TUHSD Blackboard Guide

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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Accessing Classes

Upon logging onto Blackboard, users will see the dashboard and can access assigned classes in the My Classes section or by clicking on the **Classes** link on the top of the page. 🚨 Jane Doe ¢ My Institution Classes Community Services Notifications Dashboard My Institution Add Module Personalize Page · Tools - My Announcements - My Classes No Institution Announcements have been posted. Announcements Classes where you are: Teacher Calendar EdTech Cohort 1 EdTech Generic Course > First meeting date Tasks EdTech Cohort 2 more announcements My Grades EdTech Generic Course Classes where you are. Student Send Email · My Organizations Five Ways to Blend your course with Blackboard User Directory Getting Started with Blackboard You are not currently participating in any organizations Address Book Personal Information Goals - On Demand Help and Learning Catalog Select a course title to access a specific class. Upon accessing a class, users will see the **Quick Setup Guide**. Here you may customize the setup of your course. If you do not wish to see this screen the next time you access each class, select the box to "Hide Quick Setup Guide when I enter this class." Then select Apply Changes. 8 Quick Setup Guide Choose a Class Structure Choose a Class Theme Learn about using your class ABOUT the **Menu** Get started by customizing and managing your Class or Organization Menu. Use Content Areas and folders to give students easy access to materials. SETTING Availability For assistance with issues such as passwords, enrollments, or Get information about making your class or organization available to students. Learn about the different types of content you can software errors, please contact your school's help desk. share in Blackboard Learr Hide Quick Setup Guide when I enter this class. Cancel Apply Changes → <u>Table of Contents</u>

Course Home Page

1. Add pages and links to

the course.								
Content Area Module Page Blank Page Tool Link	Home Page Home Page EdTech Generic Course Home Page	ome Page				6.	Edit Mode is: ON	4. Edit Home Page by choosing permission options and adding text or images.
Web Link			_			<u> </u>		Home Page @
Class Link		- My Announceme	nts		- To Do			Home Page o
Subheader	Groups					E	dit Notification Settings	Add Cinss Module Page Banner
2 Customize / edit course	Tools	- My Tasks			What's Past Due		Actions 🐱	5. Add or remove
link	Help	My Tasks:			► All Items (0)		0	home page modules.
Home Page Arid class Months Information Rename Link	CLASS MANAGEMENT ▼ Control Panel		No tasks due.		What's Due Select Date: 08/10	0/2015 🔲 Go	Actions 😺	Home Page
Hide Link Discussion Paters	a) ► Content Collection →	▼ What's New			🕶 Today (0)		\odot	
5000	b) Class Tools		Edit Notification Settings	Actions ¥		Nothing Due Today		
	C) ► Evaluation →		No Notifications		Tomorrow (0)		0	6. Preview the
3. Rearrange course links.					This Week (0)		0	student view of the
+ 🖻 C 11	Customization →		Last Updated: August 10	, 2015 9:28 AM	Future (0)		0	page.
EdTech Generic Course	g) ► Packages and Utilities →	Veeds Attention				Last Updated	: August 10, 2015 9:28 AM	LOT
Home Page	h) • Help		Edit Notification Settings	Actions ×				
1 Information III ()	Contact Support	-			- Alerts			7. Customize the
Content III	Video Tutorials		No Notifications		.	E	dit Notification Settings	page theme/color
Discussions			Last Updated: August 10	, 2015 9:28 AM	Past Due		Actions 🐱	scheme.
	🗙 Quick Unenroll					No Notifications	Ý	
						0		
a) Upload/access b) A	ccess various class C) Acces	s assessment	d) Access grades and	e) Enro	ll students	f) Customize	g) Import and	h) Additional help
content for tools	reports:		assignments that	or create	e class	course setup:	export courses,	for teachers:
courses.	Class Tools Evaluati	on	need to be graded:	groups:		Customization Guest and Parent Access	content, and	Help
Content Collection	Innouncements Perform	nce Dashboard	Grade Center Needs Grading	Users a	nd Groups	Properties	Packages and Utilities	Blackboard Help for Teachers
All Classes Content	Class Calendar Retentio	n Center Reports	Full Grade Center	Users		Teaching Style	Bulk Delete	Contact Support Video Tutorials
All Organizations Content Institution Content	Commercial Content Tools		Tests			Tool Availability	Class Copy Export/Archive Class	
Go	Jate Management Siscussion Board						Import Class Cartridge	
Basic Search	Joosary Journals						Import Package / View Logs Manage LTI Links	
Advanced Search	suone uompolible rest Lisi SafeAssign Safi aud Daer Accesement						Move Files to Class Files	
	Send Email							
1	fests, Surveys, and Pools Vikia							

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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Understanding Content Area Page Options

Edit course pages or	access additional options by clicking	Information		
on the chevron icon	\odot		0	
		Build Content 🗸 Edit		
		Show	e leone Only	
		Show	Text Only	
The Astion Day south		t a set the set on he		
The Action Bar cont	ains options within a page. In a conten	it page, the action ba	ir will contain opt	ions to build
content, add assessn	nents, add tools, and include partner co	ontent if available.		
	Build Content. V Assessments. V To	ools . 🗸 Partner Conter	nt . 🗸	
Content may include	e a variety of options such as	Build Content. V Asses	ssments. 🗸 🛛 Tools. 🗸	
documents; audio, vi	ideo or photo files; web links,			
modules, folders, and	d mashups from outside resources.	Create	New Page	
, ,	1	ltem	Content Folder	
		File	Module Page	
		Audio	Blank Page	
		Image	120040000	
		Video	Mashups Eliste Dista	
		Web Link	SlideShare Presentation	
		Language Marshala	YouTube Video	
		Lesson Plan	xpLor Content	
		Class Outline		
		Class Link		
		Content Package (SCORM)		
Assessments may in	nclude tests, surveys, assignments,		ble	
self and peer assessr	nents, and mobile compatible tests.	Assessments V Too		
	F	Test		
		Survey		
		Assignment		
		Self and Peer Assessment		
		Mobile Compatible Test		
Tools may include n	urnose-specific items such as a	Tools 🗸 Partner Conter	nt G	
discussion board ble	a journal wiki group achievement			
announcement etc	Jg, Journal, wiki, group, achievement,	Discussion Board	Achievements	Email
announcement, etc.		Blogs	Announcements	Glossary
		Journals	Blackboard Collaborate Scheduling Manager	My Grades
		Wikis	Blackboard Help	Portfolios
		Groups Tools Area	Blackboard IM	Portolios Homepage Roster
		Blackboard Collaborate	Calendar	Tasks
		Achievements	Class Messages	
			Contacts	
		More Tools		
Partner Content	If available, may include a digital	Partner Content 🗸		
	textbook or other district/school-			
paid subscriptions.		Search for Textbook		
		Manual Entry Textbook		
			Tal	ole of Contents

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Adding Published YouTube Videos

1. In a content area page, place the cursor over Build Content and	Build Content - Assessments - Tools - Partr	
click YouTube Video below the	Create New Rage	
Mashups section.	create New Fage	
	Item Content Folder	
Note: YouTube videos are currently	File Module Page	
filtered for students while on campus.	Audio	
1/28/16	Image Mashups	
	Video Flickr Photo	
	Web Link SlideShare Presentation	
	Learning Module YouTube Video	
	Lesson Plan xpLor Content	
	Class Outline	
	Class Link	
	Content Package (SCORM)	
 Search published video by exact title (for best results) or key words. Click Go. 	Search for a YouTube Video Enter search information below. Click Go to view the results. The order of search results is determined by You Search Language English Go	You Tube.
4. Click Select below the chosen	Displaying 1 to 10 of 1000000 items	
video.		
	Select Project Based Learning: Explain Duration: (3:50) User: Buck Institute for Educ YouTube URL: http://www.youtube.com/watch Learn more about Project Based Learning (8 the cutting-edge advertising agency, Common	
5. Edit the title if necessary.	ADD YOUTUBE CONTENT TO CLASS	
6. Add a description for the video.	Name Project Based Learning: Explained. Color of Name Black Duration: (3:50) User: Buck Institute for Education - Added: 12/9/10 YouTube URL: http://www.youtube.com/watch?v=LMCZvGesRz8 Description T T T Paragraph V Arial V 3 (12pt) V I I I I I % D Q Q I </th <th>1 2 *</th>	1 2 *
	Path: p	Words:0

