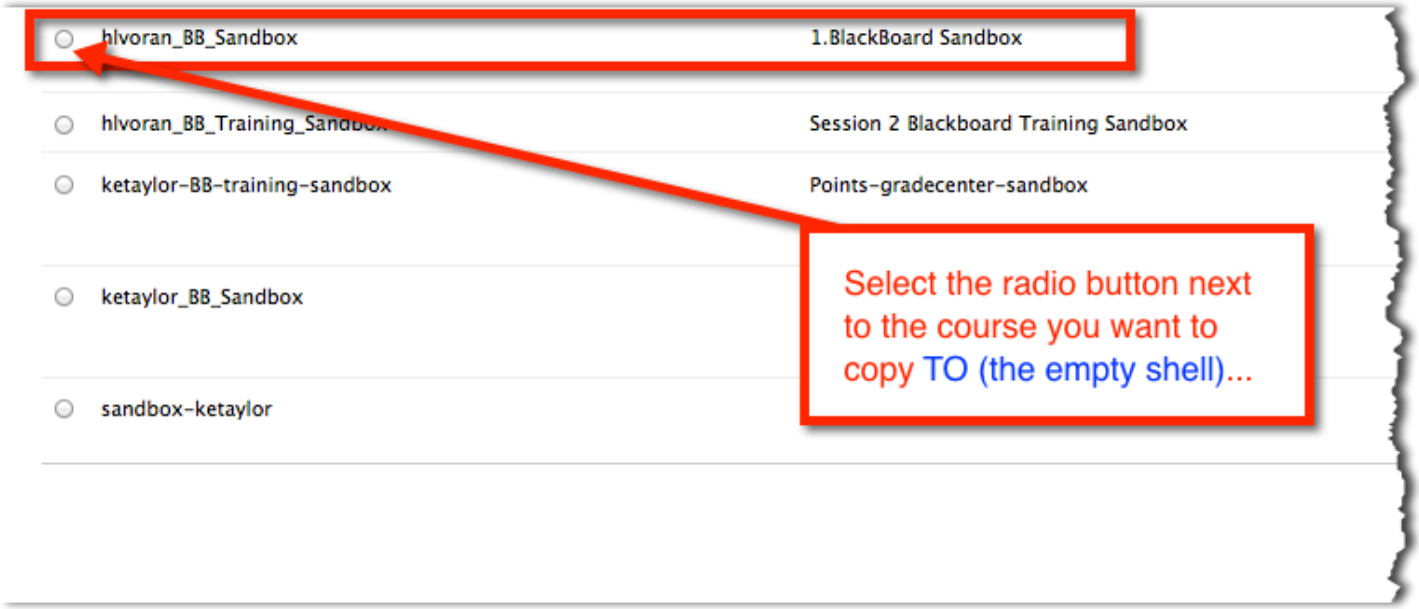


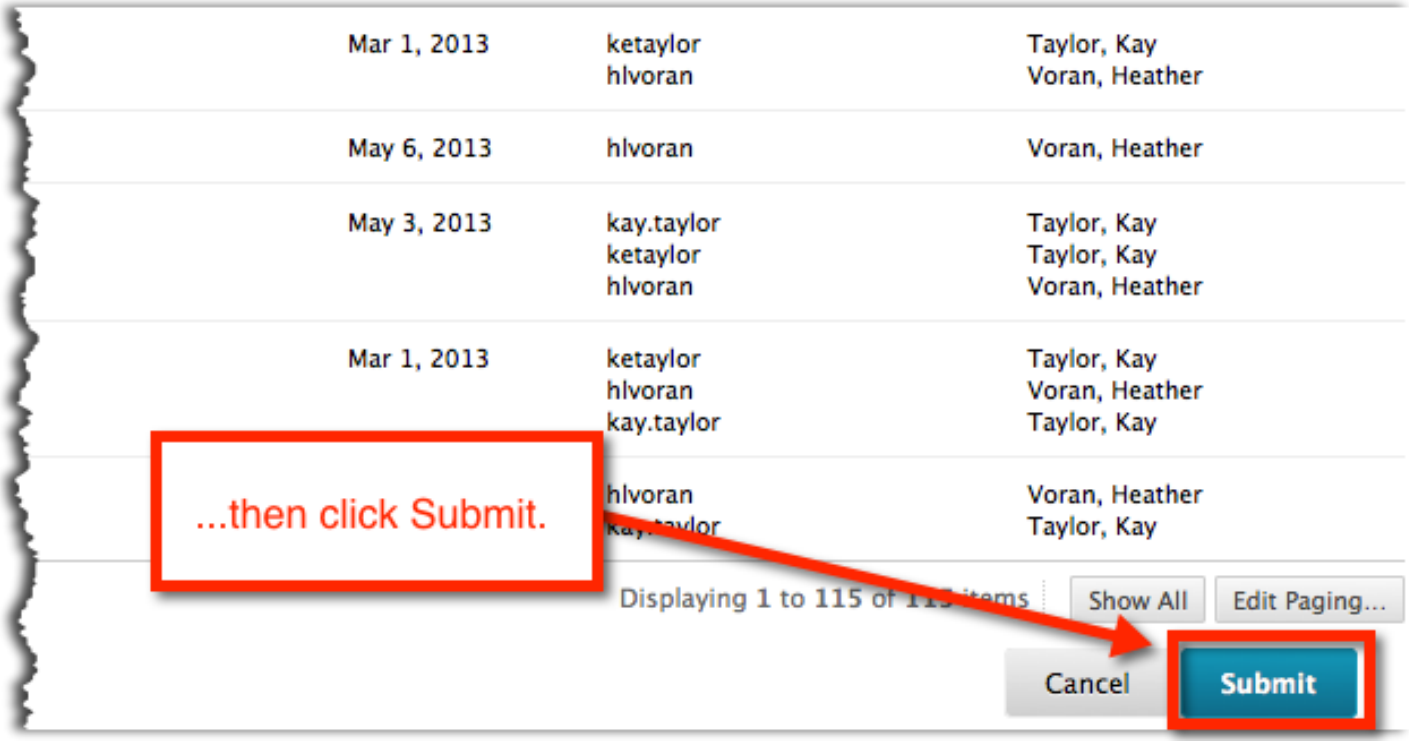
Copy Course
Course copy can make an exact copy of the course. Course copy can also make a copy o
permission on these files to make copies of them. More Help
Use the drop-down menu to select the SECOND option:
1. Select Copy Type
Select Copy Type
Copy Course Materials into an Existing Course

STEP 2a:

