



BLACKBOARD™ BOOT CAMP



LEVEL II

STEP-BY-STEP GUIDE



Instructional Services
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T.A.N.K.

Look for **Tips and Nifty Knowledge (T.A.N.K.)** boxes next to step-by-step instructions. These boxes provide helpful additional information on the topic at hand.

Discussion Boards

To add a forum:

1. Click Discussion Board on the Course Menu.
2. Click Forum in the upper-left corner.
3. Enter the forum name
4. Enter a description of the forum in the Text box
5. Under the Forum Availability heading, determine the availability of the forum
6. Under the Forum Setting heading, determine the properties of the forum.

Allow anonymous posts	Neither users nor facilitators can identify the author of these posts.
Allow author to remove own posts	Enables users to remove their own posts, either all posts or only posts with no replies.
Allow author to modify own published posts	Only the contents of the post are modified with this privilege, not where the original post appeared. The only way to identify a modified post is to check the date it was posted, as the most current date will replace the original one.
Allow post tagging	Enables forum managers to create and apply text labels. Users can read, filter, and search messages using the tags, but cannot create their own.
Allow users to reply with quote	Enable users to include the text of the original message in any replies to that message.
Allow file attachments	Users can attach files such as text documents, links to external internet sites, etc.
Allow members to create new threads	Users can start a new thread that might, for example, be a new topic or an invitation to respond to a question.
Subscribe	Users can subscribe to entire forums or individual threads. An email notification is received each time a new post is made. The notification either includes the post or a link to the post.
Allow members to rate posts	Users can evaluate a post based on a fixed 5 point scale (presented as yellow stars next to the post). These ratings are not associated with the Blackboard grade book, so serve mainly as a visible assessment of postings.
Force moderation of posts	Before being released for public view by all users, the posts must be scrutinized by the moderator. The moderator's first task is to either publish the post or return it to the author with an explanation of why it is not being published at that time. Once published, the moderator can also remove/modify/reply to/lock/unlock posts.

Grade	Instructors can grade users on overall participation in a forum/thread. A column in the Grade Center is added and reflects grades accordingly.
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7. Click Submit.
8. Click OK on the receipt page.



T.A.N.K.

If a thread is **graded**, a user **cannot post additional threads**.

To modify a forum:

1. Click Discussion Board in the Course Menu.
2. A list of forums is displayed. Click Modify to the right of the forum you wish to edit.
3. Enter your changes to the forum.
4. Click Submit.

To re-order the display of forums:

1. Click Discussion Board in the Course Menu.
2. A list of all forums is displayed. Click the number drop down to the left of the forum you wish to move and choose the order for the forum.
3. All forums will be automatically re-ordered.
4. Repeat step 3 until all forums are in the desired order. Click OK.

To remove a forum:

1. Click Discussion Board in the Course Menu.
2. A list of forums is displayed. Click Remove to the right of the forum you wish to delete.
3. Click OK on the dialog box to permanently remove the forum.



T.A.N.K.

Keep in mind that removing a forum **removes all threads** contained within that forum.

Assessment

To create a test within a course:

1. Click Control Panel on the left side of the main course page.
2. Click Test Manager under the Assessment heading.
3. Click Add Test.
4. Enter the test name.
5. Enter a description of and/or instructions for the test in the text boxes.
6. Click Submit. The Test Canvas will open.
7. Click Creation Settings. Select/deselect options under each heading as appropriate for your test. Click Submit, then OK.
8. On the Test Canvas page, select a question type from the Add Question drop-down list and click Go.
9. Enter the information required for each question type. (The required information varies from question type to question type.)
See Appendix A for more information on question types in Blackboard.
10. Click Submit.
11. Repeat steps 7 through 9 to add additional questions.
12. When finished entering questions, click OK at the bottom of the question list.

To modify a test question:

1. Click Control Panel on the left side of the main course page.
2. Click Test Manager under the Assessment heading.
3. Click Modify to the right of the test containing the question you wish to modify.
4. A list of test questions is displayed. Click Modify to the right of the question you wish to edit.
5. Enter your changes to the question.
6. Click Submit.

To remove a test question:

1. Click Control Panel on the left side of the main course page.
2. Click Test Manager under the Assessment heading.
3. Click Modify to the right of the test containing the question you wish to remove.
4. A list of test questions is displayed. Click Remove to the right of the question you wish to delete.
5. Click OK on the dialog box.

