



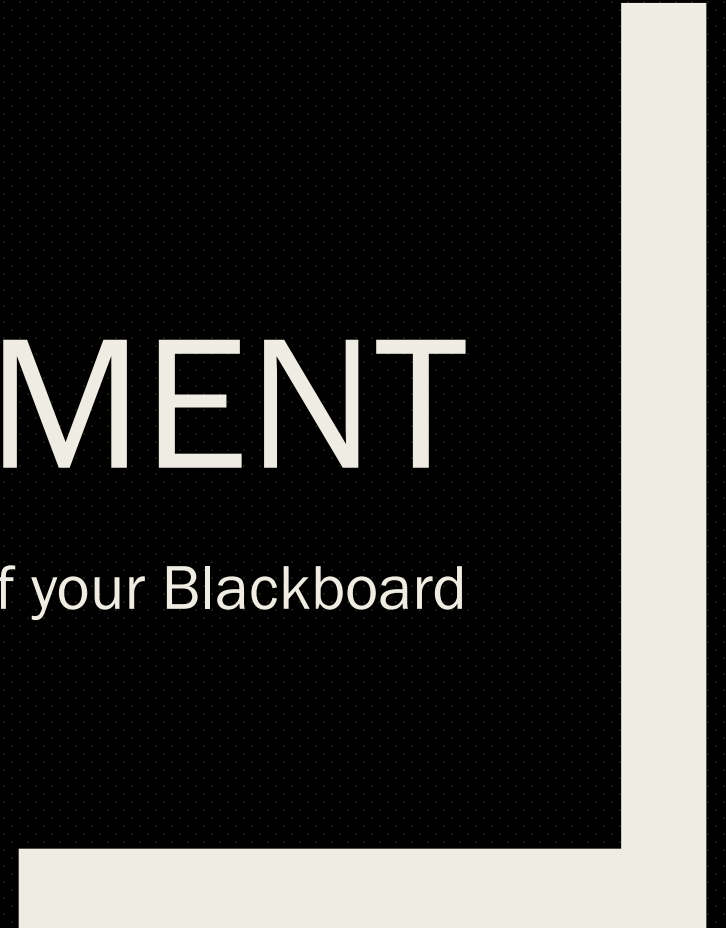
LEVELING UP BLACKBOARD

20 Tips, Tricks, and Tools




COURSE MANAGEMENT

Customize and take control of your Blackboard



1. Customize the 'myCourses' list

ONLY SEE WHAT YOU WANT TO SEE.

▼ My Courses 

Courses where you are: Instructor

[HOT: Hybrid and Online Teaching Summer 2016](#)

[Orientation for Online Classes at COCC \(available until August 31, 2016\)](#)

[Roshau Sample Course 2016](#)

[Part Time Faculty Orientation Course](#)

[Creating Accessible Courses in Blackboard](#)

[Moving Beyond](#)

Click the gear icon to edit the course list. View, hide, drag and drop, or arrange by term – whatever makes the most sense for you.

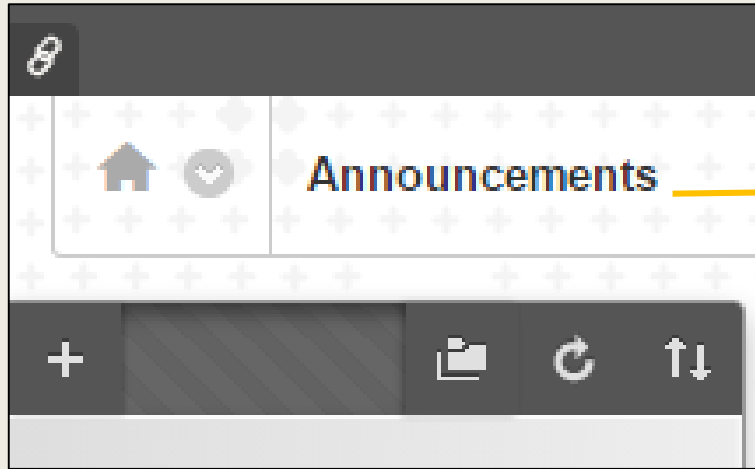
EDIT COURSE LIST

Courses you are teaching:

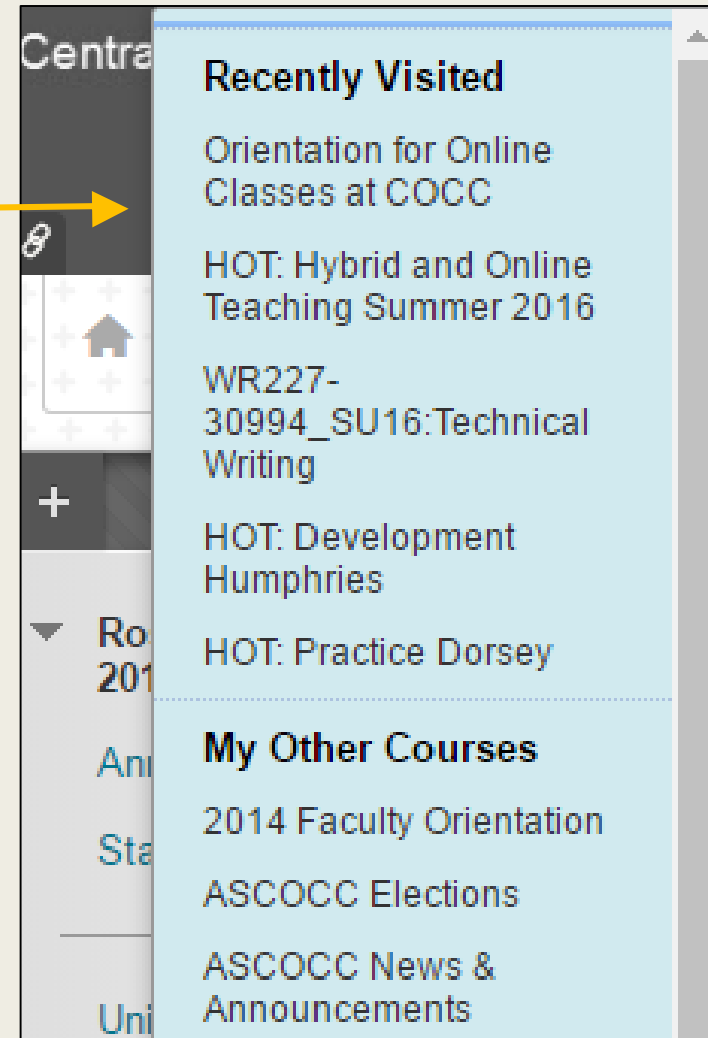
↑↓	Select All/Unselect All	Course	Course Name
	<input type="checkbox"/>	ASCOCC_Elections: ASCOCC Elections	<input type="checkbox"/>
	<input type="checkbox"/>	HOT_SU16: HOT: Hybrid and Online Teaching Summer 2016	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	HOT_SP16: HOT: Hybrid and Online Teaching Spring 2016	<input type="checkbox"/>
	<input type="checkbox"/>	HOT_WI16: HOT: Hybrid and Online Teaching Winter 2016	<input type="checkbox"/>
	<input type="checkbox"/>	HOT_FA15: HOT: Hybrid and Online Teaching Fall 2015	<input type="checkbox"/>

2. Quick Navigation

JUMP QUICKLY FROM COURSE TO COURSE

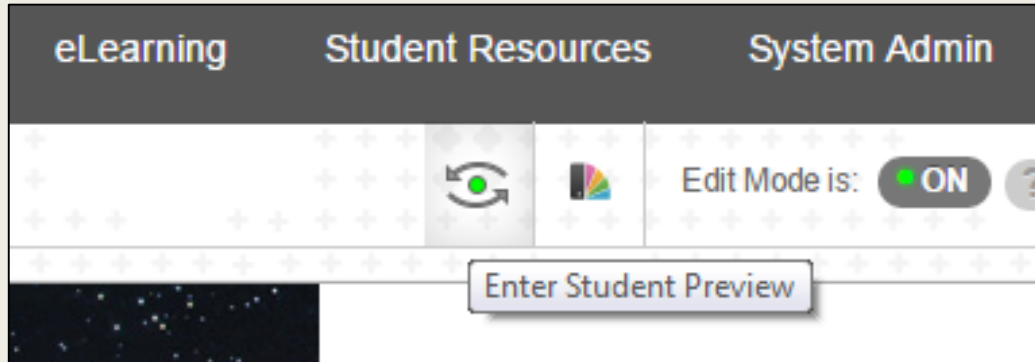


Smart navigation will keep you in the same course area if the destination course has the same location and name.

