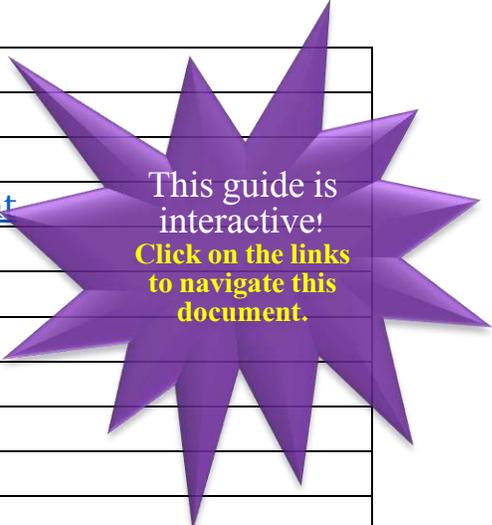


TUHSD Blackboard Guide

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SafeAssign Report
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Access Self and Peer Results
Adaptive Release
Copy Class Assignments, Rubrics, and Tests Using the Copy Class Option



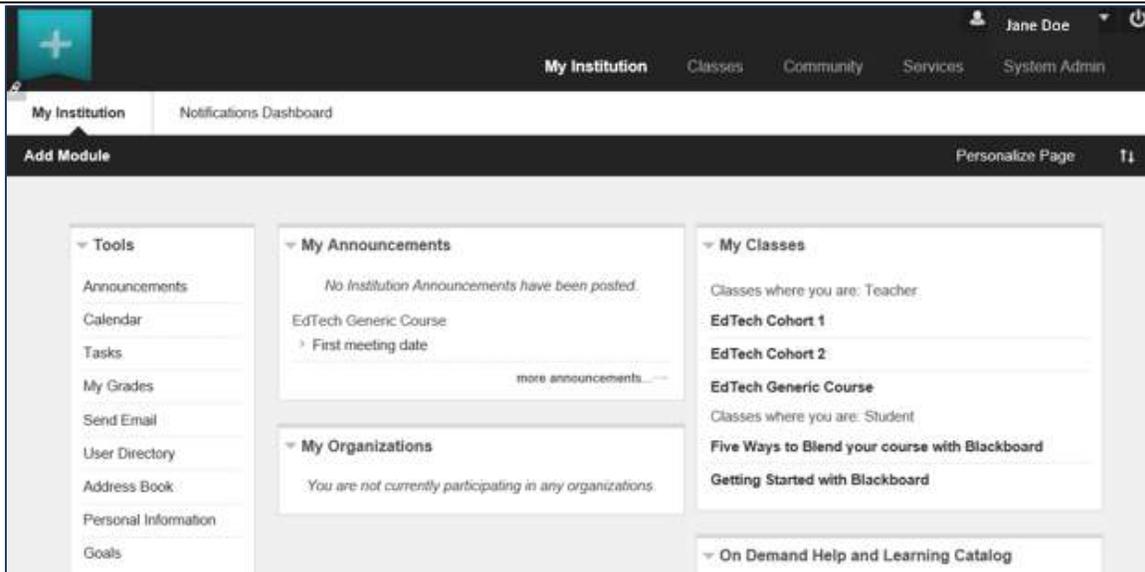
TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

<u>Export/Import Tests</u>
<u>Grading and Providing Feedback</u>
<u>Grade Center and Grading</u>
<u>Import Packaged Assessments and Resources</u>

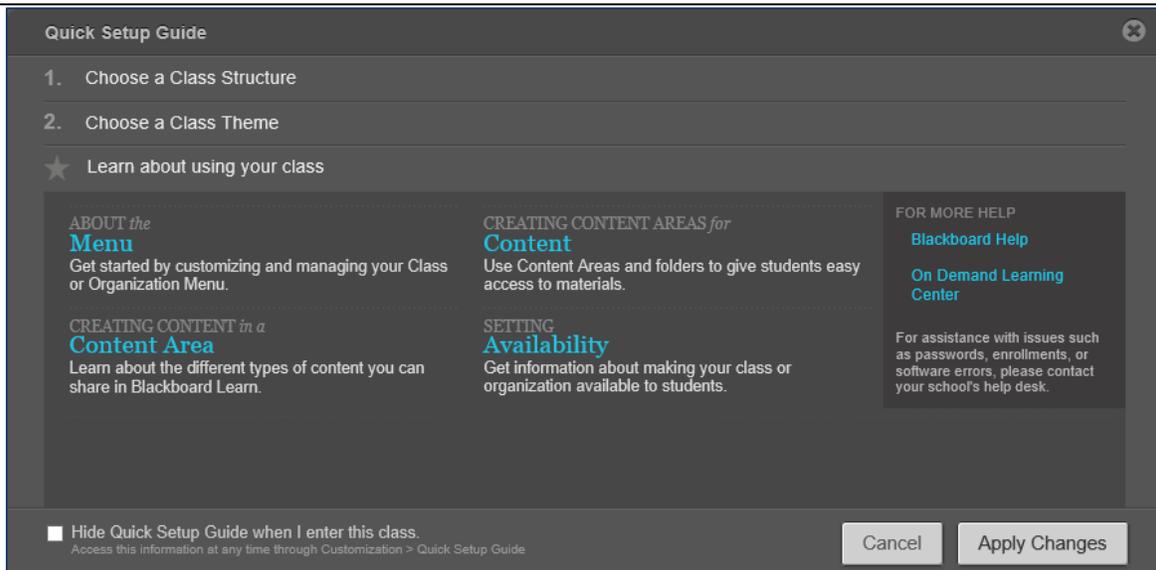
TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

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.



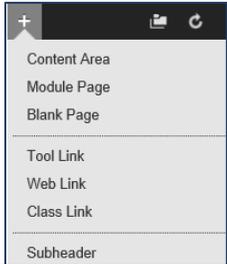
Select a course title to access a specific class. Upon accessing a class, users will see the **Quick Setup Guide**. Here you may customize the setup of your course. *If you do not wish to see this screen the next time you access each class, select the box to **"Hide Quick Setup Guide when I enter this class."** Then select **Apply Changes**.*



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Course Home Page

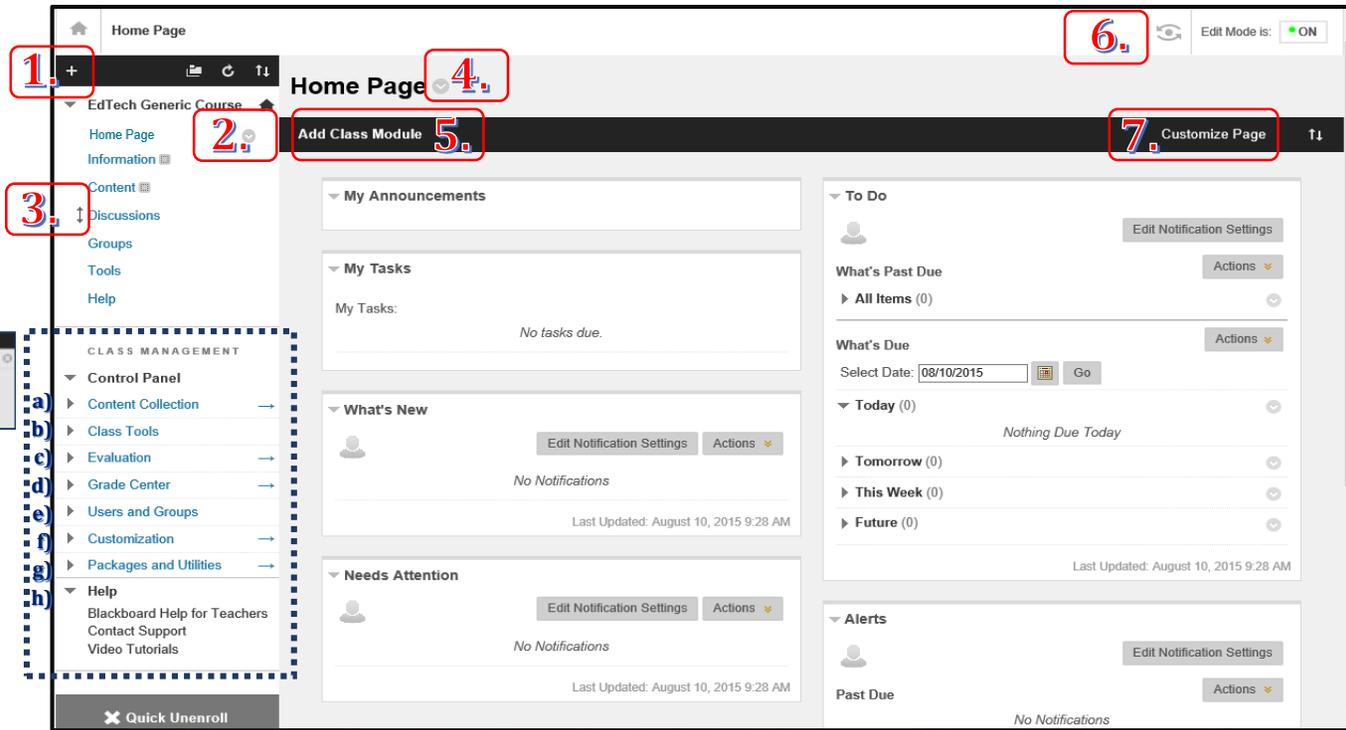
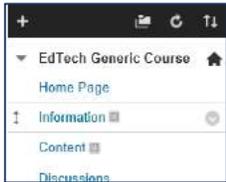
1. Add pages and links to the course.



2. Customize/edit course link.



3. Rearrange course links.



4. Edit Home Page by choosing permission options and adding text or images.



5. Add or remove home page modules.

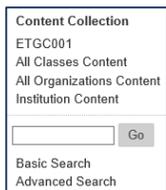


6. Preview the student view of the page.



7. Customize the page theme/color scheme.

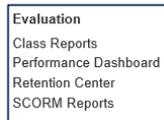
a) Upload/access content for courses.



b) Access various class tools:



c) Access assessment reports:



d) Access grades and assignments that need to be graded:



e) Enroll students or create class groups:



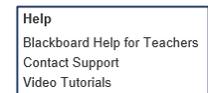
f) Customize course setup:



g) Import and export courses, content, and resources:



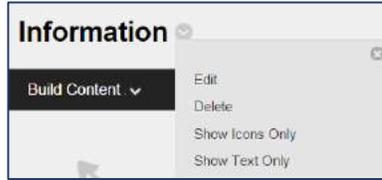
h) Additional help for teachers:



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

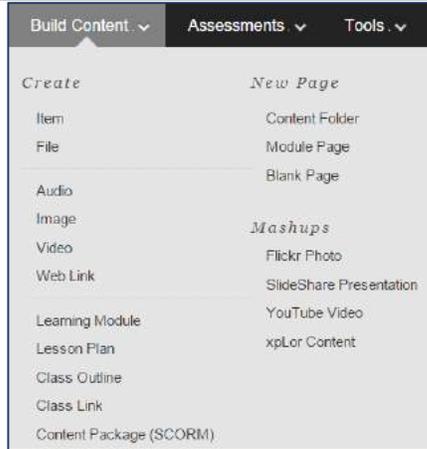
Edit course pages or access additional options by clicking on the chevron icon .



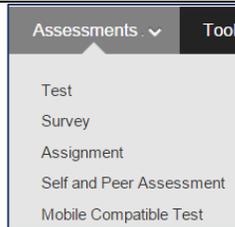
The **Action Bar** contains options within a page. In a content page, the action bar will contain options to build content, add assessments, add tools, and include partner content if available.



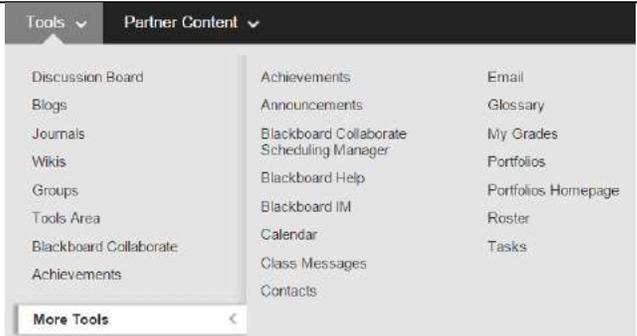
Content may include a variety of options such as documents; audio, video or photo files; web links, modules, folders, and mashups from outside resources.



Assessments may include tests, surveys, assignments, self and peer assessments, and mobile compatible tests.