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Discussion Board

1. To add a discussion to the course, select the	+ 🗃 G 1L
Discussions link.	✓ Generic Course 1 - Suggs ♠
2. Click Create Topic within the action bar.	Home Pege Topics are made up of individual discussion threads that
	Content Create Topic
	Discussions
	Groups
	Help
3 Give the tonic a name/title	Create Tania
4. Type the discussion prompt in the	Topics are made up of individual discussion threads that can be organized around a particular subject. Create Topics to
Type the discussion prompt in the	organite discussions. More Help
Note: There are various tools to sustemize	* traffic the second and field
Note: There are various tools to customize	
your text und to und resources (files, videos,	
photos, etc.j.	* Name
	T T T T Paragraph · Arial · 3 (12pt) · Ⅲ · iΞ · I · ℓ · ℓ · ♀ ♀ i X ≈
If you do not see additional tools, click on the 🛸	XDDQ 이어 프롬프 플 플 플 TT, 2014 박 ♥ — — 니 201- (이 2012 ID 12, Official State 14, 14, 14, 14, 14, 14, 14, 14, 14, 14,
icon.	
	Path: p Wends:0 🏑
5. Select the topic availability.	TOPIC AVAILABILITY
	Available 💿 Yes 💿 No
	Enter Date and Time Display After
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
	Display Until Image:
6 Note the various tonic settings for the	
discussion and select all that you wish to	1010 3211103
annly	If a Due Date is set, submissions are accepted after this date, but are marked late.
appry.	Viewing Finands/Replies Control of the second second a thread is enter to second the threads in this tories Control of the second seco
Useful options:	If participants are required to create threads in order to view other threads in the topic. If participants are required to create threads in order to view other threads in the topic, they cannot delete or edit their own posts, and cannot cost anonymously. Those options will be set
	for you automatically.
	Grade
• Forces students to post	Grade Discussion Topic: Points possible Grade Threads
before viewing other posts	Subscribe O Do not allow subscriptions O Affect members to subscriptions
Creates a graded	 Allow members to subscribe to tribeles Allow members to subscribe to topic
discussion and enables	Include body of post in the email Include link to east
optional rubric feature	Create and Edit Allow Anonemous Dosts
·	Allow Author to Delete Own Posts
	Allow Author to Edit Own Published Posts Allow Members to Create New Threads
	 Allow File Attachments
	Allow Users to Reply with Quote Force Moderation of Posts
	Additional Options Allow Post Tagging
	Allow Members to Rate Posts
7. Click Submit when finished.	Click Submit to proceed. Click Cancel to go back.
	Cancel Submit
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) **Creating Groups**

1. Click the Groups link to access	Groups
the groups page.	You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. <u>More Help</u>
Home Page Information	Crosta Import Croup Sattinge
Content	
1 Groups	
2 Choose the way in which you	
wish to create groups within	Create V Import
vour class and complete the	Single Group Group Set
group setup process.	Self-Enroll Random Enroll
	Manual Enroll Self-Enroll
	Manual Enroll
	 Single Group (helpful for permanent class groups) Self-Enroll allows students to sign-up for a group. Manual Enroll allow the teacher to manually enter students into groups. Group Set (helpful for task/project-specific groups) Random Enroll allows the teacher to set group parameters that will randomly generate groups as needed.
3. Groups may contain a number	TOOL AVAILABILITY
of productivity tools. Teachers	
may add or remove group	 ✓ Elogs No grading
tools as needed.	Grade Points possible
	Allow any group members to create topics. De set allow the structure members to create topics.
	 Evaluation and student group members to cleate topics. Email
	✓ File Exchange
	🐼 Journals
	Grade Points possible:
	🖉 Tasks
	 Wikis No grading
	Grade: Points possible:
4. Once group settings are	Click Submit to proceed. Click Cancel to go back.
created, click Submit.	
Notes	

- Using Smart View settings allows teachers to create a Bb Grade Center filtered item for each group.
- Teachers can import groups from an Excel file (instructions are outlined by clicking the More Help link in the Import Groups page).
- Teachers can also create general group settings within the Group Settings page. •

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The Tools link displays the various tools that are availabl within content area pages. Teachers have the ability to hi	e in the course. Links to these tools may also be created de these links from students at any time.
Tools	
Achievements Hide Link	Discussion Board Hide Link
Achievements	Create and manage Topics within the Discussion Board.
Announcements Hide Link	
Create and view Class Announcements.	View a list of important terms and their definitions.
Schedule and join Blackboard Collaborate web conferencing sessions	Create and manage formal aroune of students to collaborate on
and view recorded archives.	work.
Blackboard Help for Students Hide Link	
Open Blackboard Help in a separate window.	Create and manage journals that can be assigned to each user in a
	group for the purposes of private communication with the teacher.
Blackboard IM Hide Link	My Grades Hide Link
Instantly connect and collaborate with classmates and teachers.	Displays detailed information about your grades.
Blogs Hide Link	
Create and manage blogs for Classes and Class Groups.	Bb Portfolios Homepage Hide Link
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Math Editor	🗅 WIRIS editor - Google Chrome 🗕 🗖 🗙
Within the text editor, locate and select the f_x option. $f_x \leftrightarrow Mashups \leftarrow \P$	\square https://blackboard.tuhsd.org/webapps/vtbe-tinymce/tiny_mce/plugins $\sqrt{\square}$ \square </td
Launch Math Editor	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$
Click through tabs and features to utilize the various equations, templates, and symbols to create content or to respond to a post, questions, or assignment.	Ф
	Accept Cancel LaTeX Manual
	This option works best in Chrome or Firefox browsers.
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Student Preview	 To preview v right corner Select the pa Respond to p Discussion Board EdTech Cohort 1 	what students see of the page. ges or items you v prompts and take Student Prev Discussion Board	on the course page, click the wish to preview. assessments as a test student. www.mode is ON	ico	on on f	the top-
	Home Page Resources Activities/Discussions Groups	organize discussions. More Hel	0			Search
	Announcements	Торіс	Description	Total Posts	Unread Posts	Total Participants
	Badges Tools Help	August 2015 - Summer Learning and Technology RulesI	Welcome back! This is the first of ten activities/discussions for the school year. Please respond to both prompts below. A) Summer Learning: Through the world of social media, it is not difficult to stay abreast of the latests trends and web tools available for educational technology. Even during summer vacation, I read articles and blog posts about the ways teachers can use technology for formative assessments in the elsesroom.	0	0	0
	 Click Exit Pr You will have session. Onco Exit Student You are leaving user in your clas related data may What would you Delete the point of the second se	eview when finish e the option to kee e you make a select Preview student preview. Using student i impact the class experience for like to do? review user and all data (Reco nished previewing the class as the preview user from your class eview user and all data imporarily leaving the student p account, keep the preview used data by returning to student p this choice and do not ask me a changed in Student Preview S view control bar.	Exit Preview hed. the por delete any data created du ction, click Continue. Preview created a preview t user. This user and the proyou and your students. mmended) a student, delete the data ass. preview to complete your task er and data. You can delete review and changing these again Settings, located in the Cancel Continue	ıring	the pr	eview
				Ta	ble o	f Contents

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Hide Extra Classes

Users have the ability to hide excess classes on the My Classes list. 1. Click on the settings icon on the right-hand corner of the My Classes module in the Institution page.	My Classes Classes where you are: Teacher EdTech Cohort 1 EdTech Cohort 2 EdTech Generic Course PD Module - TEMPLATE TUHSD Literacy TUHSD Math	*		
2. Under the Class Name column, select the classes to hide. Click Submit .	Personalize: My Clas	SES for each Class. Selecting Select All will display all at	tributes for the Class.	If none of
	↑↓ Select All/Unselect All	Class	Class Name	Class II
		EdTech01: EdTech Cohort 1		
		EdTech02: EdTech Cohort 2		
		ETGC001: EdTech Generic Course		
		Gen001-2015: Generic Course 1 - Suggs		
		Gen002-2015: Generic Course 2 - Suggs		
		EdTech9915: PD Module - TEMPLATE	X	
		PDLIT001-15-16: TUHSD Literacy		
			<u> Cable of Co</u> r	<u>ntents</u>

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Create Tests

1. Place cursor over Assessments and	Create Test	
click Test or Mobile Compatible Test	Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make in	t available for
(for use strictly with Blackboard	students to take. <u>More Help</u>	
mobile device app).	Cance	Submit
Assessments ~ Too		
	ADD TEST	
Test	Create a new test. There are no tests to add.	
Survey	Create a New Test Create	
Assignment	Add an Existing Test - Select Test Below -	
Self and Peer Assessment		
Mobile Compatible Test		
	-	
2. Click Create and Submit .		
3. Add the test name.	Test Information	
4. Add a description or any specific	Type a Name for the test. This is a required field. The name is the title text that appears in the content area. Us name to help users identify the test. <u>More Help</u>	se a descriptive
instructions for students.		
5. Click Submit .	* Indicates a required field. Cancel	Submit
	TEST INFORMATION	
	* Name	
	T T T T Paragraph ▼ Arial ▼ 3 (12pt) ▼ ≔ - i≡ - T - Ø - @ G	1 1 1 × ×
	※DDQ 000 프로프로 19 17 T, 020 M T	
	W Mahups - 1 44 (C) (L) Li H H H H H H H H H H H H H H H H H H	L CSS
	Path; p	Words:0
	Instructions	11100
		L CSS
	Path: p	Words:0
6. Place cursor over Create Ouestion.	Test Canvas: Anglo-Saxon Medieval Unit Test	
7. Select the question type to add to the	The Test Carnos allows you to add and edit questions, add question sets or random blocks, n Mare Heln	
test.	Circate Question v Reuse Question v Upload Questions	
	Calculated Formula	
	Calculated Numeric Extension Encome	
	File Response File Multicle Danie	
	Fill in the Blank Hird Sport	
	Jumbed Sentence This test has no questions!	
	Mutual Pennine Create questions or add questions Mutual Pennine from other resources.	
	Opinion Scalefulkert Ordening	
	Ouiz Bowl Short Answer	
	TrueFate	

Question Types

Each question type has a number of required and optional features. After creating a question, teachers can add general feedback statements for correct and incorrect responses and categorize questions (e.g. add standards tags) for future reference.