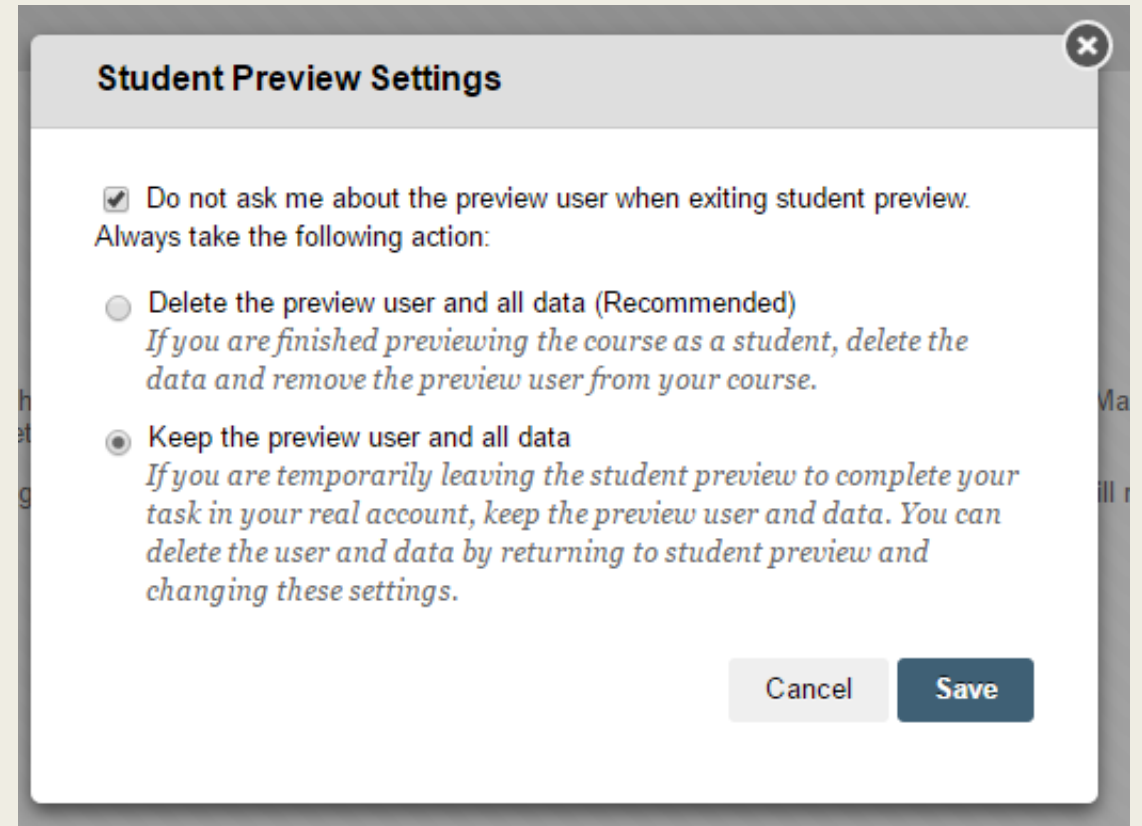


3. Student Preview

EXPERIENCE YOUR COURSE AS A STUDENT – WITHOUT EVER LOGGING OUT



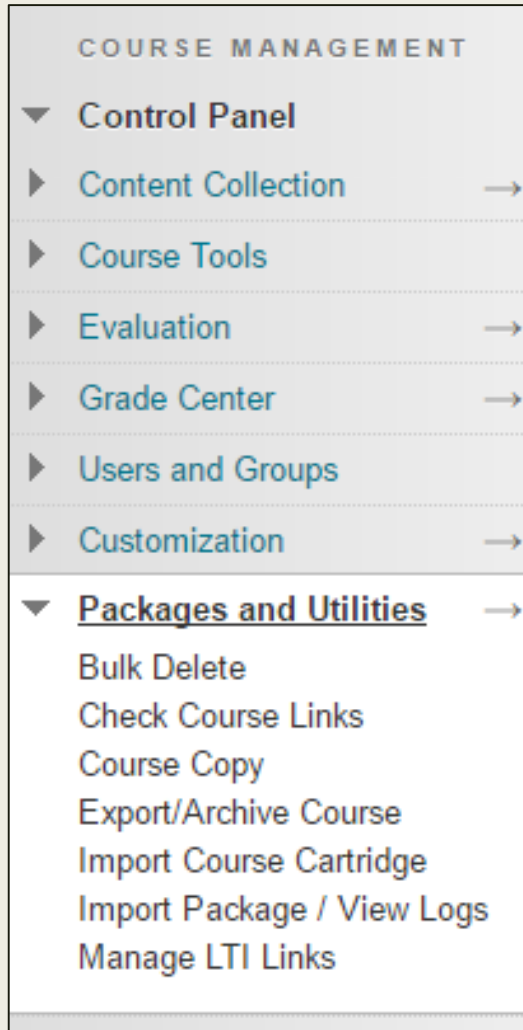
Use to: take tests, turn in assignments, or view the grade center. Save your user data, or delete when you exit.



4. Course Copying

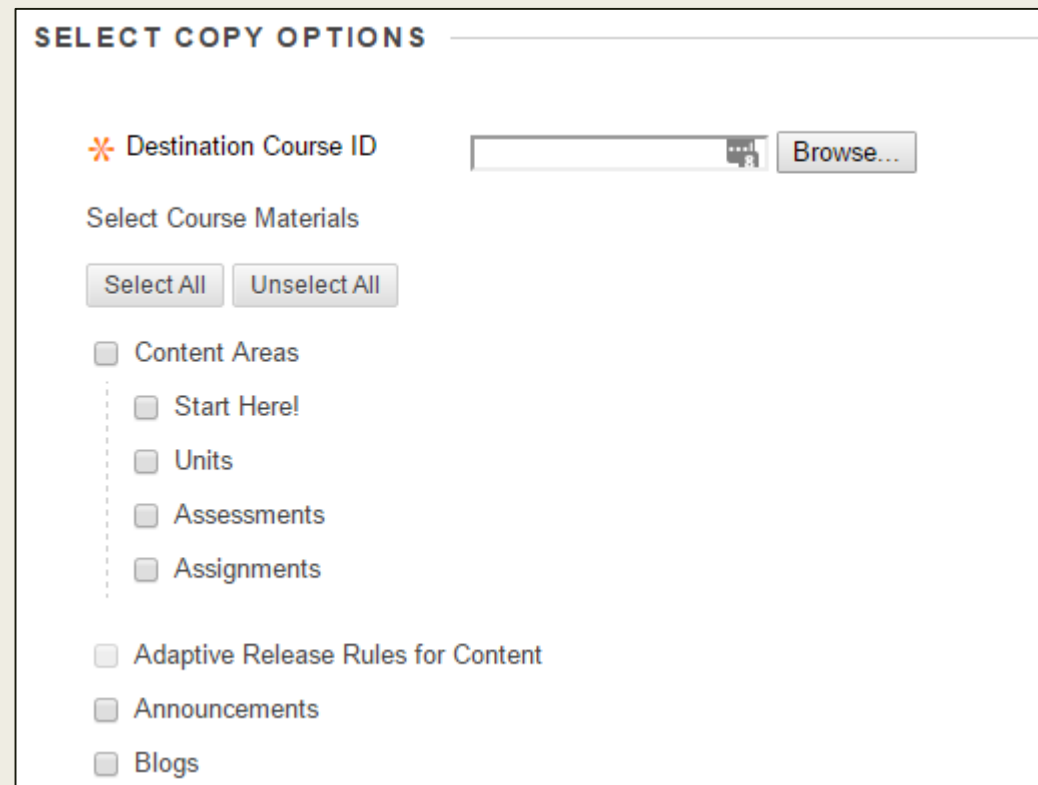
DUPLICATE COURSE CONTENT INTO A NEW TERM

Copy a whole course - or just pieces of a course – into new shells or sections without waiting for eLearning.



COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Content Collection →
- ▶ Course Tools
- ▶ Evaluation →
- ▶ Grade Center →
- ▶ Users and Groups
- ▶ Customization →
- ▼ **Packages and Utilities** →
 - Bulk Delete
 - Check Course Links
 - Course Copy
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links



SELECT COPY OPTIONS

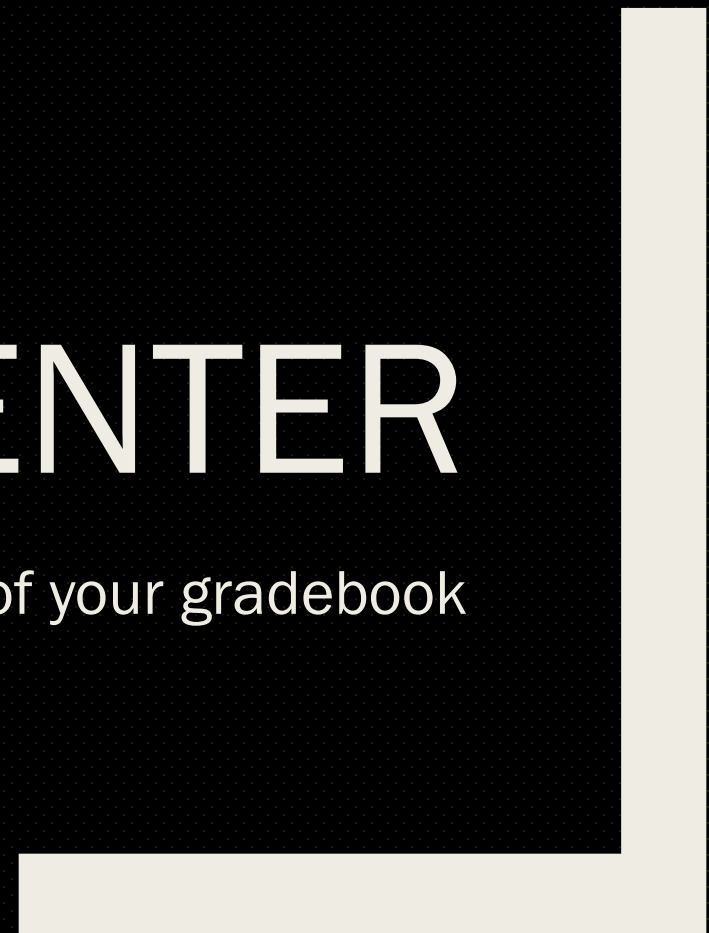
* Destination Course ID

Select Course Materials

- Content Areas
 - Start Here!
 - Units
 - Assessments
 - Assignments
- Adaptive Release Rules for Content
- Announcements
- Blogs