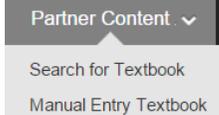


Tools may include purpose-specific items such as a discussion board, blog, journal, wiki, group, achievement, announcement, etc.



Partner Content

If available, may include a digital textbook or other district/school-paid subscriptions.



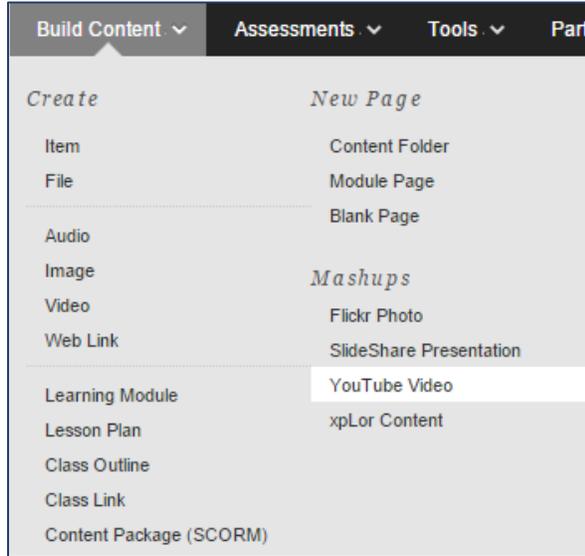
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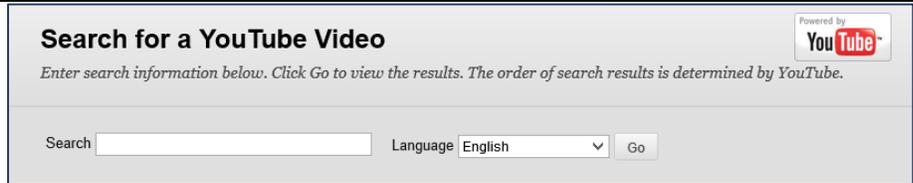
Adding Published YouTube Videos

1. In a content area page, place the cursor over **Build Content** and click **YouTube Video** below the **Mashups** section.

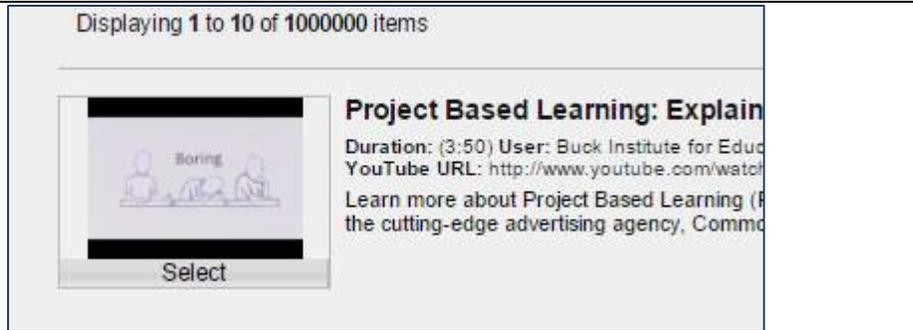
Note: YouTube videos are currently filtered for students while on campus. 1/28/16



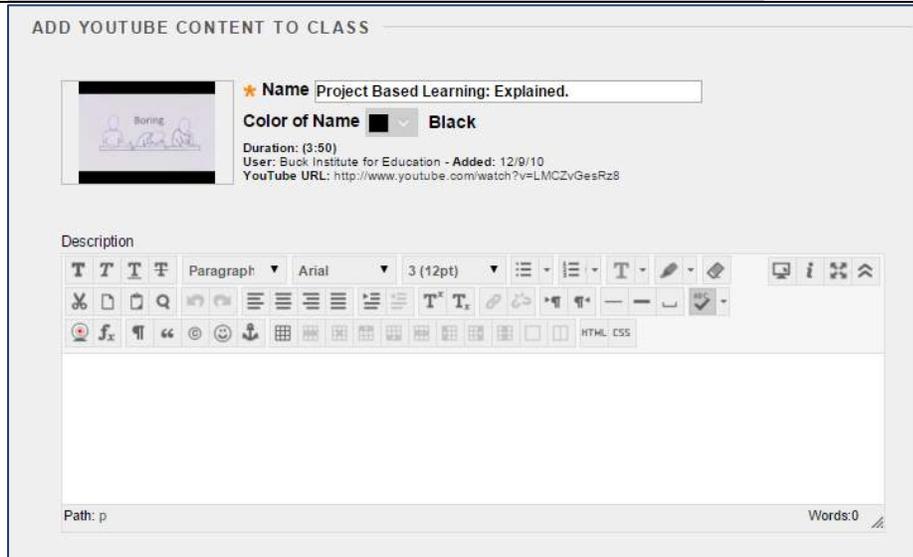
2. Search published video by exact title (for best results) or key words.
3. Click Go.



4. Click Select below the chosen video.

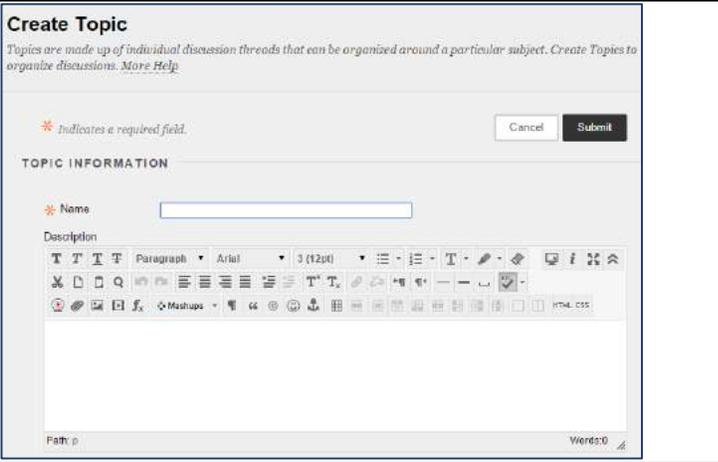
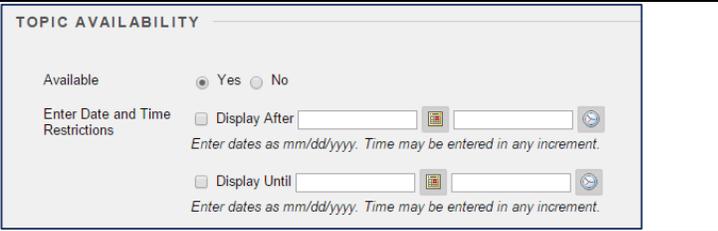
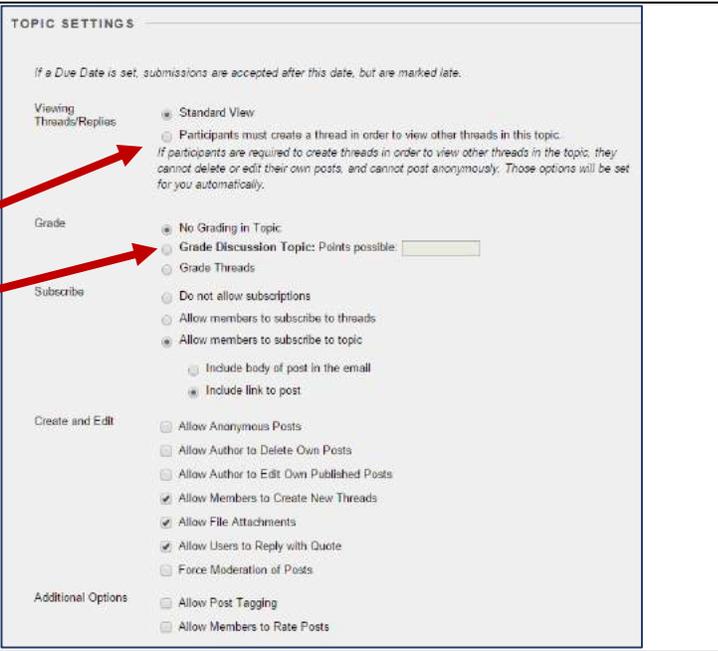
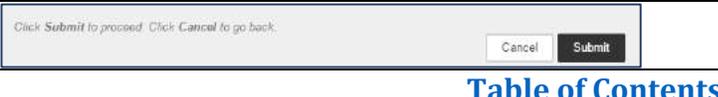


5. Edit the title if necessary.
6. Add a description for the video.



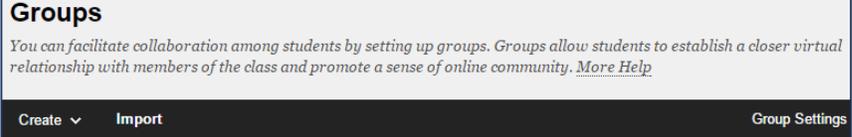
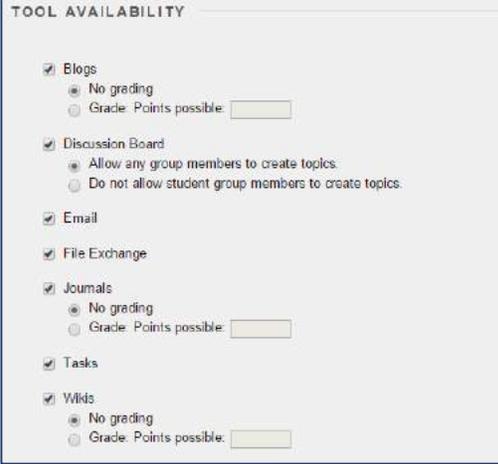
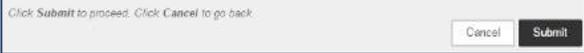
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)
Discussion Board

<ol style="list-style-type: none"> To add a discussion to the course, select the Discussions link. Click Create Topic within the action bar. 	
<ol style="list-style-type: none"> Give the topic a name/title. Type the discussion prompt in the Description section. <i>Note: There are various tools to customize your text and to add resources (files, videos, photos, etc.).</i> <p>If you do not see additional tools, click on the  icon.</p>	
<ol style="list-style-type: none"> Select the topic availability. 	
<ol style="list-style-type: none"> Note the various topic settings for the discussion and select all that you wish to apply. <p>Useful options:</p> <ul style="list-style-type: none"> Forces students to post before viewing other posts Creates a graded discussion and enables optional rubric feature 	
<ol style="list-style-type: none"> Click Submit when finished. 	

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Creating Groups

<p>1. Click the Groups link to access the groups page.</p> 	
<p>2. Choose the way in which you wish to create groups within your class and complete the group setup process.</p>	 <p>Single Group (<i>helpful for permanent class groups</i>)</p> <ul style="list-style-type: none"> • Self-Enroll allows students to sign-up for a group. • Manual Enroll allow the teacher to manually enter students into groups. <p>Group Set (<i>helpful for task/project-specific groups</i>)</p> <ul style="list-style-type: none"> • Random Enroll allows the teacher to set group parameters that will randomly generate groups as needed.
<p>3. Groups may contain a number of productivity tools. Teachers may add or remove group tools as needed.</p>	
<p>4. Once group settings are created, click Submit.</p>	
<p>Notes:</p> <ul style="list-style-type: none"> • 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. 	
<p style="text-align: right;">Table of Contents</p>	

Tools

The Tools link displays the various tools that are available in the course. Links to these tools may also be created within content area pages. Teachers have the ability to hide these links from students at any time.

Tools



Achievements

Hide Link

Achievements



Discussion Board

Hide Link

Create and manage Topics within the Discussion Board.



Announcements

Hide Link

Create and view Class Announcements.



Glossary

Hide Link

View a list of important terms and their definitions.



Blackboard Collaborate

Hide Link

Schedule and join Blackboard Collaborate web conferencing sessions and view recorded archives.



Groups

Hide Link

Create and manage formal groups of students to collaborate on work.



Blackboard Help for Students

Hide Link

Open Blackboard Help in a separate window.



Journals

Hide Link

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

Instantly connect and collaborate with classmates and teachers.



My Grades

Hide Link

Displays detailed information about your grades.



Blogs

Hide Link

Create and manage blogs for Classes and Class Groups.