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial cre answers that are partially correct will receive the feedback for an incorrect answer.	dit is allowed						
Correct Response Feedback		Click Add to add a C	ategory, Top	ic, Level of Difficu	ty, or Keyword	to the question. Click the	X icon to remove it. Click
T T T T Paragraph * Arial * 3(12pt) * Ξ • Ξ • T • Ø • Ø	Q 1 X A	an existing entry to a	ccess a comp	were list of Gatego	nes, ropics, Le	vers of Difficulty, of Keyv	/0/d5.
X D D Q O O E E E E E E F T T, 2 O H H W-		Categories	None Ad	ld Tag	OK	Choose from Existing	
		Topics	None Ad	d			
		Levels of Difficulty	None Ad	d			
		Køywords	None Ad	d			
Path: p	Words:0 🦽						
Incorrect Response Feedback		TEACHER NOTES					
T T T T Paragraph * Arial * 3(12pt) * !Ξ • !Ξ • 'T • ₽ • @							
X D D Q の R E E E E E E F T, グ A ** **		Teacher Notes					
		×.					
Path; p	Words:0	<u>Ií</u>					Character count 0 🦼
istrated within the following pages are scr	eenshots o	f the various (questi	ons and	their f	eatures.	

Calculated formula	Create/Edit Calculated Formula Question
	A Calculated Formula question contains a formula with variables that change for each user. More Help
	* Indicates a required field. Cancel Next
	GOESTION
	Add question text that includes variables in square brackets [x] corresponding to variables in the formula that will be used to calculate the answer to this question. Answers are not part of the formula because answer sets are automatically calculated. Variables must consist of letters, but "pi" and "e" are reserved and cannot be used as variables. Click Next after completing the fields on this page to calculate answer sets and provide response feedback. Question Title
	T T T F Paragraph \checkmark Arial \checkmark 3 (12pt) \checkmark := \checkmark $\stackrel{\circ}{=}$ \checkmark T $\stackrel{\circ}{=}$ \checkmark T $\stackrel{\circ}{=}$ \checkmark $\stackrel{\circ}{=}$ \checkmark
	Path: p Words:0
	OPTIONS
	Define the correct answer range, plus or minus a numeric or a percentage variation from the exact answer. If the correct answer must be exact, the range should be 0. If partial credit is allowed, define the broader range for partial credit and the percentage of the total points that will be given if the answer is within the partial credit range. Units can be required as part of the answer, and optionally a percentage of the total points can be deducted from the points given if the units are incorrect.
	Answer Range +/- 0 Numeric V
	Allow Partial Credit
	Units Required
	Click Next to continue creating this Calculated Formula question. Click Cancel to quit.

DEFINE VARIABLES
Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E-4. Spaces are not allowed.
Variable Name Minimum Value Maximum Value Decimal Places
No variables were found in the question text. The number of answer sets will be set to 1.
ANSWER SET OPTIONS
Calculate Answers to 0 • Decimal •
Number of Answer Sets 1
Correct Answer Format Normal
Click Calculate to generate the answer sets. Click Back to go back to the previous page. Click Cancel to quit. Go Back Cancel Calculate
EDIT ANSWER SETS Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E.4. Second project allowed
1.0E-4. Spaces are not anowed.
Calculated Answer (0 Decimal places)
1. 2±2
Calculate
Table of Content

Calculated Numeric	
Calculated Numeric	Create/Edit Numeric Answer Question
	A Calculated Numeric question asks the user to submit a numeric answer to a question. It resembles a Fill in the Blank question where the correct answer is a number. <u>More Help</u>
	* Indicates a required field. Cancel Submit and Create Another Submit
	Question Title * Question Text T T T Paragraph * Arial * 3 (12pt) * $\exists \cdot \exists \cdot T \cdot \checkmark \cdot \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \land \checkmark \land \land \land \land \land \land \land$
	Path: p Words:0 //
	Answer Range +/-
	<u>Table of Contents</u>

Either/Or	Create/Edit Either/Or Question			
	Either/On questions show two grower options such as True /E-laser Vas /Man Hale			
Create simple, two- option questions.	Either/Or questions show two answer options, such as True/False or Yes/No. <u>More Help</u>			
	* Indicates a required field. Cancel Submit and Create Another Submit			
	QUESTION			
	Question Title			
	★ Question Text			
	T T T T Paragraph ▼ Arial ▼ 3(12pt) ▼ Ξ ▼ Ξ ▼ T ▼ 𝗨 ▼ 𝔄 i Σ 条			
	@ Ø Im I f _x • Mashups ▼ ¶ G © ↓ III III III III III III III III			
	Path: p Words:0 🖌			
	OPTIONS			
	Answer Orientation Vertical			
	ANSWERS			
	Select the answer choices and select the correct answer.			
	Answer Choices Yes / No 🔻			
	Correct Answer			
	Table of Contents			

Essay	Create/Edit Essay Question
Students will type their essay response	Essay questions require students to enter an answer into a text box. More Help
for this type of question.	* Indicates a required field. Cancel Submit and Create Another Submit
Teacher must manually grade/score the response. A rubric may be added or created for this question.	QUESTION Question Title $\begin{array}{c} & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & $
	Path: p Words:0 // // // // // // // // // // // // //
	Path: p Words:0 //
	Add Rubric * Add Rubric * Select Rubric Create New Rubric CA Create From Existing

File Response	Create/Edit File Response Question			
Students will upload a file as a response to this question.	Users upload a file from their computer, the network, or from the Content Collection as the answer to the question. This type of question is evaluated manually. <u>More Help</u>			
A rubric may be added or created for this question.	* Indicates a required field. Cancel Submit and Create Another Submit QUESTION			
	Question Title			
	-X- Question Text			
	TTTTParagraph V Arial V 3 (12pt) V 🗄 V 🗄 V 🗶 V V 🖓 i 🔀 🛠			
	※ D û Q 너머 프 프 프 프 프 프 프 프 프 카 Tx & 강 내 대 니 짱-			
	@ Ø I I f _x			
	Path: p Words:0 🥢			
	Add Rubric * Add Rubric * Select Rubric Create New Rubric Create From Existing			
	Table of Contents			

Fill in Multiple	Create/Edit Fill in Multiple Blanks Question	
Blanks	Fill in Multiple Blanks questions use variables to identify different places in the text for students to ty More Help	jpe missing values.
	* Indicates a required field.	ancel Next
	QUESTION	
	Add question text that includes variables in square brackets [x] corresponding to locations in the text the Blank fields should appear. Variables must be unique and cannot be reused. Click Next after control on this page to specify answers. Question Title • Question Text T T T Paragraph	t where the Fill in npleting the fields
	Complete this <i>Romeo and Juliet</i> quote: But, [a] ! What [b] through [c] window breaks? It is the [d] , and Juliet is the [e] !	
	ANSWERS FOR: A	
	Number of Answers 1 ▼ ★Answer 1 Exact Match ▼ soft	Case Sensitive
	ANSWERS FOR: B	
	Number of Answers 1 ▼ ★Answer 1 Exact Match ▼ light	Case Sensitive
		Table of Contents

Fill in the Dlaule			
FIII IN the Blank	Create/Edit Fill in the Blank Question		
	Fill in the Blank questions are scored based on whether the student answer matches the correct answers you provided. You can require student answers to match exactly, contain part of the correct answer, or match a pattern that you specify. You choose whether or not the answer is case sensitive. <u>More Help</u>		
	* Indicates a required field. Cancel Submit and Create Another Submit QUESTION		
	Question Title		
	🔆 Question Text		
	T T T T Paragraph ▼ Arial ▼ 3 (12pt) ▼ Ξ • Ξ • T • ✔ • & ♀ i 以 ↔		
	★ □ □ Q □ □ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ ^x T _x ∂ ▷ ◄ ¶ · − − □ ♥ ·		
	\textcircled{O} \textcircled{O} \textcircled{I} \textcircled{I} \textcircled{J}_x $\textcircled{Mashups}$ \checkmark \P \r{G} \textcircled{O} \textcircled{J} \textcircled{II} \rule{II} $\rule{II} {\rule{II}$ $\rule{II} $		
	Path: p Words:0		
	ANSWERS Add answers for all possible correct responses.		
	Number of Answers		
	* Answer 1 Exact Match		
	Table of Contents		

Hot Spot	Create/Edit Hot Spot Question
Students will click on an image in response	Hot Spot questions are based on students identifying an area in an image file. The area is set by pixel coordinates and if students click within this range, the answer is recorded as correct. Points and extra credit are handled in the inline points fields for each question on the canvas. <u>More Help</u>
to a question.	
	* Indicates a required field. Cancel Next
	QUESTION
	Question Title
	For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
	T T
	Identify the clavicle in this image.
	Path: p Words:6
	UPLOAD IMAGE
	* Attach File Browse My Computer Browse Content Collection
	Selected File File Name skeleton-41550_640.png
	Do not attach
	Image Alternate Text
	Cancel Submit and Create Another Submit
	ANSWEDS
	ANSWERS
	Click and drag the mouse over an area in the image to specify the hot spot area for the correct answer. Start with the upper left corner of the rectangle and drag down to the lower right. Click Clear to remove the rectangle and start again.
	Top Left Coordinates
	Bottom Right Coordinates
	Clear
I	Table of Contents