To deploy a test:

1. Determine the Content Area in which you want to deploy the test.
2. Click the Content Area on the Course Menu.
3. Click EDIT VIEW.
4. Click Test.

5. Select the desired test in the Add Test box.
6. Click Submit.
7. Click OK on the receipt page.
8. Click Modify the Test Options.
9. Under Test Availability, select the Yes radial to make the test link available.
10. Set the desired properties for the test under the Test Availability, Self-assessment Options, Test Feedback, and Test Presentation headings.
11. Click Submit.
12. Click OK on the receipt page.
13. Click OK on the Modify Test screen.

To use Adaptive Release to deploy a test to a student:

1. Click the Content Area in which the test has been deployed.
2. Click EDIT VIEW.
3. Click Manage to the right of the desired test.
4. Click Adaptive Release.
5. Enter the date and time criteria for the test release.
6. Enter the username for the student(s) to whom you wish to release the test or click Browse to open a Search for Course User dialog box to locate the user(s) to whom you wish to release the test.
7. Enter Grading criteria as appropriate.
8. Enter Review criteria as appropriate.
9. Click Submit.
10. Click OK on the receipt page.



T.A.N.K.

Tests can also **easily** be **deployed to groups** of students you have created in your Blackboard course (i.e., AM students/PM students; first year students/second year students, etc.). **Non-selected groups will not be able to see or access** the test.

To view test results in the Grade Center:

1. Click Control Panel.
2. Click Grade Center under the Assessment heading.
3. If necessary, scroll left/right to locate the test column and up/down to locate a particular student.
4. For auto-graded tests, the column will display the grade for each student who has taken the test.
5. For tests including questions that cannot be auto-graded, the column will display a green exclamation point icon to indicate that the test needs to be graded.
 - a. Click the double-don arrow in the cell.
 - b. Chose Grade Details
 - c. Under the Attempts headings, click the View Attempt button to the right of the screen.
 - d. A Grade Assessment screen will appear, showing a list of the student's answer(s).

- e. Enter the points earned for each question in the box to the right of the screen.
- f. Enter feedback in the text box as appropriate.
- g. When done grading, click Submit at the bottom the question list.
- h. Click OK on the Grade Details screen.
- i. The grade will now appear in the test column.
- j. Students may log in, select Course Tools, and My Grade to view their test grade.

ExamView Tests

To export a test from ExamView:

NOTE: The following steps are completed in the ExamView Test Generator.

1. Open the test to be exported in ExamView.
2. Click File on the menu bar.
3. Select Export and Blackboard 6.x.
4. Save the test to desired location.
5. An Export to Blackboard 6.x dialog box will open.
6. Enter the test name.
7. Enter a description of the test (optional).
8. Leave formatting at HTML.
9. Use the drop-down list to adjust feedback as appropriate.
10. Enter the test name as the directory name for images.
11. Click OK.
12. A zip file of the test will be created in the location you designated.

To import a test from Examview into the Pool Manager:

1. Click Control Panel.
2. Click Pool Manager under Assessment.
3. Click Import.
4. Click Browse to the right of Attach local file.
5. Locate the zip file in the Choose file dialog box and click Open.
6. Click Submit.
7. Click OK on the receipt page.
8. Click Control Panel.
9. Click Test Manager under Assessment.
10. Click Add Test.
11. Enter the test name.
12. Enter a description of and/or instructions for the test in the text boxes.
13. Click Submit. The Test Canvas will open.
14. Click Creation Settings.



T.A.N.K.

Tests from **ExamView** must be **imported into the Pool Manager** and then created as tests in the Test Manager. Only **test cartridges from publishers** can be **imported directly into the Test Manager.**

15. From the Add drop-down list, select From a Question Pool or Assessment and click Go.
16. Select the test you imported from ExamView in the Search box under Pool.
17. Select All under Question types.
18. Click Search.
19. Select the question you want to include in the test. Click Select All if including all imported questions.
20. Click Submit at the bottom of the screen.
21. A preview test will be displayed. Be sure to read and edit all questions as necessary.
22. Click OK at the bottom of the screen.