Portfolios Homepage

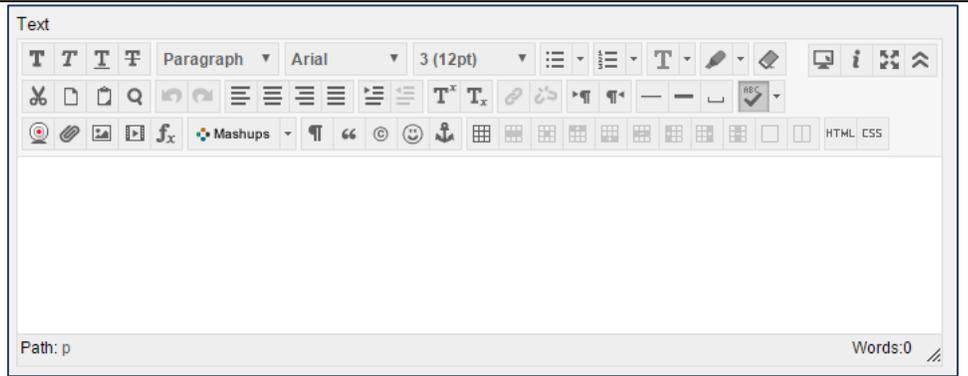
Hide Link

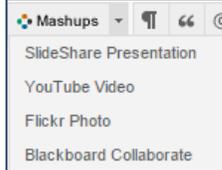
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Text Editor

The text editor can be used throughout Blackboard to create items or content, to respond to discussion prompts, or to answer questions on assessments. The editor contains a number of useful tools beyond basic text formatting. If you do not see the full editor, click on the double chevron  to display all options.



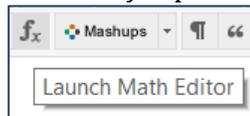
	Preview, help, full screen, reveal/hide features
	Cut, copy, paste, search
	Add hyperlink (when text or item is highlighted/selected)
	Embed video recording, attach file, embed image, embed video
	Embed third-party resources
	Insert emoticons
	Insert table
	Edit or add HTML or CSS code (useful for web tool embed codes)

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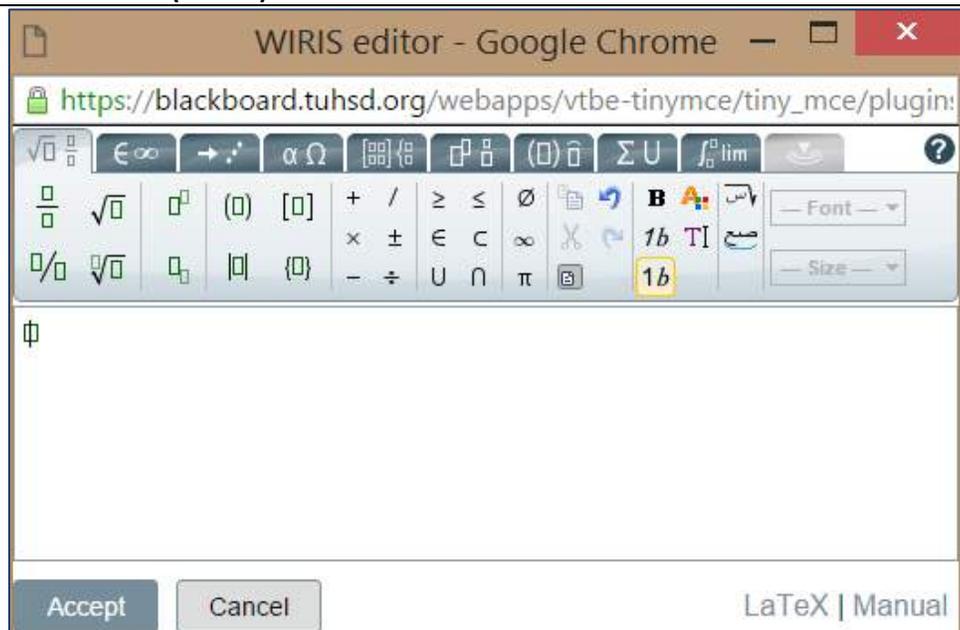
TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Math Editor

Within the text editor, locate and select the fx option.



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.

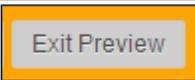
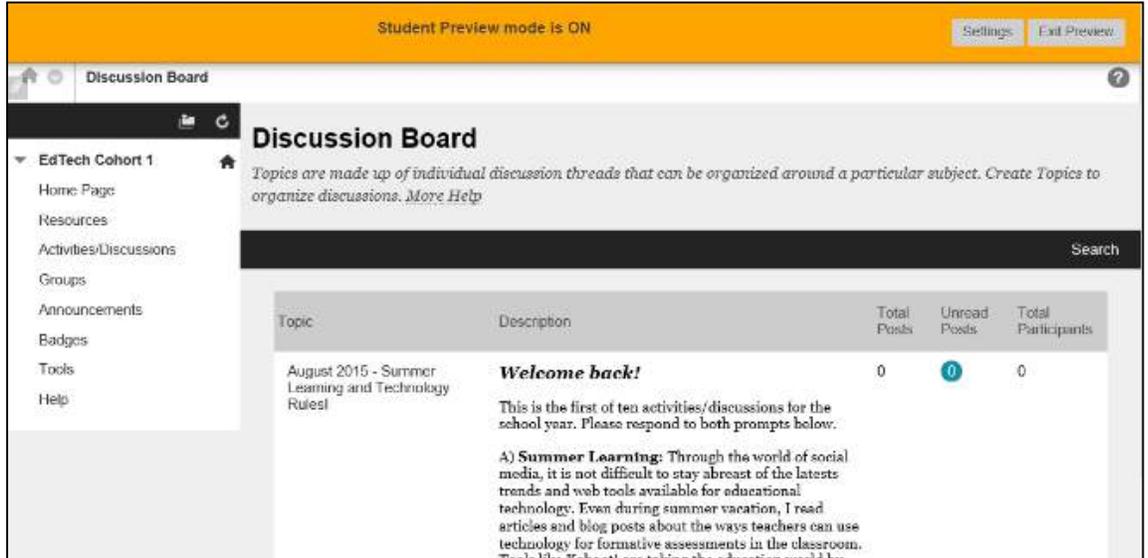


This option works best in Chrome or Firefox browsers.

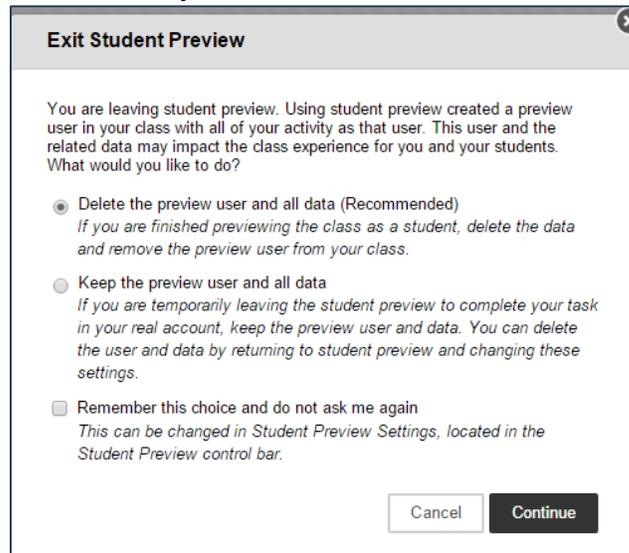
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Student Preview

- To preview what students see on the course page, click the  icon on the top-right corner of the page.
- Select the pages or items you wish to preview.
- Respond to prompts and take assessments as a test student.



- Click **Exit Preview** when finished.
- You will have the option to keep or delete any data created during the preview session. Once you make a selection, click Continue.



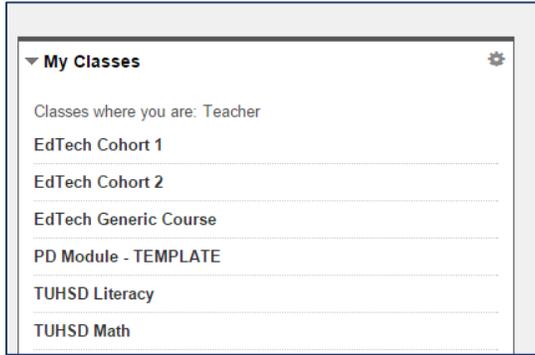
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

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.



2. Under the **Class Name** column, select the classes to hide. Click **Submit**.

Personalize: My Classes

EDIT CLASS LIST

Select the attributes to be displayed for each Class. Selecting Select All will display all attributes for the Class. If none of the module.

Classes you are teaching:

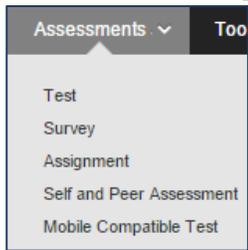
↕	Select All/Unselect All	Class	Class Name	Class ID
<input type="checkbox"/>	<input type="checkbox"/>	EdTech01: EdTech Cohort 1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	EdTech02: EdTech Cohort 2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	ETGC001: EdTech Generic Course	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gen001-2015: Generic Course 1 - Suggs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gen002-2015: Generic Course 2 - Suggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	EdTech9915: PD Module - TEMPLATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	PDLIT001-15-16: TUHSD Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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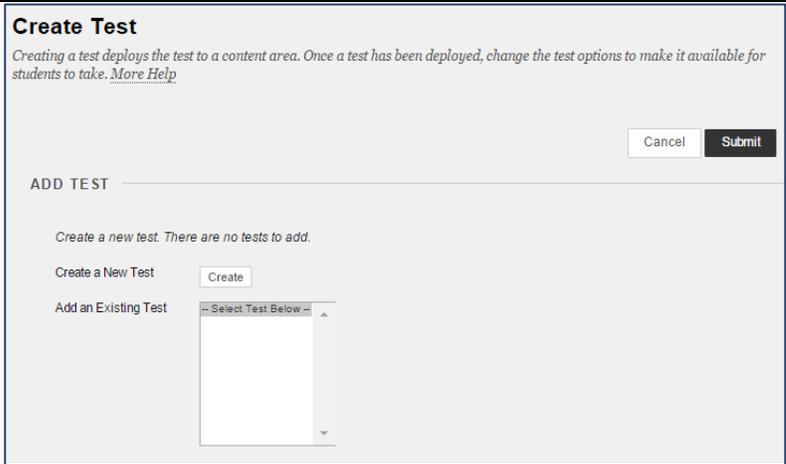
TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Create Tests

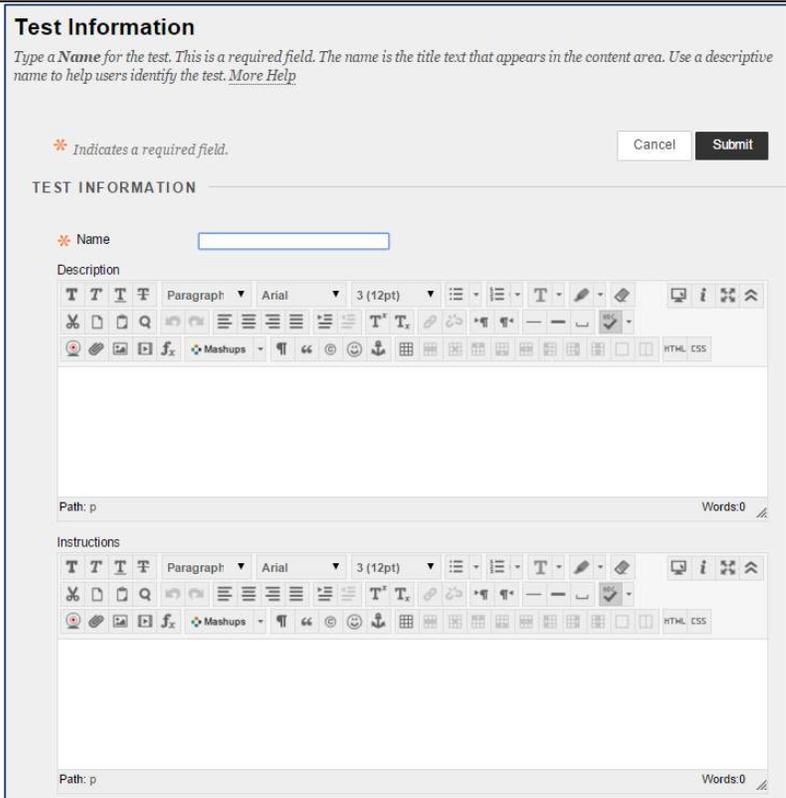
1. Place cursor over **Assessments** and click **Test** or Mobile Compatible Test (for use strictly with Blackboard mobile device app).



