# TABLE OF CONTENTS

## WEBCAMPUS

- System Requirements .......................................................... 7
- Working with Course Shells .................................................. 9
  - Developing New Courses .................................................. 9
- Accessing Your Course .......................................................... 9
- Overview of the “My FDU” Portal .......................................... 11
  - Tools Box ........................................................................... 12
- Overview of the Course .......................................................... 13
- Navigating in the Course ........................................................ 16
- Instructor’s View / Control Panel ......................................... 18
- Course Content Area .............................................................. 20
- Adding/Modifying Course Content Item ............................... 23
- Content Metadata ................................................................. 26
- Adding/Modifying a Folder .................................................... 28
- Adding/Modifying an External Link ....................................... 29
- Adding a Course Link ............................................................ 30
- Adding an LRN Package ....................................................... 32
- Adding an Assignment .......................................................... 33
- SafeAssign Assignments ....................................................... 34
  - How to Add a SafeAssignment ........................................... 35
  - What Students See When They Submit Papers ................... 38
  - How to view reports of student-submitted papers ................ 39
    - Method 1 – Through the Control Panel ............................ 39
    - Method 2 – Through the Grade Center ............................ 42
  - How to Interpret an Originality Report ............................... 43
  - How to Direct Submit/Directly Upload Papers to Safeassign .... 45
    - Directly Uploading Papers to Safeassign ........................ 45
  - How to View Reports of Direct Submit Papers ..................... 48
- Review Status ......................................................................... 49
- Adaptive Release ..................................................................... 51
- Learning Units ....................................................................... 54

---

Center for Teaching & Learning with Technology
# Webcampus Version 8 – Faculty Manual

<table>
<thead>
<tr>
<th>Feature</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whiteboard</td>
<td>118</td>
</tr>
<tr>
<td>Group Browser</td>
<td>122</td>
</tr>
<tr>
<td>Course Map</td>
<td>123</td>
</tr>
<tr>
<td>Ask Question</td>
<td>124</td>
</tr>
<tr>
<td>Question Inbox</td>
<td>125</td>
</tr>
<tr>
<td>Lightweight Chat</td>
<td>126</td>
</tr>
<tr>
<td>Participant and Chat Area</td>
<td>127</td>
</tr>
<tr>
<td>Session Archives</td>
<td>129</td>
</tr>
<tr>
<td><strong>Digital Drop Box</strong></td>
<td>129</td>
</tr>
<tr>
<td>Sending Files</td>
<td>131</td>
</tr>
<tr>
<td><strong>Course Options</strong></td>
<td>134</td>
</tr>
<tr>
<td>Manage Course Menu</td>
<td>135</td>
</tr>
<tr>
<td>Adding a New Content Area</td>
<td>136</td>
</tr>
<tr>
<td>Course Design</td>
<td>136</td>
</tr>
<tr>
<td>Managing Tools</td>
<td>139</td>
</tr>
<tr>
<td>Settings</td>
<td>140</td>
</tr>
<tr>
<td>Copying Courses</td>
<td>141</td>
</tr>
<tr>
<td>Exporting Courses</td>
<td>142</td>
</tr>
<tr>
<td>Archiving a Course</td>
<td>143</td>
</tr>
<tr>
<td><strong>User Management</strong></td>
<td>144</td>
</tr>
<tr>
<td>List/Modify Users</td>
<td>144</td>
</tr>
<tr>
<td>Manage Groups</td>
<td>146</td>
</tr>
<tr>
<td>Adding/Modifying Groups</td>
<td>147</td>
</tr>
<tr>
<td>Other Group Options</td>
<td>148</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>149</td>
</tr>
<tr>
<td>Test Manager</td>
<td>151</td>
</tr>
<tr>
<td>Creating a Test</td>
<td>151</td>
</tr>
<tr>
<td>Test Creation Settings</td>
<td>154</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>155</td>
</tr>
<tr>
<td>Making Tests Available</td>
<td>155</td>
</tr>
<tr>
<td>Modifying Tests</td>
<td>155</td>
</tr>
<tr>
<td>Creating a Test with Random Questions</td>
<td>157</td>
</tr>
<tr>
<td>Uploading Questions</td>
<td>158</td>
</tr>
<tr>
<td>Adding Questions - Existing Pools</td>
<td>162</td>
</tr>
<tr>
<td>Categorizing Questions</td>
<td>163</td>
</tr>
<tr>
<td>Category Manager</td>
<td>164</td>
</tr>
<tr>
<td>Survey Manager</td>
<td>165</td>
</tr>
<tr>
<td>Pool Manager</td>
<td>166</td>
</tr>
</tbody>
</table>

---

Center for Teaching & Learning with Technology
GRADE CENTER......................................................................................................................... 170

GRADE CENTER FEATURES AND NAVIGATION ........................................................................ 170
Overview ........................................................................................................................................ 170
Grade Center Features ................................................................................................................ 170
Interaction with other components of webcampus ................................................................. 171
Exploring the Grade Center .................................................................................................... 172
Overview ........................................................................................................................................ 172
Action Bar ..................................................................................................................................... 173
Grade information bar ............................................................................................................... 174
Grade Center Accessibility ....................................................................................................... 175
Customizing the Grade Center ................................................................................................. 175
Sorting the Grade Center ......................................................................................................... 176
Organizing the Grade Center ................................................................................................... 176
Creating Smart Views in the Grade Center .............................................................................. 177
Add a Group Smart View ........................................................................................................... 177
Add a Benchmark Smart View ................................................................................................... 178
Add a Focus Smart View ............................................................................................................. 179
Add an Investigate Smart View .................................................................................................. 180
Modify a Smart View .................................................................................................................. 181
Remove a Smart View ................................................................................................................ 181
Setting the Default Grade Center View .................................................................................... 181

SHARING GRADE CENTER DATA ............................................................................................ 182
Sharing the Grade Center with TAs and Graders .................................................................... 182
Sharing the Grade Center with Students .................................................................................. 182

SETTING UP THE GRADE CENTER AND PLANNING ASSESSMENT .................................. 183
Creating Grading schemas ........................................................................................................ 183
Add a Grading Schema ................................................................................................................ 183
Modify a Grading Schema .......................................................................................................... 184
Creating Categories .................................................................................................................... 185
Default Grade Center Categories .............................................................................................. 185
Creating New Categories .......................................................................................................... 185
Modifying a Category .................................................................................................................. 186
Removing a Category .................................................................................................................. 186
Creating Grading Periods ......................................................................................................... 186
Creating a Grading Period .......................................................................................................... 187
Modifying a Grading Period ....................................................................................................... 187
Removing a Grading Period ........................................................................................................ 188
Viewing a Grading Period and Its Grade Center Columns ..................................................... 188
Adding Grade Columns to the Grade Center .......................................................................... 188

Center for Teaching & Learning with Technology
The contents of this manual have been adapted from material copyrighted by Blackboard. All modifications have been made by the Center for Teaching & Learning with Technology, Fairleigh Dickinson University.
URL:  http://webcampus.fdu.edu

Username:  Your FDU Webmail login address
(e.g. einstein@fdu.edu)

Password:  Your FDU Webmail password

Webmail Account  If you have not yet created your email account or have any questions about Webmail accounts, visit http://webmail.fdu.edu.

SYSTEM REQUIREMENTS

- Hardware requirements:

<table>
<thead>
<tr>
<th>PC</th>
<th>MAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP or Vista (recommended)</td>
<td>Mac OS X (recommended)</td>
</tr>
<tr>
<td>Pentium Processor</td>
<td>PowerPC or newer</td>
</tr>
<tr>
<td>512 MB RAM (minimum)</td>
<td>512 MB RAM (minimum)</td>
</tr>
<tr>
<td>Speakers, Access to Printer</td>
<td>Speakers, Access to printer</td>
</tr>
</tbody>
</table>
• Software requirements:

  **Word Processing**: MS Word 2003 or higher preferred

  **Web Browser**:
  - Windows – Internet Explorer 6 or higher, Mozilla Firefox 2 or higher
  - Macintosh – Safari 2 or higher, Mozilla Firefox 2 or higher


  **RealPlayer** (free download - [http://www.real.com/](http://www.real.com/))

  **Virus Protection**
NEW COURSE RESOURCES IN WEBCAMPUS ARE CREATED AUTOMATICALLY EVERY SEMESTER. EVERY COURSE SECTION GETS A CORRESPONDING EMPTY COURSE, OR “SHELL.” FACULTY WILL BE NOTIFIED WHEN THESE NEW COURSE SHELLS ARE AVAILABLE.

DEVELOPING NEW COURSES

To develop a new course, before the semester when the shell for the course will be created, request a course shell. This process involves completing an online form, which is available at:

http://ctlt.fdu.edu/developform.htm

Please be sure to complete all fields on the online form. Once your request has been approved, your shell will be created and you will receive notification by e-mail. The next time you logon to Webcampus, your course shell will be listed under the My Courses section of the My FDU portal. When you’re finished developing your course, and the shell for that course is available, you may simply copy your course content from the development version to the version your students will have access to. If you have any questions regarding course creation, please contact the Center for Teaching and Learning with Technology at 201-692-7060. For more on copying course content, see pages 38 and 83, below.

ACCESSING YOUR COURSE

Step 1: Point your browser to http://webcampus.fdu.edu or go to the FDU home page http://www.fdu.edu and select Webcampus from the pull-down menu.

Step 2: Enter your FDU Webmail login address and password
Step 3: Click on the course name to select your course from the list under My Courses.
If you are missing any courses, it may be that you have not been assigned to the course in the Datatel system. For example, the section may still be assigned to “Staff.” You will need to check with your department to see whether this is the case. Once the course information in Datatel has been updated, you will have access to your Webcampus shell by 10AM of the following day.

In addition, some classes may be “cross-listed.” In other words, a single class may have students who are registered for different sections. An example of this is “Perspectives on the Individual”. Students may be enrolled in either 07/SP Core 2007 51 or 07/SP Core 1001 51, but they take the course together. Only the “primary” section has a course shell created in Webcampus. Students who are enrolled in a secondary section are automatically listed as students in the primary section. While this may be confusing for some students, it makes your life easier, in that you only have one section to deal with. The designation of a “primary” section is a function of Datatel and not under the authority of the Center for Teaching and Learning with Technology.

**OVERVIEW OF THE “MY FDU” PORTAL**

<table>
<thead>
<tr>
<th>Frame</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Navigation buttons that allow the user to access FDU’s home page, access Blackboard help, and logoff Blackboard.</td>
</tr>
<tr>
<td>Tabs</td>
<td>My FDU – The My FDU tab area contains tools and information specific to each user’s preferences. Tools and information appear in modules: users can add and remove these from their My FDU Tab area. The administrator may restrict access to or require specific modules. Courses – The Courses tab area lists courses specific to each user as well as the Course Catalog for FDU. User courses are listed by role: courses that a user teaches as an instructor and courses that a user takes as a student. Users simply click on a course from the Courses tab area to access the course Web site. FDU Community – The Communities tab contains links to university organizations and discussion boards.</td>
</tr>
</tbody>
</table>
Tools box – The Tools box provides quick access to system tools from the My FDU area. The user tools allow access to several tools that appear in course Web sites on a system-wide scale as well as some unique tools.

## TOOLS BOX

These tools are system-wide, and are also available within a particular course.

<table>
<thead>
<tr>
<th>Tools</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Shows course and organization announcements.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Users manage their course, institution, and personal events through the Calendar. Upcoming and past events can be viewed daily, weekly, or monthly.</td>
</tr>
<tr>
<td>Tasks</td>
<td>The Tasks page allows users to create a To do list. You can add tasks and prioritize them. Instructors can post tasks to users participating in their course, and system administrators can post tasks to all users’ Tasks pages.</td>
</tr>
<tr>
<td>View Grades</td>
<td>You can check grades and performance statistics from this page, which lists each user’s courses. Users click on a course to access a report.</td>
</tr>
<tr>
<td>Send E-mail</td>
<td>Users can send messages to each other through e-mail.</td>
</tr>
<tr>
<td>Address Book</td>
<td>Users store contact information in the Address Book. The Address Book is empty until the user enters contacts. Users must enter in a profile for anyone they wish to add to their address book, even if the contact is a system user.</td>
</tr>
<tr>
<td>User Directory</td>
<td>Search for Webcampus users, using last name, first name, or e-mail address.</td>
</tr>
</tbody>
</table>
Personal Information

Users manage personal data and privacy settings from the **Personal Information** page. Currently, the only functioning options available are to identify the CD-ROM drive on your system and to set options for the Visual Text Box Editor.

Since your email address is carried over from Webmail, **YOU CANNOT CHANGE YOUR EMAIL ADDRESS.** However, you can forward your Webmail email to a different email address using the **Account Maintenance** link at [https://webmail.fdu.edu](https://webmail.fdu.edu).

Your password is also tied to Webmail, so **IF YOU WISH TO CHANGE YOUR PASSWORD, YOU MUST CHANGE IT IN YOUR WEBMAIL ACCOUNT** at [https://webmail.fdu.edu](https://webmail.fdu.edu) through the **Account Maintenance** link.

<table>
<thead>
<tr>
<th>Webmail</th>
<th>Check your FDU e-mail by logging in to Webmail through this link.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webadvisor</td>
<td>This links to a Web interface that allows you to access information contained in the FDU administrative databases.</td>
</tr>
</tbody>
</table>

**OVERVIEW OF THE COURSE**

The Course menu appears on the left side of a course Web site. This frame holds buttons or text links to areas within a course and is visible on each page within the course Web site. Content and tools can be accessed from the **Course menu** but managing content and tools is done through the Course **Control Panel**. The Instructor can customize the appearance of the Course menu as well as the content and tools available to Students.

Two views may be made available to users; if both views are available users may toggle between them:

- Quick View – Displays top-level of course materials. Links may be displayed as buttons or text.
- Detail View – Displays course materials as seen in the Course Map. This view expands to show the hierarchy of course navigation.

---

**Center for Teaching & Learning with Technology**
The Course Control Panel, located under the course links or buttons, is only available to instructors.

A course Web site consists of a navigation path, a course menu, and a content frame.

- The navigation path allows users to return to any page accessed between the main course page and the current page.
- The course menu links users to the available content areas and tools, in Quick view or Detail View.
- The content frame displays Web pages accessed through the buttons or navigation path.

By default, when you enter a course, you begin on the Announcements page. Use the course menu buttons down the left hand side of the screen to view various areas of the course.

Instructors have complete control of what “buttons” appear in the course menu (and instructors can choose among style options for the buttons’ appearance). The table below describes some of the common navigation options. Each of these features will be explained in more detail throughout this manual.
<table>
<thead>
<tr>
<th>Button/Menu Item</th>
<th>Application - Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Users view important messages from administrative users and faculty on the Announcements page. Users can sort announcements by different categories (such as by course, institution and date posted).</td>
</tr>
<tr>
<td>Course Information</td>
<td>General information concerning the course is given in this section: syllabus, graded assignments and handbook.</td>
</tr>
<tr>
<td>Staff Information</td>
<td>Instructor’s information such as office hours, email address and phone number are listed</td>
</tr>
<tr>
<td>Course Documents</td>
<td>Course content is contained in this area, broken down by unit, module, week, etc. Students can follow links to find introductions, readings, assignments, and other resources.</td>
</tr>
<tr>
<td>Communication</td>
<td>The following links to communication tools are available through this section: email, discussion board, collaboration, roster and group pages.</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>The discussion board is your primary class discussion area. It features asynchronous communication, which involves individual forums for each course unit. The forums are then broken down into threads for each topic and/or week.</td>
</tr>
<tr>
<td>External Links</td>
<td>External links access outside Web sites. Usually these links provide content consistent with the objective or area of study. Users can access these links directly from a Content Area.</td>
</tr>
</tbody>
</table>
Students can view their own course information; send and receive files; develop a homepage; access their calendar, My Grades, student manual, tasks and address book. Note: Students access the Digital Drop Box from the Tools area, but instructors must access the Digital Drop Box from the Control Panel.

NAVIGATING IN THE COURSE

The Webcampus course environment is viewed by single-clicking on any of the course menu links, folder titles, links, tools and communication buttons. There are two types of navigation you will need to be aware of: navigating between content areas and navigating within a content area.

To navigate between areas, click an appropriate button or text link on the course menu.
To navigate within a content area, use the internal navigation path to move in and out of documents and folders.

![Internal Navigation](image)

To open folders and files:

**Step 1:** Click on a folder title to open that folder.

![Unit One: Welcome to the World](image)

**Step 2:** Select the name of a link to get that file.

![Unit 1: Welcome to the World](image)
When entering the course as the instructor, you have the same view as your students. However, as an instructor you have an additional button at the bottom of your navigation bar called the Control Panel. The Control Panel is where you add and modify course content. You can enter this area by clicking the Control Panel button located under the course menu. Remember, only Instructors have access to the Control Panel; students do not see the Control Panel button.
The Navigation Path assists with navigation through the Control Panel tools. You also use it to return to the main course page by clicking on the CourseID in the Navigation Path.

The Course Control Panel is comprised of six areas:

<table>
<thead>
<tr>
<th>Part</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Area</td>
<td>This area provides the tools necessary to add text, files, and information into a course.</td>
</tr>
<tr>
<td>Course Tools</td>
<td>This area contains the communication tools for Instructors to send email, create tasks, and work with groups.</td>
</tr>
<tr>
<td>Course Options</td>
<td>This area contains security and customization options for management of course components.</td>
</tr>
<tr>
<td>User Management</td>
<td>This area provides tools for the Instructor to view users and enrollments.</td>
</tr>
</tbody>
</table>
Assessment | This area provides tools for building Assessments, recording grades, and tracking user activity.
---|---
Support | This area offers support contacts and online documentation.

**Note:** The tools for managing the Content Areas in Blackboard are all similar. Each has a three-step process:

- Enter your information
- Set your options
- Submit the form

Instructors use the tools available through the **Content Areas** section of the Course **Control Panel** to manage information, materials, assignments, and assessments used in the course. The Content Areas controls allow Instructors to:

- post course information, course documents, assignments, external links, and more
- incorporate text, spreadsheet, slideshow, graphics files, audio and video clips, and interactive simulations
- create sequential Learning Units

Instructors can set the name of Content Areas and add additional Content Areas from **Manage Course Menu**.
Course content areas are configured to meet the needs of the course instructors. Instructors can use this area to organize all of their course materials. The following are examples of some of the more common items incorporated into content areas:

- **Tests**: Tests are on-line evaluations that may be used to measure a Student’s understanding of the course. For information on building Assessments see the section on How to Create an Assessment.

- **Assignments**: Assignments include a description for class work and a due date. The Instructor may post an Assignment that includes attached files and Students may submit an Assignment that includes attached files.

- **Learning Unit**: Learning Units enable the Instructor to set a structured path for progressing through a sequence of content pages within a course.

To open a Content Area page, select a content area, such as **Course Documents**, from the Course Control Panel. Please note that folders may be nested inside other folders within a content area. After clicking on a folder, a new page will appear with the contents of that folder and the same options to add, modify, copy, or remove content, folders, Learning Units, or links.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>Click . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>add content</td>
<td><strong>Add Item</strong>. The Add Content page will appear. Text may be entered and files attached.</td>
</tr>
<tr>
<td>add a folder</td>
<td><strong>Add Folder</strong>. The Add Folder page will appear. New folders may be created to group similar information together.</td>
</tr>
<tr>
<td>add a link</td>
<td><strong>Add URL</strong>. The Add URL page will open. Please note that URLs may also be entered when entering text by selecting Smart Text or HTML.</td>
</tr>
<tr>
<td>Operation</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>add a course link</td>
<td><strong>Add Course Link.</strong> The Add Course Link page will appear.</td>
</tr>
<tr>
<td>add a test</td>
<td><strong>Add Test.</strong> The Add Test page will appear.</td>
</tr>
<tr>
<td>add another type of content</td>
<td><strong>Click on</strong> the drop-down menu and choose from the list. Examples:</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>Add Learning Unit</strong> and the Add Learning Unit page will appear.</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>Survey</strong> and the Add Survey page will appear.</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>Assignment</strong> and the Add Assignment page will appear.</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>LRN Package</strong> and the Add LRN Package page will appear.</td>
</tr>
<tr>
<td>set or modify test properties</td>
<td><strong>Modify</strong> an assessment. The Modify Test page will appear.</td>
</tr>
<tr>
<td>preview an Assessment</td>
<td><strong>Click on</strong> the name of the Assessment. The Preview Assessment:</td>
</tr>
<tr>
<td></td>
<td>Assessment Name page will appear.</td>
</tr>
<tr>
<td>modify an item, folder, Learning</td>
<td><strong>Modify.</strong> The Modify page will appear. On the Modify page the item</td>
</tr>
<tr>
<td>Unit, link, or assignment</td>
<td>name and text may be changed, files and links may be modified or removed,</td>
</tr>
<tr>
<td></td>
<td>and the options may be changed.</td>
</tr>
<tr>
<td>remove an item, folder, Learning</td>
<td><strong>Remove.</strong> A warning pop-up window will appear. Removing an item or folder is irreversible.</td>
</tr>
<tr>
<td>Unit, or link</td>
<td>order content</td>
</tr>
</tbody>
</table>
The Course Content areas enable Instructors to organize all of their course content. Items may be added or modified by accessing the Add Item page or Modify Item page. You may build some of your course material directly in Blackboard. Blackboard allows you to build simple, web-based documents without having to know any HTML and without Web-authoring tools.

**Step 1:** Click the Control Panel button to enter the Control Panel.

**Step 2:** Select the appropriate link from the Content Areas section.

**Step 3:** Click on the Add Item button.

**Step 4:** Complete the information for the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Information</strong></td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Select a name that best describes the content that is being added.</td>
</tr>
<tr>
<td>Or, specify your own name:</td>
<td>Enter a customized name for the information being added.</td>
</tr>
<tr>
<td>Choose Color of Name:</td>
<td>Click Pick to select an alternate test color for the name of the item. The default color is black.</td>
</tr>
</tbody>
</table>
Text:

Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type from the following options:

- **Smart Text**: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.

- **Plain Text**: Displays text as written.

- **HTML**: Displays text as coded using HTML tags.

- **∑**: Opens the MathML Equation Editor.

- **+**: Opens the WebEQ Equation Editor.

Click Preview to view the text as it will appear.

### Content Attachments

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File to Attach:</td>
<td>Enter the file path or click Browse to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the Special Action field.</td>
</tr>
<tr>
<td>Name of Link to File:</td>
<td>Enter the name of the link that Students click to access the attached file.</td>
</tr>
<tr>
<td>Special Action:</td>
<td>Select the special action for the link from the following options:</td>
</tr>
</tbody>
</table>

- **Create a link to this file**: Selecting this option attaches the file to the document. A link is automatically inserted below the document title to access the file.

- **Display media file within the page**: Selecting this option embeds certain kinds of media within the page itself instead of creating a link.
**Unpackage this file**: Selecting this option indicates to the system that the file must be unpackaged before displaying.

If the file format is not one of the supported digital media formats, the Display media file within the page feature will default to the Create a link to this file feature.