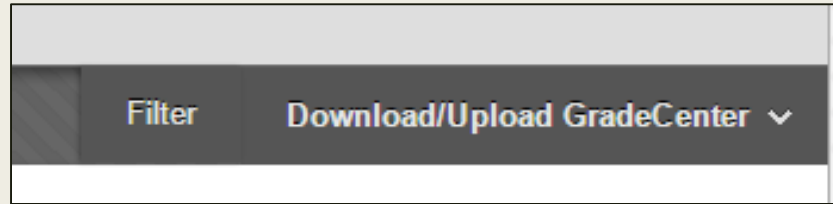
GRADE CENTER

Be the boss of your gradebook

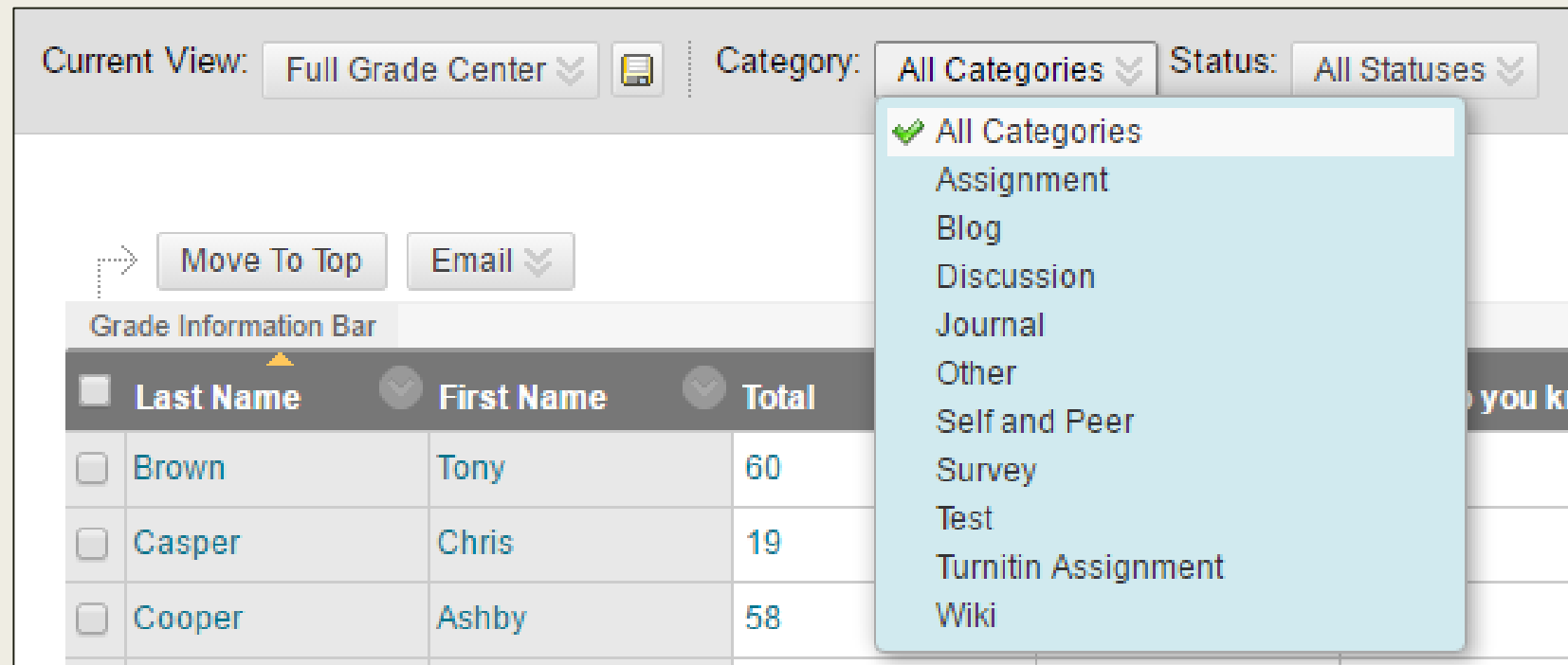


5. Filtering Columns

QUICKLY ACCESS SPECIFIC GRADE CENTER ITEMS



Filter your Grade Center by grading period, smart view, category, or assignment status to quickly locate specific columns or assignments.



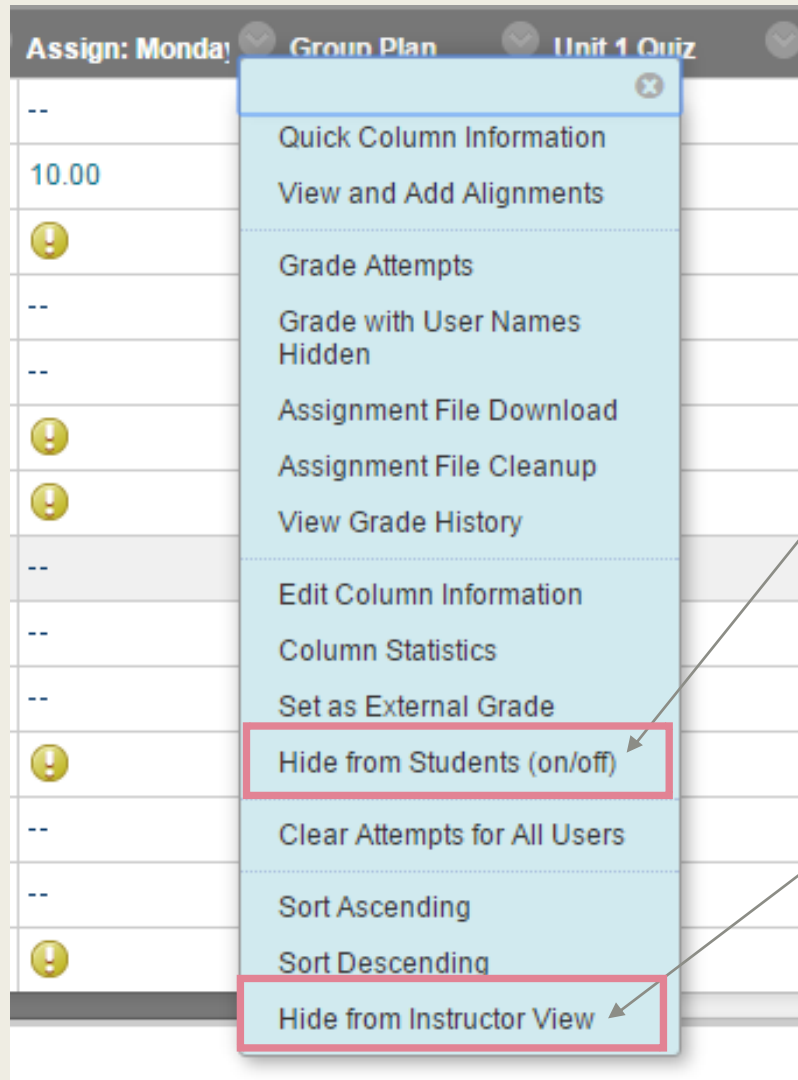
A screenshot of a Grade Center interface. At the top, there are controls for 'Current View' (set to 'Full Grade Center') and 'Category' (set to 'All Categories'). Below these are 'Move To Top' and 'Email' buttons. A 'Grade Information Bar' is visible above a table. The table has columns for 'Last Name', 'First Name', and 'Total'. A dropdown menu is open over the 'Category' dropdown, listing various assignment types.

<input type="checkbox"/>	Last Name	First Name	Total
<input type="checkbox"/>	Brown	Tony	60
<input type="checkbox"/>	Casper	Chris	19
<input type="checkbox"/>	Cooper	Ashby	58

- ✓ All Categories
- Assignment
- Blog
- Discussion
- Journal
- Other
- Self and Peer
- Survey
- Test
- Turnitin Assignment
- Wiki

6. Hiding/Showing Columns

SEE WHAT YOU WANT TO SEE; SHOW WHAT YOU WANT TO SHOW



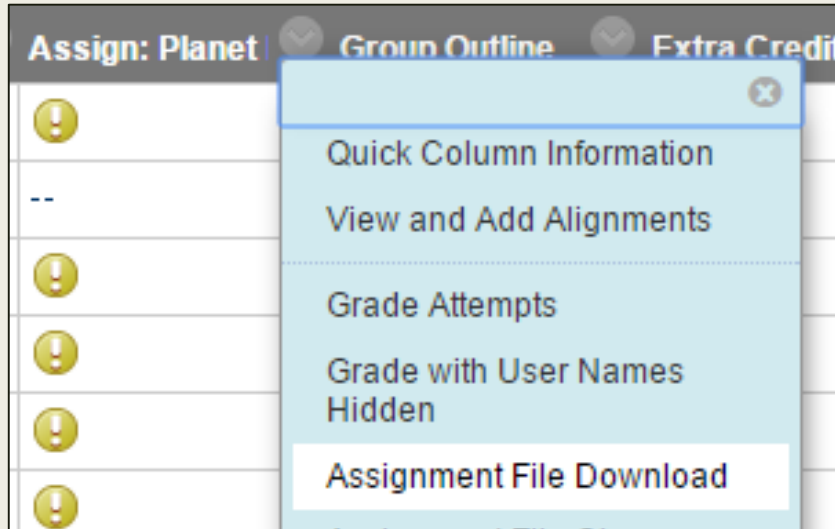
Hides columns from Students,
but preserves Instructor view

Hides column from
Instructor view, but
preserves Student view

HINT: hidden instructor columns can be
restored via Column Organization.