Appendix A

Question Types in Blackboard

Calculated Formula	A Calculated Formula question is similar to a Calculated Numeric question, but there is greater flexibility. Unlike a Calculated Numeric question, a Calculated Formula question gives the instructor the ability to generate multiple parameter sets that each correspond to a different correct answer. Students taking the test will receive a random set of these parameters and be prompted for an answer. The test creator using this question type can generate a question which focuses on a specific method or topic, and will show different parameters for each person taking the test.
Calculated Numeric	This question format prompts the student to enter a numeric answer in response to a question or formula.
Either/Or	Similar to True/False, as it has only two answer options. However, the choices of text for these answer options include true/false, agree/disagree, right/wrong, and yes/no.
Essay	Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type and/or cut and paste an answer into a text field. These types of questions must be graded manually. Essay questions may use the Math and Science Notation Tool.
File Response	A file response question is similar to an Essay question, but the student will upload a file in response to the question text. This provides somewhat greater flexibility as the file format of the upload is completely up to the student. File Response could be used for prompting submission of a visual or audio assignment, or other submissions that are not text based. This question type requires instructor review to record a score.
Fill in Multiple Blanks	Similar to Fill in the Blank, but allows multiple blanks within the same question. This question type uses variables to designate the different blanks.
Fill in the Blank	Fill in the Blank answers are evaluated based on an exact text match. It is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are marked based on spelling.

Hot Spot	A Hot Spot question allows a student to click on a certain area of an uploaded picture when prompted by a question; the student gets full credit if the location where they click is within a rectangular region of the picture set by the test maker.
Jumbled Sentence	Allows students to compose a sentence or paragraph with multiple blanks by selecting answer choices for each blank from a single drop-down menu.
Matching	Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question. <i>Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.</i>
Multiple Answer	Multiple answer questions allow users to choose more than one answer. Partial credit is not given for partially correct answers, but Instructors may manually change the number of points.
Multiple Choice	Multiple-choice questions allow the users a multitude of choices. In multiple-choice questions, users indicate the correct answer by selecting a button. The number of answer choices is limited to 20.
Opinion Scale/Likert	This question type prompts the student to choose from an instructor-specified number of answers. This question type is almost identical to a Multiple Choice question.
Ordering	Ordering questions require Students to provide an answer by selecting the correct order of a series of items. <i>Students will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points</i>
Quiz Bowl	Questions for which the answer must be a hand typed interrogative. All answers must come in the form of a question.
Short Answer	Just like an Essay question but has a smaller field presented to the student for typing text. This question type requires instructor review of each submission to record a score.

True/False	True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False. The True/False questions provide an area for the Instructor to type the question and designate the correct answer.
Random Block	Random Blocks enable the Instructor to use a random selection of questions from another Test or Pool. The Instructor can also select criteria for the questions that are chosen, such as the question type.



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Creating User Groups in Blackboard

To add a group:

1. Click Control Panel.
2. Click Manage Groups under the User Management heading.
3. Click Add Group.
4. Enter the group's name.
5. Enter a description of the group (optional).
6. Determine the properties of the group as appropriate under the Group Options heading.
7. Click Submit.
8. Click OK on the receipt page.

To add members to the group:

1. Click Control Panel.
2. Click Manage Groups under the User Management heading.
3. Click Modify to the right of the group name.
4. Click Add Users to Group.
5. Click the List All tab on the search criteria box, then the List All button to see all users in your course.
6. Click the Add box to the left of the names of the users you want to add to this group.
7. When you have selected all users for the group, click Submit at the bottom of the List.
8. Click OK on the receipt page.

To remove users from a group:

1. Click Control Panel.
2. Click Manage Groups under the User Management heading.
3. Click Modify to the right of the group name.
4. Click Remove Users from Group.
5. Click the List All tab on the search criteria box, then the List All button to see a list of the users in this group.
6. Click the Remove box to the left of names of the users you want to remove from this group.
7. Type "Yes" in the text box in the lower, right corner at the bottom of the list.

8. Click Submit.
9. Click OK on the dialog box.
10. Click OK on the receipt page.

To modify group properties:

1. Click Control Panel.
2. Click Manage Groups under the User Management heading.
3. Click Modify to the right of the group name.
4. Click Group Properties.
5. Modify the group properties as appropriate.
6. Click Submit.
7. Click OK on the receipt page.

To see a roster of users in a group:

1. Click Control Panel.
2. Click Manage Groups under the User Management heading.
3. Click Modify to the right of the group name.
4. Click List Users in a Group.
5. Click the List All tab on the search criteria box, then the List All button to see a list of all users in the group.
6. Click OK at the bottom of the list when done reviewing the user list.

To remove a group:

1. Click Control Panel.
2. Click Manage Groups under the User Management heading.
3. Click Remove to the right of the group name.
4. Click OK on the dialog box.