### Options

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you want to make content visible?</td>
<td>Select Yes to indicate that the item will be available for viewing when a user accesses the Content Area. Select No to indicate that the item will not to be available.</td>
</tr>
<tr>
<td>Do you want to track number of views?</td>
<td>Select Yes to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select No to indicate that the number of times this page is accessed will not be tracked.</td>
</tr>
<tr>
<td>Choose date restrictions</td>
<td>Select the range of dates that the content will appear using the drop-down lists or click the icon for a calendar interface. To display content from a date forward, select a date in <strong>Display After</strong> but do not check <strong>Display Until</strong>. To display content from a set date until a future date, select a date in <strong>Display After</strong>, check <strong>Display Until</strong> and select a date.</td>
</tr>
</tbody>
</table>

**Step 5:** Click **Submit**. A receipt will indicate the successful submission.

**Step 6:** Return to the Student View of the course by clicking the **CourseID** in the navigation path in the upper left corner of your course.

**Step 7:** Click on the **Course Information** button in the navigation menu to see your document.
CONTENT METADATA

Content Metadata enables the Instructor to view and edit information related to a single item in a Content Area. Metadata allows for compatibility when content is imported and exported to and from different Learning Management Systems. This information is used for SCORM compliance.

**Note:** The information entered in Content Metadata cannot be tracked or reported on. It can only be viewed on the Content Metadata page as reference information for the Content Item.

### General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title of the content item</td>
</tr>
<tr>
<td>Catalog Entry</td>
<td>Catalog number or identifier</td>
</tr>
<tr>
<td>Language</td>
<td>Language of the content</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the content</td>
</tr>
</tbody>
</table>

### Life Cycle Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created Date</td>
<td>Date the content was created</td>
</tr>
<tr>
<td>Updated Date</td>
<td>Date the content was last updated</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the content (e.g., draft, published)</td>
</tr>
</tbody>
</table>

### Technical Information

Step 1: Click the Control Panel link to enter the Control Panel.

Step 2: Select the appropriate link from the Content Areas section.

Step 3: Click Describe button. The content item must be set to use metadata for this option to be available.

Step 4: Complete the information using the Edit link for the fields described in the table below.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>Click to display fields in the General Information area that can be modified.</td>
</tr>
<tr>
<td>Title:</td>
<td>The title of the content item. This can be modified on the Modify Content Item page.</td>
</tr>
<tr>
<td>Catalog Entry:</td>
<td>Enter the catalog and version information in the Source and Entry Fields. Once a Catalog Entry is made a check box will appear next to the item. Select the check box and click Submit to remove an entry. More then one Catalog Entry can be added.</td>
</tr>
<tr>
<td>Source:</td>
<td>The name of the catalog or source of the content.</td>
</tr>
<tr>
<td>Entry:</td>
<td>The number or version of the catalog.</td>
</tr>
<tr>
<td>Language:</td>
<td>Select the language of the content item.</td>
</tr>
<tr>
<td>Description:</td>
<td>Enter a description of the content item.</td>
</tr>
<tr>
<td>Life Cycle Information</td>
<td></td>
</tr>
<tr>
<td>Edit:</td>
<td>Click to display fields in the Life Cycle Information area that can be modified.</td>
</tr>
<tr>
<td>Creation Date:</td>
<td>The date and time the content item is created is automatically entered. This cannot be edited.</td>
</tr>
<tr>
<td>Contributors:</td>
<td>Enter the names of people who have contributed to this content item. Once a Contributor is entered a check box will appear next to the item. Select the check box and click Submit to remove a Contributor. More then one Contributor can be added.</td>
</tr>
<tr>
<td>Person:</td>
<td>Enter the name of the person who contributed to this content item. For example, the name of the author or editor.</td>
</tr>
<tr>
<td>Role:</td>
<td>Enter the role of the Person, such as author, contributor, or editor.</td>
</tr>
<tr>
<td>Organization:</td>
<td>Enter the name of the organization the Contributor belongs to.</td>
</tr>
<tr>
<td>Date:</td>
<td>Enter the date the Contributor made these changes or updates.</td>
</tr>
<tr>
<td>Technical Information</td>
<td></td>
</tr>
<tr>
<td>Edit:</td>
<td>Click to display fields in the Technical Information area that can be modified.</td>
</tr>
<tr>
<td>Resource Format:</td>
<td>Select the type of application this content item uses.</td>
</tr>
<tr>
<td>Resource Location:</td>
<td>The location of the item automatically appears in this field. The location cannot be edited.</td>
</tr>
<tr>
<td>Rights Management Information</td>
<td></td>
</tr>
<tr>
<td>Edit:</td>
<td>Click to display fields in the Rights Management Information area that can be modified.</td>
</tr>
<tr>
<td>Free Resource:</td>
<td>Select Yes if this Content Item was free, click No if it was purchased.</td>
</tr>
<tr>
<td>Copyright/Restriction:</td>
<td>Select Yes if this Content is copyrighted or if it has any restrictions. Select No if it is not copyrighted or restricted.</td>
</tr>
<tr>
<td>Description:</td>
<td>Enter comments on any conditions of use for this resource. For example, it is a Free Resource if used for educational purposes.</td>
</tr>
</tbody>
</table>
Step 5: Click **Submit**. A receipt will indicate successful submission.

### ADDING/MODIFYING A FOLDER

The Course Content areas enable Instructors to organize all of their course content, including documents, presentations, exams, and Learning Units. Folders can be used to further organize materials within a Content Area. Folders may be added or modified by accessing the Add Folder page or Modify Folder page. The fields on the Add Folder page and Modify Folder page are the same and the pages function in a similar manner. The difference is that the Add Folder page opens with empty fields while the Modify Folder page opens with populated fields.

Once a folder is created the Instructor can add items, folders, links, Learning Units, and course links within it.

Step 1: Click the **Control Panel** link to enter the **Control Panel**.
Step 2: Select the appropriate link from the Content Areas section.

Step 3: Click Add Folder or Modify next to an existing folder.

Step 4: Complete the information for the following fields: Name, Color of Name, Text, Date Restrictions, Visibility (See page 12 for additional detail).

Step 5: Click Submit. A receipt will indicate successful submission.

### ADDING/MODIFYING AN EXTERNAL LINK

You can easily add or modify a Web link to any of the Course Content Areas using the Add URL option.

Step 1: Click the Control Panel link to enter the Control Panel.

Step 2: Select the appropriate link from the Content Areas section.

Step 3: Click Add URL or Modify next to an existing course link.
Step 4: Complete the information for the following fields: Name, URL, Description, External Window, Tracking Views, Metadata, and Visibility (See page 12 for additional detail).

Note: When entering the Web site address, be sure to use the entire web address, including the http:// protocol (e.g., type in “http://www.blackboard.com,” not www.blackboard.com or blackboard.com).

CTLT recommends that you set external links to launch in separate browser windows or tabs.

Step 5: Click Submit. A receipt will indicate successful submission.

**ADDING A COURSE LINK**

Instructors have the ability to link to other items in their courses through the Add Course Link Page. All items that appear in the Course Map can be linked to from this area.

**Step 1:** Click the Control Panel link to enter the Control Panel.

**Step 2:** Select the appropriate link from the Content Areas section.
Step 3: Click **Add Course Link** or **Modify** next to an existing course link.

Step 4: Complete the information for the following fields: Name, Color, Text, Link Location, Tracking, Metadata, and Date Restrictions (See page 12 for additional detail).

**Note:** The Course Map will appear in a pop-up window after clicking Browse in the Link Location field. Select the radio button for the course area or folder to link to. If necessary, click on the + symbol to expand an area. You may need to scroll down to see all items.

Step 5: Click **Submit**. A receipt will indicate successful submission.
Instructors may add LRN Packages to course Content Areas. LRN Packages enable Instructors to create course content presentations that have a hierarchical structure and sequential navigation. LRN content is only compatible with MS Internet Explorer 5.x and later versions.

**Step 1:** Click the Control Panel link to enter the Control Panel.

**Step 2:** Select the appropriate link from the Content Areas section.

**Step 3:** Click Add LRN Content in the Add other Content Type drop-down list.

**Step 4:** Complete the information for the following fields: Name, Color of Name, Text, Files to Attach, Name of Link to File, Date Restrictions, Visibility, Offline Content,
tracking, Metadata, Date Restrictions (See page 12 for additional detail).

**Step 5:** Click **Submit**. A receipt will indicate successful submission.

### ADDING AN ASSIGNMENT

Instructors can create Assignments and add them to a Content area. Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back to the Instructor through the Course menu. The Gradebook is automatically updated with assignment information.

**Note:** Once a Student completes and submits an Assignment the Instructor may access this file in the Gradebook only. Assignments cannot be viewed or graded in the Content Area where the Assignment is posted.
Step 1: Click the Control Panel link to enter the Control Panel.

Step 2: Select a Content Area.

Step 3: In the Add Other Content Type: drop-down list select Assignment.

Step 4: Complete the information for the following fields: Name, Color Points Possible, Instructions, Visibility, Tracking, Availability, and Attachments.

Step 5: Click Submit. A receipt will indicate the successful submission.

Note: After the Assignment is created it will appear in the Content Area. To preview files from the Content Area that have been attached to the Assignment, click Upload File next to the Assignment. The attached file will appear.

SAFEASSIGN ASSIGNMENTS

SafeAssign is the University’s new anti-plagiarism software. It’s integrated with Webcampus and can be accessed through the course Control Panel in Webcampus.

The Center for Teaching and Learning with Technology has developed many resources to help faculty members learn how to use SafeAssign. Please visit our Web site at http://ctlt.fdu.edu to view a video tutorial on SafeAssign, and to access several step-by-step instructional handouts.

Once you are on the CTLT Web site, please click on the “Faculty Resources” link, which is located in the navigation bar on the left side of your screen. After the Faculty Resources page has loaded in your browser, please click on the “Anti Plagiarism Software” link, which is also in the left navigation bar.

Other online resources:

SafeAssign Web site: http://www.safeassign.com

SafeAssign Wiki: http://wiki.safeassign.com/display/SAFE/Home
SafeAssignments appear in courses as a new content type and can be added to any course Content Area. SafeAssignments function like the existing Assignment content type, with the added feature of a plagiarism detection check once papers are submitted.

Please note that SafeAssignments are different from Assignments, and that there is no functional connection between the content types. Thus, it’s not possible to make an existing Assignment a SafeAssignment without starting over from the beginning. Like regular Assignments, however, SafeAssignments are automatically integrated with the Grade Center in Webcampus.

SafeAssign checks all submitted papers against the following databases:

- **Internet** – a comprehensive index of documents available for public access on the Internet via the Microsoft Windows Live search engine.
- **ProQuest ABI/Inform database** – with more than 1,100 publication titles and about 2.6 million articles from the 1990s to the present time, update weekly (exclusive access).
- **Institutional document archives** – contain all papers submitted to SafeAssign by users in their respective institutions.
- **Global Reference Database** – contains papers that were submitted voluntarily by students from Blackboard client institutions to help prevent cross-institutional plagiarism.

**HOW TO ADD A SAFEASSIGNMENT**

**Step 1:**
Click the Edit View link in the upper right corner of any content area of the course.

**Step 2:**
Choose “SafeAssign” from the drop-down Select menu.
Step 3: Click on the “Go” box.

Step 4: Enter information on the “Add SafeAssignment” page.
### Field Descriptions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter a name for the SafeAssignment. <em>Required Field</em></td>
</tr>
<tr>
<td>Points Possible</td>
<td>Enter the points possible for the SafeAssignment. This value will be shared with the Grade Center Item created for the Safe Assignment (in BbLS only -not currently a feature in CE or Vista) <em>Required Field</em></td>
</tr>
<tr>
<td>Text</td>
<td>Enter instructions for completing the SafeAssignment.</td>
</tr>
<tr>
<td>Available</td>
<td>Select whether or not the SafeAssignment should be visible to Students.</td>
</tr>
<tr>
<td>Availability Dates</td>
<td>Use these controls to set the date range when Students can interact with the SafeAssignment. It is possible to set only a Start date or only an End date.</td>
</tr>
<tr>
<td>Drafts</td>
<td>Allows Students to validate their paper without submitting it to the institutional database. Useful as an instructive tool to help Students learn how to attribute papers properly.</td>
</tr>
<tr>
<td>Students Viewable</td>
<td>Determines whether or not Students can see the report generated when their papers are submitted.</td>
</tr>
<tr>
<td>Urgent Checking</td>
<td>Sets papers to a high priority in the queue.</td>
</tr>
<tr>
<td>Optional Announcement</td>
<td>Select Yes to create an Announcement about the SafeAssignment.</td>
</tr>
<tr>
<td>-Subject</td>
<td>Enter a subject for the Announcement</td>
</tr>
<tr>
<td>-Message</td>
<td>Enter a message for the Announcement</td>
</tr>
</tbody>
</table>

**Step 5:** Click **Submit** to create the SafeAssignment.

**Step 6:** Click **OK** to confirm receipt page.
WHAT STUDENTS SEE WHEN THEY SUBMIT PAPERS

Faculty cannot see what students see when they submit papers through SafeAssign. For purposes of illustration, here’s what students see, after they click on the View/Complete link:

Top of page – Steps 1 and 2: Read Assignment Information, Comment, Browse for File to Attach

Bottom of page – Steps 3 and 4: Decide whether to submit to Global Reference Database and Submit:
HOW TO VIEW REPORTS OF STUDENT-SUBMITTED PAPERS

Once you have created a SafeAssignment and made it available to students, they can submit papers (as files) to complete the assignment. There are two methods to view papers that students have submitted and the associated SafeAssign Originality Reports.

METHOD 1 – THROUGH THE CONTROL PANEL

To view papers that students have submitted and the associated SafeAssign Originality Reports from the Control Panel, follow these steps:

Step 1: From the course Control Panel, go to the Course Tools area and click the SafeAssign link.

The SafeAssign link takes you to the SafeAssignments management page. There are two tabs below the horizontal navigation bar toward the top of this page: “Safe Assignments” and “Direct Submit.” Make sure the Safe Assignments tab is active. You should see a list of all the SafeAssignments you have created. You can sort this list by Title or Date.
Step 2: Click the View link under the SafeAssignment for which you want to see results.

You now see the View SafeAssignment page, which includes a list of all students enrolled in the course. If they have submitted their papers, you will see the remaining fields in the Users table populated with the following:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Click the icon to see an online, formatted version of the paper’s text.</td>
</tr>
<tr>
<td>File</td>
<td>Click the icon to download the actual file the student submitted.</td>
</tr>
<tr>
<td>Matching</td>
<td>Percentage of the paper that matched with source documents.</td>
</tr>
<tr>
<td>SA Report</td>
<td>SafeAssign Originality Report – click the icon to view the interactive report that details the results of the matching process.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The date and time when the student submitted the paper.</td>
</tr>
<tr>
<td>Clear Attempt</td>
<td>Clicking this button will remove the submission, not only from the SafeAssignment page, but also from the Institutional Database and the Global Reference Database (if the student opted in when submitting).</td>
</tr>
</tbody>
</table>
METHOD 2 – THROUGH THE GRADE CENTER

To view papers that students have submitted and the associated SafeAssign Originality Reports from the Grade Center, follow these steps:

**Step 1:** From the course Control Panel, go to the Assessment area and click the Grade Center link.

You are now in your Grade Center and should see all the gradable course items for each student from your course.

**Step 2:** Find the SafeAssignment you are interested in. Click the “!” link under the SafeAssignment for each student whose results you want to see.

**Step 3:** Click the SA Report icon to view the Originality Report for each student whose results you want to see.
HOW TO INTERPRET AN ORIGINALITY REPORT

Sample report:

- The Matching Index shows the percentage of the paper that matched other sources.
- Use the Reprocess icon to rerun the report without checking against those sources indicated by the check boxes.
- Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text box.
- Highlighted text indicates what portions of the Paper Test corresponds to which source.
- Paper Test is the actual text from the submitted paper.
- Click on each Suspected Source to see the full corresponding source.
- Print Version is a text-only formatted version that is accessible and optimized for printing.
- These features will give you a direct URL to the source that you can then email to others.

Sample report:

- Calcium chloride was used for such things as dust control, road lining, and to assist in oil and gas exploration. It is easily manufactured for a variety of sources. Underground brines in Michigan, a by-product of hydrothermal oil streams, and soda ash can hold calcium chloride for use. The market was supplied to three major manufacturers: Dow Chemical, General Chemical, and Ferro Technologies, all of which produce such anhydrous that it creates slurry-like and paper. These companies already produce roughly 1.1 million tons per year and yet out of that only about 1.4 million are used. In 1993, another company decided that they were going to enter the calcium chloride market. They spent over $200 million on expensive and opened their field test in 1997. Then in 1998, one company expanded the use of calcium and its processing. There was an incredible rise for calcium chloride and the company failed. (paper mill)

- If recent years, the market demand for calcium chloride has increased. Consumption within the largest market segment, diesel, is heavily dependent on weather conditions. A dry climate in this market has actually increased recent years as a consequence of mild winters (now the demand). Designing consumption was 18 percent of total US and rose during 1994, but declined to 9 percent and 22 percent in 2001. During this time, in the US for calcium chloride in oil and gas exploration increased from 4 percent to 11 percent. Unless there is a change in the general weather pattern, this demand is expected to continue. While the calcium chloride market experienced strong demand from increased oil and gas exploration for the past two decades, higher prices cut into oil and gas prices will have little effect on these demands for drilling fluids, and water usage, calcium chloride as well. Industry capacity is more than adequate to meet future demands as the industry’s operating rate is about 75 percent. (Proper)

- Necrosis of the skin after contact with calcium chloride has been described in a variety of situations, including that of oil field workers and prolonged electroencephalographic testing. (contact paper). Calcium chloride dermal calculation was reported for the first time in 1945 and since 1980, the application of dry calcium or calcium-containing solutions. The authors report a case of percutaneous penetration of a bioactive internal calcium salt, which was followed by deep dermal thin necrosis in a child. The uncommon injury faced concern about child abuse. (finishes)

- Calcium Chloride has unique properties that make it ideal for maintaining unpaved roads and fortifying road bases for new construction. (Internet)
Matching Scores

Sentence matching scores are the percentage probability that two sentences (from the submitted document and from a possible source) have the same meaning.

This number can also be interpreted as the reciprocal to the probability that these two sentences are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two sentences are the same and a 10 percent probability that they are similar by chance, and not because the submitted paper includes content copied from the existing source (whether or not it was properly attributed).

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and instructors should review papers to see if what matches has been properly attributed.

Comments on scores:

- **Scores below 15 percent:** These papers typically include some quotes and a few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is little to no evidence of the likelihood of plagiarism in these papers.

- **Scores between 15 percent and 40 percent:** These papers include extensive quoted or paraphrased material, or they may include plagiarism. These papers should be reviewed to determine whether matching content is properly attributed.

- **Scores over 40 percent:** There is a very high probability that text in this paper was copied from other sources. These papers often include an excess of quoted or paraphrased text and should be reviewed for plagiarism.
HOW TO DIRECT SUBMIT/DIRECTLY UPLOAD PAPERS TO SAFEASSIGN

The Direct Submit process generates SafeAssign reports on papers submitted independently from a SafeAssignment.

PLEASE NOTE: Papers uploaded through Direct Submit are only added to the Institutional Database - there is no option to add them to the Global Reference Database since students have to opt-in on a paper-by-paper basis. Additionally, there is no Grade Center integration with papers submitted through Direct Submit. So because Direct Submit does not offer access to the Global Reference Database or integration with the Grade Center, instructors should set up and use SafeAssignments to collect submissions whenever possible.

Direct Submit allows Instructors to submit papers one at a time or several at once by including them in a .ZIP file. PLEASE NOTE: ZIP packages should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended. Additionally, papers with more than 5000 sentences or that are more than 10 MB in size cannot be submitted.

Supported file types:

- Microsoft Word document: .doc, .docx (Office 2007)
- Rich Text Format: .rtf
- HTML: .htm or .html
- Text: .txt
- Zip compressed: .zip used to upload multiple files of the above types

DIRECTLY UPLOADING PAPERS TO SAFEASSIGN

To submit papers and receive SafeAssign Originality Reports from the Control Panel (independently from SafeAssignments), follow these steps:

**Step 1:** From the course Control Panel, go to the Course Tools area and click the SafeAssign link.
Step 2: Click the Direct Submit tab.

A list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. Deleting files from Direct Submit is not recommended, as this will remove them from the institutional database of existing materials.

Step 3: Click on the “Submit Papers” button to initiate the upload process.

You can store and organize the papers you directly submit in Private or Shared folders by activating the corresponding tabs. Only you can see the papers and associated reports stored in Private folders. Anyone with access to Direct Submit through the Control Panel in your course can see the papers and associated reports you store in Shared folders.

Step 4: Navigate to a folder (or add a new folder) where you want to save the uploaded paper or papers.
Webcampus Version 8 – Faculty Manual

Step 5: Select the upload options:

Options:

- **Submit as Draft** – A SafeAssign report will be generated, however the paper will not be added to the institutional database and will not be used to check other papers.
- **Skip Plagiarism Checking** – Adds the paper(s) to the institutional database without checking for content copied from other sources. This is useful if an instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.

You may upload a paper as a file or copy a document and paste it into the “Paper text” textbox. To upload a paper as a file, follow these steps:

**Step 1:** Click on the radio button next to “Upload File.”

**Step 2:** Browse for the File to Attach. You may submit individual files or files that are grouped together and compressed in a .ZIP package.

**Step 3:** Click **Submit** to upload the file(s).
HOW TO VIEW REPORTS OF DIRECT SUBMIT PAPERS

To view the SafeAssign Originality Reports for papers you have submitted directly using the Direct Submit feature, follow these steps from the SafeAssignments page:

Step 1: Click the Direct Submit tab.

A list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. Deleting files from Direct Submit is not recommended, as this will remove them from the institutional database of existing materials.

Step 2: Click on the SA Report icon to launch the Originality Report for each paper for which you want to check for possible plagiarism.
The Review Status tool allows faculty to require students to report their progress in viewing specific content items. Faculty enable the Review Status option item by item, and students track their use by clicking on a button that marks each item as reviewed by that student. Faculty can then access a User Progress report page to check how far the student has progressed through the course.

**Step 1:** Click on the “Manage” button for an item.

<table>
<thead>
<tr>
<th>Item</th>
<th>Folder</th>
<th>External Link</th>
<th>Course Link</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Introduction" /></td>
<td><img src="image2" alt="Reading Assignments" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Introduction
Globalization is the defining paradigm of our times. How we react to the changes taking place around us and how well we understand our era will play a large role in determining the future. Your viewpoint and your ability to connect the dots about globalization will determine your success as an individual and our success as a species. It’s necessary to expand our visions, draw connections between seemingly disparate realities and establish constructive and global points of view.

#### Reading Assignments
Chapter One: “Making Connections”
Step 2: From the Manage Item menu, select Review Status

**Adaptive Release**
Create or modify a basic Adaptive Release rule.

**Adaptive Release: Advanced**
Create or modify advanced Adaptive Release rules. Use this feature when creating multiple rules.

**Review Status**
Enable or disable review for this item.
Current Status: Disabled

**Adaptive Release and Review Status: User Progress**
View availability and review status of this item for all users.

**Statistics Tracking**
Enable or disable tracking for this item. View system tracking information for this item.
Current Status: Disabled

**Metadata**
Set metadata information for this content item.

---

Step 3: On the Review Status page, click on the button to enable Review.

Step 4: Click Submit to finish.

---

**Review Status**

1. **Review**
   
   If Review is enabled, users will have the ability to mark this item as Reviewed. If Review is disabled, no option will appear.