7. Downloading Assignments

WANT TO GRADE OFFLINE? YOU CAN!



SELECT USERS	
<input checked="" type="checkbox"/> Name ▲	Date
<input checked="" type="checkbox"/> Brown, Tony	Monday, June 2, 2014 11:25:55 AM PDT
<input type="checkbox"/> Casper, Chris	
<input checked="" type="checkbox"/> Cooper, Ashby	Tuesday, June 3, 2014 11:38:26 AM PDT
<input checked="" type="checkbox"/> Durand, Porter	Tuesday, June 3, 2014 11:56:40 AM PDT
<input checked="" type="checkbox"/> Herrera, Linda	Tuesday, June 3, 2014 12:02:10 PM PDT
<input type="checkbox"/> son, Ryan	Tuesday, June 3, 2014 12:17:00 PM PDT
<input type="checkbox"/> z, Bruce	Tuesday, June 3, 2014 12:45:26 PM PDT

Download Assignment: Planet Paper

The assignments have been packaged. [Download assignments now. \(59 KB\)](#)
Friday, September 9, 2016 3:18:07 PM PDT

Downloads assignments to a .zip file for offline viewing.

8. Column Statistics & Item Analysis

HOW ARE STUDENTS PERFORMING ON THEIR ASSIGNMENTS?

See detailed question performance and analysis.

Assign: Planet Group Outline Extra Cre

- Quick Column Information
- View and Add Alignments
- Grade Attempts
- Grade with User Names Hidden
- Assignment File Download
- Assignment File Cleanup
- View Grade History
- Edit Column Information
- Column Statistics

View statistics, assignment details, status, & grade distribution

STATISTICS
Count
Minimum Value
Maximum Value
Range
Average
Median
Standard Deviation
Variance

Item Analysis: Unit 1 Quiz

Select Test:

Available Analysis

Unit 1 Quiz - September 12, 2016 11:37 AM

Unit 1 Quiz	Unit 2 Quiz	Unit 3 Quiz
50.00		
--		
50.00		
45.00		
--		
30.00		
40.00		
50.00		
--		
30.00		

Question 2: Multiple Choice

Average Score 7 points

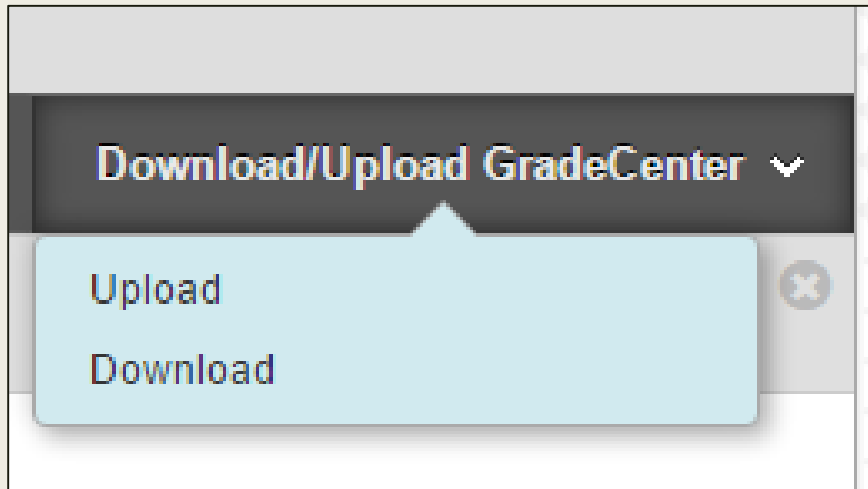
Between which two planets does the Asteroid Belt lie?

asteroid.jpg

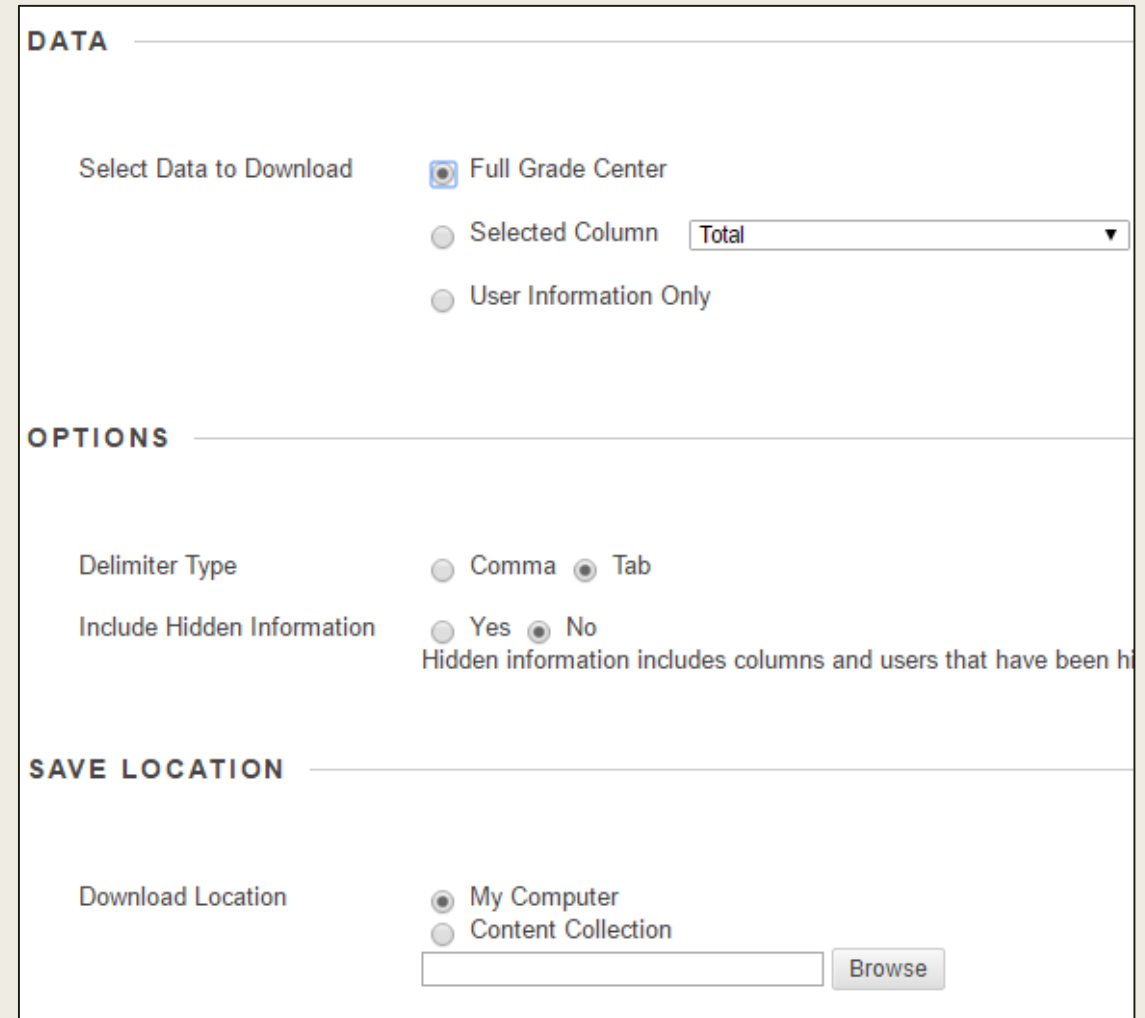
Correct	Percent Answered
Venus and Earth	10%
Neptune and Uranus	20%
<input checked="" type="checkbox"/> Mars and Jupiter	70%
Jupiter and Saturn	0%
Unanswered	0%

9. Archiving the Grade Center

CREATE A PERMANENT RECORD



Download your grade center at the end of the term into an Excel file and create a persistent record of grades for assignments recorded in Blackboard throughout the term.