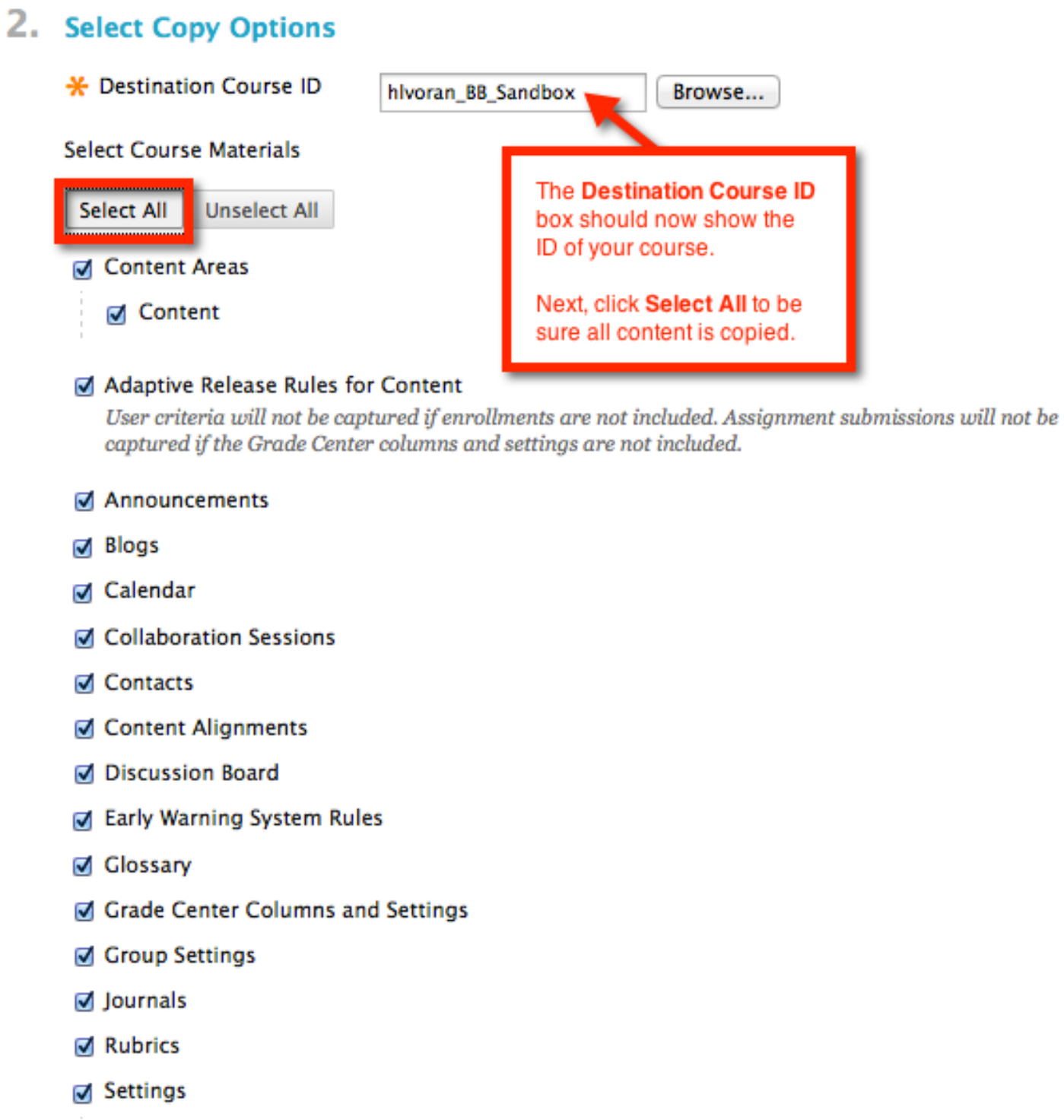
2. Select Copy Options
Destination Course ID
Browse...
Select Course Materials
Select All
Unselect All
Click "Browse"
Content Areas
Content
Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
Announcements

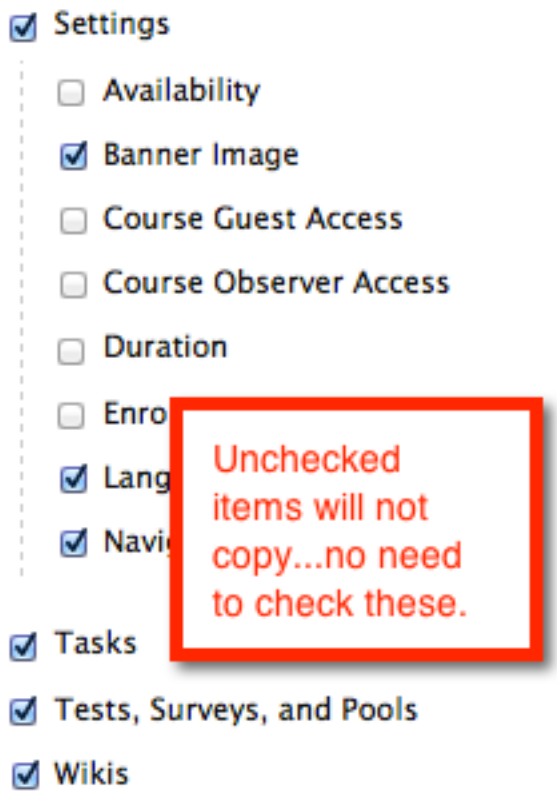
STEP 2b:


hlvoran_BB_Sandbox
1.BlackBoard Sandbox
hlvoran_BB_Training_Sandbox
Session 2 Blackboard Training Sandbox
ketaylor-BB-training-sandbox
Points-gradecenter-sandbox
ketaylor_BB_Sandbox
sandbox-ketaylor
Select the radio button next to the course you want to copy TO (the empty shell)...

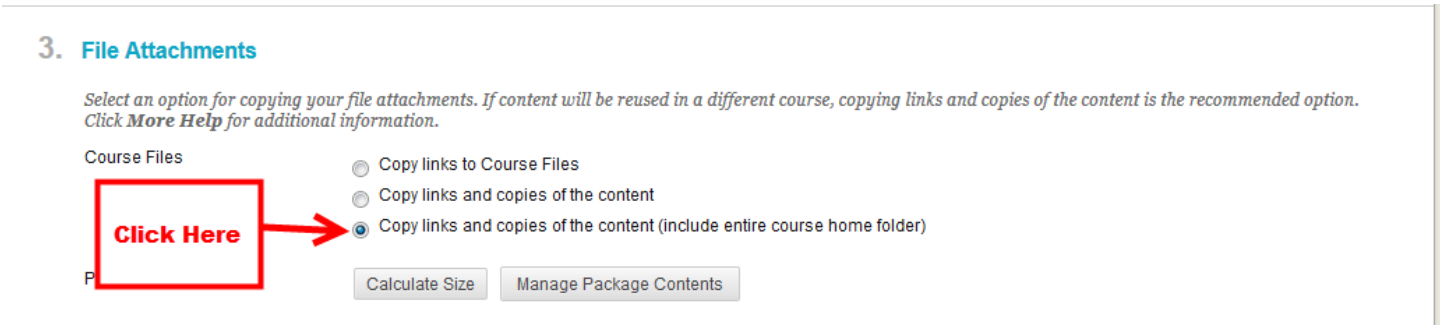

Mar 1, 2013
ketaylor
hlvoran
Taylor, Kay
Voran, Heather
May 6, 2013
hlvoran
Voran, Heather
May 3, 2013
kay.taylor
ketaylor
hlvoran
Taylor, Kay
Taylor, Kay
Voran, Heather
Mar 1, 2013
ketaylor
hlvoran
kay.taylor
Taylor, Kay
Voran, Heather
Taylor, Kay
hlvoran
Voran, Heather
Taylor, Kay
...then click Submit.
Displaying 1 to 115 of 115 items
Show All
Edit Paging...
Cancel
Submit

STEP 2c:


2. Select Copy Options
Destination Course ID
hlvoran_BB_Sandbox
Browse...
Select Course Materials
Select All
Unselect All
Content Areas
Content
Adaptive Release Rules for Content
User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.
Announcements
Blogs
Calendar
Collaboration Sessions
Contacts
Content Alignments
Discussion Board
Early Warning System Rules
Glossary
Grade Center Columns and Settings
Group Settings
Journals
Rubrics
Settings
The Destination Course ID box should now show the ID of your course.
Next, click Select All to be sure all content is copied.