   - **Review**
     - Enable
     - Disable

2. **Submit**
   
   Click Submit to finish. Click Cancel to quit.
ADAPTIVE RELEASE

Adaptive Release enables faculty to release or make available content items to students based on a rule or set of rules stipulated by the faculty member. Rules may restrict access to content items on the basis of date and time, scores or attempts on assignments (or other Grade Center items), or the student’s review status for other items in the course.

**Step 1:** Click on the “Manage” button for an item.

---

1. **Introduction**
   Globalization is the defining paradigm of our times. How we react to the changes taking place around us and how well we understand our era will play a large role in determining the future. Your viewpoint and your ability to connect the dots about globalization will determine your success as an individual and our success as a species. It’s necessary to expand our visions, draw connections between seemingly disparate realities and establish constructive and global points of view.

2. **Reading Assignments**
   Chapter One: "Making Connections"
Step 2: On the Manage Item page, select **Adaptive Release** or **Adaptive Release: Advanced**.

Step 3: On the **Adaptive Release** page, set Date, Membership, Grade Center, and/or Review Status restrictions.


## Adaptive Release

Create an Adaptive Release rule for this content item. Each criteria narrows the availability of this item to users. To create multiple rules on an item or remove this rule, use Adaptive Release: Advanced.

**Content Status:** Available

**Date Restrictions:** Display After Apr 18, 2006 3:45:00 PM

### 1. Date

Setting a Date criteria for this item will restrict the dates and times of the visibility of this item.

- Choose Date:
  - Display After:
    - Apr: 18
    - 2006
    - 03:45:00 PM
  - Display Until:
    - Aug: 25
    - 2006
    - 02:05:00 PM

### 2. Membership

This content item is visible to all users until a Membership criteria is created. Users must be specified in the Username list or must be in a selected Group.

Enter one or more Username values or Browse to Search. Separate multiple Username values with commas.

**Username**

- [Browse]

**Step 4:** Click **Submit** to finish
Blackboard Learning Units enable the Instructor to set a structured path for progressing through the content within a course. Students can now access content, including Assessments, in a sequential order. The Instructor may either allow Students to access content nonlinearly within a Learning Unit or enforce a sequential path. Learning Unit content is managed in the same way as other information that appears in content areas. Items and files may be added, arranged, and modified to create a sequential learning path.

The page below is an example of a Learning Unit as viewed by a student.

Students can navigate through the material using the arrows to the left and right of the page number. If the Student has non-sequential access to all pages within the Learning unit, they may click to a particular page.
The page below is an example of a Learning Unit as viewed through the course Control Panel.

The table below details the functions available from this page.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>click . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>add content</td>
<td><strong>Add Item.</strong> The Add Content page will appear. On the Add Content page text can be entered and files attached.</td>
</tr>
<tr>
<td>add a link</td>
<td><strong>Add URL.</strong> The Add URL page will open. Please note that URLs may also be entered when adding content by selecting Smart Text or HTML when entering text.</td>
</tr>
<tr>
<td>attach a file</td>
<td><strong>Add File.</strong> The Add File page will appear.</td>
</tr>
<tr>
<td>add a test</td>
<td><strong>Add Test.</strong> The Add Test page will appear.</td>
</tr>
<tr>
<td>add a survey</td>
<td><strong>Add Survey.</strong> The Add Survey page will appear.</td>
</tr>
<tr>
<td>add another type of content</td>
<td><strong>Click</strong> on the drop-down menu and choose a content type from the list:</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>Assignment</strong> and the Add Assignment page will appear.</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>LRN Package</strong> and the Add LRN Package page will appear.</td>
</tr>
<tr>
<td>Task</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>set or modify test properties</td>
<td><strong>Modify</strong> next to an assessment. The Test Properties page will appear.</td>
</tr>
<tr>
<td>preview an Assessment</td>
<td><strong>Click</strong> on the name of the assessment. The Preview Assessment: Assessment Name page will appear.</td>
</tr>
<tr>
<td>modify an item, file, Assignment or link</td>
<td><strong>Modify</strong>. The Modify page will appear. On the Modify page the item name and text may be changed, files and links may be modified or removed, and the options may be changed.</td>
</tr>
<tr>
<td>remove an item, folder, or link</td>
<td><strong>Remove</strong>. A warning pop-up window will appear. Removing an item or folder is irreversible.</td>
</tr>
<tr>
<td>order content</td>
<td><strong>Click</strong> on the drop-down arrow and select a number. Content will appear to Students in the order selected.</td>
</tr>
</tbody>
</table>
ADDING A LEARNING UNIT

Learning Units enable the Instructor to set a structured path for progressing through the content within a course. The Instructor may either allow Students to access content nonlinearly within a Learning Unit or enforce a sequential path. Once added, the Instructor can add items, files, and links within the Learning Unit. Learning Units can be modified like any other item within a content area.

Step 1: Click the Control Panel link to enter the Control Panel.

Step 2: Select the appropriate link from the Content Areas section.

Step 3: Click Add Learning Unit or Modify next to an existing Learning Unit.

Step 4: Complete the information for the following fields: Name, Color of Name, Text, Sequential Viewing, New Window, Date Restrictions, and Visibility (See page 12 for additional detail).

Step 5: Click Submit. A receipt will indicate the successful submission.
ADDITION CONTENT TO A LEARNING UNIT

Blackboard Learning Units enable the Instructor to set a structured path for users to progress through the content within a course. Items added to a Learning Unit appear much the same as content appears within a course content area. Text can be entered or supplemented with attached files. Attached files will, by default, open via a link displayed with the item. Image, audio, and video files can be set to display within the item and packaged files can be unpacked and displayed when the link is clicked.

Step 1: Click the Control Panel link to enter the Control Panel.
Step 2: Select the appropriate link from the Content Areas section.
Step 3: Click Add Item.
Step 4: Complete the information for the following fields: Name, Color of Name, Text, Attached Files, Name of Link to File, Action of Link, Visibility, Offline Content, Tracking, and Metadata (See page 12 for additional detail).
Step 5: Click Submit. A receipt will indicate successful submission.
ADDNG A FILE TO A LEARNING UNIT

Files added to a Learning Unit open as a page within the Learning Unit. Adding files allows Students to view content as a slideshow, without having to click a link to open content.

---

**Step 1:** Click the Control Panel link to enter the Control Panel.

**Step 2:** Open a Learning Unit in one of the Content Areas.

**Step 3:** Click Add File.

**Step 4:** Complete the information for the following fields: Name, Attached Files, and Name of Link to File.

**Step 5:** Click Submit. A receipt will indicate the successful submission.
Tests are on-line evaluations that can be used to measure a Student’s understanding of the course. Assessment properties, such as availability and presentation options, are managed through the Content area where the test appears to Students. For information on building assessments see the section on How to Create an Assessment.

**Note:** Instructors may view and grade Tests submitted by Students in the Grade Center. Tests submitted by Students may not be viewed or graded in the Content Area where the Test is posted.

---

**Step 1:** Click the **Control Panel** link to enter the **Control Panel**.

**Step 2:** Select a **Content Area**.

**Step 3:** Click **Add Test**.
Step 4: Click Create to access the Test info page or select a test that has already been created to access the Modify test page.

Step 5: Click Submit. A receipt will indicate the successful submission.

MODIFYING A TEST/SURVEY

Instructors can modify a test and its options by clicking on the Modify link. The Modify the Test link allows instructors to add or modify questions as well as edit the test’s Name, Description, and Instructions. The Modify the Test Options link allows the instructor to set options such as availability, feedback, and presentation.

Step 1: Click the Control Panel link.

Step 2: Select a Content Area.

Step 3: Click Add Test. Create a new Test or select a Test in the Select an existing Test list and click Submit.

OR

Select Modify next to a Test.

Step 4: Select the Modify the Test or Modify the Test Options link.
The following warning will appear if any Students have already taken a Test when Modify the test options is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view the original Assessment they took.

Tests are on-line evaluations that can be used to measure a Student’s understanding of the course. The Test Options page manages the test settings. These settings include:

- the availability of the Assessment
- the type of feedback Students will receive once they submit the Assessment
- options for how the Assessment is presented to Students
Note: Settings on the Survey Options page are the same as the Test Options page, with the exception of Survey Feedback.

Step 1: Click the Control Panel link to enter the Control Panel.

Step 2: Select a Content Area.

Step 3: Click Add Test. Create a new Test or select a Test in the Select an existing Test list and click Submit.

OR

Step 4: Select Modify next to a Test.

Step 5: Select Modify Test Options and complete the information for the basic fields for Name, Color of Name, Text, and External Window.

Select options for the following fields for availability, feedback, and presentation described in the table below.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Availability</strong></td>
<td></td>
</tr>
<tr>
<td>Do you want to make this link</td>
<td>Select <strong>Yes</strong> to make the link to this Assessment visible. Select <strong>No</strong></td>
</tr>
<tr>
<td>visible?</td>
<td>and the link to this Assessment will not be visible.</td>
</tr>
<tr>
<td>Allow multiple attempts:</td>
<td>Check this box to let Students to take this Assessment multiple times.</td>
</tr>
<tr>
<td>Set time limit:</td>
<td>Check this box to set a time limit for finishing the Assessment. If checked,</td>
</tr>
<tr>
<td></td>
<td>select the amount of time to allow for the Test in the hours and minutes</td>
</tr>
<tr>
<td></td>
<td>boxes below.</td>
</tr>
<tr>
<td>Display After:</td>
<td>Select the date and time for this Assessment to be available to Students</td>
</tr>
<tr>
<td></td>
<td>in the date and time area below or by clicking the calendar icon and</td>
</tr>
<tr>
<td></td>
<td>selecting the date and time.</td>
</tr>
<tr>
<td>Display Until:</td>
<td>Check the <strong>Display Until</strong> box to stop displaying the link on a specific</td>
</tr>
<tr>
<td></td>
<td>date. Select the date and time for this to occur in the area below, or by</td>
</tr>
<tr>
<td></td>
<td>clicking the calendar icon and selecting the date and time.</td>
</tr>
<tr>
<td>Set Password:</td>
<td>Select this check box to require a password for Students to access this</td>
</tr>
<tr>
<td></td>
<td>Assessment. Then enter a password in the field below. Students must have</td>
</tr>
<tr>
<td></td>
<td>this password in order to access the Assessment.</td>
</tr>
<tr>
<td><strong>Test Feedback</strong></td>
<td></td>
</tr>
<tr>
<td>Score Only:</td>
<td>Select this option to present only the final score to Students.</td>
</tr>
<tr>
<td>Detailed Results:</td>
<td>Select this option to present both the Student’s answers and the final score</td>
</tr>
<tr>
<td></td>
<td>to Students.</td>
</tr>
<tr>
<td>Show Correct Answers:</td>
<td>Select this option to present the Student’s answers, the correct answers,</td>
</tr>
<tr>
<td></td>
<td>and the final score.</td>
</tr>
</tbody>
</table>

---

Center for Teaching & Learning with Technology
<table>
<thead>
<tr>
<th>Detailed Results, Correct Answers, and Feedback:</th>
<th>Select this option to present the Student’s answers, the correct answers, the final score, and any feedback to the Student.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Presentation</strong></td>
<td></td>
</tr>
<tr>
<td>All at Once:</td>
<td>Select this option to present the entire Assessment on one screen to the Student.</td>
</tr>
<tr>
<td>Question:</td>
<td>Select this option to display one question at a time. Students will be given navigation tools to move between questions.</td>
</tr>
<tr>
<td>Prohibit Backtracking:</td>
<td>Select this option to prevent Students from returning to questions they have already answered.</td>
</tr>
<tr>
<td>Randomize Questions:</td>
<td>Select this option to display questions in a random order each time the assessment is taken.</td>
</tr>
</tbody>
</table>

**Step 5:** Click **Submit**. A receipt will indicate successful submission.

**Note:** [Multiple Attempts](#) - Students are not notified before they take a Test whether the Instructor has allowed them to take it multiple times. The link simply appears to take the Test again when a student opens it the next time. Instructors may want to include information about the multiple attempt option in the Test Description so Students have this information before they take the Test.

**Survey Feedback** - Survey Feedback offers the Instructor two different Feedback Modes for Students. Status Only allows Students to see if the Survey is complete or incomplete. Detailed Results allows Students to see the answers they submitted on the Survey.
Surveys are a type of Assessment that is useful for polling purposes, evaluations, and informal evaluation of student knowledge. Assessment properties, such as availability and presentation options, are managed through the Content Area.

**Step 1:** Click the Control Panel link to enter the Control Panel.

**Step 2:** Select a Content Area.

**Step 3:** In the Add Other Content Type: drop-down list select Survey and click Go.

**Step 4:** Select the appropriate option Create a New Survey or Select an Existing Survey.
Instructors can create Assignments and add them to a Content Area. Assignments list the name, point value, and a description for class work. Instructors also have the option of including attachments to an Assignment. Students complete the assignment in a separate file and send it back to the Instructor through the Course menu. The Grade Center is automatically updated with assignment information.

**Note:** Once a Student completes and submits an Assignment the Instructor may access this file in the Grade Center only. Assignments cannot be viewed or graded in the Content Area where the Assignment is posted.

---

**Step 1:** Click the Control Panel link to enter the Control Panel.

**Step 2:** Select a Content Area.
Step 3: In the Add Other Content Type: drop-down list select Assignment.

Step 4: Complete the information for the following fields: Name, Color, Points Possible, Instructions, Availability, Tracking, and Attachments.

Step 5: Click Submit. A receipt will indicate the successful submission.

Note: After the Assignment is created it will appear in the Content Area. To preview files from the Content Area that have been attached to the Assignment, click Upload File next to the Assignment. The attached file will appear.

MICROSOFT LRN CONTENT

Microsoft LRN Content enables Instructors to create course content presentations that have a hierarchical structure and sequential navigation. Instructors can create LRN Content through the Microsoft LRN toolkit, which can be accessed from the Blackboard Learning System. Microsoft LRN files can be uploaded to any of the course Content Areas.

Note: LRN Content files can only run on Internet Explorer, version 5.0 or higher. Microsoft recommends using Internet Explorer 6.0. Therefore, Students must be running Internet Explorer, version 5.0 or higher to access these files if they are included in a course.
IMS and SCORM

Blackboard courses and organizations accept IMS and SCORM content through the Microsoft LRN toolkit. The content standards that are supported include SCORM 1.2, IMS Metadata 1.2.1, IMS Content Packaging 1.1.2, and Microsoft LRN 3.0.

Archives

In the Blackboard Learning System, the IMS QTI format has been used as a basis for representing assessment data in course archives, but it is not 100% compliant. The Blackboard Learning System uses IMS Content Packaging 1.1.2 to create its archives.

Microsoft LRN Toolkit

For more information about the Microsoft LRN Toolkit, go to http://www.microsoft.com/elearn/resources.asp.

Entry point

The Instructor must set an entry point for the LRN package. This page is the first to appear when Students view the content. Blackboard recommends using the LRNViewer.htm page as the entry point, as this will ensure that all frames open correctly.
Instructors are able to copy or move content and place it in another area within the same course or in another course. Entire folders and Learning Units can also be copied. Instructors must have an Instructor role in the destination course when content is moved or copied to another course. Instructors can choose whether to delete an item after it is copied or to also keep it in its original place.

**COPYING/MOVING CONTENT**

**Step 1:** Click the **Control Panel** link to enter the **Control Panel**.

**Step 2:** Select a **Content Area**.

**Step 3:** Click **Copy** next to a content item.

**Step 4:** Complete the information for the fields described in the table below.
### Destination Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td></td>
</tr>
<tr>
<td>Destination Course:</td>
<td>Select the destination for the item being copied from the drop-down list.</td>
</tr>
<tr>
<td>Destination Folder</td>
<td>Click <strong>Browse</strong>. A map of the content areas for the destination course</td>
</tr>
<tr>
<td></td>
<td>appears. Select the folder where the item should be copied.</td>
</tr>
</tbody>
</table>
| Delete item after copy?      | Select **Yes** to delete this item from the current course once it is copied.
|                              | Select **No** and this item will remain in the course after it is copied.    |

**Step 5:** Click **Submit**. A receipt will indicate the successful submission.

---

**MATH AND SCIENCE NOTATION TOOL (WEBEQ)**

The Math and Science Notation Tool (WebEQ, Equation Editor) is a general purpose equation editor designed for working with equations. It enables users to use mathematical and scientific notation throughout the Blackboard Learning System. Users have the ability to add equations, edit existing equations and move equations within the Math and Science Notation Tool. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web, which is a subset of XML.

---

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The Math and Science Notation Tool can be accessed from any content or Assessment area. Once added, the equations can be modified like other items within a content area.

**Note:** Instructors may include Essay questions on Assessments that use the Math and Science Notation Tool. Students can access the Math and Science Notation Tool to complete the question and the Instructor can view all of Students’ work.

The MathML Equation Editor is a separate equation editor that functions in the same way as the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter MathML.
Click the Math and Science Notation Tool (+) or click the MathML Equation Editor icon (Σ) for any text box that accepts math notation. The appropriate equation tool will appear.

Note: For best performance on a Windows operating system Blackboard recommends using Internet Explorer 6.0 or better.

For best performance on a Macintosh, Blackboard recommends using Mac OS X v10.2 with Netscape 6.2.3 (or a later version) and the MRJ plug-in available at:

http://homepage.mac.com/pcbeard/MRJPlugin/

Note: When copying, if an equation is more than one line or uses a large font size, the equation may be cut off when it appears on the course Web site. To prevent this from happening add an empty line after the final line in the equation on the Math and Science Notation Tool. The entire equation will appear.
The Course Tools area manages communication and collaboration tools that enhance interaction between Students and Instructors, for example, with asynchronous discussion boards or synchronous chat tools. These tools allow users to:

- share important information such as course calendar items and tasks
- interact and learn from each other with threaded discussion boards
- manage online discussions through features that sort messages by author, date and/or title, collect messages in a printer-friendly format
- share documents through the as discussion board attachments or the Digital Drop Box
- hold virtual office hours or classes through Collaboration Tools

<table>
<thead>
<tr>
<th>Course Tools (Examples)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Discussion Board</td>
</tr>
<tr>
<td>Course Calendar</td>
<td>Send E-mail</td>
</tr>
<tr>
<td>Staff Information</td>
<td>Collaboration</td>
</tr>
<tr>
<td>Tasks</td>
<td>Digital Drop Box</td>
</tr>
</tbody>
</table>
The following sections include information on the following Course Tools:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Provides details for posting important information about the course, such as assignment due dates, content changes or guest speakers.</td>
</tr>
<tr>
<td>Course Calendar</td>
<td>Provides all the details for posting course-related events on a Calendar.</td>
</tr>
<tr>
<td>Staff Information</td>
<td>Describes how to post information about Instructors, Teaching Assistants, and guest speakers for the course.</td>
</tr>
<tr>
<td>Tasks</td>
<td>Explains how to organize course projects, priorities, and details.</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>Details how users may participate in an asynchronous, on-line discussion with other users in a course.</td>
</tr>
<tr>
<td>Send Email</td>
<td>Provides information on how to send email to other participants or groups of participants within a course.</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Explains the Virtual Classroom and Lightweight Chat, which enable users to participate in an on-line collaboration with Instructor and Students.</td>
</tr>
<tr>
<td>Digital Drop Box</td>
<td>Provides information for exchanging files with the Instructor and course participants.</td>
</tr>
</tbody>
</table>
WORKING WITH ANNOUNCEMENTS

By default, the Announcements page is the very first screen your students see when they enter your course. Therefore it is very important to use this tool to notify students about new information pertaining to the course. Consider using Announcements to share:

- Welcome message
- Helpdesk information
- When assignments are due
- Changes in the syllabus
- Corrections/clarifications of materials

Announcements will be ordered by the most recent addition to the Announcements page editor, on top, followed by older announcements. The default setting is to show the last seven days’ announcements, but the student can see previous announcements by clicking the appropriate tabs at the top of the screen.

An announcement can also be placed “permanently” on the Announcements page. Every time students access the course they will see this announcement. For example, you may want to post the technical support contact information or a welcome announcement. Permanent announcements take priority in order and are therefore listed before traditional announcements. These announcements can be modified to be no longer permanent or removed completely.
New with Version 7.2: You will be able to generate a broadcast email message when you create or modify a course announcement, so you no longer need to rely on students visiting the course site to see new information. The email will be sent to All Users for the course, and will contain the title and body of the announcement.

**ADDING ANNOUNCEMENTS**

To add announcements, you will have to enter the Control Panel. All instructor functions are initiated from the Control Panel.

**Step 1:** Click the Control Panel button.

**Step 2:** From the Course Tools section of the Control Panel, choose Announcements.

**Step 3:** Click on the Add Announcement button.
Step 4: Complete information for the following fields: Subject, Message, Always Show, and Date Restrictions.

Note: If you select the Always show this announcement on the course’s main page option, the announcement will be labeled Permanent.

Step 5 Check the “Email this announcement to all course users” box to send a broadcast email to all users.

Step 6 Click the Submit button. A receipt will appear to confirm the process.

MODIFYING AND REMOVING ANNOUNCEMENTS

To change the text in an announcement:

Step 1: Click the Control Panel button.

Step 2: From the Course Tools section, choose Announcements.

Step 3: Scroll down and click the Modify button located next to the announcement you wish to change.
Step 4: Change the announcement.

Step 5: Click Submit. A receipt will indicate successful submission.

To remove an announcement:

Step 1: If necessary, scroll down to locate the announcement and click Remove.
Step 2: A Warning Dialog Box will appear. Click OK in response to the question “Are You Sure You Want to Remove this Item?” After removal, there will be no evidence that the announcement ever existed.

Note: If you wish to remove the Permanent status of an announcement instead of removing the announcement completely, you can modify the message and change the options setting. This will allow students to still access the announcement by using the tabs to view old announcements.

**ADDING FACULTY/STAFF INFORMATION**

The Staff Information area holds specific information about instructors and other people involved in offering your course (including, for example, Global Virtual Faculty members).

Add yourself as the instructor:

Step 1: Click the Control Panel button.

Step 2: From the Content Tools section, choose Faculty Information.

Step 3: Click the Add Profile button.

Step 4: Fill out the information fields in the Item Information area with your information.

Step 5: Scroll down to the Options area to upload a picture into the profile if you have one.
Webcampus Version 8 – Faculty Manual

Step 6: Click Browse and locate the directory where your picture is located.

Step 7: Select the image file and open it. You may need to change the File Type area in the browse dialog box to display all files.

Step 8: In the Personal Link area, type the URL of your personal web site if you have one.

Step 9: Select Yes for the "Do you want to make this item visible?" option. (Selecting No for this option would make the content invisible from the Student View of the course.)

Step 10: Click Submit. A receipt will indicate successful submission.

The Calendar is available to all users and is a very useful tool for tracking deadlines and assignments across the Blackboard system. When viewed from within the course Web site, the Calendar only displays information relevant to that particular course. However, users can also view their calendar through the My FDU interface, which will allow them to see an aggregated view of all of their institutional, course, and personal events.
THE CALENDAR INTERFACE:

The default view shows the day’s events, however, users may also select a weekly or monthly view by clicking on the appropriate tab (View Day, View Week, or View Month).

Events can be filtered by category through the pull-down menu, which is set to All Events by default.

Move backward or forward from a date by clicking the arrows to the left or right of the date.

Move to a particular date by clicking the Quick Jump link, see activity below for details.

ADDING A CALENDAR EVENT:

Step 1: Select Course Calendar from the Course Tools section in the Control Panel.