DATA

Select Data to Download

- Full Grade Center
- Selected Column Total
- User Information Only

OPTIONS

Delimiter Type

- Comma
- Tab

Include Hidden Information

- Yes
- No

Hidden information includes columns and users that have been hi

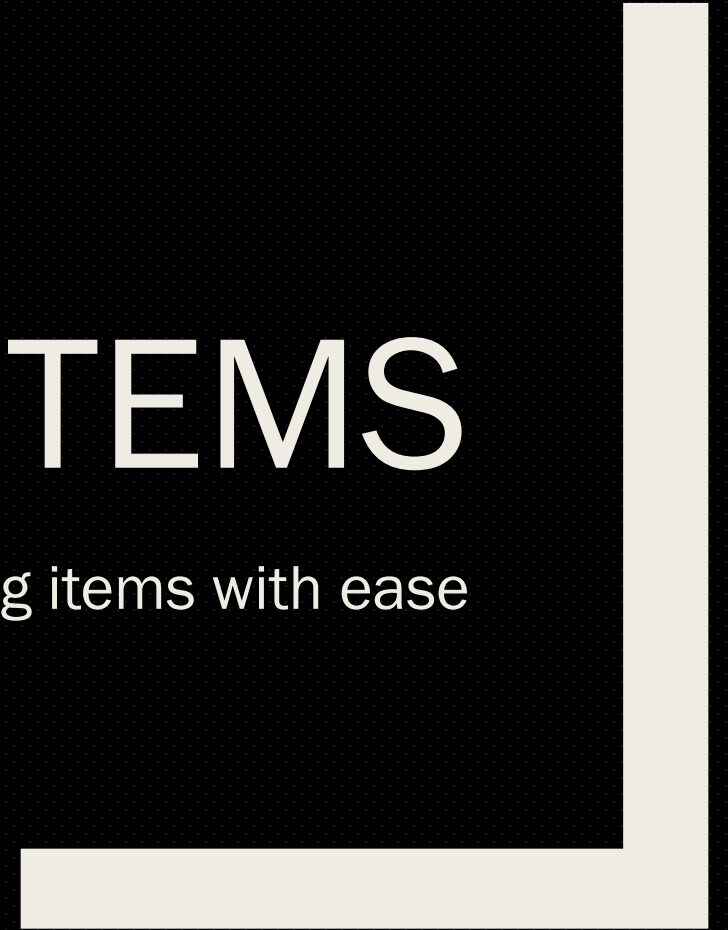
SAVE LOCATION

Download Location

- My Computer
- Content Collection

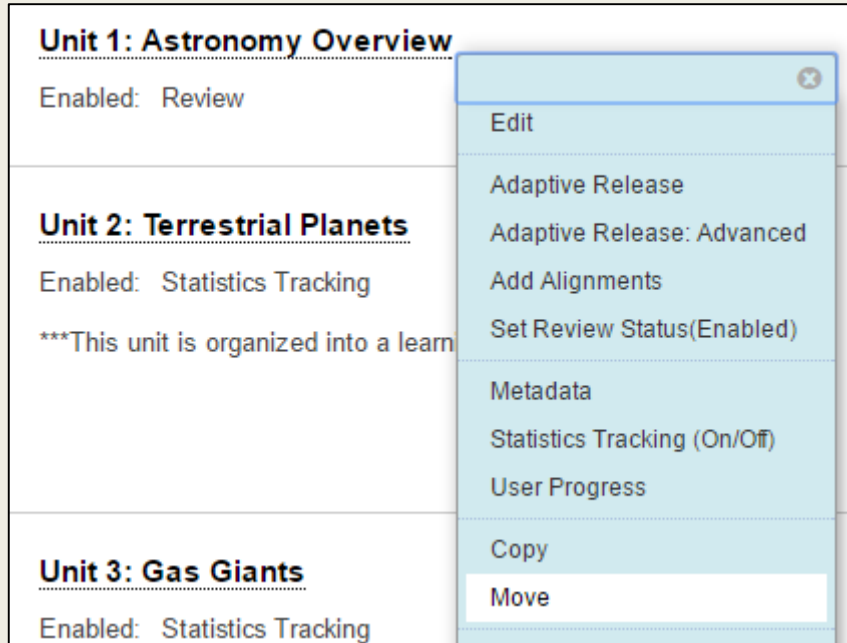
CONTENT ITEMS

Create and manage your learning items with ease

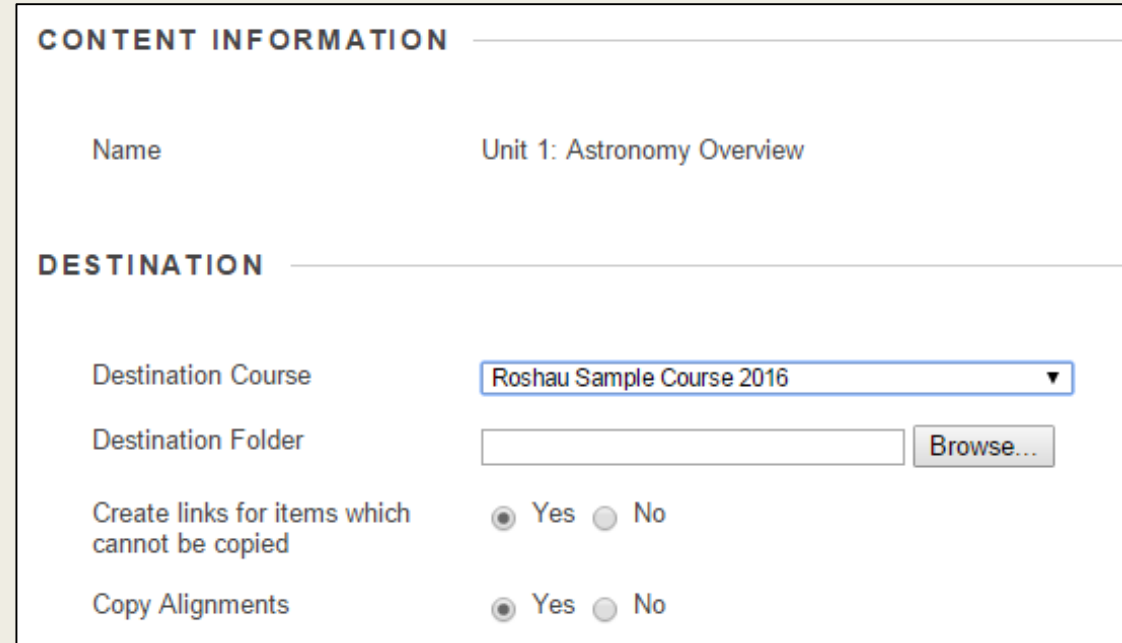


10. Move and Copy Items

REORGANIZE YOUR COURSE ARTIFACTS THE SIMPLE WAY



The screenshot shows a list of course units. The first unit, "Unit 1: Astronomy Overview", is selected, and a context menu is open over it. The menu options are: Edit, Adaptive Release, Adaptive Release: Advanced, Add Alignments, Set Review Status(Enabled), Metadata, Statistics Tracking (On/Off), User Progress, Copy, and Move. The "Move" option is highlighted at the bottom of the menu. Below the first unit is "Unit 2: Terrestrial Planets" with "Enabled: Statistics Tracking" and a note: "***This unit is organized into a learn...". Below that is "Unit 3: Gas Giants" with "Enabled: Statistics Tracking".

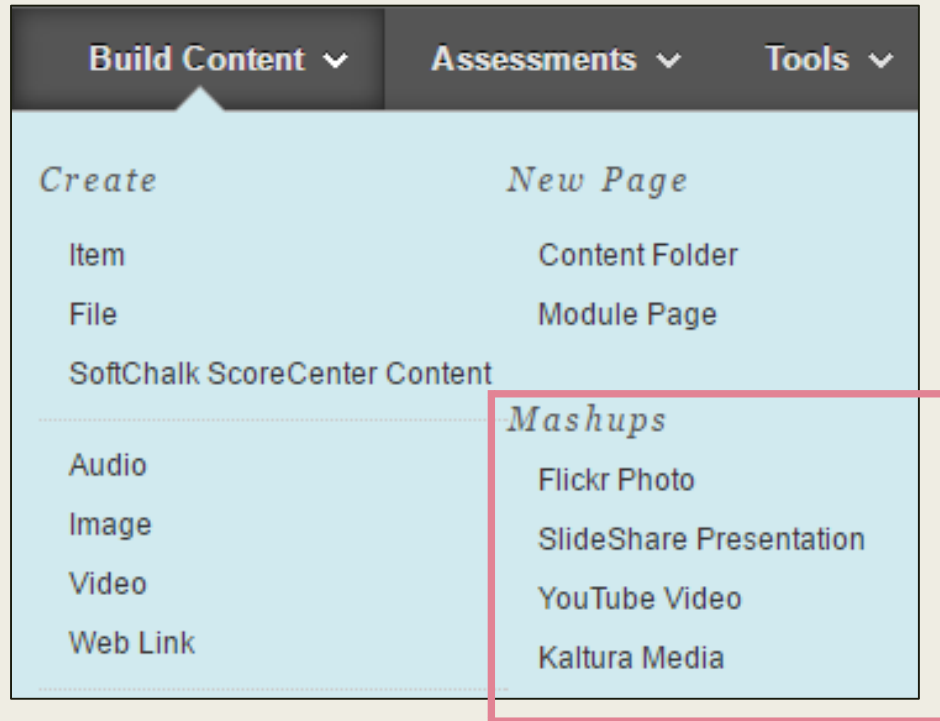


The screenshot shows the configuration panels for moving or copying an item. The "CONTENT INFORMATION" panel shows the "Name" as "Unit 1: Astronomy Overview". The "DESTINATION" panel includes a "Destination Course" dropdown menu set to "Roshau Sample Course 2016", a "Destination Folder" text input field with a "Browse..." button, and two radio button options: "Create links for items which cannot be copied" (set to Yes) and "Copy Alignments" (set to Yes).

Copy or move single items between courses and content areas.
Quicker and neater than copy and paste!