2. Click **Create and Submit**.



3. Add the test name.
4. Add a description or any specific instructions for students.
5. Click **Submit**.



6. Place cursor over Create Question.
7. Select the question type to add to the test.



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.

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback:

Incorrect Response Feedback:

CATEGORIES AND KEYWORDS

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories: None Add Tag OK Choose from Existing

Topics: None Add

Levels of Difficulty: None Add

Keywords: None Add

TEACHER NOTES

Teacher Notes

Character count: 0

Illustrated within the following pages are screenshots of the various questions and their features.

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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

Number of Answer Sets

Correct Answer Format

Click Calculate to generate the answer sets. Click Back to go back to the previous page. Click Cancel to quit.

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. Spaces are not allowed.

	Calculated Answer (0 Decimal places)
1.	2 ± 2

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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. [More Help](#)

* Indicates a required field.

QUESTION

Question Title

* Question Text

Path: p Words:0

ANSWERS

* Correct Answer

Answer Range +/-

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Either/Or

Create simple, two-option questions.

Create/Edit Either/Or Question

Either/Or questions show two answer options, such as True/False or Yes/No. [More Help](#)

* Indicates a required field.

Cancel

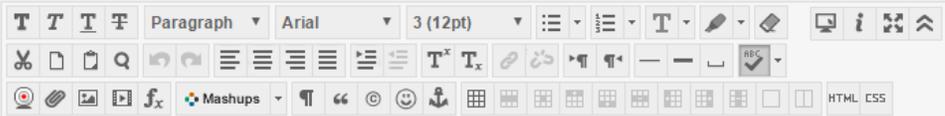
Submit and Create Another

Submit

QUESTION

Question Title

* Question Text



Path: p

Words: 0

OPTIONS

Answer Orientation

Vertical ▼

ANSWERS

Select the answer choices and select the correct answer.

Answer Choices

Yes / No ▼

Correct Answer

Yes No

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File Response

Students will upload a file as a response to this question.

A rubric may be added or created for this question.

Create/Edit File Response 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. [More Help](#)

** Indicates a required field.*

Cancel Submit and Create Another **Submit**

QUESTION

Question Title

** Question Text*

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo, source code, and other formatting options.

Path: p Words:0

RUBRICS

Add Rubric ▾

- Select Rubric
- Create New Rubric
- Create From Existing

te Last Edited Show Rubric to Students

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Fill in Multiple Blanks

Create/Edit Fill in Multiple Blanks Question

Fill in Multiple Blanks questions use variables to identify different places in the text for students to type missing values. [More Help](#)

* Indicates a required field.

Cancel **Next**

QUESTION

Add question text that includes variables in square brackets [x] corresponding to locations in the text where the Fill in the Blank fields should appear. Variables must be unique and cannot be reused. Click **Next** after completing the fields on this page to specify answers.

Question Title

* Question Text

Rich text editor toolbar with options: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Insert Table, Insert Table of Contents, HTML, CSS.

Complete this *Romeo and Juliet* quote:

But, [a]! What
[b] through
[c] window breaks?
It is the [d] , and
Path: p Words:23

OPTIONS

Allowing partial credit will give a percentage of the total points for partially correct answers.

Allow Partial Credit

QUESTION TEXT

Complete this *Romeo and Juliet* quote:

But, [a]! What
[b] through
[c] window breaks?
It is the [d] , and
Juliet is the [e] !

ANSWERS FOR: A

Number of Answers

*Answer 1 Case Sensitive

ANSWERS FOR: B

Number of Answers

*Answer 1 Case Sensitive

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Fill 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. [More Help](#)

* Indicates a required field.

Cancel Submit and Create Another **Submit**

QUESTION

Question Title

* Question Text



Path: p Words: 0

ANSWERS

Add answers for all possible correct responses.

Number of Answers

* Answer 1

Case Sensitive

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Jumbled Sentence

Students will select from a set of words to complete a given sentence.

Create/Edit Jumbled Sentence Question

Jumbled Sentence questions ask students to select the correct word from a set of words in a drop-down list to complete the sentence. [More Help](#)

* Indicates a required field.

Cancel Next

QUESTION

Add question text that includes variables in square brackets [x] corresponding to locations in the text where the drop-down list 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

* Question Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

The [a] journeyed from [b] to [c] in [d].

Path: div.bd » div.pg » div.inner clearfix » div.col main clearfix » div » div » div » h4

Words:28

OPTIONS

Allowing partial credit will give a percentage of the total points for partially correct answers.

Allow Partial Credit

ANSWERS

Select the number of answers for this question and enter the answers that will appear in the drop-down list.

Number of Answers

Answer 1 Remove

Answer 2 Remove

Answer 3 Remove

Answer 4 Remove

CORRECT ANSWERS

Specify the correct answers by selecting them in each drop-down list. Provide feedback for correct and incorrect answers.

The journeyed from to in

- Libe Liberty Bell
- Philadelphia
- San Francisco
- 1915

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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Matching

Students will select from a list of options to match a question to its answer.

Create/Edit Matching Question

Matching questions ask students to pair items in one column to items in another column. A Matching question may include a different number of items in the questions column and in the answers column to make the question more difficult. [More Help](#)

* Indicates a required field.

Cancel Submit

QUESTION

Enter the question text, the set of items, and matching responses in display order.

Question Title

* Question Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Undo, Redo, and HTML/CSS source code.

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

Rich text editor toolbar for the question item.

An expansion of detail to clarify a point: "We few, we happy few, we band of brothers."

Path: p Words: 17

* Answer

Rich text editor toolbar for the answer item.

Amplification

Add unmatched answer choices: 0

ANSWER ORDER

Order item answers

- Randomly
- Manually

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Multiple Answer

Students will select all options that correctly respond to the question.

Create/Edit Multiple Answer Question

Multiple Answer questions allow users to choose more than one correct answer. Up to 100 answers can be added to the question. [More Help](#)

* Indicates a required field.

Cancel Submit and Create Another Submit

QUESTION

Question Title

* Question Text

Path: p

Words:0

OPTIONS

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and check the correct answers.

Number of Answers

Correct

Answer 1. Remove

Path: p

Words:0

Answer 2. Remove

Path: p

Words:0

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Opinion Scale/Likert

Students will use a rating scale as their response.

Create/Edit Opinion Scale/Likert Question

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. [More Help](#)

* Indicates a required field.

Cancel Submit and Create Another **Submit**

QUESTION

Question Title

* Question Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. Below the toolbar is a text area containing a vertical cursor. At the bottom, it shows "Path: p" and "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

Answer Orientation

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

Answer 1.
 Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. Below the toolbar is a text area containing the text "Strongly Agree". At the bottom, it shows "Path: p" and "Words:2".

Answer 2.
 Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. Below the toolbar is a text area containing the text "Agree". At the bottom, it shows "Path: p" and "Words:1".

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Ordering

Students will place the options in correct order.

Create/Edit Ordering Question

Ordering questions ask students to put a series of items in correct order. [More Help](#)

* Indicates a required field.

Cancel Next

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 provide feedback for user responses.

Question Title

* Question Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, Table of Contents, and HTML/ISS.

Path: p Words: 0

OPTIONS

Answer Numbering

Allow Partial Credit

ANSWERS

Select the number of answer items and enter the answers in their correct order.

Number of Answers

Answer 1.

Remove

Rich text editor toolbar for Answer 1.

Path: p Words: 0

Answer 2.

Remove

Rich text editor toolbar for Answer 2.

Path: p Words: 0

Cancel Submit and Create Another Submit

ANSWERS

Set the display order for the answer items.

Correct Order Position: 1
 Create

Position: 2 Correct Position: 5
 Evaluate Understand

Position: 3 Correct Position: 1

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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. [More Help](#)

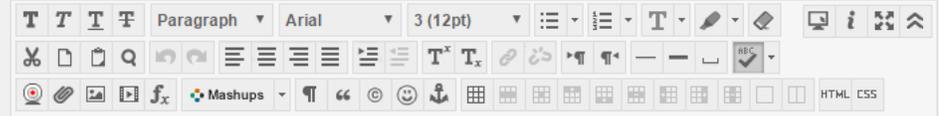
* Indicates a required field.

Cancel Submit and Create Another **Submit**

QUESTION

Question Title

* Question Text



Path: p Words:0

OPTIONS

Answer Orientation

ANSWERS

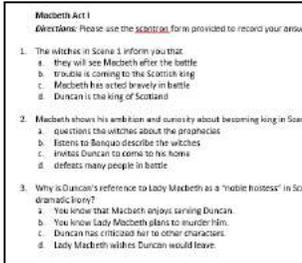
Answer True
 False

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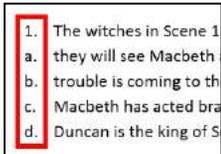
TUHS D TECH QUICK GUIDE: Blackboard Learn (Classic) Upload Test Questions (Conversion from Word to Blackboard)

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 the test questions.



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

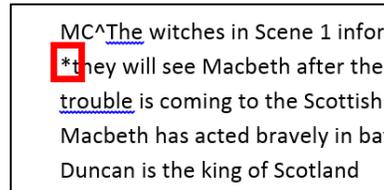


3. Type the question type code before each question (do not add a space between the code and the first word of the question).

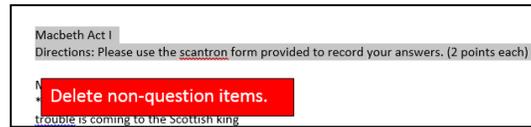
Question Codes:

MC^	Multiple choice	MC^The witches in Scene 1 they will see Macbeth after the trouble is coming to the Scottish king
MA^	Multiple Answer	
ESS^	Essay	
TF^	True/False	
MAT^	Matching	

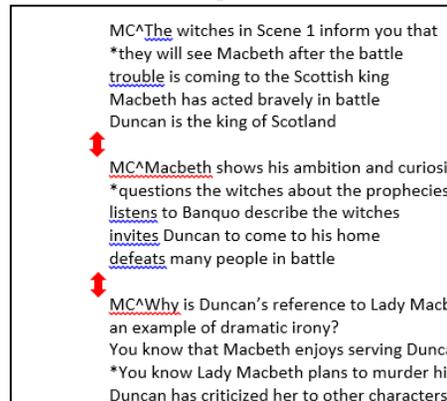
4. Add an * asterisk before the correct answer.



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

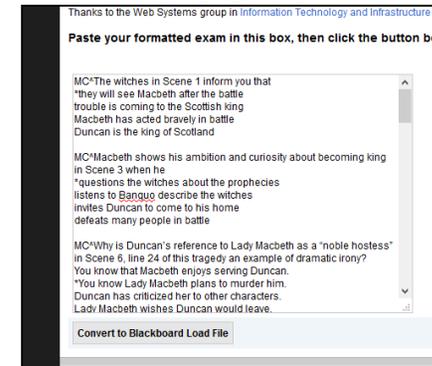


6. Leave a space between each question.



The New York Institute of Technology's information and technology infrastructure department created a [conversion tool](#) that is available for its instructors.

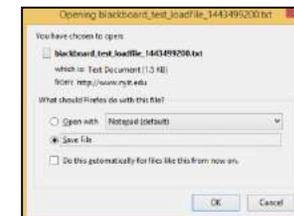
7. Copy and paste the text from the Word document onto the form on the linked page above.



8. Click convert to Blackboard Load File.



9. Save the file in a convenient place for future reference.



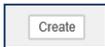
10. Access your class in Blackboard. Click on a content page to add the test.

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

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



12. Click Create.



13. Type the name of the test and any descriptions or instructions.

14. Click Submit.



15. Click Upload Questions on the action bar.



16. Click 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.



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



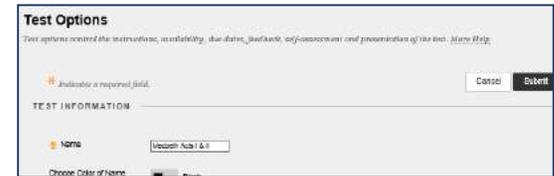
20. Click OK on the bottom of the page to begin assigning the test.



21. Select the test title. Click Submit.



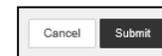
22. Select test options/features.



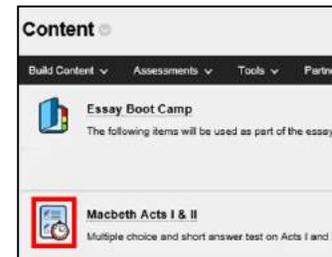
23. Select the test availability and any feedback options.