Step 2: Click the Add Event button.
Step 3: Complete the information for the following fields: Event Title, Description (4,000 character maximum), Date, Start Time, and End Time.

Step 4: Click the Submit button.

Step 5: Click OK button. You will be returned back to the calendar.

**USING THE QUICK JUMP OPTION:**

The Calendar Quick Jump page allows users to quickly access a month, week, or day in the Calendar. Calendar Quick Jump is useful when looking for events planned for months in advance of the current date. It is also useful for looking up the events of a past day, week, or month.

Step 1: Click on the Quick Jump button.

Step 2: Select a date in the drop-down menu.
Step 3: Click Submit. The calendar will jump to that day.

Step 4: From the calendar screen, click on the event title to view the description of the event.

The **Tasks** page organizes projects (referred to as tasks), defines task priority, and tracks task status. A user can create tasks and post them to the **Tasks** page. Each user can post personal tasks to their page, instructors can post tasks to users participating in their course, and system administrators can post tasks to all users’ **Tasks** pages.

- Task information is arranged in columns that display the priority, task name, status, and due date.

- To view task details, click on a task from the **Task** page. The task details display the task name, due date, priority, status, and a description of the task.
TO ADD A TASK FOR YOUR CLASS:

Step 1: In the Control Panel Select Tasks from the Course Tools section.

Step 2: Click the Add Task button.

Step 3: Fill in the appropriate information for the following fields: Task Title, Description, Due Date, and Priority.

Step 4: Click the Submit button.

Step 5: Confirm the receipt by clicking the OK button.
DISCUSSION BOARD

Blackboard provides a discussion board as a communication tool to use in your online class. This feature is designed for **asynchronous** use, so users **do not** have to be available at the same time to have a conversation. Conversations are grouped into **forums** that contain threads and all related replies. By default, postings are organized in a hierarchy with indentations to illustrate the relationship between messages.

**Note:** As an instructor, you have three ways to access the Discussion Board: 1) through the Control Panel; 2) by clicking the Discussion Board button from the navigation bar; or 3) by first clicking on the Communication button from the navigation bar and then clicking Discussion Board.

**CREATING FORUMS**

A new **Forum** must be created to house the threads of a discussion. The new forum will appear in the discussion area and new threads can be created within it.

**Step 1:** You may link to or create new forums from the Course content areas, by selecting “Discussion Board” from the list after clicking on **Select**, or from Discussion Board under **Course Tools**.

**Step 2:** Click add Forum button to create a new forum for discussion.

**Step 3:** Complete the information for the Title and Description fields.
Step 4: If necessary, adjust the following Forum Settings by checking or unchecking option boxes (or radio buttons for suboptions):

- Allow anonymous posts *(Not recommended)*
- Allow author to remove own posts *(Not recommended)*
  - All posts
  - Only posts with no replies
- Allow author to modify own published posts *(Not recommended)*
- Allow post tagging
- Allow users to reply with quote
- Allow file attachments
- Allow members to create new threads

**Subscribe**

- Do not allow subscriptions
- Allow members to subscribe to threads
- Allow members to subscribe to forum
  - Include body of post in the email
  - Include link to post
- Allow members to rate posts

**Grade**

- No grading in forum
- **Grade Forum**: Points possible:
- Grade threads
Reordering Forums:

When multiple forums exist, you can put them in specific order, according to the needs of your curriculum. Click on the pull-down menu box in front of the forum’s title, and select which position the forum should occupy.

<table>
<thead>
<tr>
<th>Display Order</th>
<th>Forum</th>
<th>Total Posts</th>
<th>Unread Posts</th>
<th>Total Participants</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Community Cafe</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Mod</td>
</tr>
<tr>
<td>2</td>
<td>Intro to Computer Systems</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>Mod</td>
</tr>
<tr>
<td>3</td>
<td>Microsoft Windows XP</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Mod</td>
</tr>
</tbody>
</table>

MANAGING FORUM USERS

You can change settings for each forum user by clicking on the Manage button for that forum in the list of forums on the Discussion Board page.

Step 1: On the resulting Manage Forum Users page, select an entry from the Forum Role pull-down menu:

**Moderator** – Previews posts and gives permission for posts to be published for moderated forums. Moderators may also delete and modify all posts in any forum (even those not under moderation).

**Reader** – Read-only privileges.

**Manager** – All forum administrator privileges. Managers can change the forum settings, moderate posts, and assign grades. Assigning a manager to a different role removes the forum administrator privileges.

**Grader** – Reviews posts and assigns grades in a graded forum. Graders have some access to the Gradebook, but not to the Control Panel.
Webcampus Version 8 – Faculty Manual

Participant – May read and write posts, but has no administrative privileges (normal setting).

Blocked – Blocks a user from posting to the Discussion Board forum. Only the forum manager can block a user.

Step 2: Click the Submit button.

DISCUSSION BOARD INTERFACE

Forums are used to organize discussions on related topics. Students and Instructors click discussion links to access a forum from the main Discussion Board page. When a discussion is started within a forum, it is called a thread.
Tree View or List View:

Tree View arranges the posts in a thread in indented collapsible and expandable lists under their parent posts. Click on the box with a plus sign to expand, and on the box with a minus sign to collapse those lists of subposts.

List View simply arranges the posts in chronological order, based on the times when posts were submitted. List view will also show you whether posts have been “tagged,” and will let you select all the posts in a thread that have been tagged with the same category or tag, by clicking on the tag in the List View list.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>click . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>view threads in a list</td>
<td>on “List View” button</td>
</tr>
<tr>
<td>view threads in a tree</td>
<td>on “Tree View” button</td>
</tr>
</tbody>
</table>
### To . . .  |  click . . .
---|---
start a new discussion thread  | **Thread** button. The Add Thread page will appear. On the Add Thread page a new subject title and new discussion description may be added.
read a thread  | on the link to the thread. The thread will appear along with any available options for modifying the thread, or responding to the messages in the thread.
remove a thread  | on the box in front of the date the thread was started, to select the thread, then click on the **Remove** button.
mark a thread as “Read”  | box to select the thread and click **Mark Read**.
mark a thread as “Unread”  | box to select the thread and messages and click **Mark Unread**.

### To . . .  |  click . . .
---|---
change Status to Published  | box to select the thread, select Published from menu, and click “Go” button.
change Status to Hidden  | box to select the thread, select Hidden from menu, and click “Go” button.
change Status to Unavailable  | box to select the thread, select Unavailable from menu, and click “Go” button.
### Change Status to Locked
Box to select the thread, select Locked from menu, and click “Go” button.

### Change Status to Unlocked
Box to select the thread, select Unlocked from menu, and click “Go” button.

### Search
“Search” icon to open search panel. Select “Current Forum,” “Current Discussion Board,” or “All Forums in Course” from menu. Enter key words, names, or phrase in search box. Select range of dates and times, as desired. Click on “GO” button.

---

**To . . .** | **click . . .**
---|---
Expand or collapse the list of posts in a thread in Tree View | On the plus (+) box just before the subject/title of a post to expand or the minus (-) box to collapse your view of subposts (or replies)
Read the next message | On the Next Post link
Return to the previous message | On the Previous Post link
<table>
<thead>
<tr>
<th>Action</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>read the post a message is replying to</td>
<td>On the Show Parent Post link</td>
</tr>
<tr>
<td>send an email to the author of a thread</td>
<td>The name of the person in the window where that person’s message is displayed. Webcampus’ email program is activated and an email page will appear with that person’s name in the To: field.</td>
</tr>
<tr>
<td>expand or collapse the list of posts in a thread</td>
<td>On the minus (-) or plus (+) boxes next to the list of posts.</td>
</tr>
</tbody>
</table>

**STARTING A NEW THREAD**

When a discussion is created within a forum it is called a thread. When a forum is created, it is empty, there are no threads automatically posted. The Add New Thread option is used to start the discussion.

**Step 1:** Click the name of the forum within which you would like to start a thread of discussion.

**Step 2:** Click the add new Thread button at the top left.

**Step 3:** Enter the subject and message to be posted.
**Step 4:** Select the appropriate **Options**.

**Step 5:** If you wish to attach a file to your posting, click the **Attach a file** link, locate and select the file, and click **Open**.

**Step 6:** Click **Preview** to view your message before it is posted.

**Step 7:** Click **Submit** to post your message.

---

**READING/REPLYING TO A MESSAGE**

**Step 1:** [If you're not reading the message already] Click the name of the forum you would like to enter, and the link to the thread you would like to read.
Step 2: Click the name of the message that you would like to read or respond to.

Note: Clicking the name of the person who posted the message will send an email to that person using the Webcampus/Blackboard email program.

Step 3: Click one of the Reply buttons to post a reply.

Step 4: Enter the appropriate information in the text fields. By default the reply automatically fills in the subject for you. This subject can be changed if you like.

Note: The Discussion Board does not have a spell checker. You may want to create your posting in a word processor and then copy and paste it into the text field.
Reply to Post

Message

Show Original Post

* Subject: RE: When will the rain stop?

Message

Note: The message to which you are responding will be displayed under the text fields for the reply.

Step 5: If you want to attach a file to your posting, click the Attach a file link, locate and select the file, and click Open.

Step 6: Click Save to save a draft of your message before it is posted. Click Submit to post your message.
SEARCHING WITHIN A FORUM

You have the ability to search for a thread within a specific forum.

Step 1: Enter the term you want to search with in the Search box

Step 2: Make appropriate selections for search target (Current Forum) and After or Before dates.

Step 3: Click on the GO button

Step 4: The search results will be displayed. The word or phrase that you entered in the Keywords field will be in Bold.

Step 5: Click your browser’s Back button to return to the Thread view or use the Search field to perform another search.
SEARCHING WITHIN A THREAD

You have the ability to search for a post within a specific thread.

Step 1: Enter the term you want to search with in the Search box
Step 2: Make appropriate selections for search target (Current Thread) and After or Before dates.
Step 3: Click on the GO button
Step 4: The search results will be displayed. The word or phrase that you entered in the Keywords field will be in Bold.
Step 5: Click your browser’s Back button to return to the Thread view or use the Search field to perform another search.
GRADING USER PARTICIPATION

Grading options are enabled when the forum is created or by modifying the forum. Click Modify on the Discussion Board for a forum to change its settings. Once Grading has been enabled, a Gradebook Item is created and all the advanced management features that can be applied to the item should be managed from the gradebook.

The Grade settings appear at the bottom of the Add Forum Page and the Modify Forum page.

Select Grade Forum and enter a point value to evaluate participants on performance throughout the forum. Select Grade Threads to evaluate participants on performance in each thread. When the Grade Threads option is used, a Points Possible option appears each time a thread is started. Keep in mind that users cannot create new threads if Grade Threads is selected for the forum.

Forum Managers can enable thread grading directly from the thread list (in a forum where thread grading is enabled).
Follow these steps:

**Step 1**
Click the Enable button in the Grade column for the appropriate thread and the Set Grade: page is displayed.

**Step 2**
Enter a point value in the Points possible field and click Submit.

### Grade User Participation in a Forum:

Follow these steps to evaluate performance in a forum:

**Step 1**
Open the Discussion Board. A list of forums appears. For each forum that may be graded, an icon appears in the Grade column.

**Step 2**
Click the icon in the Grade column, or click Grade Forum in the action bar.
Step 3  A list of users appears. Click **Grade** for a user.

Step 4  A collection of the user’s posts in the forum will appear. Evaluate the posts and enter a Grade in the Grade field at the top of the page.

Step 5  Click **Submit** to add the grade to the Gradebook.

**NOTE:** Only users with a forum role of Grader or Manager may enter a grade for a forum. A Grader may not view his or her own work.

**Grade User Participation in a Thread:**

Follow these steps to evaluate performance within a thread.

Step 1  Open the Discussion Board. A list of forums will appear. For each forum that may be graded, an icon will appear in the Grade column.

Step 2  Open a forum and select a thread.

Step 3  Click **Grade Thread**. This button will only appear to users with a forum role of Grader or Manager.

Step 4  A list of users will appear. Click **Grade** for a user.
Step 5  A collection of the user’s posts in the Thread will appear. Evaluate the posts and enter a Grade in the Grade field at the top of the page.

Step 6  Click Submit to add the grade to the Grade Center.

NOTE: The Grader is alerted to possible loss of grade data if they click any button on the page that does not submit the grade. Click Submit to save the grade before you leave the page.

Changing Discussion Board Grades:

Follow these steps to change Discussion Board grades:

Step 1  Navigate to the Grade Center.

Step 2  Click the number in the Grade field or click Clear Grade to delete the existing grade.

Step 3  Enter a new grade and click Submit.

Disable Grading for a Forum or Thread

Use the Modify Forum feature to change the grading option to select No Grading. If Grades have already been entered for the forum or its threads, a warning message will appear that changing the setting will remove the associated Grade Center Items. Click OK to continue or click Cancel to preserve the Grade Center Items.
“TAGGING” POSTS

List View shows “tags” associated with individual posts.

Working with Tags for Specific Messages (Posts)

Note: Only users with Manager privileges for a forum can add tags.

Step 1 Collect the posts for a thread for which tags have been enabled. To collect all posts, use the Select All choice in the menu at the bottom of the page. Then click on the Collect button at the top of the page.
Step 2  Click on the Add button for each post for which you want to add a tag.

If there are existing tags, you may click on “Choose from Existing” to select one or more of them.

You may click on one or more of the existing tags, or enter your new tag in the text box and click OK.
Step 3  Click on the white x in the small red circle to right of a tag, to erase any tags you want removed from a particular post.

You and your students can then use the tags as another filtering method for collecting posts for further review.
SENDING EMAIL

The Webcampus default Send Email tool is a quick and easy way instructors can send e-mail to students. You can e-mail individual students, all students, groups of students, or all course members, directly from the course. New: Version 7.2 offers the “All Student Users” option.

The Blackboard Send Email function supports outgoing email only. Messages that are sent via Blackboard’s Send Email function are received, read, and replied to using your FDU Webmail account. Remember, other email programs can be configured for Webmail. Detailed instructions are available under the Docs link at http://webmail.fdu.edu.

Step 1: Select Send Email.

Note: The Send Email feature is available to instructors in two areas:

- From the Control Panel under Course Tools

  OR

- From the Communication button on the navigation menu
Send Email

- All Users
- All Groups
- All Teaching Assistant Users
- All Student Users
- All Instructor Users
- Select Users
- Select Groups

Step 3: Click on the Select Users option.

Step 4: Select the name(s) of the student(s) to whom you want to send e-mail from the Available list, and then click on the rightward-pointing arrow to move the name(s) to the Selected side.

Select Users

Email Information

To

Available to Select
- Butler, Ann
- Carreno, Juliet
- Deiner, Angela
- Martin, Denise
- McCray, Rebecca
- Mocks, Wilson
- Parker, Stephen
- Rodriguez, Jose

Selected

From: Paul Younghouse (pcy@fdu.edu)

Subject

Message

Step 5: Your name and address will appear in the From field. Enter text in the Subject and Message fields.

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Step 6: Click the **Submit** button. A receipt will indicate the successful submission.

Step 7: Click the **OK** button.

**Note:** By default, a copy of the outgoing mail will be sent to the instructor’s FDU Webmail inbox.

**COLLABORATION TOOLS**

The Collaboration Tools allow the Instructor and Students to participate in real time lessons and discussions and also view archives of previous Collaboration sessions. The Collaboration Tools can be used to hold real-time, online classroom discussions, TA sessions, and office hour type question/answer forums. Guest speakers and subject matter experts can also communicate with the class using the Collaboration Tools.

The following Collaboration Tools are available:

- **Virtual Classroom** - Allows users to enter a real-time discussion with Instructors, Students, and colleagues; access the Web; and engage in question and answer sessions.

- **Lightweight Chat** - The Lightweight Chat is part of the Virtual Classroom but can also be accessed separately. It allows users to open just the Chat function of the Virtual Classroom.

**Tips and Tricks**

When developing an activity that requires the Collaboration Tools, consider the following.

- The Collaboration Tools are Java applications and may initially take a few moments to load into a browser window. Before developing assignments that require the Collaboration Tools, be sure that all Students have Java-enabled browsers.

- Due to the synchronous nature of the Collaboration Tools, multiple users must participate at the same time. Be sure to notify Students about a scheduled Collaboration session to ensure attendance.

- Sometimes a Collaboration session can be overwhelming if there are too many users. Consider grouping Students into several small groups to keep the conversation manageable.
Macintosh Users

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the Window menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users who wish to use Safari, be aware that Pop-Up Window Blocking must disabled. Macintosh users running OS 8 or OS 9 must use the Accessible version of the Collaboration Tool.

Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available in the Blackboard Learning System. Users running Macintosh OS 8 or 9 should also use this version. On the launch page, which opens when Join is selected on the Collaboration Sessions page, a link to this version appears. Documents created on the Whiteboard may be viewed if the Instructor takes a snapshot of them, using the Snapshot button on the Whiteboard action bar. A link will be created to the snapshot for users to view it.

Java Plug-in

The Java 2 Run Time Environment is required to use the Collaboration Tools. Blackboard recommends using version 1.5, however, the Collaboration Tools will also work with version 1.4. This plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at:

COLLABORATIVE SESSIONS

The Collaboration Session page is used to manage the Collaboration Tools which allow the Instructor and Students to participate in real-time, online classroom discussions and presentations. From this page the Instructor can access all of the Collaboration Sessions for the course, including those that have already taken place and are archived and those that are scheduled for the future. Instructors can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.

The following functions are available from the Collaboration Sessions page:

Create Collaboration Session

Filter – select an option from the pull-down menu

Show All
Open Rooms
Rooms with Archives
Rooms Available in the Future

Search – by name or date

Join – to enter a session
Archives – logs of previous sessions
Manage – change the name, availability, or tools
Remove – this action is irreversible

Each course and organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

CREATING/MODIFYING A SESSION

Instructors create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Instructors can schedule sessions for specific dates and times and choose how long the sessions will be.

Step 1: Click the Control Panel link to enter the Control Panel.
Step 2: Click Collaboration in the Course Tools area.
Step 3: Click Create Collaboration Session or click Manage next to a Collaboration Session to access the Modify Collaboration Session page.
Step 4: Complete the information for the following fields: Session Name, Availability Dates, Visibility, and Collaboration Tool.

Step 5: Click Submit.

Step 6: Confirm the receipt by clicking the OK button.

VIRTUAL CLASSROOM

The Virtual Classroom is a Collaboration Tool that allows Instructors and Students to participate in real time lessons and discussions and also view archives of previous Collaboration sessions. The main area of the Virtual Classroom includes all of the functions available to users. From this area Instructors can manage the session through the system controls, interact with participants, and use the Whiteboard to post content, open Web pages, and draw. The Instructor has the ability to control access and functionality for other participants in the session.
<table>
<thead>
<tr>
<th>Part</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Bar</td>
<td>Allows the Instructor to administer the Collaboration Session including managing participation, monitoring breakout sessions, and ending the session.</td>
</tr>
<tr>
<td>Record Menu</td>
<td>Allows the Instructor to record and store the session for future use in the archives.</td>
</tr>
<tr>
<td>Classroom Toolbox</td>
<td>Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.</td>
</tr>
<tr>
<td>Chat</td>
<td>The main section where interaction between the participants takes place. Allows participants to compose messages, raise their hands to ask questions, and activate private messages.</td>
</tr>
</tbody>
</table>
User Roles

Instructors control user access and functionality during a Collaboration Session by assigning roles. There are two roles available for users, Passive and Active. All participants have a passive role as a default at the beginning of a session. To make a user Active the Instructor selects a User Name in the Participant List, then clicks the Student icon. The Student icon will appear in the Role column next to those Students who are Active.

Instructors can change a Student’s role at any time during a Collaboration Session. Users who are Passive, but would like Active rights, can “raise their hand” by clicking the hand icon, visible on their screen. When the Instructor clicks the hand icon next to a participant name or clicks the Student icon the user is granted an Active role.

The Instructor uses the Controls to determine the access rights for Passive and Active Users. Access rights include the ability to chat during a session, as well as access to the Course Map, Whiteboard, and Group Browser. Users do not have rights to archive sessions, end the session, clear other users display panels, or manage the Session Controls.

MENU BAR

The Virtual Classroom Menu Bar allows the Instructor to manage session controls, breakout options, and the end of the session.

View – View allows the Instructor and participants to select options for how they would like to view private messages. Select Show in-line to view private messages within the chat area. Select Show in separate frame to view private messages in a separate window.
Controls – Session Controls allow the Instructor to select the level of access Passive and Active users have during a Collaboration Session. Access to session areas that is granted to Passive users is automatically also granted to Active users. All Access Rights are available to Instructors, even if they are turned off for users. The Access Rights for Students include: Chat, Private Messaging, Course Map, Whiteboard, Group Browser, and Ask Question.

Clear – Clear enables the Instructor to erase the chat display. The Instructor can select Clear local display to clear the display on their personal chat window or Clear all users’ display to clear the chat window for all of the participants. Cleared messages are still captured in the archive.
End – This tool ends the Virtual Classroom Session and expels all users. Click OK to end the session. Click Cancel to return to the Virtual Classroom.

Breakouts – This tool allows select users to participate in a separate session, while also participating in the main session. Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session in closed users are still active in the main session. Breakout sessions default to the same settings as the main session. Select the checkboxes for the users who will participate in the breakout session.

**RECORD MENU**

Virtual Classroom and Chat sessions can be recorded and archived. Archive recording can be started and stopped, as well as paused and un.paused by the Instructor during the session. A session can have more than one archive. If the Instructor selects End to stop a session then the recorder will automatically stop recording the session.
The table below details the buttons that appear on the Record menu.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Start" /></td>
<td>Click <strong>Start</strong> to begin recording a session. The user will be prompted to name the archive. A default name will pre-populate this box. The user can click Submit to keep the default name or makes changes then submit it.</td>
</tr>
<tr>
<td><img src="image" alt="Pause" /></td>
<td>Click <strong>Pause</strong> to pause a recording once it has started. Click this button again to Un-pause the recording and begin recording again. Pause and un-pause will be marked and timestamped in the archive.</td>
</tr>
<tr>
<td><img src="image" alt="Stop" /></td>
<td>Click <strong>Stop</strong> to end recording the session. When Stop is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.</td>
</tr>
<tr>
<td><img src="image" alt="Bookmark" /></td>
<td>Click <strong>Bookmark</strong> to insert a bookmark anywhere in the archive of the session. The Instructor can also include a name for the bookmark.</td>
</tr>
</tbody>
</table>

**Recording the Whiteboard** – The Snapshot button in the Whiteboard Tool bar is used to record the Whiteboard in the archive. The Instructor clicks the Snapshot button to record an image of the Whiteboard. The image of the Whiteboard in the archive corresponds with when it was recorded. The Snapshot button can not be activated unless the session is being recorded.

**Session Archives** – The Instructor must make an archive available before Students can view it. For more information see Archive Properties.

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**CLASSROOM TOOL BOX**

The Classroom Toolbox allows the Instructor to use the different tools available within the Virtual Classroom. The Instructor can use the Whiteboard, access Web sites, answer questions from the participants, and view the Course Map.
**WHITEBOARD**

The Whiteboard enables the Instructor and participants to present information during a Virtual Classroom session as they would on a blackboard in a classroom. Using the Tools palette in the Whiteboard, an Instructor can draw images, type text, and present equations. The Whiteboard Tool bar enables users to manipulate items on the Whiteboard and to take a picture of the Whiteboard for the archive.