11. Mashups

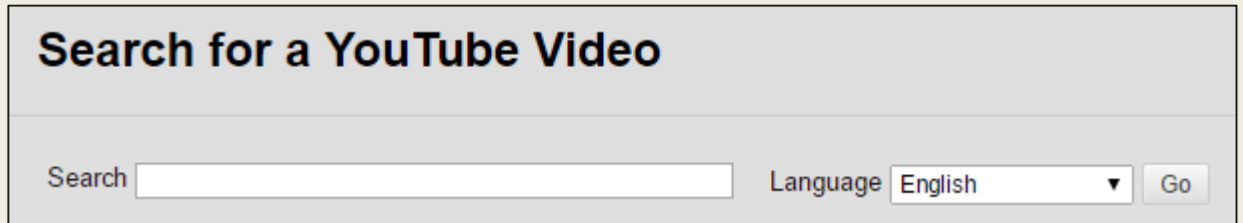
SEARCH FOR AND ADD CONTENT WITHOUT EVER LEAVING BLACKBOARD



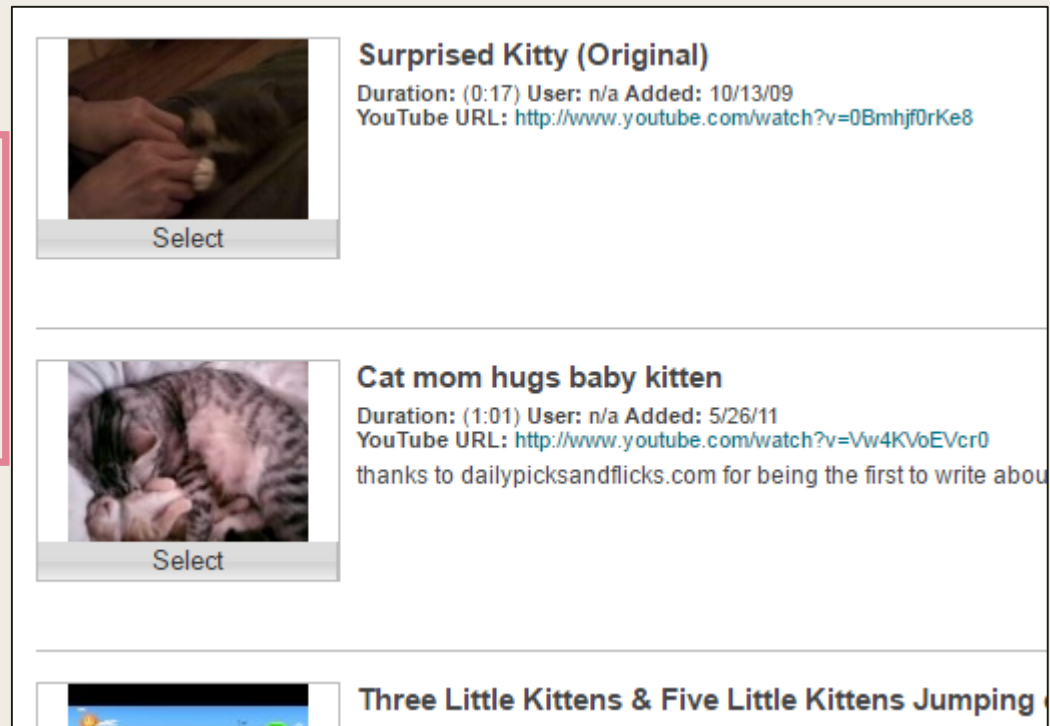
The screenshot shows the Blackboard interface. At the top, there are three tabs: 'Build Content', 'Assessments', and 'Tools'. The 'Build Content' tab is selected and expanded, showing a list of options. The 'Mashups' section is highlighted with a red box. The options under 'Mashups' are: Flickr Photo, SlideShare Presentation, YouTube Video, and Kaltura Media.

Build Content	Assessments	Tools
<i>Create</i>	<i>New Page</i>	
Item	Content Folder	
File	Module Page	
SoftChalk ScoreCenter Content		
<hr/>		
<i>Mashups</i>		
Audio	Flickr Photo	
Image	SlideShare Presentation	
Video	YouTube Video	
Web Link	Kaltura Media	




Search, preview and add media to your course from within a content area.



The screenshot shows a search bar titled 'Search for a YouTube Video'. It includes a search input field, a language dropdown menu set to 'English', and a 'Go' button.



The screenshot shows search results for YouTube videos. The first result is 'Surprised Kitty (Original)' with a duration of 0:17, user n/a, and added on 10/13/09. The second result is 'Cat mom hugs baby kitten' with a duration of 1:01, user n/a, and added on 5/26/11. The third result is 'Three Little Kittens & Five Little Kittens Jumping'.

	Surprised Kitty (Original) Duration: (0:17) User: n/a Added: 10/13/09 YouTube URL: http://www.youtube.com/watch?v=0Bmhjf0rKe8
	Cat mom hugs baby kitten Duration: (1:01) User: n/a Added: 5/26/11 YouTube URL: http://www.youtube.com/watch?v=Vw4KVoEVcr0 thanks to dailypicksandflicks.com for being the first to write about
	Three Little Kittens & Five Little Kittens Jumping

12. Embed Elements

DISPLAY *OUTSIDE* CONTENT *INSIDE* YOUR COURSE WITH HTML

```
Embed
<iframe
src="//www.slideshare.net/slideshow/embed_code/key/wZE1LCVQWX9Y0s"
width="595" height="485" frameborder="0" marginwidth="0" marginheight="0"
scrolling="no" style="border:1px solid #CCC; border-width:1px; margin-
```

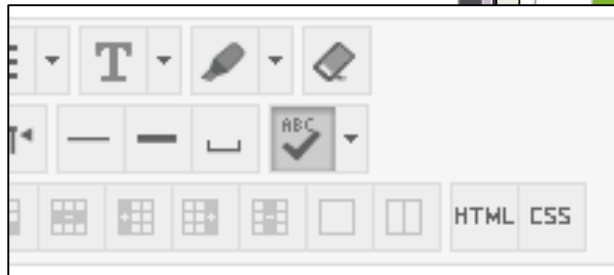
HTML code view - Google Chrome

https://bb.cocc.edu/webapps/vtbe-tinymce/tiny_mce/themes/ac

HTML code view Word Wrap

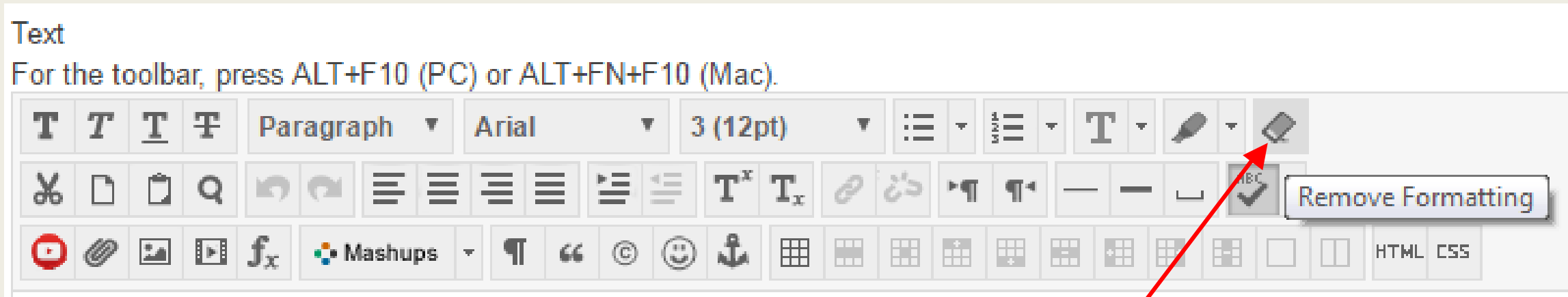
```
<iframe
src="//www.slideshare.net/slideshow/embed_code/key/wZE1LCVQWX9Y0s"
width="595" height="485" frameborder="0" marginwidth="0"
marginheight="0" scrolling="no" style="border:1px solid #CCC;
border-width:1px; margin-bottom:5px; max-width: 100%;"
allowfullscreen> </iframe> |
```

Cancel Update



13. Remove Formatting

DON'T FIGHT THE CONTENT EDITOR.



Copy and pasting text from outside sources can come through oddly. Highlight your pasted text and click 'Remove Formatting' to start fresh.

14. Distinguish between links and items

UNDERSTAND WHAT YOU'RE LOOKING AT, AND WHY

- ▼ **Course Tools**
- Achievements
- Announcements
- Basic LTI tools
- Blackboard Bookshelf
- Blackboard Collaborate
- Blackboard Store
- Blogs
- Cengage Learning MindLinks
- Commercial Content Tools
- Contacts
- Course Calendar
- Course Gallery
- Course Materials Hub
- Course Messages
- Date Management
- Discussion Board
- Glossary
- Goals
- Hawkes Synchronization
- Journals
- McGraw-Hill Higher Education
- Mobile Compatible Test List
- Pearson's MyLab & Mastering
- Remark Grade Import
- Rubrics
- Send Email
- SoftChalk - Synchronize Copied Content
- SoftChalk Publish with ScoreCenter
- Tasks
- Tests, Surveys, and Pools
- Turnitin Assignments

When you create content through a tool, there are two steps:

Create Forum

* Indicates a required field.

FORUM INFORMATION _____

1. Creating the actual TOOL, and applying settings

Create Link: Discussion Board

* Indicates a required field.