Jumbled Sentence	Create/Edit Jumbled Sentence Question
Students will select from a set of words to	Jumbled Sentence questions ask students to select the correct word from a set of words in a drop-down list to complete the sentence. <u>More Help</u>
sentence.	* Indicates a required field. Cancel Next
	QUESTION
	QUESTION Add question text that includes variables in square brackets [x] corresponding to locations in the text where the diso- down inst of answers should appear. Variable names must be unique and cannot be reused. Click Next after completing the fields on this page to specify correct answers. Question Title Image: Click Next after completing the fields on this page to specify correct answers. Question Title Image: Click Next after completing the fields on this page to specify correct answers. Image: Click Next after completing the field on the other page to specify correct answers. Image: Click Next after completing the field on the other page to specify correct answers. Image: Click Next after completing the field on the other page to specify correct answers. Image: Click Next after completing the other partial or click Next after completing the field on the other page to specify correct answers. Image: Click Next after completing the other partial or click next answers for this question and enter the answers that will appear in the drop-down list. Number of Answers 1 Image: Painter answers for this question and enter the answers that will appear in the drop-down list. Number of Answers 1 Image: Painter answers
	San Francisco 1915
<u> </u>	Table of Contents

Matalia		
Matching	Create/Edit Matching Question	
	Matching questions ask students to pair items in one column to items in another column. A Matching question may include	
Students will select	a different number of items in the questions column and in the answers column to make the question more difficult. More Help	
from a list of options		
to match a question to	* Indicates a required field. Cancel Submit	
its answer.		
	QUESTION	
	Enter the question text, the set of items, and matching responses in display order.	
	Question Title	
	* Question Text	
	T T T T Paragraph V Arial V 3 (12pt) V := V = V T V V Q I I Z A	
	@ Ø I J _x · Mashups · ¶ · · · · · · · · · · · · ·	
	Match the items to the definition.	
	Path: p Words:6 //	
	OPTIONS	
	Allow Partial Credit	
	Answer Numbering Uppercase Letters (A, B, C)	
	QUESTIONS	
	Select the number of question items. Fill in the question item fields in the order the items will be displayed.	
	Number of Questions 4	
	Question/Answer Pair 1	
	* Question	
	Remove	
	TTTT Paragraph V Arial V 3 (12nt) V = V = V T V A	
	\bigcirc J_x \diamond Mashups \checkmark \P $\epsilon\epsilon$ \bigcirc \bigcirc \bigcirc \downarrow \downarrow \blacksquare	
	An expansion of detail to clarify a point: "We few, we happy few, we band of brothers."	
	Path: p Words:17 //	
	* Answer	
	T T T T T Paragraph ▼ Arial ▼ 3 (12pt) ▼ Ξ ▼ Ξ ▼ T 🖢 🖉 🛠	
	₩ D D Q ♥ ♥ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ΄ Τ _x	
	① ① ① ① ① ① ①	
	Amplification	
	Add unmatched answer choices 0 v	
	ANSWER ORDER	
	Order item answers	
	o Dandaniu	
	Kandomiy Manually	
I		11 65
	Ta	able of Contents

Multiple Answer	Create/Edit Multiple Answer Question
Students will select all options that correctly respond to the	Multiple Answer questions allow users to choose more than one correct answer. Up to 100 answers can be added to the question. <u>More Help</u>
auestion.	* Indicates a required field. Cancel Submit and Create Another Submit
4	QUESTION
	Question Title
	W Question Text
	T T T T F Paragraph ▼ Arial ▼ 3 (12pt) ▼ Ξ - Ξ - T - ✔ - ♥ ↓ 전 ♠
	※ D D Q 𝒫 𝒫 Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ [×] T _x 𝒫 𝔅> *¶ ¶* □ ♥
	Path: p Words:0 1/2
	OPTIONS
	Answer Numbering None
	Allow Partial Credit
	Show Answers in
	Random Order
	ANSWERS
	Select the sumber of ensures above. All is the fields with ensuities ensures and above the semant ensures
	Select the number of answer choices, fill in the fields with possible answers, and check the correct answers.
	Number of Answers 4 •
	Correct Answer 1. Remove
	T T T T Paragraph ▼ Arial ▼ 3 (12pt) ▼ ⋮Ξ ▼ ⋮Ξ ▼ T I I I I I I
	Path: p Words:0
	Answer 2. Remove
	$T T \pm Paragraph + Arial + 3 (12pt) + \Xi + \Xi + T \neq 2 \approx 3$
	Path: p Words:0
	Table of Contents

Multiple Choice	Create/Edit Multiple Choice Question	
•	Multiple Choice questions allow students to choose one correct answer from a selection of answers. Un to soo answers	
	can be added to the question. More Help	
	* Indicates a required field.	
	QUESTION	
	Question Title	
	* Question Text	
	T T T F Paragraph V Arial V 3 (12pt) V 🗄 V 🗄 V T V 🖋 V V 🐼 🐺 i 🐹 🛠	
	@ Ø Ia ▶ f _x ·Mashups ▼ ¶ ·· (I) ○ ② ↓ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
	Dath in Words 0	
	rau.p worus.o //	
	OPTIONS	
	If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.	
	Answer Numbering None	
	Answer Orientation Vertical •	
	Allow Partial Credit	
	Show Answers in	
	Random Order	
	ANSWERS	
	Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.	
	Number of Answers	
	Correct	
	TTTTTParagraph V Arial V 3 (12pt) V H V H V Z A	
	※□□♀♥♥≡≡≡≡≡≡≡™т, 〃▷♥◀◀ − ♥	
	①	
	Path: p Words:0	
	Answer 2.	
	Path: p Words:0	
lI	Tabla	of Contents
	Table	<u> Goments</u>

Opinion Scale/Likert	Create/Edit Opinion Scale/Likert Question
Students will use a	Most often used in surveys, Opinion Scale or Likert Scale questions are designed to measure attitudes or reactions using a comparable scale. Users select a multiple choice answer that represents their attitude or reaction. <u>More Help</u>
response.	* Indicates a required field. Cancel Submit and Create Another Submit
	QUESTION
	Question Title
	For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
	@ Ø Ia I f _x → Mashups → ¶ 46 © C ↓ III III III III III III III III III
	Path: p Words:0
	OPTIONS
	If partial credit is allowed, enter a percentage of the total points given for the correct answer for each incorrect answer
	Answer Numbering Arabic Numerals (1, 2, 3)
	Answer Orientation Horizontal
	Allow Partial Credit
	Show Answers in Carlos Answers in Random Order
	ANSWERS
	Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.
	Number of Answers 6 •
	Correct
	T T T T Paragraph ▼ Arial ▼ 3 (12pt) ▼ Ξ ▼ T J ♪ S ≈ Remove Remove
	U J _x ↔ Mashups → ¶ 66 (© J t H 16 16 16 16 16 16 16 16 16 16 16 16 16
	Path: p Words:2
	Answer 2. Remove
	T T T T Paragraph v Arial v $3(12pt)$ v \equiv v $=$
	①
	Agree
	Path: p Words:1
	Table of Contents

Ordering	Create/Edit Ordering Question
	Ordering questions ask students to put a series of items in correct order. <u>More Help</u>
Students will place the options	
in correct order.	* Indicates a required field.
	QUESTION
	Enter the question text, set the point value, then add the answers in the correct order. Click Next to set the display order for the answers and answer leadback for user responses.
	Overtion Title
	Question Text
	T T T ∓ Paragraph ▼ Arial ▼ 3(12pt) ▼ ⊞ - 语 - T - Ø - Ø 🖓 i 52 余
	X D D Q 0 0 0 Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ' Τ, 2 / 2 ··· ··· ·· ·· ·· ·· ·· ·· ··· ···
	'∰ @ Lai [1] J _x ♦ Mashupa • ¶ 44 (9 (2) J _x ⊞ He
	Path: p Words:0
	OPTIONS
	Answer Numbering Arabic Numerals (1, 2, 3) 🔻
	Allow Partial Credit
	ANSWERS
	Colorf the sumber of ensure items and enter the ensurer in their served order
	Number of Answers 4
	Remove
	T T T T Paragraph ▼ Arial ▼ 3(12pt) ▼ Ξ - iΞ - T - 𝒴 - 𝔄 V 𝔅 𝔅 ↔
	X D D Q # 여러 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프
	2 32 American A A A A A A A A A A A A A A A A A A A
	Path: p Words 0
	Answer 2
	Remove
	T T T T Peragraph * Arial * 3(12pt) * iΞ * iΞ * T * ♪ * @ ♀ i № ≈
	A 12 American II an A (A) An III II III III III III III III III I
	Path p Words 0 A
	Cancel Submit and Create Another Submit
	ANSWERS
	Set the display order for the answer items.
	Correct Order 1 Position: 1 Correct Position: 6
	Create Remember
	Position: 2 Correct Position: 5
	Evaluate Understand
	Position: 3 Correct Position: 1
	Table of Contents

Quiz Bowl	Create/Edit Quiz Bowl Question
Students will respond to "Jeopardy"-type questions	Quiz Bowl questions require the answer to be in the form of a question. Specify one or more interrogatives and one or more phrases that must be included in the answer. <u>More Help</u>
questions.	* Indicates a required field. Cancel Submit and Create Another Submit
	QUESTION
	Question Title
	* Question Text
	T I
	Path: p Words:0
	OPTIONS
	Allowing partial credit will give a percentage of the total points if the answer includes at least one of the specified answer phrases but none of the specified interrogatives. Allow Partial Credit
	INTERROGATIVES
	Enter one or more correct interrogatives that must be included in the answer to indicate that the answer is in the form of a question.
	Number of 4 TINErrogatives
	Interrogative 1 Who Remove
	Interrogative 2 What Remove
	Interrogative 3 When Remove
	Interrogative 4 Where Remove
	ANSWER PHRASES
	Add answers for all possible correct answer phrases.
	Number of Answer 1 Phrases
	* Answer Phrase 1
	Table of Contents