The table below details the tools available for use on the Whiteboard Tools palette.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>click . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>select an item</td>
<td>the Arrow tool. Then click on an item to select. The following may be performed on selected items:</td>
</tr>
<tr>
<td></td>
<td>Enlarge       Paste       Place in front</td>
</tr>
<tr>
<td></td>
<td>Move          Delete       Place in back</td>
</tr>
<tr>
<td></td>
<td>Cut           Group items   Snapshot</td>
</tr>
<tr>
<td></td>
<td>Copy          Ungroup      Select all figures</td>
</tr>
<tr>
<td>draw free hand</td>
<td>the Pencil drawing tool.</td>
</tr>
</tbody>
</table>

Center for Teaching & Learning with Technology
<table>
<thead>
<tr>
<th>Action</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>enter text using the keyboard</td>
<td>the text tool (T) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click <strong>Insert</strong>. Use the options in the Tools palette to select color, font, and size.</td>
</tr>
<tr>
<td>draw a straight line</td>
<td><strong>Slanted Line</strong> icon.</td>
</tr>
<tr>
<td>highlight something with an arrow</td>
<td>the <strong>Pointer</strong>.</td>
</tr>
<tr>
<td>draw a square</td>
<td>the <strong>Square</strong> drawing tool. Choose the color of the square in the <strong>Fill Color</strong> drop-down list.</td>
</tr>
<tr>
<td>draw a circle</td>
<td>the <strong>Oval</strong> drawing tool. Choose the color of the circle in the <strong>Fill Color</strong> drop-down list.</td>
</tr>
<tr>
<td>input an equation</td>
<td>the Equation Editor icon (<strong>Σ</strong>). The Equation Editor will appear. Input the equation and click <strong>Insert Equation</strong>.</td>
</tr>
</tbody>
</table>
The table below details the tools available on the Whiteboard Tool bar. Before clicking a button on the Tool bar the item (or items) must be selected using the Arrow tool. For example, to delete an item, the user would select the item using the Arrow tool then click the Delete button.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Cut button" /></td>
<td><strong>Cut button</strong> Remove an item from the Whiteboard that may be pasted in another location.</td>
</tr>
<tr>
<td><img src="image" alt="Copy button" /></td>
<td><strong>Copy button</strong> Copy an item from the Whiteboard that may be pasted in another location.</td>
</tr>
<tr>
<td><img src="image" alt="Paste button" /></td>
<td><strong>Paste button</strong> Place an item that has been cut or copied in another location.</td>
</tr>
<tr>
<td><img src="image" alt="Delete button" /></td>
<td><strong>Delete button</strong> Remove an item from the Whiteboard. This action is irreversible.</td>
</tr>
<tr>
<td>Button</td>
<td>Action</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Group button</td>
<td>Select a number of items on the Whiteboard to act as one item.</td>
</tr>
<tr>
<td></td>
<td>For example, to cut more than one item, select a few items using the</td>
</tr>
<tr>
<td></td>
<td>Arrow tool, click the Group symbol to group the items into one, then</td>
</tr>
<tr>
<td></td>
<td>click the Cut symbol.</td>
</tr>
<tr>
<td>Ungroup button</td>
<td>Separate a group of items on the Whiteboard into individual entities.</td>
</tr>
<tr>
<td>Send to Back button</td>
<td>Place the selected item behind other items on the Whiteboard.</td>
</tr>
<tr>
<td>Send to Front button</td>
<td>Place the selected item in front of other items on the Whiteboard.</td>
</tr>
<tr>
<td>Select All button</td>
<td>Choose all items on the Whiteboard.</td>
</tr>
<tr>
<td>Snapshot button</td>
<td>Take a picture of the Whiteboard for the archive. The Snapshot button</td>
</tr>
<tr>
<td></td>
<td>is not activated unless a session is being recorded. The picture</td>
</tr>
<tr>
<td></td>
<td>will appear in the archive at the point where the snapshot was taken.</td>
</tr>
<tr>
<td></td>
<td>This button may also be used to take a picture and create a link to</td>
</tr>
<tr>
<td></td>
<td>the Whiteboard for users using the accessible version of the Collaboration Tool.</td>
</tr>
</tbody>
</table>
Clear the Whiteboard. This action is irreversible.

GROUP BROWSER

The Group Browser enables participants to collaboratively browse the Web during a Virtual Classroom session. The Instructor uses this tool to open a URL in a new browser window for all participants with the Display to Class option. The Instructor can privately view the URL in a new browser window by selecting the Preview in New Window option. URLs viewed in the session will be recorded in the archive if one is created.
COURSE MAP

The Virtual Classroom allows Instructors and Students to participate in real-time lessons and discussions. The Course Map enables participants to browse the Course Contents while they are in a Virtual Classroom. By default, the Instructor has access to operate the Course Map. The Instructor can use the Display to Class option to display an element on the map to all participants. The Instructor can privately view content by selecting the Preview in New Window option.

**Tips and Tricks** – Instructors may use the Course Map to review Assessments during a Collaboration Session. The Instructor may locate and open an Assessment from the Content Area where it has been posted through the Course Map. Students may also open the Assessment from this Content Area to view the questions and answers they submitted. The feedback options in Test Options must be enabled by the Instructor for Students to view the correct and incorrect answers on an Assessment.
Note: The Course Map in the Virtual Classroom appears similar to the Course Map, accessed through the Course menu, but they are functionally different. The Course Map in the Virtual Classroom can only access Content Areas in a course.

**ASK QUESTION**

The Ask Question feature enables participants to ask questions during a Virtual Classroom session. As participants submit questions during the session the Instructor can view and respond to them through the Question Inbox.

Instructors may use the Ask Question feature, but only Students who have been granted Access Rights to the Question Inbox through the Session Controls will be able to view them. To ask questions of all participants the Instructor may want to use the Whiteboard.

To compose a question, enter the text in the Ask Question area and click **Send**.
QUESTION INBOX

Questions from participants to the Instructor are sent to the Question Inbox during the Virtual Classroom session. The Instructor uses the Question Inbox to manage questions and respond to them during a Collaboration Session.

The Question Inbox Tool allows the Instructor to respond to a question, delete a question, and view only questions that have not been answered.

The Respond to Question pop-up window displays fields for the question and response as well as the option to make the response to the question.
LIGHTWEIGHT CHAT

The Lightweight Chat allows participants to interact with each other and the Instructor via a text-based chat region. This region is part of the Virtual Classroom, but can also be accessed separately without the rest of the tools that make up the Virtual Classroom.
The table below details the areas of the Chat.

<table>
<thead>
<tr>
<th>Part</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Bar</td>
<td>Allows the Instructor to manage the Collaboration Session. This includes tracking participation, monitoring breakout sessions, and ending the session.</td>
</tr>
<tr>
<td>Record Menu</td>
<td>Allows the Instructor to record and store the session for future use in the archives.</td>
</tr>
<tr>
<td>Participant Area</td>
<td>Manage the participation of Students in the Collaboration Session.</td>
</tr>
<tr>
<td>Chat Area</td>
<td>Text based communications between the participants and the Instructor are displayed here. A separate area for private messages and questions can be created in the Chat Area.</td>
</tr>
</tbody>
</table>

**PARTICIPANT AND CHAT AREA**

The Lightweight Chat is a Collaboration Tool that allows participants to interact with each other and the Instructor via a text-based chat region. The chat region is part of the Virtual Classroom, but can also be accessed separately in the Lightweight Chat without the additional tools that make up the Virtual Classroom.

The Participant Area displays the names of all of the participants in the Chat session and allows the Instructor to manage their participation. This area also displays which participants have requested to speak and which have been recognized. The Chat area displays all of the text-based communication between the participants and the Instructor during a chat session.
The table below details the functions available in this area.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>Then . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>enter a message for the class to read</td>
<td>type the message in the Compose field. Click Send. Messages will appear in the chat space above the Compose field.</td>
</tr>
<tr>
<td>view user information</td>
<td>select a participant in the Participant list and click User Info.</td>
</tr>
<tr>
<td>allow a participant to join in the chat session</td>
<td>click the hand symbol next to the user name.</td>
</tr>
<tr>
<td>send a private message to a participant</td>
<td>Select a participant in the Participant List and then click Private Message. The Compose Private Message pop-up window will appear. The Instructor can send and receive private messages from the participants during the Virtual Classroom or Chat session. Participants can send private messages to each other if the Instructor enables this tool in the Session Controls. Private messages are not recorded or archived.</td>
</tr>
</tbody>
</table>
SESSION ARCHIVES

Session Archives allow Instructors and Students to review the discussions and questions raised during a Collaboration Session. Sessions are archived by date and the option to remove an archive is available. A search option by name and date is available. Instructors have the ability to change the name and availability of a session using the Manage option. Instructors can use the Remove option to delete an archive (this action is irreversible).

DIGITAL DROP BOX

The Digital Drop Box is a tool that the Instructor and Students can use to exchange files. The Digital Drop Box works by uploading a file from a disk or a computer to a depository. Files can be sent back and forth from the Instructor’s Drop Box to the Drop Box of other users in the course. Student access to the Drop Box is available from the Tools area located in the Course menu. Instructors must access their Drop Box from the Course Control Panel.
Webcampus Version 8 – Faculty Manual

Note: The Digital Drop Box is used to exchange materials between individual Students and the Instructor. Information that needs to be posted for all Students should be placed in a course Content Area.

Note: Instructors may want to use the Assignment option for student submissions instead of the Digital Drop Box. Advantages of the Assignment tool are:

- easy download and removal of files
- automatic renaming of file with the assignment name followed by the username (e.g. Essay1_einstein@student.fdu.edu)
- direct links to the gradebook
- easier submission on the student’s part

SUGGESTIONS - BEST USE OF THE DIGITAL DROP BOX:

- **Stress that students MUST** submit assignments in **HTML format**.

- **If you plan to simply read the submissions and send generic comments:**

  **DO NOT SEND THE FILE BACK WITH COMMENTS.** Even if you enter a title or comment in the Upload New File section, they will be ignored by Blackboard. Only the original title and comments, as submitted by the student, get transferred. Instead, you should **SEND AN EMAIL** to the student through Blackboard or your regular email program. If necessary, you can copy and paste excerpts from the submission into the email.

- **If you plan to comment specifically within the document:**

  You **MUST DOWNLOAD** the file to your hard drive in some fashion and then **SEND THE EDITED FILE BACK** to the student.

- **Create a folder in My Documents to save class documents.**

- **By saving your class’s documents in this folder you will be able to stay organized and delete files from your Digital Drop Box.**
The example below creates the folder Global Challenge FA03. You may additionally choose to create folders for each assignment within the Global Challenge folder (e.g. Assignment 1, Assignment 2, etc.) for further organization.

**Step 1:** When downloading or saving a file in MS Windows, the **Save As** window will open.

![Save As window](image)

**Step 2:** If necessary, change the **File Name**.

**Step 3:** Click the **Create New Folder** button.

**Step 4:** Name the folder.

**Step 5:** Open the folder. Create and open additional folders if you would like (e.g. Assignment 1 and Assignment 2).

**Step 6:** Click **Save**.

---

**SENDING FILES**

**Step 1:** If necessary, save the document in HTML format

Most word processors have an option to save documents as a web page or in HTML format.

From the **File** menu, select **Save as Web Page**

**OR**

From the **File** menu, select **Save As** and then select **Web Page (.htm; *.html)** from the **Save As Type** pull down menu.
Step 2: From the Digital Drop Box window, click the Send File button.

Note: Do NOT use the Add File button. That feature is used for storing files on the server but NOT SENDING them.

Step 3: Select the student to receive the document. Multiple students can be selected at one time by clicking on each student’s name while holding down the control key.

Step 4: Enter an assignment Title and any Comments.

Step 5: Click Browse, locate and select the file to be sent and click Open.
Step 5: The file's name will appear in the File field, click Submit.

Step 6: Confirm the receipt by clicking OK. You will be returned to the Digital Drop Box where you will see the Title listed with a Submitted date and any Comments.
Some of these options have been disabled for the instructor. In addition, some areas within an option have been disabled. If you have any questions, please contact the Office of Educational Technology.

<table>
<thead>
<tr>
<th>Course Options (Examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manage Course Menu</strong></td>
</tr>
<tr>
<td><strong>Course Copy</strong></td>
</tr>
<tr>
<td><strong>Course Design</strong></td>
</tr>
<tr>
<td><strong>Import Course Cartridge</strong></td>
</tr>
<tr>
<td><strong>Manage Tools</strong></td>
</tr>
<tr>
<td><strong>Import Package</strong></td>
</tr>
<tr>
<td><strong>Settings</strong></td>
</tr>
<tr>
<td><strong>Export course</strong></td>
</tr>
<tr>
<td><strong>Recycle Course</strong></td>
</tr>
<tr>
<td><strong>Archive Course</strong></td>
</tr>
</tbody>
</table>
From the Manage Course page, the Instructor adds and modifies the content areas on the course Web site. For example, the Instructor may modify Course Information to be displayed as Syllabus. Menu options such as Books or Assignments can be removed. The Instructor may also create additional areas that reflect their particular course such as Unit 1 or Unit 2. URLs can be added to the menu as well as Course Links. Instructors have the option to include up to 10 different areas for each course.

Note: If Remove is selected for a Course Tool the area will be removed from the Course menu, but the area associated with the tool will remain visible in the Course Control Panel. If Remove is selected for a Content Area it will be removed from the Course menu and the Course Control Panel, and all of its contents are deleted.
ADDING A NEW CONTENT AREA

Step 1: Click the Control Panel button.
Step 2: From the Content Options section, choose Manage Course Menu.
Step 3: Click the appropriate Add option

Step 4: In the Name field, select "Other -- Add Text Below."
Step 5: Complete the information for the appropriate menu option.
Step 6: Click Submit.

COURSE DESIGN

Instructors set the appearance of a course Web site through the tools on the Course Design page. The Instructor can add a course banner and change the Course menu design from this page.
**Course Design** – Instructors can manage the appearance of the Course menu from the Course Design: Style page. They can choose to use a button or text navigation style and select colors and design features from this area.

**Step 1:** Click the Control Panel button.

**Step 2:** From the Course Options section, choose Course Settings.

**Step 3:** Click Course Design.

**Step 4:** Click Course Design.

**Step 5:** Select the appropriate navigation and button options.

**Step 6:** Click Submit.
**Course Banner** – Instructors can add a banner to the top of the Announcements area on the course Web site from the Course Banner page. The banner will appear only in this course Web site. Instructors may not be able to customize a course banner if the Administrator has overridden this option.

**Step 1:** Click the **Control Panel** button.

**Step 2:** From the **Course Options** section, choose **Course Settings**.

**Step 3:** Click **Course Design**.

**Step 4:** Click **Course Banner**.

**Step 5:** Click **Browse** to upload a new course banner from a floppy or your hard drive.

**Step 6:** Click **Submit**.
MANAGING TOOLS

Instructors can control the availability of Tools through the Manage Tools area of the Course Control Panel. Course Tools appear directly on the Course menu of the Courses tab or within areas of the Course menu (such as under Tools). These tools include the Address Book, the Communications area, the Discussion Board, Collaboration Tools, the Drop Box, and Email. Instructors can enable these tools for use during a course and also decide which tools Guests and Observers may access.

Note: Instructors may add Tools to the Course menu from the Manage Course menu page. The Enable Blackboard Tools page makes Tools available for use within a course.

Step 1: Click the Control Panel button.
Step 2: From the Course Options section, choose Manage Tools.

Step 3: Click Enable Blackboard Tools.
Step 4: Place or remove check marks in the boxes to enable tools for student, guest, and observer access.
Step 5: Click Submit.

The Settings page traditionally allows the Instructor to manage the logistics, availability, and accessibility of a course and course contents. A number of these options have been disabled due to Webcampus’s integration with FDU’s registration software. If you have any questions, please contact the Center for Teaching and Learning with Technology.
COPYING COURSES

The Copy Course page enables Instructors to copy content from other courses they are teaching. Instructors can select areas, such as Announcements, Staff Information or content areas to copy from one course to another. Copy Course will add content to a course, but it will not remove existing content.

Step 1: Click the Control Panel button.
Step 2: From the Course Options section, choose Course Copy.

Step 3: Select the Course ID for the course that is being copied to.
Step 4: Select one or more areas of the course to copy to the destination course.
Step 5: Click Submit.
The Export Course feature creates a package of the course content that can later be imported into Blackboard Learning System and used to teach another course with the same content. It is important to note that, unlike the Archive Course feature, Export Course does not include any user interactions with the course; it only includes the content of the Course. Therefore, Export Course is useful when course materials will be reused at a later time to teach a new set of Students. Archive Course is useful to maintain a record of a Course after it has been taught.

Export packages are downloaded as compressed .ZIP files and can be imported into Blackboard Learning System in the same format. Do not unzip an Export package or remove files from the package, otherwise the package will not be imported correctly.

**Step 1:** Click the Control Panel button.

**Step 2:** From the Course Options section, choose Course Export.

**Step 4:** Select one or more areas of the course to export.

**Step 5:** Click Submit.
Step 6: On the following page, select **Click here to download the exported course site** to save it to the computer you are working on. Select **Click here to view the detailed log file** to view the status and log from the Course Export operation.

**ARCHIVING A COURSE**

Archive Course creates a permanent record of a course including all the content and user interactions. Unlike the Export Course feature, Archive Course is not useful when trying to create a package of content to be used at a later time or with another course. Archived courses are saved as .zip files with the following file naming structure: ArchiveFile_Course_ID.ZIP. These .zip files can be downloading onto a CD for storage. Archiving a course does not remove it from the system.

**Step 1:** Click the **Control Panel** button.

**Step 2:** From the **Content Options** section, choose **Archive Course**.

**Step 3:** Select **Submit**.

**Step 4:** On the following page, select **Click here to download the exported course site** to save it to a CD or to the computer you are working on. Select **Click here to view the detailed log file** to view the status and log from the Course Archive operation.
USER MANAGEMENT

A number of these options have been disabled due to Webcampus’s integration with FDU’s registration software and Webmail. Instructors can list users as well as create groups of users within in a course.

<table>
<thead>
<tr>
<th>User Management (Examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List / Modify Users</strong></td>
</tr>
<tr>
<td><strong>Create User</strong></td>
</tr>
<tr>
<td><strong>Batch Create Users for the Course</strong></td>
</tr>
</tbody>
</table>

LIST/MODIFY USERS

The List/Modify Users page contains a search function. The Instructor can search for users using different variables selected from the search tabs. The following functions are available.
To . . . | Then . . .  
---|---  
search for a user using the user’s last name or user name | • Select the Search tab.  
  • Enter either a last name or a user name.  
  • Select either the Last Name or User Name option. All matching entries will be displayed.  
search for a group of last names or a user name that starts with a particular character | • Select the A-Z, 0-9 tab.  
  • Click on the first letter of the last name or on the first number of the user’s user name. All matching entries will be displayed.  
search using a value found in the user’s name | • Select the Advanced tab.  
  • Enter a value in the Containing: field.  
  • The search will return all users with that value in their User Name.  
  • Click the check boxes and select values from the drop-down list to narrow the search.  
list all users | • Select the tab.  
  • Click List All to list all the names enrolled. All entries will be displayed.
On the Manage Groups page Instructors can build study or project groups. Instructors can also add, remove, and modify groups from this page. The Instructor has the option of giving the group:

- Discussion Board
- Virtual Classroom
- Group File Exchange
- Group Email

The functions that are chosen are displayed on the Manage Groups page under the group name.
Groups are created on the Add Group page. These options may be modified on the Group Properties page. When a group is added Instructors can give the group different options: Discussion Board, Virtual Classroom, Collaboration Sessions, Group File Exchange and Group Email.

**ADD Group**

**Main Group Information**

- Group name:
- Description:

**Group Options**

- Enable Group Discussion Board Function
- Enable Group Virtual Classroom Function
- Enable Group File Exchange Function
- Enable Group Email Function
- Make group visible now: [Yes] [No]

**Step 1:** Click the Control Panel button.

**Step 2:** From the User Management section, choose Add Group OR Click Modify next to a group.

**Step 3:** Enter a name and description for the group and select the options to make available to the group (Discussion Board, Virtual Classroom, File Exchange, Email).

**Step 4:** Click Submit.
Once a Group is created, instructors can also add, remove, and modify groups of users within a course. The instructor has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

**Adding Users to a Group**

1. **Step 1:** Click the Control Panel button.
2. **Step 2:** From the User Management section, choose Manage Groups.
3. **Step 3:** Click Modify next to a group.
4. **Step 4:** Click Add Users to Group.
Step 5: Search for the user using the Last name or Username, A-Z or 0-9, or List All tab.

Step 6: Select students with checkmark boxes.

Step 7: Click Submit.

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading, and the results are recorded in the Gradebook.

- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value, and Surveys are not graded.
The Assessment area allows Instructors to:

- follow a simple, step-by-step process to create Tests and Surveys
- create several different types of questions
- include multimedia or other attachments with Assessment and Survey questions
- re-use questions from Pools and previous Tests
- provide password-protected Tests, timed Tests, and instant feedback to Students
- create statistical reports of Student answers.

<table>
<thead>
<tr>
<th>Assessment (Examples)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Manager</td>
<td>Grade Center</td>
</tr>
<tr>
<td>Survey Manager</td>
<td>Performance Dashboard</td>
</tr>
<tr>
<td>Pool Manager</td>
<td>Early Warning System</td>
</tr>
<tr>
<td>Course Statistics</td>
<td></td>
</tr>
</tbody>
</table>
TEST MANAGER

The Test Manager is used to create, modify, and remove Tests. Instructors can create Tests to check the knowledge and skill level of the users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. Student answers are submitted for grading, and the results are recorded in the Gradebook.

Note: Surveys are created through the Survey Manager in the same way that Tests are created through the Test Manager. Surveys include many of the same features and functions as Tests but do not include point values or correct and incorrect answer.

Questions to consider before creating an Assessment:

- How many questions will this Assessment contain?
- Are there instructions that will be included with this Assessment?
- What type of questions will this Assessment contain?
- What is the point value associated with each question?

CREATING A TEST

Tests can be used to measure a Student’s understanding of the course. This overview describes how to create a Test. The sections that follow provide details about each Web page. Students take the Test online and the Test is automatically graded (with exceptions for some question formats).
Tests may consist of the following types of questions:

- **Multiple Choice**: Allows a number of choices with one correct answer. Indicate the correct answer by selecting a radio button.

- **True / False**: A statement with the option to choose either true or false. True/False answer options are limited to the words True and False.

- **Fill in the Blank**: A statement that requires an answer to complete it. Answers are evaluated based on an exact text match.

- **Multiple Answer**: A number of choices with one or more correct answers.

- **Matching**: Two columns of items where each item in the first column must be matched to an item in the second column.

- **Essay**: A question where the answer must be entered in a text box.

- **Calculated**: Contains a formula with a number of variables. The correct answer can be a specific value or a range of values.

- **Calculated Numeric Response**: Resembles a fill-in-the-blank question except a number is entered to complete the statement. The correct answer can be a specific number or within a range of numbers.

- **File Response**: Uploaded files are used to respond to the question.

- **Hot Spot**: A specific point on an image is used to indicate the answer.

- **Fill in Multiple Blanks**: Multiple responses are inserted into a sentence or paragraph.

- **Jumbled Sentence**: A sentence with a number of variables within it.

- **Opinion Scale / Likert**: A rating scale used to measure attitudes or reactions.