24. Click Submit.

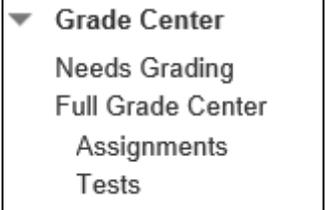
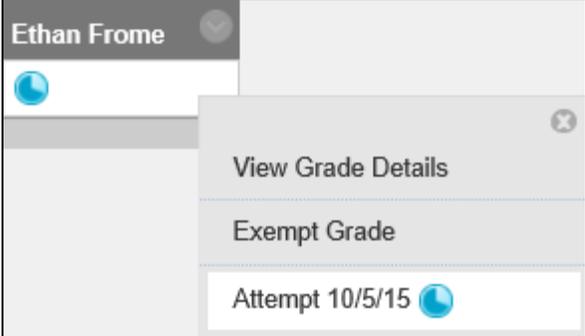
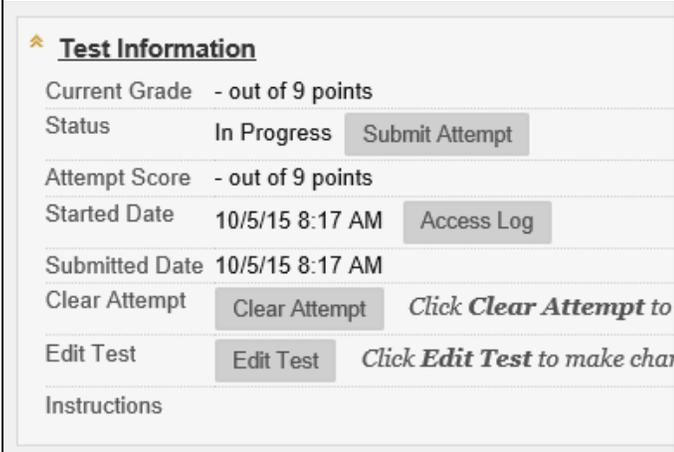
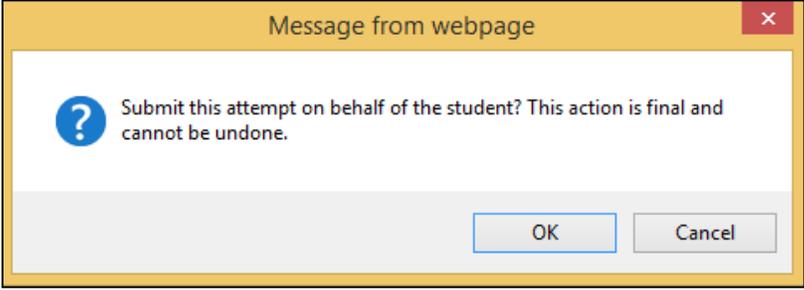


25. You will know if a test is active/available to students if the test icon is in color.



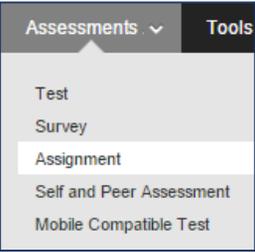
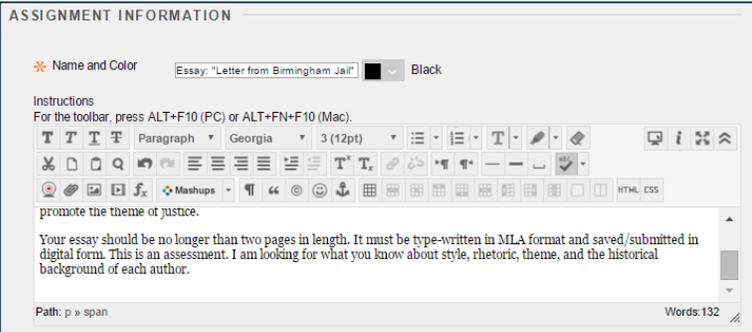
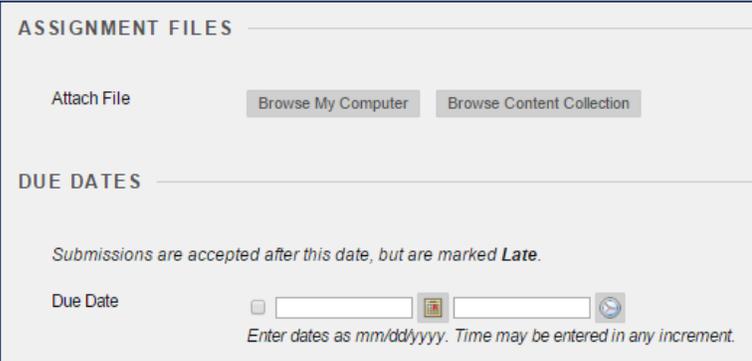
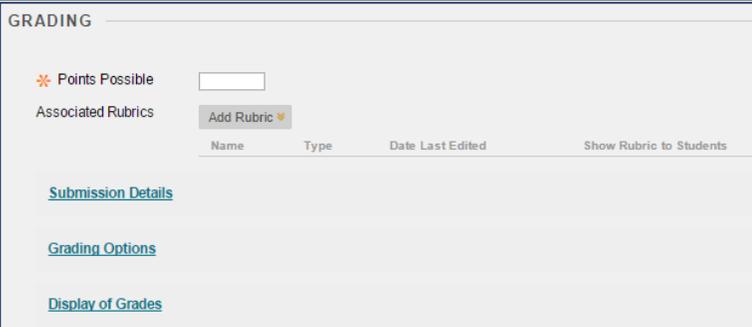
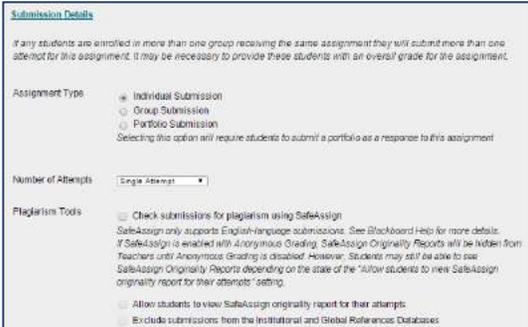
TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Force Submit / Clear Test Attempt

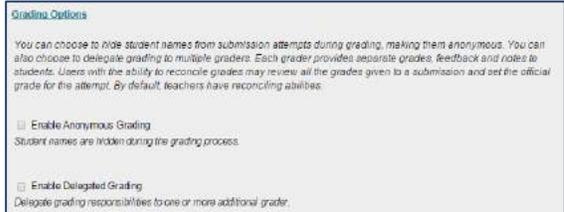
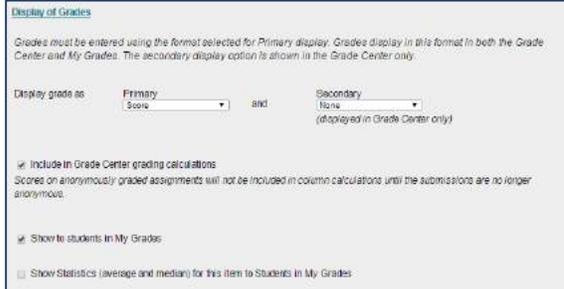
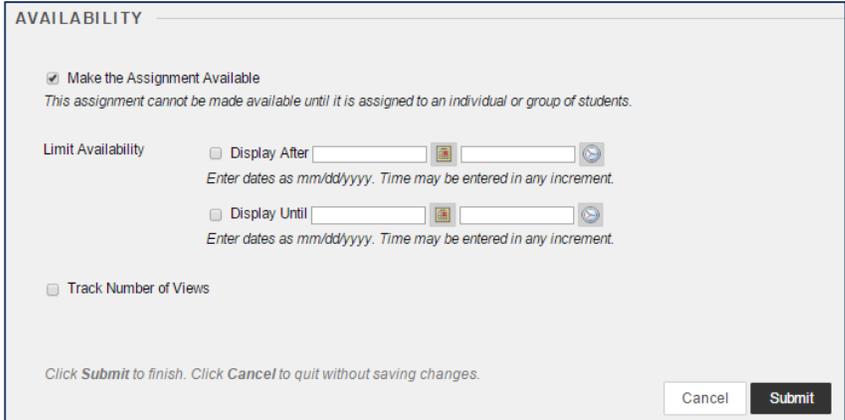
<p>1. Access the test in Grade Center.</p>	
<p>2. Access the assignment menu for the submitted work. Click on the attempt to force submit or clear the attempt.</p>	
<p>3. Click on Test Information. Click Submit Attempt. To clear the attempt so that a student may resubmit his/her work, click Clear Attempt.</p>	
<p>4. Click OK.</p>	

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Create Assignments

<p>Within a content area page, place the cursor over Assessments and select Assignment.</p>	
<p>Type the name of the assignment and the instructions.</p>	
<p>Upload files if necessary.</p> <p>Set a due date and time.</p>	
<p>Set the total number of points possible. Add/Create a rubric.</p> <p>Click on links for additional options.</p>	
<p>Submission Details: In this section, teachers may assign the work type.</p> <p>Allow for number of attempts</p> <p>Enable plagiarism tool / SafeAssign.</p>	

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

<p>Grading Options:</p> <p>Set anonymous or delegated grading</p>	
<p>Display of Grades:</p> <p>Determine how grades are displayed in grade center and for students.</p>	
<p>Set the availability of the assignment.</p> <p>Click Submit when finished.</p>	

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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

SafeAssign Plagiarism Tool

Teachers may create an assignment that includes a plagiarism checker.

1. Select Assignment from the Assessments menu in the content area page.
2. Create an assignment as you normally would.



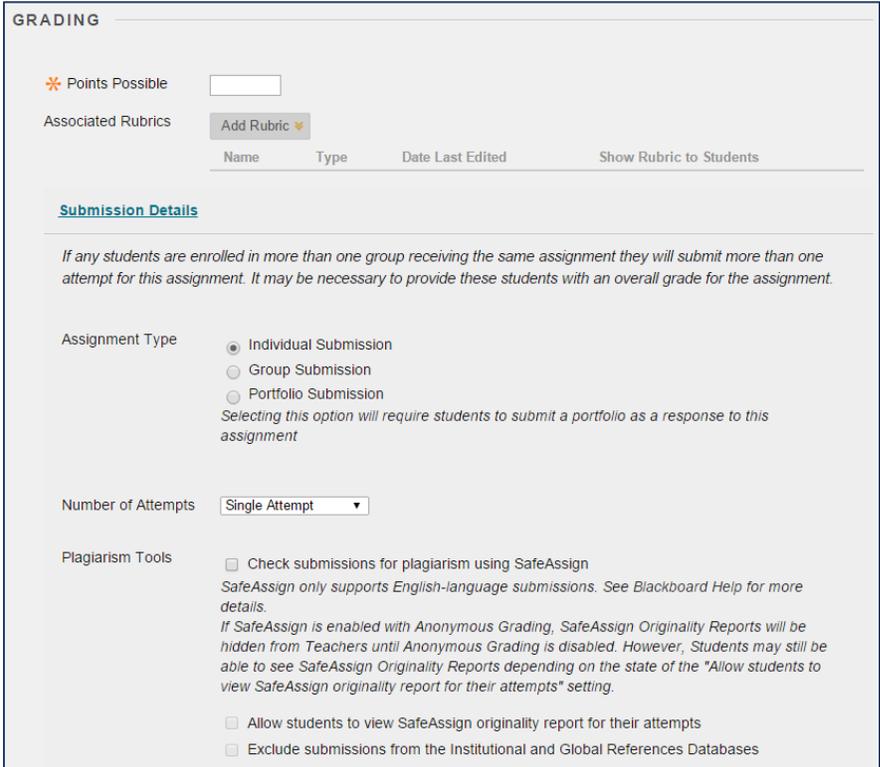
3. Under the Grading section, click on Submission Details.
4. Select the assignment type.
5. Select the number of allowed attempts.

Note: If you would like students to be able to resubmit their work, select more than a single attempt.

Number of Attempts	Single Attempt ▾
	Single Attempt
	Multiple attempts
Plagiarism Tools	Unlimited Attempts

Select "Check submissions for plagiarism using SafeAssign" to enable the plagiarism checker.

Select any additional options.