Short Answer	Create/Edit Short Answer Question
General responses as	Short Answer questions require students to enter an answer into one or more text boxes. More Help
short answers may be	
used.	* Indicates a required field. Cancel Submit and Create Another Submit
Additionally, teachers may use this for math problems; students will have the ability to use the math editor to respond.	A protocoles a regulared plea. QUESTION Question Title * Question Text T T T T Paragraph * Arial * 3 (12p0 * = + * - * * * * * * * * * * * * * *
	<u>Table of Contents</u>

m (n)		
True/False	Create/Edit True/False Question	
	A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. <u>More Help</u>	2
	* Indicates a required field. Cancel Submit and Create Another Submit	
	QUESTION	
	Question Title	
	🔆 Question Text	
	T T T T Paragraph v Arial v 3 (12pt) v \vdots \vdots z T \cdot \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark	:
	@ Ø I I J _x • Mashups ▼ ¶ "	
	Path: p Words:0	1.
	OPTIONS	
	Answer Orientation Vertical	
	ANSWERS	
	Answer	
	Table of Con	tents
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Upload Test Questions (Conversion from Word to Blackboard)

If you have a test already created in Word, you can format the questions so that they can be converted and uploaded onto Blackboard.

1. Open the Word document containing



2. Remove any numbers or letter indicators for each question.

The witches in Scene 1
 they will see Macbeth
 trouble is coming to th
 Macbeth has acted bra
 Duncan is the king of S

3. Type the question type code before each question (do not add a space between the code and the first word of the question).

Question Codes:

MC^ MA^	Multiple choice Multiple	MC^T ne witches in Scene they will see Macbeth afte trouble is coming to the Sc
ESS^	Essay	
TF^	True/False	
MAT^	Matching	

 Add an * asterisk before the correct answer.



5. Delete any additional/non-question items such as instructions or titles.



6. Leave a space between each question.



The New York Institute of Technology's information and technology infrastructure department created a <u>conversion tool</u> that is available for its instructors.

 Copy and paste the text from the Word document onto the form on the linked page above.



- 8. Click convert to Blackboard Load File.
- Convert to Blackboard Load File
- 9. Save the file in a convenient place for future reference.

our and the concount of	open.	
bisckboard,t	est.loafflie_14/3499200.brt	
which i= Test	Document (1.5 KB)	
from: http://v	www.rytt.edu	
What chould Rivelo	s do with this file?	
O gen with	Notepa d (ciefault)	
· Save file		
De Bis gete	matically for files like this from	now en.
De Des gete	matically for files like this from	now an

10. Access your class in Blackboard. Click on a content page to add the test.

11. Place cursor over the Assessments link and click on Test.





Type the name of the test and any descriptions or instructions.
 Click Submit.



15. Click Upload Questions on the action bar.

Create Ques	tion 🗸	Reuse Question 🗸	Upload Questions	
16	. Cli	ck Browse		
Browse				

17. Locate and select the saved converted file on your computer. Click Open.



18. Type the point value for each question. This may be edited in the next step.



← OK

19. Note all the questions that have been imported. Edit/rearrange as needed.

- 20. Click OK on the bottom of the page to begin assigning the test.
- 21. Select the test title. Click Submit.
 - 22. Select test options/features.

Test Options			
Test options control this insite	etione, muthinisty, due duive, jieufansie, exformeren en	and presentation of the two <u>Marse Plain</u>	
·* Indicator a required	and.	Cancel	Suberit
TEST INFORMATION			-
- Nome	Vectorith Acts I & #		
Choose Color of Name			

23. Select the test availability and any feedback options.

TEST AVAILABILITY	
Make the link available	⊖ Yes ⊛ No
Add a new announcement for this test	○ Yes ⊚ No
Multiple Attempte	

24	. Click	Submit.
Cancel	Submit	

25. You will know if a test is active/available to students if the test icon is in color.





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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Force Submit / Clear Test Attempt

Torte Submit / Clear Test Attempt	
1. Access the test in Grade Center .	 Grade Center Needs Grading Full Grade Center Assignments Tests
2. Access the assignment menu for the submitted work. Click on the attempt to force submit or clear the attempt.	Ethan Frome
 Click on Test Information. Click Submit Attempt. To clear the attempt so that a student may resubmit his/her work, click Clear Attempt. 	Image: Status In Progress Submit Attempt Attempt Score - out of 9 points Started Date 10/5/15 8:17 AM Access Log Submitted Date 10/5/15 8:17 AM Access Log Submitted Date 10/5/15 8:17 AM Access Log Submitted Date 10/5/15 8:17 AM Clear Attempt Clear Attempt Clear Attempt Click Clear Attempt to Edit Test Edit Test Click Edit Test to make char Instructions Started Date Started Date
4. Click OK.	Message from webpage × Submit this attempt on behalf of the student? This action is final and cannot be undone. OK
	Cancel

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Create Assignments

Within a content area page, place the	Assessments 🗸 Tools
cursor over Assessments and select	
Assignment	Test
inosigninent.	
	Survey
	Assignment
	Self and Peer Assessment
	Mobile Compatible Test
Type the name of the assignment and the	ASSIGNMENT INFORMATION
instructions.	W Name and Color Essay: "Letter from Birmingham Jain ■ Black
	Instructions
	For the toolbar, press ALI+F10 (PC) or ALI+FN+F10 (Mac).
	Ϫ D Ď Q ₩9 @ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ΄ Τ, ϑ ὄ ₩ \$* Ŭ ♥·
	🕑 🖉 🔛 🗊 f_x * Mashups - ¶ 44 © 🙄 🤹 🌐 🖽 🖽 🖽 🖽 🖽 🖽 🖽 📰 🗰 🗰 🗰
	Your essay should be no longer than two pages in length. It must be type-written in MLA format and saved/submitted in digital form. This is an assessment. I am looking for what you know about style, rhetoric, theme, and the historical
	background of each author.
	Path: p » span Words:132 //
Upload files if necessary.	ASSIGNMENT FILES
	Attach File Browse My Computer Browse Content Collection
Set a due date and time.	
	DUE DATES
	Submissions are accepted after this date, but are marked Late.
	Due Date
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Set the total number of points possible.	GRADING
Add/Create a rubric	
	* Points Possible
Click on links for additional options	Associated Rubrics Add Rubric *
Click off miks for additional options.	Name Type Date Last Edited Show Rubric to Students
	Submission Details
	Sumiissimi Detalis
	Grading Options
	Display of Grades
Submission Details	Submission Details
In this section teachers may ass	right the worls
time and the section, teachers filley ass	SIGNI LIE WUIK advent for the assignment if may be necessary to provide these students with an overall grade for the assignment.
type.	Assignment Type 👘 Individual Submission 💿 Croup Submission
	PortSilon Submitsion Selecting this option will require aducted to submit a portfolio as a response to this apagriment
Allow for number of attempts	Number of Ablempts Engle Ablempt *
Enable plagianism tool / Sofa Ass	Plaglarism Todis Check submissions for plaglarism using SafeAssign
Enable plagiarism tool / SafeAss	SIBII. SateAssign any supports English/Jarguage automotions. See Blackboard Heip for more details. If SeleAssign is enabled with Annymisus Grading, SateAssign Originality Reports will be inditen from
	Travainaria unit innormative caratring to distuibute Headoway. Stackandi may stall be atale to see SaleAabign Originality. Paporta depending on the state of the "Allow students to were SaleAabign originality regort for their attention".
	Allow students to view Safekssign originality report for their attempts
	Exclude submissions from the institutional and Global References Databases

Grading Options:		Grading Options				
Set anonymous or delegated grading		You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides esparate grades, feetback and nate to adudent. Users with the sublin to reconcile graders any revew all the grades given to a submission and set the official grade for the attempt. By default, feachers have reconciling abilities.				
		Enable Delegated Grading Delegate grading records bit fee to one or incre additional grader.				
Display of Grades		Display of Grades				
		Grades must be entered using the format selected for Primary display. Gradee display in this format in both the Grade Center and My Grades. The decondery display option is shown in the Grade Center only.				
Determine how grades are displaced center and for students.	ayed in grade	Display grade as Primary Becondary Score and Becondary (displayed in Chade Canter only)				
		(a) Include In Grade Center grading calculations Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.				
		Show to students in My Grades				
		Show Statistics (average and median) for this item to Students in My Grades				
Set the availability of the assignment.	AVAILABILITY -					
Cliple Carbon it and an finish ad	Make the Assign	ment Available				
Click Submit when finished.	This assignment can	nnot be made available until it is assigned to an individual or group of students.				
	Limit Availability	🗆 Display After 🔄 📓 🔄 🚱				
		Enter dates as mm/dd/yyyy. Time may be entered in any increment.				
		📄 Display Until				
		Enter dates as mm/dd/yyyy. Time may be entered in any increment.				
	Track Number of	Views				
	Click Submit to finis	sh. Click Cancel to quit without saving changes.				
		Cancel Submit				
		Table of Contents				