- **Short Answer**: Similar to Essay questions; answer length is limited.

- **Either / Or**: A statement with a pre-defined choice of two answers.

- **Quiz Bowl**: An answer appears; the users uses a who, what, or where question to respond.
Webcampus Version 8 – Faculty Manual

Step 1: Click the Control Panel button.
Step 2: From the Assessment section, choose Test Manager.

Step 3: Select Add Test on the Test Manager page.
Step 4: Enter a name, description, instructions and click Submit.
Step 5: Select a question type from the pull down menu and click Go.

Note: See Test Creation Settings for options, such as question feedback, adding images, files, and URLs, categorization of questions, and default point value.

Step 6: Enter the Question Text.
Step 7: Enter the Point Value for the question.
Step 8: Enter answers to choose from and select the correct answer.
Step 9: Enter a correct response that the Student will see if the answer is correct.

Step 10: Enter an incorrect response that the Student will see if the answer is incorrect.

Step 11: Click Submit.

Step 12: Repeat Steps 5-10 until finished adding questions.

TEST CREATION SETTINGS

The Test Creation Settings page allows Instructors to adjust settings and add options to a Test. These settings control options, such as question feedback, categorization of questions, and default point value.

Step 1: Select Creation Settings from the Test Canvas page (either when creating a question or modifying an existing question).

Step 2: Select options for the following fields: individual feedback, adding images, files and URLs, adding categories and keywords, and default point values.

Step 3: Click Submit.

Step 4: You will be returned to the Test canvas Page to complete the question.
EXTRA CREDIT

When creating a test, questions may now be marked as extra credit only. This means that the points possible for the entire test will not include the points possible for that question. If the question is answered correctly, the question points will be added to the points correct, but if the question is answered incorrectly, there is no score penalty.

MAKING TESTS AVAILABLE

Once an Instructor has created a Test, it can be added to any content area using the Control Panel.

Step 1: From the Control Panel select the content area in which the Test will be posted.
Step 2: Click the Add Test button.
Step 3: Select the Test to add to this content area and click Submit.
Step 4: Select the Properties, Availability, Feedback, and Presentation options for the Test.
Step 5: Click Submit.

MODIFYING TESTS

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests.
Note: Instructors will receive a warning if any Students are in the process of taking the Test or have already taken the Test when Modify is selected. If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view the original Assessment they took.

**Step 1:** Click the Control Panel button.

**Step 2:** From the Assessment section, choose Test Manager.

**Step 3:** Click Modify next to the assessment.

The functions available on the Test Canvas page are described in the table below:

<table>
<thead>
<tr>
<th>To ...</th>
<th>click ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>add a question</td>
<td>the drop-down menu in the Add Question: field, select a type of question to add and click Go. The Add Question page for that question type will appear.</td>
</tr>
<tr>
<td>add a question in between existing questions</td>
<td>the drop-down menu in the Add Question: field, select a type of question to add and click Add Question Here in the location where the question should appear. The Add Question page for that question type will appear.</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>change the settings for this Test</td>
<td><strong>Creation Settings.</strong> The Test Creation Settings page will appear.</td>
</tr>
<tr>
<td></td>
<td>Creation Settings enable the Instructor to adjust the default point value,</td>
</tr>
<tr>
<td></td>
<td>options for question feedback and the inclusion of images.</td>
</tr>
<tr>
<td>change the name, description, or instructions for the Test</td>
<td><strong>Modify</strong> to the right of the Name, Description, and Instructions. The Test Info page will appear.</td>
</tr>
<tr>
<td>change the order of the questions</td>
<td>the drop-down list to the left of the question header. Select a new order</td>
</tr>
<tr>
<td></td>
<td>for the questions using the numbers in the drop-down list.</td>
</tr>
<tr>
<td>modify a question</td>
<td><strong>Modify</strong> to the right of the question header. The Add/Modify Question page will appear.</td>
</tr>
<tr>
<td>remove a question</td>
<td><strong>Remove</strong> to the right of the question header. A confirmation box will</td>
</tr>
<tr>
<td></td>
<td>appear. Removing a question is irreversible.</td>
</tr>
</tbody>
</table>

**CREATING A TEST WITH RANDOM QUESTIONS**

After selecting the Random Block question type on the Test Canvas the question page appears. 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.

**Note:** Random Blocks cannot be included in a Survey or a Pool.
Step 1: Select **Test Manager** in the Assessment area of the Course Control Panel.

Step 2: Click **Modify** next to an existing Test OR Select **Add Test**, complete the Add Test page and select **Submit**.

Step 3: Select **Random Block** in the Add Question: drop-down list and click **Go**.

Step 4: Complete the information for the following fields: the source of questions, the types of questions, the number of questions, and the points per question.

Step 5: Click **Submit**.

**UPLOADING QUESTIONS**

Instructors may import files containing questions into an Assessment. After selecting the Upload Questions question type on the Test Canvas the Upload Question page appears.
The questions in the uploaded file must match a specific file structure, which is explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer and True/False questions, or any combination of these.

When questions are imported they automatically default to the point value set in Creation Settings. If a default value has not been chosen in Creation Settings questions will automatically have a point value of “0” and Instructors must enter a point value for each question.

Note: Files with questions may be imported into Pools and Surveys. Survey question that are imported may not include correct and incorrect answers.

Step 1: Select Test Manager in the Assessment area of the Course Control Panel.
Step 2: Click Modify next to an existing Test.
   OR
Select Add Test, complete the Add Test page and select Submit.
Step 3: Select Upload Questions in the Add Question: drop-down list and click Go.
Step 4: Click Browse and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment. Instructors may not choose specific questions within a file to be uploaded.
Step 5: Setting a default point value for uploaded questions must be done before the questions are uploaded from Test Creation Settings. If a default point value is not set before questions are uploaded, then Instructors must go into each question and set a point value. If a point value is not set before the Assessment is deployed the questions will default to a 0 point value.

Step 6: Click Submit.

Note: Once uploaded, questions will function and can be manipulated like other questions created within the Assessment.

If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.

The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the Assessment questions.

File Structure

Questions in the file must conform to a specific structure in order to be uploaded to an Assessment successfully. The image below is a sample of how each type of question must be formatted in the file. Each field in the file is separated by a tab.

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Field Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple choice</td>
<td>MC Multiple choice question, Answer 1, Correct Answer 2, Incorrect Answer 3, Incorrect</td>
</tr>
<tr>
<td>True False</td>
<td>TF True False question, True/False</td>
</tr>
<tr>
<td>Essay question</td>
<td>EQ Essay question, Suggested Answer</td>
</tr>
<tr>
<td>Ordering question</td>
<td>OR Ordering question, First/Second/Third/Fourth/Fifth</td>
</tr>
<tr>
<td>Fill in the blank</td>
<td>FL Fill in the blank question, Answer 1, Answer 2</td>
</tr>
<tr>
<td>Matching question</td>
<td>MQ Matching question, Dog, House, Cat, Barn, Parakeet, Cage, Fish, Aquarium</td>
</tr>
</tbody>
</table>

Multiple Choice questions are structured as follows:

‘MC’ tab <question text> (tab <answer text> tab ‘correct’ or ‘incorrect’)

- Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.
Multiple Answer questions are structured as follows:

‘MA’ tab <question text> (tab <answer text> tab ‘correct’ or ‘incorrect’)

- Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.

True/False questions are structured as follows:

‘TF’ tab <question text> tab ‘true’ or ‘false’

Essay questions are structured as follows:

‘ESS’ tab <question text> tab [<rubric text>]

- Text within [] is optional. The Instructor may choose to add a sample essay question or leave this blank.

Ordering questions are structured as follows:

‘ORD’ tab <question text> (tab <answer text>)

- Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20.

- The order entered in the file is the correct order. The system will randomly order the answers.

Matching questions are structured as follows:

‘MAT’ tab <question text> (tab <answer text> tab <matching text>)

- Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20.

- The system will randomly order the answers and their question.
Fill in the Blank questions are structured as follows:

‘FIB’ tab <question text> {tab <answer text>}

- Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.

**ADDING QUESTIONS - EXISTING POOLS**

After selecting From a Question Pool or Assessment question type on the Test Canvas, the Search Pools and Assessments page appears. This section discusses how to select specific questions from Pools and other Assessments. The Advanced tab on the page offers the Instructor more options to choose from. Instructors may choose questions based on category, keyword and question type.

**Note:** Surveys include an option to Search Surveys. Test and Pool questions may not be included in a Survey and Survey questions may not be included in a Test or Pool.

**Step 1:** Select **Test Manager** in the Assessment area of the Course **Control Panel**.

**Step 2:** Click **Modify** next to an existing Test.

**OR**

Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 3:** Select **From a Question Pool or Assessment** in the Add Question: drop-down list and click **Go**.

**Step 4:** Select options for the following fields: the source of questions, the types of questions, the categories of questions, and any keywords.
Step 5: Click Search.

Step 6: Select the questions to add.

Step 7: Click Submit.

CATEGORIZING QUESTIONS

Instructors have the option to create categories for questions to help organize them for future use. The Categorize Question page allows the Instructor to add a question to multiple categories and to remove a question from a category. The Category Manager page may also be accessed from this page. The Category Manager page enables Instructors to create new categories.

Note: The Categorize Question options are only available if Add categories and keywords to questions is selected in Creation Settings. Questions on Surveys cannot be categorized.
Step 1: Select Test Manager in the Assessment area of the Course Control Panel.

Step 2: Create a new Test of select Modify next to an existing Test.

Step 3: Select a new question in the Add Question: field or select Modify next to an existing question.

Step 4: Click Categorize.

**CATEGORY MANAGER**

Instructors have the option to create categories for questions to help organize them for future use. Instructors may add new categories, modify existing categories, or remove categories using the Category Manager page.

**Note:** The Categories option is only available when modifying an existing question or adding a new question. The Add Categories and keywords to questions option must be selected in Creation Settings.
Webcampus Version 8 – Faculty Manual

Step 1: Add a new question or Modify an existing question.
Step 2: Click Categorize from section 4.

Step 3: Select Category Manager button.

SURVEY MANAGER

Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge. The Survey Manager is used to create, add, preview, modify, and remove Surveys.

The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing Surveys, Survey questions and settings. Surveys differ from Tests in the following ways:

• Questions on Surveys cannot be assigned points.
• Surveys cannot include Random Blocks of questions.
• Only questions from other Surveys, not Tests or Pools, can be chosen under the Add Question: From a Survey option.
• Instructors cannot give Students feedback.
• Surveys cannot be graded.
• Survey questions cannot be categorized.
• Questions that are imported into a Survey may not include correct and incorrect answers.

Center for Teaching & Learning with Technology
The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools are course-specific although pools from other courses can be imported through the Pool Manager.

**Note:** Survey questions cannot be created or included in Pools. Files containing Assessment questions may be uploaded into a Pool.

The Pool Manager functions in the same way as the Test Manager and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Content Areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test.

Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting Import.
- A file of Pool questions may be exported from the Pool Manager page by selecting Export.
The Pool Creation Settings function in the same way as the Test Creation Settings. The only difference is there is not an option to Specify default point values for questions. Pool questions are not associated with a point value until they are added to a Test.

**Note:** When questions are selected from a Pool to be included in a Test links are created between the Test and the Pool for those questions. Instructors should not make changes to Pool questions that have been deployed in a Test once Students have begun taking the Test. A warning will appear if any Students are in the process of taking the Test or have already taken the Test when Modify is selected on the Pool Manager. Certain areas of the questions will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Pool question after a Student has submitted a Test it was included on, the Student will view the new, modified question when they view their grade and feedback. They will not view the original question they took on the Test.

### IMPORTING POOLS

Instructors may import a Pool of questions for use in Tests. This topic describes how to import a Pool using the Pool Import page.

**Step 1:** Select Pool Manager in the Assessment area of the Course Control Panel.

**Step 2:** Click Import Pool.
Step 3: Enter the path to the Pool or click **Browse** to locate and select the file.

Step 4: Click **Submit**.

**Note:** Pools must be in an exported .zip package when they are imported.

---

## EXPORTING POOLS

Questions may be archived for future use by using the Export Pool page. When a Pool is exported it is not deleted from the Pool Manager, a copy of the Pool is created for the export file.

**Step 1:** Select **Pool Manager** in the Assessment area of the Course **Control Panel**.

**Step 2:** Click **Export Pool**.

![Pool Export](image)

**Step 3:** Select the pool of questions to be exported.

**Step 4:** Click **Submit**.

**Note:** The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.
Instructors can use the Course Statistics area to generate reports on the course usage and activity. Instructors can view specific Student’s usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to the Blackboard Learning System. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a forum (3 hits), and clicks a message to read (4 hits).
Webcampus Version 8 incorporates substantial changes to what was formerly the Gradebook and introduces what is now known as the Grade Center.

This section is organized around the life cycle of assessment in a course, beginning with exploring the features of the Grade Center, continuing on to Planning Assessment and Using the Grade Center, and ending with Saving and Reusing the Gradebook. Faculty who are familiar with Webcampus tools and former Gradebook procedures and conventions may wish to review the navigation and then skip to setting up and using the Grade Center. Faculty who are new to Webcampus may want to read Planning Assessment before setting up and using the Grade Center.

In Webcampus Version 8, the Grade Center is more than just a way to record students’ grades; it is a dynamic and interactive tool. The Grade Center can record data, monitor student progress, and communicate information to students, parents, administrators and other stakeholders. It also is a valuable tool, assisting faculty in making informed decisions to take action to promote student and institutional progress.

This section summarizes how the Grade Center interacts with other Webcampus systems, explores ways to customize the display of information in the Grade Center, and offers pointers to more detailed information.

The Grade Center is a central repository for assessment data, student information, and instructor notes. It is also an interactive communication and reporting tool that can assist students, instructors, administrators, and other stakeholders in understanding student progress and making informed decisions on how to improve educational performance.
INTERACTION WITH OTHER COMPONENTS OF WEBCAMPUS

The Grade Center interacts with many components of Webcampus. Understanding how and where those interactions happen provides a comprehensive view of the Grade Center and offers information to help users take full advantage of the functionality and features of this tool.

The following table shows how Grade Center interacts with other Webcampus components:

<table>
<thead>
<tr>
<th>Area</th>
<th>Interaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Content</td>
<td>Assignments, Assessments, and Discussion Board items that have been marked for a grade each generate columns in the Grade Center automatically. Items that have a due date can be assigned a Grading Period automatically, based on that date. For more information on adding graded items automatically to the Grade Center, see Adding Columns to the Grade Center. For more information on Grading Periods, see Creating Grading Periods.</td>
</tr>
<tr>
<td>Early Warning System</td>
<td>The Early Warning System is a rule-driven communication feature that can send email messages to students criteria of the rule(s) are met. Entering a score or grade (automatically or manually) into the Grade Center spawns the message, when appropriate.</td>
</tr>
<tr>
<td>View Grades Tool</td>
<td>When instructors release grades to students for viewing, students can access the Grade Center using the View Grades tool from the My FDU tab. A list of courses the student is enrolled in will appear. When students click the name of the course, they are taken to the course’s View Grades page of the Grade Center.</td>
</tr>
</tbody>
</table>
Webcampus Version 8 – Faculty Manual

<table>
<thead>
<tr>
<th>My Grades Course Tool</th>
<th>When instructors release grades to students for viewing, students can click the My Grades tool within their course to access the View Grades page of the Grade Center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Dashboard</td>
<td>Instructors and Teacher’s Assistants can access the Grade Center through the Performance Dashboard, where grades can be viewed and updated.</td>
</tr>
<tr>
<td>Email</td>
<td>Email messages can be sent to selected students or all students directly from the Grade Center. The Email link goes to the Send Email page. For more information on sending email from the Grade Center, see Sending Email from the Grade Center.</td>
</tr>
<tr>
<td>External data from other grading systems</td>
<td>Data can be imported to and exported from the Grade Center by uploading and downloading delimited files. For more information on importing data to and exporting data from the Grade Center, see Uploading External Grade Center Items.</td>
</tr>
</tbody>
</table>

EXPLORING THE GRADE CENTER

OVERVIEW

The Grade Center is made up of rows (of student information) and columns (of gradable items). Cells in the grid contain information specific to corresponding students. All cells and column headings contain menus for various actions. Faculty can access information, or navigate to other pages to interact with the Grade Center.
The appearance of the Grade Center is completely configurable. For more information on changing the appearance (or view) of the Grading Center, see Creating Smart Views in the Grade Center and Sorting the Grade Center.

The Grade Center page contains the following areas, which display from the top of the page downward, and from left to right:

- **Action Bar** – Row containing a set of tools with their respective options.
- **Grade Center** – Columns, rows, and cells that make up the current view of the Grade Center data.
- **Grade Information Bar** – Rows of information about a selected Column.
- **Icon Legend** – Information on the meaning of icons that appear in spreadsheet cells.

**ACTION BAR**

The following icons are displayed in the toolbar of the Grade Center page:

- **Add Grade Column** – An icon used to create a Grade Column in the Grade Center. For more information on creating Columns, see Adding Grade Columns to the Grade Center.
- **Add Calculated Column** – a drop-down menu with options for creating Calculated Columns in the Grade Center. For more information on creating Calculated Columns, see Calculating Grades.
- **Manage** – Displays the Grade Center management options when the action link is triggered. Selections include options for:
  - Uploading data into the Grade Center from an external source file.
  - Downloading data from the Grade Center in a delimited file format.
  - Categories – classifications of Columns of gradable items, such as “Test” or “Assignment.”
  - Smart Views – custom-made views of Grade Center data, created by instructors and saved for continued use.
○ Grading Periods – user-defined segments within the Grade Center that can be defined as Terms, Semesters, Quarters, Years, and so on.
○ Grading Schemas map scored gradable items into a user-facing display.
○ Show/Hide Users determines whether a record is visible in the Grade Center.
○ Organize Grade Center allows instructors to change the order and visibility of Columns, as well as assign Columns to Grading Periods and Categories.

- **Email** – Displays the Email options when the action link is triggered. For more information on sending email from the Grade Center, see Sending Email from the Grade Center.
- **Reports** – Displays a page from which Reports for the Course are created. For more information on Reports, see Creating Reports.
- **Grade History** – Displays a page where the Grade History of any selected student is displayed. For more information on Grade History, see Grade History.
- **Current View** – A drop-down menu that lists all the different views of the Grade Center, each of which may be set as the default view. Current View includes the following possibilities:
  ○ Full Grade Center – a view created by default; it displays all columns and rows of the Grade Center.
  ○ Preview of My Grades – a view created by default; it displays the columns visible to students.
  ○ Final Grade View – a view created by default; it displays all columns, including a pre-created Total Points column, and a Weighted Grade column.
  ○ Smart Views of the Grade Center – for more information on Smart Views, see Creating Smart Views in the Grade Center.
  ○ Views by Grading Period – for more information on Grading Periods, see Grading Periods.
- **Set as Default** – Sets the Current View as the default view of the Grade Center.
- **Sort Columns By** – A drop-down menu that displays possible column sort options. For more information on sorting columns, see Sorting the Grade Center.

---

**GRADE INFORMATION BAR**

The Grade Information Bar displays the pertinent information of the selected Grade Column cell in the Grade Center. Depending on the pertinent or entered information, the Grade Information Bar displays the type of grade of a specific cell. It can be one of the following:

- Weighted Grade
- Total Points
- Average Grade
- Minimum/Maximum
- Override
- Grade
Webcampus Version 8 – Faculty Manual

- The points possible for a gradable item
- The format of the grade. For more information on Grade Display, see Creating Grading Schemas.
- If the Column is shown in the Student View. For more information, see Sharing Grade Center Data.

GRADE CENTER ACCESSIBILITY

To make the Grade Center accessible to as many people as possible, the Grade Center has two different modes: Interactive and Non-interactive. The Interactive view is the default setting.

Non-interactive view displays the Grade Center data in a simplified grid. There is no inline editing and no ability to freeze columns, making it easier to navigate by keystroke and to accommodate screen readers. Both Non-interactive and Interactive views allow the cursor to move from Column to Column using the Tab key. In both views, users can navigate among cells by using the Up, Down, Left, and Right arrows on a standard keyboard.

To change the Interactive view to Non-interactive view manually, follow these steps:

**Step 1:** From the Grade Center page, mouse over the icon located to the far right of the yellow bar that displays Current View and Sort Columns By functions.

**Step 2:** Select Non-interactive view.

*Note:* This setting is not persistent, and will last only as long as the current session. Once the instructor closes the Web browser, the view will default back to the Interactive setting.

CUSTOMIZING THE GRADE CENTER

All the Grade Center functions are initiated from the Grade Center page. This view is customizable, giving Instructors the ability to sort items in ways that maximize efficiency, and to view student information with a minimum of scrolling.

To reduce scrolling, columns can be revealed and hidden selectively. Columns can be categorized in order to filter or sort them together. Defining Categories is discussed in Setting Up the Grade Center and Planning Assessments.

By default, the Grade Center lists Students’ First and Last Names first. Students may be listed by username or by Student ID as well, depending on how the instructor organizes the Grade Center. Columns for gradable items and calculations for sets of graded items appear across the page. Icons appear in cells, to signify availability of students, the visibility of items to students, and the status of gradable items, providing a current view of the state of the Grade Center.
SORTING THE GRADE CENTER

To facilitate seeing Grade Center data in different ways, Instructors, TAs and Graders may sort all visible columns within the Grade Center based on different criteria, including:

- **Categories** – User-defined categories or default categories to identify the type of gradable item, such as “Test” or “Lab Report.”
- **Due Date** – Instructor-defined date when a gradable item is due.
- **Creation Date** – The date when a gradable item was created in the system.
- **Points Possible** – The total number of points the instructor has identified as possible for a gradable item.
- **Display Name** – Instructor-defined name for the gradable item.

**Note:** Sorting is not persistent, and will last only as long as the current session. Once the instructor closes the Web browser, the view will default back to the standard setting.

ORGANIZING THE GRADE CENTER

The Organize Grade Center page aids in configuring the Grade Center display. The Grace Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.
- Hide or show columns.
- Modify the categories of columns.
- Modify the Grading Periods of columns.

Follow these steps:

**Step 1:** Click **Manage** in the Action Bar of the Grade Center.

**Step 2:** Select **Organize Grade Center** from the Action Link menu.

**Step 3:** Select the Grade Center column (displayed on the screen as a row) to be moved by clicking and holding any part of the row.

**Step 4:** Drag and Drop the row to the desired location.

**Step 5:** Click **Submit** to save changes.
CREATING SMART VIEWS IN THE GRADE CENTER

Smart Views are views of the Grade Center based on a variety of student criteria. This enables instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track students. There are four different types of Smart Views that specify student information:

- **Group** allows the instructor to select a Group, which was created in the User Management Area of the course Control Panel. Groups are collections of students, as selected by the instructor.
- **Benchmark** allows the instructor to select students based on performance.
- **Focus** allows the instructor to select individual students.
- **Investigate** allows the instructor to select from a full list of student attributes; this is a combination of the options of the other three Smart Views. Once build and saved, Smart Views become a selectable list item on the Current View drop-down menu of the Grade Center page.

ADD A GROUP SMART VIEW

Smart Views of Grade Center data can be based on Groups that the instructor has created in the course.