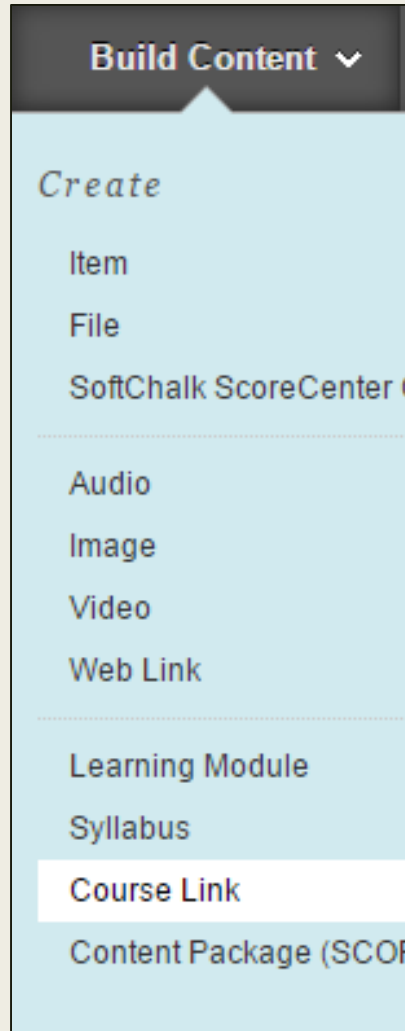
LINK INFORMATION _____

2. Adding a link to a content area, for students to access.

changing information in a link *does not* change information in the tool area.

15. Using Course Links

MAKE NAVIGATION SIMPLER AND MORE MANAGEABLE



A screenshot of the 'Create Course Link' form. The form has a grey header with the title 'Create Course Link'. Below the header, there is a note: '* Indicates a required field.' The form is divided into a section titled 'COURSE LINK INFORMATION'. It contains several fields: 'Choose Item' with a 'Browse...' button; 'Item Name' with the value 'Late Policy'; 'Name' with a text input containing 'Late Policy', a lock icon, a color selection dropdown set to 'Black', and a 'Black' label; and 'Location' with a text input containing '/Start Here!/Late Policy'.

Course links allow you to hyperlink to content within your own course, preventing duplication. Particularly useful for segregating assignments and tests from learning objects.

TESTING & REPORTING

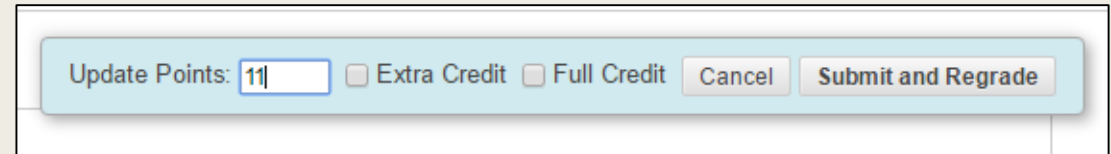
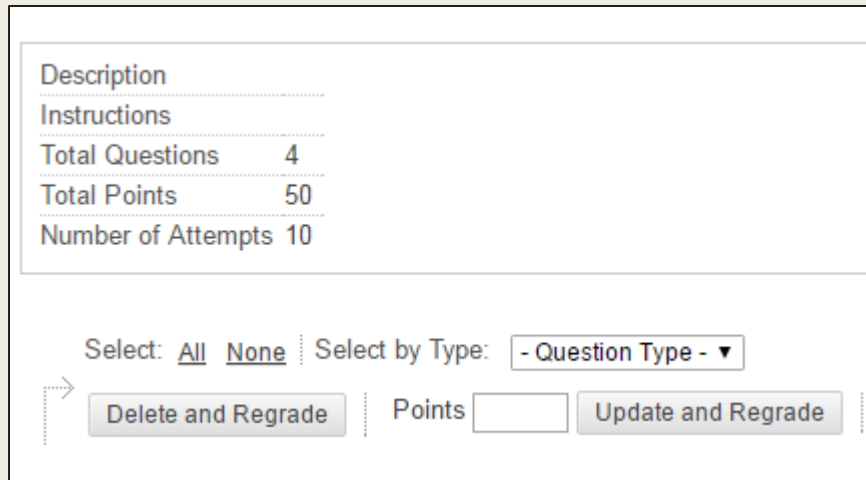
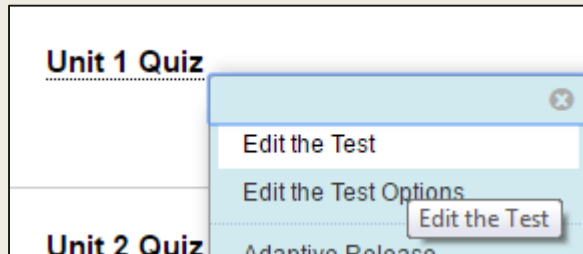
Tap into the powerful tools of Blackboard testing and reporting



16. Update and Re-grade

CHANGE A QUESTION AFTER A TEST IS DELIVERED AND GRADED

Use the context menu in a content area or go to Tests, Surveys, and Pools to access the Test Canvas.

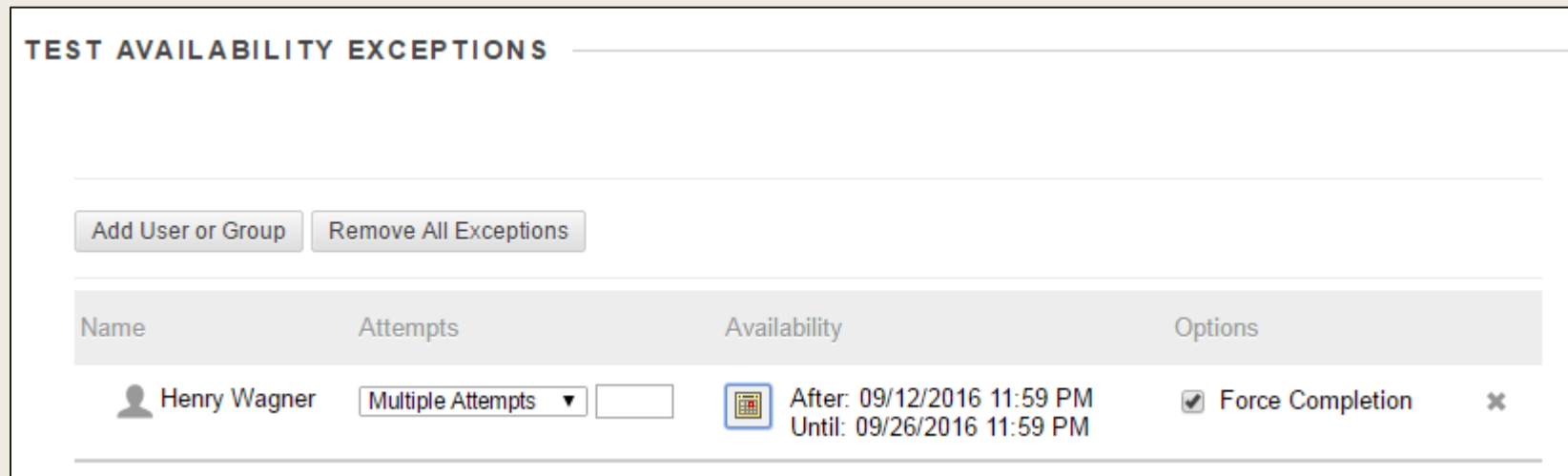
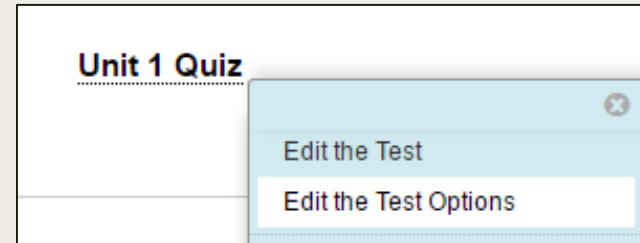


Change point values in bulk, or one at a time. Useful if you realize there was an error in the question, or to assign extra credit points.

17. Test Availability Exceptions

MAKING ACCOMMODATIONS SIMPLE

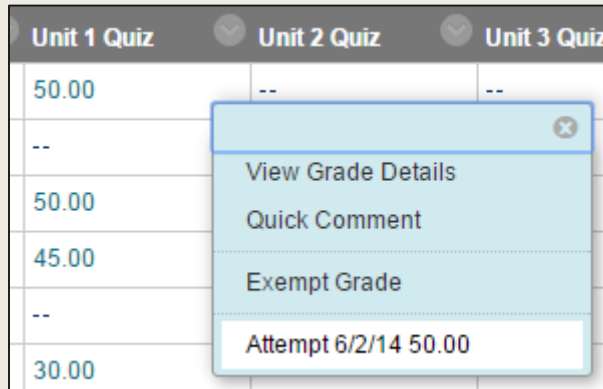
Use the context menu in a content area or go to Tests, Surveys, and Pools and select 'Edit the Test Options'.



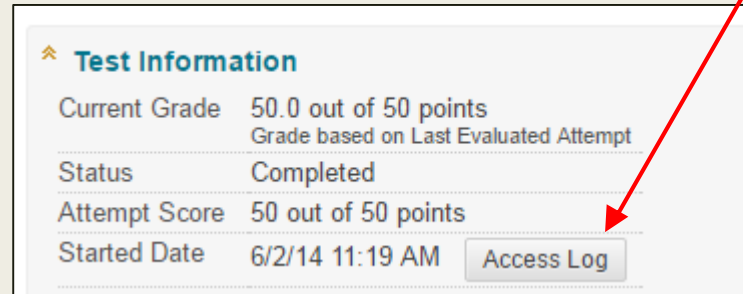
Customize access to tests by user or group to set: number of allowed attempts, date and time, and other options.

18. The Access Log

SEE HOW LONG A TEST TOOK...OR DIDN'T TAKE



The screenshot shows a table with columns for 'Unit 1 Quiz', 'Unit 2 Quiz', and 'Unit 3 Quiz'. The 'Unit 1 Quiz' column contains scores: 50.00, --, 50.00, 45.00, --, and 30.00. A dropdown menu is open over the first '50.00' score, listing options: 'View Grade Details', 'Quick Comment', 'Exempt Grade', and 'Attempt 6/2/14 50.00'.