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) SafeAssign Plagiarism Tool

Teachers may create an assignment tha plagiarism checker.	t includes a	Content 🔿
1. Select Assignment from the Ass the content area page.	essments menu in	Build Content Assessments Tools
2. Create an assignment as you no	rmally would.	Assignment Self and Peer Assessment Mobile Compatible Test
3. Under the Grading section,	GRADING	
click on Submission Details.		
4. Select the assignment type.	Associated Rubrics	Add Rubric *
5. Select the number of allowed attempts.	Submission Details	Name Type Date Last Edited Snow Rubric to Students
Note: <i>If you would like students to be</i> <i>able to resubmit their work, select</i>	If any students are en attempt for this assign	rolled in more than one group receiving the same assignment they will submit more than one ament. It may be necessary to provide these students with an overall grade for the assignment.
more than a single attempt.	Assignment Type	Individual Submission
Number of Attempts Single Attempt •		Group Submission
Plagiarism Tools Unlimited Attempts		 Portfolio Submission Selecting this option will require students to submit a portfolio as a response to this assignment
Select "Check submissions for	Number of Attempts	Single Attempt
plagiarism using SafeAssign" to enable	Plagiarism Tools	Check submissions for plagiarism using SafeAssign
the plagiarism checker.		SateAssign only supports English-language submissions. See Blackboard Help for more details.
Select any additional options.		If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Teachers until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.
		Allow students to view SafeAssign originality report for their attempts
		Exclude submissions from the Institutional and Global References Databases
	Note: If you selec	t "Exclude submissions from the Institutional and Global
	References Datal	pases," this will prevent student work from being
Students should unload their assignment	<u>included when th</u> nt Teacher will ac	re program searches for plagarism in the future.
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Self and Peer Assessment

1. Within a content area page, select Self and Peer Assessment from the Assessments menu.	Content Assessments Tools Ruid Centert Assessments Tools Diment Stroky Asymmetit Safarao Deer Assestment Mobile Computable Text
2. Create a new assessment.	CREATE NEW OR IMPORT Create a new assessment or import a previously exported assessment. New or Import New O Import
3. Type the name and instructions for the peer assessment.	ASSESSMENT INFORMATION Provide a name, instructions for the assessment, and dates for the submission process. Submission dates must be before evaluation dates. ** Name Instructions For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). T T T T © © © © Path: p Words 9
 4. Select start and end dates. Note: An end date for assignment submission is important to ensure that the program collects and assigns peer evaluations annropriately. 	Submission Dates Start Date 02/03/2016 10:06 AM Start Date Enter dates as mm/dd/yyyy. Time may be entered in any increment. End Date 02/10/2016 10:06 AM Start Date Enter dates as mm/dd/yyyy. Time may be entered in any increment. End Date 02/10/2016 10:06 AM Start Date Enter dates as mm/dd/yyyy. Time may be entered in any increment.
5. Set Self and Peer Evaluation options by entering a time frame occurring after the submission end date and enabling other features.	SELF AND PEER EVALUATION OPTIONS Evaluation dates must be after submission dates. Anonymous evaluation hides the names of the submitters and the evaluators. Evaluation results can optionally be shown to the user who submitted the assessment, but if the evaluation is anonymous, submitters will not see evaluators' names. Specify the number of submissions each evaluator should evaluate. Submissions will be distributed among evaluators based on this number. Specify 0 submissions to evaluate if this assessment is only for self evaluation. Evaluation Dates Start Date 02/10/2016 Image: 10:06 AM Image: 2000 Bit Content in the image: 2000 Bit Conte
	Evaluation Allow Self Evaluation • Yes • No Show Evaluation Results • Yes • No to Submitter * Number of 2 Submissions to Evaluate

6. Add any additional	OPTIONS
options.	
-	Date restrictions and availability apply to the content item. They are not tied to the dates for the submission and evaluation processes.
	Make the assessment
	Track number of views
	Choose date restrictions Display After 02/03/2016 III 10:06 AM
	Display Until 02/04/2016
7. Click Submit when	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
minshed.	Click Submit to proceed. Click Cancel to go back
	Cancel Submit
8. Click Create Question	Assessment Canvas
within the Assessment	Add and edit the questions to be responded to during the submission process for this assessment. Evaluation criteria can
Canvas to add the	be added to each question, and this criteria will only be visible during the evaluation process for this assessment.
assignment instructions	Create Question Search for Questions Preview V
submission	
	Add Question
	* Indicates a required field. Cancel Submit
	ASSESSMENT INFORMATION
	Assessment Name Huckleberry Finn
	* Question Text
9 Type the question	T T T T Paragraph \star Arial \star 3 (12pt) \star \equiv \star \equiv \star $=$ $=$ \star $=$ $=$ $=$ $=$ $=$ $=$ $=$ $=$ $=$ $=$
y. Type the question.	0 0 1 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Path: p Words:0
10. Type a response as a	MODEL RESPONSE
model that peers may	MODEL RESI ONSE
use to help them fairly	Providing a model response is optional. It allows evaluators to compare the responses in the submissions to an examples response. The model response can be mode qualitable at any time, but it will plue be visible during the
evaluate the work they	evaluation process, after the submission process has ended.
are assigned to review.	Model Response
	TTTT Paragraph * Arial * 3 (12pt) * = * = * T * * * * • * • • • • • • • • • • • •
11. Click Submit.	
	Path: p Words:0 "
	Available

12. Add any additional questions within th Assessment Canyas	ne ← OK
13. Click OK when finished.	
14. Click OK again.	Edit: Huckleberry Finn Assessment Canvas View and edit assessment questions and evaluation oriteria. Preview the submission page or the evaluation page for the assessment. Properties Edit the properties, instructions, availability, and evaluation options. Export Assessment Export this assessment as a file that can be reased and shared.
15. For each question, click Criteria from within the question menu.	Question 1 Huckleberry F Edit Write an essay Criteria
 16. Click Create Criteria. 17. Type the criteria that the evaluator will use to review his/her peer's response to the question. 18. Add points possible and select feedback option. 19. Click Submit. 	Create Criteria Word Count Cri Add Criteria * Indicates a required field. Cancel Submit CRITERIA INFORMATION * Criteria * Criteria * Criteria * T T Paragraph * Arial * 3 (12pt) * F * * * * * * * * * * * * * * * * *

Accessing Self and Peer Assess	ment	CLASS MANA	GEMENT					
Results		 Control Panel 						
1 The set of the set o	less the second	 Content Collecti 	on \rightarrow					
1. To view submissions, eva	aluations,	 Class Tools 						
and results for Self/Peer		Achievements Announcements		Se	If and P	eer As	sessme	ent
evaluations, click on Clas	ss Tools	Blackboard Coll	laborate		in and i		50551II	
within Class Manageme	nt.	Blogs Class Calendar						
		Class Message	s					
2. Select Self and Peer Ass	essment.	Contacts		N	Name 🛆		Description	
		Date Manageme	ent					
3. Click the arrow beside th	e	Glossary	ra		Huckleberry Fir	nn Essay and ent	Click on the	e assignm
assessment title to view i	more	Journals Mobile Competi	ble Test List					8
options.		Rubrics	DIE TEST LIST		Letter to the Ed	tor View Si	ubmissions	
-		SafeAssign Self and Peer A	ssessment		Review	View Ev	valuations	
		Send Email	Socoment			View R	esults	
View Submission:		Out of did of one					Complet	
Click on a student's name	bmissions							
to view his/her								
submission.								
	Assessment	Huckleberry Finn Essay	and Peer Assessm	ent				
	Submission Dates	February 4, 2016 7:42:00	AM until February	4, 2016 8:0	02:00 AM			
	Evaluation Dates	February 4, 2016 8:03:00	AM until February	18, 2016 7	:42:00 AM			
c	Completed	Name 🛆	ι	Jsername	Quest	on Responses		
	Completed	Aztec, Abby	s	tudent5678	89 1 of 1			
	Completed	Doe, John	s	tudent234	56 1 of 1			
	Completed	Lobo, Lisa	s	tudent4567	78 1 of 1			
	Completed	Student, JaneDoe	s	tudent1234	45 1 of 1			
	😋 Completed	Wolverine, William	S	tudent3456	6 1 of 1			
				Displa	aying 1 to 5 of 5 items	Show All E	dit Paging	
View Evaluation:	npleted Evaluator a	S Evaluator Username	Submissi Evaluated	ions d	Percentages P	pints Average	Evaluated Self	
Click on the arrow beside the student's name to	Aztec, Abby	student56789	Abby Azt John Doe JaneDoe	ec Student	100% 1 88% 1 94% 1	№18 94% №18 7/18	Completed	
view his/her evaluation.	ec, Abby 💿 🛛 stud	lent56789						
· /		0						
	View Evalua	ation						
Doe,	Download E	Evaluation						