**Note:** Groups must be made before they can be selected for a Smart View.

To build a Smart View based on Group Membership, follow these steps:

**Step 1:** Click Manage in the Action Bar of the Grade Center.

**Step 2:** Select Smart Views from the Action Link menu.

**Step 3:** Click Add Smart View.

**Step 4:** Enter a Name for the Smart View. This is a required field. It will appear in the Current View Action Link menu on the Grade Center page and also as a link to the Smart View on the Manage Smart Views page.

**Step 5:** Enter a Description of the Smart View. The description will appear on the Manage Smart Views page.

**Step 6:** Select the Search Type **Group** by selecting the corresponding radio button.

**Step 7:** Select the **Condition** for the Group. Selections include: Equal to Not equal to

**Step 8:** Select the value of the Group, which would be the Group name.
Step 9: Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu.

Step 10: Click the **Include hidden information** check box to include hidden columns.

Step 11: Click **Submit** to save the Smart View.

**ADD A BENCHMARK SMART VIEW**

A Benchmark Smart View is a view of the Grade Center based on student performance on a single gradable item, such as a midterm exam. To build a Benchmark Smart View, follow these steps:

**Step 1:** Click **Manage** in the Action Bar of the Grade Center.

**Step 2:** Select **Smart Views** from the Action Link.

**Step 3:** Click **Add Smart View**.

**Step 4:** Enter a **Name** for the Smart View. This is a required field. It will appear in the Current View drop-down menu on the Grade Center page and will also appear as a link to the Smart View on the Manage Smart Views page.

**Step 5:** Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.

**Step 6:** Select the radio button corresponding to the Search Type **Benchmark**.

**Step 7:** Select the **Student Criteria** (columns from the Grade Center) from the drop-down menu.

**Step 8:** Select the **Condition** for the criteria. Possible conditions include the following: Equal to, Greater than, Greater than or equal to, Less than, Less than or equal to, Between, and Status equals.

**Step 9:** Select the **Value** for the Condition. All Conditions require a number except **Between**, which requires two numbers, and **Status equals**, which requires a selection for the status of the grade.

**Step 10:** Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu.

**Step 11:** Click the check box to **Include hidden information** to include hidden columns.
ADD A FOCUS SMART VIEW

Smart Views of Grade Center data can be based on a simple selection of Students and columns of Gradable items. To build a Focus Smart View, follow these steps:

**Step 1:** Click Manage in the Action Bar of the Grade Center.

**Step 2:** Select Smart Views from the Action Link.

**Step 3:** Click Add Smart View.

**Step 4:** Enter a Name for the Smart View. This is a required field. It will appear in the Current View drop-down menu on the Grade Center page and will also appear as a link to the Smart View on the Manage Smart Views page.

**Step 5:** Enter a Description of the Smart View. The description will appear on the Manage Smart Views page.

**Step 6:** Select the radio button corresponding to the Search Type Focus.

**Step 7:** Use the radio button to Select Criteria for All Students or Selected Students. If you choose Selected Students, hold the Control Key down and click the Students to include from the selection box.

**Step 8:** Select the Filter Results by picking which Columns to Display in Results from the drop-down menu.

**Step 9:** Click the check box to Include hidden information to include hidden columns.

**Step 10:** Click Submit to save the Smart View. Click Cancel to discard the query and return to the Manage Smart Views page.
ADD AN INVESTIGATE SMART VIEW

Smart Views of Grade Center data can be based on a complex query of student and column attributes. To build an Investigate Smart View, follow these steps:

Step 1: Click Manage in the Action Bar of the Grade Center.
Step 2: Select Smart Views from the Action Link.
Step 3: Click Add Smart View.
Step 4: Enter a Name for the Smart View. This is a required field. It will appear in the Current View drop-down menu on the Grade Center page and will also appear as a link to the Smart View on the Manage Smart Views page.
Step 5: Enter a Description of the Smart View. The description will appear on the Manage Smart Views page.
Step 6: Select the radio button corresponding to the Search Type Investigate.
Step 7: Select Student Criteria from the drop-down menu. For example, “Grade on Midterm.”
Step 8: Select a Condition for the criteria. Possible conditions differ with each type of item.
Step 9: Select the Value for the Condition. The Value entry depends on the criterion selected.
Step 10: To add a second Student Criterion, click Add Student Criteria, and make additional selections. Criteria are always added as AND statements. The formula for the query is displayed in the Formula Preview box. To edit the formula manually, click Manually Modify and enter a new formula.
Step 11: Select the Filter Results by picking which Columns to Display in Results from the drop-down menu.
Step 12: Click the check box to Include hidden information to include hidden columns.
Step 13: Click Submit to save the Smart View. Click Cancel to discard the query and return to the Manage Smart Views page.
MODIFY A SMART VIEW

Once created, a Smart View can be modified. To modify a Smart View, follow these steps:

Step 1: Click Manage in the Action Bar of the Grade Center.
Step 2: Select Smart Views from the Action Link menu.
Step 3: Find the Smart View to change and click Modify.
Step 4: Make desired changes.
Step 5: Click Submit to save changes. Click Cancel to discard the query and return to the Manage Smart Views page.

REMOVE A SMART VIEW

Smart Views can be removed when no longer necessary. Removing a Smart View does not remove any data from the system. To remove a Smart View, follow these steps:

Step 1: Click Manage in the Action Bar of the Grade Center.
Step 2: Select Smart Views from the Action Link menu.
Step 3: Find the Smart View to change and click Remove.
Step 4: Click OK to remove the Smart View.

SETTING THE DEFAULT GRADE CENTER VIEW

The default setting for the Current View of the Grade Center displays the Full Grade Center. To change the default view, follow these steps:

Step 1: Go to the Current View Action Link menu, and select the desired Smart View. Views available in the drop-down menu are the Full Grade Center, all saved Smart Views, and all defined Grading Periods.
Step 2: Click Go.
Step 3: Click Set as Default.

This setting will persist across sessions and will display when any user enters the Grade Center. The default view may be changed at any time.
SHARING GRADE CENTER DATA

Instructors can not only record assessment data through the Grade Center, but they may share this data and other information with Teaching Assistants (TAs), Graders, Students, Observers, and other interested persons. The role of these users will determine what access they have to the Grade Center and Grade Center data.

To share Grade Center data with other users, the other users must first be added to the Webcampus course. Some course settings may need to be adjusted. The sections below provide basis information on how to share Grade Center information with TAs and Graders and with Students.

SHARING THE GRADE CENTER WITH TAS AND GRADERS

Once added to a course, Teaching Assistants (TAs) and Graders have the same access to features and tools in the Grade Center as instructors. They may view the Grade Center data in many ways by sorting and filtering. They may create unlimited Smart Views of the data; such Smart Views may be saved and reused.

**Warning:** If multiple users are working in the Grade Center at the same time, there is a risk that one user’s changes will be overwritten by another. To help avoid this situation, each user working in the Grade Center can create and save Smart Views of their students.

SHARING THE GRADE CENTER WITH STUDENTS

Instructors control what Grade Center data is released to students, and when it is released. Any Grade Center column can be shown or not shown to students. Columns that are available are displayed in the View Grades took, the My Grades course tool, and can be displayed individually in the Report Card module. Columns that are not available will not display in any of these places.

Grade Center statistics can also be made available or unavailable to users. If statistics are available with a column, they will be displayed when the column is displayed. There are multiple ways to make Grade Center columns available or unavailable, depending on the task or workflow the instructor is engaged in.

To control the availability of Grade Center columns, follow the relevant set of steps below:

When adding a new Grade Center column:

**Step 1:** Under Options, **Show this Column in My Grades**, select **Yes** to allow students to view the column in My Grades, or **No** to make the column unavailable.

**Step 2:** To **Include this column in Grade Center calculations**, select **Yes**.
When viewing the Grade Center page:

**Step 1:** Click the Action Link in the desired column header to open the contextual menu.

**Step 2:** Select Modify Column.

**Step 3:** Change the availability options for the Column.

**Step 4:** Click Submit to save changes.

### SETTING UP THE GRADE CENTER AND PLANNING ASSESSMENT

Instructors invest a great deal of time planning and creating lessons, matching lessons with learning objectives and then assessing whether those objectives have been met. Assessing learning objectives is done in many different ways, through exams, projects, papers, participation, and in other ways. Assigning value to those individual assessments and configuring a grading schema to display grades to students for a marking period or course is unique for every instructor and for every course.

Individual grades, Grade Columns and Calculated Columns can always be changed within the Grade Center during an ongoing course. By planning out all assessments, attributing value to them, and using those values to create a Grading Schema beforehand, instructors will spend less time editing and reconfiguring individual grades, and students will receive consistent grading information.

### CREATING GRADING SCHEMAS

A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student’s raw numeric score on a quiz with 100 possible points is an 88. In a Grading Schema in which a percentage score of 87.5 to 89.5 equals a B+, this score results in a B+. If the instructor has selected the Letter option for the grade display, the B+ will display to the student. Grading schemas may be edited or added to an ongoing course, and grades will be updated to reflect the changes.

Instructors can modify the pre-defined default grading schema and save changes to their course sections. Instructors also have the ability to create additional Grading Schemas within their course sections, to reflect the multiple ways in which they may need or want to grade throughout their courses.

### ADD A GRADING SCHEMA

When a Grading Schema is employed, and depending on the grade display option, the Grade Center will translate the entry according to the Grading Schema and will display the corresponding value.
To add a Grading Schema to the Grade Center, follow these steps:

**Step 1:** Click **Manage** in the Action Bar of the Grade Center.

**Step 2:** Select **Grading Schema** from the Action Link menu.

**Step 3:** Click **Add Grading Schema**.

**Step 4:** Enter a **Name** for the Grading Schema.

**Step 5:** Enter a **Description** for the Grading Schema.

**Step 6:** Enter the **Schema Mapping** information. By default, any new grading schema will have two ranges of percentages from 50% to 100% and from 0% (zero) to less than 50%.

**Step 7:** Click the arrow to insert a new row into the schema to enter additional display values to the schema. Click **Remove Row** to remove a value range (row) from the schema.

**Step 8:** Click **Submit** to save the Grading Schema.

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**MODIFY A GRADING SCHEMA**

Grading Schemas can be modified. To modify a Grading Schema, follow these steps:

**Step 1:** Click **Manage** in the Action Bar of the Grade Center.

**Step 2:** Select **Grading Schema** from the Action Link menu.

**Step 3:** Find the Grading Schema to modify and click **Modify**.

**Step 4:** Make any changes to **Name**, **Description** or **Display Symbols**, and their corresponding percentages.

**Step 5:** Click **Submit**. Once submitted, all columns using the Grading Schema are updated to reflect the changes.
CREATING CATEGORIES

A Grade Center category is a classification of a Grade Center column of a course. For instance, “Homework,” “Test,” or “Quiz” are possible Categories that may have Grade Center columns associated with them. Categories are helpful in organizing and using the Grade Center. An instructor may sort the Grade Center data by a specific Category to compare how all the students scored in the “Homework” Category, for example. Categories may also be used when creating Smart Views comprised of columns associated with a specific Category or Categories.

DEFAULT GRADE CENTER CATEGORIES

The Grade Center contains default Categories that are created by the Grade Center columns that are created through the Blackboard Learning System. The default categories are:

- Assignment
- Discussion
- Survey

Instructors can create their own course Categories, such as Labs, Group Work, Quiz and so on, through the Manage Categories page.

CREATING NEW CATEGORIES

New Categories are created using the Manage Categories page. This page displays the default categories and any other Categories that have been created. Each Category displays the Grade Center columns associated with that particular Category.

To create a new Category, follow these steps:

Step 1: Click Manage in the Action Bar of the Grade Center.
Step 2: Select Categories from the Action Link menu.
Step 3: Click Add Category.
Step 4: Enter a Name for the Category.
Step 5: Enter a Description. The Description can help differentiate among Categories, and may explain a Category’s purpose.
Step 6: Click Submit.
MODIFYING A CATEGORY

Default Categories cannot be modified. However, any Categories the user creates can be modified. To modify an existing Category, follow these steps:

Step 1: On the Grade Center page, in the Action Bar, click **Manage**.
Step 2: Select **Categories** for the Action Link menu.
Step 3: Find the Category to change and click **Modify**.
Step 4: Change the Category **Name** or **Description**.
Step 5: Click **Submit**.

REMOVING A CATEGORY

Default Categories cannot be removed. However, any Categories the user created and that are not in use in a course can be removed. To remove an existing Category, follow these steps:

Step 1: On the Grade Center page, in the Action Bar, click **Manage**.
Step 2: Select **Categories** for the Action Link menu.
Step 3: Find the Category to change and click **Remove**.
Step 4: Click **Submit**.

CREATING GRADING PERIODS

Grading Periods are user-created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, or Quarters, and can have date ranges that further define them.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows instructors to organize and report on Grade Center data effectively. Instructors can filter the Grade Center data by Grading Period to display only the columns in the specific time segment.
CREATING A GRADING PERIOD

To create a Grading Period, follow these steps:

**Step 1:** Click Manage in the Action Bar of the Grade Center.

**Step 2:** Select Grading Periods from the Action Link menu.

**Step 3:** Click Add Grading Period.

**Step 4:** Enter a Name for the Grading Period. This will appear on the Manage Grading Periods page.

**Step 5:** Enter a Description.

**Step 6:** **Select the Grading Period Dates.** Select “None” or set a Range based on Start Date and End Date, including the month, day and year. If a date range has been specified, checking **Associate Exiting Items** will associate all Grade Columns and Calculated Columns that were previously created with Due Dates in the corresponding Grading Period.

**Step 7:** Click Submit.

MODIFYING A GRADING PERIOD

To modify an existing Grading Period, follow these steps:

**Step 1:** Click Manage in the Action Bar of the Grade Center.

**Step 2:** Select Grading Periods from the Action Link menu.

**Step 3:** Find the Grading Period you want to change and click **Modify**.

**Step 4:** Enter a Name for the Grading Period. This will appear on the Manage Grading Periods page.

**Step 5:** Enter the changes.

**Step 6:** Click Submit.
REMOVING A GRADING PERIOD

To remove a Grading Period, follow these steps:

**Step 1:** Click Manage in the Action Bar of the Grade Center.

**Step 2:** Select Grading Periods from the Action Link menu.

**Step 3:** Find the Grading Period you want to remove and click Remove. All Grade Center items associated with this Grading Period will be reset to “Not in a Grading Period.”

**Step 4:** Click OK.

VIEWING A GRADING PERIOD AND ITS GRADE CENTER COLUMNS

To view the columns associated with a Grading Period, from the Current View drop-down menu, select the desired Grading Period and click Go. To maintain this Grading Period view as the default view, click Set as Default. The default view can be changed as often as desired, allowing the user to set which view to open first. For example, an instructor can change the default view from First Quarter to Second Quarter when the second quarter begins.

ADDING GRADE COLUMNS TO THE GRADE CENTER

Instructors can add gradable items to the Grade Center automatically, manually, or through uploading. Gradable items that are added to the Course Content, such as an exam or test, automatically generate a column in the Grade Center. Gradable items that are not added from the Course Content area need to have a column created manually in the Grade Center. Instructors can manually create Tests, Quizzes, and Class Participation columns, for example. Once created, columns and their parameters can be modified by the instructor.

AUTOMATICALLY-GENERATED GRADE CENTER COLUMNS

All gradable items for a course created through Webcampus Content Areas automatically generate columns in the course’s Grade Center. The following gradable items automatically generate a column:

- Discussion Boards.
- Assignments (including SafeAssign assignments).
- Surveys.
- Assessments.
MANUALLY CREATING GRADE CENTER COLUMNS

To create a column in the Grade Center, follow these steps from the Grade Center page:

**Step 1:** Click *Add Grade Column* in the Action Bar of the Grade Center.

**Step 2:** Enter a *Column Name*. This is a formal name for the column, and is displayed in the Grade Center if no *Grade Center Display Name* is entered. This field will only accept 15 characters.

**Step 3:** Enter a *Grade Center Display Name*. This appears as the column header in the Grade Center. This field will accept 15 characters. The Grade Center is the only area where this name is used.

**Step 4:** Enter a *Description*. A description will help instructors and other graders identify the column.

**Step 5:** Select a *Primary Display* option from the drop-down menu. The default choice is Score. The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Grade Item in the Grade Center. The menu selections are based on the Grading Schema, and there are default selections.

**Step 6:** Select a *Secondary Display* from the drop-down menu. The menu selection shows the secondary format for the Grade Item in the Grade Center. The Secondary Display is denoted by parentheses.

**Step 7:** Select a *Category* from the drop-down menu. The default choice is *No Category*.

**Step 8:** Enter *Points Possible*. Non-numeric entries are not accepted.

**Step 9:** Select a *Grading Period*.

**Note:** The *Creation Date* field is added by Webcampus and cannot be edited.

**Step 10:** Enter a *Due Date*.

**Step 11:** Set additional Options by selecting the *Yes* or *No* radio button as appropriate.

**Step 12:** Click *Submit* to save.
MODIFYING GRADE CENTER COLUMNS

Once created, Grade Center columns can be modified to reflect any desired changes. Columns added to the Grade Center from an external file must be modified from a text column to another type, and have a number of points possible entered in order to be used to calculate grades.

To modify a Grade Center column, follow these steps:

Step 1: Click on the Action Link in the desired column header.

Step 2: Click Modify Column.

Step 3: Make desired changes.

Step 4: Click Submit to save changes.

The following fields may be modified:

- Column Name
- Grade Center Display Name
- Description
- Primary Display
- Secondary Display
- Category
- Points Possible
- Grading Period
- Due Date
- Include Column in Grade Center Calculations
- Show Column in My Grades
- Show Statistics in My Grades
SENDING EMAIL FROM THE GRADE CENTER

Instructors can communicate using email with students, their observers, and others from within the Grade Center. This form of direct contact allows instructors to communicate actively with relevant parties while engaged in grading in the Grading Center. Such immediate feedback can lead to quick intervention if required, promoting positive outcomes for students.

TO SEND EMAIL FROM THE GRADE CENTER

Email may be sent from the Grade Center in two different ways, depending on whom the instructor would like to contact. To send mail to a group of selected students, follow these steps:

- **Step 1:** From the Grade Center page, select students in the Grade Center by checking the box adjacent to their names.
- **Step 2:** Click Email in the Action Bar.
- **Step 3:** From the Action Link menu, select the type of recipients, Selected Students or other.
- **Step 4:** Fill in the Subject and Message fields on the Send Mail page.
- **Step 5:** If a Return Receipt is desired, select the check box.
- **Step 6:** Click Attach a file to include an attachment to the message.
- **Step 7:** Click Submit.

To send mail to individual students from within the Grade Center, follow these steps:

- **Step 1:** Move the cursor to the First Name cell or the Last Name cell of the mail recipient.
- **Step 2:** Click the People Link menu to display the drop-down menu.
- **Step 3:** Click Send Email.
- **Step 4:** Fill in the Subject and Message fields on the Send Mail page.
- **Step 5:** If a Return Receipt is desired, select the check box.
- **Step 6:** Click Attach a file to include an attachment to the message.
- **Step 7:** Click Submit.
USING THE GRADE CENTER

During the span of the course, different forms of data can be entered into the Grade Center. This can happen automatically in the case of online tests, exams and discussion board items, or it can happen manually when the instructor, grader, or TA enters grades directly or imports them from an outside source. Grades can be changed and recalculated as assessment data is entered and an ongoing record of grade changes is kept for historical purposes. Other information about student progress can be entered as well, in the form of comments.

ENTERING GRADES

In order to provide the most flexibility for instructors and other users, grades can be entered into the Grade Center in a variety of ways. Some scores (online tests, exams and surveys) are automatically entered. Grades from an external source, such as a Comma-separated Value File (.csv) or an Excel spreadsheet can be uploaded to the Grade Center. Other grades can be entered into the Grade Center manually, using any of the views of the Grade Center.

MANUALLY ENTERING GRADES

Grades can be entered into any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To enter a grade from the Grade Center, follow these steps:

**Step 1:**
Move the cursor over the desired cell.

**Step 2:**
Click the Action Link to activate the menu.

**Step 3:**
Click Grade Details.

**Step 4:**
Click Edit Attempt.

**Step 5:**
In the Current Grade text box, enter a score.

**Step 6:**
Add any Feedback to User or Instructor Notes.

**Step 7:**
Click Save.

**Step 8:**
Click OK to return to the Grade Center page.
To enter an Override Grade from the Grade Detail page, follow these steps:

**Step 1:** Move the cursor over the desired cell.

**Step 2:** Click the Action Link to activate the menu.

**Step 3:** Click Grade Details.

**Step 4:** Click Override Grade or Edit Override.

**Step 5:** In the Current Grade text box, enter a score.

**Step 6:** Add any Feedback to User or Instructor Notes.

**Step 7:** Click Save.

**Step 8:** Click OK to return to the Grade Center page.

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**ADDITION COMMENTS TO A GRADE ENTRY**

Adding comments to a grade provides a way that instructors can give additional feedback to students on their performance. It is also a way instructors can expand on grading decisions or take notes for future reference, or to share with other instructors, TAs or graders.

**ENTERING COMMENTS THROUGH THE GRADE CENTER VIEW SPREADSHEET**

It is necessary to have a grade entered before adding comments. To enter a comment, follow these steps:

**Step 1:** In the Grade Center Action Bar, move thecursor over an entered grade.

**Step 2:** Click the Action Link, and then select Add Comment from the contextual menu.

**Step 3:** Enter text into the Feedback to User textbox to share with the student.

**Step 4:** Enter text into the Instructor Notes textbox for reference. These are not available to students.

**Step 5:** Click Submit to save the comments.
ENTERING COMMENTS THROUGH THE GRADE DETAIL PAGE

To add a comment, Feedback to User, or Instructor Notes, within the Grade Details page, follow these steps:

Step 1: In the Grade Center, move the cursor over an entered grade.

Step 2: Click the Action Link, and then select Grade Detail from the contextual menu.

Step 3: In the Grade Detail page, in the Actions column, click Edit Attempt. Or, in the Current Grade area, click Edit Override. Textboxes will now appear for both Feedback to User and Instructor Notes.

Step 4: Enter text and click Save in the Actions column.

CHANGING GRADES

Because of the fluid nature of instruction and the different variables that can influence student performance on assessment, any grade recorded in the Grade Center may be changed by the instructor, TA or Grader of the course. When grades are changed, the new data is automatically factored in to existing weighted, total points, or calculated grade columns, updating the information immediately. Grades that have been modified are denoted in the Grade Center by a triangular icon. Every time a grade is changed, an entry is made into the Grade History.

OVERRIDING A GRADE

Grades can be overridden manually from the Grade Center or from the Grade Details page, or they can be overridden by uploading an external file containing new data.

To change a grade from the Grade Detail page, follow these steps:

Step 1: Move the cursor over the desired cell.

Step 2: Click the Action Link to activate the contextual menu.

Step 3: Click Grade Details.

Step 4: Click Override.

Step 5: In the Current Grade textbox, enter a value.
Step 6: Add any Feedback to User or Instructor Notes.

Step 7: Click Save.

GRADE HISTORY

The Grade History page in the Grade Center acts like a log file that records all of the changes that occur to grades within a course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to adjust the view and export the information. The Grade History page displays the following columns:

- Date
- Column
- Modified by
- Student
- Value
- Attempt Submitted (date)
- Comments.

The Grade History page can be filtered to display entries within a date range. It can also be sorted to display items by column name, score or date. Scroll to the bottom of the Grade History page and select the date parameter from the drop-down menu. Then click Go.