A screenshot of the Blackboard Learn 'GRADING' section. The page title is 'GRADING'. There are several sections: 'Points Possible' with a text input field; 'Associated Rubrics' with an 'Add Rubric' button and a table with columns 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'; 'Submission Details' with a paragraph of text: 'If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.'; 'Assignment Type' with radio buttons for 'Individual Submission' (selected), 'Group Submission', and 'Portfolio Submission', and a note: 'Selecting this option will require students to submit a portfolio as a response to this assignment'; 'Number of Attempts' with a dropdown menu set to 'Single Attempt'; and 'Plagiarism Tools' with checkboxes for 'Check submissions for plagiarism using SafeAssign' (checked), 'Allow students to view SafeAssign originality report for their attempts', and 'Exclude submissions from the Institutional and Global References Databases'.

Note: If you select "Exclude submissions from the Institutional and Global References Databases," this will prevent student work from being included when the program searches for plagiarism in the future.

Students should upload their assignment. Teacher will access submitted assignments via the Grade Center.

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TUHS D TECH QUICK GUIDE: Blackboard Learn (Classic)

Grading Essays in-line and accessing SafeAssign Report

From the **Needs Grading** page within **Grade Center**, place cursor over the assignment and click on the arrow.
 Select **Grade All Users** or **Grade with User Names Hidden** (for anonymous grading).

4 total items to grade.			
Category	Item Name	User Attempt	Date Submitted
Assignment	Personal Policy Statement Final Upload	JaneDoe Student	January
Assignment	Creative Commons Photos	JaneDoe Student	January
Assignment	Essay Outline	JaneDoe Student	February
Assignment	AP Free Response Practice	Lisa Lobo	February

Grade All Users (1)
 Grade with User Names Hidden (1)

Grading Options:

- Use annotation tools to grade in-line.
- Download and save submitted work.
- Provide feedback or use a rubric (if added to the assignment).
- Enter the student score and provide feedback.

GRADE HIGHEST GRADE /9

ATTEMPT 2/4/16 11:49 AM /9

SafeAssign ~ 39% overall match

SAFEASSIGN SUBMISSION

BuyNothingDay-Plagiarized.d OCX 39%

View Originality Report

GRADED RUBRIC:

AP ENGLISH LANGUAGE AND COMPOSITION 9-POINT RUBRIC

Used for Grading

Show Descriptions Show Feedback

HOLISTIC SCORE

Zero (0) out of 9 points

Grade Assignment: AP Free Response Practice

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

Viewing 2 of 2 gradable items

Abby Aztec (Attempt 1 of 1)

Exit

Assignment Instructions 1 of 2

Assignment Details

GRADE HIGHEST GRADE /9

ATTEMPT 2/4/16 11:49 AM /9

SafeAssign ~ 39% overall match

SUBMISSION

BuyNothingDay-Plagiarized.docx

Assignment Instructions: An Annual "Buy Nothing Day"

Resources of food, water, paper, and other everyday materials are significantly decreasing in abundance by the second. The human population continues to consume more and more, causing the demand for goods to rise in no time. The resources available to us have been taken for granted so much that humankind has begun having difficulties maintaining a resource-rich, healthy, environment with a well-balanced level of greed and benevolence among the inhabitants.

"Buy Nothing Day" can be seen as an economic burden to its critics. Think about it this way, an entire day, stores do not make money. This will create an immense drop in our markets. Nations such as Canada have come up with a widespread idea of raising awareness on excess consumption that is taken in part of the citizens of the nation themselves. The creation of an annual "Buy Nothing Day" has become a yearly tradition since 1992, when Canada decided to begin the consumer detox of their country for a mere 24 hours out of the 8760 hours in the entire year.

Access the SafeAssign report by clicking on **SafeAssign** on the right-hand column.

SafeAssign ~ 39% overall match

SAFEASSIGN SUBMISSION

BuyNothingDay-Plagiarized.d OCX 39%

View Originality Report

Click on citations within the text to view the source of suspected plagiarism.

safe assign by Pearson

Mr. Teacher AP English Language/Composition 10 March 2011

An Annual "Buy Nothing Day"

Resources of food, water, paper, and other everyday materials are significantly decreasing in abundance by the second. The human population continues to consume more and more, causing the demand for goods to rise in no time. The resources available to us have been taken for granted so much that humankind has begun having difficulties maintaining a resource-rich, healthy, environment with a well-balanced level of greed and benevolence among the inhabitants.

"Buy Nothing Day" can be seen as an economic burden to its critics. Think about it this way, an entire day, stores do not make money. This will create an immense drop in our markets. Nations such as Canada have come up with a widespread idea of raising awareness on excess consumption that is taken in part of the citizens of the nation themselves. The creation of an annual "Buy Nothing Day" has become a yearly tradition since 1992, when Canada decided to begin the consumer detox of their country for a mere 24 hours out of the 8760 hours in the entire year.

Suspected Entry: 100% match

Matched: BuyNothingDay-Plagiarized.docx This set created an immense drop in our markets.

Source: http://www.buynothingday.com/... This set created an immense drop in our markets.

AP Free Response Practice

Abby Aztec on Thu, Feb 04 2016, 11:49 AM

39% original match

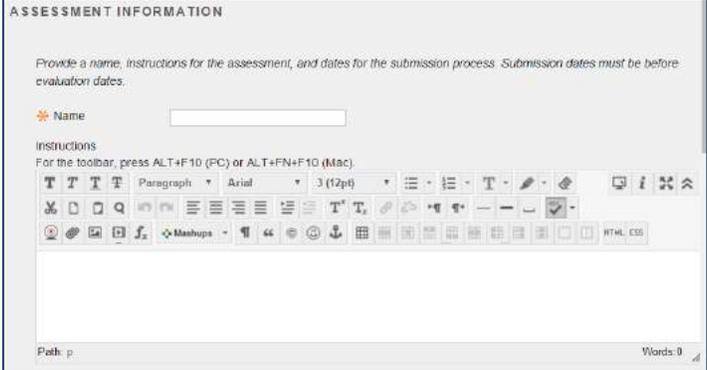
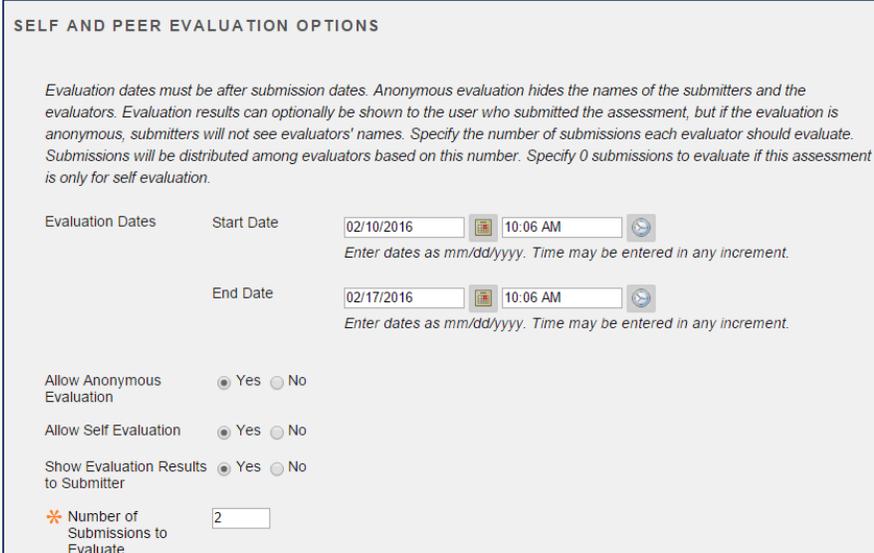
BuyNothingDay-Plag... 39%

Citations (1/1)

BuyNothingDay-Plagiarized.docx

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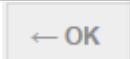
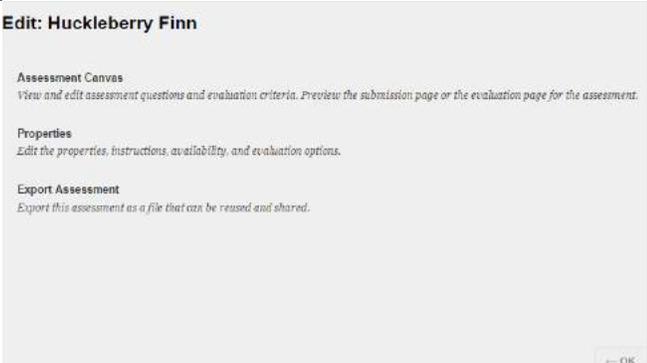
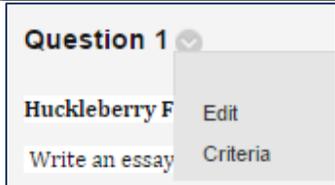
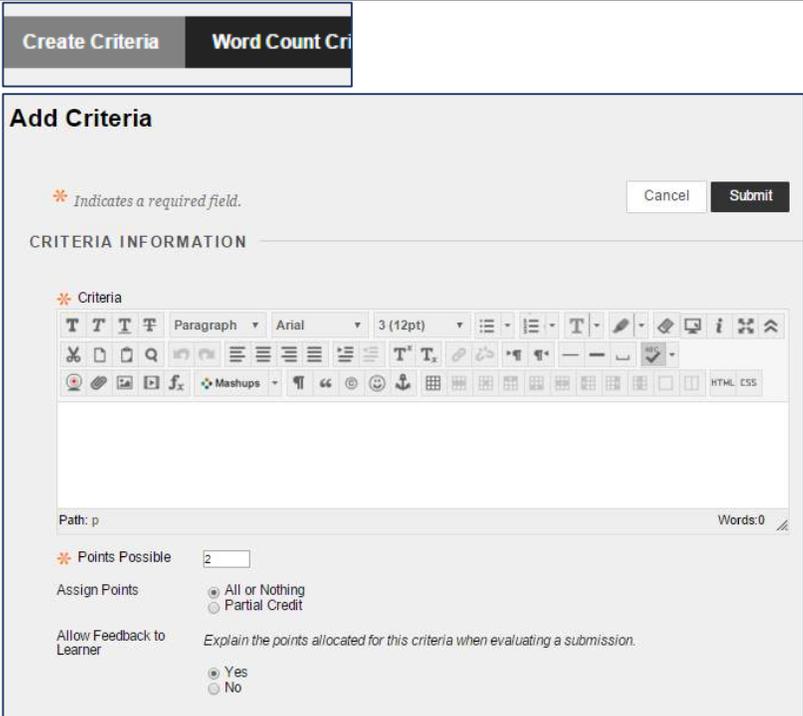
TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)
Self and Peer Assessment

<p>1. Within a content area page, select Self and Peer Assessment from the Assessments menu.</p>	
<p>2. Create a new assessment.</p>	
<p>3. Type the name and instructions for the peer assessment.</p>	
<p>4. Select start and end dates. <i>Note: An end date for assignment submission is important to ensure that the program collects and assigns peer evaluations appropriately.</i></p>	
<p>5. Set Self and Peer Evaluation options by entering a time frame occurring after the submission end date and enabling other features.</p>	

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

<p>6. Add any additional options.</p> <p>7. Click Submit when finished.</p>	<p>OPTIONS</p> <p>Date restrictions and availability apply to the content item. They are not tied to the dates for the submission and evaluation processes.</p> <p>Make the assessment available <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track number of views <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Choose date restrictions <input type="checkbox"/> Display After 02/03/2016 10:06 AM <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> <p><input type="checkbox"/> Display Until 02/04/2016 11:06 AM <small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p> <p><small>Click Submit to proceed. Click Cancel to go back.</small></p> <p>Cancel Submit</p>
<p>8. Click Create Question within the Assessment Canvas to add the assignment instructions for the initial submission.</p>	<p>Assessment Canvas</p> <p>Add and edit the questions to be responded to during the submission process for this assessment. Evaluation criteria can be added to each question, and this criteria will only be visible during the evaluation process for this assessment.</p> <p>Create Question Search for Questions Preview</p>
<p>9. Type the question.</p> <p>10. Type a response as a model that peers may use to help them fairly evaluate the work they are assigned to review.</p> <p>11. Click Submit.</p>	<p>Add Question</p> <p>* Indicates a required field.</p> <p>Cancel Submit</p> <p>ASSESSMENT INFORMATION</p> <p>Assessment Name Huckleberry Finn</p> <p>QUESTION INFORMATION</p> <p>* Question Text</p> <p>Rich text editor for Question Text (Path: p, Words: 0)</p> <p>MODEL RESPONSE</p> <p>Providing a model response is optional. It allows evaluators to compare the responses in the submissions to an exemplary response. The model response can be made available at any time, but it will only be visible during the evaluation process, after the submission process has ended.</p> <p>Model Response</p> <p>Rich text editor for Model Response (Path: p, Words: 0)</p> <p>Available <input checked="" type="radio"/> Yes <input type="radio"/> No</p>