Evaluations will appear by	Submission: Joh	n Doe(student23456	j)						
evaluator on the screen.	Question 1	Question 1							
	Write an ess								
	 This novel is also a satire on human weaknesses. What human traits does he satirize? Give examples for each. Appearance versus reality is a major theme in the novel. Using specifics from the book, discuss this very prevalent theme. How would you defend <i>Huckleberry Finn</i> against charges of being a racist novel? <i>Huckleberry Finn</i> has been called the "Great American Novel." However, it is the sixth most frequently banned book in the United States. Discuss why this masterpiece is banned mostly in Christian academies 								
	and bla	and black institutions.							
	ductory para ntroductory dea. IDEAS.	agraph. paragraph tha	t specifically						
		Points Allo	cated	Points Po	ossible	Feedbac	k to Learner		
	Criteria 1:	3		3		None			
	Criteria 2:	5		5		None			
	Criteria 3:	4		5		None			
	Criteria 4:	4		5		None			
View Results:	Results								
The view results screen	Cand Danutta ta								
illustrates the evaluation	Send Results to	Send Results to Grade Center Download All							
student.	Assessment Huckleberry Finn Essay and Peer Assessment Submission Dates February 4, 2016 7:42:00 AM until February 4, 2016 8:02:00 AM Evaluation Dates February 4, 2016 8:03:00 AM until February 18, 2016 7:42:00 AM								
	Update the points possible for the column in the Grade Center when sending results								
	Evaluated	Name 🛆	Username	Average Percentage	Average Score	Results Sent	Evaluated Self	Evaluators	
	✓ In Progress	Aztec, Abby	student56789	100%	18/18	No	🤣 Completed	0 of 2	
	✓ In Progress	Doe, John	student23456	89%	16/18	No	🙁 Not Started	1 of 2	
	O Not Started	Lobo, Lisa	student45678	-	-	No	Started	0 of 2	
	✓ In Progress	Student, JaneDoe	student12345	94%	17/18	No	8 Not Started	1 of 2	
	Started	Wolverine, William	student3456	-	-	No	Started	0 of 2	
					Displaying 1 t	o 5 of 5 items	Show All Ed	lit Paging	
								← OK	

Click on the student name to see individual results.	View Single Re	sult		
	Submitter Name Assessment Name Average Percentage Average Points	Abby Aztec (student56789) Huckleberry Finn Essay and Peer Ass 100% 18/18	sessment	
	Evaluator Name: Abl	by Aztec (student56789)		
		Points Allocated	Feedback to Learner	
	Question 1 Criteria 1	3/ 3	Yes I followed all three rules here.	
	Question 1 Criteria 2	5/ 5	Yes I did.	
	Question 1 Criteria 3	5/ 5	Yes I did.	
	Question 1 Criteria 4	5/ 5	None	
	Evaluator Name: Jan	eDoe Student (student12345)		
		Points Allocated	Feedback to Learner	
	Question 1 Criteria 1	0/ 3	None	
	Question 1 Criteria 2	0/ 5	None	
	Question 1 Criteria 3	0/ 5	None	
	Question 1 Criteria 4	0/ 5	None	
	Evaluator Name: Lisa	a Lobo (student45678)		
		Points Allocated	Feedback to Learner	
	Question 1 Criteria 1	0/ 3	None	
	Question 1 Criteria 2	0/ 5	None	
	Question 1 Criteria 3	0/ 5	None	
	Question 1 Criteria 4	0/ 5	None	
			← OK	
-Or to view submitted	Grade Center :	Full Grade Center ©		
work- Go to Grade Center > Full Grade Center	When screen reader mode making it easier to navigat Details . When screen read click the cell, type the grad Grade Center. <u>More Help</u>	is on, the Grade Center data appears te using the keyboard. To enter a gra der mode is off, you can type a grade le value, and press the Enter key to si	s in a simplified grid. You cannot freeze columns or edit inline, ade, access a cell's contextual menu and click View Grade e directly in a cell on the Grade Center page. To enter a grade: ubmit. Use the arrow keys or the tab key to navigate through the	
Click on Filter within the	Create Column Crea	ate Calculated Column v Manag	no v Bonoto v	
Action Bar.	Create Column Crea			
Under Categories, select	Current View: Full Grade C	enter 🔲 Category: All Categori	ies Status: All Statuses	
that column.	→ Move To Top E	mail Discussio	on out Position Order: To Descending	
	Grade Information Bar Last Name Fin Suggs PreviewUser Ta	rst Name OER Tex ra Text	Peer the Et C Letter to the Et Huckleberry Fill	
			Table of Conte	ents

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Student View of Self and Peer Assessments

When the assessment is made available, students will	No. Hushisham Firm France and Pass Assessment
see the link and description on the content area page in	Click on the assignment link to access further instructions
which it was placed.	onex on the assignment link to access rurater instructions.
	Submission dates: February 04, 2016 07:42:00 AM to February 04, 2016 08:30:00 AM Evaluation dates: February 04, 2016 08:35:00 AM to February 18, 2016 07:42:00 AM
Students will click on the title link or on	>>View/Complete Assessment
">>View/Complete Assessment" to begin.	
They will first complete the assessment by clicking on	Take Assessment: Huckleberry Finn Essay and Peer Assessment
the question. In this example, the student will click on	
Question 1.	Assessment Name Huckleberry Finn Essay and Peer Assessment
	Instructions Click on the assignment link to access further instructions.
	Self evaluate your own assessment submission Submission February 4, 2016 7:42:00 AM until February 4, 2016 8:30:00 AM
	Evaluation February 4, 2016 8:35:00 AM until February 18, 2016 7:42:00 AM
	Question 1
	Write an essay about ONE of the following topics.
	 This novel is also a satire on human weaknesses. What human traits does he satirize? Give examples for each. Appearance versus reality is a major theme in the novel. Using specifics from the book, discuss this very
	prevalent theme. 3. How would you defend <i>Huckleberry Phn</i> against charges of being a racist novel? 4. How would you defend <i>Huckleberry Phn</i> against charges of being a racist novel?
	* Intersecting that has been called the Orean American rover. Introduction in the shaft most inequality banned book in the United States. Discuss why this masterpiece is banned mostly in Christian academies and black institutions.
	Be sure that you:
	 Include the name of the author and novel in the introductory paragraph. Underline the title of the novel.
	 Include a specific thesis statement at the end of the introductory paragraph that specifically states what your essay will prove. Do NOT use "I" or "you."
	 Use several specific examples to support each main idea. Do NOT simply summarize the story. EXPLAIN YOUR IDEAS.
	Status: Net Completed
Students may type their response or attach a file as	Response: Question 1
their submission by clicking "Browse My Computer."	
They must click Submit when finished and will be	Cancel Submit
returned to the main assessment screen.	QUESTION
	Write an essay about ONE of the following topics.
They should click OK when done.	 This novel is also a satire on human weaknesses. What human traits does he satirize? Give examples for each.
← OK	Appearance versus reality is a major theme in the novel. Using specifics from the book, discuss this very prevalent theme.
	 How would you defend Huckleberry Finn against charges of being a racist novel? Huckleberry Finn has been called the "Great American Novel." However, it is the sixth most
	RESPONSE
	Response TTT Arial ▼ 3 (12pt) ▼ T - E - E - ♥ - Ø ▷ ♥ ♥ ■ € 22 ♥
	Tom Works 7
	Attach File Browner No Commune Descence Conclude Catacitica
	Brakeli W Calibria Stoke Valiant Concon
When the evaluation time frame is opened, students	Essays
will click on the assessment link again.	
	Huckleberry Finn Essay and Peer Assessment
	Click on the assignment link to access further instructions.
	Submission dates: February 04, 2016 07:42:00 AM to February 04, 2016 08:02:00 AM Evaluation dates: February 04, 2016 08:03:00 AM to February 18, 2016 07:42:00 AM
	>>View/Complete Assessment
They will be assigned work to evaluate according to the	Evaluations
options selected by the teacher.	Click on a name below to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed until the end date for evaluation.
	Name Status Points Allocated Abby Aztec Not Started 0/18
To begin, the student must click on the name or user.	User 1 Not Started 0/18 User 2 Not Started 0/18

He/She will give feedback and points for the given	Model Response	Model Response
criteria	Question Points	0/18 points
criteria. If there are more criteria to rate, the student will click Save and Next Criteria . Save and Next Criteria There is a Criteria Completion Status section so students know how many must be completed. When finished, the student must click Submit .	Question Points Submission Criteria	O/18 points Colonel Sherburn's Arkansas Address Speeches are perhaps the most influential forms of relaying information that have been utilized throughout history. Whether they are longwinded or straight to the point, the second person point of view involves the listener and shows that the speaker directly desires to notify him/her about what is being Criteria Completion Status 1 2 3 4 Criteria 1 Did the author of this paper: • include the name of the author and novel in the introductory paragraph? • underline the title of the novel? • ovid the use of personal pronouns such as "t" or "you"? Criteria worth 0 to 3 points. Feedback to Learner Discusser: • points
		Points possible: 3 0
		Save and Next Criteria
		Cancel Submit
Students may view their progress on the overall task as	Evaluations	
they may through the progress on the overall task as	Click on a name below	to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed
they move through the process.	until the end date for e	waluation.
	Abby Arter	Status Points Allocated
To go back to the main content area screen they can	User 1	Completed 16/18
i bow	User 2	Not Started 0/18
click UK .	32000.000	
← OK		
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Adaptive Release

Adaptive Release allows teachers to present content (resources, assessments, discussions) according to specific rules/criteria. Setting Adaptive Release may be done with already created content or as the teacher is building lessons and units.