EXPORTING AND DOWNLOADING THE GRADE HISTORY FILE

The Grade History can be exported as a delimited file and downloaded to the local machine (your computer). To export the Grade History, follow these steps:

Step 1: Click Export from the Grade History page.

Step 2: Select the Delimiter Type for the file, either Comma or Tab.

Step 3: Select Yes to Include Comments, or No to exclude them from the download.

Step 4: Click Submit.

Step 5: Click Download to save the file to a local machine (your computer).
CLEARING GRADE HISTORY

A Grade History can be cleared, flushing all the data, by clicking Clear All History. This action is final and cannot be reversed. To ensure that data is not lost, download the Grade History before clearing it.

DELETING AND REVERTING GRADES

In a course, an instructor may need to delete a grade or revert a grade back to its previous state, such as resetting a test to give a student who experienced technical problems another chance. The instructor may accomplish these tasks through the Grade Center.

DELETING A GRADE

Grades can be deleted from the Grade Center. Grades that have been deleted have the Override Grade and associated comments removed. To delete a grade from the Grade Center, follow these steps:

**Step 1:** Move the cursor over the grade to be deleted and click.

**Step 2:** Press the DELETE or BACKSPACE key on your keyboard to remove the grade.

**Step 3:** Press the ENTER key.

**Step 4:** Click OK to null the Grade Value. Grades that are set to Null display a dash ( - ).

Or to delete a grade through the Grade Details page, follow these steps:

**Step 1:** In the Grade Center, move the cursor over the desired cell, and click the Action Link to view the contextual menu.

**Step 2:** Select Grade Details.

**Step 3:** In the Actions column, click Clear Attempt.

**Step 4:** Click OK.
REVERTING A GRADE

Grades that have been overridden can be reverted to clear a previously entered override, and then display the appropriate attempt grade, if one exists. To revert a grade, follow these steps:

   Step 1: From any Grade Center view, move the cursor into the cell of the grade to be reverted and click the Action Link.

1. Click Grade Details to access the Grade Details page.
2. Click Revert to revert the grade to its previous state. A warning message appears, asking the user to confirm the action.
3. Click OK.

EXEMPTING GRADES

Instructors can Exempt students from any grade item in the Grade Center to take into consideration students who transfer to a school, add a course late, drop a course, or require other accommodations. Exempted items are not added into any statistical or total grade calculations.

Existing grades that have been Exempted are not removed, but are ignored in all total and statistical calculations.

EXEMPTING A GRADE

Students can be Exempted from a grade from the Grade Center page or the Grade Details page. When a grade has been Exempted, an Exempted icon will display in the cell of the exempted grade.

To Exempt a grade from the Grade Center, follow these steps:

   Step 1: Move the cursor over the grade to be Exempted and click the Action Link to activate the contextual menu.

   Step 2: Click Exempt Grade.

To clear the Exemption and return to the previous score, click Clear Exemption from the contextual menu.
To add comments to an Exemption, follow these steps:

**Step 1:** Move the cursor over the cell with Exempted grade and click the Action Link to activate the contextual menu.

**Step 2:** Click Add Comment.

**Step 3:** Type the comments in the Feedback to User and Instructor Notes textboxes.

**Step 4:** Click Submit.

To Exempt a grade from the Grade Details page, follow these steps:

**Step 1:** In any Grade Center View, move the cursor into the cell of the grade to be Exempted and click the Action Link to activate the contextual menu.

**Step 2:** Click Grade Details.

**Step 3:** Click Edit Override or Edit Attempt.

**Step 4:** Check the Exempt student from this item box.

**Step 5:** Click Save.

**UPLOADING EXTERNAL GRADE CENTER ITEMS**

To eliminate double entry of Grade Center data in several tools, Webcampus lets instructors who do off-line grading to then import grades into the Grade Center. Instructors can upload grades from external sources, such as an Excel spreadsheet, or a Comma-separated Value file (.csv). Data must be formatted very specifically to upload correctly and to synch with existing Grade Center data.

**FORMATTING EXTERNAL FILES FOR UPLOADING**

To synch external data to Grade Center data, unique identifiers are necessary for each Student and for each column in the Grade Center. The unique identifier used for each student is the student’s User Name. The unique identifier for each column is a Column ID number. Column ID numbers are generated by Webcampus, and should not be changed or removed. Columns that do not have Column ID numbers in uploaded files will create new columns in the Grade Center.

**Warning:** Columns that are added to the Grade Center from an external file are added as text columns with Points Possible equaling zero (0). Text columns cannot be included in Calculated...
Columns such as Weighted Grade, Total Points, Average Grade, and Minimum/Maximum grades. Covert text columns to other column types and add Points Possible by modifying the column after the upload. For assistance, contact the Center for Teaching and Learning with Technology (CTLT).

Each data file uploaded to the Grade Center requires a header row with one record per line subsequently. The format of the data file uploaded to the Grade Center is determined by the type of delimiter that is used to parse the data into separate columns. Data files can be tab delimited with a file extension of .xls, or comma delimited with a file extension of .csv.

Data in each column of comma-delimited files (.csv files) must be contained within a quote character, the most common being quotation marks (" "). Data in each column of tab-delimited files does not require a quote character.

Note: The Center for Teaching and Learning with Technology (CTLT) recommends using tab-delimited files for uploading to the Grade Center to avoid having to use quote characters and because tab-delimited files open directly in Microsoft Excel. For assistance, contact the Center for Teaching and Learning with Technology.

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**UPLOADING A FILE TO THE GRADE CENTER**

To upload a file to the Grade Center, follow these steps:

**Step 1:** Click Manage in the Action Bar of the Grade Center.

**Step 2:** Select Upload from the Action Link menu.

**Step 3:** Browse for the file.

**Step 4:** Select the Delimiter Type: Comma, Tab, or Auto. Auto will attempt to detect the delimiter used in the selected file automatically.

**Step 5:** Click Submit to upload the selected file.

**Step 6:** Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.

**Step 7:** Review the Data Preview Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.
Step 8: Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.

Step 9: Click Submit to confirm and upload the file.

DOWNLOADING GRADES FROM THE GRADE CENTER

To download grades from the Grade Center, follow these steps:

Step 1: Click Manage in the Action Bar of the Grade Center.

Step 2: Select Download from the Action Link Menu.

Step 3: Using the radio buttons, select the data to download.

Step 4: Select the file delimiter, Comma or Tab.

Step 5: Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students that have been hidden from view in the downloaded file.

Step 6: Select the location for the download.

Step 7: Click Submit to finish the download.

CALCULATING GRADES

In the Grade Center, an instructor can calculate grades by combining multiple columns to attain performance results, such as class averages, final grades that are based on a weighted scale, or total points, and so on. These are called Calculated Columns. These columns, which display performance results, can be displayed to students or may remain accessible only to the instructor. Possible Calculated Columns include the following: weighted grade, average, total, minimum/maximum. These can be used at the instructor’s discretion, to create any calculation that may facilitate the instructor’s organization, measurement or vigilance for a course.
ABOUT WEIGHTED GRADES

A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. A Weighted Grade can be displayed as a column in the Grade Center. The instructor may create a Weighted Grade that is the final grade for a course, with projects and exams included in the Weighted Grade. Instructors can create any number of Weighted Grade columns, including Weighted Grade columns that include other (calculated) Weighted Grade columns.

Note: Any Grade Center columns with text as the primary display cannot be used in the Weighted Grade calculation.

CREATING A WEIGHTED GRADE COLUMN

To create a Weighted Grade column, follow these steps:

Step 1: Click Add Calculated Column.
Step 2: Select Weighted.
Step 3: Enter a Column Name.
Step 4: Select Columns and Categories to include.
Step 5: Set the percentage of the total for each Column or Category.
Step 6: Click Submit.

ABOUT TOTAL POINTS CALCULATIONS

A point system is an alternative to working with weighted grades. The relative importance of each assessment is already reflected in the variety of different points available for each assessment, so a Total Points system should not be used in conjunction with a weighted approach to calculating a final grade.

A Grade Center Total Points column is a grade item based on the cumulative points received, relative to the points available for an assessment.

Note: Any Grade Center columns with text as the primary display cannot be used in the Total Points calculation.
CREATING A TOTAL POINTS COLUMN

To create a Total Points column in the Grade Center, follow these steps:

**Step 1:** Move the cursor over the **Add Calculated Column** icon in the Action Bar of the Grade Center.

**Step 2:** Select **Total** from the Action Link menu.

**Step 3:** Enter a **Column Name**. A required field, the Column Name is the formal name for the item, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field is limited to 15 characters.

**Step 4:** Enter a **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will only display the first 15 characters in the column header.

**Step 5:** Enter a **Description**. A Description will help instructors and other graders identify the column.

**Step 6:** Select a **Primary Display** option from the drop-down menu.

**Step 7:** Select a **Secondary Display** from the drop-down menu. The Secondary Display is denoted by parentheses.

**Step 8:** Select a **Grading Period** from the drop-down menu.

**Step 9:** Select the items to be included in the Total Points calculation.

**Step 10:** Select Yes for **Calculate as a running total** to calculate total points for assessments that have been graded.

**Step 11:** Choose whether to share the Total Points column with users. The following selections may be made:
- Include column in Grade Center calculations
- Show column in My Grades
- Show statistics for this column in My Grades

**Step 12:** Click **Submit** to save.
ABOUT MINIMUM/MAXIMUM COLUMNS

A Minimum or Maximum Grade column displays either the minimum or maximum grade for a selection of columns. This column can be displayed to the students or just the instructor.

Note: Any Grade Center columns with text as the primary display cannot be displayed as the Minimum or Maximum.

CREATING A MINIMUM/MAXIMUM COLUMN

To create a Minimum/Maximum Grade Column, follow these steps:

Step 1: Move the cursor over to the Add Calculated Column icon in the Action Bar.
Step 2: Select Minimum/Maximum from the Action Link.
Step 3: Enter a Column Name. A required field. Will display only 15 characters in the column header if no Grade Center Display Name is entered.
Step 4: Enter a Grade Center Display Name.
Step 5: Enter a Description. A description will help instructors and other graders identify the column.
Step 6: Select a Primary Display option from the drop-down menu.
Step 7: Select a Secondary Display from the drop-down menu.
Step 8: Select a Grading Period form the drop-down menu.
Step 9: Select the Calculation Type Minimum or Maximum.
Step 10: Select the items to be included in the Minimum/Maximum Grade Column calculation.
Step 11: Select Yes for Calculate as a running total to include only the columns that have been graded. Select No to include all Columns.
Step 12: Choose whether to share Minimum/Maximum column with users. The following selections can be made:
- Include Column in the Grade Center score calculations
- Show Column in My Grades
- Show Statistics (average and median) for this column in My Grades.

Step 13: Click Submit to save.

ABOUT AVERAGE GRADE COLUMNS

An Average Grade column displays the average for any number of quantities. For example, an instructor can display the average for all Tests, or display the average grade for each student for a grading period.

Note: Any Grade Center columns with text as the primary display cannot be averaged.

CREATING AN AVERAGE GRADE COLUMN

To create an Average Grade and its column in the Grade Center, follow these steps:

Step 1: Move the cursor over to the Add Calculated Column icon in the Action Bar.

Step 2: Select Average from the Action Link.

Step 3: Enter a Column Name. A required field. Will display only 15 characters in the column header if no Grade Center Display Name is entered.

Step 4: Enter a Grade Center Display Name.

Step 5: Enter a Description. A description will help instructors and other graders identify the column.

Step 6: Select a Primary Display option from the drop-down menu.

Step 7: Select a Secondary Display from the drop-down menu.

Step 8: Select a Grading Period form the drop-down menu.

Step 9: Select the Calculation Type Average.
Step 10: Select the items to be included in the Average Grade Column calculation.

Step 11: Select Yes for Calculate as a running total to include only the columns that have been graded. Select No to include all Columns.

Step 12: Choose whether to share Average Grade column with users. The following selections can be made:
- Include Column in the Grade Center score calculations
- Show Column in My Grades
- Show Statistics (average and median) for this column in My Grades.

Step 13: Click Submit to save.

VIEWING GRADE CENTER STATISTICS

Instructors have the ability to view various statistical information related to a column and any student. The Column Statistics page displays numerous statistics for a Grade Item, including average, median, standard deviation, and so on. The Student Statistics page displays a student’s statistics in the Categories.

Note: The Statistics pages are read-only, and grades or other information cannot be modified from this area.

VIEWING STATISTICS BY STUDENT

The Student Statistics page displays a student’s statistics in the various Categories.

To view the statistics of a student, follow these steps:

Step 1: In the Grade Center, move the cursor over the First Name, Last Name, or Username of the student and click the Action Link to view the contextual menu.

Step 2: Click Student Statistics.

To view another student’s data while on the Student Statistics page, select the student name from the drop-down list and click Go. Left and right arrow buttons advance alphabetically to the previous or the next student.
VIEWING STATISTICS BY COLUMN

The Column Statistics page displays numerous statistics for a Grade Item, including average, median, standard deviation, and so on. To view the statistics for a column, follow these steps:

Step 1: In the Grade Center, in the Action Bar, move the cursor over to the desired column and click the Action Link to view the contextual menu.

Step 2: Click Column Statistics.

SAVING AND REUSING GRADE CENTER DATA AND SETTINGS

Grade Center settings and data have considerable value for instructors and institutions, providing insight into student performance and curriculum analysis. Grade Center data can be exported and used to perform grading tasks in an external tool, or to compare with past Grade Center data in spreadsheets or statistical applications. Grade Center settings can be saved within a course archive or copied course, ensuring consistency across course sections. Instructors who have invested time setting up Smart Views and Grade Center formulas will be able to retain all those settings in archived and copied courses.

DOWNLOADING GRADE CENTER DATA

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications, such as spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set.

To download data from the Grade Center, follow these steps:

Step 1: Click Manage in the Action Bar of the Grade Center.

Step 2: Select Download from the Action Link menu.

Step 3: Using the radio buttons, select the data to download.
Options: Full Grade Center, Selected Column, Student Information Only, Selected Grading Period, Download by Smart View.

Step 4: Select the file delimiter, Comma or Tab.

Step 5: Select whether to Include Hidden Information.
Webcampus Version 8 – Faculty Manual

Step 6: Select the location for the download. Files downloaded to My Computer will default to the Desktop.

Step 7: Click Submit to finish the download.

ARCHIVING AND COPYING COURSES

Preserving Course material generated over the length of a Course in order to review it, reuse it, and improve upon it is important for the development of quality teaching and learning. Grade Center settings and data can be saved with a course in various ways, depending on the method of saving the Course.

The table below describes the different ways that Course information and data can be saved and reused, with respect to Grade Center settings and data:

<table>
<thead>
<tr>
<th>Function</th>
<th>How Grade Center Data and Settings are Handled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive</td>
<td>Archive creates a complete copy of a course in a zipped file format. All cumulative grade columns, student grades and associated settings in the archived source course are included in the package.</td>
</tr>
<tr>
<td>Restore</td>
<td>Restore uses an archive course to create a new course. All Calculated Grade columns, student grades and associated settings in the selected archived course are restored to the destination course. The default Final Total Points and Final Weighted Grade columns in the new course will be overridden with the cumulative grade columns from the archived course package.</td>
</tr>
<tr>
<td>Copy Course Materials into a New Course</td>
<td>Select material from an existing course to be copied into a new course. Grade Center settings from the original course are copied into the new course. All Calculated Grade columns and associated settings in the sources course are copied to the destination course when the Grade Center is selected as part of the copy. The default Final Total Points and Final Weighted Grade columns in the new course will be overridden with the cumulative grade columns from the archived course package.</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Copy Course Materials into an</td>
<td>Select materials from an existing course to copy into another existing course. Grade Center columns from the copied course are added to any existing columns in the destination course. All Calculated Grade columns and associated settings in the sources course are copied to the destination course when the Grade Center is selected as part of the copy. The source and destination courses are merged and nothing in the destination is overridden. The destination course contains all Calculated Grade columns from both courses. This may result in duplication of the Final Total Points and Final Weighted Grade columns.</td>
</tr>
<tr>
<td>Existing Course</td>
<td></td>
</tr>
<tr>
<td>Copy Course with Users (Exact</td>
<td>Makes an exact duplicate of an existing course, including all users and their data. All Calculated Grade columns, student grades, and associated settings in the source course are copied to the destination course. The default Final Total Points and Final Weighted Grade Columns in the new course are overridden with the Calculated Grade columns in the source course.</td>
</tr>
<tr>
<td>Copy)</td>
<td></td>
</tr>
<tr>
<td>Export</td>
<td>Select all or parts of an existing course to add to a zipped file. Does not include student data. All Calculated Grade columns and associated settings in the source course are included in the course package when the Grade Center is selected as part of an export.</td>
</tr>
<tr>
<td>Import Package</td>
<td>Import Package is used to upload selected course materials from an exported zipped file into a course. The entire zipped file can be uploaded, or just selected parts can be uploaded. All Calculated Grade columns and associated settings in the exported course package are imported into the destination course when the Grade Center is selected as part of an import operation. The course package and destination courses are merged and nothing in the destination course is overridden. The destination course contains all Calculated Grade columns from both courses. This may result in duplication of the Final Total Points and Final Weighted Grade columns.</td>
</tr>
</tbody>
</table>

The Performance Dashboard tool provides a window into all types of user activity in a course or organization. All users enrolled in the course are listed, with pertinent information about that user’s progress and activity in the course. If the System Administrator has made this tool available, it may be accessed by selecting Performance Dashboard under Assessments on the Control Panel.

<table>
<thead>
<tr>
<th>List / Modify Users</th>
<th>Remove Users from Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Create Users</td>
<td>Manage Groups</td>
</tr>
<tr>
<td>Enroll User</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Manager</td>
<td>Gradebook Views</td>
</tr>
<tr>
<td>Survey Manager</td>
<td>Performance Dashboard</td>
</tr>
<tr>
<td>Pool Manager</td>
<td>Early Warning System</td>
</tr>
<tr>
<td>Course Statistics</td>
<td></td>
</tr>
</tbody>
</table>

This is a section of the Performance Dashboard page (with email addresses obscured):
## Performance Dashboard

Use the links provided to view user progress details for each performance measurement.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Role</th>
<th>Last Course Access</th>
<th>Days Since Last Course Access</th>
<th>Status</th>
<th>Adaptive Release</th>
<th>Discussion Board</th>
<th>View Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carignan</td>
<td>Angelo</td>
<td>aprice</td>
<td>Student</td>
<td>Aug 24, 2008 12:04:10 PM</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kelley</td>
<td>Catherine</td>
<td>ekelley</td>
<td>Instructor</td>
<td>Never</td>
<td>Never</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vaidhwa</td>
<td>Manish</td>
<td>evaidhwa</td>
<td>Student</td>
<td>Jul 11, 2008 12:28:07 PM</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adams</td>
<td>Michael</td>
<td>madams</td>
<td>Student</td>
<td>Never</td>
<td>Never</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vaidhwa</td>
<td>Manish</td>
<td>evaidhwa</td>
<td>Instructor</td>
<td>Aug 2, 2008 9:41:20 AM</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Younghouse</td>
<td>Paul</td>
<td>pyoungh</td>
<td>Instructor</td>
<td>Aug 25, 2008 2:28:06 PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>0</td>
</tr>
</tbody>
</table>
To display Course Statistics

**Step 1** Select **Course Statistics** in Assessments on the Course Control Panel.

**Step 2** Select a **Report Type**.

**Step 3** Select a **Time Period**.

**Step 4** Select **Users**. To choose more than one user hold down SHIFT or CONTROL.

**Step 5** Click **Submit**.

Below is an example of the Course Statistics report:
# Course Statistics

<table>
<thead>
<tr>
<th>Area ID</th>
<th>Hits Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Book</td>
<td>0%</td>
</tr>
<tr>
<td>Collaboration</td>
<td>0%</td>
</tr>
<tr>
<td>Content Area</td>
<td>104%</td>
</tr>
<tr>
<td>Communication</td>
<td>0%</td>
</tr>
<tr>
<td>Finalex</td>
<td>0%</td>
</tr>
<tr>
<td>Header</td>
<td>0%</td>
</tr>
<tr>
<td>Tools</td>
<td>0%</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>26%</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>3.73%</td>
</tr>
<tr>
<td>Discussion</td>
<td>3%</td>
</tr>
<tr>
<td>Student Menu</td>
<td>0%</td>
</tr>
<tr>
<td>Electronic Bulletin</td>
<td>0%</td>
</tr>
<tr>
<td>Voice Chat</td>
<td>1%</td>
</tr>
<tr>
<td>Gradebook</td>
<td>22%</td>
</tr>
<tr>
<td>Messages</td>
<td>1%</td>
</tr>
</tbody>
</table>

[Image of a pie chart showing various categories with their respective percentages.]
The Early Warning System column will only display in the Performance Dashboard if the tool is turned on in the course.

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**Assessment**

<table>
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</tr>
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<td>Course Statistics</td>
<td>Early Warning System</td>
</tr>
</tbody>
</table>

Instructors may create Grade rules, Due Date rules and Last Access rules that will enable notification for individual students.

<table>
<thead>
<tr>
<th>Role</th>
<th>Last Course Access</th>
<th>Days Since Last Course Access</th>
<th>Review Status</th>
<th>Adaptive Release</th>
<th>Discussion Board</th>
<th>Early Warning System</th>
<th>View Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Never</td>
<td>Never</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Sep 27, 2007 12:53:39 PM</td>
<td>32</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Aug 14, 2007 3:20:00 PM</td>
<td>75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

Shows the number of warnings and the number of total rules that may trigger a warning. Clicking on the data in this column will open the Early Warning System.
Assistance that allows the Instructor to research the Blackboard online support site, browse the online Instructor Manual, contact support, or view tutorial movies.

<table>
<thead>
<tr>
<th>Support</th>
<th>Contact System Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual</td>
<td>Quick Tutorials</td>
</tr>
</tbody>
</table>

Click **Support** to open the Behind the Blackboard Web site in a separate browser window.

Click **Manual** to open the Instructor Manual in a separate browser window. Please note that the online manuals are updated regularly. Check here first for help with any of the features and functions in the Blackboard Learning System.

Click **Contact System Administrator** to send email to the System Administrator at FDU for support.
QUICK TUTORIALS

Click on Quick Tutorials to go to a Blackboard Web site where you may learn more about how to use Blackboard features. A Quick Tutorial is a mini-movie tutorial that runs in an automated fashion and includes on-screen narration. To view the movie, you will need to have Macromedia Flash 5™ or higher installed on your computer.

WEBCAMPUS HELPDESK RESOURCES

FAIRLEIGH DICKINSON UNIVERSITY TECHNICAL ASSISTANCE CENTER (FDUTAC)

Please Note: You will be asked to identify yourself by your Employee Number / Datatel ID

By Phone 1-973-443-8822

By Email fdutac@fdu.edu
If you need further training or assistance in Webcampus, please contact Keith Williams or Paul Younghouse at the Center for Teaching and Learning with Technology. Subhojit Paul and Manish Wadhwa are available for assistance with creating course shells and guest accounts.

**OFFICE PHONE**

- **Metropolitan Campus** 201-692-7060
- **College at Florham** 973-443-8822

**COLLEGE AT FLORHAM**

- Paul Younghouse – pcy@fdu.edu
- Wylie Haggerty – wylieh@fdu.edu

**METROPOLITAN CAMPUS**

- Kim Bauman – kbaum@fdu.edu
- Manish Wadhwa – manish@fdu.edu

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