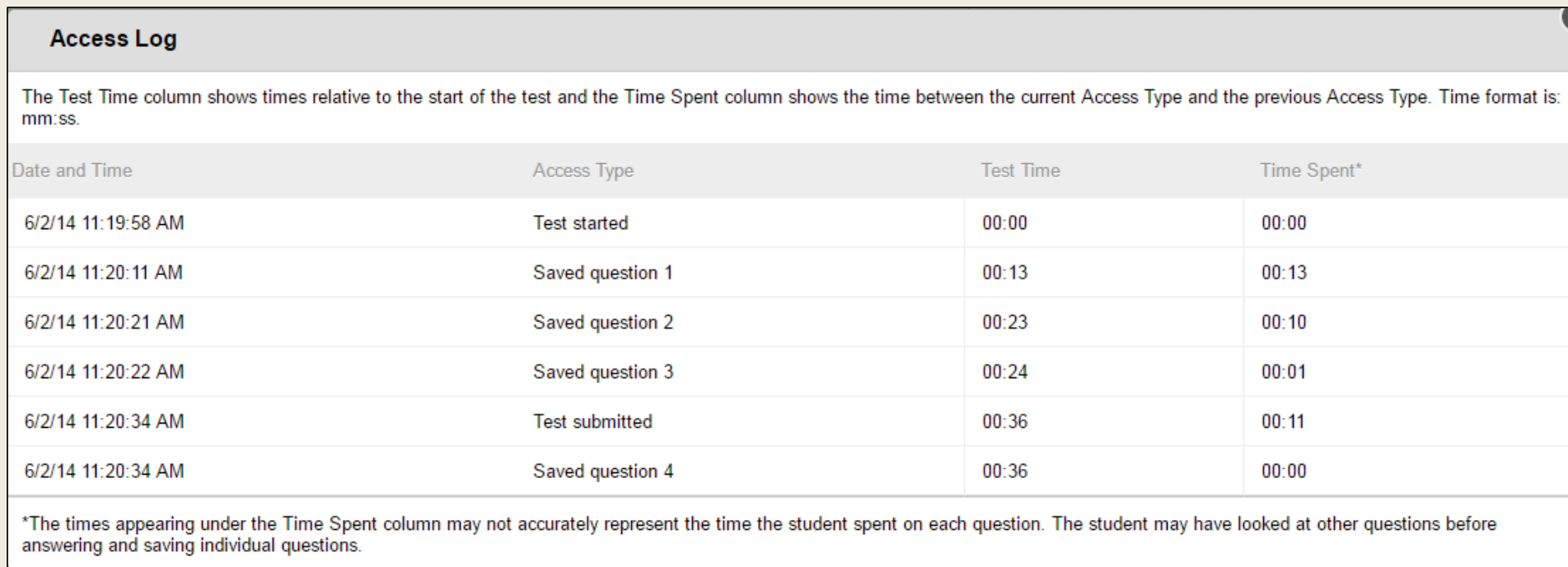


The 'Test Information' panel displays the following details:

- Current Grade: 50.0 out of 50 points (Grade based on Last Evaluated Attempt)
- Status: Completed
- Attempt Score: 50 out of 50 points
- Started Date: 6/2/14 11:19 AM

An 'Access Log' button is located at the bottom right of the panel, with a red arrow pointing to it from the text on the right.

From the grading area, open individual attempts on a test or quiz to see the access log.



Access Log

The Test Time column shows times relative to the start of the test and the Time Spent column shows the time between the current Access Type and the previous Access Type. Time format is: mm:ss.

Date and Time	Access Type	Test Time	Time Spent*
6/2/14 11:19:58 AM	Test started	00:00	00:00
6/2/14 11:20:11 AM	Saved question 1	00:13	00:13
6/2/14 11:20:21 AM	Saved question 2	00:23	00:10
6/2/14 11:20:22 AM	Saved question 3	00:24	00:01
6/2/14 11:20:34 AM	Test submitted	00:36	00:11
6/2/14 11:20:34 AM	Saved question 4	00:36	00:00

*The times appearing under the Time Spent column may not accurately represent the time the student spent on each question. The student may have looked at other questions before answering and saving individual questions.

19. The Retention Center

GET AN OVERVIEW OF YOUR CLASS' PROGRESS, SET ALERTS AND MORE

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation**
 - Course Reports
 - Performance Dashboard
 - Retention Center
 - SCORM Reports

Retention Center

Students currently at risk

4 students didn't contribute

18 20 4 6

Back to Overview

	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
Jerry Westley	●	●	●	●

MATCHING RISK FACTORS

- 1 deadline has been missed by more than 5 days
- 3 deadlines have been missed by more than 2 days
- Midterm Test has been missed by more than 2 days

Missed Deadlines: 3
[View late submissions](#)

Monitor

	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
Kerry Kwok	●	●	●	●
Hilary Lopez	●	●	●	●
Ray Gonzalez	●	●	●	●
Roberto Frank	●	●	●	●

Create custom alerts to keep you apprized of student performance throughout the term.

Sally Smith

Last login: Feb 4, 2013 @ 9:12 AM

Your course activity

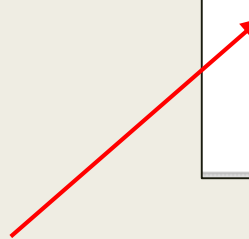
ASSESSMENT	INTERACTION & COLLABORATION	LEARNER SUPPORT
Chapter 1 Assignment 8 day(s) pending 1	Discussion Board Last activity 1 day(s) 12	Announcements posted: 1 Last posted on Feb 4, 2013: Post an announcement
Chapter 2 Peer Assessment 2 day(s) pending 1	Blogs Last activity 1 day(s) 5 2	COURSE DESIGN
Bio Blog 1 day(s) pending 1	Journals No activity yet 0 0	Last content created on Jan 23, 2013: Advanced Quiz
Journal Assignment 2: The Unifying Principles of Biology 5	Groups Create a group 8	

20. Course Reports

GET A GRANULAR LOOK AT YOUR STUDENTS AND COURSE ACTIVITY

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Content Collection →
- ▶ Course Tools
- ▼ Evaluation →
 - Course Reports
 - Performance Dashboard
 - Retention Center
 - SCORM Reports



REPORT SPECIFICATIONS

Select Format: PDF

* Select a Start Date: 06/02/2016

* Select an End Date: 06/03/2016

Select Users:
Akbar, Mina (makbar)
Casper, Chris (ccasper)
Chu, Cathy (cchu)
Churchill, Emily (echurchill)
Cooper, Ashby (acooper)

All User Activity inside Content Areas
This report displays a summary of all user activity inside Content Areas for the course.
> Last Run: Thursday, October 22, 2015 10:46:19 AM PDT

Course Activity Overview
Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the t
> Last Run: Thursday, September 1, 2016 11:48:22 AM PDT

Course Coverage Report
This report displays goals coverage information for a single Blackboard Learn course. Data includes both covered and g
> Last Run: Thursday, April 2, 2015 3:03:23 PM PDT

Course Performance
This report displays information showing how a single Blackboard Learn Course performs against a selected set of goal averages for the entire course as well as break downs for individual students and goals.
> Last Run: Tuesday, October 8, 2013 2:36:49 PM PDT

Overall Summary of User Activity
The report displays user activity for all areas of the course, as well as activity dates, times and days of the week.
> Last Run: Wednesday, June 29, 2016 2:14:46 PM PDT

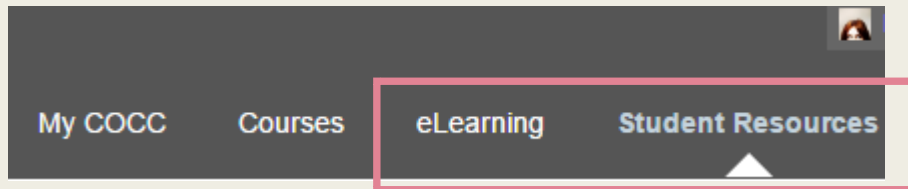
RESOURCES

What's out there, and where you can find it



BONUS: Student Resources and eLearning Tabs

KNOW WHERE TO GO



Students and faculty can get quick access to eLearning and essential campus resources through the tabs at the top of the Blackboard interface.

A screenshot of the Blackboard eLearning page content. The page is divided into several sections. The top section is titled 'How to Self-Enroll in the Orientation for Online Classes at COCC'. It contains a video player with a play button and the text 'Self Enrollment'. Below the video player is a banner for 'Self-Enrollment in the Orientation for Online Courses at COCC'. The middle section is titled 'Interested in Taking Online Classes?'. It contains text about prerequisites and a blue button labeled 'Enroll Now!'. Below this is a banner for 'Orientation for Online Classes at COCC' with the text 'BE A BETTER LEARNER'. The bottom section is titled 'Online Learning Readiness Assessment'. It contains text about the assessment and a blue button labeled 'Online Learning Readiness Assessment'. The bottom-most section is titled 'How to send email through Office 365' and contains text about using a COCC email account. It also includes a video player with the text 'Students - Send Email though Offic'.

CONTACT ELEARNING

EMAIL: elearning@cocc.edu

PHONE: 541-383-7785

WEB: <http://cocc.edu/elearning>

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