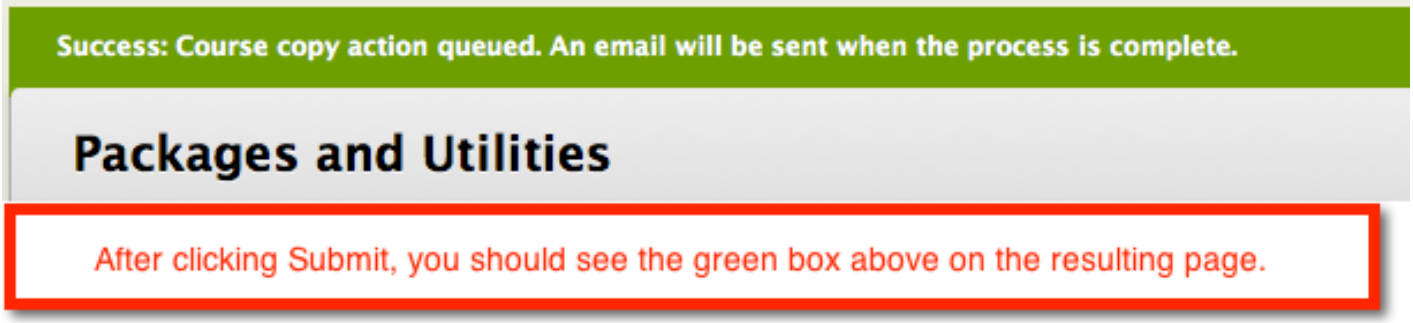

Settings
Availability
Banner Image
Course Guest Access
Course Observer Access
Duration
Enro
Lang
Navi
Unchecked items will not copy...no need to check these.
Tasks
Tests, Surveys, and Pools
Wikis

STEP 3:

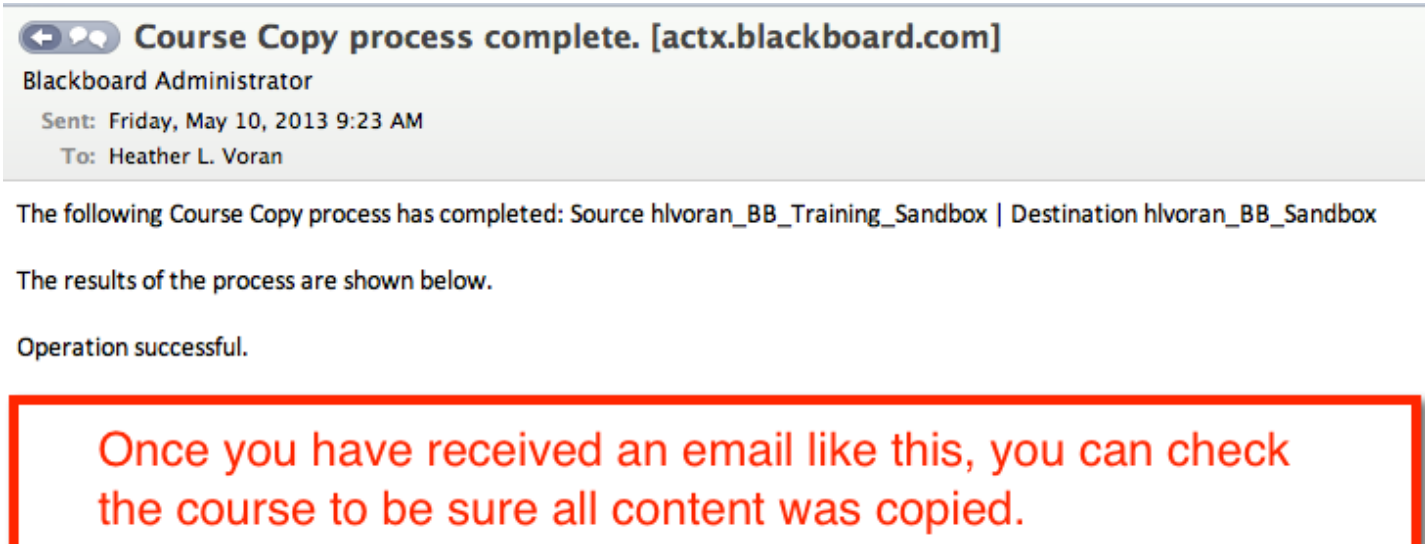

3. File Attachments
Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click More Help for additional information.
Course Files
Click Here
Copy links to Course Files
Copy links and copies of the content
Copy links and copies of the content (include entire course home folder)
Calculate Size
Manage Package Contents

STEP 4:

5. Submit
Click Submit to proceed. Click Cancel to quit.
Click Submit.
Submit



After clicking Submit, you should see the green box above on the resulting page.