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

<p>12. Add any additional questions within the Assessment Canvas. 13. Click OK when finished.</p>	
<p>14. Click OK again.</p>	
<p>15. For each question, click Criteria from within the question menu.</p>	
<p>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.</p>	

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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

<p>Accessing Self and Peer Assessment Results</p> <ol style="list-style-type: none"> To view submissions, evaluations, and results for Self/Peer evaluations, click on Class Tools within Class Management. Select Self and Peer Assessment. Click the arrow beside the assessment title to view more options. 	<p>CLASS MANAGEMENT</p> <ul style="list-style-type: none"> Control Panel Content Collection → Class Tools <ul style="list-style-type: none"> Achievements Announcements Blackboard Collaborate Blogs Class Calendar Class Messages Class Portfolios Contacts Date Management Discussion Board Glossary Journals Mobile Compatible Test List Rubrics SafeAssign Self and Peer Assessment Send Email Set Grade Center Due Dates 	<p>Self and Peer Assessment</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Huckleberry Finn Essay and Peer Assessment</td> <td>Click on the assignm</td> </tr> <tr> <td>Letter to the Editor Review</td> <td></td> </tr> </tbody> </table> <p>View Submissions View Evaluations View Results</p>	Name	Description	Huckleberry Finn Essay and Peer Assessment	Click on the assignm	Letter to the Editor Review																											
Name	Description																																	
Huckleberry Finn Essay and Peer Assessment	Click on the assignm																																	
Letter to the Editor Review																																		
<p>View Submission: Click on a student's name to view his/her submission.</p>	<p>Submissions</p> <p>Download All</p> <p>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</p> <table border="1"> <thead> <tr> <th>Completed</th> <th>Name</th> <th>Username</th> <th>Question Responses</th> </tr> </thead> <tbody> <tr> <td>Completed</td> <td>Aztec, Abby</td> <td>student56789</td> <td>1 of 1</td> </tr> <tr> <td>Completed</td> <td>Doe, John</td> <td>student23456</td> <td>1 of 1</td> </tr> <tr> <td>Completed</td> <td>Lobo, Lisa</td> <td>student45678</td> <td>1 of 1</td> </tr> <tr> <td>Completed</td> <td>Student, JaneDoe</td> <td>student12345</td> <td>1 of 1</td> </tr> <tr> <td>Completed</td> <td>Wolverine, William</td> <td>student3456</td> <td>1 of 1</td> </tr> </tbody> </table> <p>Displaying 1 to 5 of 5 items Show All Edit Paging...</p>		Completed	Name	Username	Question Responses	Completed	Aztec, Abby	student56789	1 of 1	Completed	Doe, John	student23456	1 of 1	Completed	Lobo, Lisa	student45678	1 of 1	Completed	Student, JaneDoe	student12345	1 of 1	Completed	Wolverine, William	student3456	1 of 1								
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Completed	Aztec, Abby	student56789	1 of 1																															
Completed	Doe, John	student23456	1 of 1																															
Completed	Lobo, Lisa	student45678	1 of 1																															
Completed	Student, JaneDoe	student12345	1 of 1																															
Completed	Wolverine, William	student3456	1 of 1																															
<p>View Evaluation: Click on the arrow beside the student's name to view his/her evaluation.</p>	<table border="1"> <thead> <tr> <th>Completed</th> <th>Evaluator</th> <th>Evaluator Username</th> <th>Submissions Evaluated</th> <th>Percentages</th> <th>Points</th> <th>Average</th> <th>Evaluated Self</th> </tr> </thead> <tbody> <tr> <td>Completed</td> <td>Aztec, Abby</td> <td>student56789</td> <td>Abby Aztec</td> <td>100%</td> <td>18/18</td> <td>94%</td> <td>Completed</td> </tr> <tr> <td></td> <td></td> <td></td> <td>John Doe</td> <td>88%</td> <td>16/18</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>JaneDoe Student</td> <td>94%</td> <td>17/18</td> <td></td> <td></td> </tr> </tbody> </table> <p>Aztec, Abby student56789</p> <p>View Evaluation</p> <p>Doe, John Download Evaluation</p>		Completed	Evaluator	Evaluator Username	Submissions Evaluated	Percentages	Points	Average	Evaluated Self	Completed	Aztec, Abby	student56789	Abby Aztec	100%	18/18	94%	Completed				John Doe	88%	16/18						JaneDoe Student	94%	17/18		
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			JaneDoe Student	94%	17/18																													

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Evaluations will appear by evaluator on the screen.

Submission: John Doe(student23456)

Question 1

Write an essay about ONE of the following topics.

1. This novel is also a satire on human weaknesses. What human traits does he satirize? Give examples for each.
2. 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 *Huckleberry Finn* against charges of being a racist novel?
4. *Huckleberry Finn* 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 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.

	Points Allocated	Points Possible	Feedback to Learner
Criteria 1:	3	3	None
Criteria 2:	5	5	None
Criteria 3:	4	5	None
Criteria 4:	4	5	None

View Results:
The view results screen illustrates the evaluation results and progress per student.

Results

[Send Results to Grade Center](#) [Download All](#)

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
	Aztec, Abby	student56789	100%	18/18	No	Completed	0 of 2
	Doe, John	student23456	89%	16/18	No	Not Started	1 of 2
	Lobo, Lisa	student45678	-	-	No	Not Started	0 of 2
	Student, JaneDoe	student12345	94%	17/18	No	Not Started	1 of 2
	Wolverine, William	student3456	-	-	No	Not Started	0 of 2

Displaying 1 to 5 of 5 items | [Show All](#) | [Edit Paging...](#)

← OK

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

Click on the student name to see individual results.

View Single Result

Submitter Name Abby Aztec (student56789)
 Assessment Name Huckleberry Finn Essay and Peer Assessment
 Average Percentage 100%
 Average Points 18/18

Evaluator Name: Abby 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: JaneDoe 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 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 work-
 Go to Grade Center > Full Grade Center

Click on Filter within the Action Bar.
 Under Categories, select Self and Peer to view just that column.

Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column Create Calculated Column Manage Reports Filter Work Offline

Current View: Full Grade Center Category: All Categories Status: All Statuses

Move To Top Email

Grade Information Bar

Last Name First Name OER Text

the Ex Letter to the Ex Huckleberry Fi

Suqqs PreviewUser Tara

Order: Descending

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

When the assessment is made available, students will see the link and description on the content area page in which it was placed.

Students will click on the title link or on ">>View/Complete Assessment" to begin.

They will first complete the assessment by clicking on the question. In this example, the student will click on Question 1.

Students may type their response or attach a file as their submission by clicking "Browse My Computer." They must click Submit when finished and will be returned to the main assessment screen.

They should click OK when done.



When the evaluation time frame is opened, students will click on the assessment link again.

They will be assigned work to evaluate according to the options selected by the teacher.

To begin, the student must click on the name or user.

Name	Status	Points Allocated
Abby Aztec	Not Started	0/18
User 1	Not Started	0/18
User 2	Not Started	0/18

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

He/She will give feedback and points for the given 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**.

The screenshot shows the 'Model Response' section with a text area containing a paragraph about speeches. Below it is the 'Criteria' section with a 'Criteria Completion Status' table showing 1 of 4 criteria completed. The first criterion is expanded to show a question: 'Did the author of this paper:' followed by a list of requirements: include the author's name and novel title, underline the title, and avoid personal pronouns. Below the question is a 'Feedback to Learner' text box and a 'Points possible' field set to 3. A 'Save and Next Criteria' button is at the bottom of the criteria section. At the very bottom of the screenshot are 'Cancel' and 'Submit' buttons.

Students may view their progress on the overall task as they move through the process.

To go back to the main content area screen, they can click **OK**.

← OK

Evaluations

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.

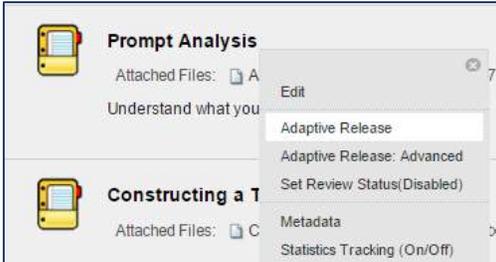
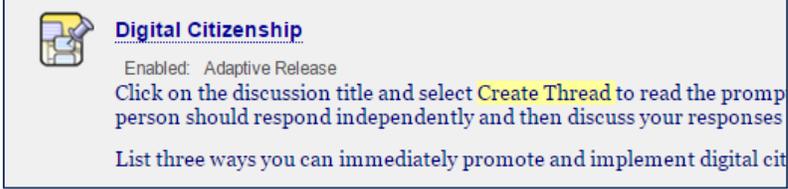
Name	Status	Points Allocated
Abby Aztec	Completed	18/18
User 1	Completed	16/18
User 2	Not Started	0/18

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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.

<p>Place the cursor over the content title and click on the arrow. Select Adaptive Release.</p>	<p>Criterion options:</p> 
<ul style="list-style-type: none"> • DATE: Set a time frame for availability 	<p><i>Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.</i></p> <p>Choose Date</p> <p><input type="checkbox"/> Display After <input type="text"/> <input type="text"/> <input type="text"/></p> <p><i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p> <p><input type="checkbox"/> Display Until <input type="text"/> <input type="text"/> <input type="text"/></p> <p><i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p>
<ul style="list-style-type: none"> • MEMBERSHIP: Restrict content to specific users/students 	<p><i>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.</i></p> <p>Username <input type="text"/> <input type="button" value="Browse..."/></p> <p><i>Enter one or more Username values or click Browse to Search. Separate multiple Username values with commas.</i></p>
<ul style="list-style-type: none"> • GRADE CENTER ITEM: Make item available once a graded item is completed and/or additional requirements are completed. 	<p><i>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.</i></p> <p>Select a Grade Center item <input type="text" value="None"/></p> <p>Select Condition</p> <p><input checked="" type="radio"/> User has at least one attempt for this item <i>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.</i></p> <p><input type="radio"/> Score <input type="radio"/> Percent <input type="text" value="Less than or equal to"/> <input type="text"/></p> <p><input type="radio"/> Score <input type="radio"/> Percent Between <input type="text"/> and <input type="text"/></p>
<ul style="list-style-type: none"> • REVIEW STATUS: Make item available only if a certain content item has been reviewed/marked as reviewed. 	<p><i>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.</i></p> <p>Select an item <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Clear"/></p>
<p>Click Submit when finished.</p>	<p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>
<p>Items on adaptive release will have an indicator below their title.</p> <p><i>Note: Students will not see adaptive release items until they meet the specified criteria.</i></p>	

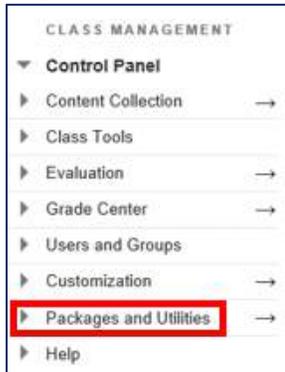
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TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

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.

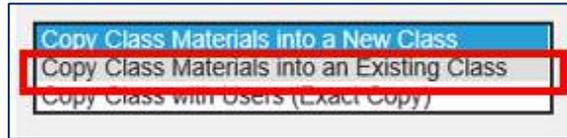
1. To copy an already-created assignment, rubric, or test within Blackboard, enter the class from which you would like to copy the items.
2. Next, locate the **Class Management** panel within the course that contains the test to be exported and select **Packages and Utilities**.



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



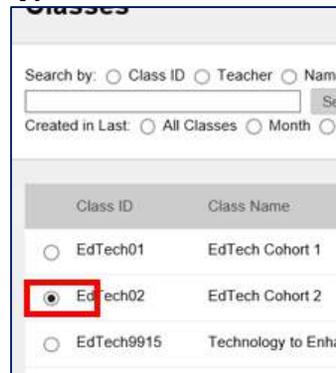
4. Locate the **Select Copy Type** section and select **Copy Class Materials into an Existing Class**.



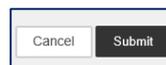
5. Click Browse beside the **Destination Class ID** section.



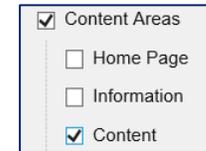
6. Select the class to which you wish to copy the content.