Place the cursor over the content title	Criterion options:
and click on the arrow. Select Adaptive Release .	Prompt Analysis Attached Files: A Understand what you Edit Adaptive Release Adaptive Release: Adapt
• DATE: Set a time frame for availability	Setting a Date criterion for this item will restrict the dates and times of the visibility of this item. Choose Date Display After Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Image: Comparison of the comparison
MEMBERSHIP: Restrict content to specific users/students	This content item is visible to all users until a Membership criterion is created. Users must be specified in the Username list or must be in a selected Group. Username Browse Enter one or more Username values or click Browse to Search. Separate multiple Username values with commas.
GRADE CENTER ITEM: Make item available once a graded item is completed and/or additional requirements are competed.	This content item is visible to all users until a Grade criterion is created. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric. Select a Grade Center None Item • Select Condition • User has at least one attempt for this item An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited. Score Percent Less than or equal to Score Percent Between
 REVIEW STATUS: Make item available only if a certain content item has been reviewed/marked as reviewed. 	This content item is visible to all users until a Review Status criterion is created. Selecting an item will permit users to mark that item as reviewed. Select an item Browse
Click Submit when finished.	Cancel Submit
Items on adaptive release will have an indicator below their title. Note: <i>Students will not see adaptive</i> <i>release items until they meet the specified</i> <i>criteria.</i>	Digital Citizenship Enabled: Adaptive Release Click on the discussion title and select Create Thread to read the promp person should respond independently and then discuss your responses List three ways you can immediately promote and implement digital cit
	<u>Table of Contents</u>

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Copy Class Assignments, Rubrics, and Tests Using the Copy Class Option

This is a workaround for copying assignments, rubrics, and tests from one class to another within Blackboard Learn. Copying a class may also copy other class attributes, including class title.

- 1. To copy an already-created assignment, rubric, or test within Blackboard, enter the class from which you would like to copy the items.
- 2. Next, locate the **Class Management** panel within the course that contains the test to be exported and select Packages and Utilities.



3. Select **Class Copy** from the list.



- 4. Locate the **Select Copy Type** section and select Copy Class Materials into an Existing Class. Copy Class Materials into a New Class Copy Class Materials into an Existing Class COPY Class with Osers (Exact Copy) 5. Click Browse beside the **Destination** Class ID section. Destination Class ID Browse ... 6. Select the class to which you wish to copy the content. VIUSSES Search by: O Class ID O Teacher O Name Created in Last:
 All Classes
 Month Class ID Class Name O EdTech01 EdTech Cohort 1 Ed ech02 EdTech Cohort 2 C EdTech9915 Technology to Enhar 7. Scroll down the page and click Submit. Cancel Submit 8. Locate the **Content Areas** section within the page and select the area
 - that contains the content to copy.



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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Export/Import Tests

This is a workaround for copying tests from one class to another within Blackboard Learn.

1. To copy an already-created test within Blackboard, first locate the class ID to which you would like to copy the test. This is located within the Classes page.



2. Next, locate the **Class Management** panel within the course that contains the test to be exported.



- 3. Select the **Class Tools** category and click Tests, Surveys, and Pools. Class Tools Achievements Announcements Blackboard Collaborate Blogs **Class Calendar Class Messages** Class Portfolios Commercial Content Tools Contacts **Date Management Discussion Board** Glossary Journals Mobile Compatible Test List Rubrics SafeAssign Self and Peer Assessment Send Email Set Grade Center Due Dates Tasks Tests, Surveys, and Pools Wikis
 - 4. Click **Tests**.



5. Locate the test you wish to copy. Click on the chevron. To access the menu options. Click **Export to Content Collection**.

DSLR BASIC CAMERA FUNCTIONS	D No					
DSLR BASIC CAMERA FUNCTIONS	Edit					
Ethan Frome	Export to Local Computer Export to Content Collection					
HISTORY OF PHOTOGRAPHY						
HISTORY OF PHOTOGRAPHY	Copy Delete					
6. Click B	rowse.					
PORT TEST						
PORT TEST Export a Test to the Content Collection destination	m. Enter the Content Collection					

 Click this arrow and select the Class ID (from step 1) to which you will copy the test.



8. Scroll down the page and click **Submit**.



9. Note the status on the top of the page.

Successful export to the following destination in the Content Collection: /courses/EdTech9915

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- 10. Select the class to which you exported the test.
- 11. Select the **Class Tools** category and click **Tests**, **Surveys**, and **Pools**.





13. Within the action bar, click on **Import Test**.

ans of assessing st
Import Test

14. Select Browse **Content Collection**.

FEST IMPORT		
Click Browse to locate a	file to import.	
Attach File	Browse My Computer	Browse Content Collection

15. Select the test to be imported. Scroll down and click **Submit**.



- 16. Click Submit on the test import page.
- 17. Once the import in complete, click on the content area to add the test.



18. Select **Assessments** from the action bar and click **Test**.



19. Locate and select the imported test from the list. Click **Submit**.

Create a new test or s	elect an existing test to deploy.	
Create a New Test	Create	
Add an Existing Test	- Select Test Below - vcvg Test Math Example DSLR BASIC CAMERA FUNCTIONS HISTORY OF PHOTOGRAPHY DSLR BASIC CAMERA FUNCTIONS HISTORY OF PHOTOGRAPHY vcvg vcvg	^ ~

20. Complete the form to assign the test to the class.

Repeat the process to add the test to other classes.

Grading and Providing Feedback

Here are several ways to grade assignments and discussions within Blackboard.

Grading Discussions

1. Access the discussion you wish to grade by clicking on the discussion link or the discussion post within a content area.

Discussions

2. Click on the discussion title.



3. Click on **Grade Discussion Topic**.

Topi Organize the care	c: t Toj t at t	Digital Citi: ole Threads on this he top of each colu	zenship page and apply settings to several or all th mn. <u>More Help</u>
Create	Thre	ad Grade Disc	sussion Topic Subscribe
P	Th	ead Actions C	ollect Deleta
	٠	Date 🤝	Thread
8		1/22/16 1:19 PM	Prompt Response
0		1/21/16 10:11 AM	Digital Citizenship
0		1/13/16 5:56 PM	Digital Citizenship

4. Click **Grade** beside the student/participant's name.



5. In this view you may read the post, reply to it, or send an email directly to the student/participant.

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6. Notice the grading options on the right side of the screen. You may manually enter the grade and submit feedback.



To grade additional posts, click on the arrows below or beside the author's name.

If the discussion is not graded, you may read posts and reply to individual threads or create a separate post to make general comments about what was shared.



Prompt Response

List three ways you can immediately promote and impler

Three ways we can promote digital citizenship in our class

- Increasing student awareness of digital citizenship th medium for information and aid in their learning, bu information. Through this, students can see the bene citizenship.
- The use of digital medium in the classroom in the for classroom; apps are increasingly more accessible to s applications prompts them to be more responsible.
 Modeling ideal digital citizenship behavior - Student
- Modeling ideal digital citizenship behavior Student others even in a classroom setting will translate into

Reply	Quote	Edit	Delete	Email Author	J
					_

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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Grade Center and Grading

1. Assignments, discussions, and assessments may be graded via the **Grade Center**, located within the **Class Management** section on the bottom corner of the left column.



2. Click Grade Center to view options.

Grade Center
 Needs Grading
 Full Grade Center
 Assignments
 Tests

- 3. The **Needs Grading** page displays all submitted assignments that need to be graded.
- 4. Within the Needs Grading page,

teachers may click **Grade All** Grade All

Needs Grad	<mark>ling</mark> rempts coady for prodic 345 Merry Belg	er men er	the Awardia Growbing page, 1254	sende all's logis practic and orange	ralady, or circles w. 40%
Grade All					10-
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5. Use the filter options to grade specific assignments or student work.



6. The **Full Grade Center** page displays Blackboard's grade book containing student/participate names and grade center items. Teachers may view assignments and tests separately by selecting the respective links below **Full Grade Center**.

AND REPORTED	124 M 17 C 200		24.65 (1995) 24		1993-1913-0	10122-023	2001/2011	
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And the	Lines.			Autoria .				

- 7. The in an assignment grade field indicates a submitted assignment that has not yet been graded.
- To grade the assignment, place the cursor on the assignment field and click on the chevron . Depending on the assignment type, a menu will appear.

11	
6.0	
	0
View Grade Details	
Exempt Grade	
Attempt 1/13/16 😣	

9. Click Grade Details to view more information about the submitted assignment (in this page, teachers may grade the attempt, clear the attempt, edit the grade, or allow additional attempts).

Current Grøds:	Needs Brooking (a) wit of 1 privi- Conto have of an London Allower Data Reve Columbia Counto Marce Allower Marce Allower	Elever)				
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	MORTH REALIZING THE RECTOR TO	IN ADA TRACK	COLONN MINING	Total	1	

10. Assignments will appear in the Crocodoc viewer. Teachers may add comments or annotate on the submitted work.

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				1.420

- 11. Enter the grade for the attempt. To add feedback, click on the arrow below the Attempt field.
- 12. To download submitted documents, click on the [⊥] icon.



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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Import Packaged Assessments and Resources

This process allows users to import class content from a Bb exported file.

- 1. Access the class to which you wish to import content.
- 2. Locate the **Class Management** section on the bottom of the left column on the class page.
- 3. Click on Packages and Utilities.

Г

4. Select Import Package / View Logs.

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5. Click Import Package.



6. Locate the course content on the S: Drive.



7. Select the type of content to import. For a full course import, click Select All.

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8. Scroll to the bottom and click Submit.

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Refresh the page when import is complete.

All imported items links will appear on the bottom of the Quick Links list.

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