Once you have received an email like this, you can check the course to be sure all content was copied.

Congratulations! You have completed the task of copying your course content!

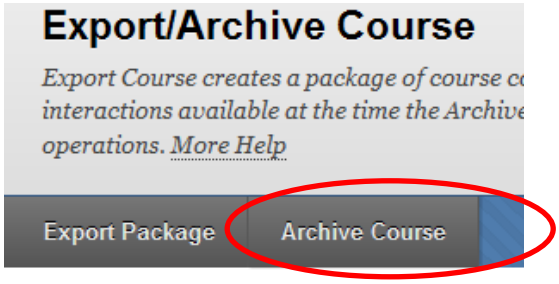
ARCHIVE (BACKUP) YOUR COURSE

This simple process is very crucial. We suggest that you archive your course every time you make an important change to the course and every time you enter grades into the grade center. Why is this process so important? If something happens to your course or your grade center, it is an easy process to restore the class to its last saved state.

***NOTE**: When the archive process is completed, you will receive a notification email in your Outlook program.*

Create a New Archive

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



4. As shown in the illustration above, click on the Archive Course button.
5. IMPORTANT: Place a checkmark in the "**Include Grade Center History**" checkbox.
6. 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 email 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.

WHERE TO GET HELP

Training Courses from AC

There are several classes taught through the Center for Teaching & Learning. These classes are intended to show users how to use more features of the Blackboard system.

1. **Session 1** (3.5 hours)
    a. Using the AC Connect Portal
    b. Parts of the Blackboard screen
    c. Using the "My Institution" tab
    d. Creating and Working with Content Areas
    e. Creating Content in the Content Area
        i. Content folders
        ii. Items
        iii. Blank Pages (for HTML text)
        iv. Images
        v. Web Links
        vi. YouTube videos
    f. Effectively Using the "Content Collection Area" to Share Resources
    g. Using a Web Folder to Easily Copy Material into a Blackboard Class
    h. Working with the Course Menu
    i. Linking to Your Course Syllabus (found at www.actx.edu/syllabus)
    j. Creating and Working with Announcements
    k. E-mailing Students
    l. Understanding the Blackboard Calendar
    m. Archiving your Course

2. **Session 2** (3.5 hours)
    a. Create Assessments (Graded Items)
        i. Journal Entry
        ii. Discussion Forum Posts
        iii. Assignment (dropbox)
    b. Create and Deploy Tests
    c. Grade Center
        i. Understand the concept of an “External Grade” in Blackboard
        ii. Create a Grading Schema (grading scale)
        iii. Create Categories (Homework, Quizzes, Final Exam, etc.)
        iv. Create Calculated Columns to calculate averages
        v. Create Manual Grade Columns
        vi. See how to Organize the Grade Center (move columns, hide columns as needed, and freeze columns so they don’t scroll)
    d. Examine the “Performance Dashboard”
    e. Understand the “Early Warning System”
    f. Archiving your Course

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. **Brenda Davidson** 806 371-5148
    a. Working with Test Pools

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

3. **Charles Hendrick** 806 345-5540
    a. Creating and Managing Course Content
    b. Linking to AC Course Syllabi from Blackboard

4. **Dale McCurdy** 806 371-5940
    a. Creating and Managing Course Content
    b. Copying data from the hard drive into the Blackboard class environment

5. **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

6. **Kay Taylor** 806 371-5141
    a. Creating assessments and tying them to the Bb Grade Center
    b. Setting up and managing your Grade Center

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