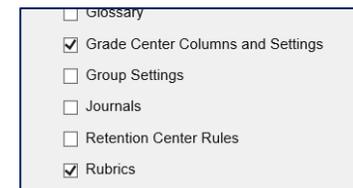
7. Scroll down the page and click **Submit**.



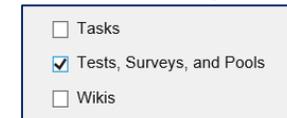
8. Locate the **Content Areas** section within the page and select the area that contains the content to copy.



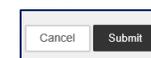
9. Scroll down the page and select **Grade Center Columns and Settings**. If you have rubrics to copy over, select **Rubrics** as well.



10. Select **Tests, Surveys, and Pools**.



11. Click **Submit**.



Check for content within the class to which it was copied.

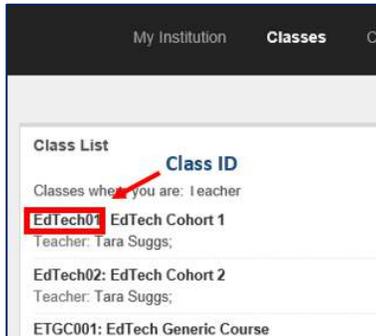
Note: Grade Center items may be duplicated. It is okay to manually delete the duplicate items as necessary, since the Grade Center is not yet synced with Synergy.

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

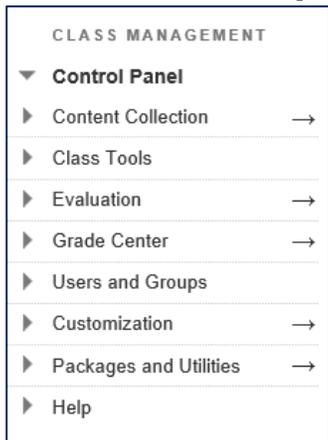
Export/Import Tests

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

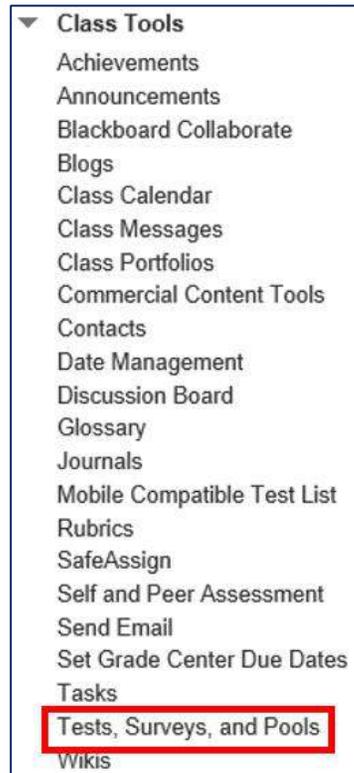
1. To copy an already-created test within Blackboard, first locate the class ID to which you would like to copy the test. This is located within the Classes page.



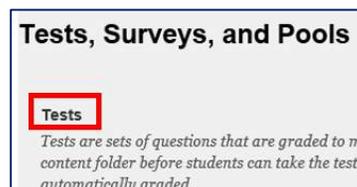
2. Next, locate the **Class Management** panel within the course that contains the test to be exported.



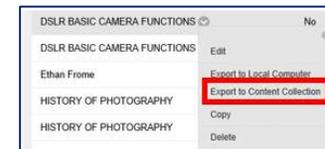
3. Select the **Class Tools** category and click **Tests, Surveys, and Pools**.



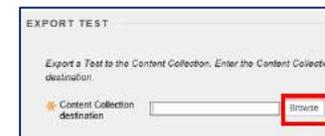
4. Click **Tests**.



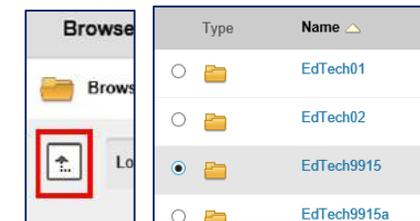
5. Locate the test you wish to copy. Click on the chevron. To access the menu options. Click **Export to Content Collection**.



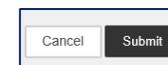
6. Click **Browse**.



7. 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**.



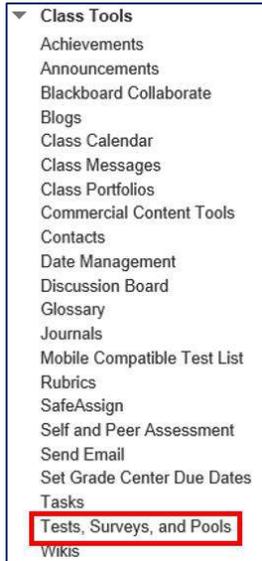
9. Note the status on the top of the page.

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

TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic)

10. Select the class to which you exported the test.

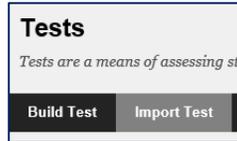
11. Select the **Class Tools** category and click **Tests, Surveys, and Pools**.



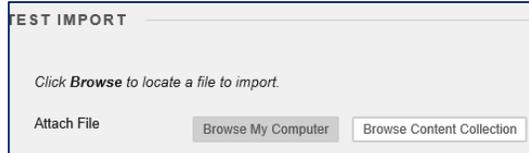
12. Click **Tests**.



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



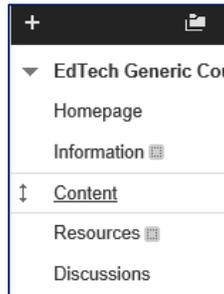
14. Select **Browse Content Collection**.



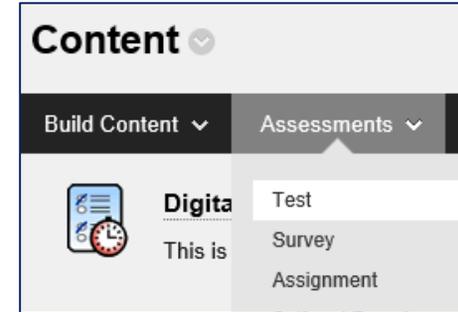
15. Select the test to be imported. Scroll down and click **Submit**.



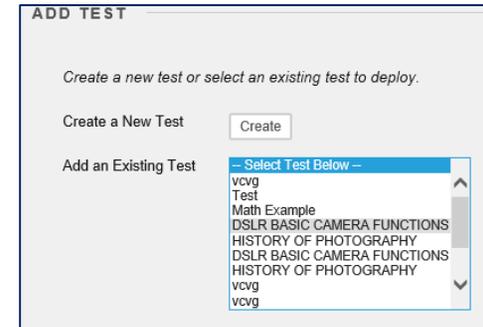
16. Click **Submit** on the test import page.
17. Once the import is complete, click on the content area to add the test.



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



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



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

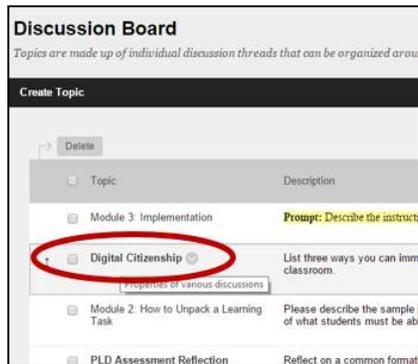
Here are several ways to grade assignments and discussions within Blackboard.

Grading Discussions

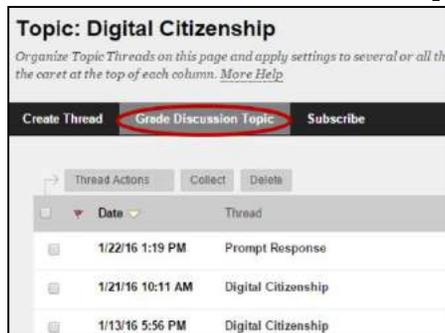
1. Access the discussion you wish to grade by clicking on the discussion link or the discussion post within a content area.

Discussions

2. Click on the discussion title.



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



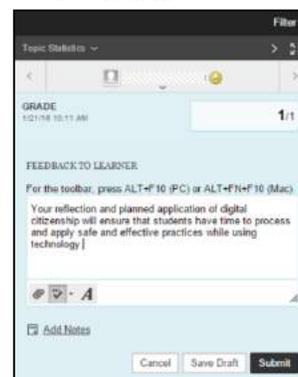
4. Click **Grade** beside the student/participant's name.



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

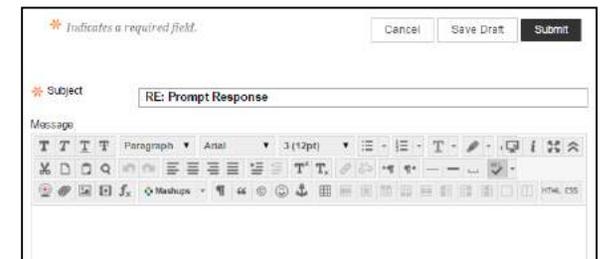
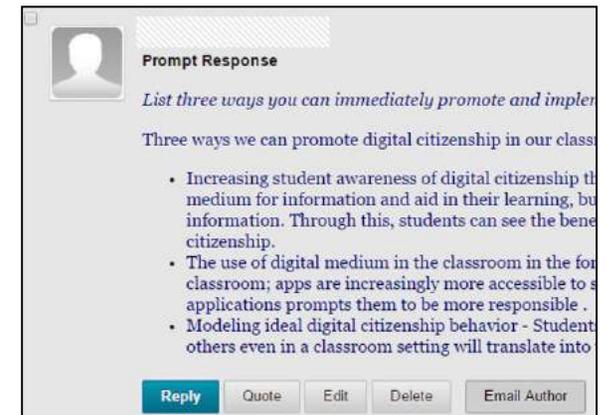


6. Notice the grading options on the right side of the screen. You may manually enter the grade and submit feedback.



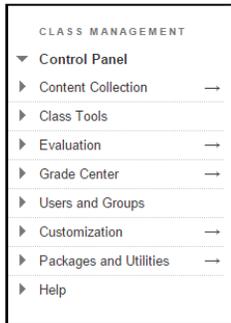
To grade additional posts, click on the arrows below or beside the author's name.

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.

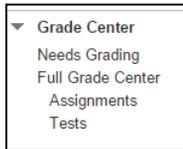


TUHSD TECH QUICK GUIDE: Blackboard Learn (Classic) Grade Center and Grading

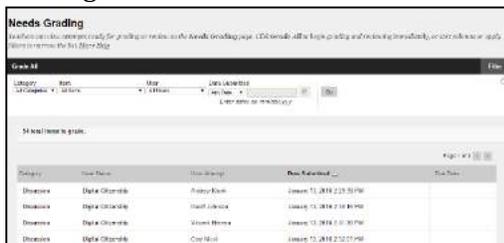
1. Assignments, discussions, and assessments may be graded via the **Grade Center**, located within the **Class Management** section on the bottom corner of the left column.



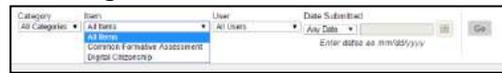
2. Click **Grade Center** to view options.



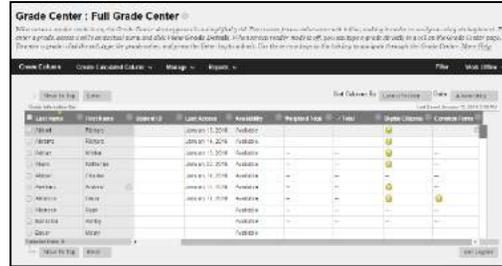
3. The **Needs Grading** page displays all submitted assignments that need to be graded.
4. Within the **Needs Grading** page, teachers may click **Grade All** to grade all submissions in succession.



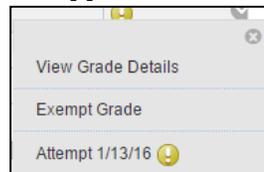
5. Use the filter options to grade specific assignments or student work.



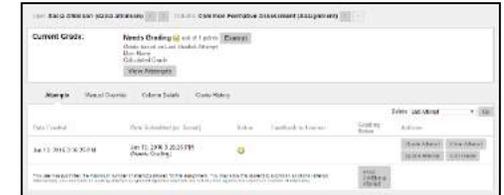
6. The **Full Grade Center** page displays Blackboard's grade book containing student/participate names and grade center items. Teachers may view assignments and tests separately by selecting the respective links below **Full Grade Center**.



7. The  in an assignment grade field indicates a submitted assignment that has not yet been graded.
8. 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.



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).



